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# 2019-2020 UNIFIED PLANNING WORK PROGRAM

**Overcoming Barriers**

**Strengthening Connections**



**Ensuring Opportunities**

**Planning One Community**

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

*Prepared By*

**Grand Forks – East Grand Forks  
Metropolitan Planning Organization  
November 2018**

**The signature below constitutes the official adoption of the 2019-2020 Unified Planning Work Program (UPWP) by the Grand Forks – East Grand Forks Metropolitan Planning Organization (MPO). The Unified Planning Work Program (UPWP) was adopted by the MPO Executive Policy Board at its \_\_\_\_\_, 2018, meeting.**

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**Ken Vein Chairman**  
Grand Forks – East Grand Forks MPO

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**Date**

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## INTRODUCTION

This document presents the Unified Planning Work Program for the Grand Forks – East Grand Forks Metropolitan Planning Organization (MPO). In 1997, authorization was granted by the North Dakota Department of Transportation (NDDOT) to prepare a work program covering two program years. The most recent UPWP covered 2017 and 2018. The UPWP identifies the activities for the metropolitan area that involve transportation planning. The activities were developed through solicitation from member jurisdictions; the final UPWP was developed in cooperation of the MPO, the respective state departments of transportation and the local transit operators.

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

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

Major work activities scheduled over the past two year period include updating the 5 year Transit Development Program, finishing the Grand Forks Land use Plan, assisting East Grand Forks to determine traffic circulation for its NW area, and completing the update to the Metropolitan Transportation Plan including an updated travel demand forecasting model.

### **EMPHASIS AREAS**

FHWA and FTA reinstated emphasis areas for MPOs to work into activities identified in the work program. These emphasis areas are planning topical areas that FHWA and FTA want MPOs to work towards accomplishing with the work program. For many years, these emphasis areas were promulgated annually; however, for the past couple of years there have been none. With passage of MAP-21/FAST with its renewed focus on transportation planning and the transportation planning regulations, FHWA and FTA desire to make sure MPOs are identifying within their work programs the activities that will allow them to meet these

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expectations. The following are the three emphasis areas with a narrative of how this work program has activities associated with the emphasis area.

**MAP-21/FAST Implementation:** The work program has a specific activity identified as resources allocated towards implementation. Further, the resources dedicated for this activity were increased for FY2015 and are being maintained through this two year program to allow the necessary commitment towards implementation.

**Regional Planning Cooperation:** The work program has several activities that touch upon this emphasis area. The Interagency coordination activity identifies that resources are reserved for MPO staff to continue to implement and strengthen the “3C” planning process. This activity covers the various meetings that occur within each state and offer opportunities for collaboration of what each state is doing. These meetings are opportunities for staff to share and assist in development of policies and processes that further the “3C” process.

Additionally, resources are budgeted towards amendments to the MTP as a result of the implementation of MAP-21/FAST. These amendments require the cooperative process to be fully engaged since being a bi-state MPO requires balancing the individual desires and needs of each state into one metropolitan plan.

**Ladders of Opportunity:** This concept is to ensure that people and goods have access towards essential services. Essential services are things such as housing, employment, health care, education and recreation. The emphasis focus is on identifying whether any gaps exists in transportation connectivity. The work program’s activity of updating each community’s Land Use Plan directly addresses this emphasis area. The update will allow the MPO to identify these essential services, identify their locations and then assess the connectivity. Further, through these land use plans future locations of these essential services can be identified. With this, the MPO can take care in developing the future transportation system so that connectivity is not lost or ensures that connectivity is made as the future development occurs.

### **Schedule towards 2050 MTP Update**

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

# Timeline to 2050 MTP Update

Year Begin	Activity	Year Completion	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 Jan 31 2024

## **100.1 GENERAL ADMINISTRATION**

### **OBJECTIVE:**

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

### **PROPOSED WORK:**

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

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

### **PRODUCTS:**

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

### **COMPLETION DATE:**

1. Ongoing activity.

## **100.2 UNIFIED PLANNING WORK PROGRAM DEVELOPMENT**

### **OBJECTIVE:**

To amend and update, as necessary, the 2019-2020 Unified Planning Work Program (UPWP) for the Grand Forks – East Grand Forks Metropolitan Planning Organization. Prepare amendments to the 2019-2020 UPWP and prepare the 2021-2022 Unified Planning Work Program.

### **PROPOSED WORK PROGRAM:**

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

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

### **PRODUCT:**

1. Monthly TAC and Executive Board meetings and detailed minutes.
2. Necessary 2019 and/or 2020 work activity revisions and financial amendments to the UPWP will be made.
3. Amended 2019-2020 UPWP.
4. Adoption of 2021-2022 UPWP.

### **COMPLETION DATE:**

1. Ongoing.
2. As needed.
3. As needed.
4. October 31, 2020.



## **100.3 FINANCIAL MANAGEMENT**

### **OBJECTIVE:**

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

### **PROPOSED WORK:**

Since 2008, The MPO began to handle all financial and human resources related item in house through the MPO's Office Manager. The Office Manager nows takes care of the MPO's need for the monthly accounting functions and human resources for the MPO. The charge for annual audits and the monthly financial reports, as well as the time necessary to prepare the various accounting functions (e.g., payroll, journal entries, general ledger entries, invoicing, payment of taxes, workers' compensation, unemployment, and pension benefits), will be completed under this task. The cost of purchasing bonding insurance for the members of the Finance Committee and staff will also be charged to this task.

### **PRODUCTS:**

1. Monthly financial statements including monthly billings.
2. Year-End Financial Report – January 31, 2019 and 2020.
3. The Year 2018 Annual Audit.
4. The Year 2019 Annual Audit.

### **COMPLETION DATES:**

1. Monthly Financial Information – the 15<sup>th</sup> of the following month.
2. Year-End Financial Report – January 31, 2019 and 2020.
3. 2018 Annual Audit – April 30, 2019.
4. 2019 Annual Audit – April 30, 2020.

## **100.4 FACILITIES AND OVERHEAD**

### **OBJECTIVE:**

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

### **PROPOSED WORK:**

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

Items covered also include fixed administrative costs for office rent in Grand Forks and East Grand Forks. Having MPO staff physically located within both City Halls provides better insight and working relationships with important local elected officials and staff. The physical being in both City Halls provide MPO staff easy access to vital information of various City Offices by being attached to their computer networks. The rental agreement for office space is negotiated on a square foot basis of reasonable market rates and includes the cost of heat, utilities, janitorial services and furnishings. Grand Forks is currently studying its space within its City Hall. A possible rental of space in the former GF herald building is a possibility. The MPO has expressed an interest in renting space at the Herald Building if the City places its Planning Department and Community Development Department staff there. The MPO still is temporarily shifting its main staffing to East Grand Forks Hall. A decision is expected by the end of 2018 on the GF Herald Building spacey. The MPO can then assess its rental options.

### **PRODUCTS:**

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

### **COMPLETION DATE:**

1. Not applicable.
2. Not applicable.

## **200.1 INTERAGENCY COORDINATION**

### **OBJECTIVE:**

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

### **PROPOSED WORK:**

The Metropolitan Planning Organization staff will continue to provide assistance to various committees involved in transportation planning. Currently, the MPO provides staff services to the MPO Executive Policy Board; the Technical Advisory Committee; the 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. MPO staff also attend the Area Transportation Partnership (ATP) meetings in northwest Minnesota, usually held in McIntosh, Minnesota. Those meetings, like many of the county and city meetings, are held monthly.

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

### **PRODUCTS:**

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

### **COMPLETION DATE:**

1. Ongoing activity.

## **200.2 PUBLIC INFORMATION AND CITIZEN PARTICIPATION**

### **OBJECTIVE:**

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

### **PROPOSED WORK:**

In 1994, the MPO adopted a Public Participation Plan (PPP). This plan provides guidance and defines the process to ensure public participation in the transportation planning process. The Plan was most recently updated in 2012 and will continue to be monitored and updated as appropriate, with the more effective techniques emphasized and ineffective ones discarded.

In 2019, an update to the PPP will be done. The PPP also incorporates the MPO's Title VI, Limited English Proficiency (LEP) ADA, and Environmental Justice documents. All will be reviewed and brought up to date.

Increased visualization techniques via the internet will be done. This activity will keep the MPO website up-to-date.

### **PRODUCTS:**

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

### **COMPLETION DATES:**

1. June 31, 2019 and Ongoing activity.
2. As requested.
3. As needed.

## **200.3 EDUCATION/TRAINING AND TRAVEL**

### **OBJECTIVE:**

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

### **PROPOSED WORK:**

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

- Minnesota MPO Workshop.
- Transportation Research Board Small/Medium Cities Bi-Annual Conference
- AMPO Conference
- Others to be identified.

### **PRODUCT:**

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

### **COMPLETION DATES:**

1. Not applicable.

## **200.4 EQUIPMENT**

### **OBJECTIVE:**

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

### **PROPOSED WORK:**

This item includes the purchase, maintenance, and repair of computer equipment and traffic counters. The anticipated equipment purchases for 2019-20 may include, but are not limited to, the following:

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

### **COMPLETION DATE:**

1. December 31, 2019-2020.

## **300.1 TRANSPORTATION PLAN UPDATE AND IMPLEMENTATION**

### **OBJECTIVE:**

To complete updates of elements of the Transportation Plan.

### **PROPOSED WORK:**

The MPO produces transportation plans specific to certain modes, i.e., transit, street/highway, etc. The socio-economic data for all the individual elements are the same; likewise the individual plans all share the same goals. Each modal plan utilizes a similar format of objectives and standards that cover same broad concepts but individualized for that particular mode. The current LRTP has specified performance measures and targets. However, they are not necessarily those required by MAP-21/FAST.

MAP-21/FAST and its subsequent rules/regulations, require performance measures and targets for some specific areas. These measures and targets each have differing review and renewal schedules. For example, the Safety targets and Transit Asset Management targets are annual. Therefore, each year the MPO, working with its partners, will have to adopt new targets. Other targets, like NHS Travel Reliability are on a 4 year cycle. So not every year will the MPO have to consider new targets. States have their own schedules for targets and the MPO must work with the State as these are considered. Resources are provided under this work activity to allow the MPO to properly maintain and contribute to performance measures and target setting with the varying timeframes.

An update to our Regional ITS Architecture is due for 2019. This document plans how our transportation partners install and maintain components to ensure inter-operability among the various devices. An important update is the expanded role connected and automated vehicles will have in the future. This update will begin the groundwork for ensuring inter-operability as these are deployed. The update will again utilize the Advanced Traffic Analysis Center (ATAC) and will ensure coordination with recent ITS Architecture updates by both states.

With the adoption of the 2045 Metropolitan Transportation Plan, one activity identified is to review and adopt a new metropolitan functional classification map. While the Minnesota side was done recently, the North Dakota side will be where more focused attention will be directed. This update will incorporate the new federal guidelines for functional classification into the North Dakota side. It is expected that a minor, if any, tweak may be necessary for the Minnesota side.

**PRODUCTS:**

1. Updated performance measures and targets.
2. Updated ITS Regional Architecture
3. Update functional classification map

**COMPLETION DATE:**

1. As required.
2. December 31, 2019
3. June 30, 2019



## 300.2 CORRIDOR PLANNING

### **OBJECTIVES:**

- 300.20 *US 2/US81 Intersection Skew Study: 2019* – To study the skewed intersection of US 2 and US 81.
- Downtown Parking Plan: 2019* – To assist Grand Forks update their 2011 Downtown Parking Plan.
- Downtown Transportation Plan: 2019/20* – To assist NDDOT, MnDOT, Grand Forks and East Grand Forks complete a transportation plan addressing the mobility and congestion issues.
- 300.21 *Traffic Counting Program 2019/20* – To continue to develop a program utilizing video detection cameras to systematically count traffic.
- 300.22 *Corridor Preservation:* To evaluate, on a monthly basis, conformance of proposed developments with existing metropolitan plans and roadway design standards and policies.
- 300.23 *Mn22N Corridor Study:* To update the 2007 Study of this corridor (Central Avenue) with particular interest in the intersection of US 2 and Mn220N

### **PROPOSED WORK:**

- 300.20 *US 2/US 81 Skewed Intersection Study: 2018/9* – The intersection of US 2 and US 81 is not a 90 degree angled intersection. US 81 intersects US 2 at a skewed angle. This creates difficult turning movements, particularly for freight truck traffic heading to the ND State Mill. The Mill is expanding with more truck traffic likely. Included in the study will be how the eastern portion of the

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intersection could be improved due to the closeness of the at-grade railroad crossing and US 2B intersection.

The Study was started in the 2018 Work Program with budget amount being added in 2019 to obtain completion in 2019.

Downtown Parking Plan: 2019 – The MPO retained a consultant to assist City of Grand Forks to update its 2011 Parking Study. The City is developing a new Downtown Action Plan with potential for more development. The City desires to ensure that significant parking is available to meet the future demand. This work activity started in 2018 and will be finished in 2019.

Downtown Transportation Plan: 2019/20 – The MPO work will include the coordination/integration with separate planning efforts. With impact of infill projects anticipated in the next 5-10 years, due to the DeMers Ave reconstruction project on the North Dakota side not providing capacity for the forecasted traffic, and MnDOT's Greater Minnesota Mobility Plan identified DeMers Ave as having mobility issues today, the MPO will study downtown traffic flow to include but not be limited to signal coordination on both sides of river; smart transportation technology, promote mode shift, train detection, Kittson and 1st Avenue as diverter to DeMers Ave traffic and the possibility of a downtown bus circulator.

300.21 Traffic Counting Program: 2019/20 – ATAC will be asked to assist us in continued development of a traffic counting program based upon the video detection used for traffic signal operations. With the coordinated signal timing plans providing significant traffic operations savings, completing more frequent traffic counts will allow adjustments to timing plans to occur more regularly and particularly sooner. With this program, we will have a more frequent count program in place to allow understanding traffic patterns rather than just one point in time. MAP-21/FAST has placed emphasis on performance; obtaining data to calculate the performance is the goal of this activity. We will also investigate the ability of the traffic signal detection system for those signals not operating video detection; this will include the signals in Minnesota within our study area. This activity will allow us to more fully understand the capabilities of our equipment and will provide valuable insight to the ITS needs and nuances of our architecture.

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Lastly, collecting train movement will be explored. We know that at many crossings, the traffic signal is pre-empted by the train. We can collect this information from the traffic signal software. The purpose is many fold but one is to see if any establish schedule can be identified to assist in travel time reliability information.

- 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.

- 300.23 *Mn22N Corridor Study:* This task will update the 2007 Study of this corridor to reflect changes that have occurred. The corridor has seen some investment in improvements, particularly with multi-modal facilities that were recommended in the 2007 Study. MnDOT has expressed a desire to implement improvements along the corridor; East Grand Forks has also keen interest in improvements along the corridor as well. The Study Update will brings these interests together to form a list of actions.

The intersection of US 2 (Gateway Dr) and Mn220N (Central Ave) continues to experience a crash occurrence of note. The update will re-examine this particular intersection in great detail to obtain a better understanding of what is creating this incidences. Some alternatives that were not commonly available back in 2007 will be examined as possible recommendations.

The study area will continue from the 2007 study.

## **PRODUCTS:**

300.20 2/US81 Skewed Intersection – 2019

Downtown Parking Plan – 2019

Downtown Transportation Plan – 2019/20

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- 300.21 Traffic Counting Program – 2019/20
  - 300.22 Corridor Preservation – A location map of the monthly plan reviews.
  - 300.23 Mn220N Corridor Study - 2019

**COMPLETION DATES:**

- 300.20 *US 2/US 81 Skewed Intersection Study June 30, 2019*  
Downtown Parking Plan June 30, 2019  
Downtown Transportation Plan June 30, 2020
- 300.21 On-going activity
- 300.22 On-going activity.
- 300.23 May, 2017

**COMPLETION DATES:**

- 300.20 December 31, 2017.
- 300.21 On-going activity
- 300.21 On-going activity.
- 300.22 May, 2017
- 300.23 December 2018

### **300.3 TIP AND ANNUAL ELEMENT**

#### **OBJECTIVE:**

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

#### **PROPOSED WORK:**

With adoption of MAP-21/FAST, a long term authorization of federal funding has been done. This should allow us and our partners to regain a more regular TIP cycle and prepare one document rather than one TIP for each state. Further, revisions to the TIP Process Manual will be needed to address required changes as a result of MAP-21/FAST.

Preparation of the TIP for 2020-2023 and the 2021-2024, to include a self-certification review and statement will be done during this AUWP. The TIP will have to address the ten (10) planning factors and performance measures that the MPO must consider as required by MAP-21/FAST.

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

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

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

#### **PRODUCTS:**

1. 2020-2023 TIP.
2. 2021-2024 TIP.

#### **COMPLETION DATE:**

As required by Minnesota and North Dakota Departments of Transportation.

## **300.4 LAND USE PLAN**

### **OBJECTIVE:**

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

### **PROPOSED WORK:**

The connection between land use and transportation is well documented. How, where, and what types of activities are located has a profound impact on the needed transportation facilities to serve that area. The MPO and both Grand Forks and East Grand Forks have a long standing history of coordinating via the 3C planning process. This history has allowed the metropolitan area to enjoy the benefits of this relationship. The Metropolitan Transportation Plan was updated by the end of 2018. Even though renewed emphasis at the national level has emerged regarding the relationship of land use and transportation, the MPO area has been implementing coordinated planning efforts since the 1960s.

As a standard practice that recognizes this, the MPO has assisted each City to update their Land Use Plans in order to ensure the Transportation Plan is reflecting future traffic forecasts based upon future land activities. The East Grand Forks will update their Land Use Plan in 2020. Grand Forks will update their Land Use Plan in 2020 and finish in 2021. Both Cities completed significant changes to their Land Use Plans during the last effort. This effort will focus more on maintaining the Plans. Activities will include updating the data components, tweaking objectives and stand/policy statements, and other necessary refinements.

### **PRODUCTS:**

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

### **COMPLETION DATE:**

300.41 East Grand Forks 2050 Land Use Plan: December 31, 2020  
Grand Forks 2050 Land Use Plan; June 30, 2021

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## 300.5 SPECIAL STUDIES

### **OBJECTIVES:**

- 300.51 *MAP-21/FAST Implementation:* To participate in the implementation of the new transportation reauthorization bill.
- 300.52 *School Safety Study:* 2017/18– To work with Safe Kids, cities and local school districts to develop strategies to improve safety in and around middle schools.
- 300.53 *Technical Assistance:* To provide technical assistance to the Cities of Grand Forks and East Grand Forks in areas related to transportation planning.
- 300.54 *CAT Studies:* To assist Cities Area Transit and UND consider merging bus systems and to assist CAT consider modifying routes .

### **PROPOSED WORK:**

- 300.51 *MAP21/FAST Implementation:* Staff activities as necessary to keep involved with the process of implementing the transportation bill. Experience has shown that reauthorization requires significant staff time. Involvement also means maintaining an understanding of issues, participating with either state department of transportation efforts regarding implementation.
- 300.52 *School Safety Study:* 2019/20 – The MPO, Cities and School District have been working with the SAFE KIDS Coalition to identify safety improvements at local middle schools. Each year, a number of schools will be studied to evaluate current traffic circulation and pedestrian safety conditions, identify safety issues, and recommend improvements to address the identified issues.
- 300.53 *Technical Assistance:* This task allows for work to be done on various studies requested throughout the annual program year. Unidentified requests will be approved on a priority basis after evaluation of resource commitment. It is envisioned that formal proposals will be required prior to approval.
- 300.54 *CAT Studies:* The Cities Area Transit and UND have been exploring how to merge the two separate bus systems. The UND Shuttle System operates exclusively on UND Campus during limited hours and months. The study will outline the financial implications of merging and assist in understanding the

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capital costs to make it happen. The desire is to have CAT operating similar “shuttle” operations by Fall 2019.

Assuming CAT is running UND “shuttles”, a follow-up study will be to assist CAT in considering modifications to routes to better align ridership and connections. Although the primary focus will be on the “shuttle” routes, some tweaks to other routes may be considered. The intent to to run the current “shuttle” routes for at least two semesters to allow operational experience and data gathering to happen.

**PRODUCTS:**

300.51	Undetermined.
300.52	School Safety Study – 2017/8
300.53	Undetermined.
300.54	CAT/UND Shuttle Merge Analysis Report 2019 CAT Route Update Report 2020

**COMPLETION DATE:**

300.51	As needed.
300.52	December 31, 2017/18
300.53	As needed
300.54	May 31, 2019 December 31, 2020



## 300.6 PLAN MONITORING, REVIEW AND EVALUATION

### **OBJECTIVE:**

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

### **PROPOSED WORK:**

300.61 *Monitoring and Surveillance Report: 2019/20* - To prepare a Monitoring and Surveillance Report which documents data collection activities and provide analyses of the trends relative to the projections and assumptions outlined in the Transportation Plan. In addition, socioeconomic and land use conditions and trends will be evaluated. The data collected will be based on the needs identified in the updated Monitoring and Surveillance Program.

FAST places requirements for the MPO to prepare reports addressing the progress towards performance. The MPO envisions creating a Dashboard element to the Report to address the implementation of the FAST to meet guidance and rules regarding the development and implementation of performance measures (and performance monitoring) for the metropolitan planning program pursuant to FAST. The Report Profile will continue to evolve to serve as a reporting tool for imminent performance management requirements of current and future Federal transportation law.

300.62 *Data Collection:* Continue to collect data as needed to carry out the 3-C Planning Process including information for decision-makers, the general public, and program and special studies. A counting of the designated pedestrian crossing at schools, that are being studied as part of the School Safety Studies, will be done as one item under this activity.

### **PRODUCTS:**

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

**COMPLETION DATE:**

300.61          December 31, 2017/18.  
300.62          Ongoing activity.

## **300.7 GIS DEVELOPMENT AND APPLICATION**

### **OBJECTIVE:**

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

### **PROPOSED WORK:**

During 2019/20 the focus of the program will be to become more familiar with the software upgrades of ArcMap and project application. The increase in staff hours devoted to MPO activities or turnover in staff will necessitate time and resources being committed to this task to bring the new staff “up-to-speed”. For the few GIS power users, the new software upgrades will allow advanced analysis to be done on projects in lieu of consultants.

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

In 2018, the MPO will take a new aerial photo of the MPO Study Area. The MPO has been programming these new aerial photos on a cycle of every three years. The last area-wide photo was taken in 2015. The MPO will budget for its photo needs and will work with its local partners to determine whether others wish to use this opportunity to augment the MPOs photo specifications with their needs. These added needs will be paid for by the local partners.

### **PRODUCT:**

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

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 DATA:**

1. Maintenance – ongoing activity.

## GRAND FORKS-EAST GRAND FORKS FUNDING SOURCE SUMMARY

	FUNDING SOURCES				BUDGETED AMOUNTS			
	Fed/St	St/Loc*	Total	%	Fed/St	St/Loc*	Total	%
CPG 2019**	\$515,000	\$117,750	\$632,750	76%	\$515,000	\$117,750	\$632,750	100.0
CPG Previous Year***	\$160,000	\$12,000	\$172,000	21%	\$160,000	\$12,000	\$172,000	100.0
Minnesota State Funding*	\$11,000	\$2,750	\$13,750	2%	\$11,000	\$2,750	\$13,750	100.0
Minnesota State Funding****	\$11,000	\$0	\$11,000	1%	\$11,000	\$0	\$11,000	100.0
North Dakota State Funding*****	\$7,000	\$0	\$7,000	1%	\$7,000	\$0	\$7,000	100.0
<b>TOTAL</b>	<b>\$704,000</b>	<b>\$132,500</b>	<b>\$836,500</b>	<b>100.0</b>	<b>\$704,000</b>	<b>\$132,500</b>	<b>\$836,500</b>	<b>100.0</b>

- \* Minnesota State Money is used for match for federal funds reducing local match.
- \*\* Contains ND CPG and MN CPG
- \*\*\* Carryover CPG from 2018 UPWP;
- \*\*\*\* Minnesota State Money is proposed to provide 20% of the local match required for the Mn220N Study.
- \*\*\*\*\* North Dakota State Money is proposed to provide 50% of the local match required for the US 2/US 81 Intersection Study.

## GRAND FORKS – EAST GRAND FORKS COST ALLOCATION

Fund	Amount	Percent
Consolidated Planning Grant	\$675,000	80%
MN State	\$11,000	1.3%
Local Match to MN State	\$2,750	0.3%
MnDOT Local Match	\$11,000	1.2%
NDDOT Local Match	\$7,000	0.7%
Other Local Match	\$129,750	16.0%
<b>TOTAL</b>	<b>\$836,500</b>	<b>100%</b>

Percents are rounded to nearest tenth so do not add exactly to 100%.

**GRAND FORKS-EAST GRAND FORKS  
FUNDING SOURCE SUMMARY**

	FUNDING SOURCES				BUDGETED AMOUNTS			
	Fed/St	St/Loc*	Total	%	Fed/St	St/Loc*	Total	%
CPG 2020**	\$515,000	\$117,750	\$632,750	98%	\$515,000	\$117,750	\$751,500	100.0
CPG Previous Year***	\$0	\$0	\$0	0%	\$0	\$0	\$0	100.0
Minnesota State Funding*	\$11,000	\$2,750	\$13,750	2%	\$11,000	\$2,750	\$13,750	100.0
<b>TOTAL</b>	<b>\$526,000</b>	<b>\$120,500</b>	<b>\$648,500</b>	<b>100.0</b>	<b>\$526,000</b>	<b>\$120,500</b>	<b>\$648,500</b>	<b>100.0</b>

- \* Minnesota State Money is used for match for federal funds reducing local match.
- \*\* Contains ND CPG and MN CPG
- \*\*\* No carry-over of funds

**GRAND FORKS – EAST GRAND FORKS  
COST ALLOCATION**

Fund	Amount	Percent
Consolidated Planning Grant	\$515,000	80%
MN State	\$11,000	1.4%
Local Match to MN State	\$2,750	0.3%
Other Local Match	\$117,750	18.5%
<b>TOTAL</b>	<b>\$648, 500</b>	<b>100%</b>

Percents are rounded to nearest tenth so do not add exactly to 100%.

**GRAND FORKS - EAST GRAND FORKS**

**2019 ANNUAL WORK PROGRAM**

ACTIVITY	FUNDING SOURCE			STAFF						Consultant Cost	
	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		
<b>100.0 PROGRAM ADMINISTRATION</b>											
100.1	General Administration	24,000	6,000	30,000	160	35	40	290		525	
100.2	UPWP Development	9,600	2,400	12,000	50	10	10	155		225	
100.3	Financial Management	9,600	2,400	12,000	25			245		270	
100.4	Facilities and Overhead	\$22,400	\$5,600	28,000							
<b>200.0 PROGRAM SUPPORT AND COORDINATION</b>											
200.1	Interagency Coordination	28,800	7,200	36,000	50	110	50	550		760	
200.2	Pub. Info. & Cit. Part.	8,000	2,000	10,000	134	20	20	135		309	
200.3	Education/Training & Travel	16,000	4,000	20,000	130	65	50	50		295	
200.4	Equipment	\$12,000	\$3,000	15,000							
<b>300.0 PLANNING AND IMPLEMENTATION</b>											
300.1	<b>Transportation Plan Update &amp; Imp.</b>	<b>40,000</b>	<b>10,000</b>	<b>50,000</b>	200	200	190	25	0	615	\$25,000
	ATAC	8,000	2,000	10,000							\$1,000
300.2	<b>Corridor Planning</b>	<b>273,200</b>	<b>68,300</b>	<b>341,500</b>							
carryover	300.20a US2/US81 Intersection Study	50,000	12,500	62,500	50	205	220	60		535	\$55,000
carryover	300.20b Downtown Parking Plan	32,000	8,000	40,000	150	40	20	60	0	270	\$30,000
	300.20c Downtown Transportation Plan	108,800	27,200	136,000	200	35					\$120,000
	300.21 ATAC Traffic Count	34,400	8,600	43,000	20	5	10		0		\$40,000
	300.22 Corridor Preservation	4,000	1,000	5,000			120				
carryover	300.23 Mn220N Corridor Study	44,000	11,000	55,000	50	20	340				\$45,000
300.3	<b>TIP and Annual Element</b>	<b>17,600</b>	<b>4,400</b>	<b>22,000</b>	220			80	0	300	
300.4	<b>Land Use Plan</b>	<b>24,000</b>	<b>6,000</b>	<b>30,000</b>	50		120			170	
300.5	<b>Special Studies</b>	<b>113,760</b>	<b>31,240</b>	<b>145,000</b>							
	300.51 FAST Implementation	15,360	6,640	22,000	160	90	70	30		350	
	300.52 School Safety Study	40,000	10,000	50,000	20	25	100	20	250		\$35,000
	300.53 Technical Assistance	20,000	5,000	25,000	40				0		
	300.54 CAT Studies	38,400	9,600	48,000	50	250	20				\$40,000
300.6	<b>Plan Monitoring, Review &amp; Evaluation</b>	<b>28,000</b>	<b>7,000</b>	<b>35,000</b>							
	300.61 Monitoring & Surveillance Annual	16,000	4,000	20,000	10	10	200	25	250	495	
	300.62 Data Collection	12,000	3,000	15,000		105	100	30	400	635	
300.7	<b>GIS Development &amp; Application</b>	<b>32,000</b>	<b>8,000</b>	<b>40,000</b>	10	555	100	25	750	1440	
	<b>TOTAL</b>	<b>666,960</b>	<b>169,540</b>	<b>836,500</b>	\$159,673 1779	\$83,346 1780	\$87,031 1780	\$74,143 1780	\$19,800 1650	\$423,993 8769	\$391,000

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

**GRAND FORKS - EAST GRAND FORKS**

**2020 ANNUAL WORK PROGRAM**

Activity	Funding Source			STAFF							Consultant Cost
	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		
<b>100.0 PROGRAM ADMINISTRATION</b>											
100.1	General Administration	24,000	6,000	30,000	160	35	40	290		525	
100.2	UPWP Development	9,600	2,400	12,000	50	10	10	155		225	
100.3	Financial Management	9,600	2,400	12,000	25			225		250	
100.4	Facilities and Overhead	\$22,400	\$5,600	28,000							
<b>200.0 PROGRAM SUPPORT AND COORDINATION</b>											
200.1	Interagency Coordination	28,800	7,200	36,000	50	110	50	550		760	
200.2	Pub. Info. & Cit. Part.	8,000	2,000	10,000	130	20	25	135		310	
200.3	Education/Training & Travel	16,000	4,000	20,000	130	65	50	50		295	
200.4	Equipment	\$12,000	\$3,000	15,000							
<b>300.0 PLANNING AND IMPLEMENTATION</b>											
300.1	Transportation Plan Update & Imp.	33,200	8,300	41,500	100	75	90	25	0	290	\$0
	ATAC	8,000	2,000	10,000							\$10,000
300.2	Corridor Planning	25,600	6,400	32,000							
	300.21 ATAC Traffic Count	21,600	5,400	27,000	20	5	10		0		\$25,000
	300.22 Corridor Preservation	4,000	1,000	5,000			120				
300.3	TIP and Annual Element	17,600	4,400	22,000	160	75	100	100	0	435	
300.4	Land Use Plan	148,000	37,000	185,000	500	300	360			1160	
	Grand Forks 2050 Land Use Plan										\$95,000
	East Grand Forks 2050 Land Use Plan										\$60,000
300.5	Special Studies	93,760	26,240	120,000							
	300.51 FAST Implementation	13,760	6,240	20,000	90	90	90	100		370	
	300.53 School Safety Study	20,000	5,000	25,000	90	125	135		0		
	300.54 Technical Assistance	12,000	3,000	15,000							
	300.54 CAT Route Study	48,000	12,000	60,000	150	200	250				\$50,000
300.6	Plan Monitoring, Review & Evaluation	28,000	7,000	35,000							
	300.61 Monitoring & Surveillance Annual	16,000	4,000	20,000	10	10	250	50	500	820	
	300.62 Data Collection	12,000	3,000	15,000	90	105	100	60	400	755	
300.7	GIS Development & Application	32,000	8,000	40,000	10	555	100	25	750	1440	
	<b>TOTAL</b>	<b>516,560</b>	<b>131,940</b>	<b>648,500</b>	<b>\$163,157</b>	<b>\$85,849</b>	<b>\$89,641</b>	<b>\$75,719</b>	<b>\$19,800</b>	<b>\$434,165</b>	<b>\$240,000</b>
					1765	1780	1780	1765	1650	8740	

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

# **APPENDIX I**



M.P.O.  
M.P.O.  
M.P.O.

Grand Forks - East Grand Forks  
Metropolitan Planning Organization

# **GF/EGF 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 on the basis of 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

North Dakota Department  
of Transportation

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_