

**TO: Bismarck-Mandan Metropolitan Planning Organization Policy Board**

**FROM: Rachel Lukaszewski, MPO Executive Director**

**DATE: January 8, 2024**

**RE: Policy Board Meeting**

There will be a meeting of the Bismarck-Mandan MPO Policy Board on **Tuesday, January 16, 2024, at 1:30 PM.** The meeting will be held in the Tom Baker Meeting Room of the City/County Building at 221 N 5<sup>th</sup> St, Bismarck, ND. The agenda is outlined below.

The City of Bismarck and Policy Board members are encouraging citizens to provide their comments for public hearing items on the Bismarck-Mandan MPO Policy Board agenda via email to [mpo@bismarcknd.gov](mailto:mpo@bismarcknd.gov). Please include which item number your comment references. It will be sent to the members, as well as placed with the minutes. To ensure your comments are received prior to the meeting, please submit them by 5:00 pm 1 business day prior to the meeting. If you would like to participate via video or audio link for a 3-5 minute comment on a regular agenda public hearing item, please provide your name, agenda item and e-mail address to the above e-mail at least 3 days before the meeting.

Any of the 5 (five) Policy Board members can attend this meeting remotely. **Policy Board members and those presenting at the meeting will receive ZOOM invites approximately 1 business day prior to the meeting. Individuals wishing to participate via ZOOM should email contact information to [mpo@bismarcknd.gov](mailto:mpo@bismarcknd.gov) at least 3 days in advance of the meeting to receive a meeting invite tailored uniquely to them.**

As always, live meeting coverage is available on Government Access Channels 2 & 602HD or streaming live and archived online at [FreeTv.org](http://FreeTv.org). Agenda items can be found online at [MPO Policy Board](#).

**AGENDA**

1. PLEDGE OF ALLEGIANCE & CALL TO ORDER
2. MINUTES  
Review and Possible Approval of Minutes from December 19, 2023 Meeting . . . . . 3
3. 2024-2027 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENT – Stephen Larson, MPO  
Burleigh County Highway 10 Project Amendment (Exhibit A) . . . . . 9  
**ACTION ITEM:** 2024-2027 TIP Amendment
4. 2024 UNIFIED PLANNING WORK PROGRAM (UPWP) AMENDMENT – Rachel Lukaszewski, MPO  
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**ACTION ITEM:** 2024 UPWP Amendment
5. ARRIVE 2050 FORECAST/ARRIVE 2050 MTP – Jason Carbee, HDR  
Progress Report (Exhibit C) . . . . . 65
6. 2023 ORTHO-CONTOUR PROJECT – Miles Strain, 95West  
Progress Report (Exhibit D) . . . . . 67
7. SAFE ROUTES TO SERVICES/COMPLETE STREETS STUDY – Mike Bittner, Bolton & Menk  
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8. 2024-2027 TIP ADMINISTRATIVE MODIFICATION – Stephen Larson, MPO  
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9. OTHER BUSINESS

10. ADJOURNMENT

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Next scheduled Policy Board meeting is on 2/20/2024. Please call 701-355-1852 with questions. Any individual requiring special accommodations to allow access or participation at the meeting is asked to notify ADA Coordinator, Bismarck-Mandan MPO, PO Box 5503, Bismarck, ND 58506-5503 or complete and submit the Request for Reasonable Accommodations form at <http://www.bismarcknd.gov/DocumentCenter/View/23201> at least five (5) days prior to the meeting.

**PROJECTS UPDATE**

<u>Project</u>	<u>% Complete</u>	<u>Contracted Completion Date</u>
East Main Avenue Corridor Study (Bismarck)	100	06/30/2023
Sunset Drive Corridor Study (Mandan)	100	08/31/2023
2023 Transit Development Plan (Bis-Man Transit)	100	12/31/2023
Arrive 2050 Forecast/Arrive 2050 MTP (MPO wide)	40	03/31/2025
2023 Ortho-Contour Project (MPO wide)	88	02/29/2024
Safe Routes to Services Study (Bismarck/Mandan)	5	12/31/2024

**Common MPO Acronyms**

ATAC: Advanced Traffic Analysis Center	NDDOT: North Dakota Department of Transportation
CPG: Consolidated Planning Grant	TAZ: Traffic Analysis Zone
FHWA: Federal Highway Administration	TDMSE: Travel Demand Model & Socioeconomic Data
FTA: Federal Transit Administration	TIP: Transportation Improvement Plan
MTP: Metropolitan Transportation Plan	UPWP: Unified Planning Work Program

A full list of common MPO acronyms may be accessed online <https://www.bismarcknd.gov/DocumentCenter/View/37890/MPO-acronyms>

**BISMARCK-MANDAN METROPOLITAN PLANNING ORGANIZATION  
POLICY BOARD MEETING  
DECEMBER 19, 2023**

The Bismarck-Mandan Metropolitan Planning Organization (MPO) Policy Board met December 19, 2023, at 1:30 p.m. in the Ed “Bosh” Froehlich Meeting Room, Mandan City Hall, 205 2<sup>nd</sup> Ave NW, Mandan, ND. Mike Schmitz presided.

Members present or participating via Zoom were Mike Schmitz, Tim Helbling, Steve Schwab, and Carrie Praska for Keli Berglund. Andy Zachmeier was absent.

Others present or attending via Zoom were Kim Riepl, Paulette Jacobsen, Rachel Lukaszewski, and Stephen Larson of the Bismarck-Mandan MPO; Deidre Hughes, Bis-Man Transit; Miles Strain, 95West Aerial Mapping; and Jason Carbee, HDR.

**PLEDGE OF ALLEGIANCE AND CALL TO ORDER**

Chair Schmitz called the December 19, 2023 meeting of the Bismarck-Mandan Metropolitan Planning Organization Policy Board to order.

**MINUTES**

Chair Schmitz called for a motion to approve the minutes of the December 19, 2023 Regular Meeting of the Policy Board.

**MOTION:** Mr. Helbling made a motion to approve the November Regular Meeting minutes. Ms. Praska seconded the motion and with Tim Helbling, Carrie Praska, and Chair Schmitz voting in favor, the motion was approved.

**Note:** Mr. Schwab joined the meeting after approval of the minutes.

**MPO PUBLIC PARTICIPATION PLAN UPDATE**

Mr. Larson presented. The MPO has completed an update to its Public Participation Plan (PPP). This plan is reviewed and updated as appropriate (at a minimum, during the development of each Metropolitan Transportation Plan or MTP every five years). The updated PPP was released for a 45-day public comment period, and no public comments were received. The updates made were minor in nature and mostly typographical. TAC recommended approval of the updated PPP at their meeting yesterday. However, since the PPP is not discussed frequently, Mr. Larson presented a brief overview of the document.

The PPP is designed to aid in encouraging the participation and involvement of a broad range of people and groups in the transportation decision-making process. The PPP is created in compliance with federal regulations and provides guidance for the MPO as it seeks the public’s participation in its work. Guidance for public participation in the development of the MPO’s major planning documents, such as the MTP and the TIP, is included in the PPP. One of the changes made to this version of the PPP accounts for the MPO’s increased use of digital and online public involvement tools, and the use of press releases in conjunction with legal ads to help put these public involvement opportunities before a wider audience. The PPP also provides a description of the MPO’s general

policies regarding public outreach and advertisements, and standard practices for receiving and documenting public comments. It is important that public comments play a vital part in the transportation planning process, and that all members of the public be given equal opportunity to provide their input.

MOTION: Mr. Helbling made a motion to approve the Public Participation Plan Update as presented. Ms. Praska seconded the motion and with Tim Helbling, Carrie Praska, Steve Schwab, and Chair Schmitz voting in favor, the motion was approved.

### **STATE FISCAL YEAR 2025 5339 AND 5310 GRANT APPLICATIONS**

Mr. Larson presented. North Dakota Department of Transportation (NDDOT) has solicited for its SFY 2025 Section 5339 and Section 5310 Grant Programs. Section 5339 is a Bus and Bus Facilities Grant Program, while Section 5310 is the Enhanced Mobility of Seniors and Individuals with Disabilities Program. Bis-Man Transit is requesting approval to submit grant applications for both programs.

Transit's 5339 application is for repairs at their facility, including concrete and curb repair, exterior painting, and exterior signage. If awarded, the federal share would be \$72,000, while Transit would provide a 20% local share of \$18,000.

Transit's 5310 application would cover costs for Transit's After-hours service, Sunday service, Holiday service, Early-morning service, and salary for their existing mobility manager position. The application also includes requests to purchase four new cutaway buses to replace existing paratransit vehicles that have exceeded their Federal Transit Administration (FTA) defined useful life. The total federal share provided, if NDDOT approves all projects in the application, would be \$785,845, and Transit would provide a local share of \$278,237. The Bismarck City Commission approved both of Transit's applications on December 14. TAC also recommended approval yesterday.

MOTION: Mr. Helbling made a motion to approve the SFY25 5339 and 5310 Applications as presented. Ms. Praska seconded the motion and with Tim Helbling, Carrie Praska, Steve Schwab, and Chair Schmitz voting in favor, the motion was approved.

### **2024 URBAN RAIL/HIGHWAY CROSSING SAFETY PROJECTS**

Mr. Larson presented. Exhibit D in the packet contains a summary of the 2024 Urban Rail/Highway Crossing Safety projects. The MPO this year received six projects, all from the City of Mandan. MPO staff determined these projects are consistent with the MTP, but the MPO does not have a list of MTP objectives for scoring Urban Rail projects and so does not assign scores to them. The MPO has historically received few Urban Rail projects, and NDDOT's solicitation for Urban Rail is less formal than most of their other programs, not requiring an application form. Because of this, MPO staff does not recommend prioritizing these projects, and historically the boards have forwarded them to NDDOT without ranking them. Mr. Larson noted until FY 2026, Urban Rail projects awarded funding will receive 100% federal funding with no local share required.

The first project is at the Heskett Road/38<sup>th</sup> Street Crossing, for the possible addition of crossing bars and signage as well as the potential removal of some

unnecessary rail tracks. The second project is the Landfill Crossing at County Road 82 and Old 10 for possible replacement or upgrade of the crossing bars. The third project is the Bisman Avenue/Tru North Crossing, also for potential replacement or upgrade to the crossing bars. The fourth project is the Division Street/Missouri Drive Crossing, for the possible addition of a crossing bar or corral to slow bike/ped trail users. The fifth project is for the Fort Lincoln Trolley Crossings, to add crossing arms to increase passenger/tourist safety at this location. Finally, the sixth project is the YCC Crossing west of Heart River, to address the crossing's skew or to eliminate a grade crossing to mitigate prolonged train blockages and improve emergency response at this location.

TAC recommended approval of all six applications as presented, unprioritized. Mr. Schmitz asked about NDDOT's history of awarding projects under this program. Mr. Larson said in the past, because Urban Rail is not a large program, it has not been uncommon for all MPO projects to be awarded. This program receiving 100% federal funding through FY 2026 provides a good opportunity for the jurisdictions.

**MOTION:** Ms. Praska made a motion to approve the 2024 Urban Rail projects as presented to forward to NDDOT, unprioritized. Mr. Schmitz seconded the motion and with Tim Helbling, Carrie Praska, Steve Schwab, and Chair Schmitz voting in favor, the motion was approved.

#### **2024 UNIFIED PLANNING WORK PROGRAM (UPWP) CONTRACT**

Ms. Lukaszewski presented. She explained the MPO, per NDDOT's request, has changed from a biannual UPWP to an annual UPWP, and the UPWP contract between the MPO and NDDOT is tied to this process. Exhibit E shows the 2024 contract NDDOT has prepared. The contract mirrors past contracts, although NDDOT did update it to be compliant with 2 CFR 200 federal financial guidelines. The contract outlines the MPO's utilization of its federal funding. Without approval of this contract, the MPO cannot spend its federal funding in 2024. It is intended that in future years this contract will be presented to TAC and Policy Board earlier in the year.

Ms. Lukaszewski noted the MPO presented a 2024 UPWP document for approval in October, but it has not yet been approved by the Federal Highway Administration (FHWA). Because of this, this 2024 UPWP contract still references the older 2023-2024 UPWP, and the total dollar amount being provided to the MPO for its 2024 Consolidated Planning Grant (CPG) referenced in the contract will be changed (by contract amendment) once the 2024 UPWP document is approved. The amount listed in the contract is \$838,010, but the MPO will be receiving \$888,857 in 2024, and the future contract amendment will reflect this. TAC recommended approval yesterday.

**MOTION:** Mr. Helbling made a motion to approve the 2024 UPWP Contract as presented. Ms. Praska seconded the motion and with Tim Helbling, Carrie Praska, Steve Schwab, and Chair Schmitz voting in favor, the motion was approved.

#### **2024 UNIFIED PLANNING WORK PROGRAM (UPWP) CONTRACT**

Ms. Lukaszewski presented. The UPWP contract was just approved, but Exhibit F in the packet shows the revised UPWP document, which lays out how the MPO plans

to spend its federal and local shares in 2024. At TAC yesterday, the NDDOT representative indicated the formatting for this document would not provide enough detail to FHWA for their review, and for this reason TAC voted to recommend tabling this document until next month to allow MPO staff to work on revisions.

TAC indicated they would like to see a slight change to the 2024 work program before the revised document is brought back for consideration. Currently, the MPO plans to continue the Arrive 2050 MTP and the Safe Routes to Services Study in 2024. The MPO was also planning to begin a Safety Policies Study in 2024. However, since the MPO is no longer able to carryover CPG funding from year to year, one project that was not able to be pursued in 2024 was the Pavement Management Collection. This project was moved into 2025. However, the City of Bismarck indicated a preference to see it done in 2024, since they are planning to do a local collection to align with it. This would move all but \$20,000 of the Safety Policies Study budget into 2025 and allow the entire Pavement Management Collection (with a \$100,000 budget) to be completed in 2024. TAC was supportive of this change, and MPO staff is willing to adjust the work program.

Ms. Lukaszewski noted the MPO is planning a micro-purchase of \$10,000 in 2024 for Origin-Destination Data through a company called Streetlight. This will be bike-ped data to support the Safe Routes to Services Study, allowing the MPO to better judge which routes non-automobile users are taking to get to essential services, and address any gaps or improvements needed in the transportation system.

The UPWP document also shows the expected local shares for each of the MPO's jurisdiction for 2024. The City of Bismarck provides the local share for MPO operations, while the other jurisdictions only provide local shares for applicable studies or data acquisitions. These local shares should change very little, if at all, because of the changes TAC requested to the work program, but the MPO will work with its jurisdictions in the coming weeks to make sure their budgets are prepared for 2024.

**MOTION:** Ms. Praska made a motion to continue the 2024 UPWP Amendment to a future meeting to allow for corrections to be made. Mr. Helbling seconded the motion and with Tim Helbling, Carrie Praska, Steve Schwab, and Chair Schmitz voting in favor, the motion was approved.

### **ARRIVE 2050 FORECAST/ARRIVE 2050 MTP**

Mr. Carbee provided a study update for HDR. They received the TDM from ATAC recently and are going through the process of reviewing and testing the model. HDR is also drafting an Existing Conditions document for the Steering Committee to review. The household survey has been completed and the draft report from the survey (performed by ETC) is being evaluated. A Steering Committee meeting is planned for late January, and the Committee will likely meet monthly for a few months. The goal is to look at where the transportation system is now and then plan for the future.

### **2023 ORTHO-CONTOUR PROJECT**

Mr. Strain provided an update for 95West. The late start to the project has pushed final deliverables into January but the project is nearing completion. The digital product will be ready in January and the maps and prints for the local jurisdictions and the MPO

will be ready shortly after that. 95West does have some data they collected outside the MPO area if the local jurisdictions would like to reach out to them.

Ms. Lukaszewski noted this project has been extended for two months (through the end of February) under a standing administrative policy that allows her to extend any project for up to two months when there are no cost changes. It is intended that the additional time will allow the consultant to wrap up a few needed work items.

## **2024 TAC MEETING CALENDAR**

Mr. Larson referred to Exhibit I in the packet for the 2024 meeting calendar. Policy Board meetings will begin at 1:30 p.m. on a Tuesday and will be back in the Tom Baker Meeting Room at the City/County Building in Bismarck from January through June, before returning to Mandan from July through December.

## **OTHER BUSINESS**

### **2024-2027 TIP Administrative Modifications**

Mr. Larson explained the MPO processed three administrative modifications in December but received the changes from NDDOT too late to put the item on the regular agenda. Mr. Larson provided a handout to the board to summarize the modifications. The modifications increase the cost estimates for three projects, which are all tied together in the TIP and share the same PCN number. The projects are all for the reconstruction of Bismarck's Exit 161 (at Centennial Road and Bismarck Expressway), and the modifications increase the cost estimates for the projects. The total cost for all three projects is increasing from roughly \$44 million to about \$51 million.

## **ADJOURNMENT**

There being no further business, Chair Schmitz declared the meeting adjourned at 2:04 p.m.

The next scheduled meeting will take place January 16, 2024, at 1:30 p.m. in the Tom Baker Meeting Room in the City/County Building, 221 N 5<sup>th</sup> St, Bismarck.

Respectfully submitted,

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Stephen Larson  
Recording Secretary

APPROVED:

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MPO Policy Board Chair

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### Bismarck-Mandan MPO

TIP  Amendment

Project Year(s)

Entity	Project	Federal	State	Local	Total	Federal Funding Source
NDDOT	24.6.23	\$3,534,185	\$0	\$832,780	\$4,366,965	SC

Project Description:

This amendment adds a new project to the TIP for mill and overlay on Burleigh County's Hwy 10, from 800 feet east of 66th St NE to 197th St NE. The extents from 132nd St NE to 197th St NE are outside the MPO area. The PCN is 24164.

Consistency with the Bismarck-Mandan MPO Metropolitan Transportation Plan:

This project is consistent with the Arrive 2045 MTP, specifically goal 2A.

Amendment Approved on \_\_\_\_\_ by the Bismarck-Mandan MPO Policy Board

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Bismarck-Mandan MPO Policy Board Chair

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2024  
UNIFIED PLANNING WORK PROGRAM

Amendment #1  
(to the 2023-2024 UPWP)

January 2024

BISMARCK-MANDAN MPO  
UNIFIED PLANNING WORK PROGRAM  
for 2024

Funding identified in the UPWP is provided by the following partners.

FHWA  
FTA  
NDDOT  
City of Bismarck  
City of Mandan  
City of Lincoln  
Burleigh County  
Morton County  
Bis-Man Transit

Document prepared by: Rachel Lukaszewski  
Executive Director/ Principal Transportation Planner  
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701-355-1852

USDOT Disclaimer: This document was prepared with federal funds but does not reflect the views or policies of the United States Department of Transportation.



THE SIGNATURE ON THE LINE THAT FOLLOWS CONSTITUTES THE OFFICIAL ADOPTION OF THE 2024 UNIFIED PLANNING WORK PROGRAM (UPWP) BY THE BISMARCK-MANDAN METROPOLITAN PLANNING ORGANIZATION (MPO). THE UPWP WAS ADOPTED ON \_\_\_\_\_.

\_\_\_\_\_  
MIKE SCHMITZ, CHAIRPERSON  
BISMARCK-MANDAN MPO

\_\_\_\_\_  
DATE

**BISMARCK-MANDAN METROPOLITAN PLANNING ORGANIZATION**  
**UNIFIED PLANNING WORK PROGRAM**  
 January 2024 through December 2024

<b>TASK</b>	<b>TITLE/ SECTION</b>	<b>PAGE</b>
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## INTRODUCTION

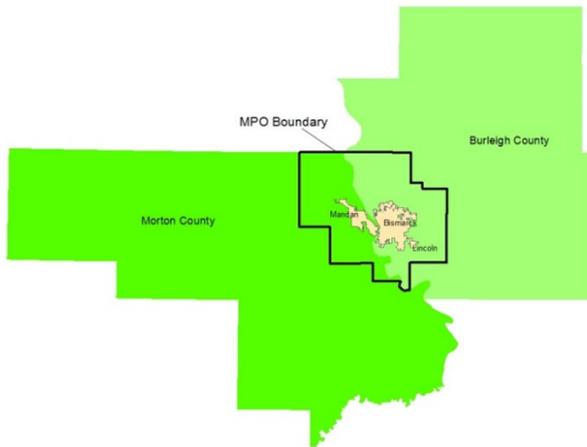
The Unified Planning Work Program (UPWP) is a description of the multi-modal transportation planning projects that will be conducted in the Bismarck/Mandan MPO area in calendar year 2024. This document is the foundation for requesting federal funds as well as a control tool for scheduling, budgeting and monitoring the transportation planning process.

The 2024 UPWP was developed with the input of the North Dakota Department of Transportation (NDDOT), Federal Transit Administration (FTA), and Federal Highway Administration (FHWA), Bis-Man Transit and the jurisdictional partners of the MPO (Bismarck, Lincoln, Mandan, Burleigh County and Morton County). Also, public input from previous MPO studies was used to form the 2024 UPWP.

The 2024 UPWP is the MPO’s budgeting action tool that takes the goals and projects from the active MPO Metropolitan Transportation Plan (*Arrive 2045*) and formats the chosen projects into a budgeting action plan.

It is hoped that this 2024 UPWP will not only provide the MPO with a very useful budgeting, scheduling and monitoring tool, but will also provide an understandable expectation of what the MPO will endeavor in 2024, with the public’s help.

### MPO BOUNDARY MAP



### MPO STAFF

<b>Rachel Lukaszewski:</b> Executive Director/ Principal Transportation Planner
<b>Kim Riepl:</b> Transportation Planner
<b>Stephen Larson:</b> Transportation Specialist
<b>Paulette Jacobsen:</b> Part-Time Transportation/Transit Planner

## PREVIOUS ACCOMPLISHMENTS

Since January 2023 the MPO has completed a Title VI audit and plan update and 17 TIP amendments (as of the updating of this document in August 2023). There have also been several projects completed. These projects include the East Main Avenue Corridor Study and the Sunset Drive Corridor Study, as well as a couple of projects completed in conjunction with ATAC.

The MPO filled its vacant part time position in the third quarter of 2023.

The MPO updated its Public Participation Plan in 2023.

## UPWP NEW ADDITIONS

The 2024 UPWP is being prepared to address initial changes to the Consolidated Planning Grant and newly required annual Unified Planning Work Program contract. The Consolidated Planning Grant, as of 2024, will be divided amongst four MPOs with the inauguration of the Central Dakota MPO in Minot, ND. However, NDDOT has pledged to provide funding as previously approved for the 2024 year. Therefore, it is not anticipated the new CPG formula will be use until the development of the 2025 UPWP. In this transition year, NDDOT will increase monitoring of the UPWP spending to ensure a timely opening and closing of the annual award.

The 2024 UPWP has been revised from its previous version as the 2023-2024 UPWP. The reader will note that the 2023 budgetary items have been blacked out, and the Task 101 and 204 have been updated to reflect more accurate building rental fees and changes/encumbrances to the planned Transportation Planning Studies and Data Acquisitions. Closing tables have been updated to reflect these changes to the overall program.

## SOURCE OF UPWP FUNDS

Funding identified in the UPWP is provided by the following partners. Federal funds are allocated under the Consolidated Planning Grant (CPG). State funds, when used, are provided thru allocation by the state legislature and/or NDDOT Local Government Division. Local funds are provided through local sales tax or mill levy. The columns below indicate the agency providing funding and the type of funding they provide.

FHWA (Fed)	City of Bismarck (Local)
FTA (Fed)	City of Mandan (Local)
NDDOT (Fed/State)	City of Lincoln (Local)
	Burleigh County (Local)
	Morton County (Local)
	Bis-Man Transit (Local)

## FEDERAL PLANNING FACTORS

FHWA and FTA have encouraged MPOs to plan in a continuous, cooperative, and comprehensive manner, as well as to give prioritization to the federal planning factors in their project selection, strategies and services. (23 CFR 450.306(b)). The ten federal planning factors are listed below.

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase accessibility and mobility of people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;

9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

The MPO is committed to upholding these 10 factors in the planning process. This includes involving federal, state, and local input—including public input—into the development of planning studies through Title VI compliant public input plans, collection of ideas and direction from study steering committees, and sufficient time to review and comment before planning studies are adopted/accepted by the MPO boards and partner jurisdictions.

### **MTP/ FEDERAL PERFORMANCE GOALS AND UPWP PROJECTS**

The 2020-2045 Metropolitan Transportation Plan (MTP) adopts the federal goals areas established through the MAP-21 and FAST Act legislation, which have now been replaced by the Infrastructure Investment and Jobs Act (IIJA):

1. Safety and Security
2. Infrastructure Conditions
3. Congestion Reduction
4. System Reliability for Freight Movement and Economic Vitality
5. Alternative Transportation Modes to Automobile Travel
6. Environmental Sustainability
7. Reduced Project Delay

Following is a table which identifies which MTP Goals are addressed by the 2024 UPWP identified Studies and Data.

MTP Goals

	1	2	3	4	5	6	7
Continuation of the Travel Demand Model and Socio-Economic Update/ 2025-2050 Metropolitan Transportation Plan Update)	x	x	x	x	x	x	x
Continuation of the Safe Routes to Services/ Complete Streets Study	x				x		
MPO Safety Policies Study	x		x	x			
Bike-Ped Origin-Destination Data Purchase from Streetlight					x		
Continuation of the 2023 Ortho-LiDAR Collection	x		x			x	
Continuation of Bismarck Signalized Intersection Pilot Project	x	x	x	x			
2024 Pavement Condition Collection Project		x		x			

### **TIMELINE FOR METROPOLITAN TRANSPORTATION PLAN UPDATE**

2021 - Develop RFP for a joint study: Travel Demand Model and Socio-Economic Update (TDMSE) **AND** the 2025-2050 Metropolitan Transportation Plan [1-2Q]

- Purchase Socio-Economic Data (Household and Employment Estimates) [2-3Q]
  - IF NEEDED: ‘Clean-Up’ Socio-Economic Data [3-4Q]]
  - Update the Traffic Analysis Zone (TAZ) Structure and roadway network to reflect current conditions [3-4 Q]
- 2022
- Purchase Origin-Destination Data to be used to calibrate the updated TDM [3Q]
  - Execute the Travel Demand Model and Socio-Economic Update (TDMSE) [3Q]
  - Assess the need for additional data for the MTP and TDM [3-4Q]
  - Determine Forecast Methodology and Growth Scenarios [3-4Q]
  - Develop the baseline population and employment estimates and the 2045 projections [3-4Q]
  - Allocate future residents and employees by TAZ (2035-2045 mid, 2045-2050 long) [4Q]
  - Review the current Travel Demand Model [3-4Q]
- 2023
- ATAC updates Travel Demand Model (TDM) [Q2-Q4]
  - Begin 2025-2050 MTP update [3Q]
- 2025
- Adoption of 2025-2050 MTP [1Q]

## 2021 PLANNING EMPHASIS AREAS

In 2021, FHWA and FTA jointly issued updated Planning Emphasis Area (PEAs). It is the federal government’s priority that these PEAs be incorporated into the MPO’s UPWP and inform planning processes. The updated PEAs include:

- Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future
- Equity and Justice40 in Transportation Planning
- Complete Streets
- Public Involvement (specifically, Virtual Public involvement)
- Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination
- Federal Land Management Agency (FLMA) Coordination
- Planning and Environment Linkages (PEL)
- Data in Transportation Planning

The 2024 UPWP highlights multiple PEAs. Both **equity** and **complete streets** will be addressed by planning studies (Task 204) which are programmed for 2024. This specifically includes the continuation of the 2021 TDMSE/ 2050 MTP and the Safe Routes to Services/ Complete Streets Study. All planning studies also provide an opportunity to look more closely at **planning and environmental linkages**. Items regarding **climate crisis** and **data in transportation planning** can be addressed through the continuation of the 2021 TDMSE/ 2050 MTP in 2024. Additionally, coordination with the **Strategic Highway Network (STRAHNET)/ US Department of Defense (DOD)** and **Federal Land Management Agency (FLMA)** may be possible through distribution of the TIP (Task 205) to State and Federal partners during Draft TIP consideration. Finally, all MPO studies and projects provide opportunity incorporate **virtual public involvement (VPI)** into our public outreach efforts.

An additional planning emphasis area—highlighted under the IIJA legislation—is to promote **safe and accessible transportation options**. This requires 2.5% of the MPO’s CPG funds to be used toward evaluation of complete streets elements, safety, and equity. The MPO will meet this requirement through staff time and expenditures attributed to the Bike-Ped Subcommittee as well as select transportation planning studies. For a typical MPO calendar year, this 2.5% is estimated to be \$13,550.

### **UPWP AMENDMENT THRESHOLD**

The MPO can move funding between tasks to an amount up to 10% of the total cumulative yearly amount, without North Dakota Department of Transportation (NDDOT) and Federal Highway Administration/Federal Transit Administration (FHWA/FTA) approval. Funding added to a planning study or data acquisition already under contract, new tasks or projects, or budgetary changes in excess of 10% (cumulative yearly amount) will continue to require NDDOT and FHWA/ FTA approvals of amendments to the UPWP. In addition, the MPO must advise the NDDOT and FHWA/FTA of any budgetary changes within the 10% limits described above.

## TRANSPORTATION PLANNING PROCESS SELF CERTIFICATION STATEMENT

The Bismarck-Mandan Metropolitan Planning Organization (BMMPO) hereby certifies that it is carrying out a continuing, cooperative, and comprehensive transportation planning process in accordance with the applicable requirements of:

1. 23 U.S.C. 134, 49 U.S.C. 5303, and 23 CFR Part 450;
2. In nonattainment 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;
3. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
4. 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
5. Section 11101(e) of the IJA (Pub. L. 117-58) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in USDOT funded projects;
6. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
7. 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;
8. 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;
9. Section 324 of title 23 U.S.C. regarding the prohibition of discrimination based on gender; and
10. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

**Bismarck-Mandan Metropolitan Planning  
Organization**

  
\_\_\_\_\_  
Signature

Policy Board chair  
\_\_\_\_\_  
Title

6/20/23  
\_\_\_\_\_  
Date

**North Dakota Department of Transportation**

  
\_\_\_\_\_  
Signature

Local Government Engineer  
\_\_\_\_\_  
Title

7/21/2023  
\_\_\_\_\_  
Date

## **BISMARCK-MANDAN MPO ACTIVITIES SUPPORTING TITLE VI AND ENVIRONMENTAL JUSTICE**

The MPO recognizes Title VI and Environmental Justice requirements as they relate to the planning process. The requirements directly affect such elements within the planning process including, but not limited to, plan development, public involvement, and project management decisions.

### **Title VI of the Civil Rights Act of 1964**

Title VI of the Civil Rights Act of 1964 states: “No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

The Bismarck-Mandan MPO Policy Board approved changes to the MPO’s Title VI and Non-Discrimination/ADA Plan in July 2023. This document provides policies prohibiting discrimination on the basis of race, color, or national origin. The Title VI/ADA Coordinator is identified within the Title VI Plan and contact information is also provided.

There is also a section within the document which provides information, forms and instructions relative to filing complaints in the event any individual feels he/she has been discriminated against in the MPO’s programs or processes.

The Title VI and Non-Discrimination/ADA Plan is subject to annual audits performed by the Title VI/ADA Coordinator in conjunction with MPO staff to assess the program’s effectiveness at all levels and to ensure continued compliance with Title VI requirements. The audits are completed each year by March 31 for the reporting period running July 1 to June 30. Remedial actions are taken within 90 days of the audit, and approval of plan updates typically occurs in July.

The Title VI and Non-Discrimination/ADA Plan contains a section which includes a list of MPO staff and appointed positions within the MPO, including the Technical Advisory Committee and Policy Board. It identifies how each position is appointed and details the responsibilities of each as it relates to Title VI.

Additionally, training programs for all MPO employees on Title VI and other related statutes are conducted annually, and will consist of, minimally, one hour of training per reporting period.

Bismarck-Mandan MPO maintains maps within the Title VI and Non-Discrimination/ADA Plan indicating high concentrations of minority, low-income, and elderly and limited English proficiency populations for consideration in planning and programming activities.

Finally, the Bismarck-Mandan MPO also includes appropriate FTA Federal Clauses, and “Title VI Assurances”, which contain language prohibiting discrimination of groups identified in the Civil Rights Act of 1964, within all of the Request for Proposals (RFPs) and contracts for all studies solicited by Bismarck-Mandan MPO.

### **Environmental Justice**

Executive Order 12989, *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*, 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.

Bismarck-Mandan MPO’s Public Participation Plan, originally adopted May 2010, requires the evaluation of adverse impacts through MPO activities to “Environmental Justice” groups

including low-income and minority populations. The MPO maintains maps with high concentrations of minority, low-income, limited English proficiency, and elderly populations for consideration in planning and programming activities. These maps are included in the Title VI and Non-Discrimination/ADA Plan, the 2020-2045 Long Range Transportation Plan (the Metropolitan Transportation Plan, or MTP, updated every five years), and the Transportation Improvement Program (updated annually). The socio-economic data used to maintain the maps is utilized in a variety of applications, including MPO studies and the production and updating of the Bismarck-Mandan Metropolitan Planning Organization Monitoring Report.

Further, the MPO seeks the active participation of Environmental Justice populations in the planning process as identified in the Public Participation Plan. The document indicates that meeting facilities should be accessible to mobility impaired individuals and meetings should be scheduled at various times to accommodate various work schedules. Contact information for the Title VI/ADA Coordinator is provided within the Title VI Plan and is also provided on MPO meeting agendas and on the MPO webpage to ensure accessibility by individuals with disabilities to request appropriate provisions, auxiliary aids, or services for meeting facilities or materials. Forms, along with complete instructions, to request reasonable accommodations and processes for filing of complaints about violations are also provided.

Bismarck-Mandan MPO maintains a database of approximately 220 transportation stakeholders within the Bismarck-Mandan Metropolitan Planning Area (MPA). The stakeholders are sent notification and/or draft copies of various studies and programs including, but not limited to, the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), and newsletter updates (as available) which provide information on MPO activities. A variety of organizations representing low-income, minority, and elderly agencies and advocacy groups are on the MPO stakeholder list.

Bismarck-Mandan MPO continues to increase accessibility to its programs and activities by all applicants, participants, and members of the public regardless of race, color, national origin, sex, age, disability, or income status and has recently installed display racks containing the Title VI and Non Discrimination/ADA Plan, the Title VI Policy Statement, LEP Plan, ADA reasonable accommodations request forms, Title VI complaint forms and procedures, and newsletters (when available) at the entrances of the MPO work site. Additionally, forms, documents, meeting information, and study updates are made accessible via social media using Facebook to link to the MPO webpage. Copies of adopted programs and plans, such as the TIP and the MTP, as well as final reports of adopted MPO studies are made available through the public libraries in both Bismarck and Mandan.

**ADMINISTRATION**

100

**101 ADMINISTRATION, COORDINATION & TRANSPORTATION PERFORMANCE  
MANAGEMENT  
2024**

Objective:

The MPO manages and coordinates the accounts, records, agreements, and administration of contracts for the Unified Planning Work Program and the Bismarck-Mandan Metropolitan Planning Organization. This task provides the necessary coordination and communications between the various agencies in the Bismarck-Mandan Metropolitan area and provides for citizen information and involvement. This task uses Transportation Performance Management processes and follows performance-based planning and programming practices.

Present Status:

The Bismarck-Mandan Metropolitan Planning Organization (MPO) is presently staffed with an Executive Director, a Transportation Planner, a part-time Transit/Transportation Planner, and a Transportation Specialist, who are responsible for coordinating MPO activities with the various entities within the boundaries of the MPO, which represents the MPO's operational and technical agencies. Work accomplished under this task in 2023 included reporting and billing activities and preparations for and attendance at the Technical Advisory Committee (TAC) and MPO Policy Board Meetings.

Proposed Work:

Compile and maintain records of MPO work in progress as performed by individual consulting companies and submit them to the North Dakota Department of Transportation. Prepare monthly billings for MPO activities in progress as outlined in the Unified Planning Work Program and receive and disburse funds received for these MPO activities.

The MPO provides liaison activities to the MPO's membership including preparation of agendas and minutes, scheduling, and attendance at Technical Advisory Committee (TAC) and MPO Policy Board meetings. The MPO also takes leadership in the development and management of general transportation and data acquisitions, as well as administration of general office activities.

Products:

Products of the MPO include formal meetings of the MPO Policy Board and Technical Advisory Committee (TAC) and submission of billings and monthly activity summaries, as well as coordination and management of all MPO accounts and records.

In addition to the general administration and management of office, the MPO staff provide project management for various general planning studies and data acquisitions each calendar year.

Completion Date:  
Ongoing Activity.

Estimated Expenditures:

	[REDACTED]	<u>2024</u>
General Staff Administration of MPO Program*	[REDACTED]	\$272,637
Office Space Rental/ Parking	[REDACTED]	27,088
Office Equipment and Supplies	[REDACTED]	2,000
Telephone Service	[REDACTED]	600
Mileage (Local)	[REDACTED]	500
Postage	[REDACTED]	750
Printing	[REDACTED]	1,200
Direct Miscellaneous Costs	[REDACTED]	1,000
 TOTAL	 [REDACTED]	 305,775

Proposed Source of Funds:

CPG (80% or less)	[REDACTED]	244,620
Local (20% or greater)	[REDACTED]	61,155
 TOTAL	 [REDACTED]	 305,775

\* Staff includes 3 full-time members (1 Executive Director, 1 Transportation Planner, 1 Transportation Specialist) and 1 part-time member (Transit/Transportation Planner)

**101 ADMINISTRATION, COORDINATION & TRANSPORTATION  
PERFORMANCE MANAGEMENT**

**100.101.00**

(All Amounts in Dollars \$)

**YEAR ----**

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	0	0	0	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**YEAR 2024**

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	305,775	244,620	61,155	
Mandan		0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
<b>TOTAL</b>	<b>305,775</b>	<b>244,620</b>	<b>61,155</b>	

**102 TRAINING/TRAVEL AND EDUCATION  
2024**

**Objective:**

To provide MPO support staff with appropriate skills to carry out the comprehensive, continuing and coordinated Transportation Planning Process.

**Present Status:**

Training activities undertaken during 2023 were virtual only (as of this document's update in October 2023).

**Proposed Work:**

The MPO will encourage staff attendance at selected national/local short courses, seminars, and conferences. The MPO will work with other MPOs, FHWA, FTA and the NDDOT to develop and support local training programs.

**Products:**

To foster a more informed, capable, and efficient staff.

**Completion Date:**

Ongoing Activity.

**Estimated expenditures:**

		<b><u>2024</u></b>
Associated Training Costs	[REDACTED]	\$3,500
Transportation and Lodging	[REDACTED]	8,800
Books/Subscriptions/Dues of Transportation Planning Material and Organizations	[REDACTED]	2,400
Mileage (Non-local)	[REDACTED]	500
Meals	[REDACTED]	1,500
TOTAL	[REDACTED]	16,700

**Proposed Source of Funds:**

CPG (80%)	[REDACTED]	13,360
Local (20%)	[REDACTED]	3,340
TOTAL	[REDACTED]	16,700

100.102.00

102 TRAINING, EDUCATION & ASSOCIATED TRAVEL

(All Amounts in Dollars \$)

YEAR ----

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	0	0	0	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	0	0	0	

YEAR 2024

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	16,700	13,360	3,340	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	16,700	13,360	3,340	

**103 UNIFIED PLANNING WORK PROGRAM DEVELOPMENT  
2024**

Objective:

To prepare a Unified Planning Work Program (UPWP) for the Bismarck-Mandan Metropolitan Planning Organization and any subsequent UPWP amendments.

Present Status:

The Bismarck-Mandan Metropolitan Planning Organization has operated under a unified work program for the past thirty-six years.

Proposed Work:

The 2025-2026 Unified Planning Work Program will be developed by the MPO staff, with assistance from the Planning and Engineering departments of the cities of Bismarck, Mandan, Lincoln, and Burleigh and Morton counties, as well as being offered for review and input by local citizen groups as required under the Infrastructure Investment and Jobs Act (IIJA) regulatory requirements. Maintenance of the 2024 UPWP will be provided by the MPO staff.

Products:

2025-2026 UPWP and Amendments to the 2024 UPWP.

Completion Date:

Preliminary 2025-2026 Draft:	September 2024
Final 2025-2026 UPWP:	October 2024

Estimated Expenses:

Development of UPWP and Amendments		<u>2024</u> \$4,323
TOTAL		4,323

Proposed Source of Funds:

CPG (80%)		3,458
Local (20%)		865
TOTAL		4,323

100.103.00

## 103 UNIFIED PLANNING WORK PROGRAM

(All Amounts in Dollars \$)

*YEAR 2023*

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	0	0	0	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	0	0	0	

*YEAR 2024*

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	4,323	3,458	865	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	4,323	3,458	865	

**104 COMPUTER ENHANCEMENTS AND SOFTWARE  
2024**

**Objectives:**

To enhance the MPO's capabilities to monitor transportation data traffic forecasting, and traffic operations. To overall improve MPO staff's ability to provide analysis, communication, and distribute applicable transportation related data. To keep staff informed on pertinent transportation issues. To build and furnish reports to satisfy FHWA, FTA, and NDDOT reporting requirements.

**Present Status:**

During 2023 the Bismarck-Mandan MPO used computers and associated software to aid the transportation planning efforts of Bismarck, Mandan, Lincoln, Morton County and Burleigh County within the MPO area.

**Proposed Work:**

To provide computer hardware and software aid to the transportation planning efforts of the MPO.

**Products:**

To provide the MPO with effective administration, data processing, and analytical tools for transportation planning.

**Completion Date:**

Ongoing Activity.

**Estimated Expenditures:**

Computers and Misc. Hardware	[REDACTED]	<u>2024</u>
Computer Software	[REDACTED]	\$3,000
		3,200
TOTAL	[REDACTED]	6,200

**Proposed Source of Funds:**

CPG (80%)	[REDACTED]	4,960
Local (20%)	[REDACTED]	1,240
TOTAL	[REDACTED]	6,200

100.104.00

## 104 COMPUTER ENHANCEMENTS &amp; SOFTWARE

(All Amounts in Dollars \$)

*YEAR ----*

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	0	0	0	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	0	0	0	

*YEAR 2024*

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	6,200	4,960	1,240	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	6,200	4,960	1,240	

**105 TRANSIT SYSTEM ADMINISTRATION AND LIAISON  
2024**

Objective:

To provide technical assistance and coordinated transportation planning to Bis-Man Transit. Support the City of Bismarck and Bis-Man Transit in maintaining State and Federal requirements, promoting community use of the transit system, and implementing recommendations of the Transit Development Plan.

Present Status:

Facilitate interaction between the City of Bismarck and Bis-Man Transit, including updates to the contract, reporting to FTA, assisting with communication to the City Commission, and planning for the preparation and administration of Transit grants.

Proposed Work:

To maintain grant maintenance and control functions. To act as a liaison between FTA, the City of Bismarck, and Bis-Man Transit regarding FTA and NDDOT grant applications, reports and meetings. To adhere to federal performance measures requirements pertaining to Transit operations within the MPO. Update member jurisdictions of transit developments at TAC and Policy Board Meetings. Activities also include aiding Transit during the FTA Triennial Review, expected to begin in 2024.

Products:

Prepare grants pertaining to Operations, Bus and Bus Facilities, and Mobility of Seniors and Persons with Disabilities, along with all the associated reporting. Maintenance of appropriate FTA records on behalf of the City of Bismarck and Bis-Man Transit. Completion of the Triennial Review.

Completion Date:

Ongoing.

Estimated Expenditures:

Transit Liaison and Administration	█	<u>2024</u> \$36,613
TOTAL	█	36,613

Proposed Source of Funds:

CPG (80%)	█	29,290
Local (20%)	█	7,323
TOTAL	█	36,613

**100.105.00**

**105 TRANSIT SYSTEM ADMINISTRATION**

(All Amounts in Dollars \$)

**YEAR ---**

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	0	0	0	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**YEAR 2024**

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	36,613	29,290	7,323	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
<b>TOTAL</b>	<b>36,613</b>	<b>29,290</b>	<b>7,323</b>	

**TRANSPORTATION PLANNING**

**200**

**201 SUBCOMMITTEES**  
(Bis-Man MPO Bicycle-Pedestrian Subcommittee and Freight Advisory Committee)  
**2024**

**Objective:**

To further recommendations of the Bicycle-Pedestrian Plan and Freight Plan using engaged local partners and community members. Coordinated by MPO staff and allowed to enhance transportation needs and MPO objectives related to alternative modes of transportation and/or freight.

**Present Status:**

The MPO's Bicycle-Pedestrian Subcommittee meets several times a year. They evaluate and prioritize the TA applications for consideration by TAC and Policy Board. A Freight Advisory Committee has not yet formed but may form in the future.

**Proposed Work:**

During the 2024 calendar year, Bicycle-Pedestrian Subcommittee will review and critique TA applications to improve the applications and make them more competitive in the statewide selection. The Subcommittee will subsequently score and prioritize the applications for consideration by TAC and Policy Board. Finally, the Subcommittee will pursue special projects in an ad-hoc manner as the group's interests align with the Bicycle-Pedestrian Plan.

**Products:**

The Bicycle-Pedestrian Subcommittee will help create improved TA applications which also align with local, state and federal performance measures. They will also compile a list of TA prioritized projects to be considered by the MPO TAC and Policy Board.

**Completion Date:**

Ongoing Activity.

**Estimated Expenditures:**

Staff Coordination	█	<u>2024*</u> \$2,493
Ad Hoc Activities	█	2,500
TOTAL	█	4,993

**Proposed Funding Sources:**

CPG (80%)	█	3,994
Local (20%)	█	999
TOTAL	█	4,993

\*Approximately 40% of Staff Coordination contributes toward the 2.5% spending requirement for Safe and Accessible Transportation Options. This equals approximately \$997.20 for calendar year 2024.

**200.201.00****201 SUBCOMMITTEES**

BICYCLE- PEDESTRIAN SUBCOMMITTEE and FREIGHT ADVISORY COMMITTEE

(All Amounts in Dollars \$)

**YEAR ----**

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	0	0	0	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**YEAR 2024**

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	4,993	3,994	999	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
<b>TOTAL</b>	<b>4,993</b>	<b>3,994</b>	<b>999</b>	

## 202 MONITORING AND REPORTING 2024

### Objective:

To continually monitor trends of the Bismarck-Mandan Metropolitan area transportation system through the development of a Surveillance and Monitoring Report.

### Present Status:

The Bismarck-Mandan MPO monitors transportation trends for significant transportation modes for a variety of reasons including, but not limited to, performance measures, transportation modeling, and other transportation planning related efforts. An annual surveillance and monitoring report was developed to share these trends with local partners and the community. Due to MPO staff reduction in 2019, there has been very little work done in this area since 2018. The plan is to resurrect and update the monitoring and reporting data 2024 and continue to monitor transportation, socio-economic, and related trends to assist in the transportation planning process.

### Products:

The MPO updates the Surveillance and Monitoring report on a rolling basis. This report monitors transportation, socio-economic, and related trends to assist in the transportation planning process.

### Completion Date:

Ongoing activity.

### Estimated Expenditures:

Staff Update of Surveillance and Monitoring Report	█	<u>2024</u> \$7,256
TOTAL	█	7,256

### Proposed Funding Sources:

CPG (80%)	█	5,805
Local (20%)	█	1,451
TOTAL	█	7,256

200.202.00

202 MONITORING AND REPORTING

(All Amounts in Dollars \$)

YEAR ----

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	0	0	0	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	0	0	0	

YEAR 2024

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	7,256	5,805	1,451	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	7,256	5,805	1,451	

## **203 STAFF RELATED TDM 2024**

### Objective:

To routinely update and maintain the Travel Demand Model (TDM), through coordination with Advanced Traffic Analysis Center (ATAC), direct MPO staff efforts, and a consultant-led Model Review and Socio-Economic Projections effort.

### Present Status:

The TDM update was completed in 2023. The TDM was reviewed through the Model Review and Socio-Economic Projection Project, which also includes projection and allocation of future households and employment centers. This effort occurred in coordination with local jurisdictions and approval of the TAC and Policy Boards and will feed directly into the ongoing Metropolitan Transportation Plan update.

MPO staff will annually update ATAC on roadway network expansions, with the release of the 'Status of Projects Report' for the annual Transportation Improvement Program.

A routine update of the population and employment data, by traffic analysis zones (TAZ), will be performed using building permits issued by local units of government, Census and American Community Survey data, and other purchased data. The updated population and employment data may be reviewed to determine if there are significant differences in growth patterns from those projected.

### Products:

The Travel Demand Model was updated in 2023. MPO staff efforts will include, but are not limited to, review of census data and/or other acquired data (i.e. origin-destination data, socio-economic data), coordination with local jurisdiction on revisions to current and future land use, revaluation and adjustment (if needed) of the TAZ network, annual notification to ATAC of roadway network expansion, and coordination of and management of the contracted Socio-Economic and Projections Project.

### Completion Date:

The development of the next TDM was completed in 2023, as part of the TDMSE/MTP Study update. Amendment, revision, or data preparation are an ongoing activity.

## Estimated Expenditures:

Staff Related TDM	[REDACTED]	<u>2024</u> \$4,931
TOTAL	[REDACTED]	\$4,931

## Proposed Funding Sources:

CPG (80%)	[REDACTED]	3,945
Local (20%)	[REDACTED]	986
TOTAL	[REDACTED]	4,931

**200.203.00**

**203 STAFF RELATED TDM**

(All Amounts in Dollars \$)

*YEAR ----*

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	0	0	0	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	

*YEAR 2024*

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	4,931	3,945	986	
Mandan		0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
<b>TOTAL</b>	<b>4,931</b>	<b>3,945</b>	<b>986</b>	

## 204 PLANNING STUDIES/ DATA ACQUISITION 2024

### Objective:

To provide for studies of specific transportation concerns that may have an impact on the MPO's Transportation Plan, Transportation Improvement Program or MPO planning process.

### Present Status:

At the request of the MPO and based on needs identified in the 2020-2045 Metropolitan Transportation Plan, local jurisdictional partners and MPO staff brought forward recommendations for transportation-related planning studies. Projects were discussed by the jurisdictions. Preferred projects were allocated funds within the MPO's allowance and have been approved by the TAC and Policy Board.

### Proposed Work:

The proposed work will be completed by consulting or data collection firms. Calendar year 2024 projects include the Annual ATAC fee, Study Associated Modeling and Ad Hoc Activities Performed by ATAC, Travel Demand Model and Socio-Economic Update/ 2025-2050 Metropolitan Transportation Plan Update, Safe Routes to Services/ Complete Streets Study, MPO Safety Policies Study, a Bike-Ped Origin-Destination Data Purchase from Streetlight, 2023 Ortho-LiDAR Collection, Bismarck **Signalized Intersection Pilot Project**, and **2024 Pavement Condition Collection Project**.

New studies that will commence in 2024 will be the following: MPO Safety Policies Study.

The MPO will pursue data acquisitions for the following efforts in 2024: Bike-Ped Origin-Destination Data Purchase from Streetlight (for the Safe Routes to Services Study) and the **2024 Pavement Condition Collection**.

### Products, Start Schedules, and Completion Dates:

Product	Description	Targeted Start or Date of Contract	Completion Date
ATAC Annual Fee	Master Agreement Contract, which includes NDDOT and other State MPOs. Established for a three-year period with an annual fee paid at the end of each calendar year. Allows MPO and local jurisdictions access to limited ad-hoc model runs, access to ATAC staff for technical questions, maintenance and hosting of the MPO's travel demand model, and coordination of 2-3 partnership meetings during the Calander year.	Contracted: 10/20/2021	Contract ends October 2024; renewal is expected for same month.
Study Associated Modeling and Ad Hoc Activities Performed by ATAC	Funding set-aside to cover the development of the Travel Demand Model and/or ad-hoc requests which are above and beyond the allowances of the Annual Fee. Ad hoc projects resulting from MPO or local jurisdiction special requests may arise throughout the year. The TDM was updated in 2023, but additional modeling runs are expected in 2024 for the MTP scenarios. An addendum will be pursued for MTP scenarios. Any final funding may be used for a Phase 2 of the Signalized Intersection Pilot Program, which completed its Phase 1 in December 2023.	Contracted as Master Agreement Addendums; As needed	12/31/2024

*Travel Demand Model and Socio-Economic Update/ 2025-2050 Metropolitan Transportation Plan	Standard update of the Travel Demand Model and Socio-Economic Update and subsequent 2025-2050 Metropolitan Transportation Plan. Updates and discuss the MPO's 1) projections for future households and businesses, 2) transportation goals and objectives, and 3) current state of transportation systems. Identifies a fiscally constrained list of improvements to the target year of 2050.	Contracted: 8/29/2022	3/31/2025
*Safe Routes to Services/ Complete Streets Study	Identifies concentrations of vulnerable persons within Bismarck and Mandan. Identifies the modes and routes these populations use to access every-day services (hospitals, food stores, shelters, etc.). Offers recommendations to ensure safe travel on these routes or system improvements to encourage use of alternative routes. Includes development of Safe Routes for All (SS4A) Plan/SS4A Elements for Bismarck and Mandan.	Contracted: 10/18/2023	12/31/2024
MPO Safety Policies Study	Look at safety deficiencies in the MPO area—across all MPO jurisdictions. Identify best practices for consistent implementation of safety countermeasures and define engineering best practices. Scope items may include identifying current conditions and countermeasures used; performing safety analysis, recommending new crash-countermeasures; developing policies for consistent installation of countermeasures specific to each jurisdiction; develop supporting material for SS4A grants (which will be submitted by local jurisdictions); create SS4A Action Plan for the local jurisdictions. Utilize the federal checklist of what should be included in the SS4A Action Plan. [Scope is subject to adjustment during RFP development, Final Scope will be approved after NDDOT review and MPO Board Approval.] <sup>9</sup>	<b>Targeted Start:</b>  <b>April/May 2024</b>	<b>Targeted End Date:</b>  <b>6/31/2025</b>
Bike-Ped Origin-Destination Data Purchase from Streetlight	Micro-purchase of Origin-Destination Data to be used for the Safe Routes to Services/ Complete Streets Study. Will show the routes with vulnerable populations are using to access daily service centers in the community.	<b>Targeted Start:</b>  <b>Jan/Feb 2024</b>	<b>Targeted End Date:</b>  <b>4/30/32024</b>
Ortho-LiDAR Collection	Collection of the MPO-area orthophotography and Lidar imagery. To be used in condition with local jurisdictions for GIS and mapping needs.	Contracted: 3/28/2023	2/29/2024
Bismarck Signalized Intersection Pilot Project	Study to connect six signalized intersections in Bismarck to traffic monitoring programing at NDSU/ATAC for the purpose of traffic management and traffic counting.	Contracted: 9/1/2022	3/1/2024
2024 Pavement Condition Collection Project	Evaluation and reporting on the condition of pavements on Functionally Classified Roadways within the MPO area.	<b>Targeted Start:</b>  <b>June 2024</b>	<b>Targeted End Date:</b>  <b>12/31/32024</b>

\*These activities may contribute toward the 2.5% spending requirement for Safe and Accessible Transportation Options. The primary contributor will be the Safe Routes to Services/ Complete Streets Study, and this amount will be between \$29,025 - \$44,205 as determined by study efforts.

## Estimated Expenditures:

		<u>2024</u>
Planning Studies		\$579,475
Data Acquisitions		110,000
TOTAL		689,475

## Proposed Source of Funds:

CPG (80%)		551,580
Local (20%)		137,895
TOTAL		689,475

**200.204.00****204 TRANSPORTATION PLANNING STUDIES and DATA ACQUISITIONS***(Data acquisitions on next page; All Amounts in Dollars \$)***YEAR ----**

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	PROJECT PARTICIPATION
Bismarck	0	0	0	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other*	0	0	0	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**YEAR 2024**

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	PROJECT PARTICIPATION
Bismarck	348,295	278,636	69,659	A,B,C,D,E,F,G,H
Mandan	151,590	121,272	30,318	A,B,C,D,E,F,G
Morton County	9,950	7,960	1,990	A,B,E,F,G
Burleigh County	59,690	47,752	11,938	A,B,E,F,G
Lincoln	9,950	7,960	1,990	A,B,E,F,G
Other	0	0	0	
<b>TOTAL</b>	<b>579,475</b>	<b>463,580</b>	<b>115,895</b>	

**PLANNED STUDIES***A---ATAC Annual Fee (\$10,000) - yearly**B---Study Associated Modeling and Ad Hoc Activities Performed by ATAC (\$25,000)**C---Safe Routes to Services/ Complete Streets Study (\$100,000) - 2024**D---Safe Routes to Services/Complete Streets Study (\$80,000) - Encumbered from 2023**E---Travel Demand Management and Socio-Economic Study (TDMSE)/ 2025-2050 Metropolitan Transportation Plan (MTP) (\$210,000) - 2024**F---Travel Demand Management and Socio-Economic Study (TDMSE)/ 2025-2050 Metropolitan Transportation Plan (MTP) (\$105,000) - Encumbered from 2023**G---MPO Safety Policies Study (\$180,000) ~ 26% in 2024, 74% in 2025**H---Bismarck Signalized Intersection Pilot Project (\$1,520) - Encumbered from 2023*

200.204.00

**DATA ACQUISITIONS**

(All Amounts in Dollars \$)

**YEAR ---**

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	PROJECT PARTICIPATION
Bismarck	0	0	0	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**YEAR 2024**

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	PROJECT PARTICIPATION
Bismarck	73,750	59,000	14,750	2, 3, 4
Mandan	21,250	17,000	4,250	2, 3, 4
Morton County	250	200	50	3, 4
Burleigh County	14,750	11,800	2,950	3, 4
Lincoln	0	0	0	3
Other	0	0	0	
<b>TOTAL</b>	<b>110,000</b>	<b>88,000</b>	<b>22,000</b>	

Data Procurement	Cycle	Last Collection	Next Collection	Estimated Cost
1 - Socio-Economic Data	5 years	2021	TBD	4,000
2 - Origin-Destination Data	5 years	2022	2024	10,000
3 - Ortho/LiDAR Collection	3 years	2023	2026	18,000
4 - Pavement Management	3-5 years	2020	2024	100,000
5 - Traffic Counting	Ad Hoc	2022	TBD	100,000

## 205 TRANSPORTATION IMPROVEMENT PROGRAM 2024

### Objective:

Prepare Transportation Improvement Program (TIP) in summer of 2024, as well as subsequent TIP amendments that comply with the Infrastructure Investment and Jobs Act (IIJA) regulatory requirements. Submit amendments to the North Dakota Department of Transportation.

### Present Status:

A TIP has been prepared and approved nearly every year since 1983. The MPO has an approved 2024-2027 TIP.

### Proposed Work:

MPO staff will develop a TIP in summer 2024 that meets the requirements of the Infrastructure Investment and Jobs Act (IIJA). The TIPs will have projects that were prioritized and approved through coordination between the MPO, its member jurisdictions, and NDDOT. Starting in 2020, projects will be compliant with the updated performance-based 2020-2045 MTP. All MPO TIP projects will be financially constrained.

### Product:

The 2025-2028 TIP, and amendments to the 2024-2027 TIP.

### Completion Date:

Priority List Submission: December 2023

Draft TIP: July 2024

Final TIP: August 2024

### Estimated Expenditures:

TIP Development, Implementation, and Amendments	█	<u>2024</u> \$13,479
TOTAL	█	13,479

### Proposed Source of Funds:

CPG (80%)	█	10,783
Local (20%)	█	2,696
TOTAL	█	13,479

**200.205.00**

**205 TRANSPORTATION IMPROVEMENT PROGRAM**

(All Amounts in Dollars \$)

**YEAR ----**

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	0	0	0	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**YEAR 2024**

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	13,479	10,783	2,696	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
<b>TOTAL</b>	<b>13,479</b>	<b>10,783</b>	<b>2,696</b>	

**206 METROPOLITAN TRANSPORTATION PLAN  
2024**

**Objective:**

To define, identify and prioritize the transportation needs of the Bismarck-Mandan area by creating a fiscally constrained, performance-based Metropolitan Transportation Plan. The MTP should be developed in coordination with the public, stakeholders, jurisdictional partners, and state and federal oversight, and be compliant with the Infrastructure Investment and Jobs Act (IIJA) legislation.

**Present Status:**

The active 2020-2045 MTP (Metropolitan Transportation Plan), *Arrive 2045*, was adopted in February 2020 and addressed the concerns of public and local partners regarding the transportation network and major modes of transportation. The MTP identifies which alternatives are available and feasible to implement, that will allow the metropolitan area to improve through 2045. An update of the TDMSE/ 2050 MTP began in Summer 2022. Work will continue on this update through Spring 2025.

**Proposed Work:**

Staff hours will be allocated to the 2050 MTP update in 2024. Some staff time has been allocated for amendments to the 2020-2050 MTP, if they are needed.

**Products:**

A performance-based Metropolitan Transportation Plan that can guide the MPO and partner agencies in 2025 and beyond.

To prepare amendments to the current MTP as needed.

**Completion Date:**

March 2025

**Estimated Expenditures:**

Staff Coordination for MTP	█	<u>2024</u> \$15,576
TOTAL	█	15,576

**Proposed Source of Funds:**

CPG (80%)	█	12,461
Local (20%)	█	3,115
TOTAL	█	15,576

200.206.00

206 METROPOLITAN TRANSPORTATION PLAN

(All Amounts in Dollars \$)

YEAR ----

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	0	0	0	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	0	0	0	

YEAR 2024

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	15,576	12,461	3,115	
Mandan		0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	15,576	12,461	3,115	

**PROGRAM IMPLEMENTATION**

**300**

**301 GIS/IT DEVELOPMENT AND IMPLEMENTATION  
2024**

Objective:

The Bismarck-Mandan Metropolitan Planning Organization (MPO) uses an MPO Geographic Information System (GIS) that provides access to a common digital geographic database for land use planning, zoning activities, traffic analysis, and other related activities.

The MPO also presently has four computers. The MPO at times requires technical help from City of Bismarck professionals to maintain and aid the MPO in its computer use and applications.

Present status:

Presently the following has been developed in GIS: MPO and Transportation Study information and data, Bismarck/Mandan Bike Trails, MPO TIP project and development maps, functionally classified roadways within the MPO area, digital aerial photographs and aerial contours.

NOTE: The City of Bismarck lacks an indirect cost plan and therefore cannot charge the MPO for these activities. This task will be \$0 until there are mechanisms to charge the MPO.

Proposed Work:

To continue to provide valuable map data and imagery concerning MPO projects in conjunction with all the partner entities. To assist MPO in census, transit, roadway, and bridge imagery, and other projects as needed.

Product:

The computer aided and generated products Geographic Information System (GIS) for Bismarck-Mandan Area MPO. The products generated by GIS usage benefit the MPO a great deal.

Estimated Expenditures:

GIS Production	█	<u>2024</u> \$0
TOTAL	█	\$0

Proposed Source of Funds:

CPG (80%)	█	\$0
Local (20%)	█	\$0
TOTAL	█	\$0

**300.301.00**

**301 GIS PROGRAM**  
(All Amounts in Dollars \$)

*YEAR ----*

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	0	0	0	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	

*YEAR 2024*

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	0	0	0	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**302 CITIZEN PARTICIPATION PROGRAM  
2024**

Objective:

To establish procedures and plan that provide for citizen input into the planning process as part of the development of the following: the MPO’s Metropolitan Transportation Plan, the UPWP, the TIP, the DBE Program, and the Public Participation Plan. The MPO will use this process to identify community issues regarding transportation planning and will consider these issues when developing programs within the MPO’s planning area. This task also provides funds for newspaper advertisements that notify the public of public hearings.

Present Status:

As stipulated in the Infrastructure Investment and Jobs Act (IIJA), the UPWP, the DBE Program, the Public Participation Plan (PPP), the Metropolitan Transportation Plan, and the TIP will receive public review at various levels during the development and update processes by the MPO.

Proposed Work:

To pay for advertisements for the MPO operational functional tools of TIP, UPWP, DBE Program, and the Metropolitan Transportation Plan (MTP), and applicable transportation studies as prescribed by the Infrastructure Investment and Jobs Act (IIJA), utilizing the Public Participation Plan.

To pay for staff time to prepare the Public Participation Plan. The plan will be updated in 2023, so no staff time is expected for this task in 2024.

Product:

Ongoing program.

Completion Date:

The Public Participation Plan was updated in 2023. Payments for advertisements is an ongoing activity.

Estimated Expenditures:

		<b><u>2024</u></b>
Advertising		\$5,750
Evaluation and Update of Public Participation Plan		0
TOTAL		5,750

Proposed Source of Funds:

CPG (80%)		4,600
Local (20%)		1,150
TOTAL		5,750

300.302.00

302 CITIZEN PARTICIPATION

(All Amounts in Dollars \$)

YEAR ----

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	0	0	0	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	0	0	0	

YEAR 2024

MPO ENTITY	TOTAL	FED 80%	LOCAL 20%	EXPLANATION
Bismarck	5,750	4,600	1,150	
Mandan	0	0	0	
Morton County	0	0	0	
Burleigh County	0	0	0	
Lincoln	0	0	0	
Other	0	0	0	
TOTAL	5,750	4,600	1,150	

**COST SUMMARIES APPENDIX**

**FY 2024**

**Unified Planning Work Program  
Staff Allocation of Hours by Task  
2024**

	PT Time Planner	Planner	Executive Director	Transportation Specialist
101: Administration, Coordination and Transporting Performance Management	1126	1530	1530	1730
102: Training, Travel, and Education	0	0	0	0
103: UPWP	0	30	40	10
104: Computer Enhancement and Software	0	0	0	0
105: Transit System Administration and Liaison	200	210	200	200
201: Subcommittees	0	50	0	0
202: Monitoring and Reporting	100	50	10	30
203: Staff Related TDM	0	50	20	30
204: MPO and Local Planning Studies/ Data Acquisition	0	0	0	0
205: Transportation Improvement Program	30	90	80	80
206: Metropolitan Transportation Plan	0	70	200	0
301: GIS Program	0	0	0	0
302: Citizen Participation	0	0	0	0
<b>TOTAL</b>	<b>1456</b>	<b>2080</b>	<b>2080</b>	<b>2080</b>

**2024 Unified Planning Work Program Summary By Task**  
(All Amounts in Dollars \$)

Funding Year 2024									
Task	Total	Federal	Local	Bismarck	Mandan	Morton	Burleigh	Lincoln	Other
101	305,775	244,620	61,155	61,155	0	0	0	0	0
102	16,700	13,360	3,340	3,340	0	0	0	0	0
103	4,323	3,458	865	865	0	0	0	0	0
104	6,200	4,960	1,240	1,240	0	0	0	0	0
105	36,613	29,290	7,323	7,323	0	0	0	0	0
201	4,993	3,994	999	999	0	0	0	0	0
202	7,256	5,805	1,451	1,451	0	0	0	0	0
203	4,931	3,945	986	986	0	0	0	0	0
<b>*204</b>	<b>689,475</b>	<b>551,580</b>	<b>137,895</b>	<b>84,409</b>	<b>34,568</b>	<b>2,040</b>	<b>14,888</b>	<b>1,990</b>	<b>0</b>
205	13,479	10,783	2,696	2,696	0	0	0	0	0
206	15,576	12,461	3,115	3,115	0	0	0	0	0
301	0	0	0	0	0	0	0	0	0
302	5,750	4,600	1,150	1,150	0	0	0	0	0
	<b>1,111,071</b>	<b>888,857</b>	<b>222,214</b>	<b>168,728</b>	<b>34,568</b>	<b>2,040</b>	<b>14,888</b>	<b>1,990</b>	<b>0</b>

\*Includes Carryover Projects from 2023 into 2024:

	Total	Federal	Local	Partner
Safe Routes to Services/ Complete Streets Study	80,000	64,000	16,000	Bismarck/ Mandan
TDMSE/ MTP	105,000	84,000	21,000	All
<b>Bismarck Signalized Intersection Pilot Project</b>	<b>1,520</b>	<b>1,216</b>	<b>304</b>	<b>Bismarck</b>

CPG Funds Available for 2024 UPWP			
Year	CPG Funds	Est. CPG Available 1/1/2024	Est. CPG Remaining 12/31/2024
2024	888,857	888,857	0

**Funding Breakdown and Program Source by Task**  
(All Amounts in Dollars \$)

Funding Year 2024							
Task	Total	Federal Total	Federal Source	State Totals	State Source	Local Totals	Local Source
101	305,775	244,620	CPG	0	NA	61,155	Mill Levy; Sales Tax
102	16,700	13,360	CPG	0	NA	3,340	Mill Levy; Sales Tax
103	4,323	3,458	CPG	0	NA	865	Mill Levy; Sales Tax
104	6,200	4,960	CPG	0	NA	1,240	Mill Levy; Sales Tax
105	36,613	29,290	CPG	0	NA	7,323	Mill Levy; Sales Tax
201	4,993	3,994	CPG	0	NA	999	Mill Levy; Sales Tax
202	7,256	5,805	CPG	0	NA	1,451	Mill Levy; Sales Tax
203	4,931	3,945	CPG	0	NA	986	Mill Levy; Sales Tax
<b>*204</b>	<b>689,475</b>	<b>551,580</b>	<b>CPG</b>	<b>0</b>	<b>NA</b>	<b>137,895</b>	<b>Mill Levy; Sales Tax</b>
205	13,479	10,783	CPG	0	NA	2,696	Mill Levy; Sales Tax
206	15,576	12,461	CPG	0	NA	3,115	Mill Levy; Sales Tax
301	0	0	NA	0	NA	0	NA
302	5,750	4,600	CPG	0	NA	1,150	Mill Levy; Sales Tax
	<b>1,111,071</b>	<b>888,857</b>		<b>0</b>		<b>222,214</b>	

\*Includes Carryover Projects from 2023 into 2024:

	Total	Federal	Local
Safe Routes to Services/ Complete Streets Study	80,000	64,000	16,000
TDMSE/ MTP	105,000	84,000	21,000
<b>Bismarck Signalized Intersection Pilot Project</b>	<b>1,520</b>	<b>1,216</b>	<b>304</b>

**Rate and Program Source by Task**

Funding Year 2024						
Task	Federal Rate	Federal Source	State Rate	State Source	Local Rate	Local Source
101	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
102	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
103	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
104	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
105	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
201	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
202	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
203	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
204	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
205	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
206	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax
301	0%	NA	0%	NA	0%	NA
302	80%	CPG	0%	NA	20%	Mill Levy; Sales Tax

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# Progress Report

Date: Sunday, January 07, 2024

Project: Bismarck-Mandan Arrive 2050 Update

To: Rachel Lukaszewski

From: Jason Carbee

Subject: Progress Report for December 3, 2023 to December 31, 2023

Please note that this progress report summarizes the work completed during the period above.

## **MTP Task 1 – Project Management**

- The consultants continued monthly accounting and progress reports.
- Consulting team continued internal coordination calls.
- Continued MPO-HDR-SRF team coordination calls.
- Provided updates to TAC and Policy Board meetings.

## **MTP Task 2 – MTP Engagement**

- Community Household Survey results were reviewed by study team and documentation was submitted for team review.
- Study team completed meeting summary for November meetings.
- Study team began prepping for January steering committee meeting.

## **MTP Task 3 – MTP Data Collection**

- Requested bridge condition files from NDOT.

## **MTP TASK 5 – Baseline System Conditions**

- Nearing completion of evaluating and analyzing data and identifying and analyzing additional data to support MTP requirements.
- SRF staff completed draft transit memo and continued developing summary of pavement data.
- Continued development of the existing conditions document.

## Project Progress Summary

Task	Start Date	End Date	Percent Complete		Explanation / Discussion
			Period Start	Period End	
TDMSE Task 1 - Project Management	Sep-22	Aug-23	99%	99%	
TDMSE Task 2 - Outreach and Stakeholder Consultation	Sep-22	Jun-23	100%	100%	
TDMSE Task 3- TDMSE Data Needs	Sep-22	Nov-23	100%	100%	
TDMSE Task 4 - TDMSE Methodology	Oct-22	Nov-23	100%	100%	
TDMSE Task 5 - Development Scenario and Forecasts	Nov-22	Feb-23	100%	100%	
TDMSE Task 6 - Baseline Study Expectations (Forecasts)	Nov-22	Mar-23	100%	100%	
TDMSE Task 7- Allocate Socioeconomic Data	Dec-22	Aug-23	100%	100%	
TDMSE Task 8 - Model Performance Review and Validation	Feb-23	Jan- 24	0%	25%	Note – 2050 E+C model received. HDR has begun technical review of the model.
TDMSE Task 9 - Report	Sep-22	Feb-24	50%	50%	
MTP TASK 1 - Project Management	Jun-23	Dec-24	13%	20%	Continued accounting and invoicing.
MTP TASK 2 – Public Engagement	Jun-23	Dec-24	22%	23%	Began development of materials for January technical committee meeting
MTP TASK 3 – Data Collection	Jun-23	Sep-23	90%	95%	
MTP TASK 4 – Goals, Objectives & Performance Measures	Aug-23	Oct-23	0%	0%	
MTP TASK 5 – Baseline System Conditions	Aug-23	Jan-24	35%	60%	Neared finalization of baseline conditions assessments and began documentation
MTP TASK 6 - Develop & Screen Alternatives	Jan-24	May-24	0%	0%	
MTP TASK 7 – Financial Plan and Implementation Schedule	Oct-23	Jun-24	0%	0%	
MTP TASK 8 – MTP Document Development and Review	Jun-24	Dec-24	0%	0%	
Project Totals	Sep-22	Dec-24	36%	40%	

**Bismarck-Mandan MPO \* 2023 Ortho - Lidar Project \* Period ending 12/31/23**

<b>Bismarck-Mandan MPO   Field Survey</b>				
<b>Phase (Percent of Project)</b>	<b>Percent Complete</b>	<b>Start</b>	<b>End</b>	<b>Comments</b>
Kick-off Meeting (0.5%)	100.00%	4/20/2023	4/20/2023	
Targeting (2%)	100.00%	4/24/2023	4/30/2023	
Field Survey (3%)	100.00%	4/24/2023	6/30/2023	MPO opted for NAD83(2011) on 6/30/23
Survey Report (0.5%)	100.00%	11/1/2023	12/18/2023	Stamped
Supplemental Field Topo (2.5%)	80.00%	11/1/2023		As needed basis

<b>Bismarck-Mandan MPO   Digital Orthophotos</b>				
<b>Phase (Percent of Project)</b>	<b>Percent Complete</b>	<b>Start</b>	<b>End</b>	<b>Comments</b>
Imagery Acquisition (9%)	100.00%	5/3/2023	5/3/2023	NTP 5/1 * Acquisition start-up 5/3
Raw Imagery Processing and QC (1%)	100.00%	5/5/2023	5/19/2023	
Aero-Triangulation (2%)	100.00%	7/17/2023	8/1/2023	Holding for control and datum/projection finalization
Stereo Model Set QC (1%)	100.00%	8/5/2023	8/7/2023	Review for parallax / target report
Orthophoto Processing (22%)	85.00%	9/5/2023		Pilot delivery in October - needs resubmission
Accuracy Analysis (0.5%)	0.00%			Accuracy reporting
File Formatting and Mosaics (3%)	0.00%			
Metadata (1%)	0.00%			
<b>Final Delivery (Due 12/31/23)</b>				amended extension to 2/29/24

<b>Bismarck-Mandan MPO   Lidar Terrain</b>				
<b>Phase (Percent of Project)</b>	<b>Percent Complete</b>	<b>Start</b>	<b>End</b>	<b>Comments</b>
Lidar Acquisition (9%)	100.00%	5/3/2023	5/3/2023	NTP 5/1 * Acquisition start-up 5/3
Calibration and Index (4%)	100.00%	5/9/2023	9/5/2023	New boresight required * calibrate * adj to control
Bare Earth Edit (25%)	100.00%	9/6/2023	12/18/2023	
Hydro Breakline Collection (10%)	100.00%	8/25/2023	11/6/2023	Hydro and snow void collection
Terrain Building and Formatting (2%)	25.00%	12/17/2023		Drape water lines and snow voids for final terrain
Contour Generation (2%)	0.00%			
<b>Final Delivery (Due 12/31/23)</b>				amended extension to 2/29/24

<b>Project Percent Complete</b>	<b>88.20%</b>
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# Safe Routes to Services Monthly Progress Report #2

**Submission Date:**  
January 8, 2024

**Performance Period:**  
November 25, 2023 –  
December 22, 2023

**Project:**  
Safe Routes to Services

**BMI Job No.:** OT4.131300

**Recipient:** Bismarck-Mandan  
MPO

**Prime Consultant:**  
Bolton & Menk

Dear Ms. Riepl:

Enclosed is Bolton & Menk’s invoice for the Bismarck-Mandan Safe Routes to Services project, for the period ending December 22, 2023. The total fee for work completed during this time period is \$8,351.74. A brief overview of the project progress is provided below.

Tasks complete to date:

Task	% Billed	% Complete
Task 1: Project Management	5.7%	6.0%
Task 2: Public Participation	5.7%	3.4%
Task 3: Steering Committee Meetings	18.5%	19.0%
Task 4: Investigate Issues	12.3%	11.5%
Task 5: Identify Alternatives	0.0%	0.0%
Task 6: Implementation Strategies	0.0%	0.0%
Task 7: Engagement Vendors & Direct Expenses	0.0%	0.0%
<b>Total:</b>	<b>5.3%</b>	<b>4.8%</b>

**Summary of Activities Within Invoice Period:**

**Task 1: Project Management**

- Project mobilization with the project team and BMMPO
- Task and budget management

**Task 2: Public Participation**

- Public Engagement Plan

**Task 3: Steering Committee Meetings**

- Steering Committee Meeting #1 – Kickoff and Public Engagement Plan

**Task 4: Investigate Issues**

- Data gathering
- Demographic analysis

**Task 5: Identify Alternatives**

- No activity during this invoice period

**Task 6: Implementation Strategies**

- No activity during this invoice period

## Task 7: Engagement Vendors & Direct Expenses

- No activity during this invoice period

## Required Action by BMMPO:

- Review PEP
- Provide contact information for stakeholders identified during Steering Committee Meeting #1

## Problems Encountered:

- None in this reporting period

## Summary of Project Decisions:

- None in this reporting period

## Out of Scope Services:

- None in this reporting period

If you have any questions, please do not hesitate to call me at (701) 306-1670.

Sincerely,

**Bolton & Menk, Inc.**



**Mike Bittner, PE, PTOE, PTP, RSP, PMP, IMSA II**  
Senior Transportation Project Manager

**Bismarck-Mandan MPO**

**TIP**  **Administrative Modification**

Project Year(s)

Entity	Project	Federal	State	Local	Total	Federal Funding Source
Bismarck Parks & Recreation District	23.7.02 (old) 24.7.03 (new)	\$383,000	\$0	\$90,000	\$473,000	TAU

Project Description:

This project is for trail extensions on Ash Coulee Drive from Golden Eagle Lane to Tyler Parkway, and on Tyler Parkway from just north of Harp Hawk Drive to Cogburn Road. This modification moves the project from FY 2023 to 2024. The PCN is 23236.

Consistency with the Bismarck-Mandan MPO Metropolitan Transportation Plan:

This project is currently in the TIP and is therefore consistent with the Arrive 2045 MTP.

Bismarck-Mandan MPO Policy Board informed of Administrative Modification at the \_\_\_\_\_ meeting.  
(date)