



TECHNICAL ADVISORY COMMITTEE MEETING
WEDNESDAY, NOVEMBER 9TH, 2022 – 1:30 P.M.
VIRTUAL/ZOOM MEETING ONLY

PLEASE NOTE: Due to ongoing public health concerns related to COVID-19 the Grand Forks/East Grand Forks Metropolitan Planning Organization (GF/EGF MPO) is encouraging citizens to provide their comments for public hearing items via e-mail at. To ensure your comments are received prior to the meeting, please submit them by 5:00 p.m. one (1) business day prior to the meeting and reference the agenda item(s) your comments address. If you would like to appear via video or audio link for comments or questions, please also provide your e-mail address and contact information to the above e-mail. The comments will be sent to the Technical Advisory Committee members prior to the meeting and will be included in the minutes of the meeting.

MEMBERS

Palo/Peterson _____
Ellis _____
Bail/Emery _____
Brooks _____
Riesinger _____

Mason/Hopkins _____
Zacher/Johnson _____
Kuharenko/Danielson _____
Bergman _____

West _____
Magnuson _____
Sanders _____
Christianson _____

1. CALL TO ORDER
2. CALL OF ROLL
3. DETERMINATION OF A QUORUM
4. MATTER OF APPROVAL OF THE OCTOBER 12, 2022, MINUTES OF THE TECHNICAL ADVISORY COMMITTEE
5. MATTER OF PRELIMINARY APPROVAL OF THE UPDATE OF THE TRANSIT DEVELOPMENT PLAN..... KOUBA

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- 6. MATTER OF PRELIMINARY APPROVAL OF THE 2023-2024
UNIFIED PLANNING WORK PROGRAMHALFORD

- 7. MATTER OF STRENGTHENING MOBILITY AND
REVOLUTIONIZING TRANSPORTATION (SMART)
GRANT PROGRAMHALFORD

- 8. OTHER BUSINESS
 - a. 2021/2022 Unified Work Program Project Update.....HALFORD
 - Street/Highway Element Update
 - Bicycle/Pedestrian Element Update
 - b. MPO Updates:
 - Bridge UpdateHALFORD
 - Programming Update Workgroup..... KOUBA
 - December TAC Agenda Items.....HALFORD
 - c. Agency Updates

- 9. ADJOURNMENT

INDIVIDUALS REQUIRING A SPECIAL ACCOMMODATION TO ALLOW ACCESS OR PARTICIPATION AT THIS MEETING ARE ASKED TO NOTIFY STEPHANIE HALFORD, TITLE VI COORDINATOR, AT (701) 746-2660 OF HIS/HER NEEDS FIVE (5) DAYS PRIOR TO THE MEETING. IN ADDITION, MATERIALS FOR THIS MEETING CAN BE PROVIDED IN ALTERNATIVE FORMATS: LARGE PRINT, BRAILLE, CASSETTE TAPE, OR ON COMPUTER DISK FOR PEOPLE WITH DISABILITIES OR WITH LIMITED ENGLISH PROFICIENCY (LEP) BY CONTACTING THE TITLE VI COORDINATOR AT (701) 746-2660

**PROCEEDINGS OF THE
TECHNICAL ADVISORY COMMITTEE
Wednesday, October 12th, 2022**

CALL TO ORDER

Stephanie Halford, Chairman, called the October 12th, 2022, meeting of the MPO Technical Advisory Committee to order at 1:33 a.m.

CALL OF ROLL

On a Call of Roll the following member(s) were present: Steve Emery, East Grand Forks Engineer; George Palo, NDDOT-Grand Forks District; and Dale Bergman, Cities Area Transit. Via Zoom: David Kuharenko, Grand Forks Engineering; Wayne Zacher, NDDOT-Local Planning; Nancy Ellis, East Grand Forks Planning; Ryan Brooks, Grand Forks Planning; Jon Mason, MnDOT-District 2.

Absent: Brad Bail, Jason Peterson, Michael Johnson, Lane Magnuson, Nels Christianson, Nick West, Ryan Riesinger, Christian Danielson, and Patrick Hopkins.

Guest(s) present: Kristen Sperry, FHWA-ND; Anna Pierce, MnDOT; Daba Gedafa, UND; and Jason Carbee, HDR Consulting.

Staff: Stephanie Halford, GF/EGF MPO Executive Director; Teri Kouba, GF/EGF MPO Senior Planner; and Peggy McNelis, GF/EGF MPO Office Manager.

DETERMINATION OF A QUORUM

Halford declared a quorum was present.

MATTER OF APPROVAL OF THE SEPTEMBER 12, 2022, MINUTES OF THE TECHNICAL ADVISORY COMMITTEE

MOVED BY ELLIS, SECONDED BY KUHARENKO, TO APPROVE THE SEPTEMBER 12TH, 2022 MINUTES OF THE TECHNICAL ADVISORY COMMITTEE, AS PRESENTED.

MOTION CARRIED UNANIMOUSLY.

MATTER OF FINAL APPROVAL OF THE 2045 METROPOLITAN TRANSPORTATION PLAN (MTP) AMENDMENT

Halford reported that this was discussed at the last Technical Advisory Committee meeting. She said that, again, the City of East Grand Forks is requesting the MPO amend its 2045 MTP to

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move the Bygland/Rhinehart Roundabout Project from the short-term to the mid-term range. She added that the City of East Grand Forks further requested the MPO amend the plan to add a few projects to the short-term, they are:

- 1) 5th Ave NE (15th St. NE to 20th St NE) – Miscellaneous concrete panel/C&G replacement and miscellaneous sidewalk replacement.
- 2) 5th Ave NE (Highway 2 to 10th St NE) – Miscellaneous concrete panel/C&G replacement.
- 3) DeMers Ave (4th St to 10th St) – Replace stamped concrete crosswalks, remove bituminous pavement from old RR tracks and replace with concrete pavement, miscellaneous concrete panel/C&G replacement, and miscellaneous sidewalk replacement.

Halford stated that, again there weren't any comments or questions from the Technical Advisory Committee at your September 12th meeting, but the Executive Policy Board did have a few questions and comments at their September 21st meeting. She shared that Marc DeMers asked why the roundabout project is being moved to the Illustrative Project list, and MPO staff responded that that was how the amendment was communicated to them. She said that Mayor Gander was present at the meeting as well and he did say that per the conversations he was part of on this item, he feels it would be appropriate to move the roundabout project to the mid-term project list instead the illustrative list, so staff did make that adjustment and it is reflected in the staff report as well.

Halford commented that representatives from the City of East Grand Forks attended the last ATP meeting on September 29th, and gave an update to that group on where they are with the subtarget funding, and their plans for the funding. She stated that there weren't any comments or concerns from that update, and the City of Grand Forks has also submitted a letter stating that they don't feel they need to amend their Comprehensive Plan to include this. She said that the City of East Grand Forks also sent a letter to that effect as well.

Halford reported that this item will move on to the MPO Executive Policy Board meeting on October 19th, and then we will go through the T.I.P. amendment process to include it in that document as well.

Ellis said that she agrees with Mayor Gander, to move this to a mid-term project, particularly since they are going to be updating the Street and Highway Plan, so we can again look at in further detail during the update. She added that if we also get funding for the Safety Plan, it would be another opportunity for us to review it again as well, so she wouldn't want it to be placed in the Illustrative Project list at this point, but rather have it in the mid-term or long-term list.

MOVED BY ELLIS, SECONDED BY BROOKS, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY APPROVE THE AMENDMENT TO THE 2045 MTP, AS PRESENTED.

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Voting Aye: Palo, Brooks, Ellis, Emery, Mason, Zacher, Bergman, and Kuharenko.

Voting Nay: None.

Abstaining: None.

Absent: Bail, Peterson, Riesinger, Danielson, Johnson, Christianson, Hopkins, West, and Magnuson.

MATTER OF FINAL APPROVAL OF THE UND INTERNSHIP

Halford reported that since our August meeting, at which we tabled this item in order to have further discussion and refinement of the agreement, a small group met and reviewed the document, and Daba has made the edits.

MOVED BY KUHARENKO, SECONDED BY BROOKS, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY APPROVE AUTHORIZING THE MPO EXECUTIVE DIRECTOR TO EXECUTIVE A COLLABORATIVE RESEARCH AGREEMENT WITH UND, AS PRESENTED.

Voting Aye: Palo, Brooks, Ellis, Emery, Mason, Zacher, Bergman, and Kuharenko.

Voting Nay: None.

Abstaining: None.

Absent: Bail, Peterson, Riesinger, Danielson, Johnson, Christianson, Hopkins, West, and Magnuson.

MATTER OF 2024-2027 T.I.P. CANDIDATE PROJECT SOLICITATION

Kouba reported that, as you know, we go through an update process of our T.I.P. every year, and we are starting on the 2024-2027 T.I.P. solicitation.

Kouba commented that there are a few projects that are out and about, and she knows that people have talked about them; she has split them into Minnesota and North Dakota projects and any help she can get on dates and such so that she can give you some dates for getting information to the MPO so it can go through our process would be great. Kouba referred to the staff report and went over the different state deadlines for various programs.

Kouba stated that so far she has received information on the Transportation Alternatives program. She said that MnDOT has a deadline of January 13th for applications, but the MPO will need everything in to them by December 1st. She added that there is also the local Safety Program in Minnesota and that has a deadline of November 23rd, but again information is due to the MPO by October 26th.

Kouba commented that for North Dakota she knows that Transit is out right now, and they will need information to the MPO by November 30th. She said that we have also heard something about the Urban Highway Railroad Crossings program, for which we will need information to the MPO by October 26th, and then there is also the Highway Safety Program, which is due November 30th to the MPO.

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Pierce noted that she is working on a spreadsheet of programs that she will get out to the MPO as soon as it is done. Kouba said that she has a spreadsheet as well and did get it out so any information you may have that should be added to that let her know.

Kouba reported that through this process we also have to make sure that we are meeting all the federal guidelines; we also want to make sure that you get the information we had in our 2045 MTP, our 2050 isn't quite ready yet, they are working on that, and the new year will be 2027 and we don't have any projects just yet for that year.

Zacher asked if the Urban Highway Rail really 2023, because we are in Fiscal Year 23 right now. He said that he saw her email but didn't have time to really look at it, but it just seems odd that it is coming out at the start of a fiscal year for that same funding year. Kouba responded that that is the information she has right now, but if it isn't right please let her know. Zacher said that he hasn't dug into it and it may very well be correct, he knows they met, at least for the 2023 projects or the upcoming year's projects they met last week to talk about some of those projects.

Kouba stated that as soon as we know the deadlines for all of these programs we will try to get it put together a list so that everyone knows the deadline for getting information to the MPO for each program so we can get it through our process as well.

Kuharenko commented that he presented an information only item to their City Council kind of walking through some of what we are looking at with proposals. He said that at this point in time they are mostly just waiting on the solicitations to come out, that way he can hopefully send all of them through at the same time. He stated that he knows the HSIP is out, but hopefully the other ones follow shortly then they can get them moving, so if you need a copy of those staff reports let him know and he will get that information to you. Kouba stated that she will start sending out the scoring sheets as well so you can fill them out wherever there is a project.

Ellis pointed out that she sees that Anna Pierce has provided some information on the chat function on Zoom about the Planning Assistance Grants. She asked if that was to develop a new Safe Routes to School plan or is that for Safe Routes to School planning and programming. Pierce responded that the Planning Assistance Grants, her understanding, is that it can be used to update or develop a new Safe Routes to School plan. She added that there is also the Safe Routes to School Boost Grants, and those are for non-construction strategies to support the plans and programs for Safe Routes to School, and then Dave Callen with MnDOT would be the best person to contact with any questions about those, and she did send Stephanie an e-mail earlier today with this information.

Pierce stated that the Active Transportation (AT) Infrastructure Grants letter of intent is due Friday, and the applications are due at the end of the year. Ellis asked if this was the TA grant. Pierce responded it is not, it is a State funded grant. She explained that there are actually two grants; there is the infrastructure and then there is the demonstration/planning grant. She added that there is a demonstration project grant and a planning project grant, and State Aid is managing those grants; and the Active Transportation Program for planning is going to be due in

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June of 2023, and will be selected by July 2023 and more information will be coming on that, and then the Active Transportation Program for demonstration projects will be due from the MPO in January or February of 2023; and then the Greater Minnesota Transportation Alternative (TA) infrastructure opportunity will be coming out in the regular November cycle, and those are like active type transportation things; . She said that for the Highway Rail Crossing Program, the funding years for 2024-2027 will be coming, MnDOT is going through that solicitation process and will be developing that list by the end of the year and then sharing that information with the applicable jurisdictions and MPOs, but right now she doesn't think there is anything in this MPOs area for that time period but that could change. She added that the Highway Freight Program, for funding years 2026- 2028 is forthcoming, and an MPO letter of support will be required from all applicants in the MPO area, but more information will be coming out on that in early 2023.

Pierce commented that is what she knows right now, but as she said, she is still putting this all together and is also coordinating with their ??? to try to get a better picture of solicitation stuff for you all.

Emery stated that the City of East Grand Forks has been working on a potential quiet zone project, and they have been looking at the possibility of putting in active pedestrian gates/lights, and he is wondering if this would be eligible for any of these funding programs, whether it is the Urban Highway Rail Crossing Safety Program or something like that. Pierce responded that she isn't the person to answer that and would direct you to contact Amy Johnson. Kuharenko commented that they actually have a similar project on the North Dakota side where they are looking at a signalized crossing at University and the Mill Spur, and one of the conversations he has had with BNSF was the potential of adding pedestrian gates as well, and, at least on the North Dakota side, the program they have will allow for the funding of the construction of it but the catch is on the maintenance, BNSF was looking to charge them for annual maintenance of that crossing and that was getting to be very very expensive, so something to consider. Pierce added that the City of Moorhead has a couple of those so they may be a good place to get information on they got those funded.

Kouba said that she attached the MTP final projects and the TIP from 2024 to 2026 as part of the packet so if you have any questions, please let staff know, and hopefully we can keep the flow of information going out to you so we can have a smooth process.

Information only.

MATTER OF 2050 STREET/HIGHWAY ELEMENT UPDATE

Halford reported that we have to update our Street and Highway Plan every five years so this is just to give the Technical Advisory Committee an update on the status of the update. She stated that we are using the Technical Advisory Committee to give feedback, input and oversight of the study as we go through the process so we actually have Jason Carbee from HDR here today to give a brief overview presentation on where we are at, and to get input and feedback from the Technical Advisory Committee.

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Carbee referred to a slide presentation (a copy of which is included in the file and is available upon request), and commented that, as noted, in your packets they have what they are calling an Interim Existing Conditions Memorandum. He stated that they are working toward a November 3rd Public Engagement Opportunity, they are going to have an Open House and are going to meet with the Stakeholders Group to get some ideas of some of the issues and opportunities in the urban area, and then to get some input on what kinds of goals and directions for the plan.

Carbee stated that he would like to really quickly walk through some of the information in the slides.

Presentation continued.

Carbee referred to the plan schedule and commented that they are working toward having a draft plan late summer early fall next year; it needs to be adopted by the end of next year. He added that there will be two additional public open houses coming up and then an additional on-line activity that they will have as well.

Carbee stated that basically they have worked through safety; traffic operations, including travel reliability; pavement and bridge data, and an overview of the road network. He said that they are still waiting on future conditions, depending on what ATAC is working on on the travel model, so they are kind of working on that and are waiting on getting their forecast done. He added that some of the scope of work relates to the carbon footprint and how the environmental baseline is assembling the data to understand what the constraints are in part of the Metropolitan Transportation Planning process that requires us to talk about environmental mitigation in the project development process, just making sure it is all getting taken care of.

Carbee said that he will really quickly touch on how we approach the level of service for traffic operation, and then on travel reliability. He added that he thinks one of the key things here, before they go before the public with this, is they are hoping to get feedback from this body, and so one of the ways they worked on getting an idea of a typical level of congestion or level of service was to look at the more detailed studies that were done recently so they went back to the last Street and Highway Plan from 2017. He referred to a presentation slide and pointed out that it shows some of the plans they looked at including the I-29 Traffic Operations Study, the Downtown Transportation Study, the Minnesota 220 North Corridor Study, the US 2/US 81 Skewed Intersection Study, the FuFeng Development Traffic Impact Study, and the Future Bridge Traffic Impact Study. He stated that out of that came a lot of traffic analysis that they could incorporate; highlights are that we didn't see widespread pockets of level of service much beyond Level of Service D during the peak conditions.

Carbee stated that what they did to kind of supplement those studies was to take a regional planning approach, and you will notice in the document, and MPO staff pointed this out, they cited a Florida DOT Level of Service approach and the reason they did this is because it allows us to take kind of a planning level at a regional scale like this and it uses some Highway Capacity Manual types of assumptions so it kind of takes the daily traffic and that information and our understand of how many lanes we've got on the road and allows us to use a set of

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assumptions to get an understanding of how daily conditions might relate to peak traffic operations. He stated that it is a pretty good kind of 30,000 foot view of how we can get in the ballpark. He added that he knows there are probably areas where it is a little off so what they are hoping to do is to get some feedback from this body on areas that they might have missed, or where we are over stating or under stating congestion. He said that he knows that historically Washington and DeMers has been an intersection that sees a lot of congestion, and they are showing that at a Level of Service C/D, but he knows that in the past it has been found to have some movements that are higher than that so they are hoping to get some feedback on kind of combining these two different sources of traffic operations data and kind of get to a final set of combined data, what is kind of our baseline as we start looking to the future of where we might have some of those congestion issues.

Carbee commented that reliability is one of those performance measures that is just basically how consistent from day to day, at a certain kind of day, how consistent are those travel times; where do you run into those issues where you don't have much consistency in those travel times and so that is where you really run into some reliability issues, and one of the places the MPO really needs to really look at reliability on the interstate, the interstate system is pretty reliable overall; on the non-interstate system we run into a few pockets where we have a few issues where we are a little less unreliable, but overall the system is pretty reliable and we do have some graphs in the existing conditions document that show the overall performance of the system and you can see that it is a pretty reliable system overall.

Carbee stated that truck travel time is another area that needs to be evaluated, and we do see some problems with truck acceleration and merging between DeMers and Highway 2, but overall, again, truck reliability is pretty good.

Carbee said that, getting into safety, you will see a rather big drop in crashes reported on the North Dakota side between 2018 and 2019, and some of you probably know this, but the threshold for reporting of property damage crashes changed pretty drastically between \$1,000 and \$4,000 in that period so that explains some of the precipitous drop-off in addition to the Covid 19 Pandemic, there was a drop in travel as well. He commented that in the document you can see that they have some more patterns year by year and you can see that the more serious crashes didn't drop off as quickly as the property damage only.

Carbee commented that they did look at the top crash frequency intersections; they are using six years of data and are trying to even out those peaks and valleys that come with safety data. He added that they also looked at crash rates as well.

Carbee stated that Bicycle and Pedestrian safety is another area that is important to look at with the plan, and you can see a little bit of variability there in the bicycle and pedestrian crashes, and, as you can see there is also a map of the location of crashes including fatal and serious crashes as well.

Carbee said that he is hoping that they can get some feedback from this body within the next week or so, at least by October 19th.

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Carbee referred to the presentation, specifically the First Public Engagement Milestone slide, and pointed out that they are holding an open house on November 3rd that will focus on getting input from the public and stakeholders on what should the plan focus on, what are the issues, needs and goals; no formal presentation as much as just an open house for people to get some information and just give us their thoughts. He added that they will be having an on-line self-paced version of this afterwards as well for additional feedback.

Carbee went over the next steps for the plan process; finalize baseline conditions, finalize materials for the November Public Engagement, online engagement, and develop goals, objectives, policy and performance measures.

Kuharenko asked when they were hoping to get feedback again. Carbee responded that they are hoping to get it by October 19th.

Halford stated that she did give those present today a hard copy of the presentation that she got yesterday so they have it, and then it will also be posted online so those attending via Zoom can look at it as well. Carbee commented that he noticed that on his schedule he repeated one of the items so he will send an updated version. Halford said that we do have a location for the November 3rd Public Open House; it will be held at the East Grand Forks Library from 5:00 p.m. to 7:00 p.m. She added that she would also like to note that they do have a list of people that they reached out to for the Stakeholder meeting that will be held from 8:30 a.m. to 10:00 a.m. on November 3rd as well. She said that she would definitely open up to anyone that they may have missed for suggestions for anyone you think we should have on that list. She pointed out that the stakeholder meeting will also be held at the East Grand Forks Library as well.

Information only.

OTHER BUSINESS

- A. 2021/2022 Annual Work Program Project Update
- 1) Bike/Ped Plan Update – Kouba reported that we have been working on the Vision, Goals and Objectives, and Performance Measures for the Bicycle and Pedestrian Element to get it put together for input from the public. She said that we haven't set a time or date for a public meeting, but will get that information soon.
 - 2) Transit Development Plan Update – Kouba reported that we just finished the Public Input Period on the draft document and will begin the adoption process for the Cities and the MPO. She said that both cities will need to adopt it first and then the MPO can adopt it as well. She added that any help she can get from everyone as to when you need information from her to get this process going in November it would be appreciated.

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Brooks commented that for the Grand Forks side they need the information early next week.

Ellis said that for the East Grand Forks side they will need it between October 31st and November 1st, and with the TDP if you can, since they are having a November meeting, if you could present at least an overview of what the open house will be for the Street and Highway and the Bicycle and Pedestrian elements, thus covering all three items, and give everyone an opportunity to get and provide input, that would be helpful as well.

Kouba stated that if you have ordinances or resolutions that she needs to prepare, if you could send her a copy that would be helpful so she can get those done.

Information only.

B. MPO Updates

- 1) Safe Streets For All (SS4A) – Halford reported that the Safe Streets for All application has been submitted.
- 2) Bridge Update - Halford reported that she knows there has been conversations, but she would open it up to anyone else that may have any updates on any southern bridges, she knows that the counties have been having some conversations, so if anyone wants to fill in any gaps that would be helpful.

Kuharenko commented that he knows that the Selection Committee met, and at this point they are waiting on a Joint City Council meeting to move forward.
- 3) Programming Update Workgroup – Halford reported that there wasn't a meeting so there isn't an update on this item.
- 4) November TAC Agenda Items – Halford reported that this is an item that she is adding to the MPO Updates just to give you an idea of what you are going to see on the next month's agenda, to give you a heads up, it won't be giving you any details, just a highlight so the November Technical Advisory Committee agenda items they are looking at will probably include performance measures, a work program draft, and starting the adoption process for the Transit Development Plan.

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C. Agency Updates

- 1) City of Grand Forks – Kuharenko reported that on the Grand Forks side they are still working with the DOT and BNSF on getting a number of applications in on the 42nd Street Grade Separation. He said that one of them was due yesterday, one is due tomorrow, and the third is due in November, so they are making a lot of progress on getting those applications in and hopefully we will get the federal funding to get that underpass constructed.
- 2) NDDOT – Zacher reported that they held their MPO Director’s meeting last week and has some very good conversation. He said that it went about twice as long as he had been expecting it to go. He added that they used all of their time, which was pretty surprising. He said that he felt it went well.

Zacher commented that the NDDOT is still looking for their next Director, but he thinks the application period has closed so they should have one soon.

- 3) FHWA – Sperry reported that she agrees that the Director’s meeting went well and she enjoyed it. She asked what they thought of the format of the meeting, do you like how it is put out there. She said that she like the collaboration we had on different topics like what do you do with the clauses, have you had any issues in bringing up stuff like that, because she can get bogged down with day-to-day stuff, and then something comes up and you need to work on that and then other stuff comes up and then sometimes you forget, so she thought it went good and there were good discussions.

Sperry commented that, on a separate note, they have an opening in their office; with the anticipation of all of these non-traditional grant opportunities, like Safe Street For All; Fargo ended up receiving a planning grant for a bridge crossing, and then there are other opportunities where they are going to need to potentially look at the project from inception to construction, and based on the workloads for all of those different things they are estimating that North Dakota could receive up to \$26 non-traditional grants per funding year, which is a lot of work for a small office, so they are splitting her position into two, it will no longer be a joint planning and environment program manager it will be a separate planning and a separate environmental, and she decided she would keep the planning side, but it hasn’t been decided, thus they currently have a position open for an Environmental Specialist.

Halford said that, just to respond to the MPO Director’s meeting, she thought the conversation was really good, the format was good, and maybe the format was good because it allowed for a natural conversation and she felt like they could collaborate and there was good back and forth dialogue and she feels like everyone was able to be heard, so she doesn’t have any corrections at all and she looks forward to future meetings.

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- 4) MnDOT – Pierce reported that they, too, like everyone else have several position openings and things changing as well. She stated that as part of that she will be going on a part-time planner rotation, so that means that only half of her time will be available for MPOs. She said that she will be working on the Carbon Reduction Program the other half of her time. She commented that because of this change she may not be able to make all of these meetings starting November 15th of 2022 through November of 2023, but she will be available if you have any questions.

Pierce stated that if anyone has been working with has coordinated with Dani Walchuck, she had her baby yesterday, but she is moving to Aeronautics to be a Planning Coordinator there so they will be posting her position in the very near future as well. She added that they also have some leadership changes throughout the agency as well.

Pierce said that they have their MPO Director meeting November 3rd, and then there is AMPO coming up too so you will see her there as well.

Pierce commented that as part of the Carbon Reduction Program, be thinking, as jurisdictions, what projects may be eligible and that you might be able to start in the next TIP cycle, 2024-2025 because they are going to be looking to use those funds just specifically on the East Grand Forks side that might be already in the chute that you could use those funds on.

- 5) MnDOT-District 2 – Mason commented that he just wanted to mention, we were talking about those different solicitation going on at the Transportation Alternatives Program, that is sort of administered throughout the region, and MnDOT is helping with the PTP. He stated that they did see a fairly large increase in federal funds available for that program; their former target was \$400,000 now they are looking at \$1.12 million dollars so for communities in the East Grand Forks area interested in Transportation Alternatives program it could be a very good opportunity to secure some funding from that. He added that there has also been an increase in the STP funds that could go towards the four state-aid cities in the region. He said that the local federal funds are being distributed to the local agencies at MnDOT and they are still working on the process of distributing those funds so their hope is that when they receive their funding targets in December they will have a better idea on what the States portion of the additional federal funds will be.
- 6) November Technical Advisory Committee Meeting Date Change – Halford reported that because the November Elections will be going on at the same time as our regular November Technical Advisory Committee meeting so we will be just virtual.

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ADJOURNMENT

***MOVED BY BROOKS, SECONDED BY BERGMAN, TO ADJOURN THE OCTOBER 12TH,
2022 MEETING OF THE TECHNICAL ADVISORY COMMITTEE AT 2:23 P.M.***

MOTION CARRIED UNANIMOUSLY.

Respectfully submitted by,

Peggy McNelis, Office Manager



MPO Staff Report
Technical Advisory Committee:
November 9, 2022
MPO Executive Board:
November 16, 2022

RECOMMENDED ACTION: Preliminary Approval of the Final 2022 Transit Development Plan.

TAC RECOMMENDED ACTION:

Matter of preliminary approval of the Update of the Transit Development Plan.

Background:

The Transit Development Plan (TDP) update analyzed a wide range of services, route evaluation, capital, and financial alternatives. The consultant evaluated the existing transit systems in place, gauged opportunities for improved transit coordination in the region, identified the most efficient approach to meet the needs of the public, and carefully considered where transit resources should be devoted over the planning period. The final product will guide the provision of services over the next 10-year period within the financial revenues projected and include an implementation plan to accomplish TDP recommendations.

For over the last year the MPO and Kimley-Horn have studied the current transit system and gathered input from the public, steering committee, and decisionmakers. Looking at the existing conditions and issues of the transit system this Transit Development Plan (TDP) provides recommendations that try to provide the best possible course of action.

The plan is divided into the following sections:

- Existing Conditions: what makes up the transit system with a comparison to peer transit systems.
- Public and Stakeholder Engagement Phase 1: the information that was gathered from the public and stakeholders to help guide recommendations and goals.
- Goals and Objectives: statements telling what is desired to be achieved and how it will be done.
- Service Ideas: these are ideas that could help improve the transit service.
- Public and Stakeholder Engagement Phase 2: the information that was gathered about the service ideas from the public and stakeholders.
- Future Service Recommendations: the recommendations of the plan for service based on public and stakeholder information.

- Capital Improvement Plan and Transit Asset Management Plan: these plans inform what assets need replacement or maintenance with planning level costs for future financial planning.
- Coordinated Public Transit-Human Services Transportation Plan: this focuses on coordination between human service transportation and Cities Area Transit for efficient use of federal funds.
- Financial Plan: to ensure fiscal responsibility when planning to use federal funding there is a need to know a reasonable financial plan is in place. This fulfills this federal requirement.

Information on the TDP, including the Final Draft with the appendices, can be found on the website: www.catransitplan.com. The dates that the plan will be adopted by the Cities and MPO is:

- ✓ Grand Forks Planning & Zoning: Preliminary Approval November 3rd
- MPO Technical Advisory Committee: Preliminary Approval November 9th
- MPO Executive Board: Preliminary Approval November 16th
- East Grand Forks Planning & Zoning: Approval November 17th
- Grand Forks City Council: Preliminary Approval November 21st
- East Grand Forks City Council: Final Approval December 6th
- Grand Forks Planning Commission: Final Approval December 7th
- MPO Technical Advisory Committee: Final Approval December 14th
- Grand Forks City Council: Final Approval December 19th
- MPO Executive Board: Final Approval December 21st

Findings and Analysis

- The current MPO Alternatives Modes Element of the MPO's Metropolitan Transportation Plan (MTP) has a request to consider an amendment.
- The City of Grand forks City and the City of East Grand Forks Comprehensive Plans does contain the MPO's MTP and needs to also consider the amendment.
- The MPO has presented a preliminary approval amendment to the Transit Element.
- The recommended amendment does maintain a financial plan that is fiscally constrained.
- The City of Grand Forks and East Grand Forks Comprehensive Plans needs to be amended to contain the updated Alternatives Modes Transit Element.

Support Materials:

- Presentation



Grand Forks-East Grand Forks Transit Development Plan

Final Draft Plan

Process and Schedule



Topics

- › Service Improvement Highlights
- › Programmatic Recommendations
- › Transit Hub Analysis
- › Capital Improvement Plan
- › Financial Plan
- › Final Plan Comment Period

Grand Forks - East Grand Forks

TRANSIT DEVELOPMENT PLAN



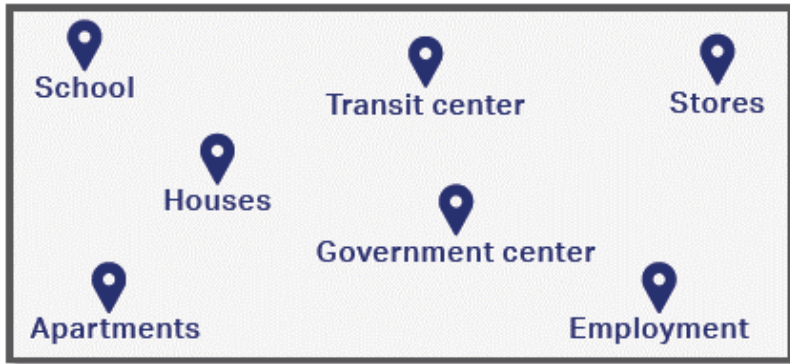
Service Improvement Highlights







Microtransit Overview

What is microtransit?

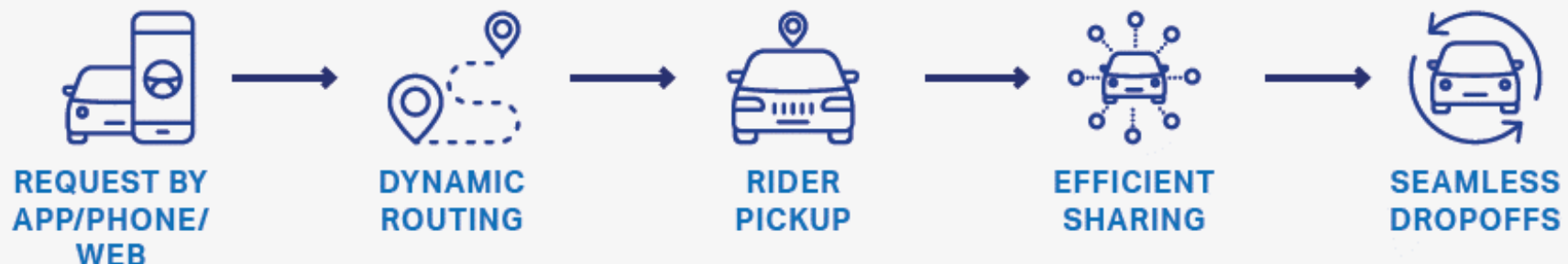
Microtransit is on-demand shared transportation that utilizes technology to operate efficiently and effectively. Rides can be requested on-demand or in advance for pick-up and drop-off at certain locations within a defined zone.



What are the benefits of microtransit?

-  **Flexible:** schedule rides where you need, when you need
-  **Convenient:** schedule ahead or in real time. Book via app, online, or over the phone
-  **Efficient:** rides with similar routes or destinations are matched to minimize wait and travel time
-  **Connections:** connect to destinations within the on-demand transit zone

How does microtransit work?



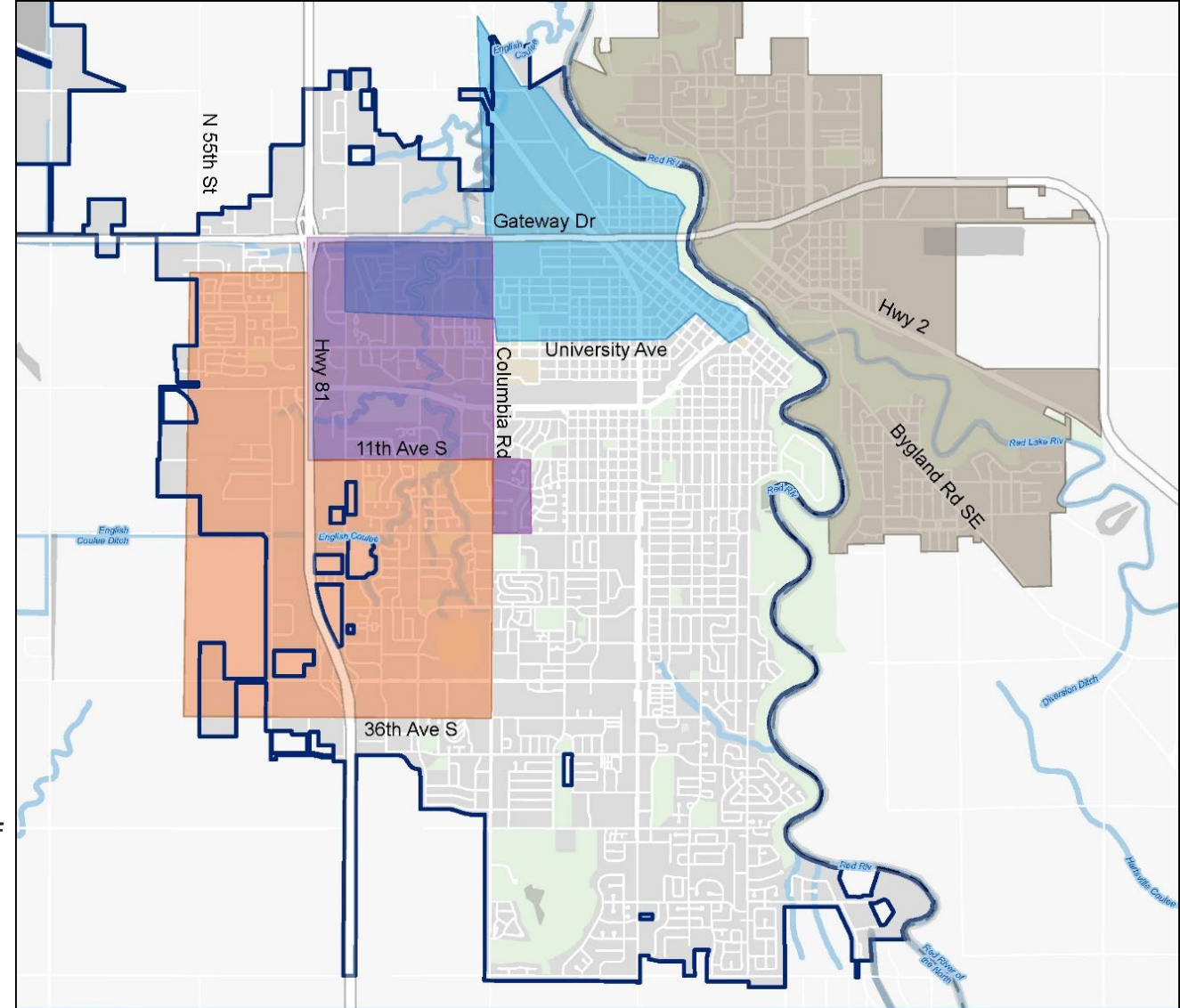
Microtransit

Potential areas where fixed route service may be replaced by on-demand microtransit service in the future include:

- › Industrial Park
- › East Grand Forks
- › Northern Grand Forks
- › UND Night Zone
- › Grand Forks Zone

Microtransit should be a topic of further study to determine:

- › Pick-up and drop-off locations for the established zone
- › Develop a user guide for students and a plan for communication of the plan
- › Establish trial period and metrics for success
 - › Quantitative Metrics – Ridership, costs, and on-time performance
 - › Qualitative Metrics – Customer feedback and meetings with UND staff and student leadership



Microtransit Zones

Grand Forks - East Grand Forks
TRANSIT DEVELOPMENT PLAN

- | | |
|----------------------|------------------|
| Industrial Park | UND Night Zone |
| Grand Forks Zone | Grand Forks Zone |
| East Grand Forks | Park |
| Northern Grand Forks | Landmark |
| Microtransit Zone | River |



0 0.75 1.5 Miles

Service Improvements

CAT SERVICE BY ROUTE

Routes 1 and 2: In the short term, routes should be maintained as they are and funding possibilities for fixed-route school bus service should be explored. In the medium term, microtransit should be studied as a potential option for the future.

Route 3: In the short term, service should be maintained as-is. A stop-level study should be conducted to determine options to simplify the route.

Routes 4 and 6: In the short term, Routes 4 and 6 should be combined and the new Route 6 should run interlined with Route 3 to determine any schedule issues. Options for better pedestrian connections to Demers Avenue should be studied and, in the medium term, implemented to allow Route 6 to run a more direct route.

Route 5: In the short term, Route 5 should remain as it is today, and funding partnerships with the school district for K-12 busing should be explored. Under the added service scenario, Route 5 would run twice an hour and into the evening.

Route 7: Route 7 should be modified to be more direct. The connection to Target should be removed and transfers to Routes 8 and 9 should be encouraged instead. The route should provide a direct connection to the Post Office from downtown. Route 7 should also be extended further south to reach new development on 47th Avenue.

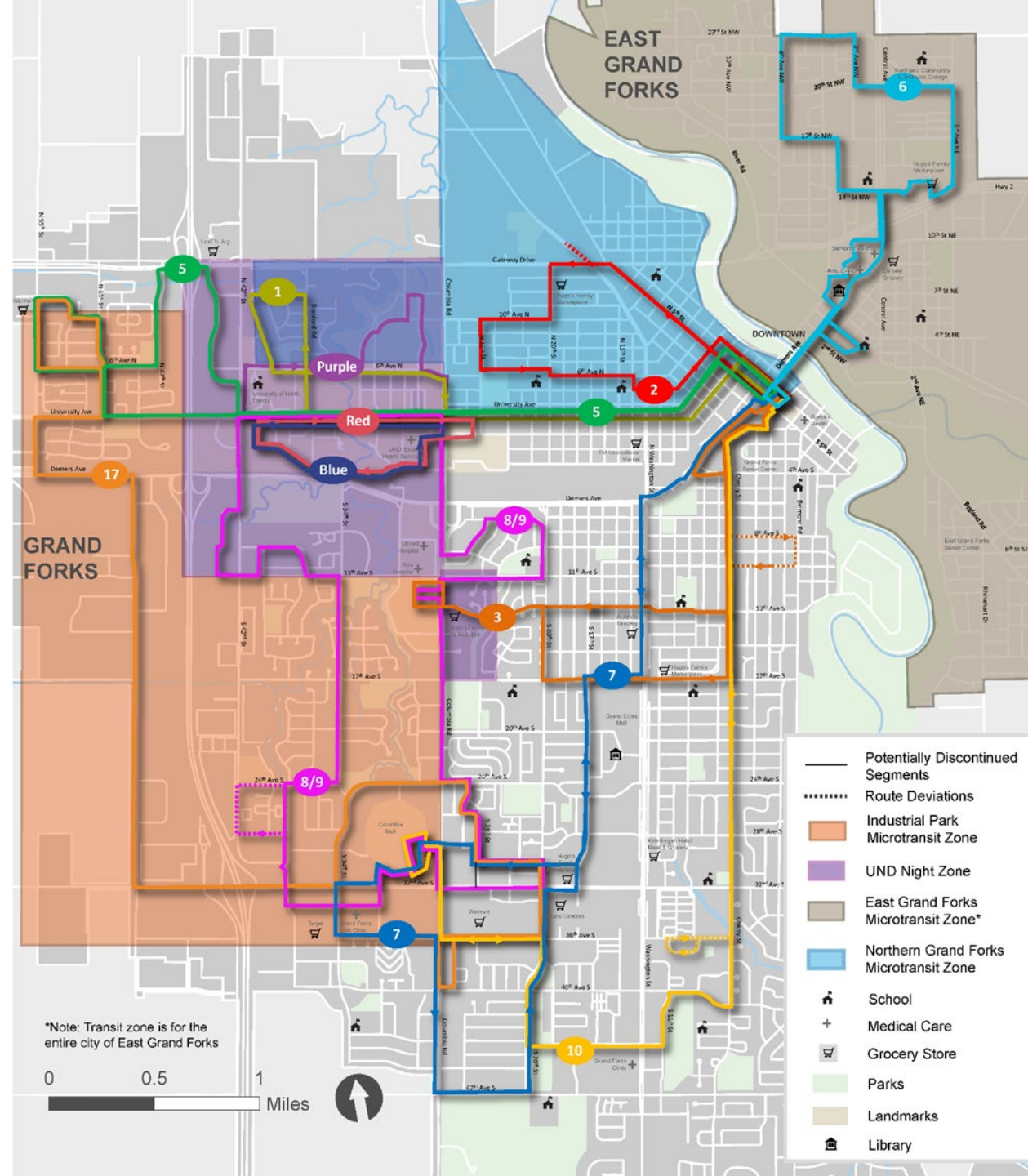
Routes 8 and 9: In the short term, Routes 8 and 9 should be combined and should provide service to the Verge apartments. In the medium term, combined Routes 8 and 9 should replace Route 13 for evening service.

Route 10: In the short term, Route 10 should shift to bi-directional service, starting downtown and ending at the Columbia Mall. Transfer locations with Route 7 should be promoted for connections to Hugo's on 32nd and the Grand Cities Mall.

Route 12: In the short term, Route 12 should be discontinued as fixed-route service and converted to on-demand service, providing connection to Route 6 for inter-city transportation. In the medium term, replacement of Route 12 daytime and evening service should be included in the microtransit study.

Route 13: In the short term, service should continue as it is today. In the medium term, the microtransit study should include replacing Route 13 with nighttime service.

Route 17: In the short term, funding opportunities for this new route should be pursued through public-private partnerships or other sources. Service in this area should run between 5AM-9AM and 3PM-8PM to accommodate industrial park shift changes. In the medium term, replacement of this route should be included in the microtransit study.



UND Service Improvements

Red Route:

- › Short term: Maintain as is.
- › Medium term: Reroute to travel to 25th on the east side of campus, and re-time schedules to reflect new traffic patterns on campus.

Blue Route:

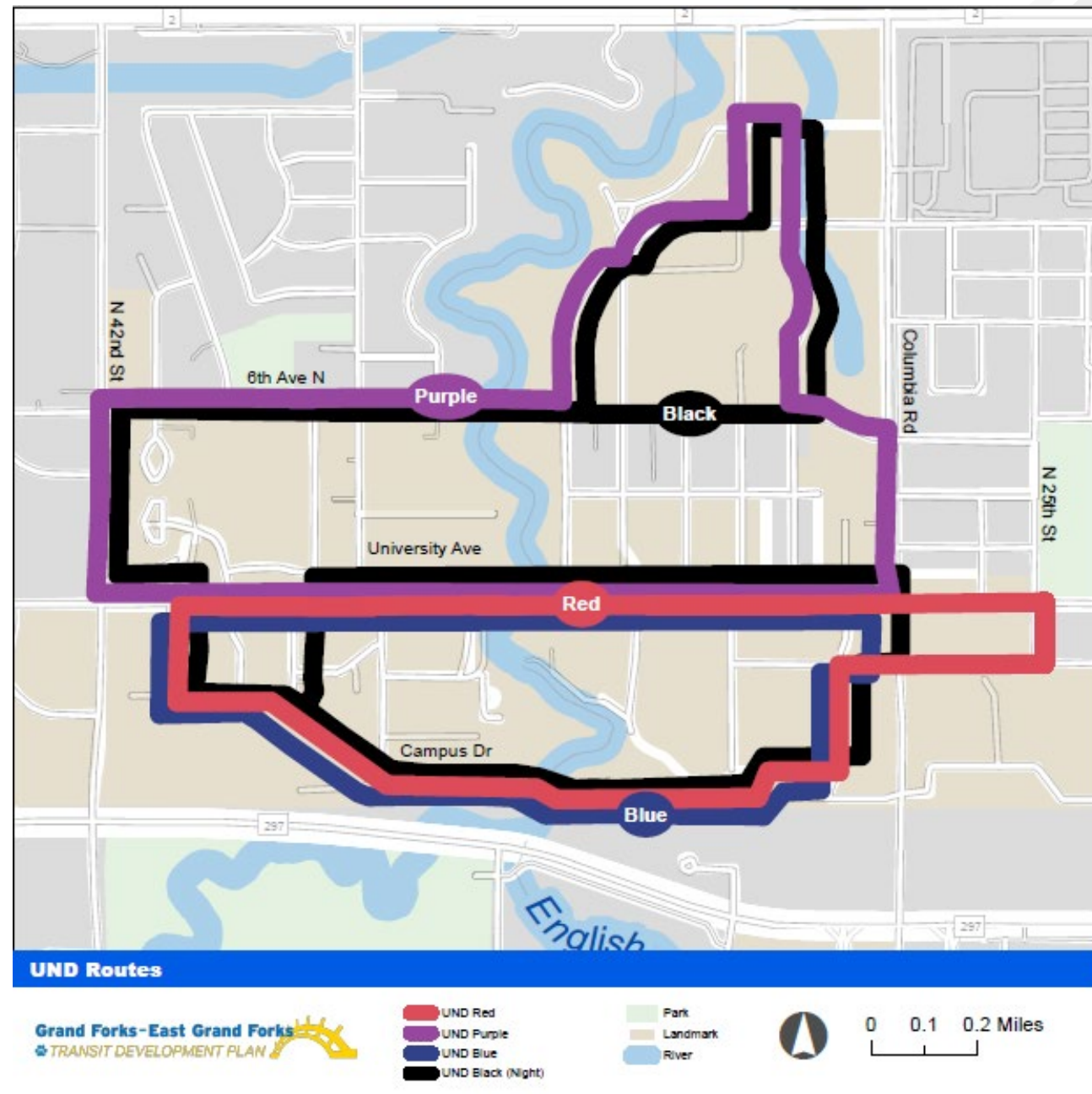
- › Short term: Maintain as is.

Purple Route:

- › Short term: Maintain as is.
- › Medium term: To improve on-time performance, consider keeping service as it is today along Columbia Road and 6th, assess ridership for the part of the route that deviates to the south to serve Odegard Hall, and remove this stop and follow University Ave to avoid traffic concerns with the deviation and required left turn.

Black (Night) Route:

- › Short term: Maintain as is.
- › Medium term: Replace night service with a microtransit pilot and consider implementing weekend and later evening hours.



Grand Forks - East Grand Forks

TRANSIT DEVELOPMENT PLAN



Programmatic Recommendations



Programmatic Recommendations

- › Program-level changes that may improve service and customer experience systemwide.
- › Some examples of the programmatic recommendations include:
 - › Review and make changes where necessary to route timings and schedule.
 - › Implement consistent branding across facilities and communications tools.
 - › Improve CAT's online presence through website, interactive maps, and service planning tools.
 - › Develop a customer feedback system to allow riders to easily feedback with CAT operators.
 - › Continue to strengthen external partnerships.
 - › Continue to monitor and seek additional funding sources.

Grand Forks - East Grand Forks

TRANSIT DEVELOPMENT PLAN



Transit Hub Analysis



Transit Hub Analysis



Columbia Mall

- › Repurpose parking space east of JCPenney's entrance
- › Shelters, shaded areas, enhanced ADA accessibility, crosswalk connections
- › Preliminary cost: \$236,200



Grand Cities Mall

- › Enhance shading, ADA accessibility, pedestrian connections
- › Preliminary cost: \$102,900



Metro Transit Center

- › 18 years of remaining useful life
- › Meets CAT's needs currently but future budgets should consider improvements to/replacement of the facility given age

Grand Forks - East Grand Forks

 *TRANSIT DEVELOPMENT PLAN*



Capital Improvement Plan

METRO TRANSIT CENTER



Existing Capital Assets

- › Vehicles: 26 active vehicles
 - › Fixed route: 14 vehicles
 - › Average age: 5.8 years
 - › *Good to Excellent* condition
 - › Demand response: 12 vehicles
 - › Average age: 2.9 years
 - › *Good to Excellent* condition
- › Facilities: Metro Transit Center, Grand Forks Facility
- › Other infrastructure
 - › Heavy machinery, fare collection equipment, lighting, and cleaning tools
 - › Total cost: \$40,372.42.
 - › *Good to Excellent* condition
 - › Bus shelters: 49 shelters

Capital Asset Replacement Needs

› Vehicles:

- › 20 replacements needed
- › Few demand response and fixed route nearing the end of their usable life
- › 10-year replacement total
 - › \$5,308,946
- › Option to replace 40' buses with 20' cutaway buses
 - › \$2,539,929 million, under half of the total costs of purchasing new 40' buses

› Facilities:

- › Grand Forks Facility
 - › Remodeled in 2019-2020
 - › Phase II Addition Planned for 2023

- › Maintenance/repair factored into annual budget

› Metro Transit Center

- › 18 years of remaining useful life
- › Meets CAT's needs currently but future budgets should consider improvements to/replacement of the facility given age

› Other infrastructure:

- › Active and in *Good* or *Excellent* condition
- › Fare collection equipment replacement of \$55,564 in 2029

Future Capital Assets Needed

- › New route 17, discontinue route 12
- › Bus stop improvements and safe/accessible paths
- › Bus stop construction costs
- › Zero-emission buses and solar additions to facilities

Cost Component	Design/Construction		Stop Amenities	
	Low	High	Low	High
Design/Engineering*	\$8,700	\$15,400		
Construction	\$7,300	\$19,700		
Installation	\$0	\$3,500		
Amenities				
Shelter			\$3600 (8' x 3')	\$9300 (12' x 5')
Lighting Package (Interior)			\$900	\$1,700
Solar Powered Light Post			\$1,100	
Map/Schedule Frame			\$100	
Bench			\$300	\$1,000
Trash Receptacle			\$500	\$700
Bike Rack	\$300	\$300	\$300	\$400
Total	\$16,000	\$38,600	\$6,700	\$14,300

Cost Estimates for Bus Shelter Design/Construction and Amenities

Recommended Further Studies



Future Studies

- › **ADA Improvements Study:** Updates to capital and communications. Examples of capital improvements include ADA pads and shelters. Examples of communications improvements include websites and other media in ADA-accessible formats.
- › **Airport Connectivity Study:** Consider options to collaborate with public and private partners to provide regular service to the airport. Collaborate with airport to determine ideal scheduling.
- › **Industrial Park Service Study:** Review existing research on this service area. Develop ridership estimates and proposed cost sharing.
- › **Microtransit Study:** A microtransit study should be conducted in the short term for implementation of micro transit options in the long term. The study should include costs, a transition/education plan, anticipated ridership, fare review, a plan for integration with demand-response service, and a review of peer agency best practices.
- › **Rideshare Alternatives Study:** Investigate use of federal funding for rideshare reimbursement

Recap and Next Steps

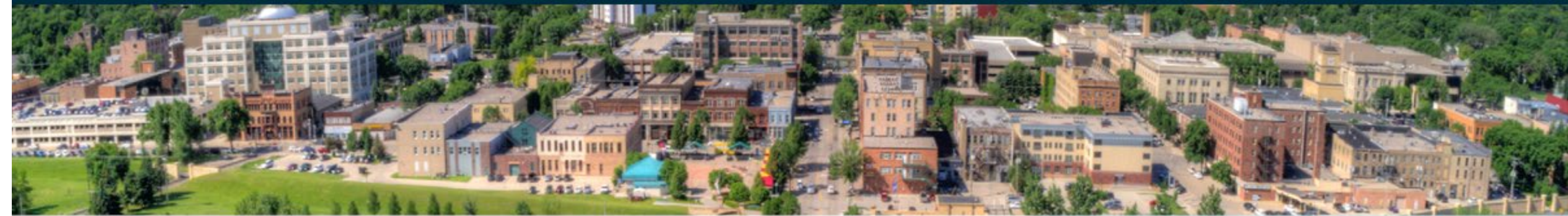


Final Plan Adoption

- › November 3rd : Preliminary Approval
 - › Grand Forks Planning & Zoning
- › November 9th: Preliminary Approval
 - › MPO Technical Advisory Committee
- › November 16th: Approval
 - › MPO Executive Board
- › November 17th: Approval
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 - › MPO Executive Board

Other Public Input Opportunities

SUBMIT YOUR COMMENTS Streets and Highway Plan Update



The Forks MPO is updating its Streets and Highway Plan and is looking for feedback from the public related to transportation needs and challenges in the Grand-Forks East Grand Forks metro area. Meeting materials from an Open House hosted on November 3, 2022 can be found on the project website.

**ACCEPTING COMMENTS UNTIL:
Wednesday, November 23, 2022**

BY MAIL:

The Forks MPO
600 Demers Ave
East Grand Forks, MN 56721

VIA WEBSITE:

www.gfegfstreets.com



Other Public Input Opportunities

We will be taking comments until:
Friday December 2, 2022



Bicycle and Pedestrian Plan Open House

East Grand Forks City Hall Rotunda
November 16th, 2022
5:00 P.M. to 7:00 P.M.

Come learn about the Bicycle & Pedestrian Plan update!

There will be no formal presentation. Informational boards and comment forms will be available for attendees to learn more about the project and submit feedback.



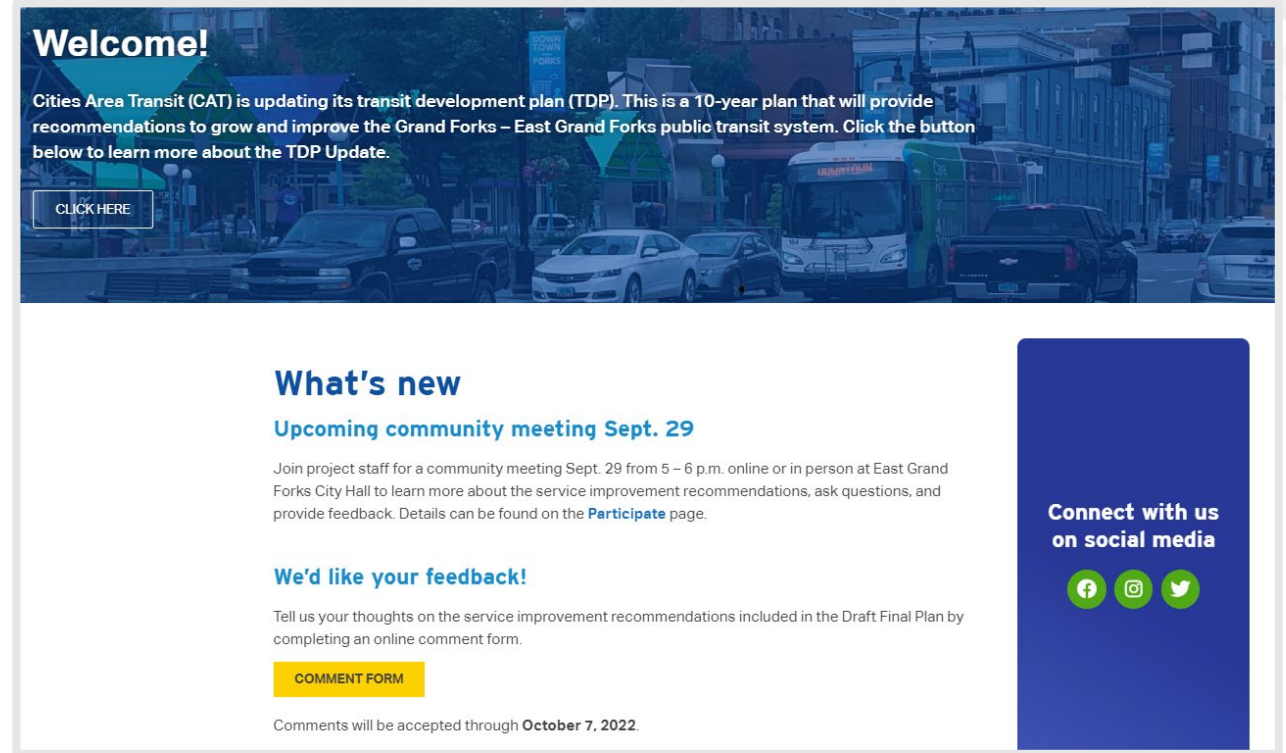
www.theforks-bikepedplan.com



Thank you!

Visit cattransitplan.com to:

- › Review the Final Draft Plan
- › Questions or comments?
 - › Contact Teri Kouba at teri.kouba@theforksmpto.org



Welcome!

Cities Area Transit (CAT) is updating its transit development plan (TDP). This is a 10-year plan that will provide recommendations to grow and improve the Grand Forks – East Grand Forks public transit system. Click the button below to learn more about the TDP Update.

[CLICK HERE](#)

What's new

Upcoming community meeting Sept. 29

Join project staff for a community meeting Sept. 29 from 5 – 6 p.m. online or in person at East Grand Forks City Hall to learn more about the service improvement recommendations, ask questions, and provide feedback. Details can be found on the [Participate](#) page.

We'd like your feedback!

Tell us your thoughts on the service improvement recommendations included in the Draft Final Plan by completing an online comment form.

[COMMENT FORM](#)

Comments will be accepted through **October 7, 2022**.

Connect with us on social media

[f](#) [i](#) [t](#)

Visit cattransitplan.com to learn more and provide feedback.

2023 - 2024 UNIFIED PLANNING WORK PROGRAM

**Prepared By
Grand Forks/East Grand Forks
Metropolitan Planning Organization**

October 2022



A WORD FROM THE GF/EGF MPO EXECUTIVE DIRECTOR

The Grand Forks-East Grand Forks Metropolitan Planning Organization provides a forum for public officials, citizens, and other interest groups to establish policies and plans to effectively deal with various metropolitan issues. Our principal role is to harmonize the activities of federal, state, and local agencies; and to render assistance and encourage public participation in the development of the metro area. We are involved in community development assistance, environmental and intergovernmental coordination, and area-wide multi-modal transportation (autos, buses, biking, walking) planning and programming.

**STEPHANIE HALFORD
GF-EGF MPO EXECUTIVE DIRECTOR**

GRAND FORKS/EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

2023-2024 UNIFIED PLANNING WORK PROGRAM

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Website: www.theforksmpo.org

Addresses: 255 North 4th Street
Grand Forks, ND 58203

600 DeMers Avenue
East Grand Forks, MN 56721

Funding supporting preparation of the UPWP provided by:



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



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



Grand Forks - East Grand Forks
**METROPOLITAN
PLANNING ORGANIZATION**



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This document may not be fully ADA accessible. This document can be made available in alternative formats by contacting the GF-EGF MPO at (701) 746-2660 or info@theforksmpo.org



Grand Forks - East Grand Forks

METROPOLITAN
PLANNING ORGANIZATION

ADOPTION OF 2023-2024 UNIFIED PLANNING WORK PROGRAM

The signature below constitutes the official adoption of the 2023-2024 Unified Planning Work Program (UPWP) by the Grand Forks-East Grand Forks Metropolitan Planning Organization (GF-EGF MPO). The Unified Planning Work Program (UPWP) was adopted by the MPO Executive Policy Board at its _____, 2022 meeting.

By: _____ Date: _____
Warren Strandell, Chair
GF-EGF MPO

Title VI/Non-Discrimination Notice To The Public

The Grand Forks-East Grand Forks Metropolitan Planning Organization (GF-EGF MPO) operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act of 1964. Any person who believes he or she has been aggrieved by an unlawful discriminatory practice under Title VI may file a complaint with the GF-EGF MPO.

For more information on the GF-EGF MPO's Title VI/Non-Discrimination Program and the procedures to file a complaint, contact Stephanie Halford, Executive Director/Title VI Coordinator, at stephanie.halford@theforksmpo.org, by phone at: (701) 746-2660, or by visiting in person at either 255 North 4th Street, Grand Forks, ND 58203 or 600 DeMers Avenue, East Grand Forks, MN 56721. Complaint instructions and forms can also be found in the Title VI/Non-Discrimination Program and Limited English Proficiency Plan online at: www.theforksmpo.org. If you would like a hard copy of the complaint instructions and/or forms mailed to you, or if Title VI information is needed in another language or another format, please contact the GF-EGF MPO.

Title VI Assurance

The Grand Forks-East Grand Forks Metropolitan Planning Organization (GF-EGF MPO) hereby gives public notice that it is the policy of the GF-EGF MPO to fully comply with the Americans with Disabilities Act of 1990 (AD) and the Rehabilitation Act of 1973 (Rehabilitation Act) and related statutes and regulations in all programs and activities. Title II of the American with Disabilities Act (ADA) requires all state and local government agencies to take appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. Any person who believes they have been aggrieved by an unlawful discriminatory practice by the GF-EGF MPO has a right to file a formal complaint with the GF-EGF MPO or the North Dakota Department of Transportation. Any such complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant, and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available as a reasonable modification for persons with disabilities upon request. Complaints should be submitted by the complainant and/or his/her/their designee as soon as possible but no later than sixty (60) calendar days after the alleged discriminatory occurrence and should be filed with the GF-EGF MPO's Executive Director. For more information, or to obtain a Discrimination Complaint Form, please see the GF-EGF MPO's website at: www.theforksmpo.org, or visit our offices at: 255 North 4th Street, Grand Forks, ND 58203 or 600 DeMers Avenue, East Grand Forks, MN 56721.

**RESOLUTION APPROVING THE GRAND FORKS-EAST
GRAND FORKS METROPOLITAN PLANNING
ORGANIZATION’S 2023-2024 UNIFIED PLANNING WORK
PROGRAM AND AUTHORIZING EXECUTION OF
AGREEMENTS**

The Grand Forks-East Grand Forks Metropolitan Planning Organization’s Executive Policy Board, after due consideration, hereby makes the following findings:

1. The 2023-2024 Unified Planning Work Program (UPWP) for the Grand Forks-East Grand Forks Metropolitan Planning Organization (GF-EGF MPO) provides for a comprehensive transportation planning program in keeping with the policies of the GF-EGF MPO.
2. The UPWP requires that agreements with funding agencies be entered into and that the GF-EGF MPO Chair and Executive Director be authorized to execute said agreements.
3. The UPWP includes an estimate of hours and costs for various tasks. During the course of work on certain tasks estimates may understate or overstate the needed level of effort due to complete planned work, and minor amendments to the UPWP may be needed to better align project budgets with expenditures.

IN CONSIDERATION OF THESE FINDINGS, IT IS HEREBY RESOLVED by the GF-EGF MPO Executive Policy Board that:

1. The 2023-2024 Unified Planning Work Program for the GF-EGF MPO is hereby approved;
2. The GF-EGF MPO Chair and Executive Director are authorized to enter into agreements and amendments as needed with appropriate state and federal agencies to provide funding for activities approved in the UPWP;
3. The GF-EGF MPO commits to the provision of a 20% local match to state and federal planning funds;
4. It is acknowledged that full UPWP amendments per current policy of the NDDOT and FTA/FHWA will require formal action by the GF-EGF MPO Executive Policy Board; and
5. The Executive Director is authorized, without action by the Executive Policy Board, but with notice provided to the Board, to enter into administrative amendments to the UPWP per the policy of the NDDOT and FTA/FHWA as may be necessary.

Upon motion by _____, seconded by _____, this
_____ day of _____, 2022.

GRAND FORKS-EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

By: _____ Chair

ATTEST: _____ Dated: _____

Transportation Planning Process Certification Statement

The Grand Forks – East Grand Forks Metropolitan Planning Organization, the Metropolitan Planning Organization for the Grand Forks, North Dakota and East Grand Forks, Minnesota metropolitan region, hereby certifies that it is carrying out a continuing, cooperative, and comprehensive transportation planning process for the region in accordance with the applicable requirements of:

- 23 USC 134 and 49 USC 5303, and 23 CFR Part 450;
- In non-attainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
- Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- 49 U.S.C. 5332, prohibiting discrimination based on race, color, creed, national origin, sex, or age in employment or business opportunity;
- Section 1101(b) of FAST (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of Disadvantaged Business Enterprises in USDOT funded planning projects;
- 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- Section 324 of Title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

Grand Forks-East Grand Forks
Metropolitan Planning Organization



Signature

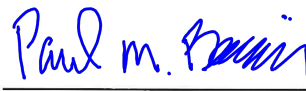
Chairman

Title

August 17, 2022

Date

North Dakota Department of
Transportation



Signature

Local Government Director

Title

August 18, 2022

Date

In addition to those requirements outlined; in 23 CFR 450.336, the GF-EGF MPO is also required that its transportation planning process complies with additional Federal requirements, as follows:

- Private Enterprise Participation in the GF-EGF MPO's Planning Process (49 U.S.C. 1607 and 1602 (c))
- Drug Free Workplace Certification (49 CFR, Part 29, sub-part F)
- Restrictions on Influencing Certain Federal Activities (49 CFR, Part 20)
- Restrictions on Procurements from Debarred or Suspend Persons/Firms (49 CFR, Part 29, sub-parts A to E)
- Executive Order 12898 – Environmental Justice in Metropolitan Transportation Plan

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

Every three years the GF-EGF MPO reviews the federal regulations in relationship to the GF-EGF MPOs planning program and generates a Metropolitan Transportation Planning Process Certification document to identify the Executive Policy Board requirements in meeting the intent of federal legislation. Annually, as part of the Transportation Improvement Program (T.I.P.), the Executive Policy Board chair signs on behalf of the full Policy Board a self-certification statement (as shown above) expressing the Board's confidence that the GF-EGF MPO's planning activities are in compliance with the federal requirements noted above.

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INTRODUCTION

This document is the Unified Planning Work Program (UPWP) for the Grand Forks-East Grand Forks Metropolitan Planning Organization (GF-EGF MPO).

In 1997, authorization was granted by the North Dakota Department of Transportation (NDDOT) to prepare a work program covering two program years. The most recent UPWP covered 2021 and 2022. The UPWP identifies the activities for the metropolitan area that involve transportation planning.

The final UPWP was developed in cooperation of the MPO, the respective state departments of transportation and local transit operators.

The basic format of the UPWP remains unchanged, with three major program areas:

- 100 – Program Administration
- 200 – Program Support and Coordination
- 300- Planning and Implementation

The UPWP has tasks that add flexibility of funding programming. Flexibility has been encouraged by the NDDOT to reduce the potential for numerous amendments due to underestimation of funding.

GF-EGF MPO REPRESENTATION

COUNTIES:

Grand Forks County, North Dakota
 Polk County, Minnesota

CITIES:

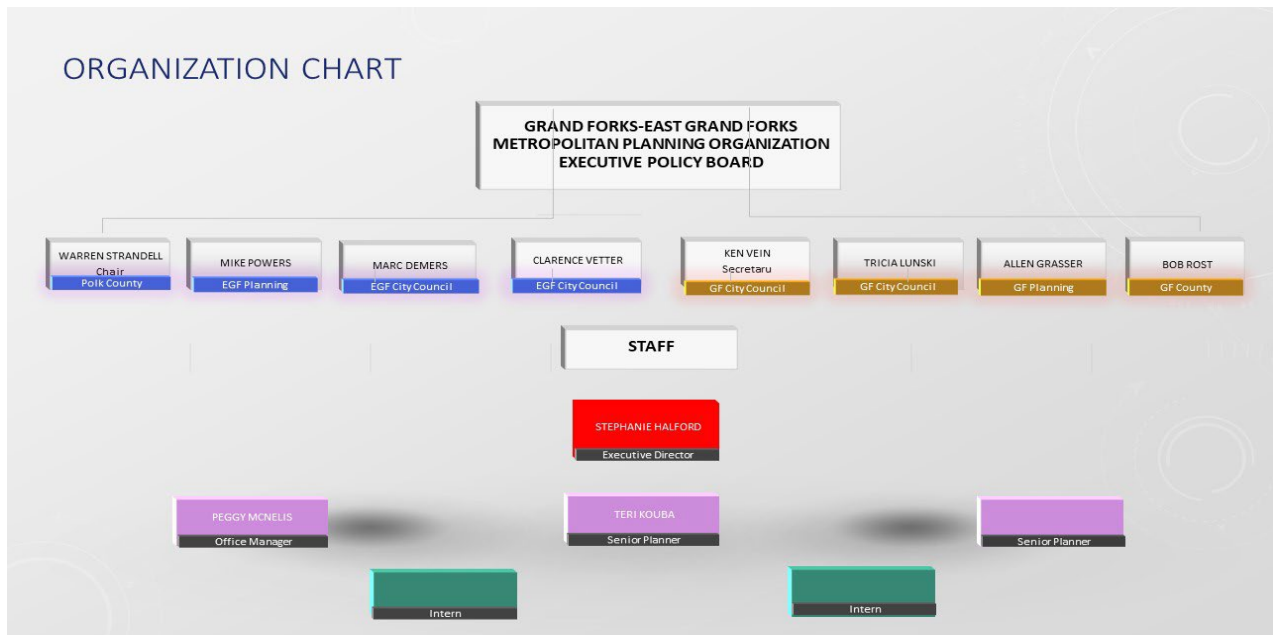
Grand Forks, North Dakota
 East Grand Forks, Minnesota

The GF-EGF MPO is directed by an eight (8) member Executive Policy Board comprised of elected officials representing the GF-EGF MPOs partner agencies. The current Executive Policy Board Representative are listed in Table 1 below.

Table 1: GF-EGF MPO Executive Policy Board Representatives

Executive Policy Board Members	Agency Represented
Warren Strandell, Chair	Polk County
Ken Vein, Secretary	Grand Forks City Council
Tricia Lunski	Grand Forks City Council
Clarence Vetter	East Grand Forks City Council
Marc DeMers	East Grand Forks City Council
Al Grasser	Grand Forks Planning And Zoning
Mike Powers	East Grand Forks Planning And Zoning
Bob Rost	Grand Forks County

Figure 2: GF-EGF MPO Executive Policy Board Organization Chart



The GF-EGF MPO is advised by a thirteen (13) member Technical Advisory Committee (TAC) that reviews and formulates recommendations to the Executive Policy Board regarding the Unified Program Work Plan (UPWP), the Metropolitan Transportation Plan (MTP), the Transportation Improvement Plan (TIP), and other plans and studies prepared by the GF-EGF MPO. The current voting and non-voting Technical Advisory Committee (TAC) members are listed in Table 2 and Table 3 below.

Table 2: GF-EGF MPO Technical Advisory Committee Voting Members

Voting Technical Advisory Committee Members	Agency Represented
Wayne Zacher	NDDOT-Local Government Bismarck
Jon Mason	MnDOT-District 2 Bemidji
George Palo	NDDOT-Grand Forks District
David Kuharenko	Grand Forks City Engineering
Steve Emery	East Grand Forks Engineering
Nick West	Grand Forks County Engineer
Rich Sanders	Polk County Engineer
Ryan Brooks	Grand Forks Planning and Zoning
Nancy Ellis	East Grand Forks Planning and Zoning
Dale Bergman	Cities Area Transit
Nels Christianson	BNSF Railway Company
Ryan Riesinger	Airport Authority
Lane Magnuson	Grand Forks County Planning and Zoning

Table 3: GF-EGF MPO Technical Advisory Committee Non-Voting Members

Non-Voting Technical Advisory Committee Members	Agency Represented
Michael Johnson	NDDOT-Local Government Bismarck
Patrick Hopkins	MnDOT-District 2 Bemidji
Jason Peterson	NDDOT-Grand Forks District
Christian Danielson	Grand Forks City Engineering
Brad Bail	East Grand Forks City Engineering
Sandy Zimmer	Federal Highway Administration – ND
Kristen Sperry	Federal Highway Administration – ND
Roberta Retzlaff	Federal Highway Administration – MN
Ranae Tunison	Federal Highway Administration – Denver
Anna Pierce	MnDOT-St. Paul, MN
Steve Gander	Mayor of East Grand Forks
Brandon Bochenski	Mayor of Grand Forks

The GF-EGF MPO has three (3) full-time employees and up to two part-time interns. Table 4 lists the current MPO Employees.

Table 4: GF-EGF MPO Employees

Full-Time Staff Members	Titles
Stephanie Halford	Executive Director
Teri Kouba	Senior Planner
Peggy McNelis	Office Manager

MEETING SCHEDULES

The dates for all of the GF-EGF MPO Executive Policy Board and Technical Advisory Committee meetings are posted on the MPO Website at: www.theforksmpo.org; on the City of Grand Forks’ Website at: www.grandforksgov.com, and on the City of East Grand Forks’ Website at: www.egf.mn.

Generally, the GF-EGF MPO Technical Advisory Committee meets the second Wednesday of each month and the GF-EGF MPO Executive Policy Board meets the third Wednesday of each month, although special meetings may be scheduled and meeting dates may be changed due to lack of agenda items, schedule conflicts, etc. The tentative 2023/2024 meeting schedules for both the Executive Policy Board and the Technical Advisory Committee are shown below:

Table 5: Tentative 2023 Meeting Schedule
(Meetings may be cancelled if there are no immediate action items and additional meetings may be scheduled if needed)

TECHNICAL ADVISORY COMMITTEE	MPO EXECUTIVE POLICY BOARD
January 11, 2023	January 18, 2023
February 8, 2023	February 15, 2023
March 8, 2023	March 15, 2023
April 12, 2023	April 19, 2023
May 10, 2023	May 17, 2023
June 14, 2023	June 21, 2023
July 12, 2023	July 19, 2023
August 9, 2023	August 16, 2023
September 13, 2023	September 20, 2023
October 11, 2023	October 18, 2023
November 8, 2023	November 15, 2023
December 13 2023	December 20, 2023

**Table 6: Tentative 2024 Meeting Schedule
(Meetings may be cancelled if there are no immediate action items and additional meetings may be scheduled if needed)**

TECHNICAL ADVISORY COMMITTEE	MPO EXECUTIVE POLICY BOARD
January 10, 2024	January 17, 2024
February 14, 2024	February 21, 2024
March 13, 2024	March 20, 2024
April 10, 2024	April 17, 2024
May 8, 2024	May 15, 2024
June 12, 2024	June 19, 2024
July 10, 2024	July 17, 2024
August 14, 2024	August 21, 2024
September 11, 2024	September 18, 2024
October 9, 2024	October 16, 2024
November 13, 2024	November 20, 2024
December 11, 2024	December 18, 2024

GF-EGF MPO HISTORY/BACKGROUND

The Grand Forks-East Grand Forks Metropolitan Planning Organization (GF-EGF MPO) was established in 1982 as a planning organization for the Grand Forks-East Grand Forks area. The Cities of Grand Forks, Grand Forks County, North Dakota and East Grand Forks, Polk County, Minnesota have joined together to ensure efficient, coordinated action in resolving intergovernmental issues.

The GF-EGF MPO provides a forum for public officials, citizens, and other interest groups to establish policies and plans to effectively deal with various metropolitan issues. The GF-EGF MPO also serves as a technical assistance and planning agency to complete studies and identify solutions to common metropolitan problems. Additionally, the GF-EGF MPO is responsible for disseminating information and promoting sound development throughout the area.

The principal role of the GF-EGF MPO is to harmonize the activities of federal, state, and local agencies; and to render assistance and encourage public participation in the development of the area. Specific programs the GF-EGF MPO is directly involved in include community development assistance, environmental and intergovernmental coordination, and area wide multi-modal transportation (auto, bus, bike, pedestrian) planning and programming.

The GF-EGF MPO is comprised of an eight-member Executive Policy Board that represents the metropolitan area and establishes overall policy direction for all aspects of the area wide planning program. Membership on the Executive Policy Board is voluntary; however, through the years all jurisdictions have continued to actively participate in the organization because of the benefits yielded by the multi-jurisdictional cooperation.

The GF-EGF MPO Executive Policy Board receives advice and recommendations from a thirteen (13) member Technical Advisory Committee comprised of representatives from the Cities of Grand Forks and East Grand Forks' Engineering and Planning departments; NDDOT, MnDOT, Cities Area Transit, Polk County, Grand Forks County, BNSF, and the Grand Forks Airport Authority.

The GF-EGF MPO is responsible for facilitating a Continuing, Cooperative, and Comprehensive (3-C) planning process in accordance with Federal regulations. The primary outcomes of the 3-C planning process are developing and updating a multimodal metropolitan transportation plan (MTP), which has a 20-year planning horizon, but which is updated every five years; annually preparing and maintaining a four-year Transportation Improvement Plan (TIP), and annually preparing this rolling two-year Unified Planning Work Program (UPWP).

The GF-EGF works in cooperation with its key planning partners that include the Minnesota Department of Transportation (MnDOT), the North Dakota Department of Transportation (NDDOT), the Federal Transit Administration (FTA), the Federal Highway Administration (FHWA), the City of East Grand Forks, the City of Grand Forks, Polk County, and Grand Forks County.

SCHEDULE TOWARDS 2050 MTP UPDATE

Our federal and state partners requested information on how the GF-EGF MPO expects to make progress towards completing the next 5-year cycle of updating the Metropolitan Transportation Plan. The deadline is January 2024. The GF-EGF MPO has developed the matrix shown below in Table 7 that outlines the major activities and their expected completion dates.

Table 7: Timeline To 2050 MTP Update

Year Begin	Activity	Year Complete	Consultant
Jan. 1, 2019	ITS Reg. Arch.	Dec. 31, 2019	ATAC
Jan. 1, 2020	GF 2050 LU	Dec. 31, 2021	Yes
Jan. 1, 2020	EGF 2050 LU	Dec. 31, 2021	Yes
Jan. 1, 2021	Bike/Ped Update	Dec. 31, 2022	Yes
Jan. 1, 2021	TDP Update	Dec. 31, 2022	Yes
Jan. 1, 2022	2050 MTP Update	Jan. 31, 2024	Yes
5-Year Cycle With The MTP Ending On January 31, 2024			

FEDERAL PLANNING FACTORS

The GF-EGF MPO' metropolitan planning process shall be continuous, cooperative, and comprehensive (3-Cs), and will provide for consideration and implementation of projects, strategies, and services that will address the following ten factors:

➤ ECONOMIC VITALITY

Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.

➤ SAFETY

Increase the safety of the transportation system for motorized and non-motorized vehicles.

➤ SYSTEM SECURITY

Increase the security of the transportation system for motorized and non-motorized vehicles.

➤ ACCESSIBILITY & MOBILITY

Increase accessibility and mobility of people and freight.

➤ PROTECT ENVIRONMENT

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.

➤ CONNECTIVITY & INTEGRATION

Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.

➤ EFFICIENCY

Promote efficient system management and operation.

➤ SYSTEM PRESERVATION

Emphasize the preservation of the existing transportation system.

➤ RESILIENCE & RELIABILITY

Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.

➤ TRAVEL & TOURISM

Enhance travel and tourism.

Consideration of the planning factors shall be reflected, as appropriate, in the metropolitan transportation process. The degree of consideration and analysis of the factor should be based on the scale and complexity of issues, including transportation system development, land use, employment, economic development, human and natural environment and housing and community development.

Table 1 provides a summary overview of how consideration of the ten Federal Planning Factors identified in CFR 450.308 are incorporated into the UPWP across the various Work Tasks that have been identified for 2023.

TABLE 8: CONSIDERATION OF FEDERAL PLANNING FACTORS IN THE GF-EGF MPO 2023 UPWP WORK TASKS

GF-EGF MPO's UPWP Program Areas		FAST PLANNING FACTORS									
		Economic vitality	System Safety	System Security	Accessibility & Mobility	Protect Environment	Integration & Connectivity	Efficiency	System Preservation	Resiliency & Reliability	Travel & Tourism
100.0	Program Administration	A	A	A	A	A	A	A	A	A	A
200.0	Program Support And Coordination	S	S	S	S	S	S	S	S	S	S
300.0	Planning And Implementation	P	P	P	P	P	P	P	P	P	P

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

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

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

PLANNING EMPHASIS AREAS (PEAs)

On December 30, 2021, the Federal Highway Administration and Federal Transit Administration jointly issued updated guidance on Planning Emphasis Areas (PEA) to be addressed by the MPOs in its planning efforts. The Program Areas and sub-tasks that are identified in the UPWP support and inform the goals and objectives of the GF-EGF MPO MTP. The most current MTP, was approved January 31, 2019. It established policies, goals, and associated objectives to guide transportation investments in the GF-EGF MPO region through the year 2045. The following are the current PEAs:

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

Ensure that transportation plans and investments help achieve national greenhouse gas reduction goals and increase resilience to extreme weather events and other disasters resulting from increasing effect of climate change.

- Equity and Justice⁴⁰ in Transportation Planning

Advance equity and support for underserved and disadvantage communities and ensure public involvement in the planning process that reflects the various perspectives, concerns, and priorities of impacted populations and areas.

- Complete Streets

Plan, develop and operate streets and networks that prioritize safety, comfort and access to destinations for all users of the street network, providing an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities.

- Public Involvement

Increase meaningful public involvement in transportation planning by ensuring early, effective and continuous public opportunity for input to bring diverse viewpoints into the decision-making process, in part by considering the use of new tools and techniques that can enhance public and stakeholder understanding of proposed plans, programs and projects.

- Strategic Highway Network/U.S. Department of Defense Coordination

Coordinate with appropriate federal agency representatives on infrastructure and connectivity needs for STRAHNET routes and other public roads that serve national security needs.

- Federal Land Management (FLMA) Coordination

Coordinate with FMLAs on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal Lands.

- Planning and Environmental Linkages Studies

Link the transportation planning process to the environmental planning process early in the planning efforts through a collaborative and integrated approach to transportation decision making that considers environmental, community and economic goals early, and carry those considerations through to project development and delivery.

➤ Data in Transportation Planning

Develop and advance data sharing principles at the state, MPO and local level to facilitate incorporation of data assets across multiple programs such as freight, bike and pedestrian planning, equity analysis, and performance monitoring and management to allow for the efficient use of data resources and improvement policy and decision-making.

Table 9 provides a summary overview of how consideration of the eight PEAs are incorporated into the UPWP across the various Work Tasks that have been identified for FY2023.

Table 9: Addressing PEAs in the GF-EGF MPO UPWP

Task	Climate	Equity	Complete Streets	Public Outreach	STRAHNET	FLMA	PELS	Data
100.0 PROGRAM ADMINISTRATION								
100.1 General Admin				X				X
100.2 UPWP Develop				X				X
100.3 Financial Mgt.								X
100.4 Facilities & Overhead								
200.0 PROGRAM SUPPORT AND COORDINATION								
200.1 Interagency Coord.		X		X		X		X
200.2 Public Info & Citizen Participation		X		X				X
200.3 Education/Training & Travel		X		X				X
200.4 Equipment								
300.0 PLANNING AND IMPLEMENTATION								
300.1 Transportation Plan Update & Implementation	X	X	X	X	X		X	X
300.2 Corridor Planning	X	X	X	X	X		X	X
300.3 TIP & Manual Update	X	X	X	X	X			X
300.4 Land Use Plans	X	X	X	X			X	X
300.5 Special Studies	X	X	X	X	X	X	X	X
300.6 Plan Monitoring, Review & Eval				X				X
300.7 GIS Development & Application	X	X		X			X	X

FUNDING OVERVIEW AND ANNUAL BUDGETS

FEDERAL FUNDING

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

STATE AND LOCAL FUNDING

The Cities of Grand Forks and East Grand Forks, as well as MnDOT, provide the 20% local match required for use of federal funds. There may be additional local funds from other organizations such as Grand Forks County and Polk County for studies that they agree to participate in as well.

Table 10: GF-EGF MPO FY-2023 Funding Source Summary

	FUNDING SOURCES				BUDGETED AMOUNTS			
	Fed/St	St/Loc*	Total	%	Fed/St	St/Loc*	Total	%
CPG 2023	\$664,629	\$132,926	\$797,555	72%	\$677,000	\$179,250	\$856,250	77%
CPG Pre Yr.	\$250,000	\$50,000	\$300,000	27%	\$200,00	\$40,000	\$240,00	22%
MN State	\$11,000	\$2,750	\$13,750	1%	\$11,000	\$2,750	\$13,750	1%
TOTAL	\$925,629	\$185,676	\$1,111,305	100%	\$888,000	\$222,000	\$1,110,000	100%

Table 11: GF-EGF MPO FY-2023 Cost Allocation

FUND	AMOUNT	PERCENT
Consolidated Planning Grant	\$877,000	79%
MN State	\$11,000	1%
Local Match To MN State	\$2,750	0.25%
Other Local Match	\$219,250	19.75%
TOTAL	\$1,110,000	100%

Percents are rounded to the nearest tenth.

Table 12: GF-EGF MPO FY-2024 Funding Source Summary

	FUNDING SOURCES				BUDGETED AMOUNTS			
	Fed/St	St/Loc*	Total	%	Fed/St	St/Loc*	Total	%
CPG 2024	\$677,922	\$135,584	\$813,506	83.25%	\$624,200	\$156,050	\$780,250	82.5%
CPG Pre Yr.	\$125,000	\$25,000	\$150,000	15.35%	\$125,000	\$25,000	\$150,000	16%
MN State	\$11,000	\$2,750	\$13,750	1%	\$11,000	\$2,750	\$13,750	1%
TOTAL	\$813,922	\$163,334	\$977,256	100%	\$760,200	\$183,800	\$944,000	100%

Table 13: GF-EGF MPO FY-2024 Cost Allocation

FUND	AMOUNT	PERCENT
Consolidated Planning Grant	\$749,200	79.4%
MN State	\$11,000	1.2%
Local Match To MN State	\$2,750	0.3%
Other Local Match	\$181,050	19.1%
TOTAL	\$944,000	100%

Percents are rounded to the nearest tenth.

**GRAND FORKS-EAST GRAND FORKS
2023 ANNUAL WORK PROGRAM**

ACTIVITY			FUNDING SOURCE			STAFF HOURS								
						Fed/State	State Local*	TOTAL	Exec. Dir. FTE=1.0	Sr. Planner FTE=1.0	Planner FTE=1.0	Market/Off. Mgr. FTE=1.0	Off. Mgr. FTE=1.0	Intern FTE=1.0
100.0 PROGRAM ADMINISTRATION														
100.1	General Administration		\$ 32,000	\$ 8,000	\$ 40,000	150	150	100	200	580	0	980	0	\$58,990.00
100.2	UPWP Development		\$ 12,000	\$ 3,000	\$ 15,000	150	10	10		155	0	325	0	
100.3	Financial Management		\$ 16,000	\$ 4,000	\$ 20,000	100	0	0	200	400	0	500	0	
100.4	Facilities And Overhead		\$ 24,000	\$ 6,000	\$ 30,000	0	0	0		0	0	0	0	
200.0 PROGRAM SUPPORT AND COORD.														
200.1	Interagency Coordination		\$ 36,000	\$ 9,000	\$ 45,000	150	150	100	200	550	0	950	0	
200.2	Public Info & Citizen Participation		\$ 12,000	\$ 3,000	\$ 15,000	50	20	500	25	100	0	670	0	
200.3	Education/Training & Travel		\$ 16,000	\$ 4,000	\$ 20,000	150	150	150	0	20	0	470	0	
200.4	Equipment		\$ 32,000	\$ 8,000	\$ 40,000	0	0	0		0	0	0	0	
300.0 PLANNING AND IMPLEMENTATION														
300.1	Transportation Plan Update & Imp.		\$ 348,000	\$ 87,000	\$ 435,000									
	300.11	A.T.A.C.	\$ 8,000	\$ 2,000	\$ 10,000	0	0	0	0	0	0	0	\$ 10,000.00	
	300.12	Bike/Ped Element	\$ 48,000	\$ 12,000	\$ 60,000	100	100	100	0	50	0	350	\$ 30,000.00	\$ 26,500.00
	300.13	Street/Highway Element	\$ 292,000	\$ 73,000	\$ 365,000	500	250	150	0	75	0	975	\$ 300,000.00	\$ 68,000.00
300.2	Corridor Planning		\$ 36,000	\$ 9,000	\$ 45,000								\$ -	
	300.21	A.T.A.C. Traffic Count	\$ 24,000	\$ 6,000	\$ 30,000	50	50	50	0	0	0	150	\$ 30,000.00	\$ 9,250.00
	300.22	Corridor Preservation	\$ 4,000	\$ 1,000	\$ 5,000	100	100	100	0	0	0	300	\$ -	\$ 26,500.00
300.3	TIP And Manual Update		\$ 28,000	\$ 7,000	\$ 35,000	100	350	100	25	100	0	675	\$ -	\$ 75,925.00
300.4	Land Use Plan		\$ 16,000	\$ 4,000	\$ 20,000	0	0	0	0	0	0	0	\$ -	
300.5	Special Studies		\$ 216,000	\$ 54,000	\$ 270,000	0	0	0	0	0	0	0	\$ -	
	300.51	Future Bridge	\$ 12,000	\$ 3,000	\$ 15,000	100	50	50	0	0	0	200	\$ -	\$ 13,750.00
	300.52	Policy & Procedure Updates	\$ 20,000	\$ 5,000	\$ 25,000	120	100	0	0	50	0	270	\$ -	\$ 16,100.00
	300.53	Safe Streets For All (SS4A)	\$ -	\$ -	\$ -	0	0	0	0	0	0	0	\$ -	\$ -
	300.54	Grand Valley Study	\$ 80,000	\$ 20,000	\$ 100,000	120	0	400	0	0	0	520	\$ 75,000.00	\$ 28,000.00
300.6	Plan Monitoring, Review & Eval.		\$ 40,000	\$ 10,000	\$ 50,000								\$ -	
	300.61	Performance Annual Rpt	\$ 16,000	\$ 4,000	\$ 20,000	100	100	100	0	0	200	500	\$ -	\$ 24,500.00
	300.62	Data Collection	\$ 24,000	\$ 6,000	\$ 30,000	20	100	170	0	0	200	490	\$ -	\$ 20,240.00
300.7	GIS Development And Application		\$ 24,000	\$ 6,000	\$ 30,000	20	400	0	0	0	100	520	\$ -	\$ 26,000.00
TOTAL			\$ 888,000	\$ 222,000	\$ 1,110,000	\$ 187,200.00	\$ 110,240.00	\$ 87,360.00	\$ 27,950.00	\$ 89,440.00	\$ 15,000.00	\$ 517,190.00	\$ 445,000.00	
						2080	2080	2080	650	2080	500	9470		

**GRAND FORKS-EAST GRAND FORKS
2024 ANNUAL WORK PROGRAM**

ACTIVITY			FUNDING SOURCE			STAFF HOURS							
						Exec. Dir. FTE=1.0	Sr. Planner FTE=1.0	Planner FTE=1.0	Market/Off. Mgr. FTE=1.0	Off. Mgr. FTE=1.0	Intern FTE=1.0	Total Staff Hrs.	Consultant Costs
Fed/State	State Local*	TOTAL											
100.0 PROGRAM ADMINISTRATION													
100.1	General Administration		\$ 32,000	\$ 8,000	\$ 40,000	150	150	150	200	580	0	1030	0
100.2	UPWP Development		\$ 12,000	\$ 3,000	\$ 15,000	150	10	10		155	0	325	0
100.3	Financial Management		\$ 16,000	\$ 4,000	\$ 20,000	100	0	0	200	400	0	500	0
100.4	Facilities And Overhead		\$ 24,000	\$ 6,000	\$ 30,000	0	0	0		0	0	0	0
200.0 PROGRAM SUPPORT AND COORD.													
200.1	Interagency Coordination		\$ 36,000	\$ 9,000	\$ 45,000	150	150	100	200	550	0	950	0
200.2	Public Info & Citizen Participation		\$ 12,000	\$ 3,000	\$ 15,000	50	20	500	25	100	0	670	0
200.3	Education/Training & Travel		\$ 16,000	\$ 4,000	\$ 20,000	150	150	150	0	20	0	470	0
200.4	Equipment		\$ 16,000	\$ 4,000	\$ 20,000	0	0	0		0	0	0	0
300.0 PLANNING AND IMPLEMENTATION													
300.1	Transportation Plan Update & Imp.		\$ 227,200	\$ 56,800	\$ 284,000	0	0	0	0	0	0	0	\$ -
	300.11	A.T.A.C.	\$ 8,000	\$ 2,000	\$ 10,000	0	0	0	0	0	0	0	\$ 10,000.00
	300.12	ITS Architecture	\$ 74,400	\$ 18,600	\$ 93,000	400	0	100	0	50	0	550	\$ 50,000.00
	300.13	Street/Highway Element	\$ 70,000	\$ 17,500	\$ 87,500	200	100	100	0	75	0	475	\$ 60,000.00
300.2	Corridor Planning		\$ 60,000	\$ 15,000	\$ 75,000	0	0	0	0	0	0	0	\$ -
	300.21	A.T.A.C. Traffic Count	\$ 24,000	\$ 6,000	\$ 30,000	100	100	100	0	0	0	300	\$ 30,000.00
	300.22	Corridor Preservation	\$ 4,000	\$ 1,000	\$ 5,000	140	100	250	0	0	0	490	\$ -
300.3	TIP And Manual Update		\$ 28,000	\$ 7,000	\$ 35,000	100	300	100	25	100	0	600	\$ -
300.4	Land Use Plan		\$ 24,000	\$ 6,000	\$ 30,000	100	50	0	0	0	0	150	\$ -
300.5	Special Studies		\$ 172,000	\$ 43,000	\$ 215,000	0	0	0	0	0	0	0	\$ -
	300.51	Future Bridge	\$ 12,000	\$ 3,000	\$ 15,000	100	50	50	0	0	0	200	\$ -
	300.52	Policy & Procedure Updates	\$ 20,000	\$ 5,000	\$ 25,000	50	100	0	0	50	0	200	\$ -
	300.53	Safe Streets For All (SS4A)	\$ -	\$ -	\$ -	0	0	0	0	0	0	0	\$ -
	300.55	Micro Transit Study	\$ 120,000	\$ 30,000	\$ 150,000	0	200	200	0	0	0	400	\$ 125,000.00
300.6	Plan Monitoring, Review & I Eval.		\$ 40,000	\$ 10,000	\$ 50,000	0	0	0	0	0	0	0	\$ -
	300.61	Performance Annual Rpt	\$ 8,000	\$ 2,000	\$ 10,000	100	100	100	0	0	200	500	\$ -
	300.62	Data Collection	\$ 16,000	\$ 4,000	\$ 20,000	20	100	170	0	0	200	490	\$ -
300.7	GIS Development And Application		\$ 40,000	\$ 10,000	\$ 50,000	20	400	0	0	0	100	520	\$ -
TOTAL			\$ 755,200	\$ 188,800	\$ 944,000	\$ 187,200.00	\$ 110,240.00	\$ 87,360.00	\$ 27,950.00	\$ 89,440.00	\$ 15,000.00	\$ 517,190.00	\$ 275,000.00
						2080	2080	2080	650	2080	500	9470	

\$ 43,000.00
\$ 27,500.00
\$ 18,500.00
\$ 28,400.00
\$ 34,475.00
\$ 11,650.00
\$ 13,750.00
\$ 9,300.00
\$ -
\$ 24,300.00
\$ 15,300.00
\$ 19,240.00
\$ 26,000.00

100.1 PROGRAM ADMINISTRATION

100.1 GENERAL ADMINISTRATION

Objective:

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

Proposed Work:

Administrative activities include coordinating and managing the GF-EGF MPO accounts, records, and contracts. This element will include all activities normally associated with general administration, personnel supervision, and program management. The contracts include the Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) grants received as pass-through from the States of Minnesota and North Dakota. An additional contract is signed annually with the Minnesota Department of Transportation (MnDOT) for a small amount of Minnesota State funds. The amount of funds received by federal, or state agencies is found in the funding source summary tables on Pages 13 and 14.

Salary costs billable to this item include such administrative tasks as maintaining the GF-EGF MPO's personnel records, performing performance evaluations and filing.

Products:

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

Completion Date(s):

- Ongoing activity.

Planning Factors	Economic Vitality, Safety, Accessibility & Mobility, Environment & Community, Efficiency, Preservation, Resilience & Reliability		
Planning Emphasis Areas	Public Involvement, Equity, PELS		
2023 Task Effort	Total Cost	Staff Hours	Consultant Fee
	\$40,000.00	980	\$0.00
2024 Task Effort	Total Cost	Staff Hours	Consultant Fee
	\$40,000.00	1030	\$0.00

100.2 UNIFIED PLANNING WORK PROGRAM DEVELOPMENT

Objective:

To implement, amend, and update, as necessary, the 2023-2024 Unified Planning Work Program (UPWP) for the GF-EGF MPO. To prepare the 2025-2026 Unified Planning Work Program (UPWP) for the GF-EGF MPO.

Proposed Work:

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

The resources to hold the monthly Technical Advisory Committee (Tac) and Executive Policy Board meetings are products of this activity. These include assembling the agenda packets, scheduling the meeting room logistics and preparing accurate minutes.

Narratives will be completed for each task in the Annual Work Program for the Mid-Year Report and the Final Report. Other products include minutes detailing various ad hoc committee and sub-committee actions.

Products:

1. Monthly (TAC) and Executive Policy Board meetings and minutes.
2. Necessary 2023 and/or 2024 work activity revisions and financial amendments to the UPWP will be made.
3. Adoption of the 2025-2026 UPWP.

Completion Date(s):

1. Ongoing activity
2. As needed.
3. October 31, 2024.

Planning Factors	Economic Vitality, Safety, Accessibility & Mobility, Environment & Community, Efficiency, Preservation, Resilience & Reliability		
Planning Emphasis Areas	Data, Public Outreach		
2023 Task Effort	Total Cost	Staff Hours	Consultant Fee
	\$15,000.00	325	\$0.00
2024 Task Effort	Total Cost	Staff Hours	Consultant Fee
	\$15,000.00	325	\$0.00

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100.3 FINANCIAL MANAGEMENT

Objective:

To provide the financial management and oversight of the MPO accounting system as required by the GF-EGF MPO Executive Policy Board and Federal and State regulations.

Proposed Work:

In 2008, the GF-EGF MPO began to handle all financial and human resources related items in-house through the GF-EGF MPO’s Office Manager. The Office Manager now takes care of the GF-EGF MPO’s need for the monthly accounting functions and human resources for the GF-EGF MPO.

The charge for annual audits and the monthly financial reports, as well as the time necessary to prepare the various accounting functions (e.g., payroll, journal entries, general ledger entries, invoicing, payment of taxes, worker’s compensation, unemployment, and pension benefits), will be completed under this task.

The cost of purchasing bonding insurance for the members of the Finance Committee and staff will also be charged to this task.

Products:

1. Monthly financial statements, including monthly billings.
2. Year-end Financial Report – January 31, 2023 and January 31, 2024
3. FY2023 Annual Audit
4. FY2024 Annual Audit

Completion Date(s):

1. Monthly Financial Information – The 15th of the following month.
2. Year-end Financial Report – January 31, 2023 and January 31, 2024.
3. FY2022 Annual Audit – April 30, 2023.
4. FY2023 Annual Audit – April 30, 2024.

Planning Factors			
Planning Emphasis Areas	Data		
2023 Task Effort	Total Cost	Staff Hours	Consultant Fee
	\$20,000.00	500	\$0.00
2024 Task Effort	Total Cost	Staff Hours	Consultant Fee
	\$20,000.00	500	\$0.00

FACILITIES AND OVERHEAD

Objective:

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

Proposed Work:

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

Items covered also include fixed administrative cost for office rent in East Grand Forks City Hall. The rental agreement for office space is negotiated on a square-foot basis using reasonable market rates and includes the cost of heat, utilities, janitorial services, and furnishing. Grand Forks is currently studying its space within its City Hall, so during this time the GF-EGF MPO is still temporarily shifting its main staffing to the East Grand Forks City Hall Office.

Products:

1. GF-EGF MPO Office Space East Grand Forks City Hall.
2. Non-salaried administrative costs of supplies.

Completion Date(s):

1. Not Applicable.
2. Not Applicable.

Planning Factors			
Planning Emphasis Areas			
2023 Task Effort	Total Cost	Staff Hours	Consultant Fee
	\$30,000.00	0	\$0.00
2024 Task Effort	Total Cost	Staff Hours	Consultant Fee
	\$30,000.00	0	\$0.00

200.0 PROGRAM SUPPORT AND COORDINATION

200.1 Interagency Coordination

Objective:

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

Proposed Work:

The Grand Forks-East Grand Forks Metropolitan Planning Organization (GF-EGF MPO) staff will continue to provide assistance to various committees involved in transportation planning. Currently, the GF-EGF MPO provides staff services to the MPO Executive Policy Board; the Technical Advisory Committee, the Greenway Trail Users Committee, City Councils, and City Planning and Zoning Commissions.

Special committees are normally formed to address specific studies. The time spent staffing and coordinating these special committees will be charged against those specific work elements whenever possible.

GF-EGF MPO staff also attend the Area Transportation Partnership (ATP) meetings in northwest Minnesota. Those meetings, like many of the county and city meetings, are held monthly. The time spent attending or participating in various non-project-specific meetings (non-educational) in either North Dakota or Minnesota will be charged to this task. This will include, but not be limited to, meetings with federal and state personnel on various matters, attending MP Directors meetings in both Minnesota and North Dakota, staff meetings, and TIP development meetings.

Products:

1. Meetings, agendas, attendance, rosters, minutes, recommendations, press releases, and committee action on transportation issue.
2. Update Bylaws.

Completion Date(s):

1. Ongoing activity.
2. December 31, 2023.

Planning Factors	Economic Vitality, Safety, Accessibility & Mobility, Environment & Community, Efficiency, Preservation, Resilience & Reliability		
Planning Emphasis Areas	Public Involvement, Equity, PELS		
2023 Task Effort	Total Cost	Staff Hours	Consultant Fee
	\$45,000.00	950	\$0.00
2024 Task Effort	Total Cost	Staff Hours	Consultant Fee
	\$45,000.00	950	\$0.00

200.2 Public Information And Citizen Participation

Objective:

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

Proposed Work:

In 1994, the GF-EGF MPO adopted a Public Participation Plan (PPP). This plan provides guidance and defines the process to ensure public participation in the transportation planning process.

The Plan was most recently updated in 2020 and will continue to be monitored and updated as appropriate, with the more effective techniques emphasized and ineffective ones discarded.

The PPP also incorporates the GF-EGF MPO's Title VI, Limited English Proficiency (LEP) ADA, and Environmental Justice documents.

Increased visualization techniques via the internet will be done. The GF_EGF MPO website was shifted to a new platform and is more user friendly. Video conferencing option for member participation, and general public, are continuing to be furthered as the concerns over health issues are in the forefront.

Products:

1. Implement and maintain the Public Participation Plan.
2. Continue to assist the NDDOT and MnDOT by performing complementary public involvement assistance as requested.
3. Maintain the GF-EGF MPO Website.
4. Update the Public Participation Plan.

Completion Date(s):

1. Ongoing activity.
2. As needed.
3. As needed.
4. December 31, 2023

Planning Factors	Economic Vitality, Safety, Accessibility & Mobility, Environment & Community, Efficiency, Preservation, Resilience & Reliability		
Planning Emphasis Areas	Equity, Public Outreach, PELS, Data		
2023 Task Effort	Total Cost	Staff Hours	Consultant Fee
	\$15,000.00	670	\$0.00
2024 Task Effort	Total Cost	Staff Hours	Consultant Fee
	\$15,000.00	670	\$0.00

200.3 EDUCATION/TRAINING AND TRAVEL

Objective:

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

Proposed Work:

Staff members will attend various workshops, short courses, and seminars that will enhance their knowledge and working skills. Training will be based on MP programming needs and staff deficiencies.

Staff attendance at other meetings, either in North Dakota or Minnesota, shall be approved in advance by the Executive Director.

Staff time for attendance at any approved training or educational conference or seminar will be charged to this element. Per diem and mileage costs to attend meetings listed in this element, or in either the Public Information or Interagency Coordination elements, will be at the rate set by the Executive Policy Board, which is the GSA rate.

1. Minnesota MPO Workshop
2. North Dakota Transportation Conference
3. AMPO Conference
4. Western Planner Conference
5. APA National Planning Conference
6. Others to be identified

Products:

- A better educated and training staff that is more capable of performing their job duties.

Completion Date(s):

1-6. Not Applicable.

Planning Factors	Economic Vitality, Safety, Accessibility & Mobility, Environment & Community, Efficiency, Preservation, Resilience & Reliability		
Planning Emphasis Areas	Equity, Public Outreach, PELS, Data		
2023 Task Effort	Total Cost	Staff Hours	Consultant Fee
	\$20,000.00	470	\$0.00
2024 Task Effort	Total Cost	Staff Hours	Consultant Fee
	\$20,000.00	470	\$0.00

200.4 EQUIPMENT

Objective:

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

Proposed Work:

This item includes the purchase, maintenance, and repair of computer equipment and traffic counters.

The anticipated equipment purchases for 2023-2024 may include, but are not limited to the following:

1. Upgrade computers and software, purchase new traffic counters.

The GF/EGF MPO and the City of East Grand Forks intends to engage the services of an office design vendor to provide office design services and equipment. The overall objective of this project is to create two office spaces for staff.

Scope Of Services:

2. One removable wall divider and Two workstations (Desks/Storage)

Products:

1. New, better computers and software.
2. Remodel one office into two and provide updated furniture/equipment

Completion Date(s):

1. Ongoing.
2. FY2023

Planning Factors			
Planning Emphasis Areas			
2023 Task Effort	Total Cost	Staff Hours	Consultant Fee
	\$40,000.00	0	\$0.00
2024 Task Effort	Total Cost	Staff Hours	Consultant Fee
	\$20,000.00	0	\$0.00

300.0 PLANNING AND IMPLEMENTATION

300.1 TRANSPORTATION PLAN UPDATE AND IMPLEMENTATION

Objective:

To complete updates of elements of the Metropolitan Transportation Plan (MTP).

Proposed Work:

The GF-EGF MPOs Metropolitan Transportation Plan (MTP) is comprised of three separate element plans of specific modes of transportation: Transit, Bike/Pedestrian, and Street/Highway. These three elements are combined into an Executive Summary that constitutes the multi-modal long range transportation plan for the metropolitan planning area.

The socio-economic data for all of the individual elements are the same; likewise, the individual element plans all share the same goals. Each element plan utilizes a similar format of objectives and standards that cover the same broad concepts but that are individualized for that mode.

The bulk of the work to update the MTP to the year 2050 will be completed during the 2021 to 2023 UPWPs so that the expiration date of January 2024 can be met. The work will involve gathering the 2020 Census data, completing the inventory of the areas land uses and future land use plans, and converting data into current geospatial databases.

Included will be to identify the Goals statements of the MTP. From these agreed to Goal statements, the Transit Element will be drafted and reviewed during 2022. Transit Asset Management and Transit Safety, with their corresponding performance targets, will be included.

During the final quarter of 2023, the various elements will be melded into one multi-modal long range transportation plan out to the year 2050.

300.12 Bike/Ped Element

In 2022, the GF-EGF MPO retained a consultant to assist in the development of an updated Bicycle and Pedestrian Element. The consultant will continue to work with the GF-EGF MPO and local partners on analyzing the status of the bike/ped network, the progress towards the adopted performance targets and the development of new or further refinement of the existing planned future network.

300.13 Street/Highway Element

At the end of the second quarter of 2022, the GF-EGF MPO drafted the scope of work that was included into an RFP for a consultant to assist the GF-EGF MPO and its local partners in preparing the Street and Highway Element. A consultant was retained during the second half of 2022.

The work for 2022 will focus on establishing the “base” conditions of the Street/Highway system and to develop the necessary performance report. The bulk of work to identify the “future” conditions will be done in 2023.

Regional ITS Architecture Update

An update to our Regional ITS Architecture is due for 2024. This document plans how our transportation partners install and maintain components to ensure interoperability among the various devices. The update will again utilize the Advanced Traffic Analysis Center (ATAC) and will ensure coordination with recent ITS Architecture updates by both states.

Products:

1. Updated performance measures and targets.
2. Updated Bike/Pedestrian Plan Element of the 2050 MTP.
3. Updated Street/Highway Element of the 2050 MTP.
4. ITS Architecture Update.

Completion Date(s):

1. As required.
2. February 28, 2023
3. January 31, 2024
4. December 31, 2024

Planning Factors	Economic Vitality, Safety, Security, Accessibility & Mobility, Environment & Community, System Connectivity & Integration, Efficiency, Preservation, Resilience & Reliability		
Planning Emphasis Areas	Climate, Equity, Complete Streets, Public Outreach STRAHNET, PELS, Data		
2023 Task Effort	Total Cost	Staff Hours	Consultant Fee
	\$435,000.00	1325	\$340,000.00
2024 Task Effort	Total Cost	Staff Hours	Consultant Fee
	284,000.00	1025	\$120,000.00

300.2 CORRIDOR PLANNING

Objective:

300.21: Traffic Counting Program 2023/2024 - To continue to develop a program utilizing video detecting cameras to systematically count traffic.

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

Proposed Work:

300.21: Traffic Counting Program 2023/2024 – ATAC will be asked to assist us in continuing development of a traffic program based upon the video detection used for traffic signal operations.

300.22: Corridor Preservation – This ongoing process will evaluate zoning amendments, proposed subdivision plats, planned unit developments (PUDs), and site plans for consistency with the traffic engineering and highway policies of the plan. The review process is designed to preserve and enhance our transportation corridors. The review process ensures that rights-of-way are considered with the recommendations in the Metropolitan Street and Highway Plan, Bikeway Plan, Pedestrian Plan and Transit Development Plan.

Products:

1. Traffic Counting Program – 2023/2024.
2. Corridor Preservation – a location map of the monthly plan review.

Completion Date(s):

1. Ongoing activity.
2. Ongoing activity.

Planning Factors	Economic Vitality, Safety, Security, Accessibility & Mobility, Environment & Community, System Connectivity & Integration, Efficiency, Preservation, Resilience & Reliability		
Planning Emphasis Areas	Climate, Equity, Complete Streets, Public Outreach STRAHNET, PELS, Data		
2023 Task Effort	Total Cost	Staff Hours	Consultant Fee
	\$45,000.00	450	\$30,000.00
2024 Task Effort	Total Cost	Staff Hours	Consultant Fee
	\$75,000.00	790	\$30,000.00

300.3 TIP AND MANUAL UPDATE

Objective:

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

Proposed Work:

Preparation of the TIP for 2024-2027 and 2025-2028, to include a self-certification review and statement, as well as any amendments to the 2023-2026 TIP will be done during this Annual Unified Work Program (AUWP).

The TIPs will be developed in accordance with the GF-EGF MPO’s Public Participation Plan.

The GF-EGF MPO will meet with the State DOTs and local transit operators prior to project selection. The GF-EGF MPO will assist the Northwest Area Transportation Partnership (NWATP) with the development of the NWATP Area Transportation Improvement Program (ATIP).

The GF-EGF MPO will cooperate with the States to develop State TIP (STIPS). The Transportation Improvement Program (TIP) policies and procedures for the GF-EGF MPO Planning Area will be reviewed and updated.

Products:

1. 2023-2026 TIP Amendments.
2. 2024-2027 TIP
3. 2025-2028 TIP
4. TIP Manual Update

Completion Date(s):

- 1-4. As required by Minnesota and North Dakota Departments of Transportation.

Planning Factors	Economic Vitality, Safety, Security, Accessibility & Mobility, Environment & Community, System Connectivity & Integration, Efficiency, Preservation, Resilience & Reliability		
Planning Emphasis Areas	Climate, Equity, Complete Streets, Public Outreach STRAHNET, PELS, Data		
2023 Task Effort	Total Cost	Staff Hours	Consultant Fee
	\$35,000.00	675	\$0.00
2024 Task Effort	Total Cost	Staff Hours	Consultant Fee
	\$35,000.00	600	\$0.00

300.4 LAND USE PLAN

Objective:

To assist each city in their efforts to continue the connection between transportation and land use.

Proposed Work:

How, where, and what types of activities are located has a profound impact on the needed transportation facilities to serve that area. The GF-EGF MPO and the Cities of Grand Forks and East Grand Forks have a long-standing history of coordination.

The GF-EGF MPO has assisted each City to update their Land use Plans in order to ensure the Transportation Plan is reflecting future traffic forecasts based upon future land activities.

Products:

1. Updated Land use Plans for Grand Forks and East Grand Forks.

Completion Date(s):

1. Future UPWP project.

Planning Factors	Economic Vitality, Safety, Security, Accessibility & Mobility, Environment & Community, System Connectivity & Integration, Efficiency, Preservation, Resilience & Reliability		
Planning Emphasis Areas	Climate, Equity, Complete Streets, Public Outreach STRAHNET, PELS, Data		
2023 Task Effort	Total Cost	Staff Hours	Consultant Fee
	\$20,000.00	0	\$0.00
2024 Task Effort	Total Cost	Staff Hours	Consultant Fee
	\$30,000.00	150	\$0.00

300.5 SPECIAL STUDIES

Objective:

300.51: Future Bridge – A future Bridge Impact Study was started in 2020 and was carried over into 2021. After completion of the study there have been a series of discussions on what is next that has caused educational discussions to continue into 2022. It appears that these conversations will continue for the next few years as possibilities of taking the next steps on an intra-city Bridge and/or a bridge at Merrifield continue to be considered.

300.52: Policy and Procedure Updates – The GF-EGF MPO has a few Policy and Procedures and Manuals that need to be updated.

300.53: Safe Streets For All (SS4A) – a joint application for a Safe Streets for All Safety Action Plan was submitted by the City of Grand Forks, City of East Grand Forks, and the GF-EGF MPO with numerous letters of support from the community. We have not been notified if the grant has been awarded or not.

300.54: Grand Valley Study – As the City of Grand Forks continues to grow to the south a Pedestrian Crossing Study need to be done to look at where a possible pedestrian underpass(s) should be located.

300.55: Micro Transit Study – It was determined coming out of the Transit Development Plan (TDP) that Micro Transit should be further studied.

Completion Date(s):

1. Ongoing activity.
2. Ongoing activity.
3. To be determined.
4. December 31, 2023
5. December 31, 2024

Planning Factors	Economic Vitality, Safety, Security, Accessibility & Mobility, Environment & Community, System Connectivity & Integration, Efficiency, Preservation, Resilience & Reliability		
Planning Emphasis Areas	Climate, Equity, Complete Streets, Public Outreach STRAHNET, PELS, Data		
2023 Task Effort	Total Cost	Staff Hours	Consultant Fee
	\$270,000.00	720	\$75,000.00
2024 Task Effort	Total Cost	Staff Hours	Consultant Fee
	\$215,000.00	800	\$125,000.00

300.6 PLAN MONITORING, REVIEW AND EVALUATION

Objective:

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

Proposed Work:

300.61: Performance Report 2023/2024 – To prepare a Performance Report which documents a Performance Report which documents data collection activities and provides analyses of the trends relative to the projections and assumptions outlined in the Transportation Plan. In addition, socio-economic and land use conditions and trends will be evaluated.

300.62: Data Collection – Continue to collect data as needed to carry out the 3-C Planning Process including information for decision makers, the general public, and program and special studies.

Products:

1. Performance Report.
2. Data compilations as needed for planning purposes.

Completion Date(s):

1. December 31, 2023/2024.
2. Ongoing activity.

Planning Factors	Safety, Accessibility & Mobility, Environment & Community, Preservation, Resilience & Reliability		
Planning Emphasis Areas	Climate, Equity, PELS, Data		
2023 Task Effort	Total Cost	Staff Hours	Consultant Fee
	\$50,000.00	990	\$0.00
2024 Task Effort	Total Cost	Staff Hours	Consultant Fee
	\$50,000.00	990	\$0.00

300.7 GIS DEVELOPMENT AND APPLICATION

Objective:

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

Proposed Work:

Maintenance of the existing GIS resources is a priority. The inventory of GIS resources will be maintained in order of relevance and priority. When possible, GIS resources will be integrated with others to provide a user-friendly interface and to simplify maintenance responsibilities. The GF-EGF MPO will take new aerial photos of the GF-EGF MPO study area in 2023.

The GF-EGF MPO has been programming these new aerial photos on a cycle of every three-years, however it is the desire of our partners to increase the cycle to every two-years. The last area-wide photo was taken in 2021.

Products:

1. An integrated GIS, complete with software, digital maps, attribute tables, which is readily available to staff. More specifically, this will include property level GIS analysis for the entire GF-EGF MPO study area, with the internal staff training available to maximize use.
2. Area-wide aerial photos.
3. Additional transportation and land use planning applications that will provide staff with tools necessary to provide information to their respective entity and the public.

Completion Date(s):

1. Ongoing
2. August 31, 2023
3. Ongoing

Planning Factors	Safety, Security, Accessibility & Mobility, Environment & Community, System Connectivity & Integration		
Planning Emphasis Areas	Climate, Equity, Public Outreach, PELS, Data		
2023 Task Effort	Total Cost	Staff Hours	Consultant Fee
	\$30,000.00	520	\$0.00
2024 Task Effort	Total Cost	Staff Hours	Consultant Fee
	\$50,000.00	520	\$0.00

APPENDIX A

CERTIFICATION OF LOCAL MATCH

It is hereby certified that the Grand Forks-East Grand Forks Metropolitan Planning Organization (GF-EFG MPO) will provide non-federal funds, whose source is identified below, as match for the amount the Contractor is obligated to pay under the terms of the attached agreement with the North Dakota Department of Transportation. The certified amount does not duplicate any federal claims for reimbursement, nor are the funds used to match other federal funds, unless expressly allowed by federal regulation.

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

Source: City of East Grand Forks, MN; Polk County, MN; City of Grand Forks, ND; Grand Forks County, ND; the Minnesota Department of Transportation; and the North Dakota Department of Transportation.

Executed at Grand Forks, North Dakota, the last date below signed.

ATTEST:

APPROVED:

MPO Witness

GF-EFG MPO Chair

(Type or Print Name)

(Type or Print Name)

Date

Date

APPENDIX B

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION

APPENDIX A OF THE TITLE VI ASSURANCES

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

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

6. Incorporation of Provisions: The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION

APPENDIX E OF THE TITLE VI ASSURANCES

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

Pertinent Non-Discrimination Authorities:

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

APPENDIX C

Certificate of Liability Insurance

RISK MANAGEMENT APPENDIX

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

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

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

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

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

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

When a portion of a Contract is sublet, the Contractor shall obtain insurance protection (as outlined above) to provide liability coverage to protect the Contractor and the State as a result of work undertaken by the Subcontractor. In addition, the contractor shall ensure that any and all parties performing work under the Contract are covered by public liability insurance as outlined

above. All Subcontractors performing work under the Contract are required to maintain the same scope of insurance required of the Contractor. The Contractor shall be held responsible for ensuring compliance with those requirements by all Subcontractors.

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

RM Consulted 2007
Revised 11-19



APPENDIX D

FEDERAL CLAUSES

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

41 CFR 60-1.4(a)

- (a) *Government contracts:* Except as otherwise provided, each contracting agency shall include the following equal opportunity clause contained in section 202 of the order in each of its Government contracts (and modifications thereof if not included in the original contract): during the performance of this contract, the contractor agrees as follows:
- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this non-discrimination clause.
 - (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
 - (3) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under section 2020 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
 - (4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
 - (5) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

- (6) In the event of the contractor's non-compliance with the non-discrimination clauses of this contract or with any of such rules, regulations, or orders, the contract may be canceled, terminated or suspended in whole or in part and the contractor may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (7) The contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for non-compliance: provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

2 CFR PART 200 APPENDIX II (C)

- (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federal assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 338), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

SANCTIONS AND PENALTIES FOR BREACH OF CONTRACT – 2 CFR PART 200 APPENDIX II (A)

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

TERMINATION FOR CAUSE AND CONVENIENCE – 2 CFR PART 200 APPENDIX II (B)

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

RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT – 2 CFR PART 200 APPENDIX II (F)

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

DEBARMENT AND SUSPENSION – 2 CFR PART 200 APPENDIX II (I)

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

BYRD ANTI-LOBBYING AMENDMENT – 2 CRF PART 200 APP. II (J)

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

APPENDIX E

STATEMENT OF NONDISCRIMINATION

The GF-EGF MPO hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 132898 on Environmental Justice, Executive Order 13166 on Limited English Proficiency and related statutes and regulations in all programs and activities. In 2019 the GF-EGF MPO adopted the Title VI and Non-Discrimination Plan. Title VI requires that no person in the United States of America shall, on the grounds of race, color or national origin, be excluded from the participation in, be denied the benefits of, or otherwise subjected to discrimination under any program or activity for which the GF-EGF MPO receives federal financial assistance. Any person who believes that they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a forma complaint with the GF-EGFMPO. Any such complaint must be in writing and filed with the GF-EGF MPO Title VI Coordinator within one hundred eight (180) days following the date of the alleged discriminatory occurrence.

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

Stephanie Halford, Executive Director
GF-EGF MPO Title VI Coordinator
600 DeMers Avenue
East Grand Forks, MN 56721
stephanie.halford@theforksmpo.org
(701) 746-2660

The 2019 Title VI and Non-Discrimination Plan and a downloadable version of the Discrimination Complaint Form can also be found on the MPO Website at:

www.theforksmpo.org

CERTIFICATION OF RESTRICTIONS ON LOBBYING

I, Warren Strandell, the Grand Forks-East Grand Forks Metropolitan Planning Organization’s Executive Policy Board Chair, hereby certify on behalf of the GF-EGF MPO that to the best of my knowledge:

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

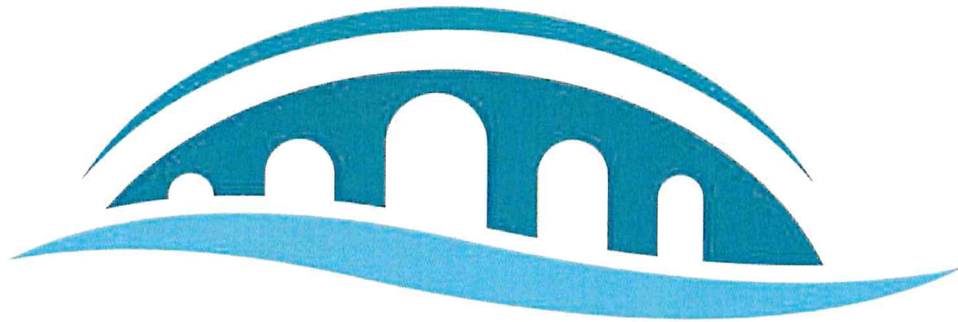
The certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code.

Executed this _____ day of _____, 2022

By

Warren Strandell, Chair
Grand Forks-East Grand Forks Metropolitan Planning Organization
Executive Policy Board

APPENDIX F



Grand Forks - East Grand Forks

METROPOLITAN
PLANNING ORGANIZATION

The Forks MPO
Self-Certification

Transportation Planning Process Certification Statement

The Grand Forks – East Grand Forks Metropolitan Planning Organization, the Metropolitan Planning Organization for the Grand Forks, North Dakota and East Grand Forks, Minnesota metropolitan region, hereby certifies that it is carrying out a continuing, cooperative, and comprehensive transportation planning process for the region in accordance with the applicable requirements of:

- 23 USC 134 and 49 USC 5303, and 23 CFR Part 450;
- In non-attainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
- Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- 49 U.S.C. 5332, prohibiting discrimination based on race, color, creed, national origin, sex, or age in employment or business opportunity;
- Section 1101(b) of FAST (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of Disadvantaged Business Enterprises in USDOT funded planning projects;
- 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR parts 27, 37, and 38;
- The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- Section 324 of Title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

Grand Forks-East Grand Forks
Metropolitan Planning Organization



Signature

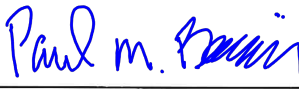
Chairman

Title

August 17, 2022

Date

North Dakota Department of
Transportation



Signature

Local Government Director

Title

August 18, 2022

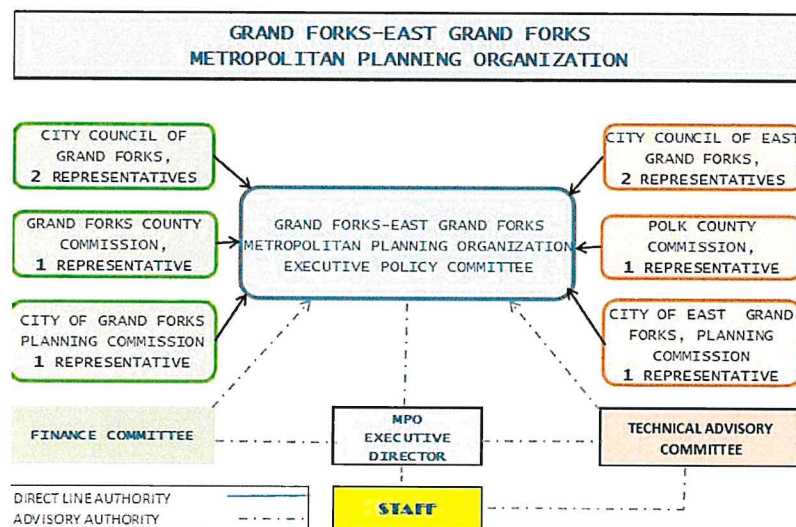
Date

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

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

Planning Requirements (23 USC 134 and 49 USC 5303)

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



This process is carried out through the implementation of the **Unified Planning Work Program (2021-22)** and the development and adoption of a fiscally constrained annual **Transportation Improvement Program (2023-26)**, the development and adoption of a fiscally-constrained **Metropolitan Transportation Plan (2018)** every five years, the development of a regional Intelligent Transportation Systems (ITS) technology; all of which are vetted through procedures identified in the **Public Participation Plan (2020)** to assure the general public has access and input into the regional transportation planning efforts. Hard copies of each of the plans and programs are available at the MPO for public review and are also available on the MPO

website: www.theforksmpto.org. The MPO also works closely with transportation providers through the region to conduct major investment and corridor feasibility studies which serve to evaluate, refine, and select transportation options for implementation, and ensuring that policies, programs and projects when implemented will result in improved transportation systems within the region.

The MPO works closely with the Grand Forks and East Grand Forks Transit Agencies, collectively Cities Area Transit (CAT) on issues related to public transit and paratransit services. The MPO, along with CAT and with input from the public, develop and maintain a **Transit Development Plan** (originally adopted in 2016, amended in 2020). The TDP identifies near- and long-term policies and actions items for enhancing transit and paratransit service in the greater Grand Forks – East Grand Forks metropolitan area. The TDP also provide the framework for MPO requirements of **Coordinated Public Transit Human Services Transportation Plan** (included as part of TDP update).

Statewide Planning

The MPO works closely with the North Dakota and Minnesota Departments of Transportation (NDDOT and MnDOT, respectively) to support the planning, funding, and implementation of statewide improvements. Whenever called upon, planning assistance is provided to assist NDDOT and MnDOT in meeting Statewide Planning requirements. The MPO and the state DOTs share financial information to carry out the fiscal constraint requirements of the planning process.

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

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

1. Maintaining a Private Sector Participation Procedure related to the involvement of appropriate transportation providers in the 3-C transportation planning process
2. Inviting private transportation providers to opportunities to review and comment on metropolitan transportation studies. Such plans include the Transit Development Plan and Transportation Improvement Program.
3. Liaison, coordination, and direct input on transportation plans is obtained by the private sector by direct membership on the Technical Advisory Committee with one member from the Chamber of Commerce.
4. Selected transit support services have had task forces created to study the specific service and the private operators have participated at those task force meetings.

Their comments and views and how they were received are documented in the minutes of the task forces.

5. To date, no complaints from the private sector concerning any facet of our local public transportation efforts have been received

- B. 23 United States Code, Section 134, Metropolitan Planning, (H) (6) Transportation Plan and (J) (4) Transportation Improvement Program, Opportunity for comment, as amended;

Each year, during the implementation of the activities identified in the UPWP, the MPO solicits public participation from citizens of the Cities of Grand Forks and East Grand Forks; Grand Forks and Polk Counties; the staff of North Dakota and Minnesota Departments of Transportation; and other transportation agencies and providers by written notification. Public meetings were held at various times and dates to invite the public to provide input and feedback.

Regarding the TIP, the MPO engages the public several times during the process of developing the TIP through formal public hearings. In April, the draft TIP is promulgated for feedback from the public. In August, the final draft is available prior to adoption. Each hearing notice is placed in a non-legal section, in a two-column advertisement format, with a minimum 10-day advance printing prior to the hearing.

Clean Air Act Section 174 and 176 (c) and (d)

The State Implementation Plans for Minnesota and North Dakota still do not require any transportation control measures for the Grand Forks-East Grand Forks urbanized area. As part of its multi-modal long range transportation planning efforts, the MPO does calculate the amount of green-house gas emissions estimated by its travel demand model. The MPO has established a performance target to reduce the transportation impact on the environment by 10% below the base year levels by the horizon year of 2045.

Title VI of the 1964 Civil Rights Act, Section 601

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

The MPO is committed through the development of its plans and programs to ensure that no person on the grounds of age, gender, race, color, sexual orientation or national origin is excluded from participation in, denied the benefits of, or subject to discrimination under any programs receiving financial assistance (federal or local). The MPO follows its **Title VI and Non-Discrimination Plan (2020)** to meet its obligations under Title VI and in meeting defined Title VI Assurances. The document describes:

- The demographics of the Grand Forks – East Grand Forks Metropolitan Area,
- Environmental Justice areas and Limited English Proficiency populations within the MPO Planning Area Boundary,
- Demographics of MPO staff and Policy Board members, and
- An accomplishment report for both administrative/oversight activities as well as metropolitan transportation planning process activities for the 2021 calendar year.

MPO plans, programs and policies are vetted to assure that minority and low-income populations are not disproportionately affected by actions and outcomes of the plans, programs, and policies. All plans, programs, and policies, including public meeting announcements and agendas, contain the following language:

“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 Stephanie Halford 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 Stephanie Halford of GF-EGFMPO at 701-746-2660. TTY users may use Relay North Dakota 711 or 1-800-366-6888.”

The MPO continues to record Title VI efforts for the year, including responding to Title VI complaints, in its annual Title VI report. Title VI compliance documentation includes the following information:

- Since the last self-certification, the MPO has not received, nor been notified of any lawsuits or complaints alleging discrimination.
- The MPO receives Consolidated Planning Grant (CPG) funds, which are transportation planning funds from the Federal Highway Administration and the Federal Transit Administration. All of these funds are secured through the annual adoption of an Annual Unified Work Program. All necessary Civil Rights compliance documents needed to properly obtain these funds have been completed, submitted, and approved. Proposals to secure federal funds for FY 2016 are part of the MPO’s 2019-2020 work program process. These funds are utilized beginning January 1, 2019, the beginning of the MPO’s fiscal year.
- No formal civil rights compliance review has been performed on the MPO in the past three years by any level of government. The MPO did update its Title VI documentations and adopted a Limited English Proficiency (LEP) Plan. The MPO has updated its Title VI

Report as part of its annual TIP Self-certification. NDDOT also conducted an Audit of the Title VI compliance and found no issues.

- As a one-time submission, the Civil Rights Assurance was previously submitted to FTA in January 1988. Annually, the MPO adopts a State DOT Title VI Standard Assurance as part of its TIP approval.

Disadvantage Business Enterprises Section [1101(b) of MAP-21 and 49 CFR part 26]

The MPO cooperates with the NDDOT, since it is the lead state agency, in fulfilling its goal of percentage of work. The MPO includes in all its Requests for Proposals a clause that encourages all submittals to included minority and disadvantaged businesses to participate in the response. Further, the MPO submits a copy of the RFP for the NDDOT Qualifications Based Selection process.

Equal Employment Opportunity (23 CFR part 230)

Discrimination based on race, color creed, national origin, sex or age in employment business opportunities with The MPO is prohibited. The MPO works with the NDDOT and MnDOT in the implementation of an equal employment opportunity program on federal and federal-aid projects.

Prohibition of discrimination based on gender (23 USC Section 324)

The MPO maintains a no discrimination policy in our planning efforts, hiring practices or any other activity or product. Such actions include non-discrimination based on a person's gender. The MPO provides the following general caveat with its activities:

The MPO is committed to ensuring all individuals regardless of race, color, sex, age, national origin, disability, sexual orientation, and income status have access to MPO's programs and services.

Discrimination against individuals with disabilities (29 USC 794 Section 504)

The MPO takes pride in its planning efforts and agency operations to be inclusive of all individuals. We provide access for disabled individuals to all meetings and do not discriminate against any individual based on the presence of a disability. The MPO provides the following general caveat with its activities:

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 Stephanie Halford 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 Stephanie Halford of GF-EGFMPO at 701-746-2660. TTY users may use Relay North Dakota 711 or 1-800-366-6888.

The Older Americans Act, as amended (42 USC 6101)

The MPO is committed through the development of its plans and programs to ensure that no person on the grounds of age, gender, race, color, sexual orientation or national origin is excluded from participation in any programs receiving financial assistance (federal or local). No person will be denied the benefits of or be subject to discrimination in their participation in MPO programs. The MPO subscribes to its **Title VI and Non-Discrimination Plan (2020)** to meet its obligations under Title VI and in meeting defined Title VI Assurances. The MPO plans, programs and policies are vetted to assure that minority and low-income populations are not disproportionately affected by actions and outcomes of the plans, programs, and policies.

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

- Creating a liaison with the elderly and handicapped community and service agencies on the Transportation Improvement Program.
- Specific notification of Transit Development Plan updates and associated activities and public meetings.
- A Section 504 Handicapped Transportation Services Program for Grand Forks and East Grand Forks was adopted in December 1987.

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

Provisions of the Americans with Disabilities Act

The MPO does include a statement with all its notices and agendas:

"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 Stephanie Halford 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 Stephanie

Halford of GF-EGFMPO at 701-746-2660. TTY users may use Relay North Dakota 711 or 1-800-366-6888.”

The MPO holds all its public meetings, open houses, Technical Advisory Committee meetings, and Policy Board meetings in ADA-compliant facilities and in locations generally considered served by public transportation. Additionally, all public notices and meeting agendas contain contact information for individuals requesting reasonable accommodations to participate in any MPO meeting.

The MPO does not own the buildings in which its offices are housed, but rather, rents the office space. The buildings are, however, ADA accessible, and provides parking and automatic doors for mobility impaired individuals, curb ramps, and an ADA accessible elevator to access MPO offices. Further, the MPO requests written statements from the building owners that the buildings are ADA compliant.

Lastly, the MPO provided the opportunity for both Grand Forks and East Grand Forks to have a new ADA Right of way Transition Plan completed. East Grand Forks accepted this offer and the MPO, together with the City of East Grand Forks and the consulting firm of SRF Consulting, Inc., prepared and developed this document. This included a public engagement opportunity at each of the key points during the process. The Plan was adopted by East Grand Forks and is being used to make process towards complying with ADA within its right of way.

[Restriction on influencing certain federal activities \(49 CFR Part 20\)](#)

The MPO policy is that no state or federal funds received by the agencies shall be paid to any person for the purpose of influencing the award of a federal contract, grant or loan or the entering into a cooperative agreement. No state or federal funds received by the agencies will be used directly or indirectly to influence any member of Congress, any member of the North Dakota or Minnesota State Legislatures, or any local elected official to favor or oppose the adoption of any proposed legislation pending before any federal, state or local legislative body. The MPO requires in each of its contract with consultants a provision signed by the consultant that this “anti-lobbying” provisions were met.

[Restriction on Procurements from Debarred or Suspended Persons/Firms \(49 CFR part 29 subparts A to E\)](#)

Grantees, contractors, and subcontractors (at any level) that enter into covered transactions are required to verify that the entity (as well as its principals and affiliates) they propose to contract or subcontract with is not excluded or disqualified. Grantees, contractors, and subcontractors who enter into covered transactions also must require the entities they contract with to comply with 49 CFR 29, subpart C and include this requirement in their own subsequent covered transactions (i.e., the requirement flows down to subcontracts at all levels).

All MPO contracts are covered transactions for purposes of 49 CFR Part 29. As such, the contractor is required to verify that none of the contractor, its principals, as defined in 49 CFR

29.995, or affiliates, as defined at 49 CFR 29.905, are excluded, or disqualified as defined at 49 CFR 29.940 and 29.945. The contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into. The MPO includes with all Requests for Proposal and Contracts a form to receive from the bidder/firm a signed statement of the responsibilities in this area.

Drug Free Workplace Certification (49 CFR Part 29 sub-part F)

The MPO as part of its Administrative Policies and Procedures, and as part of its Personnel Policies maintain a Drug Free Workforce Policy. The MPO Employee Handbook identifies The MPO's Substance Abuse Policy, which includes prohibited acts, responsibilities for enforcement, and consequences for not following the policy.

Executive Order 12898- Environmental Justice in the Metropolitan Transportation Plan

The MPO maintains an Environmental Justice Manual (2020) to guide its implementation of the three principles of EJ. Environmental Justice areas are defined in the MPO EJ Manual. Funding is allocated as part of the UPWP to maintain an active participation and analytical approach that produces procedures that meet Environmental Justice requirements by ensuring that federally funded transportation projects adequately consider effects on low-income and minority segments of the population.

The MPO produces with its regional and sub-regional transportation studies information documenting the effects of proposed transportation improvements on areas identified as EJ areas.

The MPO provides with the annual TIP an overlay of programmed transportation projects with the defined EJ areas to identify projects that would potentially impact EJ residents. In conjunction with its Public Participation Plan, the EJ's principle of active engagement of EJ populations is completed.

The MPO's multi-modal long range transportation plan, environmental justice analysis is done on all alternatives being contemplated to identify projects that potentially impact EJ populations. Further, in conjunction with the MPO Public Participation Plan, the EJ's principle of active engagement of EJ populations is completed.

APPENDIX G



MID-YEAR REPORT – 2022

MPO HISTORY

The Grand Forks/East Grand Forks Metropolitan Planning Organization (GF-EGF MPO) was established 40 years ago as a planning organization for the Grand Forks/East Grand Forks area. The Cities of Grand Forks, Grand Forks County, North Dakota and East Grand Forks, Polk County, Minnesota have joined together to ensure efficient, coordinated action in resolving intergovernmental issues.

GOAL AND PURPOSE

The GF-EGF MPO provides a forum for public officials, citizens, and other interest groups to establish policies and plans to effectively deal with various metropolitan issues. The GF-EGF MPO also serves as a technical assistance and planning agency to complete studies and identify solutions to common metropolitan problems. Additionally, the GF-EGF MPO is responsible for disseminating information and promoting sound development throughout the area.

Thus, the principal role of the GF-EGF MPO is to harmonize the activities of federal, state, and local agencies; and to render assistance and encourage public participation in the development of the area. Specific programs the GF-EGF MPO is directly involved in include community development assistance, environmental and intergovernmental coordination, and area wide multi-modal transportation (auto, bus, bike, walk) planning and programming.

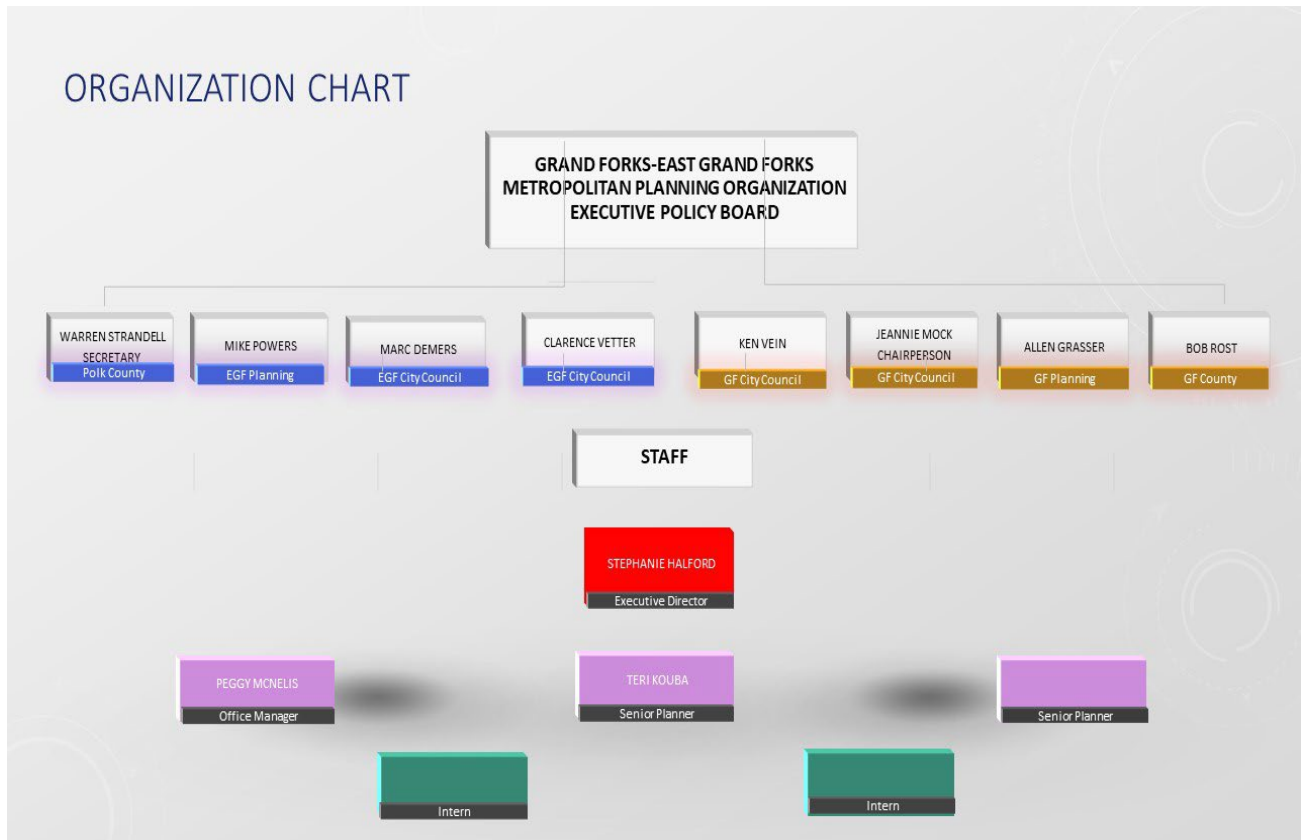
ORGANIZATIONAL STRUCTURE

The GF-EGF MPO is comprised of an eight-member policy board that represents the metropolitan area and establishes overall policy direction for all aspects of the area wide planning program. See Organizational Chart below and Study Area Map on next page.

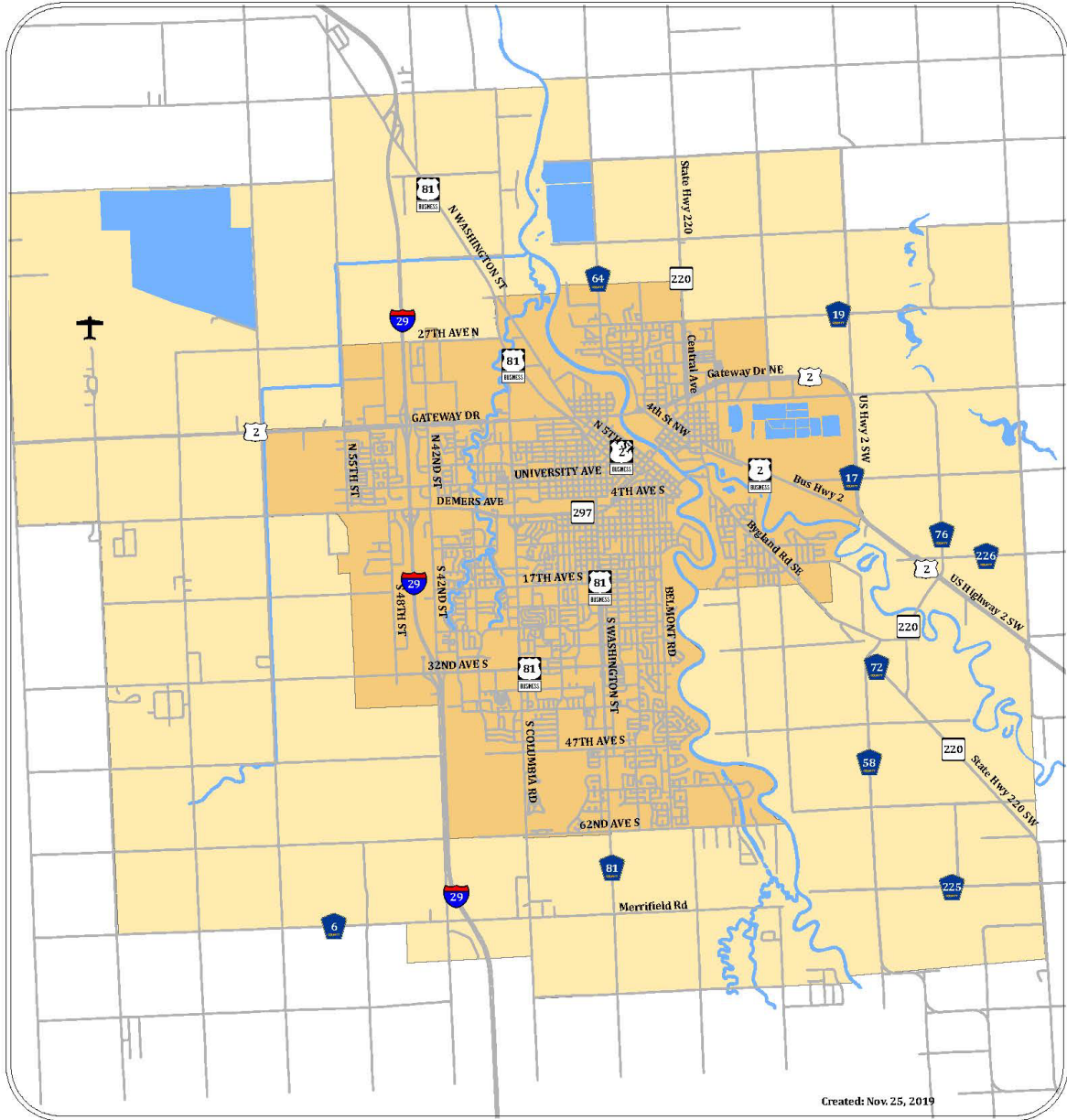
Membership on the Policy Board is voluntary; however, through the years all jurisdictions have continued to actively participate in the organization because of the benefits yielded by the multi-jurisdictional cooperation.









The Board selects the Executive Director, who is responsible for hiring and supervising the staff and administering the metropolitan planning program.

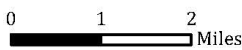
The GF-EGF MPO consists of three to four full-time employees and one to two intern(s).



Grand Forks- East Grand Forks Metropolitan Planning Organization Study Area



- | | | | |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
|  MPO Study Area |  Interstate |  US Business Highway |  County Highway |
|  Adjusted Federal Aid Urbanized Area |  US Highway |  State Highway |  Water |



Overcoming Barriers Strengthening Connections
 Grand Forks - East Grand Forks
 Metropolitan Planning Organization
 Planning Opportunities Planning Our Community
 www.grandforksmetroplanning.org

2022 WORK PROGRAM BUDGET SHEET

GRAND FORKS - EAST GRAND FORKS 2022 ANNUAL WORK PROGRAM											
Activity	Funding Source			STAFF							
	FED/STATE	STATE LOCAL*	TOTAL	Ex. Dir FTE=1.0	Planner FTE=1.0	Planner FTE=1.0	Office Man FTE=1.0	Intern FTE=1.0	TOTAL Staff Hrs	Consultant Cost	
100.0 PROGRAM ADMINISTRATION											
100.1	General Administration	24,000	6,000	30,000	120	35	0	290		445	
100.2	UPWP Development	12,000	3,000	15,000	50	10	0	155		215	
100.3	Financial Management	12,000	3,000	15,000	25			225		250	
100.4	Facilities and Overhead	\$24,000	\$6,000	30,000							
200.0 PROGRAM SUPPORT AND COORDINATION											
200.1	Interagency Coordination	28,000	7,000	35,000	60	110	0	550		720	
200.2	Pub. Info. & Cit. Part.	12,000	3,000	15,000	100	20	0	135		255	
200.3	Education/Training & Travel	16,000	4,000	20,000	130	65	0	50		245	
200.4	Equipment	8,000	2,250	10,250							
300.0 PLANNING AND IMPLEMENTATION											
300.1	Transportation Plan Update & Imp.	384,000	96,000	480,000					0	0	395,000
	300.11 Street/Highway Element	240,000	60,000	300,000	500	300		75			\$260,000
	300.12 Bike/Ped Element	96,000	24,000	120,000	240	375		50			\$95,000
	300.13 Transit Development Plan	48,000	12,000	60,000							\$40,000
	ATAC	8,000	2,000	10,000							\$10,000
300.2	Corridor Planning	28,000	7,000	35,000							
	300.21 ATAC Traffic Count	24,000	6,000	30,000	40						\$25,000
	300.22 Corridor Preservation	4,000	1,000	5,000	40	55	0				
300.3	TIP and Annual Element	20,000	5,000	25,000	200	75	0	100	0	375	
300.4	Land Use Plan GF completion	44,000	11,000	55,000	50	30	0			80	\$45,000
300.5	Special Studies	0	0	0							
300.6	Plan Monitoring, Review & Evaluation	24,000	6,000	30,000							
	300.61 Performance Annual Rpt.	8,000	2,000	10,000	100	100	0	50	250	500	
	300.62 Data Collection	16,000	4,000	20,000	90	105	0	60	200	455	
300.7	GIS Development & Application	24,000	6,000	30,000	20	500	0	25	400	945	
TOTAL		668,000	167,250	835,250	\$164,516 1765	\$86,935 1780	\$0 0	\$75,101 1765	\$10,200 850	\$336,752 6160	\$475,000

Minnesota and North Dakota State Funding will be used for local match.

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TASKS

100.1 GENERAL ADMINISTRATION

Minutes from the Technical Advisory Committee (TAC), Finance Committee, Executive Policy Board, and various special study committees were prepared and are available on the MPO website at: www.theforksmpo.org.

Other time charged against this task was for filing, library maintenance, computer file and software maintenance, installing new software, and preparation of correspondence. Weekly staff meetings also continued.

In January the Executive Director gave notice that he was going to retire at the end of February. The MPO Executive Policy Board approved having the City of Grand Forks Human Resource Department assist in the hiring of a new director. Costs involved for the advertisement of the position, as well as other corresponding charges were charged to this task.

The General Administration Task was given a budget of \$30,000.00. As of June 30th, 2022, \$26,597.83 has been charged against this task, leaving a balance of \$3,402.17, and 50% of the task completed.

100.2 UNIFIED PLANNING WORK PROGRAM DEVELOPMENT

During the first half of the 2022 year of the 2021-2022 Work Program, the MPO staff began implementing the identified activities.

The Unified Planning Work Program Development Task was given a budget of \$15,000.00. As of June 30th, 2022, \$3,107.26 has been charged against this task, leaving a balance of \$11,892.74, and 50% of the task completed.

100.3 FINANCIAL MANAGEMENT

Peggy McNelis, Office Manager, performed the personnel administration and accounting duties for the January through June timeframe. The 2021 MPO Audit took place during the first half of 2022. The auditors spent a couple of days at the MPO Office performing the work, and a draft report was presented to the MPO Staff. After review, the final audit report was presented to the MPO Board and was approved at their April 2022 meeting.

The GF-EGF MPO Finance Committee met during the first half of 2022. Copies of the minutes can be found on the website at: www.theforksmpo.org.

The Financial Management Task was given a budget of \$15,000.00. As of June 30th, 2021, \$11,919.11 has been charged against this task, leaving a balance of \$3,080.89 and 75% of the task completed.

100.4 FACILITIES AND OVERHEAD

Rental fees for the Grand Forks and East Grand Forks offices, office supplies, photocopying, postage, phone, paper, etc., were charged to this task.

The Facilities and Overhead Task was given a budget of \$30,000.00. As of June 30th, 2022, \$14,122.68 has been charged against this task, leaving a balance of \$15,877.32, and 50% of the task completed.

200.1 INTERAGENCY COORDINATION

During the first half of the year the Technical Advisory Committee met on January 12th, February 12th, March 9th, April 13th, and May 11th, and June 8th, 2022. Copies of these minutes are available on the MPO Website at: www.theforksmpo.org.

The GF-EGF MPO Executive Policy Board met on January 26th, February 16th, March 16th, April 20th, May 18th, and June 15th, 2022. Copies of these minutes are available on the MPO Website at: www.theforksmpo.org.

The GF-EGF MPO staff met on many occasions at local Planning Commission and City Council meetings throughout the January to June time period. Additionally, staff has provided more briefings to various agencies and local interest groups on transportation issues.

The Interagency Coordination Task was given a budget of \$35,000.00. As of June 30th, 2022, \$26,224.11 has been charged against this task, leaving a balance of \$8,775.89, and 50% of the task completed.

200.2 PUBLIC INFORMATION AND CITIZEN PARTICIPATION

The costs of website management, and staff hours engaged in participation was charged to this task.

The Public Information and Citizen Participation Task was given a budget of \$15,000.00. As of June 30th, 2022, \$1,642.32 has been charged to this task, leaving a balance of \$13,357.68, and 50% of the task completed.

200.3 **EDUCATION/TRAINING AND TRAVEL**

During the first half of 2022:

STEPHANIE HALFORD, EXECUTIVE DIRECTOR ATTENDED:

1. Title VI Education training June 6th via videos on the NDDOT Website.

TERI KOUBA, SENIOR PLANNER ATTENDED:

1. Title VI Education training June 6th via videos on the NDDOT Website.
2. North Dakota DOT Transportation Conference In Bismarck On March 1-2, 2022.

PEGGY MCNELIS, OFFICE MANAGER ATTENDED:

1. Title VI Education training June 6th via videos on the NDDOT Website.

The Education/Training and Travel Task was given a budget of \$20,000.00. As of June 30th, 2022, \$1,974.90 has been charged against this task, leaving a balance of \$18,025.10, and 50% of the task completed.

200.4 **EQUIPMENT**

A new laptop, monitors and stands, and two office chairs were purchased during the first half of 2022.

The Equipment Task was given a budget of \$10,250.00. As of June 30th, 2022, \$3,116.90 has been charged against this task, leaving a balance of \$7,133.10, and 50% of the task completed.

300.1 **TRANSPORTATION PLAN UPDATE**

The MPO staff continues to update performance measures and targets. Limited MPO staff time was charged to discuss and investigate possible amendments to the MTP. There are some opportunities to amend the MTP that likely will take place during the second half of 2022.

The Transportation Plan Update Task was given a budget of \$405,000.00. As of June 30th, 2022, \$59,731.17 has been charged against this task, leaving a balance of \$345,268.83, and 20% of the task completed

300.11 **Transit Development Plan**

The Transit Development Plan is updated every five years. A contract was approved with Kimley-Horn to perform the update to the Transit Development Plan.

Kimley-Horn and the MPO staff have worked on finishing the existing conditions, the recommended service improvements, current and future estimated financial outlook, and human service transportation coordination. Public and focus group meetings were held to get input on the recommended service improvements and human service agencies and groups to get their input on various task outputs of the TDP.

The TDP is on time for delivering a final adopted plan in December 2022.

As of June 30th, 2022, 50% of this task has been completed.

300.12 **A.T.A.C.**

A.T.A.C.'s agreement with the three MPOs and NDDOT requires an annual payment of \$10,000.00. The invoice typically is processed during the second half of each year. This amount allows A.T.A.C. to maintain staffing to provide the work activities such as the travel demand forecasting assistance for the North Dakota MPOs. It also allows access to the various Upper Great Plains Transportation Institute Centers and their special areas of expertise of staff.

The A.T.A.C. task was given a budget of \$10,000.00. As of June 30th, 2022, \$0.00 has been charged against this task, leaving a balance of \$10,000, and 0% of the task completed.

300.13 **Street/Highway Element**

The Street and Highway Plan is updated every five-years. A Request for Proposals was released at the end of March 2022. The MPO received three proposals and interviewed all three consulting firms. A contract was approved with HDR in May 2022.

Most of the work that has occurred so far took place in June. This consists of setting up project and quality management plans; setting up for public input, engagement, and process; and data matrix for data needed for the plan.

As of June 30th, 2022, 20% of this task has been completed.

300.14 **Bike/Ped Element**

The Bike/Ped Plan is updated every five-years. A Request For Proposals was released at the end of February 2022. The MPO received three proposals and interviewed all three firms. A contract was approved with Bolton & Menk in April 2022.

Bolten & Menk and MPO staff have focused on:

- Plan administration set-up
- Data gathering of existing conditions
- Review of plans done in the last five-years
- Setting up webpage and public engagement

- Setting up and performing a bike audit on June 30th

As of June 30th, 2022, 20% of this task has been completed.

300.2 **CORRIDOR PLANNING**

The Corridor Planning Task was given a budget of \$35,000.00. As of June 30th, 2022, \$1,142.58 has been charged against this task, leaving a balance of \$33,857.42, and 50% of the task completed.

300.21 **A.T.A.C. Traffic Count**

A.T.A.C. was given the task to include new traffic signals into the counting program. Traffic signal equipment has proven to be difficult to have delivered on time. ATAC has been delayed due to some intersection not having the signals installed in a timely fashion. As such, some of the work is being delayed until the traffic signals are operational.

ATAC continues to monitor and keep MPO and City staff aware of any failures of equipment. New self-executing processes have been embedded into the data transfer to alert is data is missing. This allows staff to more quickly become aware of data issues and resolve them.

As of June 30th, 2022, 50% of this task has been completed.

300.22 **Corridor Preservation**

This ongoing process will evaluate zoning amendments, proposed subdivision plats, planned unit developments (PUDs), and site plans for consistency with the traffic engineering and highway policies of the plan. The review process is designed to preserve and enhance our transportation corridors. The review process ensures that rights-of-way are considered with the recommendations in the Metropolitan Street and Highway Plan, Bikeway Plan, Pedestrian Plan and Transit Development Plan.

With the Executive Director's departure and the hiring of a new Executive Direction, staff has made this a low priority in comparison to the required planning document updates taking place currently.

As of June 30th, 2022, 0% of this task has been completed.

300.3 **TRANSPORTATION IMPROVEMENT PROGRAM**

The MPO reviewed projects submitted for consideration for the 2023-2026 T.I.P. The projects for both Minnesota and North Dakota were solicited and vetted during the normal T.I.P. preparation cycle. Several 2022-2025 TIP amendments and administrative modifications were processed during the first half of 2022.

The MPO Draft T.I.P. for Minnesota was approved in April. The Final T.I.P. projects for Minnesota and Draft T.I.P. projects for North Dakota were being prepared through the end of June. Coordination efforts took place prior to the adoption to ensure agreement of the prioritized list of projects.

The Transportation Improvement Plan Task was given an overall budget of \$25,000.00. As of June 30th, 2022, \$9,656.12 was charged against this task, leaving a balance of \$15,343.88, and 50% of the task completed.

300.4 LAND USE PLAN

The Land Use Plan Task was given an overall budget of \$55,000.00. As of June 30th, 2022, \$36,305.69 has been charged against this task leaving a balance of \$18,694.31, and 100% of the task completed.

300.41 Grand Forks Land Use Plan Update

The first quarter of the year the draft plan was presented to the Ad Hoc Committee and the public comments and feedback were incorporated into the plan before bringing it to the City Council for adoption into the Comprehensive Plan.

The City of Grand Forks adopted the final plan in May. The MPO Board accepted the plan in May. The contract was closed in June.

As of June 30th, 2022, 100% of this task has been completed.

300.5 SPECIAL STUDIES

The Special Studies Task was given an overall budget of \$0.00. As of June 30th, 2022, \$49,593.222 has been charged against this task, leaving a balance of \$-49,593.22 and 90% of the task completed.

300.51 Future Bridge Feasibility Study

In January the final report was presented to the Executive Policy Board. The Board approved accepting the report as presented.

There has been continued discussion on the Future Bridge Feasibility Study at both City Councils and other groups which has impacted staff time. This discussion is thought to continue into the second half of 2022 as well.

As of June 30th, 2022, 95% of this task has been completed.

300.52 **Pavement Management Update**

GoodPointe Technology needed extra time to complete the update and to redo some of the roadways that were originally missed. A draft report was sent to MPO staff for review the last week of June.

As of June 30th, 2022, 90% of this task has been completed.

300.6 **PLAN MONITORING, REVIEW AND EVALUATION**

The Plan Monitoring, Review and Evaluation Task was given a budget of \$30,000.00. As of June 30th, 2022, \$1,126.30 has been charged against this task, leaving a balance of \$28,873.70, and 50% of the task completed.

300.61 **Performance Annual Report**

Instead of an Annual Report, the MPO worked on the individual performance measures and target setting as required. The work was done in other activities already written about in previous sections.

As of June 30th, 2022, 50% of this task has been completed.

300.62 **Data Collection**

Turning movement counts from the video counting program were accessed and reviewed to provide input to various activities.

As of June 30th, 2022, 50% of this task has been completed.

300.7 **GIS DEVELOPMENT AND APPLICATION**

MPO Staff has done necessary maintenance and upkeep of the system. The focus has been on updating information needed for Bike Map and making it available on an app platform and on other maps and data requests.

The GIS Development and Application Task was given a budget of \$30,000.00. As of June 30th, 2022, \$6,691.56 has been charged against this task, leaving a balance of \$23,308.44, and 50% of the task completed.



MPO Staff Report
Technical Advisory Committee:
November 9, 2022
MPO Executive Board:
November 16, 2022

RECOMMENDED ACTION: The partnership of the Strengthening Mobility and Revolutionizing Transportation (SMART) Grant Program.

TAC RECOMMENDED ACTION:

Matter of Strengthening Mobility and Revolutionizing Transportation (SMART) Grant Program

Background:

The Bipartisan Infrastructure Law (BIL) established the Strengthening Mobility and Revolutionizing Transportation (SMART) discretionary grant program with \$100 million appropriated annually for fiscal years (FY) 2022-2026.

The SMART program was established to provide grants to eligible public sector agencies to conduct demonstration projects focused on advanced smart community technologies and systems in order to improve transportation efficiency and safety.

Amended FY22 Notice of Funding Opportunity (NOFO) is open through November 18, 2022
The FY22 Notice of Funding Opportunity (NOFO) for SMART Grants has been amended to include technical and substantive corrections and is live on this website and on Grants.gov. The deadline for applications remains November 18, 2022, at 5 PM ET.

Potential applicants are encouraged to review the application instructions and review resources to help develop and refine project ideas and complete the application.

Award announcements are expected to be made in early 2023.

Who is Eligible to Apply?

- State
- Political subdivision of a State
- Tribal government
- Public transit agency or authority
- Public toll authority
- Metropolitan planning organization; and
- a group of 2 or more eligible entities detailed above, applying through a single lead applicant.

Which Projects are Eligible?

A SMART grant may be used to carry out a project that demonstrates at least one of the following:

- Coordinated automation
- Connected vehicles
- Sensors
- Systems integration
- Delivery/logistics
- Innovative aviation
- Smart grid
- Traffic signals

What are Potential Examples of SMART Projects?

The SMART Grants Program funds purpose-driven innovation to build data and technology capacity and expertise for State, local, and Tribal governments. Communities should target their real-world challenges where the use of new technologies and approaches can create benefits.

See Illustrative Use Cases for some examples of projects that could be funded through the program but note that these are not exhaustive – SMART expects to see proposed projects that demonstrate an understanding of local needs and advance purpose-driven innovation.

Notice of Proposed Temporary Waiver of Buy America Requirements for SMART

To deliver projects and meaningful results while ensuring robust adoption of Buy America standards, DOT is proposing to establish a temporary public interest waiver for projects funded under the SMART Grants Program. To read the notice, refer to the Federal Register posting. The formal comment period closed on October 21, 2022.

<https://www.transportation.gov/grants/SMART>

Findings and Analysis

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Support Materials:

- SMART NOFO
- SMART Program Fact Sheet
- Supportive Draft Letter

SMART Grants Notice of Funding Opportunity

AGENCY: Office of the Assistant Secretary for Research and Technology (OST-R), U.S. Department of Transportation (DOT or the Department)

ACTION: Notice of Funding Opportunity (NOFO), Assistance Listing #20.941

SUMMARY: The purpose of this notice is to solicit applications for Strengthening Mobility and Revolutionizing Transportation (SMART) grants. Funds for the fiscal year (FY) 2022 SMART Grants Program are to be awarded on a competitive basis to conduct demonstration projects focused on advanced smart city or community technologies and systems to improve transportation efficiency and safety.

DATES: Applications must be submitted by 5:00 PM EST on Friday, November 18, 2022. Late applications will not be accepted.

ADDRESSES: Applications must be submitted via Valid Eval, an online submission proposal system used by USDOT, at https://usg.valideval.com/teams/USDOT_SMART_2022/signup.

FOR FURTHER INFORMATION: Please contact SMART Grant Program staff via email at smart@dot.gov, or call Roxanne Ledesma at 202-774-8003. A telecommunications device for the deaf (TDD) is available at 202-366-3993. In addition, USDOT will regularly post answers to questions and requests for clarifications, as well as schedule information regarding webinars providing additional guidance, on USDOT's website at <https://www.transportation.gov/smart>. The deadline to submit technical questions is Friday, November 4, 2022.

SUPPLEMENTARY INFORMATION: Each section of this notice contains information and instructions relevant to the application process for SMART grants. All applicants should read this notice in its entirety so that they have the information they need to submit eligible and competitive applications.

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Office of the Assistant Secretary for Research and Technology (OST-R), USDOT. Notice of Funding Opportunity for the Strengthening Mobility and Revolutionizing Transportation (SMART) Grants Program

A. Program Description

1. Overview

Section 25005 of the Infrastructure Investment and Jobs Act (Pub. L. 117–58, November 15, 2021; also referred to as the “Bipartisan Infrastructure Law” or “BIL”) authorized and appropriated \$100 million to be awarded by the Department of Transportation (DOT) for FY 2022 for the SMART Grants Program. This NOFO solicits applications for activities to be funded under the SMART Grants Program. The FY22 funding will be implemented, as appropriate and consistent with law, in alignment with the priorities in Executive Order 14052, Implementation of the Infrastructure Investment and Jobs Act (86 FR 64355).¹

The purpose of the SMART Grants Program is to conduct demonstration projects focused on advanced smart city or community technologies and systems in a variety of communities to improve transportation efficiency and safety. The program funds projects that are focused on using technology interventions to solve real-world challenges and build data and technology capacity and expertise in the public sector.²

2. Program Structure

The SMART Grants Program includes two stages: *Stage 1 Planning and Prototyping Grants (Stage 1 grants)* and *Stage 2 Implementation Grants (Stage 2 grants)*. The program structure is based on a belief that planning, prototyping, and partnership are critical to advancing the state of the practice for data and technology projects in the public sector. USDOT anticipates that only recipients of Stage 1 Planning and Prototyping Grants will be eligible for Stage 2 Implementation Grants and anticipates funding projects of up to \$2,000,000 per project for Stage 1 and up to \$15,000,000 per project for Stage 2.

Stage 1 recipients should build internal buy-in and partnerships with stakeholders to refine and prototype their concepts, and report on results. Stakeholders can include public, private, academic, and nonprofit organizations; organized labor and workforce organizations; and community organizations and networks. At the conclusion of Stage 1, recipients should have the information to either create a fully realized implementation plan with robust performance metrics; or to make an informed decision not to proceed with the concept. Stage 1 results may uncover previously unknown institutional barriers, technical limitations, or poor performance relative to conventional solutions. The SMART Grants Program expects to document lessons learned from Stage 1 projects, knowing that these findings will be broadly beneficial to the transportation sector.

¹ The priorities of Executive Order 14052, “Implementation of the Infrastructure Investments and Jobs Act” are as follows: to invest efficiently and equitably, promote the competitiveness of the U.S. economy, improve job opportunities by focusing on high labor standards and equal employment opportunity, strengthen infrastructure resilience to hazards including climate change, and to effectively coordinate with State, local, Tribal, and territorial government partners. <https://www.federalregister.gov/documents/2021/11/18/2021-25286/implementation-of-the-infrastructure-investment-and-jobs-act>

² For more information and illustrative use cases, please see www.transportation.gov/SMART.

Stage 2 implementation projects should result in a scaled-up demonstration of the concept, integrating it with the existing transportation system and refining the concept such that it could be replicated by others. If demonstration at scale identifies critical challenges, gaps, or negative impacts, they should be clearly stated and documented so that other communities that take on similar projects can learn from them and adapt.

This NOFO solicits applications only for Stage 1 grants. USDOT anticipates that an FY23 SMART Grants Program NOFO will solicit applications for both Stage 1 and Stage 2 grants.

3. Departmental Priorities

The *FY 2022-2026 U.S. Department of Transportation Strategic Plan* establishes USDOT's strategic goals: safety, economic strength and global competitiveness, equity, climate and sustainability, transformation, and organizational excellence.³ The USDOT Innovation Principles guide Departmental actions related to innovation generally as well as the transformation strategic goal.⁴ Applicants are encouraged to review the Innovation Principles, along with other resources accessible on the SMART Grants website⁵ and to incorporate them into the design of applications for the SMART Grants Program.

4. SMART Grants Program Priorities

As established in BIL, projects funded by the SMART Grants Program use advanced data, technology, and applications to provide significant benefits to a local area, a State, a region, or the United States. These benefits are identified in BIL and align to the following categories:

- **Safety and reliability:** Improve the safety of systems for pedestrians, bicyclists, and the broader traveling public. Improve emergency response.
- **Resiliency:** Increase the reliability and resiliency of the transportation system, including cybersecurity and resiliency to climate change effects.
- **Equity and access:** Connect or expand access for underserved or disadvantaged populations. Improve access to jobs, education, and essential services.
- **Climate:** Reduce congestion and/or air pollution, including greenhouse gases. Improve energy efficiency.
- **Partnerships:** Contribute to economic competitiveness and incentivize private sector investments or partnerships, including technical and financial commitments on the proposed solution. Demonstrate committed leadership and capacity from the applicant, partners, and community.
- **Integration:** Improve integration of systems and promote connectivity of infrastructure, connected vehicles, pedestrians, bicyclists, and the broader traveling public.

The Department will prioritize SMART grants funding applications that demonstrate the following characteristics, identified in BIL:

³ See: FY 2022-26 USDOT Strategic Plan (<https://www.transportation.gov/dot-strategic-plan>), page 6. Last updated April 7, 2022.

⁴ See: USDOT Innovation Principles (<https://www.transportation.gov/priorities/innovation/us-dot-innovation-principles>). Released January 6, 2022; last updated July 14, 2022.

⁵ Other resources can be found at www.transportation.gov/SMART, and include the USDOT Strategic Plan, the USDOT Equity Action Plan, and the National Roadway Safety Strategy.

- **Fit, scale, and adoption:** Right-size the proposed solution to population density and demographics, the physical attributes of the community and transportation system, and the transportation needs of the community. Confirm technologies are capable of being integrated with existing transportation systems, including transit. Leverage technologies in repeatable ways that can be scaled and adopted by communities.
- **Data sharing, cybersecurity, and privacy:** Promote public and private sharing of data and best practices and the use of open platforms, open data formats, technology-neutral requirements, and interoperability. Promote industry best practices regarding cybersecurity and technology standards. Safeguard individual privacy.
- **Workforce development:** Promote a skilled and inclusive workforce.
- **Measurement and validation:** Allow for the measurement and validation of the cost savings and performance improvements associated with the installation and use of smart city or community technologies and practices.

To accomplish these objectives, the SMART Grants Program will fund projects that focus on using technology interventions to solve real-world challenges facing communities.

SMART will focus on building data and technology capacity and expertise for State, local, and Tribal governments. Technology investment is most beneficial when tailored to the needs of the community. SMART recognizes that many public sector agencies are challenged to find the resources and personnel to engage with new technologies; this is reflected in the program design, which builds in the time and support needed for projects to succeed. SMART will support and grow a strong, diverse, and local workforce.

Successful projects will seek to build sustainable partnerships across sectors and levels of government as well as collaborate with industry, academia, nonprofits, and other traditional and non-traditional partners. **Successful projects will also support the creation of good-paying jobs with the free and fair choice to join a union.**

See Section E.1.i for more detail on merit criteria that implement priorities outlined above.

B. Federal Award Information

1. Total Funding Available

The BIL established the SMART Grants Program with \$500,000,000 in advanced appropriations, including \$100,000,000 for FY 2022. Therefore, this Notice makes available up to \$100,000,000 for FY 2022 grants under the SMART Grants Program. USDOT anticipates using up to 2% of this funding for administrative costs. Refer to Section D for greater detail on additional funding considerations and Section D.7 for funding restrictions.

2. Availability of Funds

Grant funding obligation occurs when a selected applicant and USDOT enter into a written grant agreement after the applicant has satisfied applicable administrative requirements. Any costs incurred prior to USDOT's obligation of funds for activities ("pre-award costs") are ineligible for reimbursement. SMART Program Grant funds are available until expended. USDOT retains the right to prioritize projects for selection that are most likely to achieve an efficient timeline and be completed within the expected period of performance (18 months).

3. Award Size and Anticipated Quantity

USDOT expects to award between 30 and 50 Stage 1 grants of up to \$2,000,000 per award. The Department reserves the right to make more, or fewer, awards. USDOT reserves the discretion to alter maximum award sizes upon receiving the full pool of applications and assessing the needs of the program in relation to the priorities in Section A.3 and A.4. USDOT also reserves the right not to award the full funding amount requested by an applicant.

4. Start Dates and Period of Performance

USDOT expects to obligate SMART award funding via a signed grant agreement between the Department and the recipient, as flexibly and expeditiously as possible, within 12 months after project selections have been announced. The expected period of performance for Stage 1 SMART grant agreements is up to 18 months.

5. Data Collection Requirements

i. Data Management

To fulfill the reporting requirements and in accordance with the [USDOT Public Access Plan](#), award recipients must consider, budget for, and implement appropriate data management for data and information outputs acquired or generated during the grant. Applicants are expected to account for data and performance reporting in their budget submission. Requirements include a project:

- Defaulting to open access when appropriate (exceptions include protecting personally identifiable information [PII], Indigenous data sovereignty, or confidential business information [CBI]);
- Protecting PII, intellectual property rights, and CBI;
- Utilizing, when possible, open licenses and protecting USDOT's non-exclusive copyright to data and corresponding outputs;
- Making the source code or tools necessary to analyze the data available to the public, if relevant;
- Providing relevant metadata (in a DCAT-US file, and, optionally, a discipline-appropriate metadata standard file), and data documentation (README.txt files, data dictionaries, code books, supporting files, imputation tables, etc.); and
- Where applicable, considering contributing data to voluntary resources such as [NHTSA's AV TEST Initiative](#).

Projects should implement data management best practices including, but not limited to, implementation of published data specifications and standards (formal and informal); increasing data discoverability and data sharing; and enabling interaction of systems, interoperability, and integration of data systems.

C. Eligibility Information

1. Eligible Applicants

Eligible applicants for the SMART Grants Program include:

- A. a State⁶;
- B. a political subdivision of a State⁷;
- C. a federally recognized Tribal government;
- D. a public transit agency or authority;
- E. a public toll authority;
- F. a metropolitan planning organization; or
- G. a group of two or more eligible entities listed above in Section C.1 applying through a single lead applicant (Group Application).

Collaborative Applications

Eligible entities may choose to collaborate across different regions or geographies on projects with similar characteristics, addressing similar problems and with similar technologies, potentially sharing common resources such as partnerships with industry, nonprofits, academic institutions, or community foundations. If these entities choose not to apply as a group with a single lead applicant, they should identify their application as a collaborative application.

- Each organization in a collaborative application must submit an individual application.
- Collaborative applications can include any type of eligible entity.
- Each individual application in a collaborative application will be evaluated on its own merits and USDOT reserves the right to fund all, some, or none of the associated applications, with the same anticipated funding (i.e., up to \$2,000,000 per individual award).

2. Cost Sharing or Matching

Cost sharing or matching is not required for Stage I: Planning and Prototyping.

3. Eligible Activities

The SMART Grants Program funds multiple technology areas, as listed below. Projects *must* demonstrate at least one technology area and *may* demonstrate more than one technology area. USDOT will evaluate each application on its merits, and there is no expectation that applications demonstrate more than one technology area.

As stated in BIL Section 25005 (e)(1), the following technology areas are eligible projects under SMART.

Technology Area	Definition
Coordinated Automation	Use of automated transportation and autonomous vehicles while working to minimize the impact on the accessibility of any other user group or mode of travel.

⁶ U.S. territories are eligible applicants.

⁷ For the purposes of the SMART Grants Program Notice of Funding Opportunity, a political subdivision of a State is defined as a unit of government created under the authority of State law. This includes cities, towns, counties, special districts, and similar units of local government, such as public port or airport authorities, if created under State law.

Technology Area	Definition
Connected Vehicles	Vehicles that send and receive information regarding vehicle movements in the network and use vehicle-to-vehicle and vehicle-to-everything communications to provide advanced and reliable connectivity.
Intelligent, Sensor-Based Infrastructure	Deployment and use of a collective intelligent infrastructure that allows sensors to collect and report real-time data to inform everyday transportation-related operations and performance.
Systems Integration	Integration of intelligent transportation systems with other existing systems and other advanced transportation technologies.
Commerce Delivery and Logistics	Innovative data and technological solutions supporting efficient goods movement, such as connected vehicle probe data, road weather data, or global positioning data to improve on-time pickup and delivery, improved travel time reliability, reduced fuel consumption and emissions, and reduced labor and vehicle maintenance costs.
Leveraging Use of Innovative Aviation Technology	Leveraging the use of innovative aviation technologies, such as unmanned aircraft systems, to support transportation safety and efficiencies, including traffic monitoring and infrastructure inspection.
Smart Grid	Developing a programmable and efficient energy transmission and distribution system to support the adoption or expansion of energy capture, electric vehicle deployment, or freight or commercial fleet fuel efficiency.
Smart Technology Traffic Signals	<p>Improving the active management and functioning of traffic signals, including through:</p> <ul style="list-style-type: none"> • Use of automated traffic signal performance measures; • Implementing strategies, activities, and projects that support active management of traffic signal operations, including through optimization of corridor timing; improved vehicle, pedestrian, and bicycle detection at traffic signals; or the use of connected vehicle technologies; • Replacement of outdated traffic signals; or • For an eligible entity serving a population of less than 500,000, paying the costs of temporary staffing hours dedicated to updating traffic signal technology.

Projects must comply with relevant federal, state, and local laws and regulations to be eligible. These vary by technology area, and it is the responsibility of the applicant to understand the requirements for their application. This section briefly discusses a few notable examples and is not comprehensive.

Innovative aviation projects must show understanding and awareness of, and comply with, all FAA and other federal, state, and local regulations relevant to the technologies and usages thereof. For instance, in the case of innovative aviation projects involving small, unmanned aircraft systems (UAS), applicants are responsible for complying with regulations which may include, and are not limited to the following, as necessary to achieve desired outcomes:⁸

- 14 CFR Part 91 General Operating and Flight Rules⁹
- 14 CFR Part 107 small UAS rule; Small UAS¹⁰
- UAS Operations over People rule; Operations Over People General Overview¹¹
- UAS Remote identification rule; UAS Remote Identification Overview¹²

Proponents of innovative aviation projects are also responsible for using U.S. government tools and resources which may include, and are not limited to the following, as necessary to fulfill requirements to operate technologies and achieve desired outcomes:

- FAA DroneZone, used to register UAS¹³
- FAA Low Altitude Authorization and Notification Capability (LAANC), used to obtain airspace authorization to fly in controlled airspace¹⁴
- Part 107 Waiver Resources,¹⁵ used to enable more complex UAS operations¹⁶

Projects that use communications technologies must either 1) use Vehicle-to-Everything (V2X) services that utilize Cellular Vehicle-to-Everything (C-V2X) based technology designed to operate within the 30 MHz of spectrum (5.895 - 5.925 GHz) that are consistent with the final rules established in relation to Federal Communications Commission (FCC) ET Docket No. 19-138 and future Report and Orders effective at the time when the Department selects projects for funding under the FY22 SMART Grants Program, or 2) leverage other communications technologies that can support V2X services and operate in spectrum outside of the 5.895 -5.925 GHz range.

Projects that involve equipping or retrofitting motor vehicles with additional technologies are only eligible if the vehicles are publicly owned, leased or used in a contracted service; equipping privately owned and operated vehicles outside of a leased or contracted service is not an eligible activity. Projects involving motor vehicles must involve only vehicles that comply with all applicable Federal Motor Vehicle Safety Standards (FMVSSs) and Federal Motor Carrier Safety Regulations (FMCSRs), or vehicles

⁸ Other terminologies exist, using the FAA terminology “unmanned aircraft systems” for simplicity;

⁹14 CFR Part 91 <https://www.ecfr.gov/current/title-14/chapter-I/subchapter-F/part-91>.

¹⁰ 14 CFR Part 107 <https://www.ecfr.gov/current/title-14/chapter-I/subchapter-F/part-107>

¹¹FAA Operations Over People General Overview

https://www.faa.gov/uas/commercial_operators/operations_over_people. Last updated November 17, 2021.

¹²FAA Final Rule on Remote ID

https://www.faa.gov/uas/getting_started/remote_id#:~:text=Remote%20ID%20will%20provide%20information,drone's%20owner%20from%20the%20FAA. Last updated July 13, 2022.

¹³ FAA DroneZone; <https://faadronezone.faa.gov/>.

¹⁴ FAA UAS Data Exchange (LAANC); https://www.faa.gov/uas/programs_partnerships/data_exchange.

¹⁵ Part 107 Waiver resources; https://www.faa.gov/uas/commercial_operators/part_107_waivers.

¹⁶ For additional questions or information, please contact the FAA UAS Support Center at https://www.faa.gov/uas/contact_us.

that are exempt from the requirements in a manner that allows for the legal acquisition and operation of the vehicles in the proposed project.

For all technology areas, if an exemption, waiver, permit, or other special permission is required in order to conduct the proposed project, it will strengthen a Stage 1 application if the applicant can affirm that it has already received such permission. If the project is selected for award, the lack of a required exemption, waiver, permit, or special permission may impact the Department's funding timeline or result in special conditions in the grant agreement. For future rounds of SMART that include Stage 2 applications, Stage 2 applicants will be required to obtain all necessary exemptions, waivers, permits, or special permissions before submitting an application and provide such affirmation. The selection of a project to receive a SMART grant is not a determination of the merit of any waiver or exemption.

4. Eligible Costs

Broadly, eligible activity costs must comply with the cost principles set forth in 2 CFR Part 200, Subpart E (i.e., 2 CFR § 200.403 and § 200.405). USDOT reserves the right to make cost eligibility determinations on a case-by-case basis. Eligible development and construction activities for grant funding are the following:

- planning;
- feasibility analyses;
- revenue forecasting;
- environmental review;
- permitting;
- preliminary engineering and design work;
- systems development or information technology work;
- acquisition of real property (including land and improvements to land relating to an eligible project);
- construction;
- reconstruction;
- rehabilitation;
- replacement;
- environmental mitigation;
- construction contingencies; and
- acquisition of equipment, including vehicles.

The following are not eligible costs for SMART Grants Program funding:

- reimbursement of any pre-award costs or application preparation costs of the SMART grant application;
- traffic or parking enforcement activity; or
- purchase or lease of a license plate reader.

Federal funds may not be used to support or oppose union organizing, whether directly or as an offset for other funds.

For grant recipients receiving an award, project evaluation costs are allowable costs (either as direct or indirect), unless prohibited by statute or regulation, and such costs may include the personnel and equipment needed for data infrastructure and expertise in data analysis, performance, and evaluation. (2 CFR Part 200). For more information on required reporting, see Section F.3. An eligible entity may not use more than 3 percent of the amount of a SMART grant for each fiscal year to achieve compliance with applicable planning and reporting requirements.

D. Application and Submission Information

1. Address to Request Application Package

All grant application materials can be accessed at grants.gov under the Notice of Funding Opportunity Number DOT-SMART-FY22-01. Applicants must submit their applications via Valid Eval at https://usg.valideval.com/teams/USDOT_SMART_2022/signup. Potential applicants may also request paper copies of materials at:

Telephone: 202-366-4114

Mail: U.S. Department of Transportation
1200 New Jersey Avenue SE
W84-322
Washington, DC 20590

2. Content and Form of Application Submission

The application must include the following: Standard Forms (SF); Key Information Questions; Project Narrative and Summary Budget Narrative. This information must be submitted via Valid Eval at https://usg.valideval.com/teams/USDOT_SMART_2022/signup. More detailed information about each application material is provided below.

- i. **Standard Forms:** All applicants must submit the following Standard Forms: Application for Federal Assistance (SF-424), Budget Information for Non-Construction Programs (SF-424A), Assurances for Non-Construction Programs (SF-424B). If applicable, also include Assurances for Construction Programs (SF-424D), Budget Information for Construction Programs (SF-424C) and/or Disclosure of Lobbying Activities (SF-LLL).
- ii. **Key Information Questions:** This is a preview list of the questions that are asked on USDOT’s automated proposal website at https://usg.valideval.com/teams/USDOT_SMART_2022/signup. After registering in the system, the applicant will be prompted to answer these questions on the website.

Title	Instructions
1. Project Name	Enter a concise, descriptive title for the project. This should be the same title used in the Grants.gov SF-424 submission and the application narrative.
2. Lead Applicant Name	This should be consistent with Q. 8.a. of the SF-424.

Title	Instructions
3. Lead Applicant Unique Entity Identifier (UEI)	See Section D.3 below for more information about obtaining a UEI from SAM.gov.
4. Eligible Entity Type	Indicate the eligible entity type for your application: A. a State; B. a political subdivision of a State; C. a federally recognized Tribal government; D. a public transit agency or authority; E. a public toll authority; F. a metropolitan planning organization; or G. A group application of 2 or more eligible entities described in (A) through (F).
5. Was a similar application submitted in the past two years, or do you anticipate a similar application will be submitted for funding in the coming year for this project under any other USDOT discretionary grant programs?	(If yes, please include the name of the discretionary grant program, the project title of similar grant application, and the name of the lead applicant, if different than the lead applicant on this application.)
6. Was federal funding previously received for this project?	(If yes, indicate the amount of federal funding received and the relevant grant number
7. Is this a group application, through a single, lead-applicant?	(If yes, please provide organizational name(s) of sub-recipient(s) that will receive funds and other key partners.)
8. Is this a collaborative application, with each applicant applying separately?	(If yes, please indicate the organizational name(s) of the other eligible applicant(s) with which you are collaborating.)
9. What additional organizations will be considered partners on this project?	(List all critical project partners, including partners that are not eligible applicants. This could include industry, academia, nonprofits, and other traditional and non-traditional partners.) ¹⁷
10. Brief Project Description	Describe the project in plain language, using no more than 100 words. Please do not describe the project's benefits, background, or alignment with the selection criteria in this description field. A longer, narrative description will be provided in the Project Narrative. The Brief Project Description of successful applicant may be published by

¹⁷ Letters of Commitment should be written for critical partners only. For a Letter of Commitment template, see www.transportation.gov/SMART.

Title	Instructions
	USDOT and, therefore, must not contain classified, proprietary or confidential information.
11. Primary Project Location	Indicate the primary location at which the project will take place. If more than one location, please list additional locations in the next question.
12. Other Project Locations	Identify additional project locations, if applicable.
13. Community Size	Indicate the size of the community to be supported (large community; midsized community; regional partnership; or rural community). See definitions in Section F.1 that your project primarily benefits.
14. Project Location Primary Census Tract	Identify the primary anticipated census tract number(s) of the planned project.
15. Other Project Census Tracts	Identify Census tract information for other anticipated areas of the planned project location, if applicable.
16. Is the project located (entirely or partially) in an Historically Disadvantaged Community?	<p>Indicate yes or no, and which one one of the following tools two designation methods you are using:</p> <p>1) DOT’s Historically Disadvantaged Community (HDC) Status Tool via https://usdot.maps.arcgis.com/apps/dashboards/d6f90dfcc8b44525b04c7ce748a3674a. Provide a screenshot of the location of the proposed project using the HDC Status Tool.¹⁸</p> <p>2) Federally designated community development zones (for example: Opportunity Zones, Empowerment Zones, Promise Zones, Choice Neighborhoods, or Rural Partners Network-designated Community Networks).</p> <p>3) The Climate and Economic Justice Screening Tool (CEJST) via screeningtool.geoplatform.gov. Provide a screenshot of the location of the proposed project using CEJST.</p>
17. Project Cost: Amount Requested	Total dollar amount requested
18. Project Cost: Total Project Cost	Total project cost, including dollar amount requested and other funding contributions
19. Proposed Duration of Stage 1 Project (in months)	May be up to 18 months
20. Technology area(s)	<p>Select the primary technology area with which your project aligns and, if applicable, any secondary technology areas:</p> <ul style="list-style-type: none"> A. coordinated automation; B. connected vehicles; C. intelligent, sensor-based infrastructure; D. systems integration;

¹⁸ For technical assistance using the tool, please contact GMO@dot.gov.

Title	Instructions
	<p>E. commerce delivery and logistics; F. leveraging use of innovative aviation technology; G. smart grid; or H. smart technology traffic signals</p> <p><i>Note that applications are not scored on the number of technology areas indicated, so it is important to only select the area(s) with which your project aligns.</i></p>
<p>21. Does this project relate to traffic or parking enforcement; or license plate reader activities?</p>	<p>Indicate “Yes” or “No.” Note that SMART grants shall <u>not</u> be used for any traffic or parking enforcement activity, or to purchase or lease a license plate reader.</p>
<p>22. Is an exemption, waiver, permit, or special permission required to conduct the proposed project?</p>	<p>(If yes, indicate the exemption, waiver, permit, or special permission obtained. If waiver has not been obtained, please indicate the plan or process for obtaining it in your Project Narrative.)</p>

iii. **Project Narrative:** The primary purpose of the Narrative is for the applicant to state their case for meeting the merit criteria laid out in Section E. The Narrative should not exceed seven pages; this does not include the Appendices. The Narrative should be in PDF format, with font size of no less than 12-point Times New Roman, single spaced, minimum 1-inch margins on all sides, and with page numbers. Suggested approximate lengths for each subsection are noted in parentheses.

a. Overview/Project Description (1-2 pages)

This section should provide a clear, concise description of the project, the real-world issues and challenges to be addressed, and the proposed technology(ies) to be used. Include a brief discussion of desired outcomes for a potential Stage 2 grant. Applicants should also briefly discuss how the proposed project addresses the goals of the SMART program and how the project plans to improve upon the status quo of the transportation system.

b. Project Location (1 paragraph)

This section should provide a description of the geographic area or jurisdiction the project will service, including whether or not the area in question is considered a large, midsized or rural community; whether or not the applicant is a regional partnership; and to what extent the project is located (entirely or partially) in an Historically Disadvantaged Community.¹⁹ Note that while applicants are asked to

¹⁹ In support of Executive Order 14008, USDOT has been developing a geographic definition of Disadvantaged Communities as part of its implementation of the Justice40 Initiative. Consistent with OMB’s Interim Guidance for

provide exact locations for each project in the key information table above, if selected for an award, the exact location may be adjusted during the Stage 1 planning process; therefore this section should explain and identify which geographic locations are under consideration for projects to be implemented and what analysis will be used in a final determination. Refer to Section D.2.ii of the Notice to provide specific location data.

c. Community Impact (1 paragraph)

This section should provide a description of how the project anticipates it will provide and measure benefits to the Historically Disadvantaged Communities detailed in the Project Location Section (If applicable). This section may also outline benefits that would accrue to Historically Disadvantaged Communities outside of the specific project location. Applicants should also briefly discuss potential negative externalities of the proposed projects, who would experience them, and how they might be measured over time.

d. Technical Merit Overview (2 pages)

This section should provide an overview of the technical merit of the proposed project, responding to the criteria for evaluation and selection in Section E.1.i of this Notice and including a compelling narrative to highlight how the application addresses the following Technical Merit criteria:

- Identification and Understanding of the Problem to Be Solved
- Appropriateness of Proposed Solution
- Expected Benefits

e. Project Readiness Overview (2 pages)

This section should provide an overview of the project readiness, responding to the criteria for evaluation and selection in Section E.1.ii of this Notice and including a compelling narrative to highlight how the application addresses the following Project Readiness criteria:

- Feasibility of Workplan
- Community Engagement and Partnerships
- Leadership and Qualifications.

iv. Appendices

a. Appendix I – Resumes

Applicants should submit the abbreviated resumes of the key individuals involved in the project. This appendix should be no more than three pages.

b. Appendix II – Summary Budget Narrative

Applicants shall provide a summary budget narrative that corresponds to and describes information contained in the applicant's SF-424A. The narrative should describe all planned project costs for Stage 1

the Justice40 Initiative, Disadvantaged Communities include (a) certain qualifying Census tracts, (b) any Tribal land, or (c) any territory or possession of the United States.

(i.e., direct labor, travel, equipment, supplies, contractual, construction, and other) and how these planned costs relate to the project scope. The summary budget narrative must be sufficiently clear, concise, and detailed to describe how funds will be spent on the project. Applicants are expected to account for data and performance reporting in their budget submission, consistent with section B.5.i of this NOFO.

c. Appendix III- Letters of Commitment

Applicants should submit letters of commitment for critical partners involved in the project. This appendix should be no more than 10 pages, and each letter should be no more than 2 pages.

3. Unique Entity identifier and System for Award Management (SAM)

Each applicant is required to: (i) be registered in SAM (<https://sam.gov/content/home>) before submitting its application; (ii) provide a valid unique entity identifier in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency. USDOT may not make a Federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time USDOT is ready to make an award, USDOT may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

4. Submission Date and Time

Applications must be submitted by 5:00 PM EST on Friday, November 18, 2022.

5. Funding Restrictions

Per BIL requirements, of the funds awarded each fiscal year for the SMART Grants Program, not more than 40 percent shall be used to provide SMART grants for eligible projects that primarily benefit large communities; not more than 30 percent shall be provided for eligible projects that primarily benefit midsized communities; and not more than 30 percent shall be used to provide SMART grants for eligible projects that primarily benefit rural communities or regional partnerships.

In addition, an eligible entity may not use more than three percent of the amount of a SMART grant for each fiscal year to achieve compliance with applicable planning and reporting requirements.

6. Other Submission Requirements

The complete application must be submitted via Valid Eval, an online submission proposal system used by USDOT at https://usg.valideval.com/teams/USDOT_SMART_2022/signup.

E. Application Review Information

1. Criteria

This section specifies the criteria USDOT will use to evaluate and select applications for Stage 1 SMART grant awards. These include Technical Merit Criteria, Project Readiness and Other Considerations.

i. Technical Merit Selection Criteria

Stage 1 Grants will be evaluated against three technical merit criteria:

- Technical Merit Criterion #1: Identification and Understanding of the Problem to Be Solved
 - The applicant demonstrates a thorough understanding of existing conditions
 - The proposed solution addresses a documented and critical problem or need
 - Technical Merit Criterion #2: Appropriateness of Proposed Solution
 - Technologies proposed are sufficiently developed such that there is good reason to anticipate public benefits from their use
 - The proposed solution is repeatable and could rapidly be scaled
 - The proposed solution represents a demonstrable improvement over the status quo
 - The proposed solution is appropriate for the location’s population density and existing transportation system, including public transportation
 - Technical Merit Criterion #3: Expected Benefits
 - The application clearly explains the rationale for expecting that the proposed project will use advanced data, technology, and applications to provide significant benefits in alignment with Departmental and Program Priorities in Section A.3 and A.4.
 - Departmental Priorities include the FY22-26 Strategic Goals and Innovation Principles and Program Priorities include safety, reliability, and resiliency; equity and access; climate; partnerships; and integration
- ii. Project Readiness Selection Criteria

Project Readiness focuses on the extent to which the applicant will be able to substantially execute and complete the full scope of work in the Stage 1 Grant application within 18 months of when the grant is executed.

- Project Readiness Criterion #1: Feasibility of Workplan
 - The application clearly describes a thorough and realistic workplan and timeline. The application should also demonstrate the ability to complete the project in the proposed period of performance.
 - The application identifies and understands the legal, policy, and regulatory requirements and identifies and accounts for any relevant exemptions, waivers, permits, or special permissions required to conduct the proposed project.
 - The application identifies ways to measure and validate the project’s expected benefits and community impacts, as well as performance improvements and cost savings.
 - ~~○ The application identifies a practical approach to developing internal workforce capacity regarding data and technology projects, including a plan for an appropriately skilled and trained workforce to carry out the project.~~
 - **The application describes how the project will use training and education programs and activities to meet workforce capacity needs and promote inclusion in the workforce.**
 - **The application identifies the necessary planning and engagement activities that, as projects are fully implemented during Stage 2, will ensure high-quality job creation by supporting good-paying jobs with a free and fair choice to join a union, incorporating strong labor standards (e.g., wages and benefits at or above prevailing, use of project labor agreements, registered apprenticeship programs, pre-apprenticeships tied to**

registered apprenticeships, etc.), and/or providing workforce opportunities for historically underrepresented groups (e.g., workforce development program, etc.).

- Project Readiness Criterion #2: Community Engagement and Partnerships
 - The proposed solution demonstrates a community-centered approach that includes meaningful, continuous, accessible engagement with a diverse group of public and private stakeholders. The proposed solution articulates strategies to provide access to persons with disabilities and limited English proficient individuals.
 - The application shows plans to build sustainable partnerships across sectors and governmental jurisdictions and collaborate with industry, academia, and nonprofits, such as community, workforce development, and labor organizations.
 - The applicant engages relevant private sector stakeholders and technical experts and elicits their perspective on implementation of the proposed solution.
 - The application establishes commitment of one or more key partner(s), if relevant, as identified in the project narrative. This should be demonstrated by a Letter of Commitment submitted as an attachment to the proposal, as well as a Memorandum-of-Understanding signed prior to any Grant Agreement. A key partner may be a public agency, utility company, private sector company, or some other entity that is central, and critical, to the project.
- Project Readiness Criterion #3: Leadership and Qualifications
 - The application demonstrates relevant and necessary technical expertise of the project team.
 - The application details relevant experience of leadership in managing multi-stakeholder projects.
 - The application shows continuity of committed leadership and the applicant's functional capacity to carry out the proposed project and, where applicable, to maintain and operate the project after the conclusion of Stage 2.

iii. Additional Consideration: Benefit to Historically Disadvantaged Communities

The Department seeks to award projects under the SMART Grants Program that address environmental justice, particularly for communities that disproportionately experience climate change-related consequences. Environmental justice, as defined by the Environmental Protection Agency, is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.²⁰ As part of the Department's implementation of Executive Order 14008, Tackling the Climate Crisis at Home and Abroad (86 FR 7619), the Department seeks to fund projects that, to the extent possible, target at least 40 percent of resources and benefits towards low-income communities, disadvantaged communities, communities underserved by affordable transportation, or overburdened communities. Projects that have not sufficiently considered climate change and environmental justice in their planning, as determined by the Department, will be required to do so before receiving funds.

2. Review and Selection Process

²⁰ Environmental Justice at the EPA, <http://www.epa.gov/environmentaljustice/>

This section addresses the BIL requirement to include a full description in the NOFO of the method by which applicants will be evaluated. The SMART Grant Program review and selection process consists of eligibility reviews, Technical Merit and Project Readiness criteria review, and Senior Review Team review. The Secretary will make the final selections for award.

i. Eligibility Review

For each application, an initial review will assess whether the applicant is eligible (based on eligibility information in Section C) and contains all of the information requested in Section D for a complete application. Eligible and complete applications received by the deadline will be reviewed for their merit based on the selection criteria in Section E.1.i and E.1.ii.

ii. Technical Merit and Project Readiness Criteria Ratings

Teams comprising USDOT staff, Federal inter-agency partner staff, and contractor staff review all eligible and complete applications received by the deadline for a Technical Merit and Project Readiness Review and assign ratings as described in the table below. For each criterion, USDOT will consider whether the application narrative is responsive to the selection criterion focus areas which will result in a rating of ‘High,’ ‘Medium,’ ‘Low,’ or ‘Non-Responsive:’

Rating Scale	High	Medium	Low	Non-Responsive
Description	The application is substantively and comprehensively responsive to the criterion. It makes a strong case about advancing the program goals as described in the criterion descriptions.	The application is moderately responsive to the criterion. It makes a moderate case about advancing the program goals as described in the criterion descriptions.	The application is minimally responsive to the criterion. It makes a weak case about advancing the program goals as described in the criterion descriptions.	The application is counter to the criterion or does not contain sufficient information. It does not advance or may negatively impact criterion goals.

Based on the criteria ratings, an overall application merit rating of ‘Highly Recommended,’ ‘Recommended,’ ‘Not Recommended,’ or ‘Ineligible’ will be assigned as a result of evaluation team consensus discussion. Only applications rated as ‘Highly Recommended’ or ‘Recommended’ will be reviewed by a Senior Review Team (SRT). Applications rated ‘Not Recommended’ or ‘Ineligible’ will not be evaluated further and will not be considered for award.

iii. Senior Review Team (SRT) Phase

Once every eligible and complete application has been assigned an overall rating based on the methodology above, all “Highly Recommended” applications will be included in a list of Applications for Consideration. The SRT will review whether the list of “Highly Recommended” applications is sufficient to ensure that of the funds awarded each fiscal year for the SMART Grants Program, not more than 40 percent will be used to provide SMART grants for eligible projects that primarily benefit large communities; not more than 30 percent will be used to provide SMART grants for eligible projects that

primarily benefit midsized communities; and not more than 30 percent will be used to provide SMART grants for eligible projects that primarily benefit rural communities or regional partnerships. “Recommended” applications may be added to the proposed list of Applications for Consideration until a sufficient number of applications are on the list to ensure that all the legislative requirements can be met. The Department will consider the diversity of technology areas across all applications when reviewing recommendations.

iv. Highly Rated Applications for USDOT Secretary’s Review

The SRT will present the list of Applications for Consideration to the Secretary, either collectively or through a representative of the SRT. The SRT may advise the Secretary on any application on the list of Applications for Consideration, including options for reduced or increased awards, and the Secretary will make final selections. The Secretary’s selections identify the applications that best address program requirements and are most worthy of funding. The Secretary will consider contributions to geographic diversity among grant recipients, including the need for balancing the needs of rural communities, midsized communities, and large communities. The Secretary also may consider benefits to economically disadvantaged communities, Federally Recognized Tribes, and geographic and organizational diversity when selecting SMART Grants Program awards.

3. Additional Information

Prior to entering into a grant agreement, each selected applicant will be subject to a risk assessment as required by 2 CFR § 200.206. The Department must review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently the Federal Awardee Performance and Integrity Information System [FAPIIS]). An applicant may review information in FAPIIS and comment on any information about itself that a Federal awarding agency previously entered. The Department will consider comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant’s integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants. Because award recipients under this program may be first-time recipients of Federal funding, USDOT is committed to implementing the program as flexibly as permitted by statute and to providing assistance to help award recipients through the process of securing a grant agreement and delivering SMART Grant projects. Award recipients are encouraged to identify any needs for assistance in delivering the projects and strategies so that USDOT can provide directly, or through a third party, sufficient support and technical assistance to mitigate potential execution risks.

F. Federal Award Administration Information

1. Federal Award Notices

Following the evaluation outlined in Section E, the Secretary will announce awarded applications by posting a list of selected recipients at www.transportation.gov/smart. The posting of the list of selected award recipients will not constitute an authorization to begin performance. Following the announcement, the Department will contact the point of contact listed in the applicant SF-424 to initiate negotiation of a grant agreement.

2. Administrative and National Policy Requirements

i. Critical Infrastructure Security, Cybersecurity, and Resilience

It is U.S. policy to strengthen the security and resilience of its critical infrastructure against both physical and cyber threats. Each applicant selected for Federal funding under this notice must demonstrate, prior to the signing of the grant agreement, effort to consider and address physical and cybersecurity risks relevant to the transportation mode and type and scale of the project. Projects that have not appropriately considered and addressed physical and cybersecurity and resilience in their planning, design, and project oversight, as determined by USDOT and the Department of Homeland Security, will be required to do so before receiving funds for deployment, consistent with Presidential Policy Directive 21 - Critical Infrastructure Security and Resilience and the National Security Presidential Memorandum on Improving Cybersecurity for Critical Infrastructure Control Systems.

ii. Prohibited Telecommunications Equipment and Services

Federal award recipients and sub-recipients are prohibited from obligating or expending grant funds to procure or obtain; extend or renew a contract to procure or obtain; or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use “covered telecommunications equipment or services” as a substantial or essential component of any system, or as critical technology as part of any system. “Covered telecommunications equipment or services” means telecommunications and video surveillance equipment or services produced by Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities). “Covered telecommunications equipment or services” also includes telecommunications or video surveillance equipment or services provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity that is owned or controlled by the government of the People’s Republic of China. Entities added to this list will be incorporated into the excluded parties list in the System for Award Management (SAM) (www.sam.gov). When a user conducts a search of the excluded parties list, a record will appear describing the nature of the exclusion for any entity identified as covered by this prohibition. See Section 889 of [Public Law 115-232](#) (National Defense Authorization Act for Fiscal Year 2019) and [2 CFR 200.216](#) & [200.471](#).

iii. Domestic Preference Requirements

As expressed in Executive Order 14005, Ensuring the Future Is Made in All of America by All of America’s Workers (86 FR 7475)²¹, it is the policy of the Executive Branch to maximize, consistent with law, the use of goods, products, and materials produced in, and services offered in, the United States. Projects under this notice will be subject to the domestic preference requirements at § 70914 of the Build America, Buy America Act, as implemented by OMB and USDOT, and any awards will contain the award terms specified in OMB Memorandum M-22-11, Initial Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure²².

Applicants should note that the Department has proposed a Build America, Buy America Act waiver for Stage 1 grants awarded in FY 2022 of the SMART Grants Program for the limited cases where the Buy America would apply for planning and prototyping activities. Data will be collected for Stage 1 FY 2022

²¹ <https://www.federalregister.gov/documents/2021/01/28/2021-02038/ensuring-the-future-is-made-in-all-of-america-by-all-of-americas-workers>

²² <https://www.whitehouse.gov/wp-content/uploads/2022/04/M-22-11.pdf>

awards that will help inform the application of Buy America requirements to the funding of implementation activities under the program and identify any current gaps in the domestic availability of products that could potentially be filled by American suppliers. The Department anticipates finalizing the waiver during the open period. Please consult www.transportation.gov/smart for the most up-to-date information.

iv. Civil Rights and Title VI

SMART award recipients should demonstrate compliance with civil rights obligations and nondiscrimination laws, including Titles VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act, and accompanying regulations. Recipients of Federal transportation funding will also be required to comply fully with regulations and guidance for the ADA, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and all other civil rights requirements. The Department's and the applicable Operating Administrations' Offices of Civil Rights may work with awarded grant recipients as appropriate to ensure full compliance with Federal civil rights requirements.

Recipients of Federal transportation funding will be required to comply fully with regulations and guidance for the ADA, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and all other civil rights requirements. The Department's and the applicable Operating Administration's Offices of Civil Rights will be providing resources and technical assistance to ensure full and sustainable compliance with Federal civil rights requirements.

v. National Environmental Policy Act of 1969 (NEPA)

Funding recipients must comply with NEPA under 42 U.S.C. §§ 4321 et seq. and the Council on Environmental Quality's NEPA implementing regulations at 40 CFR §§ 1500-1508, where applicable.

3. Reporting

This section discusses reporting requirements for SMART.²³ USDOT will provide additional information and detail regarding reporting requirements and formats to recipients. All final reports under this agreement will be made publicly available. All publications resulting from this program shall follow USDOT publication guidelines and comply with the current USDOT Public Access Plan. In addition, data from these efforts are expected to be made widely available where appropriate, also in accordance with the USDOT Public Access Plan²⁴.

i. Progress Reporting on Grant Activities

Each applicant selected for a Stage 1 Grant must submit quarterly progress reports and Federal Financial Reports (SF-425) to monitor project progress and ensure accountability and financial transparency in the SMART grant program. A standard reporting form for the quarterly progress reports will be provided for

²³ Title I of the Foundations for Evidence-Based Policymaking Act of 2018 (Evidence Act), Pub. L. No. 115-435 (2019) urges federal awarding agencies and federal assistance recipients and subrecipients to use program evaluation as a critical tool to learn, to improve equitable delivery, and to elevate program service and delivery across the program lifecycle.

²⁴ <https://www.transportation.gov/sites/dot.gov/files/docs/Official%20DOT%20Public%20Access%20Plan.pdf>

grantees to summarize status updates including activities accomplished during the quarter, financial and schedule reporting, anticipated activities for the next quarter, and a description of project challenges and lessons learned.

ii. Evaluation and Data Management Plan

Recipients and subrecipients are required to incorporate program evaluation including associated data collection activities, from the outset of their program design and implementation to meaningfully document and measure their progress towards meeting agency priority goals.²⁵

Each applicant selected for a Stage 1 Grant must submit an evaluation and data management plan no later than three months after receiving the grant that provides an overview of how the project will be evaluated and how the data being collected will be managed and stored.²⁶ The plan must describe the anticipated impact areas (i.e., goals) of the project if implemented at scale and the methods that will be used to estimate the anticipated benefits and costs associated with implementation. Based on these project goals, the plan must include robust performance metrics and measurable targets to inform whether the proof-of-concept or prototype meets expectations and whether full implementation would meet program goals. The applicants selected for a Stage 2 Grant must update this evaluation and data management plan to include robust performance metrics and targets for the at-scale implementation, a detailed description of the evaluation methods that will be used to measure the anticipated impacts, and an overview of data sharing opportunities.²⁷ The updated plan must also provide more detailed information on the types of data being collected and how that data will be managed and stored (e.g., cybersecurity practices, how privacy is protected, the entities that have access to the data).

iii. Implementation Report

Each applicant selected for a Stage 1 Grant must submit an implementation report that assesses the anticipated costs and benefits of the project and demonstrates the feasibility of at-scale implementation. A draft report shall be submitted no later than one year after receiving the grant, and the final report shall be submitted by the end of the period of performance. This timeline may be adjusted for projects with a period of performance that differs from 18 months.

Per BIL requirements, grant recipients must submit implementation reports that describe the deployment and operational costs of each project as compared to the benefits and savings from the project. The reports must also describe:

1. the means by which the project has met the original expectation, as projected in the grant application, including data describing the means by which the project met the specific goals.

Examples include:

- a. reducing traffic-related fatalities and injuries;
- b. reducing traffic congestion or improving travel-time reliability;

²⁵ Evaluation means “an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency.” 5 U.S.C. § 311.

²⁶ Credible program evaluation activities are implemented with relevance and utility, rigor, independence and objectivity, transparency, and ethics (OMB Circular A-11, Part 6 Section 290).

²⁷ Data sharing opportunities may include either interagency data sharing or open data sharing with the public.

- c. the effectiveness of providing to the public real-time integrated traffic, transit, and multimodal transportation information to make informed travel decisions; and
 - d. reducing barriers or improving access to jobs, education, or various essential services;
2. lessons learned and recommendations for future deployment strategies to optimize transportation efficiency and multimodal system performance.

For the implementation reports during Stage 1, grant recipients will provide an analysis of the anticipated costs and benefits and address project expectations by providing:

1. data on the performance metrics for the proof-of-concept or prototype;
2. preliminary baseline data for an evaluation of an at-scale implementation;²⁸
3. a detailed description of the communities that would be impacted by at scale implementation and the anticipated distribution of benefits;
4. additional quantitative data to substantiate key assumptions;
5. anticipated and/or estimated impact and effectiveness of the project based on the performance metrics; and
6. anticipated and/or estimated distribution of benefits within the community being served.

During Stage 1, grant recipients may uncover previously unknown institutional barriers or technical limitations. In the implementation report, grantees will describe the requirements for successful deployment and assess the feasibility of an at-scale implementation. The assessment will include identified strategies or demonstrated progress in addressing the following implementation feasibility and readiness factors by the end of the Stage 2 Grant.

- a. Legal, Policy, and Regulatory Requirements (e.g., environmental permits and reviews; public outreach; State and local approvals; equity and accessibility requirements)
- b. Procurement and Budget (e.g., availability of suppliers and equipment; an analysis of the cost differential to comply with Build America Buy America; reliability of cost estimates; critical property acquisition)
- c. Partnerships (e.g., MOUs for stakeholder coordination; private sector and user adoption and acceptance)
- d. Technology Suitability (e.g., systems engineering including Concept of Operations [ConOps] and Detailed Design; reliability and maturity of technology; compatibility with existing infrastructure, procurement processes)
- e. Data Governance (e.g., storage capability; database analytic capability; integration requirements; sharing agreements; cybersecurity and privacy protocols)
- f. Workforce Capacity (e.g., availability of workforce **workers for** from development, and installation, to operations and maintenance; availability of workforce training; agency capacity for deployment, operation, and evaluation; and **an assessment of how full implementation at the conclusion of Stage 2, if funded, would harness beneficial impacts and mitigate negative impacts of new technologies on the availability of good-paying jobs with a free and fair choice to join a union**)

²⁸ For applicants selected for a Stage 2 Grant, refined or updated baseline data may be required for the project evaluation.

- g. Sustainability (e.g., agency/institutional capacity for continued operations following the grant funded period; revenue needs for continued operations)
- h. Community Impact (e.g., distribution of benefits and negative impacts across the community, including Historically Disadvantaged Communities; meaningful community engagement efforts, including strategies to provide access to persons with disabilities and limited English proficient individuals)
- i. Other Relevant Factors.

The final implementation report must also describe initial project goals, challenges and lessons learned related to implementation. It should include an analysis of the success, challenges and validity of the initial approach; any changes or improvements they would make in Stage 2, if recommended for award; and any anticipated challenges to continued maintenance and operations (i.e., after the Stage 2 grant funds have been expended).

iv. Program Evaluation

As a condition of grant award, grant recipients may be required to participate in an evaluation undertaken by USDOT or another agency or partner. The evaluation may take different forms such as an implementation assessment across grant recipients, an impact and/or outcomes analysis of all or selected sites within or across grant recipients, or a benefit/cost analysis or assessment of return on investment. USDOT may require applicants to collect data elements to aid the evaluation. As a part of the evaluation, as a condition of award, grant recipients must agree to: (1) make records available to the evaluation contractor or USDOT staff; (2) provide access to program records, and any other relevant documents to calculate costs and benefits; (3) in the case of an impact analysis, facilitate the access to relevant information as requested; and (4) follow evaluation procedures as specified by the evaluation contractor or USDOT staff.

v. Reporting of Matters Related to Recipient Integrity and Performance

If the total value of a selected applicant's currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then the applicant during that period of time must maintain the currency of information reported to the SAM that is made available in the designated integrity and performance system (currently FAPIIS) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

vi. Knowledge Transfer Activities

In order to disseminate lessons learned to the public and to encourage collaboration between recipients, USDOT will coordinate various knowledge transfer activities which may include webinars, peer exchanges or attendance at conferences and meetings. The activities will be tailored to address the needs and interests of the grantees and serve as a resource for connecting grantees facing similar

technical and institutional challenges. Recipients will share status updates and technical knowledge, and exchange information about their progress, challenges, and lessons learned. The SF-424A should include travel costs, assuming two in-person meetings in Washington, D.C.

G. Federal Awarding Agency Contacts

For further information concerning this notice, please contact the Office of the Assistant Secretary for Research and Technology via email at smart@dot.gov no later than ten business days prior to the NOFO closing. In addition, up to the application deadline, the Department will post answers to common questions and requests for clarifications on the Department’s website at www.transportation.gov/smart. To ensure applicants receive accurate information about eligibility or the program, the applicant is encouraged to contact the Department directly with questions, rather than through intermediaries or third parties. Department staff may also conduct briefings on the SMART grant selection and award process upon request. On request of an eligible entity that submitted an application per Section D with respect to a project that is not selected for a SMART grant, Department staff will provide to the eligible entity technical assistance and briefings relating to the project.

H. Other Information

User-friendly information and resources regarding USDOT’s discretionary grant programs relevant to rural applicants can be found on the Rural Opportunities to Use Transportation for Economic Success (ROUTES) website at transportation.gov/rural.

1. Definitions

Term	Definition
Large community	A community with a population of not less than 400,000 individuals, as determined under the most recent annual estimate of the Bureau of the Census.
Midsized community	Any community that is not a large community or a rural community.
Political subdivision of a state	A unit of government created under the authority of State law. This includes cities, towns, counties, special districts, and similar units of local government, such as public port or airport authorities, if created under State law.
Regional partnership	A partnership composed of two or more eligible entities located in jurisdictions with a combined population that is equal to or greater than the population of any midsized community.
Rural community	The term “rural community” means a community that is located in an area that is outside of an urbanized area (as defined in section 5302 of title 49, United States Code, which defines “rural” as a community with a population of less than 50,000 individuals).
Resiliency	The ability to prepare for and adapt to changing conditions and withstand, recover, and reorganize rapidly from disruptions to a community (e.g., population, economy, etc.). Resilience includes the ability to withstand and recover from manmade and naturally occurring threats or incidents, including widespread and long-term threats or incidents.
Historically Disadvantaged Community	For the purposes of the SMART NOFO, applicants may demonstrate the “historical disadvantage” of the project area according to ONE of the following tools: 1) DOT’s Historically Disadvantaged Community (HDC) Status Tool via https://usdot.maps.arcgis.com/apps/dashboards/d6f90dfcc8b44525b04c7ce748a3674a.

Term	Definition
	<p><u>21</u>) Federally designated community development zones (for example: Opportunity Zones, Empowerment Zones, Promise Zones, Choice Neighborhoods, or Rural Partners Network-designated Community Networks).</p> <p><u>32</u>) The Climate and Economic Justice Screening Tool (CEJST) via screeningtool.geoplatform.gov.</p>

Fact Sheet: The Strengthening Mobility and Revolutionizing Transportation (SMART) Grants Program

Overview

Sec. 25005 of the Bipartisan Infrastructure Law (BIL) establishes the Strengthening Mobility and Revolutionizing Transportation (SMART) Grants Program to “conduct demonstration projects focused on advanced smart city or community technologies and systems in a variety of communities to improve transportation efficiency and safety.” The program is appropriated at \$100M annually for fiscal years 2022–2026.

To accomplish the objectives identified in BIL, the SMART Grants Program will fund projects that focus on using technology interventions to solve real-world challenges facing communities today. This will require creativity and local experimentation. The SMART Program will support a range of approaches: new transportation applications of existing and emerging technologies; expanded and systematized use of proven technologies; and deep integration of solutions with existing transportation systems.

SMART funds purpose-driven innovation and discourages investment in technologies that do not provide a clear improvement over the status quo. The program puts [DOT’s Innovation Principles](#) into practice. The Department has outlined these six key, purpose-driven principles established to guide DOT in fostering innovation that serves the Biden-Harris Administration’s policy priorities. Successful projects will seek to build sustainable partnerships across sectors and levels of government and collaborate with industry, academia, and nonprofits.

SMART is a demonstration program. It is not designed to support fundamental research. In general, the systems and technologies demonstrated should be sufficiently developed such that there is good reason to anticipate public benefits from their deployment, but their application in public sector settings is not yet widespread. Proposals seeking funding for systems and technologies which are already well-established and broadly adopted will be less competitive.

SMART focuses on building data and technology capacity and experience for State, local, and Tribal governments. Technology investment is most beneficial when tailored to the needs of the community. SMART recognizes that many public sector agencies are challenged to find the resources and personnel to engage with new technologies. The program bridges this gap by providing a required planning phase, to help communities gain experience with innovative technologies. SMART supports a strong, diverse, and local workforce.



SMART is divided into two stages. The program structure is based on a belief that planning, prototyping, and teambuilding are critical to advancing the state of the practice for data and technology projects in the public sector. DOT anticipates that only recipients of Stage 1 Planning and Prototyping Grants will be eligible for Stage 2 Implementation Grants.

During Stage 1, public sector project leaders should build internal buy-in and partnerships with public, private, academic, nonprofit, and community organizations and community networks to refine and prototype their concepts, and report on results. At the conclusion of Stage 1, awardees should have the information to either create a fully realized implementation plan with robust performance metrics or to make an informed decision not to proceed with the concept. Stage 1 results may uncover previously unknown institutional barriers, technical limitations, or poor performance relative to conventional solutions. The SMART Program hopes to document lessons learned from Stage 1 projects, knowing that these findings will be broadly beneficial to the transportation sector.

Stage 2 implementation projects should result in a scaled-up demonstration of the concept, integrating it with the existing transportation system, and refining the concept such that it could be replicated by others. If demonstration at-scale identifies critical challenges, gaps, or negative impacts, they should be clearly stated and documented so that other communities that take on similar projects can learn from them and adapt.

Program Information

Important Dates (Subject to Change)

- **The SMART Notice of Funding Opportunity** will be issued in September 2022.
- **Applications will be due in November 2022.**

Summary Statutory Parameters

Program Objective: To conduct demonstration projects focused on advanced smart city or community technologies and systems in a variety of communities to improve transportation efficiency and safety.

Type of Program: Discretionary grant program.

Eligible Entities:

- State
- Political subdivision of a State
- Tribal government
- Public Transit Agency or Authority
- Public Toll Authority
- Metropolitan Planning Organization
- A group comprised of the above 2 or more eligible entities

Geographic Funding Allocation:

Grantee type	Maximum funding (by Fiscal Year)
Large communities	Not more than 40%
Midsized communities	Not more than 30%
Rural communities or regional partnerships	Not more than 30%

Eligible Projects:

The statute outlines eight technology domains for SMART Grants. Each is complex and includes a wide range of technology inputs, data systems, and integrations with the transportation system. Recipients of SMART Grants are not expected to seek solutions in all eight technology domains through a single project. Teams will be required to identify at least one technology domain for their project, though some projects may naturally address two, three, or even four of the technology domains.

- **Coordinated Automation**—Use of automated transportation and autonomous vehicles while working to minimize the impact on the accessibility of any other user group or mode of travel.
- **Connected Vehicles**—Vehicles that send and receive information regarding vehicle movements in the network and use vehicle-to-vehicle and vehicle-to-everything communications to provide advanced and reliable connectivity.
- **Intelligent, Sensor-based Infrastructure**—Deployment and use of a collective intelligent infrastructure that allows sensors to collect and report real-time data to inform everyday transportation-related operations and performance.
- **Systems Integration**—Integration of intelligent transportation systems with other existing systems and other advanced transportation technologies.
- **Commerce Delivery and Logistics**—Innovative data and technological solutions supporting efficient goods movement, such as connected vehicle probe data, road weather data, or global positioning data to improve on-time pickup and delivery, improved travel time reliability, reduced fuel consumption and emissions, and reduced labor and vehicle maintenance costs.
- **Leveraging Use of Innovative Aviation Technology**—Leveraging the use of innovative aviation technologies, such as unmanned aircraft systems, to support transportation safety and efficiencies, including traffic monitoring and infrastructure inspection.
- **Smart Grid**—Developing a programmable and efficient energy transmission and distribution system to support the adoption or expansion of energy capture, electric vehicle deployment, or freight or commercial fleet fuel efficiency.
- **Smart Technology Traffic Signals**—Improving the active management and functioning of traffic signals, including through:
 - Use of automated traffic signal performance measures;
 - Implementing strategies, activities, and projects that support active management of traffic signal operations, including through optimization of corridor timing; improved vehicle, pedestrian, and bicycle detection at traffic signals; or the use of connected vehicle technologies;
 - Replacement of outdated traffic signals; or
 - For an eligible entity serving a population of less than 500,000, paying the costs of temporary staffing hours dedicated to updating traffic signal technology.



November 17, 2022

The Honorable Pete Buttigieg
Secretary of Transportation
U.S Department of Transportation
1200 New Jersey Avenue, SE
Washington, DC 20590

Dear Secretary Buttigieg:

Subject: SMART Grant Request for ND MPO Regional TOC and Technologies Planning

The Grand Forks-East Grand Forks Metropolitan Planning Organization (GF-EGF MPO) supports the ND Upper Great Plains Transportation Institute (UGPTI) Strengthening Mobility and Revolutionizing Transportation (SMART) Grants Program application for a Stage 1 Planning and Proto-typing grant for mid-sized communities focusing on Systems Integration through a regional TOC and Smart Technology Traffic Signals.

A Traffic Operations Center (TOC) allows the GF-EGF MPO metro area to manage traffic conditions during inclement weather, rail events, emergencies, planned events in major multimodal hubs, and incidents. Our region experiences a disproportionate number of inclement weather crashes, and our current technology limits our ability to collaborate across agencies; NDDOT, emergency response, or otherwise. We have evaluated this concept for nearly a decade. By combining our efforts with recently initiated efforts by NDDOT to develop a Transportation Management Center, we feel advancing this work now helps provide a complete view of the future transportation system and provides a significant economy of scale from a budgetary standpoint.

Once a TOC is established, we can advance other System Management and Operations (TSMO) solutions we have studied over the past decade ranging from adaptive signal control with

automated traffic signal performance measures to advanced driver warning systems that factor in weather, rail crossings, and incidents. Still, much planning, analysis, and stakeholder engagement is necessary to advance any of these ideas, let alone the combined vision. The SMART Grant provides an opportunity to advance these high benefit solutions.

Upon completion of the Stage 1 Planning Grant the GF-EGF MPO is fully committed to leading and implementing Stage 2 implementation projects as identified and recommended in the Planning Study.

Respectfully,

Signed by Members of the GF-EGF MPO Executive Policy Board; Members of the Technical Advisory Committee; City of Grand Forks City Administrator; City of East Grand Forks City Administrator; and MPO Executive Director.

MPO Executive Policy Board Members:

Warren Strandell, Chair
Polk County

Ken Vein, Secretary
GF City Council

Tricia Lunski
GF City Council

Marc DeMers
EGF City Council

Mike Powers
EGF Planning & Zoning

Clarence Vetter
EGF City Council

Al Grasser
GF Planning & Zoning

Bob Rost
GF County

Technical Advisory Committee Members:

Wayne Zacher
NDDOT/Local Government

Anna Pierce
MnDOT/RDC

David Kuharenko
GF Engineering

November 17, 2022

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Steve Emery
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NDDOT/GF District

Jon Mason
MnDOT/District 2

Nick West
GF County Engineer

Rich Sanders
Polk County Engineer

Ryan Brooks
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Nancy Ellis
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Dale Bergman
Cities Area Transit

Nels Christianson
BNSF Railway Co.

Ryan Riesinger
GF Airport Authority

Lane Magnuson
GF County Planning & Zoning

Cities Of Grand Forks and East Grand Forks City Administrators:

Todd Feland
City of Grand Forks, ND

David Murphy
City of East Grand Forks, MN

GF-EGF MPO

Stephanie Halford, Executive Director
GF-EGF MPO

MPO Unified Planning Work Program 2021-2022

Project	Task	% Complete	Original Completion Date	Projected Completion Date
Grand Forks Land Use Plan Update	Website is: www.gf2050plan.com Completed	100%	31-Dec-21	30-Jun-22
East Grand Forks Land Use Plan Update	website is: www.egfplan.org COMPLETED	100%	30-Jun-21	31-Dec-21
Future Bridge Traffic Impact Study	Website established: www.forks2forksbridge.com/info COMPLETED	100%	31-Dec-20	2/29/2022
Pavement Management System Update	Completed	100%	31-Dec-21	29-Jul-22
Transit Development Program TDP	Presenting Preliminary Approval of Final Document	90%	31-Mar-22	31-Dec-22
Bicycle & Pedestrian Element Update	Public Meeting is being set for Nov. 16. With comments due by	55%	31-Mar-23	
Street & Highway Plan/ MTP Update	A stakeholder meeting was held on Nov.3 to get more focused input. On the same day a public meeting was held. Comments are due by Nov. 23.	40%	29-Feb-24	
Aerial Photo	COMPLETED	100%	30-Nov-21	30-Nov-21
Traffic Count Program	On-going	100%	On-going	