

# ROCOG

ROCHESTER-OLMSTED COUNCIL OF GOVERNMENTS



## Unified Planning Work Program

2025-2026

ADOPTED SEPTEMBER 2024

# Rochester-Olmsted Council of Governments (ROCOG) Unified Planning Work Program

For Calendar Years  
2025 - 2026

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## TITLE VI NOTICE TO THE PUBLIC

The Rochester Olmsted Council of Governments (ROCOG) operates its programs without regard to race, color, or national origin. If you believe you have been aggrieved by an unlawful discriminatory practice, or wish to request more information about ROCOG's obligations under Title VI of the Civil Rights Act of 1964, please contact us via telephone or email at the contact information provided above.

A Title VI complaint may also be made by calling Minnesota Department of Transportation Office of Civil Rights at 651-366-3071 or submitting an online complaint form (<https://www.dot.state.mn.us/civilrights/nondiscrimination-complaint-form.html>).

Hard copy complaint forms are available in Spanish and Somali from MnDOT upon request.



## A RESOLUTION APPROVING THE ROCOG 2025-2026 UNIFIED PLANNING WORK PROGRAM AND AUTHORIZING EXECUTION OF AGREEMENTS

**WHEREAS**, the Policy Board of the Rochester-Olmsted Council of Governments, after due consideration, hereby makes the following findings:

1. The 2025-2026 Unified Planning Work Program (UPWP) for the Rochester-Olmsted Council of Governments (ROCOG) provides for a comprehensive transportation planning program in keeping with the policies of ROCOG.

**WHEREAS**, the UPWP requires that agreements with funding agencies be entered into and that the ROCOG Chair and Executive Director be authorized to execute said agreements;

**WHEREAS**, the UPWP includes an estimate of hours and costs for various tasks. During the course of work on certain tasks estimates may understate or overstate the needed level of effort, and minor amendments to the UPWP may be needed to better align project budgets with expenditures;

**WHEREAS**, in accordance with 23 CFR 450.336(a), the Rochester-Olmsted County Council of Governments hereby certifies that the metropolitan transportation planning process is addressing major issues facing the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

- 1) 23 U.S.C. 134 and 49 U.S.C. 5303, and this subpart;
- 2) 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) 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 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT 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

Resolution No. 2024-07



10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR 27 regarding discrimination against individuals with disabilities.

**IN CONSIDERATION OF THESE FINDINGS, IT IS HEREBY RESOLVED** by the Rochester-Olmsted Council of Governments that:

1. The 2025-2026 Unified Planning Work Program for the Rochester-Olmsted Council of Governments is hereby approved;
2. The ROCOG 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. ROCOG 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 MnDOT and FTA/FHWA will require formal action by ROCOG Policy Board; and
5. The Executive Director is authorized, without action by the Policy Board but with notice provided to the Board, to enter into administrative amendments to the UPWP per the policy of MnDOT and FTA/FHWA as may be necessary.

Upon motion by Mr. Kappers, seconded by Mr. Keane, this 25th day of September, 2024.

ROCHESTER-OLMSTED COUNCIL OF GOVERNMENTS

By: *Diana Connelly* Chairman

Diana Connelly, Vice Chair, ROCOG

ATTEST:

*Allison Sosa*  
Allison Sosa, Executive Director, ROCOG

Date:

*9/25/24*

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## Rochester-Olmsted Council of Governments (ROCOG) Organizational Background

ROCOG is the Metropolitan Planning Organization for Olmsted County. Since its organization as a joint-powers entity in 1972, ROCOG has been responsible for facilitating a Continuing, Cooperative, and Comprehensive planning process in accordance with Federal regulations.

### ROCOG Representation

**Counties:** Olmsted

**Cities:** Byron, Chatfield, Dover, Eyota, Oronoco, Pine Island, Rochester, and Stewartville

**Townships:** Cascade, Dover, Elmira, Eyota, Farmington, Haverhill, High Forest, Kalmar, Marion, New Haven, Orion, Oronoco, Pleasant Grove, Quincy, Rochester, Rock Dell, Salem, Viola.

ROCOG is governed by a 16-member Board and advised by a 19-member Transportation Technical Advisory Committee (TTAC). Members of ROCOG Staff include Allison Sosa, Executive Director, Charlie Reiter, Principal Planner, Muhammad Khan, Principal Planner, and Jarrett Hubbard, Principal Planner.

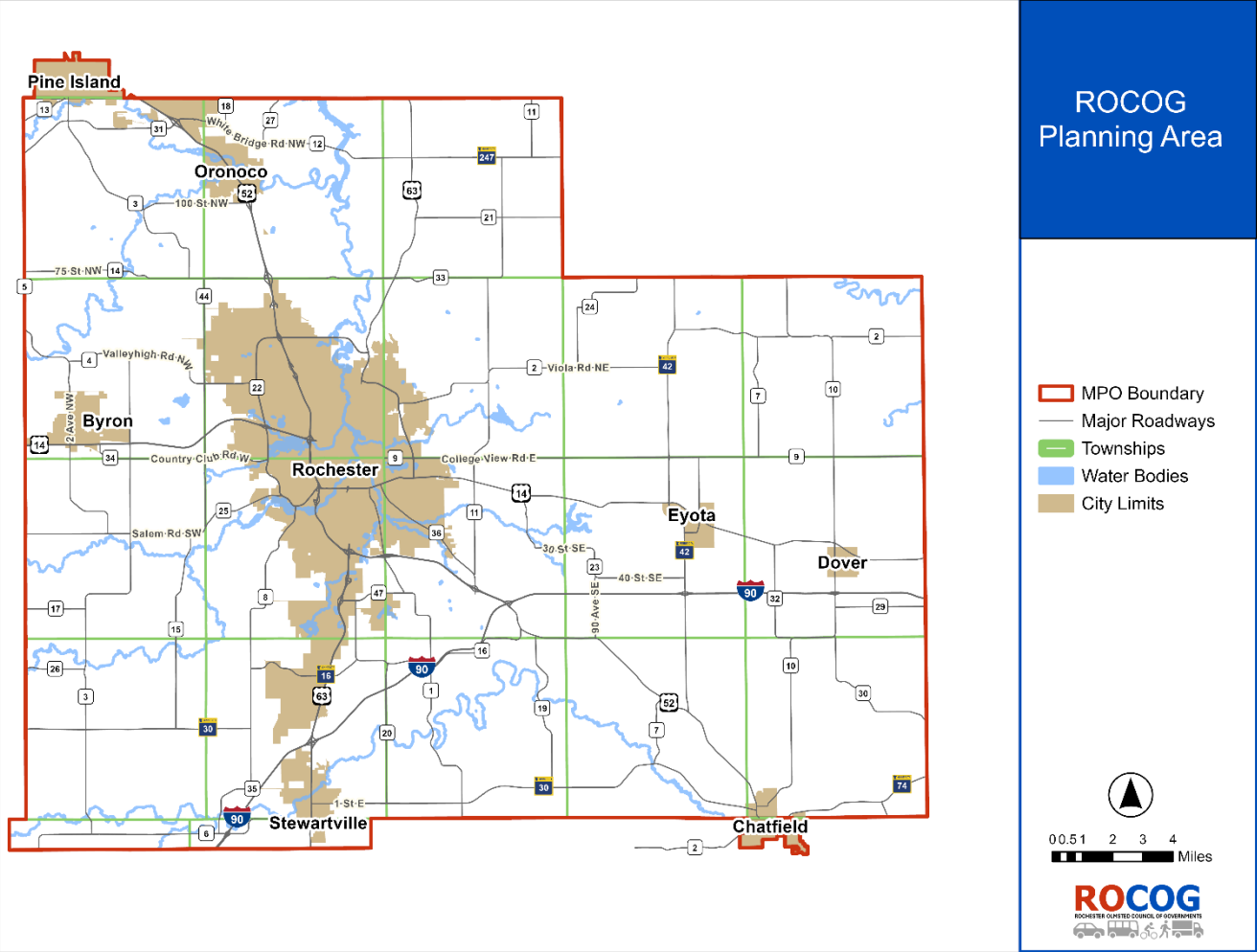
#### ROCOG POLICY BOARD – meets fourth Wednesday of each month at noon

2024 Policy Board Member	Representation
City of Rochester Council Member Representative	4
City of Rochester Mayor	1
Olmsted County Board of Commissioner Representative	3
Small City Representative	3
Township Representative	2
Rochester Public School Representative	1
Community Representative	2
<b>Total</b>	<b>16</b>

#### ROCOG TTAC – meets second Wednesday of each month at 10am

Local Jurisdiction	Number of Representatives
ROCOG (Olmsted County Planning Dept.)	4
MnDOT Central Office	2
MnDOT District 6	2
FHWA – Minnesota Office	1
Rochester Public Transit	1
Rochester Public Works Dept.	2
Olmsted County Public Works Dept.	2
Township Road Authorities	1
Small Cities Road Authorities	2
Rochester Community Development Dept.	1
Prairie Island Indian Community	1
<b>Total</b>	<b>19</b>

# ROCOG Planning Area Map



## Introduction to the Unified Planning Work Program (UPWP)

The Unified Planning Work Program (UPWP) outlines the work activities that the Rochester-Olmsted Council of Governments (ROCOG) will address as the designated Metropolitan Planning Organization (MPO) for the greater Olmsted County area. Projects included in the UPWP must be consistent with ROCOG's adopted Metropolitan Transportation Plan.

This document was developed with input and cooperation of local governments, agencies, and public through the ROCOG Technical Committee (TTAC) and ROCOG Policy Board.

## Purpose of Unified Planning Work Program Document

The purpose of this work program is to:

- Provide a description of all transportation related planning activities anticipated to be conducted by ROCOG within the MPO area in 2025 for 2026, and
- Provide detailed work activities and budget information, to allow the state to document the requirements for planning grants distributed through the Federal Transit Administration (FTA) and Federal Highway Administration (FHWA).

## Metropolitan Planning Factors

The metropolitan transportation planning process shall be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that will address the following ten factors:

### **ECONOMIC VITALITY**

Support the economic vitality of the metropolitan area by enabling global competitiveness, productivity, and efficiency.

### **SAFETY**

Increase the safety of the transportation system for motorized and non-motorized users.

### **SECURITY**

Increase the security of the transportation system for motorized and non-motorized users.

### **ACCESSIBILITY & MOBILITY**

Increase accessibility and mobility of people and freight.

### **ENVIRONMENT & COMMUNITY**

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.



**SYSTEM CONNECTIVITY & INTEGRATION**

Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.

**EFFICIENCY**

Promote efficient system management and operation.

**PRESERVATION**

Emphasize the preservation of the existing transportation system.

**RESILIENCE & RELIABILITY**

Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.

**TOURISM**

Enhance travel and tourism.

# Executive Summary of Activities

## 2024 Activities

In late 2023 Olmsted County hired a new Planning Director and new Associate Director to oversee the Planning Department, as well as ROCOG. In 2024, the ROCOG board amended its bylaws to allow the Associate Director of Olmsted County Planning to serve as Executive Director of ROCOG (previously, the Planning Director served as ROCOG Executive Director).

With new leadership came the opportunity to review ROCOG's operations and priorities with new eyes, while continuing to implement and complete projects and programs already in progress and federally mandated. In 2024, the ROCOG team facilitated and prepared for five ROCOG board meetings (to date), facilitated and prepared for five technical committee meetings (to date), completed the 2025-2028 Transportation Improvement Program (TIP), completed the Willow Creek Transportation Investment Study, continued work on a regional Access and Mobility study, initiated a Safe Streets for All Action Plan, and put significant time into reorganizing the 2050 Metropolitan Transportation Plan (MTP).

2024 was a year of transition, and we expect to see continued transition in 2025 as long-time employees move into retirement and new teammates are hired.

## 2025 Activities

The primary work activities for 2025 include:

- Development and adoption of the 2026 Unified Planning Work Program (UPWP).
- Development and adoption of the 2026-2029 Transportation Improvement Program (TIP).
- Development and adoption of the 2050 Metropolitan Transportation Plan (MTP).
- Development and adoption of the Triennium Title Six Update.
- Facilitation of and preparation for policy board and technical committee meetings.
- Completion and adoption of the Access and Mobility Study.
- Completion and adoption of the Safe Streets for All Action Plan.
- Initiation of the Northwest Olmsted County Transportation and Land Use Study.
- Continued support of GIS geodatabase maintenance.
- Continued support and collaboration with local, state, and federal agencies.

# Program Activities

This chapter is organized into three categories:

- 100 – MPO Program Management
- 200 – Planning Activities
- 300 – Technical Support

Each Category includes an overall objective, project description, staff hours and budget.

## Category 100 - MPO Program Management

Funding Split for Category 100 - MPO Program Management	
Funding Source	2025
Consolidated Planning Grant (CPG)	\$198,065
State & Local Funds	54,011
<b>Total</b>	<b>\$252,075</b>

2025 Staff Hours – 2000

2026 Staff Hours – Same as 2025

Other Costs - \$20,000 (Travel/Training/Software)

### Objective

MPO program management includes various program and budget management activities required to ensure compliance with various federal and state guidelines related to the use of CPG and State Planning Grant funding. This category includes fees associated with annual subscriptions and maintenance fees for specialized MPO related software.

### Unified Planning Work Program (2211) (200 Staff Hours / \$24,000)

UPWP activities include the preparation of the annual work plan in consultation with MNDOT, FTA, FHWA, ROCOG Technical Committee, and ROCOG Policy Board. Quarterly reports and invoices are prepared, and accounting maintained.

- Preparation of 2026-2027 UPWP for adoption in August 2025
- Process UPWP 2025 amendments
- Prepare budgets and quarterly process reports

- Secure approval of annual funding agreements
- Attendance at UPWP related webinars and workshops

2026 Activities: Similar to 2025

### **MPO Administration (2212) (1100 Staff Hours / \$130,025) (\$20,000)**

MPO Administration activities include coordinating and facilitating meetings with the Policy Board, Technical Committee, and local stakeholders. In addition, MPO Administration includes, website development and maintenance, MPO related meeting attendance, and staff travel and training.

- Coordination of monthly ROCOG Technical Board Meetings and Policy Board Meetings
- Preparation of monthly Technical Committee and Policy Board meeting agendas, packets, minutes, public notices, and other materials
- Presentation and attendance at local stakeholder meetings
- Attendance at weekly staff meetings and one on one meetings facilitating efficient and effective use of grant funds
- Attendance at MPO Director Meetings, conferences, trainings, and other professional development activities
- Website redesign and maintenance
- Travel and Training expenses for ROCOG staff to attend MPO Director's Meetings and MPO related conferences and training opportunities
- MPO related software subscriptions and association memberships, such as Streetlight©, the Institute of Transportation Engineers Traffic Manual, annual Association of Metropolitan Planning Organizations dues, and Traffic Model CUBE/Voyager software

2026 Activities: Similar to 2025

### **TIP, ATIP, STIP (2214) (700 Staff Hours / \$78,050)**

The Transportation Improvement Program (TIP) is a federally mandated annual document identifying the transportation project schedule for federal funding in the MPO area over a four-year timeframe.

- Preparation of the 2026-2029 MPO TIP, including collaboration with city, county, and state partners for program consistency, for approval in September 2025
- Facilitate approval of the 2026-2029 TIP for submittal to MnDOT, including public engagement
- Process amendments to the 2025-2028 TIP
- Coordinate with District 6 Area Transportation Partnership in TIP/STIP related matters including attendance at ATP-6 meetings
- Conduct the MPO federal project selection process to select projects for Carbon Reduction Funding and 2028 Surface Transportation Block Grant funding
- Participate in discussions related to NHS performance and adoption of updated federal performance measures and targets

2026 Activities: Similar to 2025

## Category 200 - Planning Activities

Funding Split for Category 200 – Planning Activities	
Funding Source	2025
Consolidated Planning Grant (CPG)	\$426,000
State & Local Funds	\$112,676
<b>Total</b>	<b>\$538,676</b>

2025 Staff Hours – 4370

2026 Staff Hours – Similar to 2025

Other 2025 Costs - \$55,000 (Consultant)

### Objective

ROCOG Planning Activities includes time dedicated to studies and development needs within the MPO area. In 2025, significant time will be dedicated to the preparation and update of the 2050 ROCOG Metropolitan Transportation Plan (MTP), to secure adoption in September 2025. The 2050 MTP is anticipated to guide future ROCOG Planning Activities and will be conducted in-house.

In addition, ROCOG will complete two programs initiated in 2024 (the Transportation Disadvantaged Atlas and Opportunities Study, and a Safe Streets for All Action Plan), and initiate a Northwest Olmsted County Transportation and Land Use Study to analyze the expected growth in northwest Olmsted County over the next 30 years.

ROCOG anticipates continued work with partners in federal, state, and local governments.

### Multi-Modal Studies (2223) (700 Staff Hours / \$84,800)

ROCOG will complete the Safe Streets for All Action Plan, and the Transportation Disadvantaged Atlas and Opportunities Study, as well as initiate a Northwest Olmsted County Transportation and Land Use study.

### Transportation Disadvantaged Atlas and Opportunities Study – Phase 3 (100 hours)

This project began in 2024, with the goal of identifying ways to expand mobility options to the MPO area’s most socially vulnerable populations. The first two phases of the study identified vulnerable populations and analyzed the geographic distribution of multimodal transportation and infrastructure needs. Phase three will include a final study report and recommendations to expand mobility options to the MPO area’s vulnerable populations.

**Completion Date:** End of 2025.

**Total 2025 Cost:** \$11,150 (staff fees)

### **Safe Streets for All Action Plan (300 hours)**

The program began in 2024, to improve safety for all users of area street and highway facilities by developing a comprehensive safety action plan for the ROCOG Planning Area. The plan will identify actions that are intended to reduce, or eliminate, transportation-related fatalities and serious injury crashes. While complementing federal and state efforts toward the long-term goal of reaching zero roadway fatalities. Based on a Safe System approach, the plan will lead to implementation of projects, and potential policy changes.

Only the staff time managing this consultant lead project will be funded through CPG funds. ROCOG has received separate funding for the consultant work associated with the Safe Streets for All Action Plan.

**Completion Date:** End of 2025.

**Total 2025 Cost:** \$33,450 (staff fees)

### **Northwest Olmsted County Transportation and Land Use Study (300 hours)**

This study will evaluate and analyze the growing transportation and land use needs in the northwest quadrant of Olmsted County. This area includes multiple jurisdictions, including four townships, three cities, and the Prairie Island Native American Community. As these areas develop, an analysis of future transportation needs, access needs, land use needs, and trail needs will be important to ensure orderly growth and development.

**Start Date/Completion Date:** It is anticipated that this project will begin in quarter three 2025 with the creation of a scope of work, consultant selection, and initial phase of work. While the scope of the study is not complete, it is anticipated that this study will include work throughout 2026, with adoption of a final plan at the end of 2026.

**Total 2025 Cost:** \$88,450 (\$55,000 consultant fees + \$33,450 staff fees)

**Total 2026 Costs:** \$206,500 (\$150,000 consultant fees + \$56,500 staff fees)

2026 Activities: After the completion of the 2050 MTP, there will be additional staff resources and a list of priority projects to guide the ROCOG policy board in future planning studies. It is expected that ROCOG's work model will move toward a consultant lead model in future years. It is also anticipated that the Northwest Olmsted County Transportation and Land Use Study will continue through 2026.

## **Safe and Accessible Travel Options (2226) (120 Staff Hours / \$12,811)**

Activities that “ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclist, public transportation users, children, older individuals, individuals with disabilities, motorists and freight vehicles.” (IIJA - 2.5% of FHWA CPG funds). This work will be funded at a 100% federal cost share.

- Work completed for the Active Transportation section of the 2050 MTP
- Facilitation of a Master Trails Plan for Olmsted County

2026 Activities: Olmsted County is currently in the process of hiring a new transportation planner with an emphasis on trail planning. It is anticipated that the new planner will continue work and facilitation of a master trail plan for the MPO Area, as well as trail planning work associated with the Northwest Olmsted County Land Use and Transportation study.

## **Metropolitan Transportation Plan (2224) (2800 Staff Hours / \$312,200)**

Activities include MTP research and development, analysis, public engagement, and presentation.

- Prepare 2050 MTP through adoption in August/September 2025
- Assess the remaining MTP needs from 2024
- Update list of contributing local, state, federal, and partner plans; review for changing policies and trends
- Update employment projections
- Research changing trends in transportation policy, modal needs
- Acquire, analyze updated traffic count, congestion, and crash data
- Update, analyze data on facilities conditions
- Update fiscal constraint assessment
- Update list of contributing partner plans; review for changing policies, trends
- Update population and employment projections
- Research changing trends in transportation policy, modal needs
- Acquire, analyze updated traffic count, congestion, and crash data
- Update, analyze data on facilities conditions
- Update system plans and policies as needed
- Draft chapters with an emphasis on organization and readability
- Create supporting maps, graphics
- Enlist assistance from Olmsted County’s Policy, Analysis, and Communications (PAC) team on how best to tap into public opinion on transportation issues
- Identify stakeholders/contact lists
- Set meeting schedule with allies, partner agencies
- Connect with public, user groups in multiple forums
- Incorporate public input into policies, plan document as appropriate

2026 Activities: It is anticipated that there will be limited MTP work in 2026. ROCOG staff anticipates work to begin on the 2055 MTP in 2028.

### **State and Federal Support (2213) (250 Staff Hours / \$27,875)**

Activities include coordination with federal, state, and local partners to ensure that policy and reporting needs identified at the federal, state, and regional levels are met.

- Assist MnDOT District 6 and MnDOT Central Office in statewide and regional planning efforts
- Coordinate with Federal and State Activities related to IIJA, MAP-21, and FAST act
- Review Federal Performance Planning measures and targets in cooperation with MnDOT, Rochester Public Transit, and FHWA/FTA
- Coordinate with FHWA, MnDOT and local partners on the system-wide update to the Federal Functional System
- Annual activities related to Title VI, including training, response to complaints, and preparation of the triennial Title VI plan set for adoption in 2025

2026 Activities: Similar to 2025

### **Local Partnership Support (2225) (500 Staff Hours / \$45,988)**

Activities include coordination with local city and county partners to facilitate development, trails, and economic development.

- Partnership in Local Partner Planning Studies as the needs arise
- Participate in Southern Minnesota Association of Regional Trail advocates (SMART)
- Continued facilitation of a master trail plan for the MPO area
- Support Olmsted County's strategic planning work related to economic development including impacts around Mayo Clinic, IBM, and a variety of small city priorities
- Support local partner agencies during traffic impact study reviews as it relates to roadways covered by the ROCOG transportation system
- Provide ROCOG support and education at local city and township board and commission meetings, as the needs arise

2026 Activities: Similar to 2025



## Category 300 – Technical Support

Funding Split for Category 300 – Technical Support	
Funding Source	2025
Consolidated Planning Grant (CPG)	\$82,266
State & Local Funds	\$22,434
<b>Total</b>	<b>\$104,700</b>

2025 Staff Hours – 900

2026 Staff Hours – Similar to 2025

### Objective

ROCOG utilizes a GIS database for information on land use, transportation infrastructure, current/future travel data, and public engagement.

### MPO GIS Support (2231) (600 Staff Hours / \$62,300)

Activities include staff support of a GIS database linking key land use and transportation data to provide relevant transportation information for analysis. Staff also utilizes ESRI's ArcGIS Online web-based platforms for delivering maps and transportation related information for public comment.

- Ongoing maintenance of the address points, parcel information, street centerline, and street intersection GIS features, which change weekly due to new development in the MPO area
- Training, support, and use of ArcPro software
- Use of ESRI's ArcGIS Online web-based platforms for delivering maps and transportation related information to the public for comment

2026 Activities: Similar to 2025

### Travel Demand Forecasting Model (2232) (300 Staff Hours / \$32,400)

Activities include work performed to assist ROCOG with the operation and implementation of traffic forecasts.

- Generate traffic forecasts for internal studies, partner agencies, and consultants

- Project level modeling for project development studies and traffic impact studies for MnDOT, City of Rochester, and Olmsted County
- Staff training on traffic model CUBE/Voyager software
- Investigation into alternative TDFM options

2026 Activities: It is anticipated that staff hours in 2026 will decrease as the ROCOG Team investigates alternative options for maintaining a TDFM.

## Appendix A: ROCOG's 2025 Time and Cost Table

<b>ROCOG 2025 TIME and COST TABLE</b>									
<b>UNIFIED PLANNING WORK PROGRAM</b>									
Work Tasks		Staff Hours	COST		TOTAL Cost	Federal Share	MnDOT Share	Local Match for Federal \$\$	Local Match for State \$\$
			STAFF	OTHER					
2211	UPWP	200	\$24,000		\$24,000	\$18,858	1,712.00	\$3,003	\$428
2212	MPO Program Support	1100	\$130,025	\$20,000	\$150,025	\$117,880	10,700.00	\$18,770	\$2,675
2214	TIP, ATIP, STIP	700	\$78,050		\$78,050	\$61,327	5,567.00	\$9,765	\$1,391
<b>MPO Program Management Totals</b>		<b>2000</b>	<b>\$232,075</b>	<b>\$20,000</b>	<b>\$252,075</b>	<b>\$198,065</b>	<b>17,979.00</b>	<b>\$31,538</b>	<b>\$4,494</b>
2223	Multi-Modal Studies	700	\$84,800	\$55,000	\$139,800	\$109,846	9,971.00	\$17,491	\$2,493
2226	Safe & Accessible Travel Options <sup>1</sup>	120	\$12,811		\$12,811	\$12,811	\$0	\$0	\$0
2224	Long Range Plan and PIP	2800	\$312,200		\$312,200	\$245,307	22,266.00	\$39,061	\$5,567
2213	ROCOG State & Federal Services	250	\$27,875		\$27,875	\$21,902	1,988.00	\$3,488	\$497
2225	ROCOG Local Services	500	\$45,988		\$45,988	\$36,134	3,280.00	\$5,754	\$820
<b>Planning Activities Totals</b>		<b>4370</b>	<b>\$483,674</b>	<b>\$55,000</b>	<b>\$538,674</b>	<b>\$426,000</b>	<b>37,505.00</b>	<b>\$65,794</b>	<b>\$9,377</b>
2231	GIS Support to MPO	600	\$62,300	\$0	\$62,300	\$48,951	4,443.00	\$7,795	\$1,111
2232	Travel Demand Model	300	\$32,400	\$10,000	\$42,400	\$33,315	3,024.00	\$5,305	\$756
<b>Technical Support Totals</b>		<b>900</b>	<b>\$94,700</b>	<b>\$10,000</b>	<b>\$104,700</b>	<b>\$82,266</b>	<b>7,467.00</b>	<b>\$13,100</b>	<b>\$1,867</b>
						Federal CPG	MnDOT State Grant	Local Match Federal \$\$	Local Match State \$\$
<b>UPWP Programs TOTALS</b>		<b>7270</b>	<b>\$810,449</b>	<b>\$85,000</b>	<b>\$895,449</b>	<b>\$706,331</b>	<b>\$62,951</b>	<b>\$110,432</b>	<b>\$15,738</b>
<b>TRANSPORTATION PLANNING ACTIVITIES NOT FUNDED WITH CONSOLIDATED PLANNING GRANT (CPG) FUNDS</b>									
2241	SS4A Planning Grant - Comprehensive Safety Action Plan 2024- 2025 Funding			\$346,000	\$346,000				
Footnotes <sup>1</sup> Federal Funds for Task 2226 represent the required 2.5% FHWA set-aside for Complete Street activities @ 100% Federal / no local match									

## Appendix B: 2025 Complete Streets Budget Table

Budget Table - Complete Streets - ROCOG									
Category	CS		Total Budget	CPG funds		Safe Streets & Roads for All	Non-federal match		
	80%	100%		Federal 80%	Federal 100%		State	Local match for State \$	Local Match for Federal \$
2210 MPO Program Management			\$252,075	\$198,066	\$0	\$0	\$17,972	\$4,493	\$31,544
2211 UPWP			\$24,000	\$18,858			\$1,711	\$428	\$3,003
2212 MPO Program Support			\$150,025	\$117,881			\$10,696	\$2,674	\$18,774
							\$0	\$0	\$0
2214 TIP, ATIP, STIP			\$78,050	\$61,327			\$5,565	\$1,391	\$9,767
2220 Planning Activities			\$538,674	\$413,192	\$12,811	\$0	\$37,492	\$9,373	\$65,806
2221 Transportation Data Management							\$0	\$0	\$0
2222 DMC Transportation Implementation							\$0	\$0	\$0
2223 Multi-Modal Policy/Studies			\$139,800	\$109,847			\$9,967	\$2,492	\$17,494
2213 Fedral / State Services			27,875	\$21,903			\$1,987	\$497	\$3,488
2224 Long Range Plan and PIP			\$312,200	\$245,308			\$22,259	\$5,565	\$39,068
2225 ROCOG Local Services			\$45,988	\$36,135			\$3,279	\$820	\$5,755
2226 Safe & Accessible Travel Options		x	\$12,811		\$12,811				
2231 Technical Support			\$104,700	\$82,267	\$0	\$0	\$7,465	\$1,866	\$13,102
2231 GIS Support to MPO			\$62,300	\$48,952			\$4,442	\$1,110	\$7,796
2232 Travel Demand Model			\$42,400	\$33,315			\$3,023	\$756	\$5,306
2241 Non-CPG Activities				\$0	\$0	\$0	\$0	\$0	\$0
2241 Comprehensive Safety Action Plan (2024 SS4A funding)						\$0			
<b>Grand Total</b>			<b>\$895,449</b>	<b>\$693,525</b>	<b>\$12,811</b>	<b>\$0</b>	<b>\$62,929</b>	<b>\$15,732</b>	<b>\$110,452</b>

## Appendix C: Unified Planning Work Program Checklist

Regulatory Citation (23 CFR, except when noted otherwise)	Key Item	Review Guidance / Description	Included in UPWP?	If yes, which page(s)?	Comments
420.111	COVER PAGE	INCLUDE MPO NAME	YES	COVER	
		INCLUDE CALENDAR YEARS COVERED BY THE UPWP	YES	COVER	
450.308(c)	TITLE PAGE	INCLUDE MPO NAME	YES	TITLE	
		INCLUDE CALENDAR YEARS COVERED BY THE UPWP	YES	TITLE	
		IDENTIFY MPO CONTACT PERSON, INCLUDING NAME, PHONE NUMBER AND EMAIL ADDRESS	YES	TITLE	
		IDENTIFY THE AGENCIES PROVIDING FUNDS FOR THE UPWP; OPTION TO INCLUDE AGENCY LOGOS FOR EASIER IDENTIFICATION	YES	TITLE	
		INCLUDE A USDOT DISCLAIMER NOTING THAT THE DOCUMENT WAS PREPARED WITH FEDERAL FUNDS BUT DOES NOT REFLECT THE VIEWS OR POLICIES OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION	YES	TITLE	
BEST PRACTICE	INTRODUCTION	INCLUDE A TABLE OF CONTENTS	YES	P. 5	
		INCLUDE A FULLY EXECUTED MPO RESOLUTION APPROVING THE UPWP	YES	P.3	
		INCLUDE A FULLY EXECUTED FEDERAL SELF-CERTIFICATION DOCUMENT	YES	P.4	
BEST PRACTICE	MAP	INCLUDE A MAP SHOWING MPO URBANIZED BOUNDARY AND THE PLANNING AREA BOUNDARY	YES	P. 7	
BEST PRACTICE	STAFF	LIST PRIMARY MPO STAFF BY NAME AND TITLE	YES	P. 6	
BEST PRACTICE	MPO MEMBERSHIP	LIST OF ALL POLICY BOARD MEMBERS, INCLUDING NAMES AND AFFILIATIONS	YES	P. 6	AFFILIATIONS ONLY
		LIST OF ALL TECHNICAL ADVISORY MEMBERS, INCLUDING NAMES AND AFFILIATIONS	YES	P.6	AFFILIATIONS ONLY
		LIST OF ALL TECHNICAL COMMITTEE(S) MEMBERS, INCLUDING NAMES AND AFFILIATIONS (I.E., BICYCLE AND PEDESTRIAN OR HARBOR COMMITTEES)	NO		
450.308(b)	PREVIOUS YEAR'S	SUMMARIZE THE MPO'S PREVIOUS YEAR'S	YES	P. 10	

<b>Regulatory Citation</b> (23 CFR, except when noted otherwise)	<b>Key Item</b>	<b>Review Guidance / Description</b>		<b>Included in UPWP?</b>	<b>If yes, which page(s)?</b>	<b>Comments</b>
	ACCOMPLISHMENTS	ACCOMPLISHMENTS. THIS MAY INCLUDE MAJOR STUDIES COMPLETED, NUMBER OF TIP/MTP AMENDMENTS, TITLE VI, AND ENVIRONMENTAL JUSTICE RELATED ACTIVITIES ETC.				
BEST PRACTICE	MEETINGS	LIST ALL PROPOSED POLICY BOARD MEETING DATES		YES	P. 6	
		LIST ALL PROPOSED TECHNICAL ADVISORY COMMITTEE AND ALL TECHNICAL COMMITTEE MEETING DATES		YES	P. 6	
		INCLUDE A NOTE THAT MEETING DATES ARE SUBJECT TO CHANGE		NO		
450.308(c)	FEDERAL PLANNING FACTORS	DISCUSS THE PLANNING PRIORITIES FOR THE MPO AND THE TEN FEDERAL PLANNING FACTORS		YES	P. 8-9	
450.308(c); 420.111(B)(1)	FUNDING	INCLUDE A SUMMARY BUDGET TABLE WHICH IDENTIFIES PARTICIPATING AGENCIES WITH RESPECTIVE FUNDING COMMITMENTS BY TASK WITH LINE AND COLUMN TOTALS		YES	P. 19	
		INCLUDE A FUNDING SOURCE TABLE WHICH LISTS CURRENT FUNDING BY PROGRAM SOURCE FOR EACH TASK WITH TOTALS		YES	P. 19	
		INCLUDE A FUNDING SUMMARY TABLE THAT SHOWS: FEDERAL SHARE BY TYPE OF FUND, MATCHING RATE BY TYPE OF FUND, STATE AND/OR LOCAL MATCHING SHARE, AND OTHER STATE AND LOCAL FUNDS		YES	P. 19	
420.113	ELIGIBLE EXPENSES	INCLUDE A COST ALLOCATION PLAN (CAP) OR LINK TO MPO'S COST ALLOCATION PLAN		YES	P.11-18	
		ENSURE ALL COSTS ARE ELIGIBLE UNDER THE METROPOLITAN PLANNING FUNDS		YES	DRAFT REVIEWED BY MNDOT & FHWA	
450.308(c); 450.308(c); 420.111(B)(1)	WORK PLAN ELEMENTS	TASK IDENTIFICATION	INCLUDE TASK NUMBER AND TITLE	YES	P.11-18	
		PURPOSE	DISCUSS THE PURPOSE OF THE WORK ELEMENT AND/OR INDIVIDUAL WORK ITEM/ACTIVITY WITH AT LEAST TWO OBJECTIVES	YES		
		DESCRIPTION	INCLUDE A BRIEF DESCRIPTION OF EACH INDIVIDUAL WORK ITEM/ACTIVITY IN SUFFICIENT DETAIL TO INDICATE WHO (E.G., MPO, STATE, PUBLIC TRANSPORTATION OPERATOR, LOCAL GOVERNMENT, OR	YES		

Regulatory Citation (23 CFR, except when noted otherwise)	Key Item	Review Guidance / Description		Included in UPWP?	If yes, which page(s)?	Comments
			CONSULTANT) WILL PERFORM THE WORK			
		FINAL PRODUCT(S)	IDENTIFY IN SUFFICIENT DETAIL THE RESULTING PRODUCTS	YES		
		HOURS	ESTIMATE THE NUMBER OF HOURS FOR WORK ACTIVITIES	YES		
		SCHEDULE	INCLUDE IN SUFFICIENT DETAIL THE SCHEDULE FOR COMPLETING THE WORK (I.E., ESTIMATED MILESTONE OR BENCHMARK DATES AS WELL AS END DATES)	YES	P. 11-18	
		FUNDING	IN SUFFICIENT DETAIL ESTIMATE THE PROPOSED FUNDING BY MAJOR ACTIVITY AND TASK  IN SUFFICIENT DETAIL TO INDICATE A SUMMARY OF THE TOTAL AMOUNTS AND SOURCES OF FEDERAL AND MATCHING FUNDS  A DESCRIPTION OF WORK TO BE ACCOMPLISHED AND COST ESTIMATES BY ACTIVITY OR TASK	YES	P. 11-18	
		COMPLETION DATE	IDENTIFY THE ANTICIPATED COMPLETION DATE OR NOTE IF ONGOING ACTIVITY; IDENTIFY PREVIOUS WORK IF TASK IS A CONTINUING ITEM	YES	P. 11-18	
450.316	PUBLIC PARTICIPATION	ENSURE WORK PROGRAM FOLLOWS MPO'S PUBLIC PARTICIPATION PLAN		YES		
		ENSURE WORK PROGRAM ELEMENTS INCLUDE PUBLIC PARTICIPATION COMPONENTS THAT ARE COMPLIANT WITH 23 CFR 450.316		YES		
		ENSURE DOCUMENT IS PUBLICLY ACCESSIBLE		YES	WILL BE PUBLISHED ON ROCOG WEBSITE	
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964,	TITLE VI	ENSURE WORK PROGRAM INCLUDES TITLE VI REQUIREMENTS		YES		

<b>Regulatory Citation</b> (23 CFR, except when noted otherwise)	<b>Key Item</b>	<b>Review Guidance / Description</b>	<b>Included in UPWP?</b>	<b>If yes, which page(s)?</b>	<b>Comments</b>
42 U.S.C. 2000D ET SEQ.					
EXECUTIVE ORDER 13166	LANGUAGE ACCESS PLAN	ENSURE DOCUMENT COMPLIES WITH LIMITED ENGLISH PROFICIENCY REQUIREMENTS	YES		
AMERICANS WITH DISABILITIES ACT TITLE II	ADA COMPLIANCE	ENSURE DOCUMENT IS ACCESSIBLE	YES		
IIJA – NEW RULING	2.5% SAFE & ACCESSIBLE FUND SET-ASIDE	IDENTIFY SAFE & ACCESSIBLE TRANSPORTATION OPTION SET-ASIDE ACTIVITIES. THIS NEEDS TO ACCOUNT FOR A MINIMUM OF 2.5% OF THE MPO FHWA FUNDS	YES	P. 15	