



City of Grand Island

Tuesday, July 9, 2019
Council Session/Budget Work Session

Item G-5

**#2019-205 - Approving Unified Planning Work Program (UPWP)
for the Grand Island Area Metropolitan Planning Organization
(GIAMPO) for the 2020 Fiscal Year Transportation Planning
Program**

Staff Contact: John Collins, P.E. - Public Works Director

Council Agenda Memo

From: John Collins PE, Public Works Director

Meeting: July 9, 2019

Subject: Approving Unified Planning Work Program (UPWP) for the Grand Island Area Metropolitan Planning Organization (GIAMPO) for the 2020 Fiscal Year Transportation Planning Program

Presenter(s): John Collins PE, Public Works Director

Background

All agreements must be approved by the City Council and will be acted on when agreements are received from the Nebraska Department of Transportation. In March 2013 the City of Grand Island was designated as an urbanized area with a population over 50,000 which require the metropolitan area to establish a transportation planning process in accordance to Title 23 CFR 450 of the current federal transportation bill. As a requirement in this process, the Metropolitan Planning Organization (MPO) develops annually a Unified Planning Work Program (UPWP) describing the work activities and funding required by the Grand Island Area Metropolitan Planning Organization (GIAMPO) to carry-out these mandates.

This proposed FY 2020 UPWP, is unique in that it reflects previous federal and local funds that have been acted on by Council. The fiscal year for the MPO planning process is July 1, 2019 – June 30, 2020.

The total cost of the Eligible Planning Activities under the agreement is currently estimated to be \$392,067.76, with the federal share estimated to be \$313,654.21, and the MPO's share estimated to be \$78,413.55.

Discussion

The Grand Island Area Metropolitan Planning Organization (GIAMPO) has drawn up a Unified Planning Work Program with the City of Grand Island for the purpose of assisting the Local Public Agency (LPA) in obtaining Federal approval and financial assistance to ensure a continued, comprehensive, and cooperative transportation planning process between the state and local governments for the Grand Island Metropolitan Planning Area for fiscal year 2020.

The attached Exhibit “A” Grand Island Area Metropolitan Planning Organization (GIAMPO), Unified Planning Work Program describes the work to be carried out in accordance with 23 U.S.C. Section 134 of the Fixing America’s Surface Transportation Act (FAST Act), Transportation Bill and has been reviewed and approved by the GIAMPO Policy Board, Nebraska Department of Transportation, Federal Highway Administration, and Federal Transit Administration.

Alternatives

It appears that the Council has the following alternatives concerning the issue at hand. The Council may:

1. Move to approve
2. Refer the issue to a Committee
3. Postpone the issue to future date
4. Take no action on the issue

Recommendation

City Administration recommends that the Council approve a resolution authorizing the Mayor to sign the agreement.

Sample Motion

Move to approve authorization for the Mayor to sign the agreement.

AGREEMENT
BETWEEN
THE CITY OF GRAND ISLAND
AND THE
STATE OF NEBRASKA
DEPARTMENT OF TRANSPORTATION

City of Grand Island
DUNS # 040919607
Project No. C990(020)
Section 5305 – FTA Planning

THIS AGREEMENT is between the City of Grand Island (hereinafter referred to as City) and the State of Nebraska, Department of Transportation (hereinafter referred to as the State). The purpose is to provide partial funding of Grand Island Area Metropolitan Planning Organization's (GIAMPO) transportation planning activities scheduled to be performed commencing July 1, 2019, as outlined in the FY20 Unified Planning Work Program (hereinafter referred to as Work Program) and attached to this Agreement.

Funding for GIAMPO's portion of transportation planning activities is shown in the Unified Planning Work Program (hereinafter referred to as Program). The maximum amount of cash support from the State under this Agreement is \$29,656 of 49 USC Section 5305(d) and (e) funds for Fiscal Year 2020. The Project funds referred to in this Agreement are subject to the enactment of final apportionment funding and the grant management requirements of the Federal Transit Administration Circular FTA C 5010.1D, Rev.1, August 27, 2012, and specifically, the Financial Management provisions contained in Chapter VI. The Federal Share of the Project funds will be from FTA Grant 1815-2019-2, Catalog of Federal Domestic Assistance #20.505.

WHEREAS, the Federal transportation's legislation requires that a continuing, comprehensive transportation planning process be carried on cooperatively between State and local governments in urban areas of over 50,000 population; and

WHEREAS, City has agreed to establish and maintain a continuing comprehensive and cooperative transportation planning process in the Metropolitan Area on behalf of those governmental subdivisions; and

WHEREAS, City has been designated as the recipient agency for planning funds pursuant to the Federal Transportation Administration's legislation; and

WHEREAS, the Federal transportation's legislation requires the State to administer the 49 USC Section 5305 MPO Planning Funds for the Federal Transit Administration (FTA);

NOW, THEREFORE, in consideration of these facts the parties agree as follows:

I. SCOPE OF AGREEMENT

- A. The work performance under the terms of this Agreement for City's transportation planning program will be in accordance with the City's FY 2020 Unified Planning Work Program included herewith as Attachment "C" and made a part of this Agreement.
- B. City shall:
 - 1. Provide the necessary administration of committees and staff, and consult, collaborate and coordinate with the State to accomplish the objectives of the Program.
 - 2. Assign qualified City staff personnel as needed to execute City's portion of the Program.
 - 3. Coordinate all transit planning activities conducted by the GIAMPO with other transportation service providers in the area.

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4. Arrange for and conduct meetings and conferences to review working details and make presentations to the principals, participants and other interested groups and bodies as will best promote and effect cooperation, coordination and understanding in the Program.

C. State shall:

1. Assign qualified personnel as needed to accomplish tasks assigned to or agreed to by the State.

II. DURATION OF AGREEMENT

City and the State agree to perform their responsibilities as outlined in the Program within the time of this Agreement. The Agreement shall cover all work performed commencing with the fiscal year beginning July 1, 2019 and ending June 30, 2020.

III. PAYMENT

- A. The State agrees to pay for the services rendered by City under the terms of this Agreement, compensation on a cost reimbursement basis for costs incurred and to include direct and indirect costs in accordance with the applicable provisions of 23 CFR 172 and the contract cost principles and procedures set forth in 48 CFR Part 1.31.6 of the Federal Acquisition Regulation System. Direct and indirect costs shall not exceed, in any event, twenty-nine thousand six hundred fifty six dollars (\$29,656) for costs incurred during fiscal year 2020.
- B. Payments will be made to City not more often than once each thirty (30) days, and shall be for services theretofore performed under this Agreement. City shall submit invoices within twenty (20) days following the end of the period covered by the account. The invoices or supplements thereto shall be the basis of payment pursuant hereto, and shall contain a statement of City's estimate of the percentage of work completed and be signed by a responsible representative of City certifying that all of the items therein are true and correct for the work performed under the provisions of this Agreement. Payment shall be made subject to audit by duly authorized representatives of the State. The State upon receipt of the proper invoices will make every reasonable effort to provide payment to City within fifteen (15) calendar days thereafter.
- C. Payment for partial billings will be determined by multiplying the value of the percentage of work completed by 0.80. In no event may the total interim payments exceed eighty percent of the value of the total work completed and may not exceed \$29,656 for fiscal year 2020.
- D. City shall submit to the State a listing of all City personnel positions that may be selected or assigned to the work contemplated herein. Said listing shall indicate the title or classification and salary range of each such position. It is understood that the salaries and expenses of the Chairperson of City, and the City Council will not be reimbursable as direct costs to Program. It is agreed that employees of City

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whose time is directly assignable to the Program shall keep and sign a time record showing element of the Program, date and hours worked and title of position.

- E. It is understood that reimbursement for out-of-state, other than Nebraska, Iowa, and Kansas City, travel costs will not be requested by City unless written prior approval for such travel has been given by the State. The rate of reimbursement will be that allowed by the State for travel by its own employees.

IV. CHANGES IN THE PROGRAM

- A. If, after consultation with the State, it is determined that changes to the Program are necessary, written approval by the State and the FTA shall be obtained.
- B. The parties to this Agreement agree to collaborate closely on the decisions affecting the composition, scope and duration of the work and those decisions shall receive the written approval of the State prior to proceeding with the Program.
- C. If, as the work progresses, major changes in the schedules, funding, scope, character or estimated total cost of the work to be performed is deemed necessary or desirable, adjustments for payment or modification in the performance of the work shall be submitted by supplemental agreement to the State for review and approval by the State and the FTA.

V. REPORTS

City shall prepare reports suitable for publication as indicated in the work program. A draft of each report shall be submitted to the State for review and approval. Upon final review and approval by the State, and the FTA, City will deliver a final report. Both draft and final reports can be transmitted electronically in a formatted file agreeable by the State.

VI. INSPECTION OF WORK

The State and authorized personnel of the FTA or any authorized representative of the Federal government shall at all times be accorded proper facilities for review and inspection of the work hereunder and shall at all times have access to the premises of all books, records, correspondence, instructions, receipts, vouchers and memoranda of every description pertaining to the work hereunder.

VII. RECORDS

City shall maintain an accurate cost-keeping system as to all costs incurred in connection with the subject of this Agreement and shall produce for examination books of account, bills, invoices and other vouchers, or certified copies thereof if originals be lost, at such reasonable time and place as may be designated by the State, FTA or any authorized representative of the Federal government and shall permit extracts and copies thereof to be made, during the contract period and for three (3) years after the date of final payment.

VIII. AUDITS

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City shall at all times afford a representative of the State, FTA, or any authorized representative of the Federal government, reasonable facilities for examination and audits of the cost account records; shall make such returns and reports to a representative as he may require, shall produce and exhibit such books, accounts, documents and property as he may desire to inspect, and shall in all things aid him in the performance of his duties. Lincoln shall be responsible for meeting the audit requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Super Circular).

IX. OWNERSHIP OF DATA

Originals of all documents including computer tapes, tracings, drawings, estimates, specifications, field notes, investigations, studies, etc., as instruments of service under terms of this Agreement are to be the joint property of the political jurisdiction and governmental agencies participating in the transportation planning process. Copies of said documents will be made available to such participants upon request at costs of such reproduction.

X. PUBLICATION OR RELEASE OF INFORMATION

- A. Papers, interim reports, forms or other material which are a part of the work under contract will not be copyrighted without written approval of the State and FTA.
- B. Either party to the Agreement may initiate a request for publication of the final or interim reports, or any portions thereof.
- C. Publication by either party shall give credit to the other party and to the FTA. However, if the State or FTA does not wish to subscribe to the findings or conclusions of the study the following statement shall be included on the credit sheet: "The opinions, findings and conclusions expressed in this publication are those of the authors and not necessarily those of the State or the Federal Transit Administration."
- D. In the event of failure of agreement between the State and City relative to the publication of any reports during the period of the contract, each party reserves the right to publish independently, in which event the non-concurrence of the other party shall be set forth, if requested.
- E. Both written and oral releases are considered to be within the context of publication. However, there is no intention to limit discussion of the study with participants in the Transportation Planning Program, small technical groups or lectures to employees or students. Lectures to other groups which describe the plans are permissible.
- F. Neither party shall publish nor otherwise disclose, nor permit to be disclosed or published, the results of the investigation herein contemplated, during the period of the Agreement, without notifying the other party.
- G. When the scheduled time for presentation of a paper does not permit formal review and approval of a complete report, abstracts may be used for notification of intent to present a paper based on the study. Such presentation must protect the interest

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of the other party by the inclusion of a statement in the paper and in the presentation to the effect that the paper had not been reviewed by the State.

XI. CLAIMS

City indemnifies, saves and holds harmless the State and all its agents and employees of and from any and all claims, demands, actions or causes of action of whatever nature or character arising out of or by reason of the work to be performed by City hereunder and further agrees to defend at its own sole cost and expense any action or proceeding commenced for the purpose of asserting any such claim of whatever character arising as a result of the action taken hereunder by City. It is further agreed that any and all employees of City and all other employees except employees of the State while engaged in the performance of any work or services required or provided for herein to be performed by City shall not be considered employees of the State, and that any and all claims that may or might arise under the Workers' Compensation Act of the State of Nebraska on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act or omission on the part of said employees while so engaged on any of the work or services provided to be rendered herein shall in no way be the obligation or responsibility of the State.

XII. CONTRACTUAL SERVICES

All agreements for contractual services pertinent to the Program and subject to partial reimbursement under this Agreement shall be submitted to the State for review and prior to final execution shall have been approved in writing by the State. City intends to provide the services pertinent to the Program with its own personnel. It is understood, however, that not less than fifty percent (50%) of such work will be performed with City personnel and/or by subcontract with other public agencies.

XIII. CANCELLATION

The State reserves the right to cancel this Agreement at any time it deems it to be in the best interest of the State upon giving thirty (30) days written notice of such cancellation to City. If the contract is cancelled under this provision, the State shall reimburse City for all expenses incurred and work completed to the date of cancellation.

XIV. LIMITATIONS OF LAW

It is mutually understood between the parties that the final authority in highway matters now vested in the State by federal and state statutory and case law shall not be affected by this Agreement.

XV. NONDISCRIMINATION

City agrees to abide by the provisions of the Nebraska Fair Employment Practices Act as provided by Neb.Rev.Stat. §48-1101, through 48-1126 (Reissue 2010); and all regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation, Title 49 CFR, Parts 21 and 27 as set forth in Attachment "A" attached hereto and hereby made a part of this agreement.

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XVI. TITLE VI

As the State is the recipient of the FTA Section 5305 funds and extends FTA financial assistance to City to comply with Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq. and related provisions in regulation, the State shall provide assistance to City in complying with the general reporting requirements and shall monitor Lincoln's compliance with Title VI (as outlined in Circular 4702.1B, Chapter III, 3, 10 and 11 and Appendix K). If City subcontracts any of its metropolitan planning organization activities that the State provides the FTA Section 5303 funds for these activities, these Title VI provisions shall extend to the subcontracts.

XVII. DISADVANTAGED BUSINESS ENTERPRISES

The Contractor, sub-recipient or sub-contractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the Department deems appropriate.

XVIII. LOBBYING CERTIFICATION

City agrees to abide by the provisions of the Federal Lobbying Certification. "Certification for grants, loans, and cooperative agreements" is included herewith as Attachment "B" and made a part of this agreement.

XIX. EQUIPMENT

- A. The State agrees to participate in the cost of specialized items of equipment, not of a nature normally used or required in the regular administrative or engineering operations of City, which items are required for, and will be used primarily on work incident to this Agreement, and the cost of which is considered reasonable.
- B. City agrees to certify that items of equipment included in direct costs have been excluded from the indirect costs.
- C. City agrees to obtain the approval of the State and of the FTA prior to the purchase of an item of equipment of the type described above in Paragraph A.

IN WITNESS WHEREOF, the parties have hereto caused this Agreement to be executed by their proper officers and representatives.

EXECUTED by City this _____ day of _____ 2019.

City of Grand Island

EXECUTED by the State this _____ day of _____ 2019.

STATE OF NEBRASKA
DEPARTMENT OF TRANSPORTATION

Ryan Huff, P.E.
Intermodal Planning Engineer

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NONDISCRIMINATION CLAUSES

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor"), agrees as follows:

- (1) Compliance with Regulations: The Contractor will comply with the Regulations of the Department of Transportation relative to nondiscrimination in federally assisted programs of the Department of Transportation (Title 49, Code of Federal Regulations, Parts 21 and 27, hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- (2) Nondiscrimination: The contractor, with regard to the work performed by it after award and prior to completion of the contract work, will not discriminate on the ground of handicap, race, color or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix "A," "B," and "C" of Part 21 of the Regulations.
- (3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the ground of handicap, race, color or national origin.
- (4) Information and Reports: The contractor will provide all information and reports required by the Regulations, or orders and instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State Highway Department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State Highway Department, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) Sanctions for Noncompliance: In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the State Highway Department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including but not limited to,
 - (a) withholding of payments to the contractor under the contract until the contractor complies, and/or
 - (b) cancellation, termination or suspension of the contract, in whole or in part.

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- (6) Incorporation of Provisions: The contractor will include the provisions of paragraph (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, order, or instructions issued pursuant thereto. The contractor will take such action with respect to any subcontract or procurement as the State Highway Department or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the State to enter into such litigation to protect the interests of the State, and in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

CERTIFICATION REGARDING LOBBYING
Certification for Grants, Loans, and Cooperative Agreements
(To be submitted with each bid or offer exceeding \$100,000)

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions as amended by "Government wide Guidance for New Restrictions on Lobbying."

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all such sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Certified by the City of Grand Island this _____ day of _____ 2019.

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Grand Island Area Metropolitan Planning Organization (GIAMPO)

FY 2020 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.

APPROVED ON MAY 28, 2019 BY THE GIAMPO POLICY BOARD (RESOLUTION 2019-6)

**Grand Island Area Metropolitan Planning Organization (GIAMPO)
Unified Planning Work Program for Fiscal Year 2020**

Policy Board Members

Chair – Roger G. Steele
Vice-Chair – Gary Quandt
MPO Director/Secretary – John Collins

Grand Island Mayor: Roger G. Steele

Grand Island City Council Members: Jason Conley, Julie Hehnke, Clay Schutz

Hall County Board of Supervisors Members: Ron Peterson, Gary Quandt

Hall County Regional Planning Commission Chairperson: Pat O'Neill

Nebraska Department of Transportation Director: Kyle Schneeweis

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: Jerom Janulewicz, John Collins, Keith Kurz, Chad Nabity

Nebraska Department of Transportation: Craig Wacker, 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 Interim City Administrator: Jerom Janulewicz

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: Patrick Brown

Grand Island Street Superintendent: Shannon Callahan

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
LRTP	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
TDM	Travel Demand Model

TIP	Transportation Improvement Program
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 2020 (July 1, 2019 to June 30, 2020). 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.

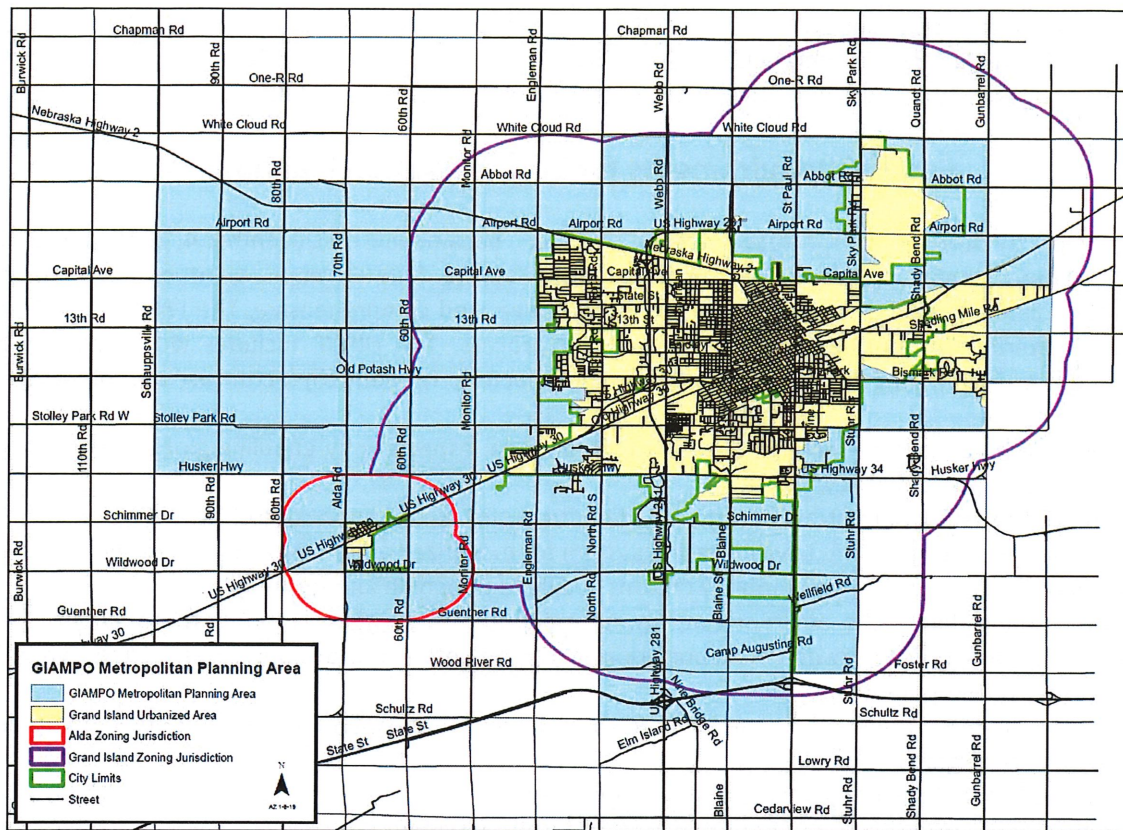
What is GIAMPO?

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 Non-Motorized subcommittee was created to act as the advisory body to the TAC on the development of 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 administrative staff.

MPO FY 2020 Staff Time Estimates

Staff (equivalent staff time) Estimated	Staff Months	Est. Hours
Professional Staff (MPO Program Manager) - Direct	11.08	1,920
Administrative Staff (Administrative Coordinator) - Direct	0.14	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 2020 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 2019 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 2019 Unified Planning Work Program
- Adopted the FY 2020-2024 Transportation Improvement Program and FY 2020 Unified Planning Work Program for the GIAMPO Metropolitan Planning Area
- Adopted the MPO targets for CY 2018-2021 NHS pavement and bridge condition performance measures, CY 2018-2021 NHS travel time reliability and freight reliability performance measures, and CY 2019 safety performance measures
- Initiated the process to update the Travel Demand Model and Long Range Transportation Plan
- Adoption of the GIAMPO Bicycle and Pedestrian Master Plan
- Prepared a "DRAFT" Limited English Proficiency Plan
- Continued development and maintenance of planning data repository/GIS datasets

MPO FY 2020 Work Elements

The following pages detail the work elements that GIAMPO will undertake in FY 2020. 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:

- Monitored and maintained the FY 2019 UPWP
- Developed the FY 2020 UPWP
- Prepared quarterly progress reports and reimbursement requests to NDOT

Activities:

- Maintain the FY 2020 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 2021 UPWP and budget
- Finalize and adopt the FY 2021 UPWP and budget

Work Products:

- Monitoring the FY 2020 UPWP and budget
- Quarterly progress reports and reimbursement requests

- Amendments and administration modifications to the FY 2020 UPWP as needed
- Annual "DRAFT" FY 2021 UPWP
- Annual "FINAL" FY 2021 UPWP

<u>Budget - 200 MPO Program Manager Hours</u>	<u>Costs</u>	<u>Schedule</u>
Quarterly Progress Reports and Reimbursement Requests	\$ 2,367.60	Quarterly
FY 2020 UPWP Amendments/Admin Modifications	\$ 1,775.70	Ongoing
"DRAFT" FY 2021 UPWP	\$ 5,327.10	3 rd /4 th Quarters
"FINAL" FY 2021 UPWP	\$ 1,183.80	4 th Quarter
Other Activities (i.e. manage funding streams and budget)	\$ 1,183.80	Ongoing
Other Direct	\$ 0.00	
Total Budget	\$ 11,838.00	

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:

- Monitored and maintained the FY 2019-2023 TIP
- Developed the FY 2020-2024 TIP
- Prepared the Annual Listing of Federally Obligated Projects for FY 2018

Activities:

- Develop the Annual Listing of Federally Obligated Projects for FY 2019
- Work with the City of Grand Island staff in developing the City's one and six street improvement plan for 2020
- Monitor the status of projects in the FY 2020-2024 TIP
- Maintain, revise, and amend the FY 2020-2024 TIP through amendments and administrative modifications as needed
- Staff involvement on project related activities ensuring issues are properly identified and adequately addressed for timely implementation
- Coordinate with planning partners regarding TIP activities
- Prepare the "DRAFT" FY 2021-2025 TIP, which includes the self-certification of the MPO Planning Process
- Finalize and adopt the FY 2021-2025 TIP

Work Products:

- Annual Listing of Federally Obligated Projects for FY 2019
- Amendments and administrative modifications to the FY 2020-2024 TIP as needed
- "DRAFT" FY 2021-2025 TIP
- "FINAL" FY 2021-2025 TIP

<u>Budget - 175 MPO Program Manager Hours</u>	<u>Costs</u>	<u>Schedule</u>
Annual Listing of Federally Obligated Projects for FY 2019	\$ 517.91	2 nd Quarter
FY 2020-2024 TIP Amendments/Admin Modifications	\$ 1,035.82	Ongoing

Grand Island's 1 and 6 Year Street Improvement Plan	\$ 1,035.82	2 nd Quarter
"DRAFT" FY 2021-2025 TIP	\$ 5,179.13	3 rd /4 th Quarters
"FINAL" FY 2021-2025 TIP	\$ 1,553.74	4 th Quarter
Other Activities (i.e. monitor the FY 2020-2024 TIP)	\$ 1,035.83	Ongoing
Other Direct	\$ 0.00	
Total Budget	\$ 10,358.25	

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/or public comment periods of MPO work products
- Conducted public comment periods for MPO work products
- Attended public information meeting for the Old Potash Highway improvement project
- Prepared a "DRAFT" Limited English Proficiency (LEP) Plan, which comprised a Limited English Proficiency analysis and Environmental Justice analysis

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.
- Develop publications (i.e. pamphlets, handouts, brochures) about the MPO planning process and products as needed
- 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/or public comment periods of MPO work products (i.e. UPWP and TIP)
- Maintain the GIAMPO stakeholder contact list
- Amend and revise the current Public Participation Plan as needed
- Maintain the Title VI Implementation Plan
- Finalize and adopt the Limited English Proficiency Plan
- Prepare a "DRAFT" Public Participation Plan Update

Work Products

- Continue to update GIAMPO website
- Continue to update social media sites
- Amendments/administrative modifications to the current Public Participation Plan as needed
- "FINAL" Limited English Proficiency Plan
- "DRAFT" Public Participation Plan Update

<u>Budget - 150 MPO Program Manager Hours</u>	<u>Costs</u>	<u>Schedule</u>
Title VI Mitigation/Assessment, including LEP Plan	\$ 1,775.70	Ongoing
Current PPP Review	\$ 887.85	Ongoing

"DRAFT" PPP Update	\$ 2,663.55	3 rd /4 th Quarters
Website Development/Maintenance	\$ 1,775.70	Ongoing
MPO Education	\$ 887.85	Ongoing
Other Activities (i.e. public notices)	\$ 887.85	Ongoing
Other Direct (i.e. advertising)	<u>\$ 1,500.00</u>	
Total Budget	\$ 10,378.50	

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:

- Adopted the MPO targets for CY 2018-2021 NHS pavement and bridge condition performance measures, CY 2018-2021 NHS travel time reliability and freight reliability performance measures, and CY 2019 safety performance measures
- Data interpretation
- Compiled data for GIAMPO planning area
- Developed a dataset for the City Geographic System (GIS) relating to crash data for 2017
- Prepared maps for FY 2020-2024 TIP
- Started collecting bicycle and pedestrians counts on multi-use trails

Activities:

- Coordinate with NDOT and other agencies in obtaining data for the GIAMPO planning area
- Continue to develop 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 or update 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

Work Products

- Performance measures and targets
- Planning data repository/GIS datasets
- Purchase of vehicle traffic counting equipment and supplies
- Purchase of bicycle and pedestrian traffic counting equipment and supplies

<u>Budget - 235 MPO Program Manager Hours</u>	<u>Costs</u>	<u>Schedule</u>
Performance Measures	\$ 2,781.93	Ongoing
Data Collection	\$ 2,781.93	Ongoing
Planning Database Repository/GIS Datasets and Mapping	\$ 4,868.38	Ongoing
Other Activities (i.e. grant preparation)	\$ 3,477.41	Ongoing
Other Direct (vehicle and bike/ped traffic counting equipment and supplies)	<u>\$ 500.00</u>	
Total Budget	\$ 14,409.65	

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 NDOT. 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 current LRTP
- Amended and revised the current LRTP
- Initiated the process of updating the Travel Demand Model for the LRTP Update
- Started the process of updating the LRTP
- Adopted the GIAMPO Bicycle and Pedestrian Master Plan

Activities:

- Amend and/or revise the current LRTP as necessary
- Revisions to the GIAMPO Bicycle and Pedestrian Master Plan as needed
- Maintain and refine the current regional travel demand model as needed
- Analyze socioeconomic changes and land use proposals since the adoption of current LRTP
- Continue updating the Travel Demand Model for the LRTP Update, which include activities such as updating and enhancing the baseline model and developing model runs for the base year network and future years networks
- Continue the update of the LRTP, which includes activities such as data collection, reviewing and updating the goals, objectives, and performance measures, evaluating the existing transportation system's condition/performance, assessing future conditions and identifying emerging issues, identifying investment priorities, policies, and strategies, developing a financial plan, and conducting public involvement and stakeholder outreach in the LRTP update process
- 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

Work Products:

- Current LRTP amendments and/or revisions
- Current Travel Demand Model maintenance

<u>Budget - 595 MPO Program Manager Hours</u>	<u>Costs</u>	<u>Schedule</u>
Amendment and/or Revisions to the Current LRTP	\$ 7,043.61	Ongoing
Travel Demand Model & LRTP Update – GIAMPO Staff	\$ 26,413.54	Ongoing

Other Activities (i.e. NDOT LRTP)	\$ 1,760.90	Ongoing
Travel Demand Model and LRTP Update – Professional Services	\$260,000.00*	Ongoing
Other Direct	\$ 0.00	
Total Budget	\$295,218.05	

*Includes \$167,004.40 of FHWA PL Funds (This amount includes a carryover of \$128,000.00 in PL Funds from the FY 2019 UPWP for the TDM and LRTP Update.) and \$40,995.60 of FTA Section 5305 Funds (This amount includes a carryover of \$20,426.20 in Section 5305 Funds from the FY 2019 UPWP for the TDM and LRTP Update.)

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:

- Prepared transit elements for the FY 2020 UPWP and FY 2020-2024 TIP
- Reviewed the draft version of the Title VI Plan and ADA Policy Guide for the City of Grand Island Transit Program
- Coordinated a transit-related administrative modification to the FY 2018-2022 TIP
- Began evaluating the historical ridership data for the Grand Island urbanized area
- Reviewed the Request for Proposals for a Public Transit Provider for the City of Grand Island and participated on the proposals review committee

Activities:

- Prepare transit elements for the FY 2021 UPWP and FY 2021-2025 TIP
- Coordinate transit-related amendments/revisions to the FY 2020 UPWP, FY 2020-2024 TIP, and current LRTP as needed
- Perform the following activities relating to performance measures:
 - Establish or update 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)
- Support the development of 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

Work Products:

- Performance measures and targets
- Transit elements of the FY 2021 UPWP and FY 2021-2025 TIP

<u>Budget - 175 MPO Program Manager Hours</u>	<u>Costs</u>	<u>Schedule</u>
Performance Measures	\$ 517.91	4 th Quarter
Transit Elements of UPWP and TIP	\$ 2,589.56	3 rd /4 th Quarters
Data Collection and Analysis	\$ 3,625.39	Ongoing
Other Activities (i.e. transit-relating meetings)	\$ 3,625.39	Ongoing
Other Direct (Travel, Training, Misc.)	<u>\$ 1,000.00</u>	Ongoing
Total Budget	\$ 11,358.25	

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 Non-Motorized Subcommittee meetings, including preparing agendas and supporting documents
- Set meeting schedules for the Policy Board and TAC for calendar year 2019
- Held monthly GIAMPO staff meetings, including preparing agendas and supporting documents
- Attended the peer exchange with the Utah Department of Transportation related to planning processes
- Attended Grand Island Walkability Leadership meeting
- Attended the Grand Island Resiliency Committee meetings
- Attended the Grand Island Livable Community Core Team meetings
- Attended the Nebraska American Planning Association Conference

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 Non-Motorized Subcommittee (TAC 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
 - Association of Metropolitan Planning Organizations

- Prepare for and/or attend relevant transportation-related meetings that include; but not limited to:
 - GIAMPO staff meetings
 - MPO Coordination meetings
 - NDOT-related meetings
 - Attend the Grand Island Resiliency Committee meetings
 - Attend the Grand Island Livable Community Core Team 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

Work Products:

- Meeting agendas, minutes, support documents, and/or presentations for Policy Board, TAC, and Non-Motorized Subcommittee
- 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 Non-Motorized Subcommittee	\$ 7,226.88	Ongoing
Meeting Minutes and Other Documentation	\$ 3,613.44	Ongoing
General Administration of GIAMPO	<u>\$ 13,249.28</u>	Ongoing
	\$ 24,089.60	
Other Direct		
Office Expenses – Supplies, Phone, Postage, Misc.	\$ 2,097.46	
Computer Services/Hardware	\$ 5,300.00	
Software Maintenance/Support TransCAD	\$ 1,200.00	
Individual or Organizational Membership Fees with APA, AICP, and AMPO	\$ 820.00	
Travel, Training, Conferences, & Mileage Reimbursement	<u>\$ 5,000.00</u>	
	\$ 14,417.46	
Total Budget	\$ 38,507.06	

Total UPWP Budget

It is anticipated that the cost of implementing this UPWP for GIAMPO will be **\$392,067.76**, during FY 2020. Based on the formula funding for MPOs in Nebraska, in FY 2020 GIAMPO is eligible for up to \$263,572.01 Federal Highway Planning funds and \$50,082.20 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 **\$392,067.76**.

Grand Island Area Metropolitan Planning Organization

DISTRIBUTION OF COSTS BY WORK ELEMENT

FY 2020 UPWP

FY 2020 FHWA PL AND FTA 5305 - PROGRAM COSTS

July 1, 2019 - June 30, 2020

Project Number - PLG-1 (57), Control Number - 01001G, Agreement No. - UL1901

Category	Cost Category	Est. Work Hours	Total	NE Federal	Grand Island	Total
				80%	20%	100%
UPWP						
	Direct Labor - MPO Program Manager	200	7,858.00	6,286.40	1,571.60	7,858.00
	Fringe/Indirect - MPO Program Manager		3,980.00	3,184.00	796.00	3,980.00
	Other Direct		0.00	0.00	0.00	0.00
	Total Unified Planning Work Program		\$11,838.00	\$9,470.40	\$2,367.60	\$11,838.00
TIP						
	Direct Labor - MPO Program Manager	175	6,875.75	5,500.60	1,375.15	6,875.75
	Fringe/Indirect - MPO Program Manager		3,482.50	2,786.00	696.50	3,482.50
	Other Direct		0.00	0.00	0.00	0.00
	Total Transportation Improvement Program		\$10,358.25	\$8,286.60	\$2,071.65	\$10,358.25
PPP						
	Direct Labor - MPO Program Manager	150	5,893.50	4,714.80	1,178.70	5,893.50
	Fringe/Indirect - MPO Program Manager		2,985.00	2,388.00	597.00	2,985.00
	Other Direct		1,500.00	1,200.00	300.00	1,500.00
	Total Public Participation Plan		\$10,378.50	\$8,302.80	\$2,075.70	\$10,378.50
Short Range Planning						
	Direct Labor - MPO Program Manager	235	9,233.15	7,386.52	1,846.63	9,233.15
	Fringe/Indirect - MPO Program Manager		4,676.50	3,741.20	935.30	4,676.50
	Other Direct		500.00	400.00	100.00	500.00
	Total Short Range Studies		\$14,409.65	\$11,527.72	\$2,881.93	\$14,409.65
LRTP						
	Direct Labor - MPO Program Manager	595	23,377.55	18,702.04	4,675.51	23,377.55
	Fringe/Indirect - MPO Program Manager		11,840.50	9,472.40	2,368.10	11,840.50
	Professional Services - Travel Demand Model (TDM) and LRTP Update		260,000.00	208,000.00	52,000.00	260,000.00
	Other Direct		0.00	0.00	0.00	0.00
	Total Long Range Transportation Plan		\$295,218.05	\$236,174.44	\$59,043.61	\$295,218.05
Transit Planning						
	Direct Labor - MPO Program Manager	175	6,875.75	5,500.60	1,375.15	6,875.75
	Fringe/Indirect - MPO Program Manager		3,482.50	2,786.00	696.50	3,482.50
	Other Direct		1,000.00	800.00	200.00	1,000.00
	Total Transit Planning		\$11,358.25	\$9,086.60	\$2,271.65	\$11,358.25
Administration/System Management						
	Direct Labor - MPO Program Manager	390	15,323.10	12,258.48	3,064.62	15,323.10
	Fringe/Indirect - MPO Program Manager		7,761.00	6,208.80	1,552.20	7,761.00
	Direct Labor - Administrative Assistance	25	795.25	636.20	159.05	795.25
	Fringe/Indirect - Administrative Assistance		210.25	168.20	42.05	210.25
Other Direct	Office Expenses		2,097.46	1,677.97	419.49	2,097.46
	Computer Services		5,300.00	4,240.00	1,060.00	5,300.00
	Software Maintenance/Support TransCAD		1,200.00	960.00	240.00	1,200.00
	Individual and Organizational Membership Fees		820.00	656.00	164.00	820.00
	Travel, Training, Conferences, & Mileage Reimbursement		5,000.00	4,000.00	1,000.00	5,000.00
	Total Administration/System Management		\$38,507.06	\$30,805.65	\$7,701.41	\$38,507.06

FHWA 2020	Direct Labor FHWA	1770	69,356.30	55,485.04	13,871.26	69,356.30
	Fringe/Indirect FHWA		34,935.75	27,948.60	6,987.15	34,935.75
	Other Direct (includes Professional Services for TDM & LRTP Update)		225,172.96	180,138.37	45,034.59	225,172.96
FHWA FY 2020	Grand Total FHWA PL UPWP		\$329,465.01	\$263,572.01	\$65,893.00	\$329,465.01
FTA 2020	Direct Labor FTA	175	6,875.75	5,500.60	1,375.15	6,875.75
	Fringe/Indirect FTA		3,482.50	2,786.00	696.50	3,482.50
	Other Direct (includes Professional Services for TDM & LRTP Update)		52,244.50	41,795.60	10,448.90	52,244.50
FTA FY 2020	Grand Total FTA Section 5305		\$62,602.75	\$50,082.20	\$12,520.55	\$62,602.75

NOTES:

Total Highway Planning Federal Highway Administration - FHWA

Total Transit Federal Transit Administration - FTA

Total FY 2020 UPWP

\$329,465.01	\$263,572.01	\$65,893.00	\$329,465.01
\$62,602.75	\$50,082.20	\$12,520.55	\$62,602.75
\$392,067.76	\$313,654.21	\$78,413.55	\$392,067.76

FHWA Available Revenue *

FTA Available Revenue**

\$329,465.01	\$263,572.01	\$65,893.00	\$329,465.01
\$62,602.75	\$50,082.20	\$12,520.55	\$62,602.75

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

* FHWA PL Funds:

- FY 2020 Allocation - \$135,572.01 (Even distribution - \$40,000 and Population based distribution - \$95,572.01)
- Carryover from FY 2019 UPWP for TDM and LRTP Update - \$128,000.00

** FTA Section 5305 Funds:

- FY 2020 Allocation - \$29,656.00
- Carryover from FY 2019 UPWP for TDM and LRTP Update - \$20,426.20

Anticipate to use \$15,000 - \$20,000 of the FY 2021 allocation in FTA Section 5305 Funds for the TDM and LRTP Update

GIAMPO RESOLUTION NO. 2019-6

Grand Island Area Metropolitan Planning Organization

A Resolution Approving FY 2020 Unified Planning Work Program (UPWP)

WHEREAS, the Grand Island Area Metropolitan Planning Organization (GIAMPO), is designated as the Metropolitan Planning Organization (MPO) for the Grand Island Urbanized Area, by the Governor acting through the Nebraska Department of Transportation (NDOT) in cooperation with locally elected officials of the Grand Island Urbanized Area; and

WHEREAS, the MPO, as required by metropolitan transportation planning activities performed with funds provided under Title 23 U.S.C. and Title 49 U.S.C. Chapter 53 shall be documented in a Unified Planning Work Program (UPWP), or simplified statement of work in accordance with the provisions of this section and 23 CFR Part 420 and must annually prepare a document that provides an overview of all purposed major work activities, funding levels and funding sources; and

WHEREAS, the UPWP for Fiscal Year 2020, covering the period of July 1, 2019 to June 30, 2020 has been prepared, submitted to the Nebraska Department of Transportation, made available for public comment for a fifteen (15) day period and has been reviewed and recommended for adoption by the Technical Advisory Committee (TAC) of the MPO, and now requires official approval from the Policy Board of the MPO; and


NOW, THEREFORE BE IT RESOLVED, that the Policy Board of the Grand Island Area Metropolitan Planning Organization approves and adopts the Unified Planning Work Program for Fiscal Year 2020.

BE IT FURTHER RESOLVED, that the Chairperson is hereby authorized and directed to execute such agreement on behalf of the Grand Island Metropolitan Planning Organization.


Certification:

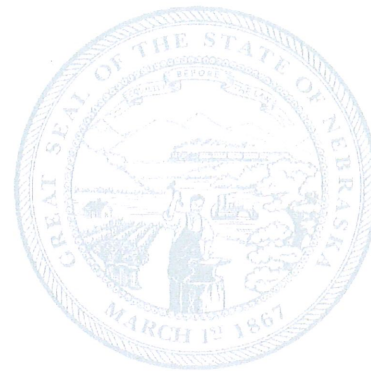
The foregoing resolution was approved by the Grand Island Area Metropolitan Planning Organization Policy Board at a regularly scheduled meeting held on May 28, 2019.

By:


Roger Steele, Mayor / Chairperson

Attest:


John Collins, Public Works Director



Pete Ricketts, Governor

June 4, 2019

Mr. Justin Luther, AICP
Transportation Planner
Federal Highway Administration, Nebraska Division
Federal Building, Room 220
100 Centennial Mall North
Lincoln, NE 68508-3803

Dear Mr. Luther:

SUBJECT: State Concurrence with the final FY2020 GIAMPO UPWP

The Nebraska Department of Transportation (NDOT) has reviewed the final FY2020 GIAMPO UPWP in effect from July 1, 2019 thru June 30, 2020. The total dollar amount in the NDOT portion of FY2020 GIAMPO PL Funding Summary agrees with the amount in our Final TMA/State PL Agreement.

NDOT has received the signed Resolution #2019-6 adopting the FY2020 GIAMPO UPWP by the GIAMPO Policy Board at the May 28, 2019 meeting.

NDOT is asking FHWA and FTA to review and approve FY2020 GIAMPO UPWP.

Sincerely,

Ryan Huff, P.E.
Nebraska Department of Transportation
Chief Strategy Officer
Strategic Planning Division

CC: D. Nguyen, FTA
R. Huff, NDOT
J. Gibson, NDOT
K. Ruse, NDOT
A. Starr, NDOT
A. Zafft, GIAMPO
J. Collins, City of Grand Island
Division file

Kyle Schneweis, P.E., Director
Department of Transportation
1500 Highway 2
PO Box 94759
Lincoln, NE 68509-4759

OFFICE 402-471-4567 FAX 402-479-4325
NDOT.ContactUs@nebraska.gov

dot.nebraska.gov



*Working Together for a
Better Tomorrow, Today*

June 3, 2019

Mr. Craig Wacker, AICP
Highway Planning Manager
Nebraska Department of Transportation
P.O. Box 94759
Lincoln, Nebraska 68509-4759

RE: GIAMPO FY 2020 UPWP

Dear Mr. Wacker:

Enclosed is the submittal of the Grand Island Area Metropolitan Planning Organization (GIAMPO) Unified Planning Work Program (UPWP) for State Fiscal Year 2020.

The FY 2020 UPWP was adopted by the GIAMPO Policy Board at the May 28, 2019 meeting. Enclosed is the MPO Policy Board Resolution to adopt the FY 2020 UPWP.

Please contact me if you have questions.

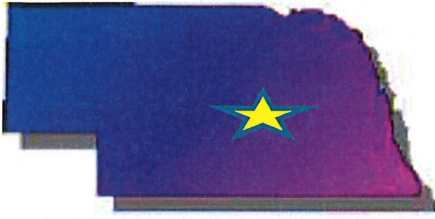
Sincerely,

A handwritten signature in black ink, appearing to read "Allan Zafft".

Allan Zafft, AICP
MPO Program Manager

Enclosures

cc: John Collins, City of Grand Island



Grand Island Area Metropolitan Planning Organization (GIAMPO)

FY 2020 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.

APPROVED ON MAY 28, 2019 BY THE GIAMPO POLICY BOARD (RESOLUTION 2019-6)

**Grand Island Area Metropolitan Planning Organization (GIAMPO)
Unified Planning Work Program for Fiscal Year 2020**

Policy Board Members

Chair – Roger G. Steele
Vice-Chair – Gary Quandt
MPO Director/Secretary – John Collins

Grand Island Mayor: Roger G. Steele

Grand Island City Council Members: Jason Conley, Julie Hehnke, Clay Schutz

Hall County Board of Supervisors Members: Ron Peterson, Gary Quandt

Hall County Regional Planning Commission Chairperson: Pat O'Neill

Nebraska Department of Transportation Director: Kyle Schneeweis

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: Jerom Janulewicz, John Collins, Keith Kurz, Chad Nabity

Nebraska Department of Transportation: Craig Wacker, 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 Interim City Administrator: Jerom Janulewicz

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: Patrick Brown

Grand Island Street Superintendent: Shannon Callahan

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
LRTP	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
TDM	Travel Demand Model

TIP	Transportation Improvement Program
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 2020 (July 1, 2019 to June 30, 2020). 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.

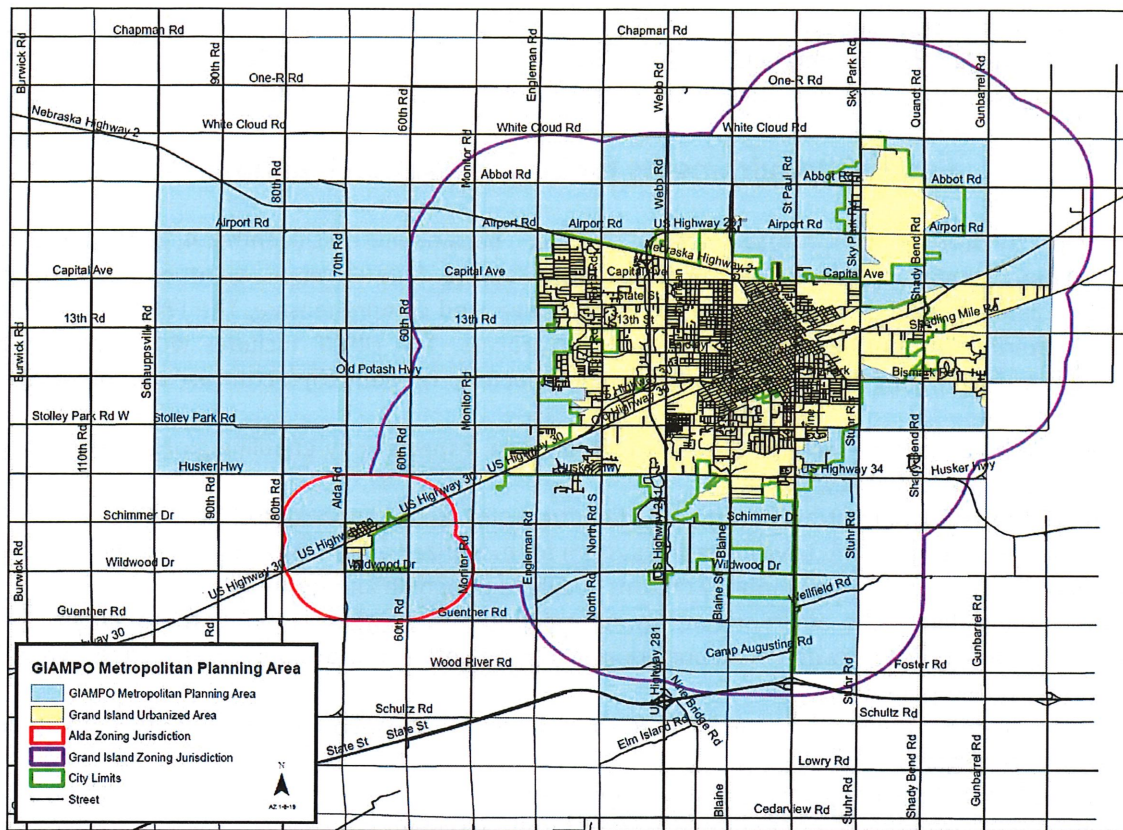
What is GIAMPO?

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 Non-Motorized subcommittee was created to act as the advisory body to the TAC on the development of 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 administrative staff.

MPO FY 2020 Staff Time Estimates

Staff (equivalent staff time) Estimated	Staff Months	Est. Hours
Professional Staff (MPO Program Manager) - Direct	11.08	1,920
Administrative Staff (Administrative Coordinator) - Direct	0.14	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 2020 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 2019 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 2019 Unified Planning Work Program
- Adopted the FY 2020-2024 Transportation Improvement Program and FY 2020 Unified Planning Work Program for the GIAMPO Metropolitan Planning Area
- Adopted the MPO targets for CY 2018-2021 NHS pavement and bridge condition performance measures, CY 2018-2021 NHS travel time reliability and freight reliability performance measures, and CY 2019 safety performance measures
- Initiated the process to update the Travel Demand Model and Long Range Transportation Plan
- Adoption of the GIAMPO Bicycle and Pedestrian Master Plan
- Prepared a "DRAFT" Limited English Proficiency Plan
- Continued development and maintenance of planning data repository/GIS datasets

MPO FY 2020 Work Elements

The following pages detail the work elements that GIAMPO will undertake in FY 2020. 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:

- Monitored and maintained the FY 2019 UPWP
- Developed the FY 2020 UPWP
- Prepared quarterly progress reports and reimbursement requests to NDOT

Activities:

- Maintain the FY 2020 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 2021 UPWP and budget
- Finalize and adopt the FY 2021 UPWP and budget

Work Products:

- Monitoring the FY 2020 UPWP and budget
- Quarterly progress reports and reimbursement requests

- Amendments and administration modifications to the FY 2020 UPWP as needed
- Annual "DRAFT" FY 2021 UPWP
- Annual "FINAL" FY 2021 UPWP

<u>Budget - 200 MPO Program Manager Hours</u>	<u>Costs</u>	<u>Schedule</u>
Quarterly Progress Reports and Reimbursement Requests	\$ 2,367.60	Quarterly
FY 2020 UPWP Amendments/Admin Modifications	\$ 1,775.70	Ongoing
"DRAFT" FY 2021 UPWP	\$ 5,327.10	3 rd /4 th Quarters
"FINAL" FY 2021 UPWP	\$ 1,183.80	4 th Quarter
Other Activities (i.e. manage funding streams and budget)	\$ 1,183.80	Ongoing
Other Direct	\$ 0.00	
Total Budget	\$ 11,838.00	

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:

- Monitored and maintained the FY 2019-2023 TIP
- Developed the FY 2020-2024 TIP
- Prepared the Annual Listing of Federally Obligated Projects for FY 2018

Activities:

- Develop the Annual Listing of Federally Obligated Projects for FY 2019
- Work with the City of Grand Island staff in developing the City's one and six street improvement plan for 2020
- Monitor the status of projects in the FY 2020-2024 TIP
- Maintain, revise, and amend the FY 2020-2024 TIP through amendments and administrative modifications as needed
- Staff involvement on project related activities ensuring issues are properly identified and adequately addressed for timely implementation
- Coordinate with planning partners regarding TIP activities
- Prepare the "DRAFT" FY 2021-2025 TIP, which includes the self-certification of the MPO Planning Process
- Finalize and adopt the FY 2021-2025 TIP

Work Products:

- Annual Listing of Federally Obligated Projects for FY 2019
- Amendments and administrative modifications to the FY 2020-2024 TIP as needed
- "DRAFT" FY 2021-2025 TIP
- "FINAL" FY 2021-2025 TIP

<u>Budget - 175 MPO Program Manager Hours</u>	<u>Costs</u>	<u>Schedule</u>
Annual Listing of Federally Obligated Projects for FY 2019	\$ 517.91	2 nd Quarter
FY 2020-2024 TIP Amendments/Admin Modifications	\$ 1,035.82	Ongoing

Grand Island's 1 and 6 Year Street Improvement Plan	\$ 1,035.82	2 nd Quarter
"DRAFT" FY 2021-2025 TIP	\$ 5,179.13	3 rd /4 th Quarters
"FINAL" FY 2021-2025 TIP	\$ 1,553.74	4 th Quarter
Other Activities (i.e. monitor the FY 2020-2024 TIP)	\$ 1,035.83	Ongoing
Other Direct	\$ 0.00	
Total Budget	\$ 10,358.25	

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/or public comment periods of MPO work products
- Conducted public comment periods for MPO work products
- Attended public information meeting for the Old Potash Highway improvement project
- Prepared a "DRAFT" Limited English Proficiency (LEP) Plan, which comprised a Limited English Proficiency analysis and Environmental Justice analysis

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.
- Develop publications (i.e. pamphlets, handouts, brochures) about the MPO planning process and products as needed
- 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/or public comment periods of MPO work products (i.e. UPWP and TIP)
- Maintain the GIAMPO stakeholder contact list
- Amend and revise the current Public Participation Plan as needed
- Maintain the Title VI Implementation Plan
- Finalize and adopt the Limited English Proficiency Plan
- Prepare a "DRAFT" Public Participation Plan Update

Work Products

- Continue to update GIAMPO website
- Continue to update social media sites
- Amendments/administrative modifications to the current Public Participation Plan as needed
- "FINAL" Limited English Proficiency Plan
- "DRAFT" Public Participation Plan Update

<u>Budget - 150 MPO Program Manager Hours</u>	<u>Costs</u>	<u>Schedule</u>
Title VI Mitigation/Assessment, including LEP Plan	\$ 1,775.70	Ongoing
Current PPP Review	\$ 887.85	Ongoing

"DRAFT" PPP Update	\$ 2,663.55	3 rd /4 th Quarters
Website Development/Maintenance	\$ 1,775.70	Ongoing
MPO Education	\$ 887.85	Ongoing
Other Activities (i.e. public notices)	\$ 887.85	Ongoing
Other Direct (i.e. advertising)	<u>\$ 1,500.00</u>	
Total Budget	\$ 10,378.50	

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:

- Adopted the MPO targets for CY 2018-2021 NHS pavement and bridge condition performance measures, CY 2018-2021 NHS travel time reliability and freight reliability performance measures, and CY 2019 safety performance measures
- Data interpretation
- Compiled data for GIAMPO planning area
- Developed a dataset for the City Geographic System (GIS) relating to crash data for 2017
- Prepared maps for FY 2020-2024 TIP
- Started collecting bicycle and pedestrians counts on multi-use trails

Activities:

- Coordinate with NDOT and other agencies in obtaining data for the GIAMPO planning area
- Continue to develop 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 or update 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

Work Products

- Performance measures and targets
- Planning data repository/GIS datasets
- Purchase of vehicle traffic counting equipment and supplies
- Purchase of bicycle and pedestrian traffic counting equipment and supplies

<u>Budget - 235 MPO Program Manager Hours</u>	<u>Costs</u>	<u>Schedule</u>
Performance Measures	\$ 2,781.93	Ongoing
Data Collection	\$ 2,781.93	Ongoing
Planning Database Repository/GIS Datasets and Mapping	\$ 4,868.38	Ongoing
Other Activities (i.e. grant preparation)	\$ 3,477.41	Ongoing
Other Direct (vehicle and bike/ped traffic counting equipment and supplies)	<u>\$ 500.00</u>	
Total Budget	\$ 14,409.65	

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 NDOT. 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 current LRTP
- Amended and revised the current LRTP
- Initiated the process of updating the Travel Demand Model for the LRTP Update
- Started the process of updating the LRTP
- Adopted the GIAMPO Bicycle and Pedestrian Master Plan

Activities:

- Amend and/or revise the current LRTP as necessary
- Revisions to the GIAMPO Bicycle and Pedestrian Master Plan as needed
- Maintain and refine the current regional travel demand model as needed
- Analyze socioeconomic changes and land use proposals since the adoption of current LRTP
- Continue updating the Travel Demand Model for the LRTP Update, which include activities such as updating and enhancing the baseline model and developing model runs for the base year network and future years networks
- Continue the update of the LRTP, which includes activities such as data collection, reviewing and updating the goals, objectives, and performance measures, evaluating the existing transportation system's condition/performance, assessing future conditions and identifying emerging issues, identifying investment priorities, policies, and strategies, developing a financial plan, and conducting public involvement and stakeholder outreach in the LRTP update process
- 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

Work Products:

- Current LRTP amendments and/or revisions
- Current Travel Demand Model maintenance

<u>Budget - 595 MPO Program Manager Hours</u>	<u>Costs</u>	<u>Schedule</u>
Amendment and/or Revisions to the Current LRTP	\$ 7,043.61	Ongoing
Travel Demand Model & LRTP Update – GIAMPO Staff	\$ 26,413.54	Ongoing

Other Activities (i.e. NDOT LRTP)	\$ 1,760.90	Ongoing
Travel Demand Model and LRTP Update – Professional Services	\$260,000.00*	Ongoing
Other Direct	\$ 0.00	
Total Budget	\$295,218.05	

*Includes \$167,004.40 of FHWA PL Funds (This amount includes a carryover of \$128,000.00 in PL Funds from the FY 2019 UPWP for the TDM and LRTP Update.) and \$40,995.60 of FTA Section 5305 Funds (This amount includes a carryover of \$20,426.20 in Section 5305 Funds from the FY 2019 UPWP for the TDM and LRTP Update.)

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:

- Prepared transit elements for the FY 2020 UPWP and FY 2020-2024 TIP
- Reviewed the draft version of the Title VI Plan and ADA Policy Guide for the City of Grand Island Transit Program
- Coordinated a transit-related administrative modification to the FY 2018-2022 TIP
- Began evaluating the historical ridership data for the Grand Island urbanized area
- Reviewed the Request for Proposals for a Public Transit Provider for the City of Grand Island and participated on the proposals review committee

Activities:

- Prepare transit elements for the FY 2021 UPWP and FY 2021-2025 TIP
- Coordinate transit-related amendments/revisions to the FY 2020 UPWP, FY 2020-2024 TIP, and current LRTP as needed
- Perform the following activities relating to performance measures:
 - Establish or update 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)
- Support the development of 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

Work Products:

- Performance measures and targets
- Transit elements of the FY 2021 UPWP and FY 2021-2025 TIP

<u>Budget - 175 MPO Program Manager Hours</u>	<u>Costs</u>	<u>Schedule</u>
Performance Measures	\$ 517.91	4 th Quarter
Transit Elements of UPWP and TIP	\$ 2,589.56	3 rd /4 th Quarters
Data Collection and Analysis	\$ 3,625.39	Ongoing
Other Activities (i.e. transit-relating meetings)	\$ 3,625.39	Ongoing
Other Direct (Travel, Training, Misc.)	<u>\$ 1,000.00</u>	Ongoing
Total Budget	\$ 11,358.25	

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 Non-Motorized Subcommittee meetings, including preparing agendas and supporting documents
- Set meeting schedules for the Policy Board and TAC for calendar year 2019
- Held monthly GIAMPO staff meetings, including preparing agendas and supporting documents
- Attended the peer exchange with the Utah Department of Transportation related to planning processes
- Attended Grand Island Walkability Leadership meeting
- Attended the Grand Island Resiliency Committee meetings
- Attended the Grand Island Livable Community Core Team meetings
- Attended the Nebraska American Planning Association Conference

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 Non-Motorized Subcommittee (TAC 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
 - Association of Metropolitan Planning Organizations

- Prepare for and/or attend relevant transportation-related meetings that include; but not limited to:
 - GIAMPO staff meetings
 - MPO Coordination meetings
 - NDOT-related meetings
 - Attend the Grand Island Resiliency Committee meetings
 - Attend the Grand Island Livable Community Core Team 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

Work Products:

- Meeting agendas, minutes, support documents, and/or presentations for Policy Board, TAC, and Non-Motorized Subcommittee
- 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 Non-Motorized Subcommittee	\$ 7,226.88	Ongoing
Meeting Minutes and Other Documentation	\$ 3,613.44	Ongoing
General Administration of GIAMPO	<u>\$ 13,249.28</u>	Ongoing
	\$ 24,089.60	
Other Direct		
Office Expenses – Supplies, Phone, Postage, Misc.	\$ 2,097.46	
Computer Services/Hardware	\$ 5,300.00	
Software Maintenance/Support TransCAD	\$ 1,200.00	
Individual or Organizational Membership Fees with APA, AICP, and AMPO	\$ 820.00	
Travel, Training, Conferences, & Mileage Reimbursement	<u>\$ 5,000.00</u>	
	\$ 14,417.46	
Total Budget	\$ 38,507.06	

Total UPWP Budget

It is anticipated that the cost of implementing this UPWP for GIAMPO will be **\$392,067.76**, during FY 2020. Based on the formula funding for MPOs in Nebraska, in FY 2020 GIAMPO is eligible for up to \$263,572.01 Federal Highway Planning funds and \$50,082.20 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 **\$392,067.76**.

Grand Island Area Metropolitan Planning Organization

DISTRIBUTION OF COSTS BY WORK ELEMENT

FY 2020 UPWP

FY 2020 FHWA PL AND FTA 5305 - PROGRAM COSTS

July 1, 2019 - June 30, 2020

Project Number - PLG-1 (57), Control Number - 01001G, Agreement No. - UL1901

Category	Cost Category	Est. Work Hours	Total	NE Federal	Grand Island	Total
				80%	20%	100%
UPWP						
	Direct Labor - MPO Program Manager	200	7,858.00	6,286.40	1,571.60	7,858.00
	Fringe/Indirect - MPO Program Manager		3,980.00	3,184.00	796.00	3,980.00
	Other Direct		0.00	0.00	0.00	0.00
	Total Unified Planning Work Program		\$11,838.00	\$9,470.40	\$2,367.60	\$11,838.00
TIP						
	Direct Labor - MPO Program Manager	175	6,875.75	5,500.60	1,375.15	6,875.75
	Fringe/Indirect - MPO Program Manager		3,482.50	2,786.00	696.50	3,482.50
	Other Direct		0.00	0.00	0.00	0.00
	Total Transportation Improvement Program		\$10,358.25	\$8,286.60	\$2,071.65	\$10,358.25
PPP						
	Direct Labor - MPO Program Manager	150	5,893.50	4,714.80	1,178.70	5,893.50
	Fringe/Indirect - MPO Program Manager		2,985.00	2,388.00	597.00	2,985.00
	Other Direct		1,500.00	1,200.00	300.00	1,500.00
	Total Public Participation Plan		\$10,378.50	\$8,302.80	\$2,075.70	\$10,378.50
Short Range Planning						
	Direct Labor - MPO Program Manager	235	9,233.15	7,386.52	1,846.63	9,233.15
	Fringe/Indirect - MPO Program Manager		4,676.50	3,741.20	935.30	4,676.50
	Other Direct		500.00	400.00	100.00	500.00
	Total Short Range Studies		\$14,409.65	\$11,527.72	\$2,881.93	\$14,409.65
LRTP						
	Direct Labor - MPO Program Manager	595	23,377.55	18,702.04	4,675.51	23,377.55
	Fringe/Indirect - MPO Program Manager		11,840.50	9,472.40	2,368.10	11,840.50
	Professional Services - Travel Demand Model (TDM) and LRTP Update		260,000.00	208,000.00	52,000.00	260,000.00
	Other Direct		0.00	0.00	0.00	0.00
	Total Long Range Transportation Plan		\$295,218.05	\$236,174.44	\$59,043.61	\$295,218.05
Transit Planning						
	Direct Labor - MPO Program Manager	175	6,875.75	5,500.60	1,375.15	6,875.75
	Fringe/Indirect - MPO Program Manager		3,482.50	2,786.00	696.50	3,482.50
	Other Direct		1,000.00	800.00	200.00	1,000.00
	Total Transit Planning		\$11,358.25	\$9,086.60	\$2,271.65	\$11,358.25
Administration/System Management						
	Direct Labor - MPO Program Manager	390	15,323.10	12,258.48	3,064.62	15,323.10
	Fringe/Indirect - MPO Program Manager		7,761.00	6,208.80	1,552.20	7,761.00
	Direct Labor - Administrative Assistance	25	795.25	636.20	159.05	795.25
	Fringe/Indirect - Administrative Assistance		210.25	168.20	42.05	210.25
Other Direct	Office Expenses		2,097.46	1,677.97	419.49	2,097.46
	Computer Services		5,300.00	4,240.00	1,060.00	5,300.00
	Software Maintenance/Support TransCAD		1,200.00	960.00	240.00	1,200.00
	Individual and Organizational Membership Fees		820.00	656.00	164.00	820.00
	Travel, Training, Conferences, & Mileage Reimbursement		5,000.00	4,000.00	1,000.00	5,000.00
	Total Administration/System Management		\$38,507.06	\$30,805.65	\$7,701.41	\$38,507.06

FHWA 2020	Direct Labor FHWA	1770	69,356.30	55,485.04	13,871.26	69,356.30
	Fringe/Indirect FHWA		34,935.75	27,948.60	6,987.15	34,935.75
	Other Direct (includes Professional Services for TDM & LRTP Update)		225,172.96	180,138.37	45,034.59	225,172.96
FHWA FY 2020	Grand Total FHWA PL UPWP		\$329,465.01	\$263,572.01	\$65,893.00	\$329,465.01
FTA 2020	Direct Labor FTA	175	6,875.75	5,500.60	1,375.15	6,875.75
	Fringe/Indirect FTA		3,482.50	2,786.00	696.50	3,482.50
	Other Direct (includes Professional Services for TDM & LRTP Update)		52,244.50	41,795.60	10,448.90	52,244.50
FTA FY 2020	Grand Total FTA Section 5305		\$62,602.75	\$50,082.20	\$12,520.55	\$62,602.75

NOTES:

Total Highway Planning Federal Highway Administration - FHWA

Total Transit Federal Transit Administration - FTA

Total FY 2020 UPWP

\$329,465.01	\$263,572.01	\$65,893.00	\$329,465.01
\$62,602.75	\$50,082.20	\$12,520.55	\$62,602.75
\$392,067.76	\$313,654.21	\$78,413.55	\$392,067.76

FHWA Available Revenue *

FTA Available Revenue**

\$329,465.01	\$263,572.01	\$65,893.00	\$329,465.01
\$62,602.75	\$50,082.20	\$12,520.55	\$62,602.75

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

* FHWA PL Funds:

- FY 2020 Allocation - \$135,572.01 (Even distribution - \$40,000 and Population based distribution - \$95,572.01)
- Carryover from FY 2019 UPWP for TDM and LRTP Update - \$128,000.00

** FTA Section 5305 Funds:

- FY 2020 Allocation - \$29,656.00
- Carryover from FY 2019 UPWP for TDM and LRTP Update - \$20,426.20

Anticipate to use \$15,000 - \$20,000 of the FY 2021 allocation in FTA Section 5305 Funds for the TDM and LRTP Update

GIAMPO RESOLUTION NO. 2019-6

Grand Island Area Metropolitan Planning Organization

A Resolution Approving FY 2020 Unified Planning Work Program (UPWP)

WHEREAS, the Grand Island Area Metropolitan Planning Organization (GIAMPO), is designated as the Metropolitan Planning Organization (MPO) for the Grand Island Urbanized Area, by the Governor acting through the Nebraska Department of Transportation (NDOT) in cooperation with locally elected officials of the Grand Island Urbanized Area; and

WHEREAS, the MPO, as required by metropolitan transportation planning activities performed with funds provided under Title 23 U.S.C. and Title 49 U.S.C. Chapter 53 shall be documented in a Unified Planning Work Program (UPWP), or simplified statement of work in accordance with the provisions of this section and 23 CFR Part 420 and must annually prepare a document that provides an overview of all purposed major work activities, funding levels and funding sources; and

WHEREAS, the UPWP for Fiscal Year 2020, covering the period of July 1, 2019 to June 30, 2020 has been prepared, submitted to the Nebraska Department of Transportation, made available for public comment for a fifteen (15) day period and has been reviewed and recommended for adoption by the Technical Advisory Committee (TAC) of the MPO, and now requires official approval from the Policy Board of the MPO; and


NOW, THEREFORE BE IT RESOLVED, that the Policy Board of the Grand Island Area Metropolitan Planning Organization approves and adopts the Unified Planning Work Program for Fiscal Year 2020.

BE IT FURTHER RESOLVED, that the Chairperson is hereby authorized and directed to execute such agreement on behalf of the Grand Island Metropolitan Planning Organization.

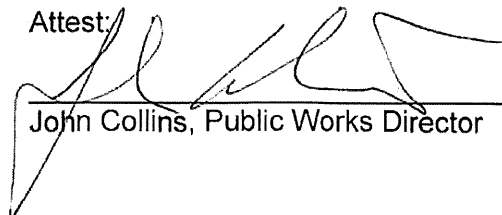
Certification:

The foregoing resolution was approved by the Grand Island Area Metropolitan Planning Organization Policy Board at a regularly scheduled meeting held on May 28, 2019.

By:


Roger Steele, Mayor / Chairperson

Attest:


John Collins, Public Works Director

RESOLUTION 2019-205

WHEREAS, the Grand Island Area Metropolitan Planning Organization (GIAMPO) in cooperation with the Nebraska Department of Roads has prepared a Unified Planning Work Program (UPWP) for the purpose of assisting the Local Planning Agency (LPA) in obtaining Federal approval and financial assistance to ensure a continued, comprehensive, and cooperative transportation planning process between the state and local governments for the Grand Island Metropolitan Planning Area for Fiscal Year 2020; and

WHEREAS, the total cost of the Eligible Planning Activities under such agreement is currently estimated to be \$392,067.76, with the federal share estimated at \$313,654.21 and the MPO share estimated at \$78,413.55 for Fiscal Year 2020, which begins July 1, 2019 and ends June 30, 2020.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that the Unified Planning Work Program (UPWP) for the Grand Island Metropolitan Planning Area for Fiscal Year 2020 is hereby approved.

- - -

Adopted by the City Council of the City of Grand Island, Nebraska, July 9, 2019.

Roger G. Steele, Mayor

Attest:

RaNae Edwards, City Clerk

Approved as to Form	▣ _____
July 5, 2019	▣ City Attorney