



Central Dakota MPO Technical Advisory Committee Meeting

Tuesday, August 13, 2024, at 10:30 AM

Public Works Conference Room 3, Public Works (1025 31st St SE)

Any person needing special accommodation for the meeting is requested to notify the City Clerk's office at 857-4752.

1. ROLL CALL

2. APPROVAL OF MINUTES

2.1. REVIEW AND APPROVAL OF MINUTES

Suggested Motion: I move to approve the minutes of the July 9, 2024 meeting as presented.

3. OLD BUSINESS

3.1. MTP UPDATE

This item is informational only; no action required.

3.2. PUBLIC PARTICIPATION PLAN UPDATE

This item is informational only; no action required.

3.3. UPDATE ON ADMINISTRATIVE MODIFICATION AND QUARTERLY REPORT

This item is informational only; no action required.

4. NEW BUSINESS

4.1. 2026/2027 PLANNING PROJECTS DISCUSSION

This item is informational only; no action required.

4.2. SW CONNECTOR CORRIDOR PHASE I AND II DISCUSSION -- DANA LARSEN

This item is informational only; no action required.

4.3. NDDOT/FHWA/FTA UPDATE, IF ANY

This item is informational only; no action required.

5. OTHER BUSINESS

5.1. OPPORTUNITY FOR PUBLIC COMMENT

6. ADJOURNMENT

Central Dakota MPO Technical Advisory Committee Meeting

Minutes

Tuesday, July 9, 2024, at 10:30 AM

Public Works Conference Room 3, Public Works (1025 31st St SE)

1. ROLL CALL

John Van Dyke called the meeting to order at 10:31 AM

Members Present:

Jesse Berg, Jayden Casavant, Doug Diedrichsen, Brian Horinka, Dana Larsen, Lance Meyer, Elizabeth Pietsch, Korby Seward, John Van Dyke, Wayne Zacher, Cole Jones - Alternate for Sarah Karhoff

Members Absent:

None

Others Present:

Stacey Hanson, Kristen Sperry, Paul Benning, Stephen Joersz, Nicole Robinson

2. APPROVAL OF MINUTES

2.1 APPROVAL OF THE JUNE 6, 2024 AND JUNE 11, 2024 MINUTES

Motion to amend the June 6th TAC meeting minutes with corrected spelling of Paul Benning and Stacey Hanson, and to approve the June 11th MTP Selection Committee meeting minutes by Jesse Berg, seconded by Doug Diedrichsen, and favored by all.

3. OLD BUSINESS

3.1 POLICY BOARD UPDATE

Van Dyke shared that the Policy Board approved the selection of Bolton and Menk at their June 27, 2024 meeting. Once NDDOT approves the contract and QBS documentation, work can begin on the MTP. This is expected to happen within the next couple of weeks.

3.2 FUNCTIONAL CLASS PROPOSAL UPDATE

Dana Larsen gave a brief update on the progress of the UZA Road Classification Map. Van Dyke expressed the goal of getting this map and corresponding spreadsheet approved by Policy Board and submitted to NDDOT.

Lance moved to recommend approval of proposed functional class as discussed, to policy board, seconded by Dana Larsen, and favored by all.

3.3 NDDOT UPDATE

Van Dyke and Zacher clarified that the de-obligation and re-authorization of funds is still in draft form and changes are in process.

4. NEW BUSINESS

None

5. OTHER BUSINESS

5.1 OTHER BUSINESS, IF ANY

Larsen expressed that he believes the budget priorities should be the MTP and transit study. If there are additional funds he suggested a pavement assessment condition rating report for the entire UZA area, with the expectation that this would help contribute to future decision making. Meyer said the city had completed a pavement assessment condition rating report in 2022 and is expecting to complete the next in 2026. Larsen expressed interest in having the MTP be a part of the 2026 study. Van Dyke agreed that it would be beneficial.

Zacher provided information on standing studies that other MPO's in North Dakota have used.

Larsen also suggested a quiet zone study.

Van Dyke gave an overview of the budget planning process and anticipated time frames.

6. UPCOMING INFORMATION

6.1 NEXT SCHEDULED MEETING – AUGUST 13, 2024 AT 10:30 AM IN PUBLIC WORKS CONFERENCE ROOM 3 (1025 31ST ST SE)

7. ADJOURNMENT

Van Dyke asked for a motion to adjourn the meeting. So moved by Brian Horinka, seconded by Jesse Berg, and passed unanimously. Meeting adjourned at 10:58 AM.



Central Dakota Metropolitan Planning Organization Public Participation Plan August 2024

MPO Contact:
John Van Dyke, Executive Director
P: (701) 420-4524
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1. Introduction

This section of the Public Participation Plan provides an overview of planning and public participation and the role of the Central Dakota Metropolitan Planning Organization (CDMPO) in effecting both. This section also outlines the purpose of the Public Participation Plan in guiding the CDMPO to fulfill its commitment to a continuous, cooperative, and comprehensive planning process as required by 23 U.S.C., Section 134.

1.1. What is Transportation Planning?

Transportation planning is the foundation for making sound investments into the infrastructure that moves people and goods.

As the federally designated Metropolitan Planning Organization (MPO) for the cities of Minot, Burlington, Surrey, and parts of Ward County, the Central Dakota Metropolitan Planning Organization (CDMPO) works with local stakeholders and policymakers to anticipate and plan for the best ways to meet the transportation needs of the area.

The CDMPO's plans, studies and programs identify priorities for funding transportation projects (from federal, state and local funding sources) that serve people of all ages and abilities in all modes of travel — whether by car, bike, bus, air, water or on foot.

1.2. What is Public Participation?

Public participation ensures that transportation investments are developed with input from the people who know the area best.

Public participation means that multiple stakeholders are involved in planning projects. It is a two-way process that provides opportunities for those who live and work in the area to give input. The process creates a setting for CDMPO to give information, answer questions, and understand community members' perspectives on the issues they care about.

The CDMPO recognizes that effective public involvement is inclusive of the needs of all transportation system users with an emphasis on traditionally underserved populations. As part of our public involvement efforts, the CDMPO seeks out locations and methods of engagement that facilitates and encourages participation by potentially affected minority groups, people with disabilities, and low-income individuals and households.



1.3. What is a Metropolitan Planning Organization (MPO)?

Metropolitan Planning Organizations (MPOs) originate from the 1950s during the construction of the Eisenhower Interstate System. At the time, the Federal Government was giving large grants to states to build their individual segments of the interstate system. Some state engineers, under pressure to minimize costs, made significant decisions about where the interstate highway would be built without any coordination with the cities, towns, or counties that would be impacted by those decisions. The state department of transportation simply imposed the construction on local communities. In many cases, the poorest neighborhoods were razed or segmented because the price of land was cheaper.

By the late 1950s and early 1960s, lawsuits seeking to block construction of portions of the interstate highway system began to appear. The Federal Government concluded that a better, more cooperative process was needed.

In 1962, President Kennedy signed into law the Federal Highway Act that required urban areas of more than 50,000 residents to create or designate an interjurisdictional planning organization responsible for carrying out a continuous, cooperative, and comprehensive (3-C) transportation planning process. These interjurisdictional organizations are known as MPOs.

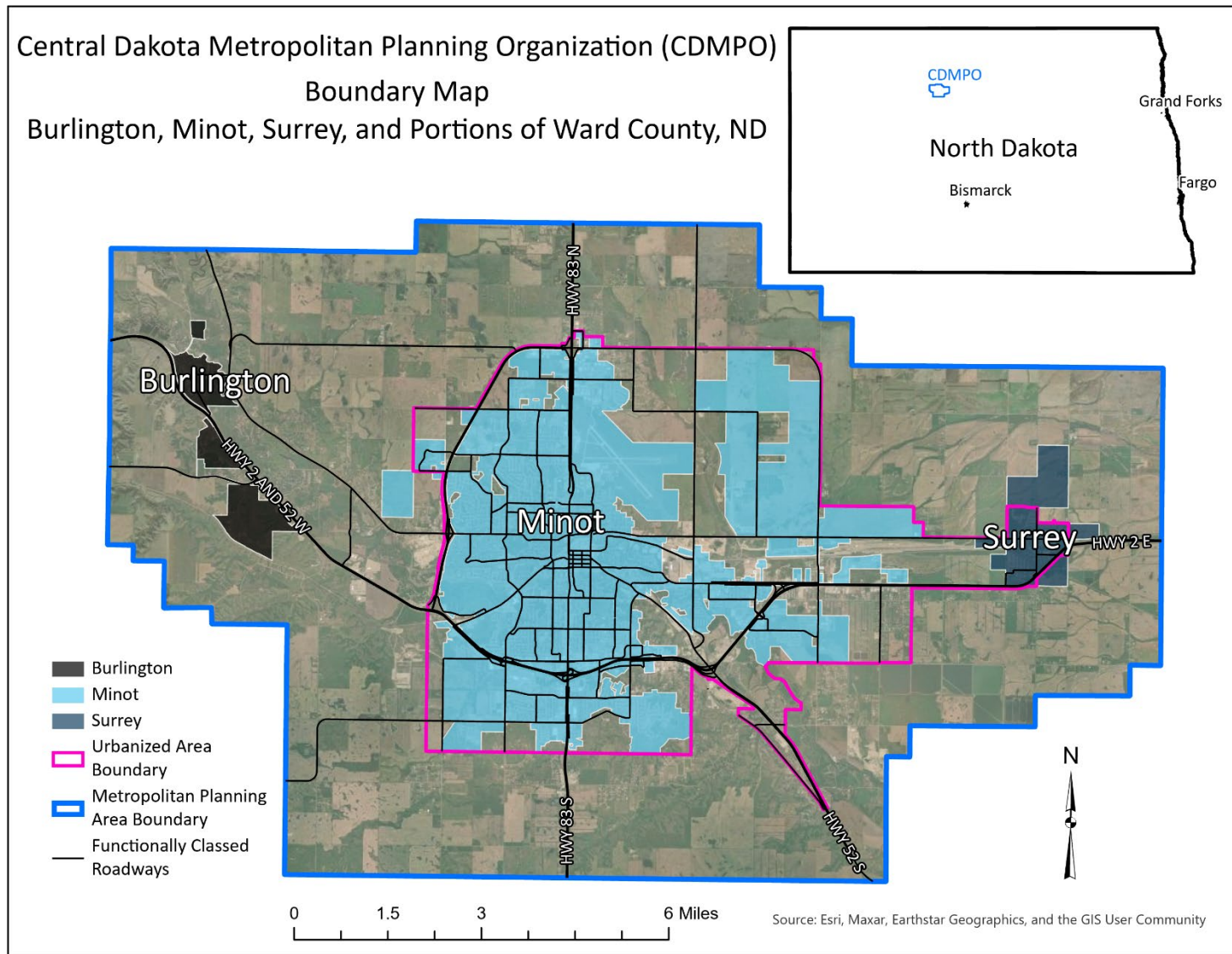
1.4. What is the Central Dakota Metropolitan Planning Organization (CDMPO)

The Central Dakota Metropolitan Planning Organization (CDMPO) is the designated Metropolitan Planning Organization (MPO) for the Minot area. The Urbanized Area (UA) includes the most populous and developed portion of the CDMPO and encompasses the cities of Minot, Surrey, and portions of Ward County. The broader Metropolitan Planning Area (MPA) includes the City of Burlington and additional portions of Ward County. Together, these geographies comprise the area of oversight by the CDMPO. A map of the CDMPO Urbanized Area and Metropolitan Planning Area are provided in Figure 1.

The CDMPO's core function is to provide a setting for a continual, coordinated and cooperative ("3-C") transportation planning process to occur. This process strives to build regional agreement on transportation investments that balance pedestrian, bicycle, public transit, roadway, and other transportation needs while supporting regional environmental, land use, and economic goals.



Figure 1. Central Dakota Metropolitan Planning Organization Boundary Map





Central Dakota Metropolitan Planning Organization Structure

The CDMPO is represented by four member-jurisdictions – The City of Minot, the City of Burlington, the City of Surrey, and Ward County. The CDMPO is structured with a Technical Advisory Committee that provides recommendations to the Policy Board. The Policy Board is the decision-making body. The Executive Director of the CDMPO is the primary staff member to facilitate discussion/recommendation of the TAC and administrate the directives of the Policy Board.

The Technical Advisory Committee (TAC) is comprised of staff or other contracted representatives from each member-jurisdiction, the Executive Director of the CDMPO, and North Dakota Department of Transportation to provide input, guidance, and recommendations to the Policy Board on a variety of different transportation-related planning efforts. TAC members include those with technical expertise in the areas of planning and engineering, as well as those that have specific knowledge and understanding of their respective locale. Collectively, the TAC members provide a grounded, area-wide perspective of the transportation system.

The Policy Board is comprised of elected officials from each of the member-jurisdictions and the City Manager of the City of Minot. Together, they evaluate recommendations from the TAC and make decisions on plans, study, and project priorities, as well as set the annual budget.

1.5. What is the Public Participation Plan?

Federal regulations direct the CDMPO to develop and use a Public Participation Plan (PPP) to ensure that citizens and stakeholders are given reasonable opportunities to be involved and give input into the metropolitan transportation planning process.

The PPP details the CDMPO's methods and strategies for public engagement and outreach and is directed at two key audiences - members of the public and CDMPO staff.



1.6. Applicable Regulations of the Public Participation Plan

The PPP addresses federal and state mandates surrounding interested parties, participation, and consultation through the planning process. The applicable federal and state laws that inform the processes and procedures contained in this PPP are provided in the following subsections.

Federal

Table 1. 23CFR 450.316 Section (a) - Interested parties, participation, and consultation

Citation	Requirement
23CFR 450.316 (a)	The MPO shall develop and use a documented participation plan that defines a process for providing individuals, affected public agencies, representatives of public transportation employees, public ports, freight shippers, providers of freight transportation services, private providers of transportation (including intercity bus operators, employer-based commuting programs, such as carpool program, vanpool program, transit benefit program, parking cash-out program, shuttle program, or telework program), representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.
23CFR 450.316 (a) (1)	The MPO shall develop the participation plan in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:
23CFR 450.316 (a) (1) (i)	Providing adequate public notice of public participation activities and time for public review and comment at key decision points , including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
23CFR 450.316 (a) (1) (ii)	Providing timely notice and reasonable access to information about transportation issues and processes;
23CFR 450.316 (a) (1) (iii)	Employing visualization techniques to describe metropolitan transportation plans and TIPs;
23CFR 450.316 (a) (1) (iv)	Making public information (technical information and meeting notices) available in electronically accessible formats and means , such as the World Wide Web;



Citation	Requirement
23CFR 450.316 (a) (1) (v)	Holding any public meetings at convenient and accessible locations and times;
23CFR 450.316 (a) (1) (vi)	Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;
23CFR 450.316 (a) (1) (vii)	Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
23CFR 450.316 (a) (1) (viii)	Providing an additional opportunity for public comment , if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by the MPO and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;
23CFR 450.316 (a) (1) (ix)	Coordinating with the statewide transportation planning public involvement and consultation processes under subpart B of this part; and
23CFR 450.316 (a) (1) (x)	Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.
23CFR 450.316 (a) (2)	When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.
23CFR 450.316 (a) (3)	A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by the MPO.



Citation	Requirement
23CFR 450.316 (a) (3)	Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes.
23CFR 450.316 (a) (3)	Copies of the approved participation plan shall be posted on the World Wide Web , to the maximum extent practicable.

Table 2. 23CFR 450.316 Sections (b), (c), (d), (e) – Coordinated Planning of MTPs and TIPs

Citation	Requirement
23CFR 450.316 (b)	In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, tourism, natural disaster risk reduction, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities.
23CFR 450.316 (b)	In addition, the MPO shall develop the metropolitan transportation plans and TIPs with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the area that are provided by:
23CFR 450.316 (b) (1)	Recipients of assistance under title 49 U.S.C. Chapter 53 funds [public transit providers];
23CFR 450.316 (b) (2)	Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services;
23CFR 450.316 (b) (3)	Recipients of assistance under 23 U.S.C. 201-204 [Federal Lands Highway Program].



Citation	Requirement
23CFR 450.316 (c)	When the MPA includes Indian Tribal lands, the MPO shall appropriately involve the Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.
23CFR 450.316 (d)	When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and the TIP.
23CFR 450.316 (e)	MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies , as defined in paragraphs (b), (c), and (d) of this section, which may be included

Table 3. 49 USC § 5307— Urbanized Area Formula Grants Section

Citation	Requirement
49 USC § 5307 (b)	Program of Projects. --Each recipient of a grant shall--
49 USC § 5307 (b) (1)	Make available to the public information on amounts available to the recipient under this section;
49 USC § 5307 (b) (2)	Develop, in consultation with interested parties, including private transportation providers, a proposed program of projects for activities to be financed;
49 USC § 5307 (b) (3)	Publish a proposed program of projects in a way that affected individuals, private transportation providers, and local elected officials have the opportunity to examine the proposed program and submit comments on the proposed program and the performance of the recipient;
49 USC § 5307 (b) (4)	Provide an opportunity for a public hearing in which to obtain the views of individuals on the proposed program of projects;



Citation	Requirement
49 USC § 5307 (b) (5)	Ensure that the proposed program of projects provides for the coordination of public transportation services assisted under section 5336 of this Title with transportation services assisted from other United States Government sources;
49 USC § 5307 (b) (6)	Consider comments and views received, especially those of private transportation providers, in preparing the final program of projects; and
49 USC § 5307 (b) (7)	Make the final program of projects available to the public.

State of North Dakota

Open Meetings Law

Open meeting provisions are found in both the North Dakota Constitution and the North Dakota Century Code:

Unless otherwise provided by law, all meetings of public or governmental bodies, boards, bureaus, commissions or agencies of the state or any political subdivision of the state, or organizations or agencies supported in whole or in part by public funds, or expending public funds, shall be open to the public.

Public Records Law

Open record provisions are found in both the North Dakota Constitution and the North Dakota Century Code:

Unless otherwise provided by law, all records of public or governmental bodies, boards, bureaus, commissions, or agencies of the state or any political subdivision of the state, or organizations or agencies are supported in whole or in part by public funds, or expending public funds, shall be public records, open and accessible for inspection during reasonable office hours.



2. Stakeholder Outreach Tools and Techniques

This section identifies stakeholders, as well as the tools and techniques available to solicit participation and input through the public engagement process.

The CDMPO is responsible for providing opportunities, whether directly or through the use of consultants, for stakeholder participation at key decision points. However, depending on the project, a customized approach may be necessary based on the subject, scope, timeframe, staff resources, as well as the potential public impact and level of interest in the project.

2.1. Stakeholders, Organizations, and Interest Groups

The CDMPO stakeholders include all who live, work, learn, play, and conduct business in the Metropolitan Planning Area as illustrated in Figure 1. of this document. This includes both existing and future generations of citizens. The CDMPO strives to study and plan for the wide range of interests, needs, and desires through a variety of studies and programs conducted.

Several organizations and interest groups, both formal and informal, are identified which may have a particular interest in transportation planning projects and/or public involvement opportunities. These groups are included in email distribution lists that the CDMPO uses to proactively distribute material about projects and opportunities for public information, input and engagement. The entire email distribution list or portions thereof may be contacted for special stakeholder input depending on the nature of the project being undertaken. The following are several of the organizations and interest groups that have been identified:

- Chambers of Commerce
- Business Associations
- Freight entities, logistics organizations, and railroad companies
- Transit providers, both public and private
- Advocacy groups for people with disabilities, low income, or minority groups
- Transportation providers for groups that lack access to private vehicles
- The media, including television, radio, print, and electronic means
- Governmental agencies
- Schools and universities
- Environmental organizations
- Social action groups and those representing diversity



- Public health
- First responders and emergency services
- Major employers, which may vary in size depending upon the project
- Organizations and individuals interested in providing public input on transportation projects

2.2. CDMPO Webpage (www.minotnd.gov/807/Metropolitan-Planning-Organization)

Presently, the CDMPO utilizes the City of Minot website, which includes a webpage dedicated to the CDMPO. The CDMPO webpage is the CDMPO's primary source for delivering information to the public. General information includes past and active projects, maps, meeting calendars, agendas and minutes, announcements of opportunity to comment, and draft and final versions of plans/studies. The information contained on the webpage provides an online archive of CDMPO's activities.

2.3. Social Media

At this time, the CDMPO does not have its own social media resources established and relies on member-jurisdictions to post through their already well-subscribed and followed accounts to disseminate awareness about CDMPO activities. The CDMPO intends to create and maintain its own social media accounts in the future as the organization continues to mature and evolve. Regardless, member-jurisdictions, with their existing following, will be critical to bring about additional awareness to CDMPO activities.

2.4. Email Notifications

The CDMPO provides the ability to register to receive automated e-mail notifications once TAC and Policy Board agendas and minutes are posted. This same technology will be applied as additional committees, temporary or permanent, are established by the CDMPO.

Any interested individual, business, or organization can subscribe to receive the aforementioned materials by registering on the City of Minot's webpage www.minotnd.gov. Any questions about registration may be directed to the Executive Director at john.vandyke@minotnd.gov.

2.5. Meetings

The CDMPO encourages participation of all citizens in the transportation planning and programming process. All Policy Board and TAC meetings as well as plan-related open houses are open to the public.



Meeting Locations

The CDMPO strives to find convenient ways for members of the public to attend its meetings. In addition to providing virtual meeting options (described below), meetings will be held in locations with good transit service, when possible, and in facilities that are accessible to mobility-impaired individuals.

For plans or studies with a defined study area, public meetings will be held, as is reasonably possible based on availability of existing facilities, within the respective geographic area being studied.

Virtual and Hybrid Meetings

Where technological resources are available and where they may be practicably incorporated into a meeting, the CDMPO will provide a virtual option to the public. The virtual meeting option may be requested by a member of the public and a direct link, if available, sent to the requestor.

It should be noted, the use of virtual meeting technology is not intended to completely replace in-person public involvement opportunities, which remain an important part of a balanced public involvement approach.

Consistent with applicable state and local requirements, in-person meetings will be held when and where a suitable physical location is available and such meetings can be safely conducted. Many in-person meetings will be set up as “hybrid” meetings that will provide an option for participants to join the meeting virtually via online meeting technology. Depending on the audience or group, some meetings will be held only in a virtual format, without an in-person option.



Meeting Days and Times

Meeting days and times vary according to its purpose:

CDMPO Policy Board & Advisory Committee Meetings

Communication with the elected officials and community representatives on the Policy Board and TAC is a cornerstone of our public involvement efforts. CDMPO staff provide detailed project updates as well as written materials at the regularly-scheduled monthly Policy Board and TAC meetings.

Public Input Sessions / Open Houses

Public input sessions and open houses are held for many of the CDMPO's plans and studies, at key decision points during the planning process to identify issues, review data collection and analysis, and comment on recommendations.

For plan-related public meetings and open houses, meeting days and times will be determined that will provide the most accessibility for attendees. Factors that will be considered are time of year, geographic area, availability of convenient and accessible meeting space, other community activities that may create conflict and compete with members of the public ability to attend, and general availability of identified primary stakeholders. Where possible, multiple meeting options will be provided at differing times and places throughout the community to achieve maximum participation.

Study Committees

Study-specific advisory groups or study committees are sometimes formed to advise or steer a project through completion. Study advisory group or committee members will be consulted about the best dates and times to meet.

Meeting Notices

All meetings are advertised in advance to provide adequate time for public participation or comment. Meeting notices are posted on the website and distributed by email to those registered to receive notices as described in more detail in the E-mail Notifications Subsection of this plan.

Meeting notices and agendas for Policy Board and TAC meetings are generally sent out one week prior to the date of the scheduled meeting. The same will generally apply to study-specific advisory group or study committee meetings.

Legal Notices

Legal notices are placed in the local paper of record (Minot Daily News) at the start of public comment periods to announce the dates and times that public meetings will be held for the Transportation Improvement Programs (TIPs), Metropolitan Transportation Plan (MTP) and Public Participation Plan (PPP).



Paid Display Ads

Paid display ads may be placed in local newspapers to promote selected meetings and events.

Special Accommodations

The CDMPO is committed to ensuring all individuals regardless of race, color, national origin, sex, age, physical ability or income have access to the CDMPO programs and planning efforts.

Public information documents, including meeting notices, will include text that makes it clear that individuals may request accommodation of special needs, so that they may fully participate in the meetings. The CDMPO will make every attempt to provide accommodation, including provision of interpreters, preparation of materials in large print, or other special formatted materials upon request, with at least five (5) days advance notice.

Meeting Formats

The purpose of project public input sessions or open houses is to hear from the public.

CDMPO staff will develop a meeting format that allows everyone to participate if they wish. This may mean giving a shorter presentation and/or setting reasonable time limits for speakers so that a few individuals do not monopolize the meeting (see “Public Comment Guidelines”, below)

Opportunities for Public Comment

CDMPO Policy Board and TAC meetings are open to the public and will include an “Opportunity for Public Comment” as a standing agenda item. Certain voting items, such as approval of draft and final MTPs, TIPs, and PPPs, will include an additional public comment opportunity at each of these respective meetings.

Public Comment Guidelines

Members of the public who wish to give comments at meetings of the CDMPO Policy Board and TAC will be asked to observe the following:

- State your name and organizational affiliation (if any)
- Comments will be limited to 3 minutes for each speaker
- The meeting Chair, with committee approval, has the option of closing or extending the amount of time allowed for public comments, depending on the number of people who wish to speak and the length of the meeting agenda
- Remarks should address the specific plan, study or document under consideration by the TAC or Policy Board
- Be respectful and constructive in dialogue



2.6. Discussion with CDMPO Staff Members

CDMPO staff members are available for one-on-one discussions about projects, plans and studies. Staff members may be contacted by phone, email or by mail as provided below:

Central Dakota Metropolitan Planning Organization

ATTN: John Van Dyke, Executive Director

10 3rd Ave SW

Minot, ND 58701

P: (701) 420.4524

E: john.vandyke@minotnd.gov

2.7. Surveys and Questionnaires

Citizen and stakeholder surveys, in both online and printed formats, are sometimes used to collect data and other relevant information to provide insight from a community perspective. This input is summarized and incorporated into the respective transportation plan or study.

2.8. Pop-Up Displays

The CDMPO sets up informational displays in high-traffic areas at transportation-related events such as events at the transit center or by coordinating with other local jurisdictions at their planning outreach events.

2.9. Staff Presentations

CDMPMO staff is generally available, as time allows and with adequate notice, to present information about its planning initiatives or to participate in panel discussions to area groups.



2.10. On-Site Project Messaging

The CDMPO produces signage for certain projects describing its features with information about how to get involved.

Posters and flyers with information about upcoming meetings may be posted in public locations and businesses adjacent to and within the study area or mailed directly to addresses in the study area.

2.11. Visualization Techniques

In all of the above settings and communication pieces, the CDMPO utilizes visualization techniques whenever possible (photos, drawings, flowcharts, maps, models, computer simulations, videos, or visual preference surveys) to communicate concepts.

2.12. News Media

Coverage by the local news media in the form of newspaper articles and TV news features provides the most widespread coverage about the CDMPO work. The CDMPO maintains a current list of contacts and notifies the local news media (radio, television, newspapers) by sending project-specific press releases on a project-by-project basis.



3. Public Participation Procedures

The following section provides a breakdown of procedures for each planning document or activity to ensure a robust public engagement process.

As the CDMPO has only recently formed, the following types of changes will be exempted from the public engagement process:

- Branding – As the CDMPO adopts branding standards, each document may be amended to include the necessary color schemes, logos, images, and other aesthetic modifications to the documents without soliciting for public comment.
- Staff or other contact information – To ensure updated contact information is included within each of the documents, individual or organization contact information that may be included within each of the documents may be amended as-necessary. This includes, but is not limited to, physical and electronic addresses, phone numbers, webpage(s)/website(s), individual/agency names and/or titles.

Every attempt will be made to incorporate these changes during a regularly scheduled update.

In addition, it should be noted that the CDMPO will establish its own social media accounts over time as staff resources allow. Until then, CDMPO intends to rely on member-jurisdiction social media accounts with existing community following. However, CDMPO does not have direct access or control of member-jurisdiction social media accounts and cannot ensure outreach occurs as provided in this document. Every effort will be made to bring additional awareness using social media where possible and available.

Table 4. Public Participation Procedures by Planning Document or Activity

Planning Document or Activity	Public Participation Procedures
3.1. Metropolitan Transportation Plan (MTP)	About the MTP: The official multi-modal transportation plan addressing no less than a 20-year planning horizon that the MPO develops, adopts and updates through the metropolitan transportation planning process, including a fiscally constrained list of projects. Development of the MTP includes an analysis of local trends, synthesis of recently completed corridor studies and sub-area plans, review of local transportation needs, and available funding, and includes general oversight by the MPO Executive Director and the Technical Advisory Committee. The MTP is reviewed by the public, MPO Executive Director, Technical Advisory Committee, North Dakota Department of Transportation, Federal Highway Administration and the Federal Transit Administration and is updated every five years.



Planning Document or Activity	Public Participation Procedures
	Depending on the scope of work for the MTP, public input opportunities may go above and beyond the minimum requirements established here. Public Participation: A minimum of one (1) public input meeting must be held for the completed draft MTP. This includes: • A legal notice or box ad is published in the Minot Daily News at least seven (7) calendar days prior to the meeting with information about the duration of the public comment period. • A minimum thirty (30) calendar day public comment and review period is required starting on the date of publication of the notice. • Publication of notice on the CDMPO webpage and/or project webpage and posted on CDMPO and/or member jurisdiction social media. • A press release is distributed to media outlets at least seven (7) calendar days prior to the meeting. • Where available, an email distribution to subscribers with information about the meeting will be sent at least seven (7) calendar days prior to the meeting. • An additional public input meeting and fifteen (15)-day comment period is required if substantial changes are made to the draft MTP after the initial public input meeting. All other public input opportunities during the planning process will be published on CDMPO webpage, through CDMPO and/or member-jurisdiction social media, and email distribution lists, where available. All other public input opportunities will include: • Public notice is posted at the location of the public input opportunity and/or posted at the member-jurisdiction's main offices no less than seven (7) days prior to the public input opportunity (in-person or virtual meeting).



Planning Document or Activity	Public Participation Procedures
	Adoption: The draft and final plan are made available for review on MPO webpage and at the CDMPO office. The draft MTP is reviewed by TAC, which makes a recommendation to the Policy Board. The Policy Board adopts the final MTP after considering and incorporating local, state, and federal comments. It is then reviewed and may be approved by local member jurisdictions through adoption of a resolution. The final product is made available following adoption on the MPO webpage and at the CDMPO office. Administrative Modifications and Amendments: <i>Administrative Modifications:</i> Administrative modifications are tantamount to technical corrections that do not require a coordinated review by the MPO, FHWA and FTA or a determination of conformity by these entities. Administrative modifications shall be inclusive, but not limited to the following: descriptive material, forecasts, databases, project costs (provided fiscal constraint is maintained) project descriptions, time frames, etc. No public notifications are required for administrative modifications. Administrative modifications may require coordination with the North Dakota Department of Transportation. Administrative modifications are approved by the Policy Board at the recommendation of the TAC. Public notice is not required. <i>Amendments:</i> The addition or deletion of any project or group of projects constitutes an amendment. An amendment to the MTP is subject to the requirements of the public participation process outlined above for the initial review and adoption of the MTP. The public notice requirements as outlined there should be followed for amendments to the MTP, using a fifteen (15)-day public comment period. Following the public input process, amendments are approved by the Policy Board following receipt of a recommendation from the TAC.



Planning Document or Activity	Public Participation Procedures
3.2. Transportation Improvement Program (TIP)	About the TIP (23 CFR § 450.326): The TIP is a detailed list of regionally significant, federally funded transportation projects by all jurisdictions and transit agencies in the MPO planning area, covering a period of at least four years and including capital and non-capital surface transportation projects, bicycle and pedestrian facilities, transit facilities, and other transportation enhancements and safety projects. The TIP is updated annually. Each year, the TIP development process includes the solicitation of eligible projects for inclusion from all jurisdictions and transit agencies within the MPO planning area, an analysis of fiscal capacity, and feedback from MPO committees. The CDMPO approved TIP will outline the required process for identification and prioritization of projects for the purpose of TIP development. The TIP also identifies the criteria for administrative modifications and amendments. Public Participation: The draft TIP is reviewed by NDDOT, FTA, FHWA, and local jurisdictions and transit agencies. At least one public input meeting, whether in-person and/or online, will be held during TIP development. The public input meeting may be incorporated into a regularly scheduled TAC or Policy Board meeting. The public input meeting is advertised via a legal notice or box ad published in Minot Daily News, which initiates the minimum thirty (30) calendar day public comment and review period. A legal notice or box ad must be published in the Minot Daily News at least seven (7) days prior to the required public input meeting. The public comment period announcement and notice of public input meeting may be consolidated into one advertisement. The public meeting or other input opportunities will be included on the CDMPO webpage, advertised through CDMPO and/or member-jurisdiction social media, and notifications sent to any email distribution lists, where available. A press release will be distributed to media outlets at least seven (7) days prior to the public input meeting. If substantive written or oral comments are received surrounding the draft TIP, either through the public involvement process or through the interagency consultation process, a summary, analysis, and report of the disposition of these comments shall be included in the final TIP.



Planning Document or Activity	Public Participation Procedures
	Should substantive changes be made to the draft TIP that was available for public review and comment, a further fifteen (15)-day comment period is required. Substantive changes are new material issues which interested parties could not reasonably have foreseen from the earlier public involvement efforts. Adoption: The draft TIP is reviewed by TAC, which makes a recommendation to Policy Board. The MPO Policy Board adopts the Final TIP after considering and incorporating local, state, and federal comments. Administrative Modifications and Amendments (23 CFR § 450.328): Changes to the TIP are defined as either administrative modifications or amendments. Administrative modifications to the TIP do not require public notifications but are announced to the TAC and Policy Board at regularly scheduled meetings. Amendments to the TIP are required if certain criteria are met, as will be identified in the adopted TIP. Public Participation and Adoption: Public participation requirements and notifications for TIP Amendments follow the same procedures as the annual update of the TIP except that a minimum 10-day comment period is required with the associated public notice. The amended draft TIP materials will be made available for review on the CDMPO webpage and CDMPO office. The final amended TIP will be made available for review on the CDMPO webpage and CDMPO office.
3.3. Unified Planning Work Program (UPWP)	About the UPWP: The UPWP is an annual or biennial statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work and resulting products, who will perform the work, time frames for completing the work, the cost of the work, and the source(s) of funds. A UPWP is completed annually and amended as-needed.



Planning Document or Activity	Public Participation Procedures
	Adoption: Public and stakeholder review is not required for the UPWP. The development process includes staff evaluating its planning funding availability, and regional planning tasks and needs with MPO communities and members to advance a draft UPWP. Needs are generally discussed and identified at monthly scheduled TAC meetings, which informs the creation of the draft UPWP. A draft UPWP is constructed by the CDMPO and presented to Policy Board for approval. Following approval of the draft UPWP, the document is sent to NDDOT, FHWA, and FTA for review and comment. Comments received from NDDOT, FHWA, and FTA are incorporated into the draft UPWP. The revised UPWP is presented to the Policy Board for final approval and sent to NDDOT, FHWA, and FTA to affirm the final UPWP. The adopted UPWP is made available on the CDMPO webpage. Administrative Modifications and Amendments: <i>Administrative Modifications:</i> An Administrative Modification is limited to adjustments totaling no more than ten (10) percent of funding allocated within a particular Section. For example, if \$1,000 was moved from Section A with a total budgeted amount of \$50,000 (2 percent of total) to Section B with a total budgeted amount of \$100,000 (1 percent of total) an administrative modification could be utilized to accommodate the adjustment. Administrative modifications are effected by the Executive Director, which informs the TAC and Policy Board at their next regularly scheduled meeting following the administrative modification. <i>Amendments:</i> Adjustments exceeding ten (10) percent are considered amendments. Amendments are processed by seeking a recommendation from the TAC and approval from the Policy Board. The draft amendment is followed by approval from NDDOT, FHWA, and FTA. Comments are incorporated into the amended UPWP, if any, and re-presented to Policy Board for final approval.



Planning Document or Activity	Public Participation Procedures
3.4. Public Participation Plan (PPP)	About the PPP: A document that defines a process for providing the public and all members of the transportation industry with reasonable opportunities to be informed about and involved in the metropolitan transportation planning process. The public participation plan is updated every five years or on an as-needed basis. The development process includes a review of past and potential new engagement practices to ensure the plan fits the needs of the community. Public Participation and Adoption: A minimum forty-five (45)-day public comment period is initiated when a legal notice or box ad is published in the Minot Daily News. On or before the minimum forty-five (45)-day public comment period is initiated, the following will occur: • The public input opportunity will be included on the CDMPO webpage, advertised through CDMPO and/or member-jurisdiction social media, and notifications sent to any email distribution lists, where available. • A press release will be issued on or before the initiation of the 45-day public comment and review period. • The PPP will be distributed to NDDOT, FHWA, FTA, and TAC for further review. • Notice of the public input opportunity will be distributed via email to subscribers, when an e-mail distribution list is available. • The draft PPP will be made available for review on the CDMPO webpage and CDMPO office. If substantive written or oral comments are received on the draft PPP, either through the public involvement process or through the interagency consultation process, a summary, analysis, and report of the disposition of these comments shall be included in the final PPP. Substantive changes are modifications to comment periods or public notice or public meeting requirements which interested parties could not reasonably have foreseen from the draft Plan.



Planning Document or Activity	Public Participation Procedures
	A legal public notice and minimum 15-day comment period are required if substantial changes are made to the draft PPP that was available for public review and comment. The same additional proactive outreach will occur as occurred for the original public comment period minus the press release. The final PPP will document the public involvement process, present a summary of all public comments received and demonstrate CDMPO's consideration and response to these comments. The final PPP is presented to the MPO Policy Board for approval after considering/incorporating local, state, and federal comments. Following adoption, the final PPP will be made available on the CDMPO webpage and at the CDMPO office.
3.5. Transit Development Plan (TDP)	About the TDP: The TDP is a short and mid-term plan for the active management of transit services for the region. It is updated every five (5) years or as-needed. The TDP references and is reinforced by the MTP. Depending on the scope of work for the TDP, public input opportunities may go above and beyond the minimum requirements established here. Public Participation and Adoption: A legal notice or box ad is published in the Minot Daily News at least seven (7) calendar days prior to the meeting with information about the duration of the public comment period. A minimum thirty (30) calendar day public comment and review period is required starting on the date of publication of the notice. Public input meetings and/or opportunities are published on the CDMPO webpage and/or project web page and posted on CDMPO and/or member jurisdiction social media. A press release is distributed to media outlets at least seven (7) calendar days prior to the meeting. In addition, where available, an email distribution to subscribers with information about the meeting will be sent at least seven (7) calendar days prior to the meeting. All other public input opportunities during the planning process will be published on CDMPO webpage, through CDMPO and/or member-jurisdiction social media, and email distribution lists, where available. A minimum of one (1) public input meeting must be held for the completed draft TDP. An additional public input meeting and fifteen (15)-day comment period is required if substantial changes are made to the draft TDP after the initial public input meeting.



Planning Document or Activity	Public Participation Procedures
	The draft TDP will be available for review on the CDMPO webpage and at the CDMPO office until a final plan is adopted. The draft TDP is reviewed by TAC, which makes a recommendation to the Policy Board. The Policy Board adopts the TDP after considering and incorporating local, state, and federal comments. It is then reviewed and may be approved by local member jurisdictions through adoption of a resolution. The final TDP will be available for review on the CDMPO webpage and at the CDMPO office. Amendments: Amendments to the TDP will follow public participation procedures as provided in the original adoption.
3.6. Other Corridor Studies and Sub-Area Plans	About Corridor Studies and Sub-Area Plans: As a follow-up to the MTP or TDP, CDMPO and member-jurisdictions frequently determine the need to study certain transportation corridors, transit facilities or services, or bicycle and pedestrian components for more in-depth analysis. Often, one of the significant reasons for conducting such studies is to gain input from the public on the needs and issues pertaining to the study area. In other instances, the significant reasons are more technical in nature, but usually include the sharing of information with the public and the gathering and consideration of public input. The scope of work for each project includes a public engagement plan, which will differ from one plan to another, but will generally include a plan for public meetings, online or in-person opportunities for input. The engagement plan will also include the method by which the general public and those directly affected by the plan or study will be notified about the study and opportunities for input. Depending on the scope of work for the plan or study, public input opportunities may go above and beyond the minimum requirements established here.



Planning Document or Activity	Public Participation Procedures
	Public Participation: A minimum of one (1) public input meeting must be held for the completed draft plan or study. An additional public input meeting and fifteen (15)-day comment period is required if substantial changes are made to the draft plan or study after the initial public input meeting. A legal notice or box ad is published in the Minot Daily News at least seven (7) calendar days prior to the meeting with information about the duration of the public comment period. A minimum fifteen (15) calendar day public comment and review period is required starting on the date of publication of the notice. Public input meetings or opportunities are published on the CDMPO webpage and/or project web page and posted on CDMPO and/or member jurisdiction social media. A press release is distributed to media outlets at least seven (7) calendar days prior to the meeting. In addition, where available, an email distribution to subscribers with information about the meeting will be sent at least seven (7) calendar days prior to the meeting. All other public input opportunities during the planning process will be published on CDMPO webpage, through CDMPO and/or member-jurisdiction social media, and email distribution lists, where available. Adoption: The draft plan or study will be available for review on the CDMPO webpage and at the CDMPO office until a final plan is adopted. The draft plan or study is reviewed by TAC, which makes a recommendation to the Policy Board. The Policy Board adopts the plan or study after considering and incorporating local, state, and federal comments. It is then reviewed and may be approved by local member jurisdictions through adoption of a resolution. The final plan or study will be available for review on the CDMPO webpage and at the CDMPO office.



4. Measuring Effectiveness

CDMPO staff has developed and will implement a range of metrics to gauge the efficacy of the CDMPO's public engagement efforts.

Due to the broad and disparate nature of public involvement, documentation of each and every incidence of public input is not realistic. However, the metrics provide a set of guideposts for CDMPO staff to track and measure the reach and effectiveness of public involvement efforts moving forward.

CDMPO staff will make efforts to document incidences as they apply to the below metrics (as applicable) and utilize this data to inform any future amendments or updates to the Public Participation Plan.

- Number of CDMPO public forums, workshops, and community meetings at which displays, presentations, discussions, and feedback occurred;
- Number of participants at public meetings and other events;
- Number of verbal and written comments received;
- Number of responses to surveys and interactive mapping exercises;
- Number of draft plans, reports, and other preliminary documents or surveys posted on CDMPO website for public comment;
- Number of social media posts, impressions, and reach, etc.;
- Number of visitors to project-specific web pages;
- Documentation of revisions to plans based on input;
- Extent to which demographics of public participants reflects the demographics of the local community.

Date: 07/26/2024

To: Wayne Zacher, MPO Coordinator, North Dakota Department of Transportation

From: John Van Dyke, Executive Director, Central Dakota Metropolitan Planning Organization

Subject: Administrative Modification #1 (AM1) - 2024 UPWP - CDMPO

Mr. Zacher,

Below outlines an administrative modification to Section 140 of the 2024 Unified Planning Work Program (UPWP). The effective date of this change is July 26, 2024.

The originally adopted 2024 UPWP planned for remodel of office space at the City of Minot Public Works building located at 1025 31st St SE, Minot, ND to accommodate the Executive Director. Since adoption of the 2024 UPWP, alternative space was identified at City of Minot City Hall located at 10 3rd Ave SW, Minot, ND that did not require utilization of the \$5,000 in capital expenditures denoted in Section 140 of the 2024 UPWP.

In addition, within Section 140, Memberships and Associations were originally budgeted at \$750. Costs of Association of Metropolitan Planning Organization (AMPO) membership dues are \$1,000 and American Planning Association (APA) dues are approximately \$800 annually for the Executive Director. In total, Memberships and Associations costs are estimated to be \$1,800.

The administrative modification adjusts capital expenditures downward by \$1,050 and Memberships and Associations upward by the same amount. There are no changes to the total program expenses for Section 140 and therefore this adjustment is handled via an administrative modification.

The aforementioned administrative modifications affect two tables, with one spanning pages 9-11 and another spanning pages 14 and 15. The administratively modified 2024 UPWP is attached to this memo illustrating the changes accordingly.

Following your review and any adjustments necessary to effect this administrative modification, this document will be posted to the Central Dakota MPO webpage to memorialize this change to the 2024 UPWP.

Thank you,



John Van Dyke

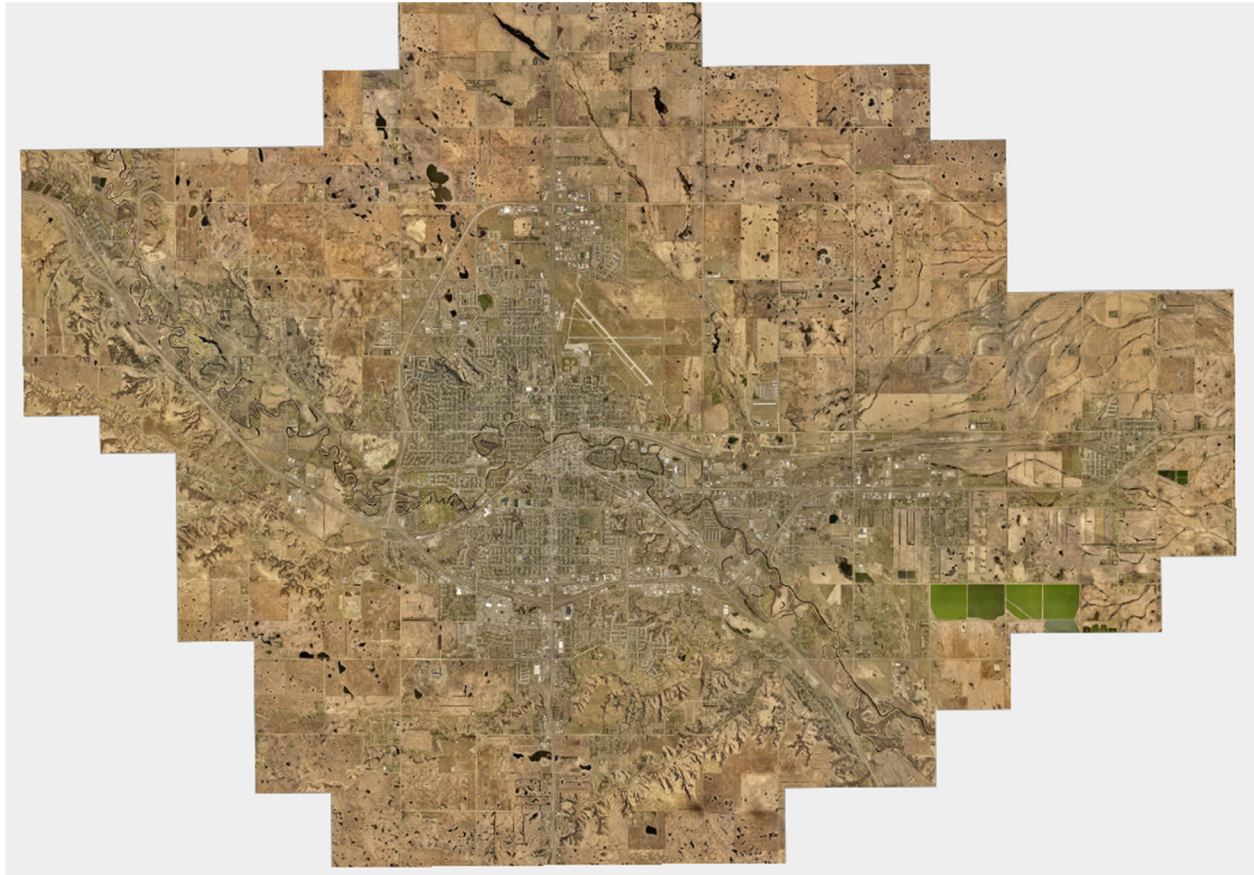
Executive Director, Central Dakota MPO

Attachments:

AM1 - Central Dakota MPO 2024 UPWP_07262024.pdf

2024 Work Program

Central Dakota Metropolitan Planning Organization



Executive Director: Vacant

Phone: 701-857-4100

Email: engineer@minotnd.gov

Mailing Address: PO Box 5006 Minot, ND 58702-5006

Physical Address: 1025 31st St SE Minot, ND 58701

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Introduction

The Central Dakota Metropolitan Planning Organization (CDMPO) was established in 2023 in response to the 2020 US Census. The Census identified the Cities of Minot and Surrey and areas of Ward County within the urbanized area. Collectively, these entities included the City of Burlington to be a part of the Metropolitan Planning Area, but not part of the urbanized area.

CDMPO is represented by these political subdivisions:

- City of Burlington
- City of Minot
- City of Surrey
- Ward County

The CDMPO is governed by a seven (7) member policy board. Current members of the policy board include:

Michael Thiesen – City of Surrey
Zach Walker, Vice Chair – City of Burlington
Howard “Bucky” Anderson – Ward County
John Fjeldahl, Chair – Ward County
Lisa Olson – City of Minot
Mark Jantzer – City of Minot
Harold Stewart – City of Minot

Each political subdivision may have one alternate member in the event the appointed member is unable to attend the policy board meeting. The alternate members include:

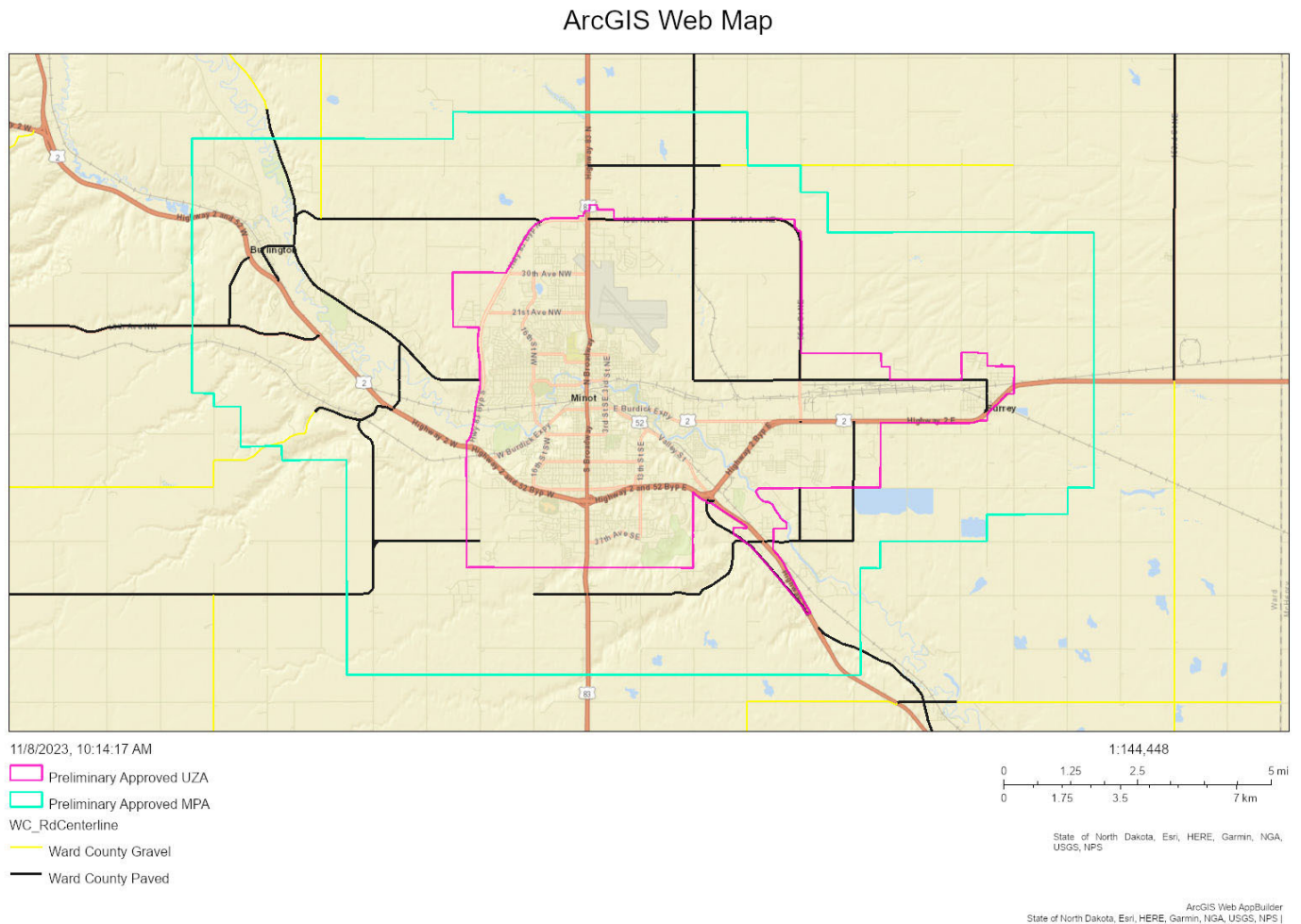
Jerick Hedges – City of Burlington
Steve Fennewall – City of Surrey
Carrie Evans – City of Minot
Shelly Weppner – Ward County

The policy board meets the fourth Thursday of each month (subject to change).
The policy board is advised by the technical advisory committee. Those members include:

Agency	Title
CDMPO	Executive Director
City of Burlington	City Auditor
City of Burlington	Public Works Director
City of Minot	City Engineer
City of Minot	Principle Planner
City of Minot	Transit Superintendent
City of Surrey	City Engineer
Ward County	County Engineer
Ward County	Planning & Zoning Administrator
NDDOT	Minot District Engineer
NDDOT	MPO Coordinator

The technical advisory committee meets the second Tuesday of each month (subject to change).

Map of CDMPO



Purpose of Unified Planning Work Program

This is the first unified planning work program (UPWP) of CDMPO. The purpose of the UPWP is to:

1. Provide a detailed description of all transportation related planning activities anticipated by the CDMPO within the metropolitan planning area during 2024.
2. Provide detailed work activities and budget information including local, state, and federal funding shares, to allow the state to document the requirements for planning grants distributed through the Federal Government.

Metropolitan Planning Factors

Federal planning statutes specify the scope of the planning process to be followed by the CDMPO in ten planning factors. According to federal planning statutes, the planning process shall be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that will address the following factors:

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.

CDMPO's work program elements are shown below with the corresponding Metropolitan Planning Factors each element addresses.

Work Program Element	Planning Factor									
	1	2	3	4	5	6	7	8	9	10
Section 100 - Program Support and Administration										
Section 110 - Program Support	X	X	X	X	X	X	X	X	X	X
Section 120 - Planning Work Program	X	X	X	X	X	X	X	X	X	X
Section 130 - Training and Travel	X	X	X	X	X	X	X	X	X	X
Section 140 - Program Expenses	X	X	X	X	X	X	X	X	X	X
Section 200 - Long-Range Transportation Planning										
Section 210 - Metropolitan Transportation Plan Development	X	X	X	X	X	X	X	X	X	X
Section 220 - Public Participation Plan	X				X	X	X	X	X	X
Section 300 - Short-Range Transportation Planning										
Section 310 - Transportation Planning Support and Coordination	X	X	X	X	X	X	X	X	X	X

2024 Planned Work Activities

2024's planned work activities will primarily consist of creating the foundation and structure of the MPO and starting work on planning activities. The primary activities include:

- Complete the 2024 UPWP
- Complete 3C agreement with NDDOT
- Hire an Executive Director
- Remodel and furnish the office space located at City of Minot Public Works
- Adopt Title VI program
- Adopt Public Participation Plan
- Develop website for the MPO
- Begin development of the Metropolitan Transportation plan

Section 100 – Program Support and Administration

Program Support and Administration activities include the coordination of Technical Advisory Committee (TAC) and Policy Board meetings, staff training and travel, preparing work programs, Title VI plan, website creation, and quarterly budget reports.

Section 110 – Program Support

Program support activities keep the Policy Board and TAC informed and meeting on a regular basis. Actions include record keeping of board and committee meetings, agendas and minutes, attending MPO activity meetings, Title VI program work, website development, and hiring an Executive Director. This activity will be complete at the end of 2024.

Section 120 – Planning Work Program

Planning Work Program activities include creation of the UPWP and amendments, 3C agreement, coordination with NDDOT, FHWA, FTA, and local sponsoring agencies. Also included are quarterly reports, reimbursement forms, and office accounting. The annual budget is assembled and coordinated with the City of Minot's finance and administration departments. This activity will be complete at the end of 2024.

Section 130 – Training and Travel

Training and Travel includes all costs to attend MPO director's meetings, workshops, conferences, and other professional development activities. This activity will be complete at the end of 2024.

Section 140 – Program Expenses

Program expenses are the costs necessary to maintain the CDMPO office including but not limited to supplies, printing and mailing, utilities, office remodel and furnishing, computer and software, and rent. Also included are the costs of staff PTO and holiday pay. This activity will be complete at the end of 2024.

Section 200 – Long-Range Transportation Planning

The Long-Range Transportation Planning element includes activities that develop, implement, and provide necessary support data for the Metropolitan Transportation Plan (MTP). This section also includes public outreach and environmental justice activities.

Section 210 – Metropolitan Transportation Plan Development

Because CDMPO is new, a MTP does not exist. The City of Minot and Ward County have corridor studies and long-range plans, but not a full encompassing document for the Metropolitan Planning Area.

The Metropolitan Planning Area's model must be developed. The NDDOT partners with the Advanced Traffic Analysis Center (ATAC) through North Dakota State University's Upper Great Plains Transportation Institute. The costs of building this model will be included in the MPO budget for this activity.

In addition, a consultant will be hired to develop the MTP. This process will likely start in 2024 and must be completed by end of year 2026. The costs of developing the plan will be the primary expense the MPO has over the next two years.

Section 220 – Public Participation Plan

The public involvement plan will outline different ways to involve people in transportation planning. It is critical to CDMPO to involve individuals and organizations representing wide variety of experiences and perspectives in regards to transportation planning.

In 2024, the plan's goals and objectives will be developed and will be used for all public involvement activities. This activity will be complete at the end of 2024.

Section 300 – Short-Range Transportation Planning

Activities in this section will focus on providing input and coordination with local agencies inside the MPA. The Executive Director will coordinate with planning departments on development proposals, transit planning, and other planning initiatives.

Section 310 – Transportation Planning Support and Coordination

The Executive Director will coordinate with planning departments on development proposals, transit planning, and other planning initiatives. This activity will be complete at the end of 2024.

UPWP Funding

Total Revenue

Revenue for CDMPO comes from a combination of federal and local funds. The total federal funds allocated to the CDMPO is \$489,673.00. The total local funding is a 20% match of the federal funding which equals \$122,418.25. Each local political subdivision allocates match based on the latest decennial census. The local match breakdown is as follows: Burlington 2%, Surrey 2%, Ward County 27%, and Minot 69%. The dollar amounts are shown in the table below.

CDMPO Revenue	
Funding Source	Amount
Federal Funds	\$ 489,673.00
Local Funds	\$ 122,418.25
Local Funding Allocation	
Burlington Local Match	\$ 2,448.37
Minot Local Match	\$ 84,468.59
Surrey Local Match	\$ 2,448.37
Ward County Local Match	\$ 33,052.93
Total Revenue	\$ 612,091.25

Total Expenses

The expenses shown below are based on several assumptions for the 2024 budget since the CDMPO has no historical expense data. Many of the budget line items are modeled after the City of Minot's Engineering Department costs. The salary is an estimated number based on the assistant city engineer's salary with benefits based off a family insurance plan, and other City of Minot benefits.

The furniture & equipment and capital infrastructure line items have several start up costs associated with them such as office furniture and office remodel costs. The budget line items will be refined as cost history is developed over the next few years.

2024 CDMPO Expenses		
Salaries		2024 Budget
All	1 Executive Director	\$ 119,975.00
Sec. 110	Accountant	\$ 15,527.75
Benefits		
Sec. 110	Health Insurance	\$ 24,358.00
Sec. 111	Life Insurance	\$ 59.00
Sec. 112	Medicare	\$ 1,761.00

Sec. 113	NDPERS	\$ 12,374.00
Sec. 114	Short Term Disability	\$ 977.00
Sec. 115	Long Term Disability	\$ 584.00
<i>Professional Services</i>		
Sec. 210	Consultants	\$ 322,800.00
Sec. 140	Other Professional Services	\$ 7,500.00
Sec. 140	Memberships & Associations	\$ 750 1,800.00
<i>Repair & Maintenance</i>		
Sec. 140	Structure RPR & MTCE	\$ 750.00
Sec. 140	Pest Control RPR & MTCE	\$ 100.00
Sec. 140	Security System RPR & MTCE	\$ 25.00
Sec. 140	IT MTCE & Repair Agreements	\$ 840.00
Sec. 140	Rentals	\$ 17,364.33
<i>Other Purchased Services</i>		
Sec. 140	General Liability Insurance	\$ 500.00
Sec. 140	Building & Contents Insurance	\$ 550.00
Sec. 140	Inland Marine Insurance	\$ 220.00
Sec. 140	Cyber Security Insurance	\$ 133.00
Sec. 140	Telephone Services	\$ 1,500.00
Sec. 140	Advertising	\$ 7,500.00
Sec. 130	Travel Costs	\$ 4,430.00
Sec. 130	Education & Training	\$ 800.00
Sec. 140	Postage & Shipping	\$ 500.00
<i>Operation Supplies</i>		
Sec. 140	DPMT Materials & Supplies	\$ 800.00
Sec. 140	Furniture & Equipment	\$ 5,190.00
Sec. 140	Copier & Printer Supplies	\$ 500.00
Sec. 140	Books & Subscriptions	\$ 500.00
<i>Utilities</i>		
Sec. 140	Natural Gas	\$ 148.00
Sec. 140	Electricity	\$ 337.00

<i>Capital Improvements</i>		
Sec. 140	Capital Infrastructure	\$ 5,000 3,950.00
	Department Total	\$ 554,353.08

CDMPO Labor Cost

The table below shows the CDMPO labor costs breakdown based on the salary and benefit totals.

CDMPO Labor Cost	
	Executive Director
2024 Hours	2080
Wage per hour	\$ 57.68
Benefits per hour	\$ 17.13
Total Hourly Rate	\$ 74.81
	Accountant
2024 Hours	475
Wage per hour	\$ 32.69
Benefits per hour	\$ 9.42
Total Hourly Rate	\$ 42.11

Program Funding

Shown in the tables below are the funding allocations for each program within the UPWP.

Section 110- Program Support and Administration

Section 110 - Program Support and Administration	Executive Director & Accountant (hr)	Total Cost
Total Hours	716	\$ 53,567.47
Total Expenses (Accountant)	475	\$ 20,000.75
Section 110 - Program Support and Administration Total	1191	\$ 73,568.22

	Section 110 - Program Support and Administration	Executive Director (hr)	Total Cost
	Hours		
Program Support	1. Prepare agendas and minutes for CDMPO PB meetings	60	\$ 4,488.89
	2. Prepare agendas and minutes for CDMPO TAC meetings	60	\$ 4,488.89
	3. Attending CDMPO related meetings throughout the state	68	\$ 5,087.41
	4. MPO By-laws, Website Development, Hire Exec. Director, Title VI, Administrative Policy Development	528	\$ 39,502.27
	Total Hours	716	\$ 53,567.47
	Expenses		
	Accounting - Extra Help	475	\$ 20,000.75
	See Section 130 Training and Travel		
	Total Expense		\$ 20,000.75

Section 110 - Funding Allocation			
Entity	Local	Federal	Total
Federal		\$ 58,854.58	
Burlington	\$ 294.27		
Surrey	\$ 294.27		
Minot	\$ 10,152.41		
Ward County	\$ 3,972.68		
Other			
Total	\$ 14,713.64	\$ 58,854.58	\$ 73,568.22

Section 120- Planning Work Program

Section 120 - Planning Work Program	Executive Director (hr)	Total Cost
Total Hours	428	\$ 32,020.78
Total Expenses		\$ -
Section 120 - Planning Work Program	428	\$ 32,020.78

	Section 120 - Planning Work Program	Executive Director (hr)	Total Cost
	Hours		
Planning Work Program	1. Prepare UPWP and Amendments, 3C Agreement	168	\$ 12,568.90
	2. CDMPO Reporting	260	\$ 19,451.88
	Total Hours	428	\$ 32,020.78
	Expenses		
	N/A		

Section 120 - Planning Work Program			
Entity	Local	Federal	Total
Federal		\$ 25,616.62	
Burlington	\$ 128.08		
Surrey	\$ 128.08		
Minot	\$ 4,418.87		
Ward County	\$ 1,729.12		
Other			
Total	\$ 6,404.16	\$ 25,616.62	\$ 32,020.78

Section 130- Training and Travel

	Section 130 - Training and Travel	Executive Director (hr)	Total Cost
Total Hours		72	\$ 5,386.67
Total Expenses			\$ 5,230.00
Section 130 - Training and Travel		72	\$ 10,616.67

	Section 130 - Training and Travel	Executive Director (hr)	Total Cost
	Hours		
Training and Travel	1. Attend trainings and conferences	72	\$ 5,386.67
	Total Hours	72	\$ 5,386.67
	Expenses		
	Training		\$ 800.00
	Travel		\$ 4,430.00
	Total Expense		\$ 5,230.00

Section 130 - Training and Travel			
Entity	Local	Federal	Total
Federal		\$ 8,493.34	
Burlington	\$ 42.47		
Surrey	\$ 42.47		
Minot	\$ 1,465.10		
Ward County	\$ 573.30		
Other			
Total	\$ 2,123.33	\$ 8,493.34	\$ 10,616.67

Section 140- Program Expenses

Section 140 - Program Expenses	Executive Director (hr)	Total Cost
Total Hours	120	\$ 8,977.79
Total Expenses		\$ 50,707.33
Section 140 - Program Expenses	120	\$ 59,685.12

	Section 140 - Program Expenses	Executive Director (hr)	Total Cost
	Hours		
Program Expenses	1. PTO and Holidays	120	\$ 8,977.79
	Total Hours	120	\$ 8,977.79
	Expenses		
	Professional Services - Legal		\$ 7,500.00
	Memberships & Associations		\$ 750.00 1,800.00
	Structure RPR & MTCE		\$ 750.00
	Pest Control RPR & MTCE		\$ 100.00
	Security System RPR & MTCE		\$ 25.00
	IT MTCE & Repair Agreements		\$ 840.00
	Rentals		\$ 17,364.33
	General Liability Insurance		\$ 500.00
	Building & Contents Insurance		\$ 550.00
	Inland Marine Insurance		\$ 220.00
	Cyber Security Insurance		\$ 133.00
	Telephone Services		\$ 1,500.00

	Advertising	\$ 7,500.00
	Postage & Shipping	\$ 500.00
	Department Materials & Supplies	\$ 800.00
	Furniture & Equipment	\$5,190.00
	Copier & Printer Supplies	\$ 500.00
	Books & Subscriptions	\$ 500.00
	Natural Gas	\$ 148.00
	Natural Gas	\$ 337.00
		\$
	Capital Infrastructure	5,000.00 3,950
	Total Expense	\$ 50,707.33

Section 140 - Program Expenses			
Entity	Local	Federal	Total
Federal		\$ 47,748.10	
Burlington	\$ 238.74		
Surrey	\$ 238.74		
Minot	\$ 8,236.55		
Ward County	\$ 3,223.00		
Other			
Total	\$ 11,937.02	\$ 47,748.10	\$ 59,685.12

Section 210- Metropolitan Transportation Plan Development

Section 210 - Metropolitan Transportation Plan Development	Executive Director (hr)	Total Cost
Total Hours	520	\$ 38,903.75
Total Expenses		\$ 322,800.00
Section 210 - Metropolitan Transportation Plan Development	520	\$ 361,703.75

	Section 210 - Metropolitan Transportation Plan Development	Executive Director (hr)	Total Cost
	Hours		
MTP Development	1. Staff Work Hours	520	\$ 38,903.75
	Total Hours	520	\$ 38,903.75
	Expenses		
	Contract with ATAC for MTP model setup		\$ 65,000.00
	MTP Consultant Contract		\$ 250,000.00
	Complete Streets		\$ 7,800.00

	Total Expenses	\$ 322,800.00
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Section 210 - Metropolitan Transportation Plan Development			
Entity	Local	Federal	Total
Federal		\$ 289,363.00	
Burlington	\$ 1,446.82		
Surrey	\$ 1,446.82		
Minot	\$ 49,915.12		
Ward County	\$ 19,532.00		
Other			
Total	\$ 72,340.75	\$ 289,363.00	\$ 361,703.75

Section 220- Public Participation Plan

Section 220 - Public Participation Plan	Executive Director (hr)	Total Cost
Total Hours	120	\$ 8,977.79
Total Expenses		\$ -
Section 220 - Public Participation Plan	120	\$ 8,977.79

	Section 220 Public Participation Plan	Executive Director (hr)	Total Cost
	Hours		
Public Participation Plan	1. Prepare Public Participation Plan	120	\$ 8,977.79
	Total Hours	120	\$ 8,977.79
	Expenses		
	N/A		

Section 220 - Public Participation Plan			
Entity	Local	Federal	Total
Federal		\$ 7,182.23	
Burlington	\$ 35.91		
Surrey	\$ 35.91		
Minot	\$ 1,238.93		
Ward County	\$ 484.80		
Other			
Total	\$ 1,795.56	\$ 7,182.23	\$ 8,977.79

Section 310- Transportation Planning Support and Coordination

Section 310 - Transportation Planning Support and Coordination	Executive Director (hr)	Total Cost
Total Hours	104	\$ 7,780.75
Total Expenses		\$ -
Section 310 - Transportation Planning Support and Coordination	104	\$ 7,780.75

	Section 310 - Transportation Planning Support and Coordination	Executive Director (hr)	Total Cost
	Hours		
Transportation Planning Support and Coordination	1. Planning support and coordination with other agencies	104	\$ 7,780.75
	Total Hours	104	\$ 7,780.75
	Expenses		
	N/A		

Section 310 - Transportation Planning Support and Coordination			
Entity	Local	Federal	Total
Federal		\$ 6,224.60	
Burlington	\$ 31.12		
Surrey	\$ 31.12		
Minot	\$ 1,073.74		
Ward County	\$ 420.16		
Other			
Total	\$ 1,556.15	\$ 6,224.60	\$ 7,780.75

Program Funding Summary

The tables below show a total summary of all program hours and expenses.

Total Program Hours and Expenses	Executive Director (hr)	Total Cost
Total Hours	2555	\$ 155,615.00
Total Expenses		\$ 398,738.08
Total Program Hours and Expenses	2555	\$ 554,353.08

Total Program Cost Share	Total Cost
Total Local Cost	\$ 110,870.62
Total Federal Cost	\$ 443,482.47
Total Program Hours and Expenses	\$ 554,353.08

Total Program Local Share	Total Cost
Burlington	\$ 2,217.41
Surrey	\$ 2,217.41
Minot	\$ 76,500.73
Ward County	\$ 29,935.07
Total Program Hours and Expenses	\$ 110,870.62

Adoption

The Central Dakota Metropolitan Planning Organization has adopted the 2024 Unified Planning Work Program on _____, _____.

John Fjeldahl, Chairman

Date

Appendix 1 – 3C Agreement

Central Dakota Metropolitan Planning Organization

2024 Unified Planning Work Program Mid-year Quarterly Report

**UPWP Activities
Effective:**

June 11 – June 30, 2024





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Introduction

The Central Dakota Metropolitan Planning Organization (CDMPO) 2024 Unified Planning Work Program (UPWP) Contract was executed on June 11, 2024. Prior to this date, the CDMPO was solely relying upon State Planning and Research (SPR) funds through a contract between the City of Minot and the North Dakota Department of Transportation (NDDOT). Certain activities have been accomplished through use of SPR funds, such as hiring an executive director and Title VI program work, that will not be included in this report.

For administrative ease, the 2024 UPWP for staff wages was delayed until June 17, 2024, the beginning of a pay period. Therefore, there are no financial impacts to the 2024 UPWP between June 11, 2024 and June 17, 2024 for staff wages and benefits. This report provides those hours and expenses between June 17, 2024 and June 30, 2024.

Section 110

Program support activities keep the Policy Board and TAC informed and meeting on a regular basis. Actions include record keeping of board and committee meetings, agendas and minutes, attending MPO activity meetings, Title VI program work, website development, and hiring an Executive Director. This activity will be complete at the end of 2024.

The Executive Director utilized twenty-one hours finalizing TAC minutes, preparing the agenda and attending the June MPO Policy Board meeting on June 27, 2024. In addition, some hours have been spent focused on gaining access to City of Minot programs such as ArcGIS, internal programs related to HR and finance, and other physical and electronic access that is common for new employees to traverse in the first few weeks of employment.

The accountant position utilized four hours during this timeframe to assemble reports and coordinate efforts with the Executive Director. Hours for the accountant position are assigned to expenses in the 2024 UPWP.

This item has been handled monthly through the SPR grant noted in the introduction section of this report. Therefore, the activities that fall within this Section are fifty percent complete for the calendar year.

Table 1. Section 110 Progress Table

Percent Complete	50%
Hours Utilized/Hours Allotted	25 (2.1%)/1,191
Expenses/Expenses Allotted	\$206.88/\$20,000.75
Budget Expended/Budget Remaining	\$1,733.16/\$71,835.06



Section 120

Planning Work Program activities include creation of the UPWP and amendments, 3C agreement, coordination with NDDOT, FHWA, FTA, and local sponsoring agencies. Also included are quarterly reports, reimbursement forms, and office accounting. The annual budget is assembled and coordinated with the City of Minot's finance and administration departments. This activity will be complete at the end of 2024.

Thirty hours were spent on collecting data and input, and drafting estimates and tables for the 2025 UPWP. This information was presented to Policy Board at the June 27, 2024 meeting for consideration.

As with Section 110, these activities were handled under the SPR funding previously, which included creation of the 2024 UPWP, 3-C Agreement, presentation and adoption of each by the Policy Board, and executing the 2024 UPWP contract. Therefore, the activities that fall within this Section are fifty percent complete for the calendar year.

Table 2. Section 120 Progress Table

Percent Complete	50%
Hours Utilized/Hours Allotted	30 (7.0%)/428
Expenses/Expenses Allotted	N/a
Budget Expended/Budget Remaining	\$2,180.40/\$29,840.38

Section 130

Training and Travel includes all costs to attend MPO director's meetings, workshops, conferences, and other professional development activities. This activity will be complete at the end of 2024.

All travel and training activities occurred under SPR funding, which included travel to and from Bismarck, ND to attend the Transportation Asset Management Program (TAMP) training. Travel and training that will affect the 2024 UPWP, such as the AMPO Fall Conference in Salt Lake City, UT and bi-annual ND MPO Director's in-person meetings, will occur in the coming months and be included on a subsequent report. Therefore, the activities that fall within this Section are zero percent complete for the calendar year.

Table 3. Section 130 Progress Table

Percent Complete	0%
Hours Utilized/Hours Allotted	0 (0.0%)/72
Expenses/Expenses Allotted	\$0/\$5,230.00
Budget Expended/Budget Remaining	\$0/\$10,616.67



Section 140

Program expenses are the costs necessary to maintain the CDMPO office including but not limited to supplies, printing and mailing, utilities, office remodel and furnishing, computer and software, and rent. Also included are the costs of staff PTO and holiday pay. This activity will be complete at the end of 2024.

CDMPO was reliant on SPR funding to purchase a computer, cell phone, and other electronic/necessary equipment to support day-to-day activities. Further, alternative office arrangements were identified that placed the Executive Director at an existing office at City Hall, located at 10 3rd Ave. SW, Minot, ND. Originally, the budget included costs associated with construction of an office space at 1025 31st St. SE, Minot, ND. These expenses will not be incurred. Further, rent costs were originally estimated at \$17,364.33 annually and is likely to be reduced to \$3,100 for the year following additional discussions with the City of Minot. A lease agreement is currently being established and, once finalized, expenses will be billed for the duration of occupancy by the Executive Director, which started on May 20, 2024.

No expenses were billed to the 2024 UPWP for this reporting period. There were three and one-half (3.5) hours of Paid-Time-Off (PTO) that impact the 2024 UPWP. Given equipment has been purchased, approximately half of the calendar years holidays and PTO opportunity has passed, this Section may be considered fifty (50) percent completed.

Table 4. Section 140 Progress Table

Percent Complete	50%
Hours Utilized/Hours Allotted	3.5 (2.9%)/120
Expenses/Expenses Allotted	\$0/\$50,707.33
Budget Expended/Budget Remaining	\$254.38/\$59,430.74



Section 210

Because CDMPO is new, a MTP does not exist. The City of Minot and Ward County have corridor studies and long-range plans, but not a full encompassing document for the Metropolitan Planning Area.

The Metropolitan Planning Area's model must be developed. The NDDOT partners with the Advanced Traffic Analysis Center (ATAC) through North Dakota State University's Upper Great Plains Transportation Institute. The costs of building this model will be included in the MPO budget for this activity.

In addition, a consultant will be hired to develop the MTP. This process will likely start in 2024 and must be completed by end of year 2026. The costs of developing the plan will be the primary expense the MPO has over the next two years.

Activities surrounding MTP development all fell under SPR funding. This included creation and solicitation of requests for qualifications, review of proposals, consultant interviews, and contract negotiation with the selected consultant. Further, it was planned that there would be a \$65,000 expense for the Advanced Traffic Analysis Center (ATAC) to establish a base-year model to be utilized in the creation of the MTP. This expense was subsequently incurred by North Dakota Department of Transportation through a separate contract directly with ATAC.

Overall, the project is approximately ten (10) percent complete as programmed for 2024 and will ramp up in the coming months as the selected consultant begins accomplishing tasks.

Table 5. Section 210 Progress Table

Percent Complete	10%
Hours Utilized/Hours Allotted	0 (0.0%)/520
Expenses/Expenses Allotted	\$0/\$322,800
Budget Expended/Budget Remaining	\$0/\$361,703.75



Section 220

The public involvement plan will outline different ways to involve people in transportation planning. It is critical to CDMPO to involve individuals and organizations representing wide variety of experiences and perspectives in regards to transportation planning.

In 2024, the plan's goals and objectives will be developed and will be used for all public involvement activities. This activity will be complete at the end of 2024.

All work toward this Section has been incurred under the 2024 UPWP. A total of 24.5 hours was performed by the Executive Director toward the creation of the CDMPO inaugural Public Participation Plan (PPP). This included review of several other MPO PPPs and the initial assemblage of the CDMPO PPP document.

Table 6. Section 220 Progress Table

Percent Complete	20.4%
Hours Utilized/Hours Allotted	24.5 (20.4%)/520
Expenses/Expenses Allotted	N/a
Budget Expended/Budget Remaining	\$1,780.66/\$7,197.13

Section 310

The Executive Director will coordinate with planning departments on development proposals, transit planning, and other planning initiatives. This activity will be complete at the end of 2024.

Given there was no staff until May 20, 2024 when an executive director was hired, only one (1) hour of member-jurisdiction coordination has been performed under the 2024 UPWP contract during the reporting period.

Table 7. Section 310 Progress Table

Percent Complete	1.0%
Hours Utilized/Hours Allotted	1.0 (1.0%)/104
Expenses/Expenses Allotted	N/a
Budget Expended/Budget Remaining	\$72.68/\$7,708.07