

# FY 2022 Unified Planning Work Program Administrative Modification No. 1



*Administrative Modification No. 1 – Approved on March 23, 2022 by NDOT*

*Approved on May 25, 2021 by the GIAMPO Policy Board (Resolution No. 2021-5)*

March 23, 2022

March 2022

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Public Works Department  
City Hall  
100 East First Street  
Grand Island, NE. 68802

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## Membership

### Grand Island Area Metropolitan Planning Organization (GIAMPO) Unified Planning Work Program for Fiscal Year 2022

#### Policy Board Members

**Chair – Roger G. Steele**  
**Vice-Chair – Mitch Nickerson**  
**MPO Director/Secretary – John Collins**

**Grand Island Mayor:** Roger G. Steele

**Grand Island City Council Members:** Mitch Nickerson, Jason Conley, Mike Paulick

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

**Hall County Regional Planning Commission Chairperson:** Pat O'Neill

**Nebraska Department of Transportation Director:** John Selmer

#### Ex-Officio (non-voting) Members include:

**FHWA Nebraska Division Administrator:** Joseph Werning

**FTA Region VII Administrator:** Mokhtee Ahmad

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

**City of Grand Island:** Jerom Janulewicz, John Collins, Keith Kurz, Chad Nabity

**Nebraska Department of Transportation:** Craig Wacker, Wes Wahlgren

**Federal Transit Administration:** Mark Bechtel

**Federal Highway Administration:** Justin Luther

## **Technical Committee Members**

**Chair – Chad Nabity**

**Vice Chair – Steve Riehle**

**MPO Director/Secretary – John Collins**

**Grand Island Public Works Director:** John Collins

**Grand Island City Administrator:** Jerom Janulewicz

**Grand Island Manager of Engineering Services:** Keith Kurz

**Grand Island Transit Program Manager:** Charley Falmlen

**Hall County Regional Planning Director:** Chad Nabity

**Hall County Public Works Director:** Steve Riehle

**NDOT Highway Planning Manager:** Craig Wacker

**NDOT District Four Engineer:** Wes Wahlgren

**Merrick County Public Works Director or Highway Superintendent:** Mike Meyer

**One representative from the Village of Alda:** Ramona Schafer

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

### **Ex-Officio (non-voting) Members:**

**FHWA Nebraska Division Transportation Planner or designee:** Justin Luther

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

**NDOT Local Projects Division Urban Engineer:** Jodi Gibson

**Grand Island Finance Director:** Patrick Brown

**Grand Island Street Superintendent:** Shannon Callahan

**One representative from the Union Pacific Railroad and one representative from the Burlington Northern Santa Fe Railroad may be appointed to the committee by their respective companies; other rail system operators may be added by the Policy Board as needed:** Sara Thompson Cassidy, Bentley Tomlin

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

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

## Abbreviations and Acronyms

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

## Introduction

### What is the UPWP?

The purpose of the Unified Planning Work Program (UPWP) is to provide the citizens of the Grand Island Area Metropolitan Planning Organization (GIAMPO) and all partnering governing bodies with an outline of the Metropolitan Planning Organization's (MPO) planned work activities for fiscal year 2022 (July 1, 2021 to June 30, 2022). The UPWP is a budget document prepared annually, and it may be amended by the GIAMPO Policy Board as priorities and activities change.

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

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

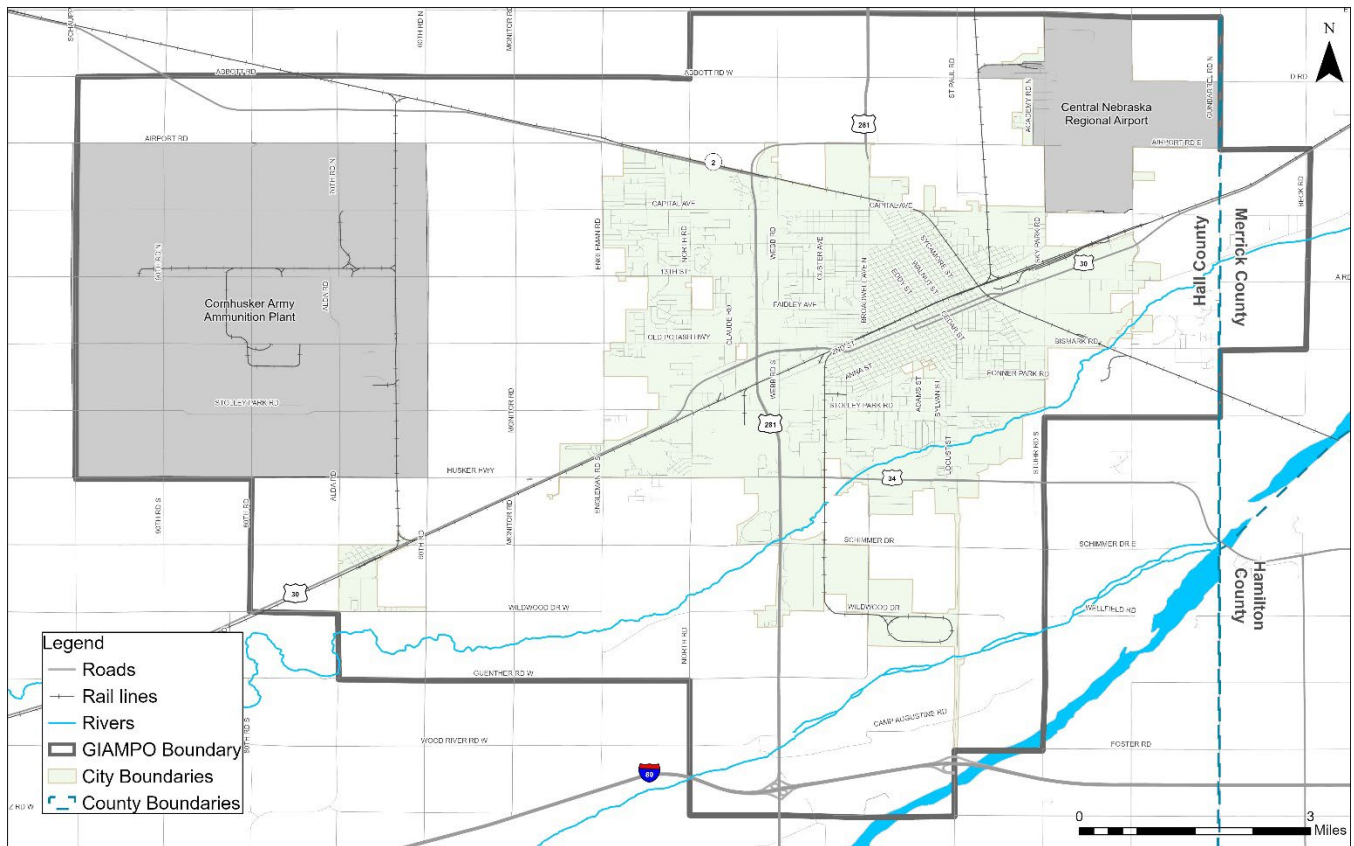
### What is GIAMPO?

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

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

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

**Figure 1 – GIAMPO Metropolitan Planning Area (MPA)**



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

***Policy Board***

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

***Technical Advisory Committee***

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

***Staff***

The GIAMPO staff will be available to aid local officials and concerned citizens in implementing transportation and various community improvement programs in an overall effort to enhance the



area. Staff members encourage and assist local leaders in several programs, with strong emphasis on the benefits of regional cooperation and coordination. Currently, the GIAMPO staff involved with transportation planning consists of a MPO Program Manager supported by the Director of Public Works/City Engineer and the Public Works staff in conjunction with the Director of the Hall County Regional Planning Department, and administrative staff.

**MPO FY 2020 Staff Time Estimates**

Staff (equivalent staff time) Estimated	Staff Months	Est. Hours
Professional Staff (MPO Program Manager) - Direct	11.08	1,920
Administrative Staff (Administrative Coordinator) - Direct	0.14	25

## Federal Requirements for Transportation Planning

The *Fixing America's Surface Transportation Act* or "FAST Act", became law on December 4, 2015, and continues the Metropolitan Planning program. This program continues the federal requirement of the metropolitan transportation planning process to be continuous, cooperative, and comprehensive. The FAST Act includes ten (10) factors required for consideration in the planning process. The UPWP includes work activities to be accomplished over fiscal year 2020 which will address these factors. The ten (10) factors are the following:

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

## Planning Emphasis Areas

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

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

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

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

## FY 2021 GIAMPO Accomplishments

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

- Approved amendments and/or administrative modifications to the Long Range Transportation Plan and FY 2021 Unified Planning Work Program
- Adopted the FY 2022-2026 Transportation Improvement Program and FY 2022 Unified Planning Work Program for the GIAMPO Metropolitan Planning Area
- Adopted the MPO targets for CY 2018-2021 NHS pavement and bridge condition performance measures, CY 2018-2021 NHS travel time reliability and freight reliability performance measures, and CY 2021 safety performance measures
- Adopted the 2045 Long Range Transportation Plan
- Prepared a “DRAFT” Limited English Proficiency Plan
- Continued development and maintenance of planning data repository/GIS datasets

## MPO FY 2022 Work Elements

The following pages detail the work elements that GIAMPO will undertake in FY 2022. These elements are divided into Unified Planning Work Program, Transportation Improvement Program, Public Participation Plan, Short Range Planning Activities, Long Range Transportation Plan, Transit Planning, and Administration/System Management.

### Element A - Unified Planning Work Program (UPWP)

**Purpose:**

Develop and maintain the annual UPWP and budget

**Previous Work:**

- Monitored and maintained the FY 2021 UPWP
- Developed the FY 2022 UPWP
- Prepared quarterly progress reports and reimbursement requests to NDOT

**Activities:**

- Maintain the FY 2022 UPWP and budget, and amend the work program and budget through amendments or administrative modifications as needed
- Manage the GIAMPO funding streams and track the status of the UPWP budget and activities
- Prepare quarterly progress reports that document activities accomplished and associated with the UPWP work elements
- Prepare and submit quarterly reimbursement requests to NDOT
- Coordinate GIAMPO’s annual budget with the City of Grand Island’s annual budget
- Maintain the annual FHWA PL grant contract and any subsequent amendments
- Coordinate with planning partners regarding UPWP activities
- Prepare a “DRAFT” FY 2023 UPWP and budget
- Finalize and adopt the FY 2023 UPWP and budget

**Work Products:**

- Monitoring the FY 2022 UPWP and budget
- Quarterly progress reports and reimbursement requests
- Amendments and administration modifications to the FY 2022 UPWP as needed
- Annual “DRAFT” FY 2023 UPWP
- Annual “FINAL” FY 2023 UPWP

**Budget- 200 MPO Program Manager Hours**

Unified Planning Work Program Tasks	Costs	Schedule
Quarterly Progress Reports and Reimbursement Requests	\$2,277.77	Quarterly
FY 2021 UPWP Amendments/Admin Modifications	\$1,708.33	Ongoing
“DRAFT” FY 2023 UPWP	\$5,124.98	3rd/4th Quarters
“FINAL” FY 2023 UPWP	\$1,138.89	4th Quarter
Other Activities (i.e. manage funding streams and budget)	\$1,138.89	Ongoing
Other Direct	\$0.00	
<b>Total Budget</b>	<b>\$11,388.85</b>	

**Element B - Transportation Improvement Program (TIP)**

**Purpose:**

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

**Previous Work:**

- Monitored and maintained the FY 2021-2025 TIP
- Developed the FY 2022-2026 TIP
- Prepared the Annual Listing of Federally Obligated Projects for FY 2020

**Activities:**

- Develop the Annual Listing of Federally Obligated Projects for FY 2021
- Work with the City of Grand Island staff in developing the City’s one and six street improvement plan for 2022
- Monitor the status of projects in the FY 2022-2026 TIP
- Maintain, revise, and amend the FY 2022-2026 TIP through amendments and administrative modifications as needed
- Staff involvement on project related activities ensuring issues are properly identified and adequately addressed for timely implementation
- Coordinate with planning partners regarding TIP activities
- Prepare the “DRAFT” FY 2023-2027 TIP, which includes the self-certification of the MPO Planning Process
- Finalize and adopt the FY 2023-2027 TIP

**Work Products:**

- Annual Listing of Federally Obligated Projects for FY 2021
- Amendments and administrative modifications to the FY 2022-2026 TIP as needed
- “DRAFT” FY 2023-2027 TIP
- “FINAL” FY 2023-2027 TIP

**Budget- 175 MPO Program Manager Hours**

Transportation Improvement Program Tasks	Costs	Schedule
Annual Listing of Federally Obligated Projects for FY 2021	\$498.26	2nd Quarter
FY 2022-2026 TIP Amendments/Admin Modifications	\$996.52	Ongoing
Grand Island's 1 and 6 Year Street Improvement Plan	\$996.52	2nd Quarter
"DRAFT" FY 2023-2027 TIP	\$4,982.62	3rd/4th Quarters
"FINAL" FY 2023-2027 TIP	\$1,494.79	4th Quarter
Other Activities (i.e. monitor the FY 2022-2026)	\$996.52	Ongoing
Other Direct	\$0.00	
<b>Total Budget</b>	<b>\$9,965.24</b>	

## **Element C - Public Participation Plan (PPP)**

### **Purpose:**

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

### **Previous Work:**

- Continued making updates and enhancements to the GIAMPO website
- Published notices for meetings and/or public comment periods of MPO work products
- Conducted public comment periods for MPO work products
- Prepared a “DRAFT” Limited English Proficiency (LEP) Plan, which comprised a Limited English Proficiency analysis and Environmental Justice analysis

### **Activities:**

- Continuing education about the MPO and the purpose of the MPO. This will be done with media interviews, G1TV, and public speaking engagements with civic groups, as requested.
- Develop publications (i.e. pamphlets, handouts, brochures) about the MPO planning process and products as needed
- The GIAMPO website will be maintained and updated for meeting notices, agendas, and/or minutes, and other information regarding transportation planning activities that affect the region.
- Maintenance and updating of social media sites such as Facebook and Twitter to inform interested parties on transportation planning activities
- Attend public information meetings for transportation improvement projects and/or studies (as needed)
- Conduct public comment periods for MPO work products (i.e. UPWP and TIP)
- Publish notices for meetings and/or public comment periods of MPO work products (i.e. UPWP and TIP)
- Maintain the GIAMPO stakeholder contact list
- Amend and revise the current Public Participation Plan as needed
- Maintain the Title VI Implementation Plan
- Finalize and adopt the Limited English Proficiency Plan
- Prepare a “DRAFT” Public Participation Plan Update

### **Work Products**

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

**Budget - 150 MPO Program Manager Hours**

Public Participation Plan Tasks	Costs	Schedule
Title VI Mitigation/Assessment, including LEP Plan	\$1,708.33	Ongoing
Current PPP Review	\$854.16	Ongoing
"DRAFT" PPP Update	\$2,562.49	3rd/4th Quarters
Website Development/Maintenance	\$1,708.33	Ongoing
MPO Education	\$854.16	Ongoing
Other Activities (i.e. public notices)	\$854.16	Ongoing
Other Direct (i.e. advertising)	\$1,500.00	
<b>Total Budget</b>	<b>\$10,041.64</b>	

**Element D - Short Range Planning**

**Purpose:**

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

**Previous Work:**

- Adopted the MPO targets for CY 2021 safety performance measures
- Data interpretation
- Compiled data for GIAMPO planning area
- Developed a dataset for the City Geographic System (GIS) relating to crash data for 2019
- Prepared maps for FY 2021-2025 TIP
- Started collecting bicycle and pedestrians counts on multi-use trails

**Activities:**

- Coordinate with NDOT and other agencies in obtaining data for the GIAMPO planning area
- Continue to develop or maintain a planning data repository for the GIAMPO planning area (i.e. demographics, socioeconomic, traffic counts, crashes)
- Work with City of Grand Island's GIS Coordinator to develop and/or update datasets for the City Geographical Information System (GIS) including roads, sidewalks, bicycle routes, trails, traffic counts, crashes, etc.
- Assist NDOT in Highway Performance Management System (HPMS) data collection (i.e. traffic data collection)
- Provide technical assistance to local and state jurisdictions for their transportation projects as needed
- Perform the following activities relating to performance measures:
  - Develop or update performance measures and targets in coordination with FHWA, FTA, and NDOT relating to safety, pavement and bridge condition, system performance, and freight
  - Conduct data collection and analysis related to transportation performance measures

- Work with City of Grand Island's GIS Coordinator to prepare maps for analysis, presentation, and MPO work products
- Collect bicycle and pedestrian counts on multi-use trails and/or sidepaths
- Assist the City of Grand Island staff with preparing grant applications via the Recreational Trails Program and Set Aside from ST Block Grant Program
- Review and update the Highway Function Classification System in coordination with NDOT as needed

### Work Products

- Performance measures and targets
- Planning data repository/GIS datasets

### **Budget - 205 MPO Program Manager Hours                      Costs                      Schedule**

<b>Short Range Planning Tasks</b>	<b>Costs</b>	<b>Schedule</b>
Performance Measures	\$2,334.71	Ongoing
Data Collection	\$2,334.71	Ongoing
Planning Database Repository/GIS Datasets and Mapping	\$4,085.75	Ongoing
Other Activities (i.e. grant preparation)	\$2,918.39	Ongoing
Other Direct	\$0.00	
<b>Total Budget</b>	<b>\$11,673.57</b>	

### **Element E - Long Range Transportation Plan (LRTP)**

#### **Purpose:**

Implement and maintain the LRTP with regards to the intent and requirements of the FAST Act and guidance by the FHWA, FTA, and NDOT. This work element will support transportation activities recommended by the LRTP that lead to the development of an integrated multimodal transportation system to facilitate the safe and efficient movement of people and goods.

#### **Previous Work:**

- Reviewed TIP projects to ensure that TIP was consistent with the current LRTP
- Amended and revised the current LRTP
- Adopted the 2045 Long Range Transportation Plan

#### **Activities:**

- Amend and/or revise the current LRTP as necessary
- Revisions to the GIAMPO Bicycle and Pedestrian Master Plan as needed
- Maintain and refine the current regional travel demand model as needed
- Analyze socioeconomic changes and land use proposals since the adoption of current LRTP

- Continue updating the Travel Demand Model for the LRTP Update, which include activities such as updating and enhancing the baseline model and developing model runs for the base year network and future years networks
- Continue the update of the LRTP, which includes activities such as data collection, reviewing and updating the goals, objectives, and performance measures, evaluating the existing transportation system’s condition/performance, assessing future conditions and identifying emerging issues, identifying investment priorities, policies, and strategies, developing a financial plan, and conducting public involvement and stakeholder outreach in the LRTP update process
- Coordinate FAST Act performance measures with FHWA, FTA, and NDOT and continue working on the performance monitoring and reporting required by the FAST Act for inclusion with the current LRTP and the LRTP Update
- Assist NDOT with statewide Long Range Transportation Plan and Freight Plan as needed
- Develop an RFQ for the Transit Development Plan, select a consultant, coordinate with NDOT to draft a contract and start working on the project

**Work Products:**

- Current LRTP amendments and/or revisions
- Current Travel Demand Model maintenance
- Working Draft of the Transit Development Plan

**Budget- 565 MPO Program Manager Hours**

Long Range Transportation Plan Tasks	Costs	Schedule
Amendment and/or Revisions to the Current LRTP	\$6,434.70	Ongoing
Transit Development Plan - GIAMPO Staff	\$24,130.13	Ongoing
Other Activities	\$1,608.68	Ongoing
Other Direct	\$1,000.00	
<b>Total Budget</b>	<b>\$33,173.50</b>	

**Element F - Transit Planning**

**Purpose:**

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

**Previous Work:**

- Prepared transit elements for the FY 2022 UPWP and FY 2022-2026 TIP
- Adopted the 2045 Long Range Transportation Plan
- Reviewed the Grand Island Transit Safety Plan

**Activities:**

- Prepare transit elements for the FY 2023 UPWP and FY 2023-2027 TIP



- Coordinate transit-related amendments/revisions to the FY 2022 UPWP, FY 2022-2026 TIP, and current LRTP as needed
- Perform the following activities relating to performance measures:
  - Establish or update performance measures and targets in coordination with FTA, NDOT, and the City of Grand Island relating to transit asset management
  - Conduct data collection and analysis related to transit performance measures
- Evaluate and track transit services and activities (i.e. identify gaps, monitor ridership)
- Maintain the annual FTA Section 5305 grant contract and any subsequent amendments
- Attend relevant trainings, workshops, conferences, webinars, and other educational opportunities that include; but not limited to:
  - National Transit Institute
  - FTA
  - NDOT
- Prepare for and/or attend relevant transit-related meetings
- Provide support to FTA grants for transit services in the Grand Island urbanized area
- Prepare quarterly progress reports and reimbursement requests (transit-related) to NDOT
- Assist the City of Grand Island Transit Program with the implementation of the fiscally constrained plan from the Regional Transit Needs Assessment and Feasibility Study
- Develop an RFQ for the Transit Development Plan, select a consultant, coordinate with NDOT to draft a contract and start working on the project
- Coordinate with the City of Grand Island Transit – safety data collection

**Work Products:**

- Performance measures and targets
- Transit elements of the FY 2023 UPWP and FY 2023-2027 TIP
- Working Draft of the Transit Development Plan

**Budget - 235 MPO Program Manager Hours**

<b>Transit Planning Tasks</b>	<b>Costs</b>	<b>Schedule</b>
Performance Measures	\$669.09	4th Quarter
Transit Elements of UPWP and TIP	\$2,676.38	3rd/4th Quarters
Data Collection and Analysis	\$2,676.38	Ongoing
Other Activities (i.e. transit-related meetings)	\$2,007.28	Ongoing
Transit Development Plan - GIAMPO Staff	\$5,352.76	Ongoing
Transit Development Plan - Outside Consultant Section 5305	\$25,000.00	Ongoing
Transit Development Plan - Outside Consultant Section 5307	\$150,000.00	Ongoing
Other Direct (Travel, Training, Misc.)	\$0.00	
<b>Total Budget</b>	<b>\$188,381.90</b>	

## **Element G - Administration/System Management**

### **Purpose:**

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

### **Previous Work:**

- Held Policy Board and TAC meetings, including preparing agendas, minutes, and supporting documents
- Set meeting schedules for the Policy Board and TAC for calendar year 2022
- Held monthly GIAMPO staff meetings, including preparing agendas and supporting documents
- Attended Transportation Research Board Committee meetings and annual conference
- Attended Association of Metropolitan Planning Organization meetings and annual conference

### **Activities:**

- Support the Policy Board and TAC, which includes the following detailed activities and all other related activities:
  - Develop, compile, and distribute meeting packets, including agendas, staff reports, and any additional information
  - Prepare presentations for meetings as needed
  - Record and transcribe meeting minutes
  - Provide training for new Policy Board and TAC members as needed
  - Maintain Policy Board and TAC bylaws
  - Maintain membership and contact lists
- Support the Non-Motorized Subcommittee (TAC subcommittee), which includes the following detailed activities and all other related activities:
  - Develop and distribute meeting agendas and other information
  - Prepare presentations for meetings as needed
  - Maintain membership and contacts
- Attend relevant trainings, workshops, conferences, webinars, and other educational opportunities that include; but not limited to:
  - National Highway Institute
  - FHWA
  - NDOT
  - Nebraska Chapter of American Planning Association annual conference and other workshops
  - Nebraska Chapter of American Planning Association Fall Symposium
  - Association of Metropolitan Planning Organizations
  - Transportation Research Board
- Prepare for and/or attend relevant transportation-related meetings that include; but not limited to:
  - GIAMPO staff meetings

- MPO Coordination meetings
- NDOT-related meetings
- Attend the Grand Island Resiliency Committee meetings
- Attend the Grand Island Livable Community Core Team meetings
- Complete timesheets to include with quarterly reimbursement requests
- Prepare for and/or attend employee-related activities such as performance evaluation, work benefits, etc.
- Perform other administrative duties such as maintaining GIAMPO-related records, providing GIAMPO-related documents to the City of Grand Island Finance Department for the annual city audit, updating agreements as needed, etc.
- Purchase TransCAD technical support and software maintenance for a period of one year

**Work Products:**

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

**Budget- 415 MPO Program Manager/Admin Staff Hours**

Administration/Systems Management Tasks	Costs	Schedule
Provide support for Policy Board, TAC, & Subcommittees	\$6,951.84	Ongoing
Meeting Minutes and Other Documentation	\$3,475.92	Ongoing
General Administration of GIAMPO	\$12,745.04	Ongoing
<b>Other Direct</b>		
Office Expenses – Supplies, Phone, Postage, Misc.	\$1,500.00	
Computer Services/Hardware	\$3,500.00	
Software Maintenance/Support TransCAD	\$1,500.00	
Individual or Organizational Membership Fees	\$820.00	
Travel, Training, Conferences, & Mileage Reimbursement	\$3,500.00	
<b>Total Budget</b>	<b>\$33,992.79</b>	

**Total UPWP Budget**

It is anticipated that the cost of implementing this UPWP for GIAMPO will be **\$298,617.49** during FY 2022. Based on the formula funding for MPOs in Nebraska, in FY 2022 GIAMPO is eligible for up to **\$126,535.08** Federal Highway Planning funds and **\$68,152.75** Federal Transit Section 5305 funds for staffing and other expenses. The City of Grand Island, by agreement, provides at least a 20% match. Total revenue for the MPO planning program equals **\$393,359.79**.

## Budget Table

### Grand Island Area Metropolitan Planning Organization

#### DISTRIBUTION OF COSTS BY WORK ELEMENT

FY 2022 UPWP

FY 2022 FHWA PL AND FTA 5305 - PROGRAM COSTS

July 1, 2021 - June 30, 2022

Project Number - PLG-1 (59), Control Number - 01033G, Agreement No. - UL2112

Category	Cost Category	Est. Work Hours	Total	NE Federal 80%	Grand Island 20%	Total 100%
<b>UPWP</b>	Direct Labor - MPO Program Manager	200	8,474.85	6,779.88	1,694.97	8,474.85
	Fringe/Indirect - MPO Program Manager		2,914.00	2,331.20	582.80	2,914.00
	Other Direct		0.00	0.00	0.00	0.00
	<b>Total Unified Planning Work Program</b>		<b>\$11,388.85</b>	<b>\$9,111.08</b>	<b>\$2,277.77</b>	<b>\$11,388.85</b>
<b>TIP</b>	Direct Labor - MPO Program Manager	175	7,415.49	5,932.40	1,483.10	7,415.49
	Fringe/Indirect - MPO Program Manager		2,549.75	2,039.80	509.95	2,549.75
	Other Direct		0.00	0.00	0.00	0.00
	<b>Total Transportation Improvement Program</b>		<b>\$9,965.24</b>	<b>\$7,972.20</b>	<b>\$1,993.05</b>	<b>\$9,965.24</b>
<b>PPP</b>	Direct Labor - MPO Program Manager	150	6,356.14	5,084.91	1,271.23	6,356.14
	Fringe/Indirect - MPO Program Manager		2,185.50	1,748.40	437.10	2,185.50
	Other Direct		1,500.00	1,200.00	300.00	1,500.00
	<b>Total Public Participation Plan</b>		<b>\$10,041.64</b>	<b>\$8,033.31</b>	<b>\$2,008.33</b>	<b>\$10,041.64</b>
<b>Short Range Planning</b>	Direct Labor - MPO Program Manager	205	8,686.72	6,949.38	1,737.34	8,686.72
	Fringe/Indirect - MPO Program Manager		2,986.85	2,389.48	597.37	2,986.85
	Other Direct		0.00	0.00	0.00	0.00
	<b>Total Short Range Studies</b>		<b>\$11,673.57</b>	<b>\$9,338.86</b>	<b>\$2,334.71</b>	<b>\$11,673.57</b>
<b>LRTP</b>	Direct Labor - MPO Program Manager	565	23,941.45	19,153.16	4,788.29	23,941.45
	Fringe/Indirect - MPO Program Manager		8,232.05	6,585.64	1,646.41	8,232.05
	Other Direct		1,000.00	800.00	200.00	1,000.00
	<b>Total Long Range Transportation Plan</b>		<b>\$33,173.50</b>	<b>\$26,538.80</b>	<b>\$6,634.70</b>	<b>\$33,173.50</b>
<b>Transit Planning</b>	Direct Labor - MPO Program Manager	235	9,957.95	7,966.36	1,991.59	9,957.95
	Fringe/Indirect - MPO Program Manager		3,423.95	2,739.16	684.79	3,423.95
	Transit Development Plan - Outside Consultant Section 5305		25,000.00	20,000.00	5,000.00	25,000.00
	Transit Development Plan - Outside Consultant Section 5307		150,000.00	120,000.00	30,000.00	150,000.00
	Other Direct		0.00	0.00	0.00	0.00
	<b>Total Transit Planning</b>		<b>\$188,381.90</b>	<b>\$150,705.52</b>	<b>\$37,676.38</b>	<b>\$188,381.90</b>
<b>Administration/ System Management</b>	Direct Labor - MPO Program Manager	390	16,525.96	13,220.77	3,305.19	16,525.96
	Fringe/Indirect - MPO Program Manager		5,682.30	4,545.84	1,136.46	5,682.30
	Direct Labor - Administrative Assistance	25	827.78	662.23	165.56	827.78
	Fringe/Indirect - Administrative Assistance		136.75	109.40	27.35	136.75
	<b>Total Administration/System Management</b>		<b>\$33,992.79</b>	<b>\$27,194.23</b>	<b>\$6,798.56</b>	<b>\$33,992.79</b>
<b>Other Direct</b>	Office Expenses		1,500.00	1,200.00	300.00	1,500.00
	Computer Services		3,500.00	2,800.00	700.00	3,500.00
	Software Maintenance/Support TransCAD		1,500.00	1,200.00	300.00	1,500.00
	Individual and Organizational Membership Fees		820.00	656.00	164.00	820.00
	Travel, Training, Conferences, & Mileage Reimbursement		3,500.00	2,800.00	700.00	3,500.00
	<b>Total Administration/System Management</b>		<b>\$33,992.79</b>	<b>\$27,194.23</b>	<b>\$6,798.56</b>	<b>\$33,992.79</b>

**Grand Island Area Metropolitan Planning Organization**

**DISTRIBUTION OF COSTS BY WORK ELEMENT**

FY 2022 UPWP

FY 2022 FHWA PL AND FTA 5305 - PROGRAM COSTS

July 1, 2021 - June 30, 2022

Project Number - PLG-1 (59), Control Number - 01033G, Agreement No. - UL2112

Category	Cost Category	Est. Work Hours	Total	NE Federal 80%	Grand Island 20%	Total 100%
FHWA 2022	Direct Labor FHWA	1710	72,228.40	57,782.72	14,445.68	72,228.40
	Fringe/Indirect FHWA		24,687.20	19,749.76	4,937.44	24,687.20
	Other Direct		13,320.00	10,656.00	2,664.00	13,320.00
	<b>Grand Total FHWA PL UPWP</b>		<b>\$110,235.60</b>	<b>\$88,188.48</b>	<b>\$22,047.12</b>	<b>\$110,235.60</b>
FTA 2022	Direct Labor FTA	235	9,957.95	7,966.36	1,991.59	9,957.95
	Fringe/Indirect FTA		3,423.95	2,739.16	684.79	3,423.95
	Other Direct (includes Transit Development Plan)		175,000.00	140,000.00	35,000.00	175,000.00
	<b>Grand Total FTA Section 5305 and 5307</b>		<b>\$188,381.90</b>	<b>\$150,705.52</b>	<b>\$37,676.38</b>	<b>\$188,381.90</b>

**NOTES:**

Total Highway Planning Federal Highway Administration - FHWA

\$110,235.60	\$88,188.48	\$22,047.12	\$110,235.60
\$38,381.90	\$30,705.52	\$7,676.38	\$38,381.90
\$150,000.00	\$120,000.00	\$30,000.00	\$150,000.00
\$298,617.49	\$238,894.00	\$59,723.50	\$298,617.49

Total Transit Federal Transit Administration - FTA 5305

Total Transit Federal Transit Administration - FTA 5307

Total FY 2022 UPWP

FHWA Available Revenue \*

FTA 5305 Available Revenue\*\*

FTA 5307 Available Revenue

\$158,168.85	\$126,535.08	\$31,633.77	\$158,168.85
\$85,190.94	\$68,152.75	\$17,038.19	\$85,190.94
\$150,000.00	\$120,000.00	\$30,000.00	\$150,000.00

Remaining FHWA Funds

Remaining 5305 FTA Funds

Remaining FTA 5307 Funds

Total Program Funds Remaining

\$47,933.25	\$38,346.60	\$9,586.65	\$47,933.25
\$46,809.04	\$37,447.23	\$9,361.81	\$46,809.04
\$0.00	\$0.00	\$0.00	\$0.00
\$94,742.29	\$75,793.83	\$18,948.46	\$94,742.29

\* FHWA PL Funds:

- FY 2022 Allocation - \$114,432.33

- Carryover - \$12,102.75

\*\* FTA Section 5305 Funds:

- FY 2022 Allocation - \$30,749

- FY 2021 Carryover - \$27,267.26

- FY 2020 Carryover - \$10,136.49