



ROCHESTER-OLMSTED COUNCIL OF GOVERNMENTS



Unified
Planning
Work
Program

2026-2027
ADOPTED SEPTEMBER 2025

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

For Calendar Years
2026 - 2027

CONTACT PERSON:

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TITLE VI NOTICE TO THE PUBLIC

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

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

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



Resolution No. 2025-06

A RESOLUTION APPROVING THE ROCOG 2026-2027 UNIFIED PLANNING WORK PROGRAM AND AUTHORIZING EXECUTION OF AGREEMENTS

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

1. The 2026-2027 Unified Planning Work Program (UPWP) for the Rochester-Olmsted Council of Governments (ROCOCG) provides for a comprehensive transportation planning program in keeping with the policies of ROCOG.

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

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

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

- 1) 23 U.S.C. 134 and 49 U.S.C. 5303, and this subpart;
- 2) Sections 174 and 176 (c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506 (c) and (d)) and 40 CFR part 93;
- 3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- 4) U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- 5) Section 1101(b) of the FAST Act (Pub. L. 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in DOT funded projects;
- 6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- 7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and 49 CFR Parts 27, 37, and 38;
- 8) The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- 9) Section 324 of title 23, U.S.C regarding the prohibition of discrimination based on gender; and

Resolution No. 2025-06



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

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


1. The 2026-2027 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. Iseminger, this 24th day of September, 2025.

Signed by:
ROCHESTER-OLMSTED COUNCIL OF GOVERNMENTS

By:  Chairman
560530B556A54BD...

Diana Connelly, Chair, ROCOG

DocuSigned by:
 9/25/2025 | 8:13 AM CDT
ATTEST: 315C6CE3E73A401 Date: _____

Allison Sosa, Executive Director, ROCOG

Table of Contents

Rochester-Olmsted Council of Governments (ROCOG) Organizational Background	6
ROCOG Representation	6
ROCOG Planning Area Map.....	7
Introduction to the Unified Planning Work Program (UPWP)	8
Purpose of Unified Planning Work Program Document.....	8
Metropolitan Planning Factors	8
Executive Summary of Activities	10
Program Activities	11
Category 100 - MPO Program Management	11
Objective	11
Unified Planning Work Program (2211) (200 Staff Hours / \$23,000)	11
MPO Program Administration (2212) (1400 Staff Hours / \$153,538) (\$30,000).....	12
State and Federal Support (2213) (400 Staff Hours / \$42,000)	12
TIP, ATIP, STIP (2214) (750 Staff Hours / \$77,000).....	13
Category 200 - Planning Activities	13
Objective	13
Studies (2223) (850 Staff Hours / \$105,000) (\$275,000)	14
Metropolitan Transportation Plan (2224) (100 Staff Hours / \$10,000)	15
Local Partnership Support (2225) (750 Staff Hours / \$80,000)	15
Safe and Accessible Travel Options (2226) (130 Staff Hours / \$13,089)	16
Category 300 – Technical Support	17
Objective	17
MPO GIS Support (2231) (600 Staff Hours / \$70,000)	17
Travel Demand Forecasting Model (2232) (300 Staff Hours / \$33,000)	17
Appendix A: ROCOG’s 2026 Time and Cost Table.....	19
Appendix B: Unified Planning Work Program Checklist.....	20

ROCOG) Organizational Background

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

ROCOG Representation

Counties: Olmsted

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

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

ROCOG is governed by a 16-member Board and advised by a 19-member Transportation Technical Advisory Committee (TTAC). Members of ROCOG Staff include Allison Sosa, Executive Director; Jarrett Hubbard, Community Planning Manager; Karli McElroy, Senior Planner; and Matthew Tse, Principal Planner.

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

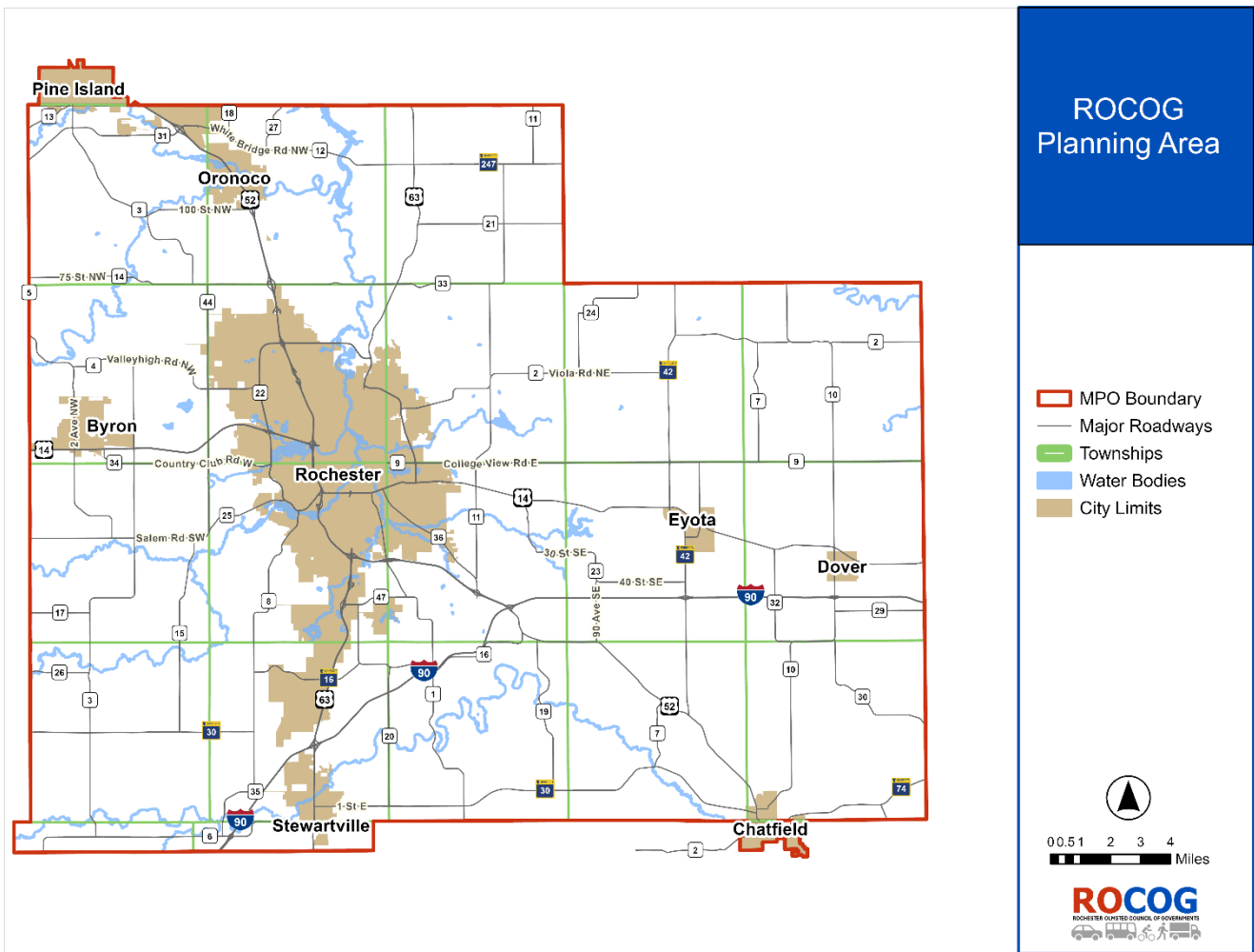
2025 Policy Board Member	Representation
City of Rochester Council Member Representative	4
City of Rochester Mayor	1
Olmsted County Board of Commissioner Representative	3
Small City Representative	3
Township Representative	2
Rochester Public School Representative	1
Community Representative	2
Total	16

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

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

*Meeting dates and times are subject to change.

ROCOG Planning Area Map



Introduction to the Unified Planning Work Program (UPWP)

The Unified Planning Work Program (UPWP) outlines the work activities that the Rochester-Olmsted Council of Governments (ROCOG) will address as the designated Metropolitan Planning Organization (MPO) for the greater Olmsted County area.

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

Purpose of Unified Planning Work Program Document

The purpose of this work program is to:

- Provide a description of all transportation related planning activities anticipated to be conducted by ROCOG within the MPO area in 2026 and 2027, and
- Provide detailed work activities and budget information, to allow the state to document the requirements for planning grants distributed through the Federal Transit Administration (FTA) and Federal Highway Administration (FHWA).

Metropolitan Planning Factors

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

ECONOMIC VITALITY

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

SAFETY

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

SECURITY

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

ACCESSIBILITY & MOBILITY

Increase accessibility and mobility of people and freight.

ENVIRONMENT & COMMUNITY

Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns.

SYSTEM CONNECTIVITY & INTEGRATION

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

EFFICIENCY

Promote efficient system management and operation.

PRESERVATION

Emphasize the preservation of the existing transportation system.

RESILIENCE & RELIABILITY

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

TOURISM

Enhance travel and tourism.

Executive Summary of Activities

2025 Activities

In 2025, the ROCOG team facilitated eight Policy Board meetings and five Technical Committee meetings (to date). Major planning milestones included the completion and adoption of the 2050 Metropolitan Transportation Plan (2050 MTP) and the 2026–2029 Transportation Improvement Program (TIP), both adopted in September 2025. The team also successfully program-managed the Safe Streets for All Safety Action Plan (SS4A), targeted for adoption in December 2025, and will be launching the Northwest Olmsted County Transportation and Land Use Small Area Study.

Throughout the year, ROCOG collaborated with multiple partners across the county, facilitated the adoption of one TIP amendment, and welcomed two new transportation planners to support continued growth and innovation in regional planning efforts.

2026 Activities

The primary work activities for 2026 include:

- Development and adoption of the 2027 Unified Planning Work Program (UPWP)
- Development and adoption of the 2027-2030 Transportation Improvement Program (TIP)
- Development and adoption of the Federally required Title Six Update and Public Involvement Program Update
- Development of a new Travel Demand Model
- Completion of the Northwest Olmsted County Transportation and Land Use Small Area Plan
- Initiation of the Future Functional Class and Access Management Study
- Support and initiation of an Olmsted County Regional Trail Plan
- Continued collaboration with local, state, and federal agencies
- Continued support of GIS geodatabase maintenance

Program Activities

This chapter is organized into three categories:

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

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

Category 100 - MPO Program Management

Funding Split for Category 100 - MPO Program Management

Funding Source	2025
Consolidated Planning Grant (CPG)	\$255,249
State & Local Funds	\$70,286
Total	\$325,536

2026 Staff Hours – 2750

2027 Staff Hours – Same as 2026

Other Costs - \$30,000 (Travel/Training/Software)

Objective

MPO program management includes various program and budget management activities required for compliance with federal and state guidelines related to the use of CPG and State Planning Grant funding.

Unified Planning Work Program (2211) (200 Staff Hours / \$23,000)

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

- Preparation of 2027-2028 UPWP for adoption in September 2026
- Process UPWP 2026 amendments
- Prepare budgets and quarterly process reports

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

2027 Activities: Similar to 2026

MPO Program Administration (2212) (1400 Staff Hours / \$153,538) (\$30,000)

MPO Administration activities include coordinating and facilitating meetings with the Policy Board, Technical Committee, and local stakeholders. In addition, MPO Administration includes, website development and maintenance, MPO related meeting attendance, as well as expenses relating to staff holiday / PTO, and travel and training.

- Coordination of monthly ROCOG Technical Board Meetings and Policy Board Meetings
- Preparation of monthly Technical Committee and Policy Board meeting agendas, packets, minutes, public notices, and other materials
- Presentation and attendance at local stakeholder meetings
- Attendance at weekly staff meetings and one on one meetings facilitating efficient and effective use of grant funds
- Attendance at MPO Director Meetings, conferences, trainings, and other professional development activities
- Travel and Training expenses for ROCOG staff to attend MPO related meetings, conferences, and training opportunities
- Website redesign and maintenance
- MPO related software subscriptions and association memberships

2027 Activities: Similar to 2026

State and Federal Support (2213) (400 Staff Hours / \$42,000)

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

- Assist MnDOT District 6 and MnDOT Central Office in statewide and regional planning efforts
- Coordinate with Federal and State Activities related to IIJA, MAP-21, and FAST act
- Review Federal Performance Planning measures and targets in cooperation with MnDOT, Rochester Public Transit, and FHWA/FTA
- Coordinate with FHWA, MnDOT and local partners on the system-wide update to the Federal Functional System, anticipated in quarter one 2026
- Activities related to Title VI, including preparation of the triennial plan set for adoption in 2026
- Activities related to the Public Involvement Program (PIP) update set for adoption in 2026

2027 Activities: Similar to 2026

TIP, ATIP, STIP (2214) (750 Staff Hours / \$77,000)

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

- Preparation of the 2027-2030 MPO TIP, including collaboration with city, county, and state partners for program consistency, for approval in September 2026
- Facilitate approval of the 2027-2030 TIP for submittal to MnDOT, including public engagement
- Process amendments to the 2026-2029 TIP
- Coordinate with District 6 Area Transportation Partnership (ATP-6) in TIP/STIP related matters including attendance at ATP-6 meetings
- Conduct the MPO federal project selection process to select projects for Carbon Reduction Funding and 2030 Surface Transportation Block Grant funding
- Participate in discussions related to National Highway System performance and adoption of updated federal performance measures and targets

2027 Activities: Similar to 2026

Category 200 - Planning Activities

Funding Split for Category 200 – Planning Activities

Funding Source	2026
Consolidated Planning Grant (CPG)	\$381,610
State & Local Funds	\$101,480
Total	\$483,089

2026 Staff Hours – 1830

2027 Staff Hours – Similar to 2026

Other 2025 Costs - \$275,000 (Consultant)

Objective

ROCOG Planning Activities include time dedicated to studies and development needs within the MPO area. The 2050 Metropolitan Transportation Plan identified a list of specific transportation study areas for the ROCOG planning and technical team to consider on an annual basis. The Planning team anticipates

completing one to two planning studies a year, with projects determined by the ROCOG Policy Board as part of the annual Unified Planning Work Program.

Studies (2223) (850 Staff Hours / \$105,000) (\$275,000)

ROCOG will facilitate and support several studies in 2026, including: the Northwest Olmsted County Transportation and Land Use Plan, a Future Functional Class and Access Management Study, and a Regional Trail Plan study.

Northwest Olmsted County Transportation and Land Use Study (550 staff hours) (\$225,000 consultant fees)

This study will evaluate and analyze the growing transportation and land use needs in the northwest quadrant of Olmsted County. This area includes multiple jurisdictions and roadway authorities, including four townships, three cities, and the Prairie Island Native American Community. As these areas develop, an analysis of future transportation needs, access needs, land use needs, and trail needs will be important to ensure orderly growth and development. It is anticipated that this study will require a high level of facilitation and coordination among multiple stakeholders to address many different transportation and land use needs.

Start Date/Completion Date: This work begins in quarter four 2025 with the creation of a scope of work, and consultant selection. While the scope of the study is not complete, it is anticipated that this study will include work throughout 2026, with adoption of a final plan at the end of 2026.

Total 2026 Cost: \$332,000 (\$225,000 consultant fees + \$57,000 staff fees)

Future Functional Class and Access Management Study (300 staff hours)

This study will assess how existing and planned roadways should be classified—such as arterials, collectors, and local streets—based on anticipated growth and transportation needs. It will examine access management strategies to guide the placement and design of driveways, intersections, and access points. The goal is to improve safety, reduce congestion, and support coordinated land use and transportation planning. Findings will inform future updates to the regional transportation plan, local comprehensive plans, and corridor studies.

Start Date/Completion Date: This work begins in quarter three 2026 with initial analysis of the existing ROCOG documents and scope of work determination. Quarter four 2026 will include drafting the request for proposal and consultant selection. It is anticipated that a consultant will start in quarter one 2027, and project completion by end of 2027.

Total 2026 Cost: \$38,000 staff fees

Anticipated 2027 Cost: \$192,000 (\$150,000 consultant fees + \$42,000 staff fees)

Regional Trail Planning Study (\$50,000 consultant fees)

This study will be led by the Olmsted County Parks and Trails Department, in collaboration with ROCOG. It will focus on high priority commuter trail corridors and commuter connections throughout Olmsted County. ROCOG staff time will be charged using the safe and accessible travel options.time code (2226), which ensures 2.5% of all the FHWA funds allocated to ROCOG in 2026 are used to ensure safe and adequate accommodation of all users of the transportation system. In addition to staff time, ROCOG will provide \$50,000 in consultant fees for the project.

Start Date/Completion Date: It is anticipated that this work will begin in quarter one 2026, and completion by quarter one 2027.

Total 2026 Cost: \$50,000 consultant fees (\$13,089 staff fees, to be charged to code 2226)

2027 Activities: 2027 activities include the Future Functional Class and Access Management Study noted above, as well as work that was identified as an outcome of the 2024 Willow Creek Study.

In mid-2027, a priority study area will be determined by the ROCOG TTAC for inclusion in the 2027-2028 UPWP. At this time, priority study areas for 2028 include: a Stewartville Comprehensive Transportation study, a Byron Area Interchange Improvements study, or a Regional Congestion Management study. A determination will occur mid 2027 – for work starting in 2028.

Metropolitan Transportation Plan (2224) (100 Staff Hours / \$10,000)

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

- Assess any remaining MTP needs from 2025
- Present adopted 2050 MTP to agency partners
- Incorporate the 2050 MTP into existing policies where appropriate
- Facilitate amendments as needed.

2027 Activities: Similar to 2026. ROCOG staff anticipates work to begin on the 2055 MTP in 2028.

Local Partnership Support (2225) (750 Staff Hours / \$80,000)

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

- Partnership in Local Partner Planning Studies as the needs arise
- Provide ROCOG support and education at local city and township board and commission meetings

- Participate in Southern Minnesota Association of Regional Trail advocates (SMART)
- Support Olmsted County's strategic planning work related to economic development
- Support a variety of small city priorities
- Support local partner agencies during traffic impact studies

2027 Activities: Similar to 2026

Safe and Accessible Travel Options (2226) (130 Staff Hours / \$13,089)

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

- Staff time associated with Olmsted County's Master Trail Planning efforts - including a comprehensive set of planning elements to ensure the Olmsted County trail network supports regional mobility, equity, and environmental goals.
- Incorporation of active transportation elements in the NW Olmsted County Transportation and Land Use Study.

2027 Activities: Similar to 2026

Category 300 – Technical Support

Funding Split for Category 300 – Technical Support

Funding Source	2026
Consolidated Planning Grant (CPG)	\$88,602
State & Local Funds	\$24,398
Total	\$113,000

2026 Staff Hours – 1000

2027 Staff Hours – Similar to 2026

Objective

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

MPO GIS Support (2231) (600 Staff Hours / \$70,000)

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

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

2027 Activities: Similar to 2026

Travel Demand Forecasting Model (2232) (300 Staff Hours / \$33,000)

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

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

- Project level modeling for project development studies and traffic impact studies for MnDOT, City of Rochester, and Olmsted County
- Staff oversight and coordination of SRF Consulting, in the development of a new base Travel Demand Model for the ROCOG MPO area.
 - ROCOG in coordination with MnDOT will develop a new activity-based travel model that can analyze Vehicle Miles Traveled (VMT) for greenhouse gas emissions planning. Consultant expenses associated with this work will be fully managed by MnDOT. ROCOG staff time dedicated to project management will be charged to the Consolidated Planning Grant. This work is expected to be completed in 2026.
- Review of consultant services to deliver added elements to the travel model including, but not limited to, active transportation counts, travel modal choices in response to growth and development across the region.
- Investigation into a travel behavior survey in 2027.

2027 Activities: Similar to 2026, with possible increase in funds to support phase 2 of the travel demand model, and a travel behavior survey.

Appendix A: ROCOG's 2026 Time and Cost Table

Time Coding	Work Tasks	Staff Hours	Staff	Other	TOTAL Cost	Federal Share	MnDOT Share	Local Match for Federal \$\$	Local Match for State \$\$
2211	UPWP	200	\$23,000	\$0	\$23,000	\$18,034	\$1,830	\$2,678	\$458
2212	MPO Program Support	1400	\$153,536	\$30,000	\$183,536	\$143,908	\$14,603	\$21,374	\$3,651
2213	ROCOG State/Federal Services	400	\$42,000	\$0	\$42,000	\$32,932	\$3,342	\$4,891	\$835
2214	TIP, ATIP, STIP	750	\$77,000	\$0	\$77,000	\$60,375	\$6,127	\$8,966	\$1,531
MPO Program Management Totals		2750	\$295,536	\$30,000	\$325,536	\$255,249	\$25,902	\$37,909	\$6,475
Time Coding	Work Tasks	Staff Hours	Staff	Other	TOTAL Cost	Federal Share	MnDOT Share	Local Match for Federal \$\$	Local Match for State \$\$
2223	Multi-Modal Studies	850	\$105,000	\$275,000	\$380,000	\$297,953	\$30,236	\$44,253	\$7,559
2224	MTP	100	\$10,000	\$0	\$10,000	\$7,841	\$796	\$1,165	\$199
2225	ROCOG Local Services	750	\$80,000	\$0	\$80,000	\$62,727	\$6,365	\$9,316	\$1,591
2226	Safe & Accessible Travel Options ¹	130	\$13,089	\$0	\$13,089	\$13,089	\$0	\$0	\$0
Planning Activities Totals		1830	\$208,089	\$275,000	\$483,089	\$381,610	\$37,397	\$54,734	\$9,349
Footnotes	¹ Federal Funds for Task 2226 represent the required 2.5% FHWA set-aside for Complete Street activities @ 100% Federal / no local match								
Time Coding	Work Tasks	Staff Hours	Staff	Other	TOTAL Cost	Federal Share	MnDOT Share	Local Match for Federal \$\$	Local Match for State \$\$
2231	GIS Support to MPO	700	\$80,000	\$0	\$80,000	\$62,727	\$6,365	\$9,317	\$1,591
2232	Travel Demand Model	300	\$33,000	\$0	\$33,000	\$25,875	\$2,626	\$3,843	\$656
Technical Support Totals		1000	\$113,000	\$0	\$113,000	\$88,602	\$8,991	\$13,160	\$2,247
UPWP Programs TOTALS		5580	\$616,625	\$305,000	\$921,625	\$725,461	\$72,290	\$105,803	\$18,071

Appendix B: Unified Planning Work Program Checklist

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

Regulatory Citation (23 CFR, except when noted otherwise)	Key Item	Review Guidance / Description		Included in UPWP?	If yes, which page(s)?	Comments
		TIP/MTP AMENDMENTS, TITLE VI, AND ENVIRONMENTAL JUSTICE RELATED ACTIVITIES ETC.				
BEST PRACTICE	MEETINGS	LIST ALL PROPOSED POLICY BOARD MEETING DATES		YES	P. 6	
		LIST ALL PROPOSED TECHNICAL ADVISORY COMMITTEE AND ALL TECHNICAL COMMITTEE MEETING DATES		YES	P. 6	
		INCLUDE A NOTE THAT MEETING DATES ARE SUBJECT TO CHANGE		YES	P. 6	
450.308(c)	FEDERAL PLANNING FACTORS	DISCUSS THE PLANNING PRIORITIES FOR THE MPO AND THE TEN FEDERAL PLANNING FACTORS		YES	P. 8-9	
450.308(c); 420.111(B)(1)	FUNDING	INCLUDE A SUMMARY BUDGET TABLE WHICH IDENTIFIES PARTICIPATING AGENCIES WITH RESPECTIVE FUNDING COMMITMENTS BY TASK WITH LINE AND COLUMN TOTALS		YES	P. 19	
		INCLUDE A FUNDING SOURCE TABLE WHICH LISTS CURRENT FUNDING BY PROGRAM SOURCE FOR EACH TASK WITH TOTALS		YES	P. 19	
		INCLUDE A FUNDING SUMMARY TABLE THAT SHOWS: FEDERAL SHARE BY TYPE OF FUND, MATCHING RATE BY TYPE OF FUND, STATE AND/OR LOCAL MATCHING SHARE, AND OTHER STATE AND LOCAL FUNDS		YES	P. 19	
420.113	ELIGIBLE EXPENSES	INCLUDE A COST ALLOCATION PLAN (CAP) OR LINK TO MPO'S COST ALLOCATION PLAN		YES	P.11-18	
		ENSURE ALL COSTS ARE ELIGIBLE UNDER THE METROPOLITAN PLANNING FUNDS		YES	DRAFT REVIEWED BY MNDOT & FHWA	
450.308(c); 450.308(c); 420.111(B)(1)	WORK PLAN ELEMENTS	TASK IDENTIFICATION	INCLUDE TASK NUMBER AND TITLE	YES	P.11-18	
		PURPOSE	DISCUSS THE PURPOSE OF THE WORK ELEMENT AND/OR INDIVIDUAL WORK ITEM/ACTIVITY WITH AT LEAST TWO OBJECTIVES	YES		
		DESCRIPTION	INCLUDE A BRIEF DESCRIPTION OF EACH INDIVIDUAL WORK ITEM/ACTIVITY IN SUFFICIENT DETAIL TO INDICATE WHO (E.G., MPO, STATE, PUBLIC TRANSPORTATION OPERATOR, LOCAL GOVERNMENT, OR CONSULTANT) WILL PERFORM THE WORK	YES		

Regulatory Citation (23 CFR, except when noted otherwise)	Key Item	Review Guidance / Description		Included in UPWP?	If yes, which page(s)?	Comments
		FINAL PRODUCT(S)	IDENTIFY IN SUFFICIENT DETAIL THE RESULTING PRODUCTS	YES		
		HOURS	ESTIMATE THE NUMBER OF HOURS FOR WORK ACTIVITIES	YES		
		SCHEDULE	INCLUDE IN SUFFICIENT DETAIL THE SCHEDULE FOR COMPLETING THE WORK (I.E., ESTIMATED MILESTONE OR BENCHMARK DATES AS WELL AS END DATES)	YES	P. 11-18	
		FUNDING	IN SUFFICIENT DETAIL ESTIMATE THE PROPOSED FUNDING BY MAJOR ACTIVITY AND TASK IN SUFFICIENT DETAIL TO INDICATE A SUMMARY OF THE TOTAL AMOUNTS AND SOURCES OF FEDERAL AND MATCHING FUNDS A DESCRIPTION OF WORK TO BE ACCOMPLISHED AND COST ESTIMATES BY ACTIVITY OR TASK	YES	P. 11-18	
		COMPLETION DATE	IDENTIFY THE ANTICIPATED COMPLETION DATE OR NOTE IF ONGOING ACTIVITY; IDENTIFY PREVIOUS WORK IF TASK IS A CONTINUING ITEM	YES	P. 11-18	
450.316	PUBLIC PARTICIPATION	ENSURE WORK PROGRAM FOLLOWS MPO'S PUBLIC PARTICIPATION PLAN		YES		
		ENSURE WORK PROGRAM ELEMENTS INCLUDE PUBLIC PARTICIPATION COMPONENTS THAT ARE COMPLIANT WITH 23 CFR 450.316		YES		
		ENSURE DOCUMENT IS PUBLICLY ACCESSIBLE		YES	WILL BE PUBLISHED ON ROCOG WEBSITE	
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, 42 U.S.C. 2000D ET SEQ.	TITLE VI	ENSURE WORK PROGRAM INCLUDES TITLE VI REQUIREMENTS		YES		

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