

**BOARD OF COUNTY COMMISSIONERS****SARPY COUNTY, NEBRASKA****RESOLUTION APPROVING AGREEMENT WITH THE OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY (MAPA) FOR GIS AND PLANNING SERVICES AND AUTHORIZING CHAIRMAN TO SIGN THE SAME**

WHEREAS, pursuant to Neb. Rev. Stat. §23-104(6) (Reissue 2007), the County has the power to do all acts in relation to the concerns of the County necessary to the exercise of its corporate powers; and,

WHEREAS, pursuant to Neb. Rev. Stat. §23-103 (Reissue 2007), the powers of the County as a body are exercised by the County Board; and,

WHEREAS, Metropolitan Area Planning Agency (MAPA) has funding available to support GIS and Planning services being provided by Sarpy County.

WHEREAS, Sarpy County is maintaining a region-wide Geographic Information System (GIS) and has the ability to provide GIS services related to transportation issues; and,

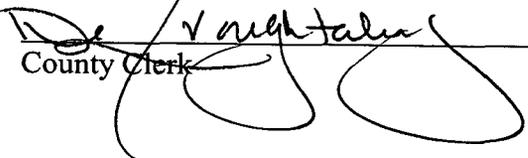
WHEREAS, the Sarpy County Planning Director will assist MAPA in preparing the Long Range Transportation Plan and in various transportation issues related to land use.

NOW, THEREFORE, BE IT RESOLVED, by the Sarpy County Board of Commissioners, that the attached agreement between Sarpy County and MAPA is hereby approved and the Board Chairman's signature hereby authorized.

The above Resolution was approved by a vote of the Sarpy County Board of Commissioners at a public meeting duly held in accordance with applicable law on the 14th day of August, 2012.

  
\_\_\_\_\_  
Sarpy County Board Chairman



  
\_\_\_\_\_  
County Clerk

# Sarpy County Board of Commissioners

1210 GOLDEN GATE DRIVE  
PAPILLION, NE  
593-4155  
[www.sarpy.com](http://www.sarpy.com)

ADMINISTRATOR Mark Wayne  
DEPUTY ADMINISTRATOR Scott Bovick  
FISCAL ADMIN./PURCHASING AGT. Brian Hanson



<u>COMMISSIONERS</u> Rusty Hike District 1 Jim Thompson District 2 Tom Richards District 3 Jim Nekuda District 4 Jim Warren District 5
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## MEMO

To: Sarpy County Board of Commissioners

From: Brian Hanson

Re: Agreement with MAPA for GIS and Planning Services

At the August 14, 2012 Board meeting, approval of the attached agreement between Sarpy County and MAPA will be requested. This is a continuation of an existing agreement. Under this agreement, Sarpy County will provide GIS services related to transportation issues. In addition, the Sarpy County Planning Director will assist MAPA in preparing the Long Range Transportation Plan by providing information relating to on-going development activities. MAPA will reimburse Sarpy County for up to \$110,745 of salary and benefits for work the GIS department and the Planning Director do under this agreement. Sarpy County's \$27,690 local match will be covered by paying the portion of salary and benefits for the GIS staff and Planning Director that is not covered by this agreement. This agreement was included in the 2012 FY budget.

If you have any questions, please feel free to contact me at 593-2349

August 8, 2012

  
\_\_\_\_\_  
Brian E. Hanson

BEH/dp

cc: Mark Wayne  
Scott Bovick  
Deb Houghtaling  
Mike Smith  
Eric Herbert  
Bruce Fountain

540-200



**METROPOLITAN AREA PLANNING AGENCY**

2222 Cuming Street, Omaha, Nebraska 68102-4328  
Phone: (402) 444-6866 Fax: (402) 342-0949  
Email: [mapa@mapacog.org](mailto:mapa@mapacog.org) [www.mapacog.org](http://www.mapacog.org)  
In the MAPA Region: 1-800-827-6866

Douglas County, NE  
Bennington  
Boys Town  
Omaha  
Omaha City Council  
Ralston  
Valley  
Waterloo

Sarpy County, NE  
Bellevue  
Gretna  
La Vista  
Papillion  
Springfield

Washington County, NE  
Arlington  
Blair  
Fort Calhoun  
Herman  
Kennard  
Washington

Mills County, IA  
Emerson  
Glenwood  
Hastings  
Henderson  
Malvern  
Pacific Junction  
Silver City

Pottawattamie County, IA  
Avoca  
Carson  
Carter Lake  
Council Bluffs  
Crescent  
Hancock  
Macedonia  
McClelland  
Minden  
Neola  
Oakland  
Treynor  
Underwood  
Walnut

Bellevue Public Schools  
Council Bluffs Airport Authority  
Council Bluffs Planning Commission  
Golden Hills Resource Conservation & Development District  
Iowa Western Community College  
Metro Area Transit  
Metropolitan Community College  
Metropolitan Utilities District  
Millard Public Schools  
Millard Suburban Fire District  
Omaha Airport Authority  
Omaha Housing Authority  
Omaha Planning Board  
Omaha Public Power District  
Papillion / La Vista Public Schools  
Papio - Missouri River Natural Resources District  
Pony Creek Drainage District  
Ralston Public Schools  
Valley Fire Protection District #5

July 31, 2012

Mr. Eric Herbert  
Sarpy County GIS  
Sarpy County  
1210 Golden Gate Dr  
Papillion, NE 68046

Dear Mr. Herbert,

Attached are four originals of the MAPA/Sarpy County FY13 Planning and GIS Activities Agreement. The contract was approved by our board in June is for \$110,745 plus \$27,690 in local matching funds.

I also sent an e-mail to you requesting a budget for this contract. NDOR is requesting that we provide a budget that should include a staffing plan with rates for each category of staff, the tasks to be completed and estimated hours for each personnel category. I ask that you return a budget by September 4, 2012.

Please sign both original contracts, return one to MAPA and retain the other for your files.

Thank you for your cooperation.

Sincerely,  
  
Melissa Engel  
Administrative Services Manager

**Sarpy County Contract Budget**  
**410.6 and 410.8 Sarpy County FY 13 Planning and GIS Activities**

Contract Number 540-200

July 1, 2012-June 30, 2013

Contract Amount \$ 110,745  
 Match \$ 27,690

**Direct Salaries**

Personnel Category	Tasks to be performed	Estimated Annual Hours	Hourly Rate	Fringe Benefit Rate	Total Direct Personnel Rate	Estimated Direct Personnel Cost
Planning Director	Evaluate the effects of population, housing, land use and development trends on street systems; review development proposals and applications for conformance to sound transportation planning principles and compliance with other governmental and private sector entities; work on integrating the transportation element of the County into the MAPA Year 2035 Long Range Transportation Plan; attend various regional transportation planning related meetings and provide input on behalf of County	1,283	\$ 36.214	\$ 13.73	\$ 49.94	\$ 64,078.15
GIS Analyst	Update & maintenance of transportation network, address locators, application development, & database administration	1,735	\$ 37.100	\$ 5.76	\$ 42.86	\$ 74,362.10
<b>Total Direct Salaries</b>		<b>3,018</b>				<b>\$ 138,440.25</b>

**Direct Costs**

Supplies  
 Consulting Fees  
 Training  
 Other  
 Total Direct Costs \$ -

**Total Costs**

Direct Salaries	\$ 138,440.25	MAPA Share 80%	\$ 110,752.20
Direct Costs	\$ -	Match 20%	\$ 27,688.05
Other			\$ 138,440.25
	<u>\$ 138,440.25</u>		

CONTRACT COVER PLATE

CONTRACT IDENTIFICATION

1. Contract Number: 540-200
2. Project Number: 410.6 and 410.8 Sarpy County FY 13 Planning and GIS Activities
3. Effective Date: July 1, 2012
4. Completion Date: June 30, 2013

CONTRACT PARTIES

5. Contractor Name and Address:

Sarpy County  
1210 Golden Gate Drive  
Papillion, NE 68046

6. The Planning Agency:

The Omaha-Council Bluffs Metropolitan Area Planning Agency  
2222 Cuming Street  
Omaha, Nebraska 68102

ACCOUNTING DATA

7. Contract - \$110,745 FHWA PL Funds, plus \$27,690 in local matching funds.  
Allotted - \$110,745 FHWA PL Funds

DATES OF SIGNING AND MAPA BOARD APPROVAL

8. Date of MAPA Board Approval -
9. Date of County Approval
10. Legal Review -
10. Date of State Concurrence -

## AGREEMENT

THIS AGREEMENT entered into this first day of July, 2012, by and between the County of Sarpy, Nebraska, a Municipal Corporation, 1210 Golden Gate Drive, Papillion, Nebraska 68046, hereinafter referred to as "County" and the Omaha-Council Bluffs Metropolitan Area Planning Agency, 2222 Cuming Street, Omaha, Nebraska 68102, hereinafter referred to as "MAPA", providing for professional services described herein and within the MAPA FY 2013 Unified Work Program, hereinafter referred to as the "FY 2013 Program".

NOW, THEREFORE, it is mutually understood and agreed by the parties hereto as follows:

### 1. EMPLOYMENT OF THE COUNTY

The County through its Planning Department agrees to undertake certain transportation planning activities identified in Section 134 of Title 23 United States Code as amended by the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), and incorporated into MAPA's FY 2013 Program. This Agreement shall be subject to all required provisions of the Nebraska Department of Roads (NDOR) Grant Agreement Project No. SPR-PL-1(50) attached and incorporated hereto by reference. (Exhibit I).

### 2. AREA COVERED

The area to be covered in the study under this Agreement shall be the Omaha-Council Bluffs urbanized area including Sarpy County.

### 3. SCOPE OF SERVICES

A. The County shall do, perform, and carry out the duties stated herein and in accordance with MAPA's FY 2013 Unified Work Program for transportation planning activities for the Omaha-Council Bluffs Metropolitan Area. The work will include the various work activities within work element 410.6 and 410.8 identified below.

#### 410.6 Geographic Information System Activities

Maintain relationships for sharing and exchanging data and work in cooperation with other public and private agencies to increase the availability of various types of data. Update the integrated geographic data base system and develop other computerized tools to assist in the analysis and manipulation of data. This will include: refinement of base maps as needed and expansion of MAPA's computer mapping capacity. Work with jurisdictions in the MAPA region as they investigate the development of a region-wide GIS system.

#### 410.8 Sarpy County Planning Activities

Assist MAPA in carrying out the provisions of SAFETEA-LU which required increased comprehensive planning efforts in the development of transportation systems. Activities will include the evaluation of the effects of population, housing, land use and development trends on the street systems. Land development proposals will also be reviewed for conformance to sound transportation planning principles and compliance with other city and County departments, utility companies, consultants and other governmental agencies such as the Metropolitan Area Planning Agency and the Nebraska Department of Roads. The land use database will be integrated into the Sarpy County GIS. Also work on integrating the transportation element of the County into the MAPA Year 2035 Long Range Transportation Plan. These activities will fit into the MAPA regional transportation planning process which includes but not limited to regional land use activity allocations development of alternative regional transportation systems, regional travel forecasts, evaluation of transportation systems impacts, and refinements to alternative transportation systems.

- B. The County shall develop technical reports documenting their work activities and studies undertaken under the terms of this Agreement. These reports shall be of a quality suitable for publication, but will not ordinarily be intended for wide distribution. The documents shall be written in a style and form suitable for a technical audience rather than the mass public. Such reports shall contain the following information:
  - 1. An abstract or summary,
  - 2. Purpose and scope of work activities and of the document,
  - 3. Description and explanation of the techniques used in the study and the analysis conducted,
  - 4. An explanation of the conclusions and any recommendations,
  - 5. Relevant supporting data incorporated within the body of the report, included as an appendix, or by reference to another document previously prepared.
- C. The aforementioned reports shall be prepared for no less than the work activities specifically cited within Section 3, Scope of Services. The remaining work activities within the FY 2013 Program may be documented in a single report or additional reports as is mutually agreeable to MAPA and the County.
- D. The County will cooperate with MAPA in the preparation of information and reports to meet in a timely manner, the requirements of the NDOR. MAPA will be provided a copy of data and reports developed as a result of this Agreement.
- E. The County will be available to provide quarterly oral reports to the MAPA Transportation Technical Advisory Committee and the MAPA Board of Directors when necessary, and will submit written quarterly progress reports. These progress reports will provide, for work element 410.6 and 410.8 the following information: work performed during the completed quarter, conformance to approved project scope, percent completed, if on schedule, and planned activities for the next quarter. These reports need to be submitted no later than 30 days after the end of each quarter.

#### 4. PERSONNEL

- A. The County represents that it has, or will secure all personnel required in performing the services under this Agreement without exceeding the project budget. Such personnel will not have any other financial interest pertaining to work covered by this Agreement.
- B. All of the services required hereunder shall be performed by the County or under its supervision and all personnel engaged in the work shall be fully qualified and authorized under state and local law to perform such services.
- C. All subcontracted services covered by this Agreement shall be reviewed and approved prior to contracting by MAPA and NDOR.

#### 5. TIME OF PERFORMANCE

The County agrees to perform the services of this Agreement as outlined in the FY 2013 Program and stated herein, within the time of this Agreement. The agreement shall cover work performed during the fiscal year beginning July 1, 2012 and ending June 30, 2013.

#### 6. COMPENSATION

Contingent upon receipt of Federal Highway Administration (FHWA) PL funds from NDOR under Project No. SPR-PL-1(50) MAPA agrees to pay for the services rendered by the County under the terms of this Agreement, compensation on a cost reimbursement basis for costs incurred and to

include direct costs not to exceed in any event one hundred-ten thousand seven hundred forty-five dollars (\$ 110,745.00) less independent audit and inspection fees, unless acceptable compliance with Office of Management and Budget (OMB) Circular A-133 can be substituted. The County agrees to contribute in cash or in services a minimum requirement of twenty-seven thousand six hundred ninety dollars (\$27,690.00). Services shall be defined as staff time paid with non-federal dollars or equipment purchased with non-federal dollars.

7. ACCOUNTING RECORDS

- A. The County shall establish and maintain accounts for the project in a manner consistent with OMB Circular A-133 and in accordance with applicable provisions of 23 CFR 172.
- B. Expenditures shall be in conformance with the standards for allow ability of costs set forth in OMB Circular A-87 and the contract cost principles and procedures set forth in 48 CFR Part 1.31.6 of the Federal Acquisition Regulation system.
- C. The County shall establish and maintain separate accounts for expenditures under NDOR Project No. SPR-PL-1(50).

8. SUBMISSION OF VOUCHERS/INVOICES

- A. The County may submit monthly, but no less than quarterly, documented invoices of costs incurred for the work elements and work activities that were previously identified in Sections 3A and 3E of this Agreement. Said reports shall account for the expenditure of Federal and the County shares, shall indicate work program percentage completion, and shall contain a statement of the County's estimate of the percentage of work completed and be signed by a responsible representative of the County's Planning Department certifying that all of the items herein are true and correct for the work performed under the terms of this Agreement. Final payment shall be made upon determination by MAPA and NDOR that all requirements hereunder have been completed, which determination shall not be unreasonably withheld. Promptly after receipt of the County's invoices, and following receipt of funds from NDOR under Project No. SPR-PL-1(50) MAPA shall make payment thereon to the County. MAPA may withhold ten percent (10%) of the total compensation pending a final audit of this Agreement.
- B. All invoices shall be taken from the books of account kept by the County and shall have available copies of payroll distribution, receipted bills or other documents reasonably required by MAPA. The County shall use actual labor rates for billing purposes.
- C. The County shall have available a listing of all Planning Department 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 agreed that employees of the County's Planning Department, whose time is directly assignable to this FY 2013 Program, shall keep and sign a time record showing the work element and work activity of the FY 2013 Program, date and hours worked, and title of position.

9. TERMINATION OF AGREEMENT FOR CAUSE

- A. If, through any cause, the County shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the County shall violate any of the covenants, agreements, or stipulations of this Agreement, or refuse to accept changes required by NDOR, MAPA shall

thereupon have the right to terminate this Agreement by giving written notice to the County of such termination and specifying the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings and reports prepared by the County shall be made available to MAPA, and the County shall be entitled to receive compensation for all expenses incurred or obligated on all work mutually agreed to be satisfactorily completed through the effective date of termination.

- B. The above also applies when the contract may be terminated because of circumstances beyond the control of MAPA or the County.

#### 10. CHANGES

The County or MAPA may, from time to time, request changes in the Scope of Services set forth in this Agreement to be performed by the County. Such changes, including any increase or decrease in the amount of the County's compensation, which are mutually agreed upon by and between MAPA and The County, and subject to the approval of the NDOR, shall be incorporated in written amendments to this Agreement.

#### 11. RECORDS AND AUDITS

- A. The County 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 are lost, at such reasonable time and place as may be designated by MAPA, NDOR or a designated Federal representative and shall permit extracts and copies thereof to be made during the contract period and for three years after the final NDOR-MAPA audit is completed, resolved and closed.
- B. The County shall at all times afford a representative of MAPA, NDOR, FHWA, 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 may be required, shall produce and exhibit such books, accounts, documents and property as the representative may desire to inspect, and shall in all things aid the representative in the performance of audit duties.
- C. The County shall be responsible for meeting the audit requirements of OMB Circular A-133, or any revision or supplement thereof. OMB Circular A-133 states that when expenditures of federal awards, whether pass-through or direct, in total exceed \$500,000 in a fiscal year, an A-133 Audit is required. Pass-through monies from MAPA shall be separately identified on the County's *Schedule of Expenditures of Federal Awards* as reported in their financial audit.

#### 12. PROHIBITED INTEREST

- A. No member of or delegate to the Congress of the United States shall be admitted to any share or part of this contract or to any benefit arising there from.
- B. No member, officer, or employee of MAPA or of a local governing public body during his tenure or one year thereafter shall have any interest, direct or indirect, in this Contract or the proceeds thereof.

#### 13. ASSIGNABILITY

Neither the County nor MAPA shall assign any interest in this Agreement, and shall not transfer any interest in the same (whether by assignment or novation), without prior written mutual consent.

#### 14. CLAIMS

Both parties indemnify, save and hold harmless the other party, 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 either party. Each party 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 its actions. It is further agreed that any and all employees of either party while engaged in the performance of any work or service required or provided for herein to be performed by that party, shall not be considered employees of the other party, and that any and all claims that may or might arise under the Worker's 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, shall in no way be the obligation or responsibility of the other party.

#### 15. INTEREST OF THE COUNTY

The County covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required to be performed under this Agreement. The County further covenants that in the performance of this Agreement, no person having any such interest shall be employed.

#### 16. IDENTIFICATION OF DOCUMENTS

A. All reports, maps, and other documents completed as part of this Agreement, other than documents completed exclusively for internal use within MAPA, shall carry the following notation on the front cover or a title page (or, in the case of maps in the same block) containing the name of MAPA, the County and the following:

"The preparation of this report, document, etc. was financed in part through a Federal grant from the Department of Transportation under the Transportation Planning Program by the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)."

Together with the date (month and year) the document was prepared.

B. 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.

#### 17. PUBLICATION OR RELEASE OF INFORMATION

A. Papers, interim reports, forms or other material, which are a part of the work under contract, shall not be copyrighted without written approval of NDOR and FHWA.

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 FHWA. However, if NDOR or FHWA 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 NDOR or the Federal Highway Administration."

- D. In the event of failure of agreement between NDOR and the County 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 of the other party by the inclusion of a statement in the paper and in presentation to the effect that the paper had not been reviewed by the State.

#### 18. NONDISCRIMINATION

- A. In connection with the execution of this Agreement, the County shall not discriminate against any employee or applicant for employment because of age, political affiliation, belief, race, religion, creed, color, sex, national origin, or disability. The County shall take affirmative actions to insure that applicants and employees are treated without regard to age, political affiliation, belief, race, religion, creed, color, sex, national origin, or disability. Such action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff, or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- B. The County agrees to comply with the requirements of Title VI of the Civil Rights Act of 1964.
- C. The County further agrees to comply with any and all requirements of the U. S. Department of Transportation and the Federal Highway Administration regarding equal employment opportunity and nondiscrimination. (See Exhibit B attached and incorporated hereto by reference.)

#### 19. MINORITY BUSINESS ENTERPRISE

In connection with the performance of this Agreement, the County will cooperate with the project sponsor in meeting commitments and goals with regard to the maximum utilization of minority business enterprises and will use its best efforts to insure that minority business enterprises shall have the maximum practicable opportunity to compete for subcontract work under this Agreement.

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

SARPY COUNTY, NEBRASKA

Attest: *Melissa Kroyl*

by *Fusey H. L.*  
Chairman Board of Commissioners



Attest: *Debra J. Hightaling*

OMAHA-COUNCIL BLUFFS METROPOLITAN  
AREA PLANNING AGENCY

by *Ron Koh*  
Chairman, Board of Directors

APPROVED AS TO LEGAL FORM

DATE 6-14, 2012

Signed *Blair D. Huls*  
MAPA Legal Counsel

**METROPOLITAN AREA PLANNING AGENCY**

**FY 2013 WORK PROGRAM**

**FINAL**

**May 18, 2012**

# MAPA FY 2013 WORK PROGRAM

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## INTRODUCTION TRANSPORTATION UNIFIED WORK PROGRAM

The projects identified will act as the Unified Work Program (UWP) for the Omaha-Council Bluffs metropolitan area. They describe the work to be done for the continuing transportation planning process for FY 2013, and will serve as the basis for funding within the fiscal year.

The development of a Unified Work Program, as described in the 23 CFR, Part 450 and 49 CFR, Part 613, is to serve as a means to promote the integration of modal planning coordination and to relate these activities to comprehensive planning.

During the development of the FY 2013 Unified Work Program, a priority setting process was used to identify programs and projects that should be included in the work program.

Participants in this process included the MAPA Council of Officials, MAPA Board of Directors and their technical advisory committees. Results of this process are reflected by the projects in this work program and the associated funding levels. Participants in the transportation planning activities are outlined in the MAPA Interlocal Agreement and committee Operating Rules. The Transportation Technical Advisory Committee provides the direction for the development of the UWP and monitors progress of the work.

### ORGANIZATION AND MANAGEMENT

MAPA is designated as the Metropolitan Planning Organization (MPO) for the Omaha-Council Bluffs urban area. The MAPA Council of Officials is the overall policy body for agency with the Board of Directors providing guidance for all MAPA projects, studies and programs. In addition, committees have been organized to provide technical advice. (See Appendix II for listing of Transportation Policy and Technical Committees). The relationship, responsibility and composition of the MAPA Council of Officials and Board of Directors and their committees are also described in the MAPA Interlocal Agreement and committee Operating Rules.

### WORK PROGRAM

A description of the specific transportation-related tasks to be performed, and financial estimates, are contained in the following projects:

- 140 Transportation Forums
- 150 Project Review Committee
- 160 Data and Information Forums
- 170 National Associations
- 180 Public Forums and Workshops
- 190 Policy and Administrative Forums
- 410 Short-Range Planning
- 420 Long-Range Planning
- 430 Public Involvement Activities
- 440 Transit / Human Services
- 450 Air Quality / Environmental
- 460 Iowa Regional Transportation Planning Affiliation 18
- 470 Congestion Management / Safety and Technology
- 480 Local Project Administration
- 810 Publications
- 840 Transportation Information
- 850 Public Information and Product Development
- 940 Transportation Program Administration

Note: Projects 150, 160, 170, 180, 190, 810, and 850 are jointly funded activities using both transportation and non-transportation funds.

## PROPOSED BUDGET

Budget summary tables are attached which show estimated expenditures by project and funding agency.

The MAPA program is funded using FHWA PL and FTA Section 5303 funds (through the Nebraska Department of Roads and the Iowa Department of Transportation) in shares of 78% PL and 22% Section 5303 for most work elements. FTA Section 5316 (JARC) and Section 5317 (New Freedom) funds are utilized in work element 440. Surface Transportation Program (STP), FHWA SPR, and FTA 5304 planning funds are utilized in Work Element 480. The Nebraska share for PL and Section 5303 funds is approximately 90% and the Iowa share is 10%. The local match is 20% for all federal funds. Five counties contribute to provide the local match in the following percentages: Douglas County, 66%; Sarpy County, 17%; Pottawattamie County, 12%; Washington County, 3%; and Mills County, 2%; Harrison and Shelby counties, also provide local match in Work Element 460. The FY 2013 program is based on the availability of PL, Sections 5303 and 5304, SPR and STP funds as estimated at this time. Additional support for transportation planning activities is also provided by the Nebraska Department of Roads and the Iowa Department of Transportation through SPR funding as identified in the budget summary table.

## SAFETEA-LU TRANSPORTATION PLANNING FACTORS

The major purpose of the transportation program at MAPA is to provide necessary planning such that the transportation needs of the residents of the region will be met to the degree possible with available resources. This transportation concern includes all modes - highway, transit, non-vehicular, air, rail, and water. The provision of transportation services must also be consistent and compatible with the overall goals and development of the region. Major considerations include the environment, energy conservation, regional growth patterns and land use, tourism and recreation and a wise and efficient use of economic resources. The transportation planning program at MAPA is formulated to support the goals and objectives of the region. This program will also contain activities to assist in the implementation of provisions contained in surface transportation legislation.

The following factors will, at a minimum, be considered in the transportation planning process for the MAPA area:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency. This factor is explicitly considered in work activities 410.1, 410.8, 420.2, 460.3, and 460.4.
2. Increase the safety of the transportation system for motorized and nonmotorized users. This factor is explicitly considered in work activities 410.1, 420.2, 440.9, 460.3, 460.4, 470.1, 470.2, 470.3, and 470.4.
3. Increase the security of the transportation for motorized and non-motorized users. This factor is explicitly considered in work activities 410.1, 420.2, 440.9, 460.3, 460.4, 470.1, 470.2, 470.3, and 470.4.
4. Increase the accessibility and mobility options available to people and for freight. This factor is explicitly considered in work activities 410.1, 420.2, 440.2, 440.3, 440.4, 440.6, 460.6, 470.1, 470.2, 470.3, and 470.4.
5. Protect and enhance the environment, promote energy conservation, and improve quality of life. This factor is explicitly considered in work activities 410.1, 420.2, 420.3, 450.2, 450.2, 470.1, 470.2, 470.3, and 470.4.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight. This factor is explicitly considered in work activities 410.1, 420.2, 460.3, and 460.4, 470.1, 470.2, 470.3, and 470.4.
7. Promote efficient system management and operation. This factor is explicitly considered in work activities 410.1, 420.2, 460.3, and 460.4, 470.1, 470.2, 470.3, and 470.4.
8. Emphasize the preservation of the existing transportation system. This factor is explicitly considered in work activities 410.1, 420.2, 460.3, and 460.4, 470.1, 470.2, 470.3, and 470.4.

## FORUMS

### TRANSPORTATION FORUMS (140)

Objective. To provide a forum for coordination and cooperation between MAPA and agencies, organizations and stakeholders involved and interested in planning, designing, maintaining and providing transportation services.

Previous Work. Six Transportation Technical Advisory Committee meetings were held.

#### Work Activities.

#### 1. Transportation Technical Advisory Committee

Provide for a continuing, comprehensive and coordinated transportation planning program through the Transportation Technical Advisory Committee (TTAC). Maintain correspondence and coordination with participating agencies, and provide other technical support necessary to the transportation planning program. The TTAC meets approximately six times a year to discuss multimodal transportation issues in the MAPA region and to forward recommendations to the MAPA Board of Directors.

#### 2. Nebraska Department of Roads (NDOR) MPO Meeting

#### 3. Iowa Department of Transportation (Iowa DOT) MPO-RPA Meetings

End Products. Documentation of meetings and actions taken by the Transportation Technical Advisory Committee.

Budget	Federal Trans	Fed Non Trans	Local	Total	Hours
MAPA	7,659	0	1,915	9,574	156
Contracts	0	0	0	0	0
Total	7,659		1,915	9,574	156

### PROJECT REVIEW COMMITTEE (150)

Objective. To provide a voluntary intergovernmental review and comment process for federal and state aid applications that impact the MAPA area.

Previous Work. Four Project Review Committee meetings were held.

#### Work Activities.

1. Maintain a Project Review Committee for the purpose of intergovernmental review and coordination in accordance with Executive Order 12372.

End Products. Provide information to elected officials within the MAPA area to determine how proposed federal and state activities impact their jurisdictions. Document committee meetings, number of cases reviewed and Board action.

Budget	Federal Trans	Fed Non Trans	Local	Total	Hours
MAPA	3000	0	4000	7000	121
CONTRACTS	0	0	0	0	0
TOTAL	3000	0	4000	7000	121

## **DATA AND INFORMATION FORUMS (160)**

Objective. To provide a forum for coordination and cooperation between MAPA and organizations involved in data collection and dissemination.

Previous Work. Met with the MAPA Data Resources five times.

Work Activity.

### **1. Data Resources Committee**

Maintain a Data Resources Committee for the purpose of discussing issues and sharing information related to census data, local geography computer applications, data availability and other appropriate topics. The committee is scheduled to meet six times

End Products. Documentation of the six meetings held by the Committee and items discussed.

Budget	Federal Trans	Fed Non Trans	Local	Total	Hours
MAPA	4,730	0	1,782	6,512	105
CONTRACTS	0	0		0	0
TOTAL	4,730	0	1,782	6,512	105

## **NATIONAL ASSOCIATIONS (170)**

Objective. To participate in national association meetings dealing with community and economic development and transportation issues.

Previous Work. Attended three NARC and one NADO meetings throughout the past year.

Work Activity.

### **1. National Associations**

Attend national association meetings dealing with community and economic development and transportation issues.

End Products. Report on conference information to Board and MAPA committees.

Budget	Federal Trans	Fed Non Trans	Local	Total	Hours
MAPA	4,730	0	1,782	6,512	105
CONTRACTS	0	0		0	0
TOTAL	4,730	0	1,782	6,512	105

## **PUBLIC FORUMS AND WORKSHOPS (180)**

Objective. To provide and support public forums and workshops that identify and discuss timely topics or high visibility special subjects of a regional significance.

Previous Work. Participated in five public forums and eight workshops.

Work Activities.

### **1. Provide Technical Support**

Provide technical staff support to sponsor, co-sponsor, or develop public forums and workshops.

2. Provide Clerical Support

Provide clerical staff support to sponsor, co-sponsor, or develop public forums and workshops.

3. Attend Public Forums and Workshops

Attend selected public forums and workshops that deal with issues of a regional significance. Conduct an Active Transportation Summit to assist the Regional Visioning, Bike-Pedestrian and Transit Planning efforts.

End Products. Attend or sponsor public forums or workshops of regional significance.

Budget	Federal Trans	Fed Non Trans	Local	Total	Hours
MAPA	29,919	0	8,230	38,149	219
CONTRACTS	0	0	0	0	0
TOTAL	29,919	0	8,230	38,149	219

**POLICY AND ADMINISTRATIVE FORUMS (190)**

Objective. To maintain and coordinate policy and administrative forums.

Previous Work. Twelve MAPA Finance Committee meetings, ten MAPA Board of Directors meetings, three MAPA Council of Officials meetings and one MAPA Retirement Committee meeting were held.

Work Activities.

1. Council of Officials Administration
2. Board of Directors Administration
3. Finance Committee Administration
4. Retirement Committee Administration

End Products. Agendas, information packets, minutes and a record of follow-up actions.

Budget	Federal Trans	Fed Non Trans	Local	Total	Hours
MAPA	57,957	0	14,489	72,447	1053
CONTRACTS	0	0	0	0	0
TOTAL	57,957	0	14,489	72,447	1053

**TRANSPORTATION PLANNING**

**SHORT RANGE PLANNING (410)**

Objective. To update the Transportation Improvement Program, provide local project assistance, collect and maintain land use, population, employment and housing data, analyze growth patterns, coordinate Geographic Information Systems (GIS) and aerial photography activities, all of which assist local jurisdictions in the programming and design of future transportation improvements.

Previous Work. Completed the FY 2012 TIP and processed six amendments to this document. Successfully completed the Nebraska local public agency/responsible charge person (LPA/RC) training. Provided transportation technical assistance to 35 MAPA member counties and cities. Completed 2010 estimates for population, households, housing units, employments and other demographic data. Continued to work with the GIS activities in the MAPA region to develop a consistent set of data throughout the area. Served as the administrator of the multi-county Nebraska-Iowa Regional Orthophotography Consortium (NI-ROC).

## Work Activities

### 1. Transportation Improvement Program (TIP) Development and Administration

Update the Transportation Improvement Program (TIP) to provide a program of transportation projects scheduled for implementation during fiscal years 2014 to 2019. The program will include a prioritized listing of projects for the six-year period and a financial plan that will lead to project implementation. A progress report on the implementation of projects programmed for Fiscal Year 2013 will be also be included. The updated TIP will be approved in June of 2013 and ready for implementation October 1 of 2013.

### 2. Transportation Funding Analysis

Continue the development of unit cost figures for various types of transportation capital and operating projects utilizing the computerized transportation system data file which contains historical project implementation costs. Additional analysis will include identification of the funds available to the metropolitan Omaha area from federal and state transportation legislation. Identify innovative financing techniques that may be required to fund needed projects and programs. These cost figures will be made available to local jurisdictions and will be utilized in transportation economic impact analysis.

Tasks to complete this element for the TIP will be accomplished in fall/winter of 2012/2013 in conjunction with Iowa DOT and Nebraska DOR release of funding targets. Additional analysis will occur pending any change in expected funding or funding mechanisms.

### 3. Local/State Project Assistance

Provide technical assistance and related transportation system travel, financial and socio-economic data to the states and local jurisdictions as requested to assist in conducting corridor, location, sub-area, feasibility and other project level studies. Provide LPA assistance to local jurisdictions in Nebraska as requested. Serve as the Responsible Charge (RC) person for projects that are using federal funds.

### 4. Traffic Data Collection and Analysis

Collect local travel data, including detailed traffic count data (time of day, occupancy, vehicle classification, etc.) and speed and delay data, as available from local jurisdictions and other secondary sources. Develop factors to adjust traffic count data for seasonal and daily variation. Obtain data to review parameters for trip generation data, trip length, vehicle occupancy for the regional travel model. Review pavement and other roadway characteristics for NDOR's Highway Performance Monitoring System (HPMS) report. Conduct an External Travel Survey to collect data on external traffic patterns and characteristics. Continue analysis of the 2009 National Household Travel Survey (NHTS) "add-on" survey data for the metro area. Also included will be the tabulation of traffic counts for the 2012 Traffic Flow Map, Traffic Growth Report and Top Intersections/Interchanges Reports.

### 5. Growth Monitoring and Data Analysis

Utilizing the 2010 Census numbers and the American Community Survey (ACS) provide assistance to jurisdictions, businesses, individuals, and organizations with projects involving census data. Maintain the MAPA land use file based on the monitoring of land use change through secondary sources. Maintain the MAPA employment file as an integrated computerized source describing the employers of the region, their number of employees, industrial classification and location. Maintain the MAPA construction permit file, apartment complex file, subdivision/SID file and, as available, housing sales files to further define housing location and characteristics. Monitor other local population characteristics, including auto ownership, vital statistics and/or school enrollment.

### 6. Geographic Information System Activities

Maintain relationships for sharing and exchanging data and work in cooperation with other public and

private agencies to increase the availability of various types of data. Update the integrated geographic data base system and develop other computerized tools to assist in the analysis and manipulation of data. This will include: refinement of base maps as needed and expansion of MAPA's computer mapping capacity. Work with jurisdictions in the MAPA region as they investigate the development of a region-wide GIS system. This will include providing assistance to jurisdictions in Douglas, Pottawattamie, Sarpy and Washington counties in developing their GIS system.

7. Metro Area Aerial Photography

Participate in a consortium of the Cities of Bellevue, Blair, Council Bluffs, Omaha, Douglas, Mills, Pottawattamie, Sarpy and Washington counties, Papio-MO River NRD, OPPD, Iowa DOT, NDOR, MUD, Metro and MAPA to purchase aerial photography to be used in the development of digital orthophotos for the metro area.

8. Omaha and Sarpy County Planning Activities

Assist MAPA in carrying out the provisions of SAFETEA-LU, which required increased comprehensive planning efforts in the development of transportation systems. Activities will include the evaluation of the effects of population, housing, land use and development trends on the street systems. Land development proposals will be reviewed for conformance to sound transportation planning principles and compliance with other city and county departments, utility companies, consultants and other governmental agencies such as the Metropolitan Area Planning Agency, and the Nebraska Department of Roads. The land use databases will be integrated into the Douglas and Sarpy County GIS. Also work on integrating the transportation element of the City and County Master Plan into the MAPA Year 2035 Long Range Transportation Plan.

End Products. FY 2014-19 TIP, updated land use, employment, economic, population and housing data.

Budget	Federal Trans	Fed Non Trans	Local	Total	Hours
MAPA	88,946	0	22,237	111,183	1754
CONTRACTS	1,017,136	0	254,284	1,271,420	10200
TOTAL	1,106,082	0	276,521	1,382,603	11954

**LONG-RANGE PLANNING (420)**

Objective. To develop medium- and long-range growth forecasts and traffic simulations or forecasts at a regional and/or subregional level, to implement and amend the regional transportation plan and to conduct or assist with local planning studies.

Previous Work. Continued development of model revisions recommended in the Travel Demand model peer review conducted in November 2010. Assisted with local planning studies. Began development of new population and employment forecasts.

Work Activities.

1. Long-Range Transportation Plan (LRTP) Development and Administration

The MAPA 2035 LRTP, adopted in March 2011, will be amended as necessary. Additional refinements to the LRTP in FY 2013 will include identification of complete streets corridors, refinements to the congestion management process, looking at additional details for the Bike/Ped section and incorporating the Regional Transit Vision Plan when completed.

2. Long-Range Planning Activities

Provide technical assistance and related transportation system travel, financial and socio-economic data to the states and local jurisdictions as requested to assist in conducting long-range corridor, location, sub-area, feasibility and other project level studies. Serve as administrator for Platteview Road Corridor Study.

3. Travel Modeling and Forecasting

The regional travel model will be updated and revised in accordance with the model peer review which was conducted in November 2010. Conduct a survey of external traffic for travel demand model and other traffic analysis. Evaluate the various models that will be required to conduct air quality transportation conformity analysis. Conduct regional and sub-regional travel forecasts as needed.

4. Population and Employment Forecasting

Revise, as necessary, small area forecasts for basic trip generating variables (population, households, income or auto ownership, and employment) to be utilized in the MAPA Land Use Activity Allocation Model (LUAAM). This activity will take into account local jurisdictions comprehensive land use plans and involve analysis of data related to various influences on development patterns (densities, topography, utilities, zoning, accessibility, etc).

5. Land Use Allocation Model

Evaluate and re-calibrate the MAPA Land Use Activity Allocation Model (LUAAM). Utilize LUAAM to create forecasts for the MAPA Heartland 2050 Regional Visioning project, Heartland Connections studies, and other long-range planning activities.

6. Bicycle-Pedestrian / Complete Streets

Conduct Heartland Connections Regional Complete Streets and Bicycle-Pedestrian Plan. This will include multi-modal corridor identification effort with stakeholders and subsequent study to conduct preliminary corridor-level planning. Coordinate Heartland Active Transportation Summit 2. Assist local and state jurisdictions in bicycle-pedestrian planning activities, including participation in City of Omaha Mayor's Bicycle-Pedestrian Advisory Committee (BPAC) and Sarpy County Balanced Transportation Committee. Serve as Administrator for Metro Bicycle Safety Education Enhancement project.

End Products. Updated regional and subregional land use and travel demand models and forecasts and continued work on Heartland Connections Complete Streets Plan.

Budget	Federal Trans	Fed Non Trans	Local	Total	Hours
MAPA	135,441	0	33,860	169,301	1122
CONTRACTS	231,000	0	57,750	288,750	4125
TOTAL	366,441	0	91,610	458,051	5247

**PUBLIC PARTICIPATION ACTIVITIES (430)**

Objective. Implement public participation activities in accord with MAPA Public Participation Plan.

Previous Work. Updated Public Participation Plan. Developed new Title VI Plan and Disadvantaged Business Enterprise (DBE) Program. Attended quarterly meetings of the Council Bluffs and Omaha Chamber of Commerce Transportation Committees.

Work Activities.

1. Public Participation Plan

The MAPA Participation Plan will be revised in accordance to the MAPA certification review of March 2010 by December 2011. This plan will include a proactive outreach program that provides complete information, timely public notice, full public access to key decisions, opportunities for visioning on the transportation system and land use patterns, and supports an early and continuing involvement of the public in developing the Transportation Plan and TIP. Title VI and Environmental Justice activities will be incorporated into the MAPA public participation process.

2. Short-Range Planning Public Involvement

Conduct public involvement efforts for MAPA TIP and TIP Amendments as well as local and state projects. These activities include issuing press releases and public notices, speaking to media, utilizing website and social media techniques, and reaching out to low-income, minority and other traditionally underserved populations in accord with MAPA Title VI and Public Participation Plans.

3. Long-Range Planning Public Involvement

Conduct public involvement efforts for MAPA's long-range planning activities and LRTP Amendments. These activities include responding to public inquiries and communicating with transportation-related public groups. Public outreach efforts include issuing press releases and public notices, speaking to media, utilizing website and social media techniques, and reaching out to low-income, minority and other traditionally underserved populations in accord with MAPA Title VI and Public Participation Plans.

4. Civil Rights/Title VI

Implement the MAPA Title VI Plan developed in FY 2012 and modify as needed. Implementation of the Plan will begin across all MAPA programs. Communicate civil rights activities to FHWA and/or FTA. Review MAPA Disadvantaged Business Enterprise (DBE) program and DBE annual goal.

End Products. Public outreach on MAPA planning activities.

Budget	Federal Trans	Fed Non Trans	Local	Total	Hours
MAPA	19,524	0	4,881	24,406	389
CONTRACTS	0	0	0	0	0
TOTAL	19,524	0	4,881	24,406	389

**TRANSIT / HUMAN SERVICE TRANSPORTATION (440)**

Objective. To coordinate transit planning activities in the MAPA area.

Previous Work. Began development of Heartland Connections Regional Transit Vision. Assembled key stakeholders and started a pilot project for better public transit services through coordination. Performed ongoing transit planning activities.

Work Activities.

1. Transit Planning Administration

Provide administrative support for transit planning activities.

2. Short-Range and Service Planning

Coordinate short-range transportation planning strategies with Metro, including refinement of transit service development and performance standards and criteria. Look at operating assistance and all capital projects. Research and evaluate existing transit service for system efficiency redesign, expansion and modifications. Work activities include: route performance checks; operation activity performance; public information tools; special service opportunities, statistical reports.

3. Long-Range Transit Planning

Plan a future vision for expanding and enhancing public transit service in the greater Omaha metro area through the MAPA Heartland Connections Regional Transit Vision Plan. This includes initial multi-modal corridor identification with stakeholders followed by a study to evaluate short- and long-term transit enhancements and potential regional transit solutions. Review and conduct public outreach to assess current and future service needs. Identify future transit strategies, including the use of technology. Propose solutions to potential obstacles such as funding limitations, statutory

requirements and lack of coordination among agencies.

4. Coordinated Public Transit Human Service Transportation Plan (CPTHSTP) Committee

Work with the Coordinated Public Transit Human Service Transportation Plan (CPTHSTP) Committee to coordinate transportation opportunities of the elderly, handicapped and economically disadvantaged and to incorporate elements of the New Freedom and Job Access Reverse Commute (JARC) programs into the annual update to the Coordinated Public Transit Human Service Transportation Plan (CPTHSTP) and the Iowa Passenger Transportation Development Plan (PTDP).

5. Job Access Reverse Commute (JARC) – New Freedom Administration

Perform the necessary administration activities for the New Freedom (NF) and Job Access Reverse Commute (JARC) Transportation Programs. This will include soliciting applications for these programs, reviewing and prioritizing the applications, select projects to be funded, submit grant applications for these project and monitoring these projects.

6. Mobility Coordination

Work with transportation service providers, human service agencies and related stakeholders to coordinate, encourage and implement plans, actions and programs to enhance the transportation opportunities of the elderly, handicapped and economically disadvantaged and to incorporate elements of the New Freedom and Job Access Reverse Commute (JARC) programs into the MAPA transportation planning activities. Begin the implementation of the one call center for coordination of these services.

7. Central Omaha Transit Alternative Analysis (AA)

Metro, in conjunction with the City of Omaha, will conduct the Central Omaha Transit Alternative Analysis (AA) to identify potential transit solutions connecting major activity centers in the central corridor of Omaha, including downtown, the midtown area, the University of Nebraska Medical Center, University of Nebraska Omaha, the Crossroads area and the Aksarben Village area. The overall long-range transportation goal is to provide a safe, efficient, economical, attractive, and integrated transit connection that offers convenient, accessible, and affordable mobility within the study area. The conclusion of the AA will recommend a locally preferred alternative (LPA) for the corridor.

8. Transit Service Standards

Metro will continue the refinement of transit service development and performance standards and criteria. These standards and criteria will provide the quantitative measure of service to aid in identifying potential areas for transit improvements. The livable communities' concept will be included in these measures. Continue the procurement and installation of computer assisted scheduling and information systems as management and operation tools for improving the efficiency and effectiveness of the transit system. Also, coordinate the National Transit Database program with the above activities.

9. Transit Security

Research, evaluate and incorporate security into transit staff operations, fleet vehicles and public amenities. This will include such work activities as monitoring/confirmation staff perform duties correctly; on board security; technical network/system security; public space security; financial management system security; interaction with the public, local and state agencies for regulatory compliance.

10. Transit Risk Management

Metro has been self insured since 1986. A risk management program requires monthly monitoring of insurance reserves to assure adequate liability coverage. Work activities require staff time spent on developing new techniques, policies or procedures and disciplinary actions needed to reduce liability risk.

11. Transit Management Objectives

Develop and update, as changes occur, transit management objectives to measure the efficiency of all internal areas of the organization involved with the operation of existing transit service. This plan would include cost saving techniques for management/administration, operations, maintenance, personnel and labor relations. *Metro* will have primary responsibility. MAPA will provide additional support and overall coordination.

12. Transit Maintenance Plan

*Metro* will continue to assess methods used by other properties in the development of a facilities and equipment maintenance plan that will address specific goals and objectives for a maintenance program taking into consideration acceptable levels of vehicle life, frequency of road service, failure rates, ratio of maintenance labor to other labor, and other related factors.

13. Transit Service Development Update

Partnerships with local and state agencies to coordination of work activities to initiate a specific service or modify service to meet a specific public need.

14. Transit Marketing Plan

Annually *Metro* staff analyzes current factors impacting the transit system to determine where limited marketing funds should be allocated to maximize new ridership. This plan details projects, associated budgets, identifies benchmarks, implementation strategies and analyzes effectiveness.

15. Special Studies

Project work activities addressing unforeseen transit issues arising throughout the current funding year which cannot be delayed. Project examples: workshops; expanded projects; technology advances; expansion opportunities; public amenity needs, etc.

16. Program Certification

Transit planning document responsibilities and any related item prepared for and submitted to Federal Transit Administration (FTA) and the MAPA. Programs administrated include, at a minimum, Transportation Improvement Plan; Unified Planning Work Program; Disadvantaged Business Enterprise; Equal Employment Opportunities; Title VI; National Transit Data Base (Section 15); Reviews, e.g., Triennial, MAPA Certification, Security, ITS Architecture Plan (work with local and state agencies for compliance with Federal Transit Administration ITS Architecture and Deployment regulations).

End Products. Documentation of assistance provided to *Metro*, Council Bluffs, and other transit providers in the MAPA region, and PTDP for the Omaha-Council Bluffs urbanized area. Continued work on Heartland Connections Regional Transit Vision and Central Omaha Transit Alternatives Analysis.

Budget	Federal Trans	Fed Non Trans	Local	Total	Hours
MAPA	155,132	0	34,533	189,665	2994
CONTRACTS	989,860	0	247,465	1,237,325	10311
TOTAL	1,144,992	0	281,998	1,426,990	13305

**AIR QUALITY/ENVIRONMENTAL (450)**

Objective. To improve air quality and take proactive measures to reduce environmental impacts and improve energy conservation as related to transportation.

Previous Work. Conducted ozone reduction campaign utilizing messages developed during the 2011 community-based planning effort. Continued to work with Douglas County on their air quality monitoring

activities. Assisted with local energy plans. Continued to operate and market carpool website.

Work Activities.

1. Metro Rideshare Carpool Program

Continue the operation and marketing of the web-based regional ride sharing program (Metro Rideshare) that is available to employers and citizens in the metro area.

2. Air Quality Activities

Evaluate and analyze monitored air pollution data (carbon monoxide, ozone, particulates, and lead) to meet air quality requirements. Work with Federal, State and local public and private agencies to address the potential for ozone non-attainment status. Continue an educational campaign to inform the public about the dangers of ground-level ozone and the practical actions that can be taken to reduce ozone in the MAPA region. The campaign is developed by MAPA's Community-Based Planning Process in an effort to prevent the Omaha-Council Bluffs metro area from violating the National Ambient Air Quality Standards (NAAQS). Continue to work with Douglas County on upgrading their air quality monitoring equipment.

3. Environment / Energy

Evaluate transportation measures to ensure that they include energy efficient alternatives and determine the air quality benefits and impacts. Assist with local energy plans. Continue to develop procedures to include how potential environmental mitigation activities will be included in the transportation planning process in the metro area. This will be done in consultation with appropriate federal, state, local and tribal agencies responsible for land use management, natural resources, environmental protection, conservation, historical preservation and environmental justice. This will involve the development and maintenance of an environmental database to house data specific to environmental, ecological, historic, archeological and social issues and activities that may affect transit, aviation, navigation and highway improvements identified in the MAPA transportation planning process.

End Products. Campaign to reduce ozone; Maintenance of national air quality standards. Continued maintenance and growth of Metro Rideshare website.

Budget	Federal Trans	Fed Non Trans	Local	Total	Hours
MAPA	18,065	0	4,516	22,581	364
CONTRACTS	144,780	0	36,195	180,975	3889
TOTAL	162,845	0	40,711	203,556	4253

**IOWA REGIONAL PLANNING AFFILIATION (460)**

Objective. To provide administration for Iowa RPA-18 and develop a regional TIP and LRTP for Harrison, Mills, and Shelby counties and the non-urbanized portion of Pottawattamie County that can be integrated into the State Transportation Improvement Plan (STIP) and State Transportation Plan.

Previous Work. Completed the FY 2012 RTIP and developed material and attended four RPA-18 Policy and Technical Committee meetings.

Work Activities.

1. RPA Committee Administration

Provide technical support to the RPA-18 Policy and Technical Committees and provide assistance to them in completing LRTP, RTIP, FY 2013 Work Program and other activities as necessary. This includes development of draft and final RTIP and Work Program, providing meeting minutes and work with them on special projects such as pavement management. These committees are scheduled to meet six times annually, every other month starting in January.

2. RPA Planning Work Program

Develop the RPA-18 Transportation Planning Work Program for FY 2013. A work program will be available for review, comments and approval by the RPA-18 Policy and Technical Committees in April 2012.

3. Regional Transportation Improvement Program / Short-Range Planning

Develop a Regional Transportation Improvement Program (RTIP) to provide a program of multi-modal transportation projects scheduled for implementation during fiscal years 2014 to 2017. The program will include a prioritized listing of projects for the four-year period and a financial plan that will lead to project implementation. A progress report on the implementation of projects programmed for Fiscal Year 2013 will be also included. Project solicitation begins in December with a draft completed by the end of April and the final RTIP approved in July.

4. RPA Long Range Transportation Plan / Long-Range Planning

Update the RPA-18 Long Range Transportation Plan (LRTP) that was approved in 2007 for Harrison, Mills, and Shelby counties and the non-urbanized portion of Pottawattamie County. The development of a revised LRTP will be completed in late 2011 and approved in early 2012.

Development of the RPA-18 plan will parallel and supplement development of the Iowa Department of Transportation State LRTP update. This will include a continued interaction and dialog between the RPA-18 and the Iowa Department of Transportation in the completion of the State LRTP.

5. RPA Participation Plan

Continue the implementation of the proactive participation plan that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement of the public in developing the LRTP and TIPs. Title VI and Environmental Justice activities will be incorporated into RPA-18 public participation process. Solicitation of public input will be done in accordance with the RPA-18 Public Participation Plan.

6. RPA Human Services Transportation Coordination

Work with transportation service providers, human service agencies and related stakeholders to coordinate, encourage and implement plans, actions and programs to enhance the transportation opportunities of the elderly, handicapped and economically disadvantaged and to incorporate elements of the New Freedom and Job Access Reverse Commute (JARC) programs into the MAPA transportation planning activities and which will serve as input to Passenger Transportation Development Plan (PTDP).

End Products. Transportation Improvement Program (RTIP) for Harrison, Mills, and Shelby counties and the non-urbanized portion of Pottawattamie County, an updated RPA-18 LRTP and a FY 2013 Transportation Planning Work Program. PTDP (in conjunction with SWIPCO) for RPA-18.

Budget	Federal Trans	Fed Non Trans	Local	Total	Hours
MAPA	47,866	0	11,966	59,832	955
CONTRACTS	0	0	0	0	0
TOTAL	47,866	0	11,966	59,832	955

**CONGESTION MANAGEMENT/SAFETY AND TECHNOLOGY (470)**

Objective. To promote the consideration of a safe and efficient transportation system through the development of management and operations, safety, and technological strategies and solutions, including the development and maintenance of the regional ITS architecture.

Previous Work. Continued collecting travel times for congestion management activities. Attended 15

Council Bluffs Interstate System traffic incident management (TIM) meetings. Attended a workshop on updating ITS architecture. Attended three SWIFT meetings.

Work Activities.

1. Congestion Management Process

Refine the Congestion Management Process (CMP) that is contained in the MAPA 2035 LRTP (Section Six). This process will improve the performance of the existing multimodal transportation systems and maximize safety and mobility of people and goods in the region and identify specific measures to relieve recurring and non-recurring vehicle congestion. Included in this activity will be updates on the travel time and delay data, as well as other data analysis to monitor congestion and delay levels.

2. Incident Management/Metro Area Motorist Assist Program (MAMAP)

Provide support to the Metro Area Traffic Incident Management Group as they lead efforts to implement incident management projects identified in the incident management operations manual for the Omaha-Council Bluffs metro area. Continue to work with the operating agencies in implementing the metropolitan area traffic incident management manual (TIMM). Continue to work with and provide administrative support to the metro area Motorist Assist Program that is being operated by the Nebraska State Patrol.

3. Regional ITS Architecture

Maintain the Regional Architecture for the metro area. This will include maintenance of the regional ITS architecture that was developed in FY 2006. This element will also ensure that proposed ITS projects in the MAPA Transportation Improvement Program are consistent with the MAPA Regional ITS Architecture. The MAPA Regional architecture will be updated and revised, as needed, with a major revision expected to be accomplished in the fall of 2012 to include ITS elements and deployments contained in the Council Bluffs ITS project.

4. Safety / Security Planning Methods

Incorporate transportation safety/security planning into the MPO planning process and the development of the MAPA LRTP, the MAPA TIP and the MAPA Public Participation Plan. This will include the monitoring of accident and security data, active participation in safety and security programs, cooperative and continuing interaction with local jurisdictions and the public.

5. Traffic Signals / Technology

Participate in Omaha Traffic Signal Master Plan development. Serve as administrator for the development of the Regional Systems Engineering for Adaptive Traffic Signal Control (ATSC). Continue to work on traffic signal and technology-based solutions and strategies.

End Products. Continued maintenance and development of a database and condition measures for CMP. Provide for maintenance of the Regional ITS Architecture to ensure continued federal funds for ITS efforts. A regional traffic incident management operations manual will be maintained. A System Engineering Report for ATSC.

Budget	Federal Trans	Fed Non Trans	Local	Total	Hours
MAPA	27,974	0	6,995	34,969	548
CONTRACTS	305,000	0	76,250	381,250	5446
TOTAL	332,974	0	83,245	416,219	5994

**LOCAL PROJECT ADMINISTRATION (480)**

Objective. To provide administrative support for local projects

Note that this category applies only to projects for which MAPA receives funds to provide administrative support on the specified project. Other local project assistance is included in the relevant program element.

1. Metro Bicycle Safety Education Project

Conduct bicycle safety campaign in conjunction with Activate Omaha and the City of Omaha. Project will include public safety education classes and a train the trainers program. Project funded through a federal Transportation Enhancement grant.

2. Metro One-Call Transportation Center (MOTC)

This project is to increase access to transportation through a community One-Call/One-Click Transportation Resource Center to include the needs of veterans and military families. The MOTC will identify transportation and mobility needs for veterans and the military community in the metro area. The project is funded through the FTA Veterans Transportation and Community Living Initiative (VTCLI).

Budget	Federal Trans	Fed Non Trans	Local	Total	Hours
MAPA	22,400	0	5,600	28,000	417
CONTRACTS	50,000	0	12,500	62,500	368
TOTAL	72,400	0	18,100	90,500	785

**COMMUNITY AND ECONOMIC DEVELOPMENT ASSISTANCE**

**COMMUNITY DEVELOPMENT ASSISTANCE (710)**

Objective. To provide technical assistance to jurisdictions in identifying community development needs and the resources to meet those needs.

Previous Work. Provided community development technical assistance to 32 MAPA member counties and cities. Attended 45 city council/county board meetings.

Work Activities.

1. Jurisdictional Visits

Maintain regular and timely direct staff contact with city council and county boards to determine their needs and provide information on available MAPA services. Visit with staff at least quarterly to provide information and assistance in locating resources to meet identified community needs and MAPA activities.

2. Identify Community Development Needs

Review identified community needs with jurisdiction on an annual basis to determine if updates and revisions are necessary. Work with jurisdictions to include identified community needs in an update of the MAPA Regional Needs Assessment.

3. Technical Assistance

Provide jurisdictions information and assistance on all existing community development programs available through federal, state and local programs. Assist jurisdictions in their strategic planning efforts dealing with community development programs in their community.

4. Funding Assistance

Notify jurisdictions of funding available to their unit of government from federal, state and local sources such as Community Development Block Grants, USDA Rural Development, and Land and Water Conservation Funds. Expand outreach activities in seeking program and project funding including work with the private sector. Assist jurisdictions in preparing applications for the various grant and loan programs.

5. MAPA Regional Solid Waste Plan

Update the Integrated Solid Waste Management Plan for the MAPA region. Develop and use a critical tracking tool that will provide meaningful and comprehensive analysis of regional waste and resource management efforts. Provide jurisdictions information and assistance to meet waste management needs and activities.

End Products. Meetings with elected officials and staffs in all MAPA jurisdictions. Documentation of the number of communities that were assisted in the preparation of grant applications or other forms of general assistance.

Budget	Federal Trans	Fed Non Trans	Local	Total	Hours
MAPA	0	0	91,429	91,429	1555
CONTRACTS	0	0	0	0	0
TOTAL	0	0	91,429	91,429	1555

**ECONOMIC DEVELOPMENT ASSISTANCE (720)**

Objective. To provide technical assistance to jurisdictions to identify economic development needs and the resources to meet those needs.

Previous Work. Provided economic development technical assistance to 22 MAPA member counties and cities. Attended 29 city council/county board meetings on economic development related issues.

Work Activities.

1. Maintenance of Comprehensive Economic Development Strategy

The EDD shall be responsible for active regular maintenance of the MAPA CEDS. To this end, staff will actively engage both CEDS committee and EDD Governing Board representatives in meetings to assess any necessary updates to the document.

2. Focused Strategic Planning for Distressed Areas

The EDD shall devote a combination of staff resources and financial assistance to support localized strategic planning initiatives for areas which satisfy EDA distress criteria. These strategic plans will be designed to provide attainable goals and implementation strategies to mitigate against conditions contributing directly to local economic distress. Plans will be developed and financed in accordance with EDA regulations, and EDD staff will observe and/or actively participate in all funded planning activities. Outcomes will be reported to staff and the EDD Governing Body, and best practices will be shared with other interest groups serving distressed areas as appropriate. Depending on the size of the distressed area served and the scope of each specific plan, MAPA expects to assist in the development of one to three of these strategic plans in each program year.

3. Provision of Information to EDR

The EDD shall be responsible for supplying the Economic Development Representative with timely information on plant closures or prospective plant closings, as well as the number of employees affected by these actions.

4. Industry Attraction and Expansion

The EDD will continue to work with local member governments and their respective Economic Development agencies, County Commissions, and other groups concerned with economic development to facilitate the expansion of existing industrial facilities and to attract new industries to the region. Where appropriate, cluster industries will be encouraged.

5. Infrastructure Improvements

The EDD will identify infrastructure improvements such as water, sewer, natural gas, high-speed Internet access and roads that are required to support industry. When appropriate, the EDD will assist in the preparation of Economic Development Administration grant applications for member governments to finance economic development projects that save and/or create jobs in the region.

6. Strategic Economic Planning and Development

The EDD will work internally and with member governments throughout the region to develop strategies which will result in optimal positioning to capitalize on new economic development opportunities and to maintain existing levels of economic activity in areas where economic distress is currently not present.

End Products. Documentation of grant and loan applications made on behalf of jurisdictions and businesses in the region.

Budget	Federal Trans	Fed Non Trans	Local	Total	Hours
MAPA	0	70,000	56,234	126,234	2036
CONTRACTS	0	0	0	0	0
TOTAL	0	70,000	56,234	126,234	2036

**HEARTLAND 2050 REGIONAL VISION (730)**

Objective. To oversee completion of the Heartland 2050 Regional Vision project, including management of grant funds, solicitation of public and stakeholder input, and development of plan elements.

Previous Work. Conducted Regional Development forums with planning practitioners. Conducted Assessment of Regional Readiness for long-range regional visioning project. Submitted successful funding application to HUD Office of Sustainable Communities for program funding.

Work Activities.

1. Program Administration

Manage MAPA's HUD Sustainable Communities Regional Planning Grant. Complete financial management and progress reporting related to the grant. Obtain supplies and training materials needed for the program. Attend conferences and training workshops related to HUD's grant program. Manage consultant procurement for program and contracts associated with use of contractors and consulting firms.

2. Public Outreach

Conduct meetings with stakeholders, interest groups, communities and citizens to obtain public input on the Heartland 2050 regional vision. Develop marketing materials to improve public awareness of visioning effort and increase public participation. Manage Heartland 2050 website, social media, and associated public relations initiatives. Work with consultants, contractors, and stakeholders as needed to complete marketing and outreach efforts.

3. Committee Meetings

Attend and facilitate meetings of Heartland 2050 committees, including Steering Committee, Equity and Engagement Committee, and Technical Working Committees. Assist consultants with gathering

of information from committees for implementation into visioning documents. Act as liaison between various committees within Heartland 2050 governance structure.

4. Data Development

Work with planning consultants and project partners to develop, implement, and manage data clearinghouse for receipt and modification of project-related data. Assist in development of GIS data related to Heartland 2050 project.

End Products. Completion of the Heartland 2050 visioning document. Development and implementation of a regional data clearinghouse for project-related data.

Budget	Federal Trans	Fed Non Trans	Local	Total	Hours
MAPA	0	153,360	73,780	227,140	0
CONTRACTS	0	645,000	0	645,000	0
TOTAL	0	798,360	73,780	872,140	0

**IOWA COMMUNITY DEVELOPMENT ASSISTANCE (750)**

Objective. To provide technical assistance to Iowa jurisdictions to identify community and economic development needs and the resources to meet them.

Previous Work. Provided community development technical assistance to 15 Iowa member counties and cities. Attended 20 city council/county board meetings.

Work Activities.

1. Jurisdictional Visits

Maintain regular and timely direct staff contact with the city councils and county boards to determine their needs and provide information on available programs and MAPA services. Visit with staff at least quarterly to provide information and assistance in locating resources to meet identified community needs. Coordinate development efforts with the Community College, Business Development Center, Electric Co-ops and other service providers.

2. Identify Community Development Needs.

Review identified community needs with jurisdictions on an annual basis to determine if updates and revisions are necessary. Work with jurisdictions to include identified community needs in a Community Builder Program.

3. Technical Assistance.

Provide jurisdictions information and assistance on all existing community and economic development programs available through the Iowa Department of Economic Development, Iowa Department of Natural Resource, federal and local programs. This will include community profiles, CDBG programs, revitalization districts, improvement districts, etc. Expand the contacts for notification of these programs to the private sector, including chambers of commerce and financial institutions. Assist jurisdictions in their strategic planning efforts dealing with community and economic development programs.

4. Funding Assistance.

Notify jurisdictions of funding available to local government from federal, state and local sources such as Community Development Block Grants, CEBA, USDA Rural Development, EDA, EPA, L&WCF, Historic Preservation and REAP through Grant Alerts and direct contact. Expand outreach activities in seeking program and project funding including work with the private sector. Assist

jurisdictions in preparing applications for the grant and loan programs.

**End Products.** Meetings with elected officials and their staffs from all MAPA Iowa jurisdictions twice during the year. Documentation of the number of communities or businesses that were assisted in the preparation of grant and loan applications or other forms of general assistance.

Budget	Federal Trans	Fed Non Trans	Local	Total	Hours
MAPA	0	10,294	0	10,294	166
CONTRACTS	0	0	0	0	0
TOTAL	0	10,294	0	10,294	166

**COMMUNITY ECONOMIC RECOVERY ASSISTANCE (760)**

**Objective.** To provide technical assistance to local jurisdictions and area businesses to assist in short-term and long-term economic recovery associated with adverse impacts experienced as a result of recent disaster events.

**Previous Work.** Completed all work related to the Economic Development Administration’s economic recovery initiative.

**Work Activities.**

1. Revolving Loan Fund (RLF) Administration.

Design and implement MAPA EDD Business Assistance Revolving Loan Fund. Develop loan documents for applicants for assistance. Market the RLF to local lending institutions and established business assistance entities. Provide assistance to potential applicants for assistance. Provide technical assistance to the RLF Loan Committee and EDD Governing Board regarding program matters. Conduct due diligence and loan analysis for completed applications for assistance. Prepare paperwork for approved loans and facilitate loan closings. Conduct reporting and site visits to ensure program compliance by all Borrowers. Attend RLF Administration training as required by EDA and any other funding partners, or as deemed necessary for effective program implementation.

**End Products.** Manage the MAPA EDD Business Assistance Revolving Loan Fund (RLF).

Budget	Federal Trans	Fed Non Trans	Local	Total	Hours
MAPA	0	0	5,000	5,000	82
CONTRACTS	0	0	0	0	0
TOTAL	0	0	5,000	5,000	82

**COOPERATIVE PURCHASING (770)**

**Objective.** To purchase goods and equipment for members in a cost efficient manner.

**Previous Work.** Continued to provide support for the MAPA cooperative purchasing program.

**Work Activities.**

1. Promote Participation Ascertain Needs and Administer the Program.

Advocate the cost-savings of cooperative purchasing. Maintain staff contact to promote the cooperative purchasing program, ascertain the needs of member jurisdictions and take orders, purchase, deliver, invoice and surcharge program participants.

**End Products.** Document services to member jurisdictions through a summary report that will also include number of members, frequency of purchase and items purchased.

Budget	Federal Trans	Fed Non Trans	Local	Total	Hours
MAPA	0	100	5,000	5,100	88
CONTRACTS	0	0	0	0	0
TOTAL	0	100	5,000	5,100	88

### MANAGEMENT ASSISTANCE (790)

Objective. To provide management and administrative assistance to member jurisdictions such as Personnel Policies, Job Descriptions, etc.

Previous Work. Provided the IARC personnel manual to cities and counties in Iowa.

#### Work Activities.

#### 1. Management and Administrative Services

Provide management and administrative services of a non-contractual nature.

End Products. Documentation of management and administrative assistance provided to member jurisdictions in monthly program reports.

Budget	Federal Trans	Fed Non Trans	Local	Total	Hours
MAPA	0	100	4,500	4,600	61
CONTRACTS	0	0	0	0	0
TOTAL	0	100	4,500	4,600	61

## PUBLIC INVOLVEMENT/INFORMATION

### PUBLICATIONS (810)

Objective. To publicize MAPA activities and accomplishments to MAPA member jurisdictions, state and local officials and the public.

Previous Work. Twelve "WHAT'S HAPPENING for Community Leaders" newsletters were published. The MAPA Annual Report and Directory of Regional Officials were also published.

#### Work Activities.

#### 1. What's Happening

Develop, produce and disseminate monthly issues of "WHAT'S HAPPENING for Community Leaders" newsletter.

#### 2. Annual Report and Community Assistance Report

Develop, produce and disseminate the MAPA Annual Report. Prepare and disseminate the Community Assistance Report.

#### 3. Regional Officials Directory

Update and maintain a listing of all elected and appointed public officials for the MAPA region. Publish MAPA Regional Directory.

End Products. Publication of twelve issues of "What's Happening," the MAPA Annual Report and Community Assistance Report.

Budget	Federal Trans	Fed Non Trans	Local	Total	Hours
MAPA	42,297	0	13,574	55,871	901
CONTRACTS	0	0	0	0	0
TOTAL	42,297	0	13,574	55,871	901

## TRANSPORTATION INFORMATION (840)

Objective. To provide transportation-related data to public and private sector representatives.

Previous Work. Continued to provide transportation related information to the public such traffic counts and forecasts, TIP and LRTP.

### Work Activities.

#### 1. Transportation Information to Public/Private Sector

Provide transportation data to the private sector and the general public as necessary and/or available. This information will include current, intermediate and long range forecasted traffic volumes, current and forecasted socio-economic data, and transportation plan and program information, both long and short range. This will be accomplished in accordance with the MAPA Participation Plan.

#### 2. Transit Information

*Metro* will provide transit data and assistance to public bodies, the private sector and the general public as necessary and available.

End Products. Documentation of transportation-related data provided to the private sector and the general public.

Budget	Federal Trans	Fed Non Trans	Local	Total	Hours
MAPA	21,523	0	5,381	26,904	445
CONTRACTS	0	0	0	0	0
TOTAL	21,523	0	5,381	26,904	445

## PUBLIC INFORMATION AND PRODUCT DEVELOPMENT (850)

Objective. To increase member jurisdictions' and the public and private sectors' awareness and use of MAPA products and services.

Previous Work. Continued to provide information to the public such population, housing and employment.

### Work Activities.

#### 1. Public Information Materials

Develop and update public information about the MAPA planning process and MAPA products and present them to the general public, news media, community-based groups and new MAPA participants. Continue the MAPA Regional Citizenship and Service Awards.

#### 2. Product Development

Develop information products from various data information (population, housing, land use, employment) collected and used in MAPA program areas. This will include population and housing reports, land use summaries, employment and traffic growth reports and the MAPA Regional Directory. Make these products available to MAPA members and other public and private sector concerns.

3. Professional Library/Data Acquisitions

Collect and maintain acquisitions for the agency's professional and data libraries. Catalog the MAPA data library.

4. Website and Social Media

Maintain the MAPA website and integrate the MAPA public outreach efforts with the various social media outlets.

End Products. Regional Citizenship and Service awards, MAPA Regional Directory, products developed from data information generated by MAPA programs, and short information handouts developed on employment, population, housing, update the MAPA website, incorporate social media in the MAPA public outreach efforts and other MAPA data items.

Budget	Federal Trans	Fed Non Trans	Local	Total	Hours
MAPA	22,500	100	11,500	34,100	560
CONTRACTS	0	0	0	0	0
TOTAL	22,500	100	11,500	34,100	560

## ADMINISTRATION

### COMMUNITY DEVELOPMENT ADMINISTRATION (920)

Objective. To provide for administration of MAPA's Community/Economic Development programs.

Previous Work. Developed the community and economic development sections of the FY 2012 Work Program and assisted in the development and administration of five community and economic development related contracts.

Work Activities.

1. Program Administration

Provide administrative support for the Community/Economic Development programs.

2. Contracts

Develop proposals, negotiate contracts for programs, provide contract activity, monitoring and reporting.

3. FY 2013 Work Program

Develop Community/Economic Development sections of the agency work program for Fiscal Year 2013.

End Products. Quarterly reports on Community/Economic Development programs and a Fiscal Year 2012 Work Program.

Budget	Federal Trans	Fed Non Trans	Local	Total	Hours
MAPA	0	0	20,000	20,000	267
CONTRACTS	0	0	0	0	0
TOTAL	0	0	20,000	20,000	267

## **TRANSPORTATION PROGRAM ADMINISTRATION (940)**

Objective. To provide for efficient administration of MAPA's Transportation programs.

Previous Work. Developed the transportation sections of the FY 2012 Work Program and assisted in the development and administration of ten transportation related contracts.

### Work Activities.

1. Program Administration

Provide administrative support for Transportation programs.

2. Contracts

Develop proposals, negotiate contracts for programs, provide contract activity monitoring and reporting.

3. FY 2013 Work Program

Develop the transportation Unified Work Program for Fiscal Year 2013. A draft work program will be available for review, comments by the MAPA Board and the Transportation Technical Advisory Committees in March 2012 with final approval in May 2012.

4. Planning Agreements

MAPA started working on updating the planning agreement that outlines state, MPO and transit responsibilities in the spring of 2011. This activity will continue into FY 2012 with approval of the agreement by the fall of 2011.

End Products. Quarterly reports on Transportation programs, a Fiscal Year 2013 Work Program in May of 2012 and revised planning agreements in the fall of 2011.

Budget	Federal Trans	Fed Non Trans	Local	Total	Hours
MAPA	12,000	0	3,000	15,000	201
CONTRACTS	0	0	0	0	0
TOTAL	12,000	0	3,000	15,000	201

## **EMPLOYEE BENEFIT ADMINISTRATION (970)**

Objective. To provide for administration of the agency's employee benefit program.

Previous Work. Continued to provide support for the MAPA retirement and deferred compensation plans.

### Work Activities.

1. Retirement and Deferred Compensation

Provide management of the agency retirement and deferred compensation programs.

2. Group Health and Life Insurance

Provide assistance in follow-up on claims, enrollment, changes, and answer questions on the agency group health and life program.

End Products. Management and administration of the MAPA employee benefit program.

## **FISCAL MANAGEMENT (980)**

Objective. To maintain an internal fiscal and financial management control system that meets acceptable standards of federal, state and local funding sources.

Previous Work. Completed the FY 2010 agency audit, developed the FY 2012 cost allocation plan and developed the FY 2012 budget.

### Work Activities.

#### 1. Fiscal Management

Develop, maintain and monitor fiscal management reports, the agency budget, accounting and bookkeeping system.

#### 2. Audit

Prepare and support work for the annual financial and compliance audit.

End Products. Preparation of a FY 2011 financial and compliance audit with no significant findings or material weaknesses.

## **GENERAL AGENCY ADMINISTRATION (990)**

Objective. Maintain ongoing general administrative and management activities not directly assigned to specific projects, but that support the agency as a whole.

Previous Work. Participated in various activities with state and national organizations including ten Iowa Association of Regional Councils and five Nebraska Regional Officials Council board of directors meetings and three National Association of Regional Councils and two National Associations of Development Organizations. Prepared 25 contracts for various program activities. Continued to provide in house computer software and hardware support including migrating MAPA server activities to DOTComm.

### Work Activities.

#### 1. Management and Administrative Activities

Plan, organize, and supervise implementation of policies and programs. Coordinate and implement regional goals and objectives, maintain cooperation and communication between members. Maintain and implement the agency's administrative policies and procedures.

#### 2. Participate in Related Associations

Participate in related associations of benefit to agency programs and management. These include but are not limited to the National Association of Regional Councils, National Associations of Development Organizations, Nebraska Regional Officials Council, Iowa Association of Regional Councils, Nebraska Association of Counties, Iowa State Association of Counties, Iowa League of Municipalities and Nebraska League of Municipalities.

#### 3. FY 2013 Work Program

Develop administrative section of work program for fiscal year 2013.

#### 4. Personnel

Develop, implement and maintain the agency's personnel policies and procedures.

#### 5. Contracts

Prepare contracts for administrative and program related activities. Monitor contract reporting,

assure contract compliance.

6. Agency Liability Insurance

Determine specifications, complete applications, follow-up on claims, etc.

7. Clerical

Maintain clerical support operations for the agency including word processing, central filing system, telephone, copying, and processing mail.

8. Computer Support

Provide hardware, software and communications support for in-house and host station computer access.

End Products. Maintain general administrative and management activities for the agency.

The preparation of this publication is financed through planning grants from the U.S. Department of Transportation through Iowa DOT and the Nebraska Department of Roads as provided by the Federal Highway Administration and Federal Transit Administration and through local funds from member jurisdictions. The views and opinions MAPA expressed herein do not necessarily state or reflect those of the U.S. Department of Transportat

DRAFT BUDGET FOR FY 2013

APPENDIX I - FY 2013 TRANSPORTATION UWP BUDGET  
FHWA, FTA AND LOCAL FUNDING DISTRIBUTION BY PROJECT

MAPA PROJECTS	FHWA		12 FTA		IA-DOT	13 FTA		FTA 5311	STP	JARC/NF	SPR	DHUD VA	LOCAL FUNDING	TOTAL	HOURS
	NE-PL	IA-PL	NE 5303	IA 5303	PLC/O	NE 5303	IA 5303								
140 TRANS FORUM	5580	620	0	0	0	1313	1046	0	0	0	0	0	2140	10699	156
150 PROJECT REVIEW	2700	300	0	0	0	0	0	0	0	0	0	0	4000	7000	121
160 DATA FORUM	3600	400	0	0	0	657	473	0	0	0	0	0	1882	7012	105
170 NATIONAL ASSOCIATIONS	3600	400	0	0	0	657	473	0	0	0	0	0	1882	7012	105
180 PUB FORUM/WORKSHOP	6300	700	0	0	0	2627	682	0	0	0	0	0	8327	18636	219
190 POLICY/ADMIN FORUMS	59750	4750	0	0	0	9411	1346	0	0	0	0	0	18815	94072	1053
410 SHORT RANGE PLANNING	87200	7800	0	0	0	9851	1095	0	0	0	0	0	26487	132433	1754
420 LONG RANGE PLANNING	58490	4610	0	0	0	8407	1034	0	0	0	0	0	38135	110676	1122
430 PUBLIC PARTICIPATION ACTIVITIES	24100	900	0	0	0	9472	1052	0	0	0	0	0	8882	44406	389
440 TRANSIT/HUMAN SERVICE	0	0	0	0	0	17555	8577	0	0	169000	0	0	34533	229665	2994
450 AIR QUALITY/ENVIRONMENTAL	29500	1500	0	0	0	2758	406	0	0	0	0	0	8542	42706	364
460 IOWA REGIONAL PLANNING AFFILIATION	0	37340	0	0	0	0	10000	1281	0	0	0	0	9654	58275	955
470 CONGESTION MGMT/SAFETY & TECH	35818	2091	0	0	0	6359	806	0	0	0	0	0	11270	56344	548
480 LOCAL PROJECT ADMINISTRATION	15957	1773	0	0	0	7479	667	0	35000	0	0	0	6469	67345	2350
730 HEARTLAND 2050 REG VIS	46800	0	0	0	0	12224	0	0	0	0	0	153360	13345	225729	3400
810 PUBLICATIONS	31500	3500	0	0	0	6567	1730	0	0	0	0	0	13824	57121	901
840 TRANS INFO	12628	1403	0	0	0	6743	1749	0	0	0	0	0	5631	28154	445
850 PUBLIC INFO & PROD	20250	2250	0	0	0	0	0	0	0	0	0	0	11600	34100	560
940 TRANS ADMIN	10800	1200	0	0	0	0	0	0	0	0	0	0	3000	15000	201
<b>SUBTOTAL MAPA DOLLARS=====</b>	<b>454573</b>	<b>71537</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>102060</b>	<b>31136</b>	<b>1281</b>	<b>35000</b>	<b>169000</b>	<b>0</b>	<b>153360</b>	<b>228417</b>	<b>1246384</b>	<b>17742</b>
<b>CONTRACTS</b>															
410 SHORT RANGE PLANNING	561080	18454	15043	0	46546	5000	0	0	80000	0	0	0	254284	980407	10200
420 LONG RANGE PLANNING	8000	0	0	0	0	0	55000	0	195200	0	0	0	57750	315950	4125
430 PUBLIC PARTICIPATION ACTIVITIES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
440 TRANSIT/HUMAN SERVICE	0	0	0	0	0	120000	0	0	947250	0	0	310000	247465	1624715	10311
450 AIR QUALITY/ENVIRONMENTAL	38000	0	0	0	0	19780	0	0	100000	0	0	0	36195	193975	3889
470 CONGESTION MGMT/SAFETY & TECH	0	0	0	0	0	0	0	0	189550	0	0	0	76250	265800	5446
480 LOCAL PROJECT ADMINISTRATION	0	0	0	0	0	0	0	0	50000	0	0	0	0	50000	0
730 HEARTLAND 2050 REG VIS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14040
840 TRANSPORTATION INFO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>SUBTOTAL CONTRACT DOLLARS=====</b>	<b>607080</b>	<b>18454</b>	<b>15043</b>	<b>0</b>	<b>46546</b>	<b>144780</b>	<b>55000</b>	<b>0</b>	<b>1562000</b>	<b>0</b>	<b>0</b>	<b>310000</b>	<b>671944</b>	<b>3430847</b>	<b>48011</b>
<b>TOTAL FUNDING DOLLARS=====</b>	<b>1061653</b>	<b>89991</b>	<b>15043</b>	<b>0</b>	<b>46546</b>	<b>246860</b>	<b>86136</b>	<b>1281</b>	<b>1597000</b>	<b>169000</b>	<b>0</b>	<b>463360</b>	<b>900361</b>	<b>4677231</b>	<b>65753</b>

- NOTES: 1) MATCHING RATIOS FOR FEDERAL FUNDS: FEDERAL-80%, LOCAL-20%  
 2) TOTAL MAPA BUDGET FY 13=\$1,677,042; DIRECT TRANSPORTATION FUNDING=  
 3) THE STATE PLANNING AND RESEARCH (SPR) FUNDS, FROM NDOR AND IOWA DOT, WILL BE USED TO PROVIDE IN-KIND, TECHNICAL, ADMINISTRATIVE AND COMPUTER SERVICES  
 4) IOWA DOT HAS TRANSFERRED \$18,000 IN FTA 5311FUNDS TO SWITA FOR TRANSIT PLANNING IN HARRISON, MILLS, POTTAWATTAMIE AND SHELBY COUNTIES.

## POLICY BODY

## MAPA Council of Officials

Ernest Abariotes	Washington County, NE
Richard Armstrong	City of Minden, IA
Dennis Bardsley	City of Underwood, IA
Michael Baumfalk	City of Henderson, IA
Stanley Benke	Village of Waterloo, NE
David Black	City of Papillion, NE
Dr. Rick Black	Papillion-La Vista Public Schools, NE
Mary Ann Bragg	Council Bluffs Planning Commission, IA
Tom Brown	Village of Arlington, NE
Mary Caffey	City of Valley, NE
Bob Carlson	Valley Fire District #5, NE
Kim Clark	City of Glenwood, IA
Fred Conley	Papio Missouri River Natural Resources District, NE
Fred Conley	Omaha Housing Authority, NE
Barry Deuel	Golden Hills Resource Conservation & Development, IA
Mike Dill	City of Springfield, NE
Emmett Dofner	City of McClelland, IA
Kevin Edwards	Millard Suburban Fire District, NE
David Genoways	City of Fort Calhoun, NE
Jeff Gress	City of Hancock, IA
Tom Hanafan	City of Council Bluffs, IA
John Hansen	Bellevue Public Schools, NE
Troy Hatcher	City of Hastings, IA
Rusty Hike	Sarpy County, NE
Melvyn Houser	Pottawattamie County, IA
Ronald Hug	Metropolitan Community College, NE
Mary Johnson	City of Bennington, NE
Scott Keep	Metropolitan Utilities District, NE
Thomas Keglner	Village of Herman, NE
Douglas Kindig (President)	City of La Vista, NE
Ron Kohn	Mills County, IA
Louis Kologenski	Village of Washington, NE
Russ Kramer	City of Carter Lake, IA
Gene Larson	City of Walnut, IA
Jon Lopez	Millard Public Schools, NE
Jim Lovely	City of Pacific Junction, IA
Jennie Maassen	City of Avoca, IA
Sally McGuire	City of Gretna, NE
Toni Michel	City of Malvern, IA
John Mollison	Village of Boys Town, NE
Charles Moyers	City of Emerson, IA
Tom Richards	Omaha Public Power District, NE
Anna Nubel	Omaha Planning Board, NE
Michael O'Brien	City of Oakland, IA
Richard Onken	City of Ralston, NE
Randy Pash	Iowa Western Community College, IA
George Pearson	Village of Kennard, NE
Bryce Poland	City of Treynor, IA
Terry Pullen	City of Macedonia, IA
Jim Realph	City of Blair, NE
Linda Richards	Ralston Public Schools, NE
Lon Ring	City of Neola, IA
Clare Duda	Douglas County, NE
David Roth	Omaha Airport Authority, NE
Rita Sanders	City of Bellevue, NE
Merrill Sargent	Pony Creek Drainage District, IA
Rose Schoening	City of Silver City, IA
Brian Shea	City of Crescent, IA
Danny Smith	Council Bluffs Airport Authority, IA
Jean Stothert	City of Omaha, NE
Jim Suttle	City of Omaha, NE
Eric Weuve	City of Carson, IA
Michael Young	Metro, NE

## MAPA Board of Directors

Clare Duda	Douglas County, NE
Tom Hanafan	City of Council Bluffs, IA
Rusty Hike (Vice Chairman)	Sarpy County, NE
Melvyn Houser	Pottawattamie County, IA
Kathleen Kelley (Secretary/Treasurer)	Douglas County, NE
Doug Kindig	City of La Vista, NE/Nebraska Small Cities/Counties
Ron Kohn (Chairman)	Mills County/Iowa Small Cities/Counties
Paul Kratz (Legal Council)	City of Omaha, NE
Rita Sanders	City of Bellevue, NE
Jean Stothert	City of Omaha, NE
Jim Suttle	City of Omaha, NE

## TECHNICAL COMMITTEE

### MAPA Transportation Technical Advisory Committee (TTAC)

Thomas Doyle	Douglas County, NE
Dan Freshman	City of Ralston, NE
Jerry Hare	City of Bellevue, NE
Marty Leming	City of Papillion, NE
Derek Miller	City of Omaha, NE
Todd Pfitzer	City of Omaha, NE
John Rasmussen	Pottawattamie County, IA
Greg Reeder	City of Council Bluffs, IA
David Roth	Omaha Airport Authority, NE
Chris Shewchuk	City of Bellevue, NE
Curt Simon	<i>Metro</i> , NE
Joe Soucie	City of La Vista, NE
Bob Stubbe	City of Omaha, NE
Scott Suhr	Iowa Department of Transportation
Tim Weander	Nebraska Department of Roads
Denny Wilson	Sarpy County, NE
Brad Zumwalt	Nebraska Department of Roads

### TTAC Associate Members

Mokhtee Ahmad	Federal Transit Administration
Kyle Anderson	Felsburg Holt & Ullevig, NE
Terry Bailey	Council Bluffs Chamber of Commerce
Todd Cochran	The Schemmer Associates, Inc
Karl Fredrickson	Parsons Brinckerhoff
Charles Huddleston	The Schemmer Associates, Inc
John Jorgensen	KMA
Jim Jussel	Benesch
Sorin Juster	Ehrhart Griffin & Associates
Thomas Kellogg	Veenstra & Kimming
Justin Luther	Federal Highway Administration, NE
Michael Malone	Iteris, Inc.
Paul Mullen	Metropolitan Area Planning Agency
Daniel Owens	Lamp, Rynearson & Associates, Inc
Mike Piernicky	Olsson Associates
Mark Pohlmann	HNTB Corporation
Matt Selinger	HDR Engineering, Inc.
Tim Stuart	Greater Omaha Chamber of Commerce
Bill Troe	URS Corporation
Tracy Troutner	FHWA – Iowa Division

## 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.
- (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 for Grants, Loans, and Cooperative Agreements

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 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 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.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, and contracts and subcontracts under grants, subgrants, loans, and cooperative agreements) which exceed \$100,000, and that all such subrecipients 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 Section 1352, Title 31, U.S. Code. 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.

PLN1-ZE

EXHIBIT D

MAPA FY 13 COST ALLOCATION PLAN

TO BE PROVIDED PENDING APPROVAL FROM THE STATE

# Deb Houghtaling

Fred Uhe  
Chief Deputy

# Sarpy County Clerk

Renee Lansman  
Assistant Chief Deputy

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1210 Golden Gate Drive • Papillion, Nebraska 68046-2895  
Phone: 402-593-2105 • Fax: 402-593-4471 • Website [www.Sarpy.com](http://www.Sarpy.com) • Email: [Clerk@sarpy.com](mailto:Clerk@sarpy.com)

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August 16, 2012

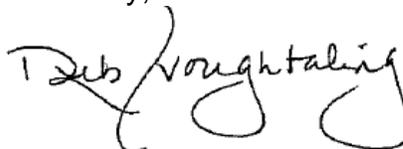
Melissa Engel  
MAPA, Admin Services Mngr.  
2222 Cuming Street  
Omaha NE 68102-4328

RE: MAPA/Sarpy County FY 13 Planning and GIS Activities Agreement

Dear Ms. Engel:

Enclosed is a fully executed agreement which has been approved by the Sarpy County Board and signed by the Chairman on August 14, 2012 for your records.

Sincerely,



Debra J. Houghtaling  
Sarpy County Clerk

Enclosure  
DJH/kk