



TECHNICAL ADVISORY COMMITTEE MEETING
WEDNESDAY, DECEMBER 14TH, 2022 – 1:30 P.M.
EAST GRAND FORKS CITY HALL TRAINING ROOM/ZOOM

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 NOVEMBER 9, 2022, MINUTES OF THE TECHNICAL ADVISORY COMMITTEE
5. MATTER OF MINNESOTA ELECTRIC VEHICLE INFRASTRUCTURE DEPLOYMENT PLAN..... HALFORD

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6. MATTER OF FINAL APPROVAL OF THE UPDATE TO THE TRANSIT DEVELOPMENT PLAN..... KOUBA
7. MATTER OF FINAL APPROVAL OF THE 2023-2024 UNIFIED PLANNING WORK PROGRAM (UPWP) HALFORD
8. MATTER OF APPROVAL OF THE 5310 GRANT APPLICATION HALFORD
9. MATTER OF APPROVAL OF THE HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) PROJECT APPLICATION HALFORD
10. MATTER OF APPROVAL OF THE 2023-2026 T.I.P. AMENDMENTS..... HALFORD
11. MATTER OF APPROVAL OF THE CITIES AREA TRANSIT (CAT) PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP)..... HALFORD
12. MATTER OF APPROVAL OF THE CITIES AREA TRANSIT (CAT) TRANSIT ASSET MANAGEMENT PLAN (TAMS) HALFORD
13. MATTER OF APPROVAL OF PM1 SAFETY PERFORMANCE TARGETS..... KOUBA
14. OTHER BUSINESS
 - a. 2021/2022 Unified Work Program Project Update..... HALFORD
 - Street/Highway Element Update
 - Bicycle/Pedestrian Element Update
 - b. MPO Updates:
 - Smart Grant Program..... HALFORD
 - Bridge Update HALFORD
 - January TAC Agenda Items HALFORD
 - c. Agency Updates
15. ADJOURNMENT

INDIVIDUALS REQUIRING SPECIAL ACCOMMODATIONS 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, November 9th, 2022**

CALL TO ORDER

Stephanie Halford, Chairman, called the November 9th, 2022, meeting of the MPO Technical Advisory Committee to order at 1:43 a.m.

CALL OF ROLL

On a Call of Roll the following member(s) were present via Zoom: Dale Bergman, Cities Area Transit; Christian Danielson, Grand Forks Engineering; Wayne Zacher, NDDOT-Local Planning; Ryan Brooks, Grand Forks Planning; Jason Peterson, NDDOT-Grand Forks District; Rich Sanders, Polk County Engineer and Jon Mason, MnDOT-District 2.

Absent: Brad Bail, Steve Emery, Michael Johnson, Lane Magnuson, Nels Christianson, Nick West, Ryan Riesinger, David Kuharenko, George Palo, and Patrick Hopkins.

Guest(s) present: Kristen Sperry, FHWA-ND; Sharyad Hasan, UGPTI; Mike Bittener, Bolten and Menk; Brad Wentz, UGPTI; and Liz Morice, Kimley-Horn.

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.

INTRODUCTIONS

Halford asked that everyone please introduce themselves and state the entity they represent.

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

Sperry referred to Page 10, paragraph 5 of the minutes and pointed out that it shows \$26 and it should just be the number 26.

MOVED BY BROOKS, SECONDED BY DANIELSON, TO APPROVE THE OCTOBER 12TH, 2022, MINUTES OF THE TECHNICAL ADVISORY COMMITTEE, SUBJECT TO THE ABOVE CORRECTION.

MOTION CARRIED UNANIMOUSLY.

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SUSPEND THE AGENDA

Halford stated that she would like to suspend the agenda to discuss Agenda Item 7 at this time.

MOVED BY BROOKS, SECONDED BY DANIELSON, TO SUSPEND THE AGENDA TO DISCUSS AGENDA ITEM 7.

MOTION CARRIED UNANIMOUSLY.

**MATTER OF STRENGTHENING MOBILITY AND REVOLUTIONIZING
TRANSPORTATION (SMART) GRANT PROGRAM**

Wentz reported that they are here today to talk about a really good opportunity for potential for a SMART Grant through the USDOT. He explained that they put together a proposal for an application for a SMART Grant, which they named the Red River Valley MPO SMART Mobility Grant. He said that he is going to talk about the grant itself and how it came about, and then he will have Mike Bittner, who is assisting them with putting in this application with UGPTI, talk more about some projects he is working on with the DOT for a Transportation Management Center and I-29 SMART Corridor project, and then how it fits in and ties in with our application for this SMART Mobility Grant.

Wentz said that he is Brad Wentz from UGPTI, and Program Director for the Advanced Traffic Analysis Center and the DOT Sport Center, and through ATAC they have done a lot of work with the Grand Forks-East Grand Forks MPO, and all the MPOs in North Dakota. He stated that they have researchers that they use that have done the Travel Demand Modeling for the MPO and also their ITS Architecture Updates and different ITS projects, and they also do Traffic Operation Studies and collect data from the signals in Grand Forks as well, so they have quite a bit of experience working on these technology areas, which is where this grant is focused.

Wentz referred to a slide presentation (a copy of which is included in the file and available upon request) and went over it briefly.

Wentz pointed out that on the left side of the slide it explains that the USDOT's SMART Grant is a two-stage program so Stage 1 is a planning and prototyping phase and Stage 2 is for an actual implementation grant, so things that are identified in the planning and prototyping stage are implemented here.

Wentz commented that you cannot apply for the implementation grants until you have actually applied and been accepted for a planning grant, so the stage we are at is to apply for the planning grant for this project. He said that the DOT anticipates awarding 30-50 Stage 1 grants for FY2022. He pointed out that NOFO opened on September 19, 2022, and will close at 5:00 p.m. on Friday November 18, 2022, so we have a lot of work to do to get this application in for this grant.

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Wentz reported that the grant covers a lot of technology areas; smart traffic signals, smart grid, commerce delivery and logistics, connected vehicles, and system integration is kind of the area we are really looking at tying in with this grant as we are looking at building a Regional Traffic Operations Center for the MPOs, FM-COG, and the Forks MPO. He said, then, that that can kind of be a starting point to implement some of these other technologies when we get into signal performance measures, smart traffic signals and corridors, things like that kind of come through a traffic operation center and that allows all that communication to take place with the different agencies and also the other big part of that is tying into the NDDOT Transportation Management Center, and again, Mr. Bittner will talk about that in more detail.

Wentz commented that there is \$100 million annually for 2022 to 2026, adding that it is split into three funding allocations; and he doesn't have the exact percentages, but it is around 33%, so it is pretty evenly mixed between large communities, medium sized communities, and rural communities, and the two MPOs fit into the medium sized communities. He stated that the large ones would be big major cities and they are not applying for those funds, we wouldn't be really eligible for those. He added that under the rural communities, the NDDOT is submitting for a planning project also under the Rural Communities portion of the funding allocation, and we didn't want to be competing with the DOT, so we are looking at being in the medium sized funding area.

Wentz stated that up to \$2 million dollars for the planning grant, for each planning grant in year one, and then up to \$13 million dollars in later implementation phases. He added that there is no local match required for this grant.

Wentz said that UGTPI, as a State Agency, will submit the application for this grant and then the GF-EGF MPO and FM-COG and NDDOT will be listed as partners to participate in the development of the plan. He said that Mr. Bittner, with Bolton and Menk, will also be listed in the application as a partner and will be leading the development of the plan. He added that Mr. Bittner has a ton of experience working with traffic operations and all things traffic related really, for the GF-EGF MPO and FM-COG and he will talk about that a bit as well.

Bittner that just to get to the core of where the value lies in the SMART Grant, really the overall what is the purpose of the Traffic Operation Center; he thinks it is important to understand what they are trying to accomplish with the Transportation Management Center, which is a Statewide, on-going plan. He stated that what it is really designed to do is to look at all of those blind spots that we've had with our planning process over the years. He referred to a slide with a pie-chart and pointed out that the gray area, recurring bottlenecks, is where spend the vast majority of our time planning and trying to fix those 8:00 a.m. and 5:00 p.m. rush hour bottlenecks, when in reality, nationwide, about 55% of our delays are related to weather, traffic incidents, work zones, and special events.

Bittner stated that we also have a big challenge, historically, trying to find resolution to secondary crashes, weather related crashes, and even animal crashes, and what we are finding now is that technology really provides great opportunity for some of those resolutions.

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Bittner referred to the ND TMC Project Traffic Impacts slide and commented that just one example, and this occurred last February on I-94 just west of Fargo, and you can kind of see the implications of what one major event can impact on our transportation system; it diverts traffic onto our local system, it results in crashes and injuries, and now that we have better data to analyze what this does in terms of travel time and movement, it really ends up with about 221 hours of cumulative delay, or \$2 million dollars in cumulative impact costs, so just working with State Radio we know that these events can result in several hundred calls and coordination, and they become really challenging.

Bittner referred to the next slide and stated that the resolution that is intended is to look at a Transportation Management Center built around I-29 Smart Corridor, and on the left side of the slide we can see what we are doing today, and how we have several really good things going on on a Statewide level, but they are all working independently, which results in a lot of delays and challenges as we end up with these major events, and it also results in blind spots as we talked about earlier. He said that as we start to build towards a combined TMC, most States have found that we can reduce those response times by about 50% by having just the culture, the workforce, the collaboration in place to be able to accomplish that, but also by having better technology in the field, we can be more responsive and have a better response time and save lots of lives in the process.

Bittner referred to the next slide and said, how does this work into what we are talking about for a SMART Grant, that is kind of the background of the Statewide TMC Project. He stated that really the one challenge they started to face through the statewide process is that the limits end at the freeway, we are really focused on I-29 with a future for I-94, but they recognize that transportation doesn't stop there and some of the visionary items, for example potentially looking at ramp metering through Fargo as one concept, does have implications to the rest of the system, so as we start to think about a Traffic Operation Center some of the biggest hurdles have to deal with what building is it going to go in, who is going to manage this overnight, how do we develop the technology capable of doing these things, how do we engage everyone, and so by really starting to piggyback off some of the great work that the State is doing, as it stands today we can see some major ???, but we can also make sure that we right size some of these bigger decisions, so if we want a building that is a TOC and a TMC we need to start having some of those conversations at a little bit deeper level, they are just not currently within the scope of the current TMC. He pointed out that at the top of the slide that is the current on-going project; in the middle of the slide are the phases; and then they have added what they are applying for from a SMART Grant perspective to kind of piggyback and really collaborate with that process.

Bittner referred to the next slide and said that you can really see the Traffic Operations Center (TOC) from an operational standpoint and then from Corridor Integrated System Management, looking at more of the specifics of the types of technology.

Bittner referred to the next slide and commented that what this also create is a sandbox for technology, and the big takeaway is that there has been a lot of good planning done locally, whether that be a train routing system or adaptive signal control through Downtown Grand Forks and East Grand Forks, or event management; this provides a platform to which you can start to

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build these advanced technologies and really have the platform and technology to be able to do it successfully.

Bittner referred to the last slide and commented that what is most important to know is that we don't have all the answers, and this planning grant is really designed to have the conversations to figure out what makes sense, run some analysis on that, and then just really start to determine how we can best collaborate to improve those response times, to have a process that makes sense for everybody and really set the community up for success. He added that, as Mr. Wentz mentioned, there is no local match required, but the bigger issue is that if you are not approved for a planning grant you can't apply for an implementation grant later, so if we have an idea two years from now we will still need to go through that planning process, so it is a good first step to really set the future of our transportation system off on a pretty advanced course.

Halford reported that she would like to just point out a few things. She said that to come forward to the Technical Advisory Committee is really to get your advice and input and to make you aware of this because it is something that they would like the GF-EGF MPO and FM-COG to be a part of this, which they did point out, but it is also looking at future projects together, and taking MPO time to help during the planning process so she wanted to get feedback on the MPO being part of this project.

Brooks commented that he thinks this could be really interesting. He said that he knows that it hasn't gone through their city process, but if it is alright, he might just pass this on to the City Administrator. He said that they might enjoy having that presentation, or something similarly pared down like this given to their City Council as well. He added that it kind of seems like a no-brainer with 100% funding, he likes that from the City of Grand Forks side, and you have already put a lot of work into it, and it looks really good, so he is interested in seeing what you come up with. Halford stated that the due date for the application is November 18th so there isn't time to give this presentation to the City Councils. Brooks responded that he wasn't suggesting that approval be contingent on bringing this to their City Council, he was just suggesting that during this process it might be something to consider.

Danielson stated that he was just going to echo what Mr. Brooks said; a lot of good ideas here, and he is anticipating being part of the process as it moves forward, but good first steps. He asked if this was just informational or if action is required today. Halford responded that we do need to take action on this item. She explained that they want the MPO to have an active role in the process, so if we do get the grant, we would be part of the conversations, which would entail the use of MPO staff time. She added that they also want the Cities to back this, so signing the letter of support, and being okay with the MPO staff dedicating some time to it is important as well.

Zacher asked if this would end up, he knows that you said that you aren't necessary taking a lead, but would this then have to be incorporated into your UPWP for hours. Halford responded that she would think it would. She added that this is a new thing for them too, but since we don't know if we will receive it at this time, the Draft UPWP does not have it in it, so we will need to do an amendment if we do receive the funds.

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Wentz commented that they are also including the MPO as a sub-awardee in the grant applications, so they are able to include an estimate into their overall estimate as a sub-awardee. Zacher said, then, just so he has this clear, would this be an addendum to the existing contract for the SMART Corridor Study, or is this completely separate. He said that he knows that Mr. Bittner tied them together, but it sounded like other DOT, being Brandon or whoever is working on the SMART Corridor, haven't necessarily been brought abreast of this yet either. Wentz responded that it is separate from that project, it is a completely different grant, but it does have ties into some of the discussions that are ongoing with that, but this is a completely separate grant. Zacher said that he is fine with this, he likes the idea, especially if we are able to tie them together somehow but does the Fargo TMA status change the medium size; when Fargo becomes a TMA will that change the applicability of the medium size definition, or the discussion of a medium sized community, if that is how it was set, or not. Wentz responded that he doesn't believe so, he thinks the medium is based on a population of around 250,000 or so. Zacher said that that is where the TMA would come into play. Wentz said that he isn't sure what that population number was for sure. Zacher stated that he knows this is due soon so it may not apply because Fargo has not been designated as a TMA yet, it will not be until 2024 most likely. Wentz commented that he will double check the population range for medium sized communities, but in talking with Cindy Gray, nobody had any issues with that designation because we were within the population range. Zacher said that that is fine, he was just curious, and he knows that it is kind of confusing to everyone as to what it will actually mean to everyone, but, again, Fargo is still considered to have under 250,000 population, so FM-COG should be fine under the medium status right now.

MOVED BY BROOKS, SECONDED BY DANIELSON, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY APPROVE THE MPO PARTNERING WITH UGTPI AND BOLTON-MENK ON THE SMART GRANT APPLICATION AND TO AMEND THE 2023-2024 UPWP IF THE APPLICATION IS AWARDED FUNDING.

Voting Aye: Brooks, Mason, Peterson, Zacher, Danielson, Bergman, and Sanders.

Voting Nay: None.

Abstaining: None.

Absent: Bail, Emery, Palo, Ellis, Riesinger, Kuharenko, Johnson, Christianson, Hopkins, West, and Magnuson.

RESUME AGENDA

MATTER OF PRELIMINARY APPROVAL OF THE UPDATE TO THE TRANSIT DEVELOPMENT PLAN

Kouba reported that they starting the process of our final draft approval. She said that Liz Morice, Kimley-Horn is here for any additional questions you may have.

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Kouba stated that they basically divided the plan into six topic areas: 1) Service Improvement Highlights, 2) Programmatic Recommendations, 3) Transit Hub Analysis, 4) Capital Improvement Plan, 5) Financial Plan, and 6) Final Plan Comment Period.

Kouba said that the biggest thing that came out of the whole thing is the idea of Microtransit. She explained that Microtransit is an on-demand shared transportation where you get picked up and dropped off at certain points, or if you need to move outside of the area you would be dropped off at a place where the bus stops at.

Kouba referred to a slide showing potential areas where Microtransit may be implemented and pointed out that they are looking at four areas in Grand Forks and one in East Grand Forks. She added that before Microtransit would be implemented further study would be necessary to determine pick-up and drop-off locations for the established zone, to develop a user guide for students and a plan for communication of the plan, and to establish a trial period and metrics for success of the service.

Kouba referred to a slide that lists all of the proposed route changes and stated that she wouldn't go through each of small changes to them but did want to mention that there is a possible route for the Industrial Park, but when they look at Microtransit they will see what would better serve the Industrial Park. She added that they did look at the UND routes and for the most part they want to keep the campus route the way it as there will be a lot of change happening in the next five years so they will be looking at it at that time.

Kouba said that overall they are just looking at the recommendations to make sure that the routes, timings, and schedules are where they need to be to provide the best service. She added that they need to improve their communication, expand their tools, make sure they are getting on-line information, as well as other sources of information to the public, as well as connecting with our human services and strengthening those partnerships.

Kouba commented that they did look at transit hubs and they know that our Metro Transit Center does need some improvements, just because it is an older facility and we want to ensure it lasts longer. She said that when they did their route overhaul, they made the Grand Cities Mall and Columbia Mall transit hubs, so some additional improvements are needed at those locations including better shelters, shaded areas, etc.

Kouba stated that they looked at their transit asset management, the capital improvements that we need; those buses that need to be replaced because they are beyond their useful life, as well as the demand response vehicles for Dial-A-Ride and the Senior Rider programs and facilities like the Metro Transit Center and the Grand Forks Facility, and other infrastructure as well.

Kouba said that they are looking at about 20 vehicles that will be needing to be replaced in the next ten years, and they are looking at doing a remodeling project in 2023 for the Metro Transit Center. She stated that other wise everything is in good condition, we are just making sure we are staying up on replacing equipment such as the fare collection.

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Kouba said that they did get some estimates just to ensure we are staying within the ballpark of our fiscal constraint, and we got some estimates for bus facilities and things of that nature.

Kouba commented that they put together some other studies to look at for future purposes including ADA Improvements, Microtransit, etc.

Kouba stated that we are in the adoption process, and we did bring this before the Grand Forks Planning and Zoning Commission; we are requesting approval from this body, and then we will take it to the MPO Executive Policy Board and the East Grand Forks Planning and Zoning Commission next week for preliminary approval as well. She said that they have not received any comments during the comment period, if there are any, they will be presented next month for final approval.

Bergman commented that he just wanted to mention that the cost of those fare transit vehicles that they are using right now is at \$68,450.00, just for the vehicle, on there which is just about double the price of what we used to pay, and we are starting to see the same thing with the cutaway vehicles, prices are just about double what we used to pay for them. Kouba asked if we have this included in the plan or will we need to make some adjustments to the cost estimates for the increase. Morice responded that she doesn't have that information right now, adding that she can look it up and get it out to everyone.

MOVED BY BROOKS, SECONDED BY BERGMAN, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY GIVE PRELIMINARY APPROVAL OF THE TRANSIT DEVELOPMENT PLAN UPDATE, SUBJECT TO REVIEW AND UPDATE OF COST ESTIMATES.

Voting Aye: Brooks, Mason, Peterson, Zacher, Danielson, Bergman, and Sanders.

Voting Nay: None.

Abstaining: None.

Absent: Bail, Emery, Palo, Ellis, Riesinger, Kuharenko, Johnson, Christianson, Hopkins, West, and Magnuson.

MATTER OF PRELIMINARY APPROVAL OF THE 2023-2024 UNIFIED PLANNING WORK PROGRAM

Halford reported that the 2023-2024 Unified Planning Work Program document was submitted to our State Partners for review. She pointed out that it looks a little different than what was sent, the formatting portion, but this format was easier to edit so once complete we will do some formatting changes to make it look more like what was sent earlier.

Halford referred to the document and went over it briefly.

Zacher referred to the 2023 Annual Work Program funding table and pointed out that there are hours included for a Planner and a Market Manager and upfront you show the current MPO employees and he is wondering if she is wearing multiple hats at different rates; just because

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there are hours shown here it almost makes it appear that there are extra employees, so he is just trying to figure out if you are wearing multiple hats, sometimes you are the Executive Director, sometimes you are a planner; who do these hours apply to. Halford responded that the Executive Director is her; the Senior Planner is Teri; the Office Manager is Peggy; the Marketing Office Manager is a position that she would like to hire for the last third of 2023 to start training underneath Peggy as she has indicated that she plans to retire and she doesn't want someone to come in after she is gone, or even the last two weeks, but hopes to have at least three to six months for them to train so she budgeted it in. She stated that she also knows that we need to do a lot more marketing and public outreach, we have heard that from both State and City Partners that the more information we can get out the better on some of these projects, so that is what the Marketing Office Manager position will do. She said that in addition, with everything we have going on she knows we will need another Planner so she would like to start looking for somebody in January or February for that Planner position, so that is what those hours are for. She said that in 2024 you will see that it kind of flip-flops as she knows that Peggy will be here for the first half of 2024 and then the new Marketing Office Manager will be in the full-time position. Zacher asked if these positions are written into the individual programs as well. Halford responded that it isn't, but she can add them. Zacher said that you may want to point out that these positions don't currently exist, but you are looking to add them. Halford responded that she would add that verbiage.

Halford continued going over the document; referring to referring to the "meat" of the document and pointing out that 100.0 Program Administration details the general administrative costs, the breakdown of what we are looking at spending on things such as staff hours to develop and maintain the Unified Planning Work Program; staff hours to perform financial management and oversight for the MPO accounting system; and for facilities and overhead costs.

Halford said that the 200.0 Program Support and Coordination details the costs of things like staffing and participating in meetings, setting meeting agendas, transcribing minutes, preparing press releases, etc.; public participation and documents; education and travel; and equipment purchase and maintenance. She commented that you will notice that she did add a bit more funding to the Interagency Coordination task. She explained that this task entails staff attending other agencies meetings, or helping with coordinating meetings, and she felt that we needed to spend a bit more staff hours on this task in order to build up relationships and have more conversations and coordination on this task. She said that she also added more funding to Education and Travel for staff to be able to participate in more educational opportunities and conferences, which is another way to network and build relationships with other agencies as well. She stated that she also added more funding to Equipment as we are looking at replacing some office equipment. She explained that right now she has a good-sized office, and she doesn't need that much room so the thought is to put up a temporary wall to cut her office in half and then Teri would take the other half of the office where there is currently a conference table, which will get her out of the storage closet room and put her into an office that actually has a window. She added that that also frees up the space that Teri is currently in to reconfigure to be able to have a location for the new planner we hope to hire, so we have our same footprint, but we are giving ourselves another office space. She said that we also got support from both Cities, they both said they would chip in some money to help with the cost of doing this remodel.

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Halford stated that the 300.0 Planning and Implementation details the costs of our actual projects. She said that the first section is the Transportation Plan Update, and we will be working on the Bike/Ped Element in the beginning of 2023; the Street and Highway Element will go into 2024; and then in 2024 we will look at updating the ITS Architecture, so we show the staff hours for all of these projects, including consultant costs. She stated that Corridor Planning is the next section, and we will be looking at our traffic count program, something we usually have included in our budget. She said that the TIP Manual Update is the next section, and the TIP is something we update annually, but the TIP Manual Update is something we haven't had before so we added some additional funding to do some updates to our procedure and policy manuals. She said that the Land Use Plan is the next section, and while we aren't doing any Land Use Plan updates in 2023 or 2024, she felt it was a good idea to still add some funding to it because what we've learned since she has been in this position, which hasn't even been a year yet, things come up and we should always have some funding set aside for conversations and such, which we learned that with the Bridge Update discussion, and this is something that we should be talking about anyway and it shouldn't just come up every five years, so we can have some focus if the Cities want to talk about amending some of their things and recommendations in their plans, to be available for them to talk about those things and to look at what they want their future plan to look like. She stated that Special Studies is the next section and for 2023 and 2024 she left the Future Bridge discussion in as it still seems to have some conversation, both Cities are still continuing to talk about that and they are looking at hiring a consultant and they do like having the MPO as part of those conversations, which is a good thing and she wants to make sure we encourage that and be part of it. She added that she also added some funds so we can start looking at our policies and procedures to make sure they are up-to-date and spend some time updating them. She pointed out that this is where she included Safe Streets For All, even though we haven't been awarded any funding yet, and we probably won't hear anything until the beginning of 2023. She stated that if we do receive the grant, we will need to amend the work program to reflect those funds. She commented that there is also funding for the Grand Valley Study which is a study the City of Grand Forks has asked us to consider doing to look at the area from 62nd south so if pedestrian underpasses, or pedestrian crossings are needed they are included in the planning as it is hard to go back after construction and development and add them; we are looking at doing this in 2023. She stated that in 2024, as we saw from the Transit Development Plan update, both cities have voiced that they would like to see the Microtransit Study be looked at further as that is something that makes sense for the city, so we will do a study like that in 2024, and the cost and hours are shown in the chart.

Danielson asked if this is the section of the document that the 3rd and 4th Street one-way pairs were in and then it was removed. He said that he thinks that her and Dave Kuharenko talked about it. Halford responded that it was never in or removed, it was talked about that it was a needed thing, but she said that at this time she didn't think she would have enough staff hours and time to do it but it is definitely something in the early spring that she knows we will be looking at and then we will bring this work program forward to see if it is something that we can do at that time, but at least we can look at it and if we can hire a planner it could then be looked at amending it in at that time. Danielson asked if there is any option to include it in this as he knows that some of their solicitations and applications will include things like an illustrative

**PROCEEDINGS OF THE
TECHNICAL ADVISORY COMMITTEE
Wednesday, November 9th, 2022**

project, so we have an option to do something like that in this document, just to keep it marked as a potential project, or would it just be handled through an amendment. Halford responded that she said that would be a question for Mr. Zacher as she doesn't recall having illustrative projects in the work program. Zacher responded that illustrative projects are listed in the TIP, not the work program. He said that usually what we are trying to do with document is to justify or track the hours and that type of thing. He added that honestly it will just as easy to do an amendment at some point in the future if the desire is to add a project. Danielson said that he is fine with that. Halford stated that she definitely has this in the back of her head, and she knows that the DDA is thinking about it as well. She added that in conversations with the DDA, how they painted it is that the school district isn't excited about it and there has been some pushback from some in the neighborhood as well, and she told them that they really should get a few of those key partners saying that they want it before you start doing a study, but she definitely thinks it should be studied and if she has the extra time she will be giving you a call.

Halford said that the next section is the Planning Review and Evaluation, which involves doing performance reports and data collection. She said that the last section is GIS. She stated that we have had kind of hard year with staff transition and being short-handed and a few other things so we haven't been able to spend much time on this but we want to make sure we dedicate staff hours and costs towards this item going forward.

Halford commented that, just going into the appendices, is where the DOT contract will be located, so as soon as we get it we will include it. She added that some of the forms aren't filled out yet as they haven't happened yet either.

Zacher asked when a final plan is expected to be complete. Halford responded that we hope to have a final draft available for approval at our December TAC and MPO Executive Board meetings. Zacher stated that just as a reminder they have to have it in place by January 1st, and usually the contract doesn't come out until after this has final approval and then they get the information from Kristen Sperry and go through the contract process.

MOVED BY BROOKS, SECONDED BY SANDERS, TO APPROVE FORWARDING A RECOMMENDATION TO THE MPO EXECUTIVE POLICY BOARD THAT THEY GRANT PRELIMINARY APPROVAL OF THE 2023-2024 UNIFIED PLANNING WORK PROGRAM, SUBJECT TO DOT AND FHWA REVIEW AND COMMENTS.

Voting Aye: Brooks, Mason, Peterson, Zacher, Danielson, Bergman, and Sanders.

Voting Nay: None.

Abstaining: None.

Absent: Bail, Emery, Palo, Ellis, Riesinger, Kuharenko, Johnson, Christianson, Hopkins, West, and Magnuson.

**PROCEEDINGS OF THE
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Wednesday, November 9th, 2022**

OTHER BUSINESS

A. 2021/2022 Annual Work Program Project Update

- 1) Street and Highway Plan Element – Halford reported that we did have a public input meeting last week, as well as a Stakeholder meeting. She said that they had good attendance at the Stakeholder meeting, and she was pretty excited about that; it was a really diverse group, they had Altru representatives, City Administrative, Safe Kids, Policy Department, Sheriff Department, and Dale Bergman was there. She stated that how they started the meeting is, we all use the system differently, so it was very important to have all those diverse people at the meeting to give input on how they use the system, so that was very informative. She said that that evening they had the public input meeting, which wasn't as well attended as we had hoped, but they did get a few people, so they did get some input from them.
- 2) Bicycle and Pedestrian Plan Element – Halford reported that we are having a public input meeting next Wednesday from 5:00 to 7:00 p.m. at the East Grand Forks City Hall Rotunda to try to get some feedback on this update as well.

Information only.

B. MPO Updates

- 1) Bridge Update - Halford reported that she knows there has been conversations with the consultant, as well as it sounds like they are going to Grand Forks and East Grand Forks Council meetings to discuss going forward with the consultant as well as cost sharing, so we will see how that shakes out in the next week or two.
- 2) Programming Update Workgroup – Halford reported that there wasn't a meeting so there isn't an update on this item. Mason added that the Program Update Workgroup essentially completed its work in regard to the local funding application program in Minnesota, the group will start meeting again sometime in the near future to discuss how MnDOT distributes its funding to the districts, although he hasn't seen when that will start yet, but potentially soon. Halford said, then, that it would probably make sense to take this item off the agenda until further notice. Mason responded that he thinks that that would make sense, and he will provide similar updates, Teri and him, kind of how they did the previous updates once they start going again.

**PROCEEDINGS OF THE
TECHNICAL ADVISORY COMMITTEE
Wednesday, November 9th, 2022**

3) December TAC Agenda Items:

- Halford reported that the Transit Development Plan will be on the agenda for final approval; same with the Unified Planning Work Program so we can continue to get funding. She said that she would like to get comments on this document, she definitely wants this to be a program that makes sense and that all the partners are excited about what is on it, so if you do have comments, or adjustments, please let her know and she will be happy to talk with you and get them into the plan before we bring it back in December for final approval.
- Halford stated that Safety Targets and Measures will be on the agenda for discussion.
- Halford said that the TAM Plan will be coming forward.
- Halford stated that the PSAP will be coming forward as well. Bergman commented that the PSAP and the TAM Plan should be in his hands on Monday.

Information only.

C. Agency Updates

- None.

ADJOURNMENT


MOVED BY BROOKS, SECONDED BY BERGMAN, TO ADJOURN THE NOVEMBER 9TH, 2022 MEETING OF THE TECHNICAL ADVISORY COMMITTEE AT 2:43 P.M.

MOTION CARRIED UNANIMOUSLY.

Respectfully submitted by,

Peggy McNelis, Office Manager

Minnesota Electric Vehicle Infrastructure Plan



MnDOT Office of Sustainability & Public Health

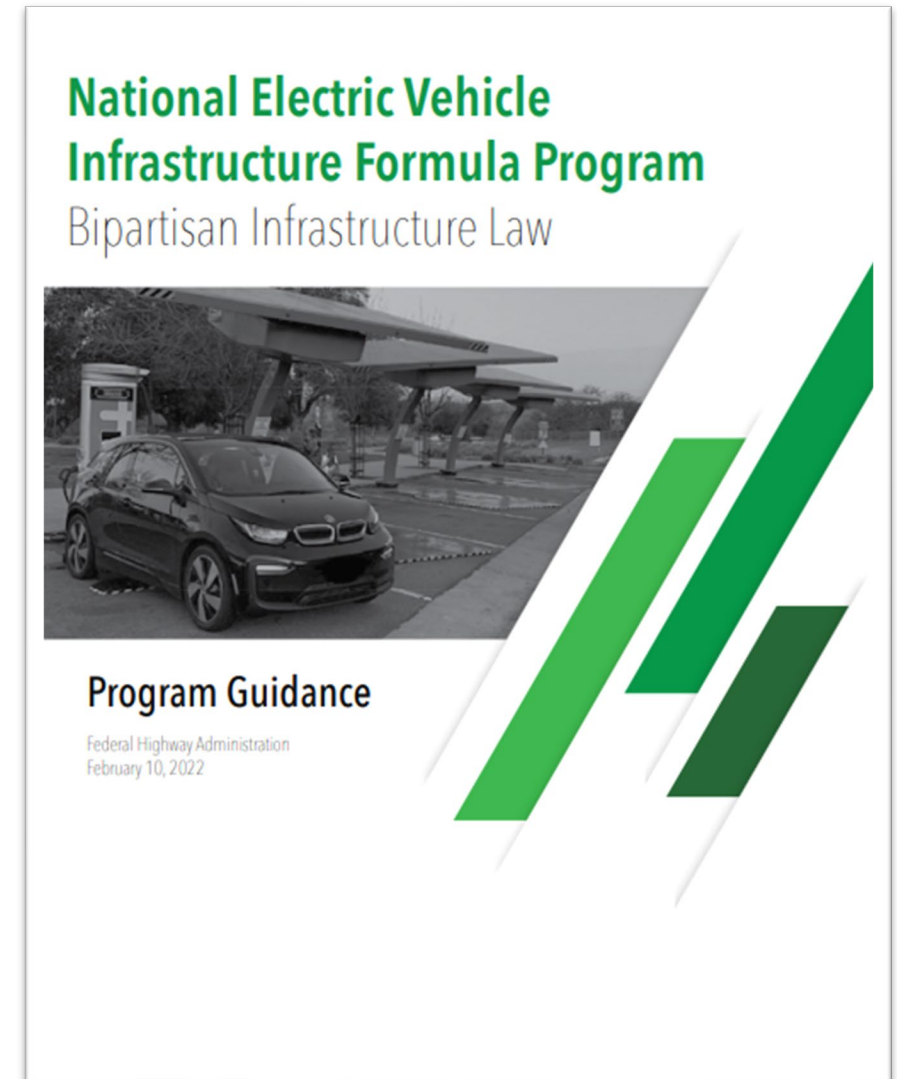
Beth Kallestad | Sustainability Planner

NEVI Formula Program Overview



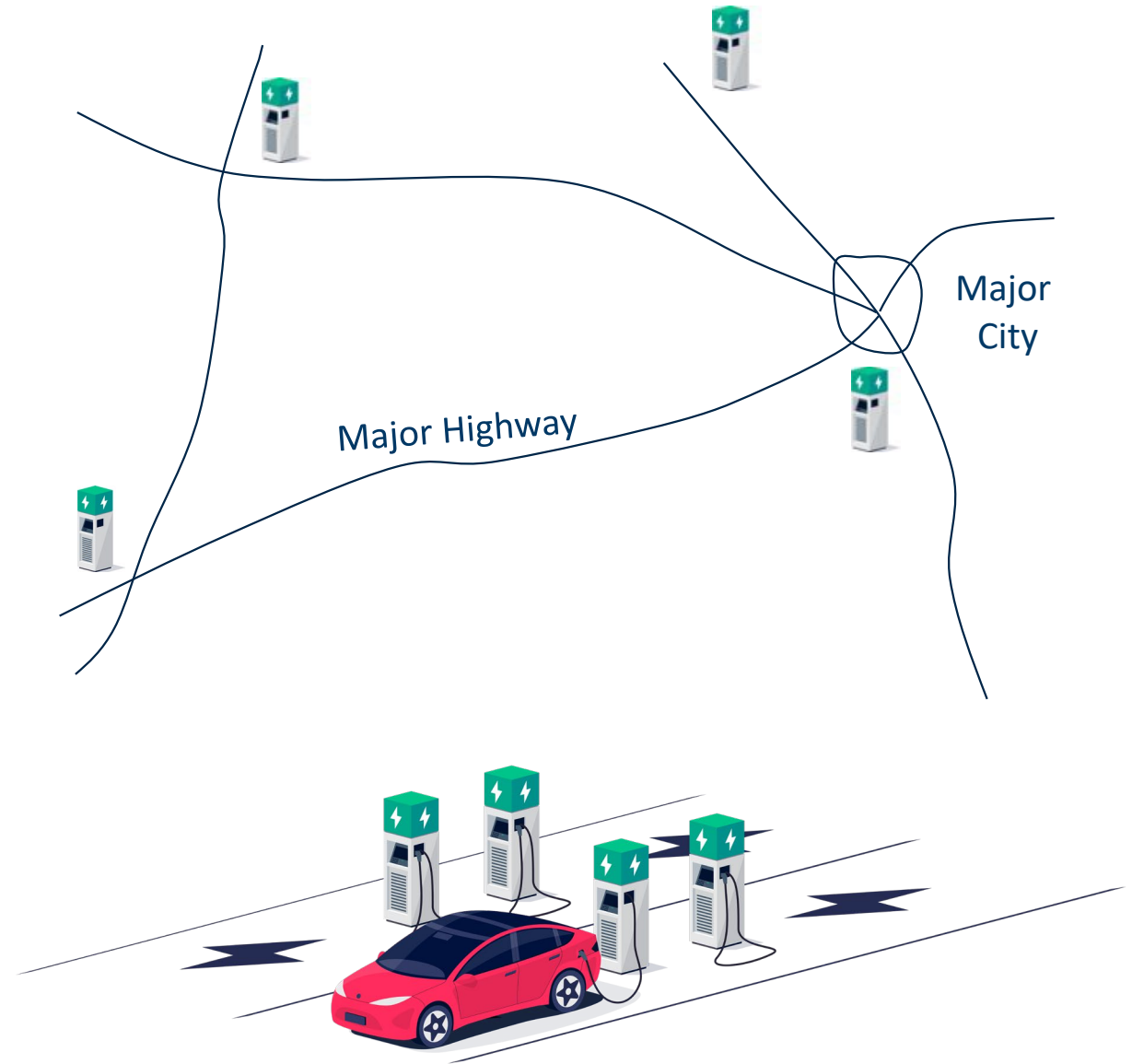
What is NEVI?

- New federal program authorized under the Bipartisan Infrastructure Law
- Provides funds to states to install DC fast chargers along designated corridors
- Federal appropriation for Minnesota is \$68 million for federal FY 22 – 26
- 20% non-federal match and state legislative spending authorization required
- Plan submitted to new Joint Office of Energy and Transportation by **Aug 1** to access formula funds



So how does the NEVI program work?

- Funding must be used to build out Alternative Fuel Corridors (AFCs) first before spent on non-AFC corridors
- Charger requirements for full build out
 - Level 3 DC Fast Charging
 - Located every 50 miles
 - Located <1-mile from AFCs
 - 4 150 kW fast chargers at each site
- MnDOT's first year of funding will focus on the build-out of NEVI compliant chargers along the existing AFCs in Minnesota: I-94 and I-35



Joint Office Plan Requirements

- Introduction
- Description of State Agency Coordination
- Description of Public Engagement
- Plan Vision and Goals
- Description of Contracting Approach
- Existing and Future Conditions Analysis
- EV Charging Infrastructure Deployment Plan (map with approximate locations of planned EV infrastructure)
- Description of Implementation and Program Evaluation Approach
- Civil Rights, Equity, Labor and Workforce, Cybersecurity Considerations
- Requests for Discretionary Exceptions

Minnesota Electric Vehicle Infrastructure Plan



Planning Process

Plan Kick-off:
April 4, 2022

AFC Applications Due:
May 13, 2022

Plan Submitted:
August 1, 2022



**Establish criteria
for MN EV Fast
Charging Network**

**Draft MN EV
Fast Charging
Network**

**Determine AFCs
that will receive
FY2022 investment**

**Prioritize
locations along
AFCs**

**Plan
submittal**

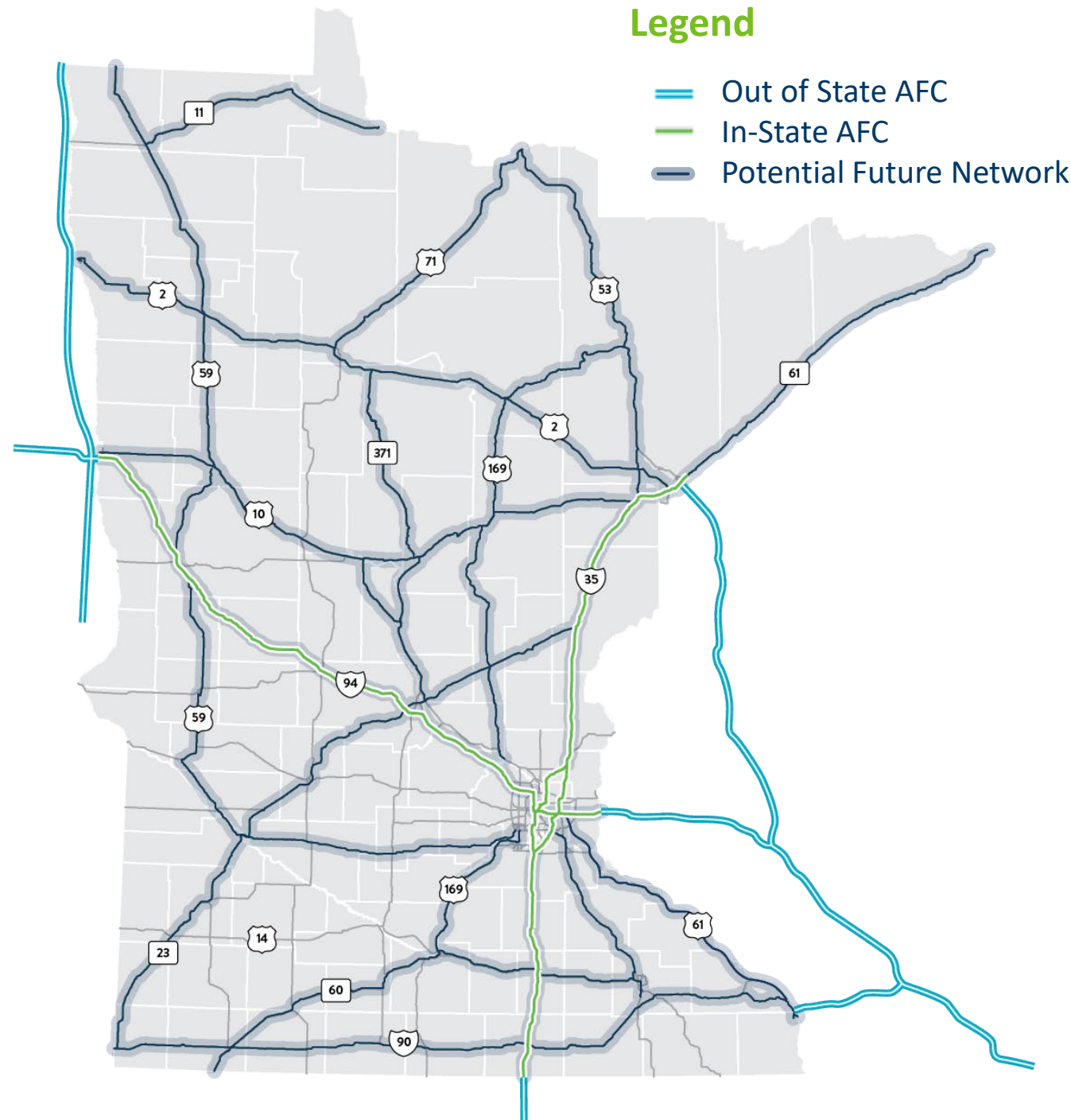
Goals

| MINNESOTA EV INFRASTRUCTURE GOALS | 2022-2045 SMTP OBJECTIVES* | ACCELERATING EV ADOPTION STRATEGIES* |
|---|----------------------------|--------------------------------------|
| Goal 1: Support Minnesota’s greenhouse gas (GHG) emission reduction goals and minimize transportation’s impact on human and environmental health | O4, O6 | S4 |
| Goal 2: Facilitate regional and statewide travel while setting the standard for EV infrastructure in the Midwest | O1, O5 | S2, S3 |
| Goal 3: Distribute 40 percent of NEVI Formula Program benefits towards disadvantaged communities in Minnesota | O3, O5, O6 | S2 |
| Goal 4: Advance EV adoption | O3 | S2 |
| FIVE YEAR TARGETS | | |
| Five Year Target 1: Full build-out of all two-digit interstates to full NEVI-compliance by the end of the program | | |
| Five Year Target 2: Build-out of the EV Fast Charging Network (to potentially secondary standards) by the end of the program | | |

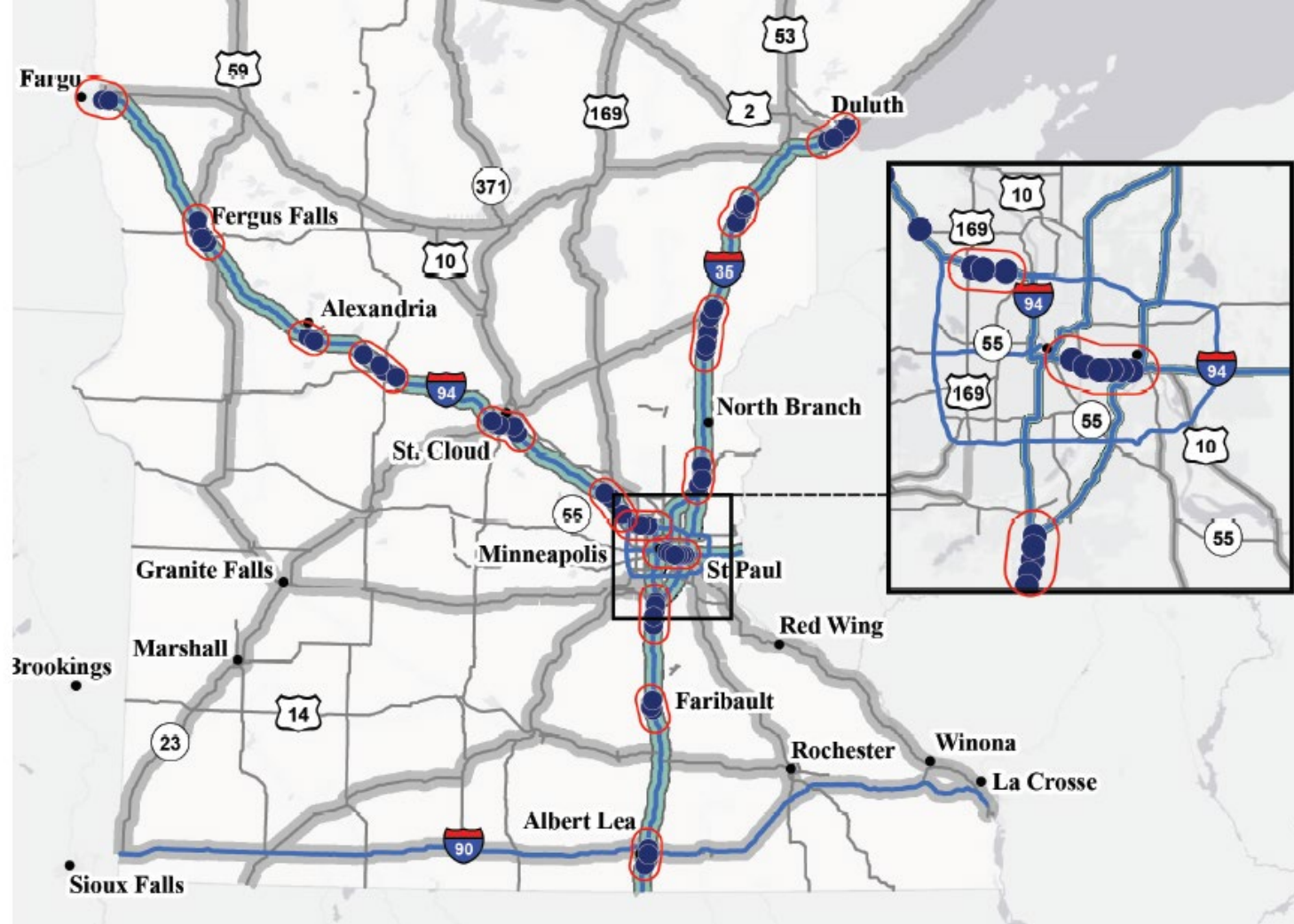
EV Fast Charging Network Vision

Includes all potential corridors for investment with the \$68 million of NEVI funds (FY 2022-2026)

- Promotes coverage across the state
- Prioritizes roadways that serve long distance travel
- Creates a network that connects to other networks
- Recognizes both rural and urban communities
- Serves current and future EV drivers



Fast Charger Locations: I-94 and I-35

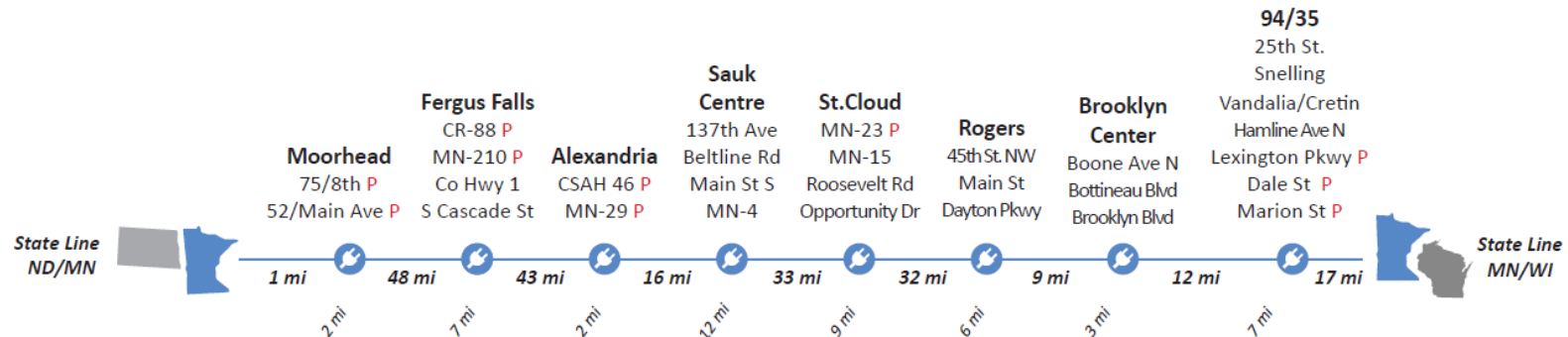


State Line W/MN

- 2.5 mi
- 12 mi
- 38 mi
- 6 mi
- 33 mi
- 13.5 mi
- 27 mi
- 6 mi
- 34 mi
- 8 mi
- 28 mi
- 3.5 mi
- 42 mi
- 5 mi
- 8 mi

- Duluth
N Lake Ave
US-53
US-2
N 63rd Ave W
S Boundary Ave
- Moose/Sturgeon
CSAH 8
CR-137
Laketown Rd
- 94/23
MN-48
MN-23
Beroun Crossing Rd P
Henriette Rd P
Pokegama Lake Rd P
- 35 N Split
E Viking Blvd
W Broadway Ave
Lake Dr NE
- 35 S Split
CR 42 E P
Crystal Lake Rd W P
CR 46 P
Kenwood Trail P
185th St W P
210th St W P
- Faribault
MN-21 P
MN-60
Lyndale Ave S P
- 94/35
25th St.
Snelling
Vandalia/Cretin
Hamline Ave N
Lexington Pkwy P
Dale St P
Marion St P
- Albert Lea
E Main St P
US-65

P – 600kW load verified available per utility input



State Line ND/MN

State Line MN/WI

State Line MN/IA

- Moorhead
75/8th P
52/Main Ave P
- Fergus Falls
CR-88 P
MN-210 P
Co Hwy 1
S Cascade St
- Alexandria
CSAH 46 P
MN-29 P
- Sauk Centre
137th Ave
Beltline Rd
Main St S
MN-4
- St. Cloud
MN-23 P
MN-15
Roosevelt Rd
Opportunity Dr
- Rogers
45th St NW
Main St
Dayton Pkwy
- Brooklyn Center
Boone Ave N
Bottineau Blvd
Brooklyn Blvd
- Albert Lea
E Main St P
US-65

- 1 mi
- 2 mi
- 48 mi
- 7 mi
- 43 mi
- 2 mi
- 16 mi
- 12 mi
- 33 mi
- 9 mi
- 32 mi
- 6 mi
- 9 mi
- 3 mi
- 12 mi
- 7 mi
- 17 mi

Equity Considerations

- **Identification and outreach to disadvantaged communities**

- Used the Electric Vehicle Charging Justice40 Map tool to analyze the existing and planned future EV network in Minnesota and incorporated the location of these communities as key criteria for the selection of corridors and the priority scoring of interchanges along these corridors
- Included disadvantaged community members in outreach and engagement

- **Quantifying and measuring benefits to disadvantaged communities**

- Plan implementation will include additional site-level engagement with disadvantaged communities and efforts to encourage workforce participation from disadvantaged communities
- Program evaluation metrics include:
 - Percentage of NEVI-funded charging stations in U.S. DOT-designated DACs using the
 - Workforce participation from underserved, disadvantaged, and tribal communities
 - **Others - TBD**

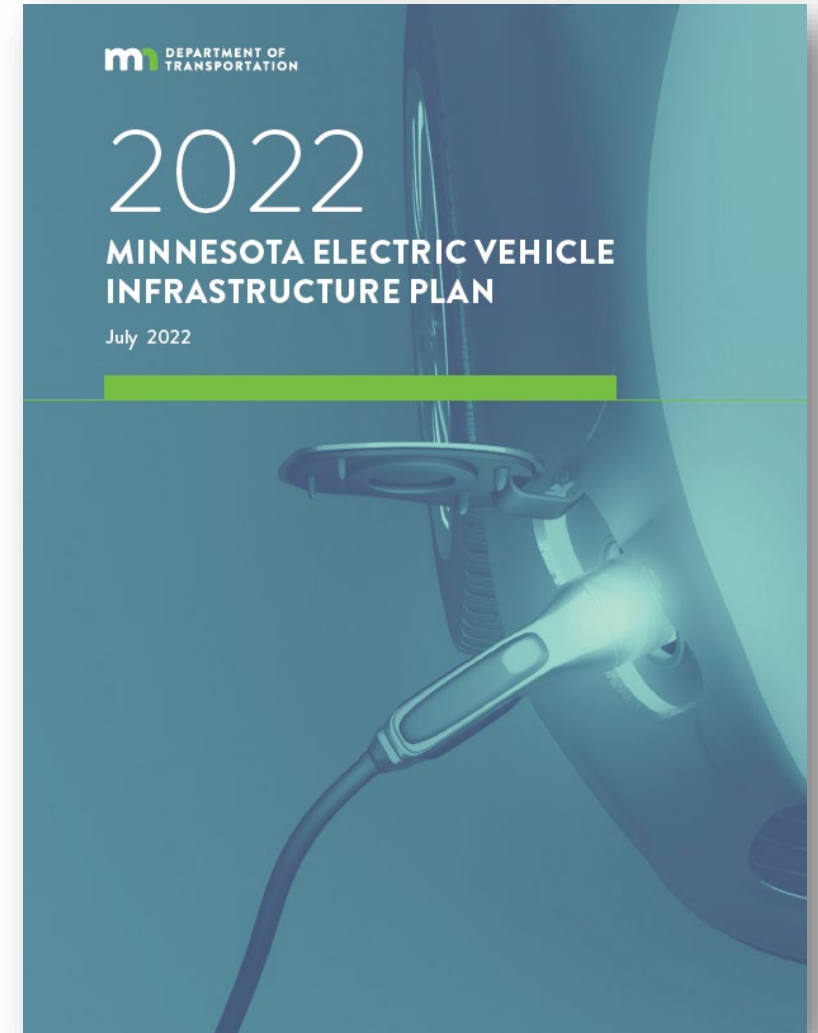
Cost Estimate

- Charger costs assume a full NEVI-compliant build-out of (4) 150kW chargers
- A range of costs have been identified
 - Setting (urban and un-developed rural will cost the most, developed but expandable the least)
 - Range from \$1,200/kW - \$2,000/kW
- The assumed planning-level cost per station is \$900,000 (\$1,500/kW)
 - I-94 (8 stations) = \$7.2M
 - I-35 (8 stations) = \$7.2M
 - Initial Build Out: \$14.4M (Slightly more than Year 1 + Match)



Next Steps

- First round of NEVI formula funds investment
 - Consultant-led site feasibility study and consultant-supported competitive selection process
 - Environmental documentation for 16 selected projects
 - Execute agreements for 16 selected projects (~ 2024)
- Ongoing planning
 - First annual plan update including 2023 AFC nominations
 - Building out non-AFC roads
 - Benefits to communities



<https://talk.dot.state.mn.us/ev-infrastructure-plan>

Questions?





MPO Staff Report
Technical Advisory Committee:
December 14, 2022
MPO Executive Board:
December 15, 2022

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

TAC RECOMMENDED ACTION:

Matter of final 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
- MPO Executive Board: Final Approval December 15th
- Grand Forks City Council: Final Approval December 19th

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



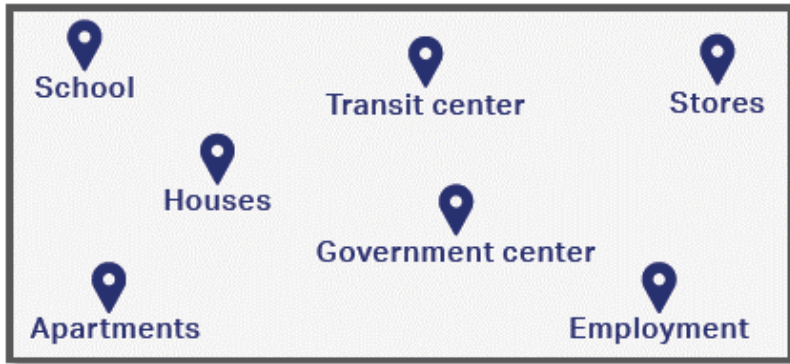
Service Improvement Highlights







Microtransit Overview

What is microtransit?

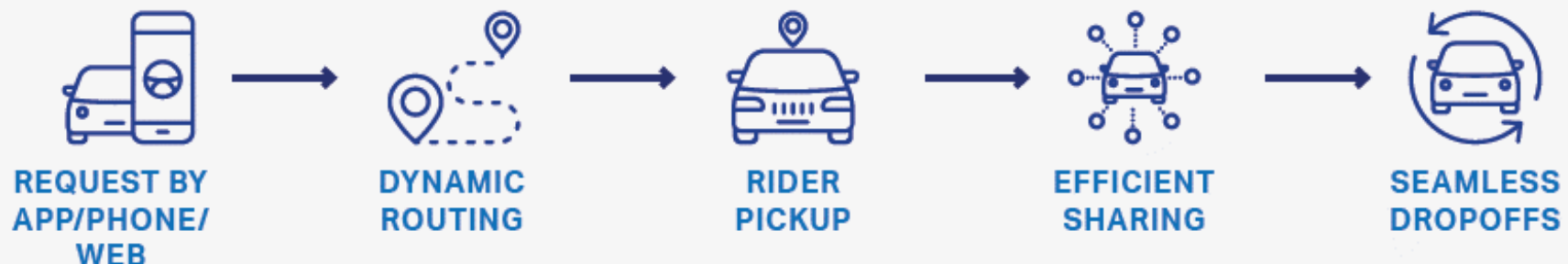
Microtransit is on-demand shared transportation that utilizes technology to operate efficiently and effectively. Rides can be requested on-demand or in advance for pick-up and drop-off at certain locations within a defined zone.



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?



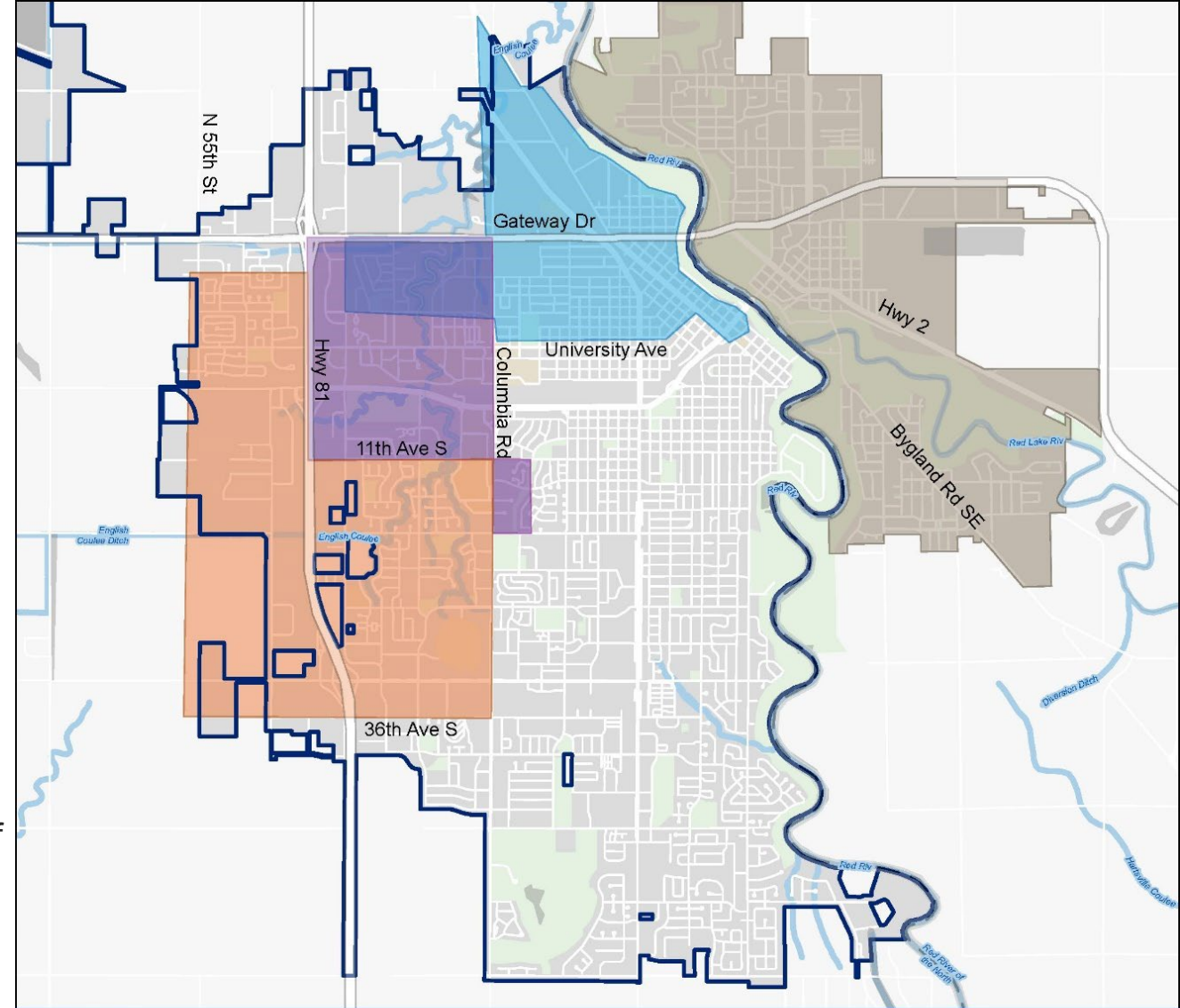
Microtransit

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



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.

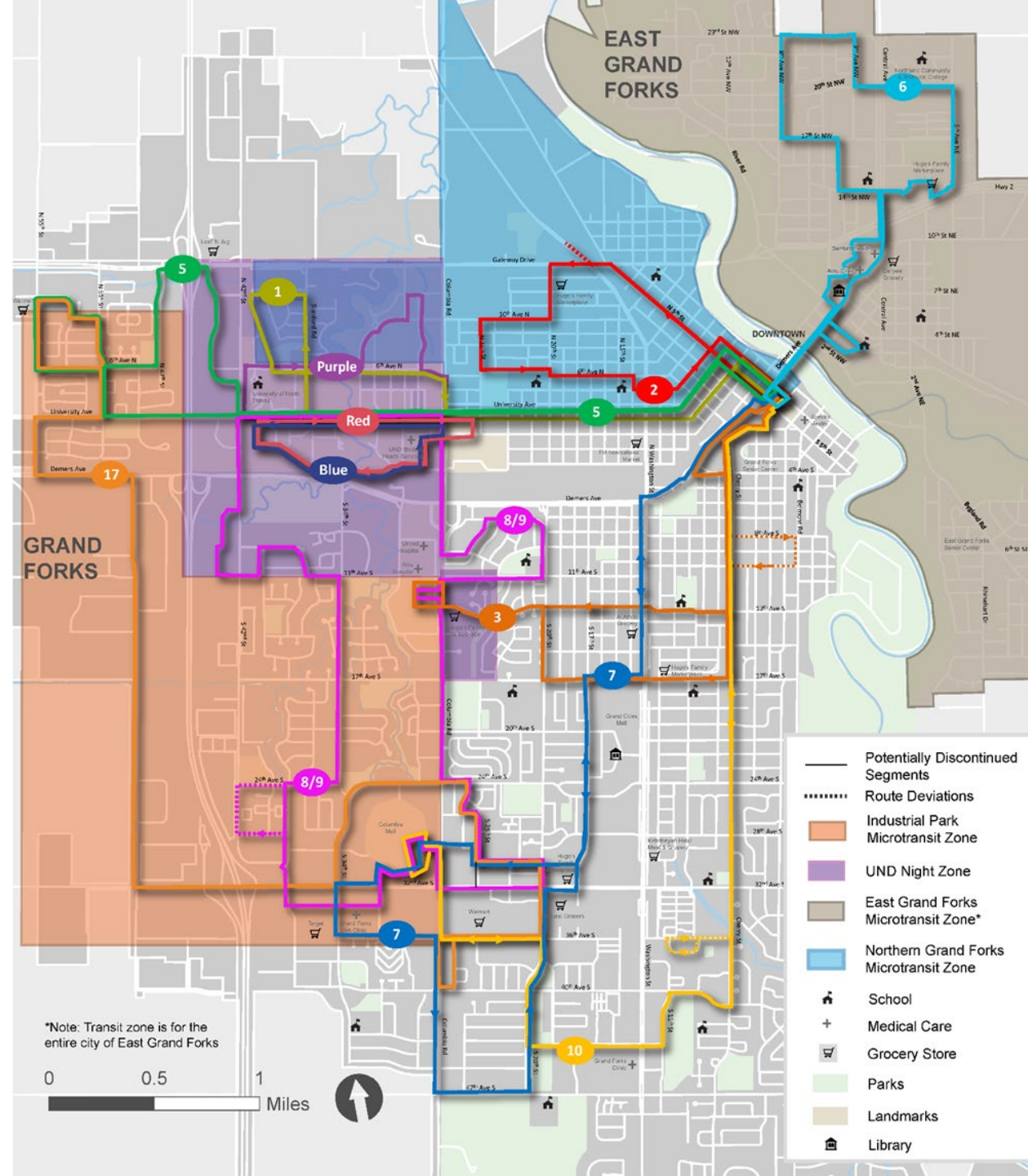
Routes 8 and 9: In the short term, Routes 8 and 9 should be combined and should provide service to the Verge apartments. In the medium term, combined Routes 8 and 9 should replace Route 13 for evening service.

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:

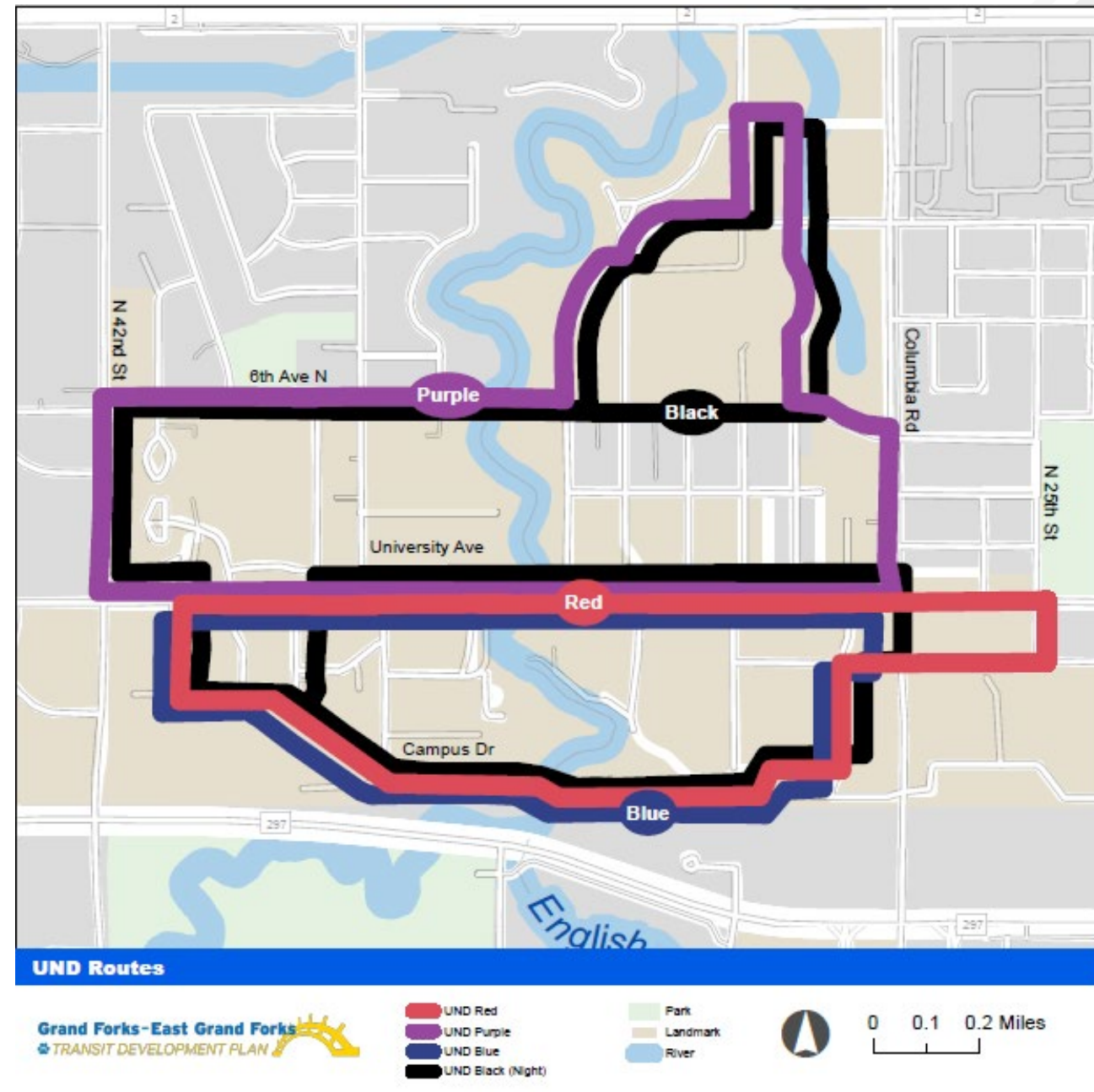
- › Short term: Maintain as is.

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
 - › East Grand Forks Planning & Zoning
- › November 21st: Preliminary Approval
 - › Grand Forks City Council
- › December 6th: Final Approval
 - › East Grand Forks City Council
- › December 7th: Final Approval
 - › Grand Forks Planning & Zoning
- › December 14th: Final Approval
 - › MPO Technical Advisory Committee
- › December 19th: Final Approval
 - › Grand Forks City Council
- › December 21st: Final Approval
 - › 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.



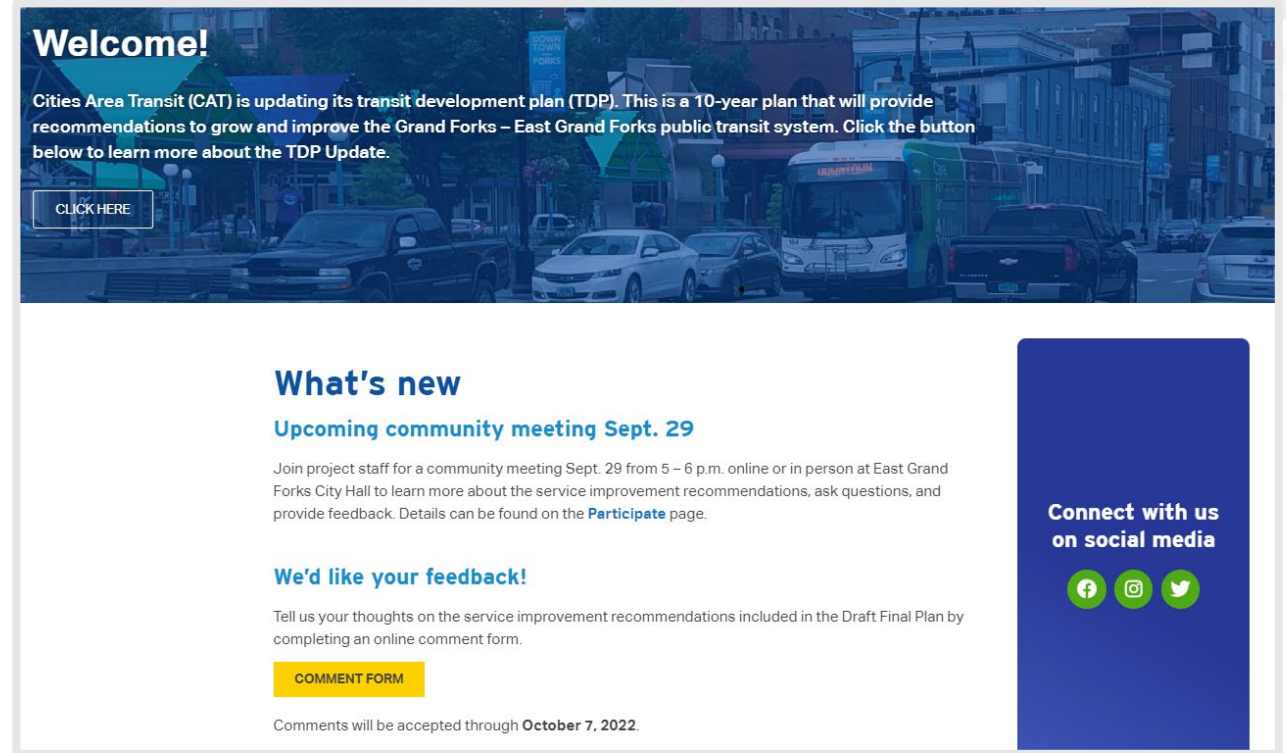
www.theforks-bikepedplan.com



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.



MPO Staff Report

Technical Advisory Committee:
December 14, 2022

MPO Executive Board:
December 15, 2022

RECOMMENDED ACTION: final approval of the Unified Planning Work Program 2023 & 2024.

TAC RECOMMENDED ACTION:

Matter of final approval of the Unified Planning Work Program 2023 & 2024.

Background:

The MPO prepares a work program listing the activities that will be accomplished with consolidated planning grant funding from the USDOT. The program is titled the Unified Planning Work Program and covers a two-year period. The MPO has prepared a new work program listing activities that will be accomplished with the federal Consolidate Planning Grant (CPG) and a planning grant from Minnesota, which helps off-set local match.

We are currently finishing up the Transit Development Plan (TDP), which is scheduled to get final approval in December of 2022. We are currently updating our Bike & Ped Plan and the Street & Highway Plan, and they will carry into the years 2023 and 2024. Often, activities “carry-over” and the budgets carry with the activity.

The MPO will pick up a few more activities in 2023 and 2024, which are outlined in the UPWP draft. There is also the Safe Streets for All planning grant we put in an application for, which we will not hear the results until the beginning of 2023. The MPO also has budgeted more time to updating internal policy and procedures of the MPO and interagency coordination.

Towards the end of 2023, we will revisit the UPWP to either confirm the activities and/or make amendments but depending on the outcome of the SS4A grant we might revisit this sooner.

Findings and Analysis

- The MPO is required to prepare a Unified Planning Work Program
- The activities are to occur over a two-year period of 2023-2024
- Limited funding beyond the “require” MPO activities (MTP, TIP, etc.) may be available
- We re-visit the second year towards the end of the first year

Support Materials:

- UPWP final draft

2023 - 2024 UNIFIED PLANNING WORK PROGRAM

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

November 2022



Grand Forks - East Grand Forks

**METROPOLITAN
PLANNING ORGANIZATION**

An aerial photograph of a winter landscape. A wide river flows through the center, with snow-covered banks and several bridges crossing it. The surrounding area is a mix of open fields and residential or commercial buildings, all under a soft, hazy sky. The image is partially obscured by a blue vertical overlay on the left side.

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.

A handwritten signature in black ink that reads "STEPHANIE HALFORD". The signature is stylized with a large, sweeping initial 'S' and 'H'.

STEPHANIE HALFORD
GF/EGF MPO EXECUTIVE DIRECTOR



GRAND FORKS/EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

2023-2024 UNIFIED PLANNING WORK PROGRAM

Stephanie Halford – Executive Director
stephanie.halford@theforksmpo.org

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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**



Preparation of this document was financed in part with Federal Funds but does not necessarily reflect the views or policies of the United States Department Of Transportation, the North Dakota Department of Transportation, or the Minnesota Department of Transportation.

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 (ADA) 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

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. This UPWP covers 2023 and 2024. The UPWP identifies the activities for the metropolitan area that involve transportation planning.

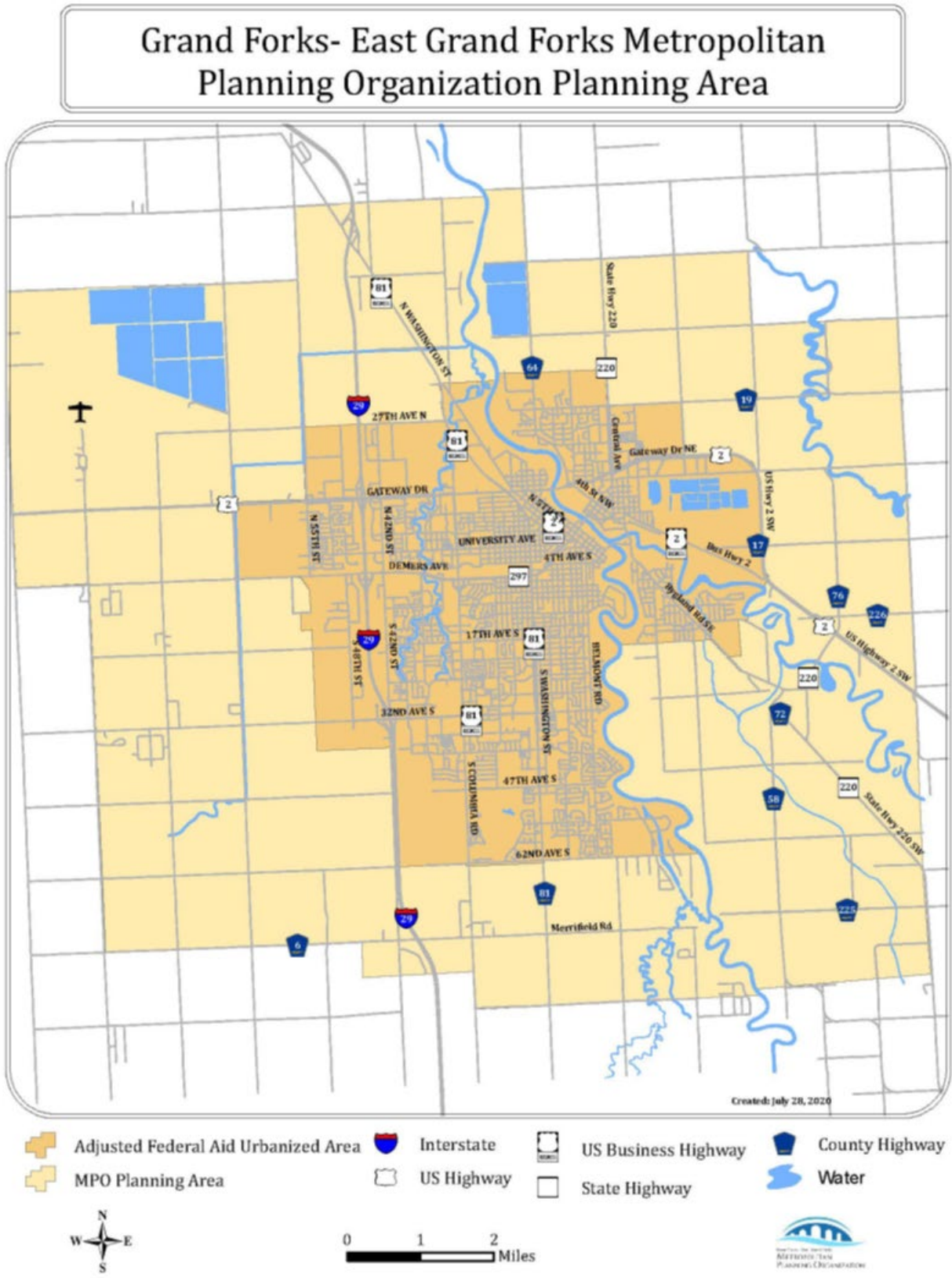
The final UPWP was developed in cooperation of the MPO, the respective state departments of transportation and local transit operators.

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.

FIGURE 1: GF-EGF MPO STUDY AREA



GF-EGF MPO REPRESENTATION

COUNTIES:

Grand Forks County, North Dakota
Polk County, Minnesota

CITIES:

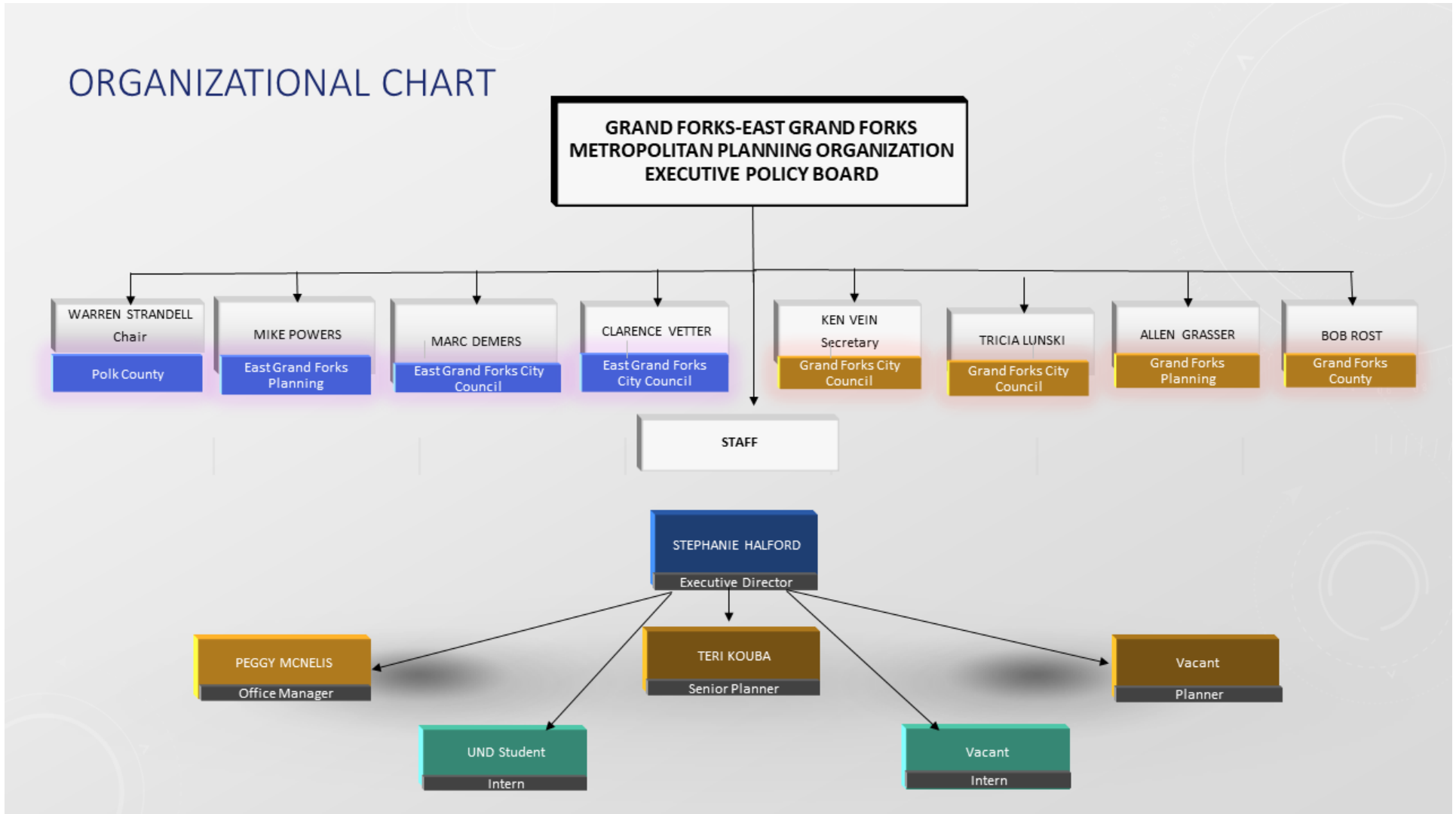
Grand Forks, North Dakota
East Grand Forks, Minnesota

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 and Figure 2 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 Organizational 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 Transit Administration – Denver |
| Anna Pierce | MnDOT-St. Paul, MN |
| Steve Gander | Mayor of East Grand Forks |
| Brandon Bochenski | Mayor of Grand Forks |

Table 4 lists the current GF-EGF MPO full-time employees (Executive Director, Senior Planner, Office Manager, and Intern). It also notes a vacant planner position and vacant intern position.

Table 4: GF-EGF MPO Employees

| Full-Time Staff Members | Titles |
|--------------------------------|--------------------|
| Stephanie Halford | Executive Director |
| Teri Kouba | Senior Planner |
| Vacant | Planner |
| Peggy McNelis | Office Manager |
| UND Student | Intern |
| Vacant | Intern |

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 8 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 disadvantaged 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. Tables 10 through 13 provide the funding sources, budgets, and cost allocation plans for Calendar Year 2023 and Calendar Year 2024.

Table 10: GF-EGF MPO 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 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% |

Percentages are rounded to the nearest tenth.

Table 12: GF-EGF MPO 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 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% |

Percentages are rounded to the nearest tenth.

Tables 14 and 15 are the budget worksheets for Calendar Years 2023 and 2024. They show the program funding breakdown, programmed projects, MPO staff hours, and consultant hours/costs.

**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 | |

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 can be found in Tables 10 through 13.

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 Outreach, 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 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 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 |

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:

The GF-EGF MPO's Financial and human resources related items are done in-house by the GF-EGF MPO's Office Manager.

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), are completed under this task.

The cost of purchasing bonding insurance for the members of the Executive Policy Board 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 end 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 monitor and track 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 MPO Directors meetings in both Minnesota and North Dakota, staff 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. MPO By-Law Update - December 31, 2024.

| | | | |
|--------------------------------|--|--------------------|-----------------------|
| Planning Factors | Economic Vitality, Safety, Accessibility & Mobility, Environment & Community, Efficiency, Preservation, Resilience & Reliability | | |
| Planning Emphasis Areas | Public Outreach, 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. Implementation and maintenance of the Public Participation Plan is an ongoing activity.
2. Assisting the NDDOT and MnDOT is done as needed.
3. Maintaining the GF-EGF MPO Website is done as needed.
4. Updating the Public Participation Plan - December 31, 2024

| | | | |
|--------------------------------|--|--------------------|-----------------------|
| 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 MPO programming needs and staff deficiencies.

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

Staff time for attendance at any approved training or educational conference or seminar will be charged to this element. Per diem and mileage costs to attend meetings listed in this element, or in either the Public Information or 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 trained 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:

Purchase, maintenance, and repair of computer equipment; purchase and maintenance of computer software; purchase of wall divider, furniture and other required parts to remodel one office into two offices.

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

1. New computer for Senior Planner
2. Computer/software upgrades as required.

The GF/EGF MPO and the City of East Grand Forks intend 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 by putting in a temporary wall and purchasing two workstations (desks/storage)

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

Products:

1. New computer(s)
2. Upgraded computers/software
3. Remodel one office into two with updated furniture/equipment

Completion Date(s):

1. Purchasing and upgrading computers is an ongoing activity
2. Purchasing and upgrading software is an ongoing activity.
3. Office Remodel and purchase of office furniture and equipment will be completed by December 31, 2023

| 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 METROPOLITAN TRANSPORTATION PLAN (MTP) 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, Bicycle and Pedestrian, and Street and Highway. These three elements are combined into an Executive Summary that constitutes the multimodal 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 MTP update began in 2021 and continues through 2023, with an expiration date of January 2024. The work that remains is to gather 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 goal statements of the MTP. From these agreed goal statements during 2023 the various elements will be melded into one multimodal long range transportation plan out to the year 2050.

2023 ANNUAL WORK PROGRAM ACTIVITIES

1. 300.11 A.T.A.C

The GF-EGF MPO pays \$10,000 annually for the North Dakota MPO Planning Support Program Master Agreement three-year contract with A.T.A.C. This agreement is renewed every three years, it will renew in October 2024.

2. 300.12 BICYCLE AND PEDESTRIAN 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 bicycle and pedestrian network, the progress towards the adopted performance targets and the development of new or further refinement of the existing planned future network.

3. 300.13 STREET AND HIGHWAY ELEMENT

A consultant was retained during the second half of 2022 to complete the street and highway element of the MTP.

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

2024 ANNUAL WORK PROGRAM ACTIVITIES

1. 300.11 A.T.A.C.

The GF-EGF MPO pays \$10,000 annually for the North Dakota MPO Planning Support Program Master Agreement three-year contract with A.T.A.C. This agreement is renewed every three years, it will be renew in October of 2024.

2. 300.12 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.

3. 300.13 Street and Highway Element

The final Street and Highway Element update document will be completed and approval will be sought in the first part of 2024.

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):

2023

1. 300.11 A.T.A.C. – On-going as required.
2. 300.12 Bicycle and Pedestrian Element - February 28, 2023
3. 300.13 Street and Highway Element - January 31, 2024

2024

1. 300.11 A.T.A.C. – On-going as required.
2. 300.12 ITS Architecture – December 31, 2024
4. 300.13 Street and Highway Element – January 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:

To continue to develop a program utilizing video detecting cameras to systematically count traffic and to evaluate, on a monthly basis, conformance of proposed development with existing metropolitan plans and roadway design standards and policies.

Proposed Work:

1. **300.21: A.T.A.C. Traffic Counting Program**

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

2. **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 Street and Highway Plan, Bicycle and Pedestrian Plan, and the Transit Development Plan.

Products:

1. 300.21: A.T.A.C. Traffic Counting Program – 2023/2024.
2. 300.22: Corridor Preservation – a location map of the monthly plan review.

Completion Date(s):

1. 300.21: A.T.A.C. Traffic Counting Program – 2023/2024 - Ongoing activity.
2. 300.22: Corridor Preservation - 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 multimodal Transportation Improvement Plan (TIP) 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 Unified Planning Work Program (UPWP).

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 (STIP). The 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. On-going 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 |
| | \$20,000.00 | 0 | \$0.00 |
| 2024 Task Effort | Total Cost | Staff Hours | Consultant Fee |
| | \$20,000.00 | 150 | \$10,000.00 |

300.5 SPECIAL STUDIES

Objective:

1. 300.51: Future Bridge

A future Bridge Impact Study was started in 2020 and 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 inner-city Bridge and/or a bridge at Merrifield continue to be considered.

2. 300.52: Policy and Procedure Updates

The GF-EGF MPO has a few Policy and Procedures and Manuals that need to be updated.

3. 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.

4. 300.54: Grand Valley Study

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

5. 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. 300.51: Future Bridge - Ongoing activity.
2. 300.52: Policy and Procedure Updates - Ongoing activity.
3. 300.53: Safe Streets For All (SS4A) - To be determined.
4. 300.54: Grand Valley Study - December 31, 2023
5. 300.55: Micro Transit Study - 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:

1. 300.61: Annual Performance Report 2023/2024

To prepare an annual 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.

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

Completion Date(s):

1. 300.61: Annual Performance Report 2023/2024 - December 31, 2023/2024.
2. 300.62: Data Collection - 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 prove 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 2024

3.

The GF-EGF MPO has been programming these new aerial photos on a cycle of every three-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. Integrated GIS – Ongoing activity
2. Area-wide aerial photos - August 31, 2024
3. Additional transportation and land use planning applications – Ongoing activity

| | | | |
|--------------------------------|--|--------------------|-----------------------|
| 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
NORTH DAKOTA FTA AND PL
FUNDS CONTRACT AND
CERTIFICATION OF LOCAL
MATCH

MEMO TO: Ronald J. Henke
Director

FROM: Wayne A. Zacher, P.E.

DATE: 12/06/2022

SUBJECT: 38221624: Grand Forks-East Grand Forks MPO 2023-2024 UPWP
Contract

This is the two-year contract between NDDOT and Grand Forks-East Grand Forks Metropolitan Planning Organization. This contract coincides with the MPO's two-year Unified Planning Work Program.

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

If there are any questions, contact Wayne Zacher at (701)328-4828.

38/waz

Contract Routing:

Stacey Hanson;

Paul Benning;

Shannon Sauer;

Stephanie Halford, MPO Executive Director;

MPO Policy Board Chairperson;

MPO Witness;

Wayne Zacher;

Clint Morgenstern;

NDDOT DDE; DDP; or Director???

Stacey Hanson

**North Dakota Department of Transportation
METROPOLITAN PLANNING ORGANIZATION AGREEMENT**

Federal Award Information – to be provided by NDDOT

CFDA No.: 20.205, 20.505

CFDA Title: Highway Planning & Construction, Metropolitan Transportation Planning & State & Non-Metropolitan Planning & Research

Award Name: Federal-Aid Highway Program

Awarding Federal Agency: Federal Highway Administration (FHWA), Federal Transit Administration (FTA)

Pass-through entity: North Dakota Department of Transportation (NDDOT)

NDDOT Program Mgr.: Zacher, Wayne A. Telephone: 701-328-4828

Subrecipient/LPA Name:

Subrecipient DUNS No.:

Federal Award Identification No. (FAIN):

Federal Award Date:

Subaward Period of Performance Start & End Date:

Subaward Budget Period Start & End Date:



Amount of Federal Funds Obligated by this action: \$

Total Amount of Federal Funds Obligated: \$

Total Federal Award: \$

Federal Award Project Description:

Research and Development Activities:

Indirect Cost Rate (ICAP):

Notice to Subrecipients: Federal awards may have specific compliance requirements. If you are not aware of the specific requirements for your award, please contact your NDDOT Program Manager.

**Entity: Grand Forks-East Grand Forks Metropolitan Council of Governments
Description: Unified Planning Work Program
Duration: 2023-2024**



CLA 1029 (Div. 38)

This agreement is entered into by and between the State of North Dakota, acting through its Director of Transportation, hereinafter referred to as NDDOT, whose address is 608 East Boulevard Avenue, Bismarck, North Dakota 58505-0700, and Grand Forks-East Grand Forks Metropolitan Planning Organization, hereinafter referred to as the Contractor, whose address is PO Box 5200, Grand Forks, North Dakota 58206-5200.

WHEREAS, Federal Law 23 U.S.C., Section 104, has provided Section 5303 and Section 5304 Federal Transit Administration (FTA) and PL Federal Highway Administration (FHWA) funding hereinafter referred to as Consolidated Planning Grant (CPG) funds, for the purpose of transportation planning in urbanized areas to be administered by NDDOT, and

WHEREAS, the Contractor has been designated by the Governor of North Dakota as an eligible recipient of CPG funds, and

WHEREAS, the Contractor has prepared and approved a Unified Planning Work Program (UPWP) in accordance with the guidelines set forth by the FHWA and FTA for utilization of available CPG funds.

NOW, THEREFORE, in consideration of the mutual covenants herein set forth, NDDOT and the Contractor agree as follows:

Scope of Work: The Contractor shall perform those tasks and activities as outlined in the Contractor's UPWP and approved by NDDOT, FHWA, and FTA, a copy of which is attached hereto and made a part hereof. The Contractor shall follow NDDOT policies and procedures, as outlined in the NDDOT Local Government Manual, in the completion of the Contractor's UPWP.

Period of Performance: The period of performance will be from January 1, 2023 to December 31, 2024. NDDOT will notify the Contractor of the commencement date by letter.

Costs: NDDOT shall reimburse the Contractor 80 percent of all eligible costs as presented in the budget section of the UPWP, up to the maximum amount stated. The Contractor shall provide the remaining 20 percent and all cost overruns from non-federal funds. Budget transfers among cost categories shall comply with 2 CFR 200. The Contractor shall provide monthly billing to NDDOT. To be eligible, costs must be limited to those costs that are allowed under federal regulations (2 CFR 200), and must be submitted within 60 days of the termination of this agreement. Reimbursement will be predicated on availability of federal funds.

Payments: The Contractor will make all contract payments. No costs will be incurred by NDDOT for this project. NDDOT will reimburse the Contractor for the federal aid eligible amount. Payment will be made upon receipt of the Contractor's request for reimbursement.



CLA 1029 (Div. 38)

Terms Extending Beyond Biennium: Payments by NDDOT beyond the current state biennium shall be contingent on sufficient funds being appropriated by the federal government for NDDOT. In the event of insufficient appropriations, NDDOT may give a minimum of 30 days' notice to terminate this agreement/contract and have no further obligation to the Contractor.

Records: The Contractor shall maintain all accounting and project records NDDOT may require. Such records shall be made available to NDDOT and the federal government for inspection and audit during the agreement term and for three years after the closure of the consolidated planning grant, unless any litigation, claim, or audit is started before the expiration of the three years, in which case the records shall be retained until such action is satisfied.

Records Inspection: NDDOT, FHWA and FTA shall at all times during the agreement and for three years after closure of the consolidated planning grant be permitted to inspect the work and have access to all books, records, correspondence, instructions, receipts, vouchers, and memorandum pertaining to the work hereunder and copies thereof shall be furnished when requested.

Subcontracting: The Contractor shall not assign any portion of the work under this agreement, execute any contract, or obligate itself in any manner with a third party with respect to its rights and responsibilities to this agreement without written consent of NDDOT. Any agreement with a subcontractor does not create a contractual relationship between the NDDOT and the subcontractor.

Assignments: The Contractor shall not assign nor transfer the Contractor's interests or duties under this agreement without the express written consent of the state.

Procurement - Property Management: The Contractor shall adhere to 2 CFR 200 when procuring services, supplies, or equipment, which are incorporated into this agreement by reference and are available from NDDOT.

Termination:

- a. This contract may be terminated by mutual consent of both parties, or by either party upon 30 days' notice, in writing, and delivered by certified mail or in person.
- b. In addition, NDDOT may terminate this contract effective upon delivery of written notice to the Contractor, or at such later date as may be established by NDDOT, under any of the following conditions:
 - i. If NDDOT funding from federal, state, or other sources is not obtained and continued at levels sufficient to allow for purchase of the indicated quantity of services. The contract may be modified by agreement of the parties in writing to accommodate a reduction in funds.
 - ii. If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or



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appropriate for purchase under this contract or are no longer eligible for the funding proposed for payments authorized by this contract;

- iii. If any license or certificate required by law or regulation to be held by the Contractor to provide the services required by this contract is for any reason denied, revoked, or not renewed;

Any such termination of this contract under (i), (ii), or (iii), above, shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

- a. NDDOT, by written notice to the Contractor, may terminate the whole or any part of this agreement:
 - i. If the Contractor fails to provide services called for by this contract within the time specified herein or any extension thereof; or
 - ii. If the Contractor fails to perform any of the other provisions of this contract, or so fails to pursue the work as to endanger performance of this contract in accordance with its terms, and after receipt of written notice from NDDOT, fails to correct such failures within ten days or such longer period as NDDOT may authorize.

Amendments: The terms of this agreement shall not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instrument signed by the parties.

Civil Rights: Appendices A and E of the Title VI Assurances, attached, are hereby incorporated into and made a part of this agreement.

Nondiscrimination – Compliance with Laws: The Contractor agrees to comply with all applicable laws and rules, including, but not limited to, those relating to nondiscrimination, accessibility, and civil rights.

Disadvantaged Business Enterprise: In the performance of this agreement, the Contractor shall cooperate with NDDOT in meeting its commitments and goals with regard to the maximum utilization of disadvantaged business enterprises, and will use its best efforts to ensure that disadvantaged business enterprises shall have the maximum practical opportunities to compete for subcontract work under this agreement. The Contractor shall comply with the requirements of 49 CFR Part 26.

The Contractor shall not discriminate on the basis of race, color national origin, or sex in the award and performance of any USDOT assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Contractor shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts. NDDOT's DBE program, as required by 49 CFR Part 26 and as approved by USDOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the



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Contractor of its failure to carry out its approved program, the USDOT may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et. seq.)

The Contractor will include the following paragraph verbatim in any subcontracts they sign relative to this project:

The Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of USDOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the NDDOT deems appropriate.

Prompt Payment: Payment of invoices by the Contractor shall be within 20 days of Receipt, as required for NDDOT's DBE program.

Disability: The contractor shall ensure that no qualified disabled individual, as defined in 29 U.S.C. 794 and 49 C.F.R. Part 27 shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance under this agreement.

Audits: Audits must be in accordance with Subpart F, 2 CFR 200. The Contractor shall submit copies of audits covering the term of this agreement to NDDOT. This requirement is applicable to counties, cities, metropolitan planning organizations, state agencies, Indian tribes, colleges, hospitals, and non-profit businesses.

Conflicts of Interest: No official or employee of a state or any other governmental instrumentality who is authorized in his official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting or approving any contract or subcontract in connection with a project shall have, directly or indirectly, any financial or other personal interest in any such contract or subcontract. No engineer, attorney, appraiser, inspector, or other person performing services for a state or a governmental instrumentality in connection with a project shall have, directly or indirectly, a financial or other personal interest, other than his employment or retention by a state or other governmental instrumentality, in any contract or subcontract in connection with such project. No officer or employee of such person retained by a state or other governmental instrumentality shall have, directly or indirectly, any financial or other personal interest in any real property acquired for a project unless such interest is openly disclosed upon the public records of NDDOT and of such other governmental instrumentality, and such officer, employee, or person has not participated in such acquisition for and in behalf of the state.

Indemnification: The Risk Management Appendix, attached, is hereby incorporated and made a part of this agreement.



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Debarment Clause: The Contractor is advised that his or her signature on this agreement certifies that the company or any person associated therewith is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency; has not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the past three years; and has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction on any matter involving fraud or official misconduct within the past three years.

Governing Law and Venue: Notwithstanding any rules regarding the choice of law or venue, it is agreed by the parties that this contract shall be governed by and construed in accordance with applicable federal law and the laws of the state of North Dakota, at the time this contract was executed. All disputes arising from this agreement shall be brought in the South Central District Court of the state of North Dakota.

Merger and Waiver: This agreement constitutes the entire agreement between the parties. No waiver, consent, modification, or change of terms of this agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification, or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this agreement. The Contractor, by the signature below of its authorized representative, hereby acknowledges that the Contractor has read this agreement, understands it, and agrees to be bound by its terms and conditions.

Ownership of Work Product: All work products and copyrights of the contract, which result from this contract, are the exclusive property of NDDOT, with an unlimited license for use by the federal government and its assignees without charge.

Notice: All notices, certificates, or other communications shall be sufficiently given when delivered or mailed, postage prepaid, to the parties at their respective places of business as set forth below or at a place designated hereafter in writing by the parties.

North Dakota Dept. of Transportation

Local Government Division

608 East Boulevard Avenue

Bismarck, ND 58505-0700

Additional Federal Clauses: The Contractor must comply with all provisions in Appendix B, which is attached and incorporated by reference herein.



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EXECUTED the date last below signed.

WITNESS:

CONTRACTOR:

NAME (TYPE OR PRINT)

NAME (TYPE OR PRINT)

SIGNATURE

SIGNATURE

DATE

*

TITLE

DATE

APPROVED as to substance by:

NORTH DAKOTA DEPARTMENT OF
TRANSPORTATION:

LOCAL GOVERNMENT ENGINEER (TYPE OR PRINT)

DIRECTOR (TYPE OR PRINT)

SIGNATURE

SIGNATURE

DATE

DATE

* Policy Board Chairperson

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L.D. Approved 10-28-14; 1-22



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CERTIFICATION OF LOCAL MATCH

It is hereby certified that the _____ 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:

Executed at _____, North Dakota, the last date below signed.

ATTEST:

APPROVED:

MPO (TYPE OR PRINT)

Contractor of _____

SIGNATURE

NAME (TYPE OR PRINT)

DATE

SIGNATURE

*

TITLE

DATE

*Policy Board Chairperson



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**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 successors 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 leases 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 the 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.



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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.*), (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 USC § 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);
- Titles 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 C.F.R. 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 sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination 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, and 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 discriminating because of sex in education programs or activities (20 U.S.C. 1681 *et seq.*).



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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 attorneys' 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 **\$375,000 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 07-22

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, or 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 nondiscrimination 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 202 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 the 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 nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this 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.

Appendix B

- (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 noncompliance: *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 “federally 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. 339), 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 regulatory authority other than Executive Order 12549.

Byrd Anti-Lobbying Amendment - 2 CFR Part 200 Appendix 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 any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

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

NDDOT TITLE VI ASSURANCES

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 AND RISK
MANAGEMENT APPENDIX

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

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 AND
CERTIFICATION OF
RESTRICTIONS ON LOBBYING

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 formal 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 eighty (180) days following the date of the alleged discriminatory occurrence.

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

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.

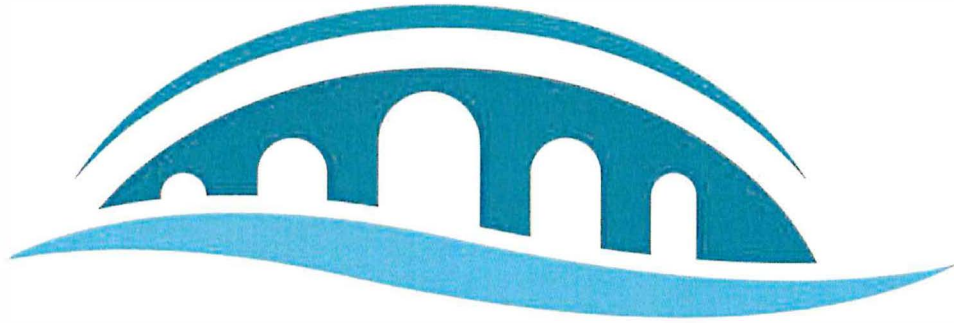
Executed this _____ day of _____, 2022

By

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

APPENDIX F

GF-EGF MPO SELF- CERTIFICATION PLAN



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

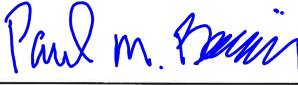
Chairman

Title

August 17, 2022

Date

North Dakota Department of
Transportation


Signature

Local Government Director

Title

August 18, 2022

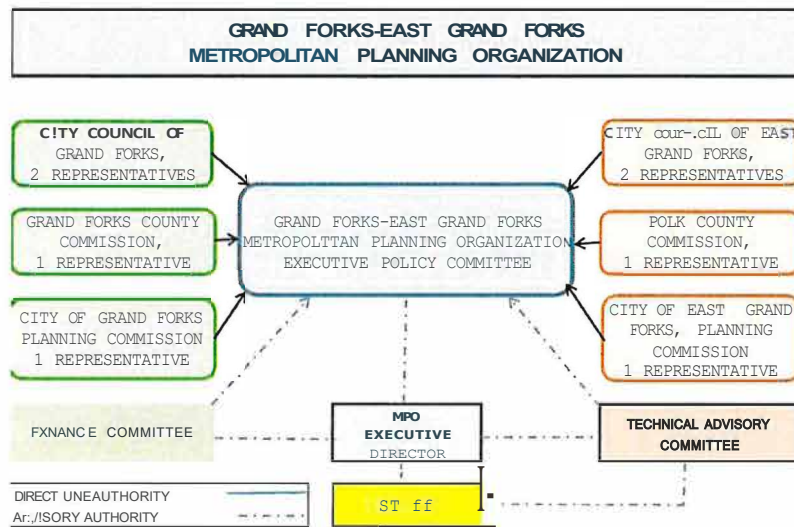
Date

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.theforksmpo.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 TOP 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 TOP also provide the framework for MPO requirements of **Coordinated Public Transit Human Services Transportation Plan** (included as part of TOP 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 ND DOT 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

MnDOT CHECKLIST

Minnesota MPO Unified Planning Work Program Checklist

MPO: _____ UPWP website: _____

MPO Contact name: _____ Phone: _____ Email: _____

UPWP time period: _____ to _____

The table below identifies information that should be covered by the MPO’s Unified Planning Work Program (UPWP). UPWPs are regulated under 23 CFR 450.308, 23 CFR 420, and FTA Circular C8100.1D. Complete the requested information as applicable.

| Regulatory Citation <small>(23 CFR, except when noted otherwise)</small> | Key Item | Review Guidance / Description | Included in UPWP? | If yes, which page(s)? | Comments |
|--|-----------------|--|--------------------------|-------------------------------|-----------------|
| 420.111 | Cover Page | Include MPO name | Yes / No | | |
| | | Include calendar years covered by the UPWP | Yes / No | | |
| 450.308(c) | Title Page | Include MPO name | Yes / No | | |
| | | Include calendar years covered by the UPWP | Yes / No | | |
| | | Identify MPO contact person, including name, phone number and email address | Yes / No | | |
| | | Identify the agencies providing funds for the UPWP; Option to include agency logos for easier identification | Yes / No | | |
| | | Include a USDOT disclaimer noting that the document was prepared with federal funds but does not reflect the views or policies of the United States Department of Transportation | Yes / No | | |
| Best practice | Introduction | Include a table of contents | Yes / No | | |
| | | Include a fully executed MPO resolution approving the UPWP | Yes / No | | |
| | | Include a fully executed federal self-certification document | Yes / No | | |

| Regulatory Citation (23 CFR, except when noted otherwise) | Key Item | Review Guidance / Description | Included in UPWP? | If yes, which page(s)? | Comments |
|---|---------------------------------|---|--------------------------|-------------------------------|-----------------|
| Best practice | Map | Include a map showing MPO urbanized boundary and the Planning Area boundary | Yes / No | | |
| Best practice | Staff | List primary MPO staff by name and title | Yes / No | | |
| Best practice | MPO membership | List of all policy board members, including names and affiliations | Yes / No | | |
| | | List of all technical advisory members, including names and affiliations | Yes / No | | |
| | | List of all technical committee(s) members, including names and affiliations (i.e., bicycle and pedestrian or harbor committees) | Yes / No | | |
| 450.308(b) | Previous year's accomplishments | Summarize the MPO's previous year's accomplishments. This may include major studies completed, number of TIP/MTP amendments, Title VI and environmental justice related activities etc. | Yes / No | | |
| Best practice | Meetings | List all proposed policy board meeting dates | Yes / No | | |
| | | List all proposed technical advisory committee and all technical committee meeting dates | Yes / No | | |
| | | Include a note that meeting dates are subject to change | Yes / No | | |
| 450.308(c) | Federal Planning Factors | Discuss the planning priorities for the MPO and the ten federal planning factors | Yes / No | | |
| 450.308(c); 420.111(b)(1) | Funding | Include a summary budget table which identifies participating agencies with respective funding commitments by task with line and column totals | Yes / No | | |
| | | Include a funding source table which lists current funding by program source for each task with totals | Yes / No | | |
| | | Include a funding summary table that shows: federal share by type of fund, matching rate by type of fund, state and/or local matching share, and other state and local funds | Yes / No | | |

| Regulatory Citation (23 CFR, except when noted otherwise) | Key Item | Review Guidance / Description | | Included in UPWP? | If yes, which page(s)? | Comments |
|--|--|--|--|-------------------|------------------------|----------|
| 420.113 | Eligible Expenses | Include a cost allocation plan or link to MPO's cost allocation plan | | Yes / No | | |
| | | Ensure all costs are eligible under the Metropolitan Planning funds | | Yes / No | | |
| 450.308(c); 450.308(c); 420.111(b)(1) | Work Plan Elements Best practice examples: <ul style="list-style-type: none"> • Portland, OR - Oregon Metro 2022 UPWP • Omaha, NE - MAPA FY2021 UPWP • Southeastern Wisconsin MPO - SEWRPC 2022 Overall Work Program | Task Identification | Include task number and title | Yes / No | | |
| | | Purpose | Discuss the purpose of the work element and/or individual work item/activity with at least two objectives | Yes / No | | |
| | | Description | Include a brief description of each individual work item/activity in sufficient detail to indicate who (e.g., MPO, State, public transportation operator, local government, or consultant) will perform the work | Yes / No | | |
| | | Final product(s) | Identify in sufficient detail the resulting products | Yes / No | | |
| | | Hours | Estimate the number of hours for work activities | Yes / No | | |
| | | Schedule | Include insufficient detail the schedule for completing the work (i.e., estimated milestone or benchmark dates as well as end dates) | Yes / No | | |
| | | Funding | <ul style="list-style-type: none"> • In sufficient detail estimate the proposed funding by major activity and task • In sufficient detail to indicate a summary of the total amounts and sources of Federal and matching funds | Yes / No | | |

| Regulatory Citation (23 CFR, except when noted otherwise) | Key Item | Review Guidance / Description | | Included in UPWP? | If yes, which page(s)? | Comments |
|---|---------------------------------------|---|---|-------------------|------------------------|----------|
| | | | <ul style="list-style-type: none"> A description of work to be accomplished and cost estimates by activity or task | | | |
| | | Completion date | Identify the anticipated completion date or note if ongoing activity; identify previous work if task is a continuing item | Yes / No | | |
| 450.316 | Public Participation | Ensure work program follows MPO's public participation plan | | Yes / No | | |
| | | Ensure work program elements include public participation components that are compliant with 23 CFR 450.316 | | Yes / No | | |
| | | Ensure document is publicly accessible | | Yes / No | | |
| Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq. | Title VI | Ensure work program includes Title VI requirements | | Yes / No | | |
| Executive Order 13166 | Language Access Plan | Ensure document complies with Limited English Proficiency requirements | | Yes / No | | |
| Americans with Disabilities Act Title II | ADA compliance | Ensure document is accessible | | Yes / No | | |
| IIJA – new ruling | 2.5% Safe & Accessible Fund set-aside | Identify Safe & Accessible Transportation Option set-aside activities are This needs to account for a minimum of 2.5% of the MPO federal funds | | Yes / No | | |

MPO comments:

APPENDIX H

GF-EGF MPO 2022 MID-YEAR REPORT



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.

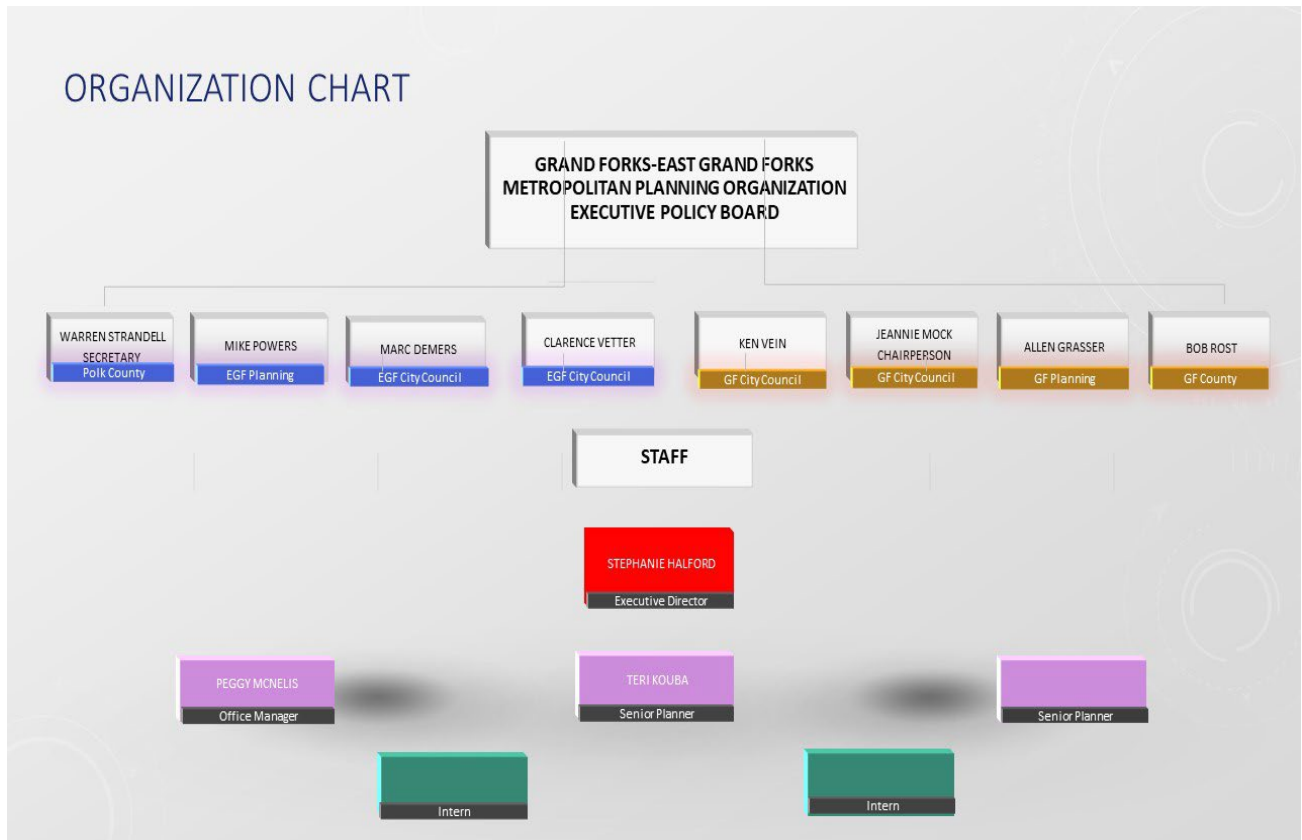
ORGANIZATIONAL STRUCTURE

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.

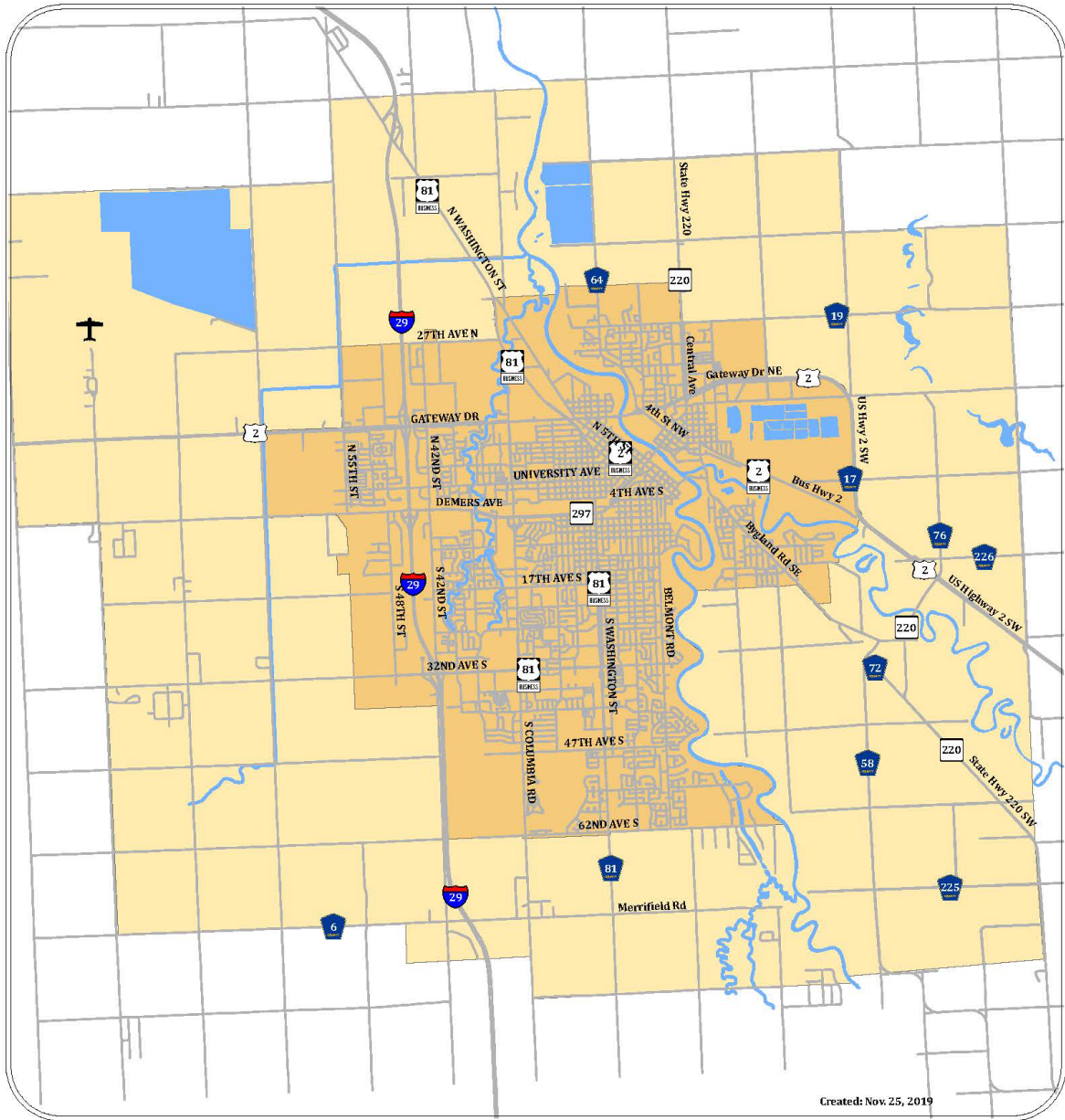
Membership on the Policy Board is voluntary; however, through the years all jurisdictions have continued to actively participate in the organization because of the benefits yielded by the multi-jurisdictional cooperation.

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



Created: Nov. 25, 2019

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

0 1 2
Miles

Overcoming Barriers Strengthening Connections

Grand Forks - East Grand Forks
Metropolitan Planning Organization

Ensuring Opportunities Planning Our Community

Planning, Engineering, Architecture, and Environmental Services

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 | \$86,935 | \$0 | \$75,101 | \$10,200 | \$336,752 |
| | | | | | | | 1765 | 1780 | 0 | 1765 | 850 | 6160 |

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, \$49,593.22 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:
December 14, 2022
MPO Executive Board:
December 15, 2022

RECOMMENDED ACTION: Approve priorities of the Grand Forks Cities Area Transit 5310 Grant application with the priority order given and Grand Forks City Council Approval.

TAC RECOMMENDED ACTION:

Matter of Approval of priorities of the Grand Forks Cities Area Transit FTA #5310 Grant application.

Background:

The 5310 program focuses on funding to Elderly and Individuals with Disabilities. Projects can be submitted by public transit providers, nonprofit agencies, social service agencies and others. All projects must show consistency with the locally adopted Human Services Public Transportation Coordination Plan in the current TDP. Those other than the public transit provider need to go through the transit agency in their area. CAT is looking at a funding request of \$67,184.

CAT 5310 funding request includes the following projects in priority order:

1. **Mobility Manager:** The Mobility Manager serves as a regional transit coordinator and is responsible for planning, marketing, education, and outreach for Cities Area Transit. The Mobility Manager provides bus training for senior citizens and persons with disabilities and is the agency contact for local human service providers. The total cost for the Mobility Manager position (wages and benefits) is \$83,981. CAT is requesting \$67,184 in Section 5310 funding; the 20% local match of \$16,797 will be paid out of the Grand Forks City Public Transportation budget.

ND FTA #5310 Summary Table

| 5310 Funding Requests | | | | |
|-----------------------|------------------|----------------------|-------------------------|-------------|
| Ranking | Project | Estimated Total Cost | Requested Federal Funds | Local Match |
| 1 | Mobility Manager | \$83,981 | \$67,184 | \$16,797 |
| | | | | |

Findings and Analysis:

- In the TDP, the Coordinated Human Service Transportation section emphasizes the need for marketing and education. This work falls under the Mobility Manager's responsibilities.

Support Materials:

- CAT Staff reports
- Section 5310 Application



City of Grand Forks

Staff Report

Committee of the Whole – November 28, 2022

City Council – December 5, 2022

Agenda Item: North Dakota Section 5310 Funding Application for 2024 Funds

Submitted by: Dale Bergman, Public Transportation Division Director

Staff Recommended Action: Approve Cities Area Transit (CAT) application for North Dakota Section 5310: Enhanced Mobility of Seniors and Individuals with Disabilities in the amount of \$67,184.

November 28, 2022 – Committee Recommended Action:

December 5, 2022 – Council Action:

BACKGROUND:

The North Dakota Department of Transportation (NDDOT) has released a notice of funding availability and request for applications for Section 5310: Enhanced Mobility of Seniors and Individuals with Disabilities program for 2023 – 2024 funds. Staff recommends approval of the Section 5310 Federal funding request of \$67,184 and budget amendments needed upon award.

ANALYSIS AND FINDINGS OF FACT:

- The Section 5310 funding request includes the following projects in priority order:

- 1. Mobility Manager Position**

The Mobility Manager serves as the regional transit coordinator and is responsible for planning, marketing, education and outreach for Cities Area Transit. The Mobility Manager provides bus training for senior citizens and persons with disabilities and is the agency contact for local human service providers. The total cost for the Mobility Manager position (wages and benefits) is \$83,981. CAT is requesting \$67,184 in Section 5310 funding; the 20% local match of \$16,797 will be paid out of the City's Public Transportation budget.

SUPPORT MATERIALS:

- Section 5310 Funding Application

NORTH Dakota | Transportation

Be Legendary.™

| FY2024 - Section 5310 – Enhanced Mobility of Seniors & Individuals with Disabilities | |
|--|---|
| Agency Name | City of Grand Forks Cities Area Transit (CAT) |
| Agency Contact | Dale Bergman Phone: 701-746-2590 |
| Unique Entity ID # | 071347249 |

Section 5310, Enhanced Mobility of Seniors and Individuals with Disabilities Program aims to **improve mobility for seniors and individuals with disabilities** by removing barriers to transportation service and expanding transportation mobility options. Under 49 U.S.C. 5310 funding provides financial assistance for capital purchases and operating assistance for transportation services planned, designed, and carried out to meet the special transportation needs of older adults and persons with disabilities in all small urban and rural areas. The program requires coordination of federally assisted programs and community services to make the most efficient use of federal resources.

The entire Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program is further explained in FTA Circular 9070.1G, located on the FTA website at:

https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/C9070_1G_FINAL_circular_4-20-15%281%29.pdf

Please Note:

- Capital project requests for ADA vehicles will require a minimum of **15% Local Match**. All other capital project requests will require a minimum of **20% Local Match**.
- Mobility Manager salary is a capital project expense and requires a minimum of **20% Local Match for Section 5310 annual apportionment funds**.
- Assets purchased with Federal Funds must be maintained and inventoried through a Transit Asset Management (TAM) Plan.
- As with most Federal Assistance Programs, Section 5310 is designed as a reimbursement program. Your agency should be prepared to pay for expenses upon delivery/acceptance and then request reimbursement from NDDOT.
- If you are awarded a Section 5310 project, your agency will be required to report a number of performance measures, at least annually, to NDDOT. Information required to report may include, but not limited to the following:
 - The number of 5310 one-way trips;

- The number of 5310 vehicles you have in service; and
- 5310 ridership demographics.
- If requesting a replacement vehicle, the vehicle listed must have met FTA/NDDOT Useful Life. However, regardless of useful life having been met, federal interest remains until the value of the vehicle or equipment falls below \$5,000.
- If you receive \$750,000 from any federal source, you are required to have a Single Audit per 2 CFR 200 Subpart F.
- Vehicles may be used to provide meal delivery service for homebound persons on a regular basis in conjunction with passenger transportation. Delivery service **must not** conflict with the provision of transit services or result in reduced service to transit passengers.
- Federal Funds awarded for vehicles will only be awarded for ADA vehicles requests.
- Prior to contracting, your agency must have a completed FY 2023 FTA Certifications and Assurances uploaded in BlackCat.
- Prior to contracting, your agency must be active in the System of Award Management (SAM.gov).
- All applications are due **December 30, 2022, 12:00pm CDT**. Late and/or incomplete applications may be subject to a penalty percentage reduction of requested amount or may be eliminated from funding consideration.
- The NDDOT Transit Staff is available to provide guidance and answer any questions on the application process. E-mail: bhanson@nd.gov, dkarel@nd.gov, or jsmall@nd.gov.

General Information

1. Provide a detailed description of the transportation services your agency currently provides for seniors and individuals with disabilities, and any plans for increasing services, expanding service area and increasing ridership. (include days and hours of service, fare structure, total vehicles in service, type of service being provided, transportation provided to what counties and communities in your service area, etc.).

CAT provides fixed route and paratransit service in the city of Grand Forks, ND. CAT also has a contract to provide public transit services in the city of East Grand Forks, MN. CAT services operate within the city limits of Grand Forks and East Grand Forks from 6 am to 10 pm Monday through Friday and 8 am to 10 pm Saturdays. The adult fare for fixed route is \$1.50, \$0.75 for students, and \$0.60 for seniors, persons with disabilities, and Medicare card holders. The one-way fare for paratransit is \$3.00. CAT plans to begin operating additional services on the University of North Dakota campus this year. This, along with restructured routing, will serve to increase ridership over the next five years.

2. Explain where in your current 3-5 Year Plan this project(s) is specifically stated (list section and page number(s)). Your current plan must be uploaded into BlackCat Resources.

Yes List section and page number(s): This request is important to continue the Mobility Management Program. This need for a Mobility Manager position was introduced in the 2009 Coordinated Plan and again in the 2012 and 2017 updates. The current plan calls for "targeted mobility management and niche marketing materials" on page 6-15.

No (Applicant must provide an explanation)

3. What percentage of change in ridership has your agency experienced in the since the last application? Provide a brief explanation of the reason for the change in ridership.

- Increase
- Decrease

4. List all existing public transportation providers operating in your service area.

CAT is the only urban transit provider. There is a rural provider from Minnesota that does service into the urban area as do other service provides from North Dakota such as Pembina County Transit, Welch County Transit, Caviler County Transit, and Devils Lake Transit.

5. Are you the lead transit provider in your area? If not, what is the relationship of your program(s) to other transportation providers?

- Yes
- No

6. Please describe the need for transit service in your area for seniors and individuals with disabilities? Why does this need exist? How have you determined this need? How will the proposed project address this need for service?

Grand Forks is a hub in the northeast region of North Dakota. The CAT system serves a wide variety of users – seniors, persons with disabilities, youth, New Americans, college students, adults, etc. There is a need to expand services to reach developing areas of the community. Grand Forks is growing to the south and to the west, where there is limited or no fixed route service available. The Mobility Manager helps users and agencies access transportation services through education, outreach, and travel training. By promoting and educating the community on fixed route service, pressure is relieved on paratransit. This is especially important as public transit strives to meet the demand of the aging population.

7. Provide a description of how you market the transportation program and to whom in the box below.

CAT services are marketed through outreach efforts, the CAT website, print materials, social media, and radio ads.

Ridership and Fleet Information

- *Report actual ridership numbers, miles and hours for SFY2022 & 2021.**
- *Enter current fleet information below.**
- *Current fleet and mileage information MUST be also be updated in BlackCat Inventory.**

| | SFY2022 - Ridership and Fleet Information | SFY2021 - Ridership and Fleet Information |
|---|---|---|
| Number of Annual Ridership (Trips) Provided | 229,171 YTD | 206,287 YTD |
| Number of Annual Revenue Hours | 50,801 YTD | 57,507 YTD |

| | | |
|--------------------------------|-------------|-------------|
| Number of Annual Revenue Miles | 460,644 YTD | 562,374 YTD |
| Number of Vehicles in Fleet | 26 | 26 |

8. What is the purpose of the three most requested trips that your clients require? (e.g. medical, shopping, employment, education, social, etc.)

1. Medical

2. Work

3. Shopping

Coordinated Public Transit Human Services Transportation Plan

Applicants must be part of a locally derived Coordinated Public Transit Human Services Transportation Plan approved by North Dakota Department of Transportation (NDDOT) and uploaded to BlackCat Resources prior to submission of this application.



9. When was your Coordinated Public Transit Human Services Transportation Plan approved by the NDDOT Transit Section? Has it been uploaded into BlackCat Resources? Since submitting your plan describe any additional efforts made to coordinate service.

Yes – 2017 currently working on the new plan along with the TDP

10. Describe any potential opportunities for additional coordination. (include social service agencies, county social services, community actions, educational institutions, youth groups, veteran services, religious organizations, other transportation services, etc.) that may address unmet transit needs in your service area.

11. Is the requested project(s) part of a Coordinated Public Transit Human Services Transportation Plan?

Yes

No

12. If you marked Yes above, indicate the page number where this project is listed.

If you marked No above, explain why this project is not part of your current plan.

10-1

Non-Vehicle Project Request

There is space provided below to request a project. NOTE: This request MUST first be created as a project in the Black Cat System. If applying for more than project, please attach additional sheets and create a separate project for each request.

13. Please describe in detail your proposed project. Be specific and include a description of what you would like to purchase and how it benefits your transportation program.

Mobility Manager Position – This position serves as the regional transit coordinator and is responsible for planning, marketing, education, and outreach for Cities Area Transit. The Mobility Manager provides bus training for senior citizens and persons with disabilities and is the agency contact for local human service providers.

14. If this is a request for Mobility Manager funding, a current job description, including goals and achievements from the previous year, must be attached. Have you attached these documents to this application?

Yes

No

15. Total cost of this project.

Total Cost (include federal and local amounts): \$83,981

Federal Funds Requested: \$67,184

Local Match Amount: \$16,797

Source(s) of Local Match: Mill Levy

Vehicle Project Request

There is space provided below to request a project. NOTE: This request MUST first be created as a project in the Black Cat System. If applying for more than vehicle, please attach additional sheets and create a separate project for each vehicle request.

16. Provide a description of the vehicle you are requesting. (include: Year, Make, ADA qualified, and seating capacity)

Year:

Make/Model:

Seating Capacity:

Lift/Ramp: Yes No

Gas/Diesel/Other:

17. Describe in detail which programs and services the requested vehicle will be utilized in and how it will enhance or maintain your service?

18. What type of vehicle are you requesting?

Replacement Vehicle

Expansion Vehicle

19. If requesting a replacement, which vehicle in your fleet are you replacing?

a. Vehicle Information Number (VIN):

| |
|--|
| b. Vehicle Year: |
| c. Make/Model: |
| d. Current Mileage: |
| e. Vehicle In Service Date: |
| f. Vehicle Condition Rating (Adequate, Excellent, Good, Marginal, Poor): |
| g. Has this vehicle information been updated in BlackCat Inventory? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 20. If requesting an expansion vehicle, list the agency/community/county to be served (include hours and days of service and estimated ridership). |
| |
| 21. If operating a fixed route, what are the paratransit eligibility criteria for people to ride your service? |
| |
| 22. Provide an estimated timeline for the purchase of this vehicle. Provide a separate timeline if you are applying for different types of vehicles. <u>See sample timeline below, add or remove lines as needed.</u> |
| Procurement Type (State Bid, Request For Proposal (RFP)/Invitation For Bid (IFB), Quotes): |
| RFP/IFB/Quotes Issue Date: |
| Contract Award Date: |
| Order Date: |
| Initial Vehicle Delivery Date: |
| Final Vehicle Deliver Date (if more than one vehicle): |
| Contract Completion: |
| Final Payment Submitted to DOT: |
| 23. Amount requested for vehicle (include the base price plus all options with this request): |
| Total Vehicle Cost (include federal and local amounts): |
| Federal Funds Requested: |
| Local Match Amount: |
| Source(s) of Local Match: |

Following are suggested price requests for vehicles based on current state bid quotes. Keep in mind if you intend to order vehicles with additional options, prices will vary accordingly. See the State Bid website at

Estimated

| https://apps.nd.gov/csd/spo/services/bidder/listCurrentContracts.htm | | Delivery time (in months) |
|---|--|---------------------------|
| 15 Passenger or 12 + 2 Passenger Cutaway/Bus NDDOT Term Contract No. 300 | Base Price - \$75,000 - \$99,000 <i>NOTE: Will be re-bid October 2022 – Expect Price Increases.</i> | 12 – 24 |
| Rear Lift ADA Transit Vehicle NDDOT Term Contract No. 301 | Base price - \$55,000 – \$72,000 <i>NOTE: Currently out for bid – Expect Price Increases.</i> | 12 – 24 |
| Frontrunner – Low Floor Vehicle – New England Wheels NDDOT Term Contract No. 381 | Base Price - \$145,132 - \$146,607 | 12 – 24 |
| ADA Low Floor Mini Van NDDOT Term Contract No. 382 | Base Price - \$69,900 | 9 – 12 |
| Low-Floor Paratransit Ramp Buses NDDOT Term Contract No. 383 | Base Price - \$96,720 - \$110,000 | 12 – 24 |
| Trolley – Carriage and Villager NDDOT Term Contract No. 386 & 388 | Base Price - \$125,000 - \$219,522 | 6 – 12 |
| FTA Useful Life Standards | | |
| Mini-Vans/Modified Vans – 3-14 passenger | 4 years or 100,000 miles | |
| Med-Size Light Duty Cutaway – 8-16 passenger | 5 years or 150,000 miles | |
| Med-Size Med Duty Cutaway/Bus – 16-30 passenger | 7 years or 200,000 miles | |
| Med-Size Heavy Duty Bus – 24-25 passenger | 10 years or 350,000 miles | |
| Large Heavy-Duty Bus – 35-40+ passenger | 12 years or 500,000 miles | |

Equipment & Miscellaneous Capital Projects

Fill in the requested information below regarding your Equipment and Miscellaneous Capital Project(s). These projects must directly relate to your transportation program. Any equipment purchased with these funds must be required for, and used for, public transportation.

NOTE: This request MUST first be created as a project in the Black Cat System. If applying for more than project, please attach additional sheets and create a separate project for each.

24. Describe your proposed project(s) in detail (detail MUST include: type, quantity, cost, purpose of equipment being requested).

Type:
Quantity:
Purpose:

| |
|---|
| 25. How does this project enhance your transportation program? |
| |
| 26. Have you completed an Independent Cost Estimate document to show that the price is fair and reasonable? Provide this documentation. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No (Applicant must provide an explanation) |
| 27. Is an ITS Project/Architecture Checklist required for this project? Review (23 CFR 940.13), see SFN 60212 located in the BlackCat Resources. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No (Applicant must provide an explanation) |
| 28. Has the NDDOT ITS Project/Architecture Checklist been completed and submitted with this application for review? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No (Applicant must provide an explanation) |
| 29. Provide an estimated timeline for the purchase of this equipment. Provide a separate timeline if you are applying for different types of equipment. <u>See sample timeline below, add or remove lines as needed.</u> |
| Procurement Type (State Bid, Request For Proposal (RFP)/Invitation For Bid (IFB), Quotes): |
| RFP/IFB/Quotes Issue Date: |
| Contract Award Date: |
| Order Date: |
| Deliver/Installation/Project Completion Date: |
| Final Payment Submitted to DOT: |
| 30. Total cost for the project? |
| Total Cost (include federal and local amounts): |
| Federal Funds Requested: |
| Local Match Amount: |
| Source(s) of Local Match: |

| |
|--|
| Travel & Training |
| 31. List the training the Director attended in the past year. Included dates and conference/training name, including the DOT meetings. |
| CTAA Conference May 2022 In Louisville, KY and the DTA conference Sept. 2022 |
| Total amount to date reimbursed for travel in FY2023: |
| 32. Provide the conferences and meetings you will be requesting to attend this year and include an estimated RTAP Travel Budget to be requested. |
| CTAA Conference in Oklahoma City and the DTA conference in Fargo, ND |
| Total estimated travel budget for FY2024: \$1300 |

Local Match & Total Funding Request

In the table below, list requested projects by priority, and specify in detail the sources and dollar amounts of Local Match funding (State Aid, Mill Levy, Other Directly Generated Funds etc.) that are available to be used towards each project (Vehicle, Facility Rehabilitation & Construction, and/or Equipment/Miscellaneous Capital). In-kind funds cannot be used as local match to 5310 contracts.

Local match listed here cannot be already targeted as match for a FY2024 5339 or 5311 applications.

Farebox revenue cannot be used as Local Match.

Documentation of sources of Local Match (including State Aid) MUST be attached or it will not be considered. Documentation must include a financial obligation amount. This amount may be an estimation or record of the previous amount provided to the transit agency and requires a signature of the organization providing the local share. Without a financial amount and required signature, such local amounts won't be considered as supporting match. Federal funds will only be awarded if sufficient match is provided.

This project ranking should match your prioritization in BlackCat.

| Ranking | Project | Federal Dollars Requested | Local Match Needed | Sources of Local Match* |
|---------|------------------|---------------------------|--------------------|------------------------------|
| 1 | Mobility Manager | 67,184 | 16,797 | Local property tax mill levy |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

APPLICATION CHECKLIST AND SIGNATURE PAGE

This checklist is included for your review and completion prior to submittal of your application to ensure your submission includes all required documents. Please upload the required documents in your agency's account in the BlackCat Transit Data Management System (BlackCat).

| Section 5310 Applicants must submit the following (check box when complete): | |
|---|---|
| <input checked="" type="checkbox"/> | Completed 5310 Application; |
| <input checked="" type="checkbox"/> | Document(s) identifying sources of local match funds – Signed letters from source(s) of local match, FY2023 State Aid Contract or award letter, mill levy, city funds, etc.; |
| <input type="checkbox"/> | Update vehicle information, mileage and condition in BlackCat Inventory; |
| <input checked="" type="checkbox"/> | Update Transit Board Members information in BlackCat; |
| <input checked="" type="checkbox"/> | Certify and upload a current Authorizing Resolution form (only complete if there has been a change to your agencies signing authority since the last application); |
| <input checked="" type="checkbox"/> | Upload your annual registration from the System for Award Management (SAM.gov) |
| <input type="checkbox"/> | Complete and include the NDDOT ITS Project Architecture Checklist Systems Engineering Compliance (SFN 60212), (if applicable); |
| <input type="checkbox"/> | The following documents MUST be current and uploaded into BlackCat Resources: Coordinated Human Services Plan, 3-5 Year Plan, Title VI Plan, Drug & Alcohol Plan, and TAM Plan. |
| <input type="checkbox"/> | |

I hereby certify that as a person authorized to sign for

Grand Forks Cities Area Transit

Transit Agency Name

That I have reviewed the application submitted and to the best of my knowledge all statements and representations made are true and correct. I also hereby certify:

1. Adequate funds will be available to provide the required local match and to operate the project; and
2. Sufficient managerial and fiscal resources exist to implement and manage the grant as outlined in this application; and
3. The project items purchased under this grant shall be maintained in accordance with the detailed maintenance schedules as stipulated by the manufacturer; and
4. The transit agency agrees to meet the applicable federal and state requirements.

Dale Bergman

Signature of Authorized Representative

11-21-2022

Date

Section 5310 - ADDITIONAL NON-VEHICLE PROJECT REQUEST

Non-Vehicle Project Request

There is space provided below to request a project. NOTE: This request MUST first be created as a project in the Black Cat System. If applying for more than project, please attach additional sheets and create a separate project for each request.

1. Please describe in detail your proposed project. Be specific and include a description of what you would like to purchase and how it benefits your transportation program.

Mobility Manager position.

2. If this is a request for Mobility Manager funding, a current job description, including goals and achievements from the previous year, must be attached. Have you attached these documents to this application?

Yes

No

3. Total cost of this project.

Total Cost (include federal and local amounts): \$ 83,981

Federal Funds Requested:\$ 67,184

Local Match Amount: \$ 16,797

Source(s) of Local Match: Mill Levy



MPO Staff Report
Technical Advisory Committee:
December 14, 2022
MPO Executive Board:
December 15, 2022

RECOMMENDED ACTION: Approval of the Highway Safety Improvement Program (HSIP) Project Application.

TAC RECOMMENDED ACTION:

Matter of approval of the Highway Safety Improvement Program (HSIP) Project Application.

Background:

The Highway Safety Improvement Program (HSIP) is a core Federal-aid program with the purpose to achieve a significant in traffic fatalities and serious injuries on all roads, including non-state-owned roads and roads on tribal lands. The HSIP requires a data-driven, strategic approach to improving highway safety on all public roads with a focus on performance. Additional information on the HSIP can be found on the HSIP Fact Sheet at <https://www.fhwa.dot.gov/bipartisan-infrastructure-law/hsip.cfm>.

The City of Grand Forks is proposing to submit an HSIP application for the location of US 2/Gateway Dr. & N Columbia Rd, for intersection improvements. The project would shift the south leg of the intersection form where the alignment shifts approximately 275' (feet) south. The city has received multiple complaints from citizens regarding this intersection (see attachments for more details).

Findings and Analysis

- The complaints have included:
 - Lack of visibility in the northeast corner caused by fencing and greenery from the Montefiore Cemetery.
 - Vehicles driving over the curb ramp in the northeast corner.
 - Difficulty in navigating the sidewalk and curb ramp in the northeast corner because of the curbing especially riding a bicycle with a child trailer.
 - Lack of available room for pedestrians and bicyclists in the northwest corner.

Support Materials:

- City of Grand Forks' Highway Safety Improvement Program (HSIP) project application.



City of Grand Forks
Staff Report
Committee of the Whole – November 14, 2022
City Council – November 21, 2022

Agenda Item: Federal Funding Request – Highway Safety Improvement Program

Submitted by: Engineering Department, David Kuharenko, PE (Assistant City Engineer)
Christian Danielson, PE (Principal Civil Engineer)

Staff Recommended Action: **Approve the Highway Safety Improvement Program project funding requests and direct staff to submit the approved projects to the Grand Forks – East Grand Forks Metropolitan Planning Organization for submission to the North Dakota Department of Transportation**

BACKGROUND:

The North Dakota Department of Transportation (NDDOT) is soliciting projects to be funded by their Highway Safety Improvement Program (HSIP). This program provides Federal grant funding from the Federal Highway Administration (FHWA) and administered through the NDDOT. To be considered for Federal funding these projects must be vetted and approved by City Council and forwarded onto the Grand Forks/East Grand Forks Metropolitan Planning Organization (MPO) for consideration.

The HSIP has approximately \$12 million for the statewide solicitation and historically there has not been enough funding available for every application. This is a 90% reimbursement for construction and construction engineering. If the application is approved, the project will be added to the City's Transportation Improvement Plan. Projects will compete against each other and projects submitted by other entities throughout the state. Projects that are eligible for funding under this program are those that would improve a hazardous road or address a highway safety problem with emphasis placed on intersections listed on the annual NDDOT High Crash Report, low systemic improvements to reduce crash potential.

After considering possible projects for funding under this program, staff recommends submitting for the following project:

- 2027 - US 2/Gateway Dr & N Columbia Rd Intersection Improvements \$2,515,000

ANALYSIS AND FINDINGS OF FACT:

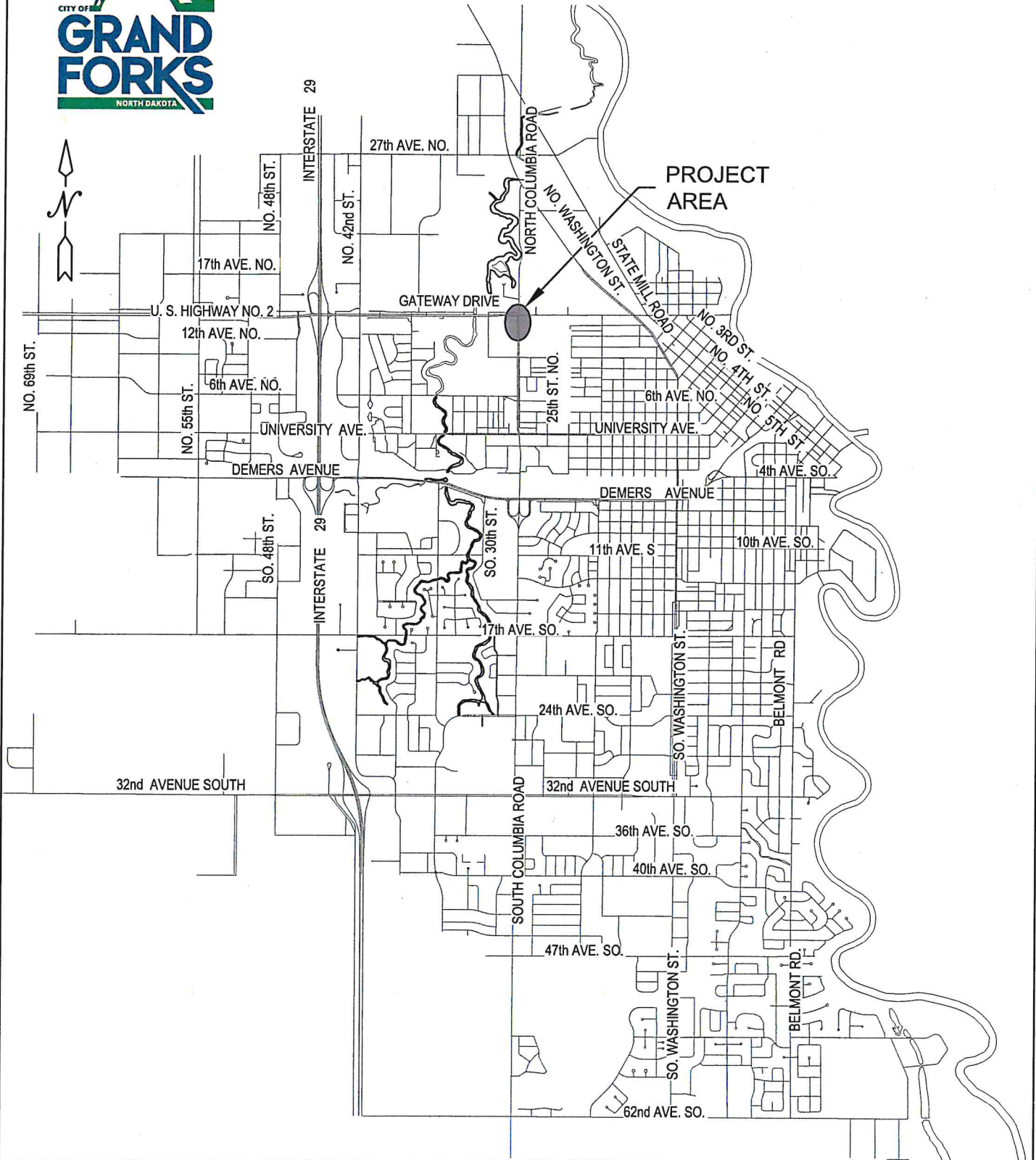
- The proposed project presented by staff is believed to meet the program requirements.
- Council approval is required prior to submittal to the MPO. Thereafter it will go before the MPO Technical Advisory Committee, and MPO Executive Board meeting, and then be forwarded to the NDDOT.
- City costs for projects to be funded by the Highway Safety Improvement Program will be from the Street/Infrastructure Fund 4815.
- Total project cost including engineering is estimated to be \$2,515,000.
- It is anticipated that the cost sharing of the proposed project will be 90% Federal/10% for construction and construction engineering.
- Design Engineering is not eligible for HSIP funding and will be 100% city cost.
- City cost share is anticipated to be \$553,000 for this project.
- The City cost share is proposed to be funded from the Street/Infrastructure Fund 4815.

SUPPORT MATERIALS:

- 2023-2027 HSIP Federal Funding Program List with Cost Estimates (1 page)
- Project Location Map (1 page)
- Project Exhibit (1 page)
- HSIP email solicitation from the NDDOT dated 10-4-2022 (2 pages)

PROJECT LOCATION MAP GRAND FORKS, NORTH DAKOTA

US 2/Gateway Dr & N Columbia Rd
Intersection Improvement Project



255 N. 4th St.
PO Box 5200
Grand Forks, ND 58206-5200



ENGINEERING DEPARTMENT
(701) 746-2640
Fax#(701) 787-3744

November 30, 2022

Ms. Stephanie Halford
Grand Forks/East Grand Forks MPO
255 N 4th St
Grand Forks, ND 58203

RE: HSIP Application

Dear Mrs. Halford:

Attached please find the City of Grand Forks' Highway Safety Improvement Program (HSIP) project application. Please forward the application to NDDOT. If you have any questions or comments, please contact David Kuharenko at 701-746-2649. Please provide any comments or requested revisions to us by Wednesday December 14, 2022.

1. US 2/Gateway Dr & N Columbia Rd – Intersection Improvements

Sincerely,

A handwritten signature in black ink, appearing to read "Allen R. Grasser".

Allen R. Grasser, P.E.
City Engineer

ARG/djk

Cc: David Kuharenko
Ed Liberman
Christian Danielson

US 2/Gateway Dr & N Columbia Rd Intersection Improvements

Describe Current Safety Issues:

The northbound and southbound left turn lanes are negatively offset by approximately 15'. There is an alignment shift approximately 275' south of the intersection resulting in the negative offset.

NDDOT Local District Staff have regularly observed trucks turning southbound to westbound encroach into the southbound through lane to make the turn.

The traffic signals are within the clear zone.

The City has received multiple complaints from citizens regarding this intersection. The complaints have included:

- Lack of visibility in the northeast corner caused by fencing and greenery from the Montefiore Cemetery
- Vehicles driving over the curb ramp in the north east corner.
- Difficulty in navigating the sidewalk and curb ramp in the northeast corner because of the curbing especially riding a bicycle with a child trailer.
- Lack of available room for pedestrians and bicyclists in the north west corner.

Some of these individuals have indicated that they would rather ride northbound on the road against southbound traffic rather than dealing with these difficult accommodations.

From 6/1/2017 to 5/31/2022 there have been:

- 1 Incapacitating Injury Crash
- 2 Non Incapacitating Injuries Crashes
- 3 Possible Injuries Crashes and
- 25 Property Damage Only Crashes

Based on the MPO's 2045 Street & Highway Element of the Long Range Transportation Plan this intersection had an Expected Crash Rate of 0.71 and an Actual Crash Rate of 0.98 based on Table 3-15: 2012-2015 Crash Rates and Number of Crashed at Key Intersection (above expected crash rate).

US 2/Gateway Dr & N Columbia Rd Intersection Improvements

Describe Proposed Improvements:

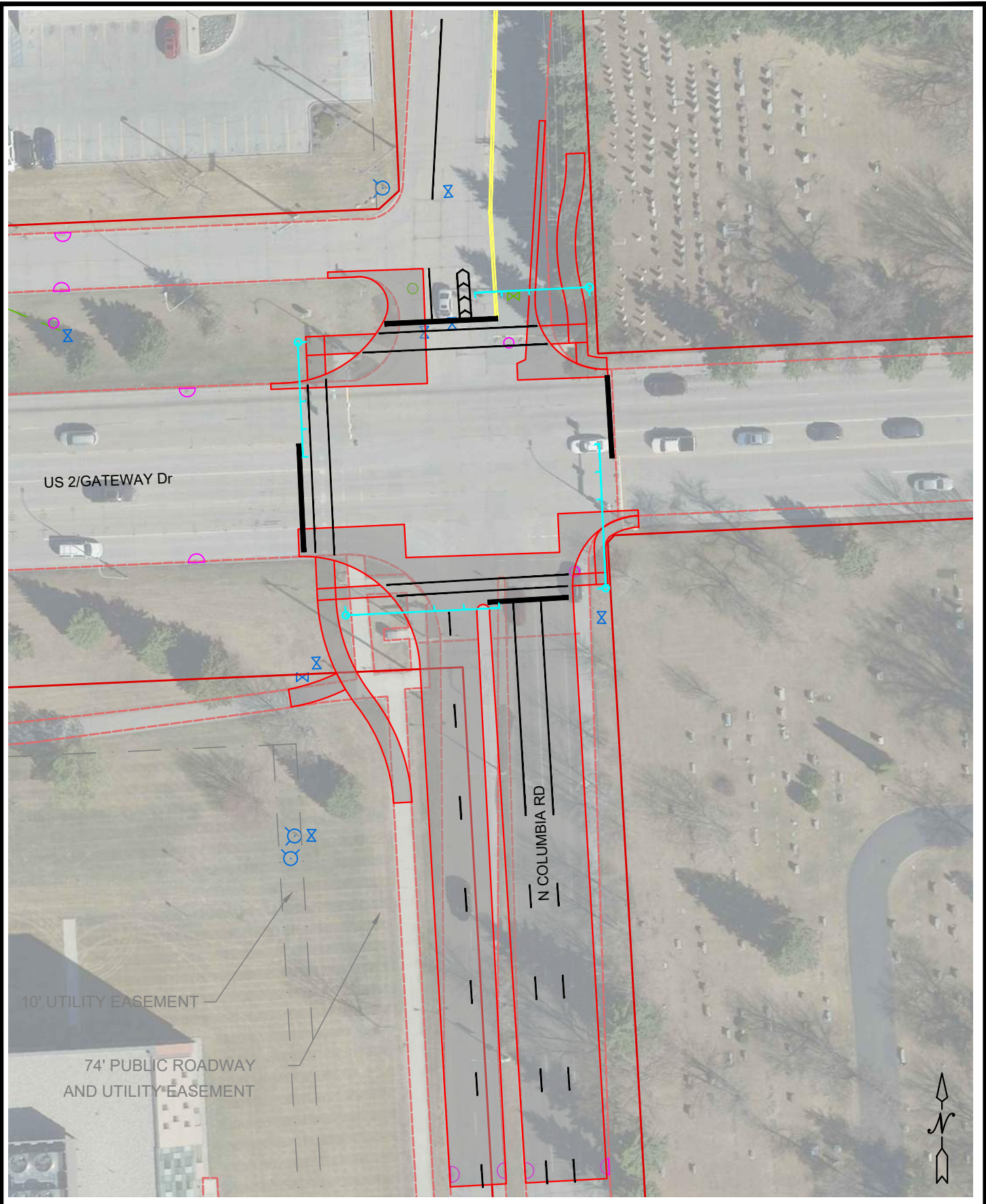
We are proposing shifting the south leg of the intersection from where the alignment shifts approximately 275' south. This provides multiple benefits:


- Aligns the northbound and southbound left turn lanes to a 0 offset
- Will allow for larger curb radii in the northeast and southeast corners
- Provides additional room to relocate the traffic signals outside of the clear zones
- Provides additional space for pedestrians and bicyclists
- Avoids right of way issues with the Montefiore Cemetery and the Memorial Park Cemetery in the northeast and southeast corners respectively.

To address the NDDOT Local District staff observations we are proposing enlarging the curb radius in the northwest corner, so truck drivers do not feel compelled to encroach into the southbound through lane to make their turn. With the modifications to this corner the sidewalk and curb ramps will also need to be removed and replaced. Based on the citizen complaints we have received in the past we are recommending lengthening the curb ramps to provide more room for pedestrians and bicyclists to wait and feel safer with the increased distance from passing vehicles.

In realigning the northbound and southbound left turn lanes new traffic signals will be required. By increasing the curb radius in the northwest corner, the traffic signal will need to be relocated. The signal pole in the southeast corner is approximately 6' from the roadway. With the realignment of the southern leg, this signal pole can be relocated south along N Columbia Rd removing it from the clear zone. Based on the age of the traffic signal system and increase mast arm lengths, it is recommended that the signal system be replaced. New signal poles will be installed outside of the clear zone. The proposed signal poles would include red light confirmation indicators, and flashing yellow arrows for all directions.

Addressing citizen complaints that regularly come in, we can narrow the northern leg of the intersection on the east side providing a 12' northbound through lane, increasing the curb radius in the north east corner, while providing approximately 5' of additional room for the curb ramp for pedestrians to distance themselves from vehicles and also provide more maneuvering room for bicycles with trailers. We are hoping that these sidewalk improvements will improve user experience encouraging them to use the facilities instead of riding against vehicle traffic to access the bike path to the north.



| | | | | | | |
|---|--|---|---|---------------------------------|------------------------------------|---------------------------------------|
|  | <p>CITY OF GRAND FORKS NORTH DAKOTA</p> | <p>CITY OF GRAND FORKS ENGINEERING DEPARTMENT</p> | <p>US 2/Gateway Dr & N Columbia Rd Intersection Improvements</p> | | <p>DATE 7/20/2022</p> | <p>CITY PROJECT 8540</p> |
| | | | <p>SCALE NTS</p> | <p>PAGE 1 of 1</p> | | |

Preliminary Engineer's Estimate
 US 2/Gateway Dr and N Columbia Rd Intersection Improvements
 Construction 2027
 Updated: 7/12/2022
 8" Concrete on 12" Salvage Base with Geogrid

| SPEC | CODE | ITEM | UNIT | UNIT PRICE | QUANTITY | ITEM COST |
|------|------|--|-------|---------------|----------|---------------|
| 103 | 100 | CONTRACT BOND | L SUM | \$ 11,000.00 | 1 | \$ 11,000.00 |
| 702 | 100 | MOBILIZATION | L SUM | \$ 110,000.00 | 1 | \$ 110,000.00 |
| 704 | | TRAFFIC CONTROL | LSUM | \$ 55,000.00 | 1 | \$ 55,000.00 |
| | | EROSION CONTROL | LSUM | \$ 22,000.00 | 1 | \$ 22,000.00 |
| 202 | 114 | REMOVAL OF CONCRETE PAVEMENT | SY | \$ 30.00 | 2,722 | \$ 81,660.00 |
| 202 | 130 | REMOVAL OF CURB & GUTTER | LF | \$ 11.00 | 1,382 | \$ 15,202.00 |
| 202 | 132 | REMOVAL OF BITUMINOUS SURFACING | SY | \$ 10.00 | 950 | \$ 9,500.00 |
| 202 | 174 | REMOVAL OF PIPES ALL TYPES AND SIZES | LF | \$ 25.00 | 70 | \$ 1,750.00 |
| 202 | 235 | REMOVAL OF CATCH BASIN | EA | \$ 1,100.00 | 3 | \$ 3,300.00 |
| 203 | 109 | TOPSOIL | CY | \$ 12.00 | 260 | \$ 3,120.00 |
| 203 | 101 | COMMON EXCAVATION-TYPE A | CY | \$ 25.00 | 830 | \$ 20,750.00 |
| 251 | 300 | SEEDING CLASS III | ACRE | \$ 9,000.00 | 0.3 | \$ 2,880.00 |
| 253 | 200 | HYDRAULIC MULCH | ACRE | \$ 9,000.00 | 0.3 | \$ 2,880.00 |
| 302 | 101 | SALVAGE BASE COURSE | CY | \$ 55.00 | 830 | \$ 45,650.00 |
| 550 | 300 | 8IN NON-REINF CONCRETE PAVMT CL AE-DOWELED | SY | \$ 115.00 | 2,025 | \$ 232,875.00 |
| 550 | | 8IN REINF CONCRETE PAVEMENT CL AE | SY | \$ 125.00 | 225 | \$ 28,125.00 |
| 709 | 100 | GEOSYNTHETIC MATERIAL TYPE G | SY | \$ 9.00 | 2,480 | \$ 22,320.00 |
| 714 | 110 | PIPE CONC REINF 12IN CL III | LF | \$ 74.00 | 24 | \$ 1,776.00 |
| 714 | 205 | PIPE CONC REINF 15IN CL III | LF | \$ 80.00 | 10 | \$ 800.00 |
| 714 | 310 | PIPE CONC REINF 18IN CL III | LF | \$ 81.00 | 36 | \$ 2,916.00 |
| 714 | 9720 | UNDERDRAIN PIPE PVC PERFORATED 4IN | LF | \$ 36.00 | 160 | \$ 5,760.00 |
| 722 | 315 | MANHOLE CASTING | EA | \$ 1,000.00 | 1 | \$ 1,000.00 |
| 722 | 3500 | INLET TYPE 1 | EA | \$ 6,000.00 | 3 | \$ 18,000.00 |
| 722 | 6140 | ADJUST GATE VALVE BOX | EA | \$ 400.00 | 1 | \$ 400.00 |
| 722 | 6200 | ADJUST MANHOLE | EA | \$ 850.00 | 1 | \$ 850.00 |
| 748 | 190 | CURB & GUTTER TYPE I 30IN | LF | \$ 45.00 | 1,354 | \$ 60,930.00 |
| 750 | 100 | SIDEWALK CONCRETE 4IN | SY | \$ 120.00 | 40 | \$ 4,800.00 |
| 750 | 105 | SIDEWALK CONCRETE BIKEWAY | SY | \$ 130.00 | 245 | \$ 31,850.00 |
| 750 | 210 | CONCRETE MEDIAN NOSE PAVING | SY | \$ 250.00 | 2 | \$ 500.00 |
| 750 | 200 | CONCRETE MEDIAN PAVING | SY | \$ 255.00 | 195 | \$ 49,725.00 |
| 750 | 2115 | DETECTABLE WARNING PANELS | SF | \$ 60.00 | 84 | \$ 5,040.00 |
| 754 | 9095 | SIGNING | LSUM | \$ 20,000.00 | 1 | \$ 20,000.00 |
| 762 | 118 | STRIPING | LSUM | \$ 20,000.00 | 1 | \$ 20,000.00 |
| 770 | | MODIFY STREET LIGHTING SYSTEM | LSUM | \$ 30,000.00 | 1 | \$ 30,000.00 |
| 772 | 9811 | TRAFFIC SIGNAL SYSTEM - SITE 1 | EA | \$ 375,000.00 | 1 | \$ 375,000.00 |

430 = Length of Utility
 \$ 5,849 = Cost per foot

| | | | |
|--|------|------------------------------|-----------------|
| | | 2022 Subtotal | \$ 1,297,359.00 |
| | 2027 | Inflated at 4% | \$ 1,578,435.59 |
| | | 20% Contingency | \$ 316,564.41 |
| | | Estimated Construction Costs | \$ 1,895,000.00 |
| | | 15% Preliminary Engineering | \$ 285,000.00 |
| | | 15% Construction Engineering | \$ 285,000.00 |
| | | Testing | \$ 50,000.00 |
| | 2027 | Estimated Project Costs | \$ 2,515,000.00 |
| | | Federal Share | |
| | | 90% Construction Costs | \$ 1,705,500.00 |
| | | 90% Construction Engineering | \$ 256,500.00 |
| | | | \$ 1,962,000.00 |
| | | City Share | |
| | | 10% Construction Costs | \$ 189,500.00 |
| | | 100% Preliminary Engineering | \$ 285,000.00 |
| | | 10% Construction Engineering | \$ 28,500.00 |
| | | 100% Testing | \$ 50,000.00 |
| | | | \$ 553,000.00 |



July 13, 2022, 11:22 am

Trail/Bikeway Issue - #10080321

ENGINEERING - Dave Kuharenko



Details

STATUS - Completed
 PRIORITY - None
 SUBMITTED BY - [Resident] NorthDakotaNick
 SUBMITTED THROUGH - Iframe
 FOLLOWERS - N/A

Dates

DATE SUBMITTED - May 19, 2021, 12:00 pm
 Completed: 2021-05-27T19:56:40.691Z
 DUE DATE - May 24, 2021, 12:00 am

Contact

NAME - N/A
 EMAIL - northdakotanic@gmail.com
 PHONE - N/A

LOCATION - 2702 Ralph Engelstad Arena Dr, Grand Forks, ND 58203, USA

CURRENTLY ASSIGNED TO - Dave Kuharenko in Engineering

DESCRIPTION - I suggest installing a connector for the bike path between the segment running through the University to the section that runs east and west just north of Gateway Drive. Currently, bike riders have to ride against traffic until there is an opportunity to cross. If you would like, I would be happy to help by discussing the issue with the owner of Whiteys. It may also be possible to bring in some UND funds to assist with the construction cost. No promises, but I would make an effort if the city agreed to consider this and no other issues existed that prevent it from happening. I would like to see this happen before someone gets hurt.

Since this is kind of an obvious safety issue, it may be you are already working on resolving it.

I want to congratulate the city on making the bike paths so much better each year. I consider it one of the most attractive aspects of Grand Forks and it is certainly worthwhile.

Nick Ralston
 218-791-2838
 NorthDakotaNick@gmail.com

Workflow

COMPLETE - May 27, 2021, 2:56 pm
 STEP NAME - Step Name
 ASSIGNEE - Dave Kuharenko
 DEPARTMENT - Engineering
 DESCRIPTION - N/A

Attachments



Added by -

May 19, 2021 Wed 12:00PM

Comments

- May 20, 2021 11:44am ● **mattbk:**
I think this comment refers to crossing from south to north. This isn't the worst solution (IMHO, of course), but hopefully drivers will learn to look for people on bicycles when turning right (from southbound Columbia to westbound Gateway or from eastbound Gateway to southbound Columbia). In the long run I would love to see a bike/ped underpass along this stretch.
- May 24, 2021 10:18am ● **IbidAndAnon:**
I cross this intersection on bicycle several times each week. I cross Columbia on the south side of Gateway (pedestrian crossing light), then cross Gateway (again, a pedestrian crossing light), and proceed north on Columbia to the bike path.
- May 27, 2021 2:56pm ● **Dave Kuharenko:**
Nick,


Thank you for your input. We are always looking for ways that we can improve the bikeway system in Grand Forks.

The current signed route through this intersection from the southwest corner to the north east corner is to travel from the south east corner to the north west corner to the north east corner and then use the path north to the bikepath going through the fairgrounds. This allows bicyclists to cross Gateway Dr and N Columbia Rd at a protected signalized location.

Looking at the property information in our GIS and your proposed route, we currently do not have sufficient right of way or sidewalk/bikepath easements to install a new shared use path. You are correct that property or easements would need to be acquired. Additionally in looking at the streetview images in this area and I noticed a number of guy wires coming from the wooden power poles. Designing a path through this area would likely not meet design standards for horizontal clearance from vertical obstructions or curve radii.

Though I understand the desire to take the most convenient path and maintain momentum by not stopping and waiting to use the signal to cross Columbia, the route you described adds crossing the Gateway Dr Frontage Rd, adds crossing a driveway of a commercial business, and it also swaps a protected signalized crossing with an uncontrolled mid block crossing. By increasing the number of conflicts points this route likely reduces the crossing safety compared to what is currently signed.

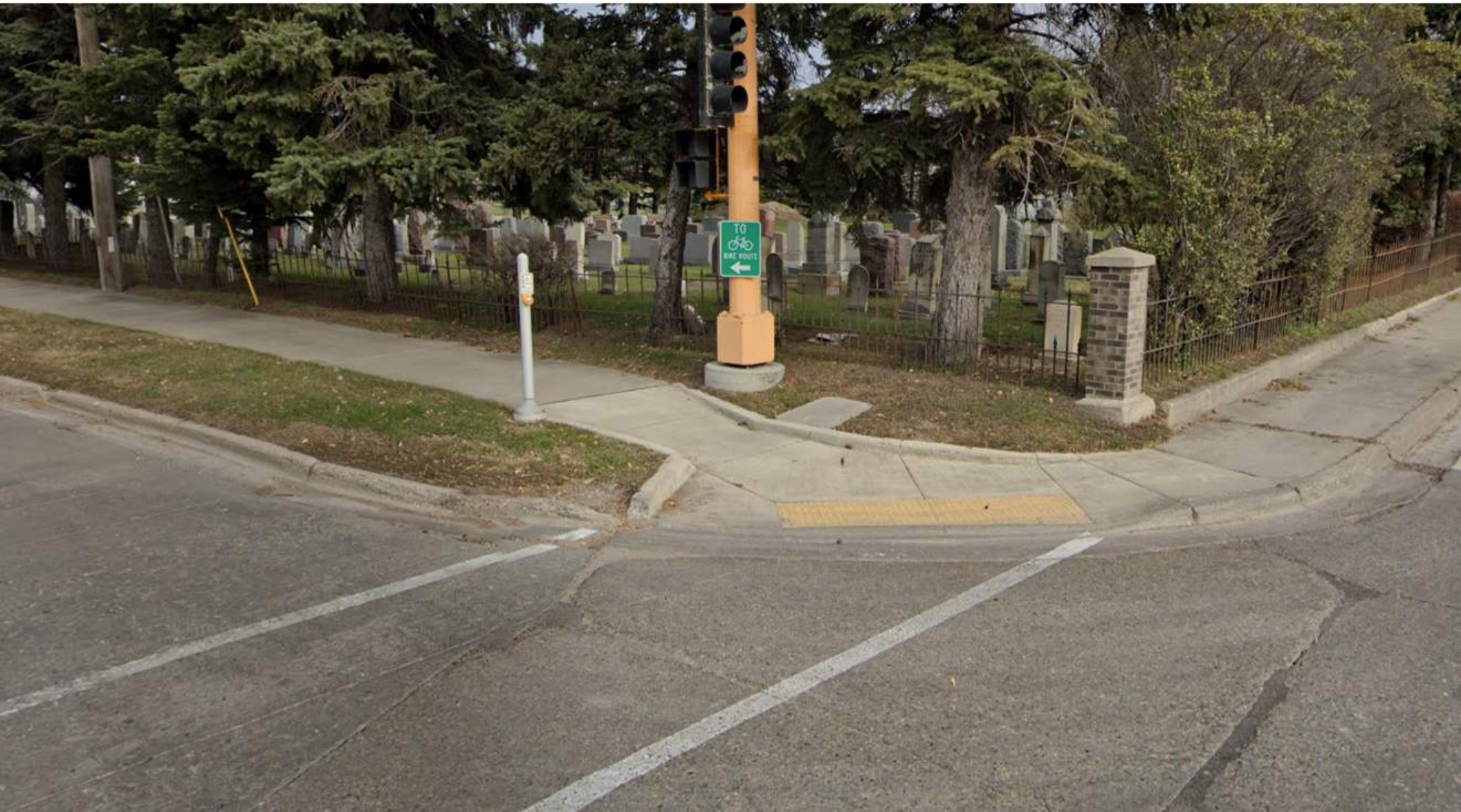
North Dakota Century Code states that Every person riding a bicycle upon the roadway is granted all of the rights and is subject to all of the duties applicable to the driver of a vehicle. Individuals riding against traffic as you described are likely in violation of North Dakota Century Code.


- May 28, 2021 8:54am ● **Brendan Gilmore:**
I hadn't seen this issue until it was marked completed, but really like the idea of improving that path connection. As both a cyclist and driver that uses that intersection, I see the challenges. Taking the signalized crossing across Columbia on the north side of the road can actually "feel" more risky than switching from the path to the street and crossing further north (acting as a vehicle from the frontage road and turning left onto Columbia might be a way around the NDCC challenge at least for an experienced cyclist). Those very active turn lanes at the intersection are just so busy and it feels better to get away from that intersection where drivers being more focused on all the other lanes of traffic, I've been noticed in the crosswalk at the last moment. Even the path on the northwest corner is so limited that more than a cyclist or two and there is not enough room. Another challenge when traveling east out of the path and then turning south on Columbia is that the path ends in a driveway and it is not immediately apparent that the sidewalk on the east side of Columbia should be used. There appears to be a lot of nuance on the specifics of this area. Maybe this can be discussed further at a future Bicycle, Pedestrian and Greenway Advisory Group meeting. Even if the proposed solution isn't the best plan, I think continuing the conversation around this area would be a great way to improved the amazing asset of our path network throughout Grand Forks.
- May 31, 2021 8:58pm ● **Anniefran:**
Does Century Code allow walkers and strollers on the street? Or just bicyclists?

Change Log

- May 19, 2021 12:00pm ● **Request was submitted**
Workflownode #30866357 was created

- May 19, 2021 3:05pm ● **Status:** *'Submitted'* updated to *'Received'*
Responded At: *'May 19th, 2021 03:05pm'* set
- May 27, 2021 9:54am ● **Workflownode #30866357 assignee:** *'Kim Greendahl'* updated to *'Dave Kuharenko'*
Workflownode #30866357 assigned at: *'May 19th, 2021 12:00pm'* updated to *'May 27th, 2021 09:54am'*
Workflownode #30866357 user group: *'Greenway'* updated to *'Engineering'*
- May 27, 2021 2:56pm ● **Workflownode #30866357 completed at:** *'May 27th, 2021 02:56pm'* set
Workflownode #30866357 completed by: *'Dave Kuharenko'* set
Completed At: *'May 27th, 2021 02:56pm'* set
Status: *'Received'* updated to *'Completed'*



US 2/Gateway Dr & N Columbia Rd
North East Corner
Difficult to Maneuver Curb Ramp



US 2/Gateway Dr Westbound
East of the Intersection of N Columbia Rd
North East Corner Visibility



MPO Staff Report

Technical Advisory Committee: December 14, 2022

MPO Executive Board: December 15, 2022

RECOMMENDED ACTION: Approval of the FY2023-2026 TIP amendments to the MPO Executive Board.

TAC RECOMMENDED ACTION:

Matter of approval of the FY2023-2026 TIP amendments to the MPO Executive Board.

Background:

The MPO has adopted the FY2023-2026 TIP. All projects or phases of the project included in the adopted TIP will be programmed to the amount needed to complete the project or phase and in a time frame that allows all project requirements to be met by the deadline. Unfortunately, project costs may rise or fall because of forces outside the project sponsor’s control. In the same way, projects may not be able to be completed in the time frame originally estimated. For these and other reasons, sponsors may find it necessary to request revisions to the adopted TIP.

Proposed amendments to the TIP:

- Updating the 5339 Bus and Bus Facility Competitive Grant

| | | | | FY 2023 | | | | | TOTAL | | FY 2026 | |
|-------------|--------------------|----------------------|---|----------|--|--|--|---------|-------|------------|-----------|-------|
| Grand Forks | Grand Forks | Maintenance Building | Expansion of the Public Transportation Maintenance Building and Ne Fueling System | REMARKS: | | | | | | | | |
| #117001 | Grand Forks | Capital | | | | | | | | Operations | 0 | |
| | | | | | | | | | | Capital | 8,851,408 | |
| No PCN | Facility Expansion | Discretionary | | | | | | | | P.E. | 0 | |
| | | | | | | | | | | TOTAL | FEDERAL | STATE |
| | | | | FTA 5339 | | | | (90/10) | TOTAL | 8,851,408 | | |

| | | | | FY 2023 | | | | | TOTAL | | FY 2026 | |
|-------------|--------------------|----------------------|---|----------|--|--|--|---------|-------|------------|-----------|-------|
| Grand Forks | Grand Forks | Maintenance Building | Expansion of the Public Transportation Maintenance Building and Ne Fueling System | REMARKS: | | | | | | | | |
| #117001 | Grand Forks | Capital | | | | | | | | Operations | 0 | |
| | | | | | | | | | | Capital | 8,631,936 | |
| No PCN | Facility Expansion | Discretionary | | | | | | | | P.E. | 0 | |
| | | | | | | | | | | TOTAL | FEDERAL | STATE |
| | | | | FTA 5339 | | | | (90/10) | TOTAL | 8,631,936 | | |

- A new project awarded to the City of Grand Forks – Urban Grant Program FY2024

| | | | | FY 2023 | | | | | TOTAL | | FY 2026 | |
|-------------|-------------|----------------|---|-------------|--|--|--|--|-------|------------|---------|-------|
| Grand Forks | Grand Forks | S 5th St | Construct a roundabout at the S 5th St, Belmont Rd, and Division Ave intersection | REMARKS: | | | | | | | | |
| #120007 | Grans Forks | Minor Arterial | | | | | | | | Operations | 0.00 | |
| | | | | | | | | | | Capital | 0.00 | |
| PCN | Construct | Discretionary | | | | | | | | P.E. | 0.00 | |
| | | | | | | | | | | TOTAL | FEDERAL | STATE |
| | | | | Main Street | | | | | TOTAL | 1,640,600 | | |

- Changing the Sub-target funding projects for FY2023 from East Grand Forks Bygland Road/Rhinehart Drive roundabout to:

| | | | | FUNDING SOURCE | | | | | TOTAL | | |
|--------------------------|------------------|-----------------|--|----------------|---|--|--|--|-------|-----------------------|---------|
| East Grand Forks #216001 | East Grand Forks | Major Collector | Urban Reconditioning project on 5th Ave NE (15th St NE to 20th St NE) consisting of misc. concrete street panel & curb and gutter replacement and minor ADA impro. | REMARKS: | Other - City State Aid Allocation Funds | | | | | | |
| | | | | | | | | | | Other | |
| | | | | | | | | | | Operations | |
| | | | | | | | | | | Capital | |
| | | | | | | | | | | P.E. | |
| | | | | | | | | | | R.O.W. | |
| | | | | | | | | | | CONSTR. | 553,075 |
| | | | | | | | | | | TOTAL | 553,075 |
| | | | | | | | | | | NWATP City Sub-target | |

| | | | | FUNDING SOURCE | | | | | TOTAL | | |
|--------------------|------------------|-----------------|---|----------------|---|--|--|--|-------|-----------------------|------------|
| East Grand Forks # | East Grand Forks | Major Collector | Urban Reconditioning project on 5th Ave NE (Highway 2 to 10th St SE) consisting of misc. concrete street panel & curb and gutter replacement. | REMARKS: | Other - City State Aid Allocation Funds | | | | | | |
| | | | | | | | | | | Operations | 0.00 |
| | | | | | | | | | | Capital | 0.00 |
| | | | | | | | | | | P.E. | NA |
| | | | | | | | | | | R.O.W. | NA |
| | | | | | | | | | | CONSTR. | 271,398.00 |
| | | | | | | | | | | TOTAL | 271,398.00 |
| | | | | | | | | | | NWATP City Sub-target | |

| | | | | FUNDING SOURCE | | | | | TOTAL | | |
|--------------------------|------------------|--------------------|--|----------------|---|--|--|--|-------|-----------------------|---------|
| East Grand Forks #221001 | East Grand Forks | Principal Arterial | Project entails replacement of bituminous pavement in area of old railroad tracks and installing concrete pavement and concrete curb and gutter. Project includes misc. concrete panel and curb and gutter replacement along with ADA improvements consisting of misc. sidewalk removal and replacement and ADA curb/ramps upgrades to meet current ADA standards. | REMARKS: | Other - City State Aid Allocation Funds | | | | | | |
| | | | | | | | | | | Operations | 0 |
| | | | | | | | | | | Capital | 0 |
| | | | | | | | | | | P.E. | NA |
| | | | | | | | | | | R.O.W. | NA |
| | | | | | | | | | | CONSTR. | 419,359 |
| | | | | | | | | | | TOTAL | 419,359 |
| | | | | | | | | | | NWATP City Sub-target | |

- Updating the FTA 5307

| | | | | FUNDING SOURCE | | | | | TOTAL | | |
|--------------------------|------------------|------------|--|----------------|--|--|--|--|-------|------------|---------|
| East Grand Forks #219001 | East Grand Forks | Operations | Operating subsidy for proposed East Grand Forks fixed-route transit service. The service will operate 6 days a week and averages 36 hours of revenue service daily. Bus for the period January 1, 2023 to December 31, 2023 (Costs for fixed-route service are estimates). | REMARKS: | Contract fixed route services with City of Grand Forks Estimated payment to GF is \$545,000 Estimated fare is \$4,640 Other is MN Transit Formula Funds | | | | | | |
| | | | | | | | | | | Operations | 569,170 |
| | | | | | | | | | | Capital | 0.00 |
| | | | | | | | | | | P.E. | NA |
| | | | | | | | | | | R.O.W. | NA |
| | | | | | | | | | | CONSTR. | NA |
| | | | | | | | | | | TOTAL | 569,170 |
| | | | | | | | | | | FTA 5307 | |

| | | | | FUNDING SOURCE | | | | | TOTAL | | |
|--------------------------|------------------|------------|--|----------------|--|--|--|--|-------|------------|---------|
| East Grand Forks #219001 | East Grand Forks | Operations | Operating subsidy for proposed East Grand Forks fixed-route transit service. The service will operate 6 days a week and averages 36 hours of revenue service daily. Bus for the period January 1, 2023 to December 31, 2023 (Costs for fixed-route service are estimates). | REMARKS: | Contract fixed route services with City of Grand Forks Estimated payment to GF is \$575,000 Estimated fare is \$4,640 Other is MN Transit Formula Funds | | | | | | |
| | | | | | | | | | | Operations | 617,400 |
| | | | | | | | | | | Capital | 0.00 |
| | | | | | | | | | | P.E. | NA |
| | | | | | | | | | | R.O.W. | NA |
| | | | | | | | | | | CONSTR. | NA |
| | | | | | | | | | | TOTAL | 617,400 |
| | | | | | | | | | | FTA 5307 | |

- New capital purchase

| | | | | FUNDING SOURCE | | | | | TOTAL | | |
|--------------------|------------------|---------|--|----------------|-----------------------------------|--|--|--|-------|------------|------------|
| East Grand Forks # | East Grand Forks | Capital | Tool Cat support equipment (quantity of 2) | REMARKS: | 110,594 ARP and 40,361 5307 Funds | | | | | | |
| | | | | | | | | | | Operations | 0.00 |
| | | | | | | | | | | Capital | 161,045.00 |
| | | | | | | | | | | P.E. | NA |
| | | | | | | | | | | R.O.W. | NA |
| | | | | | | | | | | CONSTR. | NA |
| | | | | | | | | | | TOTAL | 161,045.00 |
| | | | | | | | | | | ARP Funds | |

- Carryover funding

| | | | | FUNDING SOURCE | | | | | TOTAL | | |
|--------------------|------------------|------------|--|----------------|--|--|--|--|-------|------------|------------|
| East Grand Forks # | East Grand Forks | Operations | Operating subsidy for proposed East Grand Forks fixed-route transit service. The service will operate 6 days a week and average 36 hours of revenue service daily. Bus for the period January 1, 2023 to December 31, 2023 (Cost for fixed-route service are estimates). | REMARKS: | Carry over of 2022 operating fed funds into 2023 | | | | | | |
| | | | | | | | | | | Other | |
| | | | | | | | | | | Operations | 552,590.00 |
| | | | | | | | | | | Capital | |
| | | | | | | | | | | P.E. | |
| | | | | | | | | | | R.O.W. | |
| | | | | | | | | | | CONSTR. | |
| | | | | | | | | | | TOTAL | 552,590 |
| | | | | | | | | | | FTA 5307 | |

Findings and Analysis

- The proposed project amendments are consistent with the MPO MTP.

Support Materials:

- Proposed Amendments

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST AND SOURCE OF FUNDING | | | | | STAGING | ANNUAL | FUTURE | | | |
|-------------------------------|-----------------------------|----------------------|---|---|------------|-----------|---------|-----------|------------|-----------|--------------|--------|---------|-------|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | | | | | | | ELEMENT | EXPENDITURES | | | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Operations | 2023 | 2024 | 2025 | 2026 | |
| | | | | | | | | | | Capital | P.E. | R.O.W. | CONSTR. | TOTAL |
| | | | | FUNDING SOURCE | | | | | TOTAL | | | | | |
| Grand Forks #119001 No PCN | Grand Forks | NA | Operating subsidy for proposed Grand Forks transit service. The service will operate 6 days a week and averages 62.5 hours of revenue service daily. Bus for the period January 1, 2023 to December 31, 2023 (costs for fixed-route service are estimates). | REMARKS: Total operating cost for Public Transit Fixed-Route and Demand Response estimated fixed route fare is \$275,555 East Grand Forks contract payment is shown as other UND contributes for Shuttle service shown as other | | | | | | | | | | |
| | Grand Forks | Operations | | | Operations | 3,583,580 | | | | | | | | |
| | Fixed-Route Transit Service | Entitlement | Excludes FTA Programs 5339 and 5310 costs | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | 0 | | | | |
| | | | | 3,583,580 | 1,253,820 | 272,220 | 958,540 | 1,099,010 | CONSTR. | 0 | | | | |
| | | | | FTA 5307 (50/50) | | | | | TOTAL | 3,583,580 | | | | |
| Grand Forks #119002 No PCN | Grand Forks | NA | Capital Purchase/Replacement of Safety and/or security hardware and software | REMARKS: | | | | | | | | | | |
| | Grand Forks | Capital | | | Operations | 0 | | | | | | | | |
| | Fixed-Route Transit Service | Entitlement | NOTE: Grand Forks Public Transportation consist of Fixed-Route, Demand Response service. | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | 0 | | | | |
| | | | | 16,400 | 13,120 | 0 | 0 | 3,280 | CONSTR. | 0 | | | | |
| | | | | FTA 5307 (80/20) | | | | | TOTAL | 16,400 | | | | |
| Grand Forks #117001 No PCN | Grand Forks | Maintenance Building | Expansion of the Public Transportation Maintenance Building and Ne Fueling System | REMARKS: | | | | | | | | | | |
| | Grand Forks | Capital | | | Operations | 0 | | | | | | | | |
| | Facility Expansion | Discretionary | | Capital | 8,631,936 | | | | | | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | 0 | | | | |
| | | | | FTA 5339 (90/10) | | | | | TOTAL | 8,631,936 | | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST AND SOURCE OF FUNDING | | | | | STAGING | ANNUAL ELEMENT | FUTURE EXPENDITURES | | | |
|----------------------------------|--------------------|--------------------|--|--|-----------|-----------|-------|-----------|------------|----------------|---------------------|------|------|--|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | | | | | | | 2023 | 2024 | 2025 | 2026 | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | REMARKS: | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Operations | | | | | |
| | | | | | | | | | | Capital | | | | |
| | | | | FUNDING SOURCE | | | | | R.O.W. | | | | | |
| | | | | | | | | | CONSTR. | | | | | |
| | | | | | | | | | TOTAL | | | | | |
| Grand Forks #119003 PCN 23232 | Grand Forks | Varies | Urban Roads system citywide signal rehab | | | | | | | | | | | |
| | Grand Forks | Varies | | | | | | | Operations | 0.00 | | | | |
| | | | | | | | | | Capital | 0.00 | | | | |
| | | | | | | | | | P.E. | 0.00 | | | | |
| | ITS Rehab | Discretionary | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | 0.00 | | | | |
| | | | | 3,335,000 | 2,360,000 | | | 975,000 | CONSTR. | 3,335,000 | | | | |
| | | | | Urban Roads Program | | | | | TOTAL | 3,335,000 | | | | |
| Grand Forks #119004 PCN 22167 | Grand Forks | N Washington | Roadway Reconstruction & Structure Rehabilitation | | | | | | | | | | | |
| | NDDOT | Principle Arterial | | | | | | | Operations | 0 | | | | |
| | | | | | | | | | Capital | 0 | | | | |
| | | | | | | | | | P.E. | 0 | | | | |
| | Bridge Reconstruct | Discretionary | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | 0 | | | | |
| | | | | 11,150,000 | 9,023,696 | 1,011,304 | | 1,115,000 | CONSTR. | 11,150,000 | | | | |
| | | | | Urban Regional Secondary Roads & Bridge Programs | | | | | TOTAL | 11,150,000 | | | | |
| Grand Forks #122001 PCN 23015 | Grand Forks | Varies | Deck overly and other repairs on various bridges on US-2, US-81, and I-29. | | | | | | | | | | | |
| | NDDOT | Varies | | | | | | | Operations | 0.00 | | | | |
| | | | | | | | | | Capital | 0.00 | | | | |
| | | | | | | | | | P.E. | 0.00 | | | | |
| | Bridges | Discretionary | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | 0.00 | | | | |
| | | | | 3,426,000 | 2,740,800 | 685,200 | | | CONSTR. | 3,426,000 | | | | |
| | | | | Bridge | | | | | TOTAL | 3,426,000 | | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| FY 2023 Grouped Projects | | | | | | |
|---------------------------------|--|-------|---------|-------|-------|-------|
| Project Phase | Identifies the cost estimates for each phase. Only PE has any project phase cost estimate. No ROW or Utilities phases for projects within MPO Area | TOTAL | FEDERAL | STATE | OTHER | LOCAL |
| Preliminary Engineering (PE) | | 0 | 0 | 0 | 0 | 0 |
| Right of Way (ROW) | | 0 | 0 | 0 | 0 | 0 |
| Utilities | | 0 | 0 | 0 | 0 | 0 |

Grouped projects are for all North Dakota side projects in the MPO Study Area that have not had the project phase already authorized.

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| URBAN AREA PROJECT NUMBER | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST AND SOURCE OF FUNDING | | | | | STAGING | ANNUAL ELEMENT | FUTURE EXPENDITURES | | | |
|--|--------------------|--------------------|--|--|-----------|-----------|-------|-----------|-----------|----------------|---------------------|------|--------|---------|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | | 2023 | 2024 | 2025 | 2026 | |
| | PROJECT TYPE | FUNDING STATUS | | FUNDING SOURCE | | | | | | Operations | Capital | P.E. | R.O.W. | CONSTR. |
| | | | | | | TOTAL | | | | | | | | |
| Grand Forks #120003 PCN | Grand Forks | Columbia Road | Structure rehabilitation fo the Columbia Road Overpass between 9th Ave S and 2nd Ave N | REMARKS: | | | | | | | | | | |
| | NDDOT | Principal Arterial | | | | | | | | 0.00 | | | | |
| | Reconstruction | Discretionery | | | | | | | | 0.00 | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | 0.00 | | | | |
| | | | | 8,930,000 | 6,744,000 | | | 2,186,000 | CONSTR. | 8,930,000 | | | | |
| Urban Roads Local Program | | | | | | | | TOTAL | 8,930,000 | | | | | |
| Grand Forks #120004 PCN 23348 | Grand Forks | varies | The NDDOT will rehab traffic signals on the Urban Regional Roads system throughout Grand Forks | REMARKS: | | | | | | | | | | |
| | NDDOT | varies | | | | | | | | 0.00 | | | | |
| | ITS Rehab | Discretionery | | | | | | | | 0.00 | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | 0.00 | | | | |
| | | | | 6,668,000 | 5,334,400 | 1,058,700 | | 274,900 | CONSTR. | 6,668,000 | | | | |
| Urban Regional Secondary Roads Program | | | | | | | | TOTAL | 6,668,000 | | | | | |
| Grand Forks #120005 PCN 23333 | Grand Forks | I29 | High Tension Median Cable Guardrail From North of Buxton interchange to 32nd Ave S. | REMARKS: | | | | | | | | | | |
| | NDDOT | Interstate | | portion inside the MPO Planning Area | | | | | | | 0.00 | | | |
| | Safety | Discretionery | | | | | | | | 0.00 | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | 0.00 | | | | |
| | | | | 4,469,000 | 4,022,000 | 447,000 | | | CONSTR. | 4,469,000 | | | | |
| Highway Safety Improvement Program | | | | | | | | TOTAL | 4,469,000 | | | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST AND SOURCE OF FUNDING | | | | | STAGING | ANNUAL ELEMENT | FUTURE EXPENDITURES | | | |
|----------------------------|--------------------|----------------|---|--|-----------|---------|-------|---------|------------|----------------|---------------------|--------|---------|--|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | | | | | | | 2023 | 2024 | 2025 | 2026 | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Operations | Capital | P.E. | R.O.W. | CONSTR. | |
| | | | | FUNDING SOURCE | | | | | TOTAL | | | | | |
| Grand Forks #120006 PCN | Grand Forks | I-29 | CPR, grinding of I-29 near the 32nd Ave S Interchange and southward to ND 15 (Thompson) Interchange. Both directions. | REMARKS: STIP has listed as two separate projects. 3 miles are within the MPO area | | | | | | | | | | |
| | NDDOT | Interstate | | Operations | 0.00 | | | | | | | | | |
| | Rehabilitation | Discretionary | | Capital | 0.00 | | | | | P.E. | 0.00 | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | 0.00 | | | | |
| | | | | 1,906,000 | 1,716,000 | 190,000 | | | CONSTR. | 1,906,000 | | | | |
| | | | | Interstate Maintenance Program | | | | | TOTAL | 1,906,000 | | | | |
| Grand Forks #120007 PCN | Grand Forks | S 5th St | Construct a roundabout at the S 5th St, Belmont Rd, and Division Ave intersection | REMARKS: | | | | | | | | | | |
| | Grans Forks | Minor Arterial | | Operations | 0.00 | | | | | | | | | |
| | Construct | Discretionary | | Capital | 0.00 | | | | | P.E. | 0.00 | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | 0.00 | | | | |
| | | | | 1,640,600 | 1,312,480 | | | 320,000 | CONSTR. | 1,640,600 | | | | |
| | | | | Urban Grant Program | | | | | TOTAL | 1,640,600 | | | | |
| Grand Forks #120008 PCN | Grand Forks | N 4th St | Reconstruction between 1st Ave N and 2nd Ave N | REMARKS: | | | | | | | | | | |
| | Grand Forks | Minor Arterial | | Operations | 0.00 | | | | | | | | | |
| | Reconstruct | Discretionary | | Capital | 0.00 | | | | | P.E. | 0.00 | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | 0.00 | | | | |
| | | | | 2,700,000 | 2,160,000 | | | 328,120 | CONSTR. | 2,700,000 | | | | |
| | | | | Main Street | | | | | TOTAL | 2,700,000 | | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| FY 2024 Grouped Projects | | | | | | |
|-------------------------------------|--|--------------|----------------|--------------|--------------|--------------|
| Project Phase | Identifies the cost estimates for each phase. Only PE has any project phase cost estimates. No ROW or Utilities phases for projects within MPO Area | TOTAL | FEDERAL | STATE | OTHER | LOCAL |
| Preliminary Engineering (PE) | | 0 | 0 | 0 | 0 | 0 |
| Right of Way (ROW) | | 0 | 0 | 0 | 0 | 0 |
| Utilities | | 0 | 0 | 0 | 0 | 0 |

Grouped projects are for all North Dakota side projects in the MPO Study Area that have not had the project phase already authorized.

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST AND SOURCE OF FUNDING | | | | | STAGING | ANNUAL | FUTURE | | | | |
|--|--------------------|--------------------|---|--|-----------|---------|-------|-----------|------------|---------|--------------|-----------|------|--|--|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | | | | | | | ELEMENT | EXPENDITURES | | | | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Operations | 2023 | 2024 | 2025 | 2026 | | |
| | | | | | | | | | | CONSTR. | | | | | |
| FUNDING SOURCE | | | | | | | | | TOTAL | | | | | | |
| Grand Forks #121003 PCN 23349 | Grand Forks | 32nd Ave S | The NDDOT will do a pavement preservation project between I-29 and S Washington St. Pavement preservation to be CPR, grinding and microseal | REMARKS: This project is pending funding in 2025 and if not will be funded in 2026 | | | | | | | | | | | |
| | NDDOT | Principal Arterial | | | | | | | Operations | | | 0.00 | | | |
| | | | | | | | | | Capital | | | 0.00 | | | |
| | | | | | | | | | P.E. | | | 0.00 | | | |
| | Rehabilitation | Discretionary | | | | | | | R.O.W. | | | 0.00 | | | |
| | | | CONSTR. | 3,356,000 | 2,684,800 | 335,600 | | 335,600 | | | 3,356,000 | | | | |
| Urban Regional Secondary Roads Program | | | | | | | | | TOTAL | | | 3,356,000 | | | |
| Grand Forks #121004 PCN | Grand Forks | N Columbia Rd | Reconstruct between University Ave and 8th Ave N | REMARKS: | | | | | | | | | | | |
| | Grand Forks | Principle Arterial | | | | | | | Operations | | | 0.00 | | | |
| | | | | | | | | | Capital | | | 0.00 | | | |
| | | | | | | | | | P.E. | | | 0.00 | | | |
| | Reconstruction | Discretionary | | | | | | | R.O.W. | | | 0.00 | | | |
| | | | CONSTR. | 7,302,000 | 5,167,000 | | | 2,135,000 | | | 7,302,000 | | | | |
| Urban Roads Local Program | | | | | | | | | TOTAL | | | 7,302,000 | | | |
| Grand Forks #121005 PCN | Grand Forks | US 2 | Expantion Joint Modification on the Sorlie Bridge | REMARKS: | | | | | | | | | | | |
| | NDDOT | Principal Arterial | | | | | | | Operations | | | 0.00 | | | |
| | | | | | | | | | Capital | | | 0.00 | | | |
| | | | | | | | | | P.E. | | | 0.00 | | | |
| | Rehabilitation | Discretionary | | | | | | | R.O.W. | | | 0.00 | | | |
| | | | CONSTR. | 27,040 | 21,883 | 5,157 | | | | | 27,040 | | | | |
| National Highway System- State Project | | | | | | | | | TOTAL | | | 27,040 | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST AND SOURCE OF FUNDING | | | | | STAGING | ANNUAL | FUTURE | | | |
|-------------------------------------|--------------------|----------------|--|---|----------------|-----------|---------|-------|---------|------------|--------------|------|-----------|---------|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | | | | | | | ELEMENT | EXPENDITURES | | | |
| | PROJECT NUMBER | PROJECT TYPE | | FUNDING STATUS | TOTAL | FEDERAL | STATE | OTHER | LOCAL | 2023 | 2024 | 2025 | 2026 | |
| | | | | | FUNDING SOURCE | | | | | Operations | Capital | P.E. | R.O.W. | CONSTR. |
| Grand Forks #121006 PCN | Grand Forks | I-29 | CPR, grinding of I-29 near the 32nd Ave S interchange and northward of US 81 interchange. Both directions. | REMARKS: STIP has listed as two separate projects | | | | | | | | | | |
| | NDDOT | Interstate | | Operations | | | | | | | 0.00 | | | |
| | Rehabilitation | Discretionary | | Capital | | | | | | | | 0.00 | | |
| | | | | P.E. | | | | | | | | 0.00 | | |
| | | | | TOTAL | 2,799,000 | 2,519,000 | 280,000 | | | | 0.00 | | | |
| | | | | Interstate Maintenance | | | | | CONSTR. | | | | 2,799,000 | |
| | | | | TOTAL | | | | | TOTAL | | | | 2,799,000 | |
| Grand Forks #121007 PCN 23668 | Grand Forks | Varies | Install dynamic speed signs at various school zone locations within Grand Forks | REMARKS: | | | | | | | | | | |
| | Grand Forks | Varies | | Operations | | | | | | | 0.00 | | | |
| | Safety | Discretionary | | Capital | | | | | | | | 0.00 | | |
| | | | | P.E. | | | | | | | | 0.00 | | |
| | | | | TOTAL | 40,000 | 36,000 | | | 4,000 | | | 0.00 | | |
| | | | | Urban Roads Program | | | | | CONSTR. | | | | 40,000 | |
| | | | | TOTAL | | | | | TOTAL | | | | 40,000 | |
| PCN | | | | REMARKS: | | | | | | | | | | |
| | | | | Operations | | | | | | | | | | |
| | | | | Capital | | | | | | | | | | |
| | | | | P.E. | | | | | | | | | | |
| | | | | TOTAL | | | | | | | | | | |
| | | | | | | | | | CONSTR. | | | | | |
| | | | | TOTAL | | | | | TOTAL | | | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| FY 2025 Grouped Projects | | | | | | |
|---------------------------------|--|-------|---------|-------|-------|-------|
| Project Phase | Identifies the cost estimates for each phase. No PE, ROW or Utilities phases for projects within MPO Aea | TOTAL | FEDERAL | STATE | OTHER | LOCAL |
| Preliminary Engineering (PE) | | 0 | 0 | 0 | 0 | 0 |
| Right of Way (ROW) | | 0 | 0 | 0 | 0 | 0 |
| Utilities | | 0 | 0 | 0 | 0 | 0 |

Grouped projects are for all North Dakota side projects in the MPO Study Area that have not had the project phase already authorized.

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST AND SOURCE OF FUNDING | | | | | STAGING | ANNUAL ELEMENT | FUTURE EXPENDITURES | | | | | | |
|----------------------------------|--------------------|--------------------|---|--------------------------------------|------------|------------|-----------|-------|----------------|----------------|---------------------|------|------------|------|--|--|------------|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | | | | | | | 2023 | 2024 | 2025 | 2026 | | | | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Operations | | | | | | | | |
| | | | | | | | | | R.O.W. | | | | | | | | |
| | | | | | | | | | CONSTR. | | | | | | | | |
| | | | | | | | | | TOTAL | | | | | | | | |
| Grand Forks #122005 PCN 23740 | Grand Forks | Gateway Dr | CPR, Grinding between I-29 and Red River | REMARKS: | | | | | | | | | | | | | |
| | NDDOT | Principle Arterial | | Operations | | | | | 0.00 | | | | | | | | |
| | | | | Capital | | | | | 0.00 | | | | | | | | |
| | | | | P.E. | | | | | 0.00 | | | | | | | | |
| | Rehabilitation | Discretionary | | TOTAL | 4,447,000 | 3,557,600 | 889,400 | | | R.O.W. | | | | 0.00 | | | |
| | | | | | | | | | CONSTR. | | | | 4,447,000 | | | | |
| | | | | | | | | | TOTAL | | | | 4,447,000 | | | | |
| | | | | | | | | | State Highways | | | | TOTAL | | | | 4,447,000 |
| Grand Forks #122006 PCN 23739 | Grand Forks | N Washington St | Reconstruction between DeMers Ave and 8th Ave N Aggr Base, Pcc Pave, Signals, Lighting, Walk/Drive Ways | REMARKS: | | | | | | | | | | | | | |
| | NDDOT | Principle Arterial | | Operations | | | | | 0.00 | | | | | | | | |
| | | | | Capital | | | | | 0.00 | | | | | | | | |
| | | | | P.E. | | | | | 0.00 | | | | | | | | |
| | Reconstruction | Discretionary | | TOTAL | 5,147,000 | 4,117,600 | 514,700 | | 514,700 | R.O.W. | | | | 0.00 | | | |
| | | | | | | | | | CONSTR. | | | | 5,147,000 | | | | |
| | | | | | | | | | TOTAL | | | | 5,147,000 | | | | |
| | | | | | | | | | State Highways | | | | TOTAL | | | | 5,147,000 |
| Grand Forks #122007 PCN 22786 | Grand Forks | I-29 | Construct in Grand Forks a New Southside interchange | REMARKS: | | | | | | | | | | | | | |
| | NDDOT | Interstate | | Operations | | | | | 0.00 | | | | | | | | |
| | | | | Capital | | | | | 0.00 | | | | | | | | |
| | | | | P.E. | | | | | 0.00 | | | | | | | | |
| | Construction | Discretionary | | TOTAL | 52,600,000 | 47,340,000 | 2,630,000 | | 2,630,000 | R.O.W. | | | | 0.00 | | | |
| | | | | | | | | | CONSTR. | | | | 52,600,000 | | | | |
| | | | | | | | | | TOTAL | | | | 52,600,000 | | | | |
| | | | | | | | | | State Highways | | | | TOTAL | | | | 52,600,000 |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST AND SOURCE OF FUNDING | | | | | STAGING | ANNUAL ELEMENT | FUTURE EXPENDITURES | | | | | | | |
|----------------------------------|--------------------|--------------------|---|---|---------|--------|-------|---------|------------------------------------|----------------|---------------------|------|-----------|-------|--|--|--|-----------|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | | | | | | | 2023 | 2024 | 2025 | 2026 | | | | | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Operations | | | | | | | | | |
| | | | | FUNDING SOURCE | | | | | CONSTR. | | | | | | | | | |
| | | | | | | | | | TOTAL | | | | | | | | | |
| Grand Forks #522008 PCN | Grand Forks | Point Bridge | In Grand Forks & East Grand Forks. Rehab of the Point Bridge (ND BR#0000GF02) (MN BR#60506) over the Red River of the North | REMARKS: East Grand Forks covers the other half of the total project. Shown is for Grand Forks only | | | | | | | | | | | | | | |
| | Grand Forks | Minor Arterial | | | | | | | Operations | | | | 0.00 | | | | | |
| | Rehabilitation | Discretionary | | | | | | | Capital | | | | 0.00 | | | | | |
| | | | | | | | | | P.E. | | | | 0.00 | | | | | |
| | | | | TOTAL | | | | | R.O.W. | | | 0.00 | | | | | | |
| | | | | 1,200,000 | 960,000 | | | 240,000 | CONSTR. | | | | 1,200,000 | | | | | |
| | | | | | | | | | Urban Raods | | | | | TOTAL | | | | 1,200,000 |
| Grand Forks #122009 PCN 23669 | Grand Forks | S Washinton St | Intersection improvements at 28th Ave S Adding length to left utrn lane. | REMARKS: | | | | | | | | | | | | | | |
| | Grand Forks | Principle Arterial | | | | | | | Operations | | | | 0.00 | | | | | |
| | Reconstruction | Discretionary | | | | | | | Capital | | | | 0.00 | | | | | |
| | | | | | | | | | P.E. | | | | 0.00 | | | | | |
| | | | | TOTAL | | | | | R.O.W. | | | 0.00 | | | | | | |
| | | | | 280,000 | 252,000 | 14,000 | | 14,000 | CONSTR. | | | | 6,500,000 | | | | | |
| | | | | | | | | | Highway Safety Improvement Program | | | | | TOTAL | | | | 6,500,000 |
| | | | | REMARKS: | | | | | | | | | | | | | | |
| | | | | | | | | | Operations | | | | | | | | | |
| | | | | | | | | | Capital | | | | | | | | | |
| | | | | | | | | | P.E. | | | | | | | | | |
| | | | | TOTAL | | | | | R.O.W. | | | | | | | | | |
| | | | | | | | | | CONSTR. | | | | | | | | | |
| | | | | | | | | | TOTAL | | | | | | | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| FY 2026 Grouped Projects | | | | | | |
|-------------------------------------|--|--------------|----------------|--------------|--------------|--------------|
| Project Phase | Identifies the cost estimates for each phase. This year there are no project phases so all cost estimates are zero | TOTAL | FEDERAL | STATE | OTHER | LOCAL |
| Preliminary Engineering (PE) | | 0 | 0 | 0 | 0 | 0 |
| Right of Way (ROW) | | 0 | 0 | 0 | 0 | 0 |
| Utilities | | 0 | 0 | 0 | 0 | 0 |

Grouped projects are for all North Dakota side projects in the MPO Study Area that have not had the project phase already authorized.

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST AND SOURCE OF FUNDING | | | | | STAGING | ANNUAL | FUTURE | | | | | | | |
|--------------------------|--|----------------|---|--|------------|------------|-------|-------|---------------------|------------|--------------|---------|-----------|-------|------------|--|--|--|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | | | | | | | ELEMENT | EXPENDITURES | | | | | | | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Operations | 2023 | 2024 | 2025 | 2026 | | | | | |
| | | | | | | | | | Capital | | | | | | | | | |
| | | | | | | | | | P.E. | | | | | | | | | |
| | | | | | | | | | R.O.W. | | | | | | | | | |
| | | | | | | | | | CONSTR. | | | | | | | | | |
| | | | | | | | | | TOTAL | | | | | | | | | |
| | | | | | | | | | FUNDING SOURCE | | | | | | | | | |
| East Grand Forks #219001 | East Grand Forks | NA | Operating subsidy for proposed East Grand Forks fixed-route transit service. The service will operate 6 days a week and averages 36 hours of revenue service daily. Bus for the period January 1, 2023 to December 31, 2023 (Costs for fixed-route service are estimates). TRF-0018-23B | REMARKS: Contract fixed route services with City of Grand Forks Estimated payment to GF is \$575,000 Estimated fare is \$4,640 Other is MN Transit Formula Funds | | | | | | | | | | | | | | |
| | East Grand Forks | Operations | | | Operations | 617,400 | | | | | | | | | | | | |
| | Fixed-Route Transit Service | Entitlement | | | Capital | 0.00 | | | | | | | | | | | | |
| | | | | | | | | | P.E. | NA | | | | | | | | |
| | | | | | | | | | TOTAL | | | | | | | | | |
| | | | | | | | | | 617,400 | 199,300 | 0 | 286,620 | 121,480 | | | | | |
| | | | | | | | | | FTA 5307 | | | | | TOTAL | 617,400 | | | |
| East Grand Forks #219002 | East Grand Forks | NA | Operating subsidy for demand response service for disabled persons and senior citizens covering the period January 1, 2023 to December 31, 2024. The paratransit service operates the same hours of operation as the fixed-route transit service (costs for paratransit service are estimates). TRF-0018-23A | REMARKS: Contract demand response service Estimated fare is \$16,390 Other is MN Transit Formula Funds | | | | | | | | | | | | | | |
| | East Grand Forks | Operations | | | Operations | 147,400 | | | | | | | | | | | | |
| | Paratransit Service for Disabled Persons | Entitlement | | | Capital | 0.00 | | | | | | | | | | | | |
| | | | | | | | | | P.E. | NA | | | | | | | | |
| | | | | | | | | | TOTAL | | | | | | | | | |
| | | | | | | | | | 147,400 | 0 | 0 | 111,360 | 19,650 | | | | | |
| | | | | | | | | | State Transit Funds | | | | | TOTAL | 147,400 | | | |
| East Grand Forks # | East Grand Forks | NA | Tool Cat support equipment (quantity of 2) | REMARKS 110,594 ARP and 40,361 5307 Funds | | | | | | | | | | | | | | |
| | East Grand Forks | Capital | | | Operations | 0.00 | | | | | | | | | | | | |
| | Equipment | Entitlement | | | Capital | 161,045.00 | | | | | | | | | | | | |
| | | | | | | | | | P.E. | NA | | | | | | | | |
| | | | | | | | | | TOTAL | | | | | | | | | |
| | | | | | | | | | 161,045.00 | 150,955.00 | | | 10,090.00 | | | | | |
| | | | | | | | | | ARP Funds | | | | | TOTAL | 161,045.00 | | | |
| | | | | | | | | | CONSTR. | NA | | | | | | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2022-2025

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST AND SOURCE OF FUNDING | | | | | STAGING | ANNUAL ELEMENT | | | | FUTURE EXPENDITURES | | | | | |
|--------------------------|--------------------|-----------------|--|--|--|------------|-------|-----------|---------|-------------------|------------|-------|------|------------------------|---------|------|--------|---------|-------|
| | | | | | | | | | | 2023 | 2024 | 2025 | 2026 | Operations | Capital | P.E. | R.O.W. | CONSTR. | TOTAL |
| PROJECT NUMBER | RESPONSIBLE AGENCY | CLASSIFICATION | PROJECT TYPE | FUNDING STATUS | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | CONSTR. | TOTAL | | | | | | | |
| | | | | | FUNDING SOURCE | | | | | TOTAL | | | | | | | | | |
| East Grand Forks #221001 | East Grand Forks | 2nd Ave NE | BNSF RR Replace Existing Signal System at MSAS 119, 2nd Ave, East Grand Forks, Polk County Project # 60-00137 | | REMARKS: Other is MN Office of Freight Funds | | | | | | | | | | | | | | |
| | MnDOT | Minor Arterial | | | | | | | | | | | | | | | | | |
| | RR Xing | Discretionary | | | 300,000 | 270,000 | 0 | 30,000 | 0 | | | | | | | | | | |
| District Managed Program | | | | | | | | | | TOTAL | 300,000 | | | | | | | | |
| East Grand Forks #216001 | East Grand Forks | | Urban Reconditioning project on 5th Ave NE (15th St NE to 20th St NE) consisting of misc. concrete street panel & curb and gutter replacement and minor ADA impro. | | REMARKS: Other - City State Aid Allocation Funds | | | | | | | | | | | | | | |
| | East Grand Forks | Major Collector | | | | | | | | | | | | | | | | | |
| | Reconstruction | Discretionary | | | 553,075 | 382,403 | | 170,672 | 0.00 | | | | | | | | | | |
| NWATP City Sub-target | | | | | | | | | | TOTAL | 553,075 | | | | | | | | |
| East Grand Forks # | East Grand Forks | | Urban Reconditioning project on 5th Ave NE (Highway 2 to 10th St SE) consisting of misc. concrete street panel & curb and gutter replacement. | | REMARKS Other - City State Aid Allocation Funds | | | | | | | | | | | | | | |
| | East Grand Forks | Major Collector | | | | | | | | | | | | | | | | | |
| | Reconstruction | Discretionary | | | 271,398.00 | 187,647.00 | | 83,751.00 | | | | | | | | | | | |
| NWATP City Sub-target | | | | | | | | | | TOTAL | 271,398.00 | | | | | | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2022-2025

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST AND SOURCE OF FUNDING | | | | | STAGING | ANNUAL ELEMENT | | | | FUTURE EXPENDITURES | | | |
|--------------------|--------------------------|--------------------|--|--|---|--|-------|--|-----------|----------------|------------|------|--------|---------------------|-------|--|--|
| | | | | | | | | | | 2023 | 2024 | 2025 | 2026 | | | | |
| PROJECT NUMBER | RESPONSIBLE AGENCY | CLASSIFICATION | PROJECT TYPE | FUNDING STATUS | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Operations | Capital | P.E. | R.O.W. | CONSTR. | TOTAL | | |
| | FUNDING SOURCE | | | | | | | | | | | | | | | | |
| | East Grand Forks #221001 | East Grand Forks | | | | Project entails replacement of bituminous pavement in area of old railroad tracks and installing concrete pavement and concrete curb and gutter. Project includes misc. concrete panel and curb and gutter replacement along with ADA improvements consisting of misc. sidewalk removal and replacement and ADA curb ramps upgrades to meet current ADA standards. | | REMARKS: Other - City State Aid Allocation Funds | | | | | | | | | |
| East Grand Forks # | East Grand Forks | Principal Arterial | | | | | | | | Operations | 0 | | | | | | |
| | Reconstruction | Discretionary | | | | | | | | Capital | 0 | | | | | | |
| | | | | | | | | | | P.E. | NA | | | | | | |
| | | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | NA | | | | | | |
| | | | | | 419,359 | 289,950 | 0 | 129,409 | 0 | CONSTR. | 419,359 | | | | | | |
| | | | | | NWATP City Sub-target | | | | | TOTAL | 419,359 | | | | | | |
| East Grand Forks # | East Grand Forks | | Operating subsidy for proposed East Grand Forks fixed-route transit service. The service will operate 6 days a week and average 36 hours of revenue service daily. Bus for the period January 1, 2023 to December 31, 2023 (Cost for fixed-route service are estimates). | | REMARKS: Carry over of 2022 operating fed funds into 2023 | | | | | | | | | | | | |
| East Grand Forks # | East Grand Forks | | | | | | | | | Other | | | | | | | |
| | Operations | | | | | | | | | Operations | 552,590.00 | | | | | | |
| | | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | | | | |
| | | | | | 552,590 | 120,000 | | 342,470 | 85,620.00 | CONSTR. | | | | | | | |
| | | | | | FTA 5307 | | | | | TOTAL | 552,590 | | | | | | |
| East Grand Forks # | East Grand Forks | | | | REMARKS: | | | | | | | | | | | | |
| East Grand Forks # | East Grand Forks | | | | | | | | | Operations | | | | | | | |
| | | | | | | | | | | Capital | | | | | | | |
| | | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | | | | |
| | | | | | | | | | | CONSTR. | | | | | | | |
| | | | | | | | | | | TOTAL | 0.00 | | | | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST AND SOURCE OF FUNDING | | | | | STAGING | ANNUAL | FUTURE | | | | | | | |
|--------------------------|--|----------------|---|--|---------|-------|-------|-------|---------------------------|---------|--------------|---------|------|-------|--|--|--|--|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | | | | | | | ELEMENT | EXPENDITURES | | | | | | | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Operations | 2023 | 2024 | 2025 | 2026 | | | | | |
| | | | | | | | | | Capital | | | | | | | | | |
| | | | | | | | | | P.E. | | | | | | | | | |
| | | | | | | | | | R.O.W. | | | | | | | | | |
| | | | | | | | | | CONSTR. | | | | | | | | | |
| | | | | | | | | | TOTAL | | | | | | | | | |
| | | | | | | | | | FUNDING SOURCE | | | | | TOTAL | | | | |
| East Grand Forks #220001 | East Grand Forks | NA | Operating subsidy for proposed East Grand Forks fixed-route transit service. The service will operate 6 days a week and averages 36 hours of revenue service daily. Bus for the period January 1, 2024 to December 31, 2024 (Costs for fixed-route service are estimates). TRF-0018-24B | REMARKS: Contract fixed route services with City of Grand Forks Estimated payment to GF is \$560,000 Estimated fare is \$4,772 Other is MN Transit Formula Funds | | | | | | | | | | | | | | |
| | East Grand Forks | Operations | | | | | | | Operations | | 586,240 | | | | | | | |
| | Fixed-Route Transit Service | Entitlement | | | | | | | Capital | | | 0.00 | | | | | | |
| | | | | | | | | | P.E. | | NA | | | | | | | |
| | | | | | | | | | R.O.W. | | NA | | | | | | | |
| | | | | | | | | | CONSTR. | | NA | | | | | | | |
| | | | | | | | | | TOTAL | | 586,240 | | | | | | | |
| | | | | | | | | | FTA 5307 | | | | | TOTAL | | | | |
| East Grand Forks #220002 | East Grand Forks | NA | Operating subsidy for demand response service for disabled persons and senior citizens covering the period January 1, 2024 to December 31, 2024. The paratransit service operates the same hours of operation as the fixed-route transit service (costs for paratransit service are estimates). TRF-0018-24A | REMARKS: Contract demand response service Estimated fare is \$16,880 Other is MN Transit Formula Funds | | | | | | | | | | | | | | |
| | East Grand Forks | Operations | | | | | | | Operations | | 151,820 | | | | | | | |
| | Paratransit Service for Disabled Persons | Entitlement | | | | | | | Capital | | | 0 | | | | | | |
| | | | | | | | | | P.E. | | NA | | | | | | | |
| | | | | | | | | | R.O.W. | | NA | | | | | | | |
| | | | | | | | | | CONSTR. | | NA | | | | | | | |
| | | | | | | | | | TOTAL | | 151,820 | | | | | | | |
| | | | | | | | | | State Transit Funds | | | | | TOTAL | | | | |
| East Grand Forks #220003 | East Grand Forks | N/A | City of East Grand Forks Purchase One (1) Class 400 LF Replacement Gas Bus TRS-0018-24C | REMARKS: Other is MN Transit Formula Funds | | | | | | | | | | | | | | |
| | East Grand Forks | Capital | | | | | | | Operations | | 0 | | | | | | | |
| | Fixed-Route Transit Service | Entitlement | | | | | | | Capital | | | 182,000 | | | | | | |
| | | | | | | | | | P.E. | | N/A | | | | | | | |
| | | | | | | | | | R.O.W. | | N/A | | | | | | | |
| | | | | | | | | | CONSTR. | | N/A | | | | | | | |
| | | | | | | | | | TOTAL | | 182,000 | | | | | | | |
| | | | | | | | | | FHWA STPBG Program Flexed | | | | | TOTAL | | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST AND SOURCE OF FUNDING | | | | | STAGING | ANNUAL | FUTURE | | | |
|-------------------------------|--------------------|--------------------|---|--|------------|---------|-----------|-------|------------|---------|--------------|------|------|--|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | | | | | | | ELEMENT | EXPENDITURES | | | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | PROJECT # | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Operations | 2023 | 2024 | 2025 | 2026 | |
| | FUNDING SOURCE | | | | | CONSTR. | | | | | | | | |
| | | | | | | | | | | TOTAL | | | | |
| East Grand Forks #220004 | East Grand Forks | DeMers Ave | On DeMers Ave (USB2) at 2nd St NW & 4th St NW, Signal System Replacement/ADA Improvements | REMARKS: | | | | | | | | | | |
| | MnDOT | Principal Arterial | | | Operations | | 0 | | | | | | | |
| | Signal Replacement | Discretionary | Project # 6001-68 | | Capital | | 0 | | | | | | | |
| | | | | | P.E. | | NA | | | | | | | |
| | | | | | R.O.W. | | NA | | | | | | | |
| | | | | | CONSTR. | | 1,200,000 | | | | | | | |
| | | | | | TOTAL | | 1,200,000 | | | | | | | |
| Statewide Performance Program | | | | | | | | | | | | | | |
| East Grand Forks # | | | Intentionally left blank | REMARKS: | | | | | | | | | | |
| | | | | | Operations | | | | | | | | | |
| | | | | Capital | | | | | | | | | | |
| | | | | P.E. | | | | | | | | | | |
| | | | | TOTAL | | | | | | | | | | |
| | | | | CONSTR. | | | | | | | | | | |
| | | | | TOTAL | | | | | | | | | | |
| East Grand Forks # | | | Intentionally left blank | REMARKS: | | | | | | | | | | |
| | | | | | Operations | | | | | | | | | |
| | | | | Capital | | | | | | | | | | |
| | | | | P.E. | | | | | | | | | | |
| | | | | TOTAL | | | | | | | | | | |
| | | | | CONSTR. | | | | | | | | | | |
| | | | | TOTAL | | | | | | | | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST AND SOURCE OF FUNDING | | | | | STAGING | ANNUAL | FUTURE | | | |
|--------------------------|--|----------------|--|---|---------|-------|---------|---------|------------|---------|--------------|---------|------|--|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | | | | | | | ELEMENT | EXPENDITURES | | | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | | 2023 | 2024 | 2025 | 2026 | |
| | | | | | | | | | Operations | | | | | |
| | | | | | | | | | Capital | | | | | |
| | | | | | | | | | P.E. | | | | | |
| | | | | | | | | | R.O.W. | | | | | |
| | | | | | | | | | CONSTR. | | | | | |
| | | | | | | | | | TOTAL | | | | | |
| East Grand Forks #221001 | East Grand Forks | NA | Operating subsidy for proposed East Grand Forks fixed-route transit service. The service will operate 6 days a week and averages 36 hours of revenue service daily. Bus for the period January 1, 2025 to December 31, 2025 (Costs for fixed-route service are estimates). | REMARKS: Contract fixed route services with City of Grand Forks Estimated payment to GF is \$560,000 | | | | | | | | | | |
| | East Grand Forks | Operations | | Estimated fare is \$4,917 Other is MN Transit Formula Funds | | | | | | | | 603,830 | | |
| | Fixed-Route Transit Service | Entitlement | TRF-0018-25B | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | NA | | |
| | | | | 603,830 | 131,130 | 0 | 304,075 | 128,878 | CONSTR. | | | NA | | |
| | | | | FTA 5307 | | | | | TOTAL | | | 603,830 | | |
| East Grand Forks #221002 | East Grand Forks | NA | Operating subsidy for demand response service for disabled persons and senior citizens covering the period January 1, 2025 to December 31, 2025. The paratransit service operates the same hours of operation as the fixed-route transit service (costs for paratransit service are estimates) | REMARKS: Contract demand response service Estimated fare is \$17,391 | | | | | | | | | | |
| | East Grand Forks | Operations | | Other is MN Transit Formula Funds | | | | | | | | 156,380 | | |
| | Paratransit Service for Disabled Persons | Entitlement | TRF-0018-25A | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | NA | | |
| | | | | 156,380 | 0 | 0 | 118,141 | 20,847 | CONSTR. | | | NA | | |
| | | | | State Transit Funds | | | | | TOTAL | | | 156,380 | | |
| East Grand Forks # | | | Intentionally left blank | REMARKS: | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | | |
| | | | | | | | | | CONSTR. | | | | | |
| | | | | | | | | | TOTAL | | | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST AND SOURCE OF FUNDING | | | | | STAGING | ANNUAL | FUTURE | | | | | | |
|--------------------------|--------------------|----------------|--|--|-----------|---------|-------|---------|-----------------------|---------|--------------|------|-------|-----------|--|--|-----------|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | | | | | | | ELEMENT | EXPENDITURES | | | | | | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Operations | 2023 | 2024 | 2025 | 2026 | | | | |
| | | | | | | | | | | CONSTR. | | | | | | | |
| | | | | | | | | | FUNDING SOURCE | | | | | | | | |
| | | | | | | | | | TOTAL | | | | | | | | |
| East Grand Forks #522008 | East Grand Forks | Point Bridge | In Grand Forks & East Grand Forks, MSAS 113, Rehab the Point Bridge (MN BR#60506) (ND BR#0000GF02) over the Red River of the North, includes mill and overly of bridge approach on 1st St SE in East Grand Forks | REMARKS: Grand Forks covers the other half of the total project. Shown is for East Grand Forks only Other costs are non-construction costs Other Revenue is MN State Aid | | | | | | | | | | | | | |
| | East Grand Forks | Minor Arterial | | | | | | | | | | | | | | | |
| | Bridge Repair | Discretionary | 119-113-008 | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | | | | | |
| | | | | | 1,150,000 | 860,000 | 0 | 290,000 | 0 | CONSTR. | | | | 1,150,000 | | | |
| | | | | | | | | | NWATP City Sub-target | | | | TOTAL | | | | 1,150,000 |
| East Grand Forks # | | | Intentionally left blank | REMARKS: | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | | | | | |
| | | | | | | | | | | CONSTR. | | | | | | | |
| | | | | | | | | | TOTAL | | | | | | | | |
| East Grand Forks # | | | Intentionally left blank | REMARKS: | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | | | | | |
| | | | | | | | | | | CONSTR. | | | | | | | |
| | | | | | | | | | TOTAL | | | | | | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST | | | | | STAGING | ANNUAL | FUTURE | | | |
|----------------|--------------------|----------------|--------------------------------|-----------------------|-------|-------|-------|------------|-----------|-----------|--------------|-----------|--|--|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | AND SOURCE OF FUNDING | | | | | | ELEMENT | EXPENDITURES | | | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Operations | 2023 | 2024 | 2025 | 2026 | | |
| | | | FUNDING SOURCE | | | | | CONSTR. | | | | | | |
| | | | East Grand Forks TOTALS | | | | | | | | | | | |
| | | | | | | | | Operations | 1,317,390 | 738,060 | 760,210 | 783,015 | | |
| | | | | | | | | Capital | 161,045 | 182,000 | 0 | 193,000 | | |
| | | | | | | | | P.E. | 0 | 0 | NA | NA | | |
| | | | | | | | | R.O.W. | 0 | 0 | NA | NA | | |
| | | | | | | | | CONSTR. | 1,243,832 | 1,200,000 | 0 | 1,150,000 | | |
| | | | | | | | | TOTAL | 2,722,267 | 2,120,060 | 760,210 | 2,126,015 | | |



MPO Staff Report
Technical Advisory Committee:
December 14, 2022
MPO Executive Board:
December 15, 2022

RECOMMENDED ACTION: Approval of the Cities Area Transit (CAT) Public Transportation Agency Safety Plan (PTASP).

TAC RECOMMENDED ACTION:

Matter of approval of the Cities Area Transit (CAT) Public Transportation Agency Safety Plan (PTASP).

Background:

Cities Area Transit Public Safety Plan (PTASP) is an element of the agency’s responsibility and establishes safety policies, identifies hazards, controls risk, allows for goal setting and planning, prioritizes resources, and measures performance. In accordance with FTA (Federal Transit Administration) all transit agencies are required to have a PTASP in place by year end. The goal of the PTASP is to increase safety within the transit system by proactively implementing the four components of SMS: Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion.

Findings and Analysis

- The PTASP addresses the following elements:
 - Policy Statement – Conveys top-level management’s commitment and support for the PTASP. The policy statement is signed by Cities Area Transit Division Director, the executive accountable to the agency, FTA, and Grand Forks Board of Directors.
 - Safety Objectives – Specific measurable and attainable safety objectives to Cities Area Transit annual and defined safety goals.
 - Safety Performance Targets – Establishes a list of quantifiable levels of safety performance established as a basis for safety performance measurability.
 - Safety Accountabilities and Responsibilities – Clearly defines roles and responsibilities for safety management and provides ownership at every level.
 - Employee Safety Reporting Program – Formalizes a reporting structure by empowering and encouraging employees to report safety conditions to all management personnel, avoiding any repercussions.

- PTASP Review and Record Keeping – Outlines and annual process used to review and update the plan, including a timeline for implementation.
- Safety Risk Management Approach – Provides the formal hazard control process CAT uses to identify hazards; analyze, evaluate, and prioritize safety risks; and develop, implement, and evaluate risk control strategies.
- Safety Assurance – Provides a framework for establishing Performance Indicators (PI) by continuously monitoring and evaluating the effectiveness of the PTASP.
- Safety Training and Communication – Outlines the comprehensive safety training program ensuring staff members are trained and competent to perform their safety-related duties. Provides the means for effectively communicating safety performance and safety management information.

Support Materials:

- City of East Grand Forks Staff Report
- City of Grand Forks Staff Report
- Cities Area Transit (CAT) Public Transportation Agency Safety Plan (PTASP)

Request for Council Action

Date: December 6, 2022

To: East Grand Forks City Council Mayor Steve Gander, Council members Clarence Vetter, Dale Helms, Tim Riopelle, Tim Johnson, Mark Olstad, Marc DeMers, and Brian Larson.

Cc: File

From: Nancy Ellis, Transit Manager

RE: Approve the PTASP Plan – Public Transit Agency Safety Plan

RECOMMENDATION:

Staff recommends approval of the Public Transit Agency Safety Plan (PTASP Plan), subject to MPO review and approval.

BACKGROUND:

Managing safety and risk is an essential part of our business activities. Cities Area Transit Public Transit Agency Safety Plan (PTASP) is a specific element of the agency's responsibility and establishes safety policies, identifies hazards, controls risk, allows for goal setting and planning, prioritizes resources, and measures performance. The PTASP fosters organizational wide support for transit safety by establishing a culture where management is held accountable for safety, and everyone in the organization takes an active role in maintaining transit safety and security.

The PTASP supports safety across the system. Including the utilization of performance-based targets based upon data collected within Cities Area Transit. The PTASP is an integrated collection of Cities Area Transit policies, processes, and behaviors that endorse a formalized, proactive, and data-driven approach to safety and risk management.

The goal of the PTASP is to increase safety within our transit system by proactively implementing the four components of SMS: Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion. A strategic approach is flexible and scalable where effectiveness is determined by attaining safety performance targets and standards. The PTASP addresses the following elements:

- Policy Statement - Conveys top-level management's commitment and support for the PTASP. The policy statement is signed by Cities Area Transit Division Director, the executive accountable to the agency, FTA, and Grand Forks Board of Directors.
- Safety Objectives - Specific measurable and attainable safety objectives to Cities Area Transit annual and defined safety goals.
- Safety Performance Targets - Establishes a list of quantifiable levels of safety performance established as a basis for safety performance measurability.
- Safety Accountabilities and Responsibilities - Clearly defines roles and responsibilities for safety management and provides ownership at every level.
- Employee Safety Reporting Program - Formalizes a reporting structure by empowering and encouraging employees to report safety conditions to all management personnel, void of any repercussion
- PTASP Review and Record Keeping - Outlines an annual process used to review and update the plan, including a timeline for implementation.
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SUPPORT MATERIALS:

Public Transit Agency Safety Plan with attachments



City of Grand Forks

Staff Report

Committee of the Whole – November 28, 2022

City Council – December 5, 2022

Agenda Item: CAT PTASP (Public Transit Agency Safety Plan)

Submitted by: Dale Bergman, Public Transportation Division Director

Staff Recommended Action: Approval of the CAT PTASP (Public Transit Agency Safety Plan)

November 28, 2022 – Committee Recommended Action:

December 5, 2022 – Council Action:

BACKGROUND:

In accordance with FTA (Federal Transit Administration) all transit agencies are required to have a PTASP (Public Transit Agency Safety Plan) in place by year end. The Cities Area Transit (CAT) is required to have city council approval along with NDDOT approval to forward onto FTA (Federal Transit Administration), subject to FTA review and approval. This plan is a way of managing safety and risk as essential part of our business activity.

ANALYSIS AND FINDINGS OF FACT:

Recipients of FTA funding must have a current PTASP (Public Transit Agency Safety Plan):

- 1. Public Transit Agency Safety Plan** – The plan is created in compliance with FTA Master Agreement for Federal funding. It is designed to help manage safety and risk as an essential part of our business and is a specific element of the agencies responsibility and establishes safety policies, identifies hazards, controls risk, allows for goal setting and planning, prioritizes resources, and measures performance.
- 2. Goals** – The goal of the PTASP is to increase safety within our transit system by proactively implementing the four components of Safety Management System: Safety Management Policy, Safety risk Management, Safety Assurance, and Safety Promotion. This will help to form behaviors that endorse a formalized, proactive, and data-driven approach to safety and risk management.

SUPPORT MATERIALS:

- CAT PTASP (Public Transit Agency Safety Plan)

Cities Area Transit (CAT)

Public Transportation Agency Safety Plan (PTASP)



Prepared by
JF Public Transit Consultants LLC.
Phoenix, AZ

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PTASP Introduction

Managing safety and risk is an essential part of our business activities. Cities Area Transit Public Transit Agency Safety Plan (PTASP) is a specific element of the agency's responsibility and establishes safety policies, identifies hazards, controls risk, allows for goal setting and planning, prioritizes resources, and measures performance. The PTASP fosters organizational wide support for transit safety by establishing a culture where management is held accountable for safety, and everyone in the organization takes an active role in maintaining transit safety and security.

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- Policy Statement - Conveys top-level management's commitment and support for the PTASP. The policy statement is signed by Cities Area Transit Division Director, the executive accountable to the agency, FTA, and Grand Forks Board of Directors.
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Heinrich's work is claimed as the basis for the **theory** of behavior-based safety by some experts of this field, which holds that as many as 95 percent of all workplace accidents are caused by unsafe acts. Cities Area Transit firmly believes in this theory and by focusing on the unsafe behavior and near misses you will greatly reduce the number of accidents and injuries

Safety Management Policy Statement

Managing risk and safety is one of Cities Area Transit's core business functions. Cities Area Transit is committed to developing, implementing, maintaining, and continuously improving its processes. Cities Area Transit strives to ensure the agency's service delivery activities take place under a balanced allocation of organizational resources. These resources aim at achieving the industry's best safe-work practices and meeting established standards.

Cities Area Transit is devising, implementing, and administering a comprehensive and coordinated PTASP that incorporates Safety Management Systems (SMS). The PTASP is a specific safety plan identifying the procedures and practices we follow to prevent, eliminate, control, and reduce hazards that may occur during the design, construction, procurement, and operational stages of transportation modes (Fixed Route Bus, Dial-a-Ride, and Microtransit).

It is the policy of Cities Area Transit to fully support a proactive safety program in which preventative measures are utilized to identify and resolve hazards. Cities Area Transit recognizes the success of the safety program depends on the sincere and cooperative efforts and active participation of all employees. It is the responsibility of each Cities Area Transit employee to actively participate in the safety process, provide requested information, aid in investigations, and actively report and prevent hazards.

Starting with the Division Director, all levels of management, employees, contractors, and partner cities are accountable and responsible for upholding the best safety performance.

Cities Area Transit/ Grand Forks Safety Coordinator is the agency's designated safety officer and has the oversight authority of the agency's PTASP. The safety officer is responsible for providing resources, safety advocacy, and direction for managing day-to-day implementation and operation of Cities Area Transit PTASP, in conjunction with the Division Director.

Cities Area Transit commits to:

- Support the PTASP through the provision of appropriate resources and visible top-level commitment to safety
- Foster a positive safety culture and embed best practices among the primary responsibilities of all managers and employees
- Actively manage safety with the same attention given to other plans and processes at Cities Area Transit
- Establish a systematic and comprehensive approach to identify, analyze, evaluate, and mitigate agency-wide safety risks
- Integrate the PTASP and SMS into all departments at all levels
- Establish and operate a safety reporting program as a fundamental tool in support of the agency's hazard identification and safety risk evaluation process
- Cities Area Transit encourages the participation and contribution of frontline personnel in the

management of safety. Cities Area Transit employees who disclose safety concerns will be protected from disciplinary action unless such disclosure indicates, beyond a reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures

- Provide adequate and appropriate safety-related information and job-specific safety training for all employees with a goal to train employees to a competency level that supports safe work performance
- Provide skilled and trained human resources who are available to implement safety management processes
- Establish and measure safety performance with realistic and data-driven indicators, targets, and goals
- Comply with regulatory requirements and standards
- Work with external systems and services supporting safety performance standards
- In consultation and accordance with the Division Director, apprise the Board of Directors of safety management initiatives to minimize safety risk through the strategic application of available resources

Division Director

Date

Purpose and Applicability

The PTASP provides a structured safety management approach by effectively controlling operational safety risks and continuously improving safety performance by implementing the following:

- Document top-down commitments from management, employees, partners, and contractors to achieve safety performance goals
- Establish a chain-of-custody documenting the implementation of the PTASP through guidelines, policies, and procedures
- Identify roles and responsibilities for safety management outlining ownership and assurance of safety at every level
- Establish safety goals and objectives while encouraging agency personnel and others to follow industry safety practices and federal recommendations
- Set safety performance targets and Performance Indicators (PI) to achieve safety objectives
- Define acceptable levels of risk as they pertain to the safety performance of provided services
- Provide a framework and guidance to implement, evaluate, and continuously improve safety policies, the safety risk management processes, and the achievement of related goals and objectives
- Establish safety programs for the PTASP documenting our commitment to safety.

The PTASP applies to all Cities Area Transit operations. All divisions and departments are required to meet or exceed federal, state, and local standards for facilities, equipment, supplies, practices, and procedures. Individual departments are responsible for documenting specific processes tailored to the business need of that department.

Safety Goals

Goal 1: Reduce Casualties and Occurrences - Utilize the SMS framework to identify safety hazards, mitigate risk, reduce injuries, and reduce property loss.

Goal 2: Encourage a Robust Agency-Wide Safety Culture - Establish a culture where management is held accountable for safety; employees take an active role in transit safety; and employees are comfortable and encouraged to bring safety concerns forward.

Goal 3: Enhance System and Equipment Reliability - Provide safe and reliable transit operation by ensuring all vehicles, equipment, and facilities are regularly inspected, maintained, and serviced.

Goal 4: Annual Safety Goals and Objectives - Each calendar year, departments establish safety goals and objectives, which include benchmarks and PI.

Components of SMS

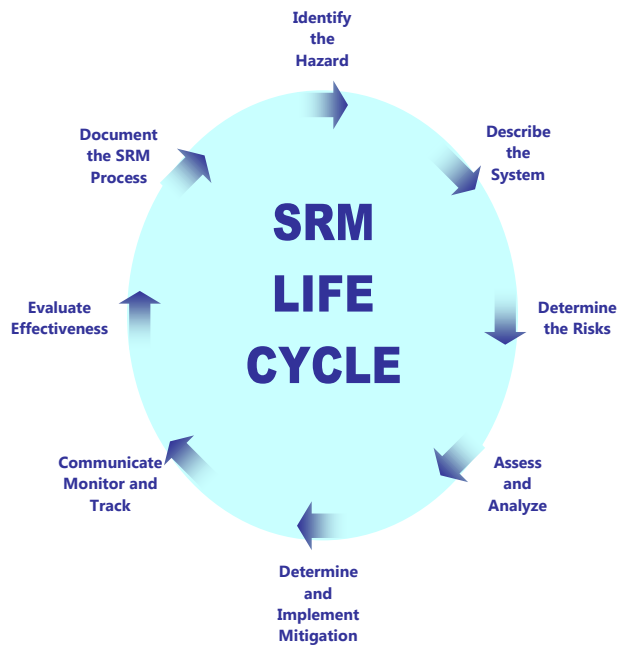
- Safety Policy - Establishes Cities Area Transit commitment to improve safety, by defining the methods, processes, and organizational structure to meet safety goals
- Safety Risk Management (SRM) - Determines the need for, and adequacy of, new or revised risk controls based on the assessment of acceptable risk
- Safety Assurance (SA) - Evaluates the continued effectiveness of implemented risk control strategies; supports the identification of new hazards
- Safety Promotion - Provide training and communication necessary to create a positive safety culture at all levels



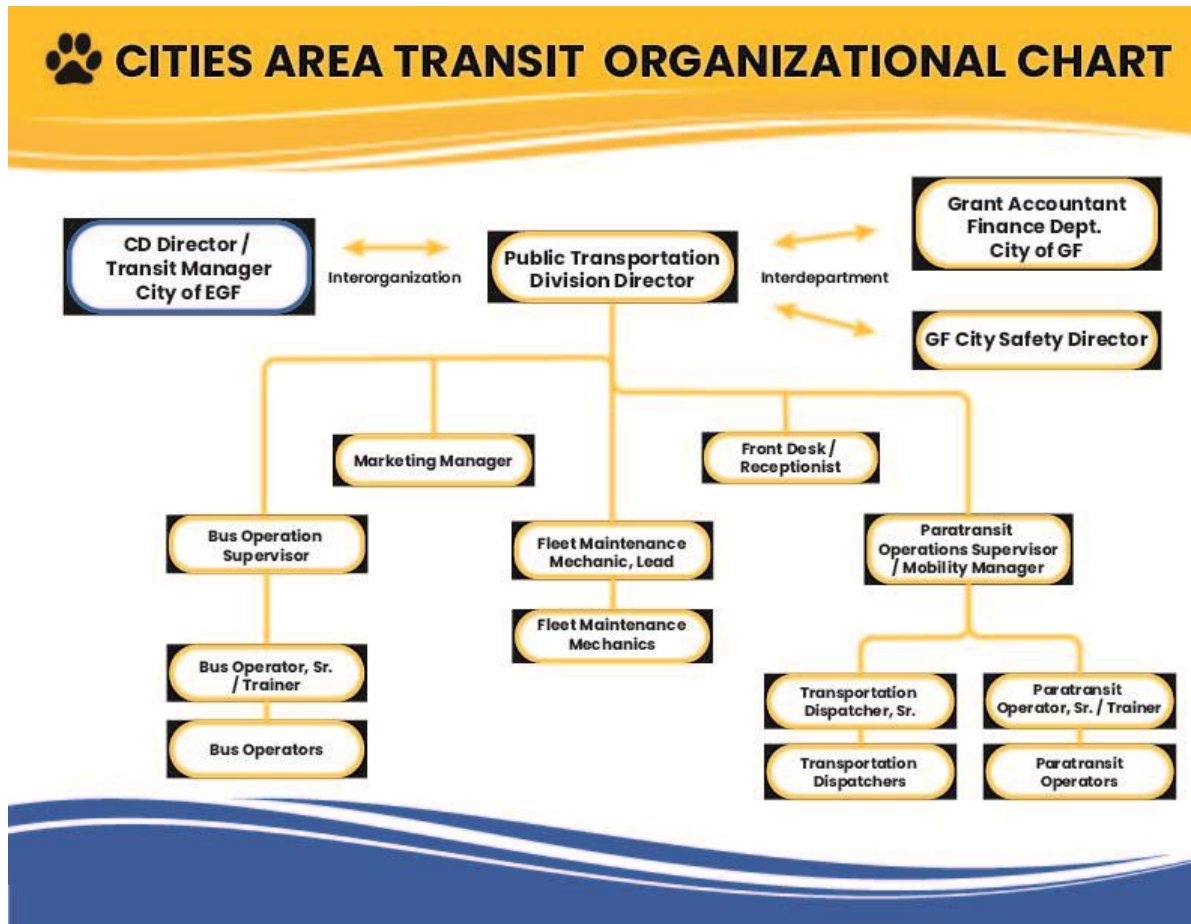
Safety Accountability and Responsibility

Employee safety is a critical component of a transit safety program. NDDOT and FTA requires Cities Area Transit employees be intitled into the following areas:

- A workplace free of recognized hazards
- A written Accident Prevention Program
- Safety committee
- Safety bulletin boards
- First Aid equipment and supplies
- Personal Protective Equipment (PPE)
- Lighting
- Housekeeping
- Potable water, restrooms, emergency wash stations, and washing facilities
- Accident reporting



The Division Director as the accountable executive, has ultimate responsibility for safe and secure operations of Cities Area Transit. Each employee is required to carry out specific system safety responsibilities in compliance with the PTASP. Below outlines the Cities Area Transit current organizational structure.



Safety Responsibilities - CAT Division Director

The Division Director's authority and responsibilities for the PTASP include:

- Cities Area Transit safety advocate
- Human resource issues
- Major financial issues
- Conduct of Cities Area Transit affairs
- Establish and promote safety policy
- Collaborate with the Safety and Operations Departments to establish Cities Area Transit safety targets and objectives
- Final responsibility for the resolution of all safety issues

Safety Coordinator

Cities Area Transit Safety Coordinator, as the agency's designated safety officer, has oversight authority and responsibility for implementation of the PTASP.

In further detail, the job duties include:

- Oversee, develop, and maintain safety policies, plans, procedures, and processes, including processes for safe work practices and the development and maintenance of a proactive PTASP.
- Provide advice during the development of data-driven safety PIs and performance targets
- Jointly engages with the Human Resources and Safety Department in safety audit activities to verify compliance with the PTASP and the Accident Prevention Plan
- Provide advice, interpretation, and recommendations concerning technical matters including safety and system designs for new bus purchases, renovation of facilities, and the decommissioning of equipment; other areas may include standards for safe working, job hazard analysis, and assisting with development of Standard Operating Procedures (SOPs).
- Work closely with the division director to coordinate policies, plans, standards, and programs related to bus operator and public safety activities; preventing and mitigating transit worker assaults; emergency response; and security procedures for potential cyber attacks
- Provide support and direction for regionally based programs outlined by the Federal Transit Agency (FTA)
- Participate in the development of safety training, competencies, awareness and health and wellness programs
- Comply with environmental health and safety requirements
- Customization of risk-based safety management programs
- Recommendation for the allocation of resources based on work and associated hazards
- Measure the effectiveness of programs in a useful and relevant format

Operations Supervisors

To demonstrate their ongoing support for the PTASP, Operations Supervisors shall:

- Actively support and promote the PTASP
- Annually review the Plan for information relevant to individual departments
- Cooperate with the safety coordinator
- Follow up on reported safety issues
- Maintain processes and procedures for safe operations
- Provide resources to support the PTASP
- Continually monitor areas of responsibility

Supervisors/ Dispatchers

To effectively implement safety policies, supervisors and dispatchers provide direction to staff using monitoring mechanisms, providing information, instruction, and training. Supervisors will verify compliance with safety policies and report safety-related information to management.

Cities Area Transit Employees

Employees are responsible for and empowered to:

- Maintain safe work areas, and keep equipment in good working condition
- Perform jobs or tasks safely
- Identify, assess, mitigate, and report hazards
- Cooperate with the safety coordinator
- Monitor activity of coworkers and alert them of potential hazards
- Comply with established procedures and policies
- Identify situations not covered by existing procedures
- Ask for assistance if skills, physical capabilities, or knowledge are not sufficient to perform the task
- Stop and report work deemed unsafe
- Model safe work behaviors
- Document safety concerns for buses or facilities in the asset management system
- Use prescribed Personal Protective Equipment (PPE)

Duties and responsibilities of safety personnel are detailed in one or more of the following:

- Safety manuals (Accident Prevention Plan)
- Operator's manual
- Employee Handbook
- Responsibilities housed in this PTASP documentation
- Job Descriptions

Public Safety and Emergency Management Interaction

The Operations and Safety departments are responsible for developing plans and procedures for emergencies. All departments take part in emergency planning.

Operations Department

The Operations department takes the lead in coordination of emergency response and establishes the Emergency Operations Center (EOC). The Division Director and the Operations Supervisors serve as the organization's incident commander(s) during an emergency in conjunction with the Safety Coordinator. During an emergency, transit support will be provided by CAT for each cooperative city.

- Emergency evacuation assistance
- Detour preparation
- Public safety radio communication
- Passenger assistance
- Emergency management liaison
- Other transit-related support activities serving Grand Forks

Maintenance and Facilities Department

The Maintenance Department provides coordination to aid in the emergency response of federal, state, and local agencies, as well as the restoration of essential public transit services during emergency and disaster events. The Maintenance Department is responsible for:

- Ensuring the safe mechanical condition of all Cities Area Transit vehicles
- Inspecting Cities Area Transit facilities after a disaster where necessary
- Responding to bus mechanical malfunctions

Cities Area Transit Maintenance Department provides support to the agency in several aspects of safety. Cities Area Transit uses The Transit Asset Management (TAM) policy statement to establish asset-related safety benchmarks. An asset is determined to be in a State of Good Repair (SGR) when the following standards are met:

- The asset is in sufficient condition to operate at a full performance
- The asset can perform its manufactured design function
- The use of the asset in its current condition does not pose an identified, unacceptable safety risk or deny accessibility
- The asset's life cycle investment needs have been met or recovered, including all scheduled maintenance, rehabilitation, and replacements Useful Life Benchmark (ULB)

Security

The Division Director and Safety Coordinator are responsible for developing, implementing, and updating all security and emergency response procedures, including but not limited to:

- Bomb threats
- Active shooters
- Workplace violence
- Physical security
- Fare compliance
- Passenger Issues

Cities Area Transit is responsible for security at transit centers, bus stops, and facilities. Cities Area Transit maintains and updates a Security Emergency Preparedness Plan (SEPP). The SEPP addresses all aspects of transit security for the agency.

Security awareness training is provided for all operations employees by the Training Department. Training is provided during the initial orientation for new operators and during operator safety meetings annually. Cities Area Transit routinely provides information to employees via multiple formats and platforms.

Threat and Vulnerability Assessment

The Threat and Vulnerability Assessment (TVA) evaluates the current passive and active security measures for multiple locations controlled and maintained by Cities Area Transit. The TVA includes general recommendations of security measures that mitigate vulnerabilities. The TVA assesses:

- Threats – specific manmade actions that are potentially criminal in nature and can adversely impact the organization
- Vulnerabilities – gaps in the effectiveness of existing security measures to deter, prevent, or detect threats
- Consequences – potential adverse impact on the organization

Safety Department

The Safety department takes the lead in the coordination, development, and implementation of the PTASP and the Accident Prevention Plan. The department participates in the development

and maintenance of the SEPP and assists the security department with safety-related issues regarding security.

Contractors and Other Agency Agreements

Contractors and vendors doing business with Cities Area Transit must follow the concepts, policies, and procedures outlined in the PTASP and all other safety and security documents. Procurement documents include language identifying the PTASP and providing a framework for the responsibilities vendors and contractors must follow. Upon request, Cities Area Transit makes available copies of all safety-related documents.

Workplace Chemicals

The MSDS Database link can also be found within the asset management system and is available to all employees. Employees notify the Division Director when having difficulty locating an SDS sheet. The Division Director is responsible for agency inventory.

All employees receive hazard communication training as part of the onboarding process with Cities Area Transit. The training is provided through TAPTCO. The training includes how to read an SDS sheet. Employees working in the maintenance shop and at facilities may work with industrial chemicals that require additional training. Cities Area Transit provides training as necessary.

Plan Review

The Safety Department coordinates an annual review of the PTASP. Representatives from participating departments, including the City of East Grand Forks review relevant portions of the PTASP and provide feedback for updates and changes.

The Board of Directors (Board) approves the PTASP and receives updates to the Plan on an annual basis. Board approval of the PTASP before the annual update only occurs when additions to the document, or removal of items or processes in the document are proposed.

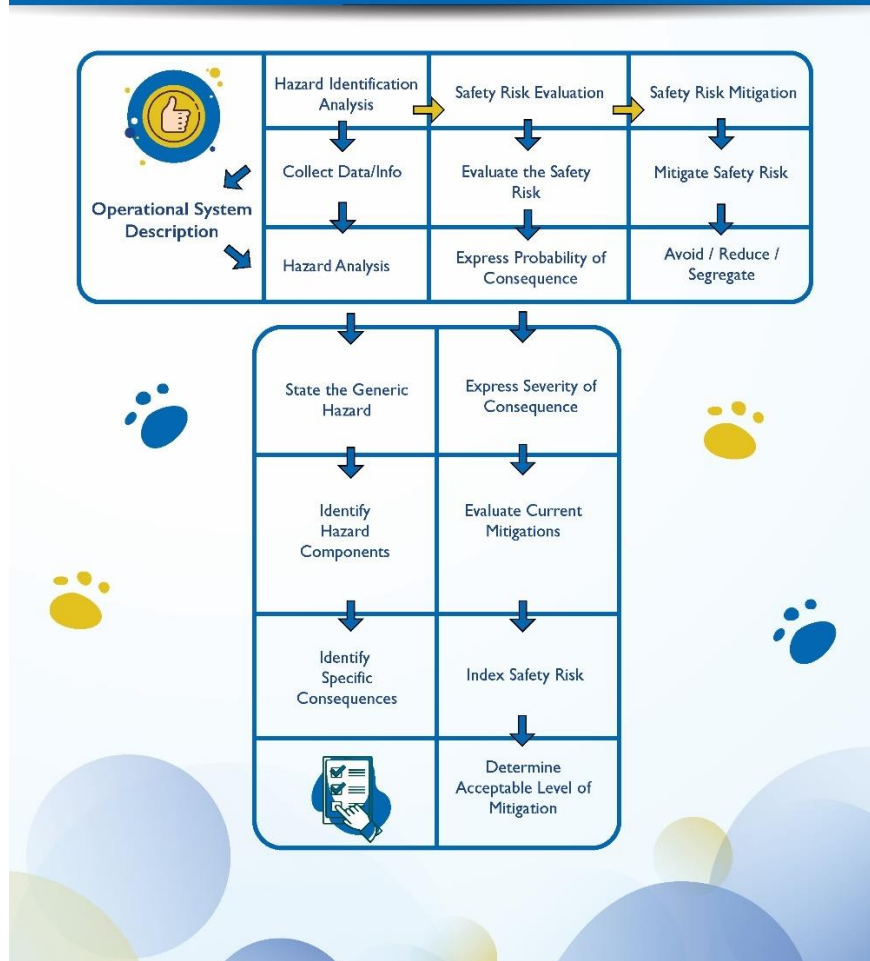
Minor changes to the document do not require board approval.

Safety Risk Management

Cities Area Transit Safety Risk Management (SRM) component includes the processes, activities, and tools the agency uses to identify and analyze hazards, the mitigation of those hazards, and any residual risk. The flow chart below describes the process of SRM. The Safety department serves as the central receiving hub of safety-related data. It serves as a resource for agency departments as it pertains to the establishment of goals, benchmarks, and PIs. Annually, one of the following components of the PTASP is assessed, Safety Policy, Safety Risk Management, Safety Assurance, or Safety Promotion. The appropriate Cities Area Transit personnel and members of executive staff have access to the findings of the annual assessments.

Safety Risk Assessment

Safety Risk Assessment





| Safety Risk Likelihood | | | |
|-------------------------------|--------------|---|---|
| Description | Level | Specific Individual Item | Fleet or Inventory |
| Repetitive | A | Likely to occur often in the life of an item. | Continuously experienced 4 times per month. |
| Frequent | B | Will occur several times in the life of an item. | Will occur frequently. 1-3 times per month |
| Occasional | C | Likely to occur sometime in the life of an item. | Will occur several times. 2 - 11 times per year. |
| Remote | D | Unlikely, but possible to occur in the life of an item. | Unlikely, but can reasonably be expected to occur. Once in more than two years. |
| Improbable | E | So unlikely, it can be assumed occurrence may not be experienced in the life of an item. | Unlikely to occur, but possible. Once in 2 to 10 years. |
| Extremely Improbable | F | Unlikely to occur. This level is used when potential hazards are identified and later eliminated. | Unlikely to occur. Once in Ten Years |

Hazard Identification and Analysis

Hazard identification and analysis are the first two steps in the Safety Risk Assessment process. Cities Area Transit uses this tool to identify and address hazards before they escalate into incidents or accidents. The following activities identify hazards:

- Hazard assessments
- Employee safety reporting
- System Improvement Requests (SIR)
- Asset management system reporting
- Customer service reporting
- Observations of operations
- Safety inspections

- Event reporting and investigation
- Event, injury, and illness history data
- Safety committee topics and points of discussion
- Legislation, industry standards, checklists, or external consultants
- Data trending reports made available through event reports, insurance carriers, and local authorities
- Review and audit of safety policies, procedures, and safety instructions for equipment and materials
- Preventative Maintenance (PM) on rolling stock equipment
- Quality Assurance Program (QAP) rides performed by management

The identified hazards are addressed as follows:

- Immediate resolution if possible
- Reporting of the hazard if an immediate resolution is not evident
- Reporting to the safety committee
- Mitigation and repair of the hazard
- Creation of a policy or procedure
- Training regarding new or revised policies and procedures

Job Hazard Analysis

A Job Hazard Analysis (JHA) outlines the high-risk work activities, the hazards and risks arising from work activities, and the measures to control the risks of the work activities. The JHA encourages teamwork, especially with new employees, and evaluates employee awareness.

The JHA focuses on:

- Job tasks
- Potential hazards associated with the job tasks
- Hazard control measures required to eliminate the risk of injury, or reduce the risk to an acceptable level of risk

The JHA helps supervisors and workers implement and monitor established control measures for safety in high-risk work activities. A JHA:

- Specifies hazards and risks related to the work
- Describes the measure(s) to control the risk
- Describes how the agency implements, monitors, and reviews control measures by considering how workplace circumstances are affected
- Ensures readily accessible and easy to understand documents

The JHA is reviewed, approved, and signed by a supervisor before the start of a task. Upon commencement of employee training, the supervisor documents the date of the training and issues the employee a copy of the JHA. Retraining may occur as required by regulations or when a supervisor observes a noticeable change in how the task is performed. The supervisor and employee need to understand all job tasks. When changes occur, or with the introduction of a new task, the JHA is updated, and the employee retraining

Employee Safety Reporting Program

The safety objective at Cities Area Transit cultivates and fosters a proactive safety culture encouraging employees to bring safety concerns forward. Cities Area Transit employees are the most familiar with the details of their job, and their input is crucial in monitoring and identifying safety issues and concerns. Employees who witness an unsafe act, such as a near miss, or notice an unsafe condition are encouraged to report it to a supervisor, a member of the safety committee, or other management. The information is immediately reviewed with remedial action taken where appropriate.

Employees will not be penalized for self-reporting safety issues to the attention of management; however, if a safety issue is not self-reported or the information is received from sources outside of Cities Area Transit, involves an illegal act, or is a deliberate or willful disregard of promulgated regulations or procedures, the progressive discipline policy is followed.

Following are the reporting methods for Cities Area Transit employees:

- Report directly to their supervisors or managers (preferred)
- Report directly to the Safety Coordinator
- Report directly to the Division Director
- Report directly to a member of the safety committee
- Report the concern in the asset management program for equipment or facilities

A review of all safety concerns and comments is completed with appropriate follow-up as necessary by the direct supervisor or manager. The Safety Coordinator may be consulted through this process.

Passenger Reporting

Riders are also partners in safety. Cities Area Transit encourages riders to report safety concerns. Riders can notify a bus operator, a member of the customer service team, or report safety concerns by calling the customer service line at 701-746-2600. Contact information for Cities Area Transit is found on all buses, and bus stop signage.

Observation of Operations and Maintenance

Cities Area Transit uses several measures to help identify and monitor system safety.

Quality Assurance Program

Management, including the Safety Coordinator, Division Director, and Operations Supervisors at Cities Area Transit are required to ride a bus at least once a month. Observation of the bus, including cleanliness and working customer components, is documented through a survey. A bus ride is either on fixed-route or paratransit. Employees are encouraged to report all safety-related concerns or issues.

Dispatch Observation

Dispatchers monitor conditions of the transit system, including operator fitness for duty, emergency response, weather, traffic, and roads. Dispatchers gather information from firsthand reports or observations, governmental websites, and news organizations. Service is primarily monitored through the Computer Aided Dispatch System Syncromatics for Fixed Route and Route Match for Paratransit. Both will provide Dispatchers clear visibility of where vehicles are traveling at all times through global positioning systems (GPS). All vehicles are equipped with two way radios which will directly contact Dispatch and the Operations Supervisors in case of an emergency.

Operations Supervisors and Trainers

Operations Supervisors and Behind The Wheel Trainers routinely monitor transit operations and facilities for compliance and performance. Supervisors respond to situations to evaluate and assess conditions comprising the integrity of transit service. Observations are communicated to operators, dispatchers, managers, directors, and other city officials as needed.

Security

The local police department monitors transit centers, and will ride buses, conduct fare enforcement, and respond to significant incidents as requested by bus operators or other Cities Area Transit personnel. Cities Area Transit monitors transit facilities and bus routes to identify areas of increased problematic activity adjusting security resources as necessary.

Video Surveillance

All revenue vehicles and transit centers are equipped with a video surveillance system. Captured video may be used to address safety concerns, customer comment investigation, and employee re-training opportunities.

Safety Inspections

Safety inspections are performed by designated department representatives to:

- Promote a safe and healthy work environment by providing a systematic and consistent inspection schedule to identify hazards, risks, and unsafe practices
- Document unsafe practices by noting areas of concern.
 - Easily corrected practices are immediately fixed, and a notation of the corrective action is recorded.
 - Issues that are not easily corrected are noted and entered into the electronic asset management program
- Acknowledge employees complying with safety policies and procedures with positive performance feedback
- Ensure compliance with the TAMS plan

Department representatives' complete monthly inspections of each work area. The Safety committee compares the inspection report with facility-related entries documented in the electronic asset management program. Informal walkthroughs are conducted daily for safe work compliance.

The director of safety conducts, at a minimum, annual facility inspections of the Cities Area Transit administration building, and transit centers. Any repairs done to the facility are entered as a work order into RTA. A facility inspection is conducted every quarter by the Management Team. Fire inspection is conducted annually by the fire department.

Using a checklist, operators perform a pre-trip inspection of revenue vehicles before use. The operator immediately reports to a dispatch supervisor items presenting a safety risk. If necessary, the dispatch supervisor will contact the Maintenance department for response and assistance. A mechanic may perform minor mechanical repairs in the shop-assist area. Other repairs that cannot be fixed in the shop-assist area are entered in the electronic asset management system.

All safety-related issues are tracked and recorded by Safety department, and operations personnel. All completed inspection forms are retained for three years. The safety committee chair reports the results of the inspections at the monthly Safety committee meetings.

As required by local code and ordinances and by the National Fire Protection Agency (NFPA), an

inspection of Cities Area Transit fire systems, such as fire alarms, fire detection units, fire sprinklers, and fire extinguishers, is completed by a third-party vendor. Cities Area Transit maintenance department maintains a copy of the inspection reports. All deficiencies identified during the inspection are remedied as soon as possible by Cities Area Transit personnel or a licensed contractor.

Hazard Analysis

A hazard is defined as any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of Cities Area Transit; damage to the environment; or a reduction of the ability to perform a prescribed function. Hazards compromise the overall safety of the agency. Hazard Analysis is an SMS tool to evaluate safety risk. Safety Risk is an assessment, expressed in terms of predicted probability and severity, of the consequence of a hazard taking as reference the worst foreseeable – but credible – condition.



Use of the Hazard Analysis

Hazard analysis is used by the director of safety, to determine if changes in the agency or in operational procedures may pose additional risk(s). Examples of change include:

- The purchase of a new type of equipment
- The adoption of a new policy or procedure
- A change in a business practice
- A change in the configuration of existing equipment
- The adoption of a new service
- The removal of an existing service

The Hazard Analysis evaluates the advantages and the consequences of one of the above changes. Conducting an evaluation looks at the potential safety risk severity and probability of the hazard associated with the change. Safety risk severity is the anticipated effects of a consequence, should it materialize, by referencing the worst foreseeable, but credible, condition. Safety risk severity is evaluated based on the potential for the following:

- Illness or injury
- Damage to a bus or facility
- Operational compliance issues
- Monetary value of damage, fines, or loss of revenue
- Harm to the Cities Area Transit public image
- Potential for damage to the environment

Safety risk probability is the likelihood that the consequence might occur, considering the worst foreseeable, and credible condition. The severity and likelihood of a risk is assessed, and a risk- level is assigned using the decision tables below. The safety risk evaluation table determines the appropriate personnel to receive the information, sign off on the change, and determine if mitigation is necessary to reduce the risk. Data from Cities Area Transit, as well as reliable data from other sources, such as NTI, and NDDOT, to assist in the hazard assessment process. The director of safety is consulted through this process when needed.

Hazard Evaluation

Hazards are rated in terms of the effect on employees, the public, and the transit system. The severity of the hazard is based on the expected level of injury, damage, and frequency of occurrence.

Severity categories are defined as:

| Descriptions | Severity Category | Mishap Result Criteria |
|-----------------------|-------------------|---|
| Catastrophic | 1 | Single fatality, total loss of a bus, or total loss of a facility requiring immediate action, including immediate termination of the hazardous activity or operation. Operating conditions that may be caused by human error, the environment, design deficiencies, the elements, subsystems or components failure, or procedural deficiencies. |
| Critical | 2 | Multiple severe injuries requiring overnight hospitalization, *severe illness, or major system damage. Operating conditions that may be caused by human error, the environment, design deficiencies, the elements, subsystems or components failure, or procedural deficiencies. |
| Major | 3 | Single severe injury requiring hospitalization, *illness, or major system damage. Operating conditions that may be caused by human error, environment, design deficiencies, element, sub-system or component failure or procedural deficiencies. |
| Marginal | 4 | Minor injury/injuries requiring treatment beyond first aid, *minor illness, or minor system damage. Operating conditions that may be caused by human error, environment, design deficiencies, sub-system or component failure or procedural deficiencies can be counteracted or controlled, or minor system damage |
| Negligible | 5 | No, or less than, minor *illness, minor injury, or minor system damage. Operating conditions that may be caused by personal error, the environment, design deficiencies, sub-system or component failure, or procedural deficiencies. |
| No Safety Implication | 6 | No injury, *illness, or system damage. Operating conditions that may be caused by personal error, environmental design deficiencies, sub-system or component failure, or procedural deficiencies. |

Severity of illness determined by the Cumulative Illness Rating Scale

Hazards are also rated based on the expected likelihood. The ratings are as follows:



| Safety Risk Likelihood | | | |
|-------------------------------|--------------|---|---|
| Description | Level | Specific Individual Item | Fleet or Inventory |
| Repetitive | A | Likely to occur often in the life of an item. | Continuously experienced 4 times per month. |
| Frequent | B | Will occur several times in the life of an item. | Will occur frequently. 1-3 times per month |
| Occasional | C | Likely to occur sometime in the life of an item. | Will occur several times. 2 - 11 times per year. |
| Remote | D | Unlikely, but possible to occur in the life of an item. | Unlikely, but can reasonably be expected to occur. Once in more than two years. |
| Improbable | E | So unlikely, it can be assumed occurrence may not be experienced in the life of an item. | Unlikely to occur, but possible. Once in 2 to 10 years. |
| Extremely Improbable | F | Unlikely to occur. This level is used when potential hazards are identified and later eliminated. | Unlikely to occur. Once in Ten Years |





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Safety Risk Level

The combination of the two above tables establishes the Safety Risk Level ranked 1-5 in the table below.

| Severity | | | | | | | Likelihood | | | | | |
|---------------------------|--|--|---|---|--|-------------------------------------|---|-----------------------------------|-----------------------------|------------------------------------|----------------------------------|-----------------------------------|
| | Injury or Illness | Bus, Facility | Operational Compliance | Damage, Fine, Loss of Revenue | Agency Image | Damage to the Environment | Extremely Improbable Once in 10 Years (F) | Improbable Once in 2-10 years (E) | Remote Once in <2 years (D) | Occasional 2-11 times per year (C) | Frequent 1-3 times per month (B) | Repetitive 4+ times per month (A) |
| Catastrophic (1) | One or more fatalities | Total loss of bus or facility | Potential threat to operation | Damage, fines or loss of revenue >1M | Permanent impact on agency system-wide | Massive environmental effect | 4 | 4 | 5 | 5 | 5 | 5 |
| Critical (2) | Multiple overnight hospital admissions | Bus or facility out of service for more than 1 month | Regulatory/agency policy and/or procedure deviation with a critical impact on safety | Damage, fines or loss of revenue >1M - 500K | Adverse impact on agency image | Critical environmental effect | 3 | 3 | 4 | 5 | 5 | 5 |
| Major (3) | Single overnight hospitalization | Bus or facility out of service for 1 month or less | Regulatory/agency policy and/or procedure deviation with major reduction in safety margin | Damage, fines, or loss of revenue - >500K - 100K? | Major effect on agency image | Contained effect to the environment | 2 | 2 | 3 | 3 | 4 | 4 |
| Minor (4) | Medical treatment beyond first aid | Bus able to operate, minor property damage | Regulatory/agency policy and/or procedure deviation with minor safety implication | Damage, fines or loss of revenue >100K - 30K? | Minor effect on agency image | Minor environmental effect | 1 | 1 | 2 | 2 | 2 | 3 |
| Negligible (5) | First Aid Treatment | Minor damage to bus or negligible property damage | Regulatory/agency policy and/or procedure deviation with limited safety implication | Damage, fines, loss of revenue >30K | Negligible impact on agency image | Negligible environmental effect | 1 | 1 | 1 | 1 | 1 | 2 |
| No Safety Implication (6) | No safety implication | No safety implication | No safety implication | No safety implication | No safety implication | No safety implication | 0 | 0 | 0 | 0 | 0 | 0 |

Safety Risk Assessment

As mentioned previously in this document, a hazard is a condition that has the potential to cause harm. Risk Management is a systematic approach to manage workplace hazards. It is a critical component that identifies, evaluates, and determines the means of reducing risks to an acceptable level to protect employees, visitors, third party contractors, casual laborers, people who remain physically present at the workplace, and the environment. Risk management also protects assets and considers how to avoid losses.

After the hazard(s) has been identified, and the potential impact of the hazard assessed, Cities Area Transit's management team conducts a Safety Risk Assessment using the Safety Risk Evaluation Table to determine the seriousness of the risk. Once the severity of the risk is established, the following chart identifies the next steps regarding the operational impact, the personnel to notify, and the correct sign-off person for acceptance of the risk.

Safety Risk Evaluation Table

| Risk Level | Risk | Operational Impact | Minimum Action | Immediate Notification | Risk Acceptance and Mitigation Responsibility |
|------------|-------------------------------------|---|--|---|---|
| 5 | Extreme (unacceptable) | Stop the operation | Mitigation to level 4 or lower prior to operation | Assistant City Manager, Division Director | Assistant City Manager, Division Director |
| 4 | High (unacceptable) | Operation permitted with execution of a high priority, systemic mitigation strategy | Immediate mitigation and comprehensive mitigation not level 3 minimum required | Assistant City Manager, Division Director | Assistant City Manager, Director of Safety, Division Director |
| 3 | Medium (acceptance with mitigation) | Operation permitted | Mitigation strategy required to reduce risk | Division Director, Director of Safety | Division Director, Director of Safety |
| 2 | Low (acceptance) | Operation permitted | Monitor, consider actions to further reduce risk | Division Director who owns process | Manager over area of risk |
| 1 | Minimal (acceptance) | Operation permitted | N/A | Manager over area of risk | Manager over area of risk |
| 0 | None | Operation permitted | N/A | N/A | N/A |

The results of the evaluation prioritize the risk and determine whether the risk is appropriately managed or controlled. If the risks are acceptable, the hazard is monitored. If the risks are unacceptable, steps are taken to lower the risk to an acceptable or tolerable level, remove or avoid the hazard, or obtain the appropriate level of approval from management, as required in the above table. This is called Safety Risk Mitigation.

Safety Risk Mitigation

Safety Risk Mitigation (SRM) is used by Cities Area Transit to control the likelihood or severity of the potential consequences of the hazard under evaluation. If the safety risk is unacceptable, management develops a new risk-control process to eliminate or mitigate the risk. After the development of a new risk control process, the process is reassessed for unintended consequences. A second assessment of the SRM method is conducted following the same procedure from the beginning of the analysis through the Safety Risk Evaluation. When personnel are satisfied, mitigation of the remaining risk is at an acceptable level, documentation, and the new process is implemented.

Many different means are employed to resolve identified hazards. These include design changes, the installation of controls or working devices, and the implementation of special procedures. The order of precedence for resolving hazards is as follows:

- Design for Minimum Risk – eliminate hazards from the first initial design or through design selection
- Safety Devices – hazards that cannot be eliminated or controlled through design selection can be controlled to an acceptable level using fixed, automatic, or other protective safety design features or devices, with a periodic functional check of the safety devices
- Warning Devices – when design or safety devices cannot effectively eliminate or control an identified hazard, warning devices may be used to detect the condition and generate a warning signal. The warning signal may provide enough information for a person to correct the hazard or provide time for evacuation. Warning signals, and their applications are designed to minimize the probability of incorrect human reaction and are standardized with like systems.
- Procedures and Instructions – where it is impossible to eliminate or adequately control a hazard through design selection, engineering, or use of warning devices, procedures and training are used to control the hazard. Safety-critical tasks and activities may require certification.

When hazards are not successfully mitigated to an appropriate level, management accepts and approves the condition. The SRET identifies the required level of approval. The manager completing the Hazard Analysis will obtain approval from the appropriate management level before continuing.

Contractors

Contractors working on transit property must comply with Cities Area Transit safety requirements. The safety of our passengers, transit employees, contracted personnel, and the protection of transit property is essential.

Responsibility is established through OSHA instruction documents, and Safety and Health inspectors. Any unsafe act observed by the contracting business must be addressed, up to and including work stoppage.

Before working on-site, all contractors agree to abide by all local, state, and federal safety regulations outlined in a contract with Cities Area Transit. Contractors submit site-specific safety plans before starting any on-site work. Additionally, contractors perform their work in a safe manner that does not pose a risk to themselves, Cities Area Transit employees, or the public. The Safety department addresses with the Contractors all special safety issues, procedures, or conditions encountered while the contractor's employees are working on-site. The pre-work safety process includes documenting safety expectations for Cities Area Transit to the contractor. The contractor safety plan includes, but is not limited to, the following items:

- General work rules
- Personal protective equipment
- Hazardous chemicals
- Emergency equipment
- Reporting injuries, illness, and incidents
- Material storage and movement
- Safe electrical work practices
- Personal hygiene and housekeeping
- Doorways
- Smoking
- Lockout/Tag-out
- Drug free workplace
- Other safety systems and components as applicable.

Safety Assurance

The purpose of Safety Assurance is to evaluate the overall effectiveness of safety risk controls established under Safety Risk Management and Cities Area Transit PTASP. The Cities Area Transit Safety department and the department personnel in charge of risk management monitor and evaluate Cities Area Transit operations system, including identification of emerging risks, compliance with regulatory requirements applicable to the PTASP, and meets or exceeds Cites Area Transit safety objectives.

City Area Transit safety assurance activities for supporting oversight and performance evaluation includes but is not limited to, the following:

- Safety inspection and surveillance surveys
- Internal and external audits
- Employee surveys
- Internal and external findings through observations of operations
- Safety Committee reviews
- TAM

Many actions used in Safety Assurance are the same actions used for hazard identification and analysis. When hazards or system weaknesses are identified, a re-evaluation is required using the Safety Risk Management process. The figure below demonstrates the interaction of Safety Risk Management and Safety Assurance components in the PTASP structures.

Three subcomponents under Safety Assurance are:

1. Safety Performance Monitoring and Measurement
2. Management of Change
3. Continuous Improvement

The following describes the processes and actions that taking place under each subcomponent.



Safety Performance Monitoring and Measurement

The first step in Safety Assurance establishes the safety objectives and performance targets that meet the Cities Area Transit safety goals. Performance Indicators (KPIs) indicate that Cities Area Transit is achieving the safety objectives and performance targets and identifies areas of improvement.

Safety Goals, Objectives, and Performance Targets

Cities Area Transit measures goals monthly and compares the data from the previous two years when available. During the first year of the PTASP implementation, Cities Area Transit expects a 5% reduction in safety-related events. Each subsequent year is assessed to determine the percentage of reduction in all measurements. Cities Area Transit will be using the TransTrack PTASP module to track the safety items along with the written accident reports from drivers and any written incident reports turned in to the supervisors.

Data Collection

The Safety, Maintenance, and Operations departments work collaboratively as a team to collect, analyze, and disseminate the data necessary to demonstrate the effectiveness of Cities Area Transit operations system and the PTASP Plan. The sources of data for safety tracking are discussed further in this document. It is important to note other sources of safety information data may exist outside of the PTASP and may be used if needed.

Key Performance Indicators

The Safety department uses collected data to establish KPIs and baselines for realistic safety performance targets. The Safety department also uses KPIs to assess and communicate with affected departments.

Internal and External Audits

A Safety Review and Audit is a formal safety and quality assurance process evaluating the overall effectiveness, efficiency, and reliability of a transit agency's PTASP. Cities Area Transit internal audit process also prepares the agency for the FTA Triennial Review. Scheduled audits do not take the place of regular safety inspections.

An audit determines compliance with Cities Area Transit's safety plan. Additionally, the audit facilitates and implements a corrective action plan based on audit findings. Following are Cities Area Transit's internal audits:

- Assess the effectiveness of the agency's system safety programs
- Identify program deficiencies
- Identify potential hazards in the operational system and weaknesses in the system safety programs
- Verify prior corrective actions are tracked for closure
- Recommend improvements to the system safety program
- Provide management with an assessment of the status and adequacy of the system safety program
- Continual evaluation of safety-related programs, issues, awareness, and reporting
- Promote a clear understanding of success measures
- Promote continuous improvement of the PTASP

The Safety department works collaboratively with all departments in the development and maintenance of schedules for annual internal audits.

Annual Employee Survey Campaigns

An annual employee safety survey campaign provides feedback on the effectiveness of the safety program. The Safety department is the originator of the survey working in cooperation with other departments.

Event/Incident Reporting and Investigation

Incident reporting and investigation identifies causation, records relevant facts, prevents recurrence, and mitigates risk. A structured Root Cause Analysis (RCA) uncovers the underlying cause of safety-related events. The RCA asks the “who, what, when, where, and why” questions repeatedly to establish a root cause.

Event/Accident Procedures

Cities Area Transit employees shall adhere to the Grand Forks City Code Section 8 procedures regarding motor vehicle accidents. For the purposes of this document, a traffic accident is defined as any contact, however minimal, between a Cities Area Transit vehicle and any other object, either moving or stationary.

For the purposes of this document, a passenger accident is defined as any fall, bump, cut, bruise, jolt, or other action resulting in possible injury to a passenger while boarding, riding on, or alighting from a City Bus vehicle.

A written report or accident report form must be filled out for every traffic or passenger accident. The accident report must be made at the end of the Bus Operator's route that day or turned in by the next morning. It must be turned in by the start of the next work day regardless of whether the Bus Operator is scheduled to work that day or not. Any exceptions must be approved before the due time by a supervisor.

A. ACCIDENTS DURING NORMAL OFFICE HOURS

1. Bring the vehicle to a safe stop as quickly as possible
2. Determine if any persons are injured, and if so, how badly
3. Contact the base station with the following information:
 - i. Notification that an accident has occurred
 - ii. Extent of any injuries and if ambulance is needed
 - iii. Location of accident scene
 - iv. Damage to bus and if another bus needs to be sent out to continue service

NOTE: Do not discuss details of the accident on the two-way radio or with anyone other than the police and City Bus officials.

4. Inform passengers and other persons involved that the accident has been reported and the proper authorities will soon be on the scene.
5. Do not allow any passengers to exit the bus until it has been approved by the Police Department

6. Distribute the “courtesy cards” and “witness cards” which should be on the bus at all times. This is extremely important. The Police Department needs to know who was on board any vehicle involved in an accident, regardless of whether or not the person saw what happened.
7. Take photos of the accident area and all vehicles involved
8. Immediately upon return to the Public Transportation Facility complete all required accident report forms
9. Maintain a calm, professional attitude and attempt to reassure and keep order between everyone involved. A Bus Operator should never discuss details of an accident or incident with anyone except for police officers, transit supervisors, or other City officials. A Bus Operator should never become involved in an argument over fault of the accident.

B. ACCIDENTS DURING “OFF” HOURS

1. Complete the above steps as required for accidents during normal office hours
2. Fill out the proper accident reporting paperwork at the Public Transportation Facility as soon as possible. In order not to forget any details, the Bus Operator may want to write down a description of what happened upon returning to the Public Transportation Facility and transfer that information to the proper forms when they are available.
3. Contact a supervisor or Transportation Division Director by calling their City cell phone

If a Bus Operator is contacted by investigators, attorneys or anyone else not specifically designated by the City of Grand Forks, the Bus Operator should not discuss the incident in any way, and report the contact to a supervisor. A Bus Operator should not sign any documents unless directed to by supervisory staff and then only when satisfied that information is reported correctly on the document. If a Bus Operator has a question about a document or a person requesting information, the Bus Operator should proceed no further without consulting a supervisor.

DEFENSIVE DRIVING COURSE REQUIREMENTS

The Federal Transit Administration requires public transportation employees to take the Defensive Driving Course every two years. The National Safety Council and Human Resources Department sponsor it. Any Cities Area Transit employee (including seasonal, contracted, and part-time) involved in an accident while driving a City vehicle may be required to attend the next available Defensive Driving Class. Supervisory staff will be responsible for scheduling Defensive Driving classes and informing the individual of the date(s). This policy is not intended to punish those involved in accidents, but rather to provide a refresher course in driver safety, which may save lives and property.

INCIDENTS

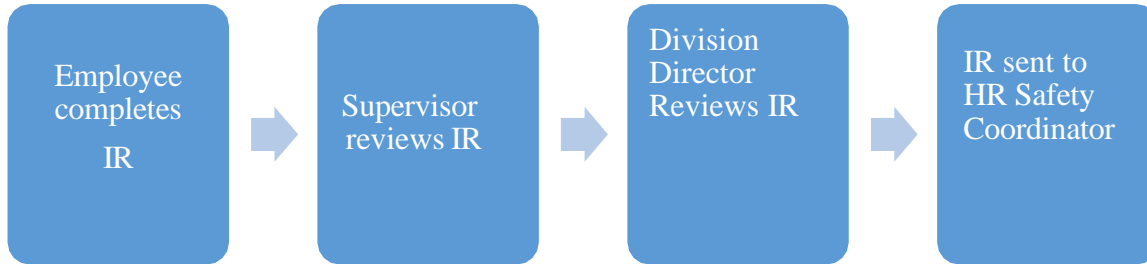
Reporting Policy and Procedure

All employees involved in an event notify a supervisor immediately and complete an IR before the end of shift. An event includes but is not limited to, an accident or occurrence in a coach or staff vehicle, an on-the-job injury, or a serious or high severity incident. When a supervisor or manager instructs an employee to complete an IR, the employee must comply.

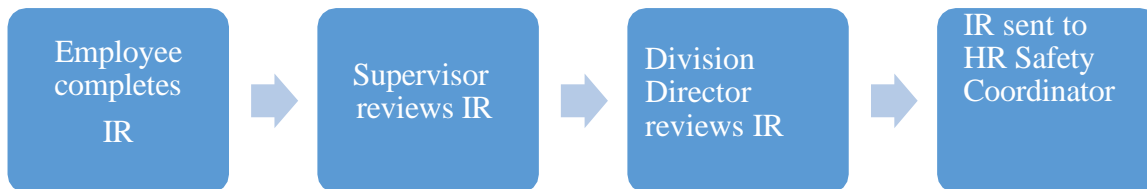
Near Miss & Minor Event Self Reporting

Near-misses or minor events such as a self-reported red-light infraction are not classified as events but are reported to a supervisor.

Incident Reports (IR) are reviewed in the following manner:



Maintenance



Administration



Incident, Injury and Accident History

Cities Area Transit uses incident, injury, and accident statistics to monitor trends, identify areas of risk, and measure the effectiveness of safety programs. Cities Area Transit tracks and maintains the incident, injury, and accident history via the risk and safety software managed by Cities Area Transit’s insurance provider. Cities Area Transit’s Safety department monitors incidents by type and identifies trends.

Practical Drift

Practical Drift means the slow and inconspicuous, yet steady, uncoupling between written procedures and actual practices during the provision of service in the workplace. Workplace practices that deviate from Cities Area Transit procedures develop over time, through experience, and often under the influence of specific workplace culture. These practices are both safe and unsafe and are referred to as “the way we do things around here.” These practices are often enforced through peer pressure and force of habit. Deviating from established procedures creates a safety risk for employees and riders.

Rules and procedures designed to establish safe work methods are evaluated frequently for effectiveness. Employees communicate with their supervisor if they feel pressure from coworkers to deviate from a procedure. If an employee witnesses another employee deviating from a procedure, the employee advises their supervisor of what was witnessed.

When a procedural deviation is reported or witnessed, supervisors inform and instruct employees of the proper procedure. The Safety Risk Evaluation Table is used to evaluate the procedure and guide corrective action.

If safety risks are identified during the procurement process, a hazard analysis is completed, and the changes are documented. If necessary, training is provided to affected employees.

Operations Logs

Fixed-route dispatch supervisors and paratransit dispatch employees maintain a log of daily events. The log documents significant events occurring throughout the day. The dispatchers direct the employee to complete an IR. Completion of an IR typically occurs at the end of the operator's shift or upon return to the yard. When necessary, the dispatcher orders the video from the bus. The operations management team and the Assistant Manager of Risk and Analysis review the log daily.

Management of Change

Unintended hazards result when changes occur to processes or procedures. External changes may include regulatory requirements or modifications within the service area. Internal changes may consist of management changes, new equipment, or new procedures. The completion of a hazard risk analysis mitigates the unintended consequences of a change and allows for the implementation of corrective action.

A formal process for change management considers:

- Criticality of systems and activities
- Stability of systems and operational environments
- Past performance

New equipment, system expansion, modification, and system rehabilitation, require design and procurement efforts. Design and procurement consider safety throughout the process. A hazard risk analysis of new equipment analyzes potential safety issues.

Continuous Improvement

Through the process of monitoring, measurement, and reassessing the safety risk controls, the data from this process identifies the areas of improvement and strengthens the systems.

Three general operational areas apply continuous improvement in the PTASP:

- Operational Safety Management, such as policies and procedures, infrastructure, and equipment
- Employee performance monitoring
- Control measures

Cities Area Transit uses the following best practices for continuous improvement in transportation safety management systems:

- Evidence of lessons learned incorporated into safety policy
- Agency benchmarks and the PTASP program performance compared to the rest of the transit industry
- Safety culture surveys
- Required contractor participation

Safety Promotion

Safety promotion is critical to the success of the PTASP by ensuring the entire organization understands and embraces SMS, policies, procedures, and structure. Established safety culture recognizes the core value of safety, employee training in safety principles, and fosters open communication on safety issues. Cities Area Transit's organizational development training also provides employees with training of safety practices.

Employee Safety Training

All employees receive training as required under Cities Area Transit's Accident Prevention Program. New employee orientation training and annual training requirements cover essential elements of employee safety. Depending on job classification, employees receive additional training in bloodborne pathogens, fall protection, lockout/tag-out, and others as required to perform their job safely.

Operator Training

Cities Area Transit provides new operators Commercial Driver's License (CDL) training.

The operator training programs are subject to internal auditing, which includes verification of the trainer's performance and content of the program. Audits assess the number of accidents involving new operators and evaluate the effectiveness of operator training.

Ride-checks provide a chance to correct behaviors before an accident occurs. Reported incidents identify operators in need of a ride-check. Ride-checks evaluate an operator's performance holistically, and includes an evaluation of:

- Health and wellbeing
- Customer service
- Safety
- De-escalation techniques
- Operation skills
- Ergonomics

Every 2 years, all employees are required to go through a 4 hour defensive driving course instructed by the Safety Coordinator. Every quarter, all employees are required to attend a 1 hour safety meeting. Topics focus on safety compliance as required by regulatory agencies, human resource-specific issues, and current event topics.

Maintenance Training

Cities Area Transit encourages vehicle maintenance staff to obtain Automotive Service Excellence (ASE) certification.

Vehicle Maintenance Employees receive training in Preventative Maintenance and Standard Operating Procedures (SOP).

Safety Committee

Cities Area Transit Safety Committee meets monthly to discuss identified safety-related topics. The committee consists of employer and employee selected members. Employee elected members serve a term of one year, with no current restriction on the number of terms. The committee focuses on issues that generate on-the-job-injuries (OJI) and preventative measures to improve safety all around.

Tasks assigned to the committee include tracking and review. The Safety Committee reviews projects or purchases for safety-related issues. Cities Area Transit posts Safety Committee Minutes on the safety bulletin board. The safety bulletin board shows photographs of Safety Committee members for easy identification.

Safety Communication

Safety Bulletin Board

Cities Area Transit maintains a Safety Bulletin Board in the Operations building. The bulletin boards display the required posters for employee review, the latest Safety Committee meeting minutes, pictures of safety committee members, and other safety-related information.

Days Without Accidents/ Injury Notification Boards

Cities Area Transit maintains bulletin boards throughout the operations building and maintenance department to

notify all employees of the number of days without an accident, and injury. This is updated daily by the Operations Supervisors.

Safety Newsletter Articles

A weekly publication distributed to all employees provides current safety updates and tips on safe work habits.



MPO Staff Report
Technical Advisory Committee:
December 14, 2022
MPO Executive Board:
December 15, 2022

RECOMMENDED ACTION: Approval of the Cities Area Transit (CAT) Transit Asset Management Plan (TAMS).

TAC RECOMMENDED ACTION:

Matter of approval of the Cities Area Transit (CAT) Transit Asset Management Plan (TAMS).

Background:

The Transit Asset Management Plan (TAM) is created in compliance with the National Transit Asset Management System Final Rule (49 U.S.C. 625) to establish a strategic and systematic practice for procuring, operating, inspecting, maintaining, rehabilitating, and replacing the agency’s capital assets. This includes the management of performance, risks, and cost over an asset’s life cycle to support safe, cost-effective, and reliable public transportation.

The goals of the Asset Management Plan of CAT are to support safe, clean, reliable, and high-quality transit services while making maximum use of financial resources. The purpose of the plan is to provide consistent, systematic, and integrated program guidance that will enable CAT to properly maintain and service its assets in support of revenue operations while maintaining them at, or above, the State of Good Repair (SGR). An effective maintenance plan ensures safe, clean, and comfortable transit vehicles on the road and maximizes transit vehicle life and to operate at a full level of performance.

Findings and Analysis

- CAT’s mission is to provide safe, clean, and reliable vehicles effectively and efficiently for use by its customers and operators, and to maintain transit vehicles, facilities, and equipment in such condition as to operate at a full level of performance.
- State of Good Repair: the condition at which a capital asset can operate at a “full level of performance” – that is, the asset can perform its designed function and does not pose an unacceptable safety risk to users.
- CAT owns and maintains \$17,734,546 of capital assets in FY2021, including revenue vehicles, support vehicles, support equipment, maintenance, administrative, and passenger facilities. With an annual budget of nearly \$5,796,473 CAT must balance the needs of the transportation system between expanding capacity and reinvesting infrastructure.

Support Materials:

- City of East Grand Forks Staff Report
- City of Grand Forks Staff Report
- Cities Area Transit (CAT) Transit Asset Management Plan (TAMS)

Request for Council Action

Date: December 6, 2022

To: East Grand Forks City Council Mayor Steve Gander, Council members Clarence Vetter, Dale Helms, Tim Riopelle, Tim Johnson, Mark Olstad, Marc DeMers, and Brian Larson.

Cc: File

From: Nancy Ellis, Transit Manager

RE: Approve the TAM Plan – Transit Asset Management Plan

RECOMMENDATION:

Staff recommends approval of the Transit Asset Management Plan (TAM Plan), subject to MPO review and approval.

BACKGROUND:

The Transit Asset Management (TAM) plan is created in compliance with The National Transit Asset Management System Final Rule (49 U.S.C. 625) to establish a strategic and systematic practice for procuring, operating, inspecting, maintaining, rehabilitating, and replacing the agency's capital assets. This includes the management of performance, risks, and cost over an asset's life cycle to support safe, cost-effective, and reliable public transportation.

The goals of the Asset Management Plan of Cities Area Transit are to support safe, clean, reliable, and high-quality transit services while making maximum use of financial resources. The purpose of the plan is to provide consistent, systematic and integrated program guidance that will enable Cities Area Transit to properly maintain and service its assets in support of revenue operations while maintaining them at, or above, the State of Good Repair (SGR): : **the condition at which a capital asset is able to operate at a "full level of performance" – that is, the asset can perform its designed function and does not pose an unacceptable safety risk to users.** An effective maintenance plan ensures safe, clean and comfortable transit vehicles on the road and maximizes transit vehicle life and to operate at a full level of performance.

There are four elements that Tier II agencies must have per TAM requirements:

1. Inventory of Capital Assets: All capital assets that a transit provider owns, operates or manages, including those acquired without FTA funds.
2. Condition Assessment: Rating of Inventoried assets, collected at individual or asset class level based on the Useful Life Benchmark
3. Decision Support Tools: Analytical processes used to make investment prioritization
4. Investment Prioritization: Ranked list of proposed projects and programs ordered by year of planned implementation

SUPPORT MATERIALS:

Transit Asset Management Plan (TAM Plan) with attachments



City of Grand Forks

Staff Report

Committee of the Whole – November 28, 2022

City Council – December 5, 2022

Agenda Item: CAT TAM's (Transit Asset Management) Plan

Submitted by: Dale Bergman, Public Transportation Division Director

Staff Recommended Action: Approval of the CAT TAM's (Transit Asset Management) Plan

November 28, 2022 – Committee Recommended Action:

December 5, 2022 – Council Action:

BACKGROUND:

In accordance with FTA (Federal Transit Administration) all transit agencies are required to have a TAM'S (Transit Asset Management) Plan. The Cities Area Transit (CAT) is required to have city council approval along with NDDOT approval to forward onto FTA (Federal Transit Administration), subject to FTA review and approval.

ANALYSIS AND FINDINGS OF FACT:

Recipients of FTA funding must have a current TAM's Plan:

- 1. Transit Asset Management** – The plan is created in compliance with the National Transit Asset Management System final rule (49 U.S.C. 625) to establish a strategic and systematic practice for procuring, operating, inspecting, maintaining, rehabilitating, and replacing the agencies capital assets. This includes the management of performance, risks, and cost over an asset's life cycle to support safe, cost-effective, and reliable public transportation.
- 2. Goals** – The goals of the Asset Management Plan are to support safe, clean, reliable, and high-quality transit services while making maximum use of financial resources.
- 3. State of Good Repair** – This falls under the state of good repair requirement which requires and understanding of the desired performance of an asset and timely investment to maximize that performance over its useful life. This will include a conditional assessment of assets, useful life, and benchmark assessments relating to decision-making activities in capital programming.

SUPPORT MATERIALS:

- CAT Transit Asset Management (TAM's) Plan
- TAM Plan attachments

Cities Area Transit (CAT)

Transit Asset Management Plan (TAMS)



Prepared by
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Purpose

The Transit Asset Management (TAM) plan is created in compliance with The National Transit Asset Management System Final Rule (49 U.S.C. 625) to establish a strategic and systematic practice for procuring, operating, inspecting, maintaining, rehabilitating, and replacing the agency's capital assets. This includes the management of performance, risks, and cost over an asset's life cycle to support safe, cost-effective, and reliable public transportation.

About Cities Area Transit (CAT)

Mission Statement

At Cities Area Transit the mission is to provide safe, clean, and reliable vehicles effectively and efficiently for use by its customers and operators, and to maintain transit vehicles, facilities and equipment in such condition as to operate at a full level of performance.

Goals

The goals of the Asset Management Plan of Cities Area Transit are to support safe, clean, reliable, and high-quality transit services while making maximum use of financial resources. The purpose of the plan is to provide consistent, systematic and integrated program guidance that will enable Cities Area Transit to properly maintain and service its assets in support of revenue operations while maintaining them at, or above, the State of Good Repair (SGR) (see definition below). An effective maintenance plan ensures safe, clean and comfortable transit vehicles on the road and maximizes transit vehicle life and to operate at a full level of performance.

State of Good Repair: the condition at which a capital asset is able to operate at a "full level of performance" – that is, the asset can perform its designed function and does not pose an unacceptable safety risk to users.

State of Good Repair Policy

Achieving a State of Good Repair requires an understanding of the desired performance of an asset and timely investment to maximize that performance over its useful life. The Cities Area Transit owns and maintains \$17,734,546 million of capital assets in FY2021; including revenue vehicles, support vehicles, support equipment, maintenance, administrative, and passenger facilities. With an annual budget of nearly \$5,796,473 Cities Area Transit must balance the needs of the transportation system between expanding capacity and reinvesting in existing infrastructure.

A score of at least 2.5 is required for the FTA to recognize a transportation system as being in a State of Good Repair. This plan herein allows Cities Area Transit to calculate these scores based

on the associated condition assessment of agency assets taking into account additional factors such as specific operating conditions and level of use that impact the assets' condition. The Cities Area Transit will continue its condition assessment program across all asset classes. As this data is collected, condition scores will be updated annually to reflect the true condition of the agency's assets more accurately.

Service Provider

Cities Area Transit is the operator of transit services in the city limits of Grand Forks, ND and East Grand Forks, MN. The service area of Grand Forks, ND covers 26 square miles and the service area of East Grand Forks, MN covers 6.5 square miles. The headquarters for the transit operation is in Grand Forks, ND. The Cities Area Transit operates eleven routes weekday Monday through Friday from 6:00 AM till 6:00 PM and nine routes Saturday from 7:45 AM till 6:00 PM and it operates one night bus in the city limits of Grand Forks from 6:00 PM till 10:00 PM Monday through Saturday. Cities Area Transit operates the paratransit service at the same times. The bus service currently handles over 200,000 rides per year and the paratransit handles over 48,000 per year. Both services expect growth over the next few years.

Agency Policies, Procedures and Performance Target

Cities Area Transit operates under the guidance of the DOT's and assistance from the MPO (see **attachment 1 – GF and EGF MPO Performance Targets**) with implementation of Operational Policies and Procedures developed by agency management and staff specific for asset management practices. All agency employees have copies of these agency policies and procedures and are aware of their rights and responsibilities as represented in this document and the respective policies and procedures.

Cities Area Transit's policies and procedures reflect compliance with all applicable regulatory requirements as provided by the Federal Transit Administration and the North Dakota and Minnesota Departments of Transportation. As a Tier II agency, Cities Area Transit has been covered under the North Dakota Department of Transportation's Group TAM (see **Attachment 2 – NDDOT Group TAM Plan**) Plan and now has developed and implemented its own TAM plan with this document entirely specific to Cities Area Transit.

Cities Area Transit performance target is to have 0% of its facilities in a condition that has met or exceeded their ULB; 10% or less of its vehicles in a condition that has met or exceeded their ULB; and 10% or less of any equipment in a condition that has met or exceeded their ULB.

TAM Plan

Accountable Executive

Each transit provider must designate an Accountable Executive to ensure appropriate resources for implementing the agency's TAM plan and the Transit Agency Safety Plan (49 CFR 625.5). Grand Forks Cities Area Transit's Accountable Executive shall be the Public Transit Division Director (see exhibit 1 - Accountable Executive).

TAM Plans are self-certified by the Accountable Executive. The FTA will review the plan during Triennial and State Management Reviews, as well as during MPO Certification reviews.

Reporting Timelines

This TAM document covers a time horizon of 4 years commencing January 1, 2023 and ending December 31, 2026. It began with setting SGR (State of Good Repair) targets by policy December 1, 2022 and then providing said SGR targets to Cities Area Transit's MPO and Grand Forks City Council and the East Grand Forks City Council. The plan will be updated in its entirety at least once every four years. This TAM document will be amended as needed during the four-year timeline when there is a significant change to staff, assets or operations to Grand Forks Cities Area Transit

Required Elements

There are four elements that Tier II agencies must have per TAM requirements:

- I. **Inventory of Capital Assets**
All capital assets that a transit provider owns, operates or manages, including those acquired without FTA funds.
- II. **Condition Assessment**
Rating of Inventoried assets, collected at individual or asset class level
- III. **Decision Support Tools**
Analytical processes used to make investment prioritization
- IV. **Investment Prioritization**
Ranked list of proposed projects and programs ordered by year of planned implementation/

Inventory of Assets

The following pages contain summary of Cities Area Transit's capital assets broken out by:

- Rolling Stock (**see exhibit 2 – Revenue Vehicles**)
- Equipment (includes vehicles used to support revenue service or staff) and any equipment with a replacement value of \$50,000 or greater (**see exhibit 3 - Equipment**)
- Facilities (Maintenance, Operations, Administration, Park & Ride, physical stations) (**see exhibit 4 – Facilities**)

Rolling Stock

Cities Area Transit maintains an accurate, current inventory of all revenue vehicles within the Black Cat Grants software system. Included in the inventory will be make, model, year of vehicle, VIN number, mileage, anticipated replacement year, replacement cost and condition rating as determined by the Excel Vehicle Condition rating spreadsheet.

Equipment

Cities Area Transit also maintains an accurate, current inventory of all equipment with an original value of \$5,000 or more. This inventory is also maintained in the Black Cat Grants System software. The inventory will contain original cost, anticipated replacement year, replacement cost and condition rating as determined by the agency and records maintained in Black Cat.

Facilities

Cities Area Transit also maintains an accurate, current inventory of all facilities. This inventory is currently being maintained by Office of Transit Staff. The inventory will contain information regarding the original cost and funding source of the facility, the anticipated replacement year, replacement cost and condition rating as determined by Office of Transit Staff.

Condition Assessment

The condition assessment is a systematic process of inspecting and evaluating the visual and/or measured condition of agency assets. This process is used in combination with Useful Life Benchmark thresholds to support asset management and related decision-making activities, including capital programming, performance modeling and day-to-day maintenance. For example, if a vehicle fails the daily inspection, a decision is made to perform maintenance or pull the vehicle from road operation until deemed safe and reliable for passenger transportation.

All revenue vehicles, facilities, and equipment will be assigned condition ratings that will be recorded by Office of Transit Staff in Black Cat Grants software annually.

Useful Life Benchmark (ULB)

| Performance Measure: Useful Life Benchmark | | |
|--|--------------------------------------|--|
| Revenue Vehicles | Useful Life Benchmark (ULB) in Years | Percent of Revenue Vehicles Which Have Met or Exceeded ULB |
| BUS | 14 | <=10% |
| CUTAWAY BUS | 8 | <=10% |
| MINIVAN | 7 | <=10% |
| VAN | 7 | <=10% |

| Performance Measure: Useful Life Benchmark | | |
|--|--------------------------------------|---|
| Equipment | Useful Life Benchmark (ULB) in Years | Percent of Equipment Which Have Met or Exceeded ULB |
| Non-Revenue Vehicle | 7 | <=10% |
| Non-Revenue Truck | 7 | <=10% |
| Bobcat | 14 | <=10% |
| Mower | 14 | <=10% |

| Performance Measure: Useful Life Benchmark | | |
|--|---|---|
| Facilities | Useful Life Benchmark (ULB) in Condition Rating | Percent of Facilities Which Have Met or Fallen Below ULB Condition Rating |
| Admin & Maintenance | <3.0 | 0% |
| Passenger | <3.0 | 0% |

Performance Measures

| Asset Class | Measure |
|-----------------------------------|---|
| Rolling Stock broken down by mode | The number of vehicles, as a percentage of their mode, which have exceeded its ULB (target is <=10%) |
| Equipment | The number of non-revenue vehicles and equipment, as a percentage of the total non-revenue vehicles and equipment, which have exceeded their ULB (target is <= 10%) |
| Facilities | The number of facilities, as a percentage of all facilities, which has a TERM rating of less than 3.0 (target = 0%) |

Condition Rating of Assets

Revenue Rolling Stock

An assessment will be performed annually to establish a condition rating. A Condition Rating Assessment form is created for each revenue vehicle and transcribed into the State's Global Resources in Black Cat Grants. The condition rating will be recorded in the January vehicle statistics report annually. (See exhibit 5 – Vehicle Statistics Report).

| REVENUE VEHICLE CONDITION ASSESSMENT | | | | | | | |
|--|--|--|---|--|------------------------------|--------------------|--------------|
| Asset Condition Criteria | | | | | Asset Rating Vehicle # _____ | | |
| Asset Useful Life Benchmark (ULB) | Equipment Hours or Vehicle Mileage | Asset Condition | Asset Performance | Asset Level of Maintenance Required | Rating | Rating Description | Rating Range |
| Percent of ULB Based on Age Remaining | Percent of ULB based on hours or Mileage | Quality, Level of Maintenance Required | Reliability, Safety, Meets Industry Standards | Level of Preventative and Corrective Maintenance | | | |
| Asset is New or Nearly New 75% to 100% | Asset is New or Nearly New 75% to 100% | Asset is Brand New or Like New | Asset Meets or Exceeds All Performance and Reliability Metrics, Industry Standards | No Major Problems Exist, Asset Requires Routine Preventative Maintenance According to Scheduled Maintenance Cycles | 5 | EXCELLENT | 4.7 to 5.0 |
| Asset is Nearing or At Its Midpoint of ULB 50% to 75% | Asset is Nearing or At Its Midpoint of ULB 50% to 75% | All Elements are in Good Working Order, Asset is Showing Minimal Signs of Wear and Deterioration | Asset Generally Meets Performance and Reliability, Based on Manufacturers Performance Standards | Asset Requires Some Minor Repairs for Minor Subcomponents Between Maintenance Cycles | 4 | GOOD | 3.9 to 4.6 |
| Asset Has Reached or Passed Its Midpoint ULB 25% to 50% | Asset Has Reached or Passed Its Midpoint ULB 25% to 50% | Asset is Showing Moderate Signs of Defective or Deteriorated Components | Asset's Performance and Reliability May Decrease and Cause Service Disruption for Unplanned Maintenance | Asset Needs More Frequent Minor Repairs on Subcomponents and Infrequent Major Repairs | 3 | ADEQUATE | 3.0 to 3.8 |
| Asset Reaching or Just Passed Its End ULB 0% to 25% | Asset Reaching or Just Passed Its End ULB 0% to 25% | Asset's Major Subcomponents Requires Replacement or Rebuild, Minor Subcomponents Show Increases of Defective or Deteriorating Components | Asset Performance and Reliability is Becoming More Substandard but Does Not Pose a Safety Risk | Asset's Maintenance Frequency is Significantly Increased for Repairs Between Maintenance Cycles | 2 | MARGINAL | 2.0 to 2.9 |
| Asset Passed Its ULB | Asset Passed Its ULB | Asset is no Longer Serviceable and May Have Critically Failed Major Components | Asset Does Not Meet Performance Standards AND Would Pose a Safety Hazard if Placed in Service | Major Component Failure | 1 | POOR | 1.0 to 1.9 |
| Asset ULB | Asset ULB | Asset Condition | Asset Performance | Level of Maintenance | SCORE | | |
| scale 1 to 5 | scale 1 to 5 | scale 1 to 5 | scale 1 to 5 | scale 1 to 5 | Average the ratings | | |

Equipment/Non-Revenue Vehicles

An inspection, done annually, will establish the condition rating of equipment based on useful life remaining. This inspection will be performed annually by Cities Area Transit's staff and records kept on file locally (see exhibit 6 – Annual Equipment and Facilities Statistics Report).

| EQUIPMENT (and Support Vehicle) CONDITION ASSESSMENT | | | | | | | |
|--|--|--|---|--|---------------------|--------------------|--------------|
| Asset Condition Criteria | | | | | Asset Rating: Asset | | |
| Asset Useful Life Benchmark (ULB) | Equipment Hours or Vehicle Mileage | Asset Condition | Asset Performance | Asset Level of Maintenance Required | Rating | Rating Description | Rating Range |
| Percent of ULB Based on Age Remaining | Percent of ULB based on hours or Mileage | Quality, Level of Maintenance Required | Reliability, Safety, Meets Industry Standards | Level of Preventative and Corrective Maintenance | | | |
| Asset is New or Nearly New 75% to 100% | Asset is New or Nearly New 75% to 100% | Asset is Brand New or Like New | Asset Meets or Exceeds All Performance and Reliability Metrics, Industry Standards | No Major Problems Exist, Asset Requires Routine Preventative Maintenance According to Scheduled Maintenance Cycles | 5 | EXCELLENT | 4.7 to 5.0 |
| Asset is Nearing or At Its Midpoint of ULB 50% to 75% | Asset is Nearing or At Its Midpoint of ULB 50% to 75% | All Elements are in Good Working Order, Asset is Showing Minimal Signs of Wear and Deterioration | Asset Generally Meets Performance and Reliability, Based on Manufacturers Performance Standards | Asset Requires Some Minor Repairs for Minor Subcomponents Between Maintenance Cycles | 4 | GOOD | 3.9 to 4.6 |
| Asset Has Reached or Passed Its Midpoint ULB 25% to 50% | Asset Has Reached or Passed Its Midpoint ULB 25% to 50% | Asset is Showing Moderate Signs of Defective or Deteriorated Components | Asset's Performance and Reliability May Decrease and Cause Service Disruption for Unplanned Maintenance | Asset Needs More Frequent Minor Repairs on Subcomponents and Infrequent Major Repairs | 3 | ADEQUATE | 3.0 to 3.8 |
| Asset Reaching or Just Passed Its End ULB 0% to 25% | Asset Reaching or Just Passed Its End ULB 0% to 25% | Asset's Major Subcomponents Requires Replacement or Rebuild, Minor Subcomponents Show Increases of Defective or Deteriorating Components | Asset Performance and Reliability is Becoming More Substandard but Does Not Pose a Safety Risk | Asset's Maintenance Frequency is Significantly Increased for Repairs Between Maintenance Cycles | 2 | MARGINAL | 2.0 to 2.9 |
| Asset Passed Its ULB | Asset Passed Its ULB | Asset is no Longer Serviceable and May Have Critically Failed Major Components | Asset Does Not Meet Performance Standards AND Would Pose a Safety Hazard if Placed in Service | Major Component Failure | 1 | POOR | 1.0 to 1.9 |
| Asset ULB | Asset ULB | Asset Condition | Asset Performance | Level of Maintenance | SCORE | | |
| scale 1 to 5 | scale 1 to 5 | scale 1 to 5 | scale 1 to 5 | scale 1 to 5 | Average the ratings | | |

Facilities Condition Assessment

City of Grand Forks Buildings and Grounds staff and Transit staff will determine the condition rating of all facilities. This rating will be included in the annual Equipment and Facility Checklist performed by staff. An example of the Facility Checklist is on the following two pages (**see exhibit 6 – Annual Equipment and Facilities Statistics Report**).

FACILITY CONDITION ASSESSMENT (per TERM)

| Components | Sub-Components | Assessment Tasks | Percent of Asset Quantity by Condition | | | | | | |
|-----------------------------|--|---|--|-----------------|-------------|--------|------------|------------|--------|
| | | | Asset Quantity | Unit of Measure | 5 Excellent | 4 Good | 3 Adequate | 2 Marginal | 1 Poor |
| Substructure | Foundations | Inspect walls, columns, pilings, other structural components for signs of decay and establish overall condition | | | | | | | |
| Shell | Structural Frame | Inspect columns, pillars, and walls | | | | | | | |
| | Façade | Inspect building envelope, glazing, exterior, sealants | | | | | | | |
| | Gutters, Downspouts | | | | | | | | |
| | Doors, Windows | | | | | | | | |
| | Finishes | Paint, masonry | | | | | | | |
| Interiors | Roof | Roof surface, eaves, skylights, flashing, surrounds. Note evidence of pooling or roof leaks. Age, wear, and if still under warranty | | | | | | | |
| | Doors, windows | Inspect soundness and finish, signs of cracks, holes, and any other roughness or damage to surfaces, inspect surface materials (paint and other coatings etc) | | | | | | | |
| | Drywall, partitions | | | | | | | | |
| | Ceiling, Ceiling tiles | | | | | | | | |
| Interior finishes | | | | | | | | | |
| Plumbing | Fixtures | Check condition and function of fixtures | | | | | | | |
| | Water distribution | Inspect pipes for distribution | | | | | | | |
| | Sanitary waste | Check fo damage or leaks including any drainage | | | | | | | |
| | Water drainage | Inspect outdoor faucets | | | | | | | |
| HVAC | Energy supply | Inspect coil, housing, drains, wiring and evaluate overall performance of each system. Note apparent or reported age of the equipment, any past component replacement or upgrades, and apparent level of maintenance exercised. Note refrigerants/fuel used and their suitability, or need for improvement or upgrade, Establish overall condition for each unit. | | | | | | | |
| | Distribution systems | | | | | | | | |
| | Cooling generation & distribution systems | | | | | | | | |
| | Controls, instrumentation, testing, balancing | | | | | | | | |
| Electrical | Chimneys and vents | | | | | | | | |
| | Electrical service and distribution | Inspect service noting any deficiencies or needed upgrades. Examine any and all components related to electrical service and distribution such as conduit, boxes, mounting, checking for damaged wire chaffing or loose or corroded connections. Evaluate overall performance of the system. | | | | | | | |
| | Lighting and branch wiring (interior & exterior) | | | | | | | | |
| Communications and security | | | | | | | | | |

| | | | | | | | | | | |
|------------------|--|--|--|--|--|--|--|--|--|--|
| Equipment | NOTE each piece of equipment with cost > \$10k will have its own set of condition criteria | | | | | | | | | |
| Site | Roadways, driveways, and associated garages, signage markings and equipment | Inspect area for cracking and settling of the concrete and asphalt. Inspect for uneven surfaces, holes and trip hazards | | | | | | | | |
| | Parking lots and associated signage markings and equipment | Inspect for signs of pitting, rust, damage. Inspect markings for chips and condition of paint | | | | | | | | |
| | Pedestrian areas and associated signage markings and equipment | | | | | | | | | |
| | Passenger platforms, shelters, overheads | | | | | | | | | |
| | Curbing ADA access areas | Pay special attention to wheelchair ramp areas and other ADA access considerations. Check curb for chips and condition of paint. | | | | | | | | |
| | Fencing and gates | Look for corrosion, structural integrity and surface condition | | | | | | | | |
| | Landscaping and irrigation | Look for signs of drainage problems such as flooded areas, eroded soil, water damage to asphalt, and clogged storm drain inlets. Visually inspect the irrigation system if applicable. Look for signs of leaks and water pooling. Check trees and grass for signs of insect invasion and overall health. | | | | | | | | |
| | Site utilities including lighting | Inspect poles and wiring for damage, and inspect lighting, noting any deficiencies and evaluate overall condition. | | | | | | | | |

TOTALS

| General Condition Assessment Rating Scale | | | Inspection Date: | | | | | | |
|---|-----------|--|--------------------------|--|--|--|--|--|--|
| Rating | Condition | Description | Inspected By: | | | | | | |
| 5 | Excellent | No visual defect; new or near new condition; may still be under warranty if applicable | | | | | | | |
| 4 | Good | slightly defective/deteriorating components; overall functional | | | | | | | |
| 3 | Adequate | Moderately deteriorated or defective components; has not exceeded useful life | Assessment Approved By: | | | | | | |
| 2 | Marginal | Defective or deteriorated components in need of replacement; has exceeded useful life | | | | | | | |
| 1 | Poor | Critically damaged components in need of immediate repair; well past useful life | Total Assessment Rating: | | | | | | |
| | | | | | | | | | |

Maintaining a State of Good Repair (SGR)

SGR is the condition at which an asset can operate at a full level of performance. It can operate safely as designed without posing an unacceptable risk to its users. The emphasis of Cities Area Transit System's asset maintenance program is preventive rather than reactive maintenance. A strong Preventive Maintenance (PM) program effectively reduces overall maintenance costs, increases reliability and performance, and reduces the high cost of unpredictable repairs caused by reactive maintenance.

The Cities Area Transit uses a graduated PM program that is based on the manufacturer's recommendations and modified based on our experience and the local conditions of the City Limits of Grand Forks, ND and East Grand Forks, MN. Solid PM practices maximize useful life, are cost efficient over the life of the vehicle, facility and equipment, and ensures that our assets remain in safe operating condition.

Each asset is managed with the intent to achieve the following:

- Maximize intervention of wearing parts, premature failures, and early detection.
- Minimize equipment catastrophic failures.
- Minimize agency liability when incidents occur.
- Maximize service reliability

Vehicle Preventative Maintenance

The Cities Area Transit has an aggressive vehicle (revenue and support) PM program that schedules vehicle inspections based on a variety of categories. The PM schedule established is based upon usage and vehicle type (**see attachment 3 – Bus Preventative Maintenance Plan**). Vehicles are inspected based on mileage and/or predetermined time spans. In addition, each vehicle receives an annual comprehensive inspection.

The allowable variance with all preventive maintenance vehicle inspections is a minus 10% to a plus 10% of the mileage limits set for gas vehicles at 3,000 miles and for diesel vehicles at 4,000 miles. Any inspection completed within this parameter, or as directed by Agency Maintenance policy, is considered on time. For example, a gasoline vehicle with between 2,700 and 3,300 miles since its last preventative maintenance service is considered on-time.

The Operations Supervisor is responsible for developing the PM schedule for each vehicle fleet and ensuring that all PM activities are completed in a timely manner. Preventative maintenance cycles are performed for several vehicle components as well as for all Cities Area Transit Vehicles. Examples of components with their own PM schedule are wheelchair lifts, fare equipment, exhaust after-treatment, transmissions, engines, alternators, and axle assemblies. In

most cases the manufacturer's recommendations are followed. In some cases, the intervals established are either longer or shorter than the recommendations. In these cases, extensive research and data collection is done prior to establishing a cycle. In all situations the goal of the maintenance programs is to enhance the quality and safety of the vehicle, minimize interruptions in service, and to reduce overall costs to the agency.

Throughout the PM and repair process the tasks performed by maintenance staff are under constant review by the Operations Supervisor and staff. This constant review is designed to ensure that review and decisions are made at the proper level of management. Maintenance programs are designed, constantly monitored, and updated to minimize service interruptions and ensure consistently high quality of service on the street. A PM tracking report is printed regularly and reviewed to identify which vehicles or facility component are due or coming due for Preventative Maintenance. The identified vehicles are removed from service and scheduled for work.

Revenue Vehicle Corrective Maintenance

Specific procedures are outlined and monitored to ensure that all vehicles are inspected prior to the transit vehicle being put into service each day. Drivers perform a comprehensive checklist of essential maintenance elements and record the results on the designated Pre-Trip Inspection (PTI) form. Pre-trip inspection sheets are turned in to the main office and monitored for completion and any noted defects. Post-trip inspections are performed at the end of the driver's work schedule and contain information regarding the condition of the vehicle when the work day is completed. **(See Attachment 4 – Daily PTI).**

The Pre-Trip Inspection form includes inspection of wheelchair lifts. In compliance with the requirements of the Americans with Disabilities Act (ADA), monitoring of all wheelchair lifts is included as part of the Pre-Trip Inspection and the Preventive Maintenance process. The lift is cycled as part of the Pre-Trip Inspection, and maintenance will include replacement of worn components and all adjustments as necessary for peak performance.

Post-trip inspection sheets will be kept in the vehicle for information for the subsequent driver. Post-trip inspections will contain any necessary repair work needed to be completed. The next driver will determine whether the vehicle repair work warrants not using that vehicle and a spare vehicle will be used until the work is completed.

The drivers Pre-Trip and Post-Trip Inspections are critical to identifying issues in need of correction.

When corrective maintenance is required, drivers/mechanics will ensure that repairs needed are identified and reported. Mechanics (either in-house or contracted) will document all work done, cost of maintenance, dates and mileage.

Facility and Equipment Preventative Maintenance

Regular preventive maintenance is performed on Cities Area Transit facilities and equipment. Inspections are performed routinely, and any corrective maintenance needed is noted and performed as soon as possible. All inspections are documented. Each facility has its own maintenance plan on file in Black Cat Grants and inspections follow the maintenance plan (**see attachment 5 – Facilities Maintenance Plan**). Office of Transit staff will spot check facilities and records annually.

Individual preventive maintenance programs have been developed on key facilities components such as Heating and Air Conditioning, ADA Accessibility Features, Life Safety Systems, Pollution Control Equipment, Emergency Power Systems, Vehicle Lifts, Bus Wash Equipment, and similar items that have a high dollar value, significant wear and tear, or present a clear possibility in a disruption of service if they should fail. In addition, preventive maintenance programs have been set up for all components with a regulated or statutory inspection cycle such as fire sprinkler/alarm systems, hot water tanks, and compressed air vessels.

Facilities and equipment preventative maintenance goals are:

- Conduct 100% of all legally mandated inspections by mandated inspection date.
- Review and improve practices for the effective and efficient management of utilization of facilities and equipment.
- Ensure to the extent possible Cities Area Transit's facilities and grounds are both functional and aesthetically pleasing.
- Continue to conduct at least 80% of all facilities and equipment preventive maintenance within the "On Time Performance Guidelines".
- The Maintenance Manager conducts documented inspections of each facility on a monthly basis.
- Annually, complete a facility inspection report. (**see attachment 6 – Annual Facility Inspection Report**)

Facility and Equipment Corrective Maintenance

When corrective facility maintenance is required, the person responsible for the facility will identify and report the repair needed. All work will be documented and dated. Work done will also be included in the Annual Facility Inspection Report.

Local Conditions

Local conditions have a direct impact on the level of PM needed. Cities Area Transit provides service throughout the city limits of Grand Forks, ND and East Grand Forks, MN. The following conditions are considered when developing a PM program for a vehicle or group of vehicles:

- Service Design
 - Urban Service – Fixed route and complimentary paratransit/demand response service. Due to the frequency of the stops and traffic conditions in the urban area, vehicles used for this service require a higher level of PM
- Topography and Weather – Salt and ice from the winter roads may cause premature wear on certain parts of the vehicles. Those parts are inspected more frequently than the manufacturer recommends. Buildup of snow and ice may cause additional cleaning of vehicles.
- Local Policies:
 - All vehicles must be cleaned and vacuumed daily
 - Lifts must be cycled during pre-trip inspections
 - All pre-trip and post-trip inspection forms must be turned into the operations supervisor daily.
 - All vehicles must download fare collection information daily.
 - All vehicles must be fueled daily.

Identify, Track, and Record Maintenance Activities and Costs

Cities Area Transit uses a system of manual and computerized forms and reports to schedule and perform PM and repairs to its fleet of vehicles, equipment, or facilities. These documents include:

- Work orders
- Service orders
- Purchase orders
- Parts requests
- PM tracking report
- PM inspection forms

After a vehicle or facility is identified as needing PM, a work order is prepared which includes coding, labor costs, parts, warranty work, contractor invoice, and recorded. If the prepared work order with repair labor and parts is estimated to exceed the \$2,500 threshold, appropriate procurement procedures are followed. All repair labor, parts, and supplies are charged to the work orders under the specific coding applicable to the individual repairs. Upon completion, the PM Tracking Report is updated.

Warranty Recovery

Vehicles, parts, equipment and facility components will be monitored to make sure that all assets are repaired and maintained under the manufacturer's warranty where applicable. Warranties are monitored in the agency maintenance software for expiration so that problems can be addressed by the appropriate source and any concerns can be taken care of before warranties expire. All warranty work will be recorded. For failed components under warranty, authorization for warranty return and labor claims, if applicable, are obtained from the manufacturer or vendor.

Decision Support Tools

Agency staff within the executive, maintenance, operations, finance, and planning departments utilize a variety of management practices, policies, and technology to manage, maintain and plan throughout the life cycle of an asset.

The decision support tools that Cities Area Transit utilizes include both electronic software and written policies. Each compliments the other as they contribute to our asset management.

Tools include, but not limited are:

1. Life Cycle Cost Analysis Tool
2. Vehicle Replacement Lifecycle
3. BlackCat Transit Software Program
4. Asset Condition Assessment (SGR) (ULB)
5. Cities Area Transit's ten-year Capital Improvement Plan (CIP)
6. Investment Prioritization
7. Risk Management and Accident/Incident Reporting
8. Disposal Strategy

Life Cycle Cost Analysis Tool

Cities Area Transit uses life cycle cost analysis as part of its decision-making process when establishing and making changes to preventative maintenance intervals. The agency also identifies replacement need, quantifies the need, and compares the benefits versus the cost to develop a recommendation for declaring an asset has reached its end of its useful life. Additional factors included in the decision-making include useful life benchmark; age (for vehicles both mileage and age of vehicle), condition, maintenance costs, and available funding.

Vehicle Replacement Lifecycle

Cities Area Transit also maintains a ten-year revenue vehicle replacement plan within the Black Cat Grants with NDDOT and with MnDOT (**see attachment 7 – 10year Capital Project Plan**). Projected vehicle costs and replacement dates are tracked in this replacement plan.

Cities Area Transit sets its own vehicle replacement schedule; however, the FTA's minimum useful life and the State's ULB are considered and used for vehicle replacement decisions. Occasionally, vehicles remain on the asset list and are used as back-up vehicles or in transit operations (if mechanically sound and presentable) even though they may have passed their minimal useful life. Likewise, occasionally, a vehicle will need replacement prior to the minimal useful life for various reasons. Cities Area Transit will work with the Office of Transit in those cases and reasons will be well-documented. Cities Area Transit's vehicles will be assigned a condition rating on an annual basis which will also help determine replacement.

BlackCat Transit Software

Cities Area Transit uses BlackCat Transit Data Management System by Panther International and provided by the State DOT which is specifically designed for Transit. Several workflow modules are used to support the tracking, analysis, and management of agency assets.

Asset Condition Assessments

As introduced earlier, a State of Good Repair (SGR) is a threshold that identifies the desired performance condition. An asset is in SGR when a capital asset is able to operate at a full level of performance. Annual asset assessments are critical not only to evaluate assets to SCR criteria but are a valuable analytical tool to be used in asset disposition and replacement decisions as those times approach.

SGR performance targets are based on realistic expectations obtained from the most available data (ULB-useful life benchmarks), FTA performance measure criteria and the financial resources Cities Area Transit reasonably expects to be available during the TAM plan period for capital planning

Capital Improvement Plan

All transit capital project improvements are taken into consideration on an annual basis. The Grand Forks – Easy Grand Forks MPO Transit Improvement Program is a key component in the agency’s capital asset improvements and/or procurements (**see attachment 8 – Grand Forks – East Grand Forks MPO TIP**). The Minnesota DOT 10-year Capital Plan noted earlier in attachment 7 is also a stakeholder for capital improvement. When specific projects are identified, the agency is able to submit the request to the NDDOT/MnDOT through the BlackCat software.

Risk Management and Accident/Incident Reporting

The agency has a comprehensive Safety Management Plan (see attachment XX – Safety Management Plan) which provides in depth training regarding the risk management practices. These include a safety module for transit drivers to provide safe vehicle operations, hazard assessment techniques, and risk assessment. On a quarterly basis, staff conducts a safety inspection to identify areas of potential risk (**see attachment 9 – Quarterly Safety Audit Form**). These practices help avoid potential public and staff injury and equipment damage.

Cities Area Transit employees are required to report all accidents and incidents that they witness or are a party to. Report forms are available for this purpose (see attachment XX – Safety Management Plan). The agency also must conduct random drug & alcohol testing for all safety-sensitive employees.

Disposal Strategy

Vehicles or equipment that have fulfilled their useful life and have a current unit market value of less than \$5,000 may be disposed of with no further obligation to Federal Transit Administration (FTA) or the State of North Dakota per the respective policies of those agencies. Cities Area Transit will complete North Dakota Office of Transportation (NDDOT) Release of Continuing Control form and forward it to the NDDOT Transit Section seeking to divest itself of the vehicle.

Investment Prioritization

The demand for transportation investments far exceeds the available funding. Careful consideration is given to the broad objectives of the MPO and the agency before a quantitative evaluation is applied to determine which investment provides the greater good to the community. Attempts are made to balance the tradeoffs including asset condition and costs of projects versus the ability to impact the community for varying assets with the funds available.

EXHIBITS

Table Of Exhibits

Exhibit 1: Accountable Executive

Exhibit 2: Revenue Vehicles

Exhibit 3: Equipment

Exhibit 4: Facilities

Exhibit 5: Annual Vehicle Statistics Report

Exhibit 6: Annual Equipment and Facilities Statistic Report

Attachments

Table of Attachments

Attachment 1 – Grand Forks – East Grand Forks MPO Performance Targets

Attachment 2 – NDDOT Group TAM Plan

Attachment 3 – Bus Preventative Maintenance Plan

Attachment 4 – Daily PTI Report

Attachment 5 – Facilities Maintenance Plan

Attachment 6 – Annual Facility Inspection Report

Attachment 7 – 10 year Project Listing for MnDOT

Attachment 8 – Grand Forks – East Grand Forks MPO TIP

Attachment 9 – Quarterly Safety Audit Form

Dale Bergman, Public Transit Division Director, confirm that I
(Name of the Accountable Executive) am the Accountable Executive
for Grand Forks Cities Area Transit .
(Name of Transit Agency)

I certify that my transit agency is in compliance with the TAM
Rule.

My agency has met the TAM Plan requirements by

Participating in a Group Plan sponsored by North Dakota
Department of Transportation

Completing our own TAM Plan and keeping it up-to-date. I
have provided an updated copy of our TAM Plan to North
Dakota Department of Transportation Transit section.

We confirm that we are implementing the TAM plan at our
property.

Signed,

Dale Bergman
Accountable Executive

2-1-19
Date (Annually)

| Agency Id | Funding Program | Vehicle Type | Vehicle Year | Manufacturer | Model | Status | Current Condition | Condition Date | Condition Rating | Current Mileage | Mileage Date | In Service Date | Years Remaining | Miles Remaining |
|-----------|--------------------|--------------|--------------|-------------------|---------------|----------------|-------------------|----------------|------------------|-----------------|--------------|-----------------|-----------------|-----------------|
| 106 | | Bus | 2010 | New Flyer Indus | D35LFR | Active | 3.0 | 8/29/2021 | Adequate | 427,011 | 8/29/2021 | 8/15/2010 | 0 | 72,989 |
| 104 | 5309 (b)(1) | Bus | 2010 | New Flyer Indus | DE35LFR | Active | 3.0 | 8/29/2021 | Adequate | 420,603 | 8/29/2021 | 8/19/2010 | 0 | 79,397 |
| 105 | | Bus | 2010 | New Flyer Indus | D35LFR | Active | 3.0 | 8/29/2021 | Adequate | 406,190 | 8/29/2021 | 8/15/2010 | 0 | 93,810 |
| 103 | | Bus | 2010 | New Flyer Indus | DE35LFR | Active | 3.0 | 8/29/2021 | Adequate | 405,983 | 8/29/2021 | 8/19/2010 | 0 | 94,017 |
| 191 | Section 5339 Urban | Cutaway | 2016 | Dodge Division - | Promaster | Active | 4.0 | 8/29/2021 | Good | 86,508 | 8/29/2021 | 4/1/2019 | 2 | 63,492 |
| 192 | Section 5339 Urban | Cutaway | 2016 | Dodge Division - | Promaster | Disposal Ready | 4.0 | 8/29/2021 | Good | 84,254 | 8/29/2021 | 4/1/2019 | 2 | 65,746 |
| 171 | Section 5310 Urban | Minivan | 2017 | Dodge Division - | Grand Caravan | Active | 3.0 | 8/29/2021 | Adequate | 102,181 | 8/29/2021 | 2/6/2017 | -1 | -2,181 |
| 172 | Section 5310 Urban | Minivan | 2017 | Dodge Division - | Grand Caravan | Active | 3.0 | 8/29/2021 | Adequate | 101,549 | 8/29/2021 | 2/22/2017 | -1 | -1,549 |
| 181 | Section 5339 Urban | Minivan | 2017 | Dodge Division - | Grand Caravan | Active | 4.0 | 8/29/2021 | Good | 83,045 | 8/29/2021 | 1/1/2018 | 0 | 16,955 |
| 183 | Section 5339 Urban | Bus | 2018 | New Flyer Indus | Xcelsior | Active | 4.0 | 8/29/2021 | Good | 110,113 | 8/29/2021 | 7/9/2018 | 8 | 389,887 |
| 182 | Section 5310 Urban | Van | 2018 | Ford Motor Corꝑ | Transit | Active | 4.0 | 8/29/2021 | Good | 61,836 | 8/29/2021 | 7/2/2018 | 0 | 38,164 |
| 185 | Section 5339 Urban | Bus | 2018 | New Flyer Indus | Xcelsior | Active | 5.0 | 5/1/2019 | Excellent | 43,503 | 4/13/2020 | 12/17/2018 | 8 | 456,497 |
| 193 | Section 5339 | Bus | 2019 | Alexander Denn | Enviro - 200 | Active | 4.0 | 8/29/2021 | Good | 66,424 | 8/29/2021 | 10/1/2019 | 9 | 433,576 |
| 194 | Section 5339 | Bus | 2019 | Alexander Denn | Enviro - 200 | Active | 4.0 | 8/29/2021 | Good | 52,592 | 8/29/2021 | 10/1/2019 | 9 | 447,408 |
| 198 | Section 5310 Urban | Minivan | 2019 | Braun | Entervan | Active | 5.0 | 8/29/2021 | Excellent | 33,883 | 8/29/2021 | 1/13/2020 | 2 | 66,117 |
| 195 | Section 5310 Urban | Minivan | 2019 | Braun | Entervan | Active | 5.0 | 8/29/2021 | Excellent | 32,214 | 8/29/2021 | 2/13/2020 | 2 | 67,786 |
| 197 | Section 5310 Urban | Minivan | 2019 | Braun | Entervan | Active | 4.0 | 8/29/2021 | Good | 31,470 | 8/29/2021 | 2/5/2020 | 2 | 68,530 |
| 196 | Section 5310 Urban | Minivan | 2019 | Braun | Entervan | Active | 4.0 | 8/29/2021 | Good | 26,981 | 8/29/2021 | 2/8/2020 | 2 | 73,019 |
| 203 | Section 5339 | Bus | 2020 | New Flyer Indus | XD35 | Active | 5.0 | 8/29/2021 | Excellent | 26,055 | 8/29/2021 | 8/24/2020 | 10 | 473,945 |
| 202 | Section 5339 | Bus | 2020 | New Flyer Indus | XD35 | Active | 5.0 | 8/29/2021 | Excellent | 22,181 | 8/29/2021 | 8/24/2020 | 10 | 477,819 |
| 201 | Section 5339 | Bus | 2020 | New Flyer Indus | XD35 | Active | 5.0 | 8/29/2021 | Excellent | 20,408 | 8/29/2021 | 8/24/2020 | 10 | 479,592 |
| 212 | Section 5310 Urban | Minivan | 2021 | Chrysler - Chrysl | VOYAGER | Active | 5.0 | 8/29/2021 | Excellent | 7,108 | 8/29/2021 | 5/24/2021 | 3 | 92,892 |
| 211 | Section 5310 Urban | Minivan | 2021 | Chrysler - Chrysl | VOYAGER | Active | 5.0 | 8/29/2021 | Excellent | 5,439 | 8/29/2021 | 6/2/2021 | 3 | 94,561 |
| 215 | Section 5339 | Bus | 2021 | Dodge Division - | Ram Promaster | Active | 5.0 | 8/29/2021 | Excellent | 3,457 | 8/29/2021 | 7/19/2021 | 4 | 146,543 |
| 213 | Section 5310 Urban | Minivan | 2021 | Chrysler - Chrysl | Voyager | Active | 5.0 | 8/29/2021 | Excellent | 115 | 8/29/2021 | 6/1/2021 | 3 | 99,885 |
| 214 | Section 5310 Urban | Minivan | 2021 | Chrysler - Chrysl | Voyager | Active | 5.0 | 8/29/2021 | Excellent | 66 | 8/29/2021 | 6/1/2021 | 3 | 99,934 |

| Asset Category | Asset Class | Asset Name | Manufacture Year | VIN/Serial No | Manufacturer | Model | Capital Responsibility? | Transit Agency Capital Respo Unit | Purchase Cost/Value | Useful Life |
|----------------|--------------------------------|-------------------------|------------------|---------------|--------------|----------|-------------------------|-----------------------------------|---------------------|-------------|
| Equipment | Non Revenue/Service Automobile | Red Ford Fusion | 2012 | | Ford | Fusion | Yes | 100.00% | | 7 |
| Equipment | Non Revenue/Service Automobile | Tan Ford Fusion | 2010 | | Ford | Fusion | Yes | 100.00% | | 7 |
| Equipment | Non Revenue/Service Automobile | Black Ford Fusion | 2017 | | Ford | Fusion | Yes | 100.00% | | 7 |
| Equipment | Non Revenue/Service Automobile | White Ford Fusion | 2017 | | Ford | Fusion | Yes | 100.00% | | 7 |
| Equipment | Other Rubber Tire Vehicles | White Dodge Ram 3500 | 2017 | | Dodge | Ram | Yes | 100.00% | | 7 |
| Equipment | Other Rubber Tire Vehicles | Bobcat | 2005 | | | | Yes | 100.00% | | 14 |
| Equipment | Other Rubber Tire Vehicles | John Deere Mower/Blower | 2005 | | John Deere | | Yes | 100.00% | | 14 |
| Equipment | Other Rubber Tire Vehicles | White Ford Pickup 3/4 T | 2011 | | Ford | Ford 350 | Yes | 100.00% | | 7 |

| Facility Name | Address1 | Longitude | Latitude | Grant Primary | Federal Share | Facility Class | Facility Type | Unit Space Size | Unit Space Type | Year Built | YearReconstructed | Section Of Larger Facility | Current Condition | Date Of Assessment | Condition Rating | Useful Life Years Remaining | Last Inspection Date | Comments |
|---|-----------------------|-------------|------------|--------------------|-----------------|--------------------|--|-----------------|-----------------|------------|-------------------|----------------------------|-------------------|--------------------|------------------|-----------------------------|----------------------|--|
| Cities Area Transit Metro Transit Center Downtown | 450 Kittson Ave. | -97.030820W | 47.923490N | | \$ 0.00 | Passenger Facility | Bus Transfer Center | 1,000 | Square Feet | 2000 | | No | 3.8 | 8/26/2021 | Good | 18 | 8/26/2021 | |
| Grand Forks Cities Area Transit | 867 South 48th Street | -97.098328W | 47.913502N | FY20 5339 Urban | \$ 4,144,352.00 | Maintenance | General Purpose Maintenance Facility/Depot | 36,370 | Square Feet | 1978 | 2019 | Yes | 4.3 | 8/29/2021 | Good | 37 | 8/29/2021 | The original facility was 24,850 sq. ft. In 2019-2020 it was remodeled and added on additional 11,520 sq. ft. to existing facility for phase one of a two phase project. |

| VEH # | VEH YEAR | MAKE/MODEL OR VEHICLE DESCRIPTION | VEHICLE PURCHASE PRICE | FEDERAL PURCHASE PRICE | FEDERAL PERCENTAGE | LOCAL PURCHASE PRICE | DATE IN SERVICE | OUT OF SERVICE | FED USEFUL LIFE(MO) | ACTUAL SERVICE (MONTHS) | REMAINING MONTHS | ACTUAL MILEAGE | MINIMUM USEFUL LIFE | REMAINING % BASED ON MILES | TOTAL FEDERAL SHARE | FED SHARE BASED ON MONTHS | REMAINING FED SHARE MILES | CAP YRS | DEPRECIATED VALUE | LOCATION | USE | CONDITION | DISPOSITION ACTION | VESTED TITLE | Grant # |
|-------|----------|-----------------------------------|------------------------|------------------------|--------------------|----------------------|-----------------|----------------|---------------------|-------------------------|------------------|----------------|---------------------|----------------------------|---------------------|---------------------------|---------------------------|---------|-------------------|------------|-----------------------------|-----------|--------------------|---------------------|---|
| 103 | 2010 | New Flyer | \$ 553,138.42 | \$ 526,879.00 | 95% | \$ 26,259 | 8/19/2010 | 8/19/2022 | 144 | 137.5 | 6.5 | 410999 | 500000 | 18% | \$ 526,879.00 | \$ 23,697.53 | \$ 93,785.52 | 12 | \$ 303,069.68 | Bus Garage | FR Revenue Service | Fair | No | City of Grand Forks | ND-96-0003 Stimulus & Grant ND-04-0006 & ND-04-0010 |
| 104 | 2010 | New Flyer | \$ 553,138.42 | \$ 459,104.89 | 83% | \$ 94,034 | 8/19/2010 | 8/19/2022 | 144 | 137.5 | 6.5 | 429704 | 500000 | 14% | \$ 459,104.89 | \$ 20,649.24 | \$ 64,546.47 | 12 | \$ 303,069.68 | Bus Garage | FR Revenue Service | Fair | No | City of Grand Forks | ND-04-0010 & ND-04-0012 |
| 105 | 2010 | New Flyer | \$ 388,947.46 | \$ 388,947.46 | 100% | \$ - | 8/15/2010 | 8/15/2022 | 144 | 137.7 | 6.3 | 416280 | 500000 | 17% | \$ 388,947.46 | \$ 17,138.55 | \$ 65,125.36 | 12 | \$ 138,878.72 | Bus Garage | FR Revenue Service | Fair | No | City of Grand Forks | ND-90-0036 |
| 106 | 2010 | New Flyer | \$ 388,947.46 | \$ 388,947.46 | 100% | \$ - | 8/15/2010 | 8/15/2022 | 144 | 137.7 | 6.3 | 429004 | 500000 | 14% | \$ 388,947.46 | \$ 17,138.55 | \$ 55,227.43 | 12 | \$ 138,878.72 | Bus Garage | FR Revenue Service | Fair | No | City of Grand Forks | ND-90-0036 |
| 183 | 2018 | New Flyer | \$ 490,325.57 | \$ 392,260 | 80% | \$ 98,065 | 7/9/2018 | 7/9/2030 | 144 | 42.8 | 101.2 | 117768 | 500000 | 76% | \$ 392,260.46 | \$ 661,576.81 | \$ 299,869.00 | 12 | \$ - | Bus Garage | FR Revenue Service | New | No | NDDOT | Sec 5339 Funds |
| 185 | 2018 | New Flyer | \$ 474,691.35 | \$ 379,753 | 80% | \$ 94,938 | 12/17/2018 | 12/17/2030 | 144 | 37.5 | 106.5 | 69226 | 500000 | 86% | \$ 379,753.08 | \$ 673,983.68 | \$ 327,175.50 | 12 | \$ - | Bus Garage | FR Revenue Service | New | No | NDDOT | Sec 5339 Funds |
| 191 | 2016 | Dodge Ram ProMaster 3500 | \$ 106,059.00 | \$ 84,847.20 | 80% | \$ 21,212 | 3/20/2019 | 3/20/2024 | 60 | 34.5 | 25.5 | 98445 | 150000 | 34% | \$ 84,847.20 | \$ 36,123.99 | \$ 29,161.98 | 5 | \$ - | Bus Garage | FR Revenue Service | Good | No | NDDOT | Sec 5339 Funds |
| 192 | 2016 | Dodge Ram ProMaster 3500 | \$ 106,059.00 | \$ 84,847.20 | 80% | \$ 21,212 | 3/20/2019 | 3/20/2024 | 60 | 34.5 | 25.5 | 94386 | 150000 | 37% | \$ 84,847.20 | \$ 36,123.99 | \$ 31,457.95 | 5 | \$ - | Bus Garage | FR Revenue Service | Good | No | NDDOT | Sec 5339 Funds |
| 193 | 2019 | Alexander - Dennis Enviro 200 | \$ 369,961.54 | \$ 295,969.23 | 80% | \$ 73,992 | 10/17/2019 | 10/17/2031 | 144 | 27.5 | 116.5 | 80694 | 500000 | 84% | \$ 295,969.23 | \$ 574,585.75 | \$ 248,203.35 | 12 | \$ - | Bus Garage | FR Revenue Service | New | No | NDDOT | Sec 5339 Funds |
| 194 | 2019 | Alexander - Dennis Enviro 200 | \$ 369,961.54 | \$ 295,969.23 | 80% | \$ 73,992 | 10/17/2019 | 10/17/2031 | 144 | 27.5 | 116.5 | 62929 | 500000 | 87% | \$ 295,969.23 | \$ 574,585.75 | \$ 258,719.14 | 12 | \$ - | Bus Garage | FR Revenue Service | New | No | NDDOT | Sec 5339 Funds |
| 201 | 2020 | New Flyer | \$ 475,439.16 | \$ 380,351 | 80% | \$ 95,088 | 7/29/2020 | 7/29/2032 | 144 | 18.1 | 125.9 | 27527 | 500000 | 94% | \$ 380,351.33 | \$ 798,008.35 | \$ 359,411.47 | 12 | \$ - | Bus Garage | FR Revenue Service | New | No | NDDOT | Sec 5339 Funds |
| 202 | 2020 | New Flyer | \$ 475,439.16 | \$ 380,351 | 80% | \$ 95,088 | 7/29/2020 | 7/29/2032 | 144 | 18.1 | 125.9 | 29182 | 500000 | 94% | \$ 380,351.33 | \$ 798,008.35 | \$ 358,152.50 | 12 | \$ - | Bus Garage | FR Revenue Service | New | No | NDDOT | Sec 5339 Funds |
| 203 | 2020 | New Flyer | \$ 475,439.16 | \$ 380,351 | 80% | \$ 95,088 | 7/29/2020 | 7/29/2032 | 144 | 18.1 | 125.9 | 33875 | 500000 | 93% | \$ 380,351.33 | \$ 798,008.35 | \$ 354,582.53 | 12 | \$ - | Bus Garage | FR Revenue Service | New | No | NDDOT | Sec 5339 Funds |
| 215 | 2021 | Dodge Ram ProMaster 3500 | \$ 114,379.00 | \$ 91,503 | 80% | \$ 22,876 | 6/30/2021 | 6/30/2026 | 60 | 7.1 | 52.9 | | 150000 | 100% | \$ 91,503.20 | \$ 80,723.37 | \$ 91,503.20 | 5 | \$ - | Bus Garage | FR Revenue Service | Good | No | NDDOT | Sec 5339 Funds |
| 181 | 2018 | Dodge Entervan | \$ 40,372.28 | \$ 32,297.00 | 80% | \$ 8,075 | 4/2/2018 | 4/2/2022 | 48 | 46.0 | 2.0 | 92612 | 100000 | 7% | \$ 32,297.00 | \$ 1,327.27 | \$ 2,386.10 | 4 | \$ 31,759.98 | Bus Garage | Paratransit Revenue Service | Good | No | NDDOT | 5310 Funds |
| 182 | 2018 | Ford Transit | \$ 68,657.22 | \$ 54,925.00 | 80% | \$ 13,732 | 7/2/2018 | 7/2/2023 | 60 | 43.0 | 17.0 | 67572 | 150000 | 55% | \$ 54,925.00 | \$ 19,411.85 | \$ 30,182.39 | 5 | \$ 32,713.00 | Bus Garage | Paratransit Revenue Service | New | No | NDDOT | 5310 Funds |
| 195 | 2019 | Dodge Entervan | \$ 39,725.00 | \$ 30,800.00 | 78% | \$ 8,925 | 12/2/2019 | 12/2/2023 | 48 | 26.0 | 22.0 | 41668 | 100000 | 58% | \$ 30,800.00 | \$ 14,113.15 | \$ 17,966.26 | 4 | \$ - | Bus Garage | Paratransit Revenue Service | New | No | NDDOT | 5310 Funds |
| 196 | 2019 | Dodge Entervan | \$ 39,725.00 | \$ 30,800.00 | 78% | \$ 8,925 | 12/2/2019 | 12/2/2023 | 48 | 26.0 | 22.0 | 33851 | 100000 | 66% | \$ 30,800.00 | \$ 14,113.15 | \$ 20,373.89 | 4 | \$ - | Bus Garage | Paratransit Revenue Service | New | No | NDDOT | 5310 Funds |
| 197 | 2019 | Dodge Entervan | \$ 39,725.00 | \$ 30,800.00 | 78% | \$ 8,925 | 12/2/2019 | 12/2/2023 | 48 | 26.0 | 22.0 | 43383 | 100000 | 57% | \$ 30,800.00 | \$ 14,113.15 | \$ 17,438.04 | 4 | \$ - | Bus Garage | Paratransit Revenue Service | New | No | NDDOT | 5310 Funds |
| 198 | 2019 | Dodge Entervan | \$ 39,725.00 | \$ 30,800.00 | 78% | \$ 8,925 | 12/2/2019 | 12/2/2023 | 48 | 26.0 | 22.0 | 41198 | 100000 | 59% | \$ 30,800.00 | \$ 14,113.15 | \$ 18,111.02 | 5 | \$ - | Bus Garage | Paratransit Revenue Service | New | No | NDDOT | 5310 Funds |
| 211 | 2021 | Dodge Entervan | \$ 39,725.00 | \$ 30,800.00 | 78% | \$ 8,925 | 12/2/2019 | 12/2/2023 | 48 | 26.0 | 22.0 | 41668 | 100000 | 58% | \$ 30,800.00 | \$ 14,113.15 | \$ 17,966.26 | 4 | \$ - | Bus Garage | Paratransit Revenue Service | New | No | NDDOT | 5310 Funds |
| 212 | 2021 | Dodge Entervan | \$ 39,725.00 | \$ 30,800.00 | 78% | \$ 8,925 | 12/2/2019 | 12/2/2023 | 48 | 26.0 | 22.0 | 33851 | 100000 | 66% | \$ 30,800.00 | \$ 14,113.15 | \$ 20,373.89 | 4 | \$ - | Bus Garage | Paratransit Revenue Service | New | No | NDDOT | 5310 Funds |
| 213 | 2021 | Dodge Entervan | \$ 39,725.00 | \$ 30,800.00 | 78% | \$ 8,925 | 12/2/2019 | 12/2/2023 | 48 | 26.0 | 22.0 | 43383 | 100000 | 57% | \$ 30,800.00 | \$ 14,113.15 | \$ 17,438.04 | 4 | \$ - | Bus Garage | Paratransit Revenue Service | New | No | NDDOT | 5310 Funds |
| 214 | 2021 | Dodge Entervan | \$ 39,725.00 | \$ 30,800.00 | 78% | \$ 8,925 | 12/2/2019 | 12/2/2023 | 48 | 26.0 | 22.0 | 41198 | 100000 | 59% | \$ 30,800.00 | \$ 14,113.15 | \$ 18,111.02 | 5 | \$ - | Bus Garage | Paratransit Revenue Service | New | No | NDDOT | 5310 Funds |

| | | | TOTAL | FEDERAL | | LOCAL | | | FED | ACTUAL | | TOTAL | REMAINING | CAP | | | | | | | |
|---------|---------------|----------------------|----------------|----------------|--------------------|----------------|-----------------|----------------|-----------------|------------------|------------------|---------------|---------------------------|----------|-------------------|-----------------|-------------|-----------|--------------------|--------------|------------|
| ID | PURCHASE DATE | DESCRIPTION | PURCHASE PRICE | PURCHASE PRICE | FEDERAL PERCENTAGE | PURCHASE PRICE | DATE IN SERVICE | OUT OF SERVICE | USEFUL LIFE(MO) | SERVICE (MONTHS) | REMAINING MONTHS | FEDERAL SHARE | FED SHARE BASED ON MONTHS | LIFE YRS | DEPRECIATED VALUE | LOCATION | USE | CONDITION | DISPOSITION ACTION | VESTED TITLE | Grant # |
| 16391 | 12/13/2016 | Bus Washer | \$ 117,800 | \$ 94,240 | 80% | \$ 23,560 | 12/13/2016 | | 84 | 61.6 | 22.4 | \$ 94,240.00 | \$ 25,081.49 | 7 | \$ 107,983.33 | Bus Garage | Maintenance | Good | No | City | |
| 15147 | 12/30/2013 | RouteMatch Modules | \$ 103,750 | \$ 83,000 | 80% | \$ 20,750 | 12/30/2013 | | 60 | 97.1 | (37.1) | \$ 83,000.00 | \$ (51,346.30) | 5 | \$ 69,167.00 | Bus Garage | Technology | Good | No | City | ND-04-0020 |
| 15112 | 7/2/2013 | In Ground Hoist | \$ 99,173 | \$ 79,338 | 80% | \$ 19,835 | 7/2/2013 | | 84 | 103.1 | (19.1) | \$ 79,338.40 | \$ (18,010.28) | 7 | \$ 69,972.00 | Bus Garage | Maintenance | Good | No | City | ND-90-0086 |
| 14204 | 10/31/2011 | RouteMatch Software | \$ 89,108 | \$ 71,286 | 80% | \$ 17,822 | 10/31/2011 | | 60 | 123.1 | (63.1) | \$ 71,286.40 | \$ (74,997.20) | 5 | \$ 51,980.00 | Bus Garage | Technology | Good | No | City | ND-04-0012 |
| 14721 | 10/31/2010 | Fuel Tank | \$ 117,752 | \$ 94,202 | 80% | \$ 23,550 | 10/31/2010 | | 84 | 135.1 | (51.1) | \$ 94,201.60 | \$ (57,332.09) | 7 | \$ 61,492.49 | Bus Garage | Maintenance | Fair | No | City | ND-04-0012 |
| 14720 | 5/1/2010 | TSP/Opticom System | \$ 361,895 | \$ 289,516 | 80% | \$ 72,379 | 5/1/2010 | | 84 | 141.1 | (57.1) | \$ 289,516.00 | \$ (196,938.87) | 7 | \$ 223,168.55 | Traffic Signals | Technology | Fair | No | City | ND-04-0012 |
| PBT1286 | 1/1/2001 | Metro Transit Center | \$ 546,247 | \$ 436,998 | 80% | \$ 109,249 | 1/1/2001 | | 240 | 253.2 | (13.2) | \$ 436,997.60 | \$ (23,945.07) | 20 | \$ 360,363.92 | MTC | General | Fair | No | City | |
| PBT1008 | 8/4/1987 | 17 Bus Shelters | \$ 78,670 | \$ 62,936 | 80% | \$ 15,734 | 8/4/1987 | | 84 | 414.2 | (330.2) | \$ 62,936.00 | \$ (247,408.68) | 7 | Fully Depreciated | Community | General | Poor | No | City | |
| PBT1006 | 5/31/1984 | Bus Garage | \$ 1,202,831 | \$ 962,265 | 80% | \$ 240,566 | 5/31/1984 | | 360 | 452.4 | (92.4) | \$ 962,264.80 | \$ (246,849.48) | 30 | \$ 3,988,439.94 | Bus Garage | General | Poor | No | City | |



Grand Forks - East Grand Forks

METROPOLITAN PLANNING ORGANIZATION

RESOLUTION OF THE GRAND FORKS – EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

Adopting Transit Safety Performance Targets

Whereas, the U.S. Department of Transportation established seven performance measures for the Public Transportation Agency Safety Plan (PTASP) as detailed in 49 USC 5329, Public transportation safety program;

Whereas, the North Dakota Department of Transportation (NDDOT) established performance targets for each of the seven PTASP performance measures in accordance with 23 CFR 450.306(d); and

Whereas, the Grand Forks – East Grand Forks Metropolitan Planning Organizations (MPO) must establish performance targets for each of the PTASP performance measures; and

Whereas, the MPO established its PTASP targets through a cooperative process with its Transit Operators, MnDOT and NDDOT, to the maximum extent practicable, so that it may plan and program projects so that they contribute to the accomplishment of the PTASP targets; and

Whereas, the Grand Forks – East Grand Forks Metropolitan Planning Organizations (MPO) reviewed the NDDOT PTASP seven targets; and

Now, therefore, be it resolved, that the Grand Forks – East Grand Forks Metropolitan Planning Organization commits to the following performance targets for the metropolitan planning area which are the NDDOT PTASP targets

TRANSIT SAFETY

| Mode of Transit Service | Fatalities (total) | Fatalities (per 100 thousand VRM) | Injuries (total) | Injuries (per 100 thousand VRM) | Safety Events (total) | Safety Events (per 100 thousand VRM) | System Reliability (VRM/failures) |
|-------------------------|--------------------|-----------------------------------|------------------|---------------------------------|-----------------------|--------------------------------------|-----------------------------------|
| Fixed Route Bus | 0 | 0 | 5 | 0.2 | 7 or less | 0.28 | 10,000 |
| ADA/Paratransit | 0 | 0 | 1 | 0.1 | 1 or less | 0.1 | 70,000 |

and

Be it further resolved, that the Grand Forks – East Grand Forks Metropolitan Planning Organization agrees to plan and program projects so that the projects contribute to the accomplishment of MnDOT's and NDDOT's calendar year 2021 PTASP targets.


Chair _____
Date 11/17/21


Executive Director _____
Date



NDDOT Public Transportation Sponsor Group Transit Asset Management Plan

Tier II Participants

September 2018

Introduction

Purpose

Transit asset management (TAM) is a strategic and systematic process through which an organization procures, operates, maintains, rehabilitates, and replaces transit assets to manage their performance, risks, and costs over their lifecycle to provide safe, cost-effective, and reliable service to current and future customers.

North Dakota Department of Transportation's (NDDOT) TAM plan will be reviewed and updated every four years.

Audience

The primary intended audience for this document is NDDOT Tier II subrecipients. Tier II subrecipients are defined as 5311 subrecipients, members of American Indian tribes, agencies with 100 revenue vehicles or less, and subrecipients of 5310 funds who do not receive direct Federal funding. They are able to choose whether or not to participate in this group plan or a separate NDDOT approved TAM plan they have created.

The Metropolitan Planning Organization's (MPO) role in the TAM process is to develop annual targets in cooperation with the NDDOT while the responsibility for follow-through of the TAM Plan lies with the public transit agency. MPOs may establish new TAM targets when they update their Transportation Improvement Plan (TIP) and Metropolitan Transportation Plan (MTP) on their four-year cycle. This process is documented in an agreement between the public transit agency, MPO, and NDDOT in the Memo of Agreement on Performance Based Planning.

Background

The National Transit Asset Management System Final Rule (49 U.S.C. 625) requires that all agencies who receive federal financial assistance under 49 U.S.C. Chapter 53 and own, operate, or manage capital assets used in the provision of public transportation create a TAM plan. Agencies are required to fulfill this requirement through an individual or group plan. Group plans are designed to collect TAM information about groups (typically smaller subrecipients of 5311 or 5310 grant programs) that do not have a direct financial relationship with FTA.

NDDOT is the sponsor for a group TAM Plan, meaning they have developed a plan on behalf of their subrecipients Tier II transit agencies.

Currently there are 34 transit agencies in the state of North Dakota; 26 are Rural agencies, 4 are Tribal, 3 are Urban, and 2 agencies are State-Aid only recipients. 5 agencies offer fixed route with complementary paratransit, 27 offer demand response service, 3 of the agencies offer Intercity routes, and 1 is a for-profit taxi service.

Definition

Asset management addresses the following two concepts:

1. Customer Level of Service – Asset management can affect levels of service by improving on-time performance and vehicle cleanliness, by reducing missed trips, by reducing downtime and late or slow

service, and service shutdowns. It can also improve safety, security, and risk management. Asset management provides accountability and communicates performance and asset condition.

2. Lifecycle Management – The core of asset management is understanding and minimizing the total cost of ownership of an asset while still maximizing its performance. Transit asset management integrates activities in a transit agency to optimize resource allocations by providing quality information and well-defined business objectives to support decision making within and between classes of assets.

State of Good repair (SOGR) – Is defined as the condition at which a capital asset is able to operate at a “full level of performance”, that is, the asset can perform its designed function and does not pose unacceptable safety risk to users.

Asset Inventory

The asset inventory defines the assets used by all agencies that are participating in the group plan. The inventory will include all assets the transit agencies own, as well as third party assets used in the provision of public transportation, broken into these categories: Equipment (non-revenue vehicles), Rolling Stock (revenue vehicles), and Facilities.

NDDOT will monitor these assets through two software programs. The RouteMatch TAM system will not only track the categories of equipment, rolling stock and facilities but will also track any maintenance performed on the capital assets. Transit agencies are expected to update maintenance performed on their assets in the RouteMatch system on a regular basis. This maintenance tracking documents specific activities and maintenance projects to maintain a state of good repair.

The second tracking software program will be through the BlackCat system. This program will maintain a current list of assets along with all required NTD reporting data for asset inventories and condition assessments. Data collected includes manufacturer, year, mileage, vehicle length, seating capacity, etc. Transit agencies are required to update this data regularly but, at a minimum, annually with the grant application process.

These programs will enable the state to group assets together and report a summary of inventory and condition of inventory at a state level. In addition they will provide the ability to report on individual transit agency fleets, equipment and facilities.

Participants in the NDDOT group plan will be required to report all rolling stock, equipment valued at \$5,000 or greater, and all facilities for which they have direct capital responsibility.

Condition Assessment

Facilities - NDDOT will submit TERM scale-based condition assessments annually to the NTD. NDDOT inspects all facilities every other year to assess the condition of agency’s facilities. Each transit agency is required to manage their facility asset through a Facility Maintenance Plan, Asset Management Plan and conduct regular facility inspections. (See Exhibits C and D).

Rolling stock and non-revenue service vehicles (equipment) – NDDOT submits the age relative to the Useful Life Benchmark (ULB) as the performance measure annually to the NTD.

Useful Life Benchmark is not the same as Useful Life which represents FTA's minimum life for vehicle funding replacement. The ULB is reported by fleet and is defined by type and age of vehicle. Depending on the differences in operating environments of group plan participants, agencies are allowed to customize ULBs for different fleets within the same class of vehicles or may choose to default to the NDDOT determined ULB.

NDDOT inspects all transit agency fleets purchased with federal funds passed through the NDDOT, every other year. Transit agencies must assign a condition to each of their rolling stock assets. This process is completed at a minimum, annually with the grant application process. Each transit agency is required to manage their vehicle assets through a Fleet Maintenance Plan, Asset Management Plan, and conduct a pre or post vehicle inspections with every trip provided. (See Exhibit C and D).

Decision Support Tools

Various reports can be requested through both the BlackCat and RouteMatch systems. These reports can provide information on asset conditions, asset expenditure forecasts, asset maintenance history, assets over age, maintenance costs, delinquent maintenance by assets, etc. that will aid in making asset replacement decisions.

In addition to reports available through the RouteMatch and BlackCat systems that may be used to interpret data and condition assessment, each transit agency submits a 3-5 Year Operational and Capital Plan. This Plan reviews their current economic situation and forecasts their future position based on current and expected expenses and revenues while taking into account any predicted trends in their local communities. These 3-5 Year Plans allow both the agency and NDDOT to more accurately plan future capital assets replacement costs.

These tools will help inform and guide the transit agencies and NDDOT on investment prioritization and possible funding decisions, as well as annual target setting. It is vital that transit agencies record accurate and timely data regarding their inventory and conditions in order to make well-informed and appropriate decisions.

Along with reports, 3-5 Year Plans, and ULB, transit agencies will need to take into consideration all available funding sources (Federal, State, and Local) when developing their decisions to determine which and when assets should be replaced or rehabbed, or expansion projects implemented.

Investment Prioritization

There are several factors the NDDOT transit section will consider when setting investment priorities including information gained from the asset inventories, condition assessments, safety and accessibility, weather resiliency, grant committee recommendations, and anticipated project funding.

When ranking the list of projects NDDOT may find it necessary to balance many tradeoffs when determining the optimal priorities for the state. Some of the considerations include tradeoffs between asset condition and costs of projects, balancing funding and needs among diverse participants, balancing of projects or funds among asset categories and classes, and the ability to impact condition of varying assets with available funding.

Annual Target Setting

While group plans are completed every four years, targets are set annually. There is no penalty for not meeting the annual targets. Each public transit agency approves the NDDOT TAM targets and Useful Life Benchmarks through an annual TAM report in the BlackCat reporting system.

Useful Life (UL) – is defined as the expected lifetime of property, or the acceptable period of use in service. UL is defined in terms of years or mileage. This is the threshold that needs to be met before the asset can be requested to be replaced. Once an asset has met UL and no longer has FTA interest (\$5,000), the asset becomes ownership of the public transit agency.

Useful Life Benchmark (ULB) - is defined as the expected lifecycle of a capital asset for a particular public transit agency's operating environment. Transit agencies are able to set their own ULB taking into account its local environment to include weather resiliency, local geography, frequency of service, passenger load, etc. ULB cannot be less than UL. If a public transit agency requires a ULB less than the FTA recommendation they must communicate with the NDDOT staff.

Useful Life Benchmark for Vehicles

| Category | Length | Seats | FTA Useful Life | | FTA ULB | NDDOT ULB |
|------------------------------|--------------|-----------|-----------------|---------|---------|-----------|
| | | | Years | Miles | Years | Years |
| Heavy Duty Large Bus | 35 to 40+ ft | 27 to 40+ | 12 | 500,000 | 14 | 14 |
| Heavy-Duty Small Bus | 30 - 35 ft | 24 to 35 | 10 | 350,000 | 14 | 14 |
| Medium-Sized Cutaway | 25 - 30 ft | 16 to 30 | 7 | 200,000 | 10 | 10 |
| Light-Duty Mid-Sized Cutaway | 20 to 25 ft | 8 to 16 | 5 | 150,000 | 10 | 10 |
| Light-Duty Small Cutaway | 16 to 22 ft | 3 to 14 | 4 | 100,000 | 10 | 10 |
| Modified Van | 20 to 22 ft | 3 to 14 | 4 | 100,000 | 8 | 8 |
| Minivan | up to 12 ft | 3 to 12 | 4 | 100,000 | 8 | 8 |
| Automobile | up to 12 ft | 3 to 7 | 4 | 100,000 | 8 | 8 |

Useful Life Benchmark for Transit Facilities

| Category | Usage | Useful Life Benchmark (Years) |
|----------------------------------|---|-------------------------------|
| Bus Garage | Bus Storage, Wash | 40 |
| Garage Operations Facility | Storage, Wash, Dispatch, Training, Light Maintenance | 40 |
| Garage Operations Admin Facility | Admin Offices, Storage, Wash, Dispatch, Training, Maintenance | 40 |
| Shelters | Seating | 20 |

NTD Reporting

Participation in a group plan will not change how agencies report traditional data to NTD. NDDOT will report inventory and condition data to NTD as part of the A-90 report. Agencies that submit traditional financial and operating data directly to NTD should also submit TAM asset inventory and condition data directly to NTD, reports A-15 and A-30. If a subrecipient chooses not to participate in the group plan, they should expect to complete all TAM-related NTD reporting forms independently. (See Exhibit B).

Data that is reported to NTD includes basic TAM information including; Agency profile, asset inventory and facility condition assessment.

In addition to the A-90 data report of SGR performance targets and current assessment of condition and performance there's a Narrative reporting requirement. This report provides any necessary description of condition changes in the transit system and may comment on progress towards meeting the targets.

Performance Measures

The Performance measures as identified in 49 CFR 625.43 are below.

| Asset Category | Performance Measure | Performance Target |
|----------------------|---------------------|--|
| Rolling Stock | Age | Less than 10% of revenue vehicles within any particular asset class have met or exceeded their ULB |
| Equipment | Age | Less than 10% of non-revenue vehicles have met or exceeded their ULB |
| Facilities | Condition | 0% of facilities with a condition rating below 3.0 on the FTA Transit Economic Requirement Model Scale |

Oversight

FTA oversight is completed through the Triennial and State Management Reviews. NDDOT oversight will be completed through on-site compliance reviews every third year, on-site vehicle and facility inspections for condition assessment every other year, and regular desk reviews of the agencies' RouteMatch TAM Maintenance program. In addition, subrecipients certify that they are compliant with FTA rules and regulations via the certification and assurance process which occurs annually as part of the grant application process.

As the group sponsor, NDDOT will confirm subrecipients have documentation confirming each subrecipient has met TAM requirements. The records will include: 1) Accountable Executive signature for opt out or approval of group plan, 2) proof of a compliant TAM plan for those not participating in the sponsor's group plan, and 3) a statement that the subrecipient is implementing the TAM plan.

Transit Agency role in group TAM Plan

- Account executive assigned (See Exhibit A)
- Current list of Inventory in BlackCat

- Condition of assets in BlackCat
- Regularly data entry of performed and scheduled preventive maintenance in the RouteMatch TAM system or other NDDOT approved maintenance tracking system
- Project prioritization included in Agency 3 -5 Year Plan
- Review and comment on state TAM plan

MPO role in TAM Plan

- Develop targets for each performance measure annually in cooperation with the NDDOT and the public transit agency
- Coordinate with NDDOT and the public transit agency on the establishment of targets to ensure consistency to the maximum extent practicable

NDDOT role in TAM Plan

- Prepare and implement the state sponsor group TAM plan
- Update the state sponsor group TAM plan at least every four years.
- Gather data on the condition and performance of the state's capital assets
- NTD data reporting
- Share asset-related data, as requested, with the MPOs and public transit agencies
- Regularly share information related to the state TAM Plan with the MPOs and public transit agencies

Name of the Accountable Executive, confirm that I am the Accountable Executive for Name of Transit Agency.

I certify that my transit agency is in compliance with the TAM Rule.

My agency has met the TAM Plan requirements by

Participating in a Group Plan sponsored by *Sponsoring Agency*

Completing our own TAM Plan and keeping it up-to-date. I have provided an updated copy of our TAM Plan to *Name of Direct Recipient*

We confirm that we are implementing the TAM plan at our property.

Signed,

Accountable Executive

Date (Annually)

TAM Plan Participants

Participating Rural Transit Agencies with 5311 funding

Benson County Transportation
Cando Transportation
Cavalier County Transit
Devils Lake Transit
Dickey County Transportation
Dickinson Public Transportation
Golden Valley/Billings Council on Aging
Handi-Wheels Transportation
Hazen Busing
James River Public Transit
Kenmare Wheels & Meals
Kidder Senior Services
City of Minot
Nelson County Transportation
Nutrition United Transportation
Pembina County Meals & Transportation
Souris Basin Transportation
South Central Adult Services
Southwest Transportation Series
Valley Senior Services
Walsh County Transportation
West River Transit
Wildrose Public Transportation
Northwest Council on Aging

Participating Tribal Transit Agencies

Spirit Lake Transit
Standing Rock Public Transit
Trenton Indian Services Area
Turtle Mountain Transit

Participating Urban Transit Agencies

Bis-Man Transit Board
Fargo Metro Area Transit
Grand Forks Cities Area Transit

Participating MPOS

Bis-Man MPO
Fargo/Moorhead COG
Grand Forks MPO

Facility & Equipment Condition Assessment

| Rating | Condition | Description |
|---|-----------|---|
| 5 | Excellent | No visible defects, new or near new condition, may still be under warranty if applicable |
| 4 | Good | Good condition, but no longer new, may have some slightly defective or deteriorated component(s), but is overall functional |
| 3 | Adequate | Moderately deteriorated or defective components; but has not exceeded useful life |
| 2 | Marginal | Defective or deteriorated component(s) in need of replacement; exceeded useful life |
| 1 | Poor | Critically damaged component(s) or in need of immediate repair; well past useful life |
| State of Good Repair (Facilities) = 3+ | | |

Vehicle Condition Assessment

| Rating | Condition | Description |
|--------|-----------|---|
| 5 | Excellent | Brand new, no major problems exist, only routine preventive maintenance required |
| 4 | Good | Elements are in good working order, minimal signs of wear, requires nominal or infrequent minor repairs (more than 6 months between minor repairs) |
| 3 | Adequate | Has reached mid-life condition (3.5), requires frequent minor repairs (6 or less months between) or infrequent major repairs (6 or more months between) |
| 2 | Marginal | Reaching or just past the end of useful life, increasing number of defective or deteriorated components and increasing maintenance needs |
| 1 | Poor | Past useful life, needs immediate repair or replacement, requires frequent major repairs (6 or less months between), may have critically damaged component(s) |

(Transit Agency Name)

ASSET MANAGEMENT PLAN

Mission Statement

(Transit Agency's Name's) mission is to effectively and efficiently provide safe, clean, and reliable vehicles for use by its customers and operators, and to maintain transit vehicles, facilities and equipment in such condition as to operate at a full level of performance.

Graduated Preventative Maintenance Program

The emphasis of *(Transit Agency Name's)* Transit System's maintenance program is preventive rather than reactive maintenance. A strong preventive maintenance program effectively reduces overall maintenance costs, increases reliability and performance and reduces the high cost of unpredictable repairs caused by reactive maintenance. *(Transit Agency Name)* uses a graduated preventative maintenance program (PM) that is based on the manufacturer's recommendations and modified based on our experience and the local conditions we deal with in *(XYZ County/s)*. Solid PM practices maximize useful life, are cost efficient over the life of the vehicle, facility and equipment, and ensures that our assets remain in safe operating condition.

(Transit Agency Name) has an aggressive preventive maintenance program that schedules vehicle inspections based on a variety of categories. The PM schedule established is based upon usage and vehicle type. The schedule is progressive. Vehicles are inspected based on mileage and time. In addition, each vehicle receives an annual comprehensive inspection.

(Transit Agency Name) conducts regular facility maintenance condition assessments. These inspections include components such as roof, shell, interior, plumbing, HVAC, fire protection, electrical, equipment and site inspections.

(Transit Agency Name's) staff continually review our maintenance practices to identify potential improvements to the program. This assures optimum benefits from the scheduled inspections.

On-time vehicle inspection variance

The allowable variance with all preventive maintenance vehicle inspections is a minus 500 miles to a plus 500 miles. Any inspection completed within this parameter is considered on time. Sample inspection sheets are attached.

(Please attach all pre/post inspection sheets along with any other inspections sheets utilized by your agency. Also include facility inspection sheets. Add these to back of your plan.)

Local Conditions

Local conditions have a direct impact on the level of PM needed. *(Transit Agency Name)* provides service throughout *(XYZ County/s)*. The following conditions are considered when developing a PM program for a vehicle or group of vehicles:

- Service Design
 - Urban Service – Fixed route and complimentary paratransit/demand service. Due to the frequency of the stops and traffic congestion in the urban area, vehicles used for this service require a higher level of PM
 - Rural Area – Infrequent stops in a long distance corridor
- Topography and Weather – Salt and gravel from the winter roads may cause premature wear on certain parts of the vehicles. Those parts are inspected more frequently than the manufacturer recommends. Buildup of snow and ice may cause additional cleaning of vehicles.
- Local Policies:
 - (Add/remove any localized requirements; some examples may be :)*
 - The *(Transit Agency Name)* Transit Board requires that all vehicles be equipped with cloth seats for the passengers. This type of seat is more difficult to clean and therefore is more costly to maintain
 - Cleanliness – All vehicles must be cleaned and vacuumed daily
 - Lift and ramp usage – cycle lifts regularly during pre-trip inspections

Authorize, Direct, and Control Maintenance Activities and Costs

The *(Maintenance Manager)* is responsible for developing the PM schedule for each vehicle fleet, and facility and ensuring that all PM activities are completed in a timely manner and consistent with the manufacturer's recommendations.

Throughout the PM and repair process the tasks performed are reviewed by *(the Maintenance Department management)* and staff.

This constant review is designed to ensure that review and decisions are made at the proper level of management.

Regularly the PM tracking report is printed and reviewed to identify which vehicles or facility component are due or coming due for Preventative/Preservation Maintenance. The identified vehicles are removed from service and scheduled for work.

Work orders are created and appointments are made to complete the identified work.

(Transit Agency Name) maintains PM inspection process data for specific vehicle component systems such as wheelchair lifts, video security systems, HVAC systems, wheel chair securements and fare collection systems.

These component systems each have their own PM schedules, forms, and tracking reports. A *(maintenance supervisor)* is charged with the task to review the tracking reports and generates the work orders to perform the tasks.

Other needed repairs may be identified during the PM inspection. These are referred to as "PM write ups". In addition, drivers may report vehicle problems.

The Supervisor reviews the PM write-ups and driver reports. The repairs are then scheduled into the repair shop and completed before the vehicle returns to service. A separate work order may be issued for this type of repair.

Identify, Track, and Record Maintenance Activities and Costs

(Transit Agency Name) uses a system of manual and computerized forms and reports to schedule and perform preventative/preservation maintenance (PM) and repairs to its fleet of vehicles or facilities.

These documents include:

- Work orders
- Service orders
- Purchase orders
- Parts requests
- PM Tracking report
- PM Inspection forms

After a vehicle or facility is identified as needing PM, a work order is prepared that describes the work to be done, the account codes to be charged, and instructions as to which level of PM is to be performed. All the PM labor and costs are captured under the PM code on the work order. When there is a PM write-up, a new work order or multiple work orders are then generated listing those repairs. All repair labor and parts are charged to the work orders under the specific coding applicable to the individual repairs.

The required parts and supplies are charged to the work order updated to the PM Tracking Report to show when the PM was completed.

If a repair is determined to be covered under the warranty, the appropriate coding will be identified on the work order. A warranty claim is submitted to the applicable manufacturer/vendor. (See warranty Recovery Program section of this plan for more details).

Process to oversee work done by contractors

(Transit Agency Name) contracts with a private operator maintenance of vehicles owned by (Transit Agency Name). The contractor is required to maintain the vehicles in accordance with our plan. To ensure compliance (Transit Agency Name) requires the contractor to submit all work orders for preventative maintenance and repairs. In addition, Maintenance Department staff conduct an annual physical inspection of all Transit agency vehicles maintained by the contractor.

Warranty Recovery System

(Transit Agency Name) operates a warranty recovery program to ensure that cost of parts and repairs on warranty-covered items are recovered.

- Failed Components
Authorization for warranty return and labor claims, if applicable, are obtained from the manufacturer or vendor. Information is supplied to the vendor on the circumstances of the failure, if known. The item is then returned to the vendor warranty department for repair or

replacement. *(Transit Agency Name)* retains copy of the warranty claim form for tracking purposes.

- Receipt from manufacturer/vendor
When a unit is received at *(Transit Agency Name)*, it is entered into the inventory system via an Inventory Adjustment form that is coded as a warranty replacement. A Journal Voucher form is completed and forwarded to the Accounting Department to make the necessary accounting adjustments. Labor credit if received is applied to the appropriate cost center via a credit entry applied to the work order used when the defective part was removed.

Cost Analysis Tool

(Transit Agency Name's) uses a life cycle cost analysis tool as part of its decision-making process when establishing and making changes to preventative maintenance intervals. Factors included in the decision-making include useful life benchmark; age (for vehicles both mileage and age of vehicle), maintenance cost, and available funding. This enables our agency to analyze the cost effects of alternative practices over the life of the asset.

Additional References

This asset management policy is additional to the most recently approved data and policy requirements of the State approved *(Transit Agency Name)* Fleet and Facility Maintenance Policies. *(include any other policies; i.e., city, county, tribe, service agency, etc. that your agency must adhere to.)*

Cities Area Transit
Scheduled Preventive Maintenance
4000 Mile Diesel-Full Service Checklist
3000 Mile Gas- Full Service Checklist

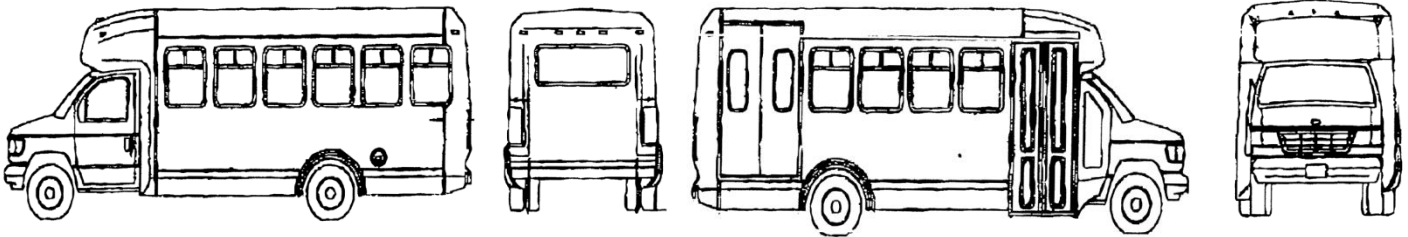
HOIST UP

- | | |
|--|--|
| | 1. Change Oil and Filter – engine and transmission |
| | 2. Lube all points (check for wear) |
| | 3. Check for leaks around engine and transmission pans (torque, if needed) |
| | 4. Check air in all tires as required by manufacture |
| | 5. Check air lines for leaks or wear |
| | 6. Drain air tanks periodically |
| | 7. Check brake setting and wear |
| | 8. Check out front suspension for wear |
| | 9. Check muffler straps |
| | 10. Check differential oil level |

HOIST DOWN

- | | |
|--|--|
| | 1. Change fuel filter (fill with fuel before installing) |
| | 2. Fill crankcase to proper level and check |
| | 3. Fill transmission to proper level |
| | 4. Check all water hoses for leaks |
| | 5. Check air lines and electrical wiring for wear spots |
| | 6. Check power steering level |
| | 7. Check air conditioner belt and oil level |
| | 8. Check engine fan belt |
| | 9. Check water level |
| | 10. Check lights |
| | 11. Replace service sticker in bus |
| | 12. Change HVAC filters |
| | 13. Write service order |
| | 14. Wash engine – wash radiator |
| | 15. Check inside of vehicle for cleanliness |
| | 16. Check battery compartment and battery water level |
| | 17. Check coolant additive |
| | 18. Check operation of passenger doors |
| | 19. Fuel bus if more than 50 miles since last fueling |
| | 20. Clean and oil all access door latches as necessary |
| | 21. Operate wheel chair lift – check for proper operation and safety items and make repairs as necessary |
| | 22. Check wheel chair tie-downs for proper operation |

Visual Inspection: Utilize the diagrams to document any damage, rust or areas of concern.



Specify Damage, if any:

Any changes to original equipment? Y or N; if yes, please describe.

Request staff member to assist with this checklist

| ✓ | INTERIOR | | ✓ | EXTERIOR | |
|---|---|----------|---|---------------------------------------|---------------------------|
| | Dash Gauges/Lights/Warning Buzzers | Comments | | Headlights | Comments |
| | Rearview Mirror | | | Signals | |
| | Fully Charged Fire Extinguisher/mounted | | | Brake lights | |
| | First Aid kit | | | Clearance ID lamps | |
| | Warning devices | | | Back up lights/warning signal | |
| | Seat Belt Cutter | | | License Plate lamp | |
| | Operator's Manual | | | Side markers | |
| | Seats and passenger seat belts | | | Windshield wipers and washer fluid | |
| | Wheelchair tie- downs/accessories stowed | | | Outside mirrors | |
| | Signage: Priority seating and WC locations | | | Verify fluid levels | |
| | Emergency Windows are operable | | | Vehicle cleanliness | Poor Average Excellent |
| | WC lift operable and in good working condition | | | Incident/Accident forms | |

**Attachment B
PRE TRIP INSPECTIONS (REQUIRED BY ALL DRIVERS)**

- | | | |
|--|---|---|
| Check if O.K. | <input type="checkbox"/> Gauges-Instruments | <input type="checkbox"/> Stop Annunciators |
| Working | | |
| <input type="checkbox"/> Wheels & Tires | <input type="checkbox"/> Cycle Wheel Chair Lifts or Ramps | <input type="checkbox"/> Title VI Policy Posted |
| <input type="checkbox"/> Headlights & Tail Lights (Time & Route) | <input type="checkbox"/> Interior Lights | <input type="checkbox"/> Fare Collections Systems |
| <input type="checkbox"/> Body & Glass Damage (Note Location on coach) | <input type="checkbox"/> Brakes- Service & Park | <input type="checkbox"/> Brake & Turn Signals |
| <input type="checkbox"/> ADA Reas, Mod. Policy Cleanup Kits | <input type="checkbox"/> Check Operation of Tie Downs | <input type="checkbox"/> First Aid Kit & Body Fluid |
| <input type="checkbox"/> Check Engine Oil & Coolant Levels Secure Properly | <input type="checkbox"/> Climate Control System Working | <input type="checkbox"/> Camera's aligned and |
| <input type="checkbox"/> Mirrors Inside and Out Vehicle | <input type="checkbox"/> Operation Of Doors | <input type="checkbox"/> Check For Cleanliness of |
| <input type="checkbox"/> Fire Extinguisher & Safety Triangles Digital Radio | <input type="checkbox"/> Operation of Horn | <input type="checkbox"/> Verify Operation of |

Remarks: _____

Oil Added-Qt. _____ Signed by: _____

The driver signing below will be responsible for checking and adding the coolant and engine oil in this bus. Bus must have 5-min warm-up at fast idle. Fill air system from shop air supply. Do not start engine until bus is ready to pull out of garage.

Bus # _____ Time _____ AM Odometer _____

Date: _____ Driver's Signature _____

POST-TRIP INSPECTION

- Wheels & Tires
- Cleanliness of Driver's Area
- Headlights
- Interior Lights
- Headlights, Brake Lights, & Taillights
- Walk-A-Round
- Empty Wastebasket While Fueling
Limits (Not Overdue)
- PM Service Within

Note: A thorough Post Inspection is very important. The driver should review the post trip inspection sheet to ensure nothing has changed. If problems are found, the driver should immediately notify the mechanic or supervisor.

Time _____ PM Odometer _____ Date: _____ Bus# _____

Driver's Signature _____

Remarks: _____

RESERVED FOR MECHANICS INFORMATION

Repair Complete-Date: _____ Mechanic's
Signature _____



FACILITY MAINTENANCE PLAN

**Cities Area Transit
Grand Forks, North Dakota
Dale Bergman, Supervisor**

MISSION

The Bus Maintenance Department will provide a safe, clean, orderly, cost-effective work environment that supports and contributes to the bus department’s mission to meet the life-long intellectual, physical, and emotional demands of the 21st century. The department will also provide highly maintained facility to support the needs of the community.

_____ Transportation Superintendent _____
Signature Date

_____ Transportation Supervisor _____
Signature Date

_____ Safety Representative _____
Signature Date

This plan was last reviewed and updated on: _____
Date Initials

10. All maintenance department employees shall complete training within 60 days of hire as required to perform job properly.

11. No employee shall attempt to perform tasks for which he or she has not been trained and authorized to perform by the Maintenance Supervisor.

Chemical Hazards

Use, Storage and Disposal of Chemicals:

Toxic, flammable, or otherwise hazardous chemicals are most commonly encountered in the custodial closets, kitchens, shop area, and storage rooms. It is very important to know how to use, store and dispose of chemicals and other hazardous substances used by technicians in their areas of responsibility. Safety precautions and guidelines for each of these three aspects of safe practices for chemicals are presented next.

Chemical Use:

No one should use any substance, even household products, without understanding what dangers exist and how to use the product safely. Chemical substances should be used only in the manner and for the purpose for which they were intended. Before using any chemical, the technician should learn about possible hazards, disposal and emergency treatment measures, and handling procedures. All of this information can be found on either the label on the product or its Material Safety Data Sheet (MSDS), which will be available at each site for all chemicals. The major safety precaution to take when working with chemicals is to avoid contact as much as possible. This can be accomplished in many ways. Among the points to remember when working with chemicals:

- Avoid using hazardous chemicals for any task that can be done some other way.
- If you must use a hazardous substance, always wear protective clothing (gloves, goggles, shoes) as appropriate.
- Mix chemicals only in approved combinations and to the proper dilution levels. Prepare mixtures in a safe area.
- Do not splash or spill liquids.

Chemical storage:

Proper storage of chemicals can avoid many accidents. Certain chemicals should not be stored near each other, because of the risk of combining fumes or spills. For example bleach and ammonia may leak or evaporate from improperly sealed containers. If these fumes combine, they react to form an extremely toxic gas. Acids with alkalis, and chemicals with petroleum products such as cleaning liquids, are also hazardous combinations. Other points to note about chemical storage:

- Never transfer chemicals into an unlabeled container.
- Store potentially flammable chemicals in approved containers and areas. NEVER store chemicals in electrical, mechanical, or boiler rooms.
- Keep chemicals away from sources of heat, such as furnaces or sunshine.
- Chemical storage areas should not be crowded and should have a systematic, easy to reach arrangement.

Chemical Disposal:

Improper disposal of substances such as cleaning chemicals used on the job can cause serious problems. Material Safety Data Sheets contain information about the safe disposal procedures for the chemical substances used. Some general rules to follow:

- Never flush corrosive or volatile materials into the sewage system.
- Always discard unused portions of mixed chemicals unless information on the label specifically states the mixture may be kept for later use. If this is done, label and store the mixed solution properly.
- In case of spills properly dispose of materials used to clean up spill.

Electrical Hazards

Working with electricity can be a shocking experience for those not familiar with the hazards of this area. Besides the risk of electrical shock, many fires are caused by electrical misuse or malfunction. Receiving proper training and paying careful attention to safety precautions are important for any tasks involving electricity. Electricity is encountered throughout any building. Particular electrical hazards occur in kitchens, workshops, and machine rooms. However, it is also possible to find such common hazards as damaged cords or equipment in areas where they might be overlooked – for instance, lounges and offices. The technician should be alert for such potential problems throughout the facility. Coffee pots, hot plates, and microwave ovens are common hazards. Equipment with heating elements should be carefully monitored and not left unattended. Electrical hazards also exist any time a technician uses or services a vacuum, power tool or other piece of equipment. An understanding of what happens as a result of carelessness with electricity may help avoid electric shocks. Electric current flows through the path of “least resistance.” This path can be the human body, such as happens when a defective piece of electrical equipment is handled when standing on a wet surface. The risk of shock is lessened by the use of a grounding plug or wire, which provides a better path. Insulating the body, such as by wearing rubber gloves or rubber soled shoes, also helps. Here are some general points to remember about electrical safety:

- Never use defective equipment, or equipment with a cracked, frayed, spliced, or worn electric cord or missing the grounding plug.
- Always grasp the plug, not the cord, to unplug equipment.
- Outlets with Ground Fault Circuit Interrupt (GFI) protection devices should be available for use in all areas around water supplies and in damp areas.
- Always use GFI outlets for tasks involving electrical equipment when they are available. For example, use a GFI for power source for a wet/dry vacuum when picking up water. Portable GFI outlets may be used for areas where they have not been permanently installed but are necessary for safety.
- Never use electrical equipment around liquids, unless designed for this.

Fire Hazards

Fire safety means both preventing fires and taking the correct steps if a fire should occur. Fire prevention is the responsibility of all building occupants, but the maintenance staff has a special role to play. Good custodial housekeeping practices (for example, keeping litter and debris out of buildings, cleaning equipment, and vents properly) are important precautions to take against fire hazards. Areas that often contain fire hazards are storage rooms that tend to accumulate trash, equipment rooms, furnace rooms, and the custodial closet. The custodian is in a unique position to recognize and eliminate potential fire hazards in many of these areas. Any time a problem is noted, the custodian should notify either the maintenance supervisor. Custodial tasks can sometimes affect the level of fire resistance of an area. In many cases, the structural integrity of all or part of a building is necessary for adequate fire protection. By not using built in safeguards properly, the risk of fire damage is greatly increased. The same is true for exit doors. There is never any justification for blocking routes of egress or for chaining exit doors, no matter how inconvenient a situation may be.

Four major sources of fire hazards are lightning, electricity, human carelessness, and chemical combustion. Lightning cannot be prevented, but its effects can be minimized by keeping buildings in proper shape. There are many other things the technician can do to eliminate many of these other hazard sources.

- Watch out for defective outlets and be sure they are not used until repaired.
- Never overload a circuit with extension cords or multiple outlets, and report any overloads that are noticed.
- Store flammable and combustible materials in approved containers, cabinets, or rooms.
- Debris should never be allowed to accumulate. Flammable materials and gas-powered equipment shall not be stored in electrical or mechanical rooms.
- Cleanliness is important in fire hazard areas such as electrical and mechanical rooms. Dust can be flammable so should be removed from surfaces and equipment frequently.
- Use extreme caution around fuel storage tanks. Any spark, or flame near damaged or defective valves or regulators could cause explosion as well as fire by igniting fumes that may have leaked out.
- Keep electrical equipment in good shape. Report strange noises or other unusual events observed about fan belts, gears, or any other part of a piece of equipment.
- Report any suspicious signs, such as a “burning smell”.
- Hallways, aisles, and doorways must never be restricted or blocked by objects that prevent fast exit in case of emergency.
- Know what actions to take in case of fire. Prompt action can save lives and property.

Fire Extinguishers

All maintenance and staff members shall receive training in the proper use of fire extinguishers and in the selection of the proper type extinguisher for the type of fire.

If taking the time to use a fire extinguisher could put a life in danger.... DON'T.

Use the proper type fire extinguisher for the fire. Fire extinguishers have a rating on the faceplate, which shows which class or classes of fire it can put out. If you must use an extinguisher remember the PASS method:

- Pull the pin
- Aim the extinguisher nozzle at the base of the flames.
- Squeeze the trigger while holding the extinguisher upright.
- Sweep the extinguisher from side to side, covering the fire with the extinguishing agent.

Physical Hazards

Another important area for safety awareness is in physical activity, such as lifting heavy loads and working on a ladder. Physical hazards occur most frequently wherever the technician is working. Wherever a ladder, mop, tools, or other equipment is used, there is potential for accidents for either the technician or others. Stairs, hallways, mechanical or boiler rooms, and facility grounds are all likely places for tripping, falls, or cuts. Many back injuries, broken bones and wounds could be avoided through awareness, carefulness, and proper training. There are many job factors in which the technician can change or improve to help avoid this type of hazard. In this section we will discuss lifting techniques, slip and fall hazards, ladder and stairway safety, power and hand tool safety and also dealing with the heat.

Proper Lifting Technique:

The steps to be taken when lifting a heavy object are listed below:

1. Size up the load. If too heavy to handle easily, get help or the proper equipment (such as a hand truck). Delaying the job a few moments to get assistance is better than risking an injury.
2. Check the route. Decide the safest path to take with the load; see that the way is clear; be sure that where the load will be placed is ready.
3. Get a firm footing and take a good grip—feet a little apart for good balance, one beside and one behind the object; keep back straight and aligned with the neck; bend knees, allowing legs instead of back to support the weight; grip the object with the whole hand including palms—not just the fingers.
4. Keep the load close to the body. tuck arms and elbows into the body, and center all body weight over the feet. Lift with a steady thrust, starting with the rear leg.
5. Never twist the body. Move the feet to change direction.
6. Bend knees to put down the load. Be sure fingers are not caught underneath the object as it is put down.
7. Wear proper protective gear, such as gloves, protective foot gear and other

clothing, if the load requires special handling. For instance, wear protective gear when carrying liquid chemicals in containers that may leak, or objects with sharp edges.

8. When help is required to move a load, teamwork should be practiced and one person should call the signals.

REMEMBER:

PUSH, don't pull

MOVE, don't reach

SQUAT, don't bend

TURN, don't twist

Back Supports Help:

Support lower back and abdominal muscles

Reduce fatigue

Improve lifting posture

Act as a reminder

Back Supports DO NOT Make You Stronger

Slipping and Falling Hazards:

Most floors and other surfaces look safe. Each year however, thousands of accidents occur by falling or slipping. Falls are the second most common cause of fatal injuries. The technician must be aware of many factors that cause slipping and falling -- either of the technician or others in the facility.

1. Clothing can cause falls of inappropriate for the job. Clothing should not be too long or loose. Shoes should be slip resistant, preferably with rubber or other grip type soles. Sandals, clogs, or flip-flops are NOT allowed on the job.
2. Be alert. Watch for things that can trip persons, such as wires, cords, litter, or equipment in the aisles and walkways. This is important both inside buildings and on the grounds. When possible, remove or rearrange such objects so they are not in the way.
3. Wet floors cause a particular hazard. When cleaning floors, place a "caution wet floors" sign to warn people using the area. Added protection is gained by roping off the area whenever possible. Floors should be cleaned when traffic is lightest and should be dried as soon as possible. If the task calls for walking on a wet surface, the technician should place feet carefully and move slowly.
4. Spills and leakage from trash barrels or bags can create another problem situation. Empty a leaking trash container and clean up the spill as soon as possible.
5. Falls are commonly caused by tripping over obstacles in walkways. The technician can thoughtlessly create this type of hazard for others on the facility grounds. All equipment and supplies should be stored properly, out of the walkways. Never leave tools or equipment lying around if they are not actually being used.

Stairway and Ladder Safety:

Working at a distance above the ground also creates a potential falling hazard. There are many custodial tasks that require the use of a ladder, scaffold, or other type of support. Stairways and ladders are among the most frequently used items on the job. Routine use of stairs and ladders can lead to carelessness. Accident figures show that traveling up and down stairs is not always as safe as it looks. Safety on ladders and stairways at your involves understanding what they were designed for and how to use them. Custodial staffs have a six, eight or ten foot stepladder and an extension ladder to assist them with the many job tasks.

SAFETY FIRST!

NEVER use a support that was not specifically designed for such use.
That is, use a stepladder not a chair.

One common portable ladder is the stepladder.

Stepladders:

- Stand by themselves
- Are not adjustable in length
- Have a hinged back
- Have flat steps that are 6 to 12 inches apart
- Open at least one inch for each foot of the ladders length.
- Rules for using stepladders safely:
 - Make sure ladder is fully open and the spreaders are locked.
 - Do not climb, stand or sit on the top two rungs.

Another common portable ladder is the extension ladder.

Extension ladders:

- Lightweight and durable
- Adjustable in length
- Made up of two or more sections that travel in glides or brackets
- At least 12 inches wide
- Not longer than 24-foot per section
- Rules for using extension ladders safely:
 - Have a co-worker help you raise and lower the ladder
 - Never raise or lower the ladder with the fly section extended
 - Be sure to secure or foot the ladder firmly before extending it
 - Set up the ladder with about three feet extending above the work surface
 - When using an extension ladder figure out and use the right set up angle or pitch. The distance from the foot of your ladder to the base of what it is leaning against should be about one fourth of the distance from the ladders top support to its bottom support

Inspection and Maintenance of Portable Ladders:

Ladders must be kept in good condition at all times. They need care and cleaning, especially when used in oily or greasy areas or left outside. Regular inspections will help make sure ladders are safe. Check each ladder in these ways:

- Look for broken or missing steps or rungs.
- Look for broken or split side rails and other defects.
- Feel for soft areas on wooden ladders.
- Check for rust or weakness in the rungs and side rails of metal ladders.
- Check fallen or misused ladders for excessive dents or damage.
- Tag defective ladders and remove from service immediately to prevent any accidents.

General Safety Tips for setting up and using portable ladders:

- Make sure the ladder will be standing on a firm level surface.
- Try not to set a ladder up in a passageway. If you must use a ladder in a passageway, set out cones or barricades to warn passers-by.
- Never place a ladder on an unstable base for more height.
- Use both hands for climbing.
- Hoist your tools if carrying them would keep you from using both hands.
- Don't stretch in order to reach something. Climb down and move your ladder.
- Use wooden or fiberglass ladders for electrical work or in areas where contact with electrical circuits could occur.
- Only one person should be on a ladder at any time. Whenever possible have an extra person hold the ladder steady.
- Do not use a ladder for anything other than a ladder.

Stairways: A stairway is a series of steps and landings that has four or more risers.

Stairways let you move from one level to another. Most stairway accidents occur because technicians do not realize the hazards of climbing stairs. Some common causes

of stairway accidents are dangerously high stairways, poor lighting, poor housekeeping,

and slippery or greasy steps. Some simple work practices will help you climb stairs safely:

- Pay close attention as you climb. On the way down look for the leading edge of each step.
- On poorly lit stairways be extra careful and take your time.
- Always use railings and handrails.
- Use the safe platforms provided when working on stairways.
- Clean up cluttered or slippery steps.

Using ladders and stairways properly is an important part of safeguarding your health. Choose the right ladder for each job, follow the basic rules for using it safely and perform regular inspections and maintenance. On stairways, pay close attention while you climb, use the handrails and help keep steps clean and free of clutter. Taking just a little extra care will enable you to climb stairways and ladders safely and with confidence.

Hand and Power Tool Safety

The facility technician uses many tools for performing job tasks. It is easy to understand the need for safe working practices with, for instance, a large and powerful floor machine. However, even a small screwdriver can be hazardous if used improperly. Keeping tools in a state of good repair is an important way to avoid physical hazards. Ladders, jacks, hand trucks and all tools that are in good condition give more “margin of safety” to the technician using them.

1. Always use the proper tool for the job. Approach the use of a tool with respect and care. A moment's carelessness can cost an eye, or worse.
2. Never use a defective tool.
3. Always wear protective gear such as gloves, goggles, and hearing protection when performing any task involving hazardous tool usage.
4. Do not overload a tool's capacity or try to hurry its operation.
5. Disconnect power cord before adjusting tools, such as changing the blade on a skill saw.
6. Always be conscious of where parts of the body are in relation to the tool being used.
7. Keep tools in proper shape. A sharp knife is less dangerous than a dull one that must be forced through what is being cut.
8. Use only tools for which training has been received.
9. Do not reach into waste containers or push trash into a partly full container with bare hands.
10. Put waste with sharp edges in sturdy containers.
11. Be aware of sharp edges on furniture or other objects being moved. Even the edges of a cardboard carton can cut badly.
12. Do not put hands or head into places that have not been visually inspected for possible hazards.

Heat Stress

Your body is affected by heat stress on the job more than you might think. In addition to the medical hazards of heat stress, you are also more likely to have accidents in hot environments. A hot environment with high humidity may overload your body with heat. Wearing excessive amounts of clothing while performing heavy manual work in cold weather can have the same effect as a 95 degree day in the summer. This stress can result in a series of disorders ranging from sunburn to serious heat stroke. Your body metabolism produces internal heat during digestion, muscle activity, energy storage and breathing. In fact, your muscles release about 70 percent of their energy as heat. This warms your muscle and surrounding tissues. Since your body works well at a constant inner temperature of 98.6 ° Fahrenheit, your body works to keep your temperature at 98.6° in a process called thermoregulation. The amount of heat that stays stored in your body depends on the environment, level of physical activity, type of work, time spent working and number and length of breaks between work periods. In addition to recognizing signs of heat stress and knowing first aid measures, you can prevent heat

stress disorders through gradually getting used to the environment, proper work procedures and proper food and water intake.

7 - PREVENTIVE MAINTENANCE

The Bus Maintenance facility consists of mechanics and office personal. The mechanic's are responsible for all routine, emergency and preventive maintenance of the facility. All personal are responsible to bring to the attention of the Transportation Supervisor any deficiencies of the building.

The focus of the bus department's maintenance program shall be on preventive maintenance. Every part of the facility shall be inspected according to the following schedules. Mechanical equipment shall be serviced according to the instructions from the manufacturer. Filters shall be changed and equipment shall be adjusted and lubricated according to the appropriate operations and maintenance instructions.

Servicing and adjustments shall be done during inspections unless parts need to be ordered. In the event parts are to be ordered, the person conducting the preventive maintenance inspection shall complete and submit a work order for parts and any necessary work that was not completed at the time of the inspection.

Deferred maintenance shall be avoided unless time, facility use, or funding prevents immediate completion of necessary maintenance or repairs. All deferred work orders shall be reviewed monthly and completed at the earliest possible time. Every effort will be made to eliminate all remaining deferred maintenance work orders during the summer months so that no deferred maintenance will remain at the beginning of every year.

Every six months the Maintenance Supervisor shall review the work order log for the previous 24 months to identify trends and equipment that fails or requires adjustment more frequently than the manufacturer's recommended maintenance schedule or more frequently than other equipment of the same type. Special attention will be given to equipment under warranty.

Equipment identified as requiring an unexpected level of attention will be considered for replacement at the earliest opportunity. If appropriate, technical assistance shall be requested from the manufacturer.

Every two weeks. Inspect the following items. Adjust as appropriate. Repair immediately or complete work order for future repairs.

Automatic Doors

All automatic doors will be inspected weekly. These include automatic vehicular doors, doors with ADA controls, and overhead doors in delivery areas and shops. Routine maintenance is the best method to ensure operational integrity.

- _____ *Nut, bolt, and fastener conditions*
- _____ *Operating devices (motors), pneumatic powering*
 - _____ *Cleanliness*
 - _____ *Lubrication*
 - _____ *Stability*
 - _____ *Structural integrity*
 - _____ *Shaft conditions*
 - _____ *Bearing conditions*
 - _____ *Overload and other relay conditions*
 - _____ *Circuit breaker conditions*
 - _____ *Overall appearance for damage or vandalism*
- _____ *Overall operation*
- _____ *Weatherproofing/caulking condition*
- _____ *Lubrication of guides, hinges, and locks*
- _____ *Roller alignment*
- _____ *Glazing integrity*
- _____ *Hinge conditions*
- _____ *Lock conditions and security*
- _____ *Alignment*
 - _____ *Plumb*

_____ *Building settlement*

_____ *Straightness of guides*

_____ *Overall condition for deficiencies such as water intrusion and corrosion*

Lighting: Exterior and Interior

All lighting systems will be inspected weekly. Extreme care must be taken to identify and correct deficiencies.

This checklist will be applied to the following lighting systems:

- Building exterior
- Pedestrian
- Parking area
- Building interior (common areas, offices, hallways, exits, etc.)
- Emergency

Various fixture and lamp types are used according to area needs, including fluorescent, incandescent, high intensity discharge (HID), mercury vapor, metal halide and arcs, or high pressure sodium (HPS). Illumination will be maintained according to the recommended levels.

_____ *Cleanliness*

_____ *Glassware conditions*

_____ *Diffusing louver conditions*

_____ *Fixture support conditions*

_____ *Luminary conditions*

_____ *Timers/sensors function (make seasonal adjustments)*

_____ *Junction box and cover conditions*

_____ *Switch conditions*

_____ *Outlet and cord conditions (if applicable)*

_____ *Protective caging conditions (if applicable)*

_____ *Overall condition for deficiencies such as arcing, wire exposure, unauthorized*

connections, and moisture problems

Security Systems

Weekly preventive maintenance of security systems is critical for occupant safety.

_____ *Portable Radios*

_____ *Charge*

_____ *Battery efficiency*

_____ *Function*

_____ *Possession by authorized users*

_____ *Battery Chargers*

_____ *Overall condition*

_____ *Spare Batteries*

_____ *Surveillance cameras and monitors*

_____ *Function*

_____ *Fixture integrity*

_____ *Mounting condition/stability*

_____ *Location accuracy*

_____ *General console condition*

_____ *Power source continuity*

_____ *Overall condition*

_____ *Function*

Monthly. Inspect the following items. Adjust as appropriate. Repair immediately or complete work order for future repairs.

Alarm Systems

The following checklist covers automated smoke systems throughout the building. Preventive maintenance consists of validating that all equipment is present and functional on a monthly basis. Only certified professionals shall make repairs or adjustments to alarm systems. Maintenance staff will accompany professionals during statutory inspections.

Smoke detectors:

Operation

Procedure: Use UL-approved smoke alarm tester in aerosol can. One spray will activate both photoelectric and ionization detectors.

Battery efficiency

Hard wire connections

Housing condition

Overall condition

Doors and Windows

Inspect all doors and windows for general condition and operability. Adjust and repair as necessary.

Windows

Pane conditions

Screen conditions

Storm window conditions

Lock operation

Frame alignment and conditions

Security

Weather sealing condition

_____ *Paint or surface conditions*

_____ *Blind function and conditions*

_____ *Hardware conditions and lubrication*

_____ *Overall condition*

_____ ***Doors and hardware***

_____ *Automatic closure operation. Must open with no more than 5 pounds of force pulling or pushing.*

_____ *Lock operation*

_____ *Hardware conditions and lubrication*

_____ *Weather sealing condition*

_____ *Paint or surface conditions*

_____ *Frame alignment and conditions*

_____ *Door stop placement and stability*

_____ *Alarm system operation*

_____ *Overall condition*

Gas Connections

The following check shall be performed monthly for all gas connections and main valves throughout the facility. The gas company should be contacted if:

- There is an odor of gas anywhere at any time, or
- Valves cannot be turned off or appear to be rusted or damaged, or
- For minor repairs if maintenance personnel do not have adequate training or tools.

When gas is detected by odor, building occupants should immediately evacuate, and the gas company and fire department should be contacted.

_____ ***Possible undetected leakage: Visually check – Do not open and close valves***

_____ *Operation*

Procedure: Perform a bubble test with soap and water, or use a handheld combustible

gas detector (of professional quality).

Restrooms

The following checklist shall be applied monthly to all restrooms within the Bus facility.

_____ ***Fire safety***

_____ *Electrical outlet load*

_____ *Positioning of paper/flammable materials away from heat sources*

_____ *Accessible route*

_____ *Visible exit*

_____ ***ADA accessibility***

_____ *Accessible toilet stalls with wheelchair turning radius*

_____ *Accessible sinks*

_____ *Accessible mirror*

_____ *Hand rail stability and condition*

_____ *Overall condition*

_____ ***Plumbing***

_____ *Inspect all component conditions for deficiencies such as leakage, corrosion, and failure potential*

_____ ***Sinks and hardware***

_____ *Faucet function and hardware conditions*

_____ *Drain function*

_____ *Water flow/pressure*

_____ *Overall condition*

_____ ***Urinals***

_____ *Water flow/pressure*

_____ *Cap and part conditions*

_____ *Overall condition*

_____ ***Toilets***

_____ *Water flow/pressure*

_____ *Cap and part conditions*

_____ *Seat support conditions*

_____ *Overall condition*

_____ ***Dispenser operation and conditions (soap, paper towels, etc.)***

_____ ***Partitions***

_____ *Stability*

_____ *Surface conditions for deficiencies such as sharp or worn areas or vandalism*

_____ *Part conditions*

_____ *Security*

_____ *Overall condition*

_____ ***Trash receptacles***

_____ *Sanitation conditions*

_____ *Stability*

_____ *Overall condition*

_____ ***Mirrors***

_____ *Cleanliness*

_____ *Overall condition for deficiencies such as cracks, sharp edges, or vandalism*

_____ *Overall cleanliness*

_____ *Overall privacy*

_____ *Overall appearance for damage and vandalism such as graffiti*

_____ *Fire extinguishers (See also annual inspection of Fire Extinguishers)*

_____ *Tag currency*

_____ *Placement in correct proximity to potential hazards per code*

_____ *Housing condition*

_____ *Hose condition*

_____ *Overall condition*

Offices

Check the following once per month.

_____ *Fire safety*

_____ *Electrical outlet load*

_____ *Positioning of paper/flammable materials away from heat sources*

_____ *Accessible route*

_____ *Visible exit*

_____ *Emergency control panels*

_____ *Operation*

_____ *Part conditions*

_____ *Overall condition*

_____ *Floor condition for deficiencies such as excessive wear, tears, stains, and tripping hazards*

_____ *Walls/ceiling condition*

_____ ***Furniture: desks, chairs, tables, and shelves***

_____ *Stability*

_____ *Surface conditions for deficiencies such as sharp or rough edges or protruding hardware*

_____ *Lubrication of hardware*

_____ *Overall condition*

_____ ***File cabinets***

_____ *Stability*

_____ *Lock function*

_____ *Overall condition*

_____ ***PA system***

_____ *Operation*

_____ *Overall condition*

_____ ***Fire extinguishers (See also annual inspection of Fire Extinguishers)***

_____ *Charge*

_____ *Tag currency*

_____ *Placement in correct proximity to potential hazards per code*

_____ *Housing condition*

_____ *Hose condition*

_____ *Overall condition*

Kitchen and Dining Areas

Facility kitchens and dining areas contain many pieces of equipment that can jeopardize life safety if preventive maintenance is neglected. The following monthly checklist includes common cooking equipment and dining furniture. Preventive maintenance for general features including **Lighting, Alarm Systems, Fire Extinguishers, Doors and**

Windows, and HVAC Systems also applies to this area. Refer to the corresponding checklists.

_____ ***Fire safety***

_____ *Electrical outlet load*

_____ *Positioning of paper/flammable materials away from heat sources*

_____ *Accessible route*

_____ *Emergency exit visibility*

_____ ***Furniture: counters, tables, benches, and chairs***

_____ *Stability*

_____ *Surface condition for deficiencies such as rough areas or protruding hardware*

_____ *Overall condition*

_____ ***Fire extinguishers (See also annual inspection of Fire Extinguishers)***

_____ *Charge*

_____ *Tag currency*

_____ *Placement in correct proximity to potential hazards per code*

_____ *Housing condition*

_____ *Hose condition*

_____ *Overall condition*

_____ ***Flooring***

_____ *Surface condition for deficiencies such as excessive wear, stains, tears, and tripping hazards*

_____ ***Plumbing systems (if applicable)***

_____ *Sink conditions and drainage*

_____ *Overall condition for deficiencies such as leaks, corrosion, or failure potential*

_____ ***Trash receptacles***

_____ *Location*

_____ *Cleanliness*

_____ *Overall condition*

_____ ***Clock function***

_____ ***Closets/storage areas***

_____ *Door/lock operation*

_____ *Appearance, interior and exterior*

_____ *Overall condition for debris and safety hazards*

_____ ***Wall map function and general condition***

_____ ***Fire extinguishers (See also annual inspection of Fire Extinguishers)***

_____ *Tag currency*

_____ *Placement in correct proximity to potential hazards per code*

_____ *Housing condition*

_____ *Hose condition*

_____ *Overall condition*

Bus Washer Weekly Preventive Maintenance

- _____ Check the operation of all proximity switches.
- _____ Check and grease the top brush lift, and gantry drive chains.
- _____ Test the operation of all switches on the main electrical panel door, and the operator's control panel.
- _____ Check the levels of soap and wax in storage containers
- _____ Check the soap and wax injection pumps. Adjust as necessary.
- _____ Check all the brushes for foreign objects and damage.
- _____ Check to see all the brushes rotate.
- _____ Check the guide tracks for cleanliness. Remove the debris on the tracks.
- _____ Check and adjust the air-line lubricator. Fill if needed.
- _____ Grease all bearings on side brushes.

Bus Washer Monthly Preventive Maintenance

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- _____ Check all the brushes for foreign objects and damage.
- _____ Check to see all the brushes rotate.
- _____ Check the guide tracks for cleanliness. Remove any debris on the tracks.
- _____ Check and adjust the air-line lubricator. Fill if needed.
- _____ Grease all bearings on side brushes.
- _____ Cycle the brush arms (extend/retract) and adjust the flow control valves at the air cylinders to give desired response speed.
- _____ Drain all moisture from the air line filter's bowl.
- _____ Check for gear reducer oil, water and compressed air leaks. Fix if any are found.
- _____ Check all nuts and bolts and tighten if necessary.
- _____ Check the performance of all brushes. If the top brush's' filaments are shorter than 12 ½" from the center shaft, and the side brush filaments are shorter than 10" from the center shaft, then order new brushes. Replace the short brush segments as soon as possible.
- _____ Check the movement of all brushes.
- _____ Check the operation of the two drive motor's brakes, and adjust if necessary.
- _____ Replace all worn and damaged parts as soon as possible.

Signature _____ Date _____

MTC

Monthly attention to its overall maintenance needs is critical. Preventive maintenance for general features including **Lighting, Alarm Systems, Fire Extinguishers, Doors and Windows,** and **HVAC Systems** also applies to this area. Refer to the corresponding checklists.

_____ *Fire safety*

_____ *Electrical outlet load*

_____ *Positioning of paper/flammable materials away from heat sources*

_____ *Accessible route*

_____ *Emergency exit visibility*

_____ *Furniture: tables, chairs, and other seating*

_____ *Surface conditions for deficiencies such as rough areas, excess wear, or protruding hardware*

_____ *Cleanliness*

_____ *Stability*

_____ *Part conditions*

_____ *Overall condition*

_____ *Shelving*

_____ *Structural alignment*

_____ *Overall appearance*

_____ *Stability*

_____ *Overall condition*

_____ *Bulletin board*

_____ *Mounting condition/stability*

_____ *General appearance*

_____ *Overall condition*

_____ ***Floors***

_____ *Surface integrity*

_____ *Overall condition for deficiencies such as excessive wear, stains, tears, and tripping hazards*

_____ ***Signage (See also Signage checklist)***

_____ *Cleanliness*

_____ *Visibility*

_____ *General appearance*

_____ *Message currency*

_____ *Overall condition*

_____ ***Walls/ceiling***

_____ *Structural integrity*

_____ *Paint condition*

_____ *Plaster/drywall condition*

_____ *Molding condition*

_____ *Overall condition*

_____ ***Clock operation***

_____ ***Closets/storage areas***

_____ *Door/lock operation*

_____ *Appearance, interior and exterior*

_____ *Overall condition for debris and safety hazards*

_____ ***Wall map condition***

_____ *Security system (See also Alarm Systems checklist)*

_____ *Overall operation*

_____ *Hardware condition*

_____ *Cameras/video operation*

_____ *Overall condition*

_____ *Computer systems, modules*

_____ *Electrical integrity (including surge protectors)*

_____ *Equipment completeness*

_____ *Cleanliness*

_____ *Operation*

_____ *Work station function*

_____ *Overall condition*

_____ *Fire extinguishers (See also annual inspection of Fire Extinguishers)*

_____ *Charge*

_____ *Tag currency*

_____ *Placement in correct proximity to potential hazards per code*

_____ *Housing condition*

_____ *Hose condition*

_____ *Overall condition*

Monthly

Landscape

Due to the comprehensive nature of preventive maintenance, select critical areas within the landscape domain should be inspected monthly.

_____ *Vegetation conditions for deficiencies such as root systems near buildings and walkways, shrubs and trees near buildings and power lines, vines on buildings (except*

as designed), and overgrown shrubs

_____ *Irrigation systems (See also annual Irrigation Controllers checklist)*

_____ *Sprinkler head operation and direction of water flow*

_____ *Piping integrity*

_____ *Runoff conditions*

_____ *Overall appearance*

Monthly

Asphalt

Asphalt surfaces at bus facilities receive extensive wear and tear from contact with buses, cars, and pedestrians. Because such deficiencies as potholes, broken edges, and eroded areas can jeopardize life safety, it is essential for maintenance personnel to take monthly measures to promptly address and anticipate failing elements. The Americans with Disabilities Act also requires accessible parking spaces and pathways, slip-resistant surfaces, and curb cuts.

This checklist can be applied to all of the following areas.

- Walkways
- Parking lots
- Driveways

_____ *Parking bumper conditions and position*

_____ *Striping and pavement signage conditions*

_____ *ADA accessibility*

_____ *Signage*

_____ *Compliance with codes and standards*

_____ *Message currency*

_____ *Visibility*

_____ *Overall condition*

_____ *Edge conditions*

_____ *Surface conditions for deficiencies such as buildup from salt, ice melting materials, motor oil, or gasoline*

_____ *Overall appearance*

_____ *Overall condition for deficiencies such as potholes, softening, erosion, weed and root encroachment, chalking, cracking, and tripping hazards*

Monthly

Signage

Signage is not only important for directing bus occupants and visitors, but it is also a reflection of the facility's character. Dirty, damaged, or inaccurate signage can send the wrong message to the community by making the facility as a whole appear neglected. It can also jeopardize the safety of users. Signage must comply with codes and standards, such as the ADA, and is important for alerting area users of potential hazards, recent changes, or other important messages. A critical eye is needed in the maintenance process to address and anticipate sign inadequacy. The following monthly checklist applies to wall-mounted and pole-mounted exterior signage, as well as interior signage.

_____ *Compliance with codes and standards*

_____ *Cleanliness*

_____ *Accuracy of message*

_____ *Accuracy of lettering and numbering*

_____ *Adherence to surface or stabilizer*

_____ *Hardware conditions*

_____ *Illumination (if applicable)*

_____ *Location and visibility*

_____ *Paint condition*

_____ *Overall appearance*

_____ *Overall condition for deficiencies such as excessive wear, missing or broken parts, obstruction from view, or message inaccuracy*

_____ *General safety*

_____ *Signage visibility and currency*

_____ *Fence conditions for deficiencies such as holes, weed encroachment, and trash buildup*

_____ *Overall condition of grounds for deficiencies such as vandalism, debris buildup, trash, or tripping hazards*

_____ ***Locks***

_____ *Overall operation*

_____ *Lubrication*

_____ *Security*

_____ *Overall condition*

_____ ***Painted surfaces***

_____ *Overall condition for deficiencies such as rust, peeling, and abrasion*

_____ ***Structural condition***

_____ *Stability*

_____ *Joint conditions*

_____ *Overall condition for deficiencies such as weak spots, rust, or missing parts*

Semiannual

HVAC Systems

Regular preventive maintenance of HVAC (heating, ventilation, and air-conditioning) systems is crucial to the quality of air and comfort level within the bus facilities. HVAC systems should always sufficiently control temperature and humidity, distribute outside air uniformly, and isolate and remove odors and pollutants. Improper function and maintenance can cause indoor air pollution by allowing stale or contaminated air to remain in the building. As there are many areas within the bus facilities it is essential that the HVAC system has fully functional and regularly inspected pressure control, filtration, and exhaust equipment.

The following checklist shall be used for semiannual inspections of the HVAC system.

When performing any maintenance procedures, always refer to manufacturers'

recommendations.

For all types of HVAC systems, change filters every two months and post a sticker on the HVAC unit with the date of change and initials of the mechanic. Use rated filters unless otherwise directed by the Maintenance Supervisor.

_____ ***General conditions***

_____ *Overall cleanliness*

_____ *Condensation drain condition (A/C only)*

_____ *Electrical connection conditions*

_____ *Filter conditions*

_____ *Motor*

_____ *Lubrication*

_____ *Housing stability*

_____ *Connection conditions*

_____ *Oil cup conditions*

_____ *Unit operation and noise level*

_____ *Coil conditions*

_____ *Window seal and gasket conditions*

_____ ***Heating systems***

_____ *Blower motor operation*

_____ *Equipment cleanliness*

_____ *Flow switch operation*

_____ *Mechanical equipment function*

***Annual
Roofing***

The roof is the most costly and abused area of the facility, subject to a variety of weather conditions and temperature fluctuations. The early discovery and preventive maintenance of minor deficiencies extends its life and reduces the chance of premature failure and costly repairs.

Annual inspections of both membrane and building components shall be conducted for all roofs, including newly installed ones. Adequate time will be allotted to properly perform the many tasks involved in inspection. A roof will be surveyed completely, either by carefully walking it in its entirety where accessible (wearing soft shoes), or by visual inspection with binoculars where inaccessible. Visual inspection from the attic side is also important.

Attention should be paid to southern and northern exposures, weather-generated problems, horizontal lines, peak areas, and areas of sagging. Ventilation areas should also be examined for obstructions.

_____ *Supporting structural integrity for deficiencies such as cracks, moisture stains, and potential failure*

_____ *Flashing conditions for deficiencies such as water penetration, displacement, oxidation, excessive stretching, delaminating, and tearing*

_____ *Surface conditions for deficiencies*

_____ *Subsurface conditions (including insulation) for signs of moisture penetration*

_____ *Membrane conditions*

_____ *Chimney conditions*

_____ *Plumbing stack vent and roof connection conditions*

_____ *Roof ventilation conditions*

_____ *Skylight conditions for deficiencies such as broken glass or frames and flashing corrosion or rust*

_____ *Structural conditions for deficiencies such as settling of the deck, membrane splits, or cracks in walls*

_____ *Roof edging conditions for deficiencies such as deterioration and loose fasteners*

_____ *Expansion joint conditions for punctures, splits, and insecure fasteners*

_____ *Flat roof conditions for evenness across the horizontal plane and deficiencies such as bare areas, blisters, cove areas abutting parapets, cracks, curling, exposed nail heads, or ponding of water.*

_____ *Overall condition*

Annual

Gutters/Roof Drains

Drainage devices are important in protecting buildings from water intrusion and damage. The following is an annual preventive maintenance checklist for gutters, downspouts, scuppers, and roof drains. Maintenance personnel shall ensure that these areas are free of debris such as leaves and branches, and that large debris has also been removed from the roof.

_____ *Mounting stability*

_____ *Bolt, screw, and strap conditions*

_____ *Discharge area function for proper drainage away from building*

_____ *Joint conditions and stability*

_____ *Roof atrium drains*

_____ *Cleanliness*

_____ *Caulking condition*

_____ *Mounting stability*

_____ *Overall condition for deficiencies such as blockage and cracks*

_____ *Splash block location*

_____ *Seam and elbow conditions*

_____ *Caulking condition*

_____ *Gutter positioning toward downspouts*

_____ *Overall condition for deficiencies such as corrosion, rust, blockage, obstructions, and disconnection*

Annual

Irrigation Controllers

Annual inspection of each irrigation controller helps guarantee operational performance. This should be done jointly with a landscape contractor. (*See also monthly **Landscape checklist.***)

_____ *Timer accuracy*

_____ *Electrical connection conditions*

_____ *Overall condition*

8 - WORK ORDER SYSTEM

Any facility staff member may submit a work order for facility maintenance or an event support request using one of the following forms. The requestor shall complete section 1 of the appropriate form and submit the form to the maintenance department. In the event of an emergency such as a broken pipe, the requester shall notify the maintenance department by the fastest possible means. A work order for emergency work shall be completed after the fact by the maintenance department.

The maintenance department shall initiate work orders for preventive maintenance (PM) according to the PM schedule.

The maintenance department shall review all submitted forms for completeness, assign a work order number, enter the form in the work order log, and forward the form to the maintenance supervisor.

The maintenance supervisor shall review the request and assign one of the following priorities:

IMMEDIATE - Work must be completed within 4 hours to prevent further damage to property or to correct an immediate safety risk.

URGENT - Work must be completed within 48 hours to prevent an unacceptable interruption of facility operations.

ROUTINE – Work must be completed as soon as possible, but the problem is not expected to adversely affect facility operations.

DEFERRED – Work shall be completed at a future date when resources are available.

The maintenance supervisor shall assign the work to a technician and schedule the work for completion.

The technician shall complete the assigned work or indicate that parts need to be ordered. If parts need to be ordered the technician shall enter the necessary information on the work order and return it to the maintenance supervisor. If parts do not need to be ordered, the technician shall complete the work and indicate completion on the work order, which shall then be returned to the maintenance supervisor.

If parts are to be ordered, the maintenance supervisor shall review and approve the parts request. When the parts are received, the maintenance supervisor will assign and schedule the work for completion.

Bus Maintenance FACILITY WORK ORDER

SECTION 1 -To be completed by the individual requesting work

REQUESTED BY

DATE

PROBLEM OR WORK REQUESTED

SECTION 2 -To be completed by the maintenance department

DATE RECEIVED

WO #

PRIORITY:

IMMEDIATE

URGENT

ROUTINE

DEFERRED

APPROVED BY

ASSIGNED TO

DATE

PARTS REQUIRED

PARTS APPROVED BY

DATE

PARTS ORDERED BY

DATE

WORK COMPLETED BY

DATE

WORK PERFORMED

Snow Removal Policy and Procedures

The transportation maintenance facility staff personally takes care of all snow removal sanding and salting of roads and walkways for the maintenance facility. For your safety and convenience, we have the following priorities in place. Please be patient with our crews as they are working diligently to clear your way and provide for a safe facility.

Weather related delays or cancellation information, due to snow emergency, could be obtained by calling the Transportation Supervisor and/or Transportation Superintendent.

The following snow removal plan shall be implemented whenever weather conditions exist that create hazardous conditions on walkways and roads of the bus maintenance property.

The Transportation Supervisor, along with the maintenance personal will monitor weather forecast for anticipated accumulation of ice or snow and be prepared to respond at the appropriate time. Their judgment will be used to determine the most effective time to dispatch the snow removal crews. Snow removal crews will consist of both Transportation supervisor and maintenance staff, and outside contractors as necessary, predicated on the severity of the storm.

Initial efforts will be concentrated on treating the walkways with calcium and magnesium so as to melt the initial snowfall and provide a safe walking surface. This application starts the melting process of the first ½ to 1 inch of accumulation and thereby prevents the walkways from becoming slippery. This standard procedure is taken as a safety measure to assure personal safe passage during the initial stages of a storm. Plows will be dispatched based on the requirements of the storm to service the following areas. Priorities are to maintain the entrance doors and overhead doors, and entrance road to the parking areas to provide a safe passage to the parking area, as well as all fire lanes and handicapped parking areas.

MTC area roads and sidewalks will be cleared as manpower and equipment become available. Walkways in this area will be maintained with the use of walk behind snow blowers and shovels to provide safe passage to the passengers.

Areas that have been plowed will have the snow banks removed by snow removal equipment upon completion of all plowing to insure maximum parking in the main lots. This will be accomplished at the completion of the major snowfall and all roads and walks made safe and passable. Snow will be transported as it becomes necessary.

Annual Facility Review Checklist

Facility Name and Location: _____

I. Exterior

- ___ Trash and debris clear from grounds _____
- ___ Parking lot clean and accessible _____
- ___ Sidewalks clear of obstructions _____
- ___ Pavement / concrete aprons _____
- ___ Exterior walls / roof panels _____
- ___ Light fixtures / electrical outlets _____
- ___ Plumbing fixtures / sprinkler system _____
- ___ Gutters / downspouts _____
- ___ ADA Access Features _____

II. Interior

- ___ Entrance door(s) functioning properly _____
- ___ Overhead door(s) functioning properly _____
- ___ Interior lights in working order _____
- ___ Floor in good condition _____
- ___ Interior clean and orderly _____
- ___ Vents & duct work in good condition _____
- ___ Structural in good condition _____
- ___ Windows secure & operational _____
- ___ Exposed plumbing free of leaks _____
- ___ All drains functioning properly _____
- ___ Fire extinguishers charged & tagged _____
- ___ Fire Sprinkler System operational _____

- ___ Emergency exits clear & signed _____
- ___ Mechanical room free of debris _____
- ___ All electrical panels secured & clear _____
- ___ Heating and A/C unit operational _____
- ___ Vehicle lifts operational & safe _____
- ___ ADA Access Features* _____

III. **Facility Maintenance Plan**

- ___ Goals and objectives defined _____
- ___ Safety _____
- ___ Org, / Responsibilities _____
- ___ Contract Services _____
- ___ Facility Inventory _____
- ___ Preventive Maintenance _____
- ___ Inspection Reports _____

Facility Condition Rating _____

Comments: _____

*ADA Access Features include: ramps, clearances, door operations, etc.

Transit Manager:

_____ (Signature) (Date)

Asset Condition Rating and Remaining Useful Life

Asset Condition Measurement Example - Table 1

| Asset Rating Score | Asset Age | Asset Condition | Asset Performance | Level of Maintenance | Asset Condition Rating | |
|--------------------|--|---|--|---|------------------------|---------------|
| | Percent of Useful Life Remaining | (Quality, Level of Required Maintenance) | (Reliability, Ambience, Safety) | Level of PM and CM ↕ | Rating Description | Scoring range |
| 5 | Asset new or nearly new | Asset new or like new; no visible defects | Asset meets or exceeds all performance and reliability metrics, industry standards | Only routine PM needed. | Excellent | 4.8 to 5.0 |
| 4 | Asset just under new or nearly new | Asset showing minimal signs of wear; some slight defects or deterioration | Asset generally meets performance and reliability metrics, industry standards | Good working order; requires infrequent CM (more than 6 months between repairs) | Good | 4.0 to 4.7 |
| 3 | Asset nearing or at its midlife point | Some moderately defective or deteriorated components | Occasional performance and reliability issues; may be sub-standard in some areas | Requires frequent minor CM or infrequent > 6 mos. major CMs | Adequate | 3.0 to 3.9 |
| 2 | Asset nearing or at end of its useful life | Increasing number of defects; deteriorating components; growing maintenance needs | Performance and reliability problems becoming more serious; sub-standard elements | Requires frequent CM (less than 6 months between repairs) | Marginal | 2.0 to 2.9 |
| 1 | Asset is past useful life | Asset in need of replacement; may have critically damaged components | Frequent performance and reliability problems; does not meet industry standards | Continued use present excessive CM costs and potential service interruption | Poor | 1.0 to 1.9 |
| 0 | Asset non-operable | Asset non-operable | Asset non-operable | Asset non-operable | Asset non-operable | |

In SGR
>2.5

SGR
2.5

Not in SGR
< 2.5



Grand Forks - East Grand Forks

METROPOLITAN
PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM FY 2023-2026

PREPARED BY: Grand Forks – East Grand Forks MPO

ADOPTON: August 17, 2022

PO Box 5200, Grand Forks, ND 58206

visit our webpage at: www.theforksmpo.org

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DISCLAIMER

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This document does not constitute a standard, specification, or regulation. The United States Government, the State of North Dakota, the State of Minnesota, and the Forks MPO does not endorse products or manufacturers. Trade or manufacturers' names may appear therein only because they are considered essential to the objective of this document.

The contents of this document reflect the views of the authors, who are responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the policies of the State and Federal departments of transportation.

TRANSPORTATION PLANNING PROCESS CERTIFICATION STATEMENT

The Grand Forks – East Grand Forks 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 on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- Section 1101(b) of the 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.

GF-EGF MPO
Metropolitan Planning
Organization

North Dakota Department
of Transportation

Signature

Signature

Chair

Director

Date

Date

**A RESOLUTION APPROVING FY 2023 - FY 2026 TRANSPORTATION
IMPROVEMENT PROGRAM FOR THE GRAND FORKS-EAST GRAND FORKS
METROPOLITAN AREA**

WHEREAS, the U.S. Department of Transportation requires the development and annual updating of a Transportation Improvement Program (TIP) for each urbanized area under the direction of a Metropolitan Planning Organization; and

WHEREAS, projects must be included in the TIP in accordance with 23 CFR 450.326 (f) (1); and

WHEREAS, local transit projects utilizing Federal Transit Administration Section 5307 funds must be listed in a Program of Projects (49 U.S.C. 5307 c); and

WHEREAS, local projects of regional significance without federal funding are included; and

WHEREAS, the Grand Forks-East Grand Forks Metropolitan Planning Organization has been designated as the urban policy body with responsibility for performing urban transportation planning and required reviews; and

WHEREAS, the Grand Forks-East Grand Forks Metropolitan Planning Organization is designated by the Governors of North Dakota and Minnesota as the body responsible for making transportation planning decisions in the Grand Forks-East Grand Forks Metropolitan Area; and

WHEREAS, Presidential Executive Order 12372 gave state government the flexibility to design their own review process and select federal programs and activities to be subject to the process. Wherein, North Dakota Executive Order 1984-1 establishes the North Dakota Federal Program Review process and exempts the Transportation Improvement Program (TIP) from said process; and

WHEREAS, the projects contained in the TIP are located in an area where both the North Dakota and Minnesota State Implementation plans for Air Quality are not required to contain any transportation control measures. Therefore, the conformity procedures do not apply to these projects; and

WHEREAS, projects contained in the TIP were developed in cooperation with the North Dakota and Minnesota Departments of Transportation, the local public transit operators and the MPO; and

WHEREAS, the Technical Advisory Committee has recommended approval of the TIP after having held a public hearing on the TIP on August 17, 2022.

NOW, THEREFORE, BE IT RESOLVED, that the Grand Forks-East Grand Forks Metropolitan Planning Organization adopts the Grand Forks-East Grand Forks Metropolitan Area Transportation Improvement Program for the FY 2023 to FY 2026 program period as being consistent with the Metropolitan Transportation Plan and the area's plans and program included therein.

Date

Jeannie Mock, Chair

Date

Stephanie Halford, Executive Director

A RESOLUTION CONFIRMING THE METROPOLITAN TRANSPORTATION PLAN

WHEREAS, the **23 U.S.C. 134** requires that the Metropolitan Planning Organization (MPO) designated with the authority to carry out metropolitan transportation planning in a given urbanized area shall prepare a transportation plan for that area; and

WHEREAS, the Grand Forks-East Grand Forks Metropolitan Planning Organization has been designated by the Governors of the States of Minnesota and North Dakota as the MPO for the Grand Forks-East Grand Forks Metropolitan Area; and

WHEREAS, the Grand Forks - East Grand Forks MPO has a Transportation Plan composed of a Metropolitan Transportation Plan (adopted January, 2019); and

WHEREAS, the Technical Advisory Committee of the Grand Forks - East Grand Forks MPO has recommended that this Metropolitan Transportation Plan be considered currently held valid and consistent with current transportation and land use considerations.

NOW, THEREFORE, BE IT RESOLVED THAT, the Grand Forks-East Grand Forks Metropolitan Planning Organization certifies that the Metropolitan Transportation Plan for the Grand Forks-East Grand Forks Urbanized Area is currently held valid and consistent with current transportation and land use considerations.

Date

Jeannie Mock
Chair

Stephanie Halford,
Executive Director

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GLOSSARY

Administrative Adjustment: This is required when a minor change or revision is needed for a TIP project which does not require a formal amendment.

Allocation: A specific amount of money that has been set aside by the state for a jurisdiction to use for transportation improvements.

Amendment: A significant change or addition of a TIP project which requires opportunity for public input and consideration by the MPO Policy Board prior to becoming part of the TIP. The TIP document provides guidance on what changes require an amendment, pursuant to CFR and the MPO's adopted Public Participation Plan (PPP).

Annual Listing of Obligated Projects (ALOP): This section identifies projects which have been programmed and funding has been obligated. For example, projects are listed in the ALOP section if the project has been or will be bid or let prior the end of 2022 Federal Fiscal Year (September 30, 2022). The annual listing will represent 2022 projects as part of the 2023-2026 TIP.

Area Transportation Improvement Program (ATIP): The ATIP is a compilation of significant surface transportation improvements scheduled for implementation within a district of the state of Minnesota during the next four years. Minnesota has an ATIP for each of their Districts. The MPO's TIP projects in Minnesota fall under the ATIP for MnDOT District #2. All projects listed in the TIP are required to be listed in the ATIP.

Collector: A road or street that provides for traffic movement between local service roads and arterial roadways. Collectors can be broken down into two categories: Major Collectors and Minor Collectors. There is a subtle difference between the two categories. Major Collectors are longer in length; have lower connecting driveway densities; have higher speed limits; are spaced at greater intervals; have higher annual average traffic volumes; and may have more travel lanes than their Minor Collector counterparts.

Environmental Justice: Identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of MPO programs, policies, and activities on minority populations and low-income populations.

FAST Act: Fixing America's Surface Transportation Act was introduced in December of 2015 as the transportation bill to replace MAP-21. The Fixing America's Surface Transportation (FAST) Act is a bipartisan, bicameral, five-year legislation to improve the Nation's surface transportation infrastructure, including our roads, bridges, transit systems, and passenger rail network. In addition to authorizing programs to strengthen this vital infrastructure, the FAST Act also enhances federal safety programs for highways, public transportation, motor carrier, hazardous materials, and passenger rail.

Federal Functional Classification: Sometimes referred to as "classification", the federal functional classification system defines the current functioning role a road or street has in Metropolitan Planning Area network. Generally, the two basic functions of a roadway are: (1) to allow for access to property and (2) to allow travel mobility. The "classifications" of roadways

include Arterial, Collector, and Local which determine the balance of the two roadway functions which range from high mobility/low access (Arterials) to high access/low mobility (Locals), with Collector roadways falling somewhere in between.

Federal Revenue Source: In the project tables, this column identifies the source of federal revenues proposed for funding the project. The categories are abbreviated to indicate the specific federal program planned for the scheduled improvement. The abbreviations to these categories are shown in the list on page 18.

Fiscal Constraint: Demonstrating with sufficient financial information to confirm that projects within said document can be implemented using committed or available revenue sources, with reasonable assurance that the federally supported transportation system is being adequately operated and maintained.

IJA/BIL: The Infrastructure Investment and Jobs Act, also known as the Bipartisan Infrastructure Law, was signed in November 2021. It is a once in a generation investment in our infrastructure that will help grow the economy, enhance U.S. competitiveness, create good jobs, and build our safe, resilient, and equitable transportation future. In addition, it funds highway programs for five years, adds more than a dozen new highway programs, and gives more opportunities for local governments and other non-traditional entities to access new funding.

Illustrative Project: A project which does not have funding but is an important project for the jurisdiction to identify within the TIP to show the need for the project.

Interstate: A highway that provides for expeditious movement of relatively large volumes of traffic between arterials with no provision for direct access to abutting property. An interstate, by design, is a multi-lane road with grade separations at all crossroads with full control of access.

Jurisdictions: The member units of government which are within the MPO's planning area. The member jurisdictions include the following: Grand Forks County, Polk County, City of Grand Forks, City of East Grand Forks.

Lead Agency: In the project tables, this column identifies the agency or jurisdiction usually initiating the project, requesting funding, and carrying out the necessary paperwork associated with project completion.

Length: In the project tables, this column identifies the length of a project in miles, if applicable.

Local Road: A road or street whose primary function is to provide direct access to abutting property.

Locally Funded Project: Projects of note that are funded by local or state agencies and do not require action by FHWA or FTA. These projects are included to assist in coordination between local jurisdictions during staging and construction.

MAP-21: Moving Ahead for Progress in the 21st Century, the previous surface transportation act that was signed into effect on July 6, 2012 and expired September 30, 2014.

MPO ID: This is a means of labeling each project with a unique identifier for reference and for tracking the project across multiple years. This number is not related to any project number that may be assigned to a project by any other agency, and it does not reflect the order of priority in which the responsible agency has placed the project or the order of construction.

Minor Arterial: A road or street that provides for through traffic movements between collectors with other arterials. There is direct access to abutting property, subject to control of intersection and curb cuts. The minor arterial, by design, usually has two lanes in rural areas and four or more in urban areas.

ND Small Town Revitalization Endeavor for Enhancing Transportation Program (NDSTREET): North Dakota grant program to provide an opportunity for cities with less than 5,000 population, that have a state highway within their corporate boundaries, to improve that roadway. Improvements are intended to improve or add multimodal transportation facilities through that community.

Other Revenue Source: This section indicates the amount of funding that will be provided for the project from the local jurisdictions. Generally, the local funding for the Minnesota and North Dakota jurisdictions comes from state aid, sales taxes, assessments, general funds, or special funding sources.

Pending Project: A project designated as “pending” in the project tables are programmed for the pending fiscal year in which they are shown. These are the first projects that would be shifted to the following year if Congress does not provide sufficient obligation authority.

Principal Arterials: A road or street that provides for expeditious movement of relatively large volumes of traffic between other arterials. A principal arterial should, by design, provide controlled access to abutting land and is usually a multi-lane divided road with no provision for parking within the roadway.

Project Cost: In the project tables, this column identifies the estimated total project cost. The revenue sources must add up to equal the project cost. The estimated cost for each project includes all known associated costs for the project based upon input from states and local jurisdictions.

Project Description: This section further identifies the project to be carried out on the previously stated “location” by describing the limits and types of improvements.

Project Limits: The physical limits of the said project listed “from” said location “to” said location.

Project Location: The project location places the project within the legal boundaries of the stated jurisdiction. In cases where the project shares land with another jurisdiction, the project location will list all the affected governmental units. At a minimum, the jurisdiction taking the lead on the project will be shown.

Project Prioritization: This is an exercise in which the MPO and member jurisdictions evaluate candidate projects submitted for federal aid against other candidate projects within the same federal aid funding categories. The MPO then submits the prioritized candidate projects to the state to further assist in project selection.

Project Solicitation: This is a request sent out to jurisdictional members to submit applications requesting federal funding for federal aid eligible projects.

Project Year: This is the year in which the project is funded, or the year in which funding is identified and programmed for the project. The project year is not necessarily the construction year however, it is typical that first year TIP projects are bid or let before the next annual TIP is developed.

Public Participation Plan (PPP): An adopted MPO plan which identifies the public input process which will be used for all types of projects including introducing a new TIP and making amendments and modifications to the existing TIP.

Regionally Significant Project (RS): A highway project consisting of the construction of a new interstate interchange, adding interstate through-lane capacity; or creating new roadways on new right-of-way, both financed with federal funds, which do not consist on an extension of the existing urban roadway network resulting from urban expansion; or a transit project creating a new transit building on newly purchased real estate.

Safe Accountable Flexible Efficient Transportation Act, A Legacy for Users (SAFETEA-LU): A previous surface transportation act that expired July 5, 2012, and was replaced with MAP-21.

State Transportation Improvement Program (STIP): A compilation of significant surface transportation improvements scheduled for implementation within a state during the next four fiscal years. All projects listed in the TIP are required to be listed in the STIP.

Transit Operator: The designated transit service operator providing public transit for the area. The transit operators for the area are the City of Grand Forks and the City of East Grand Forks.

Transportation Improvement Program (TIP): A compilation of significant surface transportation improvements scheduled for implementation in the MPO planning area during the next four years.

3-C Planning Process: As outlined in 23 C.F.R. 450 related to Metropolitan Transportation Planning, the planning process between MPOs, state transportation departments and transportation operators is required to be continuous, cooperative, and comprehensive (3-C).

ACRONYMS

| | | | |
|-----------------|---|-------------------|---|
| 3-C | Comprehensive, Cooperative and Continuing | MPA | Metropolitan Planning Area |
| AC | Advance Construction | MPO | Metropolitan Planning Organization |
| ADA | Americans with Disabilities Act | MSAS | Municipal State-Aid Street |
| ADT | Average Daily Traffic | MTP | Metropolitan Transportation Plan |
| ALOP | Annual Listing of Obligated Projects | NAAQS | National Ambient Air Quality Standard |
| ATIP | Area Transportation Improvement Program (Minnesota) | NBI | National Bridge Inventory |
| ATP | Area Transportation Partnership (Minnesota) | NDDOT | North Dakota Department of Transportation |
| BARC | Bridge and Road Construction | NEPA | National Environmental Policy Act |
| BF | Bond Fund | NHPP | National Highway Performance Program |
| BRRP | Bridge Replacement or Rehabilitation Program | NHS | National Highway System |
| CAA | Clean Air Act | NPMRDS | National Performance Management Research Data Set |
| CAAA | Clean Air Act Amendment | O&M | Operations and Maintenance |
| CFR | Code of Federal Regulations | PCI | Pavement Condition Index |
| CMAQ | Congestion Mitigation and Air Quality | PL | Public Law |
| CNG | Compressed Natural Gas | PM | Performance Management |
| CR | County Road | PM1 | FHWA Performance Measure Rule 1 - Safety |
| CSAH | County State Aid Highway (Minnesota) | PM2 | FHWA Performance Measure Rule 2 - Pavement and Bridge Condition |
| D# | Minnesota Department of Transportation District #2 | PM3 | FHWA Performance Measure Rule 3 - System Performance, Freight, and CMAQ |
| DAR | Dial-a-Ride | PPP | Public Participation Plan |
| DOT | Department of Transportation | PTASP | FTA Public Transportation Agency Safety Plan |
| DTA | Dynamic Traffic Assignment | RR | Railroad |
| EJ | Environmental Justice | RRS | Highway Rail Grade Crossing and Rail Safety |
| EPA | Environmental Protection Agency | RS | Regionally Significant |
| ERG | Environmental Review Group | RTAP | Rural Transit Assistance Program |
| FAA | Federal Aviation Association | SAFETEA-LU | Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users |
| FAST Act | Fixing America's Surface Transportation Act (2015) | SF | State Fund |
| FHWA | Federal Highway Administration | SGR | State of Good Repair |
| FRA | Federal Railroad Administration | SHSP | State Strategic Highway Safety Plan |
| FTA | Federal Transit Administration | SIP | State Implementation Plan |
| FY | Fiscal Year | SMS | Safety Management Systems |
| HB | Highway Bridge | SRTS | Safe Routes to School |
| ITS | Intelligent Transportation System | STBGP | Surface Transportation Block Grant Program |
| LF | Locally Funded | | |
| LOS | Level of Service | | |
| LOTTR | Level of Travel Time Reliability | | |
| MAP-21 | Moving Ahead for Progress in the 21st Century | | |
| MnDOT | Minnesota Department of Transportation | | |

| | | | |
|-------------|---|--------------|--|
| STIP | State Transportation Improvement Program | TSM | Transportation System Management |
| STP | Surface Transportation Program | TTI | Travel Time Index |
| TA | Transportation Alternatives (formally Transportation Alternative Program) | TTTR | Truck Travel Time Reliability |
| TAC | Technical Advisory Committee | UGP | Urban Grant Program (North Dakota) |
| TAM | Transit Asset Management | UPWP | Unified Planning Work Program |
| TAMP | Transportation Asset Management Plan | URP | Urban Roads Program (North Dakota) |
| TDM | Travel Demand Model | US | United States Designated Trunk Highway |
| TDP | Transit Development Plan | USC | United States Code |
| TERM | Transit Economic Requirements Model | USDOT | United States Department of Transportation |
| TH | Trunk Highway | UZA | Urbanized Area |
| TIP | Transportation Improvement Program | V/C | Volume to capacity Ratio |
| TMA | Transportation Management Area | VMT | Vehicle Miles Traveled |
| | | YOE | Year of Expenditure |

FUNDING SOURCES

| | | | |
|------------------|--|------------------|---|
| BR | Bridge | NHPP- IM | National Highway Performance Program Interstate Maintenance |
| BRU | Bridge - Urban | NHPP- ITS | National Highway Performance Program Intelligent Transportation Systems |
| BROS | Bridge Replacement - County Off-System Project | NHPP- NHS | National Highway Performance Program National Highway System |
| CMAQ | Congestion Management Air Quality | NHS | National Highway System - State Project |
| DEMO | Demonstration Project | NHS-U | National Highway System - State Urban Project |
| FTA 5307 | FTA Section 5307 - Urbanized Area Formula | Non NHS-S | Non-National Highway System - State Rural Project |
| FTA 5310 | FTA Section 5310 - Enhanced Mobility for Seniors and Individuals with Disabilities | RRS | Highway/Railroad Grade Crossing Safety Program |
| FTA 5311 | FTA Section 5311 - Formula Grants for Other than Urbanized Areas | SRTS | Safe Routes to School |
| FTA 5339 | FTA Section 5339 - Bus and Bus Related Facilities | STBGP | Surface Transportation Block Grant Program |
| HBP | Highway Bridge Program | STBGP-R | Surface Transportation Block Grant Program - Regional |
| HPP | High Priority Projects Designated by Congress | STBGP-U | Surface Transportation Block Grant Program - Urban |
| HSIP | Highway Safety Improvement Program | TA | Transportation Alternatives |
| IM | Interstate Maintenance - State Project | TCSP | Transportation & Community System Preservation Program |
| NDSTREET | ND Small Town Revitalization Endeavor for Enhancing Transportation | SF | State Funds |
| NHPP | National Highway Performance Program | LF | Local Funds |
| NHPP- HBP | National Highway Performance Program Highway Bridge Program | UGP | Urban Grant Program (North Dakota) |

LOCAL JURISDICTION CONTACTS

The MPO collects information from all jurisdictions wishing to have projects programmed in the TIP. We work closely with our planning partners to assure that the information contained in the TIP is current and accurate. MPO staff is available to answer questions on the TIP, the TIP process, and transportation planning in the metropolitan planning area. While the MPO provides relevant data associated with each project identified in the TIP, more specific information related to a project is not included in the TIP project list. A list with contact information for our transportation planning partners is included on the following page. Please contact them if you require additional information that is not included on a project programmed in the TIP.

NDDOT GF Dist.

Edward Pavlish
District Engineer
Phone: 701.787.6506
Email: epavlish@nd.gov

Grand Forks Transit

Dale Bergman
Superintendent
Phone: 701-646-2590
Email:
dbergman@grandforksgov.com

Grand Forks County

Nick West
County Engineer
Phone: 701.780.8248
Email: nick.west@gfcounty.org

City of Grand Forks

Al Grasser
City Engineer
Phone: 701.746.2640
Email:
agrasser@grandforksgov.com

MnDOT Dist #2

J.T. Anderson
District Engineer
Phone: 218-755-6549
Email: j.t.anderson@state.mn.us

Polk County

Rich Sanders
County Engineer
Phone: 218-470-8253
Email: rsanders@co.polk.mn.us

East Grand Forks

Steve Emery
Consulting Engineer
Phone: 218-773-5626
Email: steve.emery@widseth.com

East Grand Forks Transit

Nancy Ellis
City Planner
Phone: 218.773.0124
Email: nellis@egf.mn

1 | INTRODUCTION

The Transportation Improvement Program (TIP) is a multi-year program of transportation improvements for the Grand Forks-East Grand Forks Metropolitan Planning Area (MPA). Decisions about transportation investments require collaboration and cooperation between different levels of government, neighboring jurisdictions, and agencies. As a document, the TIP reports how the various jurisdictions and agencies within the Grand Forks-East Grand Forks MPA have prioritized their use of limited Federal highway and transit funding.

The TIP must, at a minimum, be updated and approved every four years by the Metropolitan Planning Organization (MPO) in cooperation with the state department of transportation and local public transit agencies. However, the TIP is normally updated annually.

The Grand Forks-East Grand Forks Metropolitan Planning Organization (Forks MPO) is the MPO for the Grand Forks-East Grand Forks MPA. As such, it is the responsibility of the Forks MPO to update the TIP.

Projects identified through the TIP process serve to implement the projects identified in the Forks MPO's Metropolitan Transportation Plan (MTP).

ABOUT FORKS MPO

The Federal Surface Transportation Assistance Act of 1973 requires the formation of a MPO for any urbanized area with a population greater than 50,000. The Act also requires, as a condition for federal transportation financial assistance, that transportation projects be based upon a continuous, comprehensive, and cooperative (3-C) planning process for the Grand Forks-East Grand Forks Metropolitan Planning Area (MPA). MPOs help facilitate implementing agencies (including municipal public works departments, county highway departments, and state departments of transportation) prioritize their transportation investments in a coordinated way consistent with regional needs, as outlined in a MTP.

The core of a MPO is the urbanized area, which is initially identified and defined by the U.S. Census Bureau as part of the Decennial Census. This boundary is adjusted by local officials and approved by the FHWA. The result of which is the official Adjusted Urban Area Boundary (known as the UZA).

In addition to the UZA, the MPO boundary includes any contiguous areas, which may become urbanized within the next twenty years. Collectively, this area is known as the Metropolitan Planning Area (MPA). The Forks MPO's MPA was most recently expanded in 2013 and approved by NDDOT. The MPA is currently comprised of approximately 26 square miles, across 2 states, 2 counties, and 2 cities. The MPA is effectively the Forks MPO's "study area" or area of influence respective to the metropolitan transportation planning program. These areas are significant not

only as potential future population centers, but also due to their proximity to existing and future transportation assets of regional significance.

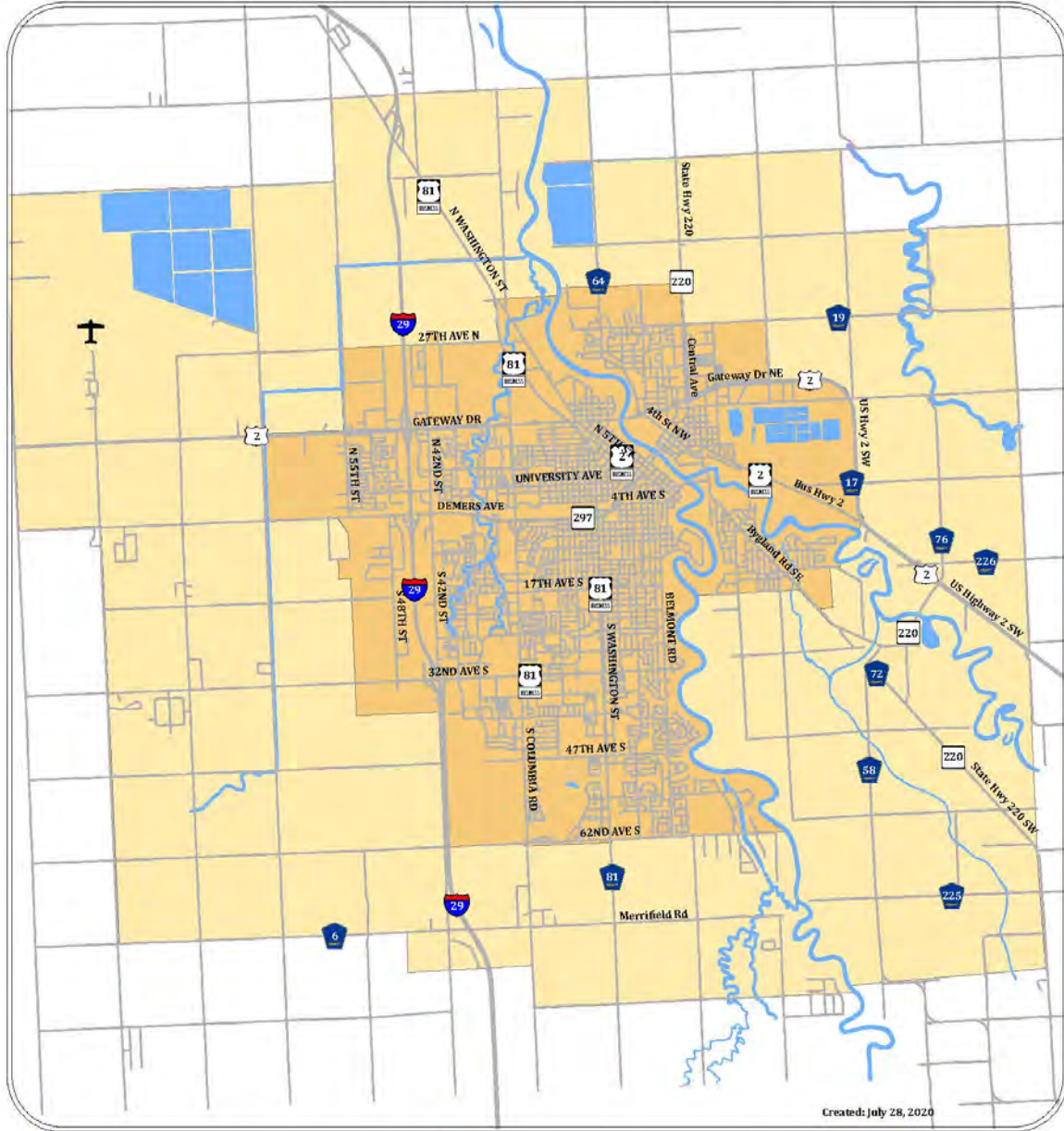
Figure 1-1 provides an overview of these boundaries for the Grand Forks-East Grand Forks area, specifically depicting:

- The Metropolitan Planning Area Boundary;
- The Adjusted Urbanized Area boundary; and
- Cities within the MPA.

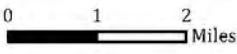
The UZA boundary is used to determine the type of transportation funding programs potential projects may be eligible to receive. In Forks MPO's case, the overseeing DOT is North Dakota Department of Transportation (NDDOT). Forks MPO provides regional coordination and approves the use of federal transportation funds within the MPA, responsibility for the implementation of specific transportation projects lies with NDDOT, MnDOT, and the local units of government as transportation providers.

FIGURE 1-1: FORKS MPO PLANNING BOUNDARIES

Grand Forks- East Grand Forks Metropolitan Planning Organization Planning Area



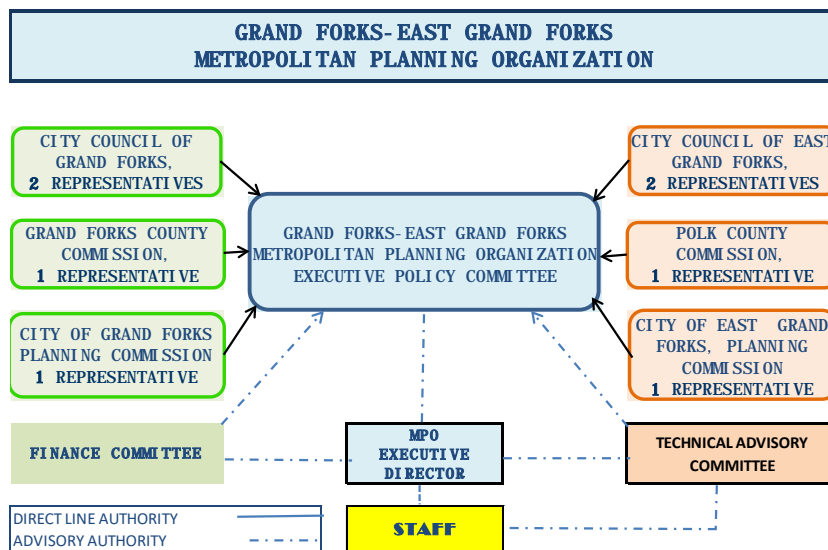
- | | | | |
|-------------------------------------|------------|---------------------|----------------|
| Adjusted Federal Aid Urbanized Area | Interstate | US Business Highway | County Highway |
| MPO Planning Area | US Highway | State Highway | Water |



GOVERNANCE AND ORGANIZATIONAL STRUCTURE

Figure 1-2 provides an overview of Forks MPO’s organizational structure. Each voting member is appointed by the respective body they represent. The member is expected to represent their respective body’s interest; however, their responsibility being on the Executive Policy Committee (MPO Board) is to base their decisions on what they believe is in the best interest of the metropolitan area. The MPO Board meets monthly to be updated on the progress of the MPO performance-based planning and programming work activities. However, not all local decision makers are engaged in this on a regular basis. MPO Board meeting minutes are detailed and routinely available and maintained on the MPO website. The Technical Advisory Committee (TAC) and staff provide recommendations to the MPO Board.

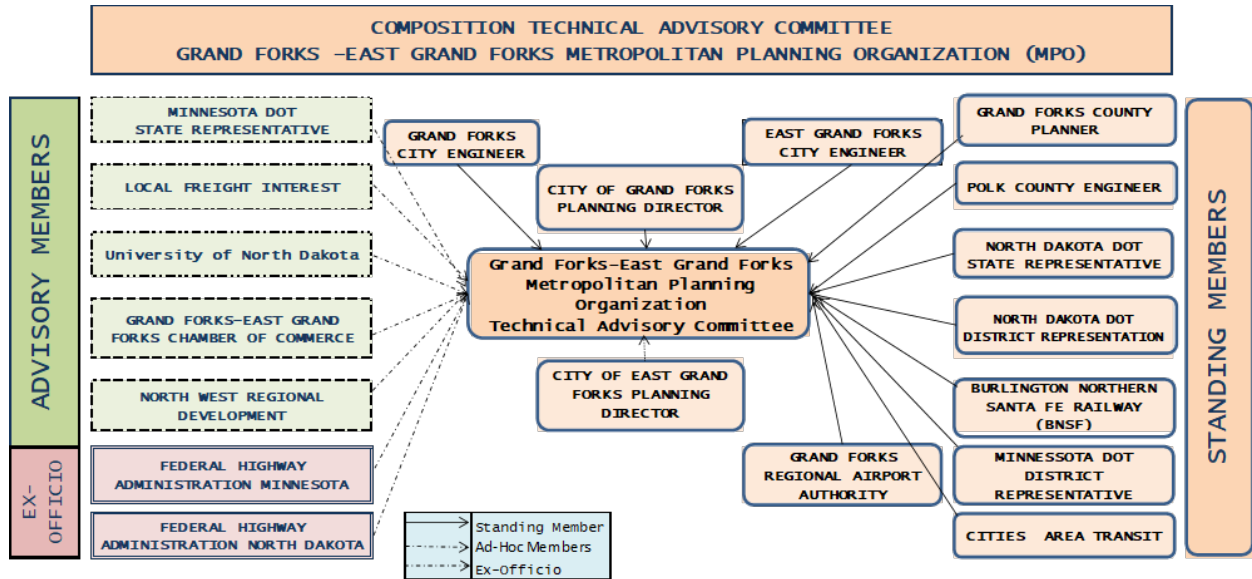
FIGURE 1-2: FORKS MPO ORGANIZATIONAL CHART



Forks MPO understands that diverse representation on the MPO Board and its committees helps result in sound policy reflective of the needs of the entire population. The MPO Board is comprised of elected officials from the communities within the MPA. These officials are chosen by the corresponding jurisdiction (see Figure 1-2). The Chairperson and Secretary-Treasurer alternate between North Dakota and Minnesota. The Secretary-Treasurer is elected from the membership for a two-year term. After the term has been served, they automatically become the Chairperson for a two-year term.

In addition to the MPO Board, Forks MPO has one permanent advisory committee, the Technical Advisory Committee (TAC). Figure 1-3 provides an overview of the TAC structure. Like the MPO Board, members from this committee are chosen by local jurisdictions, with the intent that they represent a broad range of technical knowledge and experience. The committee includes both staff from local jurisdictions, as well as representatives from NDDOT, MnDOT and persons with expertise on particular relevant subject matter (e.g. freight, economic development, and bicycle and pedestrian issues). Forks MPO makes every effort to encourage a diverse collection of individuals on the TAC, but the members are ultimately chosen by each participating jurisdiction.

FIGURE 1-3: TAC ORGANIZATIONAL CHART



Forks MPO encourages participation of all citizens in the regional transportation planning and programming process. All MPO Board, TAC, and subcommittee meetings are public meetings.

Additionally, Forks MPO strives to find ways to make participating on its committees convenient. This includes scheduling meetings in locations with good transit service and in or near neighborhoods with a high concentration of minority and low-income populations. Some further goals and strategies to actively engage minority populations are included in the Public Participation Plan.

MPO'S ROLE IN PLANNING PROCESS

In the transportation planning process, the MPO's role includes:

- Maintaining a certified "3-C" transportation planning process: continuing, cooperative, and comprehensive.
- Coordinating the planning and implementation activities of local, regional, and state transportation agencies.
- Undertaking an effective public participation process, which ensures meaningful public input, is part of the decision-making process behind plans and programs.
- Providing leadership both in setting transportation policy and in metropolitan system planning.
- Lending technical support in planning and operations to local governments.
- Planning for an intermodal transportation system that is economically efficient, environmentally sound, provides the foundation to compete in the global economy, and will move people and goods in an energy-efficient manner.

PLANNING FACTORS

The federal transportation bill, Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL), identifies ten planning factors that must be considered in the transportation planning process. The requirements of this law are illustrated in 23 CFR 450.306(b). The process used to select projects to be programmed through the TIP is based on these factors:

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

TRANSPORTATION IMPROVEMENT PROGRAM

The TIP is a federally mandated, annually prepared document that contains pedestrian, bicycle, transit, highway, and other transportation projects that are recommended for federal funding during the subsequent four years in the MPA. The projects included in each year's TIP are derived from the area's MTP and are aimed at meeting the long-range needs of the transportation system. Agencies and jurisdictions propose projects to the MPO on an annual basis to be coordinated into a comprehensive listing of the area's federally funded transportation improvements planned for the next 4 years.

The MPO's TIP includes projects from the North Dakota Department of Transportation (NDDOT) Grand Forks District, Minnesota Department of Transportation (MnDOT) District 2 in the MPO's planning area, Grand Forks Transit Operator, East Grand Forks Transit Operator, and local

projects from member jurisdictions. Local projects that are fully funded by a city or county are not included in the MPO TIP.

Projects programmed in the TIP must comply with regulations issued by FHWA and FTA. Projects can be revised or amended at any time during the program year by action of the MPO Board. Projects in the TIP represent a commitment on the part of the implementing jurisdiction or agency to complete those projects.

TIP projects programmed for the Grand Forks-East Grand Forks MPA on the North Dakota side are included, without change, in the North Dakota State Transportation Improvement Program (STIP).

TIP projects programmed for the Grand Forks-East Grand Forks MPA on the Minnesota side are included, without change, in the MnDOT District 2 Area Transportation Improvement Program (ATIP) and subsequent Minnesota State Transportation Improvement Program (STIP).

REGIONALLY SIGNIFICANT PROJECTS

In addition, Federal regulations dictate the MPO must include in their annual TIP “all regionally significant projects requiring an action by the FHWA or the FTA whether or not the projects are to be funded under title 23 U.S.C. Chapters 1 and 2 or title 49 U.S.C. Chapter 53 (e.g., addition of an interchange to the Interstate System with State, local, and/or private funds and congressionally designated projects not funded under 23 U.S.C. or 49 U.S.C. Chapter 53).”

Federal regulations go on to state:

“For public information and conformity purposes, the TIP shall include all regionally significant projects proposed to be funded with Federal funds other than those administered by the FHWA or the FTA, as well as all regionally significant projects to be funded with non-Federal funds.”

Federal regulations have left the determination of “regionally significant” transportation projects up to individual MPOs. As such, the Forks MPO has chosen to define regionally significant projects as:

“A highway project consisting of the construction of a new interstate interchange, adding interstate through-lane capacity; or creating new roadways on new right-of-way, both financed with federal funds, which do not consist of an extension of the existing urban roadway network resulting from urban expansion; or a transit project creating a new transit building on newly purchased real estate.”

ILLUSTRATIVE PROJECTS

Illustrative Projects are those projects that were not included in the fiscally constrained project list due to limited funds. These projects are first to be considered if funds become available and may have a total estimated cost associated with them. Illustrative projects must also conform to the goals and priorities outlined in the MTP.

THE TIP AND ITS CONNECTION TO THE TRANSPORTATION PLANNING PROCESS

Projects reflected in the TIP originate from the Forks MPO’s MTP. The MTP contains a list of short-, mid-, and long-range transportation projects that are planned for the metropolitan area over the next 20-years.

The regional transportation goals and objectives identified in the MTP set the broad policy framework for planning transportation improvements in MPA. Projects programmed into the TIP are to come from the MTP or support the long-range goals and objectives established in the MTP.

Those goals include:

TABLE 1-1: MTP GOALS & GOAL STATEMENTS

| MPO Goal Number | MPO Goal (Federal Transportation Planning Factors) | MPO Goal Statement |
|------------------------|---|--|
| 1 | Economic Vitality | Support the economic vitality through enhancing the economic competitiveness of the metropolitan area by giving people access to jobs, and education services as well as giving business access to markets. |
| 2 | Security | Increase security of the transportation system for motorized and non-motorized uses. |
| 3 | Accessibility and Mobility | Increase the accessibility and mobility options for people and freight by providing more transportation choices. |
| 4 | Environmental/ Energy/Quality of Life | Protect and enhance the environment, promote energy conservation, and improve quality of life by valuing the unique qualities of all communities – whether urban, suburban, or rural. |
| 5 | Integration and Connectivity | Enhance the integration and connectivity of the transportation system, across and between modes for people and freight, and housing, particularly affordable housing located close to transit. |
| 6 | Efficient System Management | Promote efficient system management and operation by increasing collaboration among federal, state, local government to better target investments and improve accountability. |
| 7 | System Preservation | Emphasize the preservation of the existing transportation system by first targeting federal funds towards existing infrastructure to spur revitalization, promote urban landscapes and protect rural landscapes. |
| 8 | Safety | Increase safety of the transportation system for motorized and non-motorized uses. |

| MPO Goal Number | MPO Goal (Federal Transportation Planning Factors) | MPO Goal Statement |
|-----------------|--|--|
| 9 | Resiliency | Improve resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation. |
| 10 | Tourism | Enhance travel and tourism. |

CONSISTENCY WITH OTHER PLANS

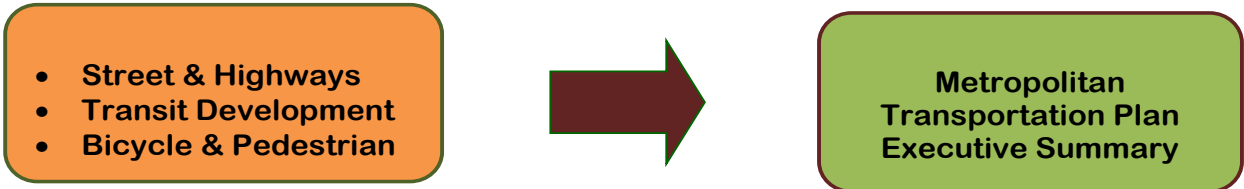
METROPOLITAN TRANSPORTATION PLAN

The Metropolitan Transportation Plan (MTP) documents the ongoing, multimodal, short-term, and long-term transportation planning process in the MPA. The current MTP was adopted in January 2019 by the MPO Board and has a planning horizon of 2045. The MTP sets the regional transportation policy for the MPO’s planning area and identifies the major, long-range transportation investments.

Projects in the TIP must first be identified in the MTP. The MTP provides a 20 to 25-year overview of transportation need. The TIP looks at the near future and programs federal transportation funds for projects to meet those needs.

The MTP Executive Summary presents the modal elements of the region’s multimodal transportation system, as illustrated in Figure 1-4. This accounts for changes in the metropolitan area since the last plan that was adopted in 2013. Actions and strategies outlined here are the Forks MPO’s three modal plan elements are summarized into an Executive Summary. Those three modal elements are the Street/Highway Plan (adopted December 2018), Transit Development Plan (adopted July 2017) and the Bicycle and Pedestrian Plan (adopted January 2019). The three documents work together to guide planning and funding for multimodal transportation in the Grand Forks/East Grand Forks metropolitan area.

FIGURE 1-4: FORKS MPO TRANSPORTATION PLANS



PUBLIC PARTICIPATION PLAN

Forks MPO's adopted Public Participation Plan (PPP) serves as a framework of guidelines for the MPO's public engagement processes. Public involvement procedures are also required by federal regulations to be in place and periodically reviewed regarding the effectiveness of the process to ensure open access is provided to all. The PPP provides guidance for how the TIP is to be developed and made available for public review and comment. See:

https://www.theforksmpo.org/public_participation/public_participation_plan_ppp

PROGRAMMING THE TIP

MnDOT has established eight Area Transportation Partnerships (ATPs) throughout the state to manage the programming of Federal transportation projects. Each of these ATPs is responsible for developing a financially constrained Area Transportation Improvement Program (ATIP) and incorporated into a financially constrained STIP.

MnDOT District 2 is represented by NWATP (<http://www.dot.state.mn.us/d2/atp/index.html>). Like the MPO, the purpose of the ATP is to prioritize projects in the larger region for receiving federal funding. This priority list is called the Area Transportation Improvement Program (ATIP) and is combined with the other ATIPs from the other ATPs around the state. This combined document is the draft STIP.

Although the ATP encompasses the MPO MPA, the MPO through the development of the TIP leads the project selection of the projects located within the MPA boundaries. The ATP leads the project selection outside the MPA boundaries.

As the designated MPO for the urbanized area, the Forks MPO must develop its TIP that is incorporated into the ATIP and subsequently, the STIP. The STIP must be consistent with the TIP.

The TIP project solicitation and development process begins in September. Projects originate from:

- MPO MTP
- Implementing jurisdiction and/or agency project submittals and program solicitations

Projects meeting the minimum qualifying criteria are prioritized by the MPO's TAC into one intermodal project list per state.

The MPO, in cooperation with NDDOT, MnDOT and the public transportation operators, cooperatively implement a process for solicitation, prioritization, and selection of transportation improvement projects which are eligible for federal aid.

MPO member jurisdictions and agencies that are interested in pursuing transportation projects within the MPA must follow a specific process and satisfy certain criteria.

The Forks MPO has adopted and maintains a TIP Procedural Manual that identifies the specific actions the Forks MPO undertakes in developing a TIP (see: <https://www.theforksmpo.org/common/pages/DisplayFile.aspx?itemId=16985775>).

Prioritization considerations include the following:

- Project Screening
- Project Prioritization
- Project Selection
- Projects by Year
- Project Selection Criteria for Year Placement

PROJECT SCREENING

Each project must meet certain minimum requirements. These screening criteria are posed as “yes/no/not applicable” questions and no points are assigned. A “no” answer precludes the project from further consideration.

- Is the proposed project consistent with the MTP (current MTP or the draft MTP under development) in terms of scope, termini, and timing?
- Does the proposed project include a reasonable cost estimate and a funding plan?
- Is the proposed project eligible for the requested Federal aid program?
- If the proposed project is in the first four years of the TIP (Federal TIP) can the project meet NEPA, design, right-of-way and/or construction letting milestones within the TIP time frame?
- Will the completed project comply with ADA requirements?
- Will the project comply with Title VI and environmental justice requirements?

PROJECT PRIORITIZATION

As a management tool for monitoring progress in implementing the Forks MPO’s MTP, the MPO staff evaluate, based upon established scoring criteria, each project’s ability to fulfill the goals of the MPO’s MTP. The scoring criteria provide a series of yes/no questions which indicate how the proposed project will incorporate the goals of the MPO’s MTP.

Each funding program has individualized criteria, but each has a total scoring value of 100 points. The criteria are essentially the same for each program; however, the criteria are weighted differently to ensure the individual program has the appropriate focus for that program. While all funding programs support the multi-modalism of the MTP, a classic example of the weighting system is the transportation enhancement program is weighted more towards providing non-motorized transportation than another program that is more focus on motorized traffic. Programs which traditionally focus on motorized transportation receive additional points by providing facilities or improvements to the non-motorized transportation. Ideally,

projects being programmed into the TIP will receive a score of 60 or above to support the multi-modalism of the MTP.

Agencies are encouraged to use the evaluation system while they are preparing their projects for submission as a checklist to ensure their projects are fulfilling the goals of the MTP, see Table 1-1.

PROJECT SELECTION

Selection of projects for implementation from the list of projects in the approved TIP is necessary to decide which projects receive funding in any fiscal year. It is recognized that even with the best design and scheduling efforts, projects may not be ready to receive funding for a particular phase or a jurisdiction's shifting priorities may require one project to be advanced over another.

During project selection agencies work cooperatively to select projects based on the Project Selection Criteria.

PROJECTS BY YEAR

1. Projects In the 1st Year of the TIP

In accordance with Federal regulation the first year of the TIP shall constitute an "agreed to" list of projects for project selection purposes. Therefore, any project in the first year of the TIP is automatically considered "selected" and no further action is needed. During development of the TIP, projects to be included in the first year of the TIP shall be selected based on the criteria noted in the Project Selection Criteria section.

2. Projects In the 2nd, 3rd, and 4th Years of the TIP

In accordance with Federal regulation, projects in any of the years of the TIP may be advanced in place of another project. To proceed with any project in the 2nd, 3rd, or 4th year of the TIP, specific project selection procedures must be followed. Project selection must be undertaken for several reasons. With time, the 2nd year of the TIP becomes the new current fiscal year, and some projects in the outer years are ready to be advanced, and some projects in the current fiscal year of a TIP are delayed resulting in "rolled-over" funds. As a result, project selection becomes a necessity for managing the TIP and maintaining fiscal constraint. Projects to be selected from the 2nd, 3rd, and 4th year of the TIP shall be selected based on the criteria noted in the Project Selection Criteria section.

PROJECT SELECTION CRITERIA FOR YEAR PLACEMENT

These criteria will serve as guidance to the Forks MPO and lead agencies for selecting projects and determining what year they show up in the TIP. Newly proposed projects may be considered, provided they are consistent with the MTP, meet all other TIP project requirements and are process through the TIP revision process.

- a. Is it likely that the funds programmed for the project will be obligated/awarded by the end of the FY?

- b. Will any necessary State/local agreement be approved in time?
- c. Will design/development of the project be at a stage to allow the next funding to be obligated?
- d. Will the procurement process (ex. vehicle purchases) be at a stage to allow for the funding to be acquired?
- e. Will all local government approvals be received to allow for the obligation/award of the funds?

FUNDING SOURCES

Projects included in the TIP will be funded by one or more of the following funding categories. Legislation allows Forks MPO, NDDOT, MnDOT, and transit operators to reserve, through the “3C” process, the ability to determine which of these funding categories – and how much of each – will ultimately be used to fund any given project in the TIP. As such, the amounts and types of funding shown in the project tables may be subject to modifications.

Funding sources are identified on the following pages by the acronym in parentheses after each funding name listed below.

BONDS (BF)

Funding identified as BF in the TIP indicate that projects are being funded almost exclusively with bond funds.

BRIDGE REPLACEMENT OFF-SYSTEM (BROS)

A federally funded bridge replacement program intended to reduce the number of deficient off-system bridges within the state. This program applies to bridges under the jurisdiction of a public authority, located on a non-federal aid roadway and open to the public.

DEMO

HPP, Earmark, National Corridor Improvement Program, Projects of National & Regional Significance and all projects that have a Demo ID.

EARLY LET LATE ENCUMBRANCE (ELLE)

MnDOT’s ELLE process is a tool used to manage project delivery and fluctuations in funding. This process is used on MnDOT projects only and affects both the federal and state funding targets and the State Road Construction Budget in the year of funding availability. ELLE projects are let in one state fiscal year (July 1 to June 30) and awarded (i.e., funds encumbered) in the following fiscal year. The advantage of ELLEs are that it allows the project to be let and awarded in advance of funding availability so that work can begin as soon as the next SFY begins.

FEDERAL TRANSIT ADMINISTRATION (FTA)

Transit funding authorized by the FAST Act is managed in several ways. The largest amount is distributed to the states by formula; other program funds are discretionary. FTA transit allocations may be administered by the state or be granted directly to the transit agency.

Projects identified as FTA-funded in the TIP are generally funded by one of several subcategories that represent different programs administered by the FTA to provide either capital or operating assistance to public transit providers.

HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)

The Highway Safety Improvement Program is aimed at achieving a significant reduction in traffic fatalities and serious injuries on all public roads and is related to addressing conditions identified in a state's Strategic Highway Safety Plan (SHSP). Funds – allocated based upon merit by MnDOT's Office of Traffic Safety and Technology – may be used for a variety of safety improvements on any public road. Publicly owned bicycle and pedestrian pathways or trails are also eligible for HSIP dollars. The Federal share is 90% (for certain projects it can be 100%), and up to 10% of a state's HSIP funds can be used to help fund other activities including education, enforcement, and emergency medical services.

HIGHWAY RAIL GRADE CROSSING & RAIL SAFETY (RRS)

Railroad-highway grade crossing safety is funded under 23 USC Section 130. The current Federal participation for railroad-highway grade crossing safety improvement projects is 100 percent of the cost of warning system. Normally it is expected that the local road authority will pay for roadway or sidewalk work that may be required as part of the signal installation. Limited amounts of state funds are available for minor grade crossing safety improvements.

LOCAL FUNDS (LF)

Funding identified as LF in the TIP indicate projects that are being funded almost exclusively with local funds but are identified as regionally significant and are therefore included in the TIP.

NATIONAL HIGHWAY FREIGHT PROGRAM (NHFP)

The purpose, among other goals, of the National Highway Freight Program (NHFP) is to improve efficient movement of freight on the National Highway Freight Network (NHFN). Section 1116 of the FAST Act amends 23 U.S.C. § 167 to establish the National Highway Freight Program (NHFP). Section 1116 also provides for a new National Highway Freight Network (NHFN), replacing the National Freight Network and Primary Freight Network established under the Moving Ahead for Progress in the 21st Century Act (MAP-21). Section 1116 requires the re-designation of the NHFP every five years, and repeals Section 1116 of MAP-21, which allowed for an increased Federal share for certain freight projects.

NATIONAL HIGHWAY PERFORMANCE PROGRAM (NHPP)

The NHPP provides support for the construction and performance of the National Highway System (NHS), for the construction of new facilities on the NHS, and to ensure that investments of Federal-aid funds in highway construction are directed to support progress toward the achievement of performance targets established in a state's asset management plan for the NHS.

STATE FUNDS (SF)

Funding identified as SF in the TIP indicate that projects are being funded in part or completely with state funds. Funding sources include, but are not limited to, motor fuel, vehicle sales tax, and general fund transfers.

SURFACE TRANSPORTATION BLOCK GRANT PROGRAM (STBGP)

The Surface Transportation Block Grant Program (STBGP) provides flexible funding that may be used by States and localities for projects to preserve and improve the conditions and performance on any Federal-aid highway, bridge and tunnel projects on any public road, pedestrian and bicycle infrastructure, and transit capital projects, including intercity bus terminals. States and localities are responsible for a minimum 20% share of project costs funded through this program. See Project Selection section for more information on how projects within the MPO's MPA qualify for this type of funding.

TRANSPORTATION ALTERNATIVES (TA)

The Transportation Alternatives (TA) is a revision of the former Transportation Enhancements program under the Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (SAFETEA-LU; 2005) and now funds projects that were previously funded under the Recreational Trails and Safe Routes to School programs. Eligible projects include, but are not limited to, the creation of facilities for pedestrians and bicycles, environmental mitigation or habitat protection as related to highway construction or operations, as well as infrastructure and non-infrastructure related to Safe Routes to School (SRTS) activities. States and localities are responsible for a minimum 20% of TA funds applied to projects. See Project Selection section for more information on how projects within the MPO's MPA qualify for this type of funding.

OTHER

Funding identified as "other" could include funding from State or Federal grants or other funding sources including local funds.

FISCAL CONSTRAINT

The TIP is fiscally constrained by year and includes a financial analysis that demonstrates which projects are to be implemented using existing and anticipated revenue sources, while the existing transportation system is being adequately maintained and operated.

The financial analysis was developed by the MPO in cooperation with NDDOT, MnDOT, public transportation providers, and local jurisdictions who provided the MPO with historic transportation expenditures and forecasted transportation revenue.

In developing the financial plan, the MPO considered all projects and strategies funded under Title 23, U.S.C., and the Federal Transit Act, other Federal funds, local sources, State assistance, and private participation.

A detailed look at fiscal constraint can be found in Chapter 5.

ENVIRONMENTAL JUSTICE

This TIP also includes an Environmental Justice (EJ) evaluation to determine if programmed projects will have a disproportionate impact on people-of-color and/or low-income populations, consistent with the 1994 Executive Order 12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.

A further look at TIP programmed projects in comparison to EJ areas can be found in Chapter 4.

PUBLIC INVOLVEMENT

The MPO affords opportunities for the public and other interested parties to comment on the proposed and approved TIP. Public meeting notices are published in The Herald – the newspaper of record for the MPO – and the TIP document is made readily available for review and comment.

The TIP public participation process is consistent with the MPO’s Public Participation Plan (PPP), updated in summer 2020. The process provides stakeholders a reasonable opportunity to comment on the TIP.

Chapter 6 provides a more comprehensive look at public involvement used in developing the FY 2023-2026 TIP.

Public comments obtained can be found in Appendix B.

SELF CERTIFICATION

Annually as part of the TIP, the MPO self-certifies along with the MnDOT that the metropolitan planning process is being carried out in accordance with all applicable requirements.

Requirements relevant to the MPO include:

- Title VI of the Civil Rights Act of 1964, as amended;
- Prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- Involvement of disadvantaged business enterprises in USDOT-funded projects;
- 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;
- Prohibiting discrimination on the basis of age in programs or activities receiving federal financial assistance;
- Prohibiting discrimination based on gender; and

- Prohibiting discrimination against individuals with disabilities.

A copy of the MPO Board statement of Self Certification is in the front of this document.

2 | PERFORMANCE MEASURES AND TARGETS

The MAP-21 Act instituted transportation Performance Measurement (PM) for state DOTs and MPOs. MAP-21 directed the FHWA and the FTA to develop performance measures to assess a range of factors. State DOTs and MPOs are required to establish targets for each performance measure.

In 2015, the FAST Act was signed into law and expanded upon MAP-21 performance-based outcomes and provided long-term funding certainty for surface transportation infrastructure planning and investment. Performance measures were built into the FAST Act to emphasize planning and programming philosophies that are based upon continuously collected transportation data.

Additionally, the FAST Act included requirements for state DOTs and MPOs to establish targets for various performance measures. These targets set measurable benchmarks for FTA, FHWA, state DOTs, and MPOs to easily track their progress on safety, pavement condition, and system reliability goals. For transit, the targets are on transit assets and transit safety. There are funding implications that are associated with the accomplishment or progress toward each target to incentivize planning efforts be tied to performance targets and goals.

SAFETY PERFORMANCE MEASURE

Rather than adopting each respective State’s targets, the MPO adopted its own Safety Performance Targets beginning in 2018. These targets are required to be revisited annually. Each year the MPO analyzes crash data. This data is based on a five-year rolling average. That is to say that 2016-2020 data is averaged out to provide a base value for establishing 2022 targets. The Forks MPO has adopted the safety targets as shown in Table 2-1 below.

TABLE 2-1: SAFETY PERFORMANCE MEASURE TARGETS FOR 2022

| Performance Measure | Target |
|---|----------------------------------|
| Number of Fatalities | 3 or fewer (decline in trend) |
| Rate of Fatalities | 0.599 per VMT (decline in trend) |
| Number of Serious Injuries | 15 or fewer (decline in trend) |
| Rate of Serious Injuries | 5.296 per VMT (decline in trend) |
| Number of Nonmotorized Fatalities and Serious Injuries. | 4 or fewer (decline in trend) |

INVESTMENT PRIORITIES FOR SAFETY

The Forks MPO’s adopted 2045 MTP provides the investment priorities. Each of the above listed targets are an important component of the Forks MPO’s planned outcome of how its multimodal transportation system will perform. Due to the fiscal constraint requirement,

projects identified within the 2045 MTP, specifically during the first five-year period (to 2027), are listed with careful consideration to their contribution towards being consistent with the MTP.

The Forks MPO has adopted a project selection process to assist in planning and programming projects. Each project is reviewed through several criteria for the project’s likely funding source. Safety is one of the primary criteria considered in all project selection processes.

For example, safety performance-based planning is a system-level, data-driven process to identify strategies and investments. For MPOs, performance measures provide a means of assessing progress toward meeting the intent of the MTP. The MTP implements the required national performance measures. The MTP integrates the safety plans developed by partner agencies, including each state’s Strategic Highway Safety Plan and more localized strategic highway safety plans that apply state-level emphasis areas and strategies consistent with local context and intent to implement. The MTP also identifies projects for Highway Safety Improvement Program (HSIP) funding projects that are expected to have a positive impact toward meeting safety targets.

Table 2-2 shows the results of the 5-year rolling average for 2016-2020 with the CY 2020 targets adopted. It also includes the previous years’ data. The evaluation of performance is only to review the most current 5-year rolling average to the target.

TABLE 2-2: 2016-2020 ROLLING AVERAGE

| SAFETY PERFORMANCE MEASURES | MPO Targets, 2018 | MPO Actuals, 2018 | MPO Targets, 2019 | MPO Actuals, 2019 | MPO Targets, 2020 | MPO Actuals, 2020 |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Number of Traffic Fatalities | 3 or Fewer | 1.8 | 3 or Fewer | 2 | 1.8 or Fewer | 2 |
| 2. Number of Fatalities (Per 100 M VMT) | 0.673 | 0.55 | 0.599 | 0.611 | 0.574 | 0.61 |
| 3. Number of Crash Related Serious Injuries | 18 or Fewer | 13 | 15 or Fewer | 12.8 | 16.56 or Fewer | 12.8 |
| 4. Number of Serious Injuries (Per 100 M VMT) | 5.933 or Lower | 3.976 | 5.296 or Lower | 3.91 | 5.0642 | 3.91 |
| 5. Number of Non-Motorized Fatalities & Number of Non Motorized Serious Injuries | 3 or Fewer | 2 | 4 or Fewer | 2.6 | 3 or Fewer | 2.6 |

ANTICIPATED EFFECT OF TIP PROJECTS ON SAFETY TARGETS

The Forks MPO TIP projects are anticipated to overall contribute positively to State and MPO safety performance targets. Projects in the TIP include safety improvements for all modes by reducing known conflicts, adding new bicycle and pedestrian infrastructure, improving

interstate infrastructure, and more. Some projects use Highway Safety Improvement funds and others do not.

Key projects positively contributing to safety include:

- High Tension Median Cable Guardrail on I-29: ID# 120003
- Construct roundabouts at the intersection of S 5th St, Belmont Rd, and Division Ave; and Bygland Rd and Rhinehart Dr: ID# 120007
- Install speed minder signage at various locations: ID# 121007
- Intersection improvements at S Washington St and 28th Ave S: ID# 122009
- Signal System Replacement and ADA improvements on US-2B at 2nd St NW and 4th St NW: ID# 220004

Pavement and Bridge Performance Measure

There are four targets addressing pavement condition; all pertain to roadways on the National Highway System (NHS). These are further broken down into Interstate Highways or non-Interstate Highways. The Figure 2-1 identifies the roadways within the MPO area as being NHS routes.

There are two targets that address bridges located on NHS roadways. The MPO has adopted each respective State DOT's target for the NHS Bridge Condition.

The targets are 4-year targets, meaning they are adopted initially in 2018. There does exist an opportunity to review after two years when both State DOTs must review their respective pavement and bridge targets. The MPO has adopted its own targets for the Interstate pavement and each respective State DOTs targets for the non-Interstate NHS pavement. Since the MPO adopted the State DOTs targets for non-Interstate NHS pavements, if the State DOTs revise those targets at the mid-performance period review, then the MPO must revise and adopt new targets based within 180 days of the new State DOT adoptions.

In 2020, the State DOTs made revisions. MnDOT adjusted its percentage of bridges in good condition from the initial target of 50% down to 35%. Much of this is not reflective of TIP/STIP projects. Rather, recent improvements to inspection data have resulted in lower % good. An increase in the accuracy of bridge data is providing a better picture of the bridge inventory in the state. MnDOT expects this to now hold steady into the future. NDDOT did not find a reason to make any adjustments during this mid-performance period review. The Forks MPO adopted new targets seen in Table 2-3.

FIGURE 2-1 NHS ROAD NETWORK

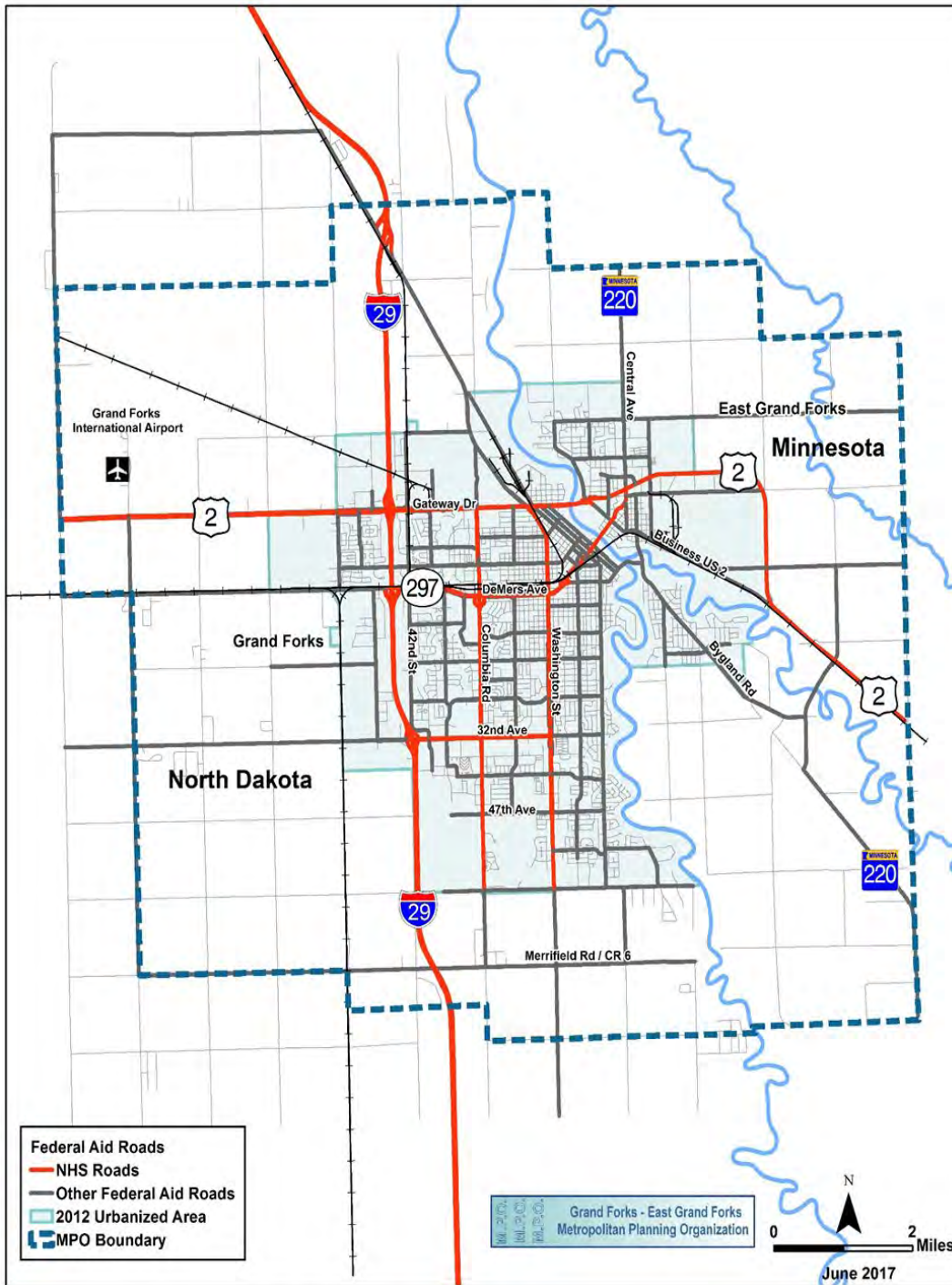


TABLE 2-3: 2018-2021 PAVEMENT AND BRIDGE CONDITION TARGETS

| Performance Measure | Target |
|--|------------------|
| Percent of NHS Bridges in Good Condition | ND 60%; MN 35% |
| Percent of NHS Bridges in Poor Condition | ND 4%; MN 4% |
| Percent of Interstate Pavement in Good Condition | 75.6% |
| Percent of Interstate Pavement in Poor Condition | 3% |
| Percent of Non-Interstate NHS Pavement in Good Condition | ND 58.3%; MN 50% |
| Percent of Non-Interstate NHS Pavement in Poor Condition | ND 3%; MN 4% |

INVESTMENT PRIORITIES FOR PAVEMENT & BRIDGE CONDITION TARGETS

The Forks MPO’s adopted 2045 MTP emphasizes projects and investment priorities that support State of Good Repair for pavement and bridges on the Interstate, non-Interstate NHS, and Federal Aid-Eligible System in North Dakota and Minnesota. Each of the listed targets in Table 2-3 are a component of the MPO’s planned outcome of how its multimodal transportation system will perform.

ANTICIPATED EFFECT OF TIP PROJECTS ON PAVEMENT & BRIDGE CONDITON TARGETS

The Forks MPO TIP projects are anticipated to contribute positively to the overall State and MPO performance targets for Bridge and Pavement Conditions. Key projects are:

- Reconstruct roadway under and rehabilitate the N Washington St Railroad overpass: ID# 119004
- Deck overly and other repairs on various bridges on US-2, US-81, and I-29: ID# 122001
- Rehabilitation to the Columbia Rd Overpass: ID# 120003
- Rehabilitation of the Point Bridge: ID# 522008
- CPR, grinding, pavement rehabilitation, and reconstruction of various roads throughout the Forks MPO area: ID# various

SYSTEM RELIABILITY PERFORMANCE MEASURE

Travel time reliability quantifies the level of consistency in travel times. The MPO has adopted its own targets. These are 4-year targets, meaning they were adopted in 2018 and are to be revisited in 2022. There does exist an opportunity to review at the mid-performance period when both State DOTs must review their respective reliability targets.

NDDOT adjusted its truck travel reliability from the initial target of 3 down to 1.5. Much of this is not entirely reflected of TIP/STIP projects. Rather, NDDOT initially adopted a conservative number that would easily be met. After learning more about the target and its meaning, NDDOT adjusted this target to 1.5. MnDOT did not find a reason to make any adjustments during the mid-performance period review.

TABLE 2-4: PERFORMANCE MANAGEMENT OF THE NHS & INTERSTATE FREIGHT MOVEMENT

| Performance Measure | Target |
|---|----------------|
| Percent of Reliable Person Miles on the Interstate | 90% |
| Percent of Reliable Person Miles Reliable on the non-Interstate NHS | ND 85%; MN 90% |
| Interstate Truck Travel Time Reliability Index | 1.5 |

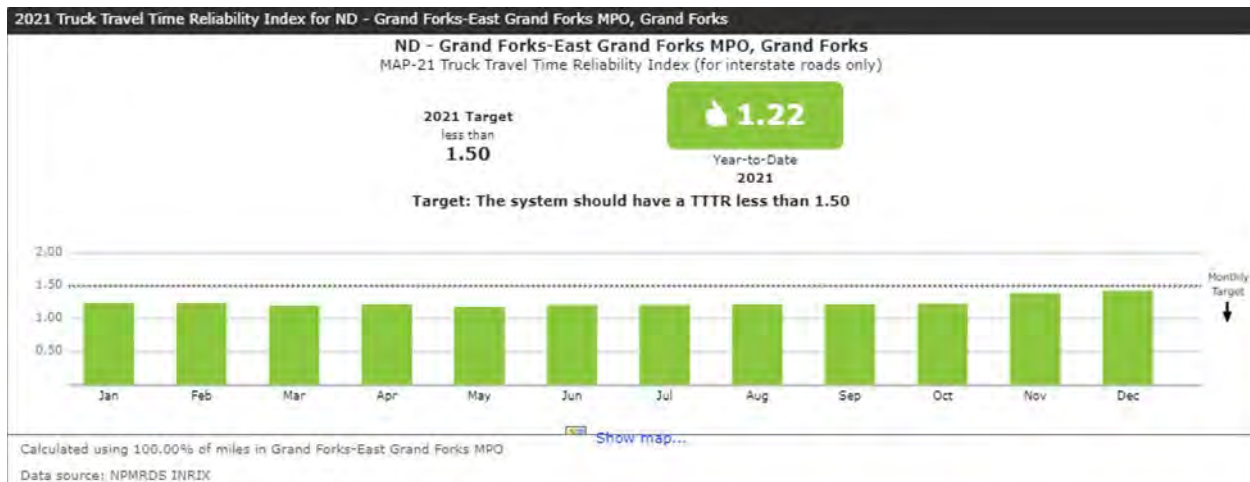
INVESTMENT PRIORITIES FOR TRAVEL RELIABILITY TARGETS

The Forks MPO’s adopted 2045 MTP provides the investment priorities. Targets listed in Table 2-4 are a component of the MPO’s planned outcome of how its multimodal transportation system will perform. The 2045 MTP emphasizes projects that support efficient movement of people and goods on the Interstate, non-Interstate NHS, and Federal Aid-Eligible System in North Dakota and Minnesota.

ANTICIPATED EFFECT OF TIP PROJECTS ON TRAVEL RELIABILITY TARGETS

The Forks MPO TIP projects are anticipated to contribute positively to the overall State and MPO performance targets for travel reliability. Keeping the traffic signals updated, the signal timing synced, and ITS signage is the biggest contributor to meeting the targets.

FIGURE 2-2: INTERSTATE TRUCK TRAVEL TIME RELIABILITY 2021



TRANSIT ASSET MANAGEMENT PLAN PERFORMANCE MEASURE

The MPO adopted CATs Transit Asset Management Plan (TAM Plan) targets in 2018. The MPO is required to revisit the targets four years. Annually, each transit operator must revisit its targets; the MPO can, if it desires, adjust its targets annually to be in alignment with the transit operator.

TABLE 2-5: TRANSIT ASSET PERFORMANCE TARGETS

| Performance Measure | Target |
|---|---------------|
| Percent of equipment useful life benchmark | 80% |
| Percent of rolling stock useful life benchmark | 50% |
| Percent of facilities rated below condition 3 on the TERM scale | 50% |

INVESTMENT PRIORITIES FOR TRANSIT ASSET TARGETS

The Forks MPO's adopted 2045 MTP provides the investment priorities. Each of the above listed targets are a component of the MPO's planned outcome of how its multimodal transportation system will perform.

The national Transit Asset Management performance effort is to achieve a state of good repair. The predominant program that Congress has created to achieve this is the FTA 5339 Program. Most notably, each state has an adopted TAM Plan. The North Dakota TAM Plan has been adopted by the two transit operators even though one is in Minnesota. State of good repair targets are identified within each and specific strategies are adopted.

The Forks MPO MTP – TDP Element has been recently amended to update the potential capital projects to maintain a state of good repair for transit assets. This list is the primary candidate projects for the annual solicitation of federal and state capital funds. Periodically, new, unanticipated funding solicitations are made, and this list is reviewed and adjusted if appropriate.

ANTICIPATED EFFECT OF TIP PROJECTS ON TAM TARGETS

The Forks MPO TIP transit projects are anticipated to contribute positively to the TAM targets. Cities Area Transit and the City of East Grand Forks plans to replace buses and paratransit vehicles. Maintenance of all vehicles is a budget item in all yearly operational costs to maintain the current fleet.

PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP)

PERFORMANCE MEASURE

The Public Transportation Agency Safety Plan (PTASP) regulation requires covered public transportation providers and state DOTs to establish safety performance targets to address the safety performance measures identified in the National Public Transportation Safety Plan.

The requirement is to adopt separate targets for the separate transit services being provided. FTA uses the term “mode”; CATs modes translate into the fixed route and the separate demand response (Dial-A-Ride), which is also called the ADA paratransit service. Fixed route service is quite different from demand response. Hence, the need to prepare separate targets for each service type.

The transit operators are required to work with the MPO in preparing their respective targets. Targets are shown in Table 2-6.

TABLE 2-6: TRANSIT SAFETY

| Mode of Transit Service | Fatalities (total) | Fatalities (per 100 thousand VRM) | Injuries (total) | Injuries (per 100 thousand VRM) | Safety Events (total) | Safety Events (per 100 thousand VRM) | System Reliability (VRM/failures) |
|-------------------------|--------------------|-----------------------------------|------------------|---------------------------------|-----------------------|--------------------------------------|-----------------------------------|
| Fixed Route Bus | 0 | 0 | 5 | 0.2 | 7 or less | 0.28 | 10,000 |
| ADA/Paratransit | 0 | 0 | 1 | 0.1 | 1 or less | 0.1 | 70,000 |

The public transportation operator is required to update the PTASP on an annual basis, but MPOs are not required to adopt PTASP targets on an annual basis. Only once every four years does the MPO have to adopt PTASP targets.

INVESTMENT PRIORITIES FOR PTASP

The Forks MPO’s adopted 2045 MTP provides the investment priorities. Each of the above listed targets are a component of the MPO’s planned outcome of how its multimodal transportation system will perform.

The Forks MPO has a project selection process adopted to assist it in planning and programming projects. Each possible project is reviewed through several criteria pertinent to the projects likely funding source. Safety is one of the considered criteria.

The Forks MPO MTP – TDP Element tracks 5307 funding going to vehicle maintenance and the 5339 funding that is replacing buses before they become a safety issue. A list of capital needs to maintain safety is in the TDP Element. Periodically, new, unanticipated funding solicitations are made, and this list is reviewed and adjusted if appropriate.

ANTICIPATED EFFECT OF TIP PROJECTS ON PTASP TARGETS

The Forks MPO TIP transit projects are anticipated to contribute positively to the PTASP targets. Meeting the targets for transit asset management will keep the system reliable and reduce safety events. Driver safety training and rider information is part of the operational costs of the system. Training will keep drivers aware and up to date on best safety practices to prevent fatalities and serious injuries.

CONCLUSION ON PERFORMANCE

The Grand Forks-East Grand Forks MPO understands it is in the early stages of developing a fully compliant, performance-based MTP. As multiple years of data is collected for the performance measures and their targets, the MPO will monitor performance and evaluate if trends are moving toward meeting the targets. The Grand Forks-East Grand Forks MPO commits to adjusting planning strategies to meet the performance targets if the desired results are not being met.

3 | FY 2023 – 2026 TIP PROJECTS

The transportation projects listed in the TIP are shown in chart form and grouped by project location/jurisdiction for the Grand Forks and East Grand Forks areas. North Dakota projects are listed first, and Minnesota projects second. Projects include all modes and are listed in priority by year.

A separate section contains Illustrative projects, which are projects that member jurisdictions would like to complete; however, funding for them has not been identified at this time. If funding does become available for these projects, the TIP will need to be amended before the project can proceed. Additional projects not on the federal aid system are scheduled by the member jurisdictions but do not appear in this document. Contact any member jurisdictions for a listing of local projects not on the federal aid system.

Projects are listed by “Responsible Agency” (Grand Forks, East Grand Forks, NDDOT, and MnDOT) have been combined into sub-area listings for the Grand Forks and East Grand Forks Areas. An explanation of each item title follows.

The following items are generic to all projects:

| URBAN AREA | PROJECT LOCATION | FACILITY | ESTIMATED COST (THOUSANDS) | | | | | STAGING |
|----------------|--------------------|----------------|----------------------------|-----------------------|-------|-------|-------|---------|
| | RESPONSIBLE AGENCY | CLASSIFICATION | PROJECT DESCRIPTION | AND SOURCE OF FUNDING | | | | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | TOTAL | FEDERAL | STATE | OTHER | LOCAL | P.E. |
| | | | | | | | | R.O.W. |
| | | | | | | | | CONSTR. |
| | | | FUNDING SOURCE | | | | | TOTAL |

URBAN AREA/PROJECT NUMBER:

Urban Area refers to whether the project is located on the Grand Forks or East Grand Forks side of the river. Project numbers are used for reference within the Forks MPO. Each State has its own project number give to it by the State. All projects are listed chronologically, with first year projects considered higher priority than second- or third-year projects; except for certain ongoing programs such as transit operating assistance.

PROJECT LOCATION:

The project location places the project within the legal boundaries of the stated jurisdiction. In cases where the project shares jurisdictional land, the two or three jurisdictions are listed, or the jurisdiction that is taking the lead in the project is listed.

RESPONSIBLE AGENCY:

The responsible agency usually initiates the project, requests funding, and processes the paperwork necessary for project completion.

PROJECT TYPE:

Describes the type of project by the characteristic of the project. For example, roadway replacement projects of existing facilities are labeled as "Reconstruction" and new facilities are indicated as "New."

FACILITY:

The facility is the roadway or route on which the project will be completed.

CLASSIFICATION:

The classification is the functional classification of that roadway or route as defined by the Grand Forks-East Grand Forks Metropolitan Planning Organization.

FUNDING STATUS:

Funding Status indicates whether a project is funded in part with federal funds or entirely with local funds. For projects partially funded with federal dollars, a "Discretionary" or "Entitlement" designation is indicated.

Discretionary funding identifies those federal projects with funding that requires prioritization and prior approval by a primary review agency. This would include projects funded with any type of federal funding distributed on a competitive basis, such as projects in North Dakota on the National Highway System, the North Dakota Primary or Regional State Highway Systems. In Minnesota, federal highway is primarily distributed on a competitive basis with the exception of NWATP City Sub-target funds. These rotate each year to one of the four Urban Cities in NW Minnesota.

Transit entitlement funding refers to services or projects eligible under the Section #5307 Program. Urban areas receive Section #5307 funds annually from the Federal Transit Administration to provide fixed-route and paratransit services. These funds are distributed on a formula basis and do not directly compete with other projects.

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST (THOUSANDS) | | | | | STAGING |
|------------|------------------|--------------------|---------------------|----------------------------|-----------------------|---------|-------|-------|---------|
| | PROJECT NUMBER | RESPONSIBLE AGENCY | | CLASSIFICATION | AND SOURCE OF FUNDING | | | | |
| | | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL |
| | PROJECT TYPE | FUNDING STATUS | | | | | | | R.O.W. |
| | | | | FUNDING SOURCE | | | | | CONSTR. |
| | | | | | | | | | TOTAL |

PROJECT DESCRIPTION:

Project description further identifies the project to be carried out on the previously stated "facility" by describing the limits and types of improvements.

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST (THOUSANDS) | | | | | STAGING |
|----------------|--------------------|----------------|---------------------|----------------------------|---------|-------|-------|-------|------------|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | AND SOURCE OF FUNDING | | | | | Operations |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. |
| | | | | | | | | | CONSTR. |
| FUNDING SOURCE | | | | | | | | | TOTAL |

ESTIMATED COST AND FUNDING:

The total estimated cost of the described project is listed in this section with anticipated funding agency participation by categories of federal, state, other and local. The listed estimated costs for highway, enhancement, safety, and bridge projects sometimes can include preliminary engineering, right-of-way, and construction costs for each project.

FUNDING SOURCES:

Describes the primary funding program that is providing most of the revenue towards the project. Such example of funding include the North Dakota Urban Roads Program (URP). Under URP, Highway Safety Improvement Program (HSIP), or FTA #5307 program.

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST (THOUSANDS) | | | | | STAGING |
|----------------|--------------------|----------------|---------------------|----------------------------|---------|-------|-------|-------|------------|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | AND SOURCE OF FUNDING | | | | | Operations |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. |
| | | | | | | | | | CONSTR. |
| FUNDING SOURCE | | | | | | | | | TOTAL |

STAGING:

The staging section depicts the latest estimate for work toward a project's completion. It also identifies for transit whether the project is for operating costs or capital purchase costs. The highway stages are listed as: Preliminary Engineering (PE); which includes the post-planning, pre-construction engineering work on the project; right-of-way (R.O.W.), which is the arrangement for and purchase of land/or building for the construction of a roadway; and Construction (Const.) which is the actual carrying out of the project.

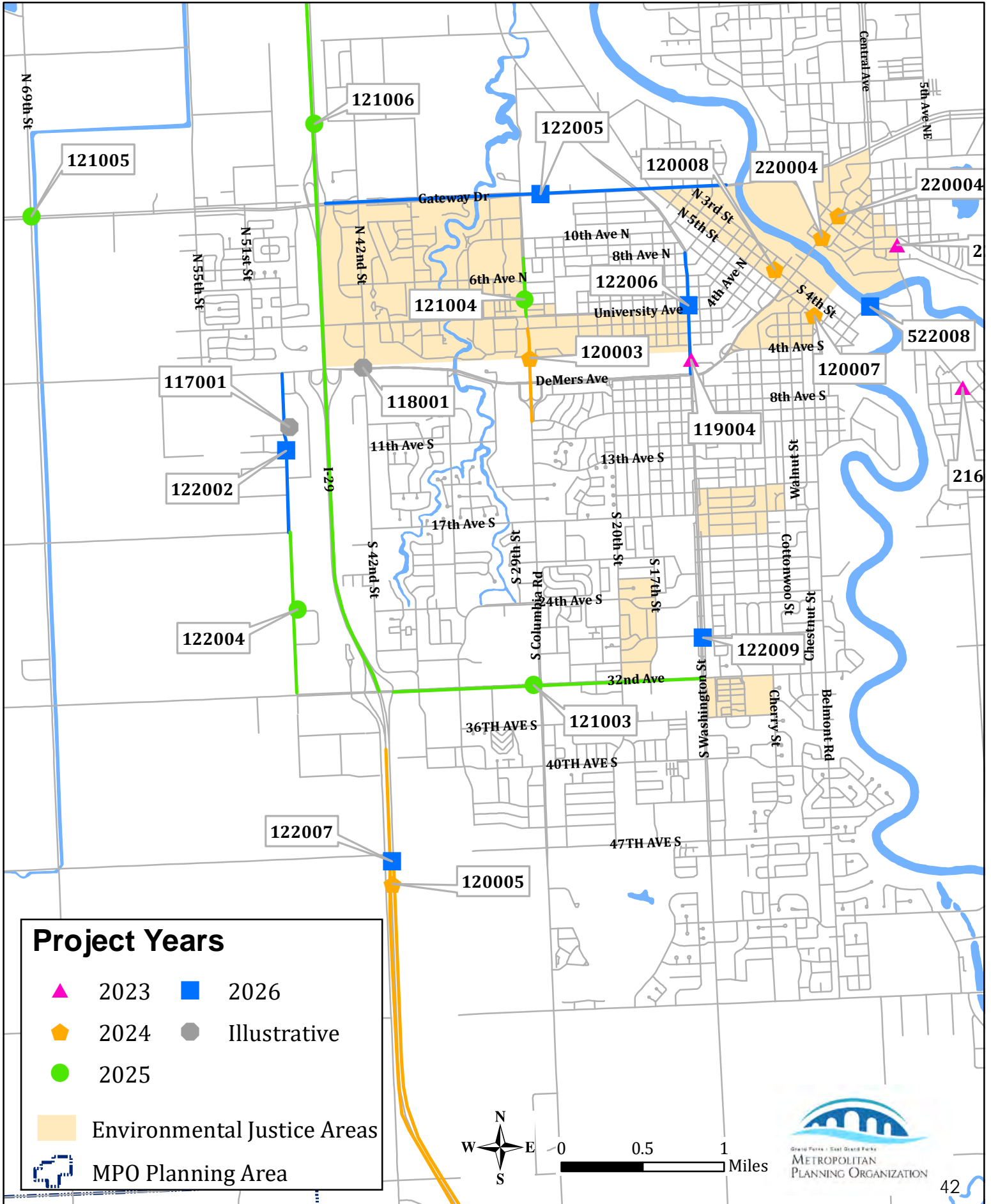
This staging for highways only really comes into play for the “regionally significant” projects. For these highly impactful projects in our MPA, each of these individual stages are identified by the year the stage is schedule to be complete. This assists in showing how projects progress towards implementation.

For non-regionally significant, these stating costs are grouped from projects that only use federal funds towards one of these stages. The exception being the construction costs. That is individually listed for every project.

NORTH DAKOTA PROJECT LISTINGS

FIGURE 3-1: NORTH DAKOTA PROJECT LOCATIONS

2023- 2026 ND Transportation Improvement Program



GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION
TRANSPORTATION IMPROVEMENT PROGRAM
FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST | | | | | STAGING | ANNUAL | FUTURE | | | | | |
|-------------------------------|-----------------------------|----------------|---|---|-----------|-----------|---------|---------|------------|------------|--------------|-------|-----------|--|--|--|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | AND SOURCE OF FUNDING | | | | | | ELEMENT | EXPENDITURES | | | | | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | | 2023 | 2024 | 2025 | 2026 | | | |
| | | | | | | | | | | Operations | | | | | | |
| | | | | | | | | | Capital | | | | | | | |
| | | | | | | | | | P.E. | | | | | | | |
| | | | | | | | | | R.O.W. | | | | | | | |
| | | | | | | | | | CONSTR. | | | | | | | |
| | | | | | | | | | TOTAL | | | | | | | |
| Grand Forks #119001 No PCN | Grand Forks | NA | Operating subsidy for proposed Grand Forks transit service. The service will operate 6 days a week and averages 62.5 hours of revenue service daily. Bus for the period January 1, 2023 to December 31, 2023 (costs for fixed-route service are estimates). | REMARKS: Total operating cost for Public Transit Fixed-Route and Demand Response estimated fixed route fare is \$275,555 East Grand Forks contract payment is shown as other UND contributes for Shuttle service shown as other | | | | | | | | | | | | |
| | Grand Forks | Operations | | | | | | | Operations | 3,583,580 | | | | | | |
| | Fixed-Route Transit Service | Entitlement | Excludes FTA Programs 5339 and 5310 costs | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | NA | | | | | | |
| | | | | | 3,583,580 | 1,253,820 | 272,220 | 958,540 | 1,099,010 | CONSTR. | NA | | | | | |
| | | | | | | | | | FTA 5307 | | (50/50) | TOTAL | 3,583,580 | | | |
| Grand Forks #119002 No PCN | Grand Forks | NA | Capital Purchase/Replacement of Safety and/or security hardware and software | REMARKS: | | | | | | | | | | | | |
| | Grand Forks | Capital | | | | | | | Operations | NA | | | | | | |
| | Fixed-Route Transit Service | Entitlement | NOTE: Grand Forks Public Transportation consist of Fixed-Route, Demand Response service. | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | NA | | | | | | |
| | | | | | 16,400 | 13,120 | 0 | 0 | 3,280 | CONSTR. | NA | | | | | |
| | | | | | | | | | FTA 5307 | | (80/20) | TOTAL | 16,400 | | | |
| | | | | REMARKS: | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST AND SOURCE OF FUNDING | | | | | STAGING | ANNUAL ELEMENT | FUTURE EXPENDITURES | | | | |
|----------------------------------|--------------------|--------------------|---|--|-----------|-----------|-------|-----------|------------|----------------|---------------------|--------|---------|-------|--|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | | | | | | | 2023 | 2024 | 2025 | 2026 | | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | REMARKS: | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Operations | Capital | P.E. | R.O.W. | CONSTR. | TOTAL | |
| | | | | FUNDING SOURCE | | | | | | | | | | | |
| Grand Forks #119003 PCN 23232 | Grand Forks | Varies | The City of Grand Forks will rehab traffic signals on the Urban Road system throughout Grand forks | | | | | | | | | | | | |
| | Grand Forks | Varies | | | | | | | Operations | 0.00 | | | | | |
| | ITS Rehab | Discretionary | | | | | | | Capital | 0.00 | | | | | |
| | | | | | | | | | P.E. | N/A | | | | | |
| | | | | | | | | R.O.W. | N/A | | | | | | |
| | | | | 3,335,000 | 2,360,000 | | | 975,000 | CONSTR. | 3,335,000 | | | | | |
| | | | | Bridge Program | | | | | TOTAL | 3,335,000 | | | | | |
| Grand Forks #119004 PCN 22167 | Grand Forks | N Washington | Reconst the roadway, rehabilitate the structure and make sidewalks ADA compliant for the railroad underpass on US 81 B (N Washington St) just north of the intersection of ND 297 (DeMers Ave). | | | | | | | | | | | | |
| | NDDOT | Principle Arterial | | | | | | | Operations | | | | | | |
| | Bridge Reconstruct | Discretionary | | | | | | | Capital | | | | | | |
| | | | | | | | | | P.E. | | | | | | |
| | | | | 11,150,000 | 9,023,696 | 1,011,304 | | 1,115,000 | CONSTR. | 11,150,000 | | | | | |
| | | | | Urban Regional Secondary Roads & Bridge Programs | | | | | TOTAL | 11,150,000 | | | | | |
| Grand Forks #122001 PCN 23015 | Grand Forks | Varies | Deck overly and other repairs on various bridges on US-2, US-81, and I-29. | | | | | | | | | | | | |
| | NDDOT | Varies | | | | | | | Operations | | | | | | |
| | Bridges | Discretionary | | | | | | | Capital | | | | | | |
| | | | | | | | | | P.E. | | | | | | |
| | | | | 3,426,000 | 2,740,800 | 685,200 | | | CONSTR. | 3,426,000 | | | | | |
| | | | | Bridge | | | | | TOTAL | 3,426,000 | | | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| FY 2023 Grouped Projects | | | | | | |
|---------------------------------|--|--------|---------|-------|-------|-------|
| Project Phase | Identifies the cost estimates for each phase. Only PE has any project phase cost estimate. No ROW or Utilities phases for projects within MPO Area | TOTAL | FEDERAL | STATE | OTHER | LOCAL |
| Preliminary Engineering (PE) | | 62,570 | 56,320 | 6,260 | 0 | 0 |
| Right of Way (ROW) | | 0 | 0 | 0 | 0 | 0 |
| Utilities | | 0 | 0 | 0 | 0 | 0 |

Grouped projects are for all North Dakota side projects in the MPO Study Area that have not had the project phase already authorized.

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST | | | | | STAGING | ANNUAL ELEMENT | FUTURE EXPENDITURES | | | |
|----------------------------|-----------------------------|----------------|---|--|------------|-----------|---------|---------|------------|----------------|---------------------|------|------|--|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | AND SOURCE OF FUNDING | | | | | | 2023 | 2024 | 2025 | 2026 | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Operations | | | | | |
| | | | | | | | | | R.O.W. | | | | | |
| FUNDING SOURCE | | | | | | | | | CONSTR. | | | | | |
| | | | | | | | | | TOTAL | | | | | |
| Grand Forks #120001 PCN | Grand Forks | NA | Operating subsidy for proposed Grand Forks transit service. The service will operate 6 days a week and averages 62.5 hours of revenue service daily. Bus for the period January 1, 2024 to December 31, 2024 (costs for fixed-route service are estimates). | REMARKS: Total operating cost for Public Transit Fixed-Route and Demand Response Estimated fixed route fare is \$292,381 East Grand Forks contract payment is shown as other UND contributes for Shuttle service shown as other | | | | | | | | | | |
| | Grand Forks | Operations | | | Operations | 3,673,170 | | | | | | | | |
| | Fixed-Route Transit Service | Entitlement | | Excludes FTA Programs 5309 and 5310 costs | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | NA | | |
| | | | | | 3,673,170 | 1,285,166 | 279,026 | 982,504 | 1,126,485 | CONSTR. | | NA | | |
| | | | | | | | | | TOTAL | | 3,673,170 | | | |
| FTA 5307 | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| Grand Forks #120002 PCN | Grand Forks | NA | Capital Purchase/Replacement of Safety and/or security hardware and software | REMARKS: | | | | | | | | | | |
| | Grand Forks | Capital | | | Operations | | | | | | NA | | | |
| | Fixed-Route Transit Service | Entitlement | | Grand Forks Public Transportation consist of Fixed-Route, Demand Response service. | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | NA | | |
| | | | | | 16,400 | 13,120 | 0 | 0 | 3,280 | CONSTR. | | NA | | |
| | | | | | | | | | TOTAL | | 16,400 | | | |
| FTA 5307 | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST AND SOURCE OF FUNDING | | | | | STAGING | ANNUAL ELEMENT | FUTURE EXPENDITURES | | | |
|-------------------------------------|--------------------|--------------------|--|--|-----------|-----------|-------|-----------|------------|----------------|---------------------|------|------|--|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | | | | | | | 2023 | 2024 | 2025 | 2026 | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Operations | | | | | |
| | | | | | | | | | | Capital | | | | |
| FUNDING SOURCE | | | | | | | | | P.E. | | | | | |
| | | | | | | | | | R.O.W. | | | | | |
| | | | | | | | | | CONSTR. | | | | | |
| | | | | | | | | | TOTAL | | | | | |
| Grand Forks #120003 PCN | Grand Forks | Columbia Road | Structure rehabilitation for the Columbia Road Overpass between 9th Ave S and 2nd Ave N | REMARKS: | | | | | | | | | | |
| | NDDOT | Principal Arterial | | | | | | | | | | | | |
| | Reconstruction | Discretionary | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | | |
| | | | | 8,930,000 | 6,744,000 | | | 2,186,000 | CONSTR. | | 8,930,000 | | | |
| | | | | Urban Roads Local Program | | | | | TOTAL | | 8,930,000 | | | |
| Grand Forks #120004 PCN 23348 | Grand Forks | varies | The NDDOT will rehab traffic signals on the Urban Regional Roads system throughout Grand Forks | REMARKS: | | | | | | | | | | |
| | NDDOT | varies | | | | | | | | | 0.00 | | | |
| | ITS Rehab | Discretionary | | | | | | | | | 0.00 | | | |
| | | | | | | | | | | | | NA | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | NA | | | |
| | | | | 6,668,000 | 5,334,400 | 1,058,700 | | 274,900 | CONSTR. | | 6,668,000 | | | |
| | | | | Urban Regional Secondary Roads Program | | | | | TOTAL | | 6,668,000 | | | |
| Grand Forks #120005 PCN 23333 | Grand Forks | I29 | High Tension Median Cable Guardrail Fargo District to Grand Forks | REMARKS: | | | | | | | | | | |
| | NDDOT | Interstate | | | | | | | | | 0.00 | | | |
| | Safety | Discretionary | | | | | | | | | 0.00 | | | |
| | | | | | | | | | | | | 0.00 | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | 0.00 | | | |
| | | | | 4,469,000 | 4,022,000 | 447,000 | | | CONSTR. | | 4,469,000 | | | |
| | | | | Highway Safety Improvement Program | | | | | TOTAL | | 4,469,000 | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST AND SOURCE OF FUNDING | | | | | STAGING | ANNUAL ELEMENT | FUTURE EXPENDITURES | | | | | | |
|----------------------------|--------------------|----------------|---|--|---------|-------|-------|-------|--------------------------------|----------------|---------------------|------|------|-------|--|-----------|--|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | | | | | | | 2023 | 2024 | 2025 | 2026 | | | | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Operations | | | | | | | | |
| | | | | | | | | | | Capital | | | | | | | |
| | | | | | | | | | P.E. | | | | | | | | |
| | | | | | | | | | R.O.W. | | | | | | | | |
| | | | | | | | | | CONSTR. | | | | | | | | |
| | | | | | | | | | TOTAL | | | | | | | | |
| Grand Forks #120006 PCN | Grand Forks | I-29 | CPR, grinding of I-29 near the 32nd Ave S Interchange and southward to ND 15 (Thompson) Interchange. Both directions. | REMARKS: STIP has listed as two separate projects. 3 miles are within the MPO area | | | | | | | | | | | | | |
| | NDDOT | Interstate | | | | | | | Operations | | | | | | | | |
| | Rehabilitation | Discretionary | | | | | | | Capital | | | | | | | | |
| | | | | | | | | | P.E. | | | | | | | | |
| | | | | | | | | | R.O.W. | | | | | | | | |
| | | | | | | | | | CONSTR. | | 1,906,000 | | | | | | |
| | | | | | | | | | TOTAL | | 1,906,000 | | | | | | |
| | | | | | | | | | Interstate Maintenance Program | | | | | TOTAL | | 1,906,000 | |
| Grand Forks #120007 PCN | Grand Forks | S 5th St | Construct a roundabout at the S 5th St, Belmont Rd, and Division Ave intersection | REMARKS: | | | | | | | | | | | | | |
| | Grans Forks | Minor Arterial | | | | | | | Operations | | | | | | | | |
| | Construct | Discretionary | | | | | | | Capital | | | | | | | | |
| | | | | | | | | | P.E. | | | | | | | | |
| | | | | | | | | | R.O.W. | | | | | | | | |
| | | | | | | | | | CONSTR. | | 1,600,000 | | | | | | |
| | | | | | | | | | TOTAL | | 1,600,000 | | | | | | |
| | | | | | | | | | Main Street | | | | | TOTAL | | 1,600,000 | |
| Grand Forks #120008 PCN | Grand Forks | N 4th St | Reconstruction between 1st Ave N and 2nd Ave N | REMARKS: | | | | | | | | | | | | | |
| | Grand Forks | Minor Arterial | | | | | | | Operations | | | | | | | | |
| | Reconstruct | Discretionary | | | | | | | Capital | | | | | | | | |
| | | | | | | | | | P.E. | | | | | | | | |
| | | | | | | | | | R.O.W. | | | | | | | | |
| | | | | | | | | | CONSTR. | | 2,700,000 | | | | | | |
| | | | | | | | | | TOTAL | | 2,700,000 | | | | | | |
| | | | | | | | | | Main Street | | | | | TOTAL | | 2,700,000 | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| FY 2024 Grouped Projects | | | | | | |
|-------------------------------------|--|--------------|----------------|--------------|--------------|--------------|
| Project Phase | Identifies the cost estimates for each phase. Only PE has any project phase cost estimates. No ROW or Utilities phases for projects within MPO Area | TOTAL | FEDERAL | STATE | OTHER | LOCAL |
| Preliminary Engineering (PE) | | 235,150 | 211,630 | 23,520 | 0 | 0 |
| Right of Way (ROW) | | 0 | 0 | 0 | 0 | 0 |
| Utilities | | 0 | 0 | 0 | 0 | 0 |

Grouped projects are for all North Dakota side projects in the MPO Study Area that have not had the project phase already authorized.

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST (THOUSANDS) AND SOURCE OF FUNDING | | | | | STAGING | ANNUAL ELEMENT | FUTURE EXPENDITURES | | | |
|---------------------|--------------------|-----------------------------|---|--|-----------|---------|-----------|-----------|------------|----------------|---------------------|------|-----------|----|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | | | | | | | 2023 | 2024 | 2025 | 2025 | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Operations | | | | | |
| | | | | FUNDING SOURCE | | | | | CONSTR. | | | | | |
| | | | | TOTAL | | | | | TOTAL | | | | | |
| Grand Forks #121001 | Grand Forks | NA | Operating subsidy for proposed Grand Forks transit service. The service will operate 6 days a week and averages 62.5 hours of revenue service daily. Bus for the period January 1, 2025 to December 31, 2025 (costs for fixed-route service are estimates). | REMARKS: Total operating cost for Public Transit Fixed-Route and Demand Response Estimated fixed route fare is \$292,381 East Grand Forks contract payment is shown as other UND contributes for Shuttle service shown as other | | | | | | | | | | |
| | Grand Forks | Operations | | | | | | | | | | | 3,764,999 | |
| | PCN | Fixed-Route Transit Service | Entitlement | Excludes FTA Programs 5309 and 5310 costs | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | NA |
| | | | | 3,764,999 | 1,317,295 | 286,001 | 1,007,066 | 1,154,647 | CONSTR. | | | | | NA |
| | | | | FTA 5307 (50/50) | | | | | TOTAL | | | | 3,764,999 | |
| Grand Forks #121002 | Grand Forks | NA | Capital Purchase/Replacement of Safety and/or security hardware and software | REMARKS: | | | | | | | | | | |
| | Grand Forks | Capital | | | | | | | | | | | 16,810 | |
| | PCN | Fixed-Route Transit Service | Entitlement | NOTE: Grand Forks Public Transportation consist of Fixed-Route, Demand Response service. | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | |
| | | | | 16,810 | 13,450 | 0 | 0 | 3,360 | CONSTR. | | | | | |
| | | | | FTA 5307 (80/20) | | | | | TOTAL | | | | 16,810 | |
| | | | | REMARKS: | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST AND SOURCE OF FUNDING | | | | | STAGING | ANNUAL ELEMENT | FUTURE EXPENDITURES | | | |
|--|--------------------|--------------------|--|--|-----------|-----------|---------|-------|------------|----------------|---------------------|-----------|------|--|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | | | | | | | 2023 | 2024 | 2025 | 2026 | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Operations | | | | | |
| | | | | | | | | | | Capital | | | | |
| | | | | | | | | | P.E. | | | | | |
| | | | | | | | | | R.O.W. | | | | | |
| | | | | | | | | | CONSTR. | | | | | |
| | | | | | | | | | TOTAL | | | | | |
| Grand Forks #121003 PCN 23349 | Grand Forks | 32nd Ave S | The NDDOT will do a pavement preservation project between I-29 and S Washington St. Pavement preservation to be CPR, grinding and microseal | REMARKS: This project is pending funding in 2025 and if not will be funded in 2026 | | | | | | | | | | |
| | NDDOT | Principal Arterial | | Operations | | | | | | | | | | |
| | | | | Capital | | | | | | | | | | |
| | | | | P.E. | | | | | | | | | | |
| | Rehabilitation | Discretionary | | TOTAL | 3,356,000 | 2,684,800 | 335,600 | | 335,600 | R.O.W. | | | | |
| Urban Regional Secondary Roads Program | | | | | | | | | CONSTR. | | | 3,356,000 | | |
| | | | | | | | | | TOTAL | | | 3,356,000 | | |
| Grand Forks #121004 PCN | Grand Forks | N Columbia Rd | Reconstruct between University Ave and 8th Ave N | REMARKS: | | | | | | | | | | |
| | Grand Forks | Principle Arterial | | Operations | | | | | | | | | | |
| | | | | Capital | | | | | | | | | | |
| | | | | P.E. | | | | | | | | | | |
| | Reconstruction | Discretionary | | TOTAL | 7,302,000 | 5,167,000 | | | 2,135,000 | R.O.W. | | | | |
| Urban Roads Local Program | | | | | | | | | CONSTR. | | | 7,302,000 | | |
| | | | | | | | | | TOTAL | | | 7,302,000 | | |
| Grand Forks #121005 PCN 23343 | Grand Forks | US 2 | Replacement of pipe on US 2 at N 69th St intersection- southside+A1 (353.715 mile mark) Replacement of pipe on US 2 at N 62nd St intersection- southside+A1 (354.224 mile mark) | REMARKS: These two projects are identified seperately in the STIP | | | | | | | | | | |
| | NDDOT | Principal Arterial | | Operations | | | | | | | | | | |
| | | | | Capital | | | | | | | | | | |
| | | | | P.E. | | | | | | | | | | |
| | Rehabilitation | Discretionary | | TOTAL | 445,000 | 360,140 | 84,860 | | | R.O.W. | | | | |
| Urban Regional Secondary Roads Program | | | | | | | | | CONSTR. | | | 445,000 | | |
| | | | | | | | | | TOTAL | | | 445,000 | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST | | | | | STAGING | ANNUAL | FUTURE | | | |
|----------------------------------|--------------------|----------------|--|---|-----------|---------|-------|------------|-----------------------------|---------|--------------|-----------|-----------|--|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | AND SOURCE OF FUNDING | | | | | | ELEMENT | EXPENDITURES | | | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Operations | 2023 | 2024 | 2025 | 2026 | |
| | | | | FUNDING SOURCE | | | | | Capital | | | | | |
| | | | | | | | | | P.E. | | | | | |
| | | | | | | | | | R.O.W. | | | | | |
| | | | | | | | | | CONSTR. | | | | | |
| | | | | | | | | | TOTAL | | | | | |
| Grand Forks #121006 PCN | Grand Forks | I-29 | CPR, grinding of I-29 near the 32nd Ave S interchange and northward of US 81 interchange. Both directions. | REMARKS: STIP has listed as two separate projects | | | | | | | | | | |
| | NDDOT | Interstate | | Operations | | | | | | | | | | |
| | Rehabilitation | Discretionary | | Capital | | | | | | | | | | |
| | | | | P.E. | | | | | | | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | | |
| | | | | 2,799,000 | 2,519,000 | 280,000 | | | CONSTR. | | | 2,799,000 | | |
| | | | | | | | | | Interstate Maintenance | TOTAL | | | 2,799,000 | |
| Grand Forks #121007 PCN 23668 | Grand Forks | Varies | Install dynamic speed signs at various school zone locations within Grand Forks | REMARKS: | | | | | | | | | | |
| | Grand Forks | Varies | | Operations | | | | | | | | | | |
| | Safety | Discretionary | | Capital | | | | | | | | | | |
| | | | | P.E. | | | | | | | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | | |
| | | | | 40,000 | 36,000 | | | 4,000 | CONSTR. | | | 40,000 | | |
| | | | | | | | | | Urban Roads Program | TOTAL | | | 40,000 | |
| Grand Forks #122004 PCN | Grand Forks | S 48th St | Convert gravel path to a paved multi-use path | REMARKS: | | | | | | | | | | |
| | Grand Forks | Minor Arterial | | Operations | | | | | | | | | | |
| | Construct | Discretionary | | Capital | | | | | | | | | | |
| | | | | P.E. | | | | | | | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | | |
| | | | | 530,000 | 424,000 | | | 106,000.00 | CONSTR. | | | 530,000 | | |
| | | | | | | | | | Transportation Alternatives | TOTAL | | | 530,000 | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION
TRANSPORTATION IMPROVEMENT PROGRAM
FISCAL YEARS 2023 - 2026

| FY 2025 Grouped Projects | | | | | | |
|---------------------------------|--|-------|---------|-------|-------|-------|
| Project Phase | Identifies the cost estimates for each phase. No PE, ROW or Utilities phases for projects within MPO Aea | TOTAL | FEDERAL | STATE | OTHER | LOCAL |
| Preliminary Engineering (PE) | | 0 | 0 | 0 | 0 | 0 |
| Right of Way (ROW) | | 0 | 0 | 0 | 0 | 0 |
| Utilities | | 0 | 0 | 0 | 0 | 0 |

Grouped projects are for all North Dakota side projects in the MPO Study Area that have not had the project phase already authorized.

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION
TRANSPORTATION IMPROVEMENT PROGRAM
FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST AND SOURCE OF FUNDING | | | | | STAGING | ANNUAL ELEMENT | FUTURE EXPENDITURES | | | | | | |
|---------------------|--------------------|-----------------------------|---|---|-----------|-----------|---------|-----------|------------------|----------------|---------------------|------|-----------|----|--|--|-----------|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | | | | | | | 2023 | 2024 | 2025 | 2026 | | | | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Operations | | | | | | | | |
| | | | | | | | | | Capital | | | | | | | | |
| | | | | | | | | | P.E. | | | | | | | | |
| | | | | | | | | | R.O.W. | | | | | | | | |
| | | | | | | | | | CONSTR. | | | | | | | | |
| | | | | | | | | | TOTAL | | | | | | | | |
| Grand Forks #122001 | Grand Forks | NA | Operating subsidy for proposed Grand Forks transit service. The service will operate 6 days a week and averages 62.5 hours of revenue service daily. Bus for the period January 1, 2025 to December 31, 2025 (costs for fixed-route service are estimates). | REMARKS: Total operating cost for Public Transit Fixed-Route and Demand Response estimated fixed route fare is \$292,381 East Grand Forks contract payment is shown as other UND contributes for Shuttle service shown as other | | | | | | | | | | | | | |
| | Grand Forks | Operations | | | | | | | | | | | 3,859,124 | | | | |
| | PCN | Fixed-Route Transit Service | Entitlement | Excludes FTA Programs 5309 and 5310 costs | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | NA | | | |
| | | | | | 3,859,124 | 1,350,227 | 293,151 | 1,032,243 | 1,183,514 | CONSTR. | | | | NA | | | |
| | | | | | | | | | FTA 5307 (50/50) | | | | TOTAL | | | | 3,859,124 |
| Grand Forks #122002 | Grand Forks | NA | Capital Purchase/Replacement of Safety and/or security hardware and software | REMARKS: | | | | | | | | | | | | | |
| | Grand Forks | Capital | | | | | | | | | | | NA | | | | |
| | PCN | Fixed-Route Transit Service | Entitlement | NOTE: Grand Forks Public Transportation consist of Fixed-Route, Demand Response service. | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | NA | | | |
| | | | | | 16,810 | 13,450 | 0 | 0 | 3,360 | CONSTR. | | | | NA | | | |
| | | | | | | | | | FTA 5307 (80/20) | | | | TOTAL | | | | 16,810 |
| | | | | REMARKS: | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST AND SOURCE OF FUNDING | | | | | STAGING | ANNUAL | FUTURE | | | |
|----------------------------|--------------------|----------------------|---|--|------------|-----------|-------|-----------|---------|------------|--------------|------|------------|-------|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | | | | | | | ELEMENT | EXPENDITURES | | | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | 2023 | 2024 | 2025 | 2026 | |
| | | | | | | | | | | OPERATIONS | CAPITAL | P.E. | CONSTR. | TOTAL |
| Grand Forks #122005 PCN | Grand Forks | Gateway Dr | Rehabilitate pavement between I-29 and Red River | REMARKS: | | | | | | | | | | |
| | NDDOT | Principle Arterial | | | | | | | | | | | | |
| | Rehabilitation | Discretionary | | | | | | | | | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | | |
| | | | | 4,447,000 | 3,557,600 | 889,400 | | | CONSTR. | | | | 4,447,000 | |
| | | | | State Highways | | | | | TOTAL | | | | 4,447,000 | |
| Grand Forks #122006 PCN | Grand Forks | N Washington | Reconstruction between 1st Ave N and 8th Ave N | REMARKS: | | | | | | | | | | |
| | NDDOT | Principle Arterial | | | | | | | | | | | | |
| | Reconstruction | Discretionary | | | | | | | | | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | | |
| | | | | 5,147,000 | 4,117,600 | 514,700 | | 514,700 | CONSTR. | | | | 5,147,000 | |
| | | | | State Highways | | | | | TOTAL | | | | 5,147,000 | |
| Grand Forks #122007 PCN | Grand Forks | South GF Interchange | Construct interchange on I-29 south of 32nd Ave S | REMARKS: | | | | | | | | | | |
| | NDDOT | Interstate | | | | | | | | | | | | |
| | Construction | Discretionary | | | | | | | | | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | | |
| | | | | 52,600,000 | 47,340,000 | 2,630,000 | | 2,630,000 | CONSTR. | | | | 52,600,000 | |
| | | | | State Highways | | | | | TOTAL | | | | 52,600,000 | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST | | | | | STAGING | ANNUAL | FUTURE | | | | | |
|----------------------------------|--------------------|--------------------|---|---|-----------|-----------|--------|-------|-----------|------------|---------|--------------|---------|-----------|------|------|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | AND SOURCE OF FUNDING | | | | | | Operations | ELEMENT | EXPENDITURES | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | | | | R.O.W. | 2023 | 2024 | 2025 | 2026 |
| | | | | | | | | | | | | | CONSTR. | | | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | FUNDING SOURCE | | | | | TOTAL | | | | | | | | |
| Grand Forks #522008 PCN | Grand Forks | Point Bridge | In Grand Forks & East Grand Forks. Rehab of the Point Bridge (ND BR#0000GF02) (MN BR#60506) over the Red River of the North | REMARKS: East Grand Forks covers the other half of the total project. Shown is for Grand Forks only | | | | | | | | | | | | |
| | Grand Forks | Minor Arterial | | Operations | | | | | | | | | | | | |
| | Rehabilitation | Discretionary | | P.E. | | | | | | | | | | | | |
| | | | | R.O.W. | | | | | | | | | | | | |
| | | | | TOTAL | 1,200,000 | 960,000 | | | 240,000 | CONSTR. | | | | 1,200,000 | | |
| | | | | Urban Raods | | | | | TOTAL | | | | | 1,200,000 | | |
| Grand Forks #122003 PCN | Grand Forks | S 48th St | Reconstruct between 11th Ave S and DeMers Ave | REMARKS: | | | | | | | | | | | | |
| | Grand Forks | Minor Arterial | | Operations | | | | | | | | | | | | |
| | Reconstruction | Discretionary | | P.E. | | | | | | | | | | | | |
| | | | | R.O.W. | | | | | | | | | | | | |
| | | | | TOTAL | 6,500,000 | 5,200,000 | | | 1,300,000 | CONSTR. | | | | 6,500,000 | | |
| | | | | Urban Roads Local Program | | | | | TOTAL | | | | | 6,500,000 | | |
| Grand Forks #122009 PCN 23669 | Grand Forks | S Washington | Intersection improvements at 28th Ave S. Adding length to turn lane | REMARKS: | | | | | | | | | | | | |
| | Grand Forks | Principle Arterial | | Operations | | | | | | | | | | | | |
| | Safety | Discretionary | | P.E. | | | | | | | | | | | | |
| | | | | R.O.W. | | | | | | | | | | | | |
| | | | | TOTAL | 280,000 | 252,000 | 14,000 | | 14,000 | CONSTR. | | | | 280,000 | | |
| | | | | Urban Roads Program | | | | | TOTAL | | | | | 280,000 | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| FY 2026 Grouped Projects | | | | | | |
|---------------------------------|--|-------|---------|-------|-------|-------|
| Project Phase | Identifies the cost estimates for each phase. This year there are no project phases so all cost estimates are zero | TOTAL | FEDERAL | STATE | OTHER | LOCAL |
| Preliminary Engineering (PE) | | 0 | 0 | 0 | 0 | 0 |
| Right of Way (ROW) | | 0 | 0 | 0 | 0 | 0 |
| Utilities | | 0 | 0 | 0 | 0 | 0 |

Grouped projects are for all North Dakota side projects in the MPO Study Area that have not had the project phase already authorized.

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

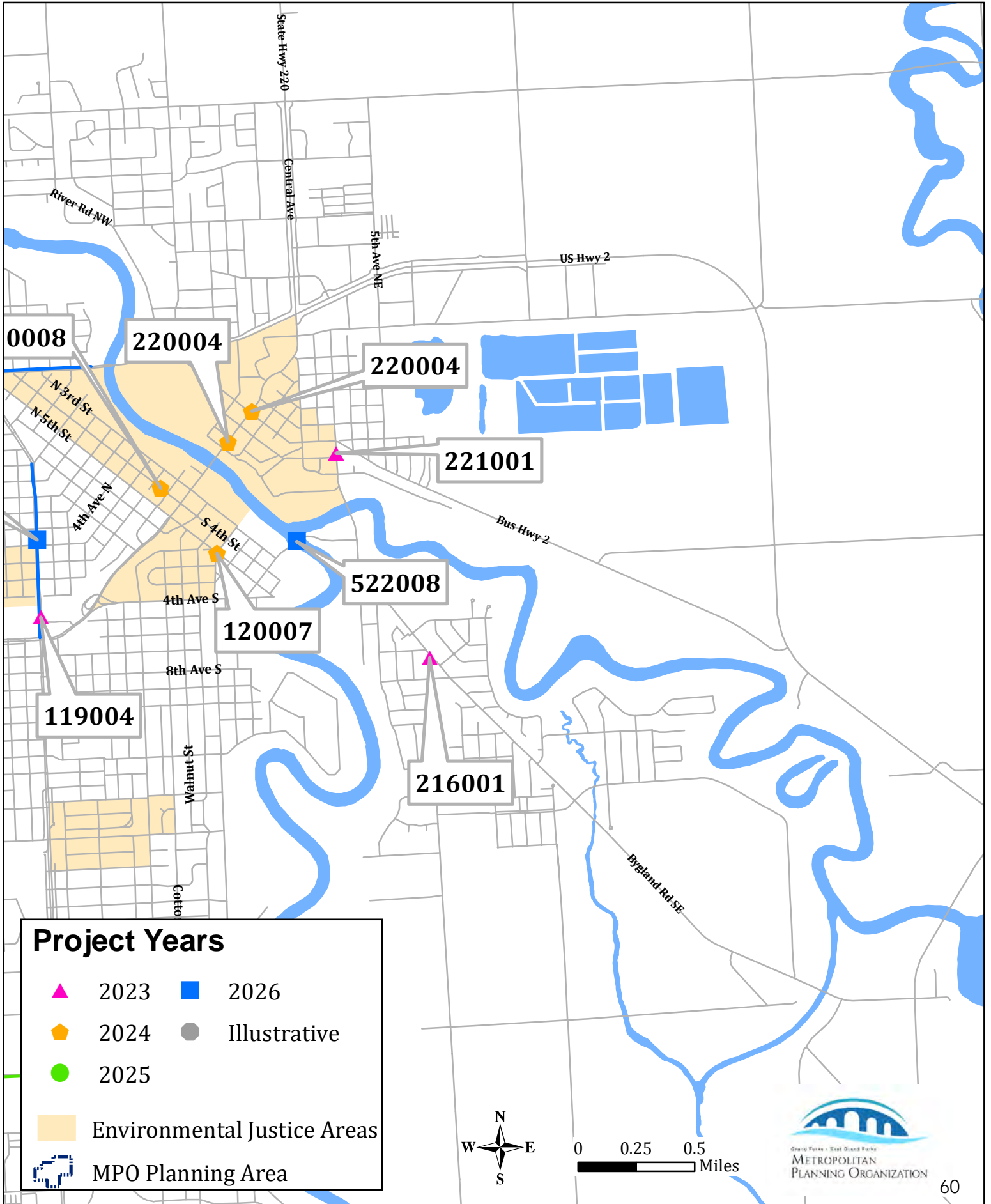
FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST (THOUSANDS) | | | | | STAGING | ANNUAL ELEMENT | FUTURE EXPENDITURES | | | |
|----------------|--------------------|----------------|---------------------|----------------------------|-------------|-----------|-----------|------------|------------|----------------|---------------------|------------|------------|--|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | AND SOURCE OF FUNDING | | | | | | 2023 | 2024 | 2025 | 2026 | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Operations | | | | | | |
| | | | FUNDING SOURCE | | | | | CONSTR. | | | | | | |
| | | | | | | | | TOTAL | | | | | | |
| | | | Grand Forks TOTALS | | | | | | | | | | | |
| | | | | | | | | Operations | 3,583,580 | 3,673,170 | 3,764,999 | 3,859,124 | | |
| | | | | | | | | Capital | 16,400 | 16,400 | 16,810 | 16,810 | | |
| | | | | | | | | P.E. | 0 | 0 | NA | NA | | |
| | | | | | | | | R.O.W. | 0 | 0 | NA | NA | | |
| | | | TOTAL | 143,777,292 | 113,258,683 | 9,271,162 | 3,980,352 | 17,267,136 | CONSTR. | 17,911,000 | 26,273,000 | 14,472,000 | 70,174,000 | |
| | | | | | | | | TOTAL | 21,510,980 | 29,962,570 | 18,253,809 | 74,049,934 | | |

MINNESOTA PROJECT LISTINGS

FIGURE 3-2: MINNESOTA PROJECT LOCATIONS

2023- 2026 MN Transportation Improvement Program



GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST AND SOURCE OF FUNDING | | | | | STAGING | ANNUAL | FUTURE | | | |
|--------------------------|--|----------------|---|--|------------|---------|-------|---------|---------|------------|--------------|------|---------|-------|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | | | | | | | ELEMENT | EXPENDITURES | | | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | 2023 | 2024 | 2025 | 2026 | |
| | | | | | | | | | | Operations | Capital | P.E. | CONSTR. | TOTAL |
| East Grand Forks #219001 | East Grand Forks | NA | Operating subsidy for proposed East Grand Forks fixed-route transit service. The service will operate 6 days a week and averages 36 hours of revenue service daily. Bus for the period January 1, 2023 to December 31, 2023 (Costs for fixed-route service are estimates). TRF-0018-23B | REMARKS: Contract fixed route services with City of Grand Forks Estimated payment to GF is \$545,000 Estimated fare is \$4,640 Other is MN Transit Formula Funds | | | | | | | | | | |
| | East Grand Forks | Operations | | | Operations | 569,170 | | | | | | | | |
| | Fixed-Route Transit Service | Entitlement | | | Capital | 0.00 | | | | | | | | |
| | | | | | P.E. | NA | | | | | | | | |
| | | | | TOTAL | 569,170 | 123,600 | 0 | 352,740 | 88,190 | R.O.W. | NA | | | |
| | | | | | | | | | CONSTR. | NA | | | | |
| | | | | FUNDING SOURCE | | | | | TOTAL | 569,170 | | | | |
| | | | | FTA 5307 | | | | | TOTAL | 569,170 | | | | |
| East Grand Forks #219002 | East Grand Forks | NA | Operating subsidy for demand response service for disabled persons and senior citizens covering the period January 1, 2023 to December 31, 2024. The paratransit service operates the same hours of operation as the fixed-route transit service (costs for paratransit service are estimates). TRF-0018-23A | REMARKS: Contract demand response service Estimated fare is \$16,390 Other is MN Transit Formula Funds | | | | | | | | | | |
| | East Grand Forks | Operations | | | Operations | 147,400 | | | | | | | | |
| | Paratransit Service for Disabled Persons | Entitlement | | | Capital | 0.00 | | | | | | | | |
| | | | | | P.E. | NA | | | | | | | | |
| | | | | TOTAL | 147,400 | 0 | 0 | 111,360 | 19,650 | R.O.W. | NA | | | |
| | | | | | | | | | CONSTR. | NA | | | | |
| | | | | State Transit Funds | | | | | TOTAL | 147,400 | | | | |
| East Grand Forks # | | | Intentionally left blank | REMARKS: | | | | | | | | | | |
| | | | | | Operations | 0.00 | | | | | | | | |
| | | | | | Capital | 0.00 | | | | | | | | |
| | | | | | P.E. | NA | | | | | | | | |
| | | | | TOTAL | | | | | R.O.W. | NA | | | | |
| | | | | | | | | | CONSTR. | NA | | | | |
| | | | | | | | | | TOTAL | 0.00 | | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2022-2025

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST AND SOURCE OF FUNDING | | | | | STAGING | ANNUAL | FUTURE | | | |
|--------------------------|--------------------|----------------|--|---|--------------------------|---------|-------|---------|---------|------------|--------------|------|--------|---------|
| | | | | | | | | | | ELEMENT | EXPENDITURES | | | |
| PROJECT NUMBER | RESPONSIBLE AGENCY | CLASSIFICATION | PROJECT TYPE | FUNDING STATUS | TOTAL | FEDERAL | STATE | OTHER | LOCAL | 2023 | 2024 | 2025 | 2026 | |
| | | | | | | | | | | Operations | Capital | P.E. | R.O.W. | CONSTR. |
| East Grand Forks #221001 | East Grand Forks | 2nd Ave NE | BNSF RR Replace Existing Signal System at MSAS 119, 2nd Ave, East Grand Forks, Polk County Project # 60-00137 | REMARKS: Other is MN Office of Freight Funds | | | | | | | | | | |
| | MnDOT | Minor Arterial | | | | | | | | | | | | |
| | RR Xing | Discretionary | | | | | | | | | | | | |
| | | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | |
| | | | | | 300,000 | 270,000 | 0 | 30,000 | 0 | CONSTR. | 300,000 | | | |
| | | | | | District Managed Program | | | | | TOTAL | 300,000 | | | |
| East Grand Forks #216001 | East Grand Forks | Bygland Rd | Construct roundabout at the intersection of Bygland Rd and Rhinehart Dr in East Grand Forks Project # 119-119-013 | REMARKS: Other costs are non-construction costs Other Revenue is MN State Aid | | | | | | | | | | |
| | East Grand Forks | Minor Arterial | | | | | | | | | | | | |
| | Reconstruction | Discretionary | | | | | | | | | | | | |
| | | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | |
| | | | | | 1,493,000 | 860,000 | | 633,000 | 0.00 | CONSTR. | 1,493,000 | | | |
| | | | | | NWATP City Sub-target | | | | | TOTAL | 1,493,000 | | | |
| East Grand Forks # | | | Intentionally left blank | REMARKS: | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | |
| | | | | | | | | | | CONSTR. | 0.00 | | | |
| | | | | | | | | | | TOTAL | 0.00 | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST | | | | | STAGING | ANNUAL | | | |
|--------------------------|--|----------------|---|--|---------|-------|---------|----------------|------------|---------|---------------------|------|------|
| | | | | | | | | | | ELEMENT | FUTURE EXPENDITURES | | |
| | RESPONSIBLE AGENCY | CLASSIFICATION | | AND SOURCE OF FUNDING | | | | | Operations | | 2023 | 2024 | 2025 |
| | | | | | | | | | | Capital | | | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | TOTAL | | | | | R.O.W. | | | | | |
| | | | FEDERAL | STATE | OTHER | LOCAL | CONSTR. | | | | | | |
| | | | | | | | | FUNDING SOURCE | | | | | |
| | | | | | | | | TOTAL | | | | | |
| East Grand Forks #220001 | East Grand Forks | NA | Operating subsidy for proposed East Grand Forks fixed-route transit service. The service will operate 6 days a week and averages 36 hours of revenue service daily. Bus for the period January 1, 2024 to December 31, 2024 (Costs for fixed-route service are estimates). TRF-0018-24B | REMARKS: Contract fixed route services with City of Grand Forks Estimated payment to GF is \$560,000 Estimated fare is \$4,772 Other is MN Transit Formula Funds | | | | | | | | | |
| | East Grand Forks | Operations | | Operations | 586,240 | | | | | | | | |
| | Fixed-Route Transit Service | Entitlement | | Capital | 0.00 | | | | | | | | |
| | | | | | P.E. | NA | | | | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | |
| | | | | 586,240 | 127,310 | 0 | 363,322 | 90,836 | CONSTR. | | | | |
| | | | | FTA 5307 | | | | | TOTAL | | 586,240 | | |
| East Grand Forks #220002 | East Grand Forks | NA | Operating subsidy for demand response service for disabled persons and senior citizens covering the period January 1, 2024 to December 31, 2024. The paratransit service operates the same hours of operation as the fixed-route transit service (costs for paratransit service are estimates). TRF-0018-24A | REMARKS: Contract demand response service Estimated fare is \$16,880 Other is MN Transit Formula Funds | | | | | | | | | |
| | East Grand Forks | Operations | | Operations | 151,820 | | | | | | | | |
| | Paratransit Service for Disabled Persons | Entitlement | | Capital | 0 | | | | | | | | |
| | | | | | P.E. | NA | | | | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | |
| | | | | 151,820 | 0 | 0 | 114,700 | 20,240 | CONSTR. | | | | |
| | | | | State Transit Funds | | | | | TOTAL | | 151,820 | | |
| East Grand Forks #220003 | East Grand Forks | N/A | City of East Grand Forks Purchase One (1) Class 400 LF Replacement Gas Bus TRS-0018-24C | REMARKS: Other is MN Transit Formula Funds | | | | | | | | | |
| | East Grand Forks | Capital | | Operations | 0 | | | | | | | | |
| | Fixed-Route Transit Service | Entitlement | | Capital | 182,000 | | | | | | | | |
| | | | | | P.E. | N/A | | | | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | |
| | | | | 182,000 | 145,600 | | 18,200 | 18,200 | CONSTR. | | | | |
| | | | | FHWA STPBG Program Flexed | | | | | TOTAL | | 182,000 | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST | | | | | STAGING | ANNUAL | FUTURE | | | |
|--------------------------|--------------------|--------------------|--|-------------------------------|---------|---------|-------|---------|------------|---------|--------------|--|--|--|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | | | | | | | ELEMENT | EXPENDITURES | | | |
| | PROJECT TYPE | FUNDING STATUS | | 2023 | 2024 | 2025 | 2026 | | | | | | | |
| PROJECT NUMBER | | | | AND SOURCE OF FUNDING | | | | | Operations | | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Capital | | | | | |
| | | | | | | | | | P.E. | | | | | |
| | | | | | | | | | R.O.W. | | | | | |
| | | | | FUNDING SOURCE | | | | | CONSTR. | | | | | |
| | | | | FUNDING SOURCE | | | | | TOTAL | | | | | |
| East Grand Forks #220004 | East Grand Forks | DeMers Ave | On DeMers Ave (USB2) at 2nd St NW & 4th St NW, Signal System Replacement/ADA Improvements Project # 6001-68 | REMARKS: | | | | | | | | | | |
| | MnDOT | Principal Arterial | | Operations | | 0 | | | | | | | | |
| | Signal Replacement | Discretionary | | Capital | | 0 | | | | | | | | |
| | | | | P.E. | | NA | | | | | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | NA | | | |
| | | | | 1,200,000 | 643,218 | 146,782 | 0 | 410,000 | CONSTR. | | 1,200,000 | | | |
| | | | | Statewide Performance Program | | | | | TOTAL | | 1,200,000 | | | |
| East Grand Forks # | | | Intentionally left blank | REMARKS: | | | | | | | | | | |
| | | | | Operations | | | | | | | | | | |
| | | | | Capital | | | | | | | | | | |
| | | | | P.E. | | | | | | | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | | |
| | | | | | | | | | CONSTR. | | | | | |
| | | | | FUNDING SOURCE | | | | | TOTAL | | | | | |
| East Grand Forks # | | | Intentionally left blank | REMARKS: | | | | | | | | | | |
| | | | | Operations | | | | | | | | | | |
| | | | | Capital | | | | | | | | | | |
| | | | | P.E. | | | | | | | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | | |
| | | | | | | | | | CONSTR. | | | | | |
| | | | | FUNDING SOURCE | | | | | TOTAL | | | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST | | | | | STAGING | ANNUAL | | | | |
|--------------------------|--|----------------|---|--|---------|-------|---------|--------|------------|---------------------|------|--------|---------|-------|
| | | | | | | | | | | FUTURE EXPENDITURES | | | | |
| | RESPONSIBLE AGENCY | CLASSIFICATION | | AND SOURCE OF FUNDING | | | | | ELEMENT | 2023 | 2024 | 2025 | 2026 | |
| | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Operations | Capital | P.E. | R.O.W. | CONSTR. | TOTAL |
| FUNDING SOURCE | | | | | | | | | | | | | | |
| East Grand Forks #221001 | East Grand Forks | NA | Operating subsidy for proposed East Grand Forks fixed-route transit service. The service will operate 6 days a week and averages 36 hours of revenue service daily. Bus for the period January 1, 2025 to December 31, 2025 (Costs for fixed-route service are estimates). TRF-0018-25B | REMARKS: Contract fixed route services with City of Grand Forks Estimated payment to GF is \$560,000 Estimated fare is \$4,917 Other is MN Transit Formula Funds | | | | | | | | | | |
| | East Grand Forks | Operations | | | | | | | | | | | 603,830 | |
| | Fixed-Route Transit Service | Entitlement | | | | | | | | | | | 0 | |
| | | | | | | | | | | | | | NA | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | CONSTR. | | NA | | |
| | | | | 603,830 | 131,130 | 0 | 374,222 | 93,561 | | | | NA | | |
| | | | | FTA 5307 | | | | | TOTAL | | | | 603,830 | |
| East Grand Forks #221002 | East Grand Forks | NA | Operating subsidy for demand response service for disabled persons and senior citizens covering the period January 1, 2025 to December 31, 2025. The paratransit service operates the same hours of operation as the fixed-route transit service (costs for paratransit service are estimates). TRF-0018-25A | REMARKS: Contract demand response service Estimated fare is \$17,391 Other is MN Transit Formula Funds | | | | | | | | | | |
| | East Grand Forks | Operations | | | | | | | | | | | 156,380 | |
| | Paratransit Service for Disabled Persons | Entitlement | | | | | | | | | | | 0 | |
| | | | | | | | | | | | | | NA | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | CONSTR. | | NA | | |
| | | | | 156,380 | 0 | 0 | 118,141 | 20,847 | | | | NA | | |
| | | | | State Transit Funds | | | | | TOTAL | | | | 156,380 | |
| East Grand Forks # | | | Intentionally left blank | REMARKS: | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | CONSTR. | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | TOTAL | | | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST | | | | | STAGING | ANNUAL | | | | | |
|--------------------------|--|--------------------|---|---|----------------|-------|---------|--------|------------|-----------------------|------------|------|------|---------|---------------------|
| | | | | | | | | | | AND SOURCE OF FUNDING | | | | ELEMENT | FUTURE EXPENDITURES |
| | PROJECT NUMBER | RESPONSIBLE AGENCY | | CLASSIFICATION | FUNDING STATUS | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Operations | 2023 | 2024 | 2025 | 2026 |
| East Grand Forks #222001 | East Grand Forks | N/A | Operating subsidy for proposed East Grand Forks fixed-route transit service. The service will operate 6 days a week and averages 36 hours of revenue service daily. Bus for the period January 1, 2026 to December 31, 2026 (Costs for fixed-route service are estimates). TRF-0018-26B | REMARKS: Contract fixed route services with City of Grand Forks Estimated payment to GF is \$560,000 | | | | | | | | | | | |
| | East Grand Forks | Operations | | Estimated fare is \$5,128 | | | | | Operations | | | | | 621,945 | |
| | Fixed-Route Transit Service | Entitlement | | | | | | | Capital | | | | | 0 | |
| | | | | | | | | | P.E. | | | | | N/A | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | | N/A | |
| | | | | 621,945 | 135,000 | | 385,449 | 96,368 | CONSTR. | | | | | N/A | |
| | | | | FUNDING SOURCE | | | | | TOTAL | | | | | 621,945 | |
| | | | | FTA 5307 | | | | | | | | | | | |
| East Grand Forks #222002 | Eagst Grand Forks | N/A | Operating subsidy for demand response service for disabled persons and senior citizens covering the period January 1, 2026 to December 31, 2026. The paratransit service operates the same hours of operation as the fixed-route transit service (costs for paratransit service are estimates). TRF-0018-26A | REMARKS: Contract demand response service Estimated fare is \$17,912 | | | | | | | | | | | |
| | East Grand Forks | Operations | | Other is MN Transit Formula Funds | | | | | Operations | | | | | 161,070 | |
| | Paratransit Service for Disabled Persons | Entitlement | | | | | | | Capital | | | | | 0 | |
| | | | | | | | | | P.E. | | | | | N/A | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | | N/A | |
| | | | | 161,070 | 0 | 0 | 121,685 | 21,472 | CONSTR. | | | | | N/A | |
| | | | | State Transit Funds | | | | | TOTAL | | | | | 161,070 | |
| East Grand Forks #222003 | East Grand Forks | N/A | Purchase Class 400 replacement vehicle TRS-0018-26A | REMARKS: Other is MN Transit Formula Funds | | | | | | | | | | | |
| | East Grand Forks | Capital | | | | | | | Operations | | | | | 0 | |
| | Fixed-Route Transit Service | Entitlement | | | | | | | Capital | | | | | 193,000 | |
| | | | | | | | | | P.E. | | | | | N/A | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | | N/A | |
| | | | | 193,000 | 154,400 | | 19,300 | 19,300 | CONSTR. | | | | | N/A | |
| | | | | FHWA STPBG Program Flexed | | | | | TOTAL | | | | | 193,000 | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST AND SOURCE OF FUNDING | | | | | STAGING | ANNUAL | FUTURE | | | | | | | |
|--------------------------|--------------------|----------------|--|--|---------|-------|---------|-------|------------|---------|--------------|------|------|-----------|--|--|--|--|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | | | | | | | ELEMENT | EXPENDITURES | | | | | | | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | | 2023 | 2024 | 2025 | 2026 | | | | | |
| | | | | FUNDING SOURCE | | | | | Operations | | | | | | | | | |
| | | | | | | | | | Capital | | | | | | | | | |
| | | | | | | | | | P.E. | | | | | | | | | |
| | | | | | | | | | R.O.W. | | | | | | | | | |
| | | | | | | | | | CONSTR. | | | | | | | | | |
| | | | | | | | | | TOTAL | | | | | | | | | |
| East Grand Forks #522008 | East Grand Forks | Point Bridge | In Grand Forks & East Grand Forks, MSAS 113, Rehab the Point Bridge (MN BR#60506) (ND BR#0000GF02) over the Red River of the North, includes mill and overly of bridge approach on 1st St SE in East Grand Forks | REMARKS: Grand Forks covers the other half of the total project. Shown is for East Grand Forks only Other costs are non-construction costs Other Revenue is MN State Aid | | | | | | | | | | | | | | |
| | East Grand Forks | Minor Arterial | | | | | | | | | | | | | | | | |
| | Bridge Repair | Discretionary | 119-113-008 | | | | | | | | | | | | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | | N/A | | | | |
| | | | | 1,150,000 | 860,000 | 0 | 290,000 | 0 | CONSTR. | | | | | 1,150,000 | | | | |
| | | | | NWATP City Sub-target | | | | | TOTAL | | | | | 1,150,000 | | | | |
| East Grand Forks # | | | Intentionally left blank | REMARKS: | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | | | | | | |
| | | | | | | | | | CONSTR. | | | | | | | | | |
| | | | | | | | | | TOTAL | | | | | | | | | |
| East Grand Forks # | | | Intentionally left blank | REMARKS: | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | | | | | | |
| | | | | | | | | | CONSTR. | | | | | | | | | |
| | | | | | | | | | TOTAL | | | | | | | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2023 - 2026

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST AND SOURCE OF FUNDING | | | | | STAGING | ANNUAL | FUTURE | | | |
|----------------|--------------------|----------------|--------------------------------|--|----------------|--------------|--------------|--------------|------------|-----------|--------------|---------|-----------|--|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | | | | | | | ELEMENT | EXPENDITURES | | | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Operations | 2023 | 2024 | 2025 | 2026 | |
| | | | | | | | | | | CONSTR. | | | | |
| | | | | | | | | | TOTAL | | | | | |
| | | | East Grand Forks TOTALS | | | | | | Other | 0 | | | | |
| | | | | | | | | | Operations | 716,570 | 738,060 | 760,210 | 783,015 | |
| | | | | | | | | | Capital | 0 | 182,000 | 0 | 193,000 | |
| | | | | | | | | | P.E. | 0 | 0 | NA | NA | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | 0 | 0 | NA | NA | |
| | | | | 7,515,855 | 3,450,258 | 146,782 | 2,932,119 | 898,662 | CONSTR. | 1,793,000 | 1,200,000 | 0 | 1,150,000 | |
| | | | | | | | | | TOTAL | 2,509,570 | 2,120,060 | 760,210 | 2,126,015 | |

ILLUSTRATIVE PROJECT LISTINGS

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

Illustrative Projects

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST (THOUSANDS) | | | | | STAGING | Pending Year |
|-----------------------------------|--------------------|------------------|---|---|----------|-------|-------|----------|------------|--------------|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | AND SOURCE OF FUNDING | | | | | Operations | 2022 |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | |
| | | | | FUNDING SOURCE | | | | | CONSTR. | TOTAL |
| Grand Forks #117001 No PCN | Grand Forks | Maintenance Bldg | Expansion of the Public Transportation Maintenance Building and new fueling system | REMARKS: Project is applying for competitive grant programs | | | | | | |
| | Grand Forks | Capital | | | | | | | Operations | |
| | Facility Expansion | Discretionary | | | | | | | Capital | 6,000.00 |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | |
| | | | | 6,000.00 | 4,800.00 | | | 1,200.00 | CONSTR. | |
| | | | | FTA Programs | | | | | TOTAL | 6,000.00 |
| Grand Forks #118001 No PCN | Grand Forks | N 42nd St | construct a new grade separation for N. 42nd St and the BNSF railline, includes intersection of DeMers Ave. | REMARKS: | | | | | | |
| | Grand Forks | Minor Arterial | | | | | | | Operations | |
| | New Construction | Discretionary | | | | | | | Capital | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | |
| | | | | 45,000.00 | | | | | CONSTR. | 45,000.00 |
| | | | | | | | | | TOTAL | 45,000.00 |
| | | | | REMARKS: | | | | | | |
| | | | | | | | | | Operations | |
| | | | | | | | | | Capital | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | |
| | | | | | | | | | CONSTR. | |
| | | | | | | | | | TOTAL | |

4 | COMMUNITY IMPACT ASSESSMENT

In 1994, Presidential Executive Order 12898 mandated that every federal agency incorporate environmental justice in its mission by analyzing and addressing the effects of all programs, policies, and activities on minority and low-income populations. Drawing from the framework established by Title VI of the Civil Rights Act of 1964, as well as the 1969 National Environmental Policy Act (NEPA), the U.S. Department of Transportation (USDOT) set forth the following three principles to ensure non-discrimination in its federally funded activities:

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

Therefore, Environmental Justice/Community Impact Assessment is a public policy goal of ensuring that negative impacts resulting from government activities do not fall disproportionately on minority or low-income populations. While it is difficult to make significant improvements to transportation systems without causing impacts of one form or another, the concern is whether proposed projects negatively affect the health or environments of minority or low-income populations.

A community impact assessment highlights those transportation projects that could potentially have a negative impact on disenfranchised neighborhoods. Figure 4-1 on the following page identifies the high-concentration areas of minority and low-income populations in the MPA and shows their location relative to the projects that are listed in this TIP.

By incorporating these principles into the transportation planning process, the MPO will be able to make better transportation decisions to meet the needs of all people, improve the public involvement process, and improve data collection and monitoring, all of which lead to better design of transportation facilities that fit more harmoniously into communities. The MPO's Environmental Justice Manual details its approach towards fulfilling this Order:

https://www.theforksmpo.org/UserFiles/Servers/Server_16222865/Image/Public%20Participation/ForksEJfinal2019.pdf

For purposes of the EJ analysis in the TIP, the MPO identifies the relationships that exist between projects and minority or low-income populations. Figure 4-1 displays the locations of the 2023-2026 TIP projects and their relationship to metropolitan populations (census block groups) that have been identified as EJ. A situation of particular concern would be a grouping of projects in or around EJ populations, or a particular EJ population being impacted in more than one year, which may be an indication of disproportionately adverse health or environmental effects on that neighborhood.

Overall, the TIP projects for 2023-2026 appear to be well dispersed and spread throughout the metropolitan area. Further, no one year has too many projects within or around a particular EJ population. Thus, any impacts resulting from the implementation of these projects should also be well dispersed throughout the neighborhoods of the metro area.

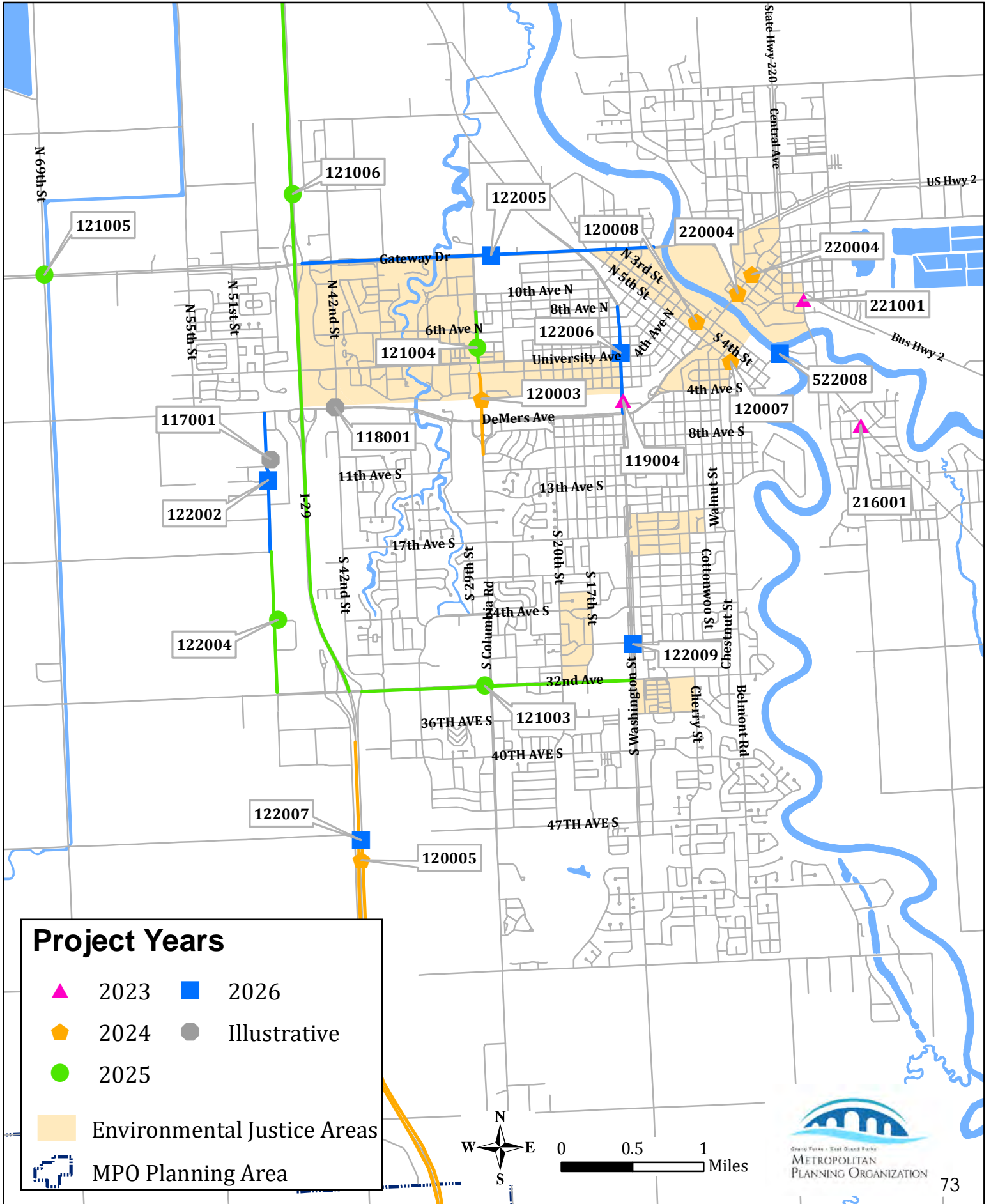
It should be noted here that most TIP projects are construction projects, which do have “negative” impacts to the nearby area during the time of construction, such as increased congestion, delays, detours, noise, or dust. Projects programmed in the TIP are at a very early stage of development. After TIP approval, projects proceed through a preliminary engineering design and an environmental review process. During these processes, a much more informed analysis of any EJ impacts is identified and mitigated, if necessary.

There are example projects in the 2023-2026 TIP that either border or are partially within an identified EJ neighborhood. The projects are:

- Project 121004 and 120003 involves reconstruction and rehabilitating the one of the main corridors connecting an EJ neighborhood to medical and general commercial areas of the metropolitan area, providing benefit to the EJ neighborhood.
- Project 221001 is replacing the existing railroad signal, making for a reliable signal into the future.
- Project 220004 involves the safety improvements at traffic signals and ADA improvements.
- Projects involving transit generally will benefit the EJ neighborhood by continuing operations and maintaining state of good repair on capital assets.
- Project 1200008 will benefit the EJ neighborhood by reconstructing the street and enhancing the multi-modal facilities of the N. 4th St.
- Project 1200072 involves the construction of a roundabout in an EJ neighborhood. This will provide safer pedestrian crossing and lower crash possibility.

FIGURE 4-1: PROJECT LOCATIONS IN RELATION TO LOW-INCOME & MINORITY POPULATIONS

2023- 2026 Transportation Improvement Program



5 | FINANCIAL PLAN & FISCAL CONSTRAINT

As the federally designated MPO for the metropolitan area, the Forks MPO must demonstrate fiscal constraint when programming funding for projects in the TIP. Under 23 CFR § 450.326(j), the Forks MPO is required to include a financial plan for the projects being programmed in the TIP, as well as demonstrate the ability of its jurisdictions to fund these projects while continuing to also fund the necessary operations and maintenance (O&M) of the existing transportation system. To comply with these requirements, the Forks MPO has examined past trends regarding federal, state, and local revenue sources for transportation projects in the area to determine what levels of revenue can be reasonably expected over the TIP cycle. The resulting revenue estimates were then compared with the cost of the projects in the TIP, which are adjusted for inflation to represent year-of-expenditure.

FUNDING LEVELS & FISCAL CONSTRAINT ANALYSIS

The reference to the specific federal programs earlier, other than HSIP and transit, are rarely used in the TIP. Each state repackages these federal funding sources into state named programs. The funding that is available is different enough between the two communities that the following section is included to better inform what those differences are.

MINNESOTA

HIGHWAY FUNDING

Partnering agencies, through the MPO, continues to work with the MnDOT District 2 through the designated Area-wide Transportation Partnership (ATP) to develop the list of transportation capital and operating assistance projects. Minnesota policy is to allow federal highway funds to pay for construction costs only, with a few exceptions. Right of way costs, utility relocation, design engineering, or construction engineering typically are not eligible under Minnesota policy even though they are eligible under federal policy. Polk County typically does not engage in the MPO TIP. Most of this section describes the City of East Grand Forks information. Local funding for East Grand Forks projects has been assured by the City Administrator's Office.

In District 2 ATP (Northwestern Minnesota), federal funding for street and highway improvements for cities over 5,000 (and for various other partnership members: MnDOT, counties, tribal councils, and forest service) is distributed according to targeted-funding amounts established by the ATP. Each ATP, in turn, receives a total target amount as determined by MnDOT central office. Similarly, MnDOT districts receive funding through each ATP with its partnership determining its own process for distributing transportation funding.

Specifics about the ATP Area II can be found here:

<https://www.dot.state.mn.us/d2/atp/docs/policy.pdf>

The District-2 ATP has developed a process to distribute sub-targeted, federal funding amounts to its partnership members. Sub-committees representing the various recipient groups determine how the sub-targeted amounts are distributed. For large urban areas, federal funding is rotated each year among the cities: East Grand Forks, Thief River Falls, Crookston, and Bemidji. East Grand Forks is scheduled to receive federal funding in 2022 for City Sub-Target allocations.

The City of East Grand Forks utilizes gas tax revenues received from the State of Minnesota to fund the bulk of its transportation improvements, and to supplement local property taxes for roadway maintenance. Each year approximately \$350,000 for capital items is received. These funds may be directly used, combined with another source, or used to make bond payments to extend the revenue source. East Grand Forks uses State Aid for maintenance only as needed. Any unspent monies are left to accumulate to fund capital improvements. To extend its revenues for transportation improvements, special assessments may be used in combination with federal and state revenues.

Programming of capital items is based on a 5-year capital improvements program. This provides the City of East Grand Forks with a long-range view of capital needs. However, on an annual basis, the City of East Grand Forks compares anticipated revenues with current, future, and past commitments to determine whether sufficient funding is available for new projects. Adjustments may be made based on fluctuations in revenue, additional capital requests, or changes in the costs of programmed capital improvements.

BIKEWAY FUNDING

Bikeway improvements are funded with ATP STBGP set-aside (Transportation Alternative Program) funds. The ATP sub-targets around \$400,000 per year for the region to compete for. East Grand Forks has been successful in obtaining funds from this program in the past. Typically, local match funds are provided through the state aid account.

TRANSIT FUNDING

Funding for the East Grand Forks City Bus is provided from 4 sources: Urbanized Area Formula Program - Section #5307 (formally Section 9) Operating Assistance, Minnesota State Aid, farebox revenues, and local funding from the City's General Fund. East Grand Forks also uses a smaller portion of its #5307 funds towards capital purchases. More recently, the State of Minnesota have been providing state revenues towards both operations and capital purchases. The City, via this state assistance, has expanded the operation to be more similar to that provided in Grand Forks.

Minnesota transit funding is based on a formula, which provides a proportion of the total operating costs. Adjustments are made on an annual basis to determine the percentages of each type of funding anticipated.

NORTH DAKOTA

The partnering agencies, through the MPO, continues to work with the North Dakota Department of Transportation's Central Office and its Grand Forks District Office. Federal highway funds in North Dakota can pay for activities beyond just construction; which is different than Minnesota. In North Dakota, the activities of right of way purchase, utility relocation, preliminary engineering, or construction engineering are not connected to individual projects; rather, they are group as TIP project listings. The City of Grand Forks typically does not use federal funds towards these activities, especially for preliminary engineering. Grand Forks County rarely participates in the Forks MPO TIP process. NDDOT has re-packaged the federal funding programs into the following:

HIGHWAY FUNDING

Urban Roads Program (URP): The North Dakota URP consists of all roadways not on the Interstate or Regional System which are classified as collectors and above. The URP is funded with Surface Transportation Program (STBGP) apportioned to NDDOT, plus additional funds from the NHPP and CMAQ programs.

Regional Roads Program (RRP): The RRP encompasses the state jurisdictional highways in the urban areas. The RRP is funded with 50% of STBGP available to NDDOT, plus additional funds from the NHPP and CMAQ programs. The System is further divided into two categories. These include the Primary Regional System and the Secondary Regional System.

The City of Grand Forks annually compares the total amount of requests with anticipated revenues in addition to considering long-term commitments. Capital programming is for six years. Should requests and/or existing commitments for the first year exceed anticipated revenues, alternative funding sources are programmed, or the project is moved back to a later program year.

The City utilizes several different funding sources to finance its transportation improvements and maintenance programs. Gasoline taxes are typically used in North Dakota, and in Grand Forks are designated as the Highway User's Program. The Highway User's Program is used for street maintenance, rehabilitation, and new construction. Highway User's Program funds are supplemented with other funding sources including sales taxes, special assessments, and, to a lessening extent, the City Share Fund. Funding may be used directly or to bond to extend the funding revenues.

In 1987, Grand Forks initiated a 1% sales tax. Sales tax distributions are divided among three areas: property tax reduction; capital improvements; and economic development. In 2017, the citizens of Grand Forks voted to impose an additional 0.5% sales tax. The estimated revenue targeted for streets is approximately \$3Million per year. The new tax has a sunset in 2037; 20 years of collection.

SAFETY FUNDING

Highway Safety Improvement Program (HSIP) provides the primary federal funding towards safety projects. The purpose of these funds is to achieve a significant reduction in traffic

fatalities and serious injuries on all public roads, including non-State owned public roads and roads on tribal lands.

BIKEWAY FUNDING

Bikeway improvements are funded with ATP STBGP set-aside (Transportation Alternative Program) funds. Local match for bikeway improvements is funded with sale tax monies. The City of Grand Forks uses sale tax to fund both bikeway maintenance and projects. Bikeway maintenance includes the reconstruction of portions of the bikeway, which have deteriorated. New construction is funded either entirely with sales tax or to match other funds such as Entitlement monies. Each year bikeway maintenance is increased to keep up with rising construction and maintenance costs.

TRANSIT FUNDING

In Grand Forks transit funding is provided from four sources: Urbanized Area Formula Program - Section #5307 Operating Assistance, North Dakota transit assistance, local funding from dedicated property tax revenues mill levies for fixed-route (4.8 mills), and Dial-A-Ride (1 mill) services and fare box revenues.

Section 5310 Enhanced Mobility for Seniors and Individuals with Disabilities are also used. NDDOT receives an annual apportionment in Section 5310 formula funds for use in urbanized areas between 50,000 and 199,000 in population. In the TIP, these funds are used towards funding the Mobility Manager position and for demand response vehicles.

Section 5339 Bus and Bus Related Facilities provide additional federal funding towards transit capital projects. This has been the primary federal funding source for the purchase of replacement vehicles to keep the transit system in a state of good repair.

FINANCIAL PLAN

The MPO accepts the responsibility to act in the public interest to program and fund transportation projects to be accomplished in the Metropolitan area. The MPO is required under federal legislation to develop a financial plan that considers federally funded projects. The TIP is fiscally constrained for each year, and the federal-and state-funded projects in the document can be implemented using current and proposed revenue sources based on estimates provided by local jurisdictions.

The total revenues and expenditures programmed in this four-year TIP represent an investment of:

- **\$151 Million total**
 - \$117 Million in federal funds
 - \$9 Million in state highway funds
 - \$7 Mil lion in other state transportation funds

- \$18 Million in local funds.

MINNESOTA

Funding and programming summaries of funding sources are shown in Table 5-1 and anticipated revenues and expenditures of local funds for the East Grand Forks' area are shown in Table 5-2. The individual project listing shows the actual project cost and funding splits. Most federal transportation programs do not pay the 100% cost towards projects; typically, a match of at least 20% of the costs are from state or local funds. The individual project listings identify the source of funds towards the 100% cost estimate. Typically, the "OTHER" funds on the Minnesota side are Minnesota State Funds towards transit operation.

TABLE 5-1: MINNESOTA FUNDING SOURCES 2023-2025

| Minnesota Side Funding Sources 2023-2026 | | | | |
|---|--------------------|------------------|--------------------|------------------|
| TOTAL | FEDERAL | STATE | OTHER | LOCAL |
| \$7,515,855 | \$3,450,258 | \$146,782 | \$2,932,121 | \$898,662 |

TABLE 5-2: MINNESOTA FINANCES BY YEAR

| Minnesota Side Finances by Year | | | | | |
|--|-------------------|--------------------|--------------------|------------------|--------------------|
| Revenues | | | | | |
| | | 2023 | 2024 | 2025 | 2026 |
| Transit | Operations | \$716,570 | \$738,060 | \$760,810 | \$783,015 |
| Transit | Capital | \$0 | \$182,000 | \$0 | \$193,000 |
| Street | P.E. | \$0 | \$0 | \$0 | \$0 |
| Street | R.O.W. | \$0 | \$0 | \$0 | \$0 |
| Street | CONSTR. | \$1,793,000 | \$1,200,000 | \$0 | \$1,150,000 |
| | TOTAL | \$2,509,570 | \$2,120,060 | \$760,210 | \$2,126,015 |
| Expenditures | | | | | |
| | | 2023 | 2024 | 2025 | 2026 |
| Transit | Operations | \$716,570 | \$728,060 | \$760,810 | \$783,015 |
| Transit | Capital | \$0 | \$182,000 | \$0 | \$193,000 |
| Street | P.E. | \$0 | \$0 | \$0 | \$0 |
| Street | R.O.W. | \$0 | \$0 | \$0 | \$0 |
| Street | CONSTR. | \$1,793,000 | \$1,200,000 | \$0 | \$1,150,000 |
| | TOTAL | \$2,509,570 | \$2,120,060 | \$760,210 | \$2,126,015 |

East Grand Forks Transit has a balance of unobligated FTA 5307 funds and are available for obligation during the federal fiscal year for which they were apportioned plus five additional years. For example, funds appropriated in fiscal year 2013 are available until September 30, 2018. Any funds remaining unobligated at the end of the period of availability are added to the next year’s program apportionment. At the end of the current TIP, there are an anticipated unobligated federal funds of \$1,028,500. This does not include any COVID-19 funding, which are identified at the end of this section.

It is very rare that any FHWA funds are unobligated within the TIP year they are appropriated. Towards the end of FHWA federal fiscal year, a redistribution of funds is done at a national scale to entice spending the FHWA funds the year they were appropriated. While redistribution does occur, it is also very rare that the TIP reflects any of these redistributed funds.

NORTH DAKOTA

Funding, and programming summaries of funding sources for the Grand Forks area is shown in Table 5-3. Funding revenues and expenditures are shown in Table 5-4. The individual project listing shows the actual project cost and funding splits.

TABLE 5-3: NORTH DAKOTA FUNDING SOURCES 2023-2026

| North Dakota Side Funding Sources 2023-2026 | | | | |
|--|----------------------|--------------------|--------------------|---------------------|
| TOTAL | FEDERAL | STATE | OTHER | LOCAL |
| \$144,051,292 | \$113,512,887 | \$9,357,658 | \$3,980,352 | \$17,036,036 |

TABLE 5-4: NORTH DAKOTA FINANCES BY YEAR

| North Dakota Side Finances by Year | | | | | |
|---|-------------------|---------------------|---------------------|---------------------|---------------------|
| Revenues | | | | | |
| | | 2023 | 2024 | 2025 | 2026 |
| Transit | Operations | \$3,583,580 | \$3,673,170 | \$3,764,999 | \$3,859,124 |
| Transit | Capital | \$16,400 | \$16,400 | \$16,810 | \$16,810 |
| Street | P.E. | \$0 | \$0 | \$0 | \$0 |
| Street | R.O.W. | \$0 | \$0 | \$0 | \$0 |
| Street | CONSTR. | \$17,911,000 | \$26,349,000 | \$13,782,000 | \$71,082,000 |
| | TOTAL | \$21,510,980 | \$30,038,570 | \$17,563,809 | \$74,957,934 |
| Expenditures | | | | | |
| | | 2023 | 2024 | 2025 | 2026 |
| Transit | Operations | \$3,583,580 | \$3,673,170 | \$3,764,999 | \$3,859,124 |
| Transit | Capital | \$16,400 | \$16,400 | \$16,810 | \$16,810 |
| Street | P.E. | \$0 | \$0 | \$0 | \$0 |
| Street | R.O.W. | \$0 | \$0 | \$0 | \$0 |
| Street | CONSTR. | \$17,911,000 | \$26,349,000 | \$13,782,000 | \$71,082,124 |
| | TOTAL | \$21,510,980 | \$30,038,570 | \$17,563,809 | \$74,957,934 |

Most federal transportation programs do not pay the 100% cost towards projects; typically, a match of at least 20% of the costs are from state or local funds. The individual project listings identify the source of funds towards the 100% cost estimate. Typically, the “OTHER” funds on the North Dakota side are service purchase East Grand Forks pays Grand Forks for transit services.

Grand Forks Transit has a balance of unobligated FTA 5307 funds. are available for obligation during the federal fiscal year for which they were apportioned plus five additional years. For example, funds appropriated in fiscal year 2013 are available until September 30, 2018. Any funds remaining unobligated at the end of the period of availability are added to the next year’s program apportionment. At the end of the current TIP, there are an anticipated unobligated federal funds of \$1,028,500. This does not include any COVID-19 funding, which are identified at the end of this section.

It is very rare that any FHWA funds are unobligated within the TIP year they are appropriated. Towards the end of FHWA federal fiscal year, a redistribution of funds is done at a national scale to entice spending the FHWA funds the year they were appropriated. While redistribution does occur, it is also very rare that the TIP reflects any of these redistributed funds.

YEAR OF EXPENDITURE

To give the public a clear picture of what can be expected (in terms of project cost) as well as to properly allocate future resources, projects beyond the first year of the TIP are adjusted for inflation. When project costs have been inflated to a level that corresponds to the expected year of project delivery this means that the project has been programmed with year of expenditure (YOE) dollars. YOE programming is required by federal law. Both NDDOT and MnDOT pre-inflate projects by 4% for highway projects and 3 % for transit projects. Projects are inflated to YOE dollars prior to being included in the TIP. This fulfills the federal requirement to inflate project total to YOE and relieves the MPO of the responsibility to do so. Every year, projects which are carried forward in the TIP are updated to reflect the current project costs.

OPERATIONS AND MAINTENANCE (O&M)

Since 2005, MPOs are required to consider operations and maintenance (O&M) of transportation systems, as part of fiscal constraint. The FAST Act reinforces the need to address O&M, in addition to capital projects, when demonstrating fiscal constraint of the TIP.

Operation and maintenance of the transportation system entails the routine, daily services and repair needed to allow the use of the system. Items such as snow removal, sealing cracks, small pothole repair are examples. For purposes of transportation operations and maintenance (O&M), the financial summary shall contain system-level estimates of costs and revenue sources that are reasonably expected to be available to adequately operate and maintain Federal-aid highways. Federal-aid highways are essentially the streets within the metro area that are functionally classified. A very small percentage of the total street system needs to be included in these O&M financial summaries.

Within each City, agreements are in place with the respective State DOT and City for the responsibility of O&M issues in their respective City. The one significant exception to this is the mileage of the Interstate System in Grand Forks; that remains the responsibility of NDDOT. Since the TIP covers the MPO Study Area versus just the city limits of both Grand Forks and East Grand Forks, this O&M summary must include information from both State Departments of Transportation. The basic method to calculate the O&M revenues and costs was to determine the pro rata share of federal aid system miles compared to the total miles within the respective area.

O&M revenues and costs are identified separately from capital costs to demonstrate that operation and maintenance costs of the existing and planned system are identified over the life of the TIP and STIP. O&M costs are typically those costs related to maintaining and operating a facility once it is completed and open to traffic.

EAST GRAND FORKS, MINNESOTA

The City of East Grand Forks has a total of approximately 78 centerline miles of streets within its city limits. Of these, approximately 7.5 miles are part of the Minnesota State Highway System. Therefore, roughly 10% of the miles are to be reported.

Due to the previously mentioned agreements in place, the financial information for the O&M comes from the City Budget. The City's Public Works Department is the responsible local unit charged with the street system. The percentage of federal aid streets was used as the method to calculate the O&M information for this TIP. This information is shown in Table 5-5.

The revenue sources are basically from two funds: general fund and fees. The two biggest sources for the general fund come from property taxes and state aid. The two biggest fees are from the water and light and from snow removal.

STATE OF MINNESOTA

MnDOT District #2 covers the northwestern corner of Minnesota, which includes the MPO Planning Area. The District has a total of approximately 3887 lane miles of streets within its boundary. Of these, approximately 51 miles are within the MPO Planning Area. Therefore, roughly 1.3% of the miles are to be reported.

The financial information for the O&M comes from the Budget. The percentage of federal aid streets was used as the method to calculate the O&M information for this TIP. This information is shown in Table 5-5. The revenue sources are from the Minnesota Highway User Tax Distribution Fund.

GRAND FORKS, NORTH DAKOTA

The City of Grand Forks has a total of approximately 235 centerline miles of streets within its city limits. Of these, approximately 22.5 miles are part of the North Dakota State Highway System. Therefore, roughly 10% of the miles are to be reported.

Due to the previously mentioned agreements in place, the financial information for the O&M comes from the City Budget. The City's Public Works Department – Street Division is the responsible local unit charged with the street system. The percentage of federal aid streets was used as the method to calculate the O&M information for this TIP. This information is shown in Table 5-5.

The revenue sources are basically from two funds: property taxes and gas tax. Property taxes are the general mill levy that the City places on all taxable property in the City to generate revenue for City services; a portion of these revenues are to fund the services of the Street Division. The gas tax is levied by the State of North Dakota and distributed to local jurisdictions by formula. The City generally funds 25% of the Street Division's budget from its formula receipt state gas tax.

STATE OF NORTH DAKOTA

NDDOT Grand Forks District covers the northeastern corner of North Dakota, which includes the MPO Planning Area. The District has a total of approximately 1,831 lane miles of highway within its boundary. Of these, approximately 66 miles are within the MPO Planning Area. Therefore, roughly 3.33% of the miles are to be reported.

The financial information for the O&M comes from the Budget. The percentage of federal aid highways was used as the method to calculate the O&M information for this TIP. This information is shown in Table 5-5. The revenue sources are from the state highway tax distribution fund and other state revenue sources as available.

TABLE 5-5: OPERATIONS & MAINTENANCE FINANCIAL PLAN FOR FEDERAL AID SYSTEM

| Operations and Maintenance Financial Plan | | | | | | | |
|--|--------------------------|--------------|--|------------|-----------|-----------|-----------|
| Federal Aid System | | | | | | | |
| REVENUES | | | | | | | |
| | | | | Year | Year | Year | Year |
| | | | | 2023 | 2024 | 2025 | 2026 |
| Minnesota Federal Aid System | | | | | | | |
| | MnDOT | | | \$ 284,696 | \$293,237 | \$302,034 | \$311,095 |
| | East Grand Forks | Total | | \$ 232,175 | \$239,140 | \$246,314 | \$253,704 |
| | | General Fund | | \$ 220,074 | \$226,676 | \$233,477 | \$240,481 |
| | | Fees | | \$ 12,101 | \$ 12,464 | \$ 12,838 | \$ 13,223 |
| EXPENDITURES | | | | | | | |
| | | | | Year | Year | Year | Year |
| | | | | 2023 | 2024 | 2025 | 2026 |
| Minnesota Federal Aid System | | | | | | | |
| | MnDOT | | | \$ 284,696 | \$293,237 | \$302,034 | \$311,095 |
| | City of East Grand Forks | | | \$ 218,847 | \$225,412 | \$232,175 | \$239,140 |
| REVENUES | | | | | | | |
| | | | | Year | Year | Year | Year |
| | | | | 2023 | 2024 | 2025 | 2026 |
| North Dakota Federal Aid System | | | | | | | |
| | NDDOT | | | \$ 596,202 | \$614,088 | \$632,511 | \$651,486 |
| | Grand Forks | Total | | \$ 622,048 | \$640,709 | \$659,931 | \$679,729 |
| | | Mill Levy | | \$ 454,157 | \$467,782 | \$481,815 | \$496,270 |
| | | Gas Tax | | \$ 167,891 | \$172,928 | \$178,116 | \$183,459 |
| EXPENDITURES | | | | | | | |
| | | | | Year | Year | Year | Year |
| | | | | 2023 | 2024 | 2025 | 2026 |
| North Dakota Federal Aid System | | | | | | | |
| | NDDOT | | | \$ 596,202 | \$614,088 | \$632,511 | \$651,486 |
| | City of Grand Forks | | | \$ 622,048 | \$640,709 | \$659,931 | \$679,729 |

CORONAVIRUS PANDEMIC RELIEF FUNDS

Some of the following federal funding sources may not be required to be delineated in the TIP however, the Forks MPO will include federal funding sources in the TIP as required by each specific federal law. For those funds not required to be in the TIP, the Forks MPO has included as much detail as possible in the TIP for informational purposes.

THE CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT

The CARES Act is a \$2.2 trillion economic stimulus bill passed by the 116th U.S. Congress and signed into law by President Donald Trump on March 27, 2020, in response to the economic fallout of the COVID-19 pandemic in the United States. The CARES Act provides emergency assistance and health care response for individuals, families, and businesses affected by the COVID-19 pandemic.

The CARES Act allocated \$25 billion to FTA recipients of urbanized area (Section 5307) and rural area (Section 5311) formula funds, with \$22.7 billion to large and small urban areas and \$2.2 billion to rural areas. Funding is provided at 100-percent federal share, with no local match requirement and is available to support capital, operating, and other expenses generally eligible under said programs to prevent, prepare for, and respond to COVID-19.

East Grand Forks Transit received an apportionment of \$527,329 and Grand Forks Transit received an apportionment of \$3,372,110 in FY 2020 FTA 5307 Urbanized Area Formula funds as allocated through the CARES Act. The two transit operators can use FTA 5307 CARES Act funding for expenses traditionally eligible under Section 5307. Eligible expenses must occur on or after January 20, 2020.

CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT OF 2021 (CRRSAA)

The CRRSAA is a \$900 billion economic stimulus bill passed by the 116th U.S. Congress and signed into law by President Donald Trump on December 27, 2020, in continued response to the economic fallout of the COVID-19 pandemic in the United States. The CRRSAA provided supplemental appropriations for COVID-19 relief.

The CRRSAA allocated \$14 billion to FTA recipients of urbanized area (Section 5307), rural area (Section 5311), and enhanced mobility funds (Section 5310), with \$13.26 billion to large and small urban areas, \$678.2 million for rural areas and tribes, and \$50 million for enhanced mobility of seniors and individuals with disabilities. Funding is provided at 100-percent federal share, with no local match requirement and is available to support expenses eligible under the relevant program. CRRSAA direction is to prioritize payroll and operational needs.

Although the State of Minnesota received an apportionment of FY 2021 FTA 5307 Urbanized Area Formula Funds, the State of North Dakota and therefore Grand Forks Transit, did not receive an apportionment of FY 2021 FTA 5307 Urbanized Area Formula funds through CRRSAA. Minnesota received an apportionment of \$120,611 and North Dakota received an apportionment of \$74,762 FY 2021 FTA 5310 Enhanced Mobility of Seniors and Individuals with Disabilities funds for UZAs 50,000 to 199,999 in population.

The CRRSAA also allocated \$10 billion to FHWA for Highway Infrastructure Programs (HIP). Funding is provided at 100-percent federal share, with no local match requirement and is available for expenses typically eligible under the STBGP.

In North Dakota, a portion of CRRSAA funding was allocated based upon the existing urban roads distribution formula. Grand Forks received an apportionment of \$479,650 FY 2021 CRRSAA funds. Minnesota also received CRRSAA funding for HIP however, at the time of the 2022-2025 TIP publication, there is no estimate as to what appropriation level local jurisdictions (e.g. East Grand Forks) may receive. CRRSAA funds apportioned are available for obligation until September 30, 2024, or through FY 2024.

AMERICAN RESCUE PLAN ACT OF 2021 (ARP)

The ARP is a \$1.9 trillion economic stimulus bill passed by the 117th U.S. Congress and signed into law by President Joe Biden on March 11, 2021, in continued response to the economic fallout of the COVID-19 pandemic in the United States. The ARP includes supplemental appropriations allocated to support COVID-19 relief.

The ARP allocated \$30.5 billion to FTA recipients of urbanized (Section 5307)/rural area and tribal governments (Section 5311) formulas (\$26.6 billion), areas hit hardest by the COVID-19 pandemic (\$2.2 billion), Capital Investment Grants (CIG) Program (\$1.675 billion), enhanced mobility of seniors and individuals with disabilities (Section 5310) formula program (\$50 million), competitive planning grants (\$25 million), and competitive tribal grants (\$5 million). Funding is provided at 100-percent federal share, with no local match requirement and is available to support expenses generally eligible under said programs to continue recovering from the COVID-19 pandemic.

East Grand Forks Transit received an apportionment of \$110,594 and Grand Forks Transit received an apportionment of \$704,034 in FY 2021 FTA 5307 Urbanized Area Formula funds as allocated through the ARP. Minnesota received an apportionment of \$120,613 and North Dakota received an apportionment of \$74,763 FY 2021 FTA 5310 Enhanced Mobility of Seniors and Individuals with Disabilities funds for UZAs 50,000 to 199,999 in population.

6 | PUBLIC ENGAGEMENT

The Forks MPO is committed to being a responsive and participatory agency for regional decision-making. Every year, the public is given a continuous opportunity to view all TIP related materials on the Forks MPO website and provide comment via phone and/or email. Prior to project solicitation, the Forks MPO encourages eligible jurisdictions to submit projects that have had or will have some level of public input. This information then becomes part of the criteria used to prioritize TIP project submittals.

The Forks MPO annually reaffirms its dedication to transparency and outreach in the TIP process and evaluates its public involvement efforts every year. From year to year, some of the outreach activities chosen may be more proactive or more targeted than in other years, based on the projects that are being programmed. However, the core objectives remain the same: transparency, public awareness, and open access to the planning process for all those who are interested.

2023-2026 TIP PUBLIC PARTICIPATION SUMMARY

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

The two local transit operators and the Forks MPO have agreed, as allowed by FTA, to have the required Transit Program of Projects (P.O.P) be incorporated into the Forks MPO TIP. Therefore, no separate P.O.P. document is published. The public notices clearly indicated that the P.O.P. is included in the TIP. Public notice of public involvement activities and time established for public review and comments on the TIP will satisfy the P.O.P. requirements.

Public meetings were held at various times and dates to invite the public to nominate projects for consideration for funding. Because each state has developed separate timelines for project submission, project nomination meetings begin as early as September 2021, and continue through January 2022. During this time, public meetings are announced and held to allow the public to comment upon the list of projects being submitted for funding consideration.

In December 2021, a public meeting was conducted to allow the public to comment upon the list of projects being proposed for the traditional street & highway and transit funds. This meeting concluded with the MPO approving a list of projects to be submitted to both state DOTs for consideration of funding. The Forks MPO also approved the listed projects as being consistent with the Forks MPO's MTP.

A public hearing was held on April 13, 2022, during a Forks MPO TAC meeting. The purpose of this hearing was to receive comments on a draft list of transportation improvement projects for 2023-2026 for the Minnesota side. After closing the hearing, at which no comments were received, the project listings were approved by the MPO Executive Committee on April 20,

2022. The final listing of projects was approved on July 20, 2022 by the MPO Executive Committee, to be inserted with no changes into the final Forks MPO 2023-2026 TIP.

For the North Dakota side, a public hearing was held on July 13, 2022, during the Technical Advisory Committee meeting. The purpose of this hearing was to receive comments on the draft 2023-2026 TIP project listings. After the public hearing, at which no comments were received, the project listings were approved by the MPO Executive Committee on July 20, 2022.

The final public hearing was held on August 10, 2022, for consideration of a draft final TIP by the MPO TAC. Zero public comments were received and the MPO Board approved and adopted the document on August 17, 2022. Each hearing notice was placed in a non-legal section, in a two-column advertisement format, with a minimum 10-day advance printing prior to the hearing. A copy of the notice is attached in Appendix B. In addition, both the draft TIP document and the final TIP documents were posted on the MPO website prior to the public hearing dates. A copy of the website showing the final TIP document's availability is in Appendix B.

The Forks MPO sent out an email through our Constant Contact email list to inform those contacts that the draft and final draft TIPs were available for review and comment. Lastly, the MPO posted on its Facebook page that these draft and final drafts were available for public comment.

The public comments contained in this chapter are from email correspondence and comments obtained from the final public hearing. All comments obtained from the online surveys can be found in Appendix B of this document.

FIGURE 6-1: PUBLIC COMMENT DISPOSITION MATRIX

| Date Received | Source | Comment | Disposition | Response (if applicable) |
|---------------|--------|---------|-------------|--------------------------|
| NA | NA | NA | NA | NA |

7 | MONITORING PROGRESS

Per Federal regulations, the MPO must submit annual updates for projects programmed in the TIP. NDDOT, as the lead state agency, has requested the Forks MPO focus on projects from the Annual Element of the FY2022-25 TIP. The following pages identifies for each project what the status of that project is.

The status of the projects programmed in the previous years' TIPs that are being carried over into this TIP have been updated with this TIP (FY 2023-2026).

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION
TRANSPORTATION IMPROVEMENT PROGRAM
FISCAL YEARS 2022 - 2025

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST (THOUSANDS) | | | | | STAGING | ANNUAL ELEMENT | PROJECT STATUS | | | |
|----------------------------|-----------------------------|----------------|---|---|----------|--------|--------|----------|------------|----------------|----------------|--|--|---|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | AND SOURCE OF FUNDING | | | | | | 2022 | | | | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Operations | | | | | |
| | | | | FUNDING SOURCE | | | | | CONSTR. | | | | | |
| | | | | TOTAL | | | | | TOTAL | | | | | |
| Grand Forks #ND1 No PCN | Grand Forks | NA | Operating subsidy for proposed Grand Forks transit service. The service will operate 6 days a week and averages 62.5 hours of revenue service daily. Bus for the period January 1, 2022 to December 31, 2022 (costs for fixed-route service are estimates). | REMARKS: Total operating cost for Public Transit Fixed-Route and Demand Response estimated fixed route fare is \$275,555 East Grand Forks contract payment is shown as other UND contributes for Shuttle service shown as other The Federal and Local revenues may be replaced by CARES | | | | | | | | | | |
| | Grand Forks | Operations | | | | | | | Operations | 3,496.17 | | | | Transit is operating all routes and demand response services. |
| | Fixed-Route Transit Service | Entitlement | Excludes FTA Programs 5339 and 5310 costs | | | | | | Capital | NA | | | | |
| | | | | | | | | P.E. | NA | | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | NA | | | | |
| | | | | 3,496.17 | 1,223.24 | 265.58 | 935.16 | 1,072.20 | CONSTR. | NA | | | | |
| | | | | FTA 5307 (50/50) | | | | | TOTAL | 3,496.17 | | | | |
| Grand Forks #ND2 No PCN | Grand Forks | NA | Capital Purchase/Replacement of Safety and/or security hardware and software | REMARKS: | | | | | | | | | | |
| | Grand Forks | Capital | | | | | | | Operations | NA | | | | Project waiting for phase II of building. |
| | Fixed-Route Transit Service | Entitlement | Grand Forks Public Transportation consist of Fixed-Route, Demand Response service. | | | | | | Capital | 16.00 | | | | |
| | | | | | | | | P.E. | NA | | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | NA | | | | |
| | | | | 16.00 | 12.80 | 0.00 | 0.00 | 3.20 | CONSTR. | NA | | | | |
| | | | | FTA 5307 (80/20) | | | | | TOTAL | 16.00 | | | | |
| | | | | REMARKS: | | | | | | | | | | |
| | | | | Net Operating is shown <u>before</u> , Fed, State & Local Matching Funds are applied. | | | | | | | | | | |
| | | | | | | | | | | | | | | |
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GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2022 - 2025

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST (THOUSANDS) | | | | | STAGING | ANNUAL ELEMENT | PROJECT STATUS | | |
|--------------------------------|---|----------------|--|--|------------------|-------|-------|-----------------|------------|----------------|----------------|--|---|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | AND SOURCE OF FUNDING | | | | | | 2022 | | | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Operations | | | | |
| | | | | FUNDING SOURCE | | | | | R.O.W. | | | | |
| | | | | | | | | | CONSTR. | | | | |
| | | | | | | | | | TOTAL | | | | |
| Grand Forks #ND3 No PCN | Grand Forks | NA | Purchase scheduling and dispatching software Purchase Replacement bus shelters Purchase data management software | REMARKS: | | | | | | | | | |
| | Grand Forks | Capital | | | | | | | Operations | | | | Received State approval, won't be purchased until 2023. |
| | Fixed Route | Discretionary | | | | | | | Capital | 514.00 | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | |
| | | | | 514.00 | 411.20 | | | 102.80 | CONSTR. | | | | |
| | | | | FTA #5339 Capital | | | | | TOTAL | 514.00 | | | |
| Grand Forks #ND4 No PCN | Grand Forks | NA | Purchase two replacement vehicles for the Demand Response service | REMARKS: | | | | | | | | | |
| | Grand Forks | Capital | | | | | | | Operations | | | | Received State approval, won't purchase until 2023. |
| | Fixed Route Paratransit and/or Senior Service | Discretionary | | | | | | | Capital | 94.00 | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | |
| | | | | 94.00 | 94.00 | | | 0.00 | CONSTR. | | | | |
| | | | | COVID-19 Funds | | | | | TOTAL | 94.00 | | | |
| Grand Forks #ND5 No PCN | Grand Forks | NA | Funding to continue the Mobility Manager position | REMARKS: Funding awarded for only a portion of what was requested another funding opportunity is being solicited for remaining amount. | | | | | | | | | |
| | Grand Forks | Capital | | AMENDED Nov 2021 to add funds | | | | | | | | | Received State approval, staff person working. |
| | Fixed Route Paratransit and/or Senior Service | Discretionary | | | | | | | Operations | | | | |
| | | | | 68.05 | 59.41 | 0.00 | 0.00 | 8.64 | Capital | 68.05 | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | |
| | | | | 43.48 | 34.54 | | | 8.64 | CONSTR. | | | | |
| | | | | FTA #5310 | | | | | TOTAL | 68.05 | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2022 - 2025

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST (THOUSANDS) | | | | | STAGING | ANNUAL ELEMENT | PROJECT STATUS | | |
|-------------------------------|--------------------|--------------------|---|---|----------|----------|-------|----------|------------|----------------|----------------------------|--|--|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | AND SOURCE OF FUNDING | | | | | | 2022 | | | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Operations | | | | |
| | | | | FUNDING SOURCE | | | | | TOTAL | | | | |
| Grand Forks #ND6 PCN 22167 | Grand Forks | N. Washington | Reconstruct the roadway, rehabilitate the structure and make sidewalks ADA compliant for the railroad underpass on US 81B (N. Washington St) just north of the intersection of ND 297 (DeMers Ave). | REMARKS: STIP shows as two separate projects Aproximately 50% funding through Regional Urban and other 50% funding through Rural Program Amended April 2021 | | | | | | | Project was moved to 2023. | | |
| | NDDOT | Principle Arterial | | | | | | | Operations | | | | |
| | Bridge Reconstruct | Discretionery | | | | | | | Capital | | | | |
| | | | | | | | | | P.E. | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | |
| | | | | 11,150.00 | 9,024.00 | 1,063.00 | | 1,063.00 | CONSTR. | 11,150.00 | | | |
| | | | | Urban Regional Secondary Roads Program | | | | | TOTAL | 11,150.00 | | | |
| Grand Forks #ND7 PCN 23191 | Grand Forks | DeMers Overpass | Structural rehabilitation of the DeMers (ND297) Overpass of BNSF and 4th Ave S | REMARKS: Listed in the STIP as 4th Ave S (BNRR Overpass) 297-2.696 inspection caused project to move up one year AMENDED April 2021 | | | | | | | Project is underway. | | |
| | NDDOT | Principal Arterial | | | | | | | Operations | | | | |
| | Rehabilitation | Discretionery | | | | | | | Capital | | | | |
| | | | | | | | | | P.E. | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | |
| | | | | 750.00 | 607.00 | 68.00 | | 75.00 | CONSTR. | 750.00 | | | |
| | | | | Bridge Program | | | | | TOTAL | 750.00 | | | |
| Grand Forks #ND8 PCN 22871 | Grand Forks | N. 4th St | reconstruction of N. 4th St between DeMers Ave and 1st Ave N including streetscaping components | REMARKS: Governor's Main Street Initiative | | | | | | | Project underway. | | |
| | Grand Forks | Minor Arterial | | | | | | | Operations | | | | |
| | Reconstruction | Discretionery | | | | | | | Capital | | | | |
| | | | | | | | | | P.E. | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | |
| | | | | 2,305.00 | 1,631.00 | | | 673.80 | CONSTR. | 2,305.00 | | | |
| | | | | Urban Grant Program | | | | | TOTAL | 2,305.00 | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2022 - 2025

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST (THOUSANDS) | | | | | STAGING | ANNUAL ELEMENT | PROJECT STATUS | | |
|--------------------------------|---------------------|----------------|---|--|-------------------|--------|-------|-------|------------|----------------|-----------------------|--|--|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | AND SOURCE OF FUNDING | | | | | | 2022 | | | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Operations | | | | |
| | | | | FUNDING SOURCE | | | | | CONSTR. | | | | |
| Grand Forks #ND9 PCN 22909 | Grand Forks | US Bus2 | complete a chip seal on US Bus2 (N. 5th St) between DeMers Ave and Gateway Dr | REMARKS: | | | | | | | Project has been bid. | | |
| | NDDOT | Minor Arterial | | | | | | | | | | | |
| | Rehabilitation | Discretionary | | | | | | | | | | | |
| | | | | TOTAL | 100.00 | 81.00 | 9.00 | 0.00 | 10.00 | R.O.W. | | | |
| | | | | Urban Regional Secondary Roads Program | | | | | TOTAL | 100.00 | | | |
| Grand Forks #ND10 PCN 23194 | Grand Forks | 32nd Ave S | convert a gravel surfaced multi-use trail into a hard surfaced multi-use trail between S. 48th St and Heartland Dr. | REMARKS: Recent award of funds due to newly available funding Amended April 2021 Modified January 2022 to remove PE from Total | | | | | | | Project is underway. | | |
| | Grand Forks | Minor Arterial | | 302.00 | | | | | | 90.00 | | | |
| | New Construction | Discretionary | | | | | | | | | | | |
| | | | | TOTAL | 392.00 | 236.00 | | | 156.00 | R.O.W. | | | |
| | | | | Transportation Alternative Program | | | | | TOTAL | 392.00 | | | |
| Grand Forks #ND11 PCN 23192 | Grand Forks | | perform maintenance work on the bike/ped underpass structure on S. Washington St. (US 81B) near 24th Ave S. | REMARKS: Inspection of structure identified need to have this project New project | | | | | | | Project underway. | | |
| | NDDOT | | | | | | | | | | | | |
| | Preventative Maint. | | | | | | | | | | | | |
| | | | | TOTAL | 50.00 | 40.50 | 4.50 | | 5.00 | R.O.W. | | | |
| | | | | Urban Regional Secondary Program | | | | | TOTAL | 50.00 | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2022 - 2025

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST (THOUSANDS) | | | | | STAGING | ANNUAL ELEMENT | PROJECT STATUS | | |
|--------------------------------|-----------------------|--------------------|---|----------------------------------|---------|--------|--------|-------|------------|----------------|-----------------------|--|--|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | AND SOURCE OF FUNDING | | | | | | 2022 | | | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Operations | | | | |
| | | | | FUNDING SOURCE | | | | | CONSTR. | | | | |
| Grand Forks #ND12 PCN 22932 | Grand Forks | US 2 | complete a chip seal on US 2 (Gateway Dr) between N. 55th St and N. 69th St.r | REMARKS: | | | | | | | Project has been bid. | | |
| | NDDOT | Principal Arterial | | | | | | | | | | | |
| | Rehabilitation | Discretionary | | | | | | | | | | | |
| | TOTAL | | | | | 120.00 | 97.12 | 22.88 | | | | | |
| Urban Regional Primary Program | | | | | | | | | TOTAL | 120.00 | | | |
| Grand Forks #ND13 No PCN | grand Forks | GF#17 | Mill and Overlay GF #17 (S. Columbia Rd) between 62nd Ave S and GF #6 (Merrifield Rd). | REMARKS: | | | | | | | Project underway | | |
| | Grand Forks County | CMC | | | | | | | | | | | |
| | Pavement Preservation | Discretionary | | | | | | | | | | | |
| | TOTAL | | | | | 147.00 | 117.45 | | 29.36 | | | | |
| County Program | | | | | | | | | TOTAL | 147.00 | | | |
| Grand Forks #ND14 PCN ?? | Grand Forks | Mill Road | complete a mill and overlay of Mill Road between US 2 (Gateway Dr) and US 81(N. Washington St). | REMARKS: Utilizes COVID-19 funds | | | | | | | Project has been bid. | | |
| | Grand Forks | Minor Arterial | | | | | | | | | | | |
| | Pavement Preservation | | | | | | | | | | | | |
| | TOTAL | | | | | 595.00 | 479.65 | | 115.35 | | | | |
| COVID Funds | | | | | | | | | TOTAL | 595.00 | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2022 - 2025

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST (THOUSANDS) | | | | | STAGING | ANNUAL ELEMENT | PROJECT STATUS | | |
|-------------------------------------|------------------------|--------------------|--|---|----------|--------|-------|-------|------------|----------------|-----------------------|--|--|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | AND SOURCE OF FUNDING | | | | | | 2022 | | | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Operations | | | | |
| | | | | FUNDING SOURCE | | | | | CONSTR. | | | | |
| Grand Forks #ND14a PCN 23323 | Grand Forks | I29 | convert lighting to LED I29 interchange with 32nd Ave S. | REMARKS: AMENDED Nov 2021 to add project | | | | | | | Project has been bid. | | |
| | NDDOT | Interstate | | | | | | | Operations | | | | |
| | Rehabilitation | Discretionary | | | | | | | Capital | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | P.E. | | | | |
| | | | | 10.00 | 8.00 | 2.00 | | | R.O.W. | | | | |
| | | | | Urban Regional Primary Program | | | | | CONSTR. | 10.00 | | | |
| | | | | TOTAL | | | | | TOTAL | 10.00 | | | |
| Grand Forks #ND14b PCN 23442 | Grand Forks | US #2 | Chip Seal treatment on US#2 in both directions between N. 69th St and GF County Highway #2 | REMARKS: Larger project with only eastern 3 miles within MPO Area | | | | | | | Project underway. | | |
| | NDDOT | Principle Arterial | | Amended February 2022 to add project | | | | | | | | | |
| | Preventive Maintenance | Discretionary | | | | | | | Operations | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | P.E. | | | | |
| | | | | 282.24 | 225.79 | 56.45 | | | R.O.W. | | | | |
| | | | | TOTAL | | | | | CONSTR. | 282.24 | | | |
| | | | | TOTAL | | | | | TOTAL | 282.24 | | | |
| Grand Forks #ND14c PCN | Grand Forks | District wide | Pavement marking on various US/ND highways within NDDOT - Grand Forks District | REMARKS: Within MPO Area, being done on I29 only | | | | | | | Project underway. | | |
| | NDDOT | varies | | Amended February 2022 to add project | | | | | | | | | |
| | Pavement Markings | Discretionary | | | | | | | Operations | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | P.E. | | | | |
| | | | | 1,386.25 | 1,109.00 | 277.25 | | | R.O.W. | | | | |
| | | | | TOTAL | | | | | CONSTR. | 1,386.25 | | | |
| | | | | TOTAL | | | | | TOTAL | 1,386.25 | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2022 - 2025

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST | | | | | STAGING | ANNUAL | PROJECT STATUS | | | |
|--|-------------------|--------------------|--|---|-----------------------|---------|--------|-------|---------|------------|-------------------|--|--|--|
| | PROJECT NUMBER | RESPONSIBLE AGENCY | | CLASSIFICATION | AND SOURCE OF FUNDING | | | | | ELEMENT | | | | |
| | | PROJECT TYPE | | FUNDING STATUS | TOTAL | FEDERAL | STATE | OTHER | | LOCAL | 2022 | | | |
| | | | | | FUNDING SOURCE | | | | | Operations | | | | |
| Grand Forks #122004 PCN 23609 | Grand Forks | 12 Ave NE | Rail safety improvements at the existing 12th Ave NE (Merrifield Rd) crossing at the southern part of the MPO study area boundary. | REMARKS: New project added June 2022 The cost under Other is being paid by the Railroad. | | | | | | | Project underway. | | | |
| | NDDOT | RR Crossing | | | | | | | | | | | | |
| | Railroad Crossing | Entitlement | | | | | | | | | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | | |
| | | | | 83,200 | 27,200 | | 56,000 | | CONSTR. | 83,200 | | | | |
| | | | | Section 130 Rail Safety | | | | | TOTAL | 83,200 | | | | |
| Grand Forks | | | Intentionally left blank | REMARKS: | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | | |
| | | | | | | | | | CONSTR. | | | | | |
| | | | | REMARKS: | | | | | TOTAL | | | | | |
| Grand Forks | | | Intentionally left blank | REMARKS: | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | | | | | |
| | | | | | | | | | CONSTR. | | | | | |
| | | | | REMARKS: | | | | | TOTAL | | | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2022 - 2025

| FY 2022 Grouped Projects | | | | | | |
|---------------------------------|---|--------------|----------------|--------------|--------------|--------------|
| Project Phase | | TOTAL | FEDERAL | STATE | OTHER | LOCAL |
| Preliminary Engineering (PE) | AMENDED Nov 2021 to identify the cost estimates for each phase. This year there are no project phases so all cost estimates are zero | 1,000.00 | 809.30 | 90.70 | 0.00 | 100.00 |
| Right of Way (ROW) | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Utilities | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Grouped projects are for all North Dakota side projects in the MPO Study Area that have not had the project phase already authorized. Some Projects may not be in a bid opening until 2024 yet phases of project authorizations could be made in 2021. Cost estimates are rounded to the nearest \$1,000.00

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2022 - 2025

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST (THOUSANDS) AND SOURCE OF FUNDING | | | | | STAGING | ANNUAL ELEMENT | PROJECT STATUS | | |
|-----------------------|--|----------------|--|---|------------|--------|---------|---------|------------|----------------|----------------------------------|--|--|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | | | | | | | 2022 | | | |
| PROJECT NUMBER | PROJECT TYPE | FUNDING STATUS | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | Operations | | | | |
| | | | | FUNDING SOURCE | | | | | CONSTR. | TOTAL | | | |
| East Grand Forks #MN1 | East Grand Forks | NA | Operating subsidy for proposed East Grand Forks fixed-route transit service. The service will operate 6 days a week and averages 36 hours of revenue service daily. Bus for the period January 1, 2022 to December 31, 2022 (Costs for fixed-route service are estimates). | REMARKS: Contract fixed route services with City of Grand Forks Estimated payment to GF is \$530,000 The Federal and Local revenues may be replaced by CARES Estimated fare is \$4,500 Other is MN Transit Formula Funds | | | | | | | In progress. | | |
| | East Grand Forks | Operations | | | Operations | 552.59 | Capital | 0.00 | P.E. | NA | | | |
| | Fixed-Route Transit Service | Entitlement | TRF-0018-22B | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | NA | | | |
| | | | | 552.59 | 120.00 | 0.00 | 342.47 | 85.62 | | | | | |
| | | | | FTA 5307 | | | | | TOTAL | 552.59 | | | |
| East Grand Forks #MN2 | East Grand Forks | NA | Operating subsidy for demand response service for disabled persons and senior citizens covering the period January 1, 2022 to December 31, 2022. The paratransit service operates the same hours of operation as the fixed-route transit service (costs for paratransit service are estimates) | REMARKS: Contract demand response service Estimated fare is \$15,900 The Local revenues may be replaced by CARES Other is MN Transit Formula Funds | | | | | | | In progress. | | |
| | East Grand Forks | Operations | | | Operations | 143.10 | Capital | 0.00 | P.E. | NA | | | |
| | Paratransit Service for Disabled Persons | Entitlement | TRF-0018-22A | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | NA | | | |
| | | | | 143.10 | 0.00 | 0.00 | 108.12 | 19.08 | | | | | |
| | | | | State Transit Funds | | | | | TOTAL | 143.10 | | | |
| East Grand Forks #MN3 | East Grand Forks | NA | Purchase Class 400 replacement vehicle for Demand Response | REMARKS: FTA 5339- Bus and Bus Facilities Formula Funds will be used instead of FHWA STPBG | | | | | | | State awarded, purchase in 2023. | | |
| | East Grand Forks | Capital | | | Operations | 0 | Capital | 188,000 | P.E. | NA | | | |
| | Paratransit Service for Disabled Persons | Entitlement | TRF-0018-22E TRF-0018-22TA | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | NA | | | |
| | | | | 469.00 | 135.20 | | 46.90 | 46.90 | | | | | |
| | | | | FHWA STPBG Program flexed | | | | | TOTAL | 188,000 | | | |

GRAND FORKS - EAST GRAND FORKS METROPOLITAN PLANNING ORGANIZATION

TRANSPORTATION IMPROVEMENT PROGRAM

FISCAL YEARS 2022-2025

| URBAN AREA | PROJECT LOCATION | FACILITY | PROJECT DESCRIPTION | ESTIMATED COST (THOUSANDS) AND SOURCE OF FUNDING | | | | | STAGING | ANNUAL ELEMENT | PROJECT STATUS | | | |
|-----------------------|--------------------|--------------------|--|--|----------|--------|--------|---------|------------|----------------|-----------------------|--|--|------|
| | RESPONSIBLE AGENCY | CLASSIFICATION | | | | | | | | 2022 | | | | |
| | PROJECT TYPE | FUNDING STATUS | | | | | | | Operations | Capital | | | | P.E. |
| PROJECT NUMBER | | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | CONSTR. | | | | |
| | | | | FUNDING SOURCE | | | | | TOTAL | | | | | |
| East Grand Forks #MN4 | East Grand Forks | US 2 | WBL - FROM 5TH AVE NE (EAST GRAND FORKS) TO 0.3 MI E OF POLK CSAH 15 (FISHER), RESURFACING Project # 6001-61 | REMARKS: Project being physically done in FY2021 Project being fiscally done in FY2022 | | | | | | | | | | |
| | MnDOT | Principal Arterial | | | | | | | Operations | 0.00 | | | | |
| | Rehabilitation | Discretionary | | | | | | | Capital | 0.00 | | | | |
| | | | | | | | | | P.E. | NA | Project in progress. | | | |
| | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | NA | | | | | |
| | | | 9,387.21 | 7,509.77 | 1,877.44 | 0.00 | 0.00 | CONSTR. | 9,387.21 | | | | | |
| | | | District Managed Program | | | | | TOTAL | 9,387.21 | | | | | |
| East Grand Forks #MN5 | East Grand Forks | Bygland Rd | reconstruct the intersection of Bygland Road and Rhinehart Drive into a roundabout Project # 119-119-013 | REMARKS:- Other costs are non-construction costs Other Revenue is MN State Aid AMENDED Nov 2021 to shift to 2023 | | | | | | | | | | |
| | East Grand Forks | Minor Arterial | | | | | | | Other | | | | | |
| | Reconstruction | Discretionary | | | | | | | Operations | 0.00 | | | | |
| | | | | | | | | | Capital | 0.00 | Project moved to 2023 | | | |
| | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | NA | | | | | |
| | | | 1,493.00 | 860.00 | | 633.00 | 0.00 | CONSTR. | 1,493.00 | | | | | |
| | | | NWATP City Sub-target | | | | | TOTAL | 1,493.00 | | | | | |
| East Grand Forks #MN6 | East Grand Forks | Mn220 N | Project entails refurbishing traffic signals at intersection with 14th St NW, make ped improvements at intersection of US 2 and at 17th St NW; includes signal enhancements. at interswecction with US2 Project #6017-44 | REMARKS: | | | | | | | | | | |
| | MnDOT | Minor Arterial | | | | | | | Operations | 0.00 | | | | |
| | Rehabilitation | Discretionary | | | | | | | Capital | 0.00 | | | | |
| | | | | | | | | | P.E. | NA | Project in progress. | | | |
| | | | TOTAL | FEDERAL | STATE | OTHER | LOCAL | R.O.W. | NA | | | | | |
| | | | 410.00 | 0.00 | 290.00 | 0.00 | 120.00 | CONSTR. | 410.00 | | | | | |
| | | | District Managed Program | | | | | TOTAL | 410.00 | | | | | |

PART 4: APPENDICES

APPENDIX A: FY2021 ANNUAL LISTING OF OBLIGATIONS SUMMARY

The Transportation Improvement Program (TIP) serves as the four-year capital program of transportation projects that are wholly or partially paid for with funding from the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA). To ensure that the public has an accurate understanding of how federal funds are spent on transportation projects, the FAST Act includes a requirement that the organizations responsible for approving the TIP publish an Annual Listing of Obligated Projects for the most recently completed fiscal year. This covers federal obligations for Federal Fiscal Year (FFY) 2021 from the FY 2021-2024 TIP. See: https://www.theforksmopo.org/resources/transportation_improvement_plan_tip

The project listings should align with categories included in the TIP. This includes project name, location, and other descriptive information included in the TIP. The listing also should include the amount of funds programmed in the TIP, and the amount obligated in the program year. The Annual Listing must include obligations for projects in the TIP that were specifically identified as bicycle or pedestrian projects. For projects in the TIP that include bicycle and/or pedestrian facilities as an incidental part of a larger project, a reasonable effort was made to identify the general description of these facilities.

For FFY 2021, project sponsors obligated approximately \$24.12 million in federal transportation funding for a variety of state, county, and local transportation projects in the MPO. This included over \$24.12 million in FHWA funding for highway projects (compared to \$36.17 million programmed) and over \$0.12 million in FTA funding for transit projects (compared to \$4.83 million programmed).

The TIP had programmed \$41.05 million towards with \$28.56 million being from federal programs. The obligations resulted in \$33.23M being committed toward projects in 2020, with \$24.12M being from federal programs. This is a difference of \$4.44M between what was programmed versus what was obligated in federal funds.

A total of 24 projects were listed. 18 had funds obligated towards them that we were able to get information on; 0 were delayed one year. One project on the North Dakota side was dropped.

One of the programmed projects on the Minnesota side has not yet been obligated.

| FY2021 Annual Listing Obligations | | | | | | | |
|-----------------------------------|------------|---------------|---------------|--------------|--------------|--------------|--|
| ND Side | Obligated | \$ 32,503,800 | \$ 23,858,630 | \$ 2,706,230 | \$ - | \$ 5,938,950 | |
| | TOTAL | | FEDERAL | STATE | OTHER | LOCAL | |
| | Programmed | \$ 39,696,520 | \$ 28,148,650 | \$ 3,320,800 | \$ 912,350 | \$ 7,320,160 | |
| MN Side | Obligated | \$ 730,640 | \$ 257,000 | \$ 274,400 | \$ - | \$ 1,992,400 | |
| | TOTAL | | FEDERAL | STATE | OTHER | LOCAL | |
| | Programmed | \$ 1,353,450 | \$ 407,000 | \$ 238,000 | \$ 445,430 | \$ 263,020 | |
| TOTAL | Obligated | \$ 33,234,440 | \$ 24,115,630 | \$ 2,980,630 | \$ - | \$ 7,931,350 | |
| | TOTAL | | FEDERAL | STATE | OTHER | LOCAL | |
| | Programmed | \$ 41,049,970 | \$ 28,555,650 | \$ 3,558,800 | \$ 1,357,780 | \$ 7,583,180 | |

APPENDIX B: PUBLIC COMMENTS

Document starts on the following page.



PUBLIC NOTICE

The Grand Forks - East Grand Forks Metropolitan Planning Organization (MPO) will hold a public hearing on the North Dakota Side Draft and Minnesota Final MPO 2023 to 2026 Transportation Improvement Program (TIP) project listings. The TIP also incorporates the local transit operators' Program of Projects (POP). The hearing will be held during a regular, monthly meeting of the MPO's Technical Advisory Committee (TAC). The meeting is held in the Training Room of East Grand Forks City Hall, 600 DeMers Ave, East Grand Forks, MN. Due to the COVID-19 public health emergency, some members of the MPO's TAC may be participating virtually. The hearing will be held at 1:30 PM on July 13th. The public, particularly special and private sector transportation providers, are encouraged to provide input via email.

The draft TIP lists all transportation improvement project programmed to be completed between the years of 2023 to 2026 in the MPO study area. A copy of the draft TIP is available for review and comment at the MPO website www.theforksmpo.org. Written comments on the proposed amendment can be submitted to the email address info@theforksmpo.org until noon on July 13th. All comments received prior to noon on the meeting day will be considered part of the record of the meeting as if personally presented.

For further information, contact Stephanie Halford at 701/746/2660. The GF-EGFMPO will make every reasonable accommodation to provide an accessible meeting facility for all persons. Appropriate provisions for the hearing and visually challenged or persons with limited English Proficiency (LEP) will be made if the meeting conductors are notified 5 days prior to the meeting date, if possible. To request language interpretation, an auxiliary aid or service (i.e., sign language interpreter, accessible parking, or materials in alternative format) contact 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.



PUBLIC NOTICE

The Grand Forks - East Grand Forks Metropolitan Planning Organization (MPO) will hold a public hearing on the MPO 2023 to 2026 Transportation Improvement Program (TIP). The TIP also incorporates the local transit operators' Program of Projects (POP). The hearing will start at 1:30 PM on August 10th. The public, particularly special and private sector transportation providers, are encouraged to consider providing input.

The Final TIP lists all transportation improvement projects programmed to be completed between the years of 2023 to 2026. A copy of the Final TIP is available for review and comment at the MPO website www.theforksmpo.org. Written comments on the Final TIP can be submitted to the email address info@theforksmpo.org until noon on August 10th. All comments received prior to noon on the meeting day will be considered part of the record of the meeting as if personally presented. If substantial changes occur to the document due to comments received, the MPO will hold another public hearing on the changes.

For further information, contact Stefanie Halford at 701/746/2660. The GF-EGF MPO 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-EGF MPO 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-EGF MPO at 701-746-2660. TTY users may use Relay North Dakota 711 or 1-800-366-6888.

APPENDIX C: NDDOT & MNDOT CHECKLISTS

Document starts on the following page.

NORTH DAKOTA MPO TIP CHECKLIST

Metropolitan Planning Organization (MPO): GF-EGF MPO

TIP Period: 2023-2026

Date: August 2022

| | DESCRIPTION | RESPONSE TYPE | MPO RESPONSE | NDDOT USE ONLY | COMMENTS |
|--|---|---------------|--------------|----------------|----------|
| General | Prepared in cooperation with the NDDOT and Transit Operator? | Yes/No | Yes | | |
| | Approved by MPO Policy Board? | Yes/No | Yes | | |
| | <i>Date of approval</i> | Date | | | |
| | Approved by Governor or designee? | Yes/No | | | |
| | <i>Date of approval</i> | Date | | | |
| | Public involvement outreach consistent with Public Participation Plan? | Yes/No | Yes | | |
| | <i>Date of public advertisement</i> | Date | | | |
| | <i>Date of public meeting</i> | Date | | | |
| | TIP covers 4 years? | Yes/No | Yes | | |
| | Includes all projects proposed for funding under 23 U.S.C. and 49 U.S.C. Chapter 53? | Yes/No | Yes | | |
| | Includes other federally funded projects? | Yes/No/NA | NA | | |
| | Projects are consistent with LRTP? | Yes/No | Yes | | |
| | <i>TIP projects within short term of LRTP?</i> | Yes/No | Yes | | |
| <i>Amendment required to address consistency?</i> | Yes/No | No | | | |
| <i>Date of approval</i> | Date/NA | | | | |
| Project Level | Sufficient project scope is provided? | Yes/No | Yes | | |
| | Total project cost is listed? | Yes/No | Yes | | |
| | <i>Federal funding identified?</i> | Yes/No | Yes | | |
| | <i>Match funding identified?</i> | Yes/No | Yes | | |
| | <i>Sources of federal and match funding provided?</i> | Yes/No | Yes | | |
| | <i>Recipient of the project funding identified?</i> | Yes/No | Yes | | |
| | Regionally Significant projects listed? | Yes/No | Yes | | |
| | ADA Transition Plan projects listed? | Yes/No | No | | |
| | Small scale projects are grouped? | Yes/No/NA | Yes | | |
| | <i>Function</i> | Yes/No/NA | No | | |
| <i>Geographical area</i> | Yes/No/NA | No | | | |
| <i>Work type</i> | Yes/No/NA | Yes | | | |
| Financial | Program is fiscally constrained? | Yes/No | Yes | | |
| | <i>By project?</i> | Yes/No | Yes | | |
| | <i>By year?</i> | Yes/No | Yes | | |
| | Operations and Maintenance identified? | Yes/No | Yes | | |
| | <i>O&M for Federal aid highways?</i> | Yes/No | Yes | | |
| | <i>O&M for public transportation?</i> | Yes/No | Yes | | |
| | Project cost estimates are appropriate for improvement type? | Yes/No | Yes | | |
| | Revenue and cost estimates account for year of expenditure? | Yes/No | Yes | | |
| | TIP identifies Illustrative Projects? | Yes/No/NA | Yes | | |
| | 49 U.S.C. Chapter 53 funding identified in the first year of the TIP is less than funding committed to the MPA? | Yes/No | Yes | | |
| Are subsequent years based off of funding committed or reasonably expected through 49 U.S.C. Chapter 53? | Yes/No | Yes | | | |
| Other | TIP identifies criteria and process for prioritizing implementation into the LRTP? | Yes/No | Yes | | |
| | Major projects from previous TIP listed? | Yes/No | Yes | | |
| | TCM projects given priority, if identified in SIP? | Yes/No/NA | NA | | |
| | TIP conforms to the requirements of 23 U.S.C. 134; further codified in 23 CFR 450? | Yes/No | Yes | | |

MPO Executive Director: _____

Date: _____

NDDOT Local Government Division, MPO Coordinator: _____

Date: _____

Minnesota MPO TIP Checklist

MPO: GF-EGF MPO

Contact name: Stephanie Halford, Executive Director

TIP time period: FY2023-2026

The table below identifies information that should be covered in your TIP as required by 23 CFR 450. Complete the requested information as applicable.

| Regulatory Citation (23 CFR) | Key Content of Rule | Review Guidance | Included in TIP? | If yes, which page(s)? |
|------------------------------|---|---|------------------|---------------------------------|
| 450.316(a) | Public involvement | MPO followed its public participation plan for the TIP process which includes, but is not limited to: adequate public notice, reasonable opportunity for public comment, use of visualization, available online, and explicit consideration and response to public input. | Yes / No | Chapter 6 Appendix B |
| 450.316(b) | Consultation | TIP process includes consultation with other planning organizations and stakeholders, including tribes and federal land management agencies. | Yes / No | Resolution/Appendix |
| 450.322(b) | Congestion management | TMA's TIP reflects multimodal measures / strategies from congestion management process | Yes / No / NA | |
| 450.326(a) | Cooperation with State and public transit operators | TIP developed in cooperation with the State (DOT) and (any) public transit operators. | Yes / No | Resolution |
| 450.326 (a) | TIP time period | TIP covers at least 4 years. | Yes / No | Resolution and project listings |

| Regulatory Citation (23 CFR) | Key Content of Rule | Review Guidance | Included in TIP? | If yes, which page(s)? |
|------------------------------|---|---|------------------|------------------------|
| 450.326(a) | MPO approval of TIP | Signed copy of the resolution is included. | Yes / No | Resolution |
| 450.326(a) | MPO conformity determination | If a nonattainment/maintenance area, a conformity determination was made and included in the TIP. | Yes / No / NA | |
| 450.326(b) | Reasonable opportunity for public comment | TIP identifies options provided for public review / comment, documentation of meetings, notices, TIP published on-line, other document availability, accommodations, etc. | Yes / No | Appendix B |
| 450.326(b) | TIP public meeting | TMA's process provided at least one formal public meeting. | Yes / No / NA | |
| 450.326(c) | Performance targets | TIP designed to make progress toward achieving established performance targets. | Yes / No | Performance Section |
| 450.326(d) | Performance targets | TIP describes anticipated effect of the TIP toward achieving performance targets identified in the MTP, linking investment priorities to those performance targets | Yes / No | Performance Section |
| 450.326(e) | Types of projects included in TIP | TIP includes capital and non-capital surface transportation projects within the metropolitan planning area proposed for funding under 23 USC or 49 USC chapter 53. | Yes / No | Project listings |
| 450.326(f) | Regionally significant projects | TIP lists all regionally significant projects requiring FHWA or FTA action, regardless of funding source. | Yes / No | Project Listings |
| 450.326(g)(1) | Individual project information | TIP includes sufficient scope description (type, termini, length, etc.). | Yes / No | Project Listings |
| 450.326(g)(2) | Individual project information | TIP includes estimated total cost (including costs that extend beyond the 4 years of the TIP). | Yes / No | Project Listings |
| 450.326(g)(4) | Individual project information | TIP identifies recipient / responsible agency(s). | Yes / No | Project Listings |

| Regulatory Citation (23 CFR) | Key Content of Rule | Review Guidance | Included in TIP? | If yes, which page(s)? |
|------------------------------|---------------------------------|---|------------------|------------------------|
| 450.326(g)(5) | Individual project information | If a nonattainment / maintenance area, TIP identifies projects identifies as TCMs from SIP. | Yes / No / NA | |
| 450.326(g)(6) | Individual project information | If a nonattainment / maintenance area, project information provides sufficient detail for air quality analysis. | Yes / No / NA | |
| 450.326(g)(7) | Individual project information | TIP identifies projects that will implement ADA paratransit or key station plans. | Yes / No | Project Listings |
| 450.326(h) | Small projects | TIP identifies small projects by function or geographic area or work type | Yes / No | Project Listings |
| 450.326(h) | Small projects | If a nonattainment / maintenance area, small project classification is consistent with exempt category for EPA conformity requirements. | Yes / No / NA | |
| 450.326(i) | Consistency with approved plans | Each project is consistent with the MPO's approved transportation plan. | Yes / No | Resolution |
| 450.326(j) | Financial plan | TIP demonstrates it can be implemented, indicates reasonably expected public and private resources, and recommends financing strategies for needed projects and programs. | Yes / No | Financial Tables |
| 450.326(j) | Financial plan | Total costs are consistent with DOT estimate of available federal and state funds. | Yes / No | Financial Tables |
| 450.326(j) | Financial plan | Construction or operating funds are reasonably expected to be available for all listed projects. | Yes / No | Financial Tables |
| 450.326(j) | Financial plan | For new funding sources, strategies are identified to ensure fund availability. | Yes / No | Not Applicable |
| 450.326(j) | Financial plan | TIP includes all projects and strategies funded under 23 USC and Federal Transit Act and regionally significant projects. | Yes / No / NA | Project Listings |

| Regulatory Citation (23 CFR) | Key Content of Rule | Review Guidance | Included in TIP? | If yes, which page(s)? |
|------------------------------|--------------------------------------|---|------------------|--|
| 450.326(j) | Financial plan | TIP contains system-level estimates of costs and revenues expected to be available to operate and maintain Federal-aid highways and transit. | Yes / No | Financial Tables |
| 450.326(j) | Financial plan | Revenue and cost estimates are inflated to reflect year of expenditure. | Yes / No | Project Listings |
| 450.326(k) | Financial constraint | Full funding for each project is reasonably anticipated to be available within the identified time frame. | Yes / No | Project Listings |
| 450.326(k) | Financial constraint | If a nonattainment / maintenance area, the first two years' projects are only those for which funds are available or committed. | Yes / No / NA | |
| 450.326(k) | Financial constraint | TIP is financially constrained by year, while providing for adequate operation and maintenance of the federal-aid system. | Yes / No | Financial tables |
| 450.326(k) | Financial constraint | If a nonattainment / maintenance area, priority was given to TCMs identified in the SIP. | Yes / No / NA | |
| 450.326(m) | Sub-allocated funds | Sub-allocation of STP or 49 USC 5307 funds is not allowed unless TIP demonstrates how transportation plan objectives are fully met. | | Not Applicable |
| 450.326(n)(1) | Monitoring progress | TIP identifies criteria (including multimodal tradeoffs), describes prioritization process, and notes changes in priorities from prior years. | Yes / No | P 17-20 and refer to TIP Procedural Manual |
| 450.326(n)(2) | Monitoring progress | TIP lists major projects (from previous TIP) that have been implemented or significantly delayed. | Yes / No | Chapter 7 |
| 450.326(n)(3) | Monitoring progress | If a nonattainment / maintenance area, progress implementing TCS is described. | Yes / No / NA | |
| 450.328 | TIP / STIP relationship | Approved TIP included in STIP without change. | | State Question |
| 450.334 | Annual Listing of Obligated Projects | TIP includes annual list of obligated projects, including bike and/or pedestrian facilities. | Yes / No | Appendix A. |

| Regulatory Citation (23 CFR) | Key Content of Rule | Review Guidance | Included in TIP? | If yes, which page(s)? |
|---------------------------------|---------------------|---|------------------|------------------------|
| 450.336 | Certification | TIP includes or is accompanied by resolution whereby MPO self-certifies compliance with all applicable requirements including: 1) 23 USC 134, 49 USC 5303 and 23 CFR 450 Subpart C; 2) for attainment and maintenance areas, sections 174 and 196 (c) and (d) of the Clean Air Act, as amended, and 40 CFR 93; 3) Title VI of the Civil Rights Act as amended and 49 CFR 21; 4) 49 USC 5332 regarding discrimination; 5) section 1101(b) of the FAST Act and 49 CFR 26 regarding disadvantaged business enterprises; 6) 23 CFR 230 regarding equal employment opportunity program; 7) Americans with Disabilities Act of 1990 and 49 CFR 27, 37 and 38; 8) Older Americans Act, as amended regarding age discrimination; 9) 23 USC 324 regarding gender discrimination; and 10) Section 504 of the Rehabilitation Act of 1973 and 49 CFR 27 regarding discrimination against individuals with disabilities. | Yes / No | Resolution |

MPO comments:

NONE

APPENDIX D: TIP AMENDMENT/MODIFICATION POLICY

All projects or a particular phase of the project included in the adopted TIP will be programmed to the amount needed to complete the project or phase and in a time frame that allows all project requirements to be met by the obligation authorization deadline. Unfortunately, project costs may rise or fall because of forces outside the project sponsor's control. In the same way, projects may not be able to be completed in the time frame originally estimated. For these and other reasons, sponsors may find it necessary to request revisions to the adopted TIP.

According to Federal regulations [23 CFR § 450.328] TIP *Revisions* are changes made to a TIP; these are further classified into two categories:

- TIP Amendments are major revisions which require official approval by the MPO Board. This is followed by submission to either the NDDOT or the MNDOT for approval, and then for subsequent approval by the FHWA and FTA.
- TIP Administrative Modifications are minor revisions, which can simply be made by the GF/EGF MPO staff after proper notification and verification that the change(s) falls into this category.

CRITERIA DIFFERENTIATING TIP AMENDMENTS AND TIP ADMINISTRATIVE MODIFICATIONS

Amendments are required for:

- Addition or deletion of any project (except as noted in the *Administrative Modifications* section below);
- Substantial changes to the scope of a project (e.g., changing the number of through traffic lanes, changing the type of project such as from rehabilitation to reconstruction);
- Changes in the availability (adding or deleting funds by Congressional action) of earmarked (special appropriation) funds;
- Moving a project into or out of the TIP;
- Changes in a project's total programmed amount greater than 25%;
- Changes in a project's fund source(s) from non-Federal to Federal and changes in a project's fund source(s) from Federal to non-Federal (the disposition of the "freed-up" Federal funds needs to be addressed as it impacts the TIP Financial Plan); and
- Changes in the termini of a project.

Administrative Modifications can be made for:

- Any revisions that do not meet the Amendment criteria listed above, such examples as:
 - Changes in a project's programmed amount less than 25%;
 - Minor changes to the scope of a project;

- Adding or deleting a project development phase of a project (Env. Doc, PE, Design, ROW, Constr. or Other) without major changes to the scope to the project;
- Minor changes to funding sources of a project in the TIP;
- Changing a project’s lead agency when agreed upon by the two agencies affected.
- Changes made to an existing project’s amount of local or state non-matching funds provided no other funding, scoping or termini changes are being made to the project;

WHEN REVISIONS CAN BE MADE TO THE TIP

TIP revisions can be made at any time throughout the TIP process. Each State DOT has allowed revisions to be presented to them for consideration at any time. The MPO has monthly meetings that allow revisions to be made during these monthly meetings.

TIP Amendments the opportunity for public participation will be provided in accordance with “Public Participation Plan for the Grand Forks/East Grand Forks Metropolitan Planning Organization”. TIP Amendments will be available for public comment, via a public notice, at least ten (10) days prior to their consideration by the TAC in addition to the time allotted for public comment at the TAC meeting. A public hearing will be held during the TAC.

TIP Administrative Modifications, the opportunity for public participation will be provided in accordance with “Public Participation Plan for the Grand Forks/East Grand Forks Metropolitan Planning Organization”. TIP modifications will be available for public comment at least ten (10) days prior to their consideration by the TAC in addition to the time allotted for public comment at the TAC meeting. No public notice is published; rather, the published agenda and related agenda packet provide the notification to the public.

After approval by the MPO Board, the amendments and modifications are forwarded to the MnDOT District 2 Engineer who forwards it to the MnDOT for approval and inclusion, without modification in their STIP; or to the NDDOT for approval and inclusion, without modification in their STIP. It is then forwarded to FHWA and FTA for approval.

REVISING TIP POLICIES AND PROCEDURES

- Administrative Changes
 - This document may be revised by GF/EGF MPO staff in order to incorporate changes in Federal legislation and/or regulations. All MPO committees, the MPO Board and all lead agencies shall be notified of such changes with appropriate explanation. Revised documents will be distributed and posted on the GF/EGF MPO website.

- Appendices Changes
 - The GF/EGF MPO staff may update the appendices to this document as necessary. All MPO committees, the MPO Board and all lead agencies shall be notified of such changes with appropriate explanation. Revised documents will be distributed and posted on the GF/EGF MPO website.
- Substantive Changes
 - All other changes shall be brought before the TAC for their review and recommendations. The MPO Board shall approve all substantive changes. Revised documents will be distributed and posted on the GF/EGF MPO website.

APPENDIX E: NWATP ATIP OF MPO STUDY AREA

Document starts on the following page.

FINAL DRAFT
2023-2026 ATIP
MPO PROJECTS
ATP 2

| Prime SP # | Rte_Sys | Projnum | #Year | Agency2 | MPO | Description (TECHNICAL DESCRIPTION) | Length | Program | Secondary Work Type 1 | Proposed Funds | STIP Total | Target FHWA | Dist C FHWA | FTA | State TH | Other |
|--------------|------------------------------------|--------------|-------|------------------|-------------------------------|--|--------|----------------------------------|--------------------------|----------------|------------|-------------|-------------|---------|----------|---------|
| 60-00137 | HIGHWAY MSAS 119 | 60-00137 | 2023 | MNDOT | Grand Forks-E Grand Forks MPO | BNSF RR, REPLACE EXISTING SIGNAL SYSTEM AT MSAS 119, 2ND AVE NE, EAST GRAND FORKS, POLK COUNTY | 0.0 | SR-SAFETY RAIL | R.R X-ING IMPROVEMENTS | RRS | 300,000 | - | 270,000 | - | - | 30,000 |
| 119-119-013 | HIGHWAY MSAS 119, HIGHWAY MSAS 129 | 119-119-013 | 2023 | EAST GRAND FORKS | Grand Forks-E Grand Forks MPO | EAST GRAND FORKS, INTERSECTION OF BYGLAND ROAD & RHINEHART DRIVE, CONSTRUCT ROUNDABOUT (CAPPED \$860,000) | 0.3 | RC-RECONSTRUCTION | ROUNDABOUT | STBGP 5K-200K | 1,493,000 | 860,000 | - | - | - | 633,000 |
| TRF-0018-23A | TRANSIT | TRF-0018-23A | 2023 | EAST GRAND FORKS | Grand Forks-E Grand Forks MPO | EAST GRAND FORKS DAR TRANSIT OPERATING ASSISTANCE | 0.0 | URBANIZED AREA FORMULA (B9) | TRANSIT OPERATIONS | LF | 147,400 | - | - | - | - | 147,400 |
| TRF-0018-23B | TRANSIT | TRF-0018-23B | 2023 | EAST GRAND FORKS | Grand Forks-E Grand Forks MPO | SECT 5307: EAST GRAND FORKS FIXED ROUTE TRANSIT OPERATING ASSISTANCE | 0.0 | URBANIZED AREA FORMULA (B9) | TRANSIT OPERATIONS | FTA | 569,170 | - | - | 123,600 | - | 445,570 |
| TRF-0018-24A | TRANSIT | TRF-0018-24A | 2024 | EAST GRAND FORKS | Grand Forks-E Grand Forks MPO | EAST GRAND FORKS DAR TRANSIT OPERATING ASSISTANCE | 0.0 | URBANIZED AREA FORMULA (B9) | TRANSIT OPERATIONS | LF | 151,820 | - | - | - | - | 151,820 |
| TRF-0018-24B | TRANSIT | TRF-0018-24B | 2024 | EAST GRAND FORKS | Grand Forks-E Grand Forks MPO | SECT 5307: EAST GRAND FORKS FIXED ROUTE TRANSIT OPERATING ASSISTANCE | 0.0 | URBANIZED AREA FORMULA (B9) | TRANSIT OPERATIONS | FTA | 586,240 | - | - | 127,310 | - | 458,930 |
| TRS-0018-24C | TRANSIT | TRS-0018-24C | 2024 | EAST GRAND FORKS | Grand Forks-E Grand Forks MPO | CITY OF EAST GRAND FORKS PURCHASE ONE (1) CLASS 400 LF REPLACEMENT GAS BUS | 0.0 | TRANSIT (TR) | TRANSIT VEHICLE PURCHASE | STBGP 5K-200K | 182,000 | - | 145,600 | - | - | 36,400 |
| 6001-68 | HIGHWAY US 2B | 6001-68 | 2024 | MNDOT | Grand Forks-E Grand Forks MPO | **PRS**: US 2B, IN EAST GRAND FORKS, AT 2ND ST NW & 4TH ST NW, SIGNAL SYSTEM REPLACEMENT AND ADA IMPROVEMENTS | 0.2 | TM-TRAFFIC MANAGEMENT | TRAFFIC SIGNAL REVISION | NHPP | 1,200,000 | 643,218 | - | - | 146,782 | 410,000 |
| TRF-0018-25A | TRANSIT | TRF-0018-25A | 2025 | EAST GRAND FORKS | Grand Forks-E Grand Forks MPO | EAST GRAND FORKS DAR TRANSIT OPERATING ASSISTANCE | 0.0 | URBANIZED AREA FORMULA (B9) | TRANSIT OPERATIONS | LF | 156,380 | - | - | - | - | 156,380 |
| TRF-0018-25B | TRANSIT | TRF-0018-25B | 2025 | EAST GRAND FORKS | Grand Forks-E Grand Forks MPO | SECT 5307: EAST GRAND FORKS FIXED ROUTE TRANSIT OPERATING ASSISTANCE | 0.0 | URBANIZED AREA FORMULA (B9) | TRANSIT OPERATIONS | FTA | 603,830 | - | - | 131,130 | - | 472,700 |
| TRS-0018-26A | TRANSIT | TRS-0018-26A | 2026 | EAST GRAND FORKS | Grand Forks-E Grand Forks MPO | CITY OF EAST GRAND FORKS PURCHASE ONE (1) CLASS 400 LF REPLACEMENT GAS BUS | 0.0 | TRANSIT (TR) | TRANSIT VEHICLE PURCHASE | STPSK-200K | 193,000 | - | 154,400 | - | - | 38,600 |
| TRF-0018-26A | TRANSIT | TRF-0018-26A | 2026 | EAST GRAND FORKS | Grand Forks-E Grand Forks MPO | EAST GRAND FORKS DAR TRANSIT OPERATING ASSISTANCE | 0.0 | URBANIZED AREA FORMULA (B9) | TRANSIT OPERATIONS | LOCAL NON-PAR | 161,070 | - | - | - | - | 161,070 |
| TRF-0018-26B | TRANSIT | TRF-0018-26B | 2026 | EAST GRAND FORKS | Grand Forks-E Grand Forks MPO | SECT 5307: EAST GRAND FORKS FIXED ROUTE TRANSIT OPERATING ASSISTANCE | 0.0 | URBANIZED AREA FORMULA (B9) | TRANSIT OPERATIONS | FTA5307 (B9) | 621,945 | - | - | 135,000 | - | 486,945 |
| 119-113-008 | HIGHWAY MSAS 113 | 119-113-008 | 2026 | EAST GRAND FORKS | Grand Forks-E Grand Forks MPO | IN GRAND FORKS AND EAST GRAND FORKS, MSAS 113, REHAB THE POINT BRIDGE (MN BR #60506) (ND BR #0000GF02) OVER THE RED RIVER OF THE NORTH, INCLUDES MILL AND OVERLAY OF THE BRIDGE APPROACH ON 1ST ST SE IN EAST GRAND FORKS (CAPPED \$860,000) (FINAL DESCRIPTION TBD) | 0.0 | BI-BRIDGE IMPROVEMENT AND REPAIR | BRIDGE REPAIR | STBGP 5K-200K | 1,150,000 | 860,000 | - | - | - | 290,000 |

SAFETY AUDIT/INSPECTION CHECKLIST

NAME _____

DATE COMPLETED _____

POSTINGS

- Worker's Comp Poster posted on bulletin boards

FLOORS

- No slip, trip, or fall hazards
- Floor openings guarded by cover, guardrail, or equivalent
- Clean, orderly, and free of oil or grease hazards
- Minimal standing water on floors
- Grates over floor drains
- Nonslip surfaces wherever possible
- Any unsafe practices observed

Comment: _____

AISLES

- Unobstructed
- Any unsafe practices observed?

Comment: _____

STAIRS

- Sturdy railings on all open sides
- Safety paint in good condition
- No storage of material on stairs
- Proper lighting on stair areas
- No worn or damaged stair treads
- Any unsafe practices observed?

Comment: _____

LADDERS

- Safety feet in good operable condition
- Clean rungs, unpainted

- No splinters on wood ladders
- No metal or aluminum ladders in electrical areas
- Only one person on a ladder at a time
- Tied at top and properly positioned
- If used above roof, 3-foot extension above roof level
- Any unsafe practices observed

Comment: _____

SCAFFOLDS OR PLATFORMS

- Nonskid flooring
- Level and plumb
- Safe access to platforms
- 4-inch toeboard around all 4 sides of platform
- Working platforms at least 2 feet wide
- No accumulation of tools and materials
- Any unsafe practices observed

Comment: _____

LIGHTING

- Illumination level sufficient for work performed
- Emergency lighting adequate and operating
- Any unsafe practices observed?

Comment: _____

VENTILATION

- Adequate ventilation for the process
- Hoods properly connected to exhaust system
- Fans properly guarded
- Any unsafe practices observed?

Comment: _____

NOISE CONTROL

- Hearing protection provided where sound levels exceed standard

- Employees have a choice of approved hearing protectors
- Employees wearing approved hearing protection
- Any unsafe practices observed?

Comment: _____

FIRST AID AND MEDICAL SERVICES

- Adequate materials and equipment available
- Clear instructions on contacting outside medical resources
- Any unsafe work practices observed?

Comment: _____

EXITS AND EMERGENCY PREPAREDNESS

- Emergency exits adequately illuminated
- Exterior exit surfaces clear for prompt exit
- Exterior exit doors open outward to flat surface
- Written and posted emergency evacuation plan with exit map for all areas
- Panic bars on chlorine room exit
- Any unsafe practices observed?

Comment: _____

FIRE PROTECTION

- Fire equipment of proper type and size
- Fire equipment clearly marked
- Any unsafe work practices observed?

Comment: _____

HAND AND PORTABLE TOOLS AND EQUIPMENT

- Electrically grounded
- Good condition of connecting cords, tools, and air hoses
- Guards and safety fixtures safe and operable
- Employees properly trained in operation of equipment
- Electrical extension cords in good condition
- Any unsafe working practices observed?

Comment: _____

MACHINE TOOLS

- Eye protection available and used where needed
- Emergency stop buttons readily accessible and operable
- Guards or deflect devices provided for chips/sparks from rotating equipment
- Machine tool operators properly trained in operation of equipment
- Any unsafe working practices observed?

Comment: _____

POTENTIALLY HAZARDOUS CHEMICALS

- Up-to-date chemical inventory completed and available for review
- MSDS available for all hazardous chemicals
- Written plant hazard communication program prepared and available
- Employees informed and trained on hazards of each chemical
- Labels on all supplier drums and chemicals
- Labels on in-plant transfer containers
- Adequate storage cabinets provided with proper venting
- Proper absorbent materials on hand for spills
- Containers inspected for corrosion
- Any unsafe work practices observed?

Comment: _____

COMPRESSED GASES

- Special storage area away from heat sources
- Stored upright and chained to prevent falling over
- Contents legibly marked and segregated by item
- Caps hand-tight
- Employees properly trained in operation of equipment
- Any unsafe work practices observed?

Comment: _____

HOISTING AND LIFTING EQUIPMENT

- Load capacity identified

- Overhead guards in place
- Limit stops working effectively
- All hand controls operational
- Operators properly trained in the use of the equipment
- Any worn stress points?
- Any unsafe work practices observed?

Comment: _____

RECEIVING AND IN-PLANT MATERIALS HANDLING

- Dock boards available
- Trailer truck wheel chocks available in receiving/shipping areas
- Paths, aisleways, and stairways clear of obstructions
- Any unsafe work practices observed?

Comment: _____

POWERED INDUSTRIAL TRUCKS (FORKLIFTS)

- All operators trained and certified
- Load capacity labeled
- Overhead guards in place and load backrest extension in place
- Vehicle driven backward with awkward or bulky loads
- Forks placed evenly across load
- No riders
- Dockboards properly secured
- Any unsafe work practices observed?

Comment: _____

POWER SYSTEMS – MECHANICAL

- Proper guarding of any nip points, rotating collars, cams, chucks, couplings, clutches, shafts, flywheels, spindles, bolt ends, key ends
- Emergency stops fully operational
- Correct adjustment of work rest device on grinding wheels
- Grinding wheel surface not damaged or worn
- Any unsafe practices observed?

Comment: _____

POWER SYSTEMS – ELECTRICAL

- Electrical control panels clearly identified and secured
- Explosion-proof fixtures in designated areas
- Flexible extension cords fray- and splice-free
- Any unsafe work practices observed?

Comment: _____

MACHINE GUARDING

- Guard or safety device at each point of operation
- START and STOP controls within easy reach of operator
- Controls clearly labeled
- Emergency stop controls clearly identified and readily accessible
- No operating equipment at unsafe speed
- Any unsafe work practices observed?

Comment: _____

LOCKOUT/TAGOUT SYSTEMS

- Positive lockout systems provided for all power equipment
- Prominent tags indicate use of the lockout system
- Any unsafe work practices observed?

Comment: _____

CONFINED SPACE ENTRY

- Permit-required space identified
- Confined space purged with fresh air
- Lifelines and harness apparatus in place
- Any unsafe work practices observed?

Comment: _____

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Employees trained in PPE procedures – type of PPE needed, when needed, and how to adjust it

- Eye baths and showers readily available and accessible
- Proper signs and instructions at eye baths
- Any unsafe work practices observed?

Comment: _____

EMPLOYEE WORK PRACTICES

- Any unsafe work practices observed?

Comment: _____

EMPLOYEE TRAINING

- New employees trained in safe work practices of their jobs
- Transferred employees trained in the safe work practices of their jobs
- Any unsafe work practices observed?

Comment: _____

OFFICES

- Floors have no slippery surfaces due to excessive polish or wax
- Rugs in hallways or offices are free from holes, tears
- Aisles free of obstructions, including electric cords and outlets
- Stairwells and exits properly lighted
- General housekeeping is good
- Switch and cover plates in place
- Correct type and placement of fire extinguishers
- First-aid facilities available
- Electric fans properly guarded
- Any unsafe work practices observed?

Comment: _____

ELEVATORS

- Fire extinguisher available
- Protection for electrical control panels
- Safe load capacity of elevator marked

- Emergency phone provided and working
- Safety devices tested and working properly
- Elevator inspected – general operation
- Any unsafe work practices observed?

Comment: _____

BUILDING EXTERIOR

- No defective overhanging cornices, parapets, gutters, or tiling
- No loose bricks
- Any unsafe work practices observed?

Comment: _____

YARD AND ROADS

- Good housekeeping in yard areas
- No possibly combustible materials stored in direct sunlight
- No uneven or broken sidewalk surfaces
- Any unsafe work practices observed?

Comment: _____

Circle One:

1st Quarter – January

2nd Quarter – April

3rd Quarter – July

4th Quarter – November



MPO Staff Report
Technical Advisory Committee:
December 14, 2022
MPO Executive Board:
December 15, 2022

RECOMMENDED ACTION: Approval of the Safety Target for CY 2023.

TAC RECOMMENDED ACTION:

Matter of approval of the Safety Target for CY 2023.

Background:

This report submits for your consideration and an approval the following items:

- Proposed MPO Safety targets for CY 2023.
- Presents a comparison between targets set for CY 2021 and the actual attained results.

Performance Measures and Performance Target regulations and requirements emanate from the enacted FAST (Fixing America Surface Transportation) Act and carried over to Infrastructure Investment and Jobs Act (IIJA). FAST encourages a performance-driven and outcome-based transportation planning process. MPOs are required by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) to adopt targets for defined performance measures.

The MPO establishes Performance Targets for the following measures:

- 1) Safety
- 2) Transit Asset Management
- 3) System Performance
- 4) Bridge Condition
- 5) Pavement Condition
- 6) Transit Safety

The specific targets being presented in this staff report are the Safety Targets. Current rules require Bi-state MPOs to either: a) adopt the State targets for all five measures; or b) choose an MPO target for all five measures.

The Federal Highway Administration (FHWA) suggests that a methodology that could be used to set targets is a trend line analysis of using sets of 5 year rolling averages. The FHWA example indicated a reasonable number of sets as being 5.

The examination of the Safety Measures discussed in this report is based on crash data provided by MN DOT and NDDOT. In addition, the following elements are considered during the analysis:

- Serious Injury Analysis
- Calculation of the 5-year Rolling average
- Vehicle Miles Traveled (VMT) (327,000,000)

Findings and Analysis

I. Proposed MPO Safety Targets for CY 2023

Safety Targets for CY 2023 are proposed by MPO staff by using the FHWA suggested 5 sets of 5-Years Rolling Average Methodology. For CY 2022, the MPO decided to continue to use the prior year targets; therefore, it adopted the CY 2020 Targets and indicated it would review this each year to determine whether to recommend an adjustment.

The States start the process by setting the State Safety targets. The MPO then has 180 days to decide to adopt the targets or choose an MPO Target. Table A shows the CY 2023 adopted state targets.

Table A: MNDOT and NDDOT Adopted Safety Targets

| Safety Measures | MNDOT'S STATE TARGETS | | | | | | NDDOT'S STATE TARGETS | | | | | |
|--|-----------------------|---------|---------|---------|---------|---------|-----------------------|-------|-------|-------|-------|-------|
| | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 |
| 1. Number of Traffic Fatalities | 375.0 | 372.2 | 375.4 | 352.4 | 352.4 | 352.4 | 138.0 | 127.0 | 108.3 | 102.0 | 96.4 | 99.2 |
| 2. Number of Fatalities (Per 100 M VMT) | 0.620 | 0.622 | 0.626 | 0.582 | 0.582 | 0.582 | 1.340 | 1.270 | 1.106 | 1.103 | 1.094 | 1.080 |
| 3. Number of Crash Related Serious Injuries | 1,935.0 | 1,711.0 | 1,714.2 | 1,579.8 | 1,463.4 | 1,463.4 | 516.0 | 486.2 | 413.9 | 382.1 | 359.7 | 397.1 |
| 4. Number of Serious Injuries(Per 100 M VMT) | 3.190 | 2.854 | 2.854 | 2.606 | 2.470 | 2.470 | 5.090 | 4.848 | 4.230 | 4.046 | 4.089 | 4.201 |
| 5. Number of Non-Motorized Fatalities & Number of Non Motorized Serious Injuries | 348.0 | 267.5 | 317.0 | 281.2 | 258.4 | 258.4 | 34.0 | 34.6 | 33.4 | 30.4 | 29.8 | 33.5 |

The MPO then uses the crash data (Table B) to establish the 5-year rolling average for our MPO Planning Area (Table C) and the Fatal & Serious Injury Rates per 100 million vehicle miles traveled (Table D).

Table B: Crashes in the MPO Area 2007 to 2021

| All Crashes | | | Non-Motorized | | | |
|-------------|-----------|---------------------------|---------------|-----------|---------------------------|-------|
| Year | Fatal (K) | Incapacitating Injury (A) | Year | Fatal (K) | Incapacitating Injury (A) | Total |
| 2007 | 2 | 20 | 2007 | 0 | 2 | 2 |
| 2008 | 3 | 13 | 2008 | 0 | 3 | 3 |
| 2009 | 1 | 8 | 2009 | 0 | 1 | 1 |
| 2010 | 4 | 18 | 2010 | 0 | 3 | 3 |
| 2011 | 1 | 16 | 2011 | 0 | 5 | 5 |
| 2012 | 2 | 24 | 2012 | 0 | 0 | 0 |
| 2013 | 3 | 18 | 2013 | 0 | 4 | 4 |
| 2014 | 3 | 19 | 2014 | 0 | 5 | 5 |
| 2015 | 0 | 20 | 2015 | 0 | 2 | 2 |
| 2016 | 0 | 3 | 2016 | 0 | 2 | 2 |
| 2017 | 2 | 13 | 2017 | 0 | 4 | 4 |
| 2018 | 4 | 10 | 2018 | 1 | 1 | 2 |
| 2019 | 4 | 18 | 2019 | 2 | 1 | 3 |
| 2020 | 4 | 12 | 2020 | 0 | 2 | 2 |
| 2021 | 5 | 12 | 2021 | 0 | 2 | 2 |

Table C: 5-year Rolling Average All Crashes and Non-Motorized Crashes

| 5-Year Averages (All Crashes) | | | 5-Year Averages (Non-Motorized Fatalities & Serious Injuries) | |
|-------------------------------|-------|---------|---|-----------------|
| Year | Fatal | Serious | Year | Fatal + Serious |
| 2007-2011 | 2.2 | 15 | 2007-2011 | 2.8 |
| 2008-2012 | 2.2 | 15.8 | 2008-2012 | 2.4 |
| 2009-2013 | 2.2 | 16.8 | 2009-2013 | 2.6 |
| 2010-2014 | 2.6 | 19 | 2010-2014 | 3.4 |
| 2011-2015 | 1.8 | 19.4 | 2011-2015 | 3.2 |
| 2012-2016 | 1.6 | 16.8 | 2012-2016 | 2.6 |
| 2013-2017 | 1.6 | 14.6 | 2013-2017 | 3.4 |
| 2014-2018 | 1.8 | 13 | 2014-2018 | 3 |
| 2015-2019 | 2 | 12.8 | 2015-2019 | 2.6 |
| 2016-2020 | 2.8 | 11.2 | 2016-2020 | 2.6 |
| 2017-2021 | 3.8 | 13 | 2017-2021 | 2.6 |

Table D: Fatal & Serious Injury Rate per 100M VMT

| Crash Rates per 100 Million Vehicle Miles Traveled (MVMT) | | |
|--|--------------|----------------|
| Year | Fatal | Serious |
| 2007-2011 | 0.6728 | 4.5872 |
| 2008-2012 | 0.6728 | 4.8318 |
| 2009-2013 | 0.6728 | 5.1376 |
| 2010-2014 | 0.7951 | 5.8104 |
| 2011-2015 | 0.5505 | 5.9327 |
| 2012-2016 | 0.4893 | 5.1376 |
| 2013-2017 | 0.4893 | 4.4648 |
| 2014-2018 | 0.5505 | 3.9755 |
| 2015-2019 | 0.6116 | 3.9144 |
| 2016-2020 | 0.8563 | 3.4251 |
| 2017-2021 | 1.1621 | 3.9755 |

With these numbers we can establish the 5 sets of 5-year rolling average numbers (Table E) that give staff the proposed targets for CY2023 (Table F).

Table E: The average of 5 Sets of 5-year rolling average.

| 5 sets of 5 year rolling average | | | | | |
|---|--------------|----------------|----------------------|-----------------|----------------|
| Year | Fatal | Serious | Non Motorized | 100 MVMT | |
| | | | | Fatal | Serious |
| 2007-2015 | 2.2 | 17.2 | 2.88 | 0.6728 | 5.2599 |
| 2008-2016 | 2.08 | 17.56 | 2.84 | 0.6361 | 5.3700 |
| 2009-2017 | 1.96 | 17.32 | 3.04 | 0.5994 | 5.2966 |
| 2010-2018 | 1.88 | 16.56 | 3.12 | 0.5749 | 5.0642 |
| 2011-2019 | 1.76 | 15.32 | 2.96 | 0.5382 | 4.6850 |
| 2012-2020 | 1.96 | 13.68 | 2.84 | 0.5994 | 4.1835 |
| 2013-2021 | 2.4 | 12.92 | 2.84 | 0.7339 | 3.9511 |

Table F: Previous MPO Targets with Staff Proposed Targets for CY2023

| Safety Performance Measures | Grand Forks- East Grand Forks MPO Planning Area Targets | | | | | Staff Proposed |
|---|---|----------------|----------------|----------------|----------------|----------------|
| | 2018 | 2019 | 2020 | 2021* | 2022* | 2023** |
| 1. Number of Traffic Fatalities | 3 or Fewer | 3 or Fewer | 1.8 or Fewer | 1.8 or Fewer | 1.8 or Fewer | 2.4 |
| 2. Number of Fatalities (Per 100 M VMT) | 0.673 | 0.599 | 0.574 | 0.574 | 0.574 | 0.734 |
| 3. Number of Crash Related Serious Injuries | 18 or Fewer | 15 or Fewer | 16.56 or Fewer | 16.56 or Fewer | 16.56 or Fewer | 12.92 |
| 4. Number of Serious Injuries(Per 100 M VMT) | 5.933 or Lower | 5.296 or Lower | 5.0642 | 5.0642 | 5.0642 | 3.951 |
| 5. Number of Non-Motorized Fatalities & Number of Non Motorized Serious Injuries | 3 or Fewer | 4 or Fewer | 3 or Fewer | 3 or Fewer | 3 or Fewer | 2.84 |
| <i>*Same as 2020</i> | | | | | | |
| <i>**Based on 5 sets of 5-year rolling averages</i> | | | | | | |

II. Comparison between targets set and the actual results.

A comparison is needed to show if the MPO Planning area is meeting the targets. In Table G, the comparison can be seen. This comparison shows a need to reevaluate our targets. While there is no consequence for the MPO Area it does help the MPO establish in the States a local need for extra safety projects to improve the safety of the local roads.

Table G: Comparison between MPO Targets and Actual numbers.

| Safety Performance Measures | MPO Targets, 2018 | MPO Actuals, 2018 | MPO Targets, 2019 | MPO Actuals, 2019 | MPO Targets, 2020 | MPO Actuals, 2020 | MPO Targets, 2021 | MPO Actuals, 2021 |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 1. Number of Traffic Fatalities | 3 or Fewer | 1.8 | 3 or Fewer | 2 | 1.8 or Fewer | 2.8 | 1.8 or Fewer | 3.8 |
| 2. Number of Fatalities (Per 100 M VMT) | 0.673 | 0.551 | 0.599 | 0.611 | 0.574 | 0.856 | 0.574 | 1.162 |
| 3. Number of Crash Related Serious Injuries | 18 or Fewer | 13 | 15 or Fewer | 12.8 | 16.56 or Fewer | 11.2 | 16.56 or Fewer | 13 |
| 4. Number of Serious Injuries(Per 100 M VMT) | 5.933 or Lower | 0.612 | 5.296 or Lower | 3.91 | 5.0642 | 3425 | 5.0642 | 3.976 |
| 5. Number of Non-Motorized Fatalities & Number of Non Motorized Serious Injuries | 3 or Fewer | 3 | 4 or Fewer | 2.6 | 3 or Fewer | 2.6 | 3 or Fewer | 2.6 |
| <i>Actuals based on 5 year rolling average</i> | | | | | | | | |

Support Materials:

- Highway Safety Improvement Program (HSIP)
- Safety Target Resolution.



HIGHWAY SAFETY IMPROVEMENT PROGRAM



U.S. Department of Transportation
Federal Highway Administration

Photo source: Federal Highway Administration

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Disclaimer

Protection of Data from Discovery Admission into Evidence

23 U.S.C. 148(h)(4) states “Notwithstanding any other provision of law, reports, surveys, schedules, lists, or data compiled or collected for any purpose relating to this section[HSIP], shall not be subject to discovery or admitted into evidence in a Federal or State court proceeding or considered for other purposes in any action for damages arising from any occurrence at a location identified or addressed in the reports, surveys, schedules, lists, or other data.

23 U.S.C. 148(h)(4) states “Notwithstanding any other provision of law, reports, surveys, schedules, lists, or data compiled or collected for any purpose relating to this section[HSIP], shall not be subject to discovery or admitted into evidence in a Federal or State court proceeding or considered for other purposes in any action for damages arising from any occurrence at a location identified or addressed in the reports, surveys, schedules, lists, or other data.23 U.S.C. 409 states “Notwithstanding any other provision of law, reports, surveys, schedules, lists, or data compiled or collected for the purpose of identifying, evaluating, or planning the safety enhancement of potential accident sites, hazardous roadway conditions, or railway-highway crossings, pursuant to sections 130, 144, and 148 of this title or for the purpose of developing any highway safety construction improvement project which may be implemented utilizing Federal-aid highway funds shall not be subject to discovery or admitted into evidence in a Federal or State court proceeding or considered for other purposes in any action for damages arising from any occurrence at a location mentioned or addressed in such reports, surveys, schedules, lists, or data.”

2.Executive Summary

The North Dakota HSIP is administered through the Programming Division in the North Dakota Department of Transportation (NDDOT). Safety investments are based on the state's current Strategic Highway Safety Plan (SHSP). The current SHSP document is called ND Vision Zero Plan and has six priority emphasis areas:

- Lane departure
- Intersections
- Alcohol and/or drug related
- Unbelted vehicle occupants
- Speeding/aggressive driving
- Young drivers

Safety projects are developed by a reactive process (high crash listings, road safety reviews, fatal crash review teams) and a systemic process (local road safety plans). Project solicitation takes place every fall and HSIP applications are submitted from local agencies and NDDOT district offices. Projects are reviewed for eligibility and are then prioritized into the Statewide Transportation Improvement Program (STIP).

Introduction

The Highway Safety Improvement Program (HSIP) is a core Federal-aid program with the purpose of achieving a significant reduction in fatalities and serious injuries on all public roads. As per 23 U.S.C. 148(h) and 23 CFR 924.15, States are required to report annually on the progress being made to advance HSIP implementation and evaluation efforts. The format of this report is consistent with the HSIP Reporting Guidance dated December 29, 2016 and consists of five sections: program structure, progress in implementing highway safety improvement projects, progress in achieving safety outcomes and performance targets, effectiveness of the improvements and compliance assessment.

Program Structure

Program Administration

3. Describe the general structure of the HSIP in the State.

The NDDOT solicits state and local agencies to submit safety project applications each year. Potential projects are identified through the traditional "reactive" approach that address high crash locations, fatal crash locations or areas where road safety reviews took place. Projects are also developed using a "systemic" approach that apply low-cost treatments over a large area. The NDDOT central office reviews applications and selects/prioritizes. After projects are programmed, they get designed and implemented with the same process as regular federally funded transportation projects. Overall evaluation of the program is done through monitoring of the fatal and serious injury statistics as part of this annual report.

4. Where is HSIP staff located within the State DOT?

Other-Programming

5. How are HSIP funds allocated in a State?

- Central Office via Statewide Competitive Application Process

6. Describe how local and tribal roads are addressed as part of HSIP.

The NDDOT addresses safety on local and tribal roads through the Local Road Safety Program (LRSP). Local public agencies and tribal nations can also submit applications for non-LRSP safety projects each year during the solicitation period. Selection of local and tribal road projects use the same methodology as State roads.

7. Identify which internal partners (e.g., State departments of transportation (DOTs) Bureaus, Divisions) are involved with HSIP planning.

- Design
- Districts/Regions
- Governors Highway Safety Office
- Local Aid Programs Office/Division
- Planning
- Traffic Engineering/Safety
- Other-Safety Division, Local Government

8. Describe coordination with internal partners.

Design

The Design Division is included in the distribution of the high crash listings. All road safety reviews require at least one member of the Design Division. Their participation and review of at-risk locations helps in the development of potential project countermeasures.

Planning

The Planning Division provides data for the development of the HSIP. Roadway features are collected and maintained in the Planning Division include: traffic volume, truck volumes, traffic projections, roadway features, roadway viewer (for state highways) and mapping. The Planning Division is also included in the distribution of the high crash listings.

Safety Highway Safety Office (SHSO)

The SHSO is the lead entity for the State's Strategic Highway Safety Plan (SHSP) and involves law enforcement and other partners in the process. In North Dakota, the behavioral strategies in the SHSP are largely funded through the National Highway Traffic Safety Administration (NHTSA) funds with funding going to various traffic safety partners including law enforcement agencies statewide for overtime enforcement of traffic safety laws. The SHSP process drives HSIP project priorities. Infrastructure strategies in the North Dakota SHSP are largely funded through HSIP and deployed through the State's Local Road Safety Program (LRSP) and State Road Safety Program (SRSP). These programs identify proven, low-cost road safety strategies and prioritize the road safety strategies for implementation at identified at-risk locations on the local and state road systems.

Local Government

Members of the Local Government Division provide project development through city, county and tribal agencies. The local government assists in the solicitation of safety projects. They also participate in road safety reviews.

9. Identify which external partners are involved with HSIP planning.

- Academia/University
- FHWA
- Law Enforcement Agency
- Local Government Agency
- Local Technical Assistance Program
- Regional Planning Organizations (e.g. MPOs, RPOs, COGs)
- Tribal Agency
- Other-and other traffic safety advocates/partners

10. Describe coordination with external partners.

All the entities are involved at SHSP at some level (Executive Leadership Team, SHSP Steering Committee, SHSP Implementation Team or general SHSP stakeholder).

2022 North Dakota Highway Safety Improvement Program

Regional Planning Organizations: North Dakota has 3 MPO's that must approve any HSIP applications that are submitted by their respective cities. The MPO's were also included in the team that developed the ND Local Road Safety Program (LRSP).

Local Government Agency, Tribal Agency: The cities, counties, and tribal agencies are solicited each year for potential safety projects. They are encouraged to submit projects directly from the LRSP or at high crash locations.

Law Enforcement Agency: Law enforcement and HSIP personnel are extensively involved in North Dakota's SHSP process. The Programming Division Director serves on the SHSP Steering Committee and as chairperson for two SHSP emphasis area teams (Lane Departure and Intersection implementation Teams). Law enforcement serve at all levels of the SHSP including the SHSP Executive Leadership Team, the SHSP Steering Committee and SHSP Implementation Teams.

11. Have any program administration practices used to implement the HSIP changed since the last reporting period?

No-This question will not appear on the report output when the report status changes to "Final"

12. Describe other aspects of HSIP Administration on which the State would like to elaborate.

Schedule for HSIP requests:

- Fall – send out HSIP solicitation letter, HSIP application forms (SFN 59959) are due by the end of the year
- Winter – NDDOT analysis of HSIP requests and Draft HSIP project listing
- Spring – verify the construction year for previously approved projects
- Summer – finalize HSIP project listing, send responses out on approvals (or non-approvals) for the HSIP applications and send out high crash location lists/maps
- August 31st – Final HSIP project list due to FHWA, HSIP online reporting due

Program Methodology

13. Does the State have an HSIP manual or similar that clearly describes HSIP planning, implementation and evaluation processes?

Yes

File Name:

[HSIP Guidebook 2021.pdf](#)

14. Select the programs that are administered under the HSIP.

- HSIP (no subprograms)

15. Program: HSIP (no subprograms)

Date of Program Methodology: 3/1/2017

What is the justification for this program?

2022 North Dakota Highway Safety Improvement Program

- Addresses SHSP priority or emphasis area

What is the funding approach for this program?

Competes with all projects

What data types were used in the program methodology?

Crashes

- All crashes

Exposure

- Traffic

Roadway

- Horizontal curvature

What project identification methodology was used for this program?

- Crash frequency
- Equivalent property damage only (EPDO Crash frequency)
- Other-Systemic

Are local roads (non-state owned and operated) included or addressed in this program?

Yes

Are local road projects identified using the same methodology as state roads?

Yes

How are projects under this program advanced for implementation?

- Competitive application process
- selection committee

Select the processes used to prioritize projects for implementation. For the methods selected, indicate the relative importance of each process in project prioritization. Enter either the weights or numerical rankings. If weights are entered, the sum must equal 100. If ranks are entered, indicate ties by giving both processes the same rank and skip the next highest rank (as an example: 1, 2, 2, 4).

Rank of Priority Consideration

Available funding:1

16. What percentage of HSIP funds address systemic improvements?

57

HSIP funds are used to address which of the following systemic improvements?

- Cable Median Barriers
- Horizontal curve signs
- Install/Improve Lighting
- Install/Improve Pavement Marking and/or Delineation

2022 North Dakota Highway Safety Improvement Program

- Install/Improve Signing
- Rumble Strips
- Traffic Control Device Rehabilitation

17. What process is used to identify potential countermeasures?

- Crash data analysis
- Engineering Study
- Road Safety Assessment
- SHSP/Local road safety plan
- Stakeholder input
- Other-National Cooperative Highway Research Program (NCHRP) and other evidence-based practices

18. Does the State HSIP consider connected vehicles and ITS technologies?

Yes

Describe how the State HSIP considers connected vehicles and ITS technologies.

The NDDOT has implemented the ITS technology of ICWS (Intersection Conflict Warning Systems). One of the 2022 HSIP projects will install environmental sensor stations (ESS) to show messages on message boards and possibly to vehicles (V2i).

19. Does the State use the Highway Safety Manual to support HSIP efforts?

No

NDDOT is currently working on integrating the HSM into its HSIP process using AASHTO software.

20. Have any program methodology practices used to implement the HSIP changed since the last reporting period?

No-This question will not appear on the report output when the report status changes to "Final"

21. Are there any other aspects of the HSIP methodology on which the State would like to elaborate?

No-This question will not appear on the report output when the report status changes to "Final"

Project Implementation

Funds Programmed

22. Reporting period for HSIP funding.

Federal Fiscal Year

2022 Federal Fiscal Year (Oct 1, 2021 through July 26, 2022)

23. Enter the programmed and obligated funding for each applicable funding category.

| FUNDING CATEGORY | PROGRAMMED | OBLIGATED | % OBLIGATED/PROGRAMMED |
|--|---------------------|---------------------|------------------------|
| HSIP (23 U.S.C. 148) | \$29,132,380 | \$15,599,460 | 53.55% |
| HRRR Special Rule (23 U.S.C. 148(g)(1)) | \$0 | \$0 | 0% |
| Penalty Funds (23 U.S.C. 154) | \$0 | \$0 | 0% |
| Penalty Funds (23 U.S.C. 164) | \$5,722,242 | \$5,722,242 | 100% |
| RHCP (for HSIP purposes) (23 U.S.C. 130(e)(2)) | \$0 | \$0 | 0% |
| Other Federal-aid Funds (i.e. STBG, NHPP) | \$0 | \$0 | 0% |
| State and Local Funds | \$0 | \$0 | 0% |
| Totals | \$34,854,622 | \$21,321,702 | 61.17% |

2022 Federal Fiscal Year (as of July 26, 2022)*

*9.7M Remaining HSIP apportionment is planned to be obligated by the end of 2022 Federal Fiscal Year.

24. How much funding is programmed to local (non-state owned and operated) or tribal safety projects?

\$1,154,000

How much funding is obligated to local or tribal safety projects?

\$3,662,000

25. How much funding is programmed to non-infrastructure safety projects?

\$483,000

How much funding is obligated to non-infrastructure safety projects?

\$720,000

26. How much funding was transferred in to the HSIP from other core program areas during the reporting period under 23 U.S.C. 126?

\$0

How much funding was transferred out of the HSIP to other core program areas during the reporting period under 23 U.S.C. 126?

\$0

27. Discuss impediments to obligating HSIP funds and plans to overcome this challenge in the future.

None

28. Does the State want to elaborate on any other aspects of its progress in implementing HSIP projects?

No-This question will not appear on the report output when the report status changes to "Final"

General Listing of Projects

29. List the projects obligated using HSIP funds for the reporting period.

| PROJECT NAME | IMPROVEMENT CATEGORY | SUBCATEGORY | OUTPUTS | OUTPUT TYPE | HSIP PROJECT COST(\$) | TOTAL PROJECT COST(\$) | FUNDING CATEGORY | LAND USE/AREA TYPE | FUNCTIONAL CLASSIFICATION | AADT | SPEED | OWNERSHIP | METHOD FOR SITE SELECTION | SHSP EMPHASIS AREA | SHSP STRATEGY |
|---|----------------------------|--|---------|---------------|-----------------------|------------------------|----------------------|--------------------|---------------------------|--------|-------|----------------------------------|---------------------------|--------------------|---------------|
| 22715: Stanley Ped Crossings | Pedestrians and bicyclists | Modify existing crosswalk | 15 | Intersections | \$35000 | \$39000 | HSIP (23 U.S.C. 148) | Urban | Multiple/Varies | 0 | | City or Municipal Highway Agency | Spot | Intersections | |
| 22829: Burdick Expwy to Evergreen Ave | Intersection geometry | Intersection geometry - other | 1 | Intersections | \$1860000 | \$2744000 | HSIP (23 U.S.C. 148) | Urban | Principal Arterial-Other | 18,195 | 50 | State Highway Agency | Spot | Intersections | |
| 23155: Bismarck Burlington to Main Ave | Lighting | Continuous roadway lighting | 1.34 | Miles | \$489000 | \$543000 | HSIP (23 U.S.C. 148) | Urban | Principal Arterial-Other | 14,285 | 50 | State Highway Agency | Spot | Older Drivers | |
| 23425: Various Hwys - Standing Rock Reservation | Roadway delineation | Longitudinal pavement markings remarking | 1 | Locations | \$78000 | \$86000 | HSIP (23 U.S.C. 148) | Rural | Multiple/Varies | 0 | | State Highway Agency | Systemic | Lane Departure | |
| 23426: Various Hwys - Bismarck District | Roadway delineation | Longitudinal pavement markings remarking | 1 | Locations | \$1128000 | \$1253000 | HSIP (23 U.S.C. 148) | Rural | Multiple/Varies | 0 | | State Highway Agency | Systemic | Lane Departure | |
| 23427: Various Hwys - Valley City District | Roadway delineation | Longitudinal pavement markings remarking | 1 | Locations | \$871000 | \$968000 | HSIP (23 U.S.C. 148) | Rural | Multiple/Varies | 0 | | State Highway Agency | Systemic | Lane Departure | |
| 23430: Various Hwys - Dickinson District | Roadway delineation | Longitudinal pavement markings remarking | 1 | Locations | \$1453000 | \$1614000 | HSIP (23 U.S.C. 148) | Rural | Multiple/Varies | 0 | | State Highway Agency | Systemic | Lane Departure | |
| 23431: Various Hwys - Grand Forks District | Roadway delineation | Longitudinal pavement markings remarking | 1 | Locations | \$1425000 | \$1583000 | HSIP (23 U.S.C. 148) | Rural | Multiple/Varies | 0 | | State Highway Agency | Systemic | Lane Departure | |

2022 North Dakota Highway Safety Improvement Program

| PROJECT NAME | IMPROVEMENT CATEGORY | SUBCATEGORY | OUTPUTS | OUTPUT TYPE | HSIP PROJECT COST(\$) | TOTAL PROJECT COST(\$) | FUNDING CATEGORY | LAND USE/AREA TYPE | FUNCTIONAL CLASSIFICATION | AADT | SPEED | OWNERSHIP | METHOD FOR SITE SELECTION | SHSP EMPHASIS AREA | SHSP STRATEGY |
|---|-----------------------------|--|---------|---------------|-----------------------|------------------------|----------------------|--------------------|---------------------------|-------|-------|-----------------------|---------------------------|--------------------------------|---------------|
| 23433: Various Hwys - Fargo District | Roadway delineation | Longitudinal pavement markings remarking - | 1 | Locations | \$987000 | \$1097000 | HSIP (23 U.S.C. 148) | Rural | Multiple/Varies | 0 | | State Highway Agency | Systemic | Lane Departure | |
| 23269: US 85 ESS | Advanced technology and ITS | Advanced technology and ITS - other | 1 | Locations | \$251000 | \$228000 | HSIP (23 U.S.C. 148) | Rural | Principal Arterial-Other | 6,435 | 65 | State Highway Agency | Spot | Lane Departure | |
| 23423: Various Hwys - Spirit Lake Reservation | Roadway delineation | Longitudinal pavement markings remarking - | 1 | Locations | \$49000 | \$49000 | HSIP (23 U.S.C. 148) | Rural | Multiple/Varies | 0 | | State Highway Agency | Systemic | Lane Departure | |
| 23424: Various Hwys - Fort Berthold Reservation | Roadway delineation | Longitudinal pavement markings remarking - | 1 | Locations | \$305000 | \$339000 | HSIP (23 U.S.C. 148) | Rural | Multiple/Varies | 0 | | State Highway Agency | Systemic | Lane Departure | |
| 23428: Various Hwys - Devils Lake District | Roadway delineation | Longitudinal pavement markings remarking - | 1 | Locations | \$901000 | \$1001000 | HSIP (23 U.S.C. 148) | Rural | Multiple/Varies | 0 | | State Highway Agency | Systemic | Lane Departure | |
| 23429: Various Hwys - Minot District | Roadway delineation | Longitudinal pavement markings remarking - | 1 | Locations | \$1071000 | \$1190000 | HSIP (23 U.S.C. 148) | Rural | Multiple/Varies | 0 | | State Highway Agency | Systemic | Lane Departure | |
| 23432: Various Hwys - Grand Forks District | Roadway delineation | Longitudinal pavement markings remarking - | 1 | Locations | \$703000 | \$781000 | HSIP (23 U.S.C. 148) | Rural | Multiple/Varies | 0 | | State Highway Agency | Systemic | Lane Departure | |
| 23437: US 281 - Turtle Mount Reservation | Roadway delineation | Longitudinal pavement markings remarking - | 1 | Locations | \$44000 | \$44000 | HSIP (23 U.S.C. 148) | Rural | Principal Arterial-Other | 0 | | State Highway Agency | Systemic | Lane Departure | |
| 22831: Bowman, W of 3rd Ave SE | Intersection geometry | Add/modify auxiliary lanes | 2 | Intersections | \$943000 | \$1047000 | HSIP (23 U.S.C. 148) | Rural | Principal Arterial-Other | 2,595 | 35 | State Highway Agency | Spot | Speeding or Aggressive Drivers | |
| 22832: US 85 & 38th St SW | Intersection geometry | Add/modify auxiliary lanes | 1 | Intersections | \$575000 | \$639000 | HSIP (23 U.S.C. 148) | Rural | Principal Arterial-Other | 1,936 | 65 | State Highway Agency | Spot | Intersections | |
| 21874: McKenzie Co.- Charlie | Alignment | Horizontal and vertical alignment | 0.67 | Miles | \$2518000 | \$2797000 | HSIP (23 U.S.C. 148) | Rural | Local Road or Street | 78 | | County Highway Agency | Spot | Lane Departure | |

2022 North Dakota Highway Safety Improvement Program

| PROJECT NAME | IMPROVEMENT CATEGORY | SUBCATEGORY | OUTPUTS | OUTPUT TYPE | HSIP PROJECT COST(\$) | TOTAL PROJECT COST(\$) | FUNDING CATEGORY | LAND USE/AREA TYPE | FUNCTIONAL CLASSIFICATION | AADT | SPEED | OWNERSHIP | METHOD FOR SITE SELECTION | SHSP EMPHASIS AREA | SHSP STRATEGY |
|----------------|----------------------|-------------|---------|-------------|-----------------------|------------------------|------------------|--------------------|---------------------------|------|-------|-----------|---------------------------|--------------------|---------------|
| Bob Creek Road | | | | | | | | | | | | | | | |

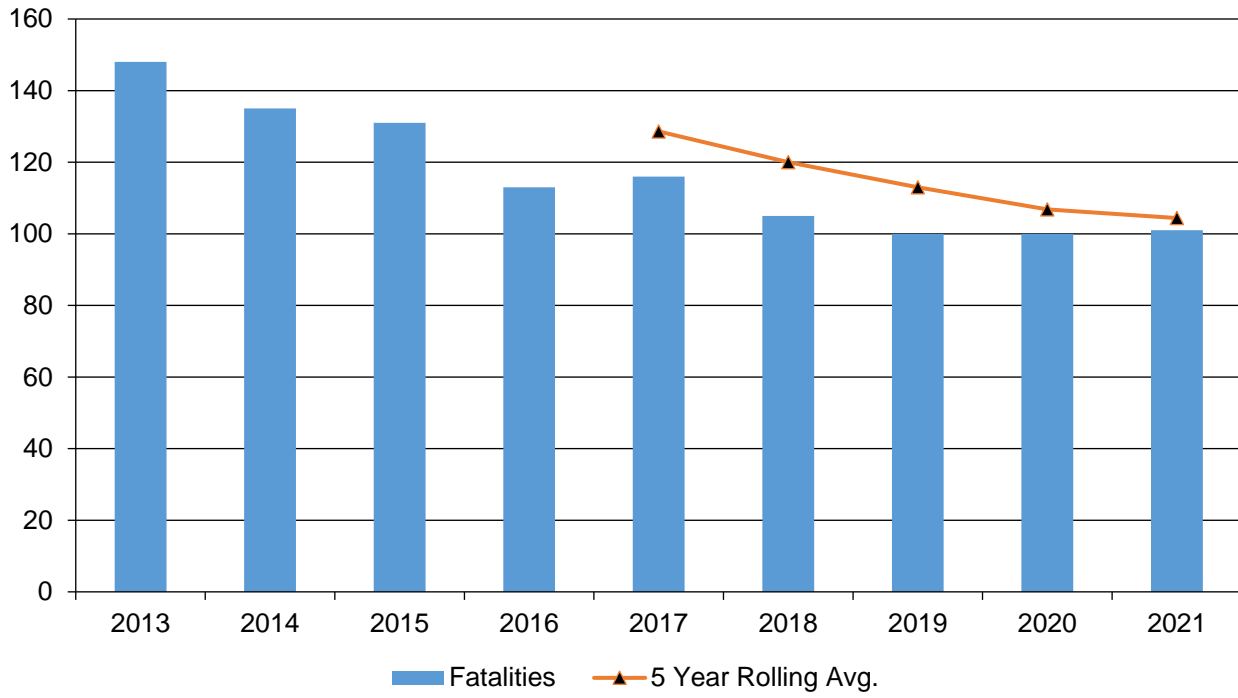
Safety Performance

General Highway Safety Trends

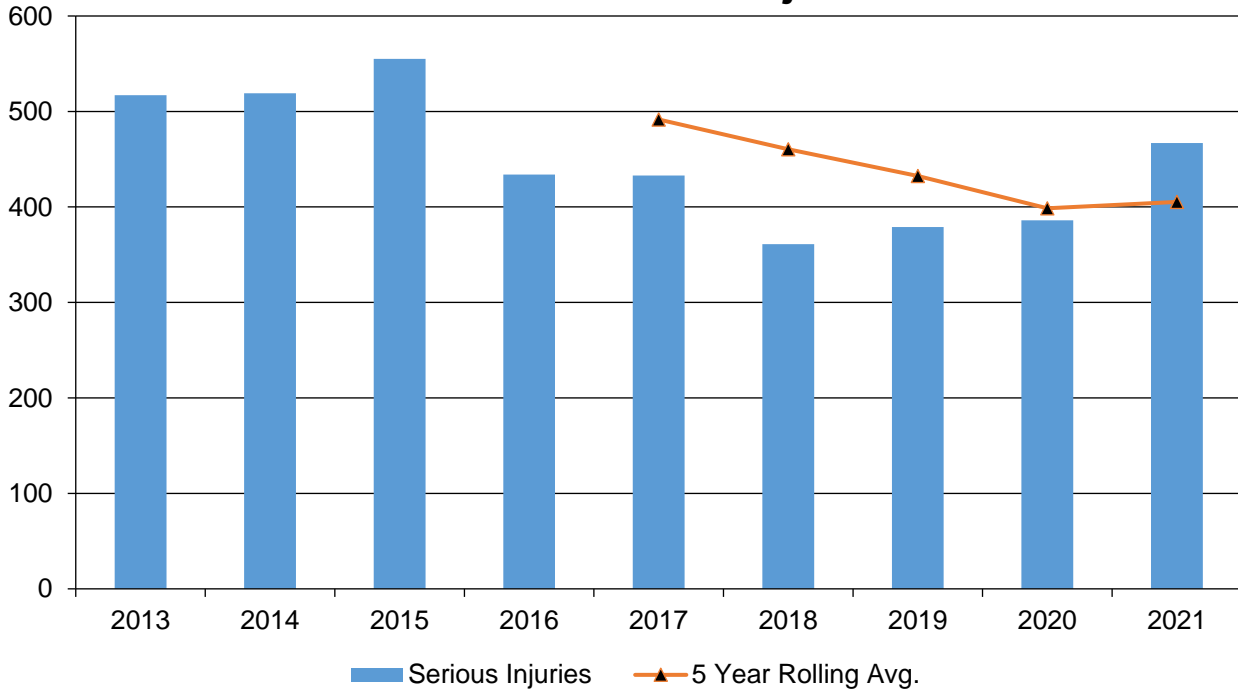
30. Present data showing the general highway safety trends in the State for the past five years.

| PERFORMANCE MEASURES | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |
|--|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Fatalities | 148 | 135 | 131 | 113 | 116 | 105 | 100 | 100 | 101 |
| Serious Injuries | 517 | 519 | 555 | 434 | 433 | 361 | 379 | 386 | 467 |
| Fatality rate (per HMVMT) | 1.470 | 1.280 | 1.310 | 1.160 | 1.190 | 1.070 | 1.020 | 1.140 | 1.090 |
| Serious injury rate (per HMVMT) | 5.120 | 4.940 | 5.530 | 4.460 | 4.460 | 3.660 | 3.860 | 4.420 | 5.030 |
| Number non-motorized fatalities | 2 | 12 | 8 | 10 | 7 | 8 | 7 | 9 | 11 |
| Number of non-motorized serious injuries | 30 | 32 | 31 | 21 | 24 | 28 | 21 | 20 | 36 |

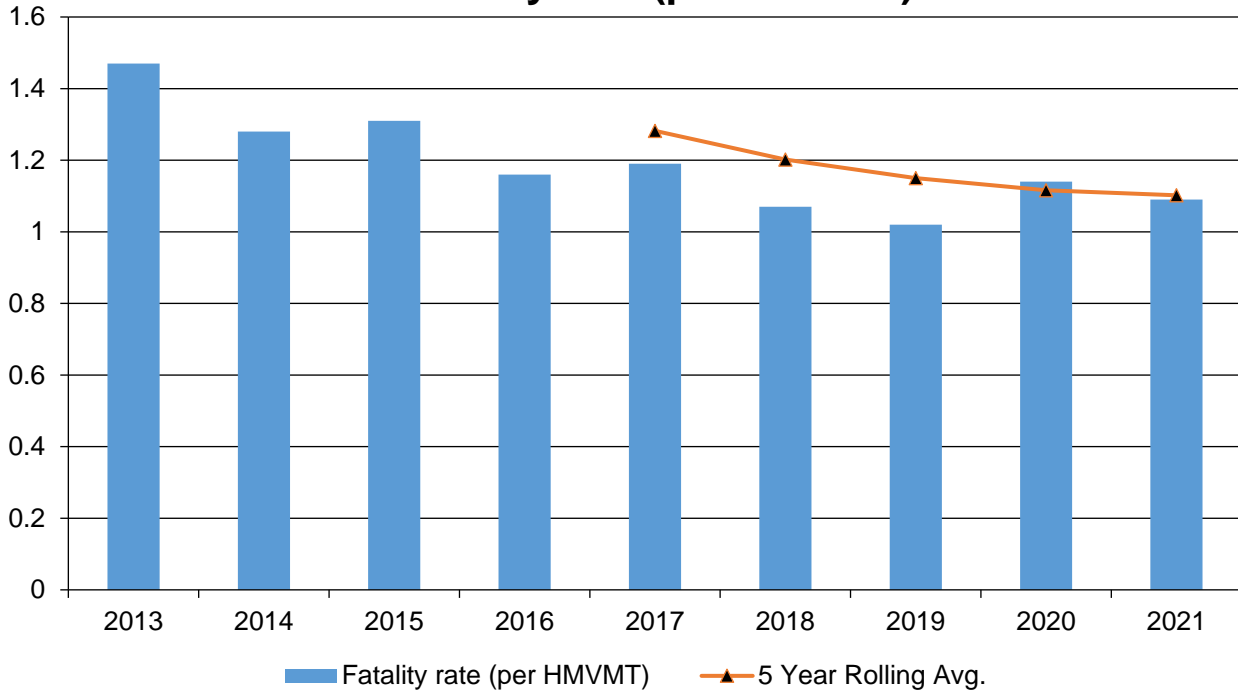
Annual Fatalities



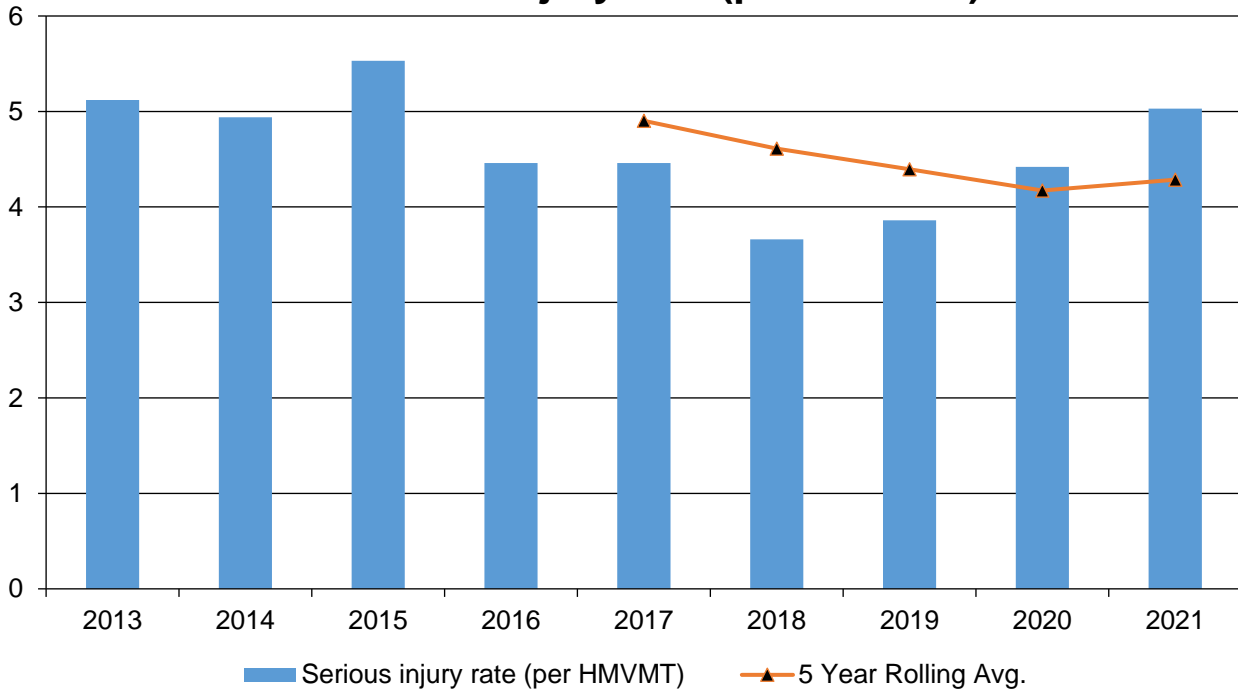
Annual Serious Injuries



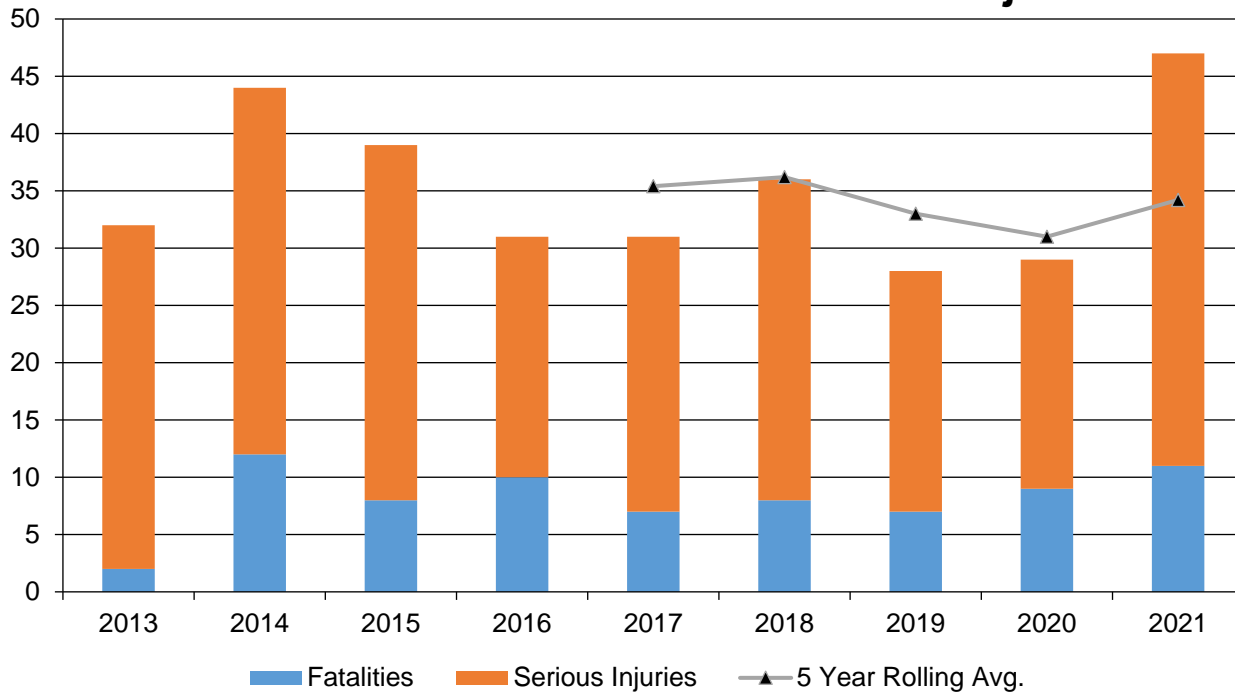
Fatality rate (per HMVMT)



Serious injury rate (per HMVMT)



Non Motorized Fatalities and Serious Injuries



31. Describe fatality data source.

State Motor Vehicle Crash Database

32. To the maximum extent possible, present this data by functional classification and ownership.

Year 2021

| Functional Classification | Number of Fatalities (5-yr avg) | Number of Serious Injuries (5-yr avg) | Fatality Rate (per HMVMT) (5-yr avg) | Serious Injury Rate (per HMVMT) (5-yr avg) |
|---|---------------------------------|---------------------------------------|--------------------------------------|--|
| Rural Principal Arterial (RPA) - Interstate | 8.6 | 28.6 | 0.56 | 1.9 |
| Rural Principal Arterial (RPA) - Other Freeways and Expressways | | | | |
| Rural Principal Arterial (RPA) - Other | 26.2 | 76.6 | 1.23 | 3.64 |
| Rural Minor Arterial | 12.8 | 34 | 1.62 | 4.33 |
| Rural Minor Collector | | | | |
| Rural Major Collector | 20.2 | 65.8 | 1.93 | 6.32 |

2022 North Dakota Highway Safety Improvement Program

| Functional Classification | Number of Fatalities (5-yr avg) | Number of Serious Injuries (5-yr avg) | Fatality Rate (per HMVMT) (5-yr avg) | Serious Injury Rate (per HMVMT) (5-yr avg) |
|---|--|--|---|---|
| Rural Local Road or Street | 18 | 57.4 | 1.59 | 5.11 |
| Urban Principal Arterial (UPA) - Interstate | 0.6 | 7.8 | | 1.51 |
| Urban Principal Arterial (UPA) - Other Freeways and Expressways | | | | |
| Urban Principal Arterial (UPA) - Other | 7.4 | 53.6 | 0.9 | 6.54 |
| Urban Minor Arterial | 5.6 | 33.2 | 0.91 | 5.3 |
| Urban Minor Collector | | | | |
| Urban Major Collector | 1.6 | 14.8 | 0.56 | 5.18 |
| Urban Local Road or Street | 3 | 23.2 | 0.51 | 4.03 |

2022 North Dakota Highway Safety Improvement Program

Year 2021

| Roadways | Number of Fatalities (5-yr avg) | Number of Serious Injuries (5-yr avg) | Fatality Rate (per HMVMT) (5-yr avg) | Serious Injury Rate (per HMVMT) (5-yr avg) |
|---|--|--|---|---|
| State Highway Agency | 59.4 | 206.4 | | |
| County Highway Agency | 24.2 | 81 | | |
| Town or Township Highway Agency | | | | |
| City or Municipal Highway Agency | 9.4 | 74.2 | | |
| State Park, Forest, or Reservation Agency | 4.2 | 4.2 | | |
| Local Park, Forest or Reservation Agency | | | | |
| Other State Agency | | | | |
| Other Local Agency | | | | |
| Private (Other than Railroad) | | | | |
| Railroad | | | | |
| State Toll Authority | | | | |
| Local Toll Authority | | | | |
| Other Public Instrumentality (e.g. Airport, School, University) | | | | |
| Indian Tribe Nation | | | | |

33. Are there any other aspects of the general highway safety trends on which the State would like to elaborate?

No-This question will not appear on the report output when the report status changes to “Final”

Safety Performance Targets

34. Safety Performance Targets

Calendar Year 2023 Targets *

Number of Fatalities:99.2

Describe the basis for established target, including how it supports SHSP goals.

Review of historical data and expert group input. The current NDDOT SHSP has a short term goal of fewer than 75 fatalities by 2025. The target set for 2023 matches this trend line.

Number of Serious Injuries:397.1

Describe the basis for established target, including how it supports SHSP goals.

Review of historical data and expert group input.

Fatality Rate:1.080

Describe the basis for established target, including how it supports SHSP goals.

Review of historical data and expert group input.

Serious Injury Rate:4.201

Describe the basis for established target, including how it supports SHSP goals.

Review of historical data and expert group input.

Total Number of Non-Motorized Fatalities and Serious Injuries:33.5

Describe the basis for established target, including how it supports SHSP goals.

Review of historical data and expert group input.

35. Describe efforts to coordinate with other stakeholders (e.g. MPOs, SHSO) to establish safety performance targets.

The State Highway Safety Office (SHSO) resides in the NDDOT. The SHSO (i.e., the NDDOT Safety Division) and other NDDOT Divisions including Local Government, Programming and planning/Asset Management review performance measure data and define the method to set the targets. Proposed targets are then shared by the NDDOT at a regular meeting between NDDOT and the MPOs.

36. Does the State want to report additional optional targets?

No

37. Describe progress toward meeting the State’s 2021 Safety Performance Targets (based on data available at the time of reporting). For each target, include a discussion of any reasons for differences in the actual outcomes and targets.

| PERFORMANCE MEASURES | TARGETS | ACTUALS |
|---|---------|---------|
| Number of Fatalities | 102.0 | 104.4 |
| Number of Serious Injuries | 382.1 | 405.2 |
| Fatality Rate | 1.103 | 1.102 |
| Serious Injury Rate | 4.046 | 4.286 |
| Non-Motorized Fatalities and Serious Injuries | 30.4 | 34.2 |

2022 North Dakota Highway Safety Improvement Program

The NDDOT set lofty targets in 2021, but came up short on a few of them. Even though we didn't meet some of our targets we still met the baseline data for most of the performance targets. We did see an increase in serious injuries in the state this year, but our fatalities continued to be about the same as previous years. We will continue to push for lofty targets and strategies to get us to them.

Applicability of Special Rules

38. Does the HRRR special rule apply to the State for this reporting period?

No

39. Provide the number of older driver and pedestrian fatalities and serious injuries 65 years of age and older for the past seven years.

| PERFORMANCE MEASURES | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |
|--|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Number of Older Driver and Pedestrian Fatalities | 11 | 9 | 14 | 19 | 17 | 16 | 13 |
| Number of Older Driver and Pedestrian Serious Injuries | 37 | 36 | 28 | 29 | 39 | 23 | 40 |

Evaluation

Program Effectiveness

40. How does the State measure effectiveness of the HSIP?

- Change in fatalities and serious injuries

41. Based on the measures of effectiveness selected previously, describe the results of the State's program level evaluations.

In the last few years, the number of fatalities and the fatality rate has plateaued. Serious injuries are rising along with the serious injury rate. Since these measures of effectiveness is statewide data, the numbers may be hiding any successes that are occurring due to individual safety projects. More detailed project level evaluations may be necessary in the future to determine which treatments are working and which are not. Nevertheless, the overall trends are a concern, and the data is being investigated with NDDOT's upcoming revision of its SHSP.

42. What other indicators of success does the State use to demonstrate effectiveness and success of the Highway Safety Improvement Program?

- # miles improved by HSIP
- Increased awareness of safety and data-driven process
- Increased focus on local road safety
- More systemic programs

43. Are there any significant programmatic changes that have occurred since the last reporting period?

No-This question will not appear on the report output when the report status changes to "Final"

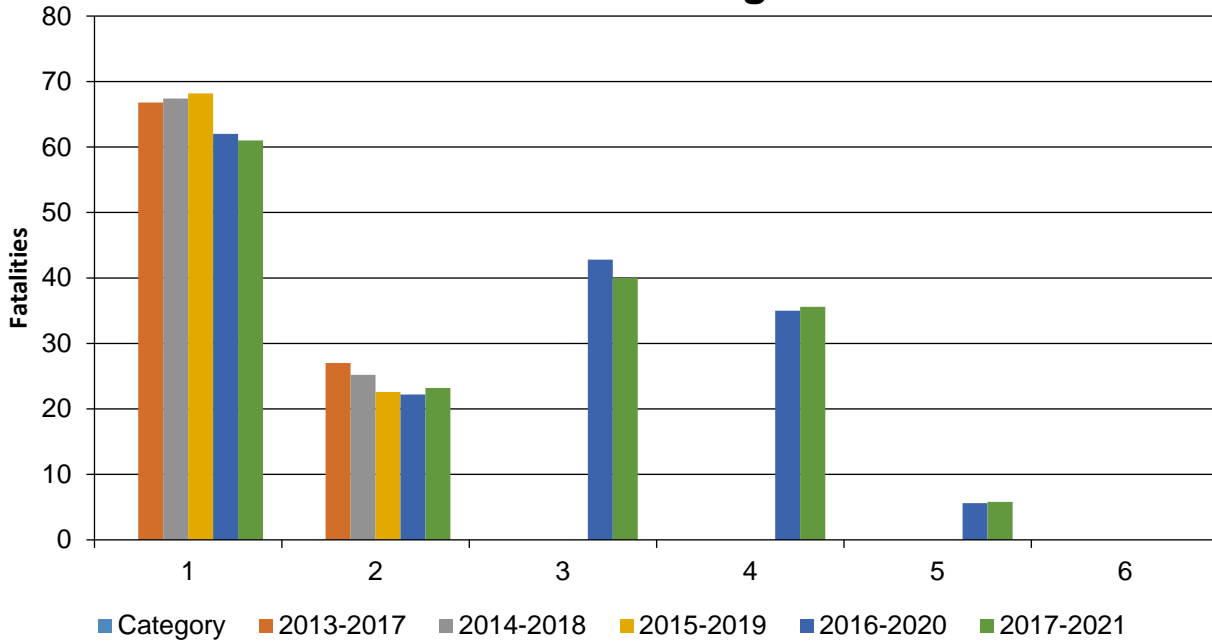
Effectiveness of Groupings or Similar Types of Improvements

44. Present and describe trends in SHSP emphasis area performance measures.

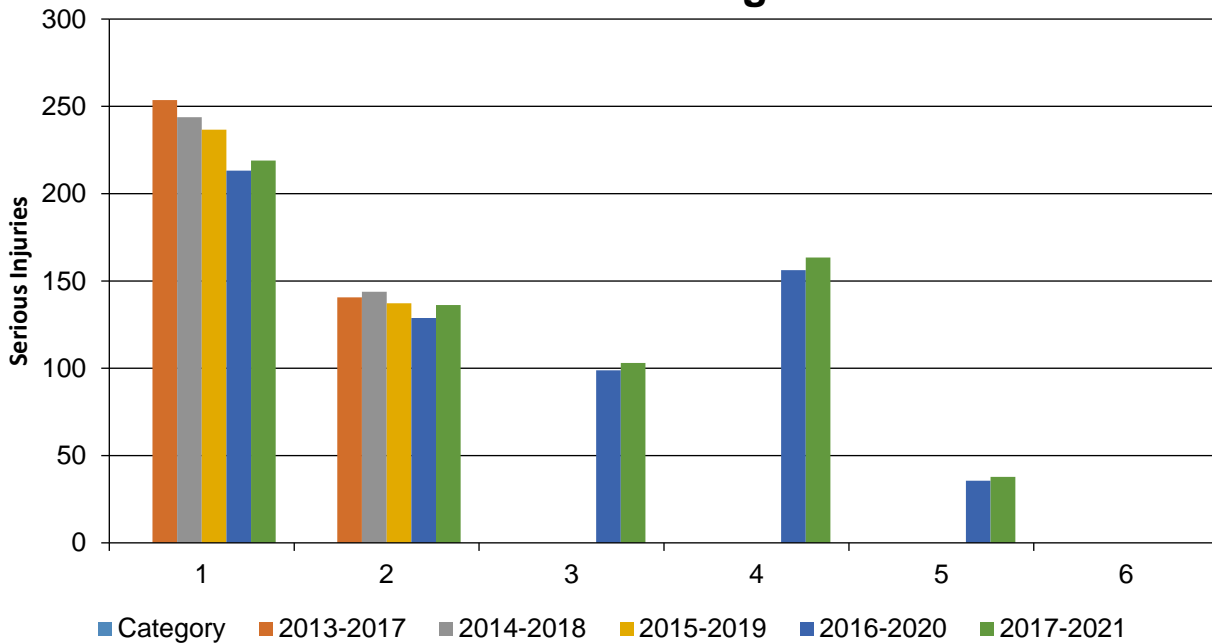
Year 2021

| SHSP Emphasis Area | Targeted Crash Type | Number Fatalities (5-yr avg) | of | Number Serious Injuries (5-yr avg) | of | Fatality Rate (per HMVMT) (5-yr avg) | Serious Injury Rate (per HMVMT) (5-yr avg) |
|-----------------------------|---------------------|------------------------------|----|------------------------------------|----|--------------------------------------|--|
| Lane Departure | All | 61 | | 219 | | 0.64 | 2.32 |
| Intersections | All | 23.2 | | 136.2 | | 0.24 | 1.44 |
| Unbelted Vehicle Occupants | All | 40 | | 103 | | 0.42 | 1.09 |
| Speeding/Aggressive Drivers | All | 35.6 | | 163.4 | | 0.38 | 1.72 |
| Young Drivers | All | 5.8 | | 37.8 | | 0.06 | 0.4 |

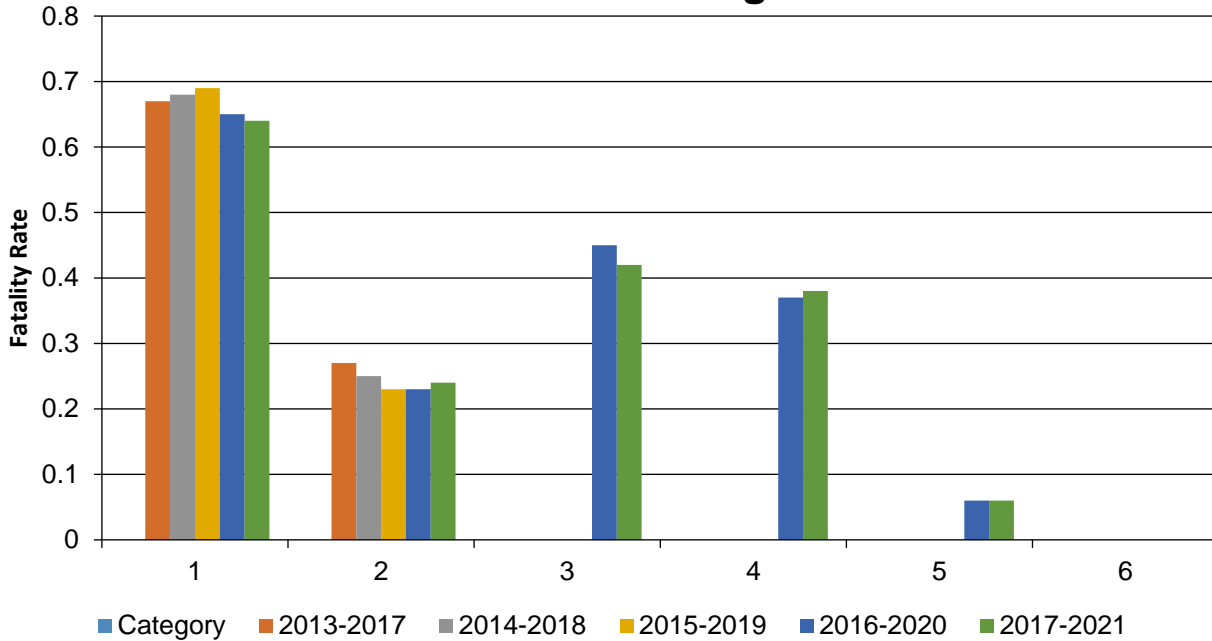
Number of Fatalities 5 Year Average



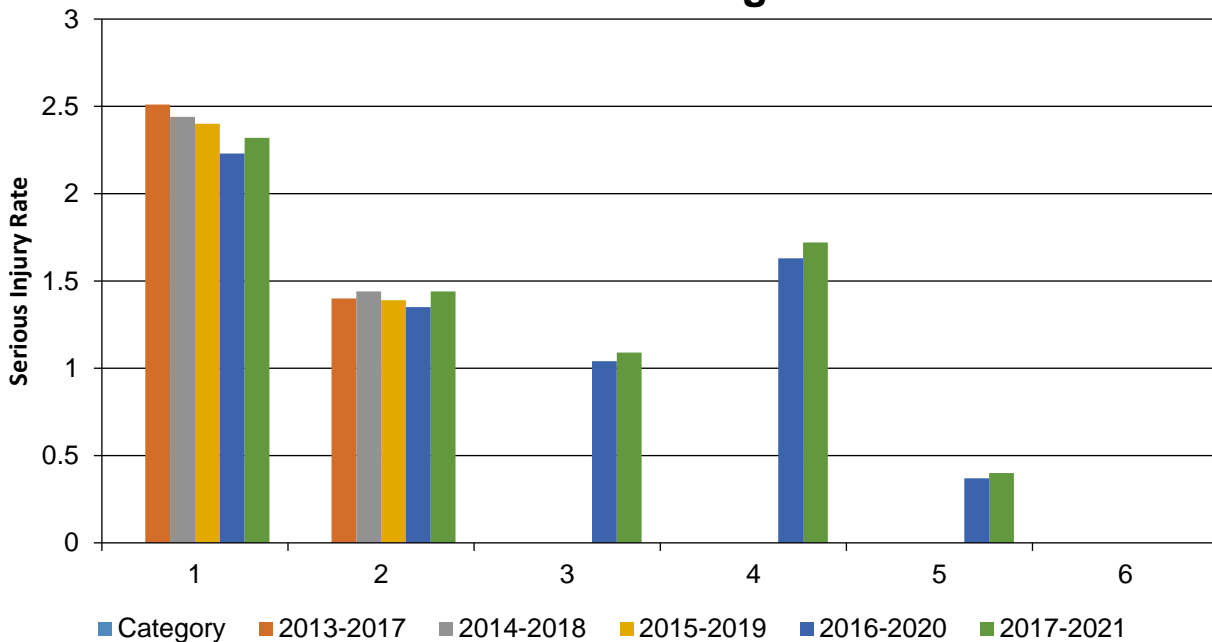
Number of Serious Injuries 5 Year Average



Fatality Rate (per HMVMT) 5 Year Average



Serious Injury Rate (per HMVMT) 5 Year Average



45. Has the State completed any countermeasure effectiveness evaluations during the reporting period?

No

Project Effectiveness

46. Provide the following information for previously implemented projects that the State evaluated this reporting period.

47. Are there any other aspects of the overall HSIP effectiveness on which the State would like to elaborate?

No-This question will not appear on the report output when the report status changes to "Final"

Compliance Assessment

48. What date was the State’s current SHSP approved by the Governor or designated State representative?

09/18/2018

What are the years being covered by the current SHSP?

From: 2018 To: 2023

When does the State anticipate completing it’s next SHSP update?

2023

49. Provide the current status (percent complete) of MIRE fundamental data elements collection efforts using the table below.

*Based on Functional Classification (MIRE 1.0 Element Number) [MIRE 2.0 Element Number]

| ROAD TYPE | *MIRE NAME (MIRE NO.) | NON LOCAL PAVED ROADS - SEGMENT | | NON LOCAL PAVED ROADS - INTERSECTION | | NON LOCAL PAVED ROADS - RAMPS | | LOCAL PAVED ROADS | | UNPAVED ROADS | |
|----------------------------|--|---------------------------------|-----------|--------------------------------------|-----------|-------------------------------|-----------|-------------------|-----------|---------------|-----------|
| | | STATE | NON-STATE | STATE | NON-STATE | STATE | NON-STATE | STATE | NON-STATE | STATE | NON-STATE |
| ROADWAY SEGMENT | Segment Identifier (12) [12] | 100 | 100 | | | | | 75 | 75 | 75 | 75 |
| | Route Number (8) [8] | 20 | 20 | | | | | | | | |
| | Route/Street Name (9) [9] | 100 | 100 | | | | | | | | |
| | Federal Aid/Route Type (21) [21] | 20 | 20 | | | | | | | | |
| | Rural/Urban Designation (20) [20] | 100 | 100 | | | | | 100 | 100 | | |
| | Surface Type (23) [24] | 100 | 100 | | | | | 100 | 100 | | |
| | Begin Point Segment Descriptor (10) [10] | 100 | 100 | | | | | 75 | 75 | 75 | 75 |
| | End Point Segment Descriptor (11) [11] | 100 | 100 | | | | | 75 | 75 | 75 | 75 |
| | Segment Length (13) [13] | 100 | 100 | | | | | | | | |
| | Direction of Inventory (18) [18] | 100 | 100 | | | | | | | | |
| Functional Class (19) [19] | 100 | 100 | | | | | 100 | 100 | 100 | 100 | |

2022 North Dakota Highway Safety Improvement Program

| ROAD TYPE | *MIRE NAME (MIRE NO.) | NON LOCAL PAVED ROADS - SEGMENT | | NON LOCAL PAVED ROADS - INTERSECTION | | NON LOCAL PAVED ROADS - RAMPS | | LOCAL PAVED ROADS | | UNPAVED ROADS | |
|-------------------------|---|--|-----------|--------------------------------------|-----------|-------------------------------|-----------|-------------------|-----------|---------------|-----------|
| | | STATE | NON-STATE | STATE | NON-STATE | STATE | NON-STATE | STATE | NON-STATE | STATE | NON-STATE |
| | Median Type (54) [55] | 20 | 20 | | | | | | | | |
| | Access Control (22) [23] | 20 | 20 | | | | | | | | |
| | One/Two Way Operations (91) [93] | 100 | 100 | | | | | | | | |
| | Number of Through Lanes (31) [32] | 100 | 100 | | | | | 100 | 100 | | |
| | Average Annual Daily Traffic (79) [81] | 100 | 100 | | | | | 100 | 100 | | |
| | AADT Year (80) [82] | 100 | 100 | | | | | | | | |
| | Type of Governmental Ownership (4) [4] | 100 | 100 | | | | | 100 | 100 | 100 | 100 |
| | INTERSECTION | Unique Junction Identifier (120) [110] | | | 40 | 40 | | | | | |
| | Location Identifier for Road 1 Crossing Point (122) [112] | | | 40 | 40 | | | | | | |
| | Location Identifier for Road 2 Crossing Point (123) [113] | | | 40 | 40 | | | | | | |
| | Intersection/Junction Geometry (126) [116] | | | 40 | 40 | | | | | | |
| | Intersection/Junction Traffic Control (131) [131] | | | 5 | 5 | | | | | | |
| | AADT for Each Intersecting Road (79) [81] | | | 40 | 40 | | | | | | |
| | AADT Year (80) [82] | | | 40 | 40 | | | | | | |
| | Unique Approach Identifier (139) [129] | | | 5 | 5 | | | | | | |
| INTERCHANGE/RAMP | Unique Interchange Identifier (178) [168] | | | | | 85 | 85 | | | | |
| | Location Identifier for Roadway at | | | | | 85 | 85 | | | | |

| ROAD TYPE | *MIRE NAME (MIRE NO.) | NON LOCAL PAVED ROADS - SEGMENT | | NON LOCAL PAVED ROADS - INTERSECTION | | NON LOCAL PAVED ROADS - RAMPS | | LOCAL PAVED ROADS | | UNPAVED ROADS | |
|---|---|---------------------------------|--------------|--------------------------------------|--------------|-------------------------------|--------------|-------------------|--------------|---------------|--------------|
| | | STATE | NON-STATE | STATE | NON-STATE | STATE | NON-STATE | STATE | NON-STATE | STATE | NON-STATE |
| | Beginning of Ramp Terminal (197) [187] | | | | | | | | | | |
| | Location Identifier for Roadway at Ending Ramp Terminal (201) [191] | | | | | 85 | 85 | | | | |
| | Ramp Length (187) [177] | | | | | 85 | 85 | | | | |
| | Roadway Type at Beginning of Ramp Terminal (195) [185] | | | | | 85 | 85 | | | | |
| | Roadway Type at End Ramp Terminal (199) [189] | | | | | 85 | 85 | | | | |
| | Interchange Type (182) [172] | | | | | 85 | 85 | | | | |
| | Ramp AADT (191) [181] | | | | | 85 | 85 | | | | |
| | Year of Ramp AADT (192) [182] | | | | | 85 | 85 | | | | |
| | Functional Class (19) [19] | | | | | 85 | 85 | | | | |
| | Type of Governmental Ownership (4) [4] | | | | | 85 | 85 | | | | |
| Totals (Average Percent Complete): | | 82.22 | 82.22 | 31.25 | 31.25 | 85.00 | 85.00 | 91.67 | 91.67 | 85.00 | 85.00 |

*Based on Functional Classification (MIRE 1.0 Element Number) [MIRE 2.0 Element Number]

50. Describe actions the State will take moving forward to meet the requirement to have complete access to the MIRE fundamental data elements on all public roads by September 30, 2026.

The NDDOT has developed the following goals to meet MIRE requirements and future road data management:

- The database for two FDE: “Median Type (54)” and “Intersection/Junction Traffic Control (131)” need to be updated.
- Develop a robust/integrated data warehouse to connect all geodatabase items with each other
- More efficiently and effectively extract information from the database:
 - Querying will be the initial capability of data warehouse
 - Develop a framework that allows tools and models to be shared by NDDOT
 - Application of AI/ML-based techniques over the data warehouse
- The data warehouse will be an efficient framework for data governance in NDDOT
 - Other geo-databases (safety, construction, maintenance, etc.) could be integrated into the data warehouse

Optional Attachments

Program Structure:

[HSIP Guidebook 2021.pdf](#)

Project Implementation:

Safety Performance:

Evaluation:

Compliance Assessment:

Glossary

5 year rolling average: means the average of five individuals, consecutive annual points of data (e.g. annual fatality rate).

Emphasis area: means a highway safety priority in a State's SHSP, identified through a data-driven, collaborative process.

Highway safety improvement project: means strategies, activities and projects on a public road that are consistent with a State strategic highway safety plan and corrects or improves a hazardous road location or feature or addresses a highway safety problem.

HMVMT: means hundred million vehicle miles traveled.

Non-infrastructure projects: are projects that do not result in construction. Examples of non-infrastructure projects include road safety audits, transportation safety planning activities, improvements in the collection and analysis of data, education and outreach, and enforcement activities.

Older driver special rule: applies if traffic fatalities and serious injuries per capita for drivers and pedestrians over the age of 65 in a State increases during the most recent 2-year period for which data are available, as defined in the Older Driver and Pedestrian Special Rule Interim Guidance dated February 13, 2013.

Performance measure: means indicators that enable decision-makers and other stakeholders to monitor changes in system condition and performance against established visions, goals, and objectives.

Programmed funds: mean those funds that have been programmed in the Statewide Transportation Improvement Program (STIP) to be expended on highway safety improvement projects.

Roadway Functional Classification: means the process by which streets and highways are grouped into classes, or systems, according to the character of service they are intended to provide.

Strategic Highway Safety Plan (SHSP): means a comprehensive, multi-disciplinary plan, based on safety data developed by a State Department of Transportation in accordance with 23 U.S.C. 148.

Systematic: refers to an approach where an agency deploys countermeasures at all locations across a system.

Systemic safety improvement: means an improvement that is widely implemented based on high risk roadway features that are correlated with specific severe crash types.

Transfer: means, in accordance with provisions of 23 U.S.C. 126, a State may transfer from an apportionment under section 104(b) not to exceed 50 percent of the amount apportioned for the fiscal year to any other apportionment of the State under that section.



**RESOLUTION OF THE GRAND FORKS – EAST GRAND FORKS METROPOLITAN
PLANNING ORGANIZATION
Adopting HSIP Performance Targets**

Whereas, the U.S. Department of Transportation established five performance measures for the Highway Safety Improvement Program (HSIP) as detailed in 23 CFR 490, Subpart B, National Performance Measures for the Highway Safety Improvement Program;

Whereas, the Minnesota Department of Transportation (MnDOT) established performance targets for each of the five HSIP performance measures in accordance with 23 CFR 490.209; and

Whereas, the North Dakota Department of Transportation (NDDOT) established performance targets for each of the five HSIP performance measures in accordance with 23 CFR 490.209; and

Whereas, the Grand Forks – East Grand Forks Metropolitan Planning Organizations (MPO) must establish performance targets for each of the HSIP performance measures; and

Whereas, the MPO established its HSIP targets through a cooperative process with MnDOT and NDDOT, to the maximum extent practicable, so that it may plan and program projects so that they contribute to the accomplishment of the State DOT HSIP target; and

Whereas, the Grand Forks – East Grand Forks Metropolitan Planning Organizations (MPO) reviewed the most recent data and considered whether to update the targets or maintain last year’s targets; and

Now, therefore, be it resolved, that the Grand Forks – East Grand Forks Metropolitan Planning Organization commits to the following performance targets for the metropolitan planning area for 2023.

| Safety Performance Measure | Target |
|---|---------------|
| 1. Number of Traffic Fatalities | 2.4 |
| 2. Number of Fatalities (Per 100 M VMT) | 0.734 |
| 3. Number of Crash Related Serious Injuries | 12.92 |
| 4. Number of Serious Injuries (Per 100 M VMT) | 3.951 |
| 5. Number of Non-Motorized Fatalities & Number of Non-Motorized Serious Injuries | 2.84 |

and

Be it further resolved, that the Grand Forks – East Grand Forks Metropolitan Planning Organization agrees to plan and program projects so that the projects contribute to the accomplishment of MnDOT’s and NDDOT’s calendar year 2022 HSIP targets.

Chair

Date

_____.

Executive Director

Date

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 | Final approval process | 98% | 31-Mar-22 | 31-Dec-22 |
| Bicycle & Pedestrian Element Update | Had a public input meeting November 16th. The steering committee is currently compiling the priority project list together. | 60% | 31-Mar-23 | |
| Street & Highway Plan/ MTP Update | Had a public input meeting on November 3rd as well as a stakeholder meeting that day. | 35% | 29-Feb-24 | |
| Aerial Photo | COMPLETED | 100% | 30-Nov-21 | 30-Nov-21 |
| Traffic Count Program | On-going | 100% | On-going | |