

CDMPO To Do List				
Task	Start Date	Due Date	Complete date	Comments
Bylaws			10/28/2023	Approved at Oct PB Mtg. Need to sign because we didn't get signed during the mtg when approved.
MPO ED Job Posting	1/31/2024	Open until filled		Noticed position was posted on City of Minot Website 1/31. Currently, posted as Open until filled (should a closing date be entered?). Also posted on AMPO site 2/1. I also understand that this was or will be posted on AWA and APA websites.
UPWP	ASAP			Was approved by PB at January PB meeting. This will still need to be approved by FHWA
3C Agreement		11/30/2023	12/20/2023	
Title VI Process				May want to consider adopting of on the jurisdictions Title VI plan. Will need to get UPWP contract in place to use CPG funds
Boundaries		12/29/2023	11/9/2023	FHWA completed initial review of UZA; MPA is at Governor with designation request letter for approval/designation. Sent week of 10/30. Letter sent from Governor 11/9/23 the letter to the Governor included the Map. UZA approved by FHWA 12/5
Designation by Governor		12/29/2023	11/9/2023	
MPO Contract		12/31/2023		this is needed to provide CPG funds to MPO, but we will have some time as we will enter an SPR contract with Minot to get started. Will need to have Tax ID before we can get Vendor ID set up, which is needed prior to reimbursements.
SPR Contract with City of Minot			1/19/2024	Intended to get MPO up and running. Contract was completed 1/19.
Rdwy Functional Class Update		12/29/2025		Roadway functional class updates for Census defined urban boundaries. Letter will be sent to jurisdictions requesting they update functional class after UZA approval. Goal to have completed by 12/29/24
Public Participation Plan				Will need to have in place sooner than later
TIP		12/29/2026		Goal is to have official TIP by 7/2026 to get projects in the STIP. Need to have MTP completed before we can have TIP because MTP feeds the TIP
Internal policies & procedures	on going			This will be ongoing for the ED once on board
MTP	1/1/2024	12/29/2026		Will likely need to work with Lance and Dana to get an RFP developed, so can get a consultant on board. Example MTP RFPs sent to LM and DL on 11/7. DL requested additional examples during the TAC meeting 2/13.

Website				Could work this into MTP to have the consultant develop a branding plan for the MPO if so desired
Sam.gov registration				DLak questioned if this couldn't just be City of Minot registration. WZ will dig into. NDDOT has internal (LGD and Finance) discussion scheduled for 11/28 to discuss. Mike T., PB Chair, is looking into Sam.gov registration.
Tax ID			12/5/2023	Mike T., PB Chair, got EIN set up as of 12/5/23 and is 93-4698426. Follow up paper work is needed because name was set up as "Central Dakotas MPO" not "Central Dakota MPO"
MPO Insurance				Will need to have insurance for MPO Contract. Minimum \$2,000,000/occurrence and \$500,000/person