

# Agenda

TAB Technical Advisory Committee



**Meeting date:** September 4, 2024

**Time:** 9:00 AM

**Location:** Virtual

## Public participation:

If you have comments, we encourage members of the public to email us at [public.info@metc.state.mn.us](mailto:public.info@metc.state.mn.us).

You may pre-register to speak at a virtual public meeting of the TAB Technical Advisory Committee by emailing us at [public.info@metc.state.mn.us](mailto:public.info@metc.state.mn.us).

## Call to Order

- Approval of the Agenda (Agenda is approved without vote unless amended)
- Approval of August 7, 2024, TAB Technical Advisory Committee Minutes

## Public Comment on Committee Business

## TAB Report

## Committee Reports and Business

### *Executive Committee (Jeni Hager, Chair)*

### *Planning Committee (Gina Mitteco, Chair)*

1. 2024-37: 2025 Unified Planning Working Program (UPWP) (David Burns, MTS) – roll call
2. 2024-38: Functional Classification Change Request: 5th/6th Streets in Downtown Saint Paul (David Burns, MTS) – roll call

### *Funding & Programming Committee (Michael Thompson, Chair)*

1. 2024-39: Scope Change Request – SouthWest Transit Mall of America Service (Joe Barbeau, MTS) – roll call
2. 2024-40: Scope Change Policy Update (Joe Barbeau, MTS) – roll call
3. 2024-41: Program Year Policy Update (Joe Barbeau, MTS) - roll call

## Information

## Other Business

## Adjournment

## Council Contact:

Joe Barbeau, Planning Analyst  
[Joseph.Barbeau@metc.state.mn.us](mailto:Joseph.Barbeau@metc.state.mn.us) 651-602-1705

# Minutes

TAB Technical Advisory Committee



**Meeting Date:** August 7, 2024

**Time:** 9:00 AM

**Location:** Virtual

## Members Present:

- Jenifer Hager, Chair, Minneapolis
- Joe MacPherson, Anoka Co
- Lyndon Robjent, Carver Co
- Erin Laberee, Dakota Co
- Brian Isaacson, Ramsey Co
- Chad Ellos, Hennepin Co
- Craig Jenson, Scott Co
- Lyssa Leitner, Washington Co
- Andrew Witter, 7W

- Vacant, Metro Cities
- Charlie Howley, Chanhassen
- Robert Ellis, Eden Prairie
- Jim Kosluchar, Fridley
- Paul Oehme, Lakeville
- Dan Ruiz, Brooklyn Park
- Chris Hartzell, Woodbury
- Michael Thompson, Plymouth
- Kathleen Mayell, Minneapolis
- Nick Peterson, Saint Paul
- Reuben Collins, Saint Paul
- Molly McCartney, MnDOT

- Cole Hiniker, Council MTS
- Patrick Boylan, Council CD
- Elaine Koutsoukos, TAB
- Innocent Eyoh, MPCA
- Bridget Rief, MAC
- Matt Fyten, STA
- Adam Harrington, Metro Transit
- Shelly Meyer, Freight
- Colleen Eddy, DEED
- Vacant, MN DNR
- Kyle Sobota, Bicycle
- Mackenzie Turner Bargaen, Pedestrian
- Josh Pearson, FHWA (ex-officio)

= present

## Call to Order

A quorum being present, Committee Chair Hager called the regular meeting of the TAB Technical Advisory Committee at 9:04 a.m.

## Approval of Agenda

The agenda was approved with no changes. Therefore, no vote was needed.

## Approval of Minutes

It was moved by MacPherson and seconded by McCartney to approve the [minutes](#) of the July 3, 2024, regular meeting of the TAB Technical Advisory Committee. **Motion carried.**

## Public Comment on Committee Business

None.

## TAB Report

Koutsoukos reported on the July 17, 2024, Transportation Advisory Board meeting.

## Business – Committee Reports

### *Executive Committee (Jenifer Hager, Chair)*

Chair Hager said that the TAC Executive Committee did not meet.

1. [2024-35: Streamlined TIP Amendment: MnDOT's University Avenue Improvements Project in Fridley and Blaine](#)

Joe Barbeau, MTS Planning, said that MnDOT requests an amendment to the 2024-2027 Transportation Improvement Program (TIP) to increase the cost and change the length of its MN 47 improvements project in Fridley and Blaine. This includes a slight cost increase. Originally, the project was scoped to construct minor safety improvements, like curb extensions or median refuge islands, at several locations along MN 47. Over the course of project development, MnDOT staff struggled to find space for these improvements without impacting existing bus shoulders and/or adversely impacting turning truck traffic. If implemented at these locations, safety improvements like curb extensions or median refuge islands would need to be a smaller size and would not provide the safety benefit intended by the HSIP project funding. Within the proposed project length of 3 miles, there is a more substantial focus on safety improvements at three intersections: Mississippi Street, 85th Avenue, and University Avenue NE. At Mississippi Street, free right turns will be removed to shorten pedestrian crossing distance. At 85th Avenue, free right turns and a northbound through lane will be removed. At University Avenue, a pedestrian crossing will be added with signals where no signal exists today.

Motion by Isaacson and seconded by MacPherson to recommend adoption of an amendment to the 2024-2027 Transportation Improvement Program (TIP) to adjust MnDOT's MN 47 (University Avenue) improvement project in Fridley and Blaine. **Motion carried.**

## 2. [2024-36: Streamlined TIP Amendment: MnDOT's Robert Street Video Analytics Pilot Project](#)

Barbeau said that TAC is requested to recommend adoption of an amendment to the 2024-2027 TIP to add MnDOT's MN 3 video analytics pilot project. The project will use video cameras to better understand the capabilities of the technology for observing and detecting pedestrians and bicyclists. Video will be recorded at up to 30 sites for 48 hours. Additionally, this project will fund analysis, a project management team, and final report creation.

McCartney said that MnDOT sometimes gets HSIP funding unused by the Department of Safety. The funding is connected to DUI repeat offender laws. Projects like this are not usually federally funded but this project is.

Motion by Oehme and seconded by Eyoh to recommend adoption of an amendment to the 2024-2027 TIP to add MnDOT's MN 3 (Robert Street) video analytics pilot project. **Motion carried.**

### ***Planning Committee/TPP Technical Working Group (Gina Mitteco, Chair)***

Gina Mitteco said that that the TAC Planning Committee did not meet in July.

### ***Funding and Programming (Michael Thompson, Chair)***

Hager said that the TAC Funding and Programming Committee did not meet in July.

### **Information**

#### 1. [Regional Safety Action Plan](#)

Heidi Schallberg, MTS Planning, introduced the consultant project director, Renae Kuehl, SRF. The rest of the consultant team members introduced themselves: Nicole Bitzan, SRF; Jessica Schoner, Safe Streets Research and Consulting; Alia Awwad, Alta Planning; and Tom Holmes, Zan Associates. Team members delivered the presentation.

Hager asked whether all streets were examined in determining the high-injury street networks and why city high-injury networks are not included with county and regional networks. Bitzan replied that all roadways were included and that going to the city level was not feasible. Schoner said that all non-freeway roads were explored and that freeways were not included because of their different operation. She said that the results will not identically match local lists.

Mayell asked whether the dashboard will be linked to the presentation on the agenda. Bitzan and Schallberg said that it will not be available until after the Technical Advisory Group meets.

Ellos asked whether priority 2, “proactive high-risk corridors,” uses all crashes as opposed to high-injury crashes. Awwad replied that all crashes are used but severity is weighted. She added that the crashes themselves are not the predominant factor in calculation the proactive component; the context of the roadways is considered.

Schallberg verbalized a comment that Schoner placed in the chat: In case it is not self-evident, the county scale lists are based on the county’s boundaries and not road ownership. So, each county’s list may include state, county, and local facilities.

Hiniker asked whether there is data about the residential location of people injured or killed in crashes. Schoner said that zip codes may be shown for drivers but not for people outside of vehicles. She said this is an important topic because severe crashes are inequitably distributed. Awwad said that origin/destination data has been used to establish a link. Holmes said that qualitative data is being incorporated. Hiniker said that he was curious about the impact between safety and user familiarity with roadways. Kuehl said that in a Williston, ND project, out-of-town drivers were prevalent in crashes. Schoner added that there is national research underway on “self-explaining” roads, which could fit in with the countermeasure toolbox. She added there is research on how quickly users adapt to changes, adding that these two topics could be used as proxies.

## 2. [TIP Public Comments](#)

Joe Barbeau, MTS Planning, provided a presentation summarizing the public comments collected for the 2025-2028 Transportation Improvement Program (TIP).

### **Other Business**

None.

### **Adjournment**

The meeting adjourned.

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#### **Committee Contact:**

Joe Barbeau, Planning Analyst

[Joseph.Barbeau@metc.state.mn.us](mailto:Joseph.Barbeau@metc.state.mn.us)

651-602-1705



# Action Transmittal

TAC Planning Committee



**Committee Meeting Date:** September 4, 2024

**Date:** August 28, 2024

## Action Transmittal: 2024-37

2025 Unified Planning Work Program (UPWP)

**To:** Technical Advisory Committee  
**From:** TAC Planning Committee  
**Prepared By:** David Burns, Planning Analyst, 651-602-1887  
Amy Vennewitz, Deputy Director, MTS Finance and Planning, 651-602-1058

### Requested Action

Recommend that the Metropolitan Council:

- Adopt the 2025 Unified Planning Work Program with a budget of \$8,151,320.
- Authorize the Regional Administrator to enter into an agreement with the State of Minnesota Department of Transportation for distribution of Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) planning funds.

### Recommended Motion

That the Technical Advisory Committee recommends that TAB recommends adoption of the 2025 Unified Planning Work Program (UPWP) and authorization for the Regional Administrator to enter into an agreement with the State of Minnesota Department of Transportation for distribution of Federal Highway Administration and Federal Transit Administration planning funds.

### Background and Purpose

The Unified Planning Work Program (UPWP) serves as the Council's application for USDOT transportation planning funds. Federal regulations require that every metropolitan planning organization (MPO) develop and submit the UPWP to the USDOT in order to receive federal transportation planning funds. The UPWP is prepared annually and describes the transportation planning activities that the Council will perform for the coming year. Participants in the UPWP include the Metropolitan Council, the Minnesota Department of Transportation, the Minnesota Pollution Control Agency, the Metropolitan Airports Commission, regional transit providers and local cities, counties, and other stakeholders.

The UPWP includes activities required by federal regulation that address planning priorities of the metropolitan area. The document identifies budgeted expenditures, funding sources, and the allocation of staff resources for the transportation planning activities of the MPO. Activities and projects with Metropolitan Council participation include staff hours and consultant costs that detail how the estimated \$6.1 million of federal planning money will be spent, along with a required minimum 20 percent local match to the federal funds. In 2025, the Council will begin initiating work program items identified in the 2050 Transportation Policy Plan.

Many of the tasks described in the UPWP are ongoing activities that are required to be performed by the MPO. Examples of these activities include staff support of the TAB/TAC committee process,

the annual preparation of the Transportation Improvement Program (TIP) and support of the Regional Solicitation. Other tasks are focused planning studies that help to move forward the region’s transportation policies and knowledge, identify regional investments, and fulfill the transportation system vision as outlined in the Transportation Policy Plan. The 2025 UPWP includes approximately \$2.2 million in planned consulting costs to complete these planning studies.

The draft 2025 UPWP will be available for public review and comment from August 9, 2024, to August 30, 2024. A Comment Report will be prepared upon conclusion of the public comment period and provided to TAB and the Metropolitan Council prior to final adoption.

### Relationship to Regional Policy

The UPWP is a federally required description and documentation of proposed transportation and transportation-related planning activities in the metropolitan area. The activities include both activities required for the MPO to operate as well as projects that reflect the regional transportation vision.

### Committee Comments and Action

At its August 8, 2024, meeting, the TAC Planning Committee recommended that the Technical Advisory Committee recommends that TAB recommends adoption of the 2025 Unified Planning Work Program (UPWP) and authorization for the Regional Administrator to enter into an agreement with the State of Minnesota Department of Transportation for distribution of Federal Highway Administration and Federal Transit Administration planning funds.

### Routing

To	Action Requested	Date Completed (Date Scheduled)
TAC Planning Committee	Review & Recommend	August 8, 2024
Technical Advisory Committee	Review & Recommend	<i>September 4, 2024</i>
Transportation Advisory Board	Review & Recommend	<i>September 18, 2024</i>
Metropolitan Council Transportation Committee	Review & Recommend	<i>September 23, 2024</i>
Metropolitan Council	Review & Adopt	<i>October 9, 2024</i>



# 2025 TRANSPORTATION UNIFIED PLANNING WORK PROGRAM FOR THE TWIN CITIES METROPOLITAN AREA



Adopted XX, 2024

The Council's mission is to foster efficient and economic growth for a prosperous metropolitan region

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## METROPOLITAN COUNCIL MEMBERS

Charlie Zelle	Chair	Diego Morales	District 9
Judy Johnson	District 1	Peter Lindstrom	District 10
Reva Chamblis	District 2	Gail Cederberg	District 11
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Deb Barber	District 4	Chai Lee	District 13
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Yassin Osman	District 7	Wendy Wulff	District 16
Anjuli Cameron	District 8		



The Metropolitan Council is the regional planning organization for the seven-county Twin Cities area. The Council operates the regional bus and rail system, collects and treats wastewater, coordinates regional water resources, plans and helps fund regional parks, and administers federal funds that provide housing opportunities for low- and moderate-income individuals and families. The 17-member Council board is appointed by and serves at the pleasure of the governor.

On request, this publication will be made available in alternative formats to people with disabilities. Call Metropolitan Council information at 651-602-1140 or TTY 651-291-0904.

The preparation of this report has been funded in part by the U.S. Department of Transportation, Federal Highway Administration and Federal Transit Administration. The Contents of this document reflect the views of the authors who are responsible for the facts or accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of the U.S. Department of Transportation. The report does not constitute a standard, specification, or regulation.



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# I. INTRODUCTION TO THE UNIFIED PLANNING WORK PROGRAM

## A. Introduction

The Unified Planning Work Program (UPWP) is a description and documentation of transportation and transportation-related planning activities in the Twin Cities metropolitan area for calendar year 2025. The Metropolitan Council serves as the Metropolitan Planning Organization (MPO) for the region and facilitates the cooperative, continuing, and comprehensive (3-C) transportation planning process for the region. The Metropolitan Council's jurisdiction includes the seven counties surrounding the core cities of Minneapolis and St. Paul, including Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington counties. In addition, the 2020 Census continues to identify developed areas of Wright and Sherburne counties, primarily along the I-94 and U.S. Highway 10 corridors, to also be included in the urbanized area (UZA) for transportation planning purposes, though these areas are not otherwise part of the Metropolitan Council's jurisdiction. Due to changes in the 2020 census definition of urbanized areas, a small portion of Houlton, Wisconsin which was part of the urbanized area under the 2010 census, is no longer included. A map depicting the MPO boundaries is provided on page 3 of this document. For more information on how the UPWP is used in the context of the activities of the Metropolitan Council, please reference the [Transportation Planning and Programming Guide](#).

The participants in the UPWP include three agencies: the Metropolitan Council (Council), the Minnesota Department of Transportation (MnDOT) and the Minnesota Pollution Control Agency (MPCA). The Metropolitan Airports Commission (MAC) also participates in regional planning activities that are not covered under the federal planning grant funding but are described in the UPWP (see section E in this section for roles and responsibilities). The 2025 UPWP also serves as the Metropolitan Council's application to the USDOT for transportation planning funds. The projects in which the Metropolitan Council participates are outlined with staff hours and consultant costs to detail how the federal transportation planning money will be spent. All federal transportation planning funds must be "matched" with at least a 20 percent local contribution, which is also detailed in this document.

Many of the tasks are required by state or federal law and are continuous and ongoing. Such activities include the TAB/TAC committee process and the creation of the region's annual [Transportation Improvement Program](#) (TIP). The long-range transportation plan for the Council, the [2040 Transportation Policy Plan](#) (TPP) was updated and adopted in November 2020 and the [2050 TPP](#) will be adopted in early 2025. This plan complements the region's overall development plan, [Thrive MSP 2040](#), which is mandated by state law and was last updated in 2014. The regional development plan is also being updated in 2024 and will be adopted in early 2025 along with the TPP. The draft Work Program chapter of the 2050 TPP is reflected in the work tasks of this UPWP and any necessary updates due to changes after the draft 2050 TPP public comment and revision process will be accomplished through UPWP amendments during 2026.

Many of the projects in this UPWP work towards and stem from the goals, objectives, policies and actions articulated within the draft 2050 TPP. The draft 2050 TPP was informed by extensive review and input from local agency partners and policy makers, which provided direction to the Council on the most pressing regional transportation issues and topics to be studied. This cycle of planning project identification, conducting planning work, learning, development of recommendations, and implementation between the TPP to UPWP is part of the continuous process of regional transportation planning.

The Metropolitan Council is committed to a proactive, effective public participation process, and uses a variety of internal and external strategies, including newsletters, e-mail, information posted on the

Council’s website, an online forum, media relations, social media, community meetings, public hearings, and public information campaigns. These public participation strategies help keep the public and stakeholders informed as the Council carries out the programmed work program activities. The [Transportation Public Participation Plan](#), adopted in 2022, is used to inform the engagement and outreach activities for the 2050 TPP and other ongoing planning studies.

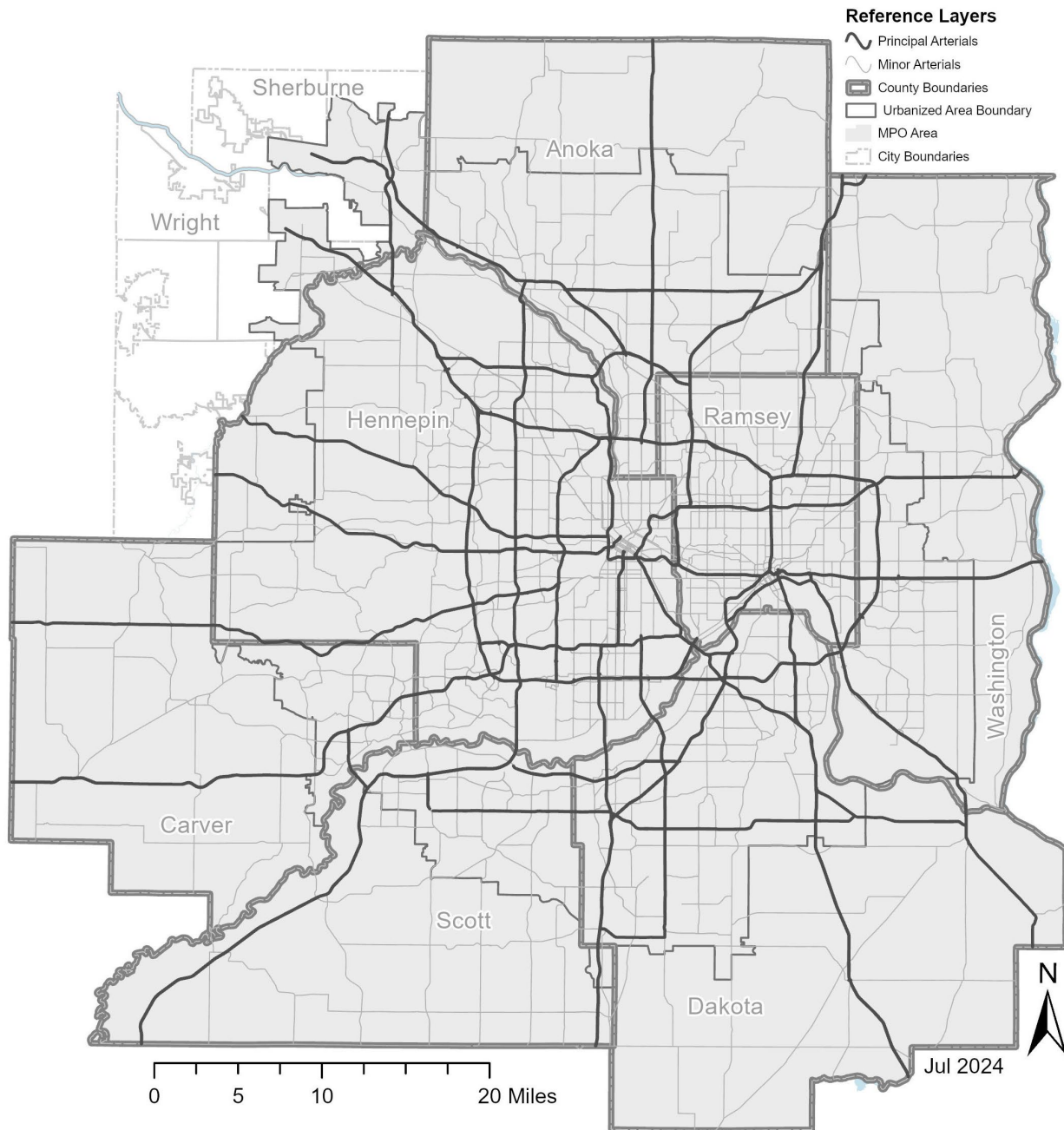


Figure 1: The Council's MPO Planning Area Boundary

## B. Organization of the UPWP

The individual work activities and projects are divided into six major work activity areas:

- A. Planning and Programming Process
- B. Modal System Planning
- C. Long-Range System Planning
- D. Travel Research and Modeling
- E. Short-Range Planning and Performance Monitoring
- F. Non-CPG Planning Activities

The 2025 transportation planning work activities, their products, and their relationship with the work of other agencies planning work are detailed in Section II. The work activities are directly linked to the region's long-term vision for the transportation system, as articulated in Imagine 2050 and the 2050 Transportation Policy Plan (TPP). The plan includes five overall regional goals; broad statements of aspiration that describe a desired future for the region:

- Our region is equitable and inclusive.
- Our communities are healthy and safe.
- Our region is dynamic and resilient.
- We lead on addressing climate change.
- We protect and restore natural systems.

The link between the work activities and how they support the region's goals is included in section II. Work Activities.

## C. Status of Metropolitan Council Planning Documents

The following table lists the most recent status (as of July 2024) of the Transportation Policy Plan, the Transportation Improvement Program, and other key planning documents produced by the Council.

Document	Action/Date
<b>2040 Regional Development Guide, Thrive MSP 2040</b>	Adopted May 2014
<b>2050 Regional Development Guide, Imagine 2050</b>	Expected adoption February 2025
<b>2040 Transportation Policy Plan</b>	Adopted November 2020, Amended March 2022, amended November 2023
<b>2050 Transportation Policy Plan</b>	Expected adoption February 2025
<b>2025-2028 Transportation Improvement Program (TIP)</b>	Adoption anticipated November 2024
<b>Aviation System Plan (included in TPP)</b>	Adopted November 2020, Plan update anticipated adoption in February 2025
<b>Transportation Public Participation Plan</b>	Adopted July 2022
<b>Congestion Management Process Policies and Procedures Document</b>	Completed 2022; process ongoing

## **D. 2024 Accomplishments**

Major activities accomplished in 2024 include:

- Developed the draft 2050 Transportation Policy Plan (TPP) for public comment that includes updated goals, objectives, policies, actions, and modal investment plans. Facilitated an informal technical review of plan that elicited over 3,000 comments from regional partners that contributed to a more complete draft.
- Completed the [Principal Arterial Intersection Conversion Study Phase 2](#) (also known as the Intersection Mobility and Safety Study) and presented study findings at a national MPO conference.
- Developed [Regional Solicitation](#) funding options and TAB awarded over \$280 million to projects using both federal and Active Transportation regional sales tax funds.
- As part of the [Regional Solicitation Evaluation](#) project, Council staff facilitated over 25 listening sessions, six MPO peer reviews, and targeted outreach to disadvantaged populations, including tribal nations, regarding the future of the Regional Solicitation.
- Completed the consultant-led [Urban Freight Distribution Study](#) (begun in 2023) that assessed e-commerce-related freight distribution best practices, emerging technologies for last-mile deliveries, and opportunities to reduce the region's e-commerce delivery-related vehicle miles traveled and associated greenhouse gas emissions; incorporated findings and guidance into the 2050 TPP.
- Completed the Regional Safety Action Plan (begun in 2023) that analyzed vehicle crashes and bicycle-vehicle crashes for trends, identified high injury streets, and conducted systemic risk analysis; identified potential countermeasures; engaged underrepresented communities; and made programmatic recommendations.
- Published data for the 2023 Household Travel Survey.
- Sponsored four shared transportation goals workshops bringing together perspectives from throughout the region to help inform future shared research and work.
- Finalized the region's smoothed Urbanized Area Boundary.

## **E. Roles and Responsibilities of Participants**

As the Metropolitan Planning Organization (MPO) for the Twin Cities area, the Council is the lead agency responsible for administering and coordinating the activities of participants carrying out the required tasks of the regional transportation planning process.

Participants in the transportation planning process include the Metropolitan Council (including Metro Transit); the Minnesota Department of Transportation (MnDOT); the Minnesota Pollution Control Agency (MPCA); regional transit operators (in addition to Metro Transit); tribal governments and representatives; local elected (city/county/township) officials and staff; the Metropolitan Airports Commission (MAC); residents of the region; and the U.S. Department of Transportation (US DOT).

Transportation agency staff from the agencies, counties, and cities are involved in the technical- and policy-making process through the Technical Advisory Committee (TAC), which advises the Transportation Advisory Board (TAB). Other subcommittees and task forces of the TAC deal with

specific transportation issues. Refer to Figure 3 in the [Transportation Planning and Programming Guide](#) for a flowchart that delineates transportation committees of the TAB and TAC involved in the 3-C (continuing, comprehensive, cooperative) transportation planning process.

Two new work groups were formed in 2022 to guide the development of the 2050 Transportation Policy Plan (TPP). The [2050 TPP Technical Working Group](#) served as a forum for engaging transportation and planning professionals in the 2050 TPP and 2050 Regional Development Guide development. The Technical Working Group included existing TAC Planning Committee members and additional agency and organization partners. The [2050 TPP Advisory Work Group](#) similarly served as a forum to seek decisionmaker assessment and advice on policy development; the group also served to identify topics to elevate for in-depth discussion by the Metropolitan Council, its Transportation Committee, and the TAB. The Advisory Work Group included Met Council members, TAB members, and partner agency leaders. These groups completed their review of the draft 2050 TPP in May 2024 and forwarded any remaining feedback to the Council and TAB for consideration when acting to release the plan for public comment in July and August of 2024.

## **F. Work Continuing from 2024**

The 2040 TPP was last updated in November 2020 and the 2050 TPP will be adopted in early 2025. The TPP includes a Work Program chapter that identifies planning studies that will be completed over approximately five years and prior to the next plan update. After being identified in the TPP, the work is described in the UPWP for the year in which the scope of work is developed, and work is expected to begin. Many of these studies will involve consultant assistance. Some studies began prior to the 2025 UPWP development and continue to be identified as work tasks; other studies will begin sometime during 2025. In most instances, major planning studies require two to three years to complete and carry through multiple UPWPs. For example, the Regional Transportation and Climate Change Multimodal Measures study began work in late 2022, continued through 2023 and 2024 and will conclude in early 2025, spanning four UPWP documents. These ongoing studies are described under the appropriate work activities areas within this document and are listed in Appendix C: Planning Study Development Process and Description of 2025 Consultant Studies, along with planned new studies to be initiated during 2025.

Consultant work that began in, or prior to, 2024 and that will carry into 2025:

- Regional Solicitation Evaluation (4<sup>th</sup> quarter 2023 start)
- Outreach and Engagement Focused on Diversity, Equity, and Inclusion for Transportation Studies Bench Contract (early 2022 start, to be rebid in late 2024)
- Metropolitan Highway System Harms, Impacts and Mitigation Priorities Study (est. mid 2024 start)
- Regional Sidewalk Dataset Study, Phase 1 (est. 4<sup>th</sup> quarter 2024 start)
- Regional Microtransit Policy Framework (est. 4<sup>th</sup> quarter 2024 start)
- Regional Transportation and Climate Change Multimodal Measures (4<sup>th</sup> quarter 2022 start)
- Electric Vehicle Public Engagement and City Support (est. 4<sup>th</sup> quarter 2024 start)
- Electric Vehicle Public Charging Needs Analysis (est. 4<sup>th</sup> quarter 2024 start)
- ActivitySim Local Implementation Phase 2 (2<sup>nd</sup> quarter 2023 start)
- Transportation Research Program (ongoing)
- Evaluation of Forecast Accuracy and Robustness(est. 4<sup>th</sup> quarter 2024 start)
- Congestion Management Process Pilot Corridor Analysis (est. 4<sup>th</sup> quarter 2024 start)



Estimated completion dates for these studies are included in the Work Activities section of this document and in Appendix C: Planning Study Development Process and Description of 2025 Consultant Studies.

## II. WORK ACTIVITIES

This section of the 2025 UPWP identifies the Council's work activities for the year, including a description of the purpose of the work, the activities that will be performed, and the products that will be produced as a result of the activity. There are six major work areas (Planning and Programming Process, Modal System Planning, Long-Range System Planning, Travel Research and Modeling, Short-Range Planning and Performance Monitoring, and Non-CPG Planning Activities) in which projects are categorized. The work activities are directly linked to the goals of the TPP.

Each year, the Council receives an estimate from MnDOT on the amount of federal transportation planning funds that will be available in the upcoming year. These funds, which come from both the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA), are consolidated into an overall transportation planning grant (referred to as the Consolidated Planning Grant, or CPG), and provided to MnDOT for administration and oversight. The Council is eligible to receive approximately \$6 million in federal CPG funds in 2025, which must be "matched" at a rate of at least 20 percent with non-federal funds.

The Council annually assesses the CPG allocation, the goals of the TPP, and regional priorities to determine the planning studies that are needed and will be funded for the year. Many of the planning studies are meant to inform future updates to regional planning documents, transportation policy development, and to help prioritize regional transportation investments. Candidate UPWP studies are brought to the TAB subcommittees and other stakeholders at the beginning of the development of the UPWP for input and feedback. For the 2025 UPWP, potential planning studies work was discussed as part of the 2050 TPP draft development. Some of the studies identified in the 2050 TPP draft Work Program are identified to begin in 2025 and are contained within this document.

Activities are primarily scheduled for a particular year based on the urgency in which they need to be completed for the Council to meet its requirements as an MPO and for the work to inform scheduled regional planning and investment processes (i.e., TPP, Regional Solicitation). Additionally, planning studies are identified and prioritized based on comments and feedback from past public comment processes, such as comments received during the 2050 TPP development and TIP adoption processes.

The Council will typically budget funds that exceed the required 20 percent local match due to the needs identified by our regional partners and the public. Each year, the Council will use federal CPG funds at an 80 percent to 20 percent ratio until all federal funds are expended. At that point, all activities are funded with the remaining local funds programmed for the year. (Note that the CPG matching funds do not include funding for activities that are entirely paid for with local funds, such as [Aviation Planning](#), [Right-of-way Acquisition Loan Fund](#) (RALF), or locally funded studies.)

The [Travel Behavior Inventory](#) (TBI), a travel survey and modeling program used by the region to forecast and prepare for future growth, is also administered by the Council. The TBI is not funded with the Council's annual CPG allocation but is a fundamental program supporting the short and long-range planning activities within the region. Current funding sources include Surface Transportation Block Grant (STBG) federal funds allocated from the Regional Solicitation and from MnDOT, as well as non-federal matching funds provided by the Council. The 2025 TBI budget utilizing these sources is shown in Appendix A of this document. In addition to the annual TBI budget shown in Appendix A, in 2025, \$1,170,000 in federal funds awarded to the TBI from the 2018 Regional Solicitation and MnDOT,

\$1,466,000 from the 2022 Regional Solicitation and MnDOT has been transferred into an FTA grant to be administered by the Council and used for the 2025 and 2027 household surveys and other forecasting and survey work. These funds, along with matching funds provided by the Council, will be shown in the 2025, 2026, 2027, and 2028 UPWP budgets when planned for expenditure.

Each of the below sections include a table with the cumulative staff time, consultant costs, estimated expenditures, and total cost for the projects within the activity area. The tables identify staff time by the number of weeks that staff will spend on a particular activity. Staff weeks are considered to be 40 hours of work.

## **A. Planning and Programming Process**

The tasks and activities in this section support the management of the MPO functions including the work of the Council and Transportation Advisory Board (TAB), the creation of the annual Transportation Improvement Program (TIP) and UPWP, and administer the Regional Solicitation for federal funds. This task focuses on engaging with and receiving input from regional partners to better connect regional transportation policies and investments to achieve the outcomes and goals of Imagine 2050 and the 2050 Transportation Policy Plan.

### **TASK A-1 PLANNING PROGRAM PROCESS SUPPORT**

#### **Purpose:**

To provide planning and administrative support to the metropolitan transportation planning process of the Council, TAB, TAB's Technical Advisory Committee (TAC) (including Planning and Funding and Programming sub committees), and others pursuant to state and federal statutes and regulations.

The process is required under federal law to certify the region for continued federal transportation funding. For specific information on the TAB, TAC, or Transportation Committee meetings, go to [www.metrocouncil.org/Council-Meetings/Committees](http://www.metrocouncil.org/Council-Meetings/Committees). Details on roles and responsibilities are further spelled out in the [Transportation Planning and Programming Guide](#).

#### **Activities:**

- Provide a forum and input process for regional transportation decision making and review of plans and programs for all transportation modes. Process participants are the Metropolitan Council (including Metro Transit), the Minnesota Pollution Control Agency (MPCA), the Minnesota Department of Transportation (MnDOT), the Metropolitan Airports Commission (MAC), local units of government including tribal nations, transit providers, and residents.
- Draft Action Items and move them through the regional transportation planning process, with recommendation actions by the Transportation Advisory Board (TAB) and its Technical Advisory Committee (TAC), followed, when necessary, by action from the Council's Transportation Committee and full Council.
- Provide training opportunities and information items and presentations for new Council, TAB, and TAC members.
- Provide general support, background, and information on the upcoming meetings and related decision-making to the Council members, TAB members, and other regional policy makers, as needed.
- Prepare the UPWP in cooperation with MnDOT, FHWA, MPCA, MAC, and other stakeholders.
- Provide quarterly reports on the progress of activities outlined in the UPWP.
- Attend the quarterly statewide MPO Directors' meetings and the annual Minnesota MPO workshop.



- Review and update the TAB and TAC bylaws and policies, as needed.
- Participate in the Association of Metropolitan Planning Organizations' committees, peer reviews, trainings, conferences, and other opportunities as necessary and relevant.

PRODUCTS	COMPLETION DATES
TAB, TAC (including subcommittees), and Council Committee Agendas, Minutes, Reports	Monthly
Updates to TAB and TAC Bylaws and Policies	As needed
Training/background sessions for TAB and Council members	As needed
Audited (Consolidated Planning Grant) Fund Statements	April 2025
Annual Update of Title VI and DBE Goals	July 2025
2026 Unified Planning Work Program	October 2025
UPWP Progress Reports to MnDOT/FHWA	Quarterly
UPWP Midyear Monitoring Meeting	Q2/Q3 (annually)

**Relationship To Other Agencies' Work:**

- MnDOT is involved in the planning process as an ongoing participant. MnDOT staff provides technical input, serves as committee members on several TAB and TAC committees, and is in frequent contact with Council staff regarding many issues.
- MnDOT administers the federal planning funds that finance most of the planning work done by the Council and provides guidance to ensure that federal planning requirements are met.
- MPCA staff participates in the ongoing interagency coordination activities to administer the Clean Air Act and the Infrastructure Investment and Jobs Act by participating in the review of the TPP, TIP, and the UPWP; participating in the work of the TAB and TAC; serving as committee members on TAB and TAC committees; by providing needed technical assistance; and categorizing projects for air quality conformity purposes.
- MAC staff and Commission participates in the work of the TAB and TAC; serving as committee members on TAB and TAC committees.

**TASK A-2 TIP DEVELOPMENT AND MANAGEMENT**

**Purpose:**

Federal law requires preparation and approval of the four-year [Transportation Improvement Program](#) (TIP), inclusive of the spending of all federal funds on projects within the region. The Council prepares a TIP each year for review by TAB and approval by the Council.

**Activities:**

- Prepare the draft 2026-2029 TIP.
- Facilitate and host a public comment and review process for the draft TIP.
- Incorporate comments and adopt the 2026-2029 TIP.
- Review and process requests for TIP amendments and administrative modifications.
- Prepare the Annual Listing of Obligated Projects showing projects with federal funds obligated in the previous fiscal year.
- Develop online maps showing the location and pertinent information of projects within the current and future TIPs.

PRODUCTS	COMPLETION DATES
Draft 2026-2029 TIP	June 2025
TIP Public Comment Report	August 2025
Final 2026-2029 TIP	September 2025
Annual Listing of Obligated Projects	October 2025
TIP amendments and administrative modifications	Ongoing (as needed)
Online TIP Map	Q4 (annually)

**Relationship To Other Agencies’ Work:**

- MnDOT staff works cooperatively with Council staff and TAB/TAC to develop revenue assumptions and a program of projects for approval.
- MnDOT coordinates and monitors TIP data for all federally funded projects, along with MnDOT Trunk Highway projects.
- MnDOT also processes the STIP and administers STIP amendments and administrative modifications to reflect the TIP, its TIP amendments, and administrative modifications, respectively.

**TASK A-3 REGIONAL SOLICITATION**

**Purpose:**

The Regional Solicitation for federal transportation project funding is a competitive application process that selects projects as part of three federal programs: the Surface Transportation Block Grant (STBG) Program, the Congestion Mitigation and Air Quality Improvement (CMAQ) Program, and Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT). The Carbon Reduction Program is a fourth federal program that is distributed by the Council with input from TAB. In the 2023 legislative session, a new regional transportation sales tax was created, and five percent of these funds are directed to TAB for expenditure on Active Transportation. The Regional Solicitation Evaluation project, using workgroups that include TAB and technical members, will develop options for allocating these funds. TAB will review and adopt the final process for allocating Active Transportation funds. The Council also participates in the Highway Safety Improvement Program (HSIP) solicitation, administered by MnDOT. The application components are evaluated and updated every two years prior to releasing the next application. In addition, work on the Regional Solicitation Evaluation project will continue. This major update is conducted approximately every 10 years along with the updates to the Regional Development Guide and TPP. This study will be completed in 2026 and will first impact the 2026 Regional Solicitation (primarily 2030 and 2031 funds).

**Activities:**

- Showcase project successes of completed projects funded through the Regional Solicitation.
- Update online mapping tool and database of past funded projects.
- Work with MnDOT to prepare for the 2026 HSIP solicitation.
- Continue work on the Regional Solicitation Evaluation study with Council and TAB members including the new regional sales tax funds for Active Transportation (This study will carry into early 2026 and be used for the 2026 Regional Solicitation).
- Management of projects selected through the Regional Solicitation process including review of scope change requests to determine whether they are administrative, informal or formal changes, and coordinating and meeting with project sponsors and grants management staff at

the Council, MnDOT State Aid, and Metro Transit to discuss scope and funding changes and program year extensions.

PRODUCTS	COMPLETION DATES
2026 Regional Solicitation Engagement	Ongoing
Update Online Mapping Tool of Funded Projects	Q4 (annually)
Regional Solicitation Evaluation	Q1 2026
2026 Regional Solicitation and HSIP Application Release	Q2 2026
Regional Solicitation 2030-2031 Projects Selection (including HSIP projects)	Q4 2026

**Relationship To Other Agencies’ Work:**

- State and local partners are involved with the creation of the Solicitation criteria, the scoring of projects, and the selection of a final program of projects.
- The Solicitation awards projects to state, regional, county, city, and transit agency project applicants.
- MnDOT works cooperatively with Council staff to ensure that projects are developed on time and as specified in the applications. Those unable to do so are subject to the Council’s [Program Year](#) and [Scope Change](#) Policies.
- The Council works closely with MnDOT on the development and approval of the Highway Safety Improvement Program (HSIP) solicitation.

**TASK A-4 PLANNING PROCESS ENGAGEMENT AND OUTREACH**

**Purpose:**

This activity focuses on public engagement and outreach activities for the various activities, studies, and products of the regional transportation planning processes. This includes the formal public comment processes for the required planning documents including the Transportation Policy Plan (TPP), Transportation Improvement Program (TIP), Unified Planning Work Program (UPWP), and Transportation Public Participation Plan. It also encompasses general outreach and engagement activities related to regional planning studies and other engagement on regional needs and issues.

**Activities:**

- Annual TIP update public comment process, including hosting public meetings, comment response development, and a written public comment report.
- Annual UPWP public engagement process and public comment.
- TPP, TIP, UPWP, and other process amendments and public comments processes as needed.
- Use the Outreach and Engagement Focused on Diversity, Equity, and Inclusion for Transportation Studies Bench Contract contractors to implement transportation engagement activities with disadvantaged communities within ongoing planning work.
- Identify additional opportunities for focused engagement with Black people, Indigenous People, and People of Color (BIPOC) and low-income communities for ongoing transportation studies.
- Select new contractors for the Outreach and Engagement Focused on Diversity, Equity, and Inclusion for Transportation Studies Bench Contract and identify engagement work tasks within planning studies.

PRODUCTS	COMPLETION DATES
Implement work orders using the Outreach and Engagement Focused on Diversity, Equity, and Inclusion for Transportation Studies Bench Contract and complete work	Ongoing
Select contractors for a new Outreach and Engagement Focused on Diversity, Equity, and Inclusion for Transportation Studies Bench Contract	Q1 2025
TIP Public Comment Report	August 2025

**Relationship To Other Agencies' Work:**

- The Council engages with a wide variety of partners and stakeholders as part of its transportation planning processes including the agencies, cities, counties, advocacy groups, representatives of BIPOC and low-income communities, disabled community representatives, youth, elderly, and the general public. All the region's transportation planning work includes some level of engagement with these various partners. In addition, Council staff participates in the engagement activities of our partner agencies such as MnDOT, Metro Transit, and regional stakeholders.

**PLANNING AND PROGRAMMING PROCESS SUBTOTAL**

Activity A Subtotal	Total
<b><i>Consultant Studies Continuing into 2025:</i></b>	
Regional Solicitation Evaluation	\$450,000
Outreach and Engagement Focused on Diversity, Equity, and Inclusion for Transportation Studies Bench Contract	\$100,000
<b><i>Memberships and Contract Purchases in 2025:</i></b>	
AMPO Membership	\$16,000
Regional Solicitation Software	\$30,000
<b>Total Activity A Consultant &amp; Purchases (\$)</b>	<b>\$596,000</b>
<b>Total Person-Weeks</b>	<b>423 Weeks</b>
<b>Total Including Personnel Time (\$)</b>	<b>\$2,535,797</b>

**B. Modal System Planning**

Metropolitan Council staff work closely with MnDOT and regional partners to plan and invest in all modes of transportation within the regional transportation system. The tasks and planning activities within this section are meant to connect the region's transportation investment philosophy, direction, and priorities for each mode toward achieving the adopted outcomes of Imagine 2050 and the 2050 Transportation Policy Plan.

**TASK B-1 HIGHWAY SYSTEM PLANNING**

**Purpose:**

To work with agency partners to plan a regional highway system that is consistent with the goals and objectives in the 2050 Transportation Policy Plan and to lead and participate in regional studies that inform highway investment decisions.

**Activities:**

- Council staff will lead system studies and contribute to corridor studies or statewide efforts led by partner agencies.
- Participate in the development of MnDOT’s Capital Highway Investment Plan (CHIP).
- Develop and track approved highway performance measures.
- Review and approve, as necessary, functional classification change requests.
- Work with MnDOT staff on the Joint Interchange Review Committee to review and approve proposed interchange locations consistent with the TPP and Appendix F.
- Complete Metro Freeway Project Approvals as necessary for new freeways in the region.
- Continue work on the consultant study, Metropolitan Highway System Harms, Impacts and Mitigation Priorities Study, started in 2024.
- In cooperation with MnDOT, start work on an Excess Highway Capacity Study to identify highway corridors where there is or is not excess capacity when considering parallel corridors and the importance of the linkage for entire transportation system.
- Begin work on a new project, Integrating Travel Demand Management into Highway Project Development Project, that will create tools and resources for considering TDM in different project development phases from planning to post-construction.
- Participate in the steering committee and technical advisory committee for MnDOT’s Highway Corridor Planning work effort.

<b>PRODUCTS</b>	<b>COMPLETION DATES</b>
Preliminary Interchange Approvals (as outlined in TPP Appendix F)	As Needed
Submittal of Functional Classification Changes	As Needed
Metro Freeway Project Approvals	As Needed
Excess Highway Capacity Study	Q4 2026
Metropolitan Highway System Harms, Impacts and Mitigation Priorities Study	Q4 2026
Integrating Travel Demand Management into Highway Project Development Project	Q3 2026

**Relationship To Other Agencies’ Work:**

- The Council works closely with MnDOT partners in both the Central Office and Metro District to coordinate planning activities for roadways across the region. These MnDOT offices lead planning studies from the statewide level through a corridor or interchange level and the Council engages where appropriate.
- The Council works closely with local regional partners, commonly the counties, but also including the areas in region 7W and the Shakopee Mdewakanton Sioux Community, on roadway needs connecting to and running through these jurisdictions.

**TASK B-2 FREIGHT PLANNING**

**Purpose:**

To continue an integrated regional freight planning program for the Twin Cities Metropolitan Area that is implemented by MnDOT, Metropolitan Council, and public and private sector transportation partners.

**Activities:**

- Represent the Council on the Minnesota Freight Advisory Committee (MFAC) and its Executive Committee.
- Support MnDOT and the University of Minnesota, Center for Transportation Studies in planning the Annual Freight & Logistics Symposium program.
- Coordinate with MnDOT on regional and state freight policy directives and Metro Freight Initiative strategies implementation.
- Support the development of the MnDOT Metro District Freight Plan.
- Provide technical assistance to MnDOT in freight project programming and selection processes.
- Conduct technical research and peer region assessments on freight trends or planning initiatives that could inform regional plans and policies.
- Manage the process for evaluating local agency proposals to add [Regional Truck Freight Corridors](#).

PRODUCTS	COMPLETION DATES
<a href="#">Regional Truck Freight Corridor</a> updates	Q4 2025

**Relationship To Other Agencies’ Work:**

- Metropolitan Council staff work closely with MnDOT’s Office of Freight and Commercial Vehicle Operations on regional and statewide freight planning efforts, including collaboration in planning MFAC meetings and events, coordinating regional and state policy directives, and technical reviews of/assistance in the state’s freight project solicitation process.
- Council staff works closely with counties and cities in identifying Regional Truck Freight Corridors, which are used in the state’s freight project funding solicitations and the Regional Solicitation.

**TASK B-3 TRANSIT PLANNING**

**Purpose:**

To work with partners to plan a regional transit system that is consistent with the goals, objectives, and policies in Imagine 2050 and the 2050 TPP and to conduct the short-, mid-, and long-range regional transit studies, policy, and planning activities that inform transit corridor and transit system implementation activities for the whole region.

**Activities:**

- Support the update to the region’s arterial bus rapid transit plan.
- Participate in and support Metro Transit’s Network Now initiative as well as other transit provider service planning efforts. Coordinate major outcomes with the TPP Transit Investment Plan, as needed.
- Update the 2050 TPP Transit Design and Performance Guidelines to incorporate results of ongoing transit planning studies, analysis, and policy coordination with the region’s transit providers.
- Work on the Regional Microtransit Policy Framework, including stakeholder engagement, and report drafting.
- Provide technical research and peer region assessments on transit trends or planning initiatives that could inform regional plans and policies.
- Consult with partners to identify regional transit planning studies that would inform investment opportunities and priorities for the regional transit system.



- Develop technical planning resources and planning guidance to help implementation of regional plans by transit agencies and other implementing partners.
- Provide technical expertise on transit planning and regional policy perspectives for coordination with other planning efforts, including other modal efforts and local community planning.
- Continue holding meetings of the Transit Planning Technical Working Group to discuss transit elements of the transportation planning process with regional technical experts.
- Develop a scope of work and budget and release request for proposals for the Public Transit-Human Services Transportation Coordinated Plan update to begin in 2025.

PRODUCTS	COMPLETION DATES
Regional Microtransit Policy Framework	Q4 2025
Public Transit-Human Services Transportation Coordinated Plan	Q2 2026

**Relationship To Other Agencies’ Work:**

- The Council works closely with regional transit providers that plan and implement local transit improvements to coordinate the evaluation and planning of the regional transit system.
- The Council works closely on various committees with transit providers, MnDOT and local governments (primarily counties or county regional railroad authorities) on corridor-specific work to ensure consistency with regional system planning and development. This includes coordination with cities, counties, and transit providers that may be leading specific efforts or be affected by plans through their own land use planning or implementation activities. Metropolitan Transportation Services (MTS) planning staff generally serve as technical liaisons to corridor efforts after a locally preferred alternative has been identified and adopted into the Transportation Policy Plan. Metro Transit staff generally take a more prominent implementation role at this stage. More information on partner-agency-led studies can be found in Task B-5 Corridor Studies and Work Led by Partner Agencies.
- MnDOT, the Council, Metro Transit, other transit providers, and local governments work jointly on various ad-hoc committees to coordinate the planning and implementation of the regional transit system (e.g., Team Transit for transit advantages).

**TASK B-4 BICYCLE AND PEDESTRIAN PLANNING**

**Purpose:**

To participate in bicycle and pedestrian planning in the region; coordinate with and provide technical assistance to transportation agency partners; and to collaborate with agencies on regional or sub-regional transportation corridor studies to advance Council goals and objectives.

**Activities:**

- Coordinate with and provide technical assistance to state and local agencies on bicycle/pedestrian planning issues, studies, and initiatives.
- Oversee the planning and implementation of regional bicycle systems, including:
  - Managing the process to evaluate local agency proposals for modifying the Regional Bicycle Transportation Network (RBTN).
  - Managing the process to evaluate local agency proposals to add regional bicycle barriers and priority barrier crossing improvement locations.
- Participate on and coordinate with key bicycle and pedestrian planning committees, as appropriate; these have included standing and ad-hoc committees such as:

- MnDOT Bicycle and Pedestrian Data Task Force
- Minneapolis Pedestrian Advisory Committee
- Minneapolis Bicycle Advisory Committee
- Provide technical assistance on Regional Solicitation application development by working on changes required to reflect policies or react to feedback on the process.
- Coordinate with the Council’s Regional Parks and Trails staff in identifying and implementing methods and means to improve collaboration with regional park implementing agencies to plan the [Regional Bicycle Transportation Network](#) and regional trails.
- Manage updates to the regional bicycle system inventory database through coordination with local agencies and MnDOT; work to incorporate updated data into regional bicycle system planning through collaboration with local and state government agencies.
- Participate on study advisory committees or panels (e.g., Technical Advisory Panels for MnDOT research projects) as appropriate to advance Council goals and policies.
- Manage the Bicycle-Pedestrian Planning Working Group to discuss non-motorized modal elements of the transportation planning process with state and local agency staff involved with bicycle and pedestrian planning.
- Begin managing the consultant-led Midtown Greenway Bicycle and Pedestrian Trail Expansion Planning Project as a non-Consolidated Planning Grant funded project.
- Complete the Regional Sidewalk Dataset Study, Phase 1 study to inform the development and implementation of a regional sidewalk dataset by identifying needs and options. Begin Regional Sidewalk Dataset Study, Phase 2 implementation of regional sidewalk dataset consistent with the recommendations of Phase 1.
- Develop a scope of work, complete a request for proposals process, and begin a Safer Connections to Transit Study that will identify needs and tools to improve safe access to transit for pedestrians and bicyclists.
- Begin work on the creation of a Pedestrian and Bicycle Demand Estimation Tool that will facilitate geographic-based demand estimation for use in project selection processes.

PRODUCTS	COMPLETION DATES
Regional bicycle system inventory update	Q1 2025
<a href="#">RBTN</a> corridor and alignment updates	Q4 2025
<a href="#">Regional Bicycle Barrier</a> updates	Q4 2025
Regional Sidewalk Dataset Study, Phase 1	Q3 2025
Regional Sidewalk Dataset Study, Phase 2	Q4 2026
Pedestrian and Bicycle Demand Estimation Tool	Q2 2026
Safer Connections to Transit Study	Q4 2026

**Relationship To Other Agencies’ Work:**

- Coordinate, review, and advise on state, county, and city bicycle and pedestrian plans and plan updates to ensure consistency with Council transportation policies, incorporate regional studies into partner agency project development and/or funding processes, and facilitate incorporation of regional planned networks and systems.
- Collaborate and advise on bike and pedestrian transportation policies by sharing best practices and regional policy perspectives through the following groups and committees:



- Bicycle-Pedestrian Planning Technical Working Group
- TAB/TAC
- County Boards/Commissions and City Councils, as appropriate

## TASK B-5 CORRIDOR STUDIES AND WORK LED BY PARTNER AGENCIES

### Purpose:

To participate in major corridor studies to ensure implementation of the regional transportation and development policies outlined in the 2050 TPP and Imagine 2050.

### Activities:

- Participate in transitway studies or transit area studies that evaluate and/or prioritize transit improvements for recommended implementation, typically on a corridor or sub-regional level for the following: Highway 55 Transit Study, American Boulevard Transit Study, Highway 169 Bus Rapid Transit Study.
- Participate in ongoing work for transitway corridor development including environmental review, station-area planning, and other implementation-related planning work for the following corridors: Blue Line Extension, Purple Line, Riverview Modern Streetcar, Arterial BRT corridors.
- Participate in highway corridor studies and interchange work that guide investments to improve mobility and safety for all users: MnDOT’s Rethinking I-94 Environmental Impact Statement (EIS), MnDOT’s Highway 61, MnDOT’s Highway 55, MnDOT’s Highway 169, MnDOT’s Highway 36, MnDOT’s Highway 252/I-94 EIS, MnDOT’s and Our Street’s Highway 55 (Olson Memorial Highway) studies.
- Participate in corridor studies for intercity passenger rail as needed including environmental review, engineering, and other implementation-related planning work for the following corridors: Northern Lights Express Passenger Rail.
- Participate in the Reconnect Rondo project funded by the Reconnecting Communities Pilot (RCP) program grant.

PRODUCTS	COMPLETION DATES
Purple Line Station Area Planning	2026
Blue Line Extension Station Area Planning	2026

### Relationship To Other Agencies’ Work:

- MnDOT is usually the lead agency for state highway corridors, although many are led by local governments, particularly counties.
- For transit corridors, the county regional railroad authorities are often the lead agencies for feasibility, alternatives analysis, or environmental studies, although responsibility is usually transferred to the implementing agency when project development or engineering commences. The cities of Minneapolis and Saint Paul, Metro Transit, MVTA, and MnDOT have also led a limited number of corridor and subsystem transit studies in the past. MnDOT typically leads when transit analyses are coordinated as part of a highway corridor study.
- Metro Transit leads transitway corridor implementation and arterial BRT development.
- Local governments collaborate on transit corridor work by coordinating with or leading land use planning efforts. These efforts are often station- or corridor-specific where a county or transit agency is leading the transportation project but the authority for land use implementation falls on cities.

## MODAL SYSTEM PLANNING SUBTOTAL

Activity B Subtotal	Total
<b><i>New Consultant Studies in 2025:</i></b>	
Excess Highway Capacity Study	\$20,000
Integrating Travel Demand Management into Highway Project Development Project	\$75,000
Public Transit-Human Services Transportation Coordinated Plan	\$70,000
Safer Connections to Transit Study	\$75,000
Regional Sidewalk Dataset Study, Phase 2	\$10,000
Pedestrian and Bicycle Demand Estimation Tool	\$100,000
<b><i>Consultant Studies Continuing into 2025:</i></b>	
Metropolitan Highway System Harms, Impacts, and Mitigation Priorities Study	\$450,000
Regional Sidewalk Dataset Study, Phase 1	\$25,000
Regional Microtransit Policy Framework	\$90,000
<b>Total Activity B Consultant &amp; Purchases (\$)</b>	<b>\$915,000</b>
<b>Total Person-Weeks</b>	<b>357 weeks</b>
<b>Total Including Personnel Costs (\$)</b>	<b>\$2,246,146</b>

### C. Long-Range System Planning

This work relates to planning policies, studies, and federal and state requirements for regional transportation planning that cross all modes including preparing and implementing the region's long-range plan, informing land use planning activities as it relates to transportation, equity and environmental justice planning, environmental and air quality planning activities, and transportation finance. The work within this area strongly ties to helping understand and develop strategies for how regional transportation investments can help achieve the goals and objectives of the regional development guide and Transportation Policy Plan (TPP).

#### TASK C-1 TRANSPORTATION POLICY PLAN

##### **Purpose:**

To prepare updates to the TPP and engage with stakeholders and regional partners on major updates and changes to the TPP including shared regional goals and TPP objectives, policies, and actions; to coordinate with MnDOT, transit providers, and other partners on TPP investment changes; and, as necessary, move amendments through a public review and participation and adoption process, incorporate any necessary administrative modifications to the TPP, and ensure implementation of the TPP.

##### **Activities:**

- Finalize the TPP in 2025, including the website, supporting materials, and any remaining graphics.
- Work to translate the 2050 TPP into other processes described elsewhere in this document, such as the creation of System Statements in Task C-2 Transportation and Land Use Planning.

- Review changes in revenue allocation and proposed projects and scope for major highway and transitway projects to prepare and process TPP amendments as needed.
- Incorporate administrative modifications to the TPP due to federal, state, or regional policy initiatives and minor changes to the plan that do not affect fiscal constraint as needed.

PRODUCTS	COMPLETION DATES
TPP Amendments	As needed
TPP Administrative Modifications	As needed
2050 Regional Development Guide Update and Engagement Activities	Q1 2025
2050 Transportation Policy Plan	Q1 2025

**Relationship To Other Agencies’ Work:**

- The draft 2050 TPP was created with significant input from regional policymakers, county and city partners, regional transit providers, federal and state agencies, other transportation implementation agencies, advocacy groups, and the public. TPP activities in 2025 will focus on final recommendation by TAB and adoption by the Council. Staff will continue to engage with regional partners on implementation of the TPP actions.
- Major regional investments by MnDOT and counties in the highway system and by transit providers in the transit system must be articulated in the TPP and shared through a public process. TPP amendments and modifications are made in cooperation with and with participation by all the region’s transportation planning partners.

**TASK C-2 TRANSPORTATION AND LAND USE PLANNING**

**Purpose:**

To ensure land use planning and development activities are supported by and consistent with the region’s Regional Development Guide (Imagine 2050) and the Transportation Policy Plan (TPP) and to work with the Council’s Community Development Division to coordinate the update of the Land Use Policy Plan in Imagine 2050 to assure consistency with the policies and actions in the TPP.

**Activities:**

- Review of the transportation components of comprehensive plans, comprehensive plan amendments, and environmental review documents for major projects and developments.
- Participate in the review and scoring of [Livable Communities Act grant program](#) applications and other funding opportunities that support development and have a transportation relationship.
- Participate in ongoing station area planning work on transitway corridors including Purple Line and Blue Line Extension.
- Analyze the relationship between land use and development patterns and regional travel, as needed, to support transportation planning and policy development and implementation.
- Continue implementation efforts for the [Regional TDM Action Plan](#) and related TPP actions consistent with the related non-CPG funded activity.
- Work with the Council’s Community Development Division to create System Statements on the 2050 TPP for release to communities by end of the year to initiate the Comprehensive Plan update cycle.

PRODUCTS	COMPLETION DATES
Reviews of local Comprehensive Plans, Comprehensive Plan amendments, and environmental review requests	Ongoing
Review of Livable Communities Act Grant Applications	Semi-annually
2050 TPP System Statements	November 2025

**Relationship To Other Agencies’ Work:**

- Local governments implement land use policies and strategies through their comprehensive plans and other land use implementation tools. These are reviewed by the Council for consistency with regional policies and systems, such as Imagine 2050 and the 2050 TPP.
- The Metropolitan Council works with other cabinet-level state agencies to implement the wide-ranging impacts of regional plans, including the 2050 TPP.
- Imagine 2050 integrates work from the Council’s various divisions, including transit and wastewater operations as well as various system planning and investment authorities.

**TASK C-3 ENVIRONMENTAL JUSTICE AND EQUITY**

**Purpose:**

To ensure planning addresses the needs of people who have been historically underrepresented, including people with disabilities, communities of color, and low-income populations, and to coordinate specialized transportation services in accordance with the Americans with Disabilities Act (ADA).

**Activities:**

- Develop an action plan and schedule to implement recommendations of the [Equity Evaluation of Regional Transportation Investments study](#) and identify needs for future consulting assistance for implementation.
- Implement training on the Equity Evaluation of Regional Transportation Investment study framework and tool that was developed through a non-CPG funded consultant project completed in 2024.
- Develop scope of work and select consultant team to create Community Assessment and Engagement Guide for use in transportation projects.
- Coordinate with the Council’s [Equity Advisory Committee](#) (EAC) to incorporate their recommendations into the Council’s transportation work.
- Continue work on the consultant study, Metropolitan Highway System Harms, Impacts and Mitigation Priorities Study, started in 2024, that is primarily listed in Task B-1 Highway System Planning.

PRODUCTS	COMPLETION DATES
Participate in Equity Related Internal and External Committees	Ongoing
Equity Evaluation Framework and Tool Training	Annual
Community Assessment and Engagement Guide	Q4 2026

**Relationship To Other Agencies’ Work:**

- Provide support to other agencies in learning best practices for incorporating equity into transportation planning and investment practices by sharing the work and results of the Equity Evaluation of Regional Transportation Investment study.

- Work with MnDOT in the Advancing Transportation Equity initiative to better understand how the transportation system, services, and decision-making processes help or hinder the lives of people in underserved and underrepresented communities in the Twin Cities.

## **TASK C-4 AIR QUALITY AND CLIMATE CHANGE PLANNING**

### **Purpose:**

To implement long-term air quality planning required by state and federal law including implementing the green-house gas assessments for major highway projects required in legislation passed by the 2023 legislature and the integration of congestion management, transportation, land use, and air quality planning with the requirements of the Clean Air Act (CAA).

CAA conformity planning is done collaboratively through the Minnesota Interagency Air Quality and Transportation Planning Committee (MNIQTPC), consisting of technical staff from the Council, MnDOT, MPCA, FHWA, FTA, and EPA. In November 2019, the region completed its maintenance period for carbon monoxide and is in full attainment of federal air quality standards from transportation-related sources. In 2022 a remaining small portion of Ramsey County completed its maintenance status for coarse particulate matter (PM<sub>10</sub>) and the region is now in full air quality attainment.

### **Activities:**

- Provide data and technical assistance to partner agencies to assist in air quality and travel demand analyses and modeling.
- Organize and work with the MNIQTPC to consult on air quality issues and State Implementation Plan (SIP) updates as necessary.
- Conduct any required air quality conformity analysis.
- Participate in the activities of Clean Air Minnesota, a public-private partnership that works to achieve measurable, voluntary emissions reductions.
- Prepare for a potentially needed SIP revision to comply with the anti-backsliding provisions of the CAA.
- Participate in MnDOT's Sustainable Transportation Advisory Council.
- Participate in update to Minnesota Climate Action Framework.
- Collaborate on internal and inter-agency efforts to address climate change.
- Continue a consultant study on Regional Transportation and Climate Change Multimodal Measures to conduct a peer review, technical analysis and identify appropriate multimodal measures to use in the TPP, TIP, and Regional Solicitation processes.
- Work with MnDOT to implement new Transportation GHG Emissions Impact Assessment required by 2023 Minnesota legislation.
- Work with the Council's Community Development division and broad Metropolitan Statistical Area on implementing Climate Pollution Reduction Grants Program.
- Scope, procure, and begin the Greenhouse Gas Reduction Strategy Development project.
- Participate in interagency meetings on air quality with the MPCA and MnDOT to come up with initiatives and strategies to deal with past and ongoing impacts and harms caused by highway systems especially in the environmental justice communities.

PRODUCTS	COMPLETION DATES
SIP Revision	As needed
Regional Transportation and Climate Change Multimodal Measures	Q2 2025
Greenhouse Gas Reduction Strategy Development	Q2 2027

**Relationship To Other Agencies' Work:**

- The Council, MPCA, MnDOT, FHWA, FTA, and EPA all play key roles in the development of regional response strategies to reduce formations of greenhouse gases, ozone, and PM2.5. Council staff works with other council divisions on emissions reduction planning efforts.

**TASK C-5 TRANSPORTATION FINANCE**

**Purpose:**

To track and coordinate estimates of projected revenues and expenditures for the regional highway and transit systems with MnDOT, Metro Transit and other transit providers, counties, and cities to assure that the planned major investments in the TPP and TIP meet the requirement of fiscal constraint and to research and prepare information on transportation funding and spending within the region.

**Activities:**

- Participate in the MnDOT Project Update Workgroup (PUW) to provide feedback on the metro perspective of statewide funding allocations
- Continue revising and updating the 20-year spreadsheet of expected highway and transit revenues and expenditures within the 2050 TPP to assure and track fiscal constraint.
- Work with MnDOT on Metro District funding levels and allocation of available funding to major highway projects for the TPP.
- Review and comment on MnDOT financial estimates, including the metro-area Capital Highway Investment Plan (CHIP) and metro district share from any new state or federal funding programs.
- Work with counties and metro transit to review funding plans for planned transitway investments and include this information as part of any TPP amendments.
- Work with TAB to develop revenue and spending plans for the regional Active Transportation funds.
- Review Council transit capital and operating budget plans and assure consistency with the TPP.

PRODUCTS	COMPLETION DATES
Adopted 2050 TPP with fiscally constrained revenue and spending plans for highways, transit and local transportation	Q1 2025
Transit Unified Operating Budget	December 2025
Transit Unified Capital Budget	December 2025

**Relationship To Other Agencies' Work:**

- Council staff work with the transit operating agencies and suburban transit providers on transit operating and capital planning and allocation of federal formula funds.
- MnDOT works in cooperation with the Council on estimating metro area highway revenues and spending and identifying major highway investments.
- Council staff work with county transportation staff to estimate local transportation revenues and spending and track local contributions to regional highway and transit investments.

## TASK C-6 ELECTRIC VEHICLES

### Purpose:

Support national and state research and collaboration on electric vehicle technologies; analyze anticipated impact of electric vehicle implementation on the region’s transportation system and work with MnDOT and local transportation entities to share knowledge and accelerate implementation.

### Activities:

- Participate in MnDOT Electric Vehicle Infrastructure Plan activities and electric vehicle work.
- Participate in research work led by the Council’s Community Development Division to identify regional greenhouse gas emissions reduction strategies, including the adoption of electric vehicles, and develop a tool for predicting emission levels and comparing strategy effectiveness.
- Support and coordinate research activities related to electrification with the Center for Transportation Studies and other regional partners.
- Participate in quarterly Drive Electric MN and subgroup meetings.
- Continue Electric Vehicle Public Charging Needs Analysis study.
- Continue Electric Vehicle Public Engagement and City Support contract work.

PRODUCTS	COMPLETION DATES
Electric Vehicle Public Charging Needs Analysis	Q2 2026
Electric Vehicle Public Engagement and City Support	Q2 2026

### Relationship To Other Agencies’ Work:

- MnDOT continues to implement the National Electric Vehicle Infrastructure program in Minnesota and is conducting a study titled Electric Vehicle Infrastructure Needs Assessment for the state. Many cities, counties and non-profits are also active in understanding, planning for and investing in electrification within the Twin Cities region.

## LONG RANGE SYSTEM PLANNING SUBTOTAL

Activity C Subtotal	Total
<b><i>New Consultant Studies in 2025:</i></b>	
Equity Evaluation Framework and Tool Training	\$50,000
Community Assessment and Engagement Guide	\$30,000
Greenhouse Gas Reduction Strategy Development	\$10,000
<b><i>Consultant Studies Continuing into 2025:</i></b>	
Regional Transportation and Climate Change Multimodal Measures	\$5,000
Electric Vehicle Public Engagement and City Support	\$100,000
Electric Vehicle Public Charging Needs Analysis	\$100,000
<b>Total Activity C Consultant &amp; Purchases (\$)</b>	<b>\$295,000</b>
<b>Total Person-Weeks</b>	<b>348</b>
<b>Total Budget Including Personnel Costs (\$)</b>	<b>\$1,559,433</b>



## D. Travel Research and Modeling

This work area focuses on tasks and activities that provide research and survey data for the regional travel model primarily through the Travel Behavior Inventory; technical work to maintain and update regional models as needed and research work on travel changes, behavior, and tools and methods that can be used for modeling travel.

### TASK D-1 DATA COLLECTION AND MANAGEMENT

#### Purpose:

To continue a program of travel and socio-economic data research including the [Travel Behavior Inventory](#) (TBI), a continuing program including a biennial household travel survey, an every five-year transit on board survey, and additional travel behavior data collection that forms the factual basis for the region's forecasting models.

The scope of the TBI program is managed in consultation with a Regional Travel Forecasting Technical Committee.

#### Activities:

- Coordinate meetings and agendas of the Regional Travel Forecasting Technical Committee.
- Manage and distribute data for all TBI surveys up to and including 2025, including household travel surveys from 2010, 2019, 2021 and 2023, and transit on-board surveys from 2020, 2016, and 2022.
- Conduct 2025 household travel survey.
- Plan for future waves of TBI household travel survey and transit on board survey.
- Plan for future special generator surveys, including at MSP airport, regional colleges, and universities.
- Provide technical assistance to and satisfy data requests from other agencies, local units of government, and consultants.
- Collaborate with peer agencies on best practices for data collection and analysis. This will include membership and active participation with the Zephyr Foundation.
- Facilitate the purchase of StreetLight InSight or other passive origin-destination and speed data subscriptions to assist with understanding travel patterns within the region.
- Develop a framework for inventorying, mapping, and calculating accessibility for essential public health destinations.

PRODUCTS	COMPLETION DATES
Origin-Destination Data Subscription	2025
Framework for Accessibility to Public Health Destinations	Q2 2026
2025 TBI Household Travel Survey Implementation	Q3 2026

#### Relationship To Other Agencies' Work:

- The Council coordinates closely with MnDOT in public and local government outreach related to transportation data collection. Council staff works closely with other Council divisions, including Community Development and Metro Transit, and with suburban transit providers and the University of Minnesota to plan data collection work. Data is shared with partner agencies, local governments, and academic researchers.



## TASK D-2 RESEARCH, DATA ANALYSIS, AND VISUALIZATION

### Purpose:

To use Council-collected or purchased data to provide insights to other parts of the planning process; to monitor transportation trends and inform planners and policymakers; to develop and maintain mapping and visualization capabilities and tools; and to sponsor and participate in applied transportation research.

### Activities:

- Perform and support research on regional travel patterns and provide information on the Council website.
- Cooperate with research into regional travel forecasting conducted at the University of Minnesota and other research institutions as appropriate.
- Work with the UMN Accessibility Observatory to participate in the Access Across America Phase II Pooled Fund Study and other accessibility research.
- Develop interactive tools to support user analysis TBI data, congestion data, and other data
- Perform analysis for internal and external partners, as requested.
- Maintain tools such as tc.sensors and StreetlightR that allow staff and others to more easily work with congestion and passive data.
- Maintain transportation GIS data and incorporate into Council databases and regional data distributions.
- Conduct mapping and geospatial analysis for planning projects.
- Participate in the Transportation Research Program, including the UMN Transit Impact Research Program, the UMN Access Across America Phase II Study, and the UMN Applied Transportation Research Program.

PRODUCTS	COMPLETION DATES
Transportation Research Program	Ongoing

### Relationship To Other Agencies' Work:

- Geospatial data and survey data and applications produced by Council staff are heavily used by MnDOT, counties, cities, and other regional partners. Data and analyses are broadly shared with partners and with researchers.

## TASK D-3 TRAVEL FORECASTING MODEL DEVELOPMENT

### Purpose:

To maintain and apply travel forecast models to support planning for the orderly development and operation of transportation facilities; to maintain model inputs and to monitor, revise, and update travel forecasts to 2040 and beyond; and to provide projections of travel demand, greenhouse gas and air pollution emissions, transit ridership, and other data needed to evaluate regional transportation investments.

The scope of the model development program is managed in consultation with a Regional Travel Forecasting Technical Committee.

### Activities:

- Continue to support, enhance, and keep current the Tourcast activity-based travel model.
- Participate in the national ActivitySim collaborative project.
- Implement the ActivitySim activity-based model in the region.

- Work with the Council’s Community Development Division to produce land use and socio-economic forecasts for the region and with Council’s Information Services Division to receive regional GIS databases.
- Continue rebuilding travel demand model input networks.
- Take advice from and collaborate with peer agencies, federal partners, and industry organizations locally and nationally in understanding the need for and implementing model improvements.
- Continue to develop, enhance, and re-calibrate models considering recent sensitivity testing and new survey data.
- Distribute socio-economic forecasts, regional transportation forecasting networks, and the regional model to partners as needed.
- Distribute and support regional implementation of the FTA STOPS model for transitway forecasting.

PRODUCTS	COMPLETION DATES
ActivitySim Local Implementation Phase 2	Q3 2025
ActivitySim Local Implementation Phase 3	Q1 2027
Zephyr Foundation Membership	Ongoing
AMPO Research Foundation Membership (ActivitySim)	Ongoing

**Relationship To Other Agencies’ Work:**

- The Council coordinates closely with MnDOT in the development and operation of forecasting models and techniques. Through the Regional Travel Forecasting Technical Committee, the Council coordinates with local and partner agency stakeholders in the forecasting process.

**TASK D-4 TRAVEL FORECASTING**

**Purpose:**

To apply travel forecast models to support planning; to provide projections of travel demand, greenhouse gas and air pollution emissions, transit ridership, and other data needed to evaluate regional transportation investments; and to provide technical support on travel forecasting to regional partners to ensure that forecasts in the region are conducted thoroughly, consistently, and with integrity.

**Activities:**

- Review the reasonableness of forecasts in local comprehensive plans, environmental documents, etc. that are submitted to the Council.
- Complete the Evaluation of Forecast Accuracy and Robustness project.
- Produce forecasts for Council and MnDOT plans and studies.
- Develop and analyze travel demand forecasts to support the 2050 TPP.
- Provide technical assistance to other Council divisions, other agencies, and local units of government in travel forecasting.
- Provide technical assistance and review of major highway, transit, and project forecasting.

PRODUCTS	COMPLETION DATES
Evaluation of Forecast Accuracy and Robustness	Q2 2025

**Relationship To Other Agencies' Work:**

- The Council coordinates closely with MnDOT and the Regional Travel Forecasting Technical Committee in conducting travel demand forecasts. Council forecasting staff coordinate with agency and consultant forecasting staff in providing technical assistance and reviews.

**TRAVEL RESEARCH AND MODELING SUBTOTAL**

<b>Activity D</b>	<b>Total</b>
<b><i>New Consultant Studies in 2025:</i></b>	
ActivitySim Local Implementation Phase 3	\$20,000
Framework for Accessibility to Public Health Destinations	\$30,000
<b><i>Consultant Studies Continuing into 2025:</i></b>	
ActivitySim Local Implementation Phase 2	\$5,000
Evaluation of Forecast Accuracy and Robustness	\$80,000
Transportation Research Program	\$100,000
<b><i>Memberships and Contract Purchases in 2025:</i></b>	
AMPO Research Foundation Membership (ActivitySim)	\$35,000
Origin-Destination Data Subscription	\$43,000
Zephyr Foundation Membership	\$2,000
<b>Total Activity D Consultant &amp; Purchases (\$)</b>	<b>\$315,000</b>
<b>Total Person-Weeks</b>	<b>254 weeks</b>
<b>Total incl. Personnel Costs (\$)</b>	<b>\$1,221,102</b>

**E. Short-Range Planning and Performance Monitoring**

The work in this area relates to regional transportation system modal performance monitoring; evaluation; comparison to adopted regional measures and targets; and subsequent reporting on regional performance. There is a special emphasis on the Congestion Management Process as well as monitoring and evaluating the development and implementation of Complete Streets components in corridors and projects in the region.

**TASK E-1 CONGESTION MANAGEMENT PROCESS**

**Purpose:**

Federal law requires Transportation Management Areas (MPOs serving metropolitan areas with populations greater than 200,000) to develop and coordinate the implementation of a comprehensive Congestion Management Process (CMP). The CMP is a cooperative, multi-faceted process that includes establishing objectives; measuring and closely monitoring system performance; identifying causes of both recurring and non-recurring congestion; and implementing strategies to mitigate congestion on the transportation system. This results in the establishment of regional multimodal performance measures and strategies which inform both long- and short-range planning activities and is used in project funding selection processes.

**Activities:**

- Facilitate meetings of the CMP Advisory Committee, which is composed of partner agencies and stakeholders representing transportation agencies and operators throughout the metro

area. This Committee coordinates efforts and performs several activities to develop strategies that mitigate congestion on the transportation system.

- Continue work on the Congestion Management Process Pilot Corridor Analysis project to vet selected corridors from partner agencies in cooperation with MnDOT.
- Update the Congestion Management Process Policies and Procedures document and Corridor Analysis Handbook based on feedback and findings from other studies.
- Update the travel time index analysis tool as new data becomes available.
- Explore new thresholds for congestion based upon a peer review and best practices.
- Update and apply methodologies for analyzing congestion levels and identifying areas of concern along the entire transportation system, including non-freeway principal and minor arterials systems.
- Implement mechanisms and incorporate prioritized CMP strategies/corridors into the project selection process.
- Revise the CMP documentation to better align with regional goals and priorities as the 2050 TPP is developed.
- Report and create visual dashboards depicting traffic trends and congestion data within the region.
- Assess the effectiveness of previously implemented strategies.
- Coordinate a comprehensive and coordinated program for collecting data used to assess system performance and determine both the extent and causes of congestion in the metro area.

PRODUCTS	COMPLETION DATES
Congestion Management Process Pilot Corridor Analysis	Q4 2026

**Relationship To Other Agencies’ Work:**

- The Council coordinates closely with regional stakeholders to identify areas of concern for congestion. Through the CMP Advisory Committee, the Council has established a coordinated and transparent process that allows for all regional stakeholders and transportation officials to be informed and have a forum for input into the region’s CMP.

**TASK E-2 COMPLETE STREETS RELATED ACTIVITIES**

**Purpose:**

This section outlines all complete streets activities and budget to ensure the federal requirement that at least 2.5 percent of the FHWA portion of the transportation planning funds is devoted to Complete Streets related activities. Federal legislation broadly categorizes Complete Streets activities as including the following elements:

- Safety and Accessibility
- Multimodal Considerations
- Context Sensitivity
- Equity and Inclusion
- Integration with Land Use

Incorporating Complete Street principles ensures the Council helps to create a transportation system that is safer, accessible to all users, and aligns with the needs of all communities within the region.

**Activities:**

Many of the activities in the UPWP incorporate elements of Complete Streets activities. Both staff hours and consultant studies count towards meeting the 2.5 percent federal requirement for Complete Streets activities. The following is a list of activities described in other tasks within the UPWP that have a Complete Streets component. A Complete Streets tasks estimated budget reflecting the approximate staff weeks salary, benefits, and consulting costs dedicated to Complete Streets is included in . The budget is calculated by applying the number of hours each member of staff works on applicable tasks and applies their hourly rate.

The following are the Complete Streets related tasks within this UPWP:

- Task A-3 Regional Solicitation
- Task B-1 Highway System Planning
- Task B-2 Freight Planning
- Task B-3 Transit Planning
- Task B-4 Bicycle and Pedestrian Planning
- Task C-1 Transportation Policy Plan
- Task C-2 Transportation and Land Use Planning
- Task C-3 Environmental Justice and Equity
- Task E-1 Congestion Management Process

The Council has identified the following Complete Streets-specific activities to begin in 2025:

- Early stakeholder engagement and scoping efforts for a Complete Streets Local Implementation Guide project anticipated to begin in 2026.

## **TASK E-3 TRANSPORTATION SYSTEM PERFORMANCE MONITORING AND DATA COLLECTION**

**Purpose:**

To develop, maintain, and share information on the performance of the Twin Cities transportation system to inform policy decisions and funding allocations in the region; to analyze and adopt federally required transportation system performance targets and measures; and to monitor the region's transportation system performance and condition.

**Activities:**

- Work with MnDOT as regional partners to update federally required performance targets and report to the USDOT as necessary to fulfill federal requirements.
- Track travel time impacts on congestion and delay, producing reports and maps illustrating congestion on the region's A-minor arterial system and non-instrumented principal arterials.
- Evaluate the regional transportation system's performance with trend analysis, peer region comparisons, and on-request data analysis.
- Update the [Transportation System Performance Evaluation](#) to reflect current data and structure of the Transportation Policy Plan.
- Evaluate the application of transit service planning guidelines and performance standards.
- Develop annual Route Analysis that evaluates all routes in the regional transit system against regional transit performance standards.
- Coordinate with regional transit providers on transit asset management performance management, evaluation, and planning.
- Organize and distribute key safety data and trends to metro area stakeholders.

PRODUCTS	COMPLETION DATES
Updated Safety Performance Measure Targets	February 2025
Update Other Performance Measure Targets	As Needed
Updated Transit Asset Management Targets	As Needed
Updated Transit Safety Targets	As Needed
2024 Transit Route Analysis	Q4 2025

**Relationship To Other Agencies' Work:**

- Council staff works closely with MnDOT and other state MPOs to coordinate statewide performance targets. The Council will continue to work closely with regional and federal partners as it develops a performance dashboard for the region.
- Council staff monitors MnDOT's Annual Congestion Report. The Council also works with MnDOT to develop the required data needed for federal performance measures.

**SHORT-RANGE PLANNING AND PERFORMANCE MONITORING SUBTOTAL**

Activity E Subtotal	Total
<b>Consultant Studies Continuing into 2025:</b>	
Congestion Management Process Pilot Corridor Analysis	\$60,000
<b>Total Task E Consultant &amp; Purchases (\$)</b>	<b>\$60,000</b>
<b>Total Person-Weeks</b>	<b>146 weeks</b>
<b>Total Including Personnel Costs (\$)</b>	<b>\$588,842</b>

**F. Non-CPG Planning Activities**

The activities in this work area are components of the work performed by the MPO, but federal planning (CPG) dollars are not used. These activities are included as part of the narrative of the whole body of work that the department produces. The Council has been involved in this work for several decades and this work relates to the efficient operation of the region's transportation system.

**RIGHT-OF-WAY ACQUISITION LOAN FUND**

**Purpose:**

To administer the [Right-of-Way Acquisition Loan Fund](#) (RALF), established by the Minnesota legislature in 1982, to give loans to cities and counties for the advance acquisition of property located within an officially mapped metropolitan highway right-of-way.

This work is funded locally since it is not eligible for federal planning funds, but it is included here to more fully illustrate the work of the Council's transportation planning department.

**Activities:**

- Council staff consults with interested cities and MnDOT to determine the eligibility of specific parcels for RALF loans, prepares reviews of RALF loan applications for Council approval, and if approved, processes loan documents and check requisitions.
- Staff processes loan repayments after the property is sold to the road building authority, which is generally MnDOT.

- Staff works with loan holders on sale and repayment related to parcels determined not to be needed for highway purposes.
- Staff reports to the Council on the status of the RALF program and the available balance in the revolving loan fund each year.
- The Council originally levied a property tax to fund this program, but loan repayments made into the revolving fund when the highway is constructed have been sufficient to support the program for many years without the need for an annual levy.

PRODUCTS	COMPLETION DATES
Process loan applications and repayments	As needed

**Relationship To Other Agencies’ Work:**

- Council staff works with MnDOT to determine whether parcels proposed for acquisition are needed for future state highway expansions.

**AVIATION TRANSPORTATION PLANNING**

**Purpose:**

To maintain the long-term viability of the [regional aviation system](#) by ensuring compatible land use planning, development, system efficiency, and project effectiveness; to develop and implement long-range regional aviation policy, monitor and periodically review and update the Aviation Policy Plan, which is included in the TPP; and to ensure that airport plans are consistent with regional policies, current and anticipated technical, economic, and political conditions.

Other aviation planning activities include reviewing and coordinating aviation planning activities among agencies and municipalities. The Council is the lead agency on metro airport system planning and works closely with the Metropolitan Airports Commission (MAC), who owns and operates most of the region’s public airports, an MnDOT Office of Aeronautics for statewide air system planning and airport project funding and the Federal Aviation Administration (FAA) for federal regulations, and funding. Staff will conduct COVID-19 research to analyze the impacts of the disease on the aviation industry in general as well as the regional aviation industry and facilities. Other cities and agencies participate in aviation planning activities through the Council’s TAC/TAB process.

**Activities:**

- Continue an aviation system planning program including an aviation database, identification of needs, and evaluation of system performance.
- Coordinate activities with MnDOT Aeronautics, Metropolitan Airports Commission (MAC), FAA, other airport sponsors, communities, and users on the various metro aviation activities.
- Review airport annual capital improvement programs, and land use (noise, safety, and infrastructure) compatibility planning.
- Include ongoing reviews of the aviation elements of local comprehensive plans and comprehensive plan amendments.
- Review/approve the Flying Cloud Airport Long Term Comprehensive Plan.
- Participate in the St Paul Airport Long Term Comprehensive Plan preparation.
- Continue the update to the Regional Aviation System Plan. Produce an updated technical assessment of the regional aviation system to amend into the 2050 Aviation System Plan.
- Update regional aviation policies and actions, identify future trends and needed follow up studies or research to perform.



PRODUCTS	COMPLETION DATES
Update/Amend Regional Aviation System Plan	Q2 2025
Review MAC's Capital Improvement Program	Q1 2025
Review of Local Plan Amendments and EAs for Aviation	Ongoing
Long-Term Comprehensive Plan for Flying Cloud Airport	Q4 2024/Q1 2025

**Relationship To Other Agencies' Work:**

- Council staff works with MnDOT Aeronautics and the Metropolitan Airports Commission to coordinate and review aviation system needs throughout the region. The MAC is responsible for planning and development for many of the region's airports in the regional aviation system. The Council reviews local planning and development proposals to ensure compatibility between regional airports and new development.

**TRAVEL DEMAND MANAGEMENT PROGRAM MANAGEMENT**

**Purpose:**

To manage aspects of the regional travel demand management (TDM) program that relate to multiple implementing partners to help facilitate a regional TDM program so that implementors are working in a coordinated, collaborative manner; and to build a regional TDM work plan and budget that includes creating technical capacity and tools for implementors, providing frameworks for consistent strategy implementation, and monitoring performance for potential program enhancements.

The activities in this task are ongoing but will also include oversight of specific projects every year, some of which may be reflected in other tasks within the CPG-funding tasks if they are eligible planning projects.

**Activities:**

- Create a TDM advisory group, including identifying participants and creating a purpose statement, bylaws, and operating procedures.
- Manage a regional TDM workplan and develop a workplan template for partners that include consistent performance measure and tracking and reporting structure.
- Identify available data sources or research tools that could support TDM performance measures to be included in regional TDM program and projects.
- Begin scoping future regional TDM program tasks that may require consultant support or additional software tools (e.g., OneCommute modules).
- Work with OneCommute to create a client account module for partner agencies to track data.
- Create a public-facing brand and website for regional TDM program (including the promotion of events such as CarFreeMSP, Bike to Work Day, National Walk to Work Day, etc.).
- Provide support for the Integrating Travel Demand Management into Highway Project Development Project.

PRODUCTS	COMPLETION DATES
Website creation and brand consultation	2025 Q4



## NON-CPG FUNDED STUDIES

### Purpose:

The Metropolitan Council has planning activities funded throughout the agency that support the goals established in the regional development guide. These studies often involve transportation planning staff time and are mentioned in the previous planning activities, however, the consultant contract itself is funded with non-CPG funds. In 2025, one study effort as noted below will be receiving non-CPG funding. The Midtown Greenway Bicycle and Pedestrian Trail Expansion Planning Project is funded using Council funds and transportation planning staff will serve as the lead project manager in coordination with Community Development regional parks planning staff and through collaboration with transportation and parks partnering agencies.

### Activities:

- Serve as project lead and facilitate involvement and coordination with transportation and parks agency partners.

PRODUCTS	COMPLETION DATES
Midtown Greenway Bicycle and Pedestrian Trail Expansion Planning Project	Q4 2025

### III. APPENDICES

#### Appendix A: 2025 Unified Planning Work Program Budget

Table 1: Work Activity CPG Budget

TASK	TASK TITLE	STAFF WEEKS	SALARY COST	CONSULTANT COST	MEMBERSHIPS & CONTRACT PURCHASES	OVERHEAD & EXPENSES	TOTAL COST
<b>A</b>	Planning and Programming Process	423	\$1,419,975	\$550,000	\$46,000	\$519,820	\$2,535,797
<b>B</b>	Modal System Planning	357	\$1,017,389	\$915,000	-	\$313,756	\$2,246,146
<b>C</b>	Long-Range System Planning	348	\$959,440	\$295,000	-	\$304,992	\$1,559,433
<b>D</b>	Travel Research and Modeling	254	\$683,931	\$235,000	\$80,000	\$222,171	\$1,221,102
<b>E</b>	Short-Range Planning and Performance Monitoring	146	\$400,886	\$60,000	-	\$127,957	\$588,842
	<b><i>Eligible for Federal Funding</i></b>	<b>1,528</b>	<b>\$4,481,624</b>	<b>\$2,181,000</b>	<b>\$126,000</b>	<b>\$1,488,697</b>	<b>\$8,151,320</b>
						Federal CPG Funds	\$6,142,753
						20% Local Match	\$1,535,688
						Local Overmatch	\$472,878
						Total	\$8,151,320
						Total Match	25%

**Table 2: Complete Streets Related Activities Spending**

TASK	TASK TITLE	STAFF WEEKS	STAFF COST (INCLUDING BENEFITS)
<b>A</b>	Planning and Programming Process		
<b>B</b>	Modal System Planning		
<b>C</b>	Long Range System Planning		
<b>D</b>	Travel Research and Modeling		
<b>E</b>	Short-Range Planning and Performance Monitoring		
		<b>Total</b>	<b>XXX</b>
			<b>\$xxx,xxx</b>
		<b>Percent of Total Federal Allocation</b>	
			<b>XX%</b>

*Note: This table will be updated before final adoption of the UPWP.*

**Table 3: Travel Behavior Inventory Budget**

TASK	TASK TITLE	STAFF WEEKS	SALARY COST	CONSULTANT COST	OVERHEAD & EXPENSES	TOTAL COST
<b>D</b>	Travel Behavior Inventory Program			\$1,303,500		\$1,303,500
					<b>Total Cost</b>	<b>\$1,303,500</b>
					Federal Funds	\$869,000
					Local Match	\$260,700
					Overmatch Funds	\$173,800
					Total % Local	33%

*Note: The 2025 TBI funds reflect federal funding sources received from the 2018 and 2022 Regional Solicitations and MnDOT, along with Council local matching funds. See page 6 for information.*

## **Appendix B: Explanation of Fund Allocation, Indirect Costs, and Local Contributions**

### **1. ALLOCATION OF FEDERAL FUNDS**

Since 2002 the Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) funds have come to the Metropolitan Council in the form of a “Consolidated Planning Grant” (CPG) which recognizes the intermodal nature of urban transportation and allows flexibility in planning for issues that frequently result in multimodal solutions. CPG funds are not used for aviation planning, which is funded almost entirely with non-federal dollars. The exception to this would be periodic special studies funded by Federal Aviation Administration (FAA) grants, which may occur pending funding availability. This is also true for the Right-of-Way Acquisition Funds (RALF) program, which is funded with local monies. These activities are included in the 2025 UPWP to illustrate the full work completed by the Metropolitan Council; however, the money spent on these activities is excluded from federal funding as shown in the budget table.

### **2. STATEMENT OF METROPOLITAN COUNCIL REGARDING AUDITS AS REQUIRED BY 2 CFR 200.501 (B)**

A non-Federal entity that expends \$750,000 or more during the non-Federal entity’s fiscal year in Federal awards must have a single audit conducted in accordance with [§ 200.514 Scope of audit](#) except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.

### **3. METROPOLITAN COUNCIL COST ALLOCATION PLAN**

Indirect costs budgeted in the Unified Planning Work Program for the Metropolitan Council activities were developed in accordance with the Metropolitan Council’s cost allocation plan. The cost allocation plan is in accordance with the provisions of 2 CFR 200. The Metropolitan Council’s cognizant agency is the U.S. Department of Transportation, Federal Transit Administration. The Metropolitan Council annually submits a cost allocation plan.

### **4. LOCAL SUPPORT**

The local match shown with the activity descriptions in the following sections refer to dollar contributions of the Metropolitan Council to provide at least a 20 percent local match to the federal CPG grant, as required. The UPWP budget does not include the contributions made by counties, cities, and other agencies that regularly participate in the 3-C process through the TAB and TAC advisory committees. Staff, elected officials, and citizen members of the TAB and TAC committees number more than 150 persons, most of whom meet monthly in regular committee working sessions. Such representatives put in additional hours dealing with written material prepared for their review and response. It is impossible to accurately calculate the hundreds of thousands of local dollars thus contributed to state and federal project planning for the region. The participation of such persons has been freely given by their respective employers as their contribution to local-regional cooperation. Because these local contributions of time and consultation help to advance federal and state funded highway and transit projects, it is appropriate to acknowledge this further contribution to the 3-C process for the region.

## **Appendix C: Planning Study Development Process and Description of 2025 Consultant Studies**

Most planned consultant studies are first identified in the adopted TPP Work Program chapter and represent issues and needed work identified during the TPP update process as needing additional analysis, study, and policy or investment direction development. The TPP Work Program studies are discussed thoroughly at the time the TPP is updated with the TAB and TAC committees and are reviewed as part of the TPP public comment process. The goal is to complete the identified studies over the next four years prior to the next TPP update and incorporate the findings and recommendations into the next update. After adoption of the TPP, issues may arise in the planning process committees and discussions that point to the need for planning studies not identified in the TPP Work Program. When this occurs, the regional planning partners will play a similar role as described below to assist the Council in developing the study scope of work.

As the TPP proposed studies are brought forward for completion, a rough schedule is developed and the study is placed in the UPWP. During the first year in which a study is in the UPWP, Council staff work with partners to detail the project scope, prepare the final scope and request for proposals (RFP), release the RFP, and get the contract and work initiated. Most of the studies then carry forward into subsequent UPWP years as most projects take two to three years to complete.

To develop a scope of work, the overall project purpose and high-level tasks are discussed with the partner agencies (e.g., MnDOT, Metro Transit) and the city and county partners to develop a more defined scope of work. For policy level studies and studies that will directly impact regional investment direction, the proposed scope of work is frequently brought before the TAC committees to get feedback and comment. Council staff will also meet with potential consultants prior to the release of the RFP to get feedback on the proposed high level project tasks, approach, and needed timeline.

This iterative approach to developing planning studies, i.e. developing a project description in the TPP; identifying the project purpose, high-level tasks, timeline, and budget in the UPWP; discussing the project with committees, partner agencies, and local government partners to develop the scope of work; developing a draft scope of work for review; and then releasing the study for proposals, allows for sharing and informing stakeholders on the project and also helps to develop a scope of work that better addresses feedback and needs. Once a project is under contract it continues into future annual UPWP documents and budgets until completed.

This appendix provides a more detailed description of each of the consultant work studies programmed in 2025. Most consultant studies are programmed over a series of calendar years. The first section describes consultant studies expected to be initiated during 2025 and the following section provides descriptions of consultant studies carrying forward from previous years into 2025. Modifications to the UPWP will be made in accordance with the UPWP amendment policy.

Each study describes the overall purpose of the study; major tasks; deliverables and outcomes from the work; estimated project schedule; an estimated cost range for new 2025 studies and ongoing studies the total project budget; and the planned 2025 project budget for all studies. For new planning studies proposed to get underway in 2025, the estimated total project cost is shown as a range to recognize that the project work scope will be detailed in the development of the Request for Proposals and the budget finalized based upon the selected proposal(s). The total budget will be finalized in the second year's UPWP (i.e., the 2025 UPWP for projects initiated in 2024). Each study described below may result in one or more contracts dependent upon the most advantageous and appropriate method to accomplish the proposed work scope. A summary of each consultant project is provided below.

## CONSULTANT STUDIES TO BE INITIATED IN 2025

### Work Activity B: Modal System Planning

#### *Public Transit-Human Services Transportation Coordinated Plan*

##### **PURPOSE:**

Federal law requires large MPOs to adopt and periodically update a Public Transit-Human Services Transportation Coordinated Plan. The current plan was last adopted in January 2020 and is recommended to be updated approximately every five years. The purpose of the plan is to increase understanding of public transit and human service transportation coordination among stakeholders, elected officials, and the Metropolitan Council in the metro area and identify opportunities for better coordination with the assistance of federal funding, especially regarding service duplication and unmet needs in the region.

##### **TASKS:**

- Review past plans and activities accomplished.
- Establish technical working group with agency partner representation to provide plan direction.
- Review changes in state and federal laws or rules.
- Establish and prioritize needs and strategies for associated federal funding sources that support coordination within the delivery of human services transportation.

##### **SCHEDULE AND BUDGET:**

- Est. Project Dates: Q2 2025 – Q2 2026
- Est. Total Budget: \$100,000
- 2025 Budget: \$70,000

#### *Safer Connections to Transit Study*

##### **PURPOSE:**

The [Regional Pedestrian Safety Action Plan](#) identified that significant percentages of pedestrian crashes happen near transit stops or stations, although this does not mean that transit is *causing* these crashes. While these locations are common destinations for pedestrians, they are also proxies for where more people are likely to be walking. To help reduce the numbers of pedestrians who are killed or seriously injured in the region, this project will conduct additional study on the relationship with pedestrian safety and elements of transit system design and roadway design that can affect traffic safety outcomes for pedestrians, such as stop spacing, crossing enhancements for mid-block stops, pedestrian countermeasures, etc. This study will develop a methodology to identify locations where improvements are needed and identify strategies to address these needs. It will build on related work from MnDOT and other partner agencies. This study may also engage transit riders and residents living near transit to collect information on the barriers that are challenging for safely accessing transit services by walking, rolling, or biking to stops or stations.

##### **TASKS:**

- Review literature and best practices for transit and roadway design elements affecting pedestrian safety.
- Engage riders and nearby residents on safety-related barriers to accessing nearby transit services.
- Analyze data for risk factors relating to transit system design and severity of pedestrian crashes.
- Create methodology and identify locations where improvements may be needed and strategies to address those needs.

**SCHEDULE AND BUDGET:**

- Est. Project Dates: Q2 2025 – Q2 2026
- Est. Total Budget: \$200,000
- 2025 Budget: \$75,000

***Integrating Travel Demand Management into Highway Project Development Project*****PURPOSE:**

The [Regional Travel Demand Management \(TDM\) Action Plan](#) and 2050 Transportation Policy Plan identified a need to better integrate TDM considerations into highway project development processes as one action to help reduce the need to for highway expansion. The [Congestion Management Process](#) also places TDM as high-priority strategies for congested corridors. However, the TDM strategies are high level and do not provide detailed implementation guidance for project managers to put into practice. This project will create detailed tools for how TDM strategies can be incorporated in different phases of highway project development, including post-construction considerations.

**TASKS:**

- Work with partners to document existing highway project development processes for different project types where TDM may be an appropriate tool.
- Relate TDM Action Plan to different project types to create a context sensitive approach.
- Create tools, such as guides, decision matrices, and model process, that can easily integrate into existing processes.
- Identify cases studies, as available, that illustrate real world examples of applied approaches.

**SCHEDULE AND BUDGET:**

- Est. Project Dates: Q2 2025 – Q3 2026
- Est. Total Budget: \$150,000
- 2025 Budget: \$75,000

***Pedestrian and Bicycle Demand Estimation Tool*****PURPOSE:**

The Council has assessed various existing tools for estimating pedestrian and bicycle demand include MnDOT's Suitability for the Pedestrian and Cycling Environment (SPACE) and Priority Areas for Walking (PAWS) tools and the regional travel demand forecast model. These tools have some value, but the Council is interested in a tool that is specifically developed for the metro area and is able to be updated regularly with new data. A new tool would facilitate better demand estimating for funding prioritization processes like the Regional Solicitation and Active Transportation. The tool could also assist local agencies in planning for pedestrians and bicycles when working on local transportation plans or comprehensive plans.

**TASKS:**

- Identify key characteristics of pedestrian and bicycle demand using a combination of literature review, data analysis from sources like the Travel Behavior Inventory and observed counts, and stakeholder engagement.
- Design a geographic-based data tool that reflects key characteristics of pedestrian and bicycle demand and calculate results using latest available data.
- Validate output using observed data and stakeholder reviews.
- Test application of tool with a set of expected use-cases.
- Provide a how-to guide for updating the data and recommendations on the frequency of updates.



**SCHEDULE AND BUDGET:**

- Est. Project Dates: Q2 2025 – Q2 2026
- Est. Total Budget: \$150,000
- 2025 Budget: \$100,000

***Excess Highway Capacity Study*****PURPOSE:**

The Excess Highway Capacity Study will be a joint effort between MnDOT Metro District and the Met Council to identify trunk highway corridors where there is or is not excess motor vehicle capacity on the transportation system both today and into the future. The effort will focus on MnDOT's freeways and arterials to better understand each corridor's importance to local and regional travel while accounting for both the capacity of parallel routes and needed redundancy of the system. The study may also include city and county owned minor arterial routes that are parallel to MnDOT owned facilities. The study will examine the entire trunk highway system to better understand if there are segments that have too much capacity and may be candidates for capacity reductions or road diets, segments where there is no clear answer and more detailed study is required, and segments that are poor candidates for any future reductions in capacity. This regional-level study will be exploratory in nature and potential follow up studies may be needed. Study findings may inform other future Work Program items (e.g. the Twin Cities Incident Management and Redundancy System Plan). Study results should be combined with local corridor planning efforts for future project development.

**TASKS:**

- Identify the benefits and drawbacks for reducing capacity on the freeway or arterial system, and connections with 2050 TPP and the Statewide Multimodal Transportation Plan.
- Analyze both existing and future capacity needs on MnDOT's system.
- Identify trunk highway corridors/segments with excess capacity or opportunity for reduced capacity as well as corridors where capacity should not be removed because it would cause regional problems (identify what those problems/issues are).
- Place segments into different tiers based on study findings and analysis.
- Identify reasons why reducing capacity may still be appropriate even if there is not excess capacity on a segment (e.g., major pedestrian safety issue on an arterial).
- Document missing links in the existing system such as missing interchange ramp movements or overpasses could add needed redundancy to the system.
- Propose next steps for further studying this issue.

**SCHEDULE AND BUDGET:**

- Est. Project Dates: Q3 2025 – Q4 2026
- Est. Total Budget: \$250,000
- 2025 Budget: \$20,000

***Regional Sidewalk Dataset Study, Phase 2*****PURPOSE:**

While the region has a wide range of data available about roads, less is available for pedestrian facilities on the regional scale. Individual agencies may have data about the location of sidewalks with varying degrees of detail, but this is not consistently available in common formats across the region. This lack of data hampers planning for walking and rolling. Earlier Council internal work determined that the best course of action would be to create a regional dataset rather than trying to compile existing data from communities and filling in gaps. This work builds on the previous Council assessment and pilot and is envisioned to be done in two phases. Phase 1 would be a consultant study to assist the

Council with reviewing the internal work done in 2018 and 2019, convening external and internal stakeholders to prioritize data needs, and reviewing best options available for addressing these data needs. Phase 2, which would begin in 2025, would entail selecting an option(s) to acquire, purchase or collection the sidewalk data, along with identification of fundings for the recommended path, consistent with the recommendations from the Phase 1 work.

**TASKS:**

- Create a technical advisory group of external and internal stakeholders to guide the Phase 2 work.
- Implement recommendations for Phase 2 regional sidewalk data collection.
- Review quality of data and prepare for availability for internal and external partners.

**SCHEDULE AND BUDGET:**

- Est. Project Dates: Q4 2025 – Q4 2026
- Est. Total Budget: \$10,000 – TBD
- 2025 Budget: \$10,000

**Work Activity C: Long-Range System Planning**

***Community Assessment and Engagement Guide***

**PURPOSE:**

This project was identified as a need in the Equity Evaluation of Regional Transportation Investments study completed in 2024. A more equitable distribution of transportation benefits and burdens starts with including community in identification of a project’s purpose and need. This guide will draw on existing work, like the [Federal Highway Administration’s Community Impact Assessment: A Quick Reference Guide](#) and other resources, to develop a project-level guide. This guide will provide guidance on identifying and defining community, methods for mapping community assets and context, methods for engaging with communities about their transportation needs, and integrating those findings into a project’s purpose and need, planning, development, and decision-making. Community assets include, but are not limited to, demographic characteristics of people; past or ongoing transportation policies or investments that have benefited or harmed the community; the physical environment such as current transportation barriers or access, tree canopy, bodies of water, parks and trails; the social and cultural environment, such as community centers, schools, religious centers, employment and businesses; and other data.

**TASKS:**

- Review and summarize relevant local, regional, state and federal work related to methodologies for identifying community assets.
- Engage community members and our partner staff and policy makers at key points to develop this guide.
- Develop guide to provide assistance with developing transportation projects.

**SCHEDULE AND BUDGET:**

- Est. Project Dates: Q2 2025 – Q4 2026
- Est. Total Budget: \$150,000 – \$200,000
- 2025 Budget: \$30,000

## ***Equity Evaluation Framework and Tool Training***

### **PURPOSE:**

This project continues implementation of the Equity Evaluation of Regional Transportation Investments study with training for local partners on the use and application of the framework and tool.

### **TASKS:**

- Develop training plan and schedule and deliver training sessions.
- Review evaluations and implement any needed changes.

### **SCHEDULE AND BUDGET:**

- Est. Project Dates: ongoing
- Est. Total Budget: ongoing annual budget of \$50,000
- 2025 Budget: \$50,000

## ***Greenhouse Gas Reduction Strategy Development***

### **PURPOSE:**

This study will follow up on global, national, and state work on greenhouse gas reduction strategies to further develop local priorities and implementation details in coordination with partners. The work will build off the Regional Transportation and Climate Change Multimodal Measures Study which is identifying methods for estimating the emissions impacts of projects. It will further consider solutions and implementation strategies. This work will follow from the state's [Climate Action Framework](#), [Statewide Multimodal Transportation Plan](#), MnDOT's [Carbon Reduction Strategy](#), and other local and regional work. It will include work in the areas of electrification, transportation choices, low carbon infrastructure, and operations.

### **TASKS:**

- Review and summarize relevant local, regional, state, and federal work related to greenhouse gas reduction strategies, greenhouse gas inventory and forecasts methods, and strategy evaluation methods.
- Conduct a scenario planning exercise to explore the impacts of potential futures including business as usual, a variety emphasizing specific strategies to reduce greenhouse gas emissions, and a variety of mixed approaches.
- Evaluate greenhouse gas reduction strategies within the areas of electrification, vehicle miles traveled reduction, land use, and construction practices (e.g., low carbon steel and concrete, electric powered equipment) for a variety of considerations including cost-effectiveness with respect to greenhouse gas emission reduction, equity, public health and other co-benefits, implementation ease, and geographic context.
- Develop local priorities and implementation details (e.g., funding, roles of various agencies, needed technical support, applicability to different geographies of the region).
- Engage partner staff and policy makers and the public at key milestones during this project.
- Propose next steps for further work in the area of greenhouse gas reduction in the region.

### **SCHEDULE AND BUDGET:**

- Est. Project Dates: Q4 2025 – Q2 2027
- Est. Total Budget: \$400,000
- 2025 Budget: \$10,000

## **Work Activity D: Travel Research and Modeling**

### ***Framework for Accessibility to Public Health Destinations***

#### **PURPOSE:**

Accessibility measures frequently focus on how many jobs people reach in a certain amount of time by different travel modes (for example, bus, car, bike, etc.), but people need to access more than just jobs and shopping centers. To maintain and improve their quality of life, people need access to services such as food, health care, educational facilities, restorative open spaces, and social and cultural events. This study will help communities identify where and how they can improve peoples' access to these services.

#### **TASKS:**

- Work with partners to identify and then create an inventory of essential destinations in different community contexts (including rural areas) that positively contribute to public health.
- Expand existing accessibility analysis to include an evaluation of accessibility to these public health destinations across the region.

#### **SCHEDULE AND BUDGET:**

- Est. Project Dates: Q2 2025 – Q2 2026
- Est. Total Budget: \$100,000
- 2025 Budget: \$30,000

### ***ActivitySim Local Implementation Phase 3***

#### **PURPOSE:**

The goal of this project is to follow up on Phase 2 of ActivitySim implementation (conducted in 2023-2025) by adding sub-models and ancillary models based on policy needs, re-calibrating existing components based on new local data as necessary, and further enhancing network and other data handling within the model.

#### **SCHEDULE AND BUDGET:**

- Est. Project Dates: Q4 2025 – Q1 2027
- Est. Total Budget: \$300,000
- 2025 Budget: \$20,000

## **CONSULTANT STUDIES INITIATED PRIOR TO 2025 AND CARRYING INTO THE 2025 UPWP**

### **Work Activity A: Planning and Programming Process**

#### ***Regional Solicitation Evaluation***

#### **PURPOSE:**

This study, which started in late 2023, is evaluating the entire Regional Solicitation program and process for selecting projects and is done approximately once every 10 years. The main purpose of the Regional Solicitation Evaluation is to tie project selection more closely to the Regional Development Guide and the 2050 Transportation Policy Plan. In doing so, the MPO will ensure that the region's current transportation goals and objectives are being incorporated into project selection in the Regional Solicitation.

**TASKS:**

- Assess the outcomes of projects selected in the past decade (since the last Regional Solicitation Evaluation and Redesign in 2014).
- Create policymaker and technical working groups to advise on the Solicitation changes.
- Evaluate the entire Regional Solicitation program process for selecting projects that includes identifying project application categories, selection criteria and measures for selecting projects.
- Work closely with stakeholders to identify the best use of the federal transportation dollars coming directly to the MPO over the next decade.

**SCHEDULE AND BUDGET:**

- Est. Project Dates: Q4 2023 – Q3 2026
- Est. Total Budget: \$919,000
- 2025 Budget: \$450,000

***Outreach and Engagement Focused on Diversity, Equity, and Inclusion for Transportation Studies Bench Contract*****PURPOSE:**

The Metropolitan Council initiated a bench contract with three consultants to provide outreach and engagement services on an as-needed basis for two years. These consultants will plan, design and facilitate outreach activities designed to engage Black people, Indigenous people, and People of Color (BIPOC), Hispanic, low-income, and other traditionally underrepresented communities in transportation studies that may include equity, safety, climate change, transportation attitudes and needs, travel demand management, and transportation policy goals. The original bench contract will be extended into early 2024 and a new request for qualifications will be released to select firms for a second round of the master contract.

**TASKS:**

- Selected consultants will undertake various tasks, as needed, as part of transportation studies, plans, or projects including outreach and engagement planning, engagement activity facilitation, community consultation, measuring and reporting.

**SCHEDULE AND BUDGET:**

- Est. Project Dates: Annual
- Est. Total Budget: ongoing annual budget of \$100,000
- 2025 Budget: \$100,000

**Work Activity B: Modal System Planning*****Metropolitan Highway System Harms, Impacts and Mitigation Priorities Study*****PURPOSE:**

It is well established that the construction of the Metropolitan Highway System imposed significant impacts, costs, and burdens on communities and persons in the path of and living nearby new freeways. These impacts were born most strongly by members of underserved communities including Black, Indigenous, and other populations of color, low-income and low-wealth populations, and persons otherwise adversely affected by persistent poverty and inequality. Communities near the Metropolitan Highway System today still bear the harms, impacts and consequences of the Metropolitan Highway System both from the original construction and the continued operation and presence of these facilities. This study will identify the long-term and continuing harms/impacts of the Metropolitan Highway System on adjacent communities and populations and propose mitigation investments and funding for eventual inclusion in the regional plan.

**TASKS:**

- Create project policy and technical working groups to advise at all steps of the project.
- Create and implement an engagement plan for the overall project emphasizing engagement with communities most impacted by the Metropolitan Highway System.
- Identify communities near the Metropolitan Highway System that have, and continue to be, most harmed and impacted by the Metropolitan Highway System.
- Identify and categorize the community harms/impacts and develop criteria and measures for quantifying the harms/impacts.
- Identify transportation related and other investment types that could mitigate the past and continuing harms/impacts to the affected communities.
- Identify a methodology and prioritize corridors and locations for mitigation of historic and current harms/ impacts and identify potential mitigation strategies.
- Identify potential benefits and consequences of mitigations both locally and across the region.
- Identify investment types and funding programs and sources for the high priority corridors and locations.

**SCHEDULE AND BUDGET:**

- Est. Project Dates: Q3 2024 – Q4 2026
- Est. Total Budget: \$980,000
- 2025 Budget: \$450,000

***Regional Sidewalk Dataset Study, Phase 1*****PURPOSE:**

While the region has a wide range of data available about roads, less is available for pedestrian facilities on the regional scale. Individual agencies may have data about the location of sidewalks with varying degrees of detail, but this is not consistently available in common formats across the region. This lack of data hampers planning for walking and rolling. Earlier Council internal work determined that the best course of action would be to create a regional dataset rather than trying to compile existing data from communities and filling in gaps. This work builds on the previous Council assessment and pilot and is envisioned to be done in two phases. Phase 1 would be a consultant study to assist the Council with reviewing the internal work done in 2018 and 2019, convening external and internal stakeholders to prioritize data needs, and reviewing best options available for addressing these data needs. Phase 2 would entail selecting an option(s) to acquire, purchase or collect the sidewalk data, along with identification of funding for the recommended path.

**TASKS:**

- Create a technical advisory group of external and internal stakeholders to guide the Phase 1 study.
- Work with partners to prioritize initial desired data attributes.
- Conduct a review of current technological options available for sidewalk data collection.
- Develop recommendations for Phase 2 regional sidewalk data collection implementation.

**SCHEDULE AND BUDGET:**

- Est. Project Dates: Q4 2024 – Q3 2025
- Est. Total Budget: \$25,000 – \$30,000
- 2025 Budget: \$25,000

## ***Regional Microtransit Policy Framework***

### **PURPOSE:**

The region is experiencing a growth in a relatively new transit service model known as microtransit. This service is typically on-demand, with individualized scheduling, smaller vehicles, and short trips. All the transit providers in the region are operating some form of microtransit but there are inconsistencies between how the services are offered to customers, managed by providers, and coordinated between different service types. This consultant study will assess the state of microtransit in the region, assess national best practices for microtransit operations and coordination across providers, and make recommendations for areas where regional microtransit policies are needed and what those regional policies should be.

### **TASKS:**

- Create a technical advisory team of microtransit providers to guide the results of the work.
- Assess and document the microtransit programs in the region including their policies, strengths, opportunities, aspirations, and results.
- Conduct a peer review of similar microtransit programs, including those where different providers operate in the same region, and best practice literature.
- Develop a policy framework for microtransit operations in the region.

### **SCHEDULE AND BUDGET:**

- Est. Project Dates: Q4 2024 – Q4 2025
- Est. Total Budget: \$100,000
- 2025 Budget: \$90,000

## **Work Activity C: Long-Range System Planning**

### ***Regional Transportation and Climate Change Multimodal Measures***

### **PURPOSE:**

As the Council has increased its focus on reducing greenhouse gas emissions from transportation sources, it requires a more detailed way of evaluating the emissions benefits and impacts of plans, programs, and individual projects. The category of “transportation projects” includes a variety of different types of investments at tremendously different scales. It is important to be able to evaluate the emissions effects across project types for planners and policymakers to evaluate the emissions tradeoffs of investment and planning decisions. To make this possible, the Council will undertake a study to develop measures and methods for evaluating the emissions impacts of transportation projects, focusing on mobility projects for any mode, and transportation electrification and travel demand management investments.

### **TASKS:**

- Inventory and evaluate current greenhouse gas estimation methodologies used in the Regional Solicitation, TIP, and TPP.
- Review and summarize best practices for other relevant transportation planning and implementing agencies.
- Recommend methodologies for estimating GHG impacts from mobility type investments in the Regional Solicitation, TIP and TPP by project category.
- Review, refine and update a GHG inventory and business-as-usual forecast of the transportation sector in sufficient detail to support recommended methodologies in various time frames.



- Implement recommended methodologies for several example projects and programs, extending and refining “R” code as necessary for the Regional Solicitation and the TPP (does not include the TIP).
- Develop approaches to mitigate GHG impacts of projects that are forecast to result in a net GHG increase.
- Conduct a sensitivity test of the Council’s Activity Based Model to assess the degree to which modeled results are consistent with literature with respect to induced demand and explore adjustments that would be informed by literature as well as the Activity Based Model.

**SCHEDULE AND BUDGET:**

- Est. Project Dates: Q4 2022 – Q2 2025
- Est. Total Budget: \$340,000
- 2025 Budget: \$5,000

***Electric Vehicle Public Engagement and City Support***

**PURPOSE:**

Individuals and cities will play a central role in determining how fast the benefits of transportation electrification are realized. This work will develop and provide the information these important stakeholders need to make decisions related to charging infrastructure and electric vehicles and accelerate the adoption of electric vehicles.

**SCHEDULE AND BUDGET:**

- Est. Project Dates: Q4 2024 – Q2 2026
- Est. Total Budget: \$125,000 – \$175,000
- 2025 Budget: \$100,000

***Electric Vehicle Public Charging Needs Analysis***

**PURPOSE:**

The 2021-2022 study, A Path to Accelerate Electric Vehicle Adoption in the Twin Cities, included an analysis of public charging needs at an aggregate level at various levels of electric vehicle market share. This technical analysis will extend that work to consider the more detailed ecosystem of public charging needed if the region is to accommodate and accelerate light-duty electric vehicle adoption. The study results will estimate and identify remaining gaps in charging infrastructure investment needs beyond what exists and the investments anticipated from utilities, the private sector, and available federal funding.

**TASKS:**

- Identify the existing charging network and additional investments expected from individuals, utilities, the private sector and public investments using available federal funding.
- Identify ranges of expected charging needs under differing adoption rates for electric vehicles in the region.
- Geographically describe various gaps in the charging system that we might anticipate in the Twin Cities region and a mix of charging investments that might fill that gap.
- Identify any known or expected issues and investment needs for the regional energy transmission network.
- Identify criteria and measures to prioritize charging network gaps and transmission needs.
- Identify potential charging funding sources and levels and needs for additional regional funding.

**SCHEDULE AND BUDGET:**

- Est. Project Dates: Q4 2024 – Q2 2026
- Est. Total Budget: \$125,000– \$175,000
- 2025 Budget: \$100,000

**Work Activity D: Travel Research and Modeling**

***ActivitySim Local Implementation Phase 2***

**PURPOSE:**

The goal of this project is to follow up on Phase 1 of ActivitySim implementation (conducted in 2021-2022) by refining sub-models based on local data as necessary. This includes fully validating the Council's ActivitySim model using observed local conditions. Phase 2 will also explore opportunities to enhance the local model's ability to answer policy questions by incorporating ongoing improvements to the ActivitySim platform into the Council's model.

**SCHEDULE AND BUDGET:**

- Est. Project Dates: Q2 2023 – Q2 2025
- Est. Total Budget: \$300,000
- 2025 Budget: \$5,000

***Transportation Research Program***

**PURPOSE:**

Part of this project was formerly titled the Transitway Impact Research Program but has now been broadened to address transit research generally. This research may be funded by two or three individual grants.

**TASKS:**

- *Transit Impact Research Program* will fund a portion of a transit research project to be selected in early 2025 by the funding partners of the program at the UMN. This is an activity the Council participates in on an annual basis. The 2025 budget for this part of the project is \$25,000.
- *Access Across America* pooled fund study, led by MnDOT, provides locally focused accessibility data sets and reports from the Accessibility Observatory, as well as funding a set of Council-directed accessibility analyses that focus on specific analytical needs with the University Accessibility Observatory. The 2025 budget for this part of the project is \$20,000.
- *Transportation Applied Research in Transportation (ART) Program*, led by the Center for Transportation Studies (CTS), begins in 2025 as a pilot to address time-sensitive research questions in a six-to-twelve-month timeframe. To reinforce the applied nature of the program, ART projects must directly address a current process, document, or policy need. The initial focus areas will be sustainability in transportation and climate change impacts. CTS and agencies who contribute funding will select projects for funding and UMN researchers will complete the work. CTS and MnDOT have committed funding to launch the program and are seeking additional funding partners to support the program. After a 3-year pilot period, program sponsors will evaluate how successful the program has been in addressing short-term emerging research needs and determine if it should continue. The 2025 budget for this part of the project is \$55,000.

**SCHEDULE AND BUDGET:**

- Est. Project Dates: Q1 2025 – Q4 2025
- Est. Total Budget: \$100,000
- 2025 Budget: \$100,000

## ***Evaluation of Forecast Accuracy and Robustness***

### **PURPOSE:**

Several recent corridor studies and projects have demonstrated that regional traffic growth over the past two decades is inconsistent with past highway forecasts and current future forecasts with contemporary models. An examination is needed to identify the accuracy of previous forecasts, reasons for inaccuracies, and to develop recommendations to improve current forecasting practice.

### **TASKS:**

- Review past corridor-level highway forecasts in the region from 2000 to 2020.
- Conduct an analysis of overall accuracy and the causes of any inaccuracies.
- Review current forecasting practices and make recommendations for improvement.

### **SCHEDULE AND BUDGET:**

- Est. Project Dates: Q4 2024 – Q4 2025
- Est. Total Budget: \$100,000
- 2025 Budget: \$80,000

## **Work Activity E: Short-Range Planning and Performance Monitoring**

### ***Congestion Management Process Pilot Corridor Analysis***

### **PURPOSE:**

This study will assess the guidance outlined within the CMP Corridor Analysis Handbook completed in 2022 and pilot a number of corridor analyses to demonstrate and refine how the handbook applies to corridors within various land use and locational contexts. This analysis will help determine if any changes are necessary to the handbook and serve as a means to more thoroughly implement the CMP Handbook in the regional planning process and identify corridor level investments. This work will ultimately contribute by ensuring consistency between congestion mitigation strategies and the 2050 TPP.

### **TASKS:**

- Work with regional partners to implement the methodology outlined in the CMP Handbook on corridors.
- Gather feedback and refine methodology, guidance, and work products to ensure the Handbook is applicable to corridors throughout the region.
- Coordinate with the CMP Advisory Committee any potential changes to the CMP Handbook.
- Test and refine Handbook based upon feedback from the CMP Advisory Committee.

### **SCHEDULE AND BUDGET:**

- Est. Project Dates: Q3 2024 – Q4 2026
- Est. Total Budget: \$150,000
- 2025 Budget: \$60,000

## 2025 MEMBERSHIPS AND CONTRACT PURCHASES

### Work Activity D: Travel Research and Modeling

#### *Zephyr Foundation Membership*

Agency membership dues in the Zephyr Foundation. The Foundation's mission is to advance rigorous transportation and land use decision-making for the public good by advocating for and supporting improved travel analysis and facilitating its implementation. The Foundation's goals are to advance the field through flexible and efficient support, education, guidance, encouragement, and incubation. In 2025, staff will also participate in planning a tentatively named "Modeling Mobility" conference to be sponsored by Zephyr and held in Minneapolis in fall 2025.

#### **SCHEDULE AND BUDGET:**

- Est. Project Dates: Q1 2025 – Q4 2025
- Est. Total Budget: \$2,000
- 2025 Budget: \$2,000

#### *AMPO Research Foundation Membership (ActivitySim)*

Agency membership in the ActivitySim consortium. The mission of the ActivitySim project is to create and maintain advanced, open-source, activity-based travel behavior modeling software based on best software development practices for distribution at no charge to the public. The ActivitySim project is led by a consortium of Metropolitan Planning Organizations (MPOs) and other transportation planning agencies, which provides technical direction and resources to support project development. All member agencies help make decisions about development priorities and benefit from contributions of other agency partners.

#### **SCHEDULE AND BUDGET:**

- Est. Project Dates: Q2 2025 – Q2 2026
- Est. Total Budget: \$35,000
- 2025 Budget: \$35,000

#### *Origin-Destination Data Subscription*

Acquisition of seven licenses for the StreetLight InSight program facilitated by MnDOT and offered to agency partners, including MPOs. This data is essential for understanding travel patterns and behavior in the region. It is used to understand the origin and destination of trips, estimate the AADT of key corridors, and analyze congestion within the region.

#### **SCHEDULE AND BUDGET:**

- Est. Project Dates: Q4 2024 – Q3 2025
- Est. Total Budget: \$43,000
- 2025 Budget: \$43,000

## NON-CPG FUNDED STUDY CONTRACTS

### **Regional Aviation System Plan**

This study, which will be funded with a combination of local and Metropolitan Airports Commission (MAC) funds, will update the technical assessment which underlies the 2050 Regional Aviation System Plan by evaluating how the aviation system is performing in the region and identify aviation trends and issues that are relevant to the systems operation through 2050. The plan will look to update the region's aviation policies and associated actions, key information about system facilities, update the forecast and facility requirements for the regional airport system, incorporate updated regional airport long term comprehensive plans, MnDOT's updated State Aviation Plan, any relevant regulations from the FAA

and aviation trends which could impact airport operations or regional airspace. This study will help to fulfill and align the Imagine 2050 regional goals to the 2050 TPP aviation policies, actions and system performance.

**SCHEDULE AND BUDGET:**

- Est. Project Dates: Q4 2023 – Q4 2025
- Total non-CPG Budget: \$350,000

**Midtown Greenway Bicycle and Pedestrian Trail Expansion Planning Project**

This project is in response to the 2023 Omnibus Transportation Finance Bill that directed the Council to plan a continuous and dedicated bicycle/pedestrian trail from the eastern terminus of the current Midtown Greenway in Minneapolis across the Mississippi River and terminating at Allianz Field in St. Paul. The purpose of the project is to develop the concept for extending the Greenway and to advance it into project development planning. The Final Report will include a Project Implementation Plan that lays out the processes and detailed steps to complete design and construct the project.

**SCHEDULE AND BUDGET:**

- Est. Project Dates: Q4 2024 – Q4 2025
- Total non-CPG Budget: \$540,000

## Appendix D: Acronyms

3-C - Continuing, Cooperative, Comprehensive  
ADA – Americans with Disabilities Act  
AMPO – Association of Metropolitan Planning Organizations  
APP – Aviation Policy Plan  
ATP – Area Transportation Partnership  
BRT – Bus Rapid Transit  
CAA – Clean Air Act  
CAM – Clean Air Minnesota  
CAV – Connected and Automated Vehicles  
CIP – Capital Improvement Plan  
CMP – Congestion Management Process  
CPG – Consolidated Planning Grant  
CSAH – County State Aid Highway  
CTS – Center for Transportation Studies  
DBE – Disadvantaged Business Enterprise  
EA – Environmental Assessment  
EAW – Environmental Assessment Worksheet  
EIS – Environmental Impact Statement  
EPA – Environmental Protection Agency  
FAA – Federal Aviation Administration  
FHWA – Federal Highway Administration  
FTA – Federal Transit Administration  
HSIP – Highway Safety Improvement Program  
HOV – High Occupancy Vehicle  
IIJA – Infrastructure Investment and Jobs Act  
ITS – Intelligent Transportation System  
LRT – Light Rail Transit  
MAC – Metropolitan Airports Commission  
MnDOT – Minnesota Department of Transportation  
MNIAQTPC – Minnesota Interagency Air Quality and Transportation Planning Committee  
MPCA – Minnesota Pollution Control Agency  
MPO – Metropolitan Planning Organization  
MTS – Metropolitan Transportation Services  
NHS – National Highway System  
SIP – State Implementation Plan  
SPR – State Planning and Research  
STIP – State Transportation Improvement Plan  
STBG – Surface Transportation Block Grant Program  
TAAC – Transportation Accessibility Advisory Committee  
TAB – Transportation Advisory Board  
TAC – Technical Advisory Committee to the TAB  
TBI – Travel Behavior Inventory  
TED – Transportation and Economic Development  
TH – Trunk Highway  
TIP – Transportation Improvement Program  
TMA – Transportation Management Area  
TOD – Transit Oriented Development  
UPWP – Unified Planning Work Program



390 Robert Street North  
St Paul, MN 55101-1805

651-602-1000  
TTY 651-291-0904  
[public.info@metc.state.mn.us](mailto:public.info@metc.state.mn.us)  
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# Action Transmittal

TAC Planning Committee



**Committee Meeting Date:** September 4, 2024

**Date:** August 28, 2024

## Action Transmittal: 2024-38

Functional Classification Change Request: 5<sup>th</sup>/6<sup>th</sup> Streets in Downtown Saint Paul

**To:** Technical Advisory Committee  
**From:** TAC Planning Committee  
**Prepared By:** David Burns, Planning Analyst, 654-602-1887

### Requested Action

The City of Saint Paul requests a roadway functional classification change from Major Collector to Minor Arterial – Augmentor for the following:

- 5<sup>th</sup> Street from West 7<sup>th</sup> Street to Wall Street.
- 6<sup>th</sup> Street from Smith Avenue to Wall Street.

### Recommended Motion

That the Technical Advisory Committee approve the functional classification change request from Major Collector to Minor Arterial – Augmentor for 5<sup>th</sup> Street from West 7<sup>th</sup> Street to Wall Street and 6<sup>th</sup> Street from Smith Avenue to Wall Street in downtown Saint Paul.

### Background and Purpose

The City of Saint Paul is requesting a change of the functional classification of 5th and 6th Streets, which are one-way pairs in downtown Saint Paul, from Major Collector to Minor Arterial - Augmentor. Minor arterials are roadways that supplement and provide connections to the principal arterial system, typically serving short-to-medium trips and supporting local bus service. They carry higher volumes of traffic than local roadways and typically have few direct access points to businesses or residential facilities.

5<sup>th</sup> Street serves as the main eastbound thoroughfare through downtown Saint Paul, while 6<sup>th</sup> is the primary westbound thoroughfare. The roadways have direct connections to I-94, serving as major distributors from the interstate to and from downtown Saint Paul. They also provide service to large regional job concentrations in downtown Saint Paul, accommodate major transit routes, and have a annual average daily traffic (AADT) volume consistent with other minor arterials.

Attached is the application submitted by the City of Saint Paul and a map of the proposed change.

### Staff Analysis

The proposed change of 5<sup>th</sup> and 6<sup>th</sup> streets to the Minor Arterial – Augmentor classification more closely reflects the characteristics and function of the roadways. They provide direct access to the interstate system, serve high volumes of traffic and transit service, and provide connections to major employers in downtown Saint Paul.

### Committee Comments and Action

At its August 8, 2024, meeting, the TAC Planning Committee recommended that TAC approve the functional classification change request from Major Collector to Minor Arterial – Augmentor for 5<sup>th</sup> Street from West 7<sup>th</sup> Street to Wall Street and 6<sup>th</sup> Street from Smith Avenue to Wall Street in downtown Saint Paul.

### Routing

To	Action Requested	Date Completed (Date Scheduled)
TAC Planning Committee	Review & Recommend	August 8, 2024
Technical Advisory Committee	Review & Adopt	September 4, 2024



# Regional Functional Classification Change Request Form

ID Number: *Internal Use Only*

Date of Request: *Internal Use Only*

More information about this form, details on the submission process, and contact information for Metropolitan Council staff are available at: <https://metrocouncil.org/Transportation/Planning-2/Reports/Highways-Roads/Functional-Roadway-Classification/Functional-Roadway-Classification-Resources.aspx>

*Click here to view example responses from prior change requests.*

## Roadway Information

Full Roadway Name: 5<sup>th</sup> Street West, 5<sup>th</sup> Street East  
Roadway CSAH # n/a Roadway MSA # MSA 134  
Roadway County Rd # n/a Request Type: Classification change from collector to  
minor arterial

Full Roadway Name: 6<sup>th</sup> Street West, 6<sup>th</sup> Street East  
Roadway CSAH # n/a Roadway MSA # MSA 198  
Roadway County Rd # n/a Request Type: Classification change from collector to  
minor arterial

## Contact Information

Agency/City/County: City of Saint Paul  
Contact Person (Name, Title): Anna Potter, Principal Planner  
Phone: 651-266-6058 Fax: n/a  
Email: anna.potter@stpaul.gov  
Address: 25 West Fourth Street  
City: Saint Paul State: MN Zip: 55102

## Request Information

Please indicate the current and requested classification below. Note that each request may only have one current functional class. If a roadway for a requested change is not currently a single functional class throughout its full length, please split the roadway into several requests, filling out the "Roadway Information" through "Request Information" sections for each request. The "Purpose of Change" and "Principal and Minor Arterial Requests Only" sections need to be completed only once to cover all sections of a roadway if the related requests are noted (see "Dependent Requests" below).

EXISTING ROADWAY  PROPOSED ROADWAY

**Current Classification: Major Collector**  
**Requested Classification: A Minor Reliever**  
**If other:**

# Regional Functional Classification Change Request Form

ID Number: *Internal Use Only*

Date of Request: *Internal Use Only*

**Contingent Conditions (Proposed Roadway Only):** What future change will cause this alignment to change from proposed to existing? -----

**Other / Explain:**

**Change Start Location:** Smith Avenue

**Change End Location:** Wall Street

**Length of Requested Change (Miles):** 1 mile for 5<sup>th</sup> Street; 0.9 miles on 6<sup>th</sup> Street

**Dependent Requests:** Requests which are connected and could not be logically approved individually are dependent requests.

Is this a dependent request? YES  NO

Please provide road name(s) or ID Number(s) of dependent requests (ID Numbers are assigned by Metropolitan Council staff and may not be available if this is the first of several dependent requests): **6<sup>th</sup> Street West, 6<sup>th</sup> Street East**

**Multijurisdictional Roadways:** For requests related to a roadway which crosses or functions as a jurisdictional boundary (two cities, two counties, etc.), a letter of support is required from the neighboring city/county. For roads which function as municipal boundaries, a letter of support from the adjacent city/township, or a document showing which has jurisdiction for the segment in question, is required. Principal Arterial requests require formal resolutions of support from impacted communities.

Does this request involve other jurisdictions? YES  NO

If "yes" please attach letter(s) of support.

[Click here to view example letters of support from prior change requests.](#)

Is this a Principal Arterial request? YES  NO

If "yes" please attach formal resolution(s) of support.

[Click here to view example resolutions of support from prior change requests.](#)

**Purpose of Change:** Please briefly describe why the request is needed (900 words or less).

**5<sup>th</sup> Street is the main eastbound throughfare through downtown Saint Paul. It supplements I-94 and has direct connections to the freeway on both ends of downtown. 5<sup>th</sup> Street supports access to the regional job concentration in downtown Saint Paul, with the street running adjacent to Travellers Insurance, Alliance Bank Center, First National Bank, US Bank Center, the Metropolitan Council, and Crazy Plaza.**

**6<sup>th</sup> Street is the main westbound thoroughfare through downtown Saint Paul. It supplements I-94 and has direct connections to the freeway on both ends of downtown. 6<sup>th</sup> Street supports access to the regional job concentration in downtown Saint Paul, with the street running adjacent to Ecolab Headquarters, Treasure Island Center, the Town Square complex, and Securian Financial.**

**Both streets have significant transit service, with arterial bus rapid stations (B Line, Gold Line) and dozens of local routes and express services all making multiple stops on the corridors.**

**The primary purpose of the corridors is to supplement mobility through downtown and between the concentration of activity on either end (residential density in Lowertown and**

# Regional Functional Classification Change Request Form

ID Number: *Internal Use Only*

Date of Request: *Internal Use Only*

entertainment district activity in Rice Park near the Xcel Energy Center). Local access is limited with the focus being the connections to the freeways and collector streets that cross it in the downtown grid.

Within downtown, 5<sup>th</sup> Street carries between 5,300-7,750 ADT, experiences over 2,000 average daily boardings at the busiest bus stops near Central Station, and serves pedestrian crowds regularly between seasonal events at Mears Park and the Xcel Energy Center. 6<sup>th</sup> Street has similar activity numbers: 5,400-8,000 ADT, 1,200 average daily transit boardings, and high pedestrian activity associated with the high density housing and jobs it serves.

Although 5<sup>th</sup> and 6<sup>th</sup> Streets are within a one-fourth mile of the adjacent minor arterial streets (i.e. 7<sup>th</sup> Street and Kellogg Boulevard), neither of the existing arterials serve transit or have direct access to I-94. Additionally, at the only other location in our region with similar levels of density and activity (downtown Minneapolis), multiple minor arterials exist in that gridded network to support the principal arterial system, at spacing much closer than the suggested one-fourth mile. We believe that adding 5<sup>th</sup> and 6<sup>th</sup> Streets to the minor arterial network would be consistent with the spacing in Downtown Minneapolis and is justified by all other mobility and functional characteristics.

**Typical Roadway Characteristics:** Please provide the following information to support the request.

Existing Intersection Treatments: *What types of intersections are present on the segment? (Examples: signalized, stop-controlled, single-lane roundabout, etc.)*  
signalized

Posted Speed: *What is the current posted speed limit on the segment?*  
25 (all downtown streets, including 5<sup>th</sup> and 6<sup>th</sup>)

Existing Annual Average Daily Traffic (AADT) and Year: *What is the traffic volume on the segment based on the most recent data and when was the information collected? (This data is available for many roadways through MnDOT's Traffic Mapping Application: <https://mndot.maps.arcgis.com/apps/webappviewer/index.html?id=7b3be07daed84e7fa170a91059ce63bb>)*

5<sup>th</sup> Street: 6,100 (2017)  
6<sup>th</sup> Street: 7,600 (2018)

Estimated Future AADT and Year (Optional): *What traffic volumes are projected for the segment and when will they be reached? (Sources of this information may include recent comprehensive or transportation plans)*

Source of Estimated Future AADT: *How were projected traffic volumes calculated and/or what was the source of this data? (Local comprehensive plan, transportation plan, etc.)*

# Regional Functional Classification Change Request Form

ID Number: *Internal Use Only*

Date of Request: *Internal Use Only*

## Required Attachments

1. **MAP (All Requests):** Please attach an 8.5"x11" map of the requested change in PDF format. Please include all appropriate labels and highlight the roadway in question. Submitted maps must include:
  - North arrow
  - Scale
  - Start and end points of the requested segment
  - Boundaries and labels for requesting community and surrounding communities
  - County boundaries and labels
  - Existing functional classification for surrounding roadways

Note: Map process may be incorporated directly into online submission form. If separate online map application, change text above to reflect submission of auto-generated maps. If original maps are requested, should discuss list of required map elements suggested above.

Map attached

2. **LETTERS OF SUPPORT OR DOCUMENTATION OF REQUESTED SEGMENT JURISDICTION (Cross-Jurisdictional Requests Only):** See above.
3. **RESOLUTIONS OF SUPPORT (Principal Arterial Requests Only):** See above.

# Regional Functional Classification Change Request Form

ID Number: *Internal Use Only*

Date of Request: *Internal Use Only*

## Principal and Minor Arterial Requests Only

**Criteria:** Describe how the requested change to a roadway functional classification complies with the criteria below. The following resources provide additional background information on the concepts addressed through these criteria.

Federal Highway Administration - *Highway Functional Classification Concepts, Criteria and Procedures (2023)*

[https://www.fhwa.dot.gov/planning/processes/statewide/related/highway\\_functional\\_classifications/index.cfm](https://www.fhwa.dot.gov/planning/processes/statewide/related/highway_functional_classifications/index.cfm)

Metropolitan Council 2040 Transportation Policy Plan - *Appendix D: Functional Classification Criteria and Characteristics, and MnDOT Access Guidance:*

[https://metro council.org/Transportation/Planning-2/Key-Transportation-Planning-Documents/Transportation-Policy-Plan/The-Adopted-2040-TPP-\(1\)/Final-2040-Transportation-Policy-Plan/2040-TPP-Appendix-D-Functional-Class.aspx](https://metro council.org/Transportation/Planning-2/Key-Transportation-Planning-Documents/Transportation-Policy-Plan/The-Adopted-2040-TPP-(1)/Final-2040-Transportation-Policy-Plan/2040-TPP-Appendix-D-Functional-Class.aspx)

**Place Connections:** *How does the roadway connect regional job concentrations, local centers, and freight terminals?* (500 words or less)

5<sup>th</sup> Street is the main eastbound throughfare through downtown Saint Paul. It supplements I-94 and has direct connections to the freeway on both ends of downtown. 5<sup>th</sup> Street supports access to the regional job concentration in downtown Saint Paul, with the street running adjacent to Travellers Insurance, Alliance Bank Center, First National Bank, US Bank Center, the Metropolitan Council, and Crazy Plaza.

6<sup>th</sup> Street is the main westbound thoroughfare through downtown Saint Paul. It supplements I-94 and has direct connections to the freeway on both ends of downtown. 6<sup>th</sup> Street supports access to the regional job concentration in downtown Saint Paul, with the street running adjacent to Ecolab Headquarters, Treasure Island Center, the Town Square complex, and Securian Financial.

Both streets run adjacent to Xcel Energy Center, Rice Park, Mears Park, and multiple pockets of residential density downtown. Commercial activity at both ends of downtown are supported by these two streets.

**Spacing:** *Does the roadway comply with recommended roadway spacing guidelines for principal/minor arterials? (Click here to view spacing guidelines)* (500 words or less)

Although 5th and 6th Streets are within a one-fourth mile of the adjacent minor arterial streets (i.e. 7th Street and Kellogg Boulevard), neither of the existing arterials serve transit or have direct access to I-94. Additionally, at the only other location in our region with similar levels of density and activity (downtown Minneapolis), multiple arterials exist in that gridded network to support the principal arterial system, at spacing much closer than the suggested one-fourth mile. We believe that adding 5th and 6th Streets to the minor arterial network would be consistent with the spacing in Downtown Minneapolis and is justified by all other mobility and functional characteristics.

**System Connections & Access Spacing:** *Does the roadway provide access to multiple roadways of lower classification? How is access managed for connecting roadways?* (500 words or less)



# Regional Functional Classification Change Request Form

ID Number: *Internal Use Only*

Date of Request: *Internal Use Only*

Within the 1 mile downtown segment, 5<sup>th</sup> and 6<sup>th</sup> Street connect with five other minor arterials and five collectors. All intersections are signalized. 5<sup>th</sup> and 6<sup>th</sup> Streets get priority in the signal timing and balancing due to the transit purpose of the roadways. The streets both have bus lanes. However, cycle lengths are minimized in order to accommodate the high level of pedestrian activity in a downtown setting.

The grid system in downtown is set and no new access will be granted.

**Trip-Making Service: *How does the roadway serve long-distance trips with minimal delay (for principal arterials) or trips of moderate length at a somewhat lower level of mobility (for minor arterials)?*** (500 words or less)

5<sup>th</sup> and 6<sup>th</sup> Street both have a bus lane and at least two general purpose lanes. This geometry provides a nice balance of multimodal access to the downtown environment while also allowing for significant throughput without major delays or safety challenges. This balance is expected to remain as the streets have freeway access on both sides of downtown and have recent significant transit investment for Gold and B Line transitways.

**Mobility vs. Land Access: *How does the roadway balance vehicle- and person-throughput with providing access to adjacent land uses?*** (500 words or less)

5<sup>th</sup> Street and 6<sup>th</sup> Street have signal coordination and timing along their length. However short cycle lengths are used to accommodate pedestrian activity and make walking along and across convenient. Driveways are not-preferred and if new developments are planned the driveways would be focused to the side-streets. That said, the corridor is entirely developed in a downtown setting already. The person-throughput is accomplished by having significant transit services (dozens of bus routes and transitways) and by being a part of two one-way pairs downtown. Both streets have a well-used bus lanes supplemented by general purpose travel lanes.

# Regional Functional Classification Change Request Form

ID Number: *Internal Use Only*

Date of Request: *Internal Use Only*

## Minor Arterial Impacts:

Does this request impact the Minor Arterial Sub-Designation? YES  NO

If “yes” please provide the following attributes based on Transportation Policy Plan (TPP)

Appendix D, Table D-4: [http://metro council.org/Transportation/Planning-2/Key-Transportation-Planning-Documents/Transportation-Policy-Plan-\(1\)/The-Adopted-2040-TPP-\(1\)/Final-2040-Transportation-Policy-Plan/2040-TPP-Appendix-D-Functional-Class.aspx](http://metro council.org/Transportation/Planning-2/Key-Transportation-Planning-Documents/Transportation-Policy-Plan-(1)/The-Adopted-2040-TPP-(1)/Final-2040-Transportation-Policy-Plan/2040-TPP-Appendix-D-Functional-Class.aspx)

**Use:**

**Location:**

**Trip Length:**

**Problem Addressed:**

# Regional Functional Classification Change Request Form

ID Number: *Internal Use Only*

Date of Request: *Internal Use Only*

----- **Committee Staff ONLY** -----

**Staff Recommendation:**

Consent Approval: -----

Technical Correction: -----

Staff Recommendation:

MnDOT Consent: YES

NO

Comments:

Potential Issues:

**Impacts of Change:** Describe the impact of this change on functional classification percentages in the jurisdiction and the plan for maintaining balance (300 words or less). **[Information required for MnDOT Change Request Form]**

**Change Tracking:**

TAC Planning Record of Decision:

Date:

TAC Record of Decision:

Date:

TAB Record of Decision (PA ONLY):

Date:

MnDOT Notification:

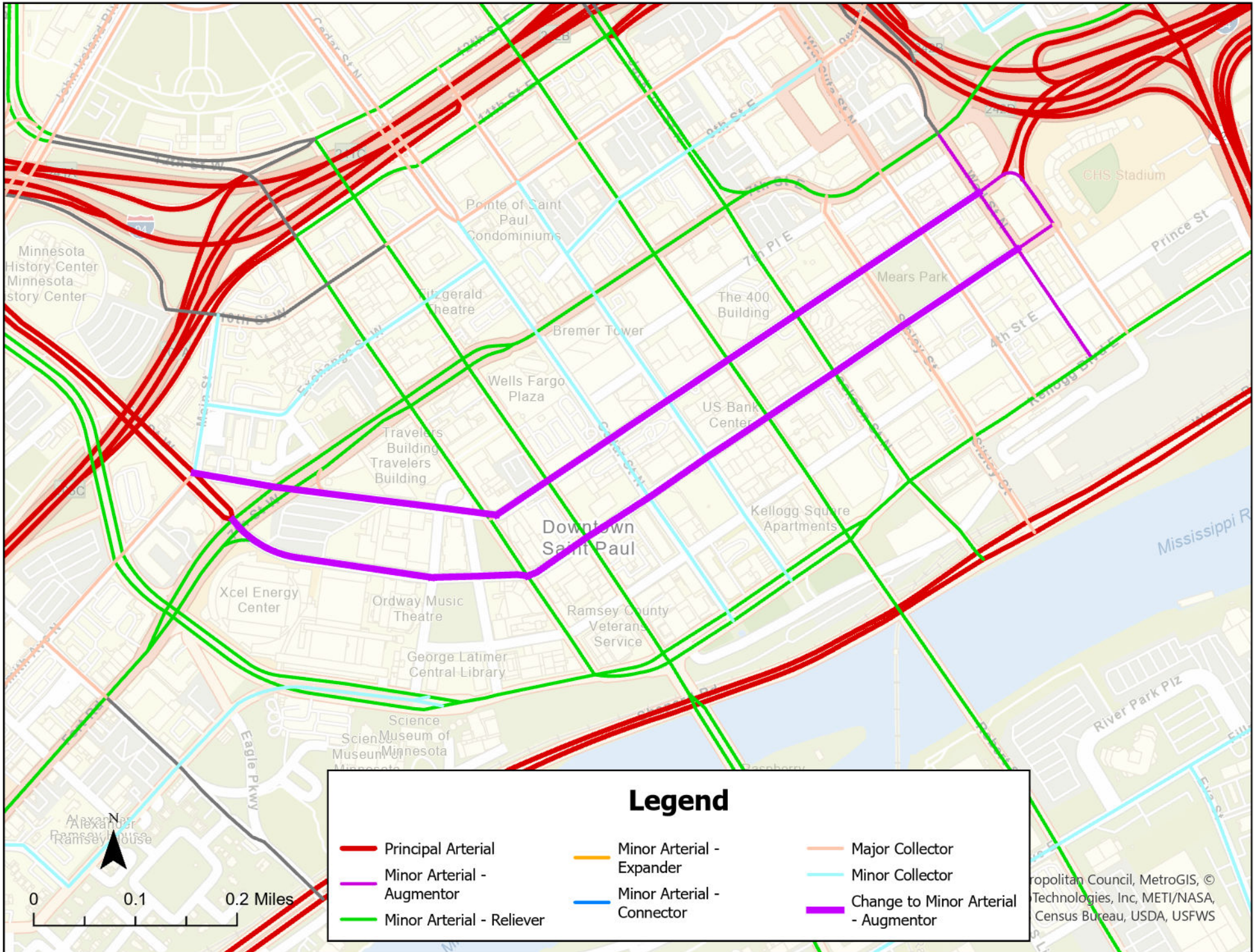
Date:

*Geography Recorded:* -----

*Date:*

*Previous Action ID:*

*Date:*





# Action Transmittal

Transportation Advisory Board



Committee Meeting Date: September 4, 2024

Date: August 28, 2024

## Action Transmittal: 2024-39

Scope Change Request – SouthWest Transit Mall of America Service

**To:** Technical Advisory Committee  
**From:** TAC Funding & Programming Committee  
**Prepared By:** Robbie King, Planner, 651-602-1380  
Joe Barbeau, Planning Analyst,  
Elaine Koutsoukos, TAB Coordinator, 651-602-171

### Requested Action

SouthWest Transit requests a scope change to adjust the service area to remove the Golden Triangle, add the Airport, and increase the operating time for its Mall of America service.

### Recommended Motion

That the Technical Advisory Committee recommend approval of SouthWest Transit's scope change request to adjust the service area to remove the Golden Triangle, add the Airport, and increase the operating time for its Mall of America service with retention of all federal funds.

### Background and Purpose

In the 2016 Regional Solicitation, SouthWest Transit was awarded \$5,603,505 in the Transit Expansion category to operate a new fixed-route bus service along the I-494 corridor from Southwest Station in Eden Prairie to the Mall of America in Bloomington. This service was originally planned to operate from 5:00 am to 7:00 pm Monday to Saturday and provide service beginning at the Mall of America, intersections adjacent to I-494 & Highway 100, I-494 & France Avenue, and I-494 & Penn Avenue, and the Golden Triangle, terminating at Southwest Station. To operate this service, SouthWest Transit requested regional solicitation grant money for acquisition of eight 35-40 foot cutaway buses. Since the grant was awarded, buses have been ordered and will be delivered for service to start in early 2025.

A thorough analysis was performed by SouthWest Transit to analyze ridership along the I-494 corridor and customer needs have changed dramatically since 2016. This analysis has resulted in three requests as a part of this scope change.

#### ***Request 1: SouthWest Transit requests removing the Golden Triangle from the service area***

In 2023, only 1,201 unlinked passenger trips were taken from Golden Triangle to other service areas. Further, existing ridership from SouthWest Transit's Prime microtransit service shows that 45.3% of rides beginning within the Golden Triangle were within Eden Prairie. Therefore, SouthWest Transit identifies the requested scope change as removing redundant service from Golden Triangle.

**Request 2: SouthWest Transit requests extending service to Minneapolis/Saint Paul Airport terminals**

SouthWest Transit’s Prime microtransit service has operated for three years and the agency has observed a 719.5% increase in rides to the airport. Ridership to the airport is 9.8 times greater than in the Golden Triangle.

**Request 3: SouthWest Transit requests increasing service days and hours**

As a result of ridership trends to and from the airport, SouthWest Transit requests increasing service days and hours. Weekday service will operate from 5am to 7pm with 30-minute frequency. Weekend service will operate as an express from 5am to 11pm with 45-minute frequency.

**Relationship to Regional Policy**

Projects that receive funding through the Regional Solicitation processes are subject to the regional scope change policy. The purpose of this policy is to ensure that the project is designed and constructed according to the plans and intent described in the original application. The scope change policy allows project sponsors to adjust their projects as needed while still providing substantially the same benefits described in their original project applications.

**Staff Analysis**

Approval/Denial of Scope Change: Table 1 shows a scoring analysis. This was scored through the 2016 Regional Solicitation process. Since the project was funded, new ridership data has been collected and organized by SouthWest Transit to show that requested changes will benefit the project. Staff concur that the requested changes represent an enhancement to the project. The application’s score of 513 is 75 points higher than the highest-scoring unfunded project in the Transit Expansion category. In light today’s conditions, the proposed project is an improvement over the original project and staff recommends approval of the change.

**Table 1: Scoring Analysis**

Measure	Max Score	Original Score	Scope Change	Notes
1A. Role in Transit System: Employment	50	28	0	No change
1B. Role in Transit System: Connectivity	50	17	+	Likely to change
2A. Usage	350	39	+	Likely to change
3A. Equity	130	108	0	No change
3B. Housing Score	70	64	0	No change
4. Emissions Reduction	200	200	0/+	Potential for some change
5. Multimodal	100	0	0	No change
6. Risk	50	50	0	No change
7. Cost Effectiveness	100	7	0	N/A
<b>TOTAL</b>	1100	513	0/+	Potential for some change

\* 0 = no change  
 + = small improvement, ++ = moderate improvement, +++ = large improvement  
 - = small diminishment, -- = moderate diminishment, --- = large diminishment

Funding and Budget: While the total cost of the project is increasing, additional Regional Solicitation funding cannot be applied to the project. Shown in Table 1 is the change in the funding to respond to the projected change in Transit Operating Cost shown in Table 2.

**Table 2: Funding Analysis**

	Original Funding	Proposed Funding	Funding Change
Regional Solicitation Grant	\$5,603,504.80	\$5,603,504.80	\$0
Local Match (20%)	\$1,400,876.20	\$1,976,131.70	\$575,255.50
<b>Total Project Funding</b>	<b>\$7,004,381</b>	<b>\$7,579,636.50</b>	<b>\$575,255.50</b>



**Table 3: Budget Analysis**

	<b>Original Cost</b>	<b>Proposed Cost</b>	<b>Cost Change</b>
Construction Cost	\$1,600,000	\$1,600,000	\$0
Transit Operating Cost	\$5,404,381	\$5,979,636.50	\$575,255.50
<b>Total Project Cost</b>	<b>\$7,004,381</b>	<b>\$7,579,636.50</b>	<b>\$575,255.50</b>

TAB has the following options regarding retention of federal funds. The key language in the Scope Change Policy is “while adding eligible project elements is permitted, federal funds cannot be shifted away from any removed elements to new project elements unless the removed elements are being done as part of some other programmed project. Note that the Golden Triangle will continue to be served through microtransit services. Federal funds cannot be added to a project beyond the original award.”

1. Require removal of a portion of federal funds based on removal of the Golden Triangle as an “element.”
2. Allow for full retention of the federal funds because the microtransit service has been added and serves the Golden Triangle. Note also that if the funding is taken away it is lost to the region. Because of this staff recommends approval with retention of all federal funds.

### **Committee Comments and Action**

At its August 15, 2024, meeting, the TAC Funding and Programming Committee recommended approval of the SouthWest Transit’s scope change request to adjust the service area to remove the Golden Triangle, add the Airport, and increase the operating time for its Mall of America service. Members agreed with staff’s recommendation for full federal funding retention.

### **Routing**

<b>To</b>	<b>Action Requested</b>	<b>Date Completed (Date Scheduled)</b>
TAC Funding & Programming Committee	Review & Recommend	August 15, 2024
Technical Advisory Committee	Review & Recommend	<i>September 4, 2024</i>
Transportation Advisory Board	Review & Adopt	<i>September 18, 2024</i>







**SouthWest Transit**

14405 West 62<sup>nd</sup> Street., Eden Prairie, MN 55346  
swtransit.org • 952-949-2287

July 24, 2024

Nicole Clapp  
Grants Manager  
Metropolitan Council  
290 Robert St N  
St Paul, MN, 55101

**Subject:** Amendment Request for Application '05324 TE SWTransit SWTransitSA MOA Service'

Dear Nicole:

Based on a thorough analysis of current ridership along the 494 corridor and other impacted service areas by the project under application #05324, SouthWest Transit is requesting a formal scope change to '05324 TE SWTransit SWTransitSA MOA Service', that SouthWest Transit (SWT) was awarded as a part of the 2016 Regional Solicitation for the Fixed Route Service between SouthWest Transit Service Area and 494 Corridor. Our customers' needs have changed dramatically since 2016, and this necessitates changes to service so that we can better serve their needs:

- Our 2023 community surveys show that more people in our service area of Eden Prairie, Chanhassen, and Chaska are commuting to the 494-corridor area in Bloomington compared to 2019 (22% vs. 17%).
- Emerging commuting patterns show that the Golden Triangle employment area in Eden Prairie has become only a minor destination for commuters.
- Airport service through our microtransit service SouthWest Prime was launched in 2021 and has demonstrated a significant need to connect to the airport both for employment and travel.
- A thorough financial analysis shows that we can dramatically increase service hours into the evenings and weekends with the same grant dollars in order to serve workers and travelers better.

As per original 2016 Regional Solicitation application, SWT intends to operate this project to connect the SWT service area with numerous employment areas that exists along I-494 corridor, including, Mall of America, intersections at I-494 & I-100, I-494 & France Ave, and I-494 & Penn Ave.

This amendment request consists of multiple formal scope changes to the original grant, which would extend service hours and add an additional service day for the 494-corridor bus route with the remaining minimal operational costs covered by SWT. It includes three formal scope change requests:

**1. Removing Golden Triangle from the Service Area:**

SWT is requesting a formal scope change to the project for removing the Golden Triangle area from the service area of this project. The existing ridership data is based on SW Prime, SWT's on-demand micro transit service. In 2023, there were only 1201 Unlinked Passenger Trips (UPTs) to and from Golden Triangle to SWT's other service areas, of which only 7.79% of the trips were along the 494-corridor, which means this scope change will not negatively impact the project. Also, 45.30% of the trips in Golden Triangle were within Eden Prairie, out of which 83.46% trips were within our current Mobility Hub (application #11024), a TAB-funded award that will serve the area via micro-transit with a convenient connection through Southwest Station. This effectively removes the potential for overlapping and redundant service.

**2. Extending service to MSP airport Terminals**

SWT is also requesting another formal scope change to amend this project to extend the terminus to the MSP airport, instead of the Mall of America. This scope change will not threaten or negatively impact the project but enhance it by adding service to one more popular destination. SW Prime has provided service to the MSP airport terminals for three years and has seen 719.5% of growth since it's starting in 2021(1,447 UPTs in 2021 to 11,859 UPTs in 2023), triggering a review to transition the service to a fixed route by adding a section from MOA to MSP in this project. Also, the analysis of SW Prime ridership between the Golden Triangle and the airport reveals a significant disparity in demand. Specifically, the ridership to/from the airport is 9.8 times more than that in the Golden Triangle. Moreover, trips to and from the airport constitute 60.44% of the total SW Prime ridership (19,430 UTPs) along the corridor in 2023, indicating a substantial portion of overall demand.

Table 1-SW Prime 2023 Ridership Data for MSP and Golden Triangle Area

S.N.	Type of Service	Unlinked Passenger Trips (UTPs)	Remarks
1	Golden Triangle Inbound (trips from GT)	537	Only 7.79% of the trips were along the corridor. 45.30% of ridership in GT were within Eden Prairie, out of which 83.46% was within May Mobility service area
2	Golden Triangle Outbound (trips to GT)	664	
<b>Total Golden Triangle</b>		<b>1,201</b>	
3	MSP Inbound (trips from MSP)	2,786	Total MSP ridership 9.8 times more than total GT ridership, and covers 60.44% of overall ridership in 494-corridor
4	MSP Outbound (trips to MSP)	8,957	
<b>Total MSP</b>		<b>11,743</b>	

### 3. Increasing Service Days and Hours

SWT is requesting the third formal scope change for increasing the service days from Monday through Saturday to all days' service, with additional late hour service on all days of the week. The final route for this project prioritizes optimizing service efficiency and establishing robust connections with other regional transit services. To achieve these goals, the route will operate with two distinct service patterns: express and local. The express service will run mostly along the I-494 offering shorter trip durations and faster travel times to the key destinations of the Mall of America and MSP terminals. Meanwhile, the local route will focus on serving employment corridors during weekdays along I-494 with more frequent stops, enhancing accessibility and facilitating seamless connections with other regional networks along the corridor. This integrated approach provides passengers with flexibility and choice based on their specific travel needs, ensuring a comprehensive and efficient transit experience.

The requested additional service to MSP airport would generate customers every day throughout the week as people travel irrespective of the days in the week. As per Metropolitan's Airport's Commission, the average passenger loads are strong from 5:00am through 7:00 pm, as shown in the graph below. Meanwhile, there is a large influx of employees from 3:30am-8:00am followed by 12:00pm-3pm, with the lowest influx of employees between 8pm to midnight. Hence, all-days service, with additional late-night service would make the 494 service more reliable and convenient.

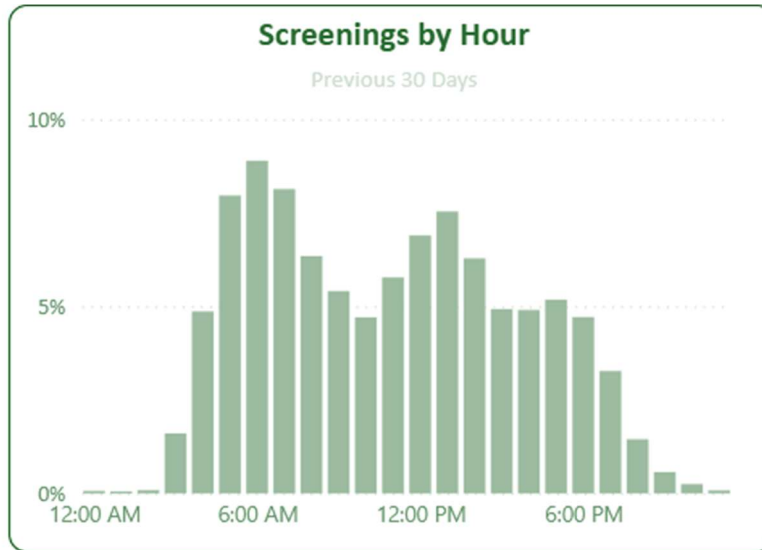


Figure 1- Average Daily Passenger Load Distribution of MSP Airport for June 2024  
(Source: Metropolitan’s Airport’s Commission)

Weekdays service: The variation in the service patterns will be operated alternately with 30 minutes frequency between 5am-7pm, which complies with the original grant. The additional late-night service will be express routes only, with a frequency of 45 minutes.

Weekend Service: Only express routes will be operated from 5am-11 pm, with a frequency of 45 minutes.

**Total Operating Cost Analysis:**

The cost analysis for extending service hours on weekdays and adding service on Sundays indicates that the total operating expenses will slightly exceed the original grant amount. The estimated total operating cost incorporates additional dispatch hours and increased administrative expenses due to these extended service provisions. The total operating cost of the project for all three service years (2025-2027) is estimated to be \$5,979,636.25, which exceeds the operating cost covered in the grant i.e. \$5,404,380.75, by \$575,255.50. Despite the budget overrun, this amount is deemed insignificant when considering the substantial benefits to the community, including expanded service to MSP airport, Sunday service, and extended late-night service hours. SWT recognizes the added value these scope changes will bring to our service area and the community. Therefore, SWT is prepared to fund the additional \$575,255.50, in addition to the required 20% local match for the grant amount.

The table below summarizes the changes pertaining to the above-mentioned formal scope changes to this project:

*Table 2- Service Levels of the 494-Corridor Project in the Original Grant and Amendment Request*

S.N.	Description	As per Original Grant	As per Amendment Request
1.	Service Area:		
	Golden Triangle Area	Included	Not Included
	MSP airport Terminals	Not Included	Included
2.	Service Pattern	Single pattern	Two patterns: Local & Express
3.	Service Days	Monday-Saturday	Local: Monday-Friday Express: Monday-Friday & Saturday-Sunday
4.	Service Hours	5am-7pm	Local: 5am-7pm Express: 5am-11pm
5.	Frequency	30 min.	Weekdays: 30 minutes between 5am-7pm by running two patterns alternately, 45 minutes express only between 7 pm-11 pm. Weekends: 45 minutes express only
6.	Total Operating Cost (Service years 2025-2027)	\$ 5,404,380.75 (including 20% Local match)	\$ 5,979,636.25 (Additional \$575,255.50 will be covered by SWT in three years)

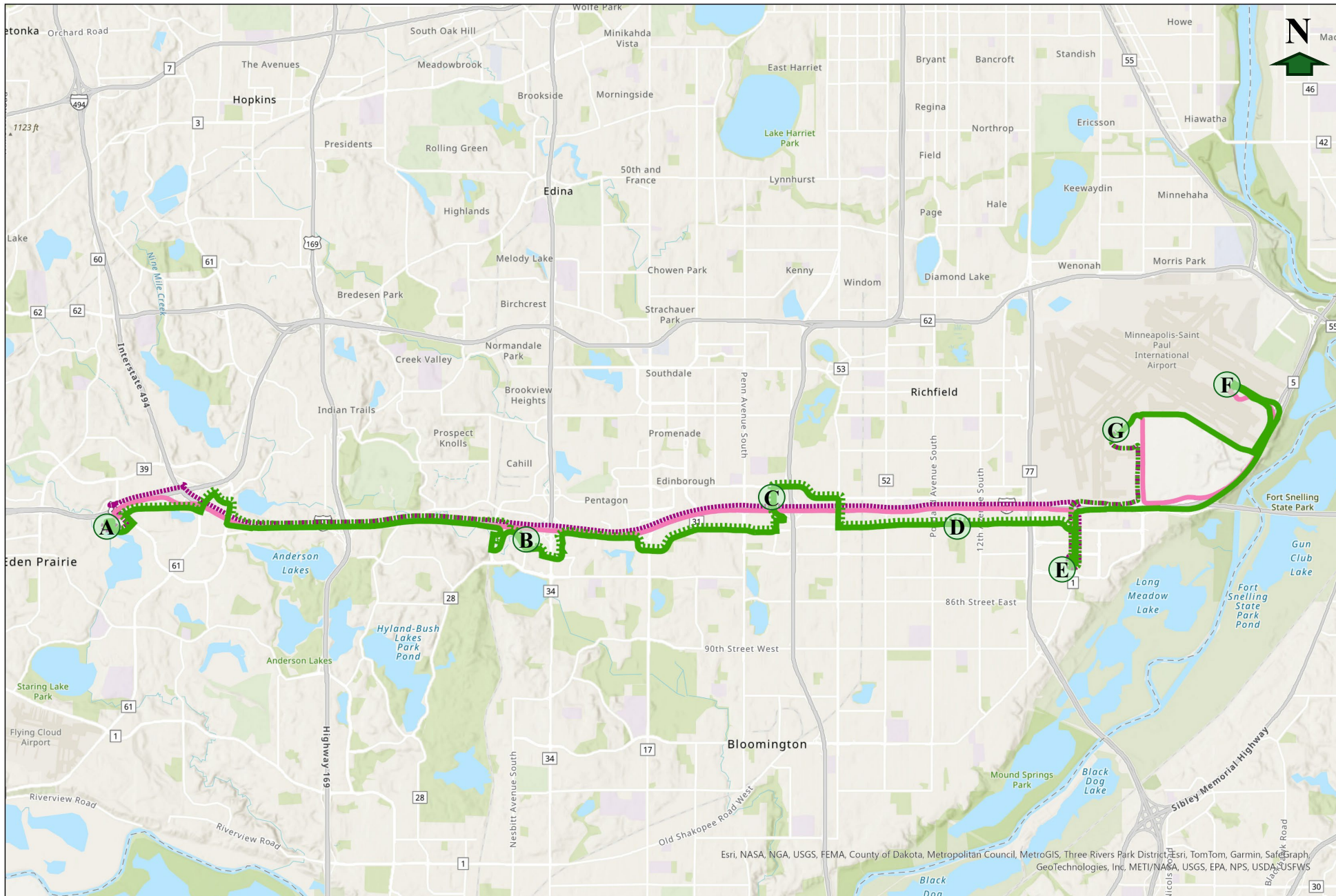
Thank you for the opportunity to submit this formal scope change request. We invite any questions and ask for your support for these changes.

Sincerely,

Erik Hansen  
Chief Executive Officer  
SouthWest Transit

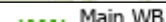
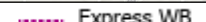


CC: Stephanie Alexander, SWT Director of Operations  
Sunita Kasichhwa, SWT Transit Planner





# Proposed Route

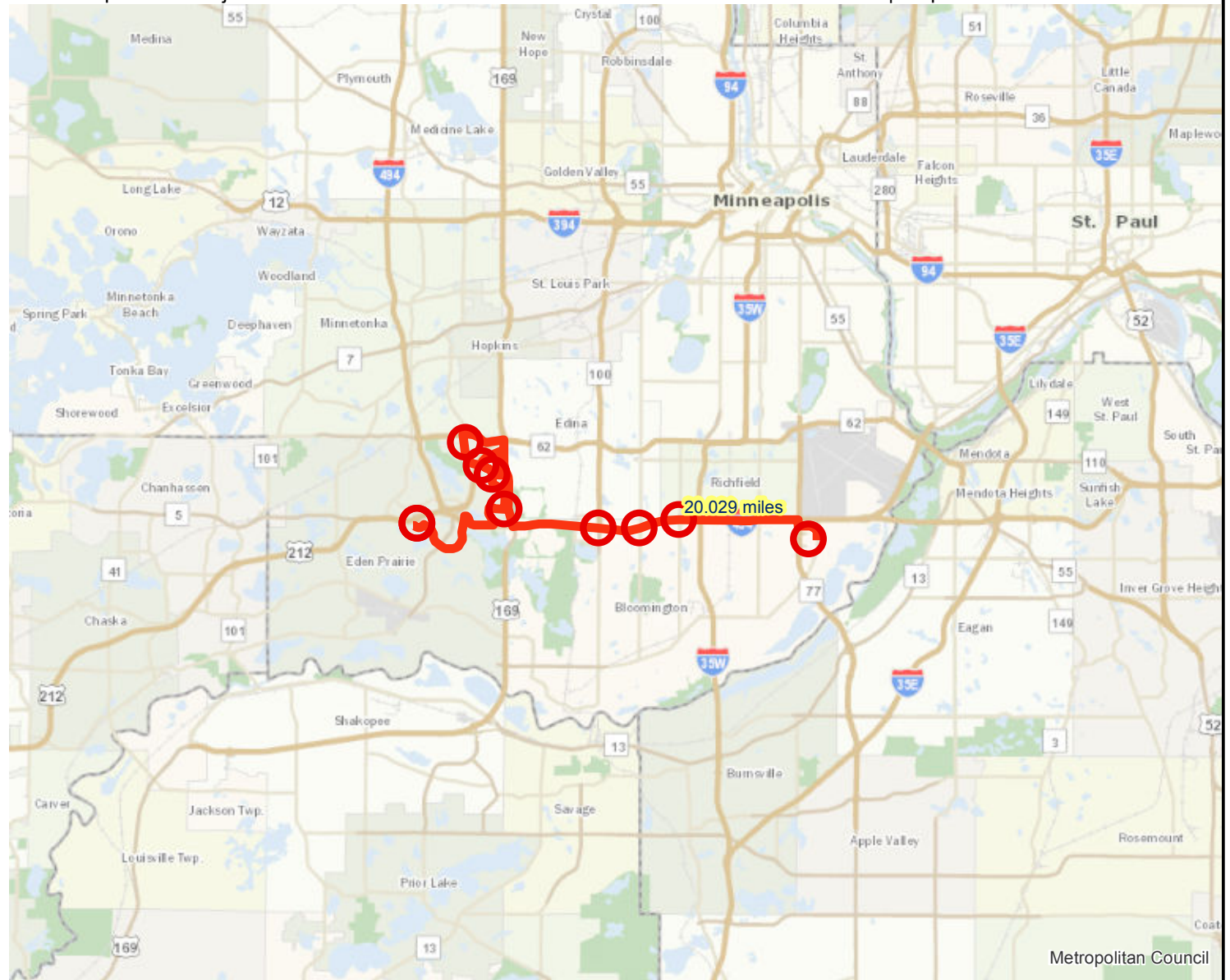
- Legend**
- A=SW Station
  - B=American and Normandale lake
  - C= Knox Ave & 76<sup>th</sup> St Station
  - D=American & Chicago Station
  - E=Mall of America
  - F= MSP Terminal 1
  - G=MSP Terminal 2

 Main WB	 Express WB
 Main EB	 Express EB

Esri, NASA, NGA, USGS, FEMA, County of Dakota, Metropolitan Council, MetroGIS, Three Rivers Park District, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc., METI/NASA, USGS, EPA, NPS, USDA, USFWS

# Current Route

Transit Expansion Project: Service between SouthWest Transit service area and 494 corri | Map ID: 1467910130667



Metropolitan Council

 Project Points

 Project



Created: 7/7/2016  
LandscapeRSA4



For complete disclaimer of accuracy, please visit  
<http://giswebsite.metc.state.mn.us/gissitenew/notice.aspx>





# Action Transmittal

Transportation Advisory Board



**Committee Meeting Date:** September 4, 2024

**Date:** August 28, 2024

## Action Transmittal: 2024-40

Scope Change Policy Update

**To:** Technical Advisory Committee  
**From:** TAC Funding & Programming Committee  
**Prepared By:** Joe Barbeau, Planning Analyst, 651-602-1750

### Requested Action

The Scope Change and Program Year Policy working group requests approval of an updated Scope Change Policy.

### Recommended Motion

That the Technical Advisory Committee recommend approval of the updated Scope Change Policy. Staff further recommends additional clarification regarding changes from off-road to on-road trails that the elimination or reduction of separation or protection from roadways be added as an example of a formal scope change request.

### Background and Purpose

Projects funded through the Regional Solicitation process are selected based on how well they will address safety, congestion, air quality and other criteria used in the scoring evaluation. TAB wants to ensure that the benefits from any re-scoped projects are essentially intact. Therefore, applicants that want to make changes to a project's scope are subject to the Scope Change Policy, last updated in 2019. That change defined administrative, informal, and formal scope changes.

In recent years, most scope change requests have related to eliminating a part of a project that will be completed as part of a different project. This is beyond the scope of the existing policy, which assumes requests concern on-the-ground changes related to termini, changing needs for bus types, and other changes that occur during project development. In the absence of policy language written to address such changes, many TAB decisions have allowed scope changes with full retention of federal funds, provided the projects are to be completed as applied for when split among multiple contracts. Given this and the routine nature of the requests, a working group of Technical Committee representatives and contracting professionals was formed to suggest key changes to the policy. The working group also addressed the Program Year Policy, which is discussed in action item 2024-41. Members agreed that the primary objective is to do what is in the public's best interest; for example, avoid creating situations in which something that was recently built needs to be torn up to accommodate the next project. Therefore, members favored codifying the ability for parts of projects to be transferred when needed.

A secondary discussion occurred related to the ability to allow for otherwise informal scope changes to remain informal if a small amount of funding was involved. Staff has been hesitant to administratively allow keeping of any federal funds despite the consistent outcome of smaller amounts being to keep them intact.

The attached policy tracks suggested changes. The below bullets summarize these changes:

- Inclusion of several examples of project changes that do not need to go through the formal process provided the projects are going to be completed as applied for. In other words, these changes would be approved at the staff level.
- Federal funding is retained because the “on-the-ground result would remain intact.
- Exceptions to the above two bullets that would lead to a formal process:
  - The value of the transitioned project elements exceeds the thresholds shown in Table 1.
  - The project absorbing the applicant project is not included in the TIP or, if not federal, in an agency-approved capital program within the next four years.
- If all project elements are retained (i.e., nothing changes on-the-ground), federal funding is retained.
- No scoring analysis is needed for requests that lead to no on-the-ground changes.

Changes not specifically related to moving project elements to other projects include:

- Any federal funding reduction resulting from reduction of project elements determined to be less than \$50,000 will be retained by the applicant. This is meant to address the dilemma of when to reduce federal funding for project elements that are removed. This applies to both formal and informal requests. This solves the issue of staff’s discomfort with allowing for funding retention at an administrative level for minor changes.
- Informal scope changes can have federal reduction of up to \$100,000 completed administratively. Any reduction above that amount would need to be a formal scope change.
- Clarification that changing a transit project from a vehicle purchase to leasing vehicles is not subject to the formal scope change process. This was added following a recent request.

## Relationship to Regional Policy

Projects that receive funding through the Regional Solicitation process are subject to policies and scrutiny when sponsors want to change project scopes. When TAB approves a program of projects, it does so with the expectation that projects will be completed as shown in the applications. A scope change policy is needed to ensure that projects are designed and constructed according to the plans and intent described in the original application.

## Staff Analysis

Over the past several years, many applications for changes to Regional Solicitation-funded projects have been subject to the formal scope change process resulting in approval with no resistance. The proposed Scope Change Policy enables these requests to be recognized as formalities. Note that moving project elements to other projects would be subject to the formal scope change process if changes to the original scope are proposed. This adjustment also addresses the issue of applicants keeping small funding amounts by allowing for reductions of less than \$50,000 to be retained by the applicant.

## Committee Comments and Action

At its August 7, 2024, meeting, the TAC Funding and Programming Committee voted unanimously to recommend the approval of the updated Scope Change Policy. The committee discussed the merits of specifying that movement from an off-road to on-road trail does not fit a “slight change of trail alignment” noted as an informal change. Because “changing designs from an off-road trail to on-road bicycle route” is listed as an example of a formal request, members decided that no change was needed. However, following that discussion, staff recommends adding “or eliminating/reducing separation or protection from roadways” to the formal request example (see yellow-highlighted change on page 3 of the attached policy), as a shift from an on-road trail to an off-road trail is not a broad enough example of a potential diminishment to a trail.



## Routing

To	Action Requested	Date Completed (Date Scheduled)
TAC Funding & Programming Committee	Review & Recommend	August 15, 2024
Technical Advisory Committee	Review & Recommend	<i>September 4, 2024</i>
Transportation Advisory Board	Review & Adopt	<i>September 18, 2024</i>



## SCOPE CHANGE POLICY

Projects awarded federal funds by the Transportation Advisory Board (TAB) as part of the Regional Solicitation or Highway Safety Improvement Program (HSIP) are often concepts that are further developed in the period from project application to implementation. Project sponsors work on activities after funds are awarded such as preliminary and final design, environmental studies, and public involvement. Sometimes during this project development process, the project sponsor wants to make changes to the scope of the project. Changes to a project's scope could affect its benefits to the region. It is important to the TAB that any change in a project's scope does not substantially reduce these benefits.

### Scope Changes

A scope change is any revision that changes the physical characteristics of the project and has the potential to add to or detract from the project's benefits to the region. The project description in the original funding application serves as the project's scope for the purpose of determining whether a scope change is needed.

### Three Levels of Scope Changes

There are three types of scope changes described below. The TAB Coordinator, the MnDOT Metro District Federal Aid Program Coordinator (for Federal Highway Administration-administered projects), and the Transit Federal Grants Manager (for Federal Transit Administration-administered projects) will determine the type of scope change.

#### Administrative scope changes:

Minor changes that typically occur when projects move into detailed design or minor additions such as project amenities or aesthetic items do not need TAB Coordinator/Metropolitan Council staff review. The MnDOT Metro District Federal Aid Program Coordinator or Metropolitan Council Transit Federal Grants Manager can review and approve minor changes including, but not limited to:

- Removing or adding of minor items, such as benches, waste receptacles, signage, etc.
- Changing the design of aesthetic items, such as lighting, railings, benches, etc.
- Adding items due to normal detailed design of a project such as noise walls, retaining walls, storm sewers, bike racks, wi-fi, etc.
- Adding new project elements/improvements funded through another source (e.g., a change to a more fuel-efficient bus) or combining a TAB-funded project with one or more separate non-TAB funded projects to improve efficiency and reduce construction impacts (e.g., combining a roadway project with an adjacent mill and overlay project). These changes should not detract from the original scope.
- Changing the width of a bike path (must still meet standards).

#### Informal scope changes:

Scope changes that exceed the standards of administrative scope changes are brought for a consultation between the TAB Coordinator; the MnDOT Metro District Federal Aid Program Coordinator or Metropolitan Council Transit Federal Grants Manager; and Council staff. The consultation will determine if the scope change can be approved through an informal process

or if a formal scope change request is needed due to the potential negative impacts of the changes. An informal scope change may include, but is not limited to:

- Slightly changing a bike or pedestrian trail route alignment while still making the major connections.
- Combining two separate TAB-funded projects, provided this does not threaten to negatively impact either project.
- Changing the termini of a project, provided this does not threaten to negatively impact the project.
- Changing a pedestrian overpass to an underpass; or an underpass to an overpass.
- Changing an intersection treatment (e.g., a traffic signal to a roundabout) or an interchange design.
- Changing bus length, fuel source, type, or number, provided there is no resulting decrease in transit service.
- Changing transit project from purchasing vehicle to leasing vehicles.
- Reversion to the original scope (or a previously approved scope change). Note that any federal funds taken away in a previous scope change cannot be returned; the entire scope would need to be completed with the reduced federal contribution.
- Moving elements such as a trail, sidewalk, pedestrian bridge, traffic signal, transit stop, transit vehicle, etc., to another project, provided that the on-the-ground result does not change and the federal value being removed is less than the thresholds shown in Table 1. The project absorbing these project elements must be included in the existing Transportation Improvement Program (TIP) or in the case of non-federal projects, an agency-approved capital program within the next four years. A letter of commitment from the recipient project sponsor is also required. Because the entire applied-for project is being completed, federal funds will be fully retained. Any resulting projects must meet the federally required minimum non-federal match.

Table 1 – Value removal thresholds for requests in the above bullet to be moved to the formal process

<u>Federal Project Value*</u>	<u>Removal Threshold</u>
<u>\$0 - \$1,000,000</u>	<u>20%</u>
<u>\$1,000,001 +</u>	<u>10%</u>

\*Based on total project cost in original application.

Some informal changes lead to project cost reductions. Any scope change request that a) otherwise meets the definition of informal and b) does not move all removed elements to another project and includes a cost reduction<sup>1</sup> above \$100,000 is a formal scope change.

## Formal scope changes:

Any change that may significantly alter the estimated benefits to the region (particularly if altered to the degree where the revised scope may not have justified its original selection) must go through the formal committee process and be approved by TAB. A formal scope change request process is likely to be needed in instances including, but not limited to:

<sup>1</sup> Cost reduction is calculated by estimating the value, at the time of application, of any project elements being removed. While project elements may be allowed to be added to the scope, their costs do not offset the costs of removed elements.

- Removing significant elements such as a trail, sidewalk, pedestrian bridge, traffic signal, transit stop, transit vehicle, etc.
- Adding elements that detract from the value or intent of the original application.
- Removing proposed access closures, if the closures are described in the project description and used to score points in the application.
- Reducing the frequency or hours of transit service.
- Reducing the number of parking spaces in a park-and-ride facility.
- Changing the number of travel lanes.
- Shifting from a bridge replacement project to a bridge rehabilitation project.
- Changing designs from an off-road trail to on-road bicycle route **or eliminating/reducing separation or protection from roadways**.

### Ineligible Requests

The TAB Coordinator may inform the project sponsor that the proposed revisions exceed the limits of a scope change and that the proposed change constitutes a new project. Such requests will not be processed through the TAC and TAB and that the original project should either be completed or withdrawn. If the project is to be withdrawn, the project sponsor should submit a formal letter to the TAB Coordinator stating that the project is being withdrawn and federal funds are being returned to the region for reallocation. A proposed change will be considered a new project and therefore not eligible for a scope change if it is:

- Relocating the project away from the defined problem, need, or location, such as switching transit start-up service from one market area to another
- Moving funding from one project to another, such as moving funds awarded to a project on County Road A to the same, similar, or different work on County Road Z.
- Eliminating the primary improvement proposed in the project description (e.g., a bridge will not be improved for a project submitted in the bridge application category or a trail will not be improved in the multiuse trails application category).

### Steps and Requirements to Determine Scope Change Type and Request a Formal Scope Change

The following steps must be followed to determine a scope change type and whether the proposed change needs to go through the formal scope change request process. It should be noted that once a MnDOT Metro District State Aid project has been authorized, the project scope cannot change.

1. The project sponsor informs the TAB Coordinator and the MnDOT Metro District Federal Aid Program Coordinator or the Metropolitan Council Transit Grants Manager that it wants to change a project. At this time, the MnDOT Metro District Federal Aid Program Coordinator or the Metropolitan Council Transit Federal Grants Manager may determine that the change is minor in scope and no further action is needed. If the requested change is more substantial, the project sponsor will be asked to provide a written description of the proposed scope change and a map or schematics showing how the proposed scope change affects the project.

2. Upon this submittal, the TAB Coordinator will consult with the MnDOT Metro District Federal Aid Program Coordinator or the Metropolitan Council Grants Manager to discuss the extent of the changes and whether the scope change will require a formal scope change request. The TAB Coordinator will contact the project sponsor and inform them whether the proposed modification can be accomplished administratively or whether it will trigger a formal scope change request and/or TIP amendment<sup>2</sup> request.
3. For a formal scope change request, the project sponsor must provide data on the revised project scope to the TAB Coordinator, including a complete project description; location map; project layout, sketches, or schematics; and a discussion of project benefits being retained, gained, or lost. Applicants must provide a cost breakdown of the TAB-eligible items proposed for removal and addition (in the year of costs used in the original application) using the attached project cost worksheet. Failure to do so can result in the request not being included on the TAC Funding & Programming Committee's agenda.
4. Council staff and will conduct an analysis of the requested change, including the background information provided by the project sponsor for consideration by the TAC Funding & Programming Committee. The Committee will discuss the staff analysis and recommend one the following to TAC and TAB (see detailed sections below and on the following page about determining scope change and federal funding amount recommendations):
  - Approval of the scope change as requested;
  - Approval of the scope change request with modifications to the scope and/or a recommended reduction of federal funds; or
  - Denial of the requested change

### Determining the Scope Change Approval Recommendation

To determine whether the scope change request should be approved, the TAC Funding & Programming Committee will discuss the merits of the proposed changes and weigh the overall benefits or reduction of benefits to the region. Council staff will provide a written analysis regarding the potential impacts of the proposed changes. The affected scoring measures, except for cost-effectiveness (any cost increases are paid for by the local agency and not federal funds), will be analyzed by Council staff to determine if each sub-score would have likely increased, decreased, or stayed the same with the scope change (a precise rescoring of the application is not possible since applications were scored against each other at a specific moment in time). Council staff will then evaluate whether the total score would have likely increased, decreased, or stayed roughly the same based on the summation of the sub-score changes. This relative change in the total score will be compared to the scoring gap between the project's original score and the highest unfunded project in the same application category. The TAC Funding & Programming Committee may consider recommending denial of the scope change request if it is clear that the project would have

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<sup>2</sup> A TIP amendment request is only required to accompany a scope change request if the project is in the current fiscal year and either the project description changes in the TIP, the project termini change by 0.3-mile or greater, or the funding amount changes enough to meet federal TIP amendment thresholds.



scored fewer points than the highest-scoring unfunded project (i.e., the project would have been undoubtedly below the funding line). Council staff may confirm their findings with the original scorer of the measure and/or request additional information of the applicant, if necessary. Project sponsor must attend TAC Funding & Programming, TAC, and TAB meetings, where the item is on the agenda.

NOTE: for project requests that result in the on-the-ground project not changing (i.e., project elements being moved directly to another project), this analysis is not necessary.

### Determining the Federal Funding Amount Recommendation

To determine whether federal funds should be recommended to be removed from a project, Council staff will assess the project elements being reduced or removed and provide this information to the TAC Funding & Programming Committee. While adding eligible project elements is permitted, federal funds cannot be shifted away from any removed elements to new project elements unless the removed elements are being done as part of some other programmed project. Federal funds cannot be added to a project beyond the original award as part of a scope change.

Applicants must provide a revised cost estimate including a cost breakdown of the items proposed for removal using the attached project cost worksheet. Any removed or added items should use the costs in the year requested in the original application instead of the year of construction costs. Regional Solicitation projects must continue to maintain at least a 20% non-federal match, while HSIP projects must continue to maintain at least a 10% non-federal match.

Staff may recommend federal funding reduction options, if applicable, based on the federal share of the cost of the project elements being removed or the proportionate reduction of project benefits in cases in which that is discernable (e.g., number of parking spaces or length of sidewalk) and/or another method developed by staff or the TAC Funding & Programming Committee. Any federal funding reduction determined to be less than \$50,000 will be retained by the applicant. A recommendation will move from TAC Funding & Programming Committee to the TAC and TAB for approval. If applicable, a TIP amendment request will also be moved for approval through the Metropolitan Council.

**ATTACHMENT 1: FUNDING DATA FOR SCOPE CHANGE REQUEST**

**Original Application:**

Regional Solicitation Year	
Application Funding Category	
HSIP Solicitation?	Yes          No
Application Total Project Cost	
Federal Award	
Application Federal Percentage of Total Project Cost	

<b>Project Elements Being Removed:</b>	<b>Original Application Cost</b>

<b>New Project Elements:</b>	<b>Cost (Based on Year of Costs in Original Application)</b>

## SCOPE CHANGE POLICY

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### Scope Changes

A scope change is any revision that changes the physical characteristics of the project and has the potential to add to or detract from the project's benefits to the region. The project description in the original funding application serves as the project's scope for the purpose of determining whether a scope change is needed.

### Three Levels of Scope Changes

There are three types of scope changes described below. The TAB Coordinator, the MnDOT Metro District Federal Aid Program Coordinator (for Federal Highway Administration-administered projects), and the Transit Federal Grants Manager (for Federal Transit Administration-administered projects) will determine the type of scope change.

#### Administrative scope changes:

Minor changes that typically occur when projects move into detailed design or minor additions such as project amenities or aesthetic items do not need TAB Coordinator/Metropolitan Council staff review. The MnDOT Metro District Federal Aid Program Coordinator or Metropolitan Council Transit Federal Grants Manager can review and approve minor changes including, but not limited to:

- Removing or adding of minor items, such as benches, waste receptacles, signage, etc.
- Changing the design of aesthetic items, such as lighting, railings, benches, etc.
- Adding items due to normal detailed design of a project such as noise walls, retaining walls, storm sewers, bike racks, wi-fi, etc.
- Adding new project elements/improvements funded through another source (e.g., a change to a more fuel-efficient bus) or combining a TAB-funded project with one or more separate non-TAB funded projects to improve efficiency and reduce construction impacts (e.g., combining a roadway project with an adjacent mill and overlay project). These changes should not detract from the original scope.
- Changing the width of a bike path (must still meet standards).

#### Informal scope changes:

Scope changes that exceed the standards of administrative scope changes are brought for a consultation between the TAB Coordinator; the MnDOT Metro District Federal Aid Program Coordinator or Metropolitan Council Transit Federal Grants Manager; and Council staff. The consultation will determine if the scope change can be approved through an informal process

or if a formal scope change request is needed due to the potential negative impacts of the changes. An informal scope change may include, but is not limited to:

- Slightly changing a bike or pedestrian trail route alignment while still making the major connections.
- Combining two separate TAB-funded projects, provided this does not threaten to negatively impact either project.
- Changing the termini of a project, provided this does not threaten to negatively impact the project.
- Changing a pedestrian overpass to an underpass; or an underpass to an overpass.
- Changing an intersection treatment (e.g., a traffic signal to a roundabout) or an interchange design.
- Changing bus length, fuel source, type, or number, provided there is no resulting decrease in transit service.
- Changing transit project from purchasing vehicle to leasing vehicles.
- Reversion to the original scope (or a previously approved scope change). Note that any federal funds taken away in a previous scope change cannot be returned; the entire scope would need to be completed with the reduced federal contribution.
- Moving elements such as a trail, sidewalk, pedestrian bridge, traffic signal, transit stop, transit vehicle, etc., to another project, provided that the on-the-ground result does not change and the federal value being removed is less than the thresholds shown in Table 1. The project absorbing these project elements must be included in the existing Transportation Improvement Program (TIP) or in the case of non-federal projects, an agency-approved capital program within the next four years. A letter of commitment from the recipient project sponsor is also required. Because the entire applied-for project is being completed, federal funds will be fully retained. Any resulting projects must meet the federally required minimum non-federal match.

Table 1 – Value removal thresholds for requests in the above bullet to be moved to the formal process

<b>Federal Project Value*</b>	<b>Removal Threshold</b>
\$0 - \$1,000,000	20%
\$1,000,001 +	10%

\*Based on total project cost in original application.

Some informal changes lead to project cost reductions. Any scope change request that a) otherwise meets the definition of informal and b) does not move all removed elements to another project and includes a cost reduction<sup>1</sup> above \$100,000 is a formal scope change.

## Formal scope changes:

Any change that may significantly alter the estimated benefits to the region (particularly if altered to the degree where the revised scope may not have justified its original selection) must go through the formal committee process and be approved by TAB. A formal scope change request process is likely to be needed in instances including, but not limited to:

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<sup>1</sup> Cost reduction is calculated by estimating the value, at the time of application, of any project elements being removed. While project elements may be allowed to be added to the scope, their costs do not offset the costs of removed elements.

- Removing significant elements such as a trail, sidewalk, pedestrian bridge, traffic signal, transit stop, transit vehicle, etc.
- Adding elements that detract from the value or intent of the original application.
- Removing proposed access closures, if the closures are described in the project description and used to score points in the application.
- Reducing the frequency or hours of transit service.
- Reducing the number of parking spaces in a park-and-ride facility.
- Changing the number of travel lanes.
- Shifting from a bridge replacement project to a bridge rehabilitation project.
- Changing designs from an off-road trail to on-road bicycle route **or eliminating/reducing separation or protection from roadways.**

### Ineligible Requests

The TAB Coordinator may inform the project sponsor that the proposed revisions exceed the limits of a scope change and that the proposed change constitutes a new project. Such requests will not be processed through the TAC and TAB and that the original project should either be completed or withdrawn. If the project is to be withdrawn, the project sponsor should submit a formal letter to the TAB Coordinator stating that the project is being withdrawn and federal funds are being returned to the region for reallocation. A proposed change will be considered a new project and therefore not eligible for a scope change if it is:

- Relocating the project away from the defined problem, need, or location, such as switching transit start-up service from one market area to another
- Moving funding from one project to another, such as moving funds awarded to a project on County Road A to the same, similar, or different work on County Road Z.
- Eliminating the primary improvement proposed in the project description (e.g., a bridge will not be improved for a project submitted in the bridge application category or a trail will not be improved in the multiuse trails application category).

### Steps and Requirements to Determine Scope Change Type and Request a Formal Scope Change

The following steps must be followed to determine a scope change type and whether the proposed change needs to go through the formal scope change request process. It should be noted that once a MnDOT Metro District State Aid project has been authorized, the project scope cannot change.

1. The project sponsor informs the TAB Coordinator and the MnDOT Metro District Federal Aid Program Coordinator or the Metropolitan Council Transit Grants Manager that it wants to change a project. At this time, the MnDOT Metro District Federal Aid Program Coordinator or the Metropolitan Council Transit Federal Grants Manager may determine that the change is minor in scope and no further action is needed. If the requested change is more substantial, the project sponsor will be asked to provide a written description of the proposed scope change and a map or schematics showing how the proposed scope change affects the project.

2. Upon this submittal, the TAB Coordinator will consult with the MnDOT Metro District Federal Aid Program Coordinator or the Metropolitan Council Grants Manager to discuss the extent of the changes and whether the scope change will require a formal scope change request. The TAB Coordinator will contact the project sponsor and inform them whether the proposed modification can be accomplished administratively or whether it will trigger a formal scope change request and/or TIP amendment<sup>2</sup> request.
3. For a formal scope change request, the project sponsor must provide data on the revised project scope to the TAB Coordinator, including a complete project description; location map; project layout, sketches, or schematics; and a discussion of project benefits being retained, gained, or lost. Applicants must provide a cost breakdown of the TAB-eligible items proposed for removal and addition (in the year of costs used in the original application) using the attached project cost worksheet. Failure to do so can result in the request not being included on the TAC Funding & Programming Committee's agenda.
4. Council staff and will conduct an analysis of the requested change, including the background information provided by the project sponsor for consideration by the TAC Funding & Programming Committee. The Committee will discuss the staff analysis and recommend one the following to TAC and TAB (see detailed sections below and on the following page about determining scope change and federal funding amount recommendations):
  - Approval of the scope change as requested;
  - Approval of the scope change request with modifications to the scope and/or a recommended reduction of federal funds; or
  - Denial of the requested change

### Determining the Scope Change Approval Recommendation

To determine whether the scope change request should be approved, the TAC Funding & Programming Committee will discuss the merits of the proposed changes and weigh the overall benefits or reduction of benefits to the region. Council staff will provide a written analysis regarding the potential impacts of the proposed changes. The affected scoring measures, except for cost-effectiveness (any cost increases are paid for by the local agency and not federal funds), will be analyzed by Council staff to determine if each sub-score would have likely increased, decreased, or stayed the same with the scope change (a precise rescoring of the application is not possible since applications were scored against each other at a specific moment in time). Council staff will then evaluate whether the total score would have likely increased, decreased, or stayed roughly the same based on the summation of the sub-score changes. This relative change in the total score will be compared to the scoring gap between the project's original score and the highest unfunded project in the same application category. The TAC Funding & Programming Committee may consider recommending denial of the scope change request if it is clear that the project would have

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<sup>2</sup> A TIP amendment request is only required to accompany a scope change request if the project is in the current fiscal year and either the project description changes in the TIP, the project termini change by 0.3-mile or greater, or the funding amount changes enough to meet federal TIP amendment thresholds.

scored fewer points than the highest-scoring unfunded project (i.e., the project would have been undoubtedly below the funding line). Council staff may confirm their findings with the original scorer of the measure and/or request additional information of the applicant, if necessary. Project sponsor must attend TAC Funding & Programming, TAC, and TAB meetings, where the item is on the agenda.

NOTE: for project requests that result in the on-the-ground project not changing (i.e., project elements being moved directly to another project), this analysis is not necessary.

### Determining the Federal Funding Amount Recommendation

To determine whether federal funds should be recommended to be removed from a project, Council staff will assess the project elements being reduced or removed and provide this information to the TAC Funding & Programming Committee. While adding eligible project elements is permitted, federal funds cannot be shifted away from any removed elements to new project elements unless the removed elements are being done as part of some other programmed project. Federal funds cannot be added to a project beyond the original award as part of a scope change.

Applicants must provide a revised cost estimate including a cost breakdown of the items proposed for removal using the attached project cost worksheet. Any removed or added items should use the costs in the year requested in the original application instead of the year of construction costs. Regional Solicitation projects must continue to maintain at least a 20% non-federal match, while HSIP projects must continue to maintain at least a 10% non-federal match.

Staff may recommend federal funding reduction options, if applicable, based on the federal share of the cost of the project elements being removed or the proportionate reduction of project benefits in cases in which that is discernable (e.g., number of parking spaces or length of sidewalk) and/or another method developed by staff or the TAC Funding & Programming Committee. Any federal funding reduction determined to be less than \$50,000 will be retained by the applicant. A recommendation will move from TAC Funding & Programming Committee to the TAC and TAB for approval. If applicable, a TIP amendment request will also be moved for approval through the Metropolitan Council.



**ATTACHMENT 1: FUNDING DATA FOR SCOPE CHANGE REQUEST**

**Original Application:**

Regional Solicitation Year	
Application Funding Category	
HSIP Solicitation?	Yes          No
Application Total Project Cost	
Federal Award	
Application Federal Percentage of Total Project Cost	

<b>Project Elements Being Removed:</b>	<b>Original Application Cost</b>

<b>New Project Elements:</b>	<b>Cost (Based on Year of Costs in Original Application)</b>

# Action Transmittal

Transportation Advisory Board



**Committee Meeting Date:** September 4, 2024

**Date:** August 28, 2024

## Action Transmittal: 2024-41

Program Year Policy Update

**To:** Technical Advisory Committee  
**From:** TAC Funding & Programming Committee  
**Prepared By:** Joe Barbeau, Planner, 651-602-1750

### Requested Action

The Scope Change and Program Year Policy working group requests approval of an updated Program Year Policy.

### Recommended Motion

That the Technical Advisory Committee recommend approval of the updated Program Year Policy.

### Background and Purpose

The Regional Program Year Policy was established to address projects not being let in their program years, as is required by FHWA. The policy, which was last updated in 2014, allows for a one-time, one-year program year extension and includes a scoresheet on which a minimum score is needed for a request to be granted.

In recent years, most program year extension requests have been made by applicants whose projects have become component to a larger project that is either programmed for a later year (i.e., more than one year out) or ends up being delayed. This often results in requested extensions of more than one year along with multiple extension requests for individual projects. These scenarios are not addressed in the existing policy. A working group of Technical Committee representatives and contracting professionals was formed to suggest key changes to the policy. The working group also addressed the Scope Change Policy, which is discussed in action item 2024-40.

The current policy has two primary objectives: to maintain order in the region's program (i.e., minimize the need to use funding sub-optimally or return federal funds) and to keep projects on track to be completed close to the originally awarded program year.

Working group members expressed support for allowing exceptions to the one-time/one-year rules and also addressed several other issues with the ten-year-old policy. Changes highlighted in the attached include:

- Clarification language designed to prevent un-vetted applications coming in at the application deadline.
- Exceptions to the one-time and one-year limitations due to circumstances related to another project.
- Removal of the MnDOT scoresheet for approval. The reasons the working group suggests removing the scoresheets are:
  - The scores are not meaningful to project readiness; this is something that can be

- o determined less formally.
- o Points in the current scoresheet are not available to all projects and do not allow some projects to get a qualifying score. Project readiness to start within one year of the current program year is a better indicator.
- o The scoresheet discourages early application, which can delay re-programming of funds and lead to less optimal outcomes.
- Several deadline changes for documentation.
- Reference to requests being placed on the TAB consent agenda remains but now “at the chair’s discretion” to enable discussion in unique or potentially controversial situations.

Working group members also discussed using federal funding swaps, or defederalization, to balance program years. However, this would be a separate discussion, as it is not a part of this policy.

### Relationship to Regional Policy

The Transportation Advisory Board (TAB) adopted the Program Year Policy in April 2013 (updated in August 2014) to assist with management and timely delivery of transportation projects awarded federal funding through the TAB’s Regional Solicitation. The policy includes a procedure to request a one-year extension based on extenuating circumstances within certain guidelines but does not address requests that are dependent on other projects.

### Staff Analysis

Over the past several years, many applications for program year changes to Regional Solicitation-funded projects have been for multiple years and/or a second request based on the needs of larger aligned projects. These alignments are done for efficiency’s sake but lead to the need for more flexibility.

### Committee Comments and Action

At its August 15, 2024, meeting, the TAC Funding and Programming Committee voted unanimously to recommend the approval of the updated Program Year Policy. The action included a small change removing the phrase “for standards, eligibility, funding and structural design” from the “final construction plans due date” bullet under “Construction Projects through the FHWA Process.”

### Routing

To	Action Requested	Date Completed (Date Scheduled)
TAC Funding & Programming Committee	Review & Recommend	August 15, 2024
Technical Advisory Committee	Review & Recommend	<i>September 4, 2024</i>
Transportation Advisory Board	Review & Adopt	<i>September 18, 2024</i>



## Regional Program Year Policy

The Regional Program Year Policy is intended to manage the development and timely delivery of transportation projects awarded federal funds through the TAB's Regional Solicitation Process.

Project sponsors awarded federal funds through the regional solicitation process are expected to get their project ready for authorization in their program year.

The program year is July 1 to June 30 (FHWA) or October 1 to September 30 (FTA) of the year in which the project is originally programmed in the Transportation Improvement Program (TIP).

~~By April 1 of the program year, the project must meet the criteria on the attached sheet.~~

Additionally, if a regionally selected project is not ready to request authorization by June 15 of its program year, the project will not be carried over into the new TIP unless the project sponsor receives a program year extension from the TAB.

Project sponsors that have made significant progress but are delayed by circumstances that prevent them from delivering their projects on time should coordinate with the appropriate grants manager (i.e., MnDOT Metro District State Aid or Met Council MTS) on application eligibility prior to submitting ~~must submit~~ a request for a program year extension to the TAB Coordinator by the deadline of December 31 of the project's program year.

The maximum length of a program year extension is one year. Projects are eligible for only one program year extension request. Exceptions to these limitations can be made due to extenuating circumstances related to a project's connection to another project. Specifically, if a project's implementation is tied to another project that is delayed and/or programmed more than one year out, TAB can grant a longer extension. Similarly, an additional extension can be granted if a project is tied to another project moving to a later year. In each case, the applicant must show that its project would be ready to authorize in the currently programmed year.

If a program year extension is granted, funding the project will be contingent on the availability of federal funds. A project sponsor is responsible for funding the project until federal funding becomes available.

Projects receiving program year extensions will not receive an inflationary cost increase in their federal cost caps.

~~"Procedure to Request a Program Year Extension" is provided as Attachment 1.~~

### Criteria for Meeting Program Year

#### Construction Projects through the FHWA Process:

- Environmental document approved – April-June 1
  - *Environmental Documentation draft submittal due December 1*
- Right of way certificate approved – April-June 1
  - *Condemnation proceedings formally initiated by February 28 with title and possession by June 1.*
- Final construction plans approved ~~submitted and reviewed for standards, eligibility, funding and structural design~~ – April-June 1
- Engineer's estimate – April-June 1
- Utility relocation certificate – April-June 1
- Permit applications submitted – April-June 1

#### Construction Projects through the FTA Process

- Environmental document completed; project plans complete and reflect the project that was selected
- Letting date can be set within 90 days
- FTA notification that grant approval imminent

#### Right of Way Only Projects through FHWA Process

- Environmental document approved – April-June 1
- Right of way plans and estimate approved – June 1
- OCP/PPM/SALT authorization to proceed – June 1

#### Right of Way Only Projects through FTA Process

- Environmental document completed
- Appraisals over \$250,000 approved by FTA; under \$250,000 reviewed by Right of Way Section
- FTA notifies that grant approval is imminent
- OCP/PPM transfers funds
- Offers made/condemnation initiated if offers refused

#### Program Project - FTA

- Grant application submitted to FTA; includes work plan
- Notification from FTA that grant approval is imminent
- Work will begin within 90 days after grant approval
- Agreement executed between MnDOT and proposer once funds are transferred

## Regional Program Year Policy

TAB Adopted: April 17, 2013

Administrative Modifications: August 20, 2014

- If project start date will be more than one year after end of program year, project manager notifies grants manager and consults with TAB Coordinator to demonstrate ability to complete project.

### PROCEDURE TO REQUEST A PROGRAM YEAR EXTENSION

If it appears that a project cannot meet the deadline for authorization within its program year and a program year extension is necessary, the project sponsor must demonstrate to the Funding and Programming Committee that significant progress has been made on the project and the program year criteria can be met within the requested one-year time extension. Projects may be granted only one program year extension. Exceptions to both restrictions can be granted for projects that require coordination with other projects with later dates. Requests for a program year extension must be submitted by December 31 of the project's program year.

The project sponsor must submit the following materials to the Funding and Programming Committee. The answers information provided on the under "Project Progress" below Progress Schedule for Program Year Extension on Attachment 1 will determine whether a project is eligible for a one-year extension. In addition to responding to the Progress Schedule for Program Year Extension, the project sponsor must submit the following materials to the Funding and Programming Committee so it can determine if a program year extension is reasonable:

- 1) Project Background ~~(will be provided by TAB Coordinator).~~
- 2) Project Progress: Requests must include an agency's anticipated schedule:
  - a) Environmental document approval date or anticipated approval date
  - b) 100% plan approval date or anticipated approval date
  - a) Right-of-way certificate approval date or anticipated approval date ~~Complete attached progress schedule with actual dates.~~
  - b) ~~Right of way acquisition – provide map showing status of individual parcels. —~~
  - c) ~~Plans – Provide layout and discussion on percent of plan completion.~~
  - d) ~~Permits – provide a list of permitting agencies, permits needed and status. —~~
  - e) ~~Approvals – provide a list of agencies with approval authority and approval status.~~
  - f) ~~Identify funds and other resources spent to date on project.~~
  - g) c)
- 3) Justification for Extension Request:
  - a) What is unique about this project that requires an extension of the program year?
  - b) What are the financial impacts if this project does not meet its current program year?
  - c) What are the implications if the project does not obtain the requested extension?
  - d) What actions will the agency take to resolve the problems facing the project in the next three to six months?

### PROCESS AND ROLES

The Funding and Programming Committee will hear all requests for extensions. The Committee's recommendation will be forwarded to the TAC and TAB for action. The requests



## Regional Program Year Policy

TAB Adopted: April 17, 2013

Administrative Modifications: August 20, 2014

| will be presented to the TAB for action on its consent agenda at the chair's discretion. -Staff for the Funding and Programming Committee will notify the applicant of the committee's decision.

# Regional Program Year Policy

TAB Adopted: April 17, 2013  
Administrative Modifications: August 20, 2014

## Attachment 1: PROGRESS SCHEDULE FOR PROGRAM YEAR EXTENSION

Enter request date

### INSTRUCTIONS:

1. Check status of project under each major heading.
2. Enter dates as requested for each major heading.
3. Enter points as suggested by each applicable response.
4. Total points received in the TOTAL POINTS line on the last page. **The minimum score to be eligible to request an extension is seven points.**

### ENVIRONMENTAL DOCUMENTATION

#### PROJECT MEMORANDUM

Reviewed by State Aid \_\_\_\_\_ If checked enter 4. \_\_\_\_\_

Date of approval \_\_\_\_\_

Completed/Approved \_\_\_\_\_ If checked enter 5. \_\_\_\_\_

Date of approval \_\_\_\_\_

EA \_\_\_\_\_

Completed/Approved \_\_\_\_\_ If checked enter 2. \_\_\_\_\_

Date of approval \_\_\_\_\_

#### EITHER

Not Complete \_\_\_\_\_

Anticipated Date of Completion \_\_\_\_\_

\_\_\_\_\_ If prior to January 31 of the program year, enter 1. \_\_\_\_\_

### OPPORTUNITY FOR PUBLIC HEARING (not necessary for project memorandum)

Completed \_\_\_\_\_

Date of Hearing \_\_\_\_\_ If checked enter 2. \_\_\_\_\_

Not Complete \_\_\_\_\_

Anticipated Date of Completion \_\_\_\_\_

\_\_\_\_\_ If prior to February 28 of the program year, enter 1. \_\_\_\_\_

### FINAL ENVIRONMENTAL ASSESSMENT (not required for project memorandum)

Completed/FONSI Approved \_\_\_\_\_ If checked enter 2. \_\_\_\_\_

Date of approval \_\_\_\_\_

Not Complete \_\_\_\_\_

Anticipated Date of Completion \_\_\_\_\_

\_\_\_\_\_ If prior to March 31 of the program year, enter 1. \_\_\_\_\_

### STUDY REPORT (required for Environmental Assessment Only)

Complete/Approved \_\_\_\_\_ If checked enter 1. \_\_\_\_\_

Date of Approval \_\_\_\_\_

Not Complete \_\_\_\_\_

Anticipated Date of Completion \_\_\_\_\_

# Regional Program Year Policy

TAB Adopted: April 17, 2013

Administrative Modifications: August 20, 2014

## CONSTRUCTION PLANS

\_\_\_\_\_ Completed (includes signature of District State Aid Engineer)  
Date \_\_\_\_\_ If checked enter 3. \_\_\_\_\_  
\_\_\_\_\_ Completed (approved by District State Aid as to SA Standards but not signed)  
Date \_\_\_\_\_ If checked enter 2. \_\_\_\_\_  
\_\_\_\_\_ Not Complete  
Anticipated Date of Completion \_\_\_\_\_  
\_\_\_\_\_ If prior to June 30 of the program year, enter 1. \_\_\_\_\_

## RIGHT OF WAY ACQUISITION

\_\_\_\_\_ Completed (includes approval of R/W Cert. #1 or #1A) If checked enter 2. \_\_\_\_\_  
Date \_\_\_\_\_  
\_\_\_\_\_ Not Complete  
Anticipated Date of Completion \_\_\_\_\_  
If prior to December 31 of the year following the original program year, enter 1. \_\_\_\_\_

## ENGINEERS ESTIMATE OF COSTS

\_\_\_\_\_ Completed \_\_\_\_\_ If checked enter 2. \_\_\_\_\_  
Date \_\_\_\_\_  
\_\_\_\_\_ Not Complete  
Anticipated Date of Completion \_\_\_\_\_  
If prior to December 31 of the year following the original program year, enter 1. \_\_\_\_\_

## AUTHORIZED

\_\_\_\_\_ Anticipated Letting Date \_\_\_\_\_  
\_\_\_\_\_ Anticipated letting date must be prior to June 30  
in the year following the original program year,  
so that authorization can be completed prior to  
June 30 of the extended program year.

\_\_\_\_\_ TOTAL POINTS \_\_\_\_\_

## **Regional Program Year Policy**

The Regional Program Year Policy is intended to manage the development and timely delivery of transportation projects awarded federal funds through the TAB's Regional Solicitation Process.

Project sponsors awarded federal funds through the regional solicitation process are expected to get their project ready for authorization in their program year.

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Additionally, if a regionally selected project is not ready to request authorization by June 15 of its program year, the project will not be carried over into the new TIP unless the project sponsor receives a program year extension from the TAB.

Project sponsors that have made significant progress but are delayed by circumstances that prevent them from delivering their projects on time should coordinate with the appropriate grants manager (i.e., MnDOT Metro District State Aid or Met Council MTS) on application eligibility prior to submitting a request for a program year extension to the TAB Coordinator by the deadline of December 31 of the project's program year.

The maximum length of a program year extension is one year. Projects are eligible for only one program year extension request. Exceptions to these limitations can be made due to extenuating circumstances related to a project's connection to another project. Specifically, if a project's implementation is tied to another project that is delayed and/or programmed more than one year out, TAB can grant a longer extension. Similarly, an additional extension can be granted if a project is tied to another project moving to a later year. In each case, the applicant must show that its project would be ready to authorize in the currently programmed year.

If a program year extension is granted, funding the project will be contingent on the availability of federal funds. A project sponsor is responsible for funding the project until federal funding becomes available.

Projects receiving program year extensions will not receive an inflationary cost increase in their federal cost caps.

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- Environmental document completed; project plans complete and reflect the project that was selected
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- FTA notifies that grant approval is imminent
- OCPPM transfers funds
- Offers made/condemnation initiated if offers refused

#### Program Project - FTA

- Grant application submitted to FTA; includes work plan
- Notification from FTA that grant approval is imminent
- Work will begin within 90 days after grant approval
- Agreement executed between MnDOT and proposer once funds are transferred
- If project start date will be more than one year after end of program year, project manager notifies grants manager and consults with TAB Coordinator to demonstrate ability to complete project.

### **PROCEDURE TO REQUEST A PROGRAM YEAR EXTENSION**

If it appears that a project cannot meet the deadline for authorization within its program year and a program year extension is necessary, the project sponsor must demonstrate to the Funding and Programming Committee that significant progress has been made on the project and the program year criteria can be met within the requested one-year time extension. Projects may be granted only one program year extension. Exceptions to both restrictions can be granted for projects that require coordination with other projects with later dates. Requests for a program year extension must be submitted by December 31 of the project's program year.

The project sponsor must submit the following materials to the Funding and Programming Committee. The information provided under "Project Progress" below will determine whether a project is eligible for a one-year extension.

- 1) Project Background.
- 2) Project Progress; Requests must include an agency's anticipated schedule:
  - a) Environmental document approval date or anticipated approval date
  - b) 100% plan approval date or anticipated approval date
  - c) Right-of-way certificate approval date or anticipated approval date
- 3) Justification for Extension Request:
  - a) What is unique about this project that requires an extension of the program year?
  - b) What are the financial impacts if this project does not meet its current program year?
  - c) What are the implications if the project does not obtain the requested extension?
  - d) What actions will the agency take to resolve the problems facing the project in the next three to six months?

### **PROCESS AND ROLES**

The Funding and Programming Committee will hear all requests for extensions. The Committee's recommendation will be forwarded to the TAC and TAB for action. The requests will be presented to the TAB for action on its consent agenda at the chair's discretion. Staff for the Funding and Programming Committee will notify the applicant of the committee's decision.