

Bismarck-Mandan  
Metropolitan Planning Organization



2026-2027  
UNIFIED PLANNING  
WORK PROGRAM

Final  
August 2025

# 2026-2027 UNIFIED PLANNING WORK PROGRAM



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

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

Adopting Resolution

**Resolution of Adoption**  
**2026-2027 Unified Planning Work Program**  
**Bismarck-Mandan Metropolitan Planning Organization**

The Bismarck-Mandan Metropolitan Planning Organization's Policy Board, after due consideration, hereby makes the following findings:

1. The 2026-2027 Unified Planning Work Program (UPWP) for the Bismarck-Mandan Metropolitan Planning Organization (BMMPO) provides for a comprehensive transportation planning program in keeping with the policies of the BMMPO.
2. The UPWP requires that agreements with funding agencies be entered into and that the BMMPO Chair and Executive Director be authorized to execute said agreements.
3. The UPWP includes an estimated cost for various tasks. During the course of work on certain tasks estimates may understate or overstate the needed level of effort due to complete planned work, and minor amendments to the UPWP may be needed to better align project budgets with expenditures.

IN CONSIDERATION OF THESE FINDINGS, IT IS HEREBY RESOLVED by the BMMPO Policy Board that:

1. The 2026-2027 Unified Planning Work Program for the BMMPO is hereby approved;
2. The BMMPO Chair and Executive Director are authorized to enter into agreements and amendments as needed with appropriate state and federal agencies to provide funding for activities approved in the UPWP;
3. The BMMPO commits to the provision of a 20% local match to state and federal planning funds;
4. It is acknowledged that full UPWP amendments per current policy of the NDDOT and FTA/FHWA will require formal action by the BMMPO Policy Board; and
5. The Executive Director is authorized, without action by the Policy Board, to execute administrative modifications to the UPWP as necessary. MPO Staff will provide notice of such administrative modifications to the Policy Board at a regularly scheduled meeting.

Approved by the BMMPO Policy Board and signed on the 19 day of August, 2025.

  
BMMPO Policy Board Chair

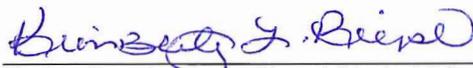
ATTEST

  
BMMPO Executive Director

**BISMARCK-MANDAN METROPOLITAN PLANNING ORGANIZATION  
UNIFIED PLANNING WORK PROGRAM  
2026-2027**

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I hereby certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of US Code Title 18, Sections 2, 1001, 1343, and Title 31, Sections 3279-3730 and 3801-3812.

  
 \_\_\_\_\_  
 Signature, Executive Director, Bismarck-Mandan MPO

08/08/25  
 \_\_\_\_\_  
 Date

**INTRODUCTION**

The Unified Planning Work Program (UPWP) is a description of the multi-modal transportation planning projects that will be conducted by the Bismarck/Mandan MPO for the assigned calendar year(s) 2026-2027. This document is the foundation for requesting federal funds as well as a control tool for scheduling, budgeting, and monitoring the transportation planning process within the Bismarck-Mandan Metropolitan Planning Organization’s metropolitan planning area for the time period specified within the UPWP.

The 2026-2027 UPWP was developed with the input of the North Dakota Department of Transportation (NDDOT), Federal Transit Administration (FTA), Federal Highway Administration (FHWA), Bis-Man Transit, and the jurisdictional partners of the MPO (Bismarck, Lincoln, Mandan, Burleigh County and Morton County).

The 2026-2027 UPWP is intended to provide the MPO with a useful budgeting, scheduling and monitoring tool, as well as provide an understandable expectation of what the MPO will endeavor in the specified calendar year(s) of 2026 and 2027 with involvement of the public.

**MPO BOARD MEMBERSHIP**

The purpose of the MPO’s Technical Advisory Committee (TAC) is to discuss and coordinate technical transportation matters that are under consideration by the MPO. Such matters may include highway, transit, auto/rail, bicycle, and pedestrian planning activities. The TAC will act in an advisory capacity to the Policy Board and the MPO’s respective jurisdictions concerning transportation activities. The TAC is composed of the following voting representatives. Any member may have an alternate from their organization serve in his/her place with full voting rights:

<b>Technical Advisory Committee Members</b>
City Engineer, City of Bismarck: Gabe Schell
City Engineer, City of Mandan: Jarek Wigness
County Engineer, Burleigh County: Marcus Hall
County Engineer, Morton County: John Saiki
County Planner, Morton County: Natalie Pierce
Director of Bismarck Community Development, City of Bismarck: Ben Ehreth
Representative, Trucking or Freight Industry of the MPO area: Vacant
North Dakota Department of Transportation MPO Coordinator, NDDOT Local Government: Will Hutchings
Representative, City of Lincoln: SEH Engineering
Executive Director, Bis-Man Transit: Deidre Hughes
Planner, City of Mandan: Vacant
Representative, North Dakota Department of Transportation Bismarck District: Logan Beise
County Building Official/Director, Burleigh County: Mitch Flanagan
MPO Executive Director or MPO Transportation Planner (will act as TAC chair): Kim Riepl or Stephen Larson

The Policy Board is the decision-making body of the MPO. Voting members are comprised of locally elected officials. The primary function of this group is to ensure federal guidelines are followed and that the development of the regional transportation system follows a coordinated, continuing, cooperative and comprehensive process. The Policy Board consists of the following:

<b>Policy Board Members</b>
Mayor, City of Bismarck: Michael Schmitz
Mayor, City of Mandan: Jim Froelich
Mayor, City of Lincoln: Keli Berglund
County Commissioner, Burleigh County: Steve Schwab
County Commissioner, Morton County: Andy Zachmeier
Director, North Dakota Department of Transportation (Non-Voting): Ron Henke or assignee

**MPO BOARD MEETING DATES**

The MPO Policy Board is held on the third Tuesday of the month at 1:30 PM. The MPO TAC meeting is held at 10:00 AM on the Monday prior to the Policy Board. If TAC lands on a Federal holiday, the TAC meeting is moved to 10:00 AM on the day of Policy Board. The tables below provide proposed meeting dates for years 2026-2027. Dates and/or times are subject to change.

**2026**

<b>TAC</b>	<b>Policy Board</b>
January 20	January 20
February 17	February 17
March 16	March 17
April 20	April 21
May 18	May 19
June 15	June 16
July 20	July 21
August 17	August 18
September 14	September 15
October 19	October 20
November 16	November 17
December 14	December 15

**2027**

<b>TAC</b>	<b>Policy Board</b>
January 19	January 19
February 16	February 16
March 15	March 16
April 19	April 20
May 17	May 18
June 14	June 15
July 19	July 20
August 16	August 17
September 20	September 21
October 18	October 19
November 15	November 16
December 20	December 21

**PREVIOUS ACCOMPLISHMENTS (2024-2025)**

Accomplishments of the Bismarck-Mandan MPO in the previous 12-month period (July 2024 to June 2025) include the following:

- Adoption of the *Arrive 2050* Metropolitan Transportation Plan in December 2024 and an amendment to the MTP in April 2025
- Completed a self-audit and annual update to the Title VI & Non-Discrimination/ADA Plan
- Processed 7 amendments and 16 administrative modifications to the Transportation Improvement Program
- Developed and entered into a Memorandum of Agreement with MPO member jurisdictions for the BSPRA Government Partner Program to promote coordinated planning efforts for the restoration of passenger rail service to the region
- An MPO-wide Pavement Conditions Analysis Report was completed which included 16 hours of training in PAVER for member jurisdictions’ staff

- Completed the Safe Routes to Services study in December 2024 and MPO staff presented outcomes from the study at an APBP Webinar in January
- Hosted a free Bicycle Friendly Community Workshop through the League of American Bicyclists
- Launched the 2025 Safety Policy Study and conducted extensive initial public engagement efforts
- Contracted services for the Monitoring Report Update, a crucial first step in performing regular updates to the MPO's Monitoring Report
- Assisted with and participated in the successful completion of the 2024 Triennial Review of the City of Bismarck/Bis-Man Transit conducted on behalf of the Federal Transit Administration
- Provided grant management support to Bis-Man Transit and acted as liaison between the transit agency and the City of Bismarck (FTA grantee) through monitoring activities and other general administrative tasks
- Filled three full time (FTE) positions within the MPO: Executive Director/Principal Transportation Planner; Transportation Planner; and Transportation Specialist

### **ANTICIPATED ACCOMPLISHMENTS THROUGH DECEMBER 2025**

Work identified in the 2025 UPWP which is expected to be completed by December 31, 2025:

- Approval/adoption of the 2025 Safety Policy Study
- Purchase of traffic count data for the calibration of the Travel Demand Model (base year 2025)
- Fringe Area Road Master Plan Update RFP development, approval and release, resulting in consultant selection and study kick-off and initial round of public engagement
- Approval/adoption of the Monitoring Report Update
- Approval/adoption of the 2025 update to the ITS Regional Architecture

### **PLANNED WORK ACTIVITIES 2026 – 2027**

#### **January 1, 2026 – December 31, 2026**

- Fringe Area Road Master Plan update began in 2025 will be complete/approved by December 2026
- Mandan Signalized Intersection Analysis, an 18-month project, will begin in January 2026 with 66% of the project and cost complete in 2026
- Transit Development Plan will commence January 2026; expected to be a 17-month study, 55% of the project and cost is expected to be realized in 2026
- Parking Constrained Area Study, will begin in January 2026 and be approved by December 31, 2026
- Passenger Rail Station Siting Study will begin in June 2026 with 50% of the project complete and 50% of the total cost of the study realized in 2026
- Addendums to the ATAC Master Agreement will be executed for the Mandan Signalized Intersection Analysis project and other study needs

#### **January 1, 2027 – December 31, 2027**

- Transit Development Plan will be approved before the second half of 2027, with the remaining 45% of the study budget expended in 2027
- Mandan Signalized Intersection Analysis will conclude June 30 with the remaining 34% of the study and budget realized in 2027
- Passenger Rail Station Siting Study will be approved July 2027
- SE data, including household and employment, will be purchased in January 2027 and refined for use in the update of the Travel Demand Model
- The MPO will assist with and participate in the 2027 Triennial Review conducted on behalf of FTA
- ATAC will begin the update to the Travel Demand Model in early 2027
- The TDMSE/2030-2055 MTP effort will begin early to mid-2027, with the remainder of the effort occurring in 2028 and 2029
- A new ATAC Master Agreement will be negotiated as the current agreement expires December 31, 2027

## UPWP OVERVIEW

The 2026-2027 UPWP is formatted into four task areas: Administration (101), Professional Services/ Vendors/ Consultants (102), Capital, Operational and Travel Expenses (103), and Complete Streets (104). Funds budgeted for the first three categories equal the MPO's total operating and services-based budget. The fourth category is for tracking of the 2.5% Safe and Accessible Transportation Option Set-Aside (Complete Streets funds). Funds allocated to Task 104 will be expensed out of Task 101 or 102 but record keeping will remain under Task 104 as well to ensure that the set-aside has been met.

The purpose of this format is to better align the UPWP budget to the accounts utilized by the MPO and the City of Bismarck's Fiscal Services. The City of Bismarck is the hosting agency for the MPO and provides the 20% local match on all administrative and operational activities. This includes all local match needs for Task 101 and 103, as well as Bismarck's participating portion of Task 102. Since the City covers such a large portion of the local share for the MPO, it is prudent to align the budgets of the UPWP and the City. This will ensure that amendments and money transfers occur in concert amongst the two accounting systems.

The UPWP addresses MPO activities in broad terms, as follows:

- 1) Staff expenses (all staff time--wages and benefits),
- 2) Outsourced expenses, and
- 3) Office-related expenses (supplies, rentals, staff development, etc.).

The activities encompassed by each task are further defined in their individual section of the UPWP.

## 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) and, in the case of the 2.5% set-aside, Complete Streets funds (CS). State funds, when used, are provided through allocation by the state legislature and/or NDDOT Local Government Division. Local funds are provided through local sales tax or mill levy. The tables below indicate the sources of funding provided, the amount of funding, and the percentage totals.

### **2026 Bismarck-Mandan MPO Revenue**

<b>Funding Source</b>	<b>Amount</b>	<b>Percentage Totals</b>
<b>2026 Federal Funds</b>	<b>\$799,699.55</b>	<b>80%</b>
ND PL	509,944.32	63.76%
ND CS	15,655.02	01.96%
ND FTA	173,049.35	21.64%
2024 Redistribution	101,050.86	12.64%
<b>2026 Local Match</b>	<b>\$199,925</b>	<b>20%</b>
City of Bismarck	139,777	69.91%
City of Lincoln	1,443	.72%
City of Mandan	28,740	14.38%
Burleigh County	8,655	4.33%
Morton County	1,443	.72%
Bis-Man Transit	19,868	9.94%

*(based on NDDOT estimates 4/15/2025)*

Year two of the biennial budget is built on the assumption of receiving a 2% increase to funding over the previous year's authorizations provided through federal sources. This estimated budget identifies the federal sources and local match for Year 2027 as shown in the table below:

#### 2027 Bismarck-Mandan MPO Revenue

Funding Source	Amount	Percentage Total
<b>2027 Federal Funds</b>	<b>\$711,693</b>	<b>80%</b>
ND PL	519,678	73.02%
ND CS	15,970	2.24%
ND FTA	176,045	24.74%
2025 Redistribution	----	----
<b>2027 Local Match</b>	<b>\$177,923</b>	<b>20%</b>
City of Bismarck	123,103	69.19%
City of Lincoln	1,293	.73%
City of Mandan	12,940	7.27%
Burleigh County	7,755	4.36%
Morton County	16,633	9.35%
Bis-Man Transit	16,200	9.10%

(based on estimates of a 2% increase in federal funding over **estimated** 2026 base CPG of \$697,800—these numbers subject to change)

#### 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 providing 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 current BMMPO ratified Metropolitan Transportation Plan adopts the federal goals areas established through the MAP-21 and FAST Act legislation, and more recently, 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 that identifies which MTP Goals are addressed by transportation planning studies, data purchases, or procurement of professional services planned for years 2026-2027:

	1	2	3	4	5	6	7
Fringe Area Road Master Plan (FARMP) Update			x	x			
Mandan Signalized Intersection Analysis	x		x	x			
Transit Development Plan	x		x		x		
Parking Constrained Area Study	x		x		x		
Passenger Rail Station Siting Study	x		x	x	x	x	x
Socio-Economic/Origin-Destination Data Procurement	x		x	x	x		
Travel Demand Model Update/TDMSE & MTP Update	x	x	x	x	x	x	x

**TIMELINE FOR METROPOLITAN TRANSPORTATION PLAN UPDATE**

- 2026
- Purchase base-year Socio-Economic Data (Household and Employment Estimates) [Q1-Q2]
  - Update the Traffic Analysis Zone (TAZ) Structure [Q3-Q4]
  - ‘Clean-Up’ Socio-Economic Data (Household and Employment Estimates) [Q3-Q4]
  - Develop the RFP for the combined Travel Demand Model and Socio-Economic Projections (TDMSE) Update and 2030-2055 Metropolitan Transportation Plan (MTP) [Q3-Q4]
- 2027
- Execute contract for the TDMSE/MTP [Q1]
  - Assess the need for additional data for the TDMSE [Q1]
  - Determine Forecast Methodology and Growth Scenarios [Q1-Q2]
  - Develop the baseline population and employment estimates and the 2055 projections [Q1-Q2]
  - Allocate future (2030-2040 mid, 2040-2055 long) residents and employees by TAZ [Q1-Q2]
  - ATAC updates and refines Travel Demand Model (TDM) [Q1-Q4]
  - Purchase base-year Origin-Destination Data to be used to calibrate the updated TDMSE [Q1]
  - Update the TDM’s TAZ structure and roadway network to reflect current conditions [Q1-Q2]
  - Input the most recent population and employment estimates and projections into the TDM. [Q2-Q3]
  - Consultant, MPO, and (if desired) TDMSE partners Review the Travel Demand Model [Q3-Q4]
- 2028
- Adopt the TDMSE at TAC/PB [Q1-Q2]
  - Begin 2030-2055 MTP update [Q1-Q2]
- 2029
- Adoption of 2030-2055 MTP [Q4]

**ELIGIBLE EXPENSES**

Products and services financed with federal funds and included in the work program and budget of the MPO must meet eligibility requirements as provided in 23 CFR 420.113 in part:

- (a) Costs will be eligible for FHWA participation provided that the costs:
  - (1) Are for work performed for activities eligible under the section of title 23, U.S.C., applicable to the class of funds used for the activities;
  - (2) Are verifiable from the State DOT's or the subrecipient's records;
  - (3) Are necessary and reasonable for proper and efficient accomplishment of project objectives and meet the other criteria for allowable costs in the applicable cost principles cited in [49 CFR 18.22](#) (codified in 2 CFR Part 200);
  - (4) Are included in the approved budget, or amendment thereto; and
  - (5) Were not incurred prior to FHWA authorization.

The work products and projected budgets provided in the UPWP are intended to convey reasonable expectations as to the anticipated accomplishments of the Bismarck-Mandan MPO and the associated costs and expenses of those activities for the years 2026 and 2027. Activities and services of the MPO receiving federal funding will be verified for compliance with federal eligibility requirements as outlined above, prior to payment approval.

**UPWP AMENDMENT GUIDANCE**

The MPO will amend the UPWP in accordance with 2 CFR 200.308(c).

- C) For non-construction Federal awards, recipients must request prior approvals from Federal awarding agencies for the following program or budget-related reasons:
  - (1) Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval).
  - (2) Change in a key person specified in the application or the Federal award.
  - (3) The disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.
  - (4) The inclusion, unless waived by the Federal awarding agency, of costs that require prior approval in accordance with subpart E of this part as applicable.
  - (5) The transfer of funds budgeted for participant support costs to other categories of expense.
  - (6) Unless described in the application and funded in the approved Federal awards, the subawarding, transferring or contracting out of any work under a Federal award, including fixed amount subawards as described in § 200.333. This provision does not apply to the acquisition of supplies, material, equipment or general support services.
  - (7) Changes in the approved cost-sharing or matching provided by the non-Federal entity.
  - (8) The need arises for additional Federal funds to complete the project.

As allowed by 2 CFR 200.308(c)(4) and 2 CFR 200.308(e), FHWA and FTA may establish a costs threshold for UPWP amendment. Under adoption of this UPWP, and consistent with the MPO's historic practices, no amendment will be required if there is a cost change of 10% of the annual UPWP budget or less than 10% of the annual UPWP budget. This applies to changes in project costs, if funds are transferred within a task, or if funds are transferred between tasks. Changes not meeting the threshold of an amendment will be presented to the MPO boards, NDDOT, FHWA and FTA as a UPWP modification.

The amendment procedures outlined herein support the procedures for UPWP amendments and administrative modifications as provided within the Bismarck-Mandan MPO's Public Participation Plan.

## 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 IIJA (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

5/20/25

\_\_\_\_\_  
 Date

**North Dakota Department of Transportation**

  
 \_\_\_\_\_  
 Signature

Local Government Engineer

\_\_\_\_\_  
 Title

8/12/2025

\_\_\_\_\_  
 Date

## **BISMARCK-MANDAN MPO ACTIVITIES SUPPORTING TITLE VI**

The MPO recognizes Title VI 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’s Title VI and Non-Discrimination/ADA Plan (Plan) provides policies prohibiting discrimination based on race, color, or national origin. Procedures contained in the Plan and utilized by the MPO help ensure compliance with Title VI regulations, statutes, and requirements through the following means:

- The Plan provides complaint procedures, including information, forms and instructions relative to filing complaints in the event any individual feels they have been discriminated against in the MPO’s programs or processes. The Title VI/ADA Coordinator is identified within the Plan and contact information is also provided.
- The Plan is subject to annual internal audits to assess the program’s effectiveness at all levels and to ensure continued compliance with Title VI requirements.
- The Plan contains a Policy Statement, reviewed and approved by the Policy Board annually and signed by the Policy Board Chair, which declares the Bismarck-Mandan MPO has implemented procedures, policies, and actions to ensure nondiscrimination in all of its programs and activities.
- The Plan contains 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 prescribed and details the responsibilities of each as it relates to Title VI.
- Training programs for all MPO employees on Title VI and its related statutes are conducted annually, and will consist of, minimally, one hour of training per reporting period.
- Bismarck-Mandan MPO maintains maps within the Plan indicating areas of high concentrations of minority, low-income, and elderly and limited English proficiency populations for consideration in planning and programming activities.
- Federal Clauses and “Title VI Assurances”, which contain language prohibiting discrimination of groups identified in the Civil Rights Act of 1964, are included within all Request for Proposals (RFPs) and contracts for studies and procurement solicited by Bismarck-Mandan MPO.

### **Title VI and the Bismarck-Mandan MPO Public Participation Plan**

Bismarck-Mandan MPO’s Public Participation Plan (PPP) requires the evaluation of adverse impacts of MPO activities overall, including elderly, low-income, and minority populations. The MPO maintains maps with high concentrations of elderly, minority, low-income populations, and those with limited English proficiency, for consideration in planning and programming activities. These maps are included in the Title VI and Non-Discrimination/ADA Plan and the Transportation Improvement Program. The socio-economic data used to maintain the maps is used in a variety of applications, including MPO studies.

The PPP 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 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 of 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 other updates as available which provide information on MPO activities. A variety of organizations, agencies, and advocacy groups representing areas of persistent poverty are on the MPO stakeholder list.

Bismarck-Mandan MPO continues to promote 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. 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 other MPO program and activity notices are provided through methods including, but not limited to, email notification, website list serve alerts, public notices displays, newspaper publication, and are also accessible via social media using Facebook to link to the MPO webpage.

**TASK 101: ADMINISTRATION**

**Purpose:**

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 MPO employs four staff members. Three are full-time and one is part-time. All full-time staff work 40 hours per week and the part-time staff averages between 24 and 28 hours per week. Current positions follow:

<b>MPO Staff</b>	
Executive Director/ Principal Transportation Planner	Kim Riepl
Transportation Planner	Stephen Larson
Transportation Specialist	Tracy Walters
Part-Time Transportation/Transit Planner	Paulette Jacobsen

**Proposed Work:**

Staff will participate in activities throughout the work program cycle to engage the public, jurisdictional partners, MPO boards, and oversight agencies in the transportation planning process.

Required activities as outlined in the MPO Bylaws are:

Prepare, maintain, and regularly update the plans set forth below.

- a. Metropolitan Transportation Plan (MTP)  
The MPO Metropolitan Transportation Plan will serve as the basis for developing the communities’ future transportation network. The MTP identifies and prioritizes transportation related projects with implementation time frames including short-range (0-5 years), medium-range (5-15 years), or long-range (15+ years). The MTP is updated on regular intervals and has a planning horizon of at least twenty (20) years.
- b. Transportation Improvement Program (TIP)  
The MPO shall prepare and submit annually a staged multi-year program of transportation improvement projects in each city government unit. The TIP for the Metropolitan Area lists all of the transportation improvement projects proposed to be funded and constructed by Federal Highway Administration and certain Federal Transit Administration programs during a four (4) year time period.
- c. Unified Planning Work Program (UPWP)  
The MPO shall annually or biennially prepare a Work Program for allocation of PL funds. This allocation shall be based on a listing of tasks to be accomplished by the MPO each year.
- d. Multi-Jurisdictional Plans  
The MPO shall review and act on all transportation projects affecting multiple Metropolitan Area units of government in a substantial manner.

Conduct studies and research pertaining to planning and development and to make recommendations based on these studies.

- a. To provide, when possible, technical services to the member units of government.
- b. To receive and dispense grants and funds from federal, state, or local governments or from individuals and foundations within the budget established or amended by the Policy Board.
- c. To enter into agreements or contracts for any service necessary or convenient for carrying out the purposes of the MPO.

To perform the required activities, MPO staff may participate in the following. These are generalized activities that may be expanded in practice.

#### **MTP**

- Staff will provide for and manage the update of the Metropolitan Transportation Plan (MTP). Adoption of the MTP will occur by resolution on a 5-year cycle.
- Staff will promote the goals of the MTP.

#### **TIP**

- Staff will prepare the Transportation Improvement Program (TIP) on a four-year rolling cycle. The TIP will be developed, adopted, and distributed in compliance with all federal, state, and local requirements. The TIP shall include all federal-aid or regionally significant transportation improvements planned by the participating agencies within the MPO area for the four-year period.
- Staff will prepare TIP modifications and amendments, as necessary, for possible action by the MPO Boards, NDDOT, and FHWA and FTA.

#### **UPWP**

- Staff will coordinate development of the next annual or biennial UPWP with its partner jurisdictions.
- Staff will monitor work activities outlined in the UPWP and submit vouchers for reimbursement of eligible transportation planning work activities.
- Staff will monitor the implementation of grant activities and present UPWP modifications or amendments, as necessary, for possible action by the MPO Boards, NDDOT, and FHWA and FTA.
- Staff will prepare UPWP Status Reports quarterly or semi-annually, as indicated in the current UPWP contract, including a summary of work and financial activities, for FHWA, FTA, and NDDOT.

#### **STUDIES**

- Staff will select and conduct studies and associated public involvement activities identified in the MTP. Transit will be incorporated in these studies as appropriate.
- Staff will perform project management of the transportation planning studies, data collection, and vendor procurement, as outlined by each contract.
- Staff will manage professional services or consultants to update inventories of transportation information required for transportation planning. Specific inventories include traffic counts and turning movement counts. New data will be gathered and existing inventories will be updated.
- Staff, according to the Master Agreement with ATAC, will maintain and provide data from the transportation demand forecasting model which will be calibrated to the Year 2025 and the forecast Year 2055.
- Staff will assist with the update of the Traffic Analysis Zone (TAZ) boundaries, which are special areas delineated by state and/or local transportation officials for tabulating traffic related data.
- At the request of MPO partner agency, staff will participate in the land use development process, special studies, transportation planning, transit route planning, and the review of their implications on the public transit system.
- Staff will analyze impacts related to land use and transportation system coordination on a corridor/study area basis.
- Staff will manage the routine update of pavement management collection project.

## **TRANSIT**

- Staff will analyze long-term public transit needs and funding requirements, as approved by Bis-Man Transit, through updates to the Transit Development Plan.
- Staff may complete other transit-related planning activities and special studies.
- Staff will provide general administrative support for the FTA funding programs included in Chapter 53 of Title 49 U.S.C. including the procurement of capital purchases and the submittal of the required Milestone Progress Reports (MPRs) and Federal Financial Reports (FFRs) to FTA.
- Staff will monitor Bis-Man Transit, on behalf and in cooperation with the City of Bismarck, to ensure federal regulations are met regarding the use of FTA funds.
- Staff will participate in the FTA Triennial Review of Bis-Man Transit and City of Bismarck.

## **OFFICE DOCUMENTS**

- Staff will update MPO planning documents as needed.
- MPO will self-certify the local transportation planning process.
- Staff will abide by the Memorandum of Agreement signed between NDDOT, the MPO, and the local transit provider.
- Staff will update the Public Participation Plan for the MPO as needed.

## **STAFF ACTIONS**

- Staff will participate in transportation planning committee meetings, other process-related meetings, and public meetings throughout the planning year. Staff will discuss and disseminate information regarding the transportation planning process and transportation improvements.
- Staff will undertake any activities that support the transportation planning committees and the planning process, including but not limited to the following: coordinating staffing meetings, public meetings, and open houses; drafting agendas and meeting minutes; assembling and dissemination meeting packets; drafting and publishing public notices; developing reports and documents; and providing information.
- Staff will maintain the MPO's accounting system whereby participants in the local transportation planning process are billed for transportation planning work identified within the UPWP.
- Staff will compile and submit MPO bills to NDDOT monthly for reimbursement.
- Staff will verify that Americans with Disabilities Act (ADA) requirements relating to the Transportation Planning Processes are being met.
- Staff will participate in various training courses, conferences, seminars, and workshops as approved by the MPO Executive Director/ Principal Transportation Planner and City of Bismarck Director of Community Development.
- Staff will participate in agency memberships and subscriptions related to transportation planning.
- Staff will provide coordination for the Bike-Ped Subcommittee. [This activity may use Safe and Accessible Transportation Option set aside (i.e. Complete Streets funding). Funding will be expended under task 101, and this spending will be tracked via Task 104.]
- Staff will review USDOT, FHWA, and FTA regulations, guidance, and circulars and review best practices information from other sources to ensure compliance with regulations and consider cutting-edge ideas. Staff will also implement

applicable new programs authorized by the Bipartisan Infrastructure Law or those of any subsequent and superseding federal highway legislation.

- Staff will participate in any MPO review activities conducted by FHWA, FTA, or NDDOT.
- Staff will complete preliminary work on RFPs and other necessary documentation. RFPs will be disseminated, consultant selection procedures will be followed, and contracts will be prepared and executed according to the Qualification Based Selection (QBS) standards of NDDOT. Staff will be responsible for contract preparation, contract execution, and project management.
- Staff will participate in transportation coordination activities related to developing improved transportation opportunities and programs for low-income individuals, persons with disabilities, and the elderly population.
- Socio-economic data will be integrated into the MPO products as available. This may include information gathered from census data, building permit data, residential and multi-housing statistics, and the National Highway Travel Survey.
- Staff will work to ensure compliance with federal laws and regulations, especially the Bipartisan Infrastructure Law and those of any subsequent and superseding federal highway legislation.
- Staff will coordinate with NDDOT to further develop and implement a performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes. This will include coordination with NDDOT on the adoption of annual targets for safety performance measures.
- Staff will promote cooperation and coordination across North Dakota MPOs where appropriate to ensure a regional approach to transportation planning.
- As federal guidance is developed to implement the Bipartisan Infrastructure Law requirement for a 2.5% planning fund expenditure on Safe and Accessible Transportation Options, staff will identify and document MPO activities that meet this requirement.
- Staff may participate in other activities associated with the transportation planning process, that are not described in this UPWP, as mutually agreed upon with NDDOT. These activities fall under the overall comprehensive, cooperative, and continuing transportation planning process.

#### Final Products:

Final products of Task 101 will be the successful update or amendment/modification of federally required products such as the Transportation Improvement Program, the Unified Planning Work Program, or the Metropolitan Transportation Plan. Final products would also include elements needed for the preparation and execution of planning studies or professional services—such as the RFPs, QBS documentation, completed contract(s), and coordinating public meetings. Products of monthly administration would include, but not be limited to, billings, coordinating meetings; creating agendas, meeting packets, public notices, minutes; and providing or creating reports and correspondence as needed. Transit and grant management activities will produce federal and state funding awards to promote Transit activities, programs, and services; completed financial grant management reports and monitoring, and successful participation and conclusion of the Triennial Review process in 2027. Additional products required by NDDOT, the City of Bismarck, or routine MPO processes may occur.

#### Schedule and Completion Date:

Federally required products will be completed by the deadlines assigned by NDDOT and/or FHWA/FTA. The proposed schedule of completion for federally required products are:

Schedule and Completion Date (Cont.):

	<b>2027-2030 TIP</b>	<b>2027-2028 UPWP</b>	<b>2028-2031 TIP</b>	<b>2028-2029 UPWP</b>	<b>TDMSE/MTP (combined study)</b>
RFP Process					Q4 2026
Contract Negotiations					Q1 2027
Contract Start Date (Est.)					As soon as 2/1/2027
Draft Review	July - Aug 2026	July 2026	July - Aug 2027	July 2027	August 2029
Final Approval	Aug - Sept 2026	September 2026	Aug - Sept 2027	September 2027	December 2029
Contract End Date (Est.)					12/31/2029

Monthly and administrative products will be completed on a rolling basis throughout each month. Non-federally required activities will be completed as assigned by the Executive Director/Principal Transportation Planner, State or Federal oversight, contract obligation, or deadlines set by City of Bismarck processes. In the case of transit items, deadlines will be cooperatively determined with Bis-Man Transit, City of Bismarck Finance Department, and the Federal Transit Administration.

**TASK 102: PROFESSIONAL SERVICES/ VENDORS/ CONSULTANTS**

**Purpose:**

To provide for studies, data purchases, or professional services that address specific transportation concerns and may impact the MPO’s Metropolitan Transportation Plan, Transportation Improvement Program or MPO planning process.

**Present Status:**

The activities of Task 102 are based on needs identified in the current Metropolitan Transportation Plan, brought forward by local jurisdictional partners or MPO staff, or recommended under prior transportation-related planning studies. Projects were discussed by the jurisdictions and preferred projects were allocated funds within the MPO’s allowance. Current projects have been approved by the TAC and Policy Board.

Project(s) started in 2025 that are expected to complete in 2025:

- 2025 Safety Policy Study
- Monitoring Report Update
- 2025 ITS Regional Architecture Update
- ATAC Master Agreement Year Two Term
- ATAC Study Associated Modeling (FARMP)

Project(s) started in 2025 that are expected to carry into 2026:

- Fringe Area Road Master Plan

**Proposed Work:**

Projects that are expected to received funding in 2026 and 2027 are listed in the tables below. The proposed work will be completed by consultants, vendors, or under the Master Agreement contract with the Advanced Traffic Analysis Center (ATAC) at North Dakota State University and addendums to said contract.

2026 Task 102 Projects, Description and Schedule (updated as of 7/10/2025)					
Project	Description	Total Project Cost	2026 Budget Allocation (100%)	Targeted Start or Contract Date	Date Complete
ATAC Annual Master Agreement Fee	Master Agreement Contract, which includes all ND MPOs. Established for a three-year period with an annual fee paid at the beginning 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 calendar year.	\$10,000	\$10,000	September 2024	12/31/2027
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 and are managed through addendums to the Master Agreement.	\$26,295	\$26,295	Varies by Need	12/31/2026 or otherwise defined by addendums

2026 Task 102 Projects, Description and Schedule (updated as of 7/10/2025)					
2025 Fringe Area Road Master Plan Update (FARMP)	Comprehensive update of the Fringe Area Road Master Plan would create new GIS files with all approved amendments since previous adoption in 2014 and allow for 4-6 hot spot analyses, to re-evaluate alignments, future connections and interior roadway networks, and intersection recommendations in specific areas of the MPO planning area, along with an evaluation of the beltway concept included in the 2014 FARMP.	\$181,000	\$133,705	Sept/Oct 2025	12/31/2026
Transit Development Plan (TDP) Update*	Comprehensive review of transit services to ensure the bus network keeps up with demand, addresses the diversity of needs, and is sustainable. This includes, but is not limited to, potential improvements to the para-transit and fixed route service and operations. The study will focus on community need, perception, capacity, and transit operations.	\$180,000	\$99,338	January 2026	5/31/2027
Mandan Signalized Intersection Analysis	ATAC will use existing detection technologies to set up automated traffic and pedestrian data collection on up to 5 signalized intersections. The collection provides 15-minute turning movement count and average stop bar speeds 24/7/365. The collected data can then be used for generating reports using the Traffic Analysis Tool website which can be used for transportation planning, traffic operations, to calibrate and validate regional travel demand model or to design traffic signal phasing and splits.	\$45,000	\$32,000	January 2026	6/30/2027
Passenger Rail Station Siting Study*	Evaluate feasibility of potential passenger rail terminal facility locations in MPO region. Restoration of passenger rail service on the BNSF mainline through North Dakota has been identified by Federal Rail Administration and has been awarded funding through the FRA Corridor ID project sponsored by BSPRA. The study will consider factors relating to transportation connectivity and accessibility such as integration with other modes of transportation (ie, transit), car access and parking, walkability and bikeability, and convenient transfer points. Recommendations will be presented to BSPRA when they are in the Service Development Plan phase of their project.	\$225,000	\$112,500	June 2026	7/31/2027
Parking Constrained Areas Study*	Evaluation of specific areas in Bismarck and Mandan with limited parking availability such as downtown areas, state capitol complex and educational campus areas to identify a broad set of options to address parking challenges in these and other areas. Will examine existing and projected demand and alternatives to address including, but not limited to public transportation use, micromobility options, on-street parking demand management, scheduling, pedestrian and bicycle improvements.	\$180,000	\$180,000	January 2026	12/31/2026

\*These activities may contribute toward the 2.5% spending requirement for the Safe and Accessible Transportation Option set aside. Total spending will be ~\$15,655 as determined by study efforts and staff time dedicated to this task.

**Proposed Work (Cont.):**

<b>2027 Task 102 Projects, Description and Schedule (updated as of 7/10/2025)</b>					
<b>Project</b>	<b>Description</b>	<b>Total Project Cost</b>	<b>2027 Budget Allocation (100%)</b>	<b>Targeted Start or Contract Date</b>	<b>Date Complete</b>
ATAC Annual Master Agreement Fee	Master Agreement Contract, which includes all ND MPOs. Established for a three-year period with an annual fee paid at the beginning 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 year.	\$10,000	\$10,000	September 2024	12/31/2027
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 and are managed through addendums to the Master Agreement.	\$20,000	\$20,000	Varies by Need	12/31/2027 or otherwise defined by addendums
Transit Development Plan (TDP) Update*	Comprehensive review of transit services to ensure the bus network keeps up with demand, addresses the diversity of needs, and is sustainable. This includes, but is not limited to, potential improvements to the para-transit and fixed route service and operations. The study will focus on community need, perception, capacity, and transit operations.	\$180,000	\$81,000	January 2026	5/31/2027
Mandan Signalized Intersection Analysis	ATAC will use existing detection technologies to set up automated traffic and pedestrian data collection on up to 5 signalized intersections. The collection provides 15-minute turning movement count and average stop bar speeds 24/7/365. The collected data can then be used for generating reports using the Traffic Analysis Tool website which can be used for traffic operations, transportation planning, to calibrate and validate regional travel demand model or to design traffic signal phasing and splits.	\$45,000	\$13,000	January 2026	6/30/2027
Passenger Rail Station Siting Study*	Evaluate feasibility of potential passenger rail terminal facility locations in MPO region. The study will consider factors relating to transportation connectivity and accessibility such as integration with other modes of transportation (ie, transit), car access and parking, walkability and bikeability, and convenient transfer points.	\$225,000	\$112,500	June 2026	7/31/2027
Socio-Economic Data Purchase	SE data, including household and employment data, will be purchased and refined by MPO staff for use in the update of the Travel Demand Model.	\$5,000	\$5,000	January 2027	October 2027
Travel Demand Model Update (ATAC)*	ATAC will update and refine the Bismarck-Mandan MPO Travel Demand Model for use in the TDMSE. Addendums to the ATAC Master Agreement will outline scope and fees.	\$60,000	\$60,000	February 2027	January 2028

2027 Task 102 Projects, Description and Schedule (updated as of 7/10/2025)					
Morton County Future Land Use Plan/Map*	Key land use components (i.e. development density, topography, and location influence) can strongly impact essential transportation planning factors such as street access, design, traffic patterns, and traffic volumes. These factors determine future traffic modes and will be evaluated to produce a future land use map that will guide decision making at the County and regional levels regarding future growth and development and to refine existing zoning districts and create a map that will better lend themselves to orderly growth, development and future transportation planning. For example, the resulting Future Land Use Plan will be used for future updates of the metropolitan travel demand forecasting model and Bismarck-Mandan Metropolitan Transportation Plan.	\$150,000	\$76,700	June 2027	June 2028
Travel Demand Model and Socio-Economic Update and 2030-2055 Metropolitan Transportation Plan (combined)*	Standard update of the Travel Demand Model and Socio-Economic Update and subsequent 2030-2055 Metropolitan Transportation Plan. Update and discuss the MPO’s projections for future households and businesses, transportation goals and objectives, and current state of transportation systems. Identifies a fiscally constrained list of improvements to the target year of 2055.	\$550,000	\$45,000	TDMSE March 2027  MTP April 2028	TDMSE April 2028  MTP December 2029

\*These activities may contribute toward the 2.5% spending requirement for the Safe and Accessible Transportation Option set aside. Total spending will be ~\$15,970 as determined by study efforts and staff time dedicated to this task.

**Final Products:**

Funding for Task 102 is exclusive to contractual obligations, and final products for Task 102 are determined by each project’s contract. Final products will be a final report and presentation on the following:

- 2025 Fringe Area Road Master Plan (2026)
- Parking Constrained Areas Study (2026)
- Mandan Signalized Intersection Analysis Study (2027)
- Transit Development Plan (2027)
- Passenger Rail Station Siting Study (2027)
- Morton County Future Land Use Plan/Map (2028)
- TDMSE (2028)
- Final Report/Presentations/Adoption of MTP (2029)

Additional final products will include the final files and/or presentation for any modeling service provided by ATAC, including the Travel Demand Model update in 2028. Receipt of final files for the 2027 Socio-Economic Data Purchase serve as final deliverables when provided according to contract specifications.

**Schedule and Completion Date:**

See tables: “2026 Task 102 Projects, Description and Schedule” for start and completion dates of each project identified for funding in 2026, and the table titled “2027 Task 102 Projects, Description and Schedule” for start and completion dates of each project identified for funding in 2027.

### **TASK 103: CAPITAL, OPERATIONAL AND TRAVEL EXPENSES**

#### **Purpose:**

Provide for the operational expenses and capital investments necessary to carry out the transportation planning process. Expenses will ensure the MPO staff have a secure worksite, adequate resources to perform the work, and opportunity to increase or maintain proficiency within their positions.

#### **Present Status:**

The MPO rents office space from the City of Bismarck who is the MPO's host agency. The building rental expense also covers utilities, snow removal, janitorial, water, etc. The MPO pays a rental fee for parking which comes under an arrangement between the City of Bismarck and the Bismarck Parking Authority. Both rental expenses are billed monthly.

The MPO reserves funding for special operational expenses that improve the professionalism and knowledge of its staff. Training opportunities typically require lodging, meal, airfare, fuel or mileage reimbursement, car rentals or taxis, conference registration, or other travel related expenses. The MPO typically budgets for between two and three out-of-state training opportunities a year. Such opportunities include the Transportation Research Board (TRB) Annual Conference, American Planning Association National Conference, Western Planner Conference, TRB Tools of the Trade Annual Meeting, and Association of Metropolitan Planning Organization Annual Conference. Also, FTA offers a Triennial Review Workshop for recipients preparing for upcoming reviews and site visits. Additionally, there are several in-state travel opportunities and conferences including NDDOT's Transportation Conference, ND Main Street Conference, Western Planner Conference, and the MN & ND MPO Conference, and ATAC Partners Meetings. Routine in-state trips occur within the immediate metro area or to a partner agency within the state. Travel within the community occurs monthly; travel out of the area may occur quarterly.

Since the MPO is housed within the host agency, some operational expenses are provided by the City of Bismarck on a prorated basis. Prorated expenses may be based on number of staff, as in phone lines, software upgrades, VPN, etc., while other expenses are prorated on usage, as in the use of the printer/copier. Select operational expenses are expensed to the MPO directly by an outside agency. These expenses may include membership dues/subscriptions, drug testing, and/or position testing for new employees. The MPO recently secured a membership, on behalf of all 5 member jurisdictions, to Big Sky Passenger Rail's Government Partner Program to promote and assist with coordinated planning efforts related to the restoration of passenger rail service in the MPO region.

Select operating expense are more public facing, such as printing expenses and advertising expenses. The MPO advertises public hearing, public meetings, or the release of required MPO products nearly every month. Although less commonly used, the MPO also reserves funds for educational opportunities, where staff may be able to educate the public on transportation issues.

The MPO budgets for its own small capital, which include staff office equipment, staff computers, office supplies, copying/printing supplies, and postage.

The City of Bismarck does not have an Indirect Cost Allocation Plan, so they do not charge the MPO for indirect costs.

#### **Proposed Work:**

Task 103 is divided into four categories which align with the City of Bismarck's accounting system. Expected Capital, Operational, and Travel Expense will fall within one of the following:

- 1) Rental Space
- 2) Lodging and Associated Travel Expenses
- 3) Office Operations
- 4) Office Supplies and Subscriptions

Please see the 2026 and 2027 UPWP Budget Table for a breakdown of expenses assigned to these four categories for both 2026 and 2027.

**Final Products:**

Products of Task 103 include maintaining a worksite for MPO staff, ensuring the operations of the office, the purchase of capital items, office supplies, office subscriptions/memberships, and securing training opportunities to ensure staff are proficient in their work.

**Schedule and Completion Date:**

The MPO will process bills for Capital, Operational, and Travel Expenses regularly every month. Certain months may have higher expenses due to the purchase of capital items or the occurrence of a training or conference. All expenses will be expensed in their respective calendar year.

**Note: All capital purchases will be conducted in accordance with the procurement policies set forth by the City of Bismarck and NDDOT.**

**TASK 104: COMPLETE STREETS (TRACKING ONLY)**

**Purpose:**

To note the anticipated allocation of the Safe and Accessible Transportation Option set aside (Complete Streets funds) during the calendar years of 2026 and 2027. Complete Streets funds will be expended under Task 101 and Task 102, and so the budgets for those tasks include Complete Streets funds. Task 104 is intended to describe the use of the Complete Streets funds and provide a way to track the spending.

**Present Status:**

The Bipartisan Infrastructure Law (BIL), also known as the Infrastructure Investment and Jobs Act (IIJA) of 2021 includes a set-aside for "Increasing Safe and Accessible Transportation Options". This set-aside requires states and Metropolitan Planning Organizations (MPOs) to dedicate a minimum of 2.5% of their Metropolitan Planning (PL) funds to activities that improve transportation options for people of all ages and abilities. These activities, often referred to as "Complete Streets" planning, focus on creating safer and more accessible transportation for various modes of travel. For the purpose of this requirement, the term "Complete Streets standards or policies" means standards or policies that ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles.

The BIL includes requirements which serve to promote studies that gather travel data and travel demand forecasts and to use this information to develop best practices or guidance for future investments in transportation improvements and to improve the quality of transportation plans, models, and travel demand forecasts.

The BIL continues the Metropolitan Planning Program, which establishes a cooperative, continuous, and comprehensive framework for making transportation investment decisions in metropolitan areas, continues all funding features that applied to Metropolitan Planning (PL) funding under the FAST Act. While the BIL expires on September 30, 2026, the date marking the end of the five-year funding period authorized by the law, which began in fiscal year 2022, this biennial assumes an extension of the Complete Streets funding set aside in year 2027, either by Continuing Resolution of the current infrastructure legislation or by the potential extension of the funding set aside as an inclusion in new infrastructure legislation passed prior to 2027.

The MPO intends to expend these funds through monthly staff wages assigned to the coordination of the MPO's Bike-Ped Subcommittee and through consultant planning studies in each year of the work program.

All funds estimated for each year of the budget and work program are expected to be completely exhausted by the end of each respective calendar year.

**2026 Complete Streets Funding:**

Federal: \$15,655.02  
 Local: \$3,913.76  
 Total: \$19,568.78

**2027 Complete Streets Funding (estimate - subject to change)**

Federal: \$15,970.00  
 Local \$3,992.50  
 Total \$19,962.50

**Proposed Work:****2026 Complete Streets Activities**

Complete Streets activities occur in Task 101 and Task 102 in 2026. Collective funding expenditure from the two tasks is estimated to total \$19,568.78. Complete Streets funding allocated to Task 101 in 2026 equals \$4,000 and will reflect MPO staff time for coordinating the Bike-Ped Subcommittee for at least 7 hours each month. Complete Streets funds estimated for Task 102 equals \$15,568.78 and will be utilized by the Transit Development Plan, the Passenger Rail Station Study, and the Parking Constrained Areas Study. Each of these studies will contain varying components of standards or policies that ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles.

**2027 Complete Streets Activities**

Complete Streets activities occur in Task 101 and Task 102 in 2027. Collective funding expenditure from the two tasks is estimated to total \$19,962.50. Complete Streets funding allocated to Task 101 in 2027 equals \$4,000 and will reflect MPO staff time for coordinating the Bike-Ped Subcommittee for at least 7 hours each month. Complete Streets funds estimated for Task 102 equals \$15,962.50 and will be utilized by the Transit Development Plan, the Passenger Rail Station Study, the Travel Demand Model Update, the Morton County Future Land Use Plan and the TDMS/MTP update. Each of these studies will contain varying components of standards or policies that ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles or elements that gather travel data and travel demand forecasts and to use this information to develop best practices or guidance for future investments in transportation improvements and to improve the quality of transportation plans, models, and travel demand forecasts.

**Final Products:**

Complete Streets products resulting from staff time allocated to the Subcommittee may include review and critique of Transportation Alternatives applications, annual walk audits and reports, meeting minutes, public announcement of bike or walk celebration weeks, and/or other activities conducted by MPO staff in the facilitating of the subcommittee. These products will lead to enhancements in the region's bicycle and pedestrian network and encourage public awareness of non-motorized travel.

Complete Streets products resulting from Task 102 will include final reports with recommendations for policies, strategies, safety improvements, and service plans that ensure safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, and individuals with disabilities. Additionally, the final data products (files) will be used to provide a final updated Travel Demand Model for use in developing best practices or guidance for future investments in transportation improvements through the TDMSE/MTP.

**Schedule and Completion Date:**

Funds will begin to be used after the authorization of Complete Streets fund by NDDOT for each respective year of the 2026 and 2027 work program and budget. All 2026 Complete Streets funds are expected to be exhausted by December 31, 2026, while all Complete Streets funds, if applicable in 2027, are expected to be exhausted by December 31, 2027.

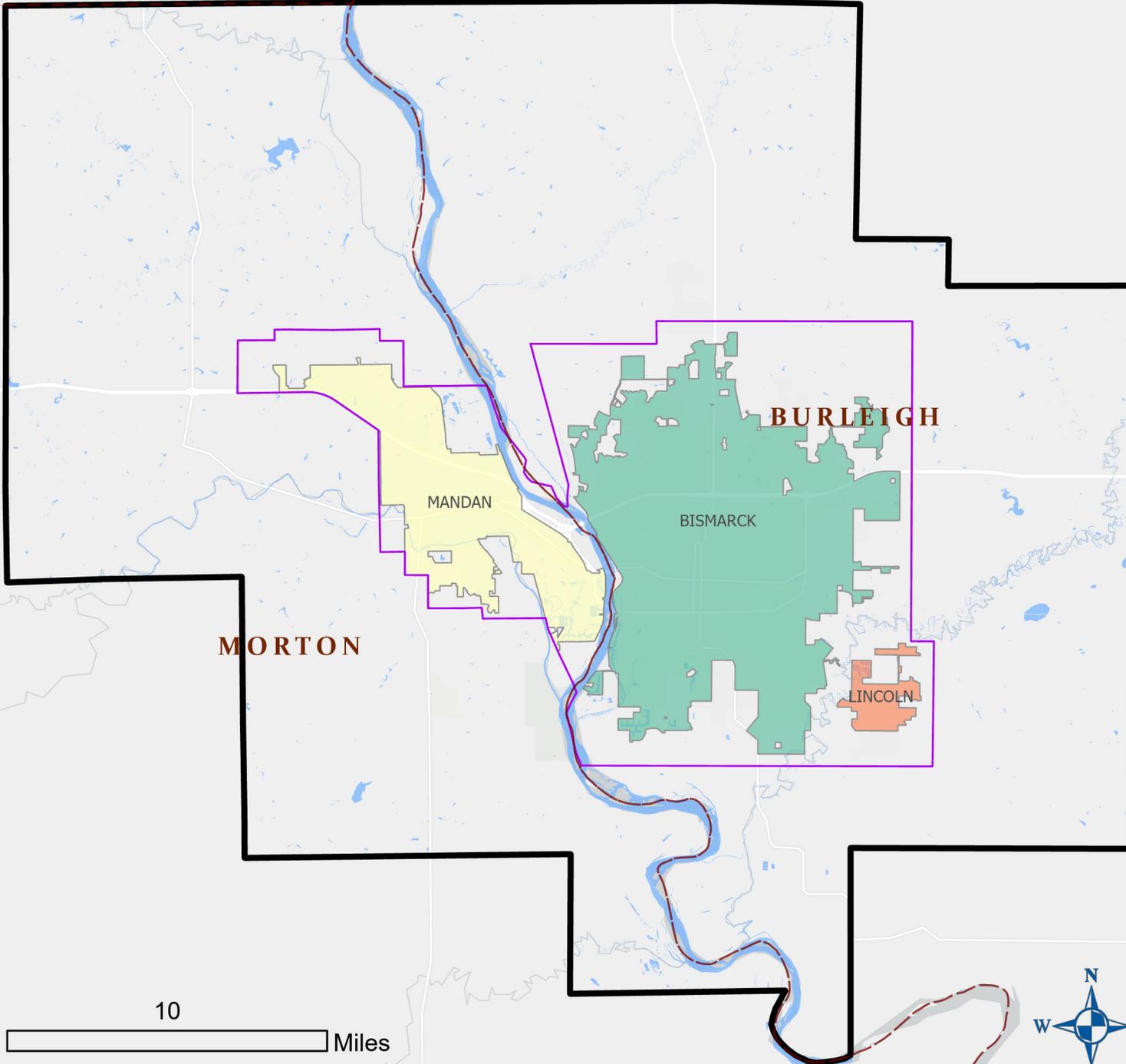




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### Bismarck-Mandan MPO Boundaries

-  Adjusted Approved UZA 2023
-  MPO Planning Area Boundary
-  County Boundaries
-  City of Bismarck
-  City of Lincoln
-  City of Mandan



10  
Miles

