



Unified Planning Work Program

2023 -2024

SEPTEMBER 2022

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

For Calendar Years

2023-2024

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QUESTIONS OR COMMENTS?

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Resolution No. 2022-15

RESOLUTION APPROVING THE ROCOG 2023-2024 UNIFIED PLANNING WORK PROGRAM AND AUTHORIZING EXECUTION OF AGREEMENTS

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

1. The 2023-2024 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.
2. The UPWP requires that agreements with funding agencies be entered into and that the ROCOG Chair and Executive Director be authorized to said agreements.
3. 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 due to complete planned work, and minor amendments to the UPWP may be needed to better align project budgets with expenditures.

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

1. The 2023-2024 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. Keane, seconded by Mr. Laures, this 28th day of September, 2022.

ROCHESTER-OLMSTED COUNCIL OF GOVERNMENTS

DocuSigned by:
By: Ken Brown Chairman
DocuSigned by:
ATTEST: Ben Griffith Dated: 9/28/2022 | 2:18 PM CDT
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Ben Griffith, AICP, Executive Director, ROCOG



Resolution No. 2022-16

TRANSPORTATION PLANNING PROCESS SELF-CERTIFICATION STATEMENT

The Rochester-Olmsted Council of Governments (ROCOG) hereby certifies that it is carrying out a continuing, cooperative, and comprehensive transportation planning process for the region in accordance with the applicable requirements of:

- 1) 23 U.S.C. 134 and 49 U.S.C. 5303, and 23 CFR Part 450;
- 2) In non-attainment and maintenance areas, Sections 174 and 176 (c) and (d) of the Clean Air Act as amended [42 U.S.C. 7504, 7506 (c) and (d)] and 40 CFR part 93;
- 3) Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR part 21;
- 4) 49 USC 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- 5) Sections 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR Part 26 regarding the involvement of disadvantaged business enterprises in the US 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;
- 10) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR 27 regarding discrimination against individuals with disabilities; and

Full documentation of ROCOG's federal certification can be obtained by contacting ROCOG at 507-328-7100, planningweb@olmstedcounty.gov, or by visiting in-person at 2122 Campus Drive SE, Suite 100, Rochester, MN 55904 during those times when the office is open to the public.

Rochester-Olmsted Council of Governments

DocuSigned by:

Ken Brown

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Chair of ROCOG Policy Board

9/28/2022 | 4:28 PM CDT

Date _____

METROPOLITAN PLANNING ORGANIZATION
CERTIFICATION STATEMENT

In accordance with 23 CFR 450.336(a), the:

Rochester/Olmsted Council of Governments

has made a self-certification in their FY 2023-2026 Transportation Improvement Program (TIP) that its planning process addresses the major issues facing the metropolitan area and is conducted in accordance with the applicable requirements of:

1. 23 USC 134, 49 USC 5303 and 23 CFR 450;
2. In non-attainment and maintenance areas, sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 USC 7504, 7506(c) and (d)) and 40 CFR part 93;
3. Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d-1) and 49 CFR part 21;
4. 49 USC 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 USC 12101 et seq.) and 49 CFR parts 27, 37, and 38;
8. The Older Americans Act, as amended (42 USC 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
9. Section 324 of title 23 USC regarding the prohibition of discrimination on gender; and
10. Section 504 of the Rehabilitation Act of 1973 (29 USC 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

The Minnesota Department of Transportation (MnDOT), on behalf of the State of Minnesota, concurs with the MPO's self-certification statement.

Ed Idzorek

 Digitally signed by Ed Idzorek
Date: 2022.09.29 14:12:08 -05'00'

Ed Idzorek

Director, Office of Transportation System Management

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ROCOG Background

The Rochester-Olmsted Council of Governments (ROCOG) is one of eight Metropolitan Planning Organizations (MPOs) within the State of Minnesota. Since its formal organization as a joint-powers entity in 1972, ROCOG has been responsible for facilitating a Continuing, Cooperative, and Comprehensive (3-C) planning process in accordance with Federal regulations. The primary outcomes of the 3-C planning process are developing and updating every five years a multimodal metropolitan transportation plan (MTP) which has a minimum 20-year planning horizon but which is updated every five years, annually preparing and maintaining a four-year Transportation Improvement Program (TIP), and annually preparing this rolling two-year Unified Planning Work Program (UPWP).

Other key aspects of ROCOG's planning process include monitoring and reporting on transportation system performance; collecting and analyzing economic, demographic, and population data; developing and maintaining Geographic Information System (GIS) geodatabases; working on corridor and subareas studies as necessary to assess conceptual improvement alternatives and screen for potential environmental impacts to aid in preservation of rights-of-way and prepare projects identified in the MTP for more detailed project development; support local partners with matters such as grant applications, review of major development proposals for consistency with the recommendations in the metropolitan transportation plan, and provide assistance to local units of government on transit and active transportation plan development.

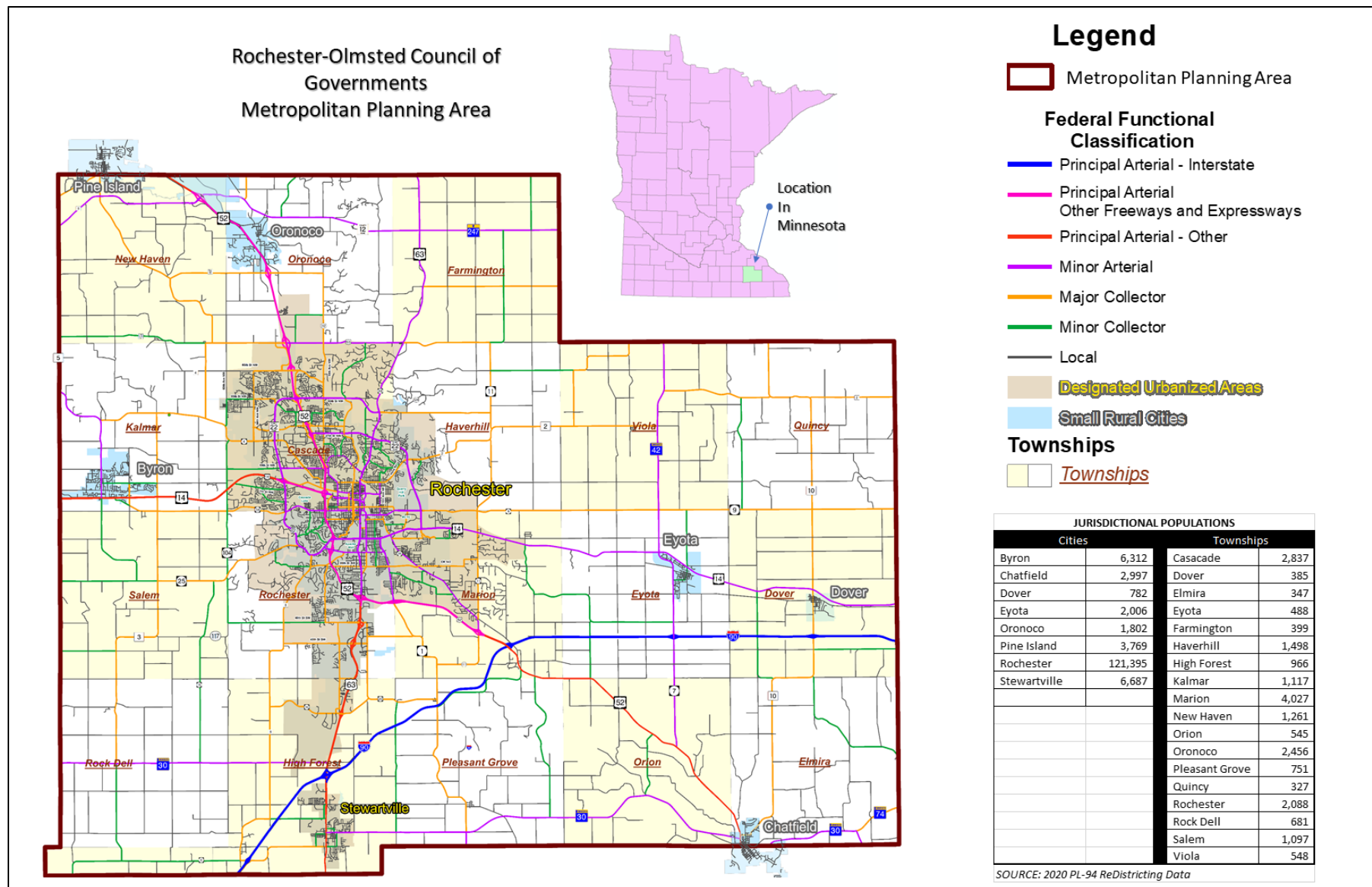
ROCOG does this work in cooperation with its key planning partners which include the Minnesota Department of Transportation (MnDOT), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the 27 jurisdictions within the Metropolitan Planning Area, and the general public.

The geographic extent of ROCOG's Metropolitan Planning Area (MPA) is shown in Figure 1. The MPA boundary was established in 2002 when ROCOG requested redesignation of the MPA to match the census-designated metropolitan statistical area of the Rochester Urbanized Area, an option provided for in CFR 134 Part 450.

The ROCOG Policy Board has 16 members representing the City of Rochester, Olmsted County, the small cities in the MPA, the 18 townships in the MPA, the Rochester School District and two citizen members. The Policy Board is the decision making body for ROCOG, and receives advice and recommendations from ROCOG staff, the Transportation Technical Advisory Committee (TTAC), and the general public.

Funding for UPWP historically has been provided exclusively by the annual Federal CPG grant, a State of Minnesota Planning Grant, and local match funds provided by Olmsted County.

Figure 1: ROCOG Study Area



ROCOG Work Program Overview

Overview of 2023 Major Work Activity and Prospective 2024 Activities

The Rochester-Olmsted Council of Governments (ROCOG) 2023-2024 Unified Planning Work Program (UPWP) provides a summary of planning activities proposed by ROCOG for Calendar Year 2023 and an overview of prospective 2024 work activities.

The central focus of work identified in the ROCOG 2023 Work Program will be on studies related to implementation of 2045 Long Range Transportation Plan (LRTP) adopted in the fall of 2020, along with other program management and planning-related data maintenance work. Primary work elements will include:

- Continued work on development of an online ROCOG Information Center to support the reporting of performance planning and travel monitoring information as well as making other planning data and various planning maps more accessible to the public. The proposed ROCOG Information Center will be organized to include the following three elements:
 - A performance and monitoring **Dashboard**
 - A **Data Center** that will provide access to common planning datasets
 - A Map Gallery
- Work on the Information Center was delayed in 2022 by staffing issues at ROCOG related to loss of one of the three transportation staff planners on staff in July which resulted in ROCOG needing to reshuffle staff work and operate at a lower resource level for three to four months.
- Work on the Willow Creek Capital Investment Study to start in the fall of 2022 will continue
- ROCOG is hopeful of being awarded a Safe Streets and Roads for All (SS4A) Action Plan grant in 2023 and working with the U.S. Department of Transportation in 2023 to finalize a grant agreement to allow the initiation of the study by mid-year. ROCOG acknowledges that any in-kind services that provide local match dollars to the SS4A grant cannot be funded by CPG dollars, and a separate reporting framework for tracking in-kind contributions to the grant will be established. If ROCOG is unsuccessful in obtaining a SS4A grant it will pursue an Action Plan grant again in 2023, as well as prepare a more limited Safe Streets Report for public distribution that could serve as the prototype to meet future SS4A requirements.
- ROCOG will organize a Federal and State Competitive Grants Working Group to provide a structured process for ROCOG and all its partners to periodically meet to discuss grant opportunities and gauge application interest. The Working Group

will also identify any pre-application work needed to support a grant application that would be beneficial to complete prior to issuance of a grant solicitation which ROCOG could lead or participate in.

- GIS geodatabase maintenance activities including upkeep of land use/parcel information, street centerline files, and incorporation of new or updated information, such as network system plans from the 2045 LRTP, into the ROCOG transportation geodatabase will be completed. It is also anticipated that GIS staff will be utilized to support the Safe Streets for All grant related to compilation of infrastructure feature data
- ROCOG will continue to support project development efforts of our partners through providing necessary travel behavior data, traffic forecast information and socio-economic and land use data.
- ROCOG will continue to participate in implementation of the Destination Medical Center Development (DMC) Plan and work related to a Downtown Rapid Transit System (known as "The LINK").

Organization of the ROCOG Unified Planning Work Program

Transportation planning activities in the ROCOG UPWP are divided into three major categories that are supported by the Consolidated Planning Grant (CPG) program. The anticipated work tasks in these categories are described in detail beginning on page 23. The three major categories are:

- **MPO Program Management (Category 2210):** Key Tasks in this category include:
 - development/management of the UPWP,
 - staff support for Policy Board and Transportation Technical Advisory Committee (TTAC) meetings and other MPO meetings,
 - coordination with MnDOT on statewide or district-wide planning efforts, responding to IIJA program requirements and supporting ROCOG Title VI, Environmental Justice and LEP efforts, and
 - preparation of and public engagement related to development of ROCOG's Transportation Improvement Program (TIP) and coordination with MnDOT on Area Transportation Improvement Program (ATIP) and State Transportation Improvement Program (STIP) preparation.
- **MPO Planning Activities (Category 2220):** Major Tasks in this category include:
 - work on ROCOG's transportation data management and reporting initiatives including continued development of a ROCOG Information Center, and maintenance of data resources that will populate this resource.

- conduct corridor or subarea studies; in 2023 this will include completion of the Willow Creek Capital Investment Study and identifying future candidate study needs
- provide support for activities related to transportation elements of community or economic development projects being conducted by ROCOG partners such as the DMC Plan
- provide support for early phase project development (alternatives identification & evaluation and environmental review),
- provide support for preparation of federal or state grant applications to local partners, and
- assist local units of government on transportation policy issues that arise
- **Technical Support (Category 2230):** Work in this category includes:
 - maintenance of GIS data used in ROCOG planning activities and project development activities of ROCOG partners (such as environmental inventory information needed for environmental reports),
 - development of public information products such as ArcGIS StoryMaps and Dashboards to support planning activities,
 - maintenance of ROCOG Traffic Demand Forecasting Model (TDFM) and enhancing staff capabilities related to use and maintenance of the model. ROCOG funds a retainer contract with a regional consulting firm to assist in TDFM work 100% with local dollars. A priority in 2023 is to familiarize new staff with the CUBE/Voyageur software used for traffic demand forecasting.

Program Funding

Program funding is comprised primarily of federal funds along with a required 20% local match for the CPG program through contributions from MnDOT and Olmsted County. Note there are additional local funds from Olmsted County supporting related studies and planning work that are ineligible for CPG funding on matters such as land use or economic development that may involve ROCOG staff.

ROCOG 5 Year Work Program Outlook

Stepping back from the two-year focus of the 2023-2024 UPWP, a more holistic view of ROCOG's planning work and initiatives for the next 4 to 5 years can be broken down into three categories. These three categories include:

- **MPO Annual Tasks:** Activities that serve as the foundation of the ROCOG UPWP and occur annually, primarily related to planning program and data management activities.
- **MPO Plans and Project Support:** Plans or studies expected to be revisited periodically, such as the LRTP or ROCOG Title VI/LEP Plan.
- **MPO Studies:** One-time efforts to address issues or needs that were recommended in LRTP, or which have been identified through a request from a jurisdictional partner and/or public input.

In early 2022 ROCOG concluded a series of discussions with the Policy Board and TTAC to identify a set of priority planning studies for the upcoming 4 to 5 years that will support implementation of major recommendations identified in the 2045 ROCOG LRTP. Figure 2 provides a list of project concepts broken into two groups, those being issue-based and information-based projects. Issue-based projects tend to be one-time studies, whereas information-based projects reflect topics of study that will occur annually or periodically. Table 1 illustrates the primary work activities envisioned in all three work groups described above and expectations for what work effort will be needed over the next 5 years, incorporating the projects listed in Figure 2.

Figure 2: 2022-2025 ROCOG LRTP Implementation Planning Studies Portfolio

<u>Issue-Based Projects</u>	<u>TTAC/Staff Timing Priority</u>
1. Federal and State Competitive Grants Game Plan... (<i>Anticipate Annual Project Work</i>)	(Higher Priority)
2. ROCOG Area Safe Streets Report.....	(Higher Priority)
3. ROCOG Area Mobility-Disadvantaged Need Study.....	(Medium-High Priority)
4. ROCOG Safe Routes Collaborative	(Medium-Low Priority)
5. Corridors of the Future: Capital Investment Planning Track ... (<i>Multiple Projects Likely</i>)	(Medium-High Priority)
6. Regional Travel Strategic Plan	(Lower Priority)
7. Adapting Corridors to 21 st Century Mobility ... (<i>Multiple Projects?</i>)	(Lower Priority)
<u>Information- Based Projects</u>	<u>TTAC/Staff Timing Priority</u>
8. Scanning New Mobility Technology and Service Models... (<i>Anticipate Bi/Annual Project Work</i>) .	(Medium Priority)
9. Rochester / Olmsted Active Transportation Resource Center	(Lower Priority)
a) <i>Anticipate Periodic Updating once a Resource Center is established</i>	
10.Tracking Travel Markets – Travel Behavior Changes	(Higher Priority)
b) <i>Anticipate Annual Updating including mix of periodic reports and maintenance of ROCOG Information Center</i>	
11.Corridors of the Future: Corridor Monitoring and Management Track.....	(Medium Priority)
c) <i>Conduct Initial Pilot Study to develop better understanding of data sources & analysis options</i>	
d) <i>Following pilot, if determination is made to conduct ongoing monitoring, anticipate some level of annual work</i>	

Table 1: ROCOG 5 Year Work Program Outlook

Activity	Pre-2023	2023	2024	2025	2026	2027
MPO ANNUAL TASKS						
TIP & UPWP	<p>In 2020 an updated TIP Report format was implemented with expanded information to address various federal requirements such as performance target reporting and Community Impact Assessment. New reporting requirements may be added as federal legislation is updated and changed, but generally ROCOG expects a fairly consistent level of effort annually will be needed to meet TIP Requirements.</p> <p>Building off work done for the 2023-2024 UPWP, ROCOG expects additional effort in 2023 to standardize UPWP formatting and address additional information needs identified in the new UPWP Checklist first utilized in 2022. Once the required information and Best Practices identified in the checklist are addressed, expected to occur with 2024-2025 UPWP, the level of effort and expenditure needed for UPWP preparation is expected to be fairly consistent in future years.</p>					
Grant Coordination	<p>In 2023, establish <i>Federal and State Discretionary Grants Working Group</i> to 1) facilitate coordination on the advanced identification of potential grant proposals; 2) identify information needs that may require significant lead time to prepare, and 3) facilitate discussion of coordination needs such as potential cost sharing or related infrastructure work</p> <p>Meet and facilitate the <i>Federal and State Discretionary Grants Working Group</i> at least quarterly.</p> <p>Meet and facilitate the <i>Federal and State Discretionary Grants Working Group</i> at least quarterly.</p> <p>Meet and facilitate the <i>Federal and State Discretionary Grants Working Group</i> at least quarterly.</p> <p>Meet and facilitate the <i>Federal and State Discretionary Grants Working Group</i> at least quarterly.</p>					

Activity	Pre-2023	2023	2024	2025	2026	2027
Performance Planning Coordination	ROCOG will work with MnDOT and its local partners to monitor federal performance measure targets and incorporate reporting into the TIP. Additional measures may be established based on federal legislation requirements					
Travel Demand Forecasting Model (TDFM)	In 2022, ROCOG recalibrated the TDFM based on pre-Covid (2018) conditions and updated the model to account for commuter parking and a “Park Once” approach to downtown traffic assignment. Traffic Analysis Zones were modified to support future analysis of a Primary Transit Network	The next major model maintenance effort will be development of a Rochester Urban Area Land Use Database to provide the ability to track land use change on an ongoing basis. Continue to provide traffic forecasts on request to MPO partners	Conduct traffic forecasting to support the next update of the LRTP. There may be a need for recalibration to support this work. Continue to provide traffic forecasts on request to MPO partners	Conduct traffic forecasting to support the next update of the LRTP. There may be a need for recalibration to support this work Continue to provide traffic forecasts on request to MPO partners	Expectation is that modeling effort will revert to maintenance of land use and providing traffic forecasts on request to MPO partners. Continue to provide traffic forecasts on request to MPO partners	

Activity	Pre-2023	2023	2024	2025	2026	2027
GIS Support Work	Maintain and support ROCOG planning work	Geodatabase maintenance and incorporation of information from L RTP in Street Centerline files, such as ROCOG Functional Designation Map and Federal Functional Classification System Map		Maintain Geodatabases; support ROCOG L RTP update as needed	Maintain geodatabases; incorporate information from 2025 L RTP work.	Maintain and support ROCOG Planning work
Transportation Data Management	Initial planning and testing of ROCOG Information Center (RIC)	Complete initial deployment of RIC	Establish data maintenance practices and schedule for RIC	Maintain and update data in RIC	Maintain and update data in RIC	Maintain and updated data in RIC
Tracking Core Travel Market Changes		<p>To support the Mode Shift goals of the DMC economic development initiative ROCOG supports DMC staff on DMC performance reporting related to progress toward meeting the goal of reducing Single Occupant Vehicle commuting into downtown Rochester by 50% by 2034, and overall success of Travel Demand Management Program. ROCOG’s licensing of Streetlight Insight data is important to this effort.</p> <p>The ROCOG Policy Board has identified understanding the shift to remote work and its impact on commuting as a priority. ROCOG staff will track information through the American Community Survey and other sources that come to staff attention in an effort to understand this change.</p> <p>ROCOG will periodically issue Travel Market reports to report to the public information on significant changes in travel patterns that are observed</p>				

Activity	Pre-2023	2023	2024	2025	2026	2027
MPO PLANS AND PROJECT SUPPORT						
ROCOG L RTP		L RTP maintenance & implementation items, such as responding to requests for plan interpretation, processing amendments. Also develop Workplan for 2025 L RTP Update and begin data collection work	L RTP maintenance & implementation. For 2025 L RTP Update, continue data collection work begin data analysis activities and initial phase of public engagement	Conduct and complete 2025 L RTP update.	L RTP maintenance and implementation.	L RTP maintenance and implementation.
Socio-Economic Forecasts		Respond to requests for information	Prepare updated socio-economic forecasts to support 2025 L RTP update.	Respond to requests for information and incorporate new data prepared for L RTP such as projections of population growth, employment growth, land use development, commuting, etc., into RIC. Investigate how local commuting patterns have changed post-pandemic.		
Scenario Planning			Conduct scenario planning with local partners to help frame future land use	Consider results from scenario planning in assessing multimodal system network	Outcomes from scenario planning provide the foundation for future monitoring activities to see how well land use and economic activity is tracking with assumptions made for 2025 L RTP.	

Activity	Pre-2023	2023	2024	2025	2026	2027
			scenarios to help facilitate travel demand forecasting for LRTP.	needs in LRPT update		
PIP Title VI – Environmental Justice - LEP Plan	PIP and Title VI/LEP Plans were updated in 2022	Consider ways to improve or expand outreach to disadvantaged populations during TIP and Multimodal planning studies	Consider ways to improve or expand outreach during initial phases of 2025 LRTP Update	3 year Update of Title VI / LEP Plan will be due in 2025 Continue LRTP outreach efforts	Continue efforts on outreach to disadvantaged populations during TIP and Multimodal planning studies	
Periodic Programming Tasks		Define adjusted urbanized area boundaries.	System-wide review & update of Functional Classification in the ROCOG MPA.	Process Functional Classification changes as needed	Process Functional Classification changes as needed.	Process Functional Classification changes as needed.
Economic Development Support		Limited activity, focused on supporting DMC and initiatives in Rochester and RAEDI initiative on Commercial/Industrial Site Identification. Support may include project committee participation, provide travel demand and origin-destination information, and other supportive information for grant applications.				
Local Partner Planning Studies	Participate in jurisdictional transportation studies. Support project development activities, including traffic forecasts, socio-economic information, and environmental information.					

Activity	Pre-2023	2023	2024	2025	2026	2027
Corridor Monitoring		Conduct a pilot program using StreetLight data to test different analysis approaches to determine the viability of major corridor travel monitoring using StreetLight data.		If use of StreetLight data proves viable as monitoring tool establish monitoring program protocols such as frequency of analysis and initial corridors to monitor.	Conduct a corridor monitoring program to support local performance planning efforts and the identification of TSMO needs.	
Scanning New Mobility & Service Models Monitoring Report		Conduct ongoing scanning/surveillance of changes or advancements that are occurring in transportation technology and service models. The goal is to identify advancements that influence delivery of mobility in the future and identify public policy matters that may need to be considered or addressed at the local level. Anticipate preparation of an annual or bi-yearly report to Policy Board, TTAC which will also be shared with the community for comment and input.				

Activity	Pre-2023	2023	2024	2025	2026	2027
MPO STUDIES						
Capital Investment Studies		Complete Willow Creek Capital Investment Study Assess Capital Investment Study needs for 2024.	Capital Investment Study – TBD Assess Capital Investment Study needs for 2025.	Capital Investment Study – TBD Assess Capital Investment Study needs for 2026	Capital Investment Study – TBD Assess Capital Investment Study needs for 2027	Capital Investment Study – TBD Assess Capital Investment Study needs for 2028
ROCOG Area Safe Streets Planning		Initiate SS4A Comprehensive Safety Action Plan (if awarded) OR Prepare ROCOG Safe Streets Report	Complete SS4A Comprehensive Safety Action Plan OR Reapply for SS4A grant (If not awarded in 2023)	Provide support for SS4A Implementation Grant applications by Local Partners		
Disadvantaged Populations Mobility Assessment		Disadvantaged Populations Mobility Needs Assessment: Start Phase 1 – Analysis of populations and	Disadvantaged Populations Mobility Needs Assessment: -Complete Phase 1	Disadvantaged Populations Mobility Needs Assessment: -Complete Phase 2	Disadvantaged Populations Mobility Needs Assessment: Complete Phase 3 and prepare Final Report	

Activity	Pre-2023	2023	2024	2025	2026	2027
		initial outreach on needs	-Initiate Phase 2: Identify and evaluate options & opportunities.	-Initiate Phase 3: Prepare draft recommendation and action plan.		
Regional Travel Strategic Planning		Participate in any regional efforts to advance RTCC or similar concepts for SE Minnesota		Regional Travel Strategic Planning was identified as a lower priority implementation item but a ROCOG-led effort focused on ROCOG MPA would be anticipated to begin in 2025 (after adoption of LRTP) if no regional efforts to advance a RTCC or similar concept has occurred by this time. ROCOG's efforts would be to focus on a "Center-out" regional strategy, looking at how regional access and mobility within the MPA might be addressed with an eye towards identifying solutions that could be scaled up to a larger regional area in the future. The goal is to address needs for regional access to jobs, medical services, personal services as well as recreational and cultural activities.		
Adapting Corridors to 21st Century Mobility	In 2021 the IJA was adopted and included a provision requiring MPO's to direct 2.5% of planning funds annually to efforts to address needs for Complete Street improvements with an emphasis on creating multimodal corridors that will safely serve individuals of all ages and abilities.		As part of LRTP update include discussion of Complete Street priorities and policy needs that need to be addressed	Include in final ROCOG 2050 LRTP a list of Complete Street Needs and recommended policy.	Expect in 2026 that further refinement studies of individual corridors would begin which ROCOG would participate in. There may be phase 1 planning work needed which ROCOG could consider funding with CPG funds.	

Federal 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, especially 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 & INTEGRATION¹

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.

Consideration of the planning factors shall be reflected, as appropriate, in the metropolitan transportation planning process. The degree of consideration and analysis of the factors should be based on the scale and complexity of issues, including transportation system development, land use, employment, economic development, human and natural environment and housing and community development.

Table 2 provides a summary overview of how consideration of the ten Federal Planning Factors identified in CFR 450.308 are incorporated into the UPWP across the various Work Tasks that have been identified for 2023.

TABLE 2: Consideration of Federal Planning Factors in ROCOG 2023 UPWP Work Tasks

Task	Economic Vitality	Safety	Security	Accessibility Mobility	Environment Community	Connectivity Integration	Efficient System Mang	Preservation	Resilience Reliability	Tourism
MPO Program Management										
2211 UPWP										
2212 MPO Meetings	X	X		X	X		X	X	X	
2213 Federal/State Coordination	X	X	X	X	X	X	X	X	X	X
2214 TIP/ATIP/STIP	X	X		X	X	X	X	X	X	
Planning Activities										
2221 Data Management		X		X	X			X	X	
2222 Support for Economic Development	X	X		X		X	X		X	X
2223 Multi-Modal Studies	X	X		X	X	X	X		X	
2224 LRTP and PIP	X	X	X	X	X	X	X	X	X	
2225 Local Partner Support	X	X	X	X	X	X	X	X	X	
Technical Support										
2231 GIS Support		X	X	X	X	X				
2232 Travel Demand Model	X	X		X			X			

Federal Emphasis Areas Discussion

On December 30, 2021, the Federal Highway Administration and Federal Transit Administration jointly issued updated guidance on Planning Emphasis Areas (PEAs) for Metropolitan Planning Organization UPWPs. Support for the PEAs at the MPO level is identified through association of individual PEAs with Work Tasks identified in the UPWP. The following are the current PEAs:

- Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future

Ensure that transportation plans and investments help achieve national greenhouse gas reduction goals and increase resilience to extreme weather events and other disasters resulting from increasing effect of climate change.

- Equity and Justice⁴⁰ in Transportation Planning

Advance equity and support for underserved and disadvantaged communities and ensure public involvement in the planning process that reflects the various perspectives, concerns and priorities of impacted populations and areas.

- Complete Streets

Plan, develop and operate streets and networks that prioritize safety, comfort and access to destinations for all users of the street network, providing an equitable and safe transportation network for travelers of all ages and abilities, including those from marginalized communities.

- Public Involvement

Increase meaningful public involvement in transportation planning by ensuring early, effective and continuous public opportunity for input to bring diverse viewpoints into the decision-making process, in part by considering the use of new tools and techniques that can enhance public and stakeholder understanding of proposed plans, programs and projects.

- Strategic Highway Network / U.S. Department of Defense Coordination

Coordinate with appropriate federal agency representatives on infrastructure and connectivity needs for STRAHNET Routes and other public roads that serve national security needs.

- Federal Land Management (FLMA) Coordination

Coordinate with FLMAs on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal Lands.

- Planning and Environmental Linkages Studies

Link the transportation planning process to the environmental planning process early in planning efforts through a collaborative and integrated approach to transportation decision making that considers environmental, community and economic goals early, and carry those considerations through to project development and delivery

- Data in Transportation Planning

Develop and advance data sharing principles at the state, MPO and local level to facilitate incorporation of data assets across multiple programs such as freight, bike and pedestrian planning, equity analysis, and performance monitoring and management to allow for the efficient use of data resources and improvement policy and decision-making.

Table 3 provides a summary overview of how consideration of the eight PEAs are incorporated into the UPWP across the various Work Tasks that have been identified for 2023.

Table 3: Addressing PEAs in the ROCOG UPWP

Task	Climate	Equity	Complete Streets	Public Outreach	STRAHNET	FLMA	PELS	Data
MPO Program Management								
2211 UPWP								X
2212 MPO Meetings		X		X			X	
2213 Federal/State Coordination	X	X			X	X	X	X
2214 TIP/ATIP/STIP	X	X	X	X	X			
Planning Activities								
2221 Data Management	X	X					X	X
2222 Support for Economic Development	X	X	X	X			X	X
2223 Multi-Modal Studies		X	X	X	X		X	X
2224 LRTP and PIP	X	X	X	X	X		X	X
2225 Local Partner Support		X	X	X			X	X
Technical Support								
2231 GIS Support	X	X		X			X	X
2232 Travel Demand Model		X	X				X	X

Category 2210: ROCOG MPO Process

Objective

To ensure the responsible management of federal and state planning funds distributed through the Consolidated Planning Grant (CPG) and state grant; provide necessary staff support for the ROCOG Board and Transportation Technical Advisory Committee (TTAC) activities as well as coordination with other transportation focused community groups; monitor and respond in a timely manner to federal or state initiated policies or directives related to transportation programs, and ensure the process for programming state and federal transportation funds is completed in a timely manner through a process open to the public for review and comment.

FY 2023 Unified Planning Work Program	
Category	Work Element Title
2210	MPO Program Management
2211	UPWP
2212	MPO Related Meetings
2213	Federal/State Coordination
2214	TIP, ATIP, STIP
2220	Planning Activities
2221	Transportation Data Management
2222	Support for Economic Development Initiatives
2223	Multimodal Policy & Investment Studies
2224	LRTP and PIP
2225	ROCOG Local Partner Support
2230	Technical Support
2231	MPO GIS Support
2232	Travel Demand Model & Software

Task 2211 Unified Planning Work Program (UPWP)

The UPWP sets the course for ROCOG's work each year and provides a useful guide to the breadth of work that MPOs like ROCOG undertake. The UPWP is also an important tool in reporting on ROCOG's use of CPG funding.

Applicable Planning Factors, PEAs and Task Effort

Planning Factors						
Planning Emphasis Areas	Data in Transportation Planning					
2023 Task Effort	Total Cost	\$ 34,256	Staff Hours	300	Consultant Fees	\$ 0

Anticipated 2023 Work Activities

- Preparation of Quarterly Reports & Invoices.
- Manage revenues, expenditures, and program outcomes.
- Coordinate Mid-Year Review of annual program progress
- Process 2023 UPWP Amendments.
- Prepare 2024-2025 UPWP.
- Secure approval of annual agreements (CPG / MnDOT funding and cooperative agreements for services as needed with Rochester and Olmsted County).
- Attendance at UPWP related webinars and workshops.

2023 Work Products

- Quarterly Progress Reports
- Quarterly Invoices
- Manage contracts
- Host and prepare for Mid-year review
- Amendments prepared and submitted as needed to 2023 UPWP
- 2024-2025 UPWP
- Agreements authorized by ROCOG with cooperative agreements finalized with City of Rochester and/or Olmsted County and any consultants

Anticipated 2024 Work Activities

Same as 2023

Task 2212 MPO Related Meetings

ROCOG's work involves planning for and conducting meetings that govern the MPO and adopt its plans, as well as communicating with the public through digital platforms. ROCOG staff also represent the MPO in transportation planning efforts.

Applicable Planning Factors, PEAs and Task Effort

Planning Factors	Economic Vitality, Safety, Accessibility & Mobility, Environment & Community, Efficiency, Preservation, Resilience & Reliability					
Planning Emphasis Areas	Public Involvement, Equity, PELS					
2023 Task Effort	Total Cost	\$87,890	Staff Hours	776	Consultant Fees	\$0

Anticipated 2023 Work Activities

- Staff support for ROCOG and TTAC meetings.
- Coordination on policy issues with other MPOs in state.
- General coordination with local transportation advocates on transportation issues.
- General coordination with local planning and implementation agencies on transportation issues.
- Attend community planning meetings as ROCOG staff representatives.
- ROCOG Web Site maintenance including new content development
- ROCOG Facebook page maintenance including new content development

2023 Work Products

- Prepare agendas, minutes, and memos on agenda topics for ROCOG Policy Board and TTAC.
- Attend Annual MPO Workshop, quarterly MPO Director's Meetings and other joint meetings with Minnesota MPOs.
- Attend meetings and provide support for activities of local transportation advocacy groups as requested (NOTE: This activity will not include any lobbying activities).
- Attend meetings and provide information to local agencies and organizations on transportation-related matters.
- Maintenance of the ROCOG web site including new content development to provide current information to the public, board members, and agency staff.
- Maintenance of ROCOG Facebook page including new content development.
- Ensure ROCOG, TTAC, and other MPO-originated meetings are accessible online via video-meeting software, and other remote-attendance methods that allow for optimal participation from staff and the public.

Anticipated 2024 Work Activities

Same as 2023

Task 2213 Federal and State Planning Coordination

As an MPO, ROCOG has responsibilities initiated by federal legislation. This involves working collaboratively with federal, state, and local partners to ensure the transportation planning goals of all of them are consistent.

Applicable Planning Factors, PEAs and Task Effort

Planning Factors	Economic Vitality, Safety, Security, Accessibility & Mobility, Environment & Community, System Connectivity & Integration, Efficiency, Preservation, Tourism, Resilience & Reliability, Tourism					
Planning Emphasis Areas	Climate, Equity, STRAHNET, FLMA Coordination, PELS, Data in Transportation Planning					
2023 Task Effort	Total Cost	\$58,759	Staff Hours	480	Consultant Fees	\$0

Anticipated 2023 Work Activities

- Participate in MnDOT District and Statewide Planning Activities that are initiated in 2023 or continued from 2022 affecting facilities and services in ROCOG planning area.
- Coordinate with Federal and State activities related to implementation of IIJA Act planning rules.
- Coordinate with Federal and State activity related to performance planning measures and targets originating from MAP-21, FAST Act, and/or new IIJA legislation.
- Respond to any proposed policy/program changes proposed in the IIJA legislation.
- Coordinate with MnDOT and Local Partners on the designation of the Adjusted Urban Area Boundaries for the Rochester, Stewartville, and Byron urban areas with the Metropolitan Planning Area
- Coordinate with FHWA, MnDOT and Local Partners on the system-wide update of the Federal Functional System expected in 2023 once updated Urban Area Boundaries are approved.
- Conduct annual activities related to implementation of the Title VI and Low-English Proficiency Plans including staff training, processing activities related to any Title VI complaint, and ensuring the needs and potential impact of projects on Title VI, LEP and Environmental Justice populations are considered in all plans and studies. (The last Title VI / LEP plan update occurred in 2022).

2023 Work Products

- Participate in update/implementation of MnDOT's Family of Plans, including the Statewide Multimodal Transportation Plan, Minnesota State Highway Investment Plan, and Freight Plan.
- Conduct necessary review of Performance Planning measures and targets, cooperation with MnDOT, Rochester Public Transit, and FHWA/FTA.
- Facilitate local review / approval of adjusted Urban Area Boundaries for Rochester, Stewartville and Byron anticipated to be during 2023.
- Facilitate local review of anticipated 2023 system level review of the Federal Functional Classification System

- Complete Title VI staff training activities
- Respond to any Title VI complaints that may be filed against ROCOG

Anticipated 2024 Work Activities

Same as 2023 but not including the designation of Adjusted Urban Area Boundaries which is anticipated to be completed in 2023.

Task 2214 TIP / ATIP / STIP

Annual update and approval of the ROCOG Transportation Improvement Program (TIP) is an essential function of the MPO. The TIP is a four-year program of transportation projects in the ROCOG area, listing individual street/highway, active transportation, and transit projects, the road authorities or agencies responsible for them, and their federal, state, and local costs. The TIP also services as a reporting document for various policy matters such as Performance Planning results, assessment of the impact of federal projects on Environment Justice Populations, and the assessment of Fiscal Constraint related to the ability of implementing agencies to maintain the existing transportation system

Applicable Planning Factors, PEAs and Task Effort

Planning Factors	Economic Vitality, Safety, Accessibility & Mobility, Environment & Community, System Connectivity & Integration, Efficiency, Preservation, Resilience & Reliability					
Planning Emphasis Areas	Climate, Equity, Complete Streets, Public Involvement, STRAHNET					
2023 Task Effort	Total Cost	\$55,641	Staff Hours	464	Consultant Fees	\$0

Anticipated 2023 Work Activities:

- Preparation of draft and final versions of the 2024-2027 MPO Transportation Improvement Program (TIP).
- Conduct public comment opportunities and manage the process to finalize approval of the 2024-2027 TIP through TTAC and ROCOG for submittal to MnDOT.
- Coordinate with District 6 Area Transportation Partnership (D-6 ATP) in TIP/STIP related matters including attendance at ATP-6 meetings.
- Work with TTAC and ROCOG to administer the MPO federal project selection process for the next cycle of TIP/State Transportation Improvement Program (STIP) preparation. The D-6 ATP provides ROCOG a funding target for purposes of facilitating MPO project

selection and advancing MPO priorities. MPO-selected projects will be forwarded to the ATP for inclusion in the Area Transportation Improvement Program (ATIP).

- Process amendments to the current TIP/STIP as needed.
- Organize information on ROCOG area performance related to adopted federal performance measures and targets.
- Participate in review and comment on City and County CIP Programming Priorities.

2023 Work Products:

- Selection of MPO TIP projects.
- Adoption of 2024-2027 TIP by ROCOG for submittal to MnDOT.
- Staff attendance at ATP and ATP subcommittee meetings.
- Review 2027 Transportation Alternatives Program applications for proposed projects in the ROCOG and ATP 6 area. Due to the higher TA funding authorization included in the IIJA, programming of additional federal dollars for years 2024-2026 is also expected to be processed as amendments to the TIP in 2023.
- Work with Rochester and Olmsted County in development of transportation CIPs.
- Process amendments to the TIP as needed.
- Respond to new TIP requirements or updating of TIP-related information in current MPO planning documents to reflect policy changes in the IIJA.

Anticipated 2024 Work Activities

Same as 2023 but for the next TIP/STIP cycle of 2025-2028.

Category 2220: Planning Activities

Objective

The ROCOG 2045 LRTP, adopted in 2020, recommends strategies to address mid- and long-term transportation needs within the ROCOG planning area regarding roadways, active transportation (bicycles and pedestrians), and public transportation. Implementation of strategies may include further refinement studies or early phase project development work such as Alternatives Identification or Environmental Review which ROCOG will assist with.

In addition, implementation of the LRTP intersect with other planning work being conducted by ROCOG partners, such as the transportation component of Rochester's Destination Medical Center initiative or development of project information to support state and federal discretionary grant applications. ROCOG's involvement in these and other planning activities contributes to the policies and recommendations of the

LRTP and are considered a part of the continuing, cooperative, and comprehensive 3C planning process.

FY 2023 Unified Planning Work Program	
Category	Work Element Title
2210	MPO Program Management
2211	UPWP
2212	MPO Related Meetings
2213	Federal/State Coordination
2214	TIP, ATIP, STIP
2220	Planning Activities
2221	Transportation Data Management
2222	Support for Economic Development Initiatives
2223	Multimodal Policy & Investment Studies
2224	LRTP and PIP
2225	ROCOG Local Partner Support
2230	Technical Support
2231	MPO GIS Support
2232	Travel Demand Model & Software

Task 2221 Transportation Data Management

Federal legislation requires that MPO planning programs, such as ROCOG's, foster a continuing, comprehensive, and cooperative planning process, also known as the 3-C planning process, to transportation planning and programming within the ROCOG MPA. ROCOG plays an important role in the 3-C process to serve as a primary source of transportation information and data in the region. In this role ROCOG supports MPO planning activities and local road authorities, public transportation agencies, and the public. ROCOG maintains and disseminates information on topics such as land use, demographic information, employment and economic conditions and projections, transportation system characteristics, travel behavior patterns, travel demand forecasts, and environmental data.

Along with maintenance and continued expansion of an extensive database of geospatial resources (see Work Task 2231 for a description of ROCOG GIS activity), ROCOG continues to work on development of a comprehensive data repository to be known as the ROCOG Information Center (RIC) in 2023 and 2024. RIC will be a public-facing web portal that provides access to transportation system performance information, land use, demographic information, employment and economic conditions and projections, transportation system characteristics, travel behavior patterns, travel demand forecasts, along with links to external data sources such as Census data, and a gallery of commonly requested mapping.

In 2023, ROCOG will conduct a pilot study on the use of StreetLight data for monitoring major corridor travel performance to support future Transportation System Management and Operations (TSMO) planning efforts, as recommended in the LRTP. This study will look at using

- direct data outputs from StreetLight including speed and delay information to assess change in performance over time and comparison of peak to non-peak periods, and
- extract traffic count and turn movement data from StreetLight to use as input in the new Streets Reliability modules that have been developed as part of the Highway Capacity Software 2022 program.

Results from the pilot will be reviewed with TTAC and Policy Board to determine the useability of results as a measure of corridor performance. If there is support for establishment of a monitoring program the results of the pilot should serve as baseline data for a future year analysis study.

ROCOG staff will explore new tools for extraction of Census data, such as use of Census Application Program Interface (API) for populating databases that will be added to the Information Center, as well as completing training with updated CTPP data access tools.

Applicable Planning Factors, PEAs and Task Effort

Planning Factors	Safety, Accessibility & Mobility, Environment & Community, Preservation, Resilience & Reliability					
Planning Emphasis Areas	Climate, Equity, PELS, Data in Transportation Planning					
2023 Task Effort	Total Cost	\$96,745	Staff Hours	876	Consultant Fees	\$0

2023 Work Activities

- Initial deployment of an online ROCOG Information Center
- Exploration of methods for extraction of US Census data for use in Information Center and for local studies

- Work with member cities, the county, and MnDOT to review state aid count results as part of review / adjustment of raw count data from State.

2023 Work Products:

- Deployment of public facing ROCOG Information Center (RIC)
- Increased familiarity with new US Census data-extraction tools such as API and TidyCensus.

Anticipated 2024 Work Activities

ROCOG staff expects to add additional data or information to the proposed RIC in future years. In 2024 ROCOG will establish the processes needed for maintaining the information that is already posted as part of the initial deployment. This work will require ongoing utilization of tools such as US Census information, StreetLight Insight©, MnCATS2, and other standard sources of socio-economic and transportation information.

Task 2222 Support for Economic Development Initiatives

In 2018 the City of Rochester and the Destination Medical Center Corporation Board (DMC) accepted the final reports developed as part of the 2017-2018 DMC Integrated Transit Studies (ITS) along with an Implementation Plan that identified a series of future recommended actions to help implement and achieve the vision of the DMC. The unique funding structure established for the DMC initiative is expected to provide funding in future years for various initiatives aimed at supporting a broad array of multi-modal transportation improvements that support economic activity in Rochester. This is planned to include development of a downtown Bus Rapid Transit system, park and ride development, continued growth of ARRIVE Rochester, the Travel Demand Management (TDM) program supporting the Central Business District, a signature downtown active transportation system currently tagged as the "City Loop", and other system improvements. ROCOG will continue to be involved in these activities as part of project committees, supporting various project development work with planning data, supporting additional grant applications, and insuring federally supported projects are reflected in the LRTP and TIP.

ROCOG will be involved in other economic development initiatives in the MPO Planning Area and provide transportation-related support, including:

- An effort lead by the Rochester Area Economic Development Inc. (RAEDI) and Olmsted County evolving out of the RAEDI Economic Development Strategy adopted in 2021 to 'support and partner with local governments and the development community to create the physical places and community amenities that attract businesses, build tax base, and draw a capable, productive workforce to the area.'" Study partners expect this to include

identification and analysis of development sites for future industrial and commercial use, which will require consideration of commercial vehicle access and available transportation infrastructure. The partners also wish to conduct a county wide analysis of rail lines connecting into Rochester to study the potential to provide alternative transportation functions and / or active transportation facilities.

- In 2021 the Mayo Clinic discontinued its support for a regional commuter bus service which had provide peak hour service primarily for commuters to 40 communities in SE Minnesota. With the recovery of economy and job growth that has resumed, many of these communities are interested in finding a viable replacement for this service. Conversations are ongoing among various communities and non-profits to initiate regional action that would replace this service. ROCOG has been a part of similar studies such as the MnDOT Regional Transportation Coordinating Councils (RTCC) project in 2018 and will participate in this new effort.

Applicable Planning Factors, PEAs and Task Effort

Planning Factors	Economic Vitality, Safety, Accessibility & Mobility, System Connectivity & Integration, Efficiency, Resilience & Reliability, Tourism					
Planning Emphasis Areas	Climate, Equity, Complete Streets, Public Involvement, PELS, Data in Transportation Planning					
2023 Task Effort	Total Cost	\$25,121	Staff Hours	204	Consultant Fees	\$0

Anticipated 2023 Work Activities

- Participate in DMC related meetings on the topic of transportation infrastructure and services with staff from various city and county departments and the office of the DMC Economic Development Agency (EDA).
- Participate in City of Rochester project development work on an FTA Small Starts grant for the Rochester Downtown Bus Rapid Transit project.
- ROCOG staff will provide planning information, such as traffic forecasts and data related to social, economic, and environmental conditions for DMC projects along with other local Capital Improvement Program projects identified by local jurisdictions that support the DMC.
- Participate in RAEDI strategic planning work related to the siting of future commercial/industrial development in the ROCOG area
- Participate in regional efforts to address commuter and human service transportation needs on a regional basis.

2023 Work Products:

- Provide staff support, technical information and MPO perspective on the technical work of the various consultants, and coordinate review and involvement of MPO stakeholders.

- Provide DMC staff information on travel behavior including origin/destination information using information derived from the StreetLight Insight© database.

Anticipated 2024 Work Activities

ROCOG staff will continue involvement in projects through 2024 and beyond since the DMC implementation plan has a 20-year horizon extending through 2034.

Task 2223 Multimodal Policy and Investment Studies

With the adoption of the ROCOG 2045 LRTP in the fall of 2020, there are planning activities to advance project recommendations included in the LRTP. As summarized on Figure 1 and Table 1, ROCOG conducted a discussion at TTAC and Policy Board in the 4th Quarter of 2021 and 1st Quarter of 2022 to identify priority planning work that should be advanced from the LRTP.

Applicable Planning Factors, PEAs and Task Effort

Planning Factors	Economic Vitality, Safety, Accessibility & Mobility, Environment & Community, System Connectivity & Integration, Efficiency, Resilience & Reliability					
Planning Emphasis Areas	Equity, Complete Streets, Public Involvement, STRAHNET, PELS, Data in Transportation Planning					
2023 Task Effort / 2223	Total Cost	\$331,878	Staff Hour/Cost	1800 (\$201,878)	Consultant Fees	\$130,000

In terms of Policy and Investment Studies, two projects were identified as high priority and are proposed to be the consultant-led work tasks to begin or continue into 2023.

- 1) **Willow Creek Capital Investment Study:** In the 4th Quarter of 2022 ROCOG initiated the Willow Creek Capital Investment Study, which focuses on developing a multi-modal capital investment plan for an area in the southern portion of the Rochester Urbanized Area. This area is undergoing an active transition from rural land use to urban and suburban development. The increase in land use intensity resulting from the transition is putting pressure on a street network that is essentially rural. This is resulting in capacity, safety, and maintenance issues, along with highlighting the lack of active transportation infrastructure to serve a growing residential population

This project is a consultant-led effort with funding provided utilizing CPG funding.

Staff work will include primarily project management, providing data for the project, coordinating public engagement efforts with the consultant, and reviewing initial draft of project materials and recommendations prior to sharing information with either the project committee or the public.

Estimated Level of Effort for this project

- **Consultant Fees:** \$220,000 (\$90,000 for 2022; \$130,000 in 2023)
- **Staff Level of Effort:** Hours: 320 Costs: \$35,890

Anticipated completion date: December 2023

- 2) **ROCOG Area Safe Streets Planning:** In September 2022 ROCOG submitted a federal grant application to the Safe Streets and Roads for All (SS4A) program to secure an estimated \$346,000 to complete a Comprehensive Safety Action Plan for the ROCOG Planning Area. This plan will address the nine elements required for Action Plans and meet the self-certification requirements of the SS4A in order to qualify local jurisdictions (Olmsted County, Rochester, other Small Cities in the MPA and townships) to potentially apply for SS4A Implementation Grants, depending on the recommendations of the study. The announcement of SS4A grant awards is expected in January of 2023, with a subsequent 6-9 month period indicated for finalization of a grant agreement, suggesting the study will begin in the fall of 2023 and extend through 2024.

In anticipation of ROCOG not securing a SS4A grant, a scaled down safety effort resulting in the production of a ROCOG Safe Streets Report will occur in 2023. Staff will internally conduct the report development in 2023. The goal of this work will be to

- Conduct data analysis to understand the leading factors causing crashes leading to fatalities and serious injuries on different classes of roadways
- Utilize results of the data analysis to facilitate a discussion to establish ROCOG safety performance measures and targets,
- Utilize results of the data analysis to facilitate a discussion with leadership to gain a commitment to an MPO target for reducing fatalities and serious injuries,
- Identify a High Injury Network
- Prepare a ROCOG Safe Streets Report, which could serve as an annual template for future reporting of safety outcomes and progress.

Estimated Level of Effort for this project

- **Staff Level of Effort:** Hours: 680 Costs: \$76,265

Anticipated completion date: December 2023

The Willow Creek Capital Investment Study and work on a Safe Streets Study or Action Plan are the major Multimodal Policy and Investment Studies planned for 2023. In addition, ROCOG will also address the following planning topics that were identified in ROCOG's portfolio of projects for implementation of the LRTP (*Refer to Figure 1*):

3) **New Mobility Technology- Mobility as a Service Models Monitoring Report:**

The purpose of this project is to conduct on-going scanning/surveillance of changes or advancements that are occurring in the realm of transportation technology as well as service models enabled by the latest in software or communication capabilities.

The goal of this work is to:

- Identify advancements that may influence delivery of mobility in the future, and
- identify public policy matters that may need to be considered or addressed at the local level.

To develop this report, it is expected staff will review resources such as:

- Professional and technical journals for new and emerging transportation areas (electric vehicles, connected and automated vehicles, mobility as a service models, etc.)
- Attendance at or post-meeting review of information from conferences exploring future technology, relevant webinars, etc.

The intent would be to provide the 1st iteration of an annual or bi-yearly report to the ROCOG Technical Committee and Policy Board and its member jurisdictions including any recommendations related to policy or investment that local jurisdictions may want to consider.

Estimated Level of Effort for this project

- **Staff Level of Effort:** Hours: 160 Costs: \$17,945

This project will be completed by ROCOG staff in 2023

4) **Disadvantaged Populations Mobility Need Assessment / Phase 1:**

This project is intended to address in a holistic and coordinated manner priorities reflected in MnDOT, FHWA and FTA policy around the issues of Diversity / Equity / Inclusion, Title VI and Environmental Justice. The first phase of the work proposed for 2023 will focus on conducting a comprehensive needs assessment with a strong outreach component to the populations of concern, such as non-drivers, disabled, low-income, or households with no vehicles. Additionally, the study will assess the ability of current services and/or infrastructure to meet the travel needs of these groups. Subsequent phases of this work will be planned for 2024 and focus on identifying and evaluating options to meet the identified needs. The final product will result in the preparation of a report with recommendations on how to expand mobility options available to these populations.

Estimated Level of Effort for this project

- **Staff Level of Effort:** Hours: 640 Costs: \$71,778

This project will be started by ROCOG staff in 2023 and carryforward into 2024

Anticipated 2023 Work Activities

- Provide project management, data support, support for conduct of public engagement and review of all technical memoranda and study reports related to the Willow Creek Capital Investment Study
- Prepare a 2023 ROCOG Area Safe Streets Report (in the event ROCOG is not awarded a SS4A Action Plan grant)
- If selected to receive a SS4A Action Plan grant, prepare and process amendment to the 2023-2024 UPWP to remove work on a 2023 ROCOG Area Safe Streets Report and add staff effort needed to finalize a SS4A grant agreement with the U.S. Department of Transportation, conduct consultant selection and finalization of a consultant contract, provide project management, data support, support for public engagement activities and review of technical work products and study reports related to a ROCOG Area SS4A Comprehensive Safety Action Plan
- Prepare a New Mobility Technology – Mobility as a Service Models Monitoring Report (1st Edition)
- Prepare a ROCOG Area Mobility Disadvantaged Populations Needs Assessment Phase 1 Report including results of a comprehensive needs assessment reflecting results from a strong outreach/engagement component to populations of concern, and assess the ability of current services and/or infrastructure to meet current travel needs.

2023 Work Products:

- Complete Willow Creek Capital Investment Study
- Prepare 2023 ROCOG Safe Streets Report OR Finalize SS4A grant agreement and initiate Year 1 work on ROCOG Area Comprehensive Safety Action Plan
- Prepare New Mobility Technology-Mobility as a Service Models Monitoring Report and provide to jurisdictional partners
- Complete Phase 1 Report for ROCOG Area Mobility Disadvantaged Needs Assessment
- Determine next priorities for future Capital Investment Studies

Anticipated 2024 Work Activities

- Continue work ROCOG Area SS4A Comprehensive Safety Action Plan
- Complete work on ROCOG Area Mobility Disadvantaged Needs Assessment phases 2/3.
- Initiate next highest priority Capital Investment Study

Task 2224 LRTP and PIP

Two of the fundamental core documents of any MPO are its adopted LRTP and its Public Involvement Plan (PIP). While these plans are updated regularly (every five years for the LRTP, no defined cycle in the case of the PIP), there may be amendments or activities that need to be completed to respond to individual issues that arise, or preparatory work that needs to be completed to facilitate the next major update cycle of the LRTP or PIP.

Applicable Planning Factors, PEAs and Task Effort

Planning Factors	Economic Vitality, Safety, Security, Accessibility & Mobility, Environment & Community, System Connectivity & Integration, Efficiency, Preservation, Resilience & Reliability					
Planning Emphasis Areas	Climate, Equity, Complete Streets, Public Outreach, STRAHNET, PELS, Data in Transportation Planning					
2023 Task Effort	Total Cost	\$33,759	Staff Hours	296	Consultant Fees	\$0

In 2023/2024, the following work activities are proposed:

Document Accessibility: In 2023 ROCOG staff will assess the accessibility of the current LRTP document, particularly map elements, such as the Functional Designation Map and the System Plans for Active Transportation and the Rochester Area Primary Transit Network, along with other graphical elements, which have limited usability in the current document format. The assessment should determine a solution for improving accessibility of graphical materials in the current plan and that information can be applied and used as a template for the 2025 LRTP update. All map elements in the LRTP are currently created in ArcGIS and need to be migrated to ArcPRO in order to prepare for future updates of the LRTP.

Socio-Economic Forecasts: Core data that are foundational to the preparation of the LRTP include population and employment forecasts, land use projections, and travel behavior. Generally, these elements are prepared 6-12 months prior to initiation of an LRTP update cycle. With the next plan update due in August of 2025, the target to have this core data available would be July 2024. Additionally, to support the 2025 LRTP update, ROCOG will use StreetLight Insight, and other publicly available information on travel behavior, to assess the impact of and recovery from the COVID-19 pandemic's impact on travel behavior in the Rochester Urbanized Area. The purpose is to identify potential adjustments to the ROCOG traffic forecasting model.

Scenario Planning: Given Rochester's transition away from being part of joint city-county planning department, ROCOG is approaching the next update of land use projections as a potential topic for a scenario planning exercise involving various city and county departments with review of results by planning commissions and jurisdictional leadership. Part of this exercise will be targeted towards exploring the potential impacts of Rochester's new Unified ROCOG 2023-2024 UPWP

Development Code, which promises to introduce some new patterns of housing development and mixed use development which could alter traditional thinking about land use patterns in the urban area.

Anticipated 2023 Work Activities

- Conduct assessment and complete actions needed to improve accessibility to map and other graphical elements of the current ROCOG Long Range Transportation Plan.
- Begin the collection of data needed for preparation of updated population and employment forecasts in 2024
- Complete a baseline Travel Market and Travel Behavior analysis for the Rochester Urbanized Area to provide a foundation for future updates to help inform the Long Range Plan and define potential adjustments to the travel demand forecasting model.

2023 Work Products:

- ADA accessible LRTP Document
- Prepare Final scope of Work for 2024 update of Social-Economic Forecasts and Scenario Planning Activity

Anticipated 2024 Work Activities

- Prepare updated population and employment forecasts for the ROCOG Planning Area
- Conduct a Scenario Planning Exercise with the City of Rochester for the purpose of developing future land use assumptions to incorporate in the ROCOG Travel Demand Model and to consider during preparation of the 2025 LRTP update
- Complete transition of map elements of the LRTP and other materials developed through GIS to new ArcPRO iteration of ESRI software

Task 2225: ROCOG Local Partner Support

ROCOG staff supports local partners by providing data and information for local studies and projects. For consistency, staff frequently participate in project committees as a continuation of the system planning and policy level work that starts with ROCOG's 3-C planning process. Staff also assist local partners with the preparation of grant applications. Staff also coordinate with agencies administering land use regulations to provide review and comment on the potential transportation implications of proposals relative to LRTP policy and assist local traffic engineers on traffic impact studies to provide traffic forecasts and growth rates, trip distribution and trip generation assumptions, and review of study results for consistency with LRTP policies.

In 2023, ROCOG will formally establish a Federal and State Discretionary Grants Working Group (Figure 1 and Table 1) to advance implementation of the LRTP. As part of this work, ROCOG will

ROCOG 2023-2024 UPWP

develop a resource guide for local partner use and convene quarterly meetings of the Working Group to discuss upcoming grant solicitations, identify potential grant applications and discuss application information needs. The goal is to proactively identify opportunities or need for cooperation on grant applications, identify information needed for grant applications, and identify who may willing and able to help with information preparation. This activity should also help partners anticipate the required local match funding for these grant opportunities.

Applicable Planning Factors, PEAs and Task Effort

Planning Factors	Economic Vitality, Safety, Security, Accessibility & Mobility, Environment & Community, System Connectivity & Integration, Efficiency, Preservation, Resilience & Reliability					
Planning Emphasis Areas	Equity, Complete Streets, Public Involvement, PELS, Data in Transportation Planning					
2023 Task Effort	Total Cost	\$55,469	Staff Hours	480	Consultant Fees	\$0

Anticipated 2023 Work Activities

- Continue to participate in Local Partner Planning Studies In 2023 this will include
 - Committee participation in final stages of City of Rochester’s Transit Development Plan update.
 - Committee participation in final stages of City of Rochester’s Active Transportation Plan Update.
 - Participation in meetings of the 11 county Southern Minnesota Association of Regional Trail advocates (SMART) working on implementation of DNR regional trail network
- Organize and begin convening meetings of ROCOG Federal & State Discretionary Grants Working Group
 - Provide assistance and support to local partners on programmatic grant applications
 - Provide assistance and support to local partners on discretionary grant applications
- Support for local partners related to Traffic Impact Studies:
 - Provide travel demand forecasts and traffic growth trend information and data
 - Provide information on trip distribution and trip generation assumptions to use
 - Review study results and findings for consistency with ROCOG LRTP Policies
- Prepare transportation assessment of the potential impact and implications of proposed map amendments to the Olmsted County General Land Use Plan
- Support local partners on capital improvement projects in early stage project development:
 - Provide socio-economic and/or land use projections for the project area
 - Provides travel demand forecasts for the project area
 - Provide environmental data needed for early stage NEPA and MEPA analysis
 - Provide information on vulnerable populations in the project area

- Participate in project committee work on alternatives identification and selection from the perspective of assessing consistency with LRTP Policy/Plans
- Participate in public engagement activity to provide long range planning background
- Participate in small-area land use studies undertaken by local partners to offer input and assessment of potential impact to the major street network and multi-modal services and facilities identified in ROCOG LRTP.
- Coordinate the processing of Federal Functional Classification change requests from local jurisdictions with MNDOT

2023 Work Products

- Formation of the ROCOG Federal & State Discretionary Grants Working Group

Anticipated 2024 Work Activities

Activities in 2024 will be the same as in 2023

Category 2230: Technical Planning Support

Objective

To support ROCOG planning studies and long-range transportation planning activities there is a need for information on land use, transportation infrastructure, and current and future travel data. In 2023 and 2024 ROCOG will continue to maintain GIS geodatabase information needed for planning activities and utilize GIS tools to help inform public engagement efforts.

ROCOG also maintains a travel demand forecasting model (TDFM) for use in planning studies and to provide future traffic forecasts to outside agencies and /consultants upon request. Model maintenance primarily includes keeping activity data (land use by traffic analysis zone) and transportation network information (travel speed and corridor capacities) up to date. ROCOG also utilizes other tools including specialized analysis software such as the Highway Capacity

Software and Streetlight Insight© for access to current travel data.

FY 2023 Unified Planning Work Program	
Category	Work Element Title
2210	MPO Program Management
2211	UPWP
2212	MPO Related Meetings
2213	Federal/State Coordination
2214	TIP, ATIP, STIP
2220	Planning Activities
2221	Transportation Data Management
2222	Support for Economic Development Initiatives
2223	Multimodal Policy & Investment Studies
2224	L RTP and PIP
2225	ROCOG Local Partner Support
2230	Technical Support
2231	MPO GIS Support
2232	Travel Demand Model & Software

Task 2231 MPO GIS Support

Geographic Information Systems (GIS) staff support the development of geospatial databases that link key data such as land use, demographics, street features and travel demand information to location and transportation networks through GIS software. ROCOG supports the development and maintenance of GIS databases for the MPA that provide relevant transportation information for studies and analysis. ROCOG also has access to ESRI’s ArcGIS Online web-based platforms for delivering maps and transportation-related information to the public for review and comment using tools (i.e., ArcGIS StoryMaps, ArcGIS Dashboards) and online applications (i.e., Survey123) embedded in ESRI’s platforms

Applicable Planning Factors, PEAs and Task Effort

Planning Factors	Safety, Security, Accessibility & Mobility, Environment & Community, System Connectivity & Integration,
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Planning Emphasis Areas	Climate, Equity, Public Outreach, PELS, Data in Transportation Planning					
2023 Task Effort	Total Cost	\$64,394	Staff Hours	840	Consultant Fees	\$0

Anticipated 2023 Work Activities

- GIS staff will assist transportation planning staff in the transition from ArcGIS software to the new advanced ArcPRO software in order for staff to develop proficiency in the application of this major software update to the daily work of ROCOG transportation staff.
- GIS staff will assist transportation planning staff in development of geospatial datasets for use in studies.
- GIS staff will assist transportation staff in using ESRI's ArcGIS Online web-based platforms (example: ArcGIS StoryMaps, Survey123, ArcGIS Dashboards) for delivering maps and transportation-related information to the public for review and comment.
- GIS staff will provide ongoing maintenance of the Address Point, Parcel Information, Street Centerline and Street Intersection GIS features in an Enterprise Database that provides updates to these databases within a week of changes resulting from land development approvals.
- As needed, GIS Staff will provide special GIS studies and support work for the MPO.
 - In 2023, this activity may include support for development of a Comprehensive Safety Action Plan which will involve extraction of grade and curvature data for the MPA rural road network using newly acquired LIDAR data or the Olmsted County Digital Elevation Model (DME) using GIS data extraction tools.

2023 Work Products:

- ROCOG transportation staff will develop understanding of and become successful users of ESRI's ArcPRO.
- Geospatial data for planning studies will be developed and maintained.
- Utilize ESRI's ArcGIS online platforms (e.g., ArcGIS Story Maps, Survey123, ArcGIS Dashboards) for delivering maps and transportation-related information to the public for review and comment.
- Updated Enterprise GIS databases to reflect new development activity and street development.
- Update street centerline and intersection database to capture transportation related attributes.

Anticipated 2024 Work Activities

Similar work to year 2023.

Task 2232 Travel Demand Forecasting Model & Software Maintenance

ROCOG planners use a suite of key tools for preparing traffic forecasts and conducting data analysis. These include:

- ROCOG Travel Demand Forecasting Model (TDRM), which is built upon the Bentley Cube/Voyageur platform
- Specialized software analysis and data tools including:
 - Highway Capacity Software (Vendor: McTrans)
 - Synchro/SimTraffic suite of traffic operations tools (Vendor: Trafficware)
 - StreetLight Insight[®] a leading vendor of location- based travel behavior data derived from connected device location data (Vendor: StreetLight).

In addition to preparing project level travel demand forecasts, in 2023 ROCOG staff will continue to maintain model inputs (ie, land use, commuter parking locations, and corridors speeds and capacities). Migration of land use zoning and permitting functions from the former joint Rochester-Olmsted Planning Department to the City of Rochester and individual townships and small cities has created the need for ROCOG to develop a systematic approach to tracking land use development, maintained on an ongoing basis as development information comes in, in a structured database, in order to streamline the collection and utilization of land use data at the Traffic Analysis Zone level.

The four licensed data and analysis software programs (Bentley Cube/Voyageur, Streetlight, HCM, Synchro/SimTraffic) which ROCOG use all feature maintenance fees which ROCOG must fund, except for the Bentley Cube/Voyageur program. StreetLight has an annual maintenance fee, while the HCS and Simtraffic/SimTraffic (which ROCOG shares a license for with Olmsted County Public Works) have multi-year maintenance licenses in effect in 2023.

Applicable Planning Factors, PEAs and Task Effort

Planning Factors	Economic Vitality, Safety, Accessibility & Mobility, Efficiency					
Planning Emphasis Areas	Equity, Complete Streets, PELS, Data in Transportation Planning					
2023 Task Effort	Total Cost	\$25,165	Staff Hours	220	Consultant Fees	\$0

Anticipated 2023 Work Activities

- ROCOG staff continue a service contract with a consulting firm to assist ROCOG with the operation and implementation of the ROCOG TDFM to meet ROCOG needs. *This contract will be funded use 100% local dollars and will be managed by ROCOG staff.*
- ROCOG will develop a geospatial database framework for tracking existing and land use changes at the Traffic Analysis Zone level for use in the TDFM. *Consultants will be primarily responsible for implementing adaption to the model using state-of-the-art techniques in the CUBE/Voyager script language.*
- Conduct project-level modeling as needed for various project development studies and Traffic Impact Reports for MnDOT, the City of Rochester, or Olmsted County.
- ROCOG staff will work with a consultant to train ROCOG staff on basic use of the traffic model CUBE/Voyager software.

2023 Work Products:

- Generate traffic forecasts for internal studies, partner agencies, and consultants working for these agencies on project implementation and land development activities.
- Develop and maintain TDFM land use database.
- Implement refinements to the TDFM for project specific or general purposes.

Anticipated 2024 Work Activities

Continue 2023 activities.

Safe and Accessible Transportation Options

In the 2021 Infrastructure and Investment Jobs Act Congress established that each State and Metropolitan Planning Organization in the United States needs to program 2.5% of funds available for planning and research for activities that “ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists and freight vehicles.” The legislation further goes on to describe eligible activities which include preparation of transportation plans and policies that address the safety and accommodation of the user groups listed in the legislation.

For ROCOG, the 2.5% set-aside for Safe and Accessible Transportation Options represents \$12,417 in 2023 CPG funding which must be targeted to this work.

For 2023, ROCOG proposes to target a percentage of the project costs on the Disadvantaged Populations Mobility Needs Assessment described under Work Task 2223 to meet the Safe and Accessible Transportation Options set-aside. The breakdown would be as follows

Project	2023 Proposed Hours Safe & Accessible Transportation Study	Average Hourly Cost of Staff Time	2023 Total Cost	% of Project Level of Effort
Disadvantaged Populations Mobility Needs Assessment	112	\$112.15	\$12,561	17.5%

The Disadvantaged Populations Mobility Needs Study will have a major focus on looking at safety and accessibility via alternatives to single occupant vehicle travel with an emphasis on historically disadvantaged populations such as older individuals, low income, minority and the disabled. This will be a multi-year study but will result in recommendations to improve travel options for targeted populations.

ROCOG's 2023 Time and Cost Table

TABLE 4: ROCOG 2023 TIME AND COST TABLE

UNIFIED PLANNING WORK PROGRAM

UPWP Work Tasks		Staff Hours	COST		TOTAL Cost	Federal Share	MnDOT Share	Local Match for Federal \$\$	Local Match for State \$\$
			STAFF	OTHER					
2211	TPWP	300	\$34,256	\$0	\$34,256	\$26,923	\$2,407	\$4,324	\$602
2212	MPO Related Meetings	776	\$87,890	\$0	\$87,890	\$69,077	\$6,176	\$11,093	\$1,544
2213	Federal/ State Planning Coordination	480	\$58,759	\$0	\$58,759	\$46,181	\$4,130	\$7,416	\$1,032
2214	TIP, ATIP, STIP	464	\$55,641	\$0	\$55,641	\$43,731	\$3,911	\$7,022	\$977
ROCOG MPO Process Totals		2020	\$236,546	\$0	\$236,546	\$185,912	\$16,624	\$29,855	\$4,155
2221	Transportation Data Management	876	\$96,745	\$0	\$96,745	\$76,036	\$6,799	\$12,210	\$1,700
2222	Support for Economic Development	204	\$25,121	\$0	\$25,121	\$19,744	\$1,765	\$3,171	\$441
2223	Multimodal Policy & Investment Studies	1800	\$201,878	\$0	\$201,878	\$158,665	\$14,186	\$25,480	\$3,547
	Willow Creek Consultant Fee			\$130,000	\$130,000	\$102,173	\$9,136	\$16,408	\$2,283
2224	LRTP and PIP	296	\$33,759	\$0	\$33,759	\$26,533	\$2,372	\$4,261	\$593
2225	ROCOG Local Services	480	\$56,469	\$0	\$56,469	\$44,382	\$3,968	\$7,127	\$992
Planning Activities Totals		3656	\$413,971	\$130,000	\$543,972	\$427,533	\$38,226	\$68,657	\$9,556
2231	GIS Support to MPO	840	\$64,394	\$0	\$64,394	\$50,610	\$4,525	\$8,128	\$1,131
2232	Travel Demand Model	220	\$25,165	\$0	\$25,165	\$19,778	\$1,768	\$3,177	\$442
Technical Support Totals		1060	\$89,559	\$0	\$89,559	\$70,388	\$6,293	\$11,305	\$1,573
						Federal CPG	MnDOT State Grant	Local Match Federal \$\$	Local Match State \$\$
UPWP Programs TOTALS		6736	\$740,076	\$130,000	\$870,077	\$683,833	\$61,143	\$109,817	\$15,284

2023 Fringe and Indirect Rates

For 2023 cost estimation ROCOG will use the same fringe and indirect rates used in 2022 while awaiting results from the comprehensive MnDOT/FHWA audit in progress before preparing a revised Fringe/Indirect Rate cost proposal. For 2023 the initial fringe benefit rate used for estimation of costs is 55.96%, with an indirect rate of 50% used for estimating purposes. The full indirect rate last provided to ROCOG by Olmsted County Finance was calculated at 85.16% and though this rate could be included in program reimbursement, ROCOG has agreed to cap this rate at 50% with agreement from the Olmsted County Planning Department and the Olmsted County Finance team.

In anticipation that a UPWP amendment may be needed early in 2023 if ROCOG is successful in being awarded a federal Safe Streets and Roads for All Action Plan grant, ROCOG will request that Olmsted County Finance prepare an updated cost allocation plan that identifies updated fringe and indirect rates for 2023 based on the most current information available, for review with MnDOT and approval prior to use in a UPWP amendment.

Appendices

[Appendix 1: Status of Work Tasks in 2022 UPWP](#)

[Appendix 2: Minnesota MPO Unified Planning Work Program Checklist](#)

Appendix 1: Status of Work Tasks in 2022 UPWP

The following table summarizes activities that have been completed, those which are currently underway or of an ongoing nature, and those proposed to begin yet in 2022.

Completed	Underway / Ongoing	4 th Quarter 2022
Public Involvement Plan Update (May 2022)	Title VI / ESL Report (Final Report to go to Policy Board at October Meeting for adoption)	Hiring and onboarding of new transportation planner)
Transportation Policy Elements of County General Land Use Plan Update (Final Plan ready for adoption in 3 rd Quarter 2022)	ROCOG Information Center (Work ongoing with initial deployment in 2024)	Adoption of proposed 2023-2024 UPWP
Revised Project Selection Policy for use of ROCOG Suballocation of Surface Transportation Block Grant Funds (Adopted July 2022)	UPWP Amendment for Willow Creek Capital Investment Study completed	Consultant selection and initiation of Willow Creek Capital Investment Study
Establish 5 Year Prospectus for LRTP Implementation Activities (Completed in 1 st Quarter 2022)	Review of Transportation elements of proposed Byron and Stewartville Comprehensive Plans	Update Candidate Project List for STBG Project Selection Process
Traffic Demand Forecasting Model Calibration (Completed August 2022 with documentation to be completed in 3 rd Quarter)	Prepare Resource Paper on Federal & State Discretionary Grant Opportunities and establish MPO Discretionary Grant Working Group	Review / ROCOG notice of support for Minnesota federal performance targets
TIP Preparation (Completed with adoption on 9/28/22)	Committee Participation ongoing on Rochester Downtown Rapid Transit, Rochester Active Transportation Plan, Citizen's Advisory on Transit, Pedestrian-Bicycle Committee	Final revisions to 2045 land use file for use with Travel Demand Forecasting Model
SS4A Safety Action Plan grant application submitted September 2022		

Appendix 2: Unified Planning Work Program Checklist

MPO: Rochester-Olmsted Council of Governments Website: [Rochester Olmsted Council of Governments \(ROCOG\) | Olmsted County, MN](https://www.rocog.org/)

Contact name: Charles Reiter Phone: 507-328-7136 Email: Charlie.reiter@olmstedcounty.gov

UPWP time period: 2023 to 2024

The table below identifies information that should be covered by the MPO's Unified Planning Work Program (UPWP). UPWPs are regulated under 23 CFR 450.308, 23 CFR 420, and FTA Circular C8100.1D. Complete the requested information as applicable.

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 PAGE (p. ii)	
		INCLUDE CALENDAR YEARS COVERED BY THE UPWP	Yes	TITLE PAGE (p. ii)	
		IDENTIFY MPO CONTACT PERSON, INCLUDING NAME, PHONE NUMBER AND EMAIL ADDRESS	Yes	TITLE PAGE (p. ii)	
		IDENTIFY THE AGENCIES PROVIDING FUNDS FOR THE UPWP; OPTION TO INCLUDE AGENCY LOGOS FOR EASIER IDENTIFICATION	Yes	TITLE PAGE (p. ii)	
		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 PAGE (p. ii)	
BEST PRACTICE	INTRODUCTION	INCLUDE A TABLE OF CONTENTS	Yes	p. 1	
		INCLUDE A FULLY EXECUTED MPO RESOLUTION APPROVING THE UPWP	Yes	p. iv	
		INCLUDE A FULLY EXECUTED FEDERAL SELF-CERTIFICATION DOCUMENT	Yes	p. v	
BEST PRACTICE	MAP	INCLUDE A MAP SHOWING MPO URBANIZED BOUNDARY AND THE PLANNING AREA BOUNDARY	Yes	PAGE 5	

Regulatory Citation (23 CFR, except when noted otherwise)	Key Item	Review Guidance / Description	Included in UPWP?	If yes, which page(s)?	Comments
BEST PRACTICE	STAFF	LIST PRIMARY MPO STAFF BY NAME AND TITLE	No		WILL ADDRESS IN 2024
BEST PRACTICE	MPO MEMBERSHIP	LIST OF ALL POLICY BOARD MEMBERS, INCLUDING NAMES AND AFFILIATIONS	No		WILL ADDRESS IN 2024
		LIST OF ALL TECHNICAL ADVISORY MEMBERS, INCLUDING NAMES AND AFFILIATIONS	No		WILL ADDRESS IN 2024
		LIST OF ALL TECHNICAL COMMITTEE(S) MEMBERS, INCLUDING NAMES AND AFFILIATIONS (I.E., BICYCLE AND PEDESTRIAN OR HARBOR COMMITTEES)	No		WILL ADDRESS IN 2024
450.308(b)	PREVIOUS YEAR'S ACCOMPLISHMENTS	SUMMARIZE THE MPO'S PREVIOUS YEAR'S ACCOMPLISHMENTS. THIS MAY INCLUDE MAJOR STUDIES COMPLETED, NUMBER OF TIP/MTP AMENDMENTS, TITLE VI, AND ENVIRONMENTAL JUSTICE RELATED ACTIVITIES ETC.	Yes	APPENDIX A p. 47	
BEST PRACTICE	MEETINGS	LIST ALL PROPOSED POLICY BOARD MEETING DATES	No		WILL ADDRESS IN 2024
		LIST ALL PROPOSED TECHNICAL ADVISORY COMMITTEE AND ALL TECHNICAL COMMITTEE MEETING DATES	No		WILL ADDRESS IN 2024
		INCLUDE A NOTE THAT MEETING DATES ARE SUBJECT TO CHANGE	No		WILL ADDRESS IN 2024
450.308(c)	FEDERAL PLANNING FACTORS	DISCUSS THE PLANNING PRIORITIES FOR THE MPO AND THE TEN FEDERAL PLANNING FACTORS	Yes	p. 18	
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. 44	
		INCLUDE A FUNDING SOURCE TABLE WHICH LISTS CURRENT FUNDING BY PROGRAM SOURCE FOR EACH TASK WITH TOTALS	Yes	p. 44	
		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. 44	
420.113	ELIGIBLE EXPENSES	INCLUDE A COST ALLOCATION PLAN (CAP) OR LINK TO MPO'S COST ALLOCATION PLAN	No	CURRENT CAP DONE IN 2020; WILL REQUEST NEW CAP FALL 2023; DISCUSS AMENDING WORK PROGRAM AFTER AUDIT	

Regulatory Citation (23 CFR, except when noted otherwise)	Key Item	Review Guidance / Description		Included in UPWP?	If yes, which page(s)?	Comments
					RESULTS AND NEW CAP ARE COMPLETED IN 2024	
		ENSURE ALL COSTS ARE ELIGIBLE UNDER THE METROPOLITAN PLANNING FUNDS		Yes	DRAFT UPWP REVIEWED BY MNDOT / FHWA STAFF	
450.308(c); 450.308(c); 420.111(b)(1)	WORK PLAN ELEMENTS	TASK IDENTIFICATION	INCLUDE TASK NUMBER AND TITLE	Yes	PAGES 22-43	
	BEST PRACTICE EXAMPLES: PORTLAND, OR - OREGON METRO 2022 UPWP	PURPOSE	DISCUSS THE PURPOSE OF THE WORK ELEMENT AND/OR INDIVIDUAL WORK ITEM/ACTIVITY WITH AT LEAST TWO OBJECTIVES	Yes		MULTIPLE OBJECTIVES NOT SPECIFICALLY CALLED OUT IN NARRATIVES
	OMAHA, NE - MAPA FY2021 UPWP	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 CONSULTANT) WILL PERFORM THE WORK	Yes		
	SOUTHEASTERN WISCONSIN MPO - SEWRPC 2022 OVERALL WORK PROGRAM	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)	No		
		FUNDING	IN SUFFICIENT DETAIL ESTIMATE THE PROPOSED FUNDING BY MAJOR ACTIVITY AND TASK	Yes	PAGES 22-43	
			IN SUFFICIENT DETAIL			

Regulatory Citation (23 CFR, except when noted otherwise)	Key Item	Review Guidance / Description		Included in UPWP?	If yes, which page(s)?	Comments
			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			
		COMPLETION DATE	IDENTIFY THE ANTICIPATED COMPLETION DATE OR NOTE IF ONGOING ACTIVITY; IDENTIFY PREVIOUS WORK IF TASK IS A CONTINUING ITEM	No		
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 / No		ADDRESSED IN ADOPTED 2022 PIP
		ENSURE DOCUMENT IS PUBLICLY ACCESSIBLE		Yes	508 COMPLIANT AND POSTED ON ROCOG WEB SITE	
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, 42 U.S.C. 2000d ET SEQ.	TITLE VI	ENSURE WORK PROGRAM INCLUDES TITLE VI REQUIREMENTS		Yes	p iii	
EXECUTIVE ORDER 13166	LANGUAGE ACCESS PLAN	ENSURE DOCUMENT COMPLIES WITH LIMITED ENGLISH PROFICIENCY REQUIREMENTS		Yes	p iii	
AMERICANS WITH DISABILITIES ACT TITLE II	ADA COMPLIANCE	ENSURE DOCUMENT IS ACCESSIBLE		Yes	p iii	
IIJA - NEW RULING	2.5% SAFE & ACCESSIBLE FUND SET-ASIDE	IDENTIFY SAFE & ACCESSIBLE TRANSPORTATION OPTION SET-ASIDE ACTIVITIES ARE THIS NEEDS TO ACCOUNT FOR A MINIMUM OF 2.5% OF THE MPO FEDERAL FUNDS		Yes	p 43	

MPO comments: