



GIAMPO – Technical Advisory Committee

Monday, February 11, 2019

**10:00 am @ City Hall- Community Meeting Room
100 E 1st Street, Grand Island, NE 68801**

AGENDA

1. Call to Order
This is a public meeting subject to the open meetings laws of the State of Nebraska. The requirements for an open meeting are posted on the wall in this room and anyone that wants to find out what those are is welcome to read through them.
2. Roll Call
3. Approval of Minutes from the October 15, 2018 Technical Advisory Committee Meeting
4. Election of Chair and Vice-Chair
5. MPO Financial Update
6. Approval of MPO Targets for Safety Performance Measures
7. Approval of Changes to the Non-Motorized Sub-Committee of Technical Advisory Committee
8. Update on LRTP Amendment No. 5 and RFP for LRTP Update
9. Approval Recommendation of Final Draft Amendment No. 1 to FY 2019 Unified Planning Work Program
10. Next Meeting
11. Adjournment

Special Accommodations: Please notify the City of Grand Island at 308-385-5444 if you require special accommodations to attend this meeting (i.e., interpreter services, large print, reader, hearing assistance).

Technical Advisory Committee

Monday, February 11, 2019

Regular Session

Item C1

Approval of Minutes from the October 15, 2018 Technical Advisory Committee Meeting

Staff Contact: Chad Nabity, Regional Planning Director

**GRAND ISLAND AREA METROPOLITAN PLANNING ORGANIZATION (GIAMPO)
TECHNICAL ADVISORY COMMITTEE (TAC) MINUTES**

October 15, 2018 at 10:00 am

Grand Island City Hall – Community Meeting Room

100 E 1st Street, Grand Island, NE 68801

Voting Members in Attendance:

Keith Kurz, City of Grand Island, Assistant Public Works Director	Present
John Collins, City of Grand Island, Public Works Director	Present
Marlan Ferguson, City of Grand Island, City Administrator	Absent
Chad Nabity, Hall County Regional Planning Director	Present
Steve Riehle, Hall County Public Works Director	Present
Mike Meyer, Merrick County Hwy Superintendent	Absent
Wes Wahlgren, NDOT District 4 Engineer	Present
Mark Fisher for Craig Wacker, NDOT Highway Planning Manager	Present
Ramona Schafer, Village of Alda	Absent
Mike Olson, Central Nebraska Regional Airport	Absent
Charley Falmlen, City of Grand Island Transit Program Manager	Present

Non-Voting Members in Attendance:

Bentley Tomlin, Burling Northern Santa Fe Railroad	Absent
Allan Zafft, City of Grand Island MPO Program Manager	Present
Shannon Callahan, City of Grand Island Street Superintendent	Absent
Patrick Brown, City of Grand Island Finance Director	Present
William Clingman, City of Grand Island Asst. Finance Director	Absent
Catrina DeLosh, City of Grand Island Public Works Admin Assistant	Present
Tim Golka, City of Grand Island Project Manager	Absent
Jerry Janulewicz, City of Grand Island City Attorney	Present
VACANT, City of Grand Island Assistant to the City Administrator	Absent
Erich Hines, FHWA, Transportation Planner, Realty Civil Rights	Absent
Justin Luther, FHWA, Transportation Planner, Realty, Civil Rights	Absent
VACANT, FTA Community Planner	Absent
Logan Daniels, FTA Transportation Program Specialist	Absent
Daniel Nguyen, FTA Community Planner	Absent
Cindy Johnson, Grand Island Area Chamber of Commerce	Present
Mary Berlie, Grand Island Area Economic Development Corporation	Absent
VACANT, NDOT Local Projects Engineer	Absent
Kaine McClelland, NDOT State Modeler	Absent
Mark Fischer, NDOT Assistant Planning Engineer	Present
Jeff Soula, NDOT Local Projects Urban Engineer	Absent
Kyle Nodgaard, Union Pacific Railroad	Absent
Kelli O'Brien, Union Pacific Railroad	Absent

Call to Order

Nabity called the meeting to order at 10:18 am. The Nebraska Open Meetings Act was acknowledged.

Roll Call

Roll call was taken.

Approval of Minutes from the August 13, 2018 Technical Advisory Committee

Motion by Falmlen to approve the minutes of the August 13, 2018 meeting, seconded by Riehle. Upon voice vote, all voted aye. Motion adopted.

Approval of Revising MPO Targets for NHS Bridge Condition Performance Measures

Zafft informed the committee that the Policy Board approved to support the State targets for the National Highway System (NHS) Pavement and Bridge Condition Performance Measures on August 28, 2018. In September 2018 NDOT notified the Nebraska MPOs that the State performance measures and targets for NHS Bridge Condition had changed. Staff recommends the support of the revised NDOT Bridge Condition performance measures and targets. Riehle questioned if the current bridge inventory meets the revised targets, to which Zafft verified they do.

Motion by Wahlgren to approve Revising MPO Targets for NHS Bridge Condition Performance Measures, seconded by Collins. Upon voice vote, all vote aye. Motion adopted.

Approval Recommendation Final Draft Long Range Transportation Plan Amendment No. 5

Zafft presented on Amendment No. 5 to the Long Range Transportation Plan. This amendment proposes the following revisions - highway financial projections, fiscally constrained project plan, illustrative project plan, environmental justice impacts, and performance management. Based on the revised available highway project revenue, several projects are moved from the fiscally constrained highway project listing to the illustrative highway project listing.

Motion by Collins to approve Recommendation of Final Draft Long Range Transportation Plan Amendment No. 5, seconded by Riehle. Upon voice vote, all voted aye. Motion adopted.

Next Meeting Date

The next meeting of the TAC will be on December 17, 2018 at 10:00 am.

Adjournment

There being no further business, Nabity adjourned the meeting at 10:41 am.

Technical Advisory Committee

Monday, February 11, 2019

Regular Session

Item H1

Election of Chair and Vice-Chair

Staff Contact: Chad Nabity, Regional Planning Director

Technical Advisory Committee

Monday, February 11, 2019

Regular Session

Item H2

MPO Financial Update

Staff Contact: Allan Zafft, MPO Program Manager

**Financial Update
Unified Planning Work Program**

State Fiscal Year 2019 – Second Quarter (October 1, 2018 to December 31, 2018)

Category	Total Budget	2nd Quarter Expenditure	Total Expenditure	Total Percent Expenditure
Unified Planning Work Program	\$ 11,164	\$ 1,312	\$ 3,182	29%
Transportation Improvement Program	\$ 9,769	\$ 530	\$ 1,312	13%
Public Participation Plan	\$ 10,873	\$ 4,599	\$ 5,124	47%
Short Range Studies	\$ 17,560	\$ 7,694	\$ 12,494	71%
Long Range Transportation Plan	\$ 32,934	\$ 8,401	\$ 18,700	57%
- Travel Demand Model (Outside Services)	\$ 35,000	\$ -	\$ -	0%
- LRTP Update (Outside Services)	\$ 115,000	\$ -	\$ -	0%
- Bicycle/Pedestrian Master Plan (Outside Services)	\$ 10,000	\$ -	\$ -	0%
Transit Planning	\$ 10,769	\$ 1,954	\$ 5,889	55%
Administration	\$ 31,245	\$ 7,673	\$ 13,732	44%
Total	\$ 284,312	\$ 32,162	\$ 60,433	21%

Work Completed for Second Quarter

- Performed the following activities for the proposed Amendment No. 5 to the Long Range Transportation Plan: complete Draft Amendment No. 5 for approval at the October Technical Advisory Committee meeting and release Draft Amendment No. 5 for public review and comment
- Revised MPO Targets for NHS Bridge Condition Performance Measures
- Prepared Administrative Modification No. 2 to the FY 2019 Unified Planning Work Program
- Began developing the Request for Proposals for Updating the Travel Demand Model and Long Range Transportation Plan
- Reviewed the Request for Proposals for Public Transit Provider for the City of Grand Island, including the Transit Provider Agreement and Transit Provider Manual
- Completed a Limited English Proficiency analysis and Environmental Justice analysis for the GIAMPO Limited English Proficiency Plan
- Processed the Nebraska Department of Transportation 2017 crash data for the GIAMPO metropolitan planning area
- Prepared materials for and/or held Transportation Advisory Committee meeting in October and Policy Board meeting in December
- Participated and attended transportation planning related meetings

Technical Advisory Committee

Monday, February 11, 2019

Regular Session

Item H3

Approval of MPO Targets for Safety Performance Measures

Staff Contact: Allan Zafft, MPO Program Manager

ISSUE

VOTE: MPO 2019 Targets for Safety Performance Measures

BACKGROUND

The current and previous federal transportation bills, FAST Act and MAP-21, respectively, included a series of requirements for Transportation Performance Management (TPM). Since the passage of MAP-21, USDOT has worked through the federal rulemaking process to establish a series of performance measures and corresponding target setting requirements. Generally, the performance measures relate to national goals of safety, infrastructure condition, air quality, and transportation system performance.

Final USDOT rules related to TPM established five (5) performance measures for traffic safety (see attached fact sheet). State DOTs are required to establish safety (HSIP) targets for all five performance measures by August 31 of each year. MPOs have the option of supporting the statewide targets, or establishing their own regional targets within 180 days of the establishment of state targets. Therefore, all Nebraska MPOs must adopt safety targets by February 27 of each year.

GIAMPO adopted the state's 2018 safety performance targets set in August 2017.

GIAMPO staff recommends the support of the Nebraska Department of Transportation (NDOT) 2019 safety performance targets (see attached NDOT Safety Targets) as the most prudent and feasible alternative. The core reasons to not establishing regional targets include the following:

- Regarding midway progress towards the state's 2018 safety targets, each of the five targets was either "met" or was "better than baseline"
- Need to determine the methodology to estimate annual vehicle miles traveled (VMT) for all public roads within the GIAMPO metropolitan planning area from 2012 to 2017, if GIAMPO would establish rate targets
- Need to process the accident data within the GIAMPO metropolitan planning area from 2008 to 2011 to determine the 5-year rolling average for 2012, 2013, 2014, and 2015 on the five performance measures for comparative purposes and to determine a baseline, if GIAMPO would establish targets

POLICY CONSIDERATIONS/DISCUSSION

With supporting the statewide 2019 targets, GIAMPO is agreeing to plan and program projects in a manner that contributes towards the accomplishment of the NDOT safety targets. These targets will ultimately be integrated into the GIAMPO Long Range Transportation Plan and Transportation Improvement Program.

BUDGET CONSIDERATIONS

None.

COMMITTEE ACTION

None.

RECOMMENDATION

Approve to support state targets as the MPO 2019 safety performance targets for the GIAMPO metropolitan planning area.

STAFF CONTACT

Allan Zafft

Metropolitan Planning Organization Safety Performance Measures Fact Sheet

Safety Performance Measures

The Safety Performance Management Measures regulation supports the Highway Safety Improvement Program (HSIP) and requires State Departments of Transportation (DOTs) and Metropolitan Planning Organizations (MPOs) to set HSIP targets for 5 safety performance measures. This document highlights the requirements specific to MPOs and provides a comparison of MPO and State DOT responsibilities.

How do MPOs establish HSIP targets?

Coordination is the key for all stakeholders in setting HSIP targets. Stakeholders should work together to share data, review strategies and understand outcomes. MPOs must work with the State DOT. MPOs should also coordinate with the State Highway Safety Office, transit operators, local governments, the FHWA Division Office, National Highway Transportation Safety Administration (NHTSA) Regional Office, law enforcement and emergency medical services agencies, and others. By working together, considering and integrating the plans and programs of various safety stakeholders, MPOs will be better able to understand impacts to safety performance to establish appropriate HSIP targets. Coordination should start with the Strategic Highway Safety Plan (SHSP). More information on the SHSP is available at <http://safety.fhwa.dot.gov/hsip/shsp/>.

HSIP Safety Targets Established by MPOs	
1	Number of fatalities
2	Rate of fatalities
3	Number of serious injuries
4	Rate of serious injuries
5	Number of non-motorized fatalities and non-motorized serious injuries

MPOs establish HSIP targets by either:

1. agreeing to plan and program projects so that they contribute toward the accomplishment of the State DOT HSIP target or
2. committing to a quantifiable HSIP target for the metropolitan planning area.

To provide MPOs with flexibility, MPOs may support all the State HSIP targets, establish their own specific numeric HSIP targets for all of the performance measures, or any combination. MPOs may support the State HSIP target for one or more individual performance measures and establish specific numeric targets for the other performance measures.

If an MPO agrees to support a State HSIP target, the MPO would ...	If an MPO establishes its own HSIP target, the MPO would...
<ul style="list-style-type: none"> ■ Work with the State and safety stakeholders to address areas of concern for fatalities or serious injuries within the metropolitan planning area ■ Coordinate with the State and include the safety performance measures and HSIP targets for all public roads in the metropolitan area in the MTP (Metropolitan Transportation Plan) ■ Integrate into the metropolitan transportation planning process, the safety goals, objectives, performance measures and targets described in other State safety transportation plans and processes such as applicable portions of the HSIP, including the SHSP ■ Include a description in the TIP (Transportation Improvement Program) of the anticipated effect of the TIP toward achieving HSIP targets in the MTP, linking investment priorities in the TIP to those safety targets 	<ul style="list-style-type: none"> ■ Establish HSIP targets for all public roads in the metropolitan planning area in coordination with the State ■ Estimate vehicles miles traveled (VMT) for all public roads within the metropolitan planning area for rate targets ■ Include safety (HSIP) performance measures and HSIP targets in the MTP ■ Integrate into the metropolitan transportation planning process, the safety goals, objectives, performance measures and targets described in other State safety transportation plans and processes such as applicable portions of the HSIP, including the SHSP ■ Include a description in the TIP of the anticipated effect of the TIP toward achieving HSIP targets in the MTP, linking investment priorities in the TIP to those safety targets



U.S. Department of Transportation
Federal Highway Administration

FHWA-SA-16-084



<http://safety.fhwa.dot.gov>

Volumes for HSIP Rate Targets: MPOs that establish fatality rate or serious injury rate HSIP targets must report the VMT estimate used for such targets, and the methodology used to develop the estimate, to the State DOT. For more information on volumes for HSIP rate targets, see http://www.fhwa.dot.gov/planning/processes/tools/technical_guidance/index.cfm.

Roads addressed by MPO HSIP Targets: HSIP targets cover all public roadways within the metropolitan planning area boundary regardless of ownership or functional classification, just as State HSIP targets cover all public roads in the State.

How do MPOs with multi-State boundaries establish HSIP targets?

MPOs with multi-State boundaries must coordinate with all States involved. If an MPO with multi-State boundaries chooses to support a State HSIP target, it must do so for each State. For example, an MPO that extends into two States would agree to plan and program projects to contribute to two separate sets of HSIP targets (one for each State). If a multi-State MPO decides to establish its own HSIP target, the MPO would establish the target for the entire metropolitan planning area.

When do MPOs need to establish these targets?

States establish HSIP targets and report them for the upcoming calendar year in their HSIP annual report that is due August 31 each year. MPOs must establish HSIP targets within 180 days of the State establishing and reporting its HSIP targets. Since FHWA deems the HSIP reports submitted on August 31, MPOs must establish HSIP targets no later than February 27 of each year.

Where do MPOs report targets?

While States report their HSIP targets to FHWA in their annual HSIP report, MPOs do not report their HSIP targets directly to FHWA. Rather, the State(s) and MPO mutually agree on the manner in which the MPO reports the targets to its respective DOT(s). MPOs must include baseline safety performance, HSIP targets and progress toward achieving HSIP targets in the system performance report in the MTP.

Whether an MPO agrees to support a State HSIP target or establishes its own HSIP target the MPO would include in the MTP a systems performance report evaluating the condition and performance of the transportation system with respect to the safety performance targets described in the MTP including progress achieved by the MPO in achieving safety performance targets

Assessment of Significant Progress

While FHWA will determine whether a State DOT has met or made significant progress toward meeting HSIP targets, it will not directly assess MPO progress toward meeting HSIP targets. However, FHWA will review MPO performance as part of ongoing transportation planning process reviews including the Transportation Management Area certification review and the Federal Planning Finding associated with the approval of the Statewide Transportation Improvement Program.

Top 5 Things to Know about MPO HSIP Safety Performance Targets	
✓	All MPOs must set a target for each of the 5 HSIP Safety Performance Measures
✓	MPOs may adopt and support the State's HSIP targets, develop their own HSIP targets, or use a combination of both
✓	MPOs must establish their HSIP targets by February 27 of the calendar year for which they apply
✓	MPO HSIP targets are reported to the State DOT
✓	MPO HSIP targets are not annually assessed for significant progress toward meeting targets; State HSIP targets are assessed annually



2019 Safety Targets for Nebraska Department of Transportation

The Nebraska Department of Transportation (NDOT) recommends the following safety targets for the state. Safety performance measures are defined in accordance with the final USDOT rule on Safety Performance Measures, authorized by 23 CFR Part 490.

NEBRASKA HSIP PERFORMANCE MEASURES - Baseline 2017 - Target Goal 2019						
HSIP PERFORMANCE MEASURE	Projected 2015-2019 Actual Avg.	Projected 2015-2019 Rolling Avg.	2017 Yearend Actual Values	5-Year Rolling Average		
				NDOT Target 2015-2019 ^A	Actual 2011-2019 ^B	Baseline 2012-2017 ^C
Number of Fatalities	236.4	239.2	228	239		225.6
Fatality Rate	1.10	1.18	1.09	1.18		1.119
Number of Serious Injuries	1488.8	1451.3	1478	1540		1548.4
Serious Injury Rate	6.71	6.71	7.03	7.50		7.685
Number of Non-motorized Fatalities and Serious Injuries	135.4	139.4	143	140*		138.6

*Selected target based on projected 5 year trend lines, 10 year trend line projection of 145.6 as well as 2017 yearend value 143

(A) Calendar Year (CY) 2019 Targets are established and reported in the August 31, Baseline Year HSIP Annual Report.

(B) Actual performance is the 5-year rolling average ending in the year for which the targets were established.

(C) Baseline performance is the 5-year rolling average that ends prior to the year in which the targets were established. Baseline performance is calculated in order to compare whether the actual outcome was better than the baseline performance

Below are the number of fatalities, number of serious injuries, and number of non-motorized fatalities and serious injuries within the GIAMPO metropolitan planning area (MPA) for 2012-2017 in comparison with the state and Hall County:

Number of Fatalities

Year	State	Hall County	Hall County - MPA	Merrick County - MPA	Total MPA
2012	212	6	3	0	3
2013	211	6	4	0	4
2014	225	5	1	1	2
2015	246	5	3	0	3
2016	218	5	2	0	2
2017	228	11	8	0	8

This document is exempt under discovery or admission under 23 USC § 409. Data provided by Nebraska Department of Transportation. Information relating to the GIAMPO metropolitan planning area (MPA) was determined by GIAMPO staff.

Number of Serious Injuries

Year	State	Hall County	Hall County - MPA	Merrick County - MPA	Total MPA
2012	1661	61	49	0	49
2013	1536	40	31	0	31
2014	1620	55	38	4	42
2015	1520	43	33	0	33
2016	1588	64	50	1	51
2017	1478	54	40	1	41

Number of Non-motorized Fatalities and Serious Injuries

Year	State	Hall County	Hall County - MPA	Merrick County - MPA	Total MPA
2012	152	4	4	0	4
2013	141	2	2	0	2
2014	137	5	5	0	5
2015	147	3	3	0	3
2016	125	3	2	0	2
2017	143	5	5	0	5

This document is exempt under discovery or admission under 23 USC § 409. Data provided by Nebraska Department of Transportation. Information relating to the GIAMPO metropolitan planning area (MPA) was determined by GIAMPO staff.

Technical Advisory Committee

Monday, February 11, 2019

Regular Session

Item H4

**Approval of Changes to the Non-Motorized Sub-Committee of
Technical Advisory Committee**

Staff Contact: Allan Zafft, MPO Program Manager

ISSUE

VOTE: Approval of Changes to the Non-Motorized Sub-Committee for Technical Advisory Committee

BACKGROUND

In March 2016, the Technical Advisory Committee (TAC) approved to create a Non-Motorized Sub-Committee of the TAC. This committee was created to act as the advisory body to the TAC on the development of the GIAMPO Bicycle and Pedestrian Master Plan. The Non-Motorized Sub-Committee convened eight times since its creation.

The Bicycle and Pedestrian Master Plan project began in June 2017. The Non-Motorized Committee met six times during the project. At the April 2018 Non-Motorized Committee meeting, RDG Planning and Design made a presentation that provided an overview of the Preliminary Draft Bicycle and Pedestrian Master Plan. The committee expressed overall support of the draft plan. The Bicycle and Pedestrian Master Plan was approved by the TAC in May 2018 and the Policy Board in August 2018.

The Non-Motorized Committee has not convened a meeting since the approval of the Bicycle and Pedestrian Master Plan.

In 2016, the Central District Health Department established a Grand Island Walking and Biking Committee through a federal grant. The Walking and Biking Committee held its last meeting in September 2018, due to the exhausting of the grant. This meeting decided to merge the Walking and Biking Committee with the Central Community College Resiliency Committee. At the November 2018 Resiliency Committee meeting, it was proposed to expand the Non-Motorized Committee to include the members of the Walking and Biking Committee instead of merging the Walking and Biking Committee and Resiliency Committee, and the Non-Motorized Committee begin meeting again.

POLICY CONSIDERATIONS/DISCUSSION

Should the Non-Motorized Committee include the members of the Walking and Biking Committee and meet on a regular basis?

What will be the goals and scope of work of the Non-Motorized Committee?

If the Non-Motorized Committee meets on a regular basis, GIAMPO staff will have to schedule meetings, prepare meeting material, and perform other related activities. GIAMPO has currently limited staff and support.

BUDGET CONSIDERATIONS

None.

COMMITTEE ACTION

None.

RECOMMENDATION

None.

STAFF CONTACT

Allan Zafft

Technical Advisory Committee

Monday, February 11, 2019

Regular Session

Item H5

Update on LRTP Amendment No. 5 and RFP for LRTP Update

Staff Contact: Allan Zafft, MPO Program Manager

Technical Advisory Committee

Monday, February 11, 2019

Regular Session

Item H6

**Approval Recommendation of Final Draft Amendment No. 1 to FY
2019 Unified Planning Work Program**

Staff Contact: Allan Zafft, MPO Program Manager

ISSUE

VOTE: Amendment No. 1 to the FY 2019 Unified Planning Work Program

BACKGROUND

The purpose of the Unified Planning Work Program (UPWP) is to provide the citizens of the Grand Island Area Metropolitan Planning Organization (GIAMPO) and all partnering governing bodies with an outline of the Metropolitan Planning Organization's (MPO) planned work activities for the state fiscal year. The UPWP is a budget document prepared annually, and it may be amended as priorities and activities change.

The proposed Amendment No. 1 to the FY 2019 UPWP makes the following changes:

- Page 12, Element E – Long Range Transportation Plan, End Products
 - Combine the updating of the Travel Demand Model (TDM) and the Long Range Transportation Plan as one Request for Proposals instead of two Requests for Proposals to solicit professional services.
- Page 12, Element E – Long Range Transportation Plan, Budget
 - Change the cost for the professional services of the Bicycle and Pedestrian Master Plan from \$10,000.00 to \$0.00.
 - Combine the professional services of updating the Travel Demand Model and the Long Range Transportation Plan.
 - Show \$185,532.75 relating to the cost for professional services of updating the Travel Demand Model and Long Range Transportation Plan. This amount is the result of the following:
 - Transfer \$10,000.00 from Bicycle and Pedestrian Master Plan – Professional Services to Travel Demand Model & LRTP Update – Professional Services
 - Transfer \$35,000.00 from Travel Demand Model – Professional Services to Travel Demand Model & LRTP Update – Professional Services
 - Transfer \$115,000.00 from LRTP Update – Professional Services to Travel Demand Model & LRTP Update – Professional Services
 - Transfer \$25,532.75 from Remaining FTA Funds (FTA Section 5305 - \$20,426.20 and Grand Island - \$5,106.55) to the Travel Demand Model Update & LRTP Update – Professional Services
 - Change the total budget from \$192,933.80 to \$218,466.55
- Page 15, Total UPWP Budget
 - Change the cost of implementing the UPWP from \$284,312.39 to \$309,845.14
 - Change the available Federal Transit Section 5305 funds from \$28,443.00 to \$29,041.00

- Change the total revenue for the MPO planning program from \$309,097.64 to \$309,845.14
- Pages 16-17, Distribution of Costs by Work Element, LRTP
 - The above changes on page 12 are reflected in the Long Range Transportation Plan work element of the program costs.
 - Change “Other Direct” to “Other Direct (includes Professional Services – TDM and LRTP Update)” for FTA 2019 along with the revising the cost from \$1,000.00 (Federal - \$800.00 and Grand Island - \$200.00) to \$26,532.75 (Federal - \$21,226.20 and Grand Island - \$5,306.55)
 - Change the Grand Total FTA Section 5305 and the Total Transit Federal Transit Administration from \$10,768.50 (Federal - \$8,614.80 and Grand Island - \$2,153.70) to \$36,301.25 (Federal - \$29,041.00 and Grand Island - \$7,260.25)
 - Change the Total FY 2019 UPWP from \$284,312.39 (Federal - \$227,449.91 and Grand Island - \$56,862.48) to \$309,845.14 (Federal - \$247,876.11 and Grand Island - \$61,969.03)
 - Change the FTA Available Revenue from \$35,553.75 (Federal - \$28,443.00 and Grand Island - \$7,110.75) to \$36,301.25 (Federal - \$29,041.00 and Grand Island - \$7,260.25)
 - Change the Remaining FTA Funds and the Total Program Funds Remaining from \$24,785.25 (Federal - \$19,828.20 and Grand Island - \$4,957.05) to \$0.00 (Federal - \$0.00 and Grand Island - \$0.00)

POLICY CONSIDERATIONS/DISCUSSION

GIAMPO’s Public Participation indicates a public comment period of at least 15 days for a UPWP amendment prior to GIAMPO Policy Board approval. Therefore, the public comment period of Amendment No. 1 will begin on February 8, 2019 and conclude on February 25, 2019. An email meeting invitation to the GIAMPO Technical Advisory Committee (TAC) will be sent out on February 4, 2019 with a link to the meeting agenda and supporting documents. This email will serve as the prediscussion with the TAC prior to the public comment period.

BUDGET CONSIDERATIONS

None.

COMMITTEE ACTION

None.

RECOMMENDATION

Approve Amendment No. 1 to the FY 2019 Unified Planning Work Program.

STAFF CONTACT

Allan Zafft



Grand Island Area Metropolitan Planning Organization (GIAMPO)

FY 2019 Unified Planning Work Program

The preparation of this document has been financed in part through funds from the Federal Highway Administration, Federal Transit Administration, the U.S. Department of Transportation, under the Metropolitan Planning Program, Section 104(f) of Title 23 U.S. Code, and Nebraska Department of Transportation. The contents of this document do not necessary reflect the official views or policy of the U.S. Department of Transportation.

DRAFT AMENDMENT NO. 1 (CHANGES SHOWN IN RED)

- *Public Comment Period from February 8, 2019 to February 25, 2019*

ADMINISTRATIVE MODIFICATION NO. 3 – APPROVED ON JANUARY 25, 2019 BY NDOT

ADMINISTRATIVE MODIFICATION NO. 2 – APPROVED ON DECEMBER 11, 2018 BY NDOT

- *This approval was rescinded by NDOT on January 31, 2019*

ADMINISTRATIVE MODIFICATION NO. 1 – APPROVED ON AUGUST 9, 2018 BY NDOT

APPROVED ON MAY 22, 2018 BY THE GIAMPO POLICY BOARD (RESOLUTION 2018-5)

**Grand Island Area Metropolitan Planning Organization (GIAMPO)
Unified Planning Work Program for Fiscal Year 2019**

Policy Board Members

Chair – Jeremy L. Jensen

Vice-Chair – Gary Quandt

MPO Director/Secretary – John Collins

Mayor: Jeremy L. Jensen

Grand Island Council Members: Linna Dee Donaldson, Julie Hehnke, Mike Paulick

County Board Members: Doug Lanfear, Gary Quandt

Planning Commission Chair: Pat O'Neill

Nebraska Department of Transportation Director: Kyle Schneweis

Ex-Officio (non-voting) Members include:

FHWA Nebraska Division Administrator: Joseph Werning

FTA Region VII Administrator: Mokhtee Ahmad

Approved Ex-Officio (non-voting) Other Members:

City of Grand Island: Marlan Ferguson, John Collins, Keith Kurz, Chad Nabity

Nebraska Department of Transportation: Paul Gavin, Wes Wahlgren

Federal Transit Administration: Mark Bechtel

Federal Highway Administration: Justin Luther

Technical Committee Members

Chair – Chad Nabity

Vice Chair – Steve Riehle

MPO Director/Secretary – John Collins

Grand Island Public Works Director: John Collins

Grand Island City Administrator: Marlan Ferguson

Grand Island Manager of Engineering Services: Keith Kurz

Grand Island Transit Program Manager: Charley Falmlen

Hall County Regional Planning Director: Chad Nabity

Hall County Public Works Director: Steve Riehle

NDOT Intermodal Planning Division Manager or designee: Ryan Huff

NDOT District Four Engineer: Wes Wahlgren

Merrick County Public Works Director or Highway Superintendent: Mike Meyer

One representative from the Village of Alda: Ramona Schafer

The Board of the Central Nebraska Regional Airport may appoint one representative: Mike Olson

Ex-Officio (non-voting) Members:

FHWA Nebraska Division Transportation Planner or designee: Justin Luther

FTA Region VII Transportation Planner or designee: Mark Bechtel, Logan Daniels, Daniel Nguyen

NDOT Local Projects Division Urban Engineer: Jodi Gibson

Grand Island Finance Director: William Clingman

One representative from the Union Pacific Railroad and one representative from the Burlington Northern Santa Fe Railroad may be appointed to the committee by their respective companies; other rail system

operators may be added by the policy board as needed: Sara Thompson Cassidy, Bentley Tomlin

One representative from the Grand Island Area Chamber of Commerce: Cindy Johnson

One representative from the Grand Island Area Economic Development Corporation: Mary Berlie

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General Acronyms

ADA	Americans with Disabilities Act
AICP	American Institute of Certified Planners
AMPO	Association of Metropolitan Planning Organizations
APA	American Planning Association
CFR	Code of Federal Regulations
DOT	Department of Transportation
FAST Act	Fixing America's Surface Transportation Act
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
GIAMPO	Grand Island Area Metropolitan Planning Organization
GIS	Geographical Information System
HPMS	Highway Performance Management System
LEP	Limited English Proficiency
L RTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21 st Century Act
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization
NDOT	Nebraska Department of Transportation
ONE DOT	Federal Highway Administration and Federal Transit Administration
PEA	Planning Emphasis Areas
PPP	Public Participation Plan
TAC	Technical Advisory Committee

TIP	Transportation Improvement Program
TrAMS	Transit Award Management System
UPWP	Unified Planning Work Program
3-C	Continuing, Cooperative, and Comprehensive

Introduction

What is the UPWP?

The purpose of the Unified Planning Work Program (UPWP) is to provide the citizens of the Grand Island Area Metropolitan Planning Organization (GIAMPO) and all partnering governing bodies with an outline of the Metropolitan Planning Organization's (MPO) planned work activities for fiscal year 2019 (July 1, 2018 to June 30, 2019). The UPWP is a budget document prepared annually, and it may be amended by the GIAMPO Policy Board as priorities and activities change.

The UPWP provides guidance and serves as a management mechanism for scheduling, budgeting, and evaluating the planning activities of GIAMPO. The UPWP defines the major administrative and technical work elements for a specific planning year and identifies the major sources of funding for these projects. The primary purpose of the UPWP is to ensure adherence to/compliance with provisions of 23 CFR 450. The UPWP guides GIAMPO in completing the work elements that lead to the development and implementation of the Long Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP).

The work elements defined in the UPWP are reviewed and approved by GIAMPO, ONE DOT (Federal Highway Administration and Federal Transit Administration), and the Nebraska Department of Transportation (NDOT) who in turn have designated the City of Grand Island as the contracting agent responsible for administering and performing these elements approved within the program.

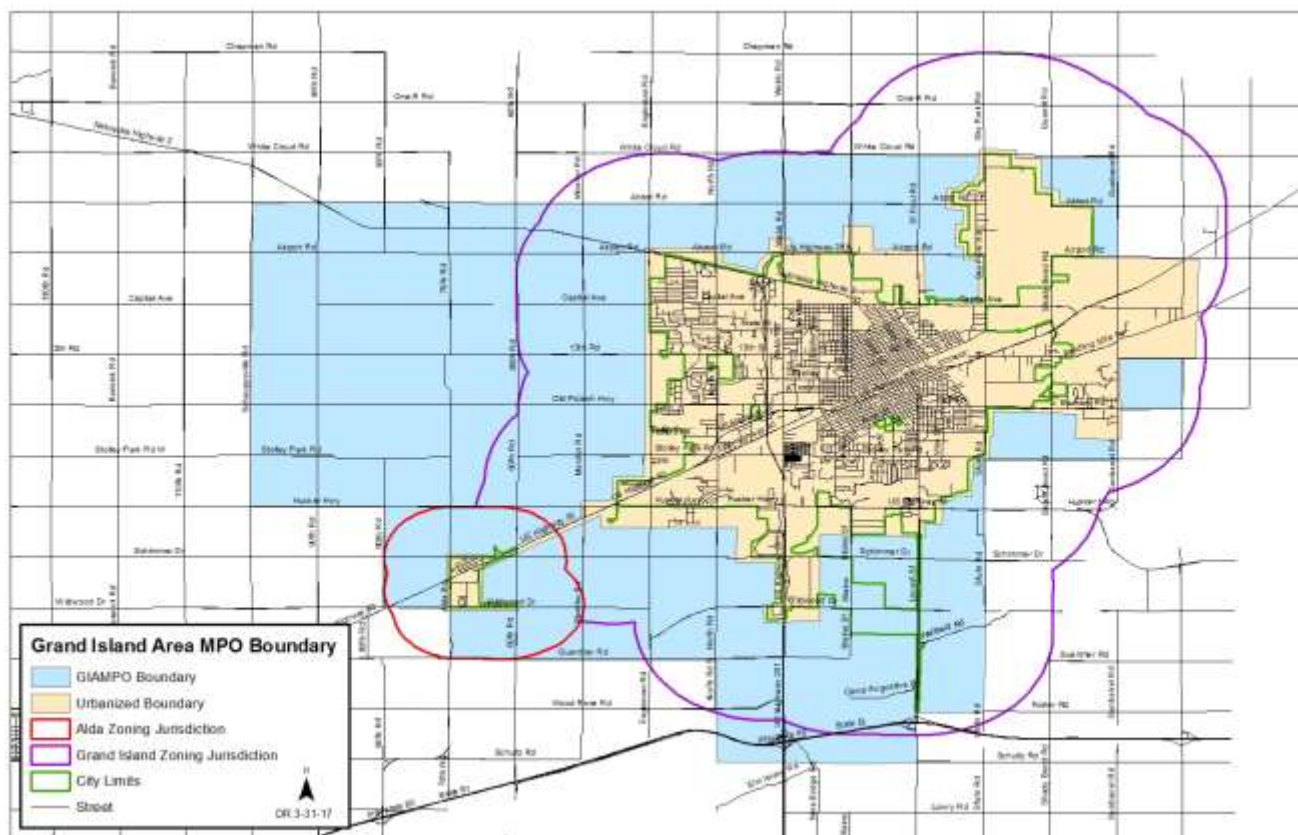
What is GIAMPO?

The Grand Island Area Metropolitan Planning Organization (GIAMPO) is the federally required Metropolitan Planning Organization (MPO) to carry out the Continuing, Cooperative, and Comprehensive (3-C) transportation planning process for the Grand Island metropolitan region. Responsibilities of GIAMPO include, but are not limited to:

- Providing the forum for local decision-making on transportation issues of a regional nature.
- Encouraging and seeking public involvement throughout the planning and development of the area's transportation plans and programs.
- Facilitating the development of all planning elements for the Metropolitan Planning Area
- Submitting transportation planning documents to the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and NDOT.

GIAMPO is responsible for transportation planning activities within a geographic area identified as the Metropolitan Planning Area (MPA). GIAMPO's MPA is comprised of the City of Grand Island, Village of Alda, portions of Hall County, and a portion of west Merrick County. The MPA is shown in **Figure 1**.

Figure 1 – GIAMPO Metropolitan Planning Area (MPA)



GIAMPO’s structure is formed by two designated committees – Policy Board and Technical Advisory Committee (TAC). GIAMPO staff provides support to these committees.

Policy Board

The Policy Board is the governing body of GIAMPO. It is comprised of mostly elected officials that establish the overall policy direction for GIAMPO’s planning activities. The Policy Board has the final responsibility of these activities, and it approves the MPO work products such as the UPWP, LRTP, and TIP.

Technical Advisory Committee

The Technical Advisory Committee (TAC) is a staff-level committee, which advises the Policy Board on technical matters related to MPO work products, transportation policies, and other technical studies and plans considered by GIAMPO. The TAC can establish subcommittees to provide technical and recommendations to them on transportation-related projects or issues. In 2016, a Bicycle and Pedestrian Advisory subcommittee was established for the GIAMPO Bicycle and Pedestrian Master Plan.

Staff

The GIAMPO staff will be available to aid local officials and concerned citizens in implementing transportation and various community improvement programs in an overall effort to enhance the area. Staff members encourage and assist local leaders in several programs, with strong emphasis on the benefits of regional cooperation and coordination. Currently, the GIAMPO staff involved with transportation planning consists of a MPO Program Manager supported by the Director of Public Works/City Engineer and the Public Works staff in conjunction with the Director of the Hall County Regional Planning Department, and various administrative staff.

MPO FY 2019 Staff Time Estimates

Staff (equivalent staff time) Estimated	Staff Months	Est. Hours
Professional Staff (MPO Program Manager) - Direct	11.00	1,905
Administrative Staff (Administrative Assistance) - Direct	0.1	25

Federal Requirements for Transportation Planning

The *Fixing America's Surface Transportation Act* or "FAST Act", became law on December 4, 2015, and continues the Metropolitan Planning program. This program continues the federal requirement of the metropolitan transportation planning process to be continuous, cooperative, and comprehensive. The FAST Act includes ten (10) factors required for consideration in the planning process. The UPWP includes work activities to be accomplished over fiscal year 2019 which will address these factors. The ten (10) factors are the following:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility options available to people and for freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

Planning Emphasis Areas

The FHWA and FTA have jointly issued Planning Emphasis Areas (PEAs) for federal fiscal year 2016 that are planning areas the MPOs and State Departments of Transportation (DOTs) are to address as they develop their planning work programs. Listed here are the three strategic objectives for surface transportation that highlight current transportation planning regulations.

Transition to Performance Based Planning and Programming – This is the implementation of a performance management approach to transportation planning and programming.

Promote Cooperation and Coordination across Transit Agency, MPO, and State Jurisdictions – This is to be a coordinated approach with State DOTs, MPOs, and providers of public planning to improve the effectiveness of transportation decision-making that better supports common goals.

Access to Essential Services (Ladders of Opportunity) – The transportation planning process is used to develop and implement analytical methods that identify gaps in the connectivity of the transportation system and develop infrastructure and operational solutions that provide adequate access to essential services.

FY 2018 GIAMPO Accomplishments

The items listed below are the major activities completed during the previous fiscal year:

- Approved amendments and/or administrative modifications to the Long Range Transportation Plan and FY 2018-2022 Transportation Improvement Program
- Adopted the FY 2019-2023 Transportation Improvement Program for the GIAMPO Metropolitan Planning Area
- Processed crash data in relation to setting targets for safety performance measures
- Completed the Regional Transit Needs Assessment and Feasibility Study
- Adoption of the GIAMPO Bicycle and Pedestrian Master Plan

MPO FY 2019 Work Elements

The following pages detail the work elements that GIAMPO will undertake in FY 2019. These elements are divided into Unified Planning Work Program, Transportation Improvement Program, Public Participation Plan, Short Range Planning Activities, Long Range Transportation Plan, Transit Planning, and Administration/System Management.

Element A - Unified Planning Work Program (UPWP)

Purpose: Develop and maintain the annual UPWP and budget

Previous Work:

- FY 2018 UPWP produced and approved on May 23, 2017

Activities:

- Maintain the FY 2019 UPWP and budget, and amend the work program and budget through amendments or administrative modifications as needed
- Manage the GIAMPO funding streams and track the status of the UPWP budget and activities
- Prepare quarterly progress reports that document activities accomplished and associated with the UPWP work elements
- Prepare and submit quarterly reimbursement requests to NDOT
- Coordinate GIAMPO’s annual budget with the City of Grand Island’s annual budget
- Maintain the annual FHWA PL grant contract and any subsequent amendments
- Coordinate with planning partners regarding UPWP activities
- Prepare a “DRAFT” FY 2020 UPWP and budget
- Finalize and adopt the FY 2020 UPWP and budget

End Products:

- Quarterly Progress Reports and Reimbursement Requests
- Amendments and Administration Modifications to the FY 2019 UPWP as needed
- Annual “DRAFT” FY 2020 UPWP
- Annual “FINAL” FY 2020 UPWP

<u>Budget - 200 MPO Program Manager Hours</u>	<u>Costs</u>	<u>Schedule</u>
Manage Funding Streams and Budget	\$ 1,116.40	Ongoing
Quarterly Progress Reports and Reimbursement Requests	\$ 2,232.80	Quarterly
FY 2019 UPWP Budget Amendments/Admin Modifications	\$ 1,674.60	Ongoing

“DRAFT” FY 2020 UPWP	\$ 5,023.80	3 rd /4 th Quarters
“FINAL” FY 2020 UPWP	\$ 1,116.40	4 th Quarter
Other Direct	\$ 0.00	
Total Budget	\$ 11,164.00	

Element B - Transportation Improvement Program (TIP)

Purpose:

Develop, maintain, and monitor a five-year program of transportation projects and the financial plan that demonstrates the program can reasonably be implemented. GIAMPO will monitor the program, and will also continue the effort to gain public input on significant projects, and will provide mechanisms to inform the public of the funding availability for federal, state, and local projects.

Previous Work:

- FY 2018-2022 produced and approved on May 23, 2017
- Amended and revised the FY 2018-2022 TIP
- Prepared the Annual Listing of Federally Obligated Projects for FY 2016 and FY 2017

Activities:

- Develop the Annual Listing of Federally Obligated Projects for FY 2018
- Work with the City of Grand Island staff in developing the City’s one and six street improvement plan for 2019
- Monitor the status of projects in the FY 2019-2023 TIP
- Staff involvement on project related activities ensuring issues are properly identified and adequately addressed for timely implementation
- Coordinate with planning partners regarding TIP activities
- Maintain, revise, and amend the FY 2019-2023 TIP through Amendments and Administrative Modifications as needed
- Prepare the “DRAFT” FY 2020-2024 TIP, which includes the self-certification of the MPO Planning Process
- Finalize and adopt the FY 2020-2024 TIP

End Products:

- Annual Listing of Federally Obligated Projects for FY 2018
- Amendments and Administrative Modifications to the FY 2019-2023 TIP as needed
- “DRAFT” FY 2020-2024 TIP
- “FINAL” FY 2020-2024 TIP

<u>Budget - 175 MPO Program Manager Hours</u>	<u>Costs</u>	<u>Schedule</u>
Annual Listing of Federally Obligated Projects for FY 2018	\$ 976.85	2 nd Quarter
FY 2019-2023 TIP Amendments/Admin Modifications	\$ 1,465.28	Ongoing
Grand Island’s 1 and 6 Year Street Improvement Plan	\$ 976.85	2 nd Quarter
“DRAFT” FY 2020-2024 TIP	\$ 4,884.25	3 rd /4 th Quarters
“FINAL” FY 2020-2024 TIP	\$ 1,465.27	4 th Quarter
Other Direct	\$ 0.00	
Total Budget	\$ 9,768.50	

Element C – Public Participation Plan (PPP)

Purpose:

Conduct public involvement activities in accordance with the Public Participation Plan (PPP) to effectively and continuously engage public input for the transportation planning process.

Previous Work:

- Continued making updates and enhancements to the GIAMPO website
- Published notices for meetings and public comment periods of MPO work products
- Conducted public comment periods for MPO work products
- Updated the GIAMPO stakeholder contact list
- Began the development of the Limited English Proficiency (LEP) Plan

Activities:

- Continuing education about the MPO and the purpose of the MPO. This will be done with media interviews, GITV, and public speaking engagements with civic groups, as requested.
- The GIAMPO website will be maintained and updated for meeting notices, agendas, and/or minutes, and other information regarding transportation planning activities that affect the region.
- Maintenance and updating of social media sites such as Facebook and Twitter to inform interested parties on transportation planning activities
- Attend public information meetings for transportation improvement projects and/or studies (as needed)
- Conduct public comment periods for MPO work products (i.e. UPWP and TIP)
- Publish notices for meetings and public comment periods of MPO work products (i.e. UPWP and TIP)
- Maintain the GIAMPO stakeholder contact list
- Amend and revise the PPP as needed
- Maintain the Title VI Implementation Plan
- Continue the development of the Limited English Proficiency (LEP) Plan

End Product

- Continue to update GIAMPO website
- Continue to update social media sites
- Amendments to the PPP as needed
- LEP Plan

<u>Budget - 150 MPO Program Manager Hours</u>	<u>Costs</u>	<u>Schedule</u>
Title VI Mitigation/Assessment	\$ 2,930.55	Ongoing
PPP Review	\$ 1,674.60	Ongoing
Website Development/Maintenance	\$ 2,093.25	Ongoing
MPO Education	\$ 1,674.60	Ongoing
Other Direct	<u>\$ 2,500.00</u>	
Total Budget	\$ 10,873.00	

Element D – Short Range Planning

Purpose:

Carry out ongoing short range planning activities like mapping, data collection and maintenance, highway functional classification, and performance measures.

Previous Work:

- Data interpretation
- Compiled data for GIAMPO planning area
- Developed a dataset for the City Geographic System (GIS) relating to crash data from 2011 to 2015
- Updated a dataset for the City GIS to incorporate the Highway Functional Classification System for the GIAMPO planning area
- Prepared maps for FY 2019-2023 TIP

Activities:

- Coordinate with NDOT and other agencies in obtaining data for the GIAMPO planning area
- Develop and/or maintain a planning data repository for the GIAMPO planning area (i.e. demographics, socioeconomic, traffic counts, crashes)
- Work with City of Grand Island’s GIS Coordinator to develop and/or update datasets for the City Geographical Information System (GIS) including roads, sidewalks, bicycle routes, trails, traffic counts, crashes, etc.
- Assist NDOT in Highway Performance Management System (HPMS) data collection (i.e. traffic data collection)
- Provide technical assistance to local and state jurisdictions for their transportation projects as needed
- Perform the following activities relating to performance measures:
 - Develop performance measures and targets in coordination with FHWA, FTA, and NDOT relating to safety, pavement and bridge condition, system performance, and freight
 - Conduct data collection and analysis related to transportation performance measures
- Work with City of Grand Island’s GIS Coordinator to prepare maps for analysis, presentation, and MPO work products
- Collect bicycle and pedestrian counts on multi-use trails and/or sidepaths
- Assist the City of Grand Island staff with preparing grant applications via the Recreational Trails Program and Set Aside from ST Block Grant Program
- Review and update the Highway Function Classification System in coordination with NDOT as needed

End Products

- Performance Measure Targets
- Planning Data Repository/GIS Datasets (ongoing)
- Purchase of bicycle and pedestrian traffic counting equipment and supplies

Budget - 225 MPO Program Manager Hours	Costs	Schedule
Performance Measures	\$ 2,511.90	Ongoing
Data Collection	\$ 2,511.90	Ongoing
Planning Database Repository/GIS Datasets	\$ 4,395.83	Ongoing
Mapping	\$ 3,139.87	Ongoing
Other Direct*	\$ 5,000.00	
Total Budget	\$ 17,559.50	

*Bicycle and pedestrian traffic counting equipment and supplies

Element E– Long Range Transportation Plan (LRTP)

Purpose:

Implement and maintain the LRTP with regards to the intent and requirements of the FAST Act and guidance by the FHWA, FTA, and NDOR. This work element will support transportation activities recommended by the LRTP

that lead to the development of an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods.

Previous Work:

- Reviewed TIP projects to ensure that TIP was consistent with the LRTP
- Amended and revised the LRTP
- Served on the Nebraska Freight Advisory Committee for the Nebraska Freight Plan
- Complete a draft version of the GIAMPO Bicycle and Pedestrian Master Plan
- Participated in a MPO Freight Assessment with FHWA

Activities:

- Amend and/or revise the LRTP as necessary
- Continue the GIAMPO Bicycle and Pedestrian Master Plan
- Maintain and refine the regional travel demand model as needed
- Initiate updating the Travel Demand Model for the LRTP Update
- Begin the LRTP Update
- Coordinate FAST Act performance measures with FHWA, FTA, and NDOT and continue working on the performance monitoring and reporting required by the FAST Act for inclusion with the current LRTP and the LRTP Update
- Assist NDOT with statewide Long Range Transportation Plan and Freight Plan as needed

End Products:

- LRTP Amendments and/or Revisions
- Bicycle and Pedestrian Master Plan (Final Version)
- Travel Demand Model Maintenance
- RFP for Consultant for TDM and LRTP Update
- ~~RFP for On-Call Consultant for LRTP Update~~

Budget - 590 MPO Program Manager Hours	Costs	Schedule
Amendment and/or Revisions to the LRTP	\$ 9,880.14	Ongoing
Travel Demand Model & LRTP Update – GIAMPO Staff	\$ 23,053.66	Ongoing
Travel Demand Model – Professional Services	\$ 35,000.00	3rd Quarter
Travel Demand Model and LRTP Update – Professional Services	\$185,532.75 *15,000.00	3rd Quarter
Bicycle and Pedestrian Master Plan – Professional Services	\$ 010,000.00	1 st Quarter
Other Direct	\$ <u>0.00</u>	
Total Budget	\$218,466.55 192,933.80	

*Includes \$20,426.20 of FTA Section 5305 Funds

Element F – Transit Planning

Purpose:

This work element will conduct and coordinate the planning activities of the City Transit Program to meet applicable federal, state, and municipal requirements.

Previous Work:

- Completed the Regional Transit Needs Assessment and Feasibility Study
- Prepared transit elements for the FY 2019 UPWP and FY 2018-2022 TIP
- Triennial Review Support

Activity:

- Prepare transit elements for the FY 2020 UPWP and FY 2020-2024 TIP
- Coordinate transit-related amendments/revisions to the FY 2019 UPWP, FY2019-2023 TIP, and Long Range Transportation Plan as needed
- Perform the following activities relating to performance measures:
 - Establish performance measures and targets in coordination with FTA, NDOT, and the City of Grand Island relating to transit asset management
 - Conduct data collection and analysis related to transit performance measures
- Evaluate and track transit services and activities (i.e. identify gaps, monitor ridership)
- Prepare the transit elements for the LRTP update
- Maintain the annual FTA Section 5305 grant contract and any subsequent amendments
- Attend relevant trainings, workshops, conferences, webinars, and other educational opportunities that include; but not limited to:
 - National Transit Institute
 - FTA
 - NDOT
- Prepare for and/or attend relevant transit-related meetings
- Provide support to FTA grants for transit services in the Grand Island urbanized area
- Prepare quarterly progress reports and reimbursement requests (transit-related) to NDOT
- Assist the City of Grand Island Transit Program with the implementation of the fiscally constrained plan from the Regional Transit Needs Assessment and Feasibility Study

End Product:

- Performance Measures and Targets
- Transit Elements of the FY 2020 UPWP and FY 2020-2024 TIP

<u>Budget – 175 MPO Program Manager Hours</u>	<u>Costs</u>	<u>Schedule</u>
Performance Measures	\$ 976.85	4 th Quarter
Transit Elements of UPWP and TIP	\$ 2,930.55	3 rd /4 th Quarters
Data Collection and Analysis	\$ 5,861.10	Ongoing
Other Direct (Travel, Training, Misc.)	<u>\$ 1,000.00</u>	Ongoing
Total Budget	\$ 10,768.50	

Element G – Administration/System Management

Purpose:

Carry out the administrative duties of the MPO. Activities include organizing meetings, producing agenda, minutes, committee support, coordination of agencies, and the general administration of the MPO. In addition, attend various meetings, conferences, workshops and training.

Previous Work:

- Held Policy Board and TAC meetings, including preparing agendas, minutes, and supporting documents
- Held Bicycle and Pedestrian Advisory Committee meetings, including preparing agendas and reviewing supporting documents
- Set meeting schedules for the Policy Board and TAC for calendar year 2018
- Held monthly GIAMPO staff meetings, including preparing agendas and supporting documents
- Prepared the Redesignation Agreement and Amendment No. 3 for the Policy Board Bylaws and TAC Bylaws to change the Policy Board and TAC voting membership
- Attended the Transportation Plans and Programs Management Workshop

- Attended the Transportation Performance Management Implementation Workshop for PM2 and PM3
- Attended Complete Streets Action Team meetings
- Attended Grand Island Walkability Leadership meetings
- Attended the Nebraska American Planning Association Conference
- Prepared quarterly progress reports and reimbursement requests to NDOT

Activities:

- Support the Policy Board and TAC, which includes the following detailed activities and all other related activities:
 - Develop, compile, and distribute meeting packets, including agendas, staff reports, and any additional information
 - Prepare presentations for meetings as needed
 - Record and transcribe meeting minutes
 - Provide training for new Policy Board and TAC members as needed
 - Maintain Policy Board and TAC bylaws
 - Maintain membership and contact lists
- Support the Bicycle and Pedestrian Advisory Committee (MPO subcommittee), which includes the following detailed activities and all other related activities:
 - Develop and distribute meeting agendas and other information
 - Prepare presentations for meetings as needed
 - Maintain membership and contacts
- Attend relevant trainings, workshops, conferences, webinars, and other educational opportunities that include; but not limited to:
 - National Highway Institute
 - FHWA
 - NDOT
 - Nebraska Chapter of American Planning Association annual conference and other workshops
 - Nebraska Chapter of American Planning Association Fall Symposium
- Prepare for and/or attend relevant transportation-related meetings that include; but not limited to:
 - GIAMPO staff meetings
 - MPO Annual Coordination meeting and MPO Quarterly Coordination meetings
 - NDOT-related meetings
 - Complete Streets Action Team meetings
 - Grand Island Walkability Leadership meetings
- Complete timesheets to include with quarterly reimbursement requests
- Prepare for and/or attend employee-related activities such as performance evaluation, work benefits, etc.
- Perform other administrative duties such as maintaining GIAMPO-related records, providing GIAMPO-related documents to the City of Grand Island Finance Department for the annual city audit, updating agreements as needed, etc.
- Purchase TransCAD technical support and software maintenance for a period of one year

End Product:

- Meeting agendas, minutes, support documents, and/or presentations for Policy Board, TAC, and Bicycle and Pedestrian Advisory Committee
- General Administration of the established 3-C Transportation Planning Process for GIAMPO. This includes attending educational opportunities, transportation-related meetings, and employee-related activities.

Budget - 415 MPO Program Manager/Admin Staff Hours	Costs	Schedule
Direct		
Provide support for Policy Board, TAC, and Bicycle and Pedestrian Advisory Committee	\$ 6,831.84	Ongoing
Meeting Minutes and Other Documentation	\$ 3,415.92	Ongoing
General Administration of GIAMPO	<u>\$ 12,525.04</u>	Ongoing
	\$ 22,772.80	
Other Direct		
Office Expenses – Supplies, Phone, Advertisement, Postage	\$ 2,122.29	
Computer Services	\$ 2,500.00	
Software Maintenance/Support TransCAD	\$ 1,200.00	
Individual or Organizational Membership Fees with APA, AICP, and AMPO	\$ 850.00	
Travel, Training, Conferences, & Mileage Reimbursement	<u>\$ 1,800.00</u>	
	\$ 8,472.29	
Total Budget	\$ 31,245.09	

Total UPWP Budget

It is anticipated that the cost of implementing this UPWP for GIAMPO will be ~~\$309,845.14284,312.39~~, during FY 2019. Based on the formula funding for MPOs in Nebraska, in FY 2019 GIAMPO is eligible for up to \$218,835.11 Federal Highway Planning funds and ~~\$29,041.008,443.00~~ Federal Transit Section 5305 funds for staffing and other expenses. The City of Grand Island, by agreement, provides at least a 20% match. Total revenue for the MPO planning program equals ~~\$309,845.14097.64~~.

Grand Island Area Metropolitan Planning Organization

DISTRIBUTION OF COSTS BY WORK ELEMENT

FY 2019 UPWP

FY 2019 FEDERAL HIGHWAY ADMINISTRATION (FHWA) PL - PROGRAM COSTS

July 1, 2018 - June 30, 2019

Project Number - PLG-1 (56), Control Number - 00992C, Agreement No. - PL1801

Category	Cost Category	Est. Work Hours	Total	NE Federal	Grand Island	Total
				80%	20%	100%
UPWP						
	Direct Labor - MPO Program Manager	200	7,522.00	6,017.60	1,504.40	7,522.00
	Fringe/Indirect - MPO Program Manager		3,642.00	2,913.60	728.40	3,642.00
	Other Direct		0.00	0.00	0.00	0.00
	Total Unified Planning Work Program		\$11,164.00	\$8,931.20	\$2,232.80	\$11,164.00
TIP						
	Direct Labor - MPO Program Manager	175	6,581.75	5,265.40	1,316.35	6,581.75
	Fringe/Indirect - MPO Program Manager		3,186.75	2,549.40	637.35	3,186.75
	Other Direct		0.00	0.00	0.00	0.00
	Total Transportation Improvement Program		\$9,768.50	\$7,814.80	\$1,953.70	\$9,768.50
PPP						
	Direct Labor - MPO Program Manager	150	5,641.50	4,513.20	1,128.30	5,641.50
	Fringe/Indirect - MPO Program Manager		2,731.50	2,185.20	546.30	2,731.50
	Other Direct		2,500.00	2,000.00	500.00	2,500.00
	Total Public Participation Plan		\$10,873.00	\$8,698.40	\$2,174.60	\$10,873.00
Short Range Planning						
	Direct Labor - MPO Program Manager	225	8,462.25	6,769.80	1,692.45	8,462.25
	Fringe/Indirect - MPO Program Manager		4,097.25	3,277.80	819.45	4,097.25
	Other Direct		5,000.00	4,000.00	1,000.00	5,000.00
	Total Short Range Studies		\$17,559.50	\$14,047.60	\$3,511.90	\$17,559.50
LRTP						
	Direct Labor - MPO Program Manager	590	22,189.90	17,751.92	4,437.98	22,189.90
	Fringe/Indirect - MPO Program Manager		10,743.90	8,595.12	2,148.78	10,743.90
	Professional Services - Travel Demand Model		0.00	0.00	0.00	0.00
	Professional Services - Travel Demand Model and LRTP Update		185,532.75	148,426.20	37,106.55	185,532.75
	Professional Services - Bike/Ped Master Plan		0.00	0.00	0.00	0.00
	Other Direct		0.00	0.00	0.00	0.00
	Total Long Range Transportation Plan		\$218,466.55	\$174,773.24	\$43,693.31	\$218,466.55
Transit Planning						
	Direct Labor - MPO Program Manager	175	6,581.75	5,265.40	1,316.35	6,581.75
	Fringe/Indirect - MPO Program Manager		3,186.75	2,549.40	637.35	3,186.75
	Other Direct		1,000.00	800.00	200.00	1,000.00
	Total Transit Planning		\$10,768.50	\$8,614.80	\$2,153.70	\$10,768.50
Administration/System Management						
	Direct Labor - MPO Program Manager	390	14,667.90	11,734.32	2,933.58	14,667.90
	Fringe/Indirect - MPO Program Manager		7,101.90	5,681.52	1,420.38	7,101.90
	Direct Labor - Administrative Assistance	25	795.25	636.20	159.05	795.25
	Fringe/Indirect - Administrative Assistance		207.75	166.20	41.55	207.75
Other Direct	Office Expenses		2,122.29	1,697.83	424.46	2,122.29
	Computer Services		2,500.00	2,000.00	500.00	2,500.00
	Software Maintenance/Support TransCAD		1,200.00	960.00	240.00	1,200.00
	Individual and Organizational Membership Fees		850.00	680.00	170.00	850.00
	Travel, Training, Conferences, & Mileage Reimbursement		1,800.00	1,440.00	360.00	1,800.00
	Total Administration/System Management		\$31,245.09	\$24,996.07	\$6,249.02	\$31,245.09

Previous total amounts:
 Professional Services
 Travel Demand Model - \$35,000.00
 Professional Services
 LRTP Update - \$115,000.00
 Professional Services
 Bike/Ped Master Plan - \$10,000.00
 Total LRTP - \$192,933.80

FHWA 2019	Direct Labor FHWA	1755	65,860.55	52,688.44	13,172.11	65,860.55
	Fringe/Indirect FHWA		31,711.05	25,368.84	6,342.21	31,711.05
	Other Direct (includes Professional Services)		175,972.29	140,777.83	35,194.46	175,972.29
FHWA FY 2019	Grand Total FHWA PL UPWP		\$273,543.89	\$218,835.11	\$54,708.78	\$273,543.89
FTA 2019	Direct Labor FTA	175	6,581.75	5,265.40	1,316.35	6,581.75
	Fringe/Indirect FTA		3,186.75	2,549.40	637.35	3,186.75
	Other Direct (includes Professional Services - TDM and LRTP Update)		26,532.75	21,226.20	5,306.55	26,532.75
FTA FY 2019	Grand Total FTA Section 5305		\$36,301.25	\$29,041.00	\$7,260.25	\$36,301.25

Previous total amounts:
 Other Direct - \$1,000.00
 Grand Total FTA
 Section 5305 - \$10,768.50

NOTES:

Total Highway Planning Federal Highway Planning - FHWA
 Total Transit Federal Transit Administration
 Total FY 2019 UPWP

\$273,543.89	\$218,835.11	\$54,708.78	\$273,543.89
\$36,301.25	\$29,041.00	\$7,260.25	\$36,301.25
\$309,845.14	\$247,876.11	\$61,969.03	\$309,845.14

Previous total amounts:
 Total Transit FTA - \$10,768.50
 Total FY 2019 UPWP - \$284,312.39
 FTA Available
 Revenue - \$35,553.75
 Remaining FTA Funds - \$24,785.25
 Total Program Funds
 Remaining - \$24,785.25

FHWA Available Revenue
 FTA Available Revenue

\$273,543.89	\$218,835.11	\$54,708.78	\$273,543.89
\$36,301.25	\$29,041.00	\$7,260.25	\$36,301.25

Remaining FHWA Funds
 Remaining FTA Funds
 Total Program Funds Remaining

\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00	\$0.00