

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street, Omaha
(402) 444-6866

BOARD OF DIRECTORS MEETING
Thursday, December 8, 2016
1:30 p.m.

AGENDA

This meeting of the Metropolitan Area Planning Agency Board of Directors will be conducted in compliance with the Nebraska Statutes of the Open Meeting Act. For reference, the Open Meeting Act is posted on the wall of the Board Room.

- A. ROLL CALL / INTRODUCTIONS
- B. BOARD MINUTES of the October 27, 2016 meeting. (ACTION) [Item B](#)
- C. FINANCE COMMITTEE MINUTES of the November 30, 2016 meeting. (ACTION) [Item C](#)
- D. AGENCY REPORTS & PRESENTATIONS – (INFO)
 - 1. Executive Director's Report
 - a. Monthly Report [Item D.1.a](#)
 - 2. Heartland 2050 Report
- E. PUBLIC COMMENTS – See Footnote
- F. CONSENT AGENDA – (ACTION)

Any individual item may be removed by a Board Member for special discussion and consideration. Unless there is an exception, these items will be approved as one with a single vote of the Board of Directors.

The Board will consider approval of Consent Agenda items listed below.

- 1. CONTRACT AMENDMENTS –
 - a. Intercultural Senior Center – extension of time to March 31, 2017 [Item F.1.a](#)
 - b. Olsson Associates – Sarpy County Transit Study – extension of time to April 30, 2017 [Item F.1.b](#)
 - c. Live Well Omaha – Bike Education – scope and extension of time to December 31, 2017 [Item F.1.c](#)
 - d. NDED – Year 2 - \$81,383.00 [Item F.1.d](#)

2. VISION INSURANCE RENEWAL – (ACTION) [Item F.2](#)

The Board will consider approval of MAPA's vision insurance with no increase in rates.

G. OLD BUSINESS

1. CONTRACT AMENDMENTS

The Board will consider approval of the contract amendments listed below.

- a. Steve Jensen – extension of time to June 30, 2017 & increase to \$36,000 [Item G.1.a](#)
- b. Live Well Omaha – Little Steps Big Impact agreement - \$41,800.00 [Item G.1.b](#)

2. FY 2017 – 2020 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AMENDMENT 2 – (ACTION)

The Board will consider approval of amendments to the FY 2017 – 2020 TIP. [Item G.2](#)

3. FUNCTIONAL CLASSIFICATION MAP UPDATE – (ACTION) [Item G.3](#)

The Board will consider for approval updates to the Functional Classification Map based on input from the City of Omaha and Nebraska Department of Roads.

H. NEW BUSINESS

1. FY 2016 AUDITED FINANCIAL STATEMENTS – (ACTION) [Item H.1](#)

The Board will consider approval of the 2016 Audited Financial Statements.

2. NEW CONTRACTS – (ACTION)

The Board will consider approval of the new contracts listed below.

- a. The New BLK / Heartland 2050 Website - \$24,960.00 [Item H.2.a](#)

3. CALL FOR PROJECTS FOR THE FY 2018 – 2023 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) – (ACTION) [Item H.3](#)

The Board will consider for approval the policy guides, application forms, and submittal timelines for the Transportation Alternatives Program, Section 5310 Program, and Heartland 2050 Mini-Grant program.

4. HEARTLAND 2050 FY 2018 FUNDING REQUEST– (ACTION) [Item H.4](#)

The Board will consider approval of the FY 2018 Funding Request.

5. TRAVEL – (ACTION)

The Board will consider approval of the Travel Authorization for Executive Director, Greg Youell; Communications Coordinator, Sue Cutsforth and up to 3 Board members to travel to Washington, D.C. for the NARC Conference of Regions, in February 2017.

- a. NARC – Washington DC – February 12-15, 2017 – Youell & Cutsforth - \$3,836.00 [Item H.5.a](#)

b. NARC – Washington DC – February 12-15, 2017 – 3 Board Members - \$5,754.00 [Item H.5.b](#)

6. JOINT LAND USE STUDY (JLUS) POLICY COMMITTEE BY-LAWS – (ACTION) [Item H.6](#)

The Board will consider approval of the JLUS Policy Committee By-Laws.

7. HEARTLAND 2050 (H2050) EXECUTIVE COMMITTEE BY-LAWS – (ACTION) [Item H.7](#)

The Board will consider approval of the H2050 Executive Committee By-Laws.

I. ADDITIONAL BUSINESS

J. DISCUSSION

K. ADJOURNMENT

Future Meetings:

Council of Officials Lunch Meeting - January 11, 2017
Spezia | 3125 S. 72nd Street | Omaha, NE 68124
Registration 11:15 a.m. with lunch and meeting to follow.

Finance Committee: Wednesday, January 18, 2017

Board of Directors: Thursday, January 26, 2017

* Individuals interested in addressing the MAPA Board of Directors during the Public Comment period about agenda items should identify themselves by name and address before speaking. Individuals interested in addressing the MAPA Board of Directors regarding non-agenda items must sign the request to speak list located in the Board Room prior to the beginning of the meeting.

Requests to speak may also be made to MAPA in writing by regular U.S. mail or email (mapa@mapacog.org) provided that requests are received by close of business on the day prior to the meeting. Speakers will be limited to three minutes. The presiding officer shall have authority to limit discussion or presentation by members and non-members of the Board of Directors or to take other appropriate actions necessary to conduct all business in an orderly manner.



**OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY
BOARD OF DIRECTORS REGULAR MEETING**

Minutes
October 27, 2016

The Board of Directors met at the MAPA offices, 2222 Cuming Street, Omaha. Chairwoman Sanders called the meeting to order at 1:30 p.m.

A. ROLL CALL/INTRODUCTIONS

Members/Officers

Present

Clare Duda	Douglas County Commissioner
Doug Kindig	NE Small Cities/Counties Representative (Mayor, City of La Vista)
Ron Kohn	IA Small Cities/Counties Representative (Mills County Board of Supervisors)
Tom Richards	Sarpy County Commissioner
Rita Sanders	Mayor, City of Bellevue
Cassie Paben (Alt. rep Mayor Stothert)	Deputy Chief of Staff, City of Omaha
Matt Walsh (arrived at 1:33 p.m.)	Mayor, City of Council Bluffs

Members/Officers Absent

Patrick Bloomingdale	MAPA Secretary/Treasurer, Douglas County
Ben Gray	Omaha City Council
Tom Hanafan	Pottawattamie County Board of Supervisors

MAPA Staff

Fabiola Alikpokou	Christina Brownell	Sue Cutsforth	Melissa Engel
Mike Helgerson	Karna Loewenstein	Megan Walker	Greg Youell

B. APPROVAL OF THE MINUTES of the September 29, 2016 meeting – (Action)

MOTION by Paben, SECOND by Hanafan to approve the minutes of the September 29, 2016 meeting of the Board of Directors.

AYES: Duda, Hanafan, Kohn, Paben, Richards, Sanders

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

C. APPROVAL OF FINANCE COMMITTEE MINUTES AND REPORT – (Action)

Mr. Patrick Bloomingdale reported that the Finance Committee met on October 19, 2016 and approved bills for September, reviewed August financial statements and approved contract payments. Items were forwarded to the Board of Directors for approval.

MOTION by Kohn, SECOND by Hanafan to approve the minutes of the October 19, 2016 Finance Committee meeting.

AYES: Duda, Hanafan, Kohn, Paben, Richards, Sanders, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

Approved by _____
Patrick Bloomingdale, Secretary/Treasurer

D. AGENCY REPORTS

1. Monthly Report – (Info)

Mr. Greg Youell provided an update to the Board on MAPA activities for the month of October. Mr. Youell informed the Board of Directors that MAPA has revised the Conflict of Interest form and requested that the Board review the document and report back with any comments. MAPA is currently interviewing for the Community Development Manager position. MAPA has submitted on behalf of the City of Gretna an application for phase one of a Downtown Revitalization Project. MAPA has submitted a proposal to the City of Council Bluffs to provide housing inspection services on single family rehabilitation assisted with Community Development Block Grant (CDBG) funds. The Housing Agencies of the metro area have expressed interest in MAPA serving as the convener for the new Assessment of Fair Housing (AFH), which replaces the Analysis of Impediments process under the new Affirmatively Furthering Fair Housing (AFFH) Rule. This new process includes significantly more robust public outreach and engagement requirements that would be a good fit with MAPA's staff expertise and projects. The Archdiocese of Omaha contracted with MAPA to update its parish and deanery maps as part of their overall Pastoral Planning and Vision project that was released recently. MAPA and the League of Nebraska Municipalities (LONM) will host an Elected and Appointed Official training session on December 13 at the UNO Weitz Community Engagement Center (CEC). The training will cover basic laws and concepts for local governments, including overview of authorities and the Open Meetings Act and will be led by Lynn Rex form LONM. MAPA will conduct a Strategic Planning "mini-retreat" with Board members and agency leaders on November 2nd at Veridian Credit Union in Council Bluffs. This meeting will help guide MAPA's direction and priorities for the next three to five years.

2. Heartland 2050 Report – (Info)

Ms. Karna Loewenstein provided an update to the Board on Heartland 2050 (H2050) activities. The Heartland 2050 Action Plan was approved at the Council of Officials Annual meeting in October and is posted on the website. MAPA has sent out a Request for Proposal (RFP) to update the Heartland 2050 website. The quarterly Executive Committee meeting was held in October. In the week of November 15th, H2050 will hold a series of Stakeholder Meetings in the outlying communities. There is a Long Range Transportation Plan that H2050 would like to extend to those counties and will be seeking feedback. H2050 will be visiting five counties in five days. Ms. Loewenstein and Mr. Youell recapped the H2050 trip to Salt Lake City.

E. PUBLIC COMMENT –

None.

F. CONSENT AGENDA –

The Board considered Consent Agenda items listed below for approval.

1. Contract Final Payments –

- a. Benesch - \$16,126.19
- b. Olsson Associates – Platteview Road - \$124.79

MOTION by Kohn, SECOND by Hanafan to approve all items listed on the Consent Agenda.

AYES: Duda, Hanafan, Kohn, Paben, Richards, Sanders, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED

G. OLD BUSINESS

1. FY 2017 – 2020 Transportation Improvement Program (TIP) Amendment – (Action)

Ms. Megan Walker presented to the Board for approval the FY 2017 – 2020 TIP, amendments include changes to five projects. Changes include an increase in budget for Right of Way (ROW) acquisition for 156th Street Phase Two and TIF increase for a city project; NEPA increase for 36th Street Phase II; reprogramming of funds for projects that have been delayed and are being moved in 2017-2022 TIP.

MOTION by Hanafan, SECOND by Paben to approve the FY 2017 – 2020 TIP Amendment.

AYES: Duda, Hanafan, Kohn, Paben, Richards, Sanders, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

2. 2040 Long Range Transportation Plan (LRTP) Amendment #4 – (Action)

Mr. Mike Helgeson presented to the Board for approval the 2040 LRTP Amendment #4. The 156th Street project has increased by about \$10 million so to maintain fiscal constraint to the TIP and LRTP the project cost had to be increased for 156th and funding for 120th Street had to be moved back.

MOTION by Hanafan, SECOND by Duda to approve the 2040 LRTP Amendment #4.

AYES: Duda, Hanafan, Kohn, Paben, Richards, Sanders, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

3. Public Participation Plan (PPP) Update – (Action)

Ms. Megan Walker presented to the Board for approval an update to the PPP. The change is for the LRTP updating process and for the minor changes to projects. This will allow changes that do not substantially change the project to be approved more quickly and money can be allocated to the communities.

MOTION by Hanafan, SECOND by Kohn to approve the Public Participation Plan (PPP) Update.

AYES: Duda, Hanafan, Kohn, Paben, Richards, Sanders, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

4. Personnel Policy and Salary Schedule – (Action)

Mr. Greg Youell presented to the Board for approval the Personnel Policy and Salary Schedule items listed below. MAPA looked heavily at the Nebraska State policies to develop these. Updates were made to the Salary Schedule as existing salary schedule did not accurately reflect the organization.

- a. Policy Update for the New Fair Labor Standards Act (FLSA) regulation
- b. Half day Holiday Leave for Christmas Eve
- c. Salary Schedule

MOTION by Richards, SECOND by Paben to approve the Personnel Policy and Salary Schedule items listed above.

AYES: Duda, Hanafan, Kohn, Paben, Richards, Sanders, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

H. NEW BUSINESS

1. New Contracts – (Action)

Mr. Youell presented to the Board for approval new contracts listed below.

- a. City of Omaha Grant for Heartland 2050 - \$20,000.00
- b. City of Council Bluffs Para-Transit – \$75,157.00
- c. Florence Home Para-Transit – \$43,972.00

MOTION by Kohn, SECOND by Richards to approve the new contracts listed above.

AYES: Duda, Hanafan, Kohn, Paben, Richards, Sanders, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

2. Heartland 2050 (H2050) Mini-Grant Policy Guide and Project Selection Process – (Action)

Ms. Karna Loewenstein and Mr. Mike Helgerson presented to the Board for approval the H2050 Mini-Grant Policy Guide and Project Selection Process. H2050 has been working with Transportation Technical Advisory Committee (TTAC) to consider allocating funds for mini-grants for projects that aligned with H2050. The Policy Guide includes the project selection process. This document comes with a favorable recommendation from the Heartland 2050 Vision Committee and TTAC.

MOTION by Hanafan, SECOND by Paben to approve the H2050 Mini-Grant Policy Guide and Project Selection Process.

AYES: Duda, Hanafan, Kohn, Paben, Richards, Sanders, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

I. ADDITIONAL BUSINESS

1. Paperless Board Meetings – (Info)

Mr. Greg Youell shared with the Board that he along with Ms. Christina Brownell recently attended an Iowa Western Board meeting and observed a paperless board meeting. Each member followed along with a laptop. Dr. Kinney, President of Iowa Western Community College, along with other board members spoke very highly of the transition to paperless board meetings. Ms. Brownell shared the benefits to going paperless, including reducing the amount of paper and improved efficiency in preparation for the meetings.

J. EXECUTIVE SESSION FOR PERSONNEL ISSUES – (Action)

Chairwoman Sanders called for a motion to go into Executive Session to discuss personnel issues.

MOTION by Duda, SECOND by Richards to go into Executive Session.

AYES: Duda, Hanafan, Kohn, Paben, Richards, Sanders, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

The Board went into Executive Session at 2:40 p.m.

MOTION by Hanafan, SECOND by Richards to exit Executive Session.

AYES: Duda, Hanafan, Kohn, Paben, Richards, Sanders, Walsh

NAYS: None.

ABSTAIN: None.

MOTION CARRIED.

The Board came out of closed session at 2:52 p.m.

K. ADJOURNMENT

Chairwoman Sanders adjourned the meeting at 2:53 p.m.

METROPOLITAN AREA PLANNING AGENCY
2222 Cuming Street
Omaha NE 68102-4328
Finance Committee
November 30, 2016

The MAPA Finance Committee met November 30, 2016, in the MAPA conference room. Patrick Bloomingdale called the meeting to order at 8:30 a.m.

ROLL CALL

Members Present

Patrick Bloomingdale, Secretary/Treasurer
Tom Hanafan, Pottawattamie County (8:35 am)
Ron Kohn Mills County
Carl Lorenzen, Washington County

Staff

Natasha Barrett
Melissa Engel (for item A.)
Amanda Morales
Greg Youell

Other

Liz Larson, Hamilton Associates, (for item A.)

Members Absent

Clare Duda, Douglas County, Tom Richards, Sarpy County

A. DRAFT AUDIT REPORT

Ms. Larson from Hamilton Associates, and Ms. Engel presented the DRAFT Audit Report for the year ended June 30, 2016, to the finance committee. The auditors issued 3 unmodified opinions for 1) the financial statements 2) compliance and internal control over the financial statements and 3) compliance on each major program and internal controls over compliance in accordance with Uniform Guidance. The auditors reported there were no findings or adjustments related to the financial statements. Ms. Engel informed the committee that the selection and review of major programs/federal funds, threshold has increased from \$500,000 to \$750,000.

B. Monthly Financial Statements (September)

1. Bank Reconciliation (American National Bank) and Statements on Investments
2. Receipts and Expenditures
3. Schedule of Accounts Receivable/ Accounts Payable
4. Consolidated Balance Sheet
5. Program Status Report/Line Item Status Report

Ms. Morales presented the September financials.

C. FOR FINANCE COMMITTEE APPROVAL

1. Contract Payments: (Action)
 - a. Pottawattamie County GIS – PMT #1 – \$8,170.69
 - b. Metro – PMT #1 – \$40,700.72
 - c. Heartland Family Services – PMT #32 – \$2,514.50
 - d. Hamilton Associates – PMT #2 – \$2,790.00
 - e. Douglas County GIS – PMT #1 – \$17,144.22
 - f. Omaha Public Works – PMT #1 – 18,402.59
 - g. Live Well Omaha – Bike Education – PMT #24 - \$3,804.99
 - h. Live Well Omaha – CMAQ – PMT #5 - \$1,027.41

Mr. Youell presented the contract payments. The Pottawattamie County GIS payment is for maintenance of numerous transportation related geographic datasets and websites through September 2016. Metro's payment is their FY 2017, 1st quarter planning request. The Heartland Family Service payment is for their "Ways to Work" program for the month of September. The Hamilton Associates payment is for their audit services through October 2016, in connection with MAPA's fiscal year 2016. Douglas County GIS requested reimbursement for their work on transportation planning from July through September 2016. The City of Omaha Public Works payments are for the city's traffic counting program. The Live Well Omaha payments are for their work through October 31st, on the "Live Well Omaha Commuter Challenge" and Bike Safety Education Project.

MOTION Lorenzen SECOND by Hanafan to approve the contract payments as presented. MOTION CARRIED.

2. Contract Payments with exceptions:

- a. Steve Jensen – PMT #6 - \$4,192.50
- b. Sarpy Co. GIS & Planning – PMT #1 – not to exceed \$22,600.22
- c. Intercultural Senior Center – PMT #4 - \$3,841.51
- d. Lovgren – PMT #8 - \$4,284.59
- e. Lovgren – PMT #9 – not to exceed \$17,242.56
- f. City of Omaha – PMT #1 - \$16,577.84

Mr. Youell presented the contract payments with exceptions. Steve Jensen has invoiced MAPA for consulting services on Heartland 2050 Implementation through October 14th. Payment will be approved once the contract amendment is approved by the Board of Directors. Sarpy County GIS and Planning have requested reimbursement for their work on transportation planning from July through September. The Intercultural Senior Center is requesting reimbursement for personnel expenses through September for transportation services provided to immigrant and refugee seniors. The Intercultural Senior Center payment will be approved upon approval of the contract amendment by the Board of Directors. The Lovgren payments are for work on the “Little Steps Big Impact Ozone Awareness Campaign” through October. The City of Omaha Planning is requesting reimbursement for their work on transportation planning for 1st quarter of FY 2017.

MOTION Kohn SECOND by Lorenzen to approve the contract payments with exceptions once all necessary documentation is received. MOTION CARRIED.

- 3. New Contracts
 - a. Blackbaud - 3-year training agreement \$9,801.00
 - b. Kissel – Lobbying Services - \$10,000.00

Mr. Youell presented the new contracts. The Blackbaud agreement will cover three years of continued training and resources on MAPA's accounting software for MAPA's staff members. Each year the agency will pay \$3,267 for the training. The Kissel contract is for the annual renewal of lobbying services.

MOTION by Hanafan SECOND by Kohn to approve the new contracts as presented. MOTION CARRIED.

D. RECOMMENDATION TO THE BOARD

- 1. New Contracts:
 - a. The New BLK / Heartland 2050 website - \$24,960.00

Mr. Youell presented The New BLK contract to redesign and develop the Heartland 2050 website. This project will be paid with the use of transportation funding.

MOTION Hanafan SECOND by Lorenzen to recommend that the Board of Directors approve the new contract as presented. MOTION CARRIED.

- 2. Contract Amendments:
 - a. Steve Jensen – extension of time to June 30, 2017 & increase to \$36,000.00
 - b. Intercultural Senior Center – extension of time to March 31, 2017
 - c. Olsson Associates - Sarpy Co. Transit Study – extension of time to April 30, 2017
 - d. Live Well Omaha – Bike Education- scope and extension of time to December 31, 2017
 - e. Live Well Omaha – Little Steps Big Impact agreement - \$41,800.00
 - f. NDED – Year 2 - \$81,383.00

Mr. Youell presented the contract amendments listed above. Steve Jensen's contract amendment increases his funding by \$4,800, and extends out the completion date, so he may continue to provide consulting services on Heartland 2050 Implementation. The Intercultural Senior Center amendment extends the contract completion date out six months which allows them to fully utilize funding. The Sarpy County Transit Study is currently 75% complete this amendment will extend the contract with Olsson out to April 30, 2017. With the Live Well Omaha Bike Education project bike safety training is provided to individuals. Live Well has updated the scope of the project that has been effective since 2012 and the amendment will extend the complete date of the project out to December 31, 2017. The Live Well Omaha, Little Steps Big Impact agreement has been revised to include an updated scope of work and funding for the project. This funding will assist Live Well in updating the online data tracking tool for the Commuter Challenge to include bus, walk, and carpool data with one tool. The State of Nebraska Economic Development amendment states to second year award of funds to be \$81,383.

MOTION Lorenzen SECOND by Hanafan to recommend that the Board of Directors approve the new contracts as presented. MOTION CARRIED.

- 3. Travel:
 - a. NARC – Washington DC – February 12-15, 2017 – Youell & Cutsforth - \$3,836.00
 - b. NARC – Washington DC – February 12-15, 2017 – 3 Board Members - \$5,754.00

Mr. Youell presented the travel to the 2017 National Conference of Regions in February.

MOTION Kohn SECOND by Hanafan to recommend that the Board of Directors approve travel as presented. MOTION CARRIED.

4. Heartland 2050
 - a. FY 2018 Funding Requests to be sent out

Mr. Youell presented Heartland 2050 FY 2018 funding requests, which he hopes to have sent out by sometime in January, so jurisdictions have the requests when compiling their FY 18 budgets. Mr. Kohn ask that they agency include a summary of accomplishments with the requests to encourage additional and or continued involvement with Heartland 2050.

MOTION Kohn SECOND by Hanafan to recommend that the Board of Directors approve the Heartland 2050 FY 2018 funding requests as presented. MOTION CARRIED.

5. Vision Insurance Renewal- No increase in rate

Mr. Youell presented the vision insurance renewal. This insurance is optional and 100% funded by employees.

MOTION Hanafan SECOND by Lorenzen to recommend that the Board of Directors approve the vision insurance renewal as presented. MOTION CARRIED.

E. DISCUSSION/INFORMATION

1. Transportation Improvement Plan (TIP) Administrative Fee

Greg presented the committee with the idea of charging an administrative fee on TIP projects as a way to bring in more match revenue. Greg provided the committee with a summary of surrounding organizations like MAPA what their per capita dues are, contributing jurisdictions, and additional fees they charge.

2. Fair Labor Standards ACT (FLSA) Temporary Injunction

Greg informed the committee that the FLSA changes discussed in prior meeting that were to take effect December 1st have a temporary injunction placed on them. Greg mentioned that the recent salary schedule changes were needed, but a few items may need to be re-evaluated.

F. OTHER

G. ADJOURNMENT

The meeting adjourned at 9:30 am

**Metropolitan Area Planning Agency
Transportation Planning Activities | Quarterly Progress Report**

Reporting Period: October 17, 2016 – November 28, 2016

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.

Program Activity

- Held monthly meeting of the Transportation Technical Advisory Committee (TTAC) in October
- Prepared materials for the monthly meeting of the Transportation Technical Advisory Committee (TTAC) in December

140 End Products		Schedule
01	Transportation Technical Advisory Committee (TTAC) Meetings	Monthly
02	Nebraska Department of Roads (NDOR) Statewide MPO Meeting	Quarterly and Annually
03	Iowa Department of Transportation (Iowa DOT) MPO and RPA Meeting	Quarterly
04	Travel Demand Model Meeting	As Needed
05	Regional GIS Users Group	As Needed
06	Project Review Committee	As Needed

Summit and Working Groups (150) –

Objective:

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MAPA will convene a semi-annual summit and several subcommittees or working groups around specific transportation-related topics.

Program Activity

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150 End Products		Schedule
01	Transportation Summit and Working Groups	Fall 2015, Spring 2016
02	Project Review Committee comments to State and Federal agencies	Ongoing

Technical and Policy Education (170) –

Objective:

To provide ongoing technical and policy education for planning and research activities.

- Attended USDOT MPO Roundtable in St. Louis

170 End Products		Schedule
01	Technical and Policy Education Events	Ongoing
02	Related Association Participation (NROC, IARC, NADO, NARC, etc.)	Ongoing
03	Professional Certifications and Memberships	Ongoing

Public Forums and Workshops (180) –

Objective:

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

Program Activity

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180 End Products		Schedule
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01	Public Events and Workshops	As Needed
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Policy and Administrative Forums (190) –

Objective:

To maintain and coordinate policy and administrative forums. Work includes but is not limited to creating agendas, supporting materials, conduct meetings and communications with committee members.

Program Activity

- Reviewed invoices and contracts for November Finance Committee meeting

190	End Products	Schedule
01	Board of Directors Meetings	Monthly
02	Finance Committee Meetings	Monthly
03	Council of Officials Meetings	Quarterly

Short Range Planning (410) –

Objective:

Develop and refine the short-range transportation planning process. Develop and maintain the TIP. Collect and maintain data (such as land use, population, employment, housing, and traffic) to analyze trends and growth patterns. Utilize and coordinate GIS and aerial photography activities. Assist local jurisdictions in the programming, funding, and delivery of transportation improvements including projects like B-Cycle. Develop and maintain performance measures to track progress toward regional goals.

Program Activity

- Completed and submitted Critical Urban Freight Corridor designations for Iowa DOT
- Finalized Federal Functional Classification for TTAC and Board Approval
- Participated in Environmental Assessment workshops and Federal-Aid Coordination meetings with FHWA-NE, NDOR, and local jurisdictions
- Developed draft of Amendment 2 to the FY2017 Transportation Improvement Program
- Continued coordination with City of Omaha and NDOR to implement the Omaha Bike-Share expansion project

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410	End Products for Work Activities	Schedule
01	TIP Development and Administration (FY 2018 – 2023)	Spring 2017
02	Transportation Funding Analysis	Ongoing
03	Local / State Projects and Activities	Ongoing
04	Traffic Data Collection and Analysis	Ongoing
05	Growth Monitoring and Data Analysis	Ongoing
06	GIS Activities	Ongoing
07	NIROC Aerial Photography	Spring 2016 – Spring 2018
08	Performance Measures	Fall 2018
09	Health and Safety Activities	Ongoing
10	ProSe-Com (FY 2018 TIP)	Fall 2016 – Winter 2017
11	TAP-C (FY 2018 TIP)	Fall 2016 – Winter 2017
12	Omaha Active Transportation Activities	Ongoing

Long Range Planning (420) –Objective:

Conduct the long-range transportation planning process. Implement and maintain the regional LRTP. Develop medium and long-range growth forecasts / traffic simulations for the region. Create local and corridor-level planning studies. Support the development of Complete Streets and transportation activities recommended by the LRTP.

Program Activity

- Completed the 4th round of public involvement for the 2050 LRTP
- Worked on land use for transit oriented development corridors
- Participated in monthly progress meetings and freeway design workshop with NDOR and HDR for the Metro Travel Improvement Study (MTIS)
- Met with local communities regarding bike/ped projects and TAP applications
- Held conference call with NDOR regarding draft Scope of Work for Platteview Road Corridor Study Phase II
- Facilitated workshops in non-TMA counties of the Heartland 2050 region to gather input into

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the Heartland Transportation Vision

420 End Products		Schedule
01	L RTP Development and Administration (2050 L RTP)	Fall – Winter 2017 – 2018
02	Long-Range Planning Activities and Studies	Ongoing
03	Travel Demand Modeling	Ongoing
04	Population and Employment Forecasting	Ongoing
05	LUUAM	Ongoing
06	Bicycle / Pedestrian Planning Activities (Metro Bicycle Safety Education)	2016 – 2017
06	Bicycle / Pedestrian Planning Activities (Regional Bicycle / Pedestrian Plan)	Ongoing
06	Bicycle / Pedestrian Planning Activities (Multi-Modal Working Groups at Summits)	Semi-Annually
07	Passenger Rail Planning Activities	Ongoing
08	Freight and Goods Movement / Private Sector	Ongoing
09	Heartland 2050	Ongoing
10	Metro Area Travel Improvement Study (MTIS)	Ongoing
11	Sarpy County Studies	December 2017
12	Platteview Road Corridor Study Phase 2	December 2017

Public Participation Activities (430) –Objective:

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

Program Activity

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- Worked with state and local partners on revisions to the LRTP amendment process in the PPP
- Finished the 4th round of public involvement for the 2050 LRTP
- Attended Citizens Academy workshops with community partners
- Presented session on Transportation Systems to Citizen's Academy for Omaha's Future
- Answered citizen questions about Title VI issues in their neighborhood
- Updated the CAC contact list
- Submitted public notices for publication for 2050 LRTP public meetings, change in amendment process to LRTP in Public Participation Plan and Heartland 2050 county meetings

430 End Products		Schedule
01	Public Participation Plan (PPP) (Maintenance and Revision)	Ongoing
01	Public Participation Annual (PPP) (Annual Activities Report)	Annually
02	Public Involvement and Engagement Activities	Ongoing
03	Citizen's Academy for Omaha's Future	Semi-annually
04	Civil Rights / Title VI Plan	Ongoing
04	Civil Rights / Title VI Plan (Annual DBE Goals)	2017
05	Citizen's Advisory Committee (CAC)	Ongoing

Transit and Human Service Transportation (440) –

Objective:

To conduct and coordinate planning for mass transit and paratransit in the MAPA region.

Program Activity

- Held regularly scheduled CTC meetings
- Began working with the CTC to improve the 5310 application and scoring process
- Attended meetings with state partners on a statewide Mobility Management network
- Coordinated with Metro Transit on the One Call One Click center
- Worked with consultants and community partners to set up public meetings for the Sarpy County Transit Study
- Reviewed Technical Memorandum II of the Sarpy County Transit Study

440 End Products	Schedule
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01	Transit Planning Activities	Ongoing
02	Coordinated Transit Committee (CTC)	Ongoing
03	Sections 5310 and 5307 Funding	Ongoing
04	Mobility Coordination	Ongoing
05	Central Omaha Bus Rapid Transit (BRT) / Urban Circulator	Fall 2018
11	Sarpy County Transit Study	June 2017

Air Quality / Environmental (450) –Objective:

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

Program Activity

- Began preliminary planning for FY17's LSBI campaign
- Worked with NCEA and Iowa partners on electric vehicle infrastructure in the region
- Reviewed Little Steps Big Impact air quality campaign survey results with project partners

450 End Products		Schedule
01	Rideshare / Travel Demand Management (Website Administration)	Ongoing
02	Air Quality Activities (Little Steps. Big Impact)	2016 – 2017
02	Air Quality Activities (Alternative Fuel Education)	Ongoing
02	Air Quality Activities (Summit / Working Groups)	Annually
03	NCEA / Iowa Efforts (Electric Vehicle Infrastructure Grants)	2016 – 2017

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

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State Transportation Improvement Plan (STIP) and State Transportation Plan.

Program Activity

- Continued work on the Pottawattamie County Transportation Plan Technical Memorandum II
- Process Amendment 1 to the FY2017 Transportation Improvement Program
- Coordinated the transfer of RPA-18 STP funding to SWITA for the purchase of a transit vehicle

460	End Products	Schedule
461	Transportation Forums/Committee Administration	Ongoing
462	Transportation Planning Work Program	Spring 2017
463	Regional Transportation Improvement Program (RTIP) / Short Range Planning	Spring 2017
464	Long Range Transportation Plan (LRTP) / Long Range Planning	Ongoing
465	Public Participation Plan (PPP) and Activities	Ongoing
466	Human Services Transportation Coordination	Ongoing
467	RPA Technical & Policy Education	Ongoing
468	RPA Related Association Participation	Ongoing
469	Pottawattamie County Transportation Plan	Winter 2016

Congestion Management / Safety and Technology (470) –

Objective:

Monitor traffic congestion levels in the region through the CMP. Promote a safe and efficient transportation system through the development of management, operations, safety, and technological strategies / solutions.

Program Activity

- Attended November TIM meeting

470	End Products	Schedule
01	CMP	2016 – 2017

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01	CMP (Summit / Working Groups)	Annually
02	TIM / MAMA / Plan Update	Ongoing / 2017
03	Regional ITS Architecture	Ongoing
04	Safety / Security Planning	Ongoing
04	Safety / Security Planning (Summit / Working Groups)	Annually
05	Traffic Signals / Technology	Annually

Community Development Assistance (710) –

Objective:

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

Program Activity

- Continued development of Mills County comprehensive plan update; facilitated focus groups and SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis.
- Continued development of Treynor comprehensive plan update; met with city council to discuss commercial land use.
- Attended National Association of Development Organizations (NADO) conference in San Antonio, TX.
- Prepared bid for Silver City to update municipal ordinances.
- Met with director of Advance Southwest Iowa Corporation to discuss economic development initiatives and opportunities in southwest Iowa.
- Attended Sarpy County Economic Development Corporation quarterly meeting in Papillion.
- Completed Assistance to Firefighters Grant application for Minden Volunteer Fire Department.
- Continued administration of Community Improvements to Increase Economic Stability (CITIES) program for Pottawattamie County; there are currently two active CITIES grants open.
- Submitted grant application to Iowa West Foundation to recapitalize the CITIES program for six projects in Pottawattamie County.
- Attended HUD National Disaster Resilience workshop in Des Moines, IA.
- Attended Integrated Solid Waste Management Plan Task Force meeting at MAPA.
- Finalized Environmental Assessment for well construction project in Walnut.
- Working with City of Walnut to submit Community Development Block Grant (CDBG) water/sewer application for new well construction.
- Assisted City of Underwood with Housing Assistance Program loan closing.
- Attended Iowa Association of Regional Councils (IARC) Board of Directors meeting in Des

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Moines, IA.

- Continue administration of the Walnut Downtown Revitalization CDBG Grant and related activities.
- Complete Drafts of Critical Parcel Map, BASH brochure, and Resource Guide for JLUS Implementation
- Gather information and collect LMI Surveys for potential Carter Lake Sewer CDBG
- Continued work on Macedonia Downtown Revitalization CDBG Application
- Collect information for Henderson Well Project
- Work on drafting federal recreational trails application for Mills County Trails
- Attend Mills County Trails Meeting
- Participate in Defense Spending by State Report webinar
- Help the Village of Kennard with zoning interpretation and possible amendments

Economic Development Assistance (720) –

Objective:

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

Program Activity

- Attended 5th Regional Workforce Housing Development meeting.
- Met with Three Rivers CHDO to discuss possible partnerships for housing rehab in Washington and Dodge counties.
- Attended City of Valley Council Meeting to discuss/review Owner Occupied Rehabilitation program participation.
- Continued working with Council Bluffs on Rehabilitation Program/performed 'practice' review of property.
- Discussed Brownfields Workforce Development/Job Training grant opportunity with EPA and possible project partners; potential for MAPA to be lead applicant.

Heartland 2050 Regional Vision (730) –

Objective:

To oversee Implementation of the Heartland 2050 Regional Vision project, moving the work forward through development of a committee structure, hosting semi-annual summits, convening workgroups to select and complete projects and developing metrics to measure and show progress.

Program Activity

- Held 5 county workshops to gather input on natural resources, transportation, and housing & development topics
- Finalized application for the STP-funded Heartland 2050 Mini-Grant

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- Organized and promoted the next “Broadly Speaking” series event with Dell Gines of the Federal Reserve Bank of Kansas City
- Selected The New BLK for heartland2050.org website redesign
- Coordinated meeting with potential partners for EPA Brownfields Job Training grant

Revolving Loan Funds (760) –

Objective:

To administer CDBG re-use funds on behalf of local jurisdictions in Douglas, Sarpy and Washington counties, and to oversee MAPA Nonprofit Development Organization Revolving Loan Fund.

Program Activity

- Continued administration of MAPA Nonprofit Development Organization Revolving Loan Fund program.
- Continued to service CDBG re-use loan made to KB Quality Meats, LLC in Blair; 23 of 84 monthly payments have been received.
- Preparing an environmental review and loan documents to close a \$50,000 CDBG re-use loan; City of Blair approved the loan to Sterling Ambitions, LLC for working capital to open an Ace Hardware store.

Management Assistance (790) –

Objective:

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

Program Activity

-

Publications (810) –

Objective:

Publicize MAPA activities and accomplishments to member jurisdictions, state and local officials and the public.

Program Activity

- Developed and published Sept.-Oct. 2016 edition of MAPA “What’s Happening” newsletter
- Created flyer for Elected and Appointed Officials Training with LONM Executive Director
- Created flyer for change to amendment process for LRTP in the Public Participation Plan
- Created MAPA 2017 calendar listing agency committee and board meetings

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- Created and disseminated news releases for Heartland 2050 County meetings, “Broadly Speaking” event with Dell Gines, the change in the amendment process for the LRTP in the Public Participation Plan, and the Alternative Fuels Corridor designations for I-80 and US-6.
- Created and printed 2017 MAPA Calendar issued to various member agencies and organizations
- Created postcard invitation for Heartland 2050 “Broadly Speaking with Dell Gines” event.
- Created invitation for MAPA January 2017 Council of Officials meeting

810 End Products		Schedule
01	Newsletter	Bi-monthly
02	Annual Report	October 2017
03	Regional Officials Directory (Update)	Spring 2018
04	Product Development	Ongoing

Public Information and Communications (840) –

Objective:

Provide transportation-related data to public and private sector representatives.

Program Activity

- Multiple posts to Facebook, Twitter and MAPA website for various projects including, but not limited to, Little Steps Big Impact, 2050 LRTP, Heartland 2050, Alternative fuel corridor designations, and amendment process change for Long Range Transportation Plan in the Public Participation Plan.
- Set up interview for KIOS story on Heartland 2050 “Broadly Speaking” event with Dell Gines.

840 End Products		Schedule
01	Transportation Information	Ongoing
02	Libraries	Ongoing
03	Website and Social Media	Ongoing

Transportation Program Administration (940) –

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Objective:

Provide for efficient administration of MAPA's Transportation programs.

Program Activity

-

940 End Products		Schedule
01	Program Administration	Ongoing
02	Contracts	Ongoing
03	Unified Planning Work Program (UPWP)	Ongoing
04	Agreements	Ongoing
05	Certification Review Action Plan	Ongoing

Employee Benefit Administration (970) –

Objective:

Provide management of agency benefits, retirement, health and life insurance program.

Program Activity

-

Fiscal Management (980) –

Objective:

Develop the annual budget and cost allocation plan. Track revenues and expenditures. Prepare invoices. Assist with the annual audit and other fiscal activities.

Program Activity

-

General Administration (990) –

Objective:

Undertake administrative activities including personnel activities, computer / technology support, and clerical support.

Program Activity

•

MAPA CONTRACT COVER PLATE
(Amendment 1)

CONTRACT IDENTIFICATION

1. Contract Parties: MAPA and Intercultural Senior Center
2. Project Number and Title: 15504400302 Intercultural Senior Center
3. Effective Date: May 28, 2015
4. Completion Date: March 31, 2017

CONTRACT PARTIES

5. Contractor Name and Address: Intercultural Senior Center
3010 R Street
Omaha, NE 68107
6. The Planning Agency: The Omaha-Council Bluffs Metropolitan Area Planning Agency
2222 Cuming Street
Omaha, Nebraska, 68102

ACCOUNTING DATA

7. Contract -\$15,450 of FTA 5310 (CFDA 20.513) funds less independent audit and inspection fees, unless acceptable compliance with OMB Circular A-133 can be substituted, plus \$15,450 in matching funds.

DATES OF SIGNING AND MAPA BOARD APPROVAL

8. Date of MAPA Finance Committee Approval -
9. Date of Contractor Approval -

AMENDMENT TO THE AGREEMENT BETWEEN
THE OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY
AND
INTERCULTURAL SENIOR CENTER

This amendatory agreement made and entered into as of this eighth day of December, 2016 by and between Intercultural Senior Center, 3010 R Street, Omaha, NE 68107 (herein called "Contractor") and the Omaha-Council Bluffs Metropolitan Area Planning Agency, 2222 Cuming Street, Omaha, Nebraska 68102 (herein called the "Planning Agency"),

WITNESSETH:

WHEREAS, the Planning Agency and the Contractor entered into an agreement dated May 28, 2015 and,

WHEREAS, the parties to that Agreement now desire to amend the completion date as on the Contract Cover Plate of said Agreement and the Time of Performance paragraph on page 3 of said Agreement.

WHEREAS, the parties hereto do mutually agree as follows:

THAT, the Completion Date, on the Contract Cover plate of said Agreement dated May 28, 2015 be and is hereby amended to read as follows:

"Completion Date: March 31, 2017"

AND THAT, the Time of Performance paragraph on page 3 of said Agreement dated May 28, 2015 be and is hereby amended to read as follows:

"6. Time of Performance. The services of the Planning Agency are to commence May 28, 2015 and end March 31, 2017."

The parties hereto further agree that except as herein expressly provided the Agreement entered into by the parties on May 28, 2015 shall be unchanged and remain in full force and effect.

IN WITNESS WHEREOF the Planning Agency and the Contractor have executed this Contract as of the date first above written.

INTERCULTURAL SENIOR CENTER

Attest: _____ Date _____ By _____ Date: _____

Title

OMAHA-COUNCIL BLUFFS METROPOLITAN
AREA PLANNING AGENCY

Attest: _____ Date _____ By _____ Date: _____
Executive Director

MAPA CONTRACT COVER PLATE
(Amendment 2)

CONTRACT IDENTIFICATION

1. Contract Parties: MAPA and Olsson Associates
2. Project Number and Title: 16604400101 – Sarpy County Transit Planning – FY16
3. Effective Date: December 10, 2015
4. Completion Date: April 30, 2017

CONTRACT PARTIES

5. The Planning Agency: The Omaha-Council Bluffs Metropolitan Area Planning Agency
2222 Cuming Street
Omaha, Nebraska, 68102
6. Consultant Name and Address: Olsson Associates
2111 S 67th St, #200
Omaha, NE 68106

ACCOUNTING DATA

7. Contract - For an amount not to exceed \$ 135,000

DATES OF SIGNING AND MAPA BOARD APPROVAL

8. Date of MAPA Board Approval -
9. Date of Consultant Approval -

AMENDMENT TO THE AGREEMENT BETWEEN
THE OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY
AND
OLSSON ASSOCIATES

This amendatory agreement made and entered into as of this eighth day of December, 2016 by and between Olsson Associates, 2111 S 67th Street, #200, Omaha, NE 68106 (herein called "Consultant") and the Omaha-Council Bluffs Metropolitan Area Planning Agency, 2222 Cuming Street, Omaha, Nebraska 68102 (herein called the "Planning Agency"),

WITNESSETH:

WHEREAS, the Planning Agency and the Consultant entered into an agreement dated December 10, 2015 and,

WHEREAS, the parties to that Amendment now desire to amend the completion date as on the Contract Cover Plate of said Agreement and the Time of Performance paragraph on page 3 of said Agreement.

WHEREAS, the parties hereto do mutually agree as follows:

THAT, the Completion Date, on the Contract Cover plate of said Agreement dated December 10, 2015 be and is hereby amended to read as follows:

"Completion Date: April 30, 2017"

AND THAT, the Time of Performance paragraph on page 3 of said Agreement dated December 10, 2015 be and is hereby amended to read as follows:

"4. Time of Performance. The services of the Planning Agency are to commence December 10, 2015 and end April 30, 2017."

The parties hereto further agree that except as herein expressly provided the Agreement entered into by the parties on December 10, 2015 shall be unchanged and remain in full force and effect.

IN WITNESS WHEREOF the Planning Agency and the Consultant have executed this Contract as of the date first above written.

OLSSON ASSOCIATES

Attest: _____ Date _____ By _____ Date: _____

Title

OMAHA-COUNCIL BLUFFS METROPOLITAN
AREA PLANNING AGENCY

Attest: _____ Date _____ By _____ Date: _____
Executive Director

MAPA CONTRACT COVER PLATE
(Amendment 3)

CONTRACT IDENTIFICATION

1. Contract Parties: 596-900 MAPA-Live Well Omaha
2. Project Number and Title: ENH-28(111) Metro Omaha Bicycle Safety Education
3. Effective Date: September 1, 2012
4. Completion Date: December 31, 2017

CONTRACT PARTIES

5. Planning Agency: Omaha-Council Bluffs Metropolitan Area Planning Agency
2222 Cuming Street
Omaha, Nebraska 68102
6. Contractor: Live Well Omaha
PO Box 31518
Omaha, NE 68131

ACCOUNTING DATA

7. Contract – not to exceed \$153,622 NDOR Transportation Enhancement Funds less independent audit and inspection fees, unless acceptable compliance with OMB Circular A-133 can be substituted, plus \$40,500 in local matching funds.

DATES OF SIGNING AND MAPA BOARD APPROVAL

8. Date of MAPA Board Approval -
9. Date of Contractor Approval -

AMENDMENT TO THE AGREEMENT BETWEEN
THE OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY
AND
LIVE WELL OMAHA

This amendatory agreement made and entered into as of this twenty-eighth day of April, 2016 by and between Live Well Omaha, PO Box 31518, Omaha, Nebraska 68131 (herein called the "Contractor") and the Omaha-Council Bluffs Metropolitan Area Planning Agency, 2222 Cuming Street, Omaha, Nebraska 68102 (herein called the "Planning Agency"),

WITNESSETH:

WHEREAS, the Planning Agency and the Contractor entered into an agreement dated June 1, 2012 and,

WHEREAS, the parties to that Amendment now desire to amend the Scope of Services paragraph on page 2 of said Agreement, completion date as specified in item 4 on the Contract Cover Plate of said Agreement, the Time of Performance paragraph on page 2 of said Agreement, and the Compensation paragraph on page 3 of said Agreement.

WHEREAS, the parties hereto do mutually agree as follows:

THAT, the Scope of Services paragraph on page 2 of said Agreement dated June 1, 2012 be and is hereby amended to read as follows:

"3. Scope of Services. The Contractor shall do, perform and carry out in a satisfactory and proper manner, as determined by the Planning Agency, the services as stated In Exhibit "A" as amended and attached here within.

THAT, the Completion Date, item 4 on the Contract Cover plate of said Agreement dated June 1, 2012 be and is hereby amended to read as follows:

"4. Completion Date: December 31, 2017"

AND THAT, the Time of Performance paragraph on page 2 of said Agreement dated June 1, 2012 be and is hereby amended to read as follows:

"5. Time of Performance. The services of the Planning Agency are to commence June 1, 2012 and end December 31, 2017."

THAT, the Compensation paragraph on page 3 of said Agreement dated June 1, 2012 be and is hereby amended to read as follows:

"6. Compensation. The Planning Agency agrees to pay for the services rendered by the Contractor under the terms of this Agreement, compensation on a cost reimbursement basis for costs incurred and to include direct costs not to exceed one hundred fifty-three thousand six hundred twenty-two dollars (\$153,622). The Contractor agrees to match the federal dollars with forty thousand five hundred dollars (\$40,500) in qualifying non-federal funding. See Exhibit "B" as attached here within.

A. Direct Labor Costs are the earnings that individuals receive for the time they are working directly on the project.

- a. Hourly Rates: For hourly employees, the hourly earnings rate shall be their employee's straight time hourly rate for the pay period in which the work was performed. If overtime hours are worked on this project, the premium pay portion of those hours is not allowable as a direct labor cost. For salaried employees, the hourly earnings rate shall be their actual hourly rate as recorded in the Contractor's accounting books of record.

- b. Time Reports: The hours charged to the project must be supported by adequate time distribution records that clearly indicate the distribution of hours to all projects/activities on a daily basis for the entire pay period. Time reports must provide a clear identifying link to the projects: such as project description, project number, pertinent work phase, dates of service, and the individual's name and position. There must be an adequate system of internal controls in place to ensure that time charges are correct and have the appropriate supervisory approval.
- B. Direct Non-Labor Costs: These costs include all necessary, actual, and allowable costs related to completing the work under the agreement, including but not limited to: meals, lodging, mileage, subject to the limitations outlined below; communication costs; reproduction and printing costs; special equipment and materials required for the project; special insurance premiums if required solely for this agreement; and such other allowable items.

Contractor shall submit to the Planning Agency an invoice or billing itemizing all direct non-labor costs claimed for work under this agreement, and all supporting receipts or invoices.

The parties hereto further agree that except as herein expressly provided the Agreement entered into by the parties on June 1, 2012 shall be unchanged and remain in full force and effect.

IN WITNESS WHEREOF the Planning Agency and the Contractor have executed this Contract as of the date first above written.

LIVE WELL OMAHA

Attest: _____ Date _____ By _____ Date: _____

Title

OMAHA-COUNCIL BLUFFS METROPOLITAN
AREA PLANNING AGENCY

Attest: _____ Date _____ By _____ Date: _____
Chairman, Board of Directors

METRO OMAHA BICYCLE SAFETY EDUCATION PROGRAM

FHWA Transportation Enhancement Program
Control Number ENH-28(111) CN22492

[October 3,](#) 2016

Omaha-Council Bluffs Metropolitan Area Planning Agency [MAPA] and Activate Omaha



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EXECUTIVE SUMMARY

The Metro Omaha Bicycle Safety Education Program (MOBSEP) aims to increase awareness and practice of safe riding techniques for cyclists of all ages. To accomplish this, MOBSEP will offer cycling safety classes to the general public and training courses for youth recreation professionals. By focusing on both the immediate object of training – the public – as well as professional actors that can influence behavior for the better, MOBSEP will be able to deliver deep results over the life of the TE grant and beyond.

MISSION STATEMENT

Increase utilization of the bicycle as a mode of transportation and decrease incidence of roadway conflicts by training three critical segments of the population in safe cycling techniques: children, adults, and youth activities professionals.

GOALS

1. Improve command of safe bicycle operation techniques in target populations;
2. Impart knowledge to target populations of important public laws, rules, and regulations regarding bicycle operation in various contexts;
3. Promote to target populations the importance of according courtesy and respect to all roadway users;
4. Increase awareness of metro area bicycle right-of-way and recreation assets.

ACTIVITIES

From the mission statement and the goals outlined above, MAPA and Live Well Omaha have designed a program of work with the following components:

1. SAFETY EDUCATION CURRICULUM DEVELOPMENT

Safety Education Curriculum Development lays the foundation for the program as well as future safety education efforts and activities. It will involve conducting research on national best practices, developing various curricular objectives and delivery strategies for each of the target populations, specifying evaluation mechanisms for gauging progress toward the project goals, and liaising with school districts to obtain access to physical education professionals and structure their training elements.

2. SAFETY EDUCATION DELIVERY

Safety Education Delivery sets in motion the work performed in *Safety Education Curriculum Development*. It will involve planning, promoting, and managing the various safety education modules; and hiring and managing the instructors of the safety education courses.

3. TRAINING THE TRAINERS

Training the Trainers focuses on the critical population of “behavior influencers,” including recreation professionals, who can carry forward knowledge of safe cycling techniques into the broader community, particularly among children. [Additional training opportunities will be targeted at community leaders responsible for program and project development related to active transportation and bicycle infrastructure. It](#) will involve planning, promoting, and managing the various training modules; liaising

with the League of American Bicyclists on administering the League Certified Instructor (LCI) training seminar; and hiring and managing instructors for non-League trainings.

4. PROCUREMENT AND ADMINISTRATION

Procurement and Administration ensures that all program activities follow regulations and requirements specified in the Cooperative Agreement between MAPA and NDOR, as well as FHWA flow-down provisions. It will involve establishing and adhering to appropriate accounting and budget tracking, procurement protocols, and reporting formats.

ACTIVITY ONE: SAFETY EDUCATION DEVELOPMENT

Identify bicycle safety curricula for the various target audiences of the program, with particular focus on elements that can be incorporated into metro area schools' physical education curricula. This will involve developing age-specific educational objectives that allow students to progress to full competence in safely operating a bicycle in mixed-traffic environments. [Bicycle safety curriculum will be adapted into online modules to promote safe cycling and educate the general public about applicable laws and "rules of the road".](#)

LONG-TERM DESIRED OUTCOME

Flexible, impactful curricula that further the goals of the program with respect to the various target populations, and can be refined and used well into the future. [Online modules that promote safe cycling and continue the conversation about the need for bike safety education for targeted populations.](#)

CONSTITUENT TASKS

- + TASK 1.1: Develop milestones and objectives for learning for each target population.
- + TASK 1.2: Conduct a review of best practices nationwide on cycling safety education and create a best practice toolkit to aid in curriculum development.
- + TASK 1.3: Develop and manage a stakeholders committee of, transportation, health, and cycling professionals and/or other relevant groups to advise on sustainability of efforts for the future.
- + TASK 1.4: Identify curricula for various target populations, with particular focus on youth, emphasizing ability to be deployed or integrated into standard physical education or youth recreation curricula.
- + TASK 1.5: [Identify & develop informational resources for online safety education and promotion modules targeted at the general public.](#)
- + TASK 1.6: Investigate opportunities for continuing education specific to the physical education professional population.
- + ~~TASK 1.7: Liaise with area schools on developing PE teacher specific trainings.~~

ANTICIPATED PROGRESS / DELIVERABLES

- Milestones and objectives for each target population, broken into age-appropriate modules
- Cycling safety education best practices survey report and toolkit
- Cycling safety education curriculum for each target population group
- Skills evaluation instrument to measure retention of information
- Technical memo describing the current policy environment, key stakeholders and strategies surrounding bicycle safety

MILESTONES

Q4 2012 – Best practices review and toolkit complete; steering committee seated; curriculum identification well under way; outreach to youth professionals complete and relationships established

Q3 2013 – Curriculum development and supporting documentation identified; performance and skills tests identified. All materials ready by end of February 2013

Q1 – Q2 2015 – Technical memo and supporting documentation drafted by April 2015

[Q1 – Q4 2017 – Development of online safety materials to educate the general public about bicycle-related laws, “rules of the road” and or local resources available to make cycling a safer mode of transportation](#)

ACTIVITY TWO: SAFETY EDUCATION DELIVERY

Implement safety education modules for target audiences of the program utilizing curricula developed in *Activity One* and pedagogical and safety materials procured under *Activity Four*. Directly train at least 1% of urbanized region population (725-750 persons), with specialized training [for community leaders](#) (as part of sequence with LCI Train the Trainers) to amplify reach of programming into the population.

LONG-TERM DESIRED OUTCOME

Appreciable increase in standardized knowledge of safe cycling practices among general public, youth activities and physical education professionals.

CONSTITUENT TASKS

- + TASK 2.1: Conduct five (5) Traffic Skills (TS) 101 courses over grant period of performance targeted at [community leaders](#).
- + TASK 2.2: Plan venues for delivery of general safety education classes and coordinate with partner city and program staff.
- + TASK 2.3: Develop and disseminate marketing materials in support of general public safety education courses [and deploy online safety education resources](#).
- + TASK 2.4: Host a minimum of twelve (12) general safety education classes in summer 2013.
- + TASK 2.5: Host a minimum of twelve (12) general safety education classes in summer 2014.
- + TASK 2.6: Host a minimum of twelve (12) general safety education classes in summer 2015.
- + TASK 2.7: Host a minimum of twelve (12) general safety education classes in summer 2016.
- + TASK 2.8: Host a minimum of twelve (12) general safety education classes in summer 2017.

ANTICIPATED PROGRESS / DELIVERABLES

- Five (5) TS 101 courses delivered over grant period of performance
- Up to sixty (60) general safety education classes delivered over grant period of performance, [with approximately 75% focused on children and 25% focused on adults to create the next generation of safe cyclists](#).

MILESTONES

Q3 2012 – Host first TS101 course

Q1 2013 – Begin planning venues for first year of general safety education delivery.

Q2 2013 – Host second TS 101 course; finalize arrangements for summer 2013 general safety education classes.

Q2-Q3 2013 – Deliver 12 general safety education classes.

Q3 2013 – Host third TS101 course.

Q1 2014 – Begin planning venues for second year of general safety education delivery.

Q2 2014 – Host fourth TS101 course; finalize arrangements for summer 2014 general safety education classes.

Q2-Q4 2014 – Deliver 12 general safety education classes

Q3 2015 – Host fifth TS101 course.

Q2-Q4 2015 – Deliver 12 general safety education classes

Q2-Q4 2016 – Deliver 12 general safety education classes

Q2-Q4 2017 – Deliver 12 general safety education classes

[Q3-Q4 2017 – Promote availability of online safety education and promotion materials](#)

ACTIVITY THREE: TRAINING THE TRAINERS

Implement training modules for youth activities professionals [and community leaders](#) utilizing curricula developed in *Activity One*. Work with the League of American Bicyclists (LAB) on delivery of LCI Training courses, and on possible certification of youth professionals [and community leaders](#) via original curriculum [identified](#) in *Activity One*. Reach at least 150 persons in the target population.

LONG-TERM DESIRED OUTCOME

Appreciable increase in short- and long-term efficacy of youth activities professionals [and community leaders](#) in encouraging adoption of safe cycling practices in target populations.

CONSTITUENT TASKS

- + TASK 3.1: Coordinate dates for LCI Train the Trainer courses with the League of American Bicyclists (LAB).
- + TASK 3.2: Plan venues for LCI Train the Trainer courses and coordinate with LAB and any relevant program staff at other organizations.
- + TASK 3.3: Plan venues for youth professionals [and community leader](#) trainings and coordinate with related staff.
- + TASK 3.4: Market training opportunities to target populations.
- + TASK 3.5: Conduct youth professionals [and community leader](#) trainings (up to 16).
- + TASK 3.6: Conduct LCI Train the Trainer courses (up to 5).

ANTICIPATED PROGRESS / DELIVERABLES

- Up to five (5) LCI Train the Trainer courses (depending on demand) offered over term of grant period of performance
- Up to sixteen (16) trainings for youth professionals based on specialized curriculum identified in *Activity One*

MILESTONES

Q3 2012 – Market first TS101-LCI pair to target professionals; coordinate date of first LCI with LAB.

Q2013 – Conduct first LCI course.

Q1 2013 – Market second TS101-LCI pair to target professionals; conduct first youth professional training(s); coordinate date of second LCI with LAB.

Q2-Q3 2013 – Conduct second LCI course; market third TS101-LCI pair to target professionals; coordinate third LCI with LAB if demand exists

Q4 2013 – Conduct third LCI course if needed

Q1 2014 – Market fourth TS101-LCI pair to target professionals; coordinate fourth LCI with LAB if needed

Q2-Q3 2014 – Conduct fourth LCI course if needed; market fifth TS101-LCI pair to target professionals.

Q1 2015 – Market fifth TS101-LCI pair to target professionals; coordinate fifth LCI with LAB if needed

Q2-Q3 2015 – Conduct fifth LCI course if needed; market fifth TS101-LCI pair to target professionals.

[Q2-Q4 2017 – Market sixth and seventh TS101-LCI pair to target community leaders and other professionals](#)

ACTIVITY FOUR: PROCUREMENT AND ADMINISTRATION

Procure and/or oversee development of collateral materials supporting the aims of the program, manage contract personnel and subconsultants, and ensure that all program activities adhere to grant terms and conditions.

LONG-TERM DESIRED OUTCOME

Successful program delivery and proven model for other communities; funding support from other parties to continue program in the future.

CONSTITUENT TASKS

- + TASK 4.1: Set up and maintain financial management systems, and compile periodic reports on progress of programming and expenditures.
- + TASK 4.2: Hire and manage contract safety education personnel.
- + TASK 4.3: Procure and oversee design and production of collateral printed materials, specifically safety brochures and regional bike maps.
- + TASK 4.4: Procure collateral safety materials to be given to participants in general safety education classes.
- + TASK 4.5: Procure other materials needed for delivery of safety education classes
- + [TASK 4.6: Procure design services to develop online safety education and promotion materials including graphics, videos, brochures, and other informational materials.](#)

ANTICIPATED PROGRESS / DELIVERABLES

- Quarterly progress reports compiled by Live Well Omaha and submitted to NDOR via MAPA, including budget tracking reports
- Identify and procure bike safety curriculum student materials, identify and print bike safety handouts in both English and Spanish, and one geared to adults and one to children.
- Design and production of [up to 30,000](#) integrated metro trails and commuter bike maps.
- [250](#) each of lights and [reflectors](#), and [5,300 helmets](#), for distribution to participants in general safety education classes.

MILESTONES

Q3 2012 – Set up financial management systems and procurement/contracting rules, working with MAPA project manager/registered charge; prepare requirements for contract safety education personnel; draft RFP for safety brochure design and production

Q1 2013 – Issue first call for qualified safety education instructors and hire first round; procure collateral safety materials; second progress report.

Q2 – Q4 2013 – Procure materials needed to deliver classes; manage contract safety education instructors' remuneration; third and fourth progress reports.

Q1-Q4 2013 – Develop and collect potential changes to the commuter bike map

Q1 2014 – Procure additional safety materials; fifth progress report.

Q2 – Q4 2014 – Procure additional materials needed to deliver classes; manage contract safety education instructors' remuneration; sixth progress report.

Q1 2015 – Make changes and print commuter bike maps

Q2 – Q4 2014 – Procure materials needed to deliver classes; manage contract safety education instructors' remuneration; seventh and eighth progress reports.

Q2 – Q4 2015 – Procure materials needed to deliver classes; manage contract safety education instructors' remuneration; ninth and tenth progress reports.

Q2 – Q4 2016 – Procure materials needed to deliver classes; manage contract safety education instructors' remuneration; eleventh and twelfth progress reports.

[Q4 2016 – Procure services to develop online and printed materials for safety education and promotion](#)

[Q1 – Q4 2017 – Manage consultant contract and oversee development of materials for online safety education and promotion](#)

Q2 – Q4 2017 – Procure materials needed to deliver classes; manage contract safety education instructors' remuneration; thirteenth and fourteenth progress reports; project close-out and final reporting.

[Q4 2017 – Update commuter map to include new facilities and print additional commuter bike maps](#)

Bicycle Safety Education Program
Live Well Omaha
Budget

Live Well Omaha: Direct Labor Costs (Including Fringe Benefits)

LWO Principal	\$ 10,000.00	
LWO Senior Program Specialist	30,069.00	
LWO Program Coordinator	20,000.00	
	<u> </u>	\$ 60,069.00

Direct Expenses:

Subconsultants

Graphic design & video professional services	\$ 22,750.00	
Sr. Cycling Safety Instructor	32,000.00	
Sr. Cycling Safety Instructor Prep	1,800.00	
League of American Bicyclists	7,500.00	
	<u> </u>	\$ 64,050.00

Printing and Reproduction

Posters for class marketing	\$ 300.00	
Brochures	3,750.00	
Bicycle Maps	10,500.00	
	<u> </u>	\$ 14,550.00

Mileage/Travel	\$	248.00
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Lunch Stipend for Instructors	\$	480.00
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Other

Helmets	\$ 50,350.00	
Light & Reflector Kits	3,875.00	
Misc. Equipment	500.00	
	<u> </u>	\$ 54,725.00

\$ 194,122.00

Federal Funding	\$	153,622.00
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Local Match		<u>40,500.00</u>
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\$ 194,122.00

**STATE OF NEBRASKA DEPARTMENT OF ECONOMIC DEVELOPMENT
GRANT AWARD CONTRACT
OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY (MAPA)
(regarding grant assistance
as authorized in Neb. Rev. Stat. §§ 13-1901 through 13-1907)
2nd AMENDMENT TO EDD CONTRACT-MAPA**

This contract 2nd amendment is entered into between the State of Nebraska Department of Economic Development ("Department"), and the Omaha-Council Bluffs Metropolitan Area Planning Agency ("Grantee"), upon the date of signature by both parties.

RECITALS:

- A. The parties have previously contracted via an 11-page contract which was variously dated August 3, 2016 (by Department) and July 28, 2016 (by Grantee), and which has a time of performance specified as from May 11, 2016, through December 31, 2016 ("Original Contract").
- B. The Original Contract allows for amendments of its terms at \$4.02.
- C. The parties have previously amended the Original Contract via a 4-page amendment, dated October 5, 2016, (by Department), and September 30, 2016, (by Grantee), ("1st Amendment").
- D. The parties have reached an agreement to amend the Original Contract in order to clarify language with §1.04; amend the Sources and Uses of Funds; and to extend the termination date of the contract from December 31, 2016 to June 30, 2017.

AGREEMENT:

Premised on the Recitals above, and in consideration of the mutual promises and understandings of the parties set forth below, the parties agree as follows:

The following provisions of the Original Contract, indented below for clear identification, are amended as shown, by:

- deleting the original language shown in strikethrough format for those changes associated with the 1st Amendment already accomplished [~~example~~], [*Comments in {italics} are explanatory, not part of the text of the [2nd] Amendment.*]
- deleting the original language shown in double-strikethrough format for those changes associated with the instant 2nd Amendment [~~~~example~~~~],
- inserting the new language shown in underlined format for those changes associated with the 1st Amendment already accomplished [example],
- inserting the new language shown in double-underlined format for those changes associated with the instant 2nd Amendment [example].

Amendments to Original Contract.

§1.01 Time of Performance and Provision for Renewal.

The period covered under this contract is from May 11, 2016, through ~~December 31, 2016~~ June 30, 2017. All the required activities will be completed on or before such end date.

~~The Department reserves the option to offer to the Grantee, a renewal of this contract under similar terms and conditions (with the likely changed terms having to do with the amount of the contract and the time of performance), and if the parties mutually agree to renew the contract, it may be renewed for a period commencing on or after July 1, 2016, and ending June 30, 2017. Any such renewal would be governed by the terms of this instrument, except as modified by amendments made by the parties to memorialize the fact of, and terms of, such renewal.~~

§1.04 of the Original Contract, as amended by the various contract amendments executed by the parties, is deleted in its entirety and is replaced with the following §1.04:

§1.04 Amount and Disbursement of Act Funds by the Department to the Grantee.

The total amount of Act Funds to be disbursed by the Department to the Grantee for eligible uses (as defined in §1.03 of this contract) will not exceed \$162,766.

The Grantee may request its total amount of Act Funds by submitting one, or more, request(s) for disbursement. Requirements regarding the form, manner, and timing of requests for disbursement are specified in §4.01 of this contract.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

§3.01 Sources and Uses of Funds.

Total award of Act funds, and the approved uses of the Act funds, are reflected in the table below.

SOURCES→	Act Funds (LB 661, 2015)	TOTAL
USES (Activities)↓		
Eligible Activities under Neb. Rev. Stat. §13-1904. [this amount associated with the contract period from May 11, 2016, through December 31, 2016]	\$81,383	\$81,383
Eligible Activities under Neb. Rev. Stat. §13-1904. [[this amount associated with the contract period to be determined if renewed from July 1, 2016, through June 30, 2017]	[To be determined if renewed] <u>\$81,383</u>	[To be determined if renewed] <u>\$81,383</u>
TOTAL	\$52,535 <u>\$162,766</u>	\$52,535 <u>\$162,766</u>

All other provisions of the Original Contract, including changes in the Original Contract made in the 1st Amendment which are not changed by this 2nd Amendment, remain in effect.

ACCEPTANCE PROVISIONS.

The parties acknowledge they have read and understand this instrument and agree to its provisions, and that it will be effective on the date when both parties have signed.

NEBRASKA DEPARTMENT OF ECONOMIC DEVELOPMENT	GRANTEE→ OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY
By: _____ (Director or Designee)	By: _____ (Executive Officer)
_____ (Typed or Printed Name/Title)	_____ (Typed or Printed Name/Title)
_____ (Date)	_____ (Date)
	<u>47-0522862</u> (Federal Identification Number)



Melissa Engel <mengel@mapacog.org>

1/1/17 UHC Vision Renewal

3 messages

Kristin Nollett <knollett@ssgi.com>

Wed, Oct 26, 2016 at 3:38 PM

To: "mengel@mapacog.org" <mengel@mapacog.org>

Cc: Susan Buchheit <sbuchheit@ssgi.com>

Good afternoon, Melissa.

I hope you are having a nice week so far!

We received the 1/1/17 vision renewal from UHC. I am pleased to inform you that there will be no change to the vision rates this year. Attached please find the vision renewal from UHC along with the carrier financial data that we are required to provide to you with the renewal.

This is the first vision renewal your group has received from UHC as the plan has been in a rate guarantee since 1/1/15. The current vision plan and rates are in line with what we are seeing in the market for groups of similar size. Please let me know if you would like us to explore the market for your group vision plan this year or if you wish to renew the current plans and rates with UHC.

Please let me know if you have questions after you have had a chance to review the renewal information. I am happy to come out to your office to discuss the renewal as well. I look forward to hearing from you soon!

Thank you!

Kristin Nollett, HIA

Client Relationship Manager

p: 402.964.5564 or 800.288.5501 x5564

f: 402.963.4090

c: 402.208.8526



Vision renewal

		Employee	Empl + Spouse	Empl + Child	Empl + Fam	Monthly Premium
Current Vision Insurance	Enrollment	4	3	0	1	
Plan: V1008/Type: VOLUNTARY	Rate	\$7.24	\$13.75	\$16.07	\$22.65	\$92.86
Renewal Vision Insurance	Enrollment	4	3	0	1	
Plan: V1008/Type: VOLUNTARY	Rate	\$7.24	\$13.75	\$16.07	\$22.65	\$92.86

Change from current: 0.0%

Vision benefit summary

	Services & Materials	Amount		Services & Materials	Amount
In-Network Copay	Exam	\$10	Out-of-network Reimbursement	Exam	Up to \$40
	Materials	\$25		Single Lenses	Up to \$40
Frequencies	Exam	1 x per 12 mos.		Bifocal Lenses	Up to \$60
	Lenses	1 x per 12 mos.		Trifocal Lenses	Up to \$80
	Frames	1 x per 24 mos.		Lenticular Lenses	Up to \$80
				Frames	Up to \$45
				Elective Contacts	Up to \$105

Vision plans have a two year rate guarantee. The vision rates will be in effect through 12/31/18. Note that the rate guarantee is subject to change based upon changes to the policy and/or plan structure.

Life AD&D options

	Enrollment	Benefit	Volume	Rate	Total	Monthly Premium
Life Insurance	8	\$25,000	\$200,000	\$0.26 per 1,000	\$52.00	
AD&D Insurance	8	\$25,000	\$200,000	\$0.02 per 1,000	\$4.00	\$56.00

Life AD&D Quote Assumptions:

- The Basic Life/AD&D and Basic Dependent Life plans have a 24 month guarantee from the initial date of rate issuance. Note that the rate guarantee is subject to change based upon changes to the policy and/or plan structure.
- All coverage terminates at retirement.
- If you choose to offer \$25,000 or more in base life insurance, the Packaged Savings Program may apply. Packaged Savings may not be available in all states or for all group sizes.
- UnitedHealthcare also offers long and short term disability products. For additional information about these products contact your broker for plan design and premium information today!

Dental options

	Quote 1		Quote 2		Quote 3		Quote 4	
	Plan P3366 ¹ Type VPPD		Plan P4877 ¹ Type DPPD		Plan P2543 ¹ Type DPPD		Plan P1211 ¹ Type VPPD	
	Benefit	In/Out	Benefit	In/Out	Benefit	In/Out	Benefit	In/Out
Coinurance	Preventive	100%/100%	Preventive	100%/100%	Preventive	100%/100%	Preventive	100%/100%
	Minor Restore	80%/80%	Minor Restore	80%/80%	Minor Restore	80%/80%	Minor Restore	80%/80%
	Endo/Perio/Oral*	80%/80%	Endo/Perio/Oral*	50%/50%	Endo/Perio/Oral*	50%/50%	Endo/Perio/Oral*	50%/50%
	Major	50%/50%	Major	50%/50%	Major	50%/50%	Major	50%/50%
Annual Plan Maximums	In/Out Network	\$1,000/\$1,000	In/Out Network	\$1,000/\$1,000	In/Out Network	\$1,000/\$1,000	In/Out Network	\$1,000/\$1,000
Orthodontia Coverages	Benefit: NA		Benefit: NA		Benefit: NA		Benefit: NA	
	Coinurance	NA/NA	Coinurance	NA/NA	Coinurance	NA/NA	Coinurance	NA/NA
	Lifetime Max	NA/NA	Lifetime Max	NA/NA	Lifetime Max	NA/NA	Lifetime Max	NA/NA
Waiting Period for Major Services	12 mos		NO WAIT		NO WAIT		12 mos	
Enrollment Rates	Tiers	Monthly Rate	Tiers	Monthly Rate	Tiers	Monthly Rate	Tiers	Monthly Rate
	Empl	\$29.43	Empl	\$40.35	Empl	\$38.95	Empl	\$25.65
	Empl + Spouse	\$58.86	Empl + Spouse	\$80.70	Empl + Spouse	\$77.90	Empl + Spouse	\$51.30
	Empl + Child	\$69.41	Empl + Child	\$81.45	Empl + Child	\$78.62	Empl + Child	\$51.77
	Empl + Family	\$91.57	Empl + Family	\$125.54	Empl + Family	\$121.18	Empl + Family	\$79.80
Deductible	Indiv/Family	\$50/\$150	Indiv/Family	\$50/\$150	Indiv/Family	\$50/\$150	Indiv/Family	\$50/\$150
Monthly Premium	\$385.87		\$529.04		\$510.68		\$336.30	

* Please refer to your benefit summary or certificate of coverage for a more detailed view of the benefit coverage for services within these categories as some plans may have benefits that differ from what we are able to display here.

¹ Ask about our Consumer Max Multiplier! This consumer driven benefit allows members to carry forward a portion of their unused annual dental maximum into an account for future use.

MAPA CONTRACT COVER PLATE
(Amendment 1)

CONTRACT IDENTIFICATION

1. Contract Parties: MAPA/Steve Jensen Consulting, LLC
2. Project Number and Title: 154200901 – Heartland 2050 Advisory Support – FY15/16
3. Effective Date: April 1, 2015
4. Completion Date: June 30, 2017

CONTRACT PARTIES

5. Planning Agency

Omaha-Council Bluffs Metropolitan Area Planning Agency
2222 Cuming Street
Omaha NE 68102-4328
6. Consultant Name and Address

Steve Jensen Consulting, LLC
5919 South 169th Street
Omaha, NE 68135

ACCOUNTING DATA

7. Contract - For an amount not to exceed \$ 36,000
.

DATES OF SIGNING AND MAPA BOARD APPROVAL

8. Date of MAPA Finance Committee Approval -
9. Date of Consultant Approval -

AMENDMENT TO THE AGREEMENT BETWEEN
THE OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY
AND
STEVE JENSEN CONSULTING, LLC

This amendatory agreement made and entered into as of this eighth day of December, 2016 by and between Steve Jensen Consulting, LLC, 5919 South 169th Street, Omaha, NE 68135 (herein called "Consultant") and the Omaha-Council Bluffs Metropolitan Area Planning Agency, 2222 Cuming Street, Omaha, Nebraska 68102 (herein called the "Planning Agency"),

WITNESSETH:

WHEREAS, the Planning Agency and the Consultant entered into an agreement dated April 1, 2015 and,

WHEREAS, the parties to that Agreement now desire to amend the completion date as on the Contract Cover Plate of said Agreement, the Time of Performance paragraph on page 2 of said Agreement, Contract amount on the Contract Cover Plan of said Agreement and the Compensation paragraph on page 2.

WHEREAS, the parties hereto do mutually agree as follows:

THAT, the Completion Date, on the Contract Cover plate of said Agreement dated April 1, 2015 be and is hereby amended to read as follows:

"Completion Date: June 30, 2017"

AND THAT, the Time of Performance paragraph on page 2 of said Agreement dated April 1, 2015 be and is hereby amended to read as follows:

"4. Time of Performance. The services of the Planning Agency are to commence April 1, 2015 and end June 30, 2017."

AND THAT, the Contract, on the Contract Cover plate of said Agreement dated April 1, 2015 be and is hereby amended to read as follows:

"Contract - For an amount not to exceed \$ 36,000"

AND THAT, the Compensation paragraph on page 2 of said Agreement dated April 1, 2015 be and is hereby amended to read as follows:

"5. Compensation. The Planning Agency agrees to compensate the Consultant according to the Attachment A. Except for changes in the scope of Consultant's services, the total charge to the Planning Agency for salaries and expenses shall not exceed \$36,000 (thirty-six thousand dollars). Any change in scope resulting in additional fees must be communicated in writing and mutually agreed upon prior to any additional charges are incurred."

The parties hereto further agree that except as herein expressly provided the Agreement entered into by the parties on April 1, 2015 shall be unchanged and remain in full force and effect.

IN WITNESS WHEREOF the Planning Agency and the Consultant have executed this Contract as of the date first above written.

STEVE JENSEN CONSULTING, LLC

Attest: _____ Date _____ By _____ Date: _____

Title

OMAHA-COUNCIL BLUFFS METROPOLITAN
AREA PLANNING AGENCY

Attest: _____ Date _____ By _____ Date: _____
Executive Director

MAPA CONTRACT COVER PLATE
(Amendment 1)

CONTRACT IDENTIFICATION

1. Contract Number: 169045004
2. Project: Live Well Omaha Commuter Challenge
3. Effective Date: April 11, 2016
4. Completion Date: December 31, 2017

CONTRACT PARTIES

5. Contractor Name and Address:

Live Well Omaha
1516 Cuming Street
Omaha, NE 68102

6. The Planning Agency:

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

ACCOUNTING DATA

7. Contract – not to exceed \$33,440 FHWA CMAQ Funds, plus \$ 8,360 in local matching funds.
Allotted - \$33,440 FHWA CMAQ Funds, CFDA Number 20.205

DATES OF SIGNING AND MAPA BOARD APPROVAL

8. Date of MAPA Finance Committee Approval -
9. Date of Contractor Approval -

AMENDMENT TO THE AGREEMENT BETWEEN
THE OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY
AND
LIVE WELL OMAHA

This amendatory agreement made and entered into as of this eighth day of December, 2016 by and between Live Well Omaha, 1516 Cuming Street, Omaha, NE 68102 (herein called "Contractor") and the Omaha-Council Bluffs Metropolitan Area Planning Agency, 2222 Cuming Street, Omaha, Nebraska 68102 (herein called the "Planning Agency"),

WITNESSETH:

WHEREAS, the Planning Agency and the Contractor entered into an agreement dated April 11, 2016 and,

WHEREAS, the parties to that Agreement now desire to amend the Scope of Services Attachment A, Contract amount on the Contract Cover Plan of said Agreement and the Compensation paragraph on page 2.

WHEREAS, the parties hereto do mutually agree as follows:

THAT, the Attachment A - Scope of Work be amended to add 2017 activities as attached.

AND THAT, the Contract, on the Contract Cover plate of said Agreement dated April 11, 2016 be and is hereby amended to read as follows:

"Contract – not to exceed \$33,440 FHWA CMAQ Funds, plus \$ 8,360 in local matching funds.

Allotted - \$33,440 FHWA CMAQ Funds, CFDA Number 20.205"

AND THAT, the Compensation paragraph on page 2 of said Agreement dated April 11, 2016 be and is hereby amended to read as follows:

"6. COMPENSATION

MAPA agrees to pay for the services rendered by the Contractor 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 thirty-three thousand four hundred forty dollars (\$33,440.00). The Contractor agrees to match the federal dollars with eight thousand three hundred sixty dollars (\$8,360) in qualifying non federal funding. See Attachment B, amended as attached."

The parties hereto further agree that except as herein expressly provided the Agreement entered into by the parties on April 11, 2016 shall be unchanged and remain in full force and effect.

IN WITNESS WHEREOF the Planning Agency and the Contractor have executed this Contract as of the date first above written.

LIVE WELL OMAHA

Attest: _____ Date _____ By _____ Date: _____

Title

OMAHA-COUNCIL BLUFFS METROPOLITAN
AREA PLANNING AGENCY

Attest: _____ Date _____ By _____ Date: _____
Executive Director

2017

Little Steps Big Impact

Live Well Omaha Commuter Challenge

Scope of Work

Background

Live Well Omaha (LWO) is a long-term collaborative effort of membership organizations aimed at making the healthy choice the easy choice. Our functions support a healthy community by sharing the story behind health data, catalyzing multi-sector partners to take action and cultivating best practices to advance the health status of Omaha area residents. Our members are organizations that see the value in investing in health for a vibrant and prosperous community. We know that in order to achieve this vision, policies, systems and environments must support these healthy choices.

LWO also leads supplemental strategies to the explicit CMAQ grant scope and budget; however, these are important initiatives that LWO commits to participating and helping to lead as they are foundational strategies to support healthy air and ozone now and into the future.

Supplemental Efforts:

- **Bus Rapid Transit Supporter**
LWO staff will serve on various committees and support communication to support the BRT project.
- **Bike Omaha Network Catalyst**
LWO serves as a connector and catalyst of the Bike Omaha Network as another key project in advancing active transportation in Omaha.

Opportunity

For ten years, LWO facilitated a bicycle commuter challenge, and in 2014 launched a collaboration with Metro Transit and Metropolitan Area Planning Agency (MAPA) to facilitate a multi-modal strategy for the commuter challenge. This effort remains a strong collaboration between all three entities with LWO taking the lead on coordination, communication and participant engagement. In 2017, the focus of this work is on updating the data tool and investing in a new look and feel for the challenge to engage new audiences and retain current participants.

1. LWO Commuter Challenge

- 1.1. Tool for Data Tracking
- 1.2. Community Catalyst Events
- 1.3. Communications Strategy

1.0 LWO Commuter Challenge

The LWO Commuter Challenge is a long-running campaign from May 1 – September 30 of each year that aims to get more individuals to use active transportation as a means to get to their destination as an alternative to driving a single occupancy vehicle (SOV). As more individuals choose this form of transportation during peak air quality concern months, air quality is preserved. In addition to air quality, LWO believes that by building active transportation into your daily life, you automatically achieve recommended daily levels of activity – decreasing the risk of many chronic diseases.

1.1 Tool for Online Data Tracking

LWO will use grant funds to conduct an RFP for a contractor to complete the following scope of work:

- 1.1.1 Updated online logging interface to attract more participants to use the tool to log consistently
- 1.1.2 Track bus, walk and carpool data with online tool
- 1.1.3 Develop logic to track estimated CO2 saved, dollars saved and calories burned for carpool, bus and walking modes.
- 1.1.4 Link bike data from the National Bike Challenge
- 1.1.5 Message Board Functionality for Challenge Communications
- 1.1.6 Leader Board Functionality for Individuals, Businesses/Teams and Modes
- 1.1.7 Survey capability to capture demographics from participants
- 1.1.8 Reporting functionality to obtain challenge data by cross-sections such as name, mode, date of trip logged, workplace, team, home zip code and miles/trips
- 1.1.9 Tracking and exporting capabilities for trips, miles, calories burned, dollars saved and Co2 saved
- 1.1.10 Create a user-friendly master data template to aid in the merging of the National Bike Challenge export data and the Commuter Challenge data

1.2 Community Catalyst Events

LWO will facilitate a series of catalyst events to promote the challenge and ensure that new, willing yet cautious active commuters also participate.

Early May – Kick-off Event

LWO will invite past participants and individuals/organizations that want to get involved to a Commuter Challenge 101 and celebration event. This event garners support of a successful challenge start, engages media in this visible launch and educates new active commuters to join the movement.

May 19 – Bike to Work Day

LWO will train and equip organizations to host an active commuter welcome station to celebrate this day. Media coverage will be sought and organizations will be encouraged to share this event internally as a promotion to kick-off their employees' participation in the challenge.

Late September/Early October - Challenge Celebration

LWO will invite participants and organizations to celebrate the miles logged, CO2 saved and calories burned. Awards will be given for high-level participants, leading organizations and new participants.

Bike Valet Events

Promote the challenge and Little Steps Big Impact campaign through a series of 15 Omaha Bikes' bike valet event days throughout the Omaha area. Zip code, mileage and trip data will be collected. *See Addendum 1.0 for proposed events

Communications Strategy

LWO will create a multi-channel, comprehensive communications strategy to refresh the challenge and ensure that this campaign is disseminated to new audiences. In addition to the following list of communications are weekly and monthly incentive drawings to draw attention to various commuters and reinforce participation. Finally, news releases will be created and distributed to kick-off the beginning and celebrate the end of the challenge.

Monthly – LWO will feature one individual in the community as our “People on the Move” to highlight the real people who are using active transportation to get around. This content is published in the LWO email newsletter *The Weekly Digest* and will be shared via Facebook, Twitter and on the Live Well Omaha tool (upon the launch of a new site) in order to reach all demographics. Commuters will also be invited to write guest blogs to again call attention to their healthy commuting behaviors.

Quarterly –LWO Active Living Coordinator will educate workplaces and community members via educational opportunities (health fairs, lunch and learns, etc.) upon request at a minimum of two employers per month and will encourage most to participation in the aforementioned catalyst events as well.

Final Report – LWO will create a state of the challenge communication report by November 30, 2017 that communicates the data and trends of the challenge and its air quality performance.

Measures of Success

- Successful RFP process and obtaining contractor to complete the online data tool scope of work.
- Launched by April 2017, an improved data tool will drive the Commuter Challenge with updated logging technology.
- Educate workplaces and community members via 10 (2/month x 5 months of challenge) educational opportunities (health fairs, lunch and learns, etc.).
- The Commuter Challenge will be successful by achieving the following:
 - Maintain or surpass 2016 cumulative challenge miles at 510,000 miles logged via bike, bus, walk, and carpool.
 - Maintain or surpass 2016 cumulative Co2 saved at 285,000 lbs.
 - Enroll 1,000 individuals in the 2017 challenge tool.

Addendum 1.0

Proposed 2017 Omaha Bikes Bike Valet Events

1. Earth Day - April 22
 2. Loessfest (2 days) - May 27-28
 3. Bike to the Ballpark* (9-10 days) June 17-27 or 28th
 4. Bellevue Riverfest - July 21
 5. USAT Triathlon Nationals (2 days) - August 12-13
 6. Maha Music Festival - August 19
 7. Farnam Festival (tentatively October 14)
- *pending approval to display LSBI banner at bike corral (in zone 1 of CWS)

Little Steps Big Impact

Live Well Omaha Commuter Challenge

Budget Narrative

	2016 - Estimated	2017 - Estimated	Total Budget
Data Tool*	\$4,000	\$4,000	\$8,000
Postage and Delivery	\$200	\$200	\$400
Office Supplies	\$200	\$200	\$400
Subcontractor – Bike Corrals	- -	\$3,600	\$3,600
Salaries and Benefits	\$ 14,055	\$11,545	\$25,600
Indirect Cost Rate (10%)	\$1,845	\$1,955	\$3,800
Total Budget:	\$20,300	\$21,500	\$41,800
Federal Funding:	\$16,240	\$17,200	\$33,440
<i>LWO Match:</i>	<i>\$4,060</i>	<i>\$4,300</i>	<i>\$8,360</i>

* MAPA commits to providing grant funding for data tool over a two-year period.

2016 Narrative:

Data Tool: This line item will be used to create improved code and operations for the Commuter Challenge in order to better track participation's impact on air quality.

Postage and Delivery: This line item will be used to purchase postage for business and participant mailings and delivery of campaign materials to participants.

Office Supplies: This line item will be used to purchase supplies for the challenge events and participant communication.

Wages: This budget line item includes wages for the following expert staff:

- Active Living Coordinator for a total of **445 hours X \$27.88 = \$12,410**
 - 400 hours within the 20 weeks of the challenge and 45 hours for the three months directly before and after the challenge
 - During the Challenge 18 hours per week X 20 weeks

- 5 Hours on Event Coordination
- 10 Hours on Participant Communication
- 3 Hours Data Analysis
- 2 Hours Business Participant Outreach
20 Hours/week

- During March, April and October, the months directly outside of the Challenge, 15 hours per month X 3 months = 45 hours
 - 2 Hours on Event Coordination
 - 5 Hours on Participant Communication
 - 3 Hours Data Analysis
10 Hours/month

- Communications Coordinator for a total of **58 hours X \$34.88 = \$2,025**
 - 50 hours within the 20 weeks of the challenge and 8 hours for the three months directly before and after the challenge
 - During the Challenge, 2.5 Hours per week X 20 weeks= 50 Hours
 - 2.5 Hours on Outreach
2.5 Hours/week

 - During March, April 4 hours per month X 2 months = 8 hours
 - 2 Hours on Participant Communication
 - 2 Hours Tool Maintenance
4 Hours/month

- Executive Director for a total of **26 hours X \$56.21 = \$1,465**
 - 2 hour each week during the 20 weeks of the challenge and 6 hours for the months directly before and after the challenge
 - During the Challenge, 1 Hour per week X 20 weeks= 20 Hours
 - 1 Hour Supervisory
 - 1 Hour Data Oversight
2 Hours/week

 - During March, April and October, 2 hours per month X 3 months = 6 hours
 - 1 Hours on Participant Communication
 - 1 Hours Tool Maintenance
2 Hours/month

2017 Narrative:

Data Tool: This line item will be used to create a data capture, display and analysis tool for the Commuter Challenge in order to 1) engage more individuals in replacing car trips and 2) better track participant's activities and 3) track the overall impact on air quality.

Postage and Delivery: This line item will be used to purchase postage for business and participant mailings and delivery of campaign materials and prizes to participants.

Office Supplies: This line item will be used to purchase supplies for the challenge, events and participant communication.

Wages: This budget line item includes wages for the following expert staff:

- Active Living Coordinator for a total of **465 hours X \$27.88 = \$12,964.20**
 - 200 hours during the project management and design of the updated tool and 220 hours within the 20 weeks of the challenge and 45 hours for the months directly before and after the challenge
 - During the Challenge 11 hours per week X 20 weeks = 220 hours
 - 1 Hour on Event Coordination
 - 5 Hours on Participant Communication
 - 3 Hours Data Analysis
 - 2 Hour Business/Community Outreach
 - 11 Hours/week**
 - During the months outside of the April, October and November Challenge, 15 hours per month X 3 months = 45 hours
 - 2 Hours on Event Coordination
 - 5 Hours on Participant Communication
 - 3 Hours Data Analysis
 - 5 Hours on Business/Community Outreach
 - 15 Hours/month**
- Communications Coordinator for a total of **68 hours X \$34.88 = \$2,371.84**
 - 48 hours within the first four months prior to the challenge to support the tool and 5 hours per month during the challenge (May – September= total 25 hours)
 - January - April, 12 hours per month = 48 Hours
 - 2 Hours on Participant Communication

- 4 Hours on Communications Meetings
- 3 Hours on Branding
- 3 Hours on Web Tool Front-End Configuration
12 Hours/month
- During the Challenge, 4 hours per month X 5 months = 20 hours
 - 2 Hours on Participant Communication (emails & social media)
 - 2 Hours Promotional Materials
4 Hours/month
- Executive Director for a total of **19 hours X \$56.21 = \$1,067.99**
 - 10 hours on data tool configuration, communication plan and updated logic model prior to May's challenge launch.
 - 9 hours during the challenge on coaching and supervision of team.



Metropolitan Area Planning Agency FY2017-2022 Transportation Improvement Program

Revision Summary - Amendment 2

<u>Control #</u>	<u>Project Name</u>	<u>Lead Agency</u>	<u>Revision Note</u>
NE-22532	Elkhorn River West	NDOR	Eliminate FY2017 project phase

<u>Control #</u>	<u>Project Name</u>	<u>Lead Agency</u>	<u>Revision Note</u>
NE-22325	Q Street Bridge	Omaha	Program \$268,800 of STBG-MAPA funding in FY2017 for ROW

<u>Control #</u>	<u>Project Name</u>	<u>Lead Agency</u>	<u>Revision Note</u>
NE-22528	I-480: Bancroft - Dewey	NDOR	Eliminate FY2017 project phase

<u>Control #</u>	<u>Project Name</u>	<u>Lead Agency</u>	<u>Revision Note</u>
NE-22595	I-80/I-480/US-75 Interchange	NDOR	Eliminate FY2017 project phase

<u>Control #</u>	<u>Project Name</u>	<u>Lead Agency</u>	<u>Revision Note</u>
NE-22321	OPS McMillan Middle School SRTS Project	Omaha	Program \$14,800 of SRTS funding in FY2017 for ROW and reprogram UTIL-CON-CE phase to FY2018

<u>Control #</u>	<u>Project Name</u>	<u>Lead Agency</u>	<u>Revision Note</u>
	FY2017 MAPA TIP Document	MAPA	Add FY2015 and FY2016 5310 Program of Projects to the MAPA TIP document

<u>Control #</u>	<u>Project Name</u>	<u>Lead Agency</u>	<u>Revision Note</u>
	Schramm SRA Natural Trail Signage	NGPC	Program \$40,000 of Recreational Trails Program (RTP) funding in FY2017 for UTIL-CON-CE

<u>Control #</u>	<u>Project Name</u>	<u>Lead Agency</u>	<u>Revision Note</u>
	2017 Omaha Resurfacing Program	Omaha	Program \$6,096,000 of Advance Construction funds for UTIL-CON-CE in FY2017 and program \$6,096,000 of STBG-MAPA funding for AC Conversion in FY2022

<u>Control #</u>	<u>Project Name</u>	<u>Lead Agency</u>	<u>Revision Note</u>
NE-22410	Westbrook Safe Routes To School	Omaha	Program \$29,600 of SRTS funding in FY2017 for ROW and program \$253,000 of SRTS funding in FY2018 for UTIL-CON-CE

<u>Control #</u>	<u>Project Name</u>	<u>Lead Agency</u>	<u>Revision Note</u>
OMA-051515-001	Omaha Resurfacing Program	Omaha	Eliminate FY2017 and FY2020 phases, reduce FY2019 phase to \$828,000 of Advance Construction funds for UTIL-CON-CE



Metropolitan Area Planning Agency FY2017-2022 Transportation Improvement Program

TIP ID 2015-028		Project Name Elkhorn River West	
Control Number NE-22532			
Lead Agency	NDOR	Project Type	Resurfacing
County	Douglas	Length (mi)	6.40
		Total Project Cost*	\$5,234.00
Location On N-36 from Old Highway 275/Reicmuth Road, east to just west of the Elkhorn River			
Description Concrete repair, mill, resurface, repair 2 bridges, replace 1 bridge			

Fiscal Year	Project Phase	Funding Source	Total Funds*	Federal Funds*	State Funds*	Local Funds*
2016	PE-NEPA-FD	State-Nebraska	\$201.00	\$0.00	\$201.00	\$0.00
2016	ROW	State-Nebraska	\$10.00	\$0.00	\$10.00	\$0.00
2017	UTIL-CON-CE	STBG-State	\$5,023.00	\$3,898.00	\$1,125.00	\$0.00

* Amounts in thousands of U.S. dollars

Revision History

12/8/2016

Eliminate FY2017 project phase

Amendment 2





Metropolitan Area Planning Agency FY2017-2022 Transportation Improvement Program

TIP ID	Project Name					
2015-044	Q Street Bridge					
Control Number						
NE-22325						
Lead Agency	Omaha	Project Type	Bridge			
County	Douglas	Length (mi)		Total Project Cost*	\$16,870.75	
Location						
Q St. between 26th St. and 27th St.						
Description						
Replacement of existing bridge.						

Fiscal Year	Project Phase	Funding Source	Total Funds*	Federal Funds*	State Funds*	Local Funds*
2013	PE-NEPA-FD	STBG-MAPA	\$1,462.00	\$1,169.60	\$0.00	\$292.40
2016	ROW	STBG-MAPA	\$336.00	\$268.80	\$0.00	\$67.20
2017	UTIL-CON-CE	STBG-State	\$6,250.00	\$5,000.00	\$0.00	\$1,250.00
2017	UTIL-CON-CE	STBG-MAPA	\$9,000.00	\$7,200.00	\$0.00	\$1,800.00

* Amounts in thousands of U.S. dollars

Revision History

12/8/2016

Program \$268,800 of STBG-MAPA funding in FY2017 for ROW

Amendment 2





Metropolitan Area Planning Agency FY2017-2022 Transportation Improvement Program

TIP ID		Project Name	
2016-001		I-480: Bancroft - Dewey	
Control Number			
NE-22528			
Lead Agency	NDOR	Project Type	Resurfacing
County	Douglas	Length (mi)	1.60
		Total Project Cost*	\$8.00
Location			
On I-480, from 0.1 miles north of I-80/US-75, north to miles south of Harney Street. Begin R.P. – 0.50			
Description			
Mill, concrete repair, resurfacing of existing roadway, ramps and shielding			

Fiscal Year	Project Phase	Funding Source	Total Funds*	Federal Funds*	State Funds*	Local Funds*
2016	PE-NEPA-FD	State-Nebraska	\$8.00	\$0.00	\$8.00	\$0.00

* Amounts in thousands of U.S. dollars

Revision History

12/8/2016

Eliminate FY2017 project phase

Amendment 2





Metropolitan Area Planning Agency FY2017-2022 Transportation Improvement Program

TIP ID	Project Name				
2016-007	I-80/I-480/US-75 Interchange				
Control Number					
NE-22595					
Lead Agency	NDOR	Project Type	Bridge		
County	Douglas	Length (mi)		Total Project Cost*	\$283.00
Location					
I-80 and I-480 bridges at I-80/I-480/US-75 Interchange. Begin R.P. – 452.98					
Description					
Bridge repair and overlay					

Fiscal Year	Project Phase	Funding Source	Total Funds*	Federal Funds*	State Funds*	Local Funds*
2016	PE-NEPA-FD	State-Nebraska	\$283.00	\$0.00	\$283.00	\$0.00

* Amounts in thousands of U.S. dollars

Revision History

12/8/2016

Eliminate FY2017 project phase

Amendment 2





Metropolitan Area Planning Agency FY2017-2022 Transportation Improvement Program

TIP ID 2015-063		Project Name OPS McMillan Middle School SRTS Project	
Control Number NE-22321			
Lead Agency	Omaha	Project Type	Multi-Modal Improvement
County	Douglas	Length (mi)	0.50
		Total Project Cost*	\$261.24
Location Redick Avenue between 37th and 42nd streets.			
Description Construct safe and efficient pedestrian and vehicle access to school.			

Fiscal Year	Project Phase	Funding Source	Total Funds*	Federal Funds*	State Funds*	Local Funds*
2013	PE-NEPA-FD	SRTS	\$43.12	\$43.12	\$0.00	\$0.00
2017	ROW	SRTS	\$18.50	\$14.80	\$0.00	\$3.70
2018	UTIL-CON-CE	SRTS	\$175.00	\$140.00	\$0.00	\$35.00

* Amounts in thousands of U.S. dollars

Revision History

10/27/2016

Program \$140,000 of SRTS funding in FY2017 for UTIL-CON-CE

Amendment 1

12/8/2016

Program \$14,800 of SRTS funding in FY2017 for ROW and reprogram UTIL-CON-CE phase to FY2018

Amendment 2





Metropolitan Area Planning Agency FY2017-2022 Transportation Improvement Program

TIP ID	Project Name				
2017-000	FY2017 MAPA TIP Document				
Control Number					
Lead Agency	MAPA	Project Type			
County		Length (mi)	0.00	Total Project Cost*	#Error
Location					
Description	FY2017 TIP Document				

Fiscal Year	Project Phase	Funding Source	Total Funds*	Federal Funds*	State Funds*	Local Funds*
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* Amounts in thousands of U.S. dollars

Revision History

10/27/2016

Increase STBG beginning balance to \$54,500,000 in Table 3.3

Amendment 1

12/8/2016

Add FY2015 and FY2016 5310 Program of Projects to the MAPA TIP document

Amendment 2





Metropolitan Area Planning Agency FY2017-2022 Transportation Improvement Program

TIP ID	Project Name		
2017-031	Schramm SRA Natural Trail Signage		
Control Number			
Lead Agency	NGPC	Project Type	Multi-Modal Improvement
County	Sarpy	Length (mi)	0.00
		Total Project Cost*	\$50.00
Location			
Within Schramm State Recreation Area			
Description			
Installation of interpretative signage along 3 miles of Schramm State Recreation Area hiking trails. A total of 30 full-color signs will be installed			

Fiscal Year	Project Phase	Funding Source	Total Funds*	Federal Funds*	State Funds*	Local Funds*
2017	UTIL-CON-CE	RTP	\$50.00	\$40.00	\$10.00	\$0.00

* Amounts in thousands of U.S. dollars

Revision History

12/8/2016

Amendment 2

Program \$40,000 of Recreational Trails Program (RTP) funding in FY2017 for UTIL-CON-CE





Metropolitan Area Planning Agency FY2017-2022 Transportation Improvement Program

TIP ID	Project Name					
2017-032	2017 Omaha Resurfacing Program					
Control Number						
Lead Agency	Omaha	Project Type	Resurfacing			
County	Douglas	Length (mi)	0.00	Total Project Cost*	\$0.00	
Location	Within the City of Omaha					
Description	Resurfacing of federal-aid eligible corridors within the City of Omaha					

Fiscal Year	Project Phase	Funding Source	Total Funds*	Federal Funds*	State Funds*	Local Funds*
2017	UTIL-CON-CE (AC)	Omaha	\$6,096.00	\$0.00	\$0.00	\$6,096.00
2022	AC Conversion	STBG-MAPA	\$0.00	\$6,096.00	\$0.00	(\$6,096.00)

* Amounts in thousands of U.S. dollars

Revision History

12/8/2016

Amendment 2

Program \$6,096,000 of Advance Construction funds for UTIL-CON-CE in FY2017 and program \$6,096,000 of STBG-MAPA funding for AC Conversion in FY2022





Metropolitan Area Planning Agency FY2017-2022 Transportation Improvement Program

TIP ID	Project Name					
2015-064	Westbrook Safe Routes To School					
Control Number						
NE-22410						
Lead Agency	Omaha	Project Type	Multi-Modal Improvement			
County	Douglas	Length (mi)		Total Project Cost*	\$386.13	
Location	Westbrook school					
Description	Construct a pedestrian sidewalk.					

Fiscal Year	Project Phase	Funding Source	Total Funds*	Federal Funds*	State Funds*	Local Funds*
2013	PE-NEPA-FD	SRTS	\$67.88	\$54.30	\$0.00	\$13.58
2017	ROW	SRTS	\$37.00	\$29.60	\$0.00	\$7.40
2018	UTIL-CON-CE	SRTS	\$316.25	\$253.00	\$0.00	\$63.25

* Amounts in thousands of U.S. dollars

Revision History

12/8/2016

Amendment 2

Program \$29,600 of SRTS funding in FY2017 for ROW and program \$253,000 of SRTS funding in FY2018 for UTIL-CON-CE





Metropolitan Area Planning Agency FY2017-2022 Transportation Improvement Program

TIP ID 2016-045		Project Name Omaha Resurfacing Program	
Control Number OMA-051515-001			
Lead Agency	Omaha	Project Type	Resurfacing
County	Douglas	Length (mi)	0.00
		Total Project Cost*	\$4,848.00
Location Various locations throughout the City of Omaha			
Description Resurfacing of federal-aid eligible roadways in the City of Omaha			

Fiscal Year	Project Phase	Funding Source	Total Funds*	Federal Funds*	State Funds*	Local Funds*
2018	UTIL-CON-CE (AC)	Omaha	\$3,000.00	\$0.00	\$0.00	\$3,000.00
2019	UTIL-CON-CE (AC)	Omaha	\$828.00	\$0.00	\$0.00	\$828.00
2019	UTIL-CON-CE (AC)	Omaha	\$924.00	\$0.00	\$0.00	\$924.00
2021	AC Conversion	STBG-MAPA	\$0.00	\$789.00	\$0.00	(\$789.00)
2022	AC Conversion	STBG-MAPA	\$0.00	\$6,227.00	\$0.00	(\$6,227.00)

* Amounts in thousands of U.S. dollars

Revision History

12/8/2016

Amendment 2

Eliminate FY2017 and FY2020 phases, reduce FY2019 phase to \$828,000 of Advance Construction funds for UTIL-CON-CE



Table 5.3a - MAPA's 5310 Program of Projects

FY2015																
State: Nebraska & Iowa Agency: Metropolitan Area Planning Agency (MAPA)																
FY 17 Apportionment		\$	532													
55% Capital		\$	293													
45% Operations		\$	240													
Figures shown in \$1000s																
Agency	Project Number	Capital/ Operating	Meets 55% Capital Traditional	City	State	Congressional District	Counties Served	Public/ Private Non-Profit	Rural/ Urban	Tribes Served	Project Description	Scope/ALI	Federal Share	Local Share	Total Amount	Local Match % for ALI
MAPA	MAPA-FY17-5310-009	Admin	No	Omaha	NE	1, 2, & 3	Douglas, Sarpy, & Pottawattamie	Public	Urban	NA	Project Administration & Mobility Coordination	44200/ 442421	\$ 48	\$ -	\$ 48	0%
Vehicle Purchase/Capital Lump Sum		Capital	Yes	Omaha	NE	1, 2, & 3	Douglas, Sarpy, & Pottawattamie	Public/ Private Non-Profit	Urban	NA	Lump sum of vehicle purchasing, the listing of possible sub-recipients are below, will do a budget revision with extra narrative to separate out vehicle type	60000/ 111315	\$ 293	\$ 73	\$ 366	20%
Operations Lump Sum		Operations	No	Omaha	NE	1, 2, & 3	Douglas, Sarpy, & Pottawattamie	Public/ Private Non-Profit	Urban	NA	Lump sum of operations, the listing of possible sub-recipients are below, may do a budget revision to allocate funding to specific agencies	30000/ 300901	\$ 192	\$ 192	\$ 384	50%
												Total Funds Expended	\$	532		
												Total 5310 Funds Available	\$	532		
												Remaining Balance	\$	-		

Type of Grant	Agency
Admin	MAPA Admin
Capital	City of Bellevue
Capital	City of LaVista
Capital	City of Papillion
Capital	City of Ralston
Capital	Crossroads of Western Iowa/SWITA
Capital	Development Services of Nebraska
Capital	Eastern Nebraska Community Action Partner
Capital	Eastern Nebraska Human Service Agency
Capital	Friendship Program
Capital	Metro Transit
Capital	Southwest Iowa Transit Agency
Capital/Op	City of Council Bluffs
Capital/Op	Florence Home for the Aged
Capital/Op	Intercultural Senior Center
Capitalized cost of contracting	Sarpy County
Operations	Black Hills Works

MAPA FY2016-2021 Transportation Improvement Program

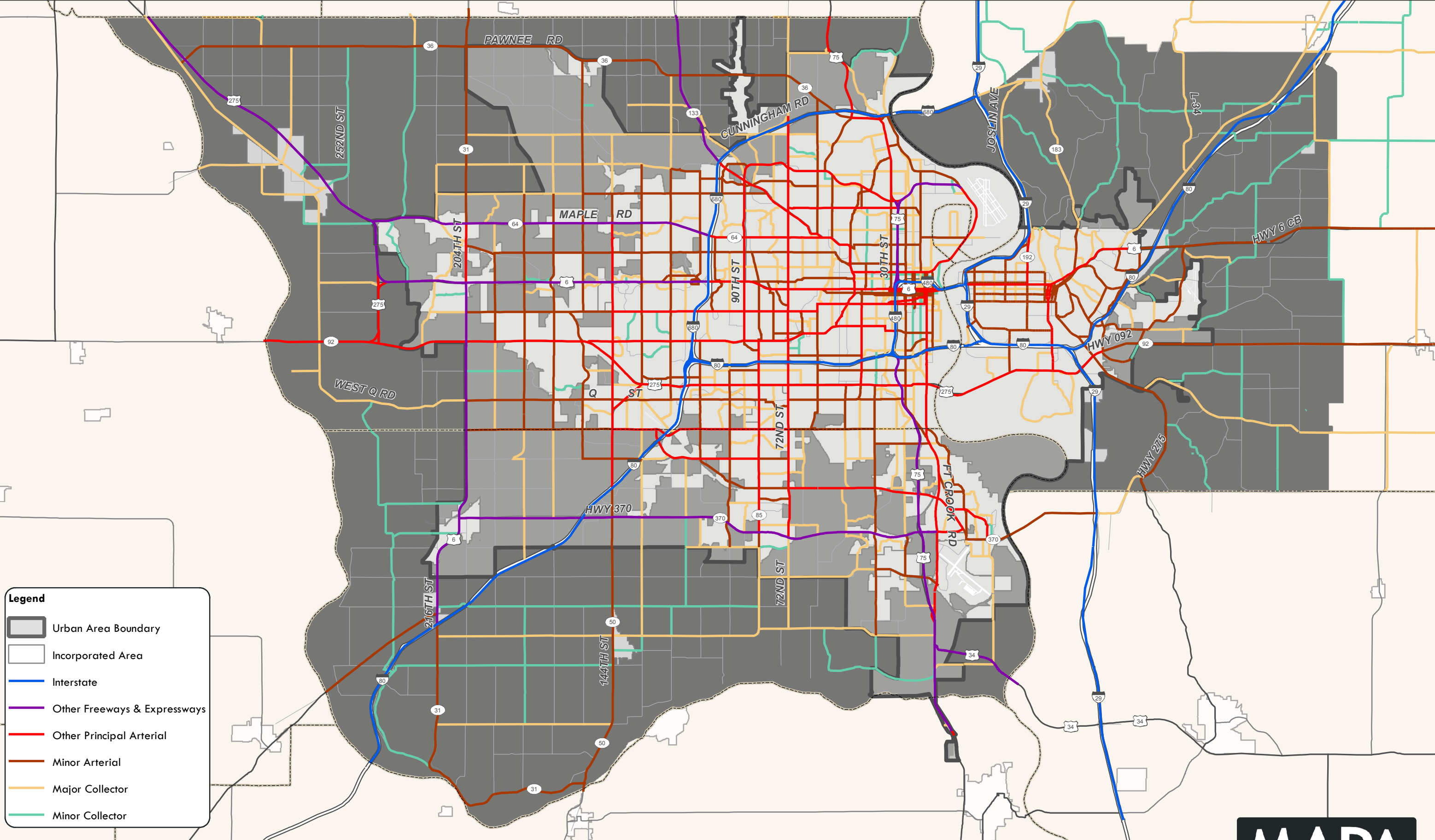
Table 5.3b - MAPA's 5310 Program of Projects

FY2016																	
State: Nebraska & Iowa																	
Agency: Metropolitan Area Planning Agency (MAPA)																	
FY 17 Apportionment \$ 538																	
55% Capital \$ 296																	
45% Operations \$ 242																	
Figures shown in \$1000s																	
Agency	Project Number	Capital/ Operating	Meets 55% Capital Traditional	City	State	Congressional District	Counties Served	Public/ Private Non-Profit	Rural/ Urban	Tribes Served	Project Description	Scope/ALI	Federal Share	Local Share	Total Amount	Local Match % for ALI	
MAPA	MAPA-FY17-5310-009	Admin	No	Omaha	NE	1, 2, & 3	Douglas, Sarpy, & Pottawattamie	Public	Urban	NA	Project Administration & Mobility Coordination	44200/ 442421	\$ 50	\$ -	\$ 50	0%	
Vehicle Purchase Lump Sum		Capital	Yes	Omaha	NE	1, 2, & 3	Douglas, Sarpy, & Pottawattamie	Public/ Private Non-Profit	Urban	NA	Lump sum of vehicle purchasing, the listing of possible sub-recipients are below, will do a budget revision with extra narrative to separate out vehicle type	60000/ 111315	\$ 296	\$ 74	\$ 370	20%	
Operations Lump Sum		Operations	No	Omaha	NE	1, 2, & 3	Douglas, Sarpy, & Pottawattamie	Public/ Private Non-Profit	Urban	NA	Lump sum of operations, the listing of possible sub-recipients are below, may do a budget revision to allocate funding to specific agencies	30000/ 300901	\$ 192	\$ 192	\$ 385	50%	
													Total Funds Expended	\$	538		
													Total 5310 Funds Available	\$	538		
													Remaining Balance	\$	-		
Type of Grant	Agency																
Admin	MAPA Admin																
Capital	City of Bellevue																
Capital	City of LaVista																
Capital	City of Papillion																
Capital	City of Ralston																
Capital	Crossroads of Western Iowa/SWITA																
Capital	Development Services of Nebraska																
Capital	Eastern Nebraska Community Action Partner																
Capital	Eastern Nebraska Human Service Agency																
Capital	Friendship Program																
Capital	Metro Transit																
Capital	Southwest Iowa Transit Agency																
Capital/Op	City of Council Bluffs																
Capital/Op	Florence Home for the Aged																
Capital/Op	Intercultural Senior Center																
Capital cost of contracting	Sarpy County																
Operations	Black Hills Works																

MAPA FY2016-2021 Transportation Improvement Program

Table 3.7 - FTA Fiscally Constrained 5310 & 5309 Funding Table (in \$1,000s)

						Fiscally Constrained Years						Illustrative Years					
	Lead Agency	Project Name	55% or 45%	Funding Source	NOTES	2017		2018		2019		2020		2021		2022	
						Funding	Phase	Funding	Phase	Funding	Phase	Funding	Phase	Funding	Phase	Funding	Phase
	HFS	Heartland Family Services (ESN Grant)		5316	161	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
	MAPA	Veteran Grant	NA	5309		\$ 984		\$ -		\$ -		\$ -		\$ -		\$ -	
	Region	Veteran Grant Reseach Grant	NA	5309		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
	Development Services of Nebraska	Demand Response Vehicles	55%	5310		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
	Friendship Program	Demand Response Vehicles	55%	5310	Admin Mod 1 FY16 TIP (split vehicles into 2 yrs)	\$ 47		\$ 32		\$ 49		\$ -		\$ -		\$ -	
	Crossroads of Western Iowa/SWITA	Demand Response Vehicles	55%	5310		\$ 31		\$ 32		\$ 33		\$ 94		\$ -		\$ -	
	Intercultural Senior Center	Demand Response Vehicles	55%	5310		\$ -		\$ -		\$ 49		\$ -		\$ -		\$ -	
	Florence Home for the Aged	Demand Response Vehicles	55%	5310		\$ 31		\$ 48		\$ 33		\$ -		\$ 84		\$ -	
	Omaha Housing Authority	Demand Response Vehicles	55%	5310		\$ -		\$ -		\$ -		\$ -		\$ 52		\$ -	
	Eastern Nebraska Human Service Agency	Demand Response Vehicles	55%	5310		\$ 100		\$ 97		\$ 66		\$ -		\$ -		\$ -	
	Eastern Nebraska Community Action Partnershi	Demand Response Vehicles	55%	5310		\$ 92		\$ 48		\$ -		\$ 51		\$ -		\$ -	
	Bryant Resource Center	Demand Response Vehicles	55%	5310		\$ -		\$ -		\$ -		\$ -		\$ 52		\$ -	
	City of LaVista	Demand Response Vehicles	55%	5310		\$ -		\$ -		\$ 49		\$ -		\$ -		\$ 53	
	SWITA	Demand Response Vehicles	55%	5310		\$ 142		\$ -		\$ -		\$ 35		\$ -		\$ -	
	City of Bellevue	Demand Response Vehicles	55%	5310		\$ 92		\$ 48		\$ -		\$ -		\$ -		\$ 53	
	City of Ralston	Demand Response Vehicles	55%	5310		\$ 45		\$ -		\$ -		\$ -		\$ -		\$ -	
	Sarpy County	Capitalized Cost of Contracting	55%	5310		\$ 103		\$ -		\$ -		\$ -		\$ -		\$ -	
	City of Council Bluffs	Demand Response Vehicles	55%	5310	FY16 TIP Amend 5 (move vehicle to FY20)	\$ 257		\$ -		\$ -		\$ 95		\$ -		\$ 36	
	City of Papillion	Demand Response Vehicles	55%	5310		\$ 47		\$ -		\$ -		\$ 51		\$ 52		\$ -	
	Heartland Family Service	Demand Response Vehicles	55%	5310		\$ -		\$ -		\$ -		\$ -		\$ -		\$ 53	
	Region 5 Services	Demand Response Vehicles	55%	5310		\$ -		\$ -		\$ -		\$ -		\$ 52		\$ -	
	Notre Dame Housing	Demand Response Vehicles	55%	5310		\$ -		\$ -		\$ -		\$ -		\$ -		\$ 48	
	New Cassel Retirement Center	Demand Response Vehicles	55%	5310		\$ -		\$ -		\$ -		\$ -		\$ -		\$ 53	
	Metro	Demand Response Vehicles	55%	5310		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
	MAPA	MAPA Mobility Coordination/Admin	45%	5310		\$ 100		\$ 50		\$ 50		\$ 50		\$ 50		\$ 50	
	City of Council Bluffs	Operations	45%	5310	Admin Mod 1 FY16 TIP (reduce op in FY18 & FY19)	\$ 153		\$ 72		\$ 71		\$ 91		\$ 89		\$ 15	
	Intercultural Senior Center	Operations	45%	5310	Admin Mod 1 FY16 TIP (reduce op in FY18 & FY19)	\$ 16		\$ 20		\$ 20		\$ -		\$ -		\$ -	
	Florence Home for the Aged	Operations	45%	5310	Admin Mod 1 FY16 TIP (reduce op in FY18 & FY19)	\$ 90		\$ 43		\$ 43		\$ 13		\$ 29		\$ 82	
	Black Hills Works	Operations	45%	5310	Admin Mod 1 FY16 TIP (reduce op in FY18 & FY19)	\$ 58		\$ 54		\$ 54		\$ 65		\$ 5		\$ 33	
	New Cassel Retirement Center	Operations	45%	5310		\$ -						\$ 4		\$ 12		\$ 57	
	Heartland Family Service	Operations	45%	5310		\$ -						\$ 8		\$ 18		\$ -	
	Bryant Resource Center	Operations	45%	5310		\$ -						\$ 18		\$ 35		\$ -	
	Metro	Metro AVL	45%	5310	Admin Mod 1 FY16 TIP (remove inflation from FY16 to match POP and award letter)	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
	Total Project Cost					\$ 2,388		\$ 544		\$ 518		\$ 574		\$ 530		\$ 535	
	Total 5310 Cost					\$ 1,404	\$ -	\$ 544	\$ -	\$ 518	\$ -	\$ 574	\$ -	\$ 530		\$ 535	
	55% Traditional Capital FTA 5310 Projects					\$ 987		\$ 305		\$ 280		\$ 325		\$ 291		\$ 298	
	45% Other/New Freedom FTA 5310 Projects					\$ 416		\$ 239		\$ 238		\$ 249		\$ 238		\$ 237	
	FTA 5310 Funding					530		530		530		530		530		530	
	FTA 5316 Carryover					\$ -		\$ -		\$ -		\$ -					
	FTA 5310 Carryover					\$ 956		\$ 83		\$ 68		\$ 80		\$ 36		\$ 37	
	FTA 5309 Carryover					\$ [0]		\$ -		\$ -		\$ -		\$ -		\$ -	
	Obligation grant amounts					-		-		-		-		-		-	
	Total FTA 5310 Funding Level					1,486		613		598		610		566		567	
	Total FTA 5310 Projects					1,404		544		518		574		530		535	
	5310 Ending Balance					\$ 83		\$ 68		\$ 80		\$ 36		\$ 37		\$ 32	
	55% Traditional Capital 5310 Funding					\$ 292		\$ 292		\$ 292		\$ 292		\$ 292		\$ 292	
	55% Traditional Capital 5310 Carryover					\$ 764		\$ 68		\$ 55		\$ 66		\$ 32		\$ 32	
	55% Traditional Capital 5310 Total Funding					\$ 1,056		\$ 360		\$ 346		\$ 357		\$ 324		\$ 324	
	55% Traditional Capital Project Cost					\$ 987		\$ 305		\$ 280		\$ 325		\$ 291		\$ 298	
	55% Traditional Capital Remaining Balance					\$ 68		\$ 55		\$ 66		\$ 32		\$ 32		\$ 26	
	45% Other/New Freedom 5310 Funding					\$ 239		\$ 239		\$ 239		\$ 239		\$ 239		\$ 239	
	45% Other/New Freedom 5310 Carryover					\$ 192		\$ 14		\$ 14		\$ 15		\$ 4		\$ 4	
	45% Other/New Freedom 5310 Total Funding					\$ 431		\$ 253		\$ 252		\$ 253		\$ 242		\$ 243	
	45% Other/New Freedom Project Cost					\$ 416		\$ 239		\$ 238		\$ 249		\$ 238		\$ 237	
	45% Other/New Freedom Remaining Balance					\$ 14		\$ 14		\$ 15		\$ 4		\$ 4		\$ 6	
	Inflation Rate (2014)					1.09		1.12		1.15		1.18		1.21		1.24	
	Inflation Rate (2015)					1.06		1.09		1.12		1.15		1.18		1.21	



Legend

- Urban Area Boundary
- Incorporated Area
- Interstate
- Other Freeways & Expressways
- Other Principal Arterial
- Minor Arterial
- Major Collector
- Minor Collector

OMAHA-COUNCIL BLUFFS METROPOLITAN
AREA PLANNING AGENCY

FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION

JUNE 30, 2016

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INDEPENDENT AUDITOR'S REPORT

The Board of Directors
Omaha - Council Bluffs Metropolitan Area Planning Agency
Omaha, Nebraska

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Omaha – Council Bluffs Metropolitan Area Planning Agency (MAPA), as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise MAPA's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of MAPA, as of June 30, 2016, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 1 through 6 and 24 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise MAPA's basic financial statements. The combining nonmajor fund financial statements, the schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, "*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*," and the Schedule of State of Iowa Financial Assistance are presented for purposes of additional analysis and are not a required part of the basic financial statements. The combining nonmajor fund financial statements, the schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, "*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*," and the Schedule of State of Iowa Financial Assistance are the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 8, 2016, on our consideration of the MAPA's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering MAPA's internal control over financial reporting and compliance.

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

MANAGEMENT'S DISCUSSION AND ANALYSIS

Fiscal Year ending June 30, 2016

MAPA provides this Management's Discussion and Analysis of its financial statements. This narrative overview and analysis of financial activities is for the fiscal year ending June 30, 2016. We encourage readers to consider this information in conjunction with our financial statements, which follow.

FINANCIAL HIGHLIGHTS

MAPA's total governmental fund revenues were \$4,635,168 in fiscal year 2016, an increase of \$597,870 or 15% compared to fiscal year 2015. MAPA completed another flight for the Nebraska-Iowa Orthophotography project. MAPA collects funds from participating jurisdictions in Iowa and Nebraska to fund the \$1.4 million-dollar project. Much of the work was completed in June 2016. MAPA will collect from the jurisdictions and pay the consultant over three years including fiscal years 2016-2018. New revenue from this project helped to offset decreases in federal revenue including the Department of Housing and Urban development grant for the Heartland 2050 regional visioning project that was completed in fiscal year 2015. Currently, MAPA is implementing several large, long term studies. These studies vary in funding from year to year. A summary of some of these projects is included below. In 2016, approximately \$467,500 of federal funding was passed on to member jurisdictions.

Project Name	Funding Source	Total Project		Revenue		Change from Prior Year	
		Cost	Years	2016	2015		
MAPA Transportation Planning activities	Department of Transportation		Annual funding	\$ 1,148,162	\$ 1,364,617	\$ (216,455)	-16%
MAPA Transportation Planning activities	Federal Transit Administration		Annual funding	709,411	723,210	(13,799)	-2%
Nebraska-Iowa Orthophotography Project	Local Support	\$ 1,413,896	2016-2019	1,413,896	-	1,413,896	100%
Heartland 2050 Sustainability Planning	Department of Housing and Urban Development	\$2.3 Million	2013-2015	-	530,741	(530,741)	-100%
Carter Lake Restoration	Iowa Department of Natural Resources, Nebraska Department of Environmental Quality	\$3.9 Million	2011-2015	-	34,650	(34,650)	-100%
Brownfields petroleum and hazardous substance assessment	Environmental Protection Agency	\$ 835,000	2013-2016	121,089	84,636	36,453	43%
Offut Airforce Base Joint Land Use Study	Department of Defense	\$ 225,000	2014-2016	92,867	111,545	(18,678)	-17%
Offut Airforce Base Joint Land Use Implementation	Department of Defence		2016-2017	6,191	-	6,191	100%
				\$ 3,491,616	\$ 2,849,399	\$ 642,217	23%

MAPA's governmental fund expenditures were \$4,336,136 in fiscal year 2016, an increase of \$438,168 or 11% compared to fiscal year 2015. A significant percentage of this increase is from Nebraska-Iowa Orthophotography project completed largely in fiscal year 2016. This \$1.4 million-dollar project is flown every three years and paid for with funds from participating jurisdictions. MAPA, along with Douglas County, administers the project.

The MAPA Foundation serves two primary functions: 1) it is designated as a Nonprofit Development Organization (NDO) and as such administers Community Development Block Grant (CBDG) loan programs 2) it supports the Metropolitan Area Motorist Assist program (MAMA). The MAMA program utilizes volunteers recruited and supervised by the Nebraska State Patrol to assist motorists stranded on the area's interstates and major highways. The volunteers help to alleviate the workload that would otherwise be the responsibility of local law enforcement. Providing timely and effective assistance to stranded motorists improves the safety and congestion on area metro roadways. The Foundation's total revenues in fiscal year 2016 were \$42,987 an increase of \$507 or 1% compared to fiscal year 2015. The Foundation's total expenses in fiscal year 2016 were \$42,607 an increase of \$23,094 or 118% compared to fiscal year 2015. The foundation purchased a vehicle to operate the MAMA program in 2016, but did not in 2015, contributing to the increase in expense from 2015.

MAPA's net position increased 16% or \$299,412 from June 30, 2015 to June 30, 2016. Much of the increase was for funds designated to multiple year projects.

USING THIS MD&A ANNUAL REPORT

This MD&A annual report consists of a series of financial statements and other information, as follows:

Management's Discussion and Analysis introduces the basic financial statements and provides an analytical overview of MAPA financial activities.

Financial Statements consist of Statement of Net Position, Statement of Activities. Balance Sheet – Governmental Funds, Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds, Statement of Net Position-Proprietary Fund, Statement of Revenues, Expenses, and Changes in Net Position – Proprietary Fund, Statement of Cash Flows – Proprietary Fund, Statement of Fiduciary Net Position – Fiduciary Fund and Statement of Changes in Fiduciary Assets – Fiduciary Funds. These provide information about the activities of MAPA as a whole and present an overall view of MAPA.

The Notes to financial Statements provide additional information essential to a full understanding of the data provided in the basic financial statements.

Required Supplementary Information further explains and supports the financial statements with a comparison of MAPA's budget for the year, detail of the non-major funds and the Schedule of Expenditures of Federal Awards.

REPORTING FINANCIAL ACTIVITIES

Government-wide Financial Statements

Government-wide financial statements report information about MAPA as a whole, using accounting methods similar to those used by private-sector companies. The Statement of Net Position includes all of MAPA's assets and liabilities. The purpose of this statement is to present a summary of MAPA to readers of the financial statements. The Statement of Activities accounts for all of current year's revenues and expenses, regardless of when cash is received or paid.

Two government-wide financial statements report MAPA's net position and how they have changed for the period. Net position, the difference between MAPA's assets and liabilities, are one way to measure organizational financial health or position. Over time, increases or decreases in net position are indicators of whether financial position is improving or deteriorating.

Fund Financial Statements

Fund financial statements provide more detailed information about MAPA's funds, focusing on the most significant funds and not the organization as a whole. Funds are accounting devices used to keep track of specific sources of funding and spending on particular programs. MAPA has three types of Funds:

Government funds: Most of MAPA's funds are included in governmental funds, which generally focus on (1) how cash and other financial assets that can be converted to cash, flow in and out, and (2) the balances that are left at year-end that are available for spending. Consequently, governmental fund statements provide a detailed short term view that helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the organization's programs.

Governmental funds include the General Fund along with the non-major Project Fund, the Officials Expense Fund and Revolving Loan Fund. Required financial statements for governmental funds include a Balance Sheet and a Statement of Revenue, Expenditures and Changes in Fund Balances.

Enterprise funds include the MAPA Foundation and have business type activity.

Fiduciary funds: Fiduciary fund types are used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organization, other governmental units, and/or other funds. MAPA's fiduciary fund is presented in the fiduciary fund financial statements for the pension trust fund for the employees' retirement program.

Required financial statements for fiduciary funds include a Statement of Fiduciary Net Assets-Fiduciary Fund and related Statement of Changes in Fiduciary Net Position-Fiduciary Funds.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Following is a summary of MAPA's net position for the year ended June 30, 2016 compared to June 30, 2015.

CONDENSED STATEMENT OF NET POSITION

	June 30,		Change from Prior Year	
	2016	2015		
Non-capital Assets	\$ 3,937,374	\$ 2,875,566	\$ 1,061,808	37%
Capital Asset	58,483	51,227	7,256	14%
Total Assets	<u>\$ 3,995,857</u>	<u>\$ 2,926,793</u>	<u>\$ 1,069,064</u>	<u>37%</u>
Liabilities	<u>\$ 1,822,565</u>	<u>\$ 1,052,913</u>	<u>\$ 769,652</u>	<u>73%</u>
Net Position				
Investments in capital assets, net of related debt	\$ 58,483	\$ 51,227	\$ 7,256	14%
Restricted	76,222	46,235	29,987	65%
Unrestricted				
Designated	757,081	531,734	225,347	42%
Undesignated	1,281,506	1,244,684	36,822	3%
Total net position	<u>\$ 2,173,292</u>	<u>\$ 1,873,880</u>	<u>\$ 299,412</u>	<u>16%</u>
Total liabilities and net position	<u>\$ 3,995,857</u>	<u>\$ 2,926,793</u>	<u>\$ 1,069,064</u>	<u>37%</u>

The following summary is a comparison of the changes in net position for the years ending June 30, 2016 and 2015.

CHANGES IN NET POSITION

	Year Ended June 30,		Change from Prior Year	
	2016	2015		
Revenues				
Federal and state	\$ 2,165,719	\$ 2,920,534	\$ (754,815)	-26%
Local governments	1,890,212	493,364	1,396,848	283%
Charges for services	122,988	72,771	50,217	69%
In-kind	305,949	459,994	(154,045)	-33%
Investment income	11,972	5,697	6,275	110%
Business-type activities	42,987	42,480	507	1%
Miscellaneous	138,328	84,938	53,390	63%
Total revenues	\$ 4,678,155	\$ 4,079,778	\$ 598,377	15%
Expenses				
Forums	\$ 195,946	\$ 214,745	\$ (18,799)	-9%
Transportation Planning	3,120,903	2,333,354	787,549	34%
Regional assistance	510,558	474,212	36,346	8%
Sustainability planning	150,091	603,782	(453,691)	-75%
Public Involvement	147,240	96,769	50,471	52%
Administration	195,216	156,161	39,055	25%
Capital outlay	23,438	29,299	(5,861)	-20%
Business-type activities	42,607	19,513	23,094	118%
Total Expenses	\$ 4,385,999	\$ 3,927,835	\$ 458,164	12%
Adjustment for Capital Expenses	7,256	10,354	(3,098)	-30%
Changes in net position	\$ 299,412	\$ 162,297	\$ 137,115	84%
Beginning net position	1,873,880	1,711,583	162,297	9%
Ending net position	\$ 2,173,292	\$ 1,873,880	\$ 299,412	16%

The Changes in Net Position reflects an increase in the net position at the end of the fiscal year of \$299,412 or 16%. In 2016, MAPA received designated funding for multi-year projects such as the orthophotography project. This resulted in a positive change in net position.

CAPITAL ASSETS

MAPA net capital assets increased from \$51,227 to \$58,483 for the period ended June 30, 2016, an increase of \$7,256. In 2016, MAPA had \$23,438 in capital outlays for a new agency vehicle.

ECONOMIC FACTOR

MAPA relies on funding primarily from the U.S. Department of Transportation (USDOT). Continued funding of Transportation initiatives from USDOT and pass-through of those funds is necessary for MAPA to fulfill its mission.

CONTACTING MAPA FINANCIAL MANAGEMENT

This financial report is designed to provide our members, citizens and grant providers with a general overview of MAPA finances and operating activities. If you have any questions or require additional information, please contact the MAPA Executive Director, 2222 Cuming Street, Omaha NE 68102, (402)444-6866.

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

STATEMENT OF NET POSITION

June 30, 2016

	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Total</u>
ASSETS			
Cash and cash equivalents (Note 2)	\$ 1,014,292	\$ 348,831	\$ 1,363,123
Investments	362,262	-	362,262
Accounts receivable	806,046	-	806,046
Due from other governmental agencies	1,113,505	-	1,113,505
Due from business-type activities	7,915	-	7,915
Prepaid expenses	28,889	-	28,889
Notes receivable	-	255,634	255,634
Capital assets, net (Note 4)	58,483	-	58,483
Total assets	<u>\$ 3,391,392</u>	<u>\$ 604,465</u>	<u>\$ 3,995,857</u>
LIABILITIES			
Accounts payable	\$ 946,646	\$ 281	\$ 946,927
Due to other governmental agencies	231,578	-	231,578
Due to governmental activities	-	7,915	7,915
Compensated absences	57,748	-	57,748
Accrued expenses	60,237	-	60,237
Revolving loan fund	-	282,162	282,162
Notes payable	-	235,998	235,998
Total liabilities	<u>\$ 1,296,209</u>	<u>\$ 526,356</u>	<u>\$ 1,822,565</u>
NET POSITION			
Investments in capital assets, net of related debt	\$ 58,483	\$ -	\$ 58,483
Restricted	76,222	-	76,222
Unrestricted			
Designated	678,972	78,109	757,081
Undesignated	1,281,506	-	1,281,506
Total net position	<u>\$ 2,095,183</u>	<u>\$ 78,109</u>	<u>\$ 2,173,292</u>
Total liabilities and net assets	<u>\$ 3,391,392</u>	<u>\$ 604,465</u>	<u>\$ 3,995,857</u>

See Notes to the Financial Statements

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

STATEMENT OF ACTIVITIES

For the Year Ended June 30, 2016

	Program Revenues				Business-type Activities	Total
	Expenses	Charges for Services	Operating Grants and Contributions	Governmental Activities		
Governmental Activities						
Forums	\$ 195,946	\$ 4,788	\$ 308,662	\$ 117,504	\$ -	\$ 117,504
Transportation planning	3,120,903	34,892	3,190,252	104,241	-	104,241
Regional assistance	510,558	55,486	308,162	(146,910)	-	(146,910)
Sustainability planning	150,091	103	183,875	33,887	-	33,887
Public involvement	147,240	27,719	98,849	(20,672)	-	(20,672)
Administration	211,398	-	51,161	(160,237)	-	(160,237)
Total governmental activities	\$ 4,336,136	\$ 122,988	\$ 4,140,961	\$ (72,187)	\$ -	\$ (72,187)
Business-type Activities	42,607	-	42,987	-	380	380
	\$ 4,378,743	\$ 122,988	\$ 4,183,948	\$ (72,187)	\$ 380	\$ (71,807)
General Revenues						
Grants and contributions not restricted to specific programs				\$ 349,352	\$ -	\$ 349,352
Interest income				11,972	17	11,989
Other revenues				9,878	-	9,878
Transfers				-	-	-
Total general revenues				\$ 371,202	\$ 17	\$ 371,219
Change in net position				\$ 299,015	\$ 397	\$ 299,412
Net position, beginning				1,796,168	77,712	1,873,880
Net position, end of year				\$ 2,095,183	\$ 78,109	\$ 2,173,292

See Notes to the Financial Statements

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

BALANCE SHEET – GOVERNMENTAL FUNDS

June 30, 2016

	General Fund	Special Revenue Fund	Non-major Funds	Total Governmental Funds
ASSETS				
Cash and cash equivalents	\$ 828,127	\$ 139,909	\$ 46,256	\$ 1,014,292
Investment	362,262	-	-	362,262
Accounts receivables	53,838	-	-	53,838
Due from other governmental agencies	1,113,505	-	-	1,113,505
Due from general fund	-	138,804	4,095	142,899
Due from proprietary fund	7,915	-	-	7,915
Prepaid Expenses	28,889	-	-	28,889
Total assets	<u>\$ 2,394,536</u>	<u>\$ 278,713</u>	<u>\$ 50,351</u>	<u>\$ 2,723,600</u>
LIABILITIES AND FUND BALANCES				
LIABILITIES				
Accounts payable	\$ 188,331	\$ -	\$ -	\$ 188,331
Due to other governmental agencies	231,578	-	-	231,578
Due to general fund	-	-	-	-
Due to special revenue fund	138,804	-	-	138,804
Due to non-major funds	4,095	-	-	4,095
Compensated absences	57,748	-	-	57,748
Accrued expenses	60,237	-	-	60,237
Total liabilities	<u>\$ 680,793</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 680,793</u>
FUND BALANCES				
Restricted	\$ -	\$ 29,966	\$ 46,256	\$ 76,222
Committed	355,000	-	-	355,000
Assigned	71,130	248,747	4,095	323,972
Unassigned	1,287,613	-	-	1,287,613
Total fund balances	<u>\$ 1,713,743</u>	<u>\$ 278,713</u>	<u>\$ 50,351</u>	<u>\$ 2,042,807</u>
Total liabilities and fund balances	<u>\$ 2,394,536</u>	<u>\$ 278,713</u>	<u>\$ 50,351</u>	<u>\$ 2,723,600</u>

**RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET ASSETS**

Total fund balances of governmental funds	\$ 2,042,807
Capital assets used in governmental activities are not financial resources and, therefore, are not reported as assets in the governmental funds	58,483
Governmental funds operate on the modified accrual basis as such revenues and expense are recognized when are collectible or payable in 60 days. This represents the difference in long term receivables and payables.	(6,107)
Fund balances reported in the statement of net assets	<u>\$ 2,095,183</u>

See Notes to the Financial Statements

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES – GOVERNMENTAL FUNDS**

For the Year Ended June 30, 2016

	General	Special Revenue Fund	Non-major Funds	Total Governmental Funds
REVENUES				
Federal and state	\$ 2,165,719	\$ -	\$ -	\$ 2,165,719
Local governments	436,299	701,688	-	1,137,987
Charges for services	122,988	-	-	122,988
In-kind	305,949	-	-	305,949
Investment income	11,858	93	21	11,972
Miscellaneous	9,878	128,450	-	138,328
Total revenues	<u>\$ 3,052,691</u>	<u>\$ 830,231</u>	<u>\$ 21</u>	<u>\$ 3,882,943</u>
EXPENDITURES				
Forums	\$ 192,372	\$ -	\$ 3,574	\$ 195,946
Transportation planning	1,864,925	497,663	-	2,362,588
Regional assistance	510,558	-	-	510,558
Sustainability planning	73,662	76,429	-	150,091
Public involvement	147,240	-	-	147,240
Administration	187,885	-	7,331	195,216
Capital outlay - Administration	23,438	-	-	23,438
Total expenditures	<u>\$ 3,000,080</u>	<u>\$ 574,092</u>	<u>\$ 10,905</u>	<u>\$ 3,585,077</u>
OTHER FINANCING SOURCES (USES)				
Transfers in	\$ -	\$ -	\$ 9,655	\$ 9,655
Transfers out	(9,655)	-	-	(9,655)
Total other financing sources (uses)	<u>\$ (9,655)</u>	<u>\$ -</u>	<u>\$ 9,655</u>	<u>\$ -</u>
NET CHANGE IN FUND BALANCES	\$ 42,956	\$ 256,139	\$ (1,229)	\$ 297,866
FUND BALANCES, BEGINNING	<u>1,670,787</u>	<u>22,574</u>	<u>51,580</u>	<u>1,744,941</u>
FUND BALANCES, END OF YEAR	<u><u>\$ 1,713,743</u></u>	<u><u>\$ 278,713</u></u>	<u><u>\$ 50,351</u></u>	<u><u>\$ 2,042,807</u></u>

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES - GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**

Net change in fund balances - total governmental funds	\$ 297,866
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This amount is the difference between capital outlays and depreciation.	7,256
Governmental funds operate on the modified accrual basis as such revenues and expenses are recognized when are collectible or payable in 60 days. This represents the difference in receipts on long term receivables and payments on long term payables.	(6,107)
	<u>\$ 299,015</u>

See Notes to the Financial Statements

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

STATEMENT OF NET POSITION - PROPRIETARY FUND

June 30, 2016

MAP & Foundation

(11/11/16)

ASSETS

Current Assets

Cash	\$ 348,831
Current maturities - notes receivable	3,576
Total current assets	<u>\$ 352,407</u>

Non-current assets

Notes receivable, less current maturities	<u>\$ 252,058</u>
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Total assets	<u>\$ 604,465</u>
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LIABILITIES AND NET ASSETS

Current liabilities

Accounts payable	\$ 281
Due to other funds	7,915
Current maturities - notes payable	-
Revolving loan fund	282,162
	<u>\$ 290,358</u>

Non-current liabilities

Notes payable, less current maturities	<u>\$ 235,998</u>
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Total liabilities	\$ 526,356
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NET POSITION

Unrestricted	\$ 78,109
Restricted	-

Total net position	\$ 78,109
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Total liabilities and net position	<u>\$ 604,465</u>
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See Notes to the Financial Statements

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

**STATEMENT OF REVENUES, EXPENSES, AND CHANGES
IN NET POSITION - PROPRIETARY FUND
For the Year Ended June 30, 2016**

Operating Revenues	
Contributions	\$ 37,530
Service fees	<u>5,457</u>
Total operating revenues	\$ 42,987
Operating Expenses	
Motorist assist	\$ 36,835
Revolving loan administration	5,457
Miscellaneous	<u>315</u>
Total operating expenses	\$ 42,607
Operating income	\$ 380
Non-Operating Revenues (Expenses)	
Interest income	\$ 17
Transfers	<u>-</u>
Total non-operating revenues (expenses)	\$ 17
Change in net assets	\$ 397
Net Position, beginning	<u>77,712</u>
Net Position, ending	<u>\$ 78,109</u>

See Notes to the Financial Statements

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

STATEMENT OF CASH FLOWS - PROPRIETARY FUND

For the Year Ended June 30, 2016

Cash flows from Operating Activities	
Receipts from contributors	\$ 37,530
Receipt for services	-
Additions to revolving loan fund	50,116
Payments for services	(37,241)
Payments to other funds	<u>(3,296)</u>
Net cash flow from operating activities	<u>\$ 47,109</u>
Cash flows from investing activities	
Interest	\$ 17
Disbursements of notes receivable	-
Payments of notes receivable	3,576
Proceeds of long-term borrowings	-
Repayments on long-term borrowings	<u>-</u>
Net cash provided by investing activities	<u>\$ 3,593</u>
Net increase in cash	\$ 50,702
Cash, beginning of year	<u>298,129</u>
Cash, end of year	<u>\$ 348,831</u>

See Notes to the Financial Statements

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

STATEMENT OF FIDUCIARY NET POSITION - FIDUCIARY FUND

June 30, 2016

ASSETS

Investments		\$ 831,124
Receivables		
Employer	\$ 2,483	
Employee	1,876	
Participant loans	<u>2,348</u>	
Total Receivables		<u>6,707</u>
TOTAL ASSETS		<u>\$ 837,831</u>

NET ASSETS

Held in trust for pension benefits		<u>\$ 837,831</u>
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See Notes to the Financial Statements

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION - FIDUCIARY FUND

For the Year Ended June 30, 2016

Additions		
Contributions		
Employer	\$	56,234
Plan members		<u>42,573</u>
Total Contributions	\$	<u>98,807</u>
Investment earnings (losses)	\$	(22,173)
Loan interest		<u>123</u>
Total additions	\$	76,757
Deductions		
Benefits paid	\$	5,773
Forfeiture used to reduce employer contributions		<u>3,498</u>
Total deductions	\$	<u>9,271</u>
CHANGE IN NET ASSETS	\$	67,486
NET ASSETS, BEGINNING OF YEAR		<u>770,345</u>
NET ASSETS, END OF YEAR	\$	<u><u>837,831</u></u>

See Notes to the Financial Statements

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended June 30, 2016

Note 1. Summary of Significant Accounting Policies

a. Organization:

MAPA was established in June 1967, as a voluntary three-county regional council of governments under the Nebraska Interlocal Cooperation Act of 1963. The initial three counties comprising MAPA were Douglas and Sarpy counties in Nebraska, and Pottawattamie County in Iowa. Washington County, Nebraska and Mills County, Iowa entered into the Interlocal Cooperation Agreement in 1975 and 1976, respectively.

The operations of MAPA are financed through various federal and state grants and assessments to its members. The Interlocal Cooperation Agreement, as amended, provides that the assessments to each of the five participating counties be determined on a pro rata basis using population figures from the latest official census.

b. Reporting Entity:

MAPA has given consideration to potential component units for which it is financially accountable. The Governmental Accounting Standards Board (GASB) has set forth criteria to be considered in determining financial accountability. These criteria include appointing a voting majority of the Organization's governing body and the ability of the MAPA to impose its will on that Organization to provide specific financial benefits to, or impose specific financial burdens on the Organization. As required by accounting principles generally accepted in the United States of America, these financial statements present MAPA (the primary government) and its component unit. The component unit is included in MAPA's reporting entity because of the significance of their operational or financial relationships with MAPA. The associated entity over which MAPA is considered to be financially accountable is included in MAPA's financial statements and is described below.

Blended Component Unit - The MAPA Foundation is a legally separate entity from MAPA, but is so intertwined with MAPA that it is, in substance, the same as the Organization. It is reported as a part of MAPA as a Proprietary Fund.

c. Financial Statements:

MAPA's financial statements include both government-wide (reporting MAPA as a whole) and fund financial statements (reporting MAPA's major funds). Both government-wide and fund financial statements categorize primary activities as either government or business type.

Government-Wide Statements:

In the statement of net assets, the governmental activities column is presented on a consolidated basis and is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. MAPA's net assets are reported in three parts – invested in capital assets, net of related debt; restricted net assets; and unrestricted net assets.

The statement of activities reports both the gross and net cost of each of MAPA's functions. General government revenues also support the functions. The statement of activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants. Program revenues must be directly associated with the function. Operating grants include operating-specific and discretionary grants while the capital grants reflect capital-specific grants.

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended June 30, 2016

Note 1. Summary of Significant Accounting Policies (Continued)

The net costs (by function) are normally covered by general revenue. The government-wide focus is more on the sustainability of MAPA as an entity and the change in MAPA's net assets resulting from current year's activities.

Fund Financial Statements:

The financial transactions of MAPA are reported as individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues and expenditures/expenses. The various funds are reported by generic classification within the financial statements.

The emphasis in fund financial statements is on the major funds in the governmental activities category. Non-major funds by category are summarized into a single column. GASB No. 34 sets forth minimum criteria (percentage of the assets, liabilities, revenues or expenditures/expenses of either fund category) for the determination of major funds.

The following fund types are used by MAPA:

Governmental Funds:

The focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of MAPA.

General Fund – The primary operating fund is used to account for current financial resources not accounted for in other funds.

Special Revenue Funds – The special revenue fund consists of funding from local jurisdictions to support regional planning and GIS projects. The revolving loan fund consists of funding from various local jurisdictions available to provide loans to eligible businesses and economic development projects. The officials' expense provides for the funding and support of activities, travel, and other expenses related to the elected and appointed officials of MAPA or their designated alternate. Transfers to this fund are from earnings on treasury bills and various other non-governmental revenues.

MAPA designates fund balances in the Governmental Funds as follows:

Restricted - The fund balance is restricted by external impositions such as creditors, grantors, or laws or regulations of other governments.

Committed - The fund balance has been designated by the Board for a specific purpose.

Assigned - The fund balances has not been designated by the Board for a specific purpose, but has been separated based on the type of revenue.

Unassigned - The portion of the General Fund not restricted, committed, or assigned for a specific purpose.

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended June 30, 2016

Note 1. Summary of Significant Accounting Policies (Continued)

Enterprise Funds:

MAPA Foundation - The MAPA Foundation provides for the funds and support of the safety program, Metro Area Motorist Assist Program, and for the education of local elected and appointed officials for alternative methods to deliver programs and projects. The Foundation is designated as a National Development Organization (NDO). As a NDO the Foundation administers Community Development Block Grant Loan programs.

Fiduciary Funds:

Fiduciary funds are used to report assets held in a trustee or agency capacity for others and therefore are not available to support MAPA programs. The reporting focus is on net assets and changes in net assets and are reported using accounting principles similar to proprietary funds.

MAPA's fiduciary fund is presented in the fiduciary fund financial statements for the pension trust fund. Since by definition these assets are being held for the benefit of a third party (pension participants) and cannot be used to address activities or obligations of the government, these funds are not incorporated into the government-wide statements.

d. Basis of Accounting:

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

Accrual – The governmental activities in the government-wide financial statements, proprietary fund financial statements and the fiduciary fund financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

Modified Accrual – The governmental funds financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e. both measurable and available. "Available" means collectible within the current period or within 60 days after year-end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred.

e. Investments:

Investments are stated at fair value. Investments in the Pension Trust Fund are carried at fair value and are administered by a third party.

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended June 30, 2016

Note 1. Summary of Significant Accounting Policies (Continued)

f. Capital Assets:

Capital assets purchased or acquired with an original cost of \$1,000 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair value as of the date received. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line method over the following estimated useful lives: furniture, fixtures, and equipment at 5-7 years and automobiles at 5 years.

g. Accrued Compensated Absences:

Employees accumulate earned but unused vacation and sick pay benefits. Vacation pay is expected to be liquidated with expendable available financial resources and is reported as an expenditure and a liability of the General Fund. Accumulated sick pay is recorded at the maximum amount allowed as a termination payment, using the termination payment method.

h. Budgets:

The board of directors adopts an annual budget for its General Fund. The amount appropriated for expenditures represents the expenditure limit. Original appropriations are modified by transfers among budget categories or by increases in funding sources. The board of directors approves the original budget and all significant changes.

i. Income Taxes:

MAPA is a governmental subdivision of the State of Nebraska and, accordingly, no provision for federal or state income taxes is required.

j. Reported Reimbursable Costs:

Revenue is received from federal, state, and county sources, and is based on reported costs as defined by the funding sources and on provision of services. The accompanying financial statements reflect reported costs, which are subject to review by the funding sources and contractors. In the opinion of management, reported costs represent proper costs as defined by funding contract criteria and the various funding sources or contractors have questioned no amounts reported at June 30, 2016.

k. Accounting Estimates:

The preparation of purpose financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from these estimates.

l. Subsequent Events:

MAPA has evaluated subsequent events through December 8, 2016, the date on which the financial statements were issued. MAPA has concluded there are no subsequent events, which have occurred from June 30, 2016 through December 8, 2016 which require additional disclosure.

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended June 30, 2016

Note 2. Cash and Short-term Investments

a. Deposits:

At year end, MAPA's carrying amount of deposits was \$447,806. The bank balances for all funds totaled \$447,880. For purposes of classifying categories of custodial risk, the bank balances of MAPA's deposits, as of June 30, 2016, \$21 held with Paypal were not insured or collateralized.

MAPA also had \$895,296 deposited in the Nebraska Public Agency Investment Trust (NPAIT). NPAIT is a public entity investment pool operated under the direction of a seven member Board of Trustees. Securities held by NPAIT are not held in MAPA's name, are held in a pooled fund and, therefore, are not categorized as to credit risk.

b. Investments:

As of June 30, 2016, MAPA had the following investments.

Investment Name	Maturity	Credit Rating	Fair Value
Certificate of Deposit	9/11/2017	N/A	\$ 100,977
Certificate of Deposit	9/4/2018	N/A	101,981
Certificate of Deposit	7/23/2019	N/A	108,208
Certificate of Deposit	5/1/2020	N/A	51,096
			<u>\$ 362,262</u>

Interest Rate Risk – MAPA's investment goal, as a political subdivision, is to focus on minimizing risk, rather than maximizing funds. In order to control interest rate risk MAPA's investment policy limits the maturity of its investments. The maturity date of any investment shall not exceed ten years. Funds restricted for agency closing costs shall have the following limitations related to maturity dates: At least 25% shall have a maturity date of two years or less. At least 50% shall have a maturity date of 5 years or less.

Credit Risk - State law limits requires all investments to be fully insured or collateralized. MAPA's investment policy limits its investment choices to certificates of deposit, treasury bonds and notes, and NPAIT deposit accounts. The chart above notes the Moody's Investors Service credit ratings as of June 30, 2016.

Concentration of Credit Risk - MAPA places no limit on the amount it may invest in any one issuer. All of MAPA's investments are in Certificates of Deposit as of June 30, 2016.

Investments in Employee's Retirement System:

Investments in the employees' retirement system are carried at fair value. At June 30, 2016, the balances of investments in the employees' retirement system were \$837,831. The investments consist of mutual funds and similar pooled arrangements and, therefore, are not categorized as to credit risk.

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended June 30, 2016

Note 3. Notes Receivable, Notes Payable and Revolving Loan Fund

The MAPA Foundation contracts with its members to administer their Community Development Block Grant loan programs. As part of the grant, federal funds are loaned to eligible businesses for business growth and development. The loans are lent at 0% interest. As of June 30, 2016, \$255,634 remained in notes receivable of which \$235,998 may be forgiven at the completion of a successful job maintenance period. As of June 30, 2016, MAPA owed the state fund \$235,998, which may be forgiven at the completion of a successful job maintenance period. As of June 30, 2016, MAPA had collected \$282,162 for revolving fund loans from multiple projects. The funds MAPA collects on the second set of loans is then considered unrestricted.

Note 4. Capital Assets

Capital asset activity for the year ended June 30, 2016 is as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Disposals</u>	<u>Ending Balance</u>
Furniture, fixtures, and equipment	\$ 139,223	\$ --	\$ --	\$ 139,223
Automobiles	<u>27,777</u>	<u>23,438</u>	<u>--</u>	<u>51,215</u>
	\$ 167,000	\$ 23,438	\$ --	\$ 190,438
Less Accumulated Depreciation	<u>(115,773)</u>	<u>(16,182)</u>	<u>--</u>	<u>(131,995)</u>
	<u>\$ 51,227</u>	<u>\$ 7,256</u>	<u>\$ --</u>	<u>\$ 58,483</u>

Note 5. Retirement Plan

In June 1976, the board of directors approved the MAPA employees' retirement program (a money-purchase pension plan). This plan, known as the MAPA Pension Trust, is a defined contribution plan. Participation in the plan is mandatory for employees hired after July 1, 1976. A minimum of 9.5% of each eligible employee's annual compensation is contributed to the plan. 5.5% of the contribution is made by MAPA and the employee makes 4%. Employees may also make voluntary contributions not to exceed an additional 6% of their annual compensation. The current year covered payroll was \$1,019,770 and the total current year payroll was \$1,081,556. At June 30, 2016, the retirement plan had assets with a fair value of \$837,831. The participants are 100% vested in employee contributions. Employer contributions vest over a five-year period. During the current year the employer contributed \$56,234. The employees contributed \$42,573, of which \$40,897 (4.0% of covered payroll) was regular contributions and \$1,676 was employee voluntary contributions and sick leave paid out.

Note 6. Deferred Compensation Plan

MAPA sponsors a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all MAPA employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, total and permanent disability, retirement, death, or unforeseeable emergency. The plan assets are held in trust by a third party for the employees and are not reflected in these financial statements.

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended June 30, 2016

Note 7. Lease Commitments

MAPA leases office space and one piece of equipment under non-cancelable operating leases. The scheduled future minimum lease payments are as follows:

<u>Year Ending June 30,</u>	
2017	<u>\$ 76,138</u>

Lease expenditures paid were \$74,784 for the year ended June 30, 2016.

Note 8. Net Position

Restricted and designated net position as of June 30, 2016 is as follows:

		Governmental Activities	Business-type Activities	Total
Restricted				
	Revolving Loan Fund	\$ 46,256	\$ --	\$ 46,256
	Foundation grants	\$ 29,966	--	29,966
	Total Restricted	\$ 76,222		\$ 76,222
Unrestricted, Designated				
	Projected agency operating and closing costs in the event MAPA would cease operations	355,000	--	355,000
	Local match for federal aid projects	27,397	--	27,397
	Nebraska-Iowa Regional Orthophotography Consortium (NIROC)	262,216	--	262,216
	Heartland 2050	17,259	--	17,259
	Heartland Active Transportation Summit	13,005	--	13,005
	Officials Expense Fund	4,095	--	4,095
	Metropolitan Area Motorist Assist (MAMA)	--	78,109	78,109
	Total Unrestricted, Designated	\$ 678,972	\$ 78,109	\$ 757,081

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended June 30, 2016

Note 9. Transfers

Transfers from the General Fund to the Non-Major Funds consisted of \$9,655 for the Officials Fund.

Note 10. Risk Management

MAPA is exposed to various risk of loss related to torts, theft, damage or destruction of assets, errors or omissions, injuries to employees, and risks normally associated with a governmental subdivision. These risks are transferred to independent insurance carriers and no self-insurance program is maintained by MAPA beyond normal insurance policy deductible provisions.

Note 11. Commitments and Contingent Liabilities

MAPA participates in a number of federally assisted grant programs. Compliance with the grants is subject to audit by various government agencies, which may impose sanctions in the event of noncompliance. Management believes that they have complied with all aspects of the various grant provisions and the results of adjustments, if any, relating to such audits would be immaterial to the accompanying combined financial statements.

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

**COMPARISON OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES – GENERAL FUND**

For the Year Ended June 30, 2016

	Budget Original	Budget Final	Actual Amounts	Variance Favorable (Unfavorable)
REVENUES				
Federal and state	\$ 3,672,094	\$ 3,734,249	\$ 2,165,719	\$ (1,568,530)
Local governments	1,069,452	1,069,452	436,299	(633,153)
Charges for services	188,311	188,311	122,988	(65,323)
In-kind	273,881	273,881	305,949	32,068
Investment income	-	-	11,858	11,858
Miscellaneous	-	-	9,878	9,878
Total revenues	<u>\$ 5,203,738</u>	<u>\$ 5,265,893</u>	<u>\$ 3,052,691</u>	<u>\$ (2,213,202)</u>
EXPENDITURES				
Forums	\$ 239,763	\$ 249,763	\$ 192,372	\$ 57,391
Transportation planning	3,817,275	3,875,680	1,864,925	2,010,755
Regional assistance	646,910	646,910	510,558	136,352
Sustainability planning	282,540	282,540	73,662	208,878
Public involvement	131,500	125,250	147,240	(21,990)
Administration	85,750	85,750	211,323	(125,573)
Total expenditures	<u>\$ 5,203,738</u>	<u>\$ 5,265,893</u>	<u>\$ 3,000,080</u>	<u>\$ 2,265,813</u>
OTHER FINANCING SOURCES (USES)				
Transfers in	\$ -	\$ -	\$ -	\$ -
Transfers out	-	-	(9,655)	(9,655)
Total other financing sources (uses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (9,655)</u>	<u>\$ (9,655)</u>
NET CHANGE IN FUND BALANCES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 42,956</u>	<u>\$ 42,956</u>
FUND BALANCES, BEGINNING	<u>1,670,787</u>	<u>1,670,787</u>	<u>1,670,787</u>	<u>-</u>
FUND BALANCES, END OF YEAR	<u><u>\$ 1,670,787</u></u>	<u><u>\$ 1,670,787</u></u>	<u><u>\$ 1,713,743</u></u>	<u><u>\$ 42,956</u></u>

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

COMBINING BALANCE SHEET – NONMAJOR GOVERNMENTAL FUNDS

June 30, 2016

	<u>Revolving Loan Fund</u>	<u>Officials Expense Fund</u>	<u>Total Non- major Funds</u>
ASSETS			
Cash and cash equivalents	\$ 46,256	\$ -	\$ 46,256
Due from general fund	-	4,095	4,095
Total assets	<u>\$ 46,256</u>	<u>\$ 4,095</u>	<u>\$ 50,351</u>
FUND BALANCES			
Restricted	\$ 46,256		\$ 46,256
Assigned		4,095	4,095
Total fund balances	<u>\$ 46,256</u>	<u>\$ 4,095</u>	<u>\$ 50,351</u>
Total liabilities and fund balances	<u>\$ 46,256</u>	<u>\$ 4,095</u>	<u>\$ 50,351</u>

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

**COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES – NONMAJOR GOVERNMENTAL FUNDS**

For the Year Ended June 30, 2016

	Revolving Loan Fund	Officials Expense Fund	Total Non- major Funds
REVENUES			
Investment income	\$ 21	\$ -	\$ 21
Miscellaneous	-	-	-
Total revenues	<u>\$ 21</u>	<u>\$ -</u>	<u>\$ 21</u>
EXPENDITURES			
Forums	\$ -	\$ 3,574	\$ 3,574
Administration	-	7,331	7,331
Total expenditures	<u>\$ -</u>	<u>\$ 10,905</u>	<u>\$ 10,905</u>
OTHER FINANCING SOURCES (USES)			
Transfers in	\$ -	9,655	\$ 9,655
Transfers out	-	-	-
Total other financing sources (uses)	<u>\$ -</u>	<u>\$ 9,655</u>	<u>\$ 9,655</u>
NET CHANGE IN FUND BALANCES	\$ 21	\$ (1,250)	\$ (1,229)
FUND BALANCES, BEGINNING	<u>46,235</u>	<u>5,345</u>	<u>51,580</u>
FUND BALANCES, END OF YEAR	<u>\$ 46,256</u>	<u>\$ 4,095</u>	<u>\$ 50,351</u>

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

SCHEDULE OF STATE OF IOWA FINANCIAL ASSISTANCE

For the Year Ended June 30, 2016

Iowa Department of Economic Development

Iowa Councils of Governments Assistance

Contract Number: 2014-COG-01

\$ 11,765

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the Year Ended June 30, 2016

Federal Grantor/Pass-Through Grantor/Program Title	Federal CFDA Number	Agreement Number	Expenditures
Economic Development Administration, Department of Commerce			
Direct Program			
Economic Development Support for Planning Organizations	11.302	05-83-05705	\$ 60,000
Total Economic Development Administration			\$ 60,000
Department of Defense			
Direct Programs			
Community Economic Adjustment Assistance for Compatible Use	12.610	EN1317-14-01	\$ 92,867
and Joint Land Use Studies	12.610	EN1317-16-02	6,191
Total Department of Defense			\$ 99,058
U.S. Department of Transportation			
Direct Program			
Federal Transit Cluster			
Federal Transit Capital Investment Grants	20.500	NE-04-0006-00	\$ 7,108
Transit Service Program Cluster			
Enhanced Mobility of Seniors and Individuals with Disabilities	20.513	NE-16-x039-00	\$ 75,858
Job Access-Reverse Commute	20.516	NE-37-x008-03	36,633
New Freedom Program	20.521	NE-57-x008-03	15,603
Public Transportation Research, Technical Assistance			
and Training	20.514	NE-26-0004-00	\$ 9,779
Passed-Through			
Nebraska Department of Roads			
Metropolitan Transportation Planning	20.505	C990(015)	\$ 28,349
Metropolitan Transportation Planning	20.505	C990(016)	478,665
Iowa Department of Transportation			
Metropolitan Transportation Planning	20.505	16MPO-MAPA	\$ 34,151
Formula Grants for Rural Areas	20.509	16RPA-18	23,265
Total Federal Transit Administration			\$ 709,411
Passed-Through			
Nebraska Department of Roads			
Highway Planning and Construction	20.205	VL1503	\$ 818,132
Highway Planning and Construction	20.205	BM1203	35,063
Highway Planning and Construction	20.205	BN1213	134,367
Highway Planning and Construction	20.205	BM1227	103
Iowa Department of Transportation			
Highway Planning and Construction	20.205	16MPO-MAPA	\$ 124,459
Highway Planning and Construction	20.205	16RPA-18	36,038
Total U.S. Department of Transportation			\$ 1,148,162

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the Year Ended June 30, 2016

<u>Federal Grantor/Pass-Through Grantor/Program Title</u>	<u>CFDA Number</u>	<u>Agreement Number</u>	<u>Expenditures</u>
Environmental Protection Agency			
Direct Program			
Brownfields Assessment and Cleanup Cooperative	66.818	BF-97727801-0	\$ 75,922
Agreements	66.818	BF-97727901-0	45,167
Total Environmental Protection Agency			<u>\$ 121,089</u>
TOTAL EXPENDITURES OF FEDERAL AWARDS			<u>\$ 2,137,720</u>

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the Year Ended June 30, 2016

Note 1. Summary of Significant Accounting Policies

The supplementary schedule of expenditures of federal awards relates to the federal grant programs which are administered by the Omaha – Council Bluffs Metropolitan Areal Planning Agency. The programs' accounting records are maintained on the accrual method of accounting. Grant revenue is recognized when the grant funds are earned and expenditures are recognized when the obligation is incurred.

The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

Expenses are subject to audit by the U.S. Government, and in the opinion of management, disallowed costs, if any, will not have a material effect on the financial position of the Omaha – Council Bluffs Metropolitan Area Planning Agency or its federal grant programs.

Note 2. Subrecipients

Of the federal expenditures presented in the schedule, Omaha – Council Bluffs Metropolitan Area Planning agency provided federal awards to subrecipients as follows:

Program Title	CFDA	
Highway Planning and Construction	20.205	341,666
Metropolitan Transportation Planning	20.505	160,000
Enhanced Mobility of Seniors and Individuals with Disabilities	20.513	67,584
Job Access-Reverse Commute	20.516	36,633
Brownfields Assessment and Cleanup Cooperative Agreements	66.818	7,596
		<u>\$ 613,479</u>

Note 3. Loans Outstanding

The MAPA Foundation had the following loan balance outstanding at June 30, 2016. These loan programs are also included in the federal expenditures presented in the Schedule of Federal Awards.

<u>Program Title</u>	<u>CFDA</u>	<u>Amount</u>
Community Development Block Grants/State's Program	14.228	\$ 235,998



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Board of Directors
Omaha – Council Bluffs Metropolitan Area Planning Agency
Omaha, Nebraska

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Omaha – Council Bluffs Metropolitan Area Planning Agency (MAPA) as of and for the year ended June 30, 2016, and have issued our report thereon dated December 8, 2016.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered MAPA's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of MAPA's internal control. Accordingly, we do not express an opinion on the effectiveness of MAPA's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether MAPA's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Council Bluffs, Iowa
December 8, 2016



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR
FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER
COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Directors
Omaha – Council Bluffs Metropolitan Area Planning Agency
Omaha, Nebraska

Report on Compliance for Each Major Federal Program

We have audited Omaha – Council Bluffs Metropolitan Area Planning Agency's (MAPA) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of MAPA's major federal programs for the year ended June 30, 2016. MAPA's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of MAPA's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about MAPA's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of MAPA's compliance.

Opinion on Each Major Federal Program

In our opinion, MAPA complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2016.

Report on Internal Control Over Compliance

Management of MAPA is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered MAPA's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of MAPA's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Council Bluffs, Iowa
November, 30 2016

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the Year Ended June 30, 2016

I. Summary of Auditor's Results:

Financial Statements:

Type of auditor's report issued:	Unmodified
Internal control over financial reporting:	
Material weaknesses identified:	No
Significant deficiency(ies) identified?	None Reported
Noncompliance material to financial statements noted:	No

Federal Awards:

Internal control over major programs:	
Material weaknesses identified:	No
Significant deficiency(ies) identified?	None Reported
Type of auditor's report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with section 2 CFR 200.516(a)?	No

Identification of major programs:

<u>Name of Federal Program or Cluster</u>	<u>CFDA Number</u>	<u>Expenditures</u>
Highway Planning and Construction	20.205	\$ 1,148,162

Dollar threshold used to distinguish between type A and type B programs:	\$ 750,000
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Auditee qualified as low-risk auditee?	Yes
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II. Financial Statement Findings

None reported

III. Findings and Questioned Costs for Federal Awards

None reported

MAPA CONTRACT COVER PLATE

CONTRACT IDENTIFICATION

Contract Parties: MAPA and The New BLK

Project Number and Title: 17420090401 – MAPA Heartland 2050 Website

Effective Date: December 8, 2016

Completion Date: June 30, 2017

CONTRACT PARTIES

Planning Agency Address:

Omaha-Council Bluffs Metropolitan Area Planning Agency
2222 Cuming Street
Omaha NE 68102-4328

Consultant Name and Address:

The New BLK
1213 Jones St
Omaha, NE 68102

ACCOUNTING DATA

Contract - For an amount not to exceed \$ 24,960

DATES OF SIGNING AND MAPA BOARD APPROVAL

Date of Legal Review:

Date of MAPA Finance Committee Approval:

Date of Consultant Approval:

AGREEMENT

THIS CONTRACT, effective this eighth day of December, 2016 by and between The New BLK, 1213 Jones St, Omaha, NE 68102 (herein called "Consultant") and the Omaha-Council Bluffs Metropolitan Area Planning Agency, 2222 Cuming Street, Omaha, Nebraska 68102 (herein called the "Planning Agency"),

WITNESSETH THAT:

WHEREAS, the Planning Agency desires to engage Consultant to render certain technical and professional services hereafter described by the Planning Agency in Attachment A.

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. Employment of Consultant The Planning Agency hereby agrees to engage the Consultant and the Consultant hereby agrees to perform services herein set forth.

2. Scope of Services The Consultant shall do, perform and carry out in a satisfactory and proper manner, all of the services as stated. Said services shall include, but not be limited to the following:

A. Objective. The objective of this agreement is to redesign and develop the Heartland 2050 website.

B. Anticipated Results. The new site will incorporate elements of "Close the Gap" initiative, a new calendar management functions, event registration and management, integration with social media, a blog component, porting over of existing content, and rollout of new content and features. Beta/development server setup, push to live server, and some technical support are included in the project. See Exhibit A attached here within.

3. Personnel. The Consultant shall furnish the necessary personnel, materials and services, equipment and transportation and otherwise do all things necessary for or incidental to the performance of the work set forth in the Scope of Services herein.

All of the services required hereunder shall be performed by the Consultant or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized by the Consultant to perform such services.

None of the work or services covered by this Contract shall be subcontracted by the Consultant without prior written approval by the Planning Agency.

4. Time of Performance. The services of the Consultant are to commence December 8, 2016 and end June 30, 2017.

5. Compensation. The Planning Agency agrees to compensate the Consultant according to the Attachment A. The total charge to the Planning Agency for salaries and expenses shall not exceed \$24,960 (twenty-four thousand nine hundred sixty dollars).

Payments for work under this agreement will be made based on percentage of work completed up to a Maximum-Not-To-Exceed amount identified in the preceding paragraph.

6. Method of Payment. The Consultant may request partial payment for services performed under this Contract on a monthly schedule, starting at least 30 days after contract effective date. Such requests shall be based on the percentage of work completed to date of such requests. Final payment of services under this contract shall be made by the Planning Agency within sixty (60) days following satisfactory completion of the Consultant's obligations under this Contract. Billing should be received by these dates to meet our Finance Committee schedule: January 6, February 2, March 2, April 7, May 5, June 9 and July 7, 2017.

7. Records and Audits. The Consultant shall maintain accounts and records, including personnel, property and financial records, adequate to identify and account for all costs pertaining to the Contract and such other records as may be deemed necessary by the Planning Agency to assure proper accounting for all project funds, both federal and non-federal shares. These records will be made available for audit purposes to the Planning Agency, any representative of the FHWA, the Inspector General, the Government Accounting Office, the State Auditor's Office, the Nebraska Department of Roads, or any authorized representative, and shall be retained for three years after the expiration of this Contract unless permission to destroy them is granted by the Planning Agency.

8. Civil Rights Provisions.

- A. Discrimination in Employment - The Consultant shall not discriminate against any qualified employee or applicant for employment because of race, color, religion, sex, national origin, age, or disability. The Consultant shall take affirmative action to ensure that applicants are employed and that employees are treated without regard to their race, color, religion, sex, national origin, age or disability. Such action shall include but may not be limited to the following: employment, upgrading, demotion or transfers, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including an apprenticeship. The Consultant agrees to post notices setting forth the provisions of the nondiscrimination clause in conspicuous places so as to be available to employees.
- B. Considerations for Employment - The Consultant shall, in all solicitations or advertisements for employees placed by or on behalf of the Grantee, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, or disability.

Solicitation and Advertisement - The Consultant shall list all suitable employment openings with the State Employment Service local offices.

- C. Civil Rights Compliance in Employment - The Consultant shall comply with all relevant provisions of the Federal Executive Order 11246, as amended by Federal Executive Order 11375, Title VII of the U.S. Civil Rights Act of 1964, as amended, the Fair Labor Standards Act (29 USC Section 201 et. seq.), Section 504 of the Vocational Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, as amended, and the Vietnam Veterans Readjustment Act of 1974. The CONSULTANT will furnish all information and reports requested by the State of Nebraska or required by or pursuant to the rules and regulations thereof and will permit access to payroll and employment records by the State of Nebraska to investigate compliance with these rules and regulations.
- D. Program Nondiscrimination - The Consultant shall conform with requirements of Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.) and HUD regulations issued pursuant thereto contained in 24 CFR Part 1. No person in the United States shall on the ground of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available through this contract. Any prohibition against discrimination on the basis of age under the Age

Discrimination Act of 1975 (42 USC 6101 et. seq.) or with respect to an otherwise qualified disabled individual as provided in Section 504 of the Vocational Rehabilitation Act of 1973, (29 USC Section 794) shall also apply to any such program or activity.

- E. Fair Housing - The Consultant (if applicable) shall comply with Title VIII of the Civil Rights Act of 1968 (42 USC 3601 et seq.), generally known as the Fair Housing Act, and with DHUD regulations found at 24 CFR Part 107, issued in compliance with Federal Executive Order 11063, as amended by Federal Executive Order 12259. The UNP-IS&T shall also comply with Section 109, Title I of the Housing and Community Development Act of 1974, as amended.
- F. Training and Employment - The Consultant shall comply with provisions for training, employment, and contracting in accordance with Section 3 of the Housing and Urban Development Act of 1968 (12 USC 1701u).
- G. Noncompliance with the Civil Rights Laws - In the event of the Consultant's noncompliance with the nondiscrimination clauses of this contract or with any of the aforesaid rules, regulations, or requests, this contract may be canceled, terminated, or suspended either wholly or in part. In addition, the State of Nebraska may take further action, imposing other sanctions and invoking additional remedies as provided.

9. Termination of Contract for Cause. If, through any cause, the Consultant shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the Consultant shall violate any of the covenants, agreements, or stipulations of this Contract, the Planning Agency shall thereupon have the right to terminate this Contract by giving written notice to the Consultant of such termination and specifying the effective date thereof, at least five (5) working days before the effective date of such termination. In that event, the Consultant shall be compensated for work performed and expenses incurred to date in accordance with the schedule set forth in paragraph 6.

10. Changes. The Planning Agency may, from time to time, require changes in the scope of the services of the Consultant to be performed hereunder. Such changes, including any increase or decrease in the amount of the Consultant's compensation, which are mutually agreed upon by and between the Planning Agency and the Consultant, shall be incorporated in written amendments to this Contract.

11. Interest of Members of the Consultant and Others. No employee or owners of the Consultant, and no other public official of the governing body of the locality in which the Project is situated or being carried out who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this Project, shall participate in any decision relating to this Contract which affects his personal interest or have any personal or pecuniary interest, direct or indirect, in this Contract or the proceeds thereof.

12. Interest of the Planning Agency. The Planning Agency 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 of services required to be performed under this Contract. The Planning Agency further covenants that in the performance of this Contract no person having any such interest shall be employed.

13. The Consultant hereby agrees to comply with all federal, state and local laws, rules and ordinances applicable to the work and to this Agreement.

14. Prohibited Use of Funds. For performance of Services under the terms of this agreement, the Consultant will be paid as authorized, subject to the terms of this agreement and all requirements and limitations of the Federal cost principles contained in the Federal Acquisition Regulation (48 CFR 31).

15. This Agreement shall be binding on successors and assigns of either party.

16. The Consultant warrants that it has not employed or retained any company, or persons, other than

a bona fide employee working solely for the Consultant to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Consultant, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty the Planning Agency shall have the right to annul this Contract without liability.

17. Equal Employment Opportunity. During the performance of this contract, the Consultant agrees as follows:

(A) The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Consultant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be 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. The CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(B) The Consultant will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

(C) The Consultant will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the CONSULTANT's commitments under Section 202 of the Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(D) The Consultant will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(E) The Consultant will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and order of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(F) In the event of the Consultant's non-compliance with the nondiscrimination clause of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the Consultant may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(G) The CONSULTANT will include the provisions of Paragraphs (A) through (G) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Consultant will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the Consultant becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Consultant may request the United States to

enter into such litigation to protect the interests of the United States.

18. Hold Harmless. The Consultant agrees to and shall indemnify, save and hold harmless the Planning Agency, its members, officers, employees, and agents, from all claims and liability of whatsoever kind or character due to or arising out of the acts and conduct of the Consultant, its officers, agents, employees, subcontractors, and others acting for or under the direction of the Consultant doing the work herein contracted for, or by or in consequence of any negligence in the performance of this Agreement, or by or on account of any omission in the performance of this Agreement, and also from all claims of damage for infringement of any patent in fulfilling this Agreement. The Consultant will procure and maintain adequate public liability and property damage insurance to protect the Planning Agency, its members, officers, employees, and agents, and will, upon request of the Planning Agency, furnish proof of compliance with this requirement.

19. Entire Agreement. This Agreement contains the entire agreement of the Parties. The provisions of this Agreement may not be explained, supplemented, or qualified through evidence of trade usage or prior course of dealings. No representations were made or relied upon by either Party other than those that are expressly set forth herein. No agent, employee or other representative of either Party is empowered to alter any of the terms hereof except as provided herein.

IN WITNESS WHEREOF, the Planning Agency and the CONSULTANT have executed this Contract as of the date first above written.

THE NEW BLK

Attest _____

By _____

Print Name and Title

OMAHA-COUNCIL BLUFFS METROPOLITAN
AREA PLANNING AGENCY

Attest _____

By _____
Executive Director Date

Approved as to Legal Form

Date: _____

Signed _____
MAPA Legal Counsel



Heartland2050 Website
Statement of Work
11/17/16

OVERVIEW

The Metropolitan Area Planning Agency (MAPA) has engaged The New BLK to redesign and develop the Heartland2050 website. The new site will incorporate elements of the Close the Gap initiative, a new calendar management function, event registration and management, integration with social media, a blog component, porting over of existing content, and rollout of new content and features. Beta/development server setup, push to live server, and some technical support are included in the project.

SCOPE OF WORK

- I. Discovery: business and technical requirements, key success metrics, content/assets gathering. Hours: 15.
- II. Information Architecture: site map, wireframes. Hours: 20.
- III. Design: Aesthetic and UX design. Hours: 65.
- IV. Alpha Development: staging server setup, CMS setup, template creation and integration. Hours: 33.
- V. Beta Development: content population, QA/bug fixing, live server setup. Hours: 65.
- VI. Launch: push to live server, live testing, technical support. Hours: 10.

TOTAL PROPOSED BUDGET: 208 Hours x \$120/hour = \$24,960

PROPOSED PROJECT SCHEDULE

Project Kick-off: 12/15/16
Discovery: 12/15/16 - 12/22/16
Information Architecture: 1/2/17 - 1/13/17
Design: 1/16/17 - 2/3/17
Alpha Development: 2/6/17 - 2/24/17
Beta Development: 2/27/17 - 3/27/17
Launch: 3/28/17 - 3/30/17

We submit our project estimate as a "fixed bid" that is not subject to change unless the scope of the deliverables change. If there is a scope change, we will discuss it as it happens and, if necessary, submit a scope change document for approval prior to continuing work. Outside hard costs, including printing, are not included in this budget. We anticipate that any hard costs will be minimal.

PAYMENT TERMS



The New BLK // 1213 Jones St. // Omaha, NE 68102 // NewBLK.com // 402.403.5619





We will bill for the project each month based on actual hours logged.

WORKFLOW AND APPROVALS

- The New BLK will designate Shane Bainbridge as your account manager and primary point of contact.
- We will set up regularly scheduled, face-to-face meetings either on a weekly or bi-weekly basis.
- We will use a combination of Slack, Google Drive, and Dropbox for task management and file sharing.
- Each deliverable will have reviews and revisions prior to final approval. In some cases, this may be one round of review and revisions and, in other cases, it may include multiple iterations. Our assumption is 1-2 rounds of review for each project component.

OWNERSHIP

MAPA will own all materials produced by The New BLK with unlimited usage. In addition, The New BLK is free to use the same materials for promotional purposes (use on its web site, in proposals).

SIGNATURES

This Statement of Work has been approved by the following parties on the date indicated.

MAPA (Name, Title)

Date

The New BLK (Name, Title)

Date



MAPA Project Selection

Guidance Document for TAP-MAPA Project Selection
FY2018-2023 Transportation Improvement Program

Approved:
TTAC
Board

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Schedule for TAP-MAPA Project Selection

Call for FY 2022 Projects	December 2, 2016
Submittal Deadline for STP-MAPA Applications	January 6, 2017
Preliminary Eligibility Screening of Applications.....	January 13, 2017
Individual Project Applications Scored	January 20, 2017
Project Selection Workshop.....	February 3, 2017
Publication of Selected Project List.....	February 6, 2017
Appeals Hearing	February 15, 2017
Incorporation into Draft FY2018-2023 MAPA TIP.....	February & March 2017
TTAC Approval of Draft FY2018-2023 MAPA TIP	April 2017
MAPA Board of Directors Approval of Draft FY2018-2023 MAPA TIP	April 2017
State Review & Public Comment Period.....	April-May 2017
TTAC Approval of Final FY2018-2023 MAPA TIP	June 2017
MAPA Board of Directors Approval of Final FY2018-2023 MAPA TIP.....	June 2017
Distribution of Final TIP to State & Federal Partners.....	July 2017

1) Eligibility of Projects

This project selection methodology applies only to those projects that are seeking to be funded via MAPA's annual Transportation Alternatives Program (TAP) apportionment. This methodology does not apply to other federal funding source or class and should not be utilized by jurisdictions seeking funding from any other source.

Federal Eligibility Requirements

The Fixing America's Surface Transportation Act (FAST) maintained the following activities as eligible projects for funding under the Transportation Alternatives Program (TAP):

1. Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation, including sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming techniques, lighting and other safety-related infrastructure, and transportation projects to achieve compliance with the Americans with Disabilities Act of 1990 (42 USC 12101 et seq.).
2. Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
3. Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users
4. Construction of turnouts, overlooks, and viewing areas.
5. Community improvement activities, which include but are not limited to:
 - a. inventory, control, or removal of outdoor advertising;
 - b. historic preservation and rehabilitation of historic transportation facilities;
 - c. vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control; and
 - d. archaeological activities relating to impacts from implementation of a transportation project eligible under title 23.
6. Any environmental mitigation activity, including pollution prevention and pollution abatement activities and mitigation to-
 - a. address stormwater management, control, and water pollution prevention or abatement related to highway construction or due to highway runoff, including activities described in sections 133(b)(11), 328(a), and 329 of title 23; or
 - b. reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats.
7. The recreational trails program under section 206 of title 23
8. The safe routes to school program eligible projects and activities listed at section 1404(f) of the SAFETEA-LU:
 - a. Infrastructure-related projects.
 - b. Noninfrastructure-related activities.
 - c. Safe Routes to School coordinator.
9. Planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways.

Per the requirements of the FAST Act, Transportation Alternatives Program funds cannot be used for the following activities:

1. State or MPO administrative purposes, except for SRTS administration, and administrative costs of the State permitted for RTP set-aside funds.
2. Promotional activities, except as permitted under the SRTS.
3. General recreation and park facilities, playground equipment, sports fields, campgrounds, picnic areas and pavilions, etc.
4. Routine maintenance and operations.

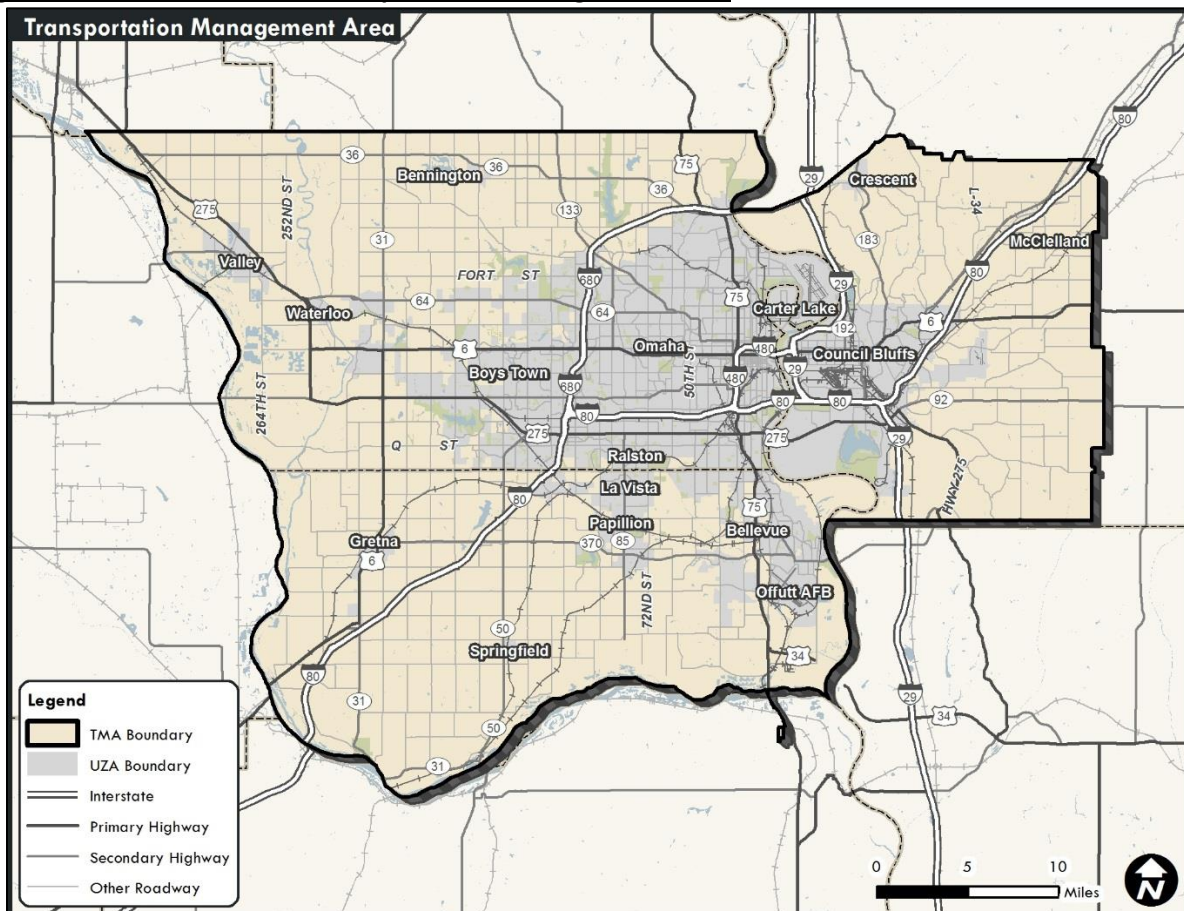
Additional Eligibility Requirements for TAP Funding

In addition to the above eligibility standards, projects seeking TAP-MAPA funding must meet the following minimum eligibility requirements:

1. Project must be listed in the MAPA 2040 Long Range Transportation Plan as required by the FAST Act.
2. Minimum match of 20 percent local (non-federal) funding as required by the FAST Act.
3. Projects must be submitted by local public agencies (LPAs) (including school districts) in the MAPA Transportation Management Area (MAPA TMA). The TMA encompasses Douglas and Sarpy Counties in Nebraska and the urbanized area surrounding Council Bluffs in Pottawattamie County, Iowa.

Failure to meet any of the above criteria will result in immediate disqualification of the submitted project for TAP-MAPA funding.

Figure 1: MAP of the MAPA Transportation Management Area



2) MAPA Transportation Alternatives Program Committee (TAP-C)

Membership

Transportation alternatives projects in the MAPA TMA are subject to the review and approval of the MAPA Transportation Alternatives Program Committee (TAP-C). TAP-C is an eighteen member stakeholder committee of the Transportation Technical Advisory Committee (TTAC) that includes planners, engineers, advocates, and other staff from local and state jurisdictions. Membership of the Transportation Alternatives Program Committee includes members of the larger MAPA TTAC and outside organizations and representatives. Appointments to the Transportation Alternatives Program Committee are reviewed and approved by the Transportation Technical Advisory Committee

TAP-C membership was formalized through the adoption of bylaws in late 2013 with review and approval by TTAC and the MAPA Board of Directors. Organizations and individuals currently represented on the TAP Committee are as follows:

- City of Omaha Public Works
- City of Omaha Planning
- City of Omaha Parks
- City of Council Bluffs
- City of Bellevue
- City of Springfield
- City of La Vista
- City of Papillion
- Douglas County
- Sarpy County
- Papio-Missouri River Natural Resources District (PMNRD)
- Metro Transit
- Nebraska Department of Roads (NDOR)
- Iowa Department of Transportation (IDOT)
- Douglas County Health Department
- Transportation Advocates (ModeShift Omaha)
- Public Health Advocate (Live Well Omaha)
- Public Representative

TAP-C membership will be reevaluated to determine turnover strategies for the membership of any rotating positions that are identified.

3) Project Submission Guidelines

Jurisdictions submitting applications must abide by the timeline listed in this guidance document. Applications for three project types have been created in order to evaluate each project class. Jurisdictions must select a project category and prepare the required documentation to the best of their abilities.

The final application for a TAP-MAPA project may include a one-page narrative of the project that may include details outside those requested in the application forms. This one page narrative should be submitted in Times New Roman 12pt font with one (1) inch margins. Additional pages or documentation will not be considered in the final scoring of the application.

Project applications for FY 2023 TAP-MAPA funding should be submitted no later than 4:30pm on January 6, 2017 to:

MAPA Project Selection
Metropolitan Area Planning Agency
2222 Cuming Street
Omaha, NE 68102

Project applications and questions concerning this process may also be emailed to mapa@mapacog.org.

Evaluation of Project Applications

Following an initial eligibility determination, project applications are evaluated and scored by MAPA staff based upon their particular project type and the information supplied. MAPA staff will recommend a prioritization of projects to TAP-C for approval at the Final Selection Workshop. Projects selected during this workshop will be incorporated into the Draft FY2018 MAPA Transportation Improvement Program as allowed by fiscal constraint.

The Draft MAPA TIP is then presented to and voted on by the MAPA TTAC and MAPA Board of Directors. After approval of the draft and the duration of the public comment period, the TIP is again presented to TTAC and the Board of Directors as a final document. Once the final TIP is approved it is submitted to MAPA's state and federal partners for approval and inclusion in the State Transportation Improvement Programs (STIPs).

Project Selection Process and Funding Implementation

To streamline the STP and TAP funding project selection process, and to ensure the effective use of federal funds, MAPA will allocate funding of projects in the TIP using a two gate process to move projects into the implementation year. The implementation year, or year 1, of the TIP is the fiscal year during which funding for a project of project phase can be obligated. In addition to ranking projects based on criteria, projects will also be evaluated based on each project's timeline of implementation and fiscal constraint within the TIP. The two gate process will allow projects to advance from the illustrative years to the implementation year of the TIP:

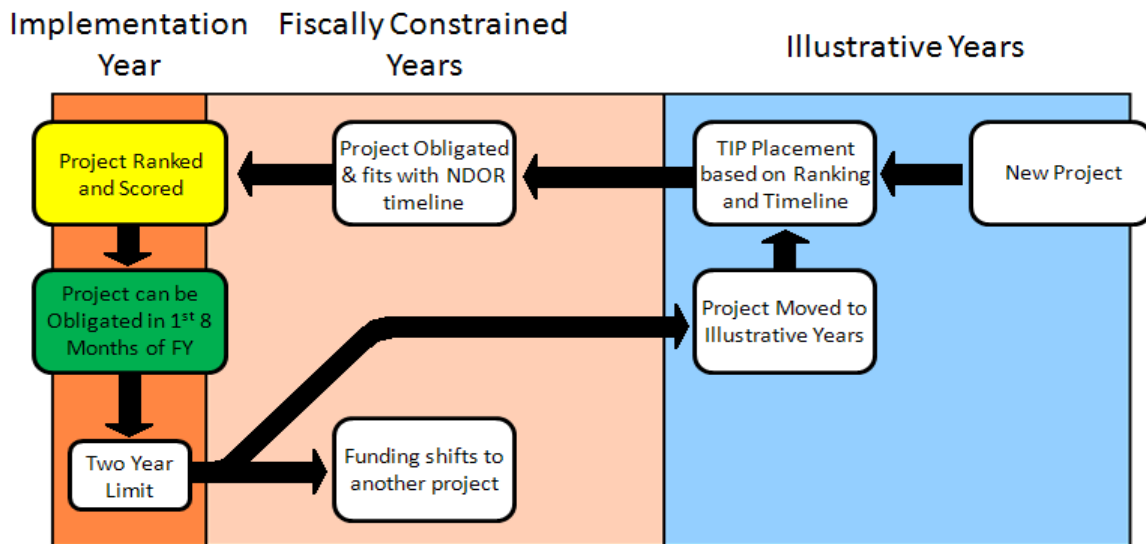
- **First Gate** – New Projects and projects wanting to move from the illustrative years to the fiscal constraint years are ranked and placed in the TIP based on each individual project's ranking, timelines, and the available funding per year.
- **Second Gate** - Projects that can be obligated within the first 8 months of the fiscal year will be moved to the implementation year of the TIP based on NDOR timelines and fiscal constraints.

Each project that will be programmed in the TIP must submit an attainable timeline, will be ranked by MAPA staff, and approved by the TAP Committee before it will be placed in the TIP. The TAP Committee will have flexibility in selecting projects that are deemed to be a higher priority to the committee. Projects will be allowed to present an argument for implementation before the TAP Committee if the project sponsor wishes to challenge the points total or scoring of the project. No project will be allowed to move into the implementation year unless the project timeline has been approved by the TAP Committee, TTAC, and MAPA's Board of Directors.

Only project phases that can be obligated within the first 8 months of the fiscal year based on NDOR's timeline will be eligible to be moved to the first year of the TIP. In order to ensure implementation and effective use of STP and TAP funding, projects are limited to two years in the implementation year (most

recent year) of the TIP. If a project cannot be obligated within two years, the project phase or phases will be moved to Advanced Construction or a later year within the TIP, or funding will be reallocated to another project. This will help ensure that deadlines will be met, and help those projects that have been moved forward most effectively to proceed to construction and completion.

Figure 2: Diagram of the Project Programming Process



A) Prioritization Model for Regional TAP Funding

General Overview

The Transportation Alternatives Program Committee has identified the need for the construction of additional alternative transportation facilities throughout the region. Eligible construction activities under the Fixing America's Surface Transportation law are noted in Section 1 of this Policy Guide.

As a part of its Regional Bicycle Pedestrian Plan, MAPA developed a prioritization tool to evaluate and select TAP projects for the region. The Transportation Alternatives Program Committee identified new criteria and variables that are appropriate measures to prioritize TAP funding for the Omaha-Council Bluffs region. A summary of the revised TAP criteria and variables is shown below:

Table 1: Overview of FY2018 Transportation Alternatives Program (TAP) Criteria

Factor	Weight	Selection Criteria	Data Source	Buffer (if applicable)
Support	5	Local Match %	Project Application	–
		Multi-Jurisdictional/ Partnerships	Project Application and Documentation	–
Safety	7	Physical Separation of Proposed Facility	Project Application and MAPA Review	–
		Density of Pedestrian Crashes (Pedestrian Crashes (2011-2013)/Route Length)	NDOR Highway Safety Improvement Database; INTRANS Crash Database	–
		Posted Speed Limit	Project Application and MAPA Review	–
		Future Traffic Volume (ADT)	MAPA Travel Demand Model	Volume within Project Corridor
Demand	6	Population density within 1/2 mile	MAPA Land Use Activity Allocation Model (LUAAM)	1/2 Mile
		Employment density within 1/2 mile	MAPA Land Use Activity Allocation Model (LUAAM)	1/2 Mile
		Proximity to Schools (Including Universities)	INFOGROUP data and MAPA Review	1/4 Mile
Connectivity	9	Level of Transit Service	Metro Transit	1/4 Mile
		Connectivity to Existing Facilities	MAPA Regional Bicycle-Pedestrian Master Plan	1/4 Mile
		Connectivity to MAPA Priority Corridors	MAPA Project Selection Committee (ProSeCom)	1/4 Mile
Equity	6	Proximity to Environmental Justice Areas	MAPA Transportation Improvement Program (TIP)	Within EJ Area; partially within EJ area
		Community Access to a Vehicle (% No Vehicle Households)	2012 American Community Survey	1/2 Mile

Scaling of Scores for Selection Variables

Scaling of criteria variables allows the characteristics of projects to be compared directly. Many variables were scaled based on whether they satisfied a particular criteria (e.g. connecting to a priority corridor). For these kinds of variables, projects which do satisfy the criteria will be scaled to a value of ten (10); conversely, projects which did not satisfy the criteria will be scaled to a value of zero (0).

In order to account for the wide ranges of values that can be expected for other types of variables, the TAP-C elected to use two methods of proportional scaling to directly compare projects. This method of scaling directly compares a project's "raw" value to the distribution of other values from the other projects being considered. The formulas for this method of scaling is shown below:

$$\text{Proportionate Scaling} = 10 * \frac{\text{Project Value} - \text{Minimum}}{\text{Maximum} - \text{Minimum}}$$

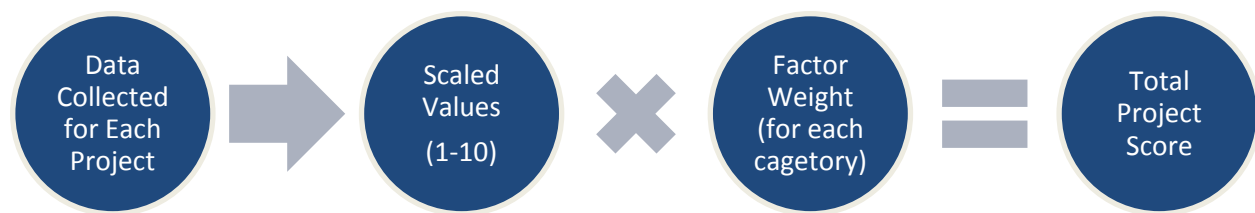
Proportionate scaling is useful for when a higher "raw" value is preferred (e.g. employment density) but where the range of values for a set of projects could be very broad and difficult to compare directly. Proportional scaling allows projects that far exceed the other comparison projects to receive a greater share of the points.

Weighting of Factors

Factors weights are based on stakeholder input through the Regional Bicycle Pedestrian Plan and the development of initial TAP criteria for the MAPA region in 2013. These weights establish the relative priority given to various measures and characteristics of a TAP project.

Ultimately, these weights are utilized to calculate a projects total score. The scaled values for each variable are multiplied by the factor weight for that category to provide a total score for that factor. This process is illustrated in Figure 3 below.

Figure 3: Overview of the Scoring Process for TAP Projects



The total scores calculated through this process will be presented to the TAP-C for review and discussion. Because the factor weights differ, a project's score in categories may vary greatly and still rank high among its peer projects. Ultimately, programming recommendations are made by the TAP-C and the Transportation Technical Advisory Committee (TTAC) to the MAPA Board of Directors.

B) Overview of Criteria for Construction & Infrastructure Projects

A detailed discussion of the criteria and variables summarized in Table 1 is included within this section. MAPA has included a discussion of the intent behind each measure, the data source utilized for each criteria, and the method of scaling applied within the TAP Prioritization Model.

Support (Weight = 5)

Percentage of Local Match

While there is a minimum requirement of 20 percent local match for Federal-Aid projects, MAPA encourages submitting jurisdictions to take a greater stake in their projects. MAPA will calculate the percentage local match for a project based on the information submitted in the project application. For projects which exceed 30% local match, the percentage value of match for that project will be used as the data.

Data Source: Project Application

Method of Scaling: Proportional

Multi-Jurisdictional Projects & Partnerships

The TAP-C identified funding diversity and partnerships as important measures of community support for a project. Project sponsors will be asked to identify and document funding partnerships in the project application through letters of support. MAPA will tabulate the number of supporting agencies and organizations submitted with the application

Data Source: Project Application

Method of Scaling: Proportional

Safety (Weight = 7)

Physical Separation of Proposed Facility

The level of protection afforded by a particular infrastructure improvement quantifies the impact that a project will have on the safety of cyclists, pedestrians, and motorists. The TAP-C quantified this “Conflict Factor” based on the level of physical separation between motorized vehicles and non-motorized modes of transportation. Physical separation will be measured with high, medium, and low values based on the matrix illustrated in Table 2 below.

Table 2: Matrix of Physical Separation for Bicycle and Pedestrian Facilities

Conflict Factor	Bicycle Infrastructure	Pedestrian Infrastructure	Points
Physically Separated Facilities	Cycletracks, protected bike lanes, bike lanes buffered by parking, grade separated crossings	Pedestrian safety barriers, grade separated crossings,	3
Buffered Facilities & Intersection Improvements	Bicycle boulevards, on-street buffered bike lanes, multi-use trails, bike boxes, new signalized bicycle crossing	Curb extensions, mid-block crossings, new signalized pedestrian crossings, pedestrian countdown signals	2
On-Street Facilities	Bike lanes, wide curb lanes, sharrows, share the road signage	Pedestrian sidepaths, Safe Routes to School signage	1

Data Source: Project Application
Method of Scaling: Proportional

Density of Pedestrian Crashes (2013-2015)

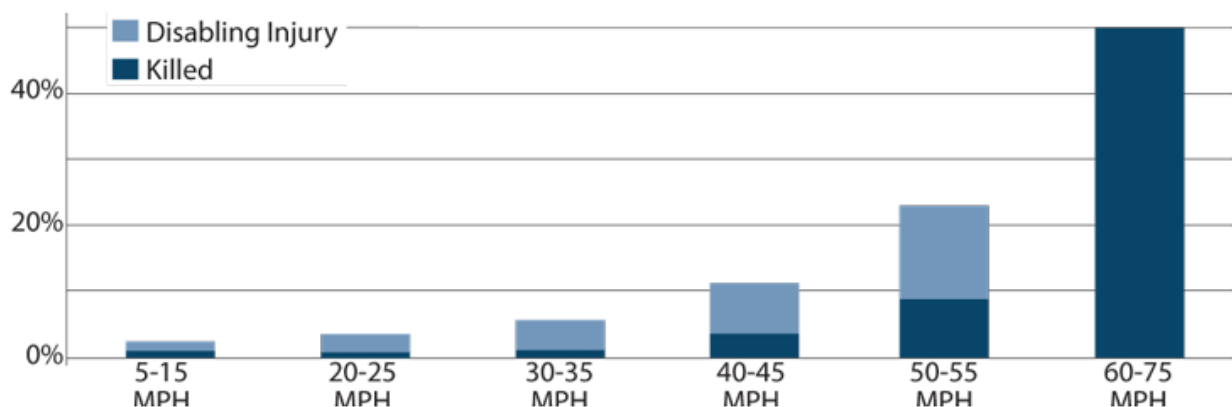
The number of pedestrian crashes occurring at a project's location allows the TAP-C to quantify the safety risks to both motorists and users of non-motorized vehicles as well. The total number of pedestrian crashes for three years along a project route will be calculated in ArcGIS using the crash databases from state partners. This crash total will be converted to a measure of crash density by dividing the total number of crashes by the project's length (in miles).

Data Source: State Crash Databases (NDOR Highway Safety Improvement Database; INTRANS Crash Database)
Method of Scaling: Proportional

Posted Speed Limit

Cyclists and pedestrians are at the greatest risk for injury and death when an accident occurs where speed limits are high. FHWA has collected data on these risks and these risks are illustrated in Figure 4 below.

Figure 4: Risk of Disabling Injury and Death for Cyclists in Traffic Accidents with Motor Vehicles



MAPA will identify the average speed limit for the proposed facility based on either 1) the proposed route or 2) a parallel route that makes a similar connection (in the case of trails or other off-street facilities). The values in Table 3 will be assigned to projects based on the identified speed limit for a project:

Table 3: Risk of Pedestrian and Cyclist Fatality in Traffic Accidents by Speed Limit

	15 MPH and Under	20-25 MPH	30-35 MPH	40-45 MPH	50-55 MPH
Risk of Fatality	0%	.76%	1.52%	3.81%	8%

Data Source: Project Application & MAPA Review
Method of Scaling: Proportional

Future Traffic Volume

In order to estimate the value of safety improvements in the future, estimates of future Average Annual Daily Traffic (AADT) along project routes will be considered in the prioritization process. MAPA will

utilize its Travel Demand Model to estimate AADT on either 1) the proposed route or 2) a parallel route that makes a similar connection (in the case of trails or other off-street facilities)

Data Source: MAPA Travel Demand Model

Method of Scaling: Proportional

Demand (Weight = 6)

Population Density

The density of population along a project's route is a good indicator of demand for a project and the potential for usage of a facility. MAPA will calculate the average population density within one-half (1/2) mile of a project corridor in ArcGIS using the population estimates utilized in MAPA's Land Use Activity Allocation Model.

Data Source: MAPA LUAAM (based on 2010 Census population)

Method of Scaling: Proportional

Employment Density

The density of employment along a project's route is another indicator of demand for a project and its connection to job centers and other areas of activity. MAPA will calculate the average employment density within one-half (1/2) mile of a project corridor in ArcGIS using the population estimates utilized in MAPA's Land Use Activity Allocation Model.

Data Source: MAPA LUAAM (based on INFOGROUP database)

Method of Scaling: Proportional

Proximity to Schools

Schools are important generators and attractors of bicycle and pedestrian activity. The total number of school facilities (including universities) within one-quarter (1/4) mile of a project corridor will be tabulated for each project.

Data Source: MAPA GIS Database (based on INFOGROUP and county databases)

Method of Scaling: Proportional

Connectivity (Weight = 9)

Enhancing connectivity within the multimodal transportation network is a critical goal of the 2040 MAPA LRTP. The TAP-C identified investments that make connections between modes and activity centers within the MAPA region as key priorities of the program.

Level of Transit Service

The second metric of connectivity is Transit Connectivity. The TAP-C determined that alternative transportation projects occurring along corridors with a high frequency of transit service provide important multimodal connections for the region. The level of transit service for a particular project will be measured by accounting for the total number of bus trips scheduled to provide service within 1/4 mile of the project's location on an average weekday. This measurement accounts for both the number of bus lines intersecting the project area and the frequency of transit service on each of those lines.

Access to transit routes will be measured at the following types of existing facilities: transit centers, park and ride lots, transit stops, or new facilities proposed for completion prior to 2018.

Data Source: Metro Transit
Method of Scaling: Proportional

Connectivity to Existing Facilities

The TAP-C noted that leveraging investments in the existing multi-modal transportation network is an important priority of MAPA's TAP program. MAPA has compiled a GIS database of existing bicycle facilities (including trails, bike lanes, and other on-street facilities) as a part of its Regional Bicycle-Pedestrian Master Plan. Projects will receive the maximum scaled value (10 points) if there are existing bikeway and recreational trail facilities within one-quarter (1/4) mile of the project route.

Data Source: MAPA GIS Database (based on Regional Bike-Ped Master Plan)
Method of Scaling: Full Points or No Points

Connectivity to MAPA Priority Corridors

The priority corridors shown in Figure 5 (next page) were identified by the MAPA Project Selection Committee (ProSeCom) to be the most important transportation facilities that support the movement and access of people and goods in the MAPA Region. These corridors also represent key activity centers within the MAPA region and are important connections in the multi-modal transportation network. Projects will receive the maximum scaled value (10 points) if it is located within one-quarter (1/4) mile of an identified priority corridor.

Data Source: MAPA GIS Database (based on Project Selection Committee Criteria)
Method of Scaling: Full Points or No Points

Equity (Weight =6)

Accessibility for Environmental Justice Populations

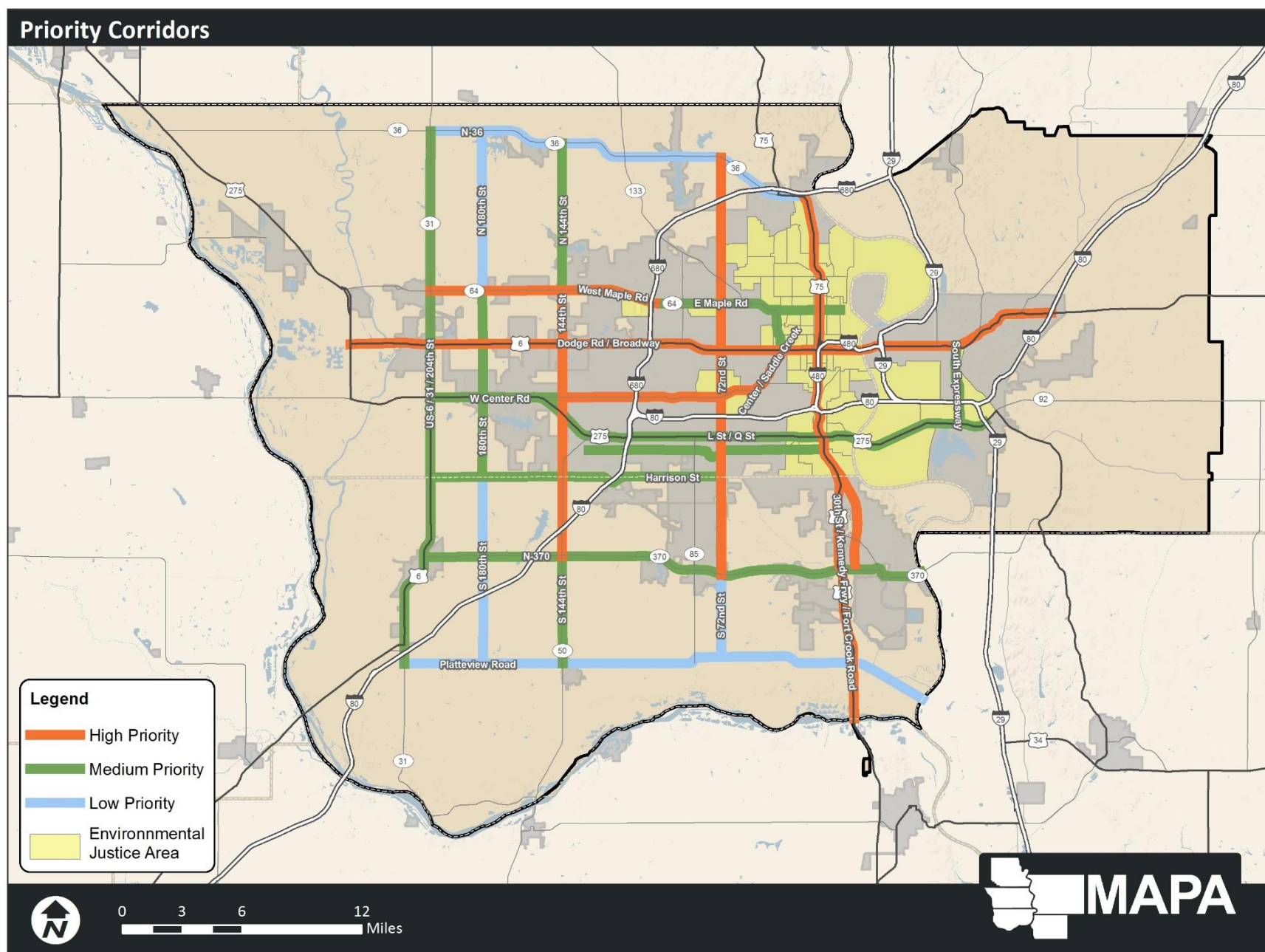
Projects that invest in areas with disproportionately high-minority and low income populations will receive additional consideration through this process. Areas of high-minority concentration, low income concentration and those areas that are both high-minority and low income are shown in Figure 5 (next page). These areas were identified by an analysis of socioeconomic data conducted by MAPA which was accepted by the MAPA Policy Board. The allocation of points under this metric is based on the location of projects in relation to Environmental Justice areas, describe in Table 4 below.

Table 4: Distribution of Points for Proximity to Environmental Justice Areas

Location	Points
Completely Within EJ Areas	2
Partially within EJ Area	1
Completely Outside EJ Area	0

Data Source: MAPA GIS Database (based on approved EJ Areas)
Method of Scaling: Proportional

Figure 5: MAPA Regional Priority Corridors



Community Access to a Vehicle

Access to an automobile is varied across the MAPA region. In order to prioritize investments in areas where bicycle and pedestrian investments can have the greatest impact, the TAP-C noted that the percentage of households with no access to a vehicle should be calculated. The average percentage of non-vehicle households within one-half (1/2) mile of a project corridor will be calculated for each project.

Data Source: American Community Survey (ACS)

Method of Scaling: Proportional

C) Overview of Criteria for Non-Infrastructure Projects

General Guidelines

The Transportation Alternatives Program Committee determined that non-infrastructure investments are an important aspect of meeting MAPA's LRTP goals related to complete streets and mode shift. Education initiatives focused on modes of travel other than private single-occupancy vehicles such as walking, bicycling, and Safe Routes to Schools were identified as the primary needs of the MAPA region.

Eligible construction activities under the Fixing America's Surface Transportation law are noted in Section 1 of this Policy Guide. Notable differences from previous transportation authorization bills include the ineligibility of bicycle or pedestrian safety education for adults.

The TAP-C does not anticipate many applications for non-infrastructure projects at present. As such, no quantitative measures for efficacy or need have been developed at this time. Applicants interested in applying for TAP funding for non-infrastructure projects should submit a narrative proposal not to exceed seven (7) pages in length. Narratives should be organized to address the key priority areas identified by the TAP-C below:

Accessibility for Environmental Justice Populations

Projects that invest in areas with disproportionately high-minority and low income populations will receive additional consideration through this process. Areas of high-minority concentration, low income concentration and those areas that are both high-minority and low income are shown on the MAPA Priority Corridors Map (included in this Policy Guide). These areas were identified by an analysis of socioeconomic data conducted by MAPA which was accepted by the MAPA Policy Board. The allocation of points under this metric is based on description of the project activities in relation to Environmental Justice areas. Projects which take place at facilities within an environmental justice area or has clear benefits for environmental justice populations will be recognized and prioritized by the TAP-C.

Comprehensiveness

The Transportation Alternatives Program Committee determined that the comprehensiveness of the education programs offered was a key factor in the evaluation of potential projects. In order to have the greatest impact, points are allocated based on the comprehensiveness of the content delivered by the proposed education program. Projects which address both bicycling and walking safety education are more favorable than those that only focus on one mode.

Need for the Proposed Project

As resources for bicycle safety education and Safe Routes to School activities are limited, the TAP-C wanted to ensure that there was little or no duplication between programs across the

region. The need for the proposed project is quantified based on the geographic reach of the project and whether a similar program has been offered recently. A brief description of the project's impact and its relationship to other education programs in the region will be provided by applicants. Projects which enhance educational opportunities available to residents within the community are more favorable than those that duplicate existing services and programs

Percentage of Local Match

While there is a minimum requirement of 20 percent local match for Federal-Aid projects, MAPA encourages submitting jurisdictions to take a greater stake in their projects. Projects with a non-federal share of funding over 30% are more favorable than those meeting minimum matching requirements.

School District Impacts

Safe Routes to School education activities were identified by the Transportation Alternatives Program Committee as an important activity to encourage within the MAPA region. In order to encourage regionally significant education programs, the TAP-C felt non-infrastructure projects should promote collaboration within and between school districts in the region. Projects that engage multiple school districts and/or multiple school facilities are more favorable than those targeted at a single school facility.

Educational Materials

In order to ensure that high quality education programs are implemented throughout the region, the TAP-C determined that source of educational materials for proposed projects was an important factor to consider. Projects which will utilize best practices from national organizations such as the League of American Bicyclist, the Alliance for Walking & Biking, or an equivalent organization will receive priority over those that do not identify the source of educational materials.

4) Project Application Form

FY2018 Transportation Alternatives Program (TAP) Application

Metropolitan Area Planning Agency (MAPA)

FY2016 Transportation Alternatives Program (TAP) Application

General Information

Applicant:			
Mailing Address:			
City:	State:	Zip Code:	
Staff Contact:			Phone
Type of Applicant:			
If "Other", please specify			

Project Information

Project Title:

Project Description: Please provide details about the proposed facility including the project's location, the length of the project, and type of work proposed

Please select one of the follow eligible activities that corresponds to the proposed project

Please Select:

1 Trails & Bicycles

- 1.1 | Facilities for pedestrians and bicycles including safe routes for non-drivers
- 1.2 | Conversion and use of abandoned railway corridors

2 Scenic & Historic

- 2.1 | Construction of turnouts, overlooks, and viewing areas
- 2.2 | Inventory, control, or removal of outdoor advertising
- 2.3 | Historic Preservation and rehabilitation of historic transportation facilities
- 2.4 | Archaeological activities relating to impacts from another eligible activity

3 Safe Routes to School (SRTS)

- 3.1 | Infrastructure (sidewalks, trails, signals, addressing K-8 need)
- 3.2 | Non-infrastructure (public awareness, education, training, etc.)

4 Environmental

- 4.1 | Vegetation management practices in the transportation right-of-way
- 4.2 | Highway-related stormwater management
- 4.3 | Reduction of vehicle-caused wildlife mortality or restoration of habitat connectivity

FY2018 Transportation Alternatives Program (TAP) Application

Funds Requested (\$1,000s)	Federal	State	Local	Total
PE/NEPA/Final Design				0
ROW				0
Utilities/Construction/CE				0
Total	0	0	0	0

Please identify funding partners contributing non-federal match to the project (letters of support/documentation required)

Safety & Security

Which of the following facilities (if any) are included in the design of this project?

Bicycle Facilities		Pedestrian Facilities	
Cycletrack(s)		Pedestrian Safety Barrier(s)	
Bike Lane(s) Buffered by Parking		Grade Separated Crossing(s)	
Grade-Separated Crossing(s)		Curb Extensions	
Bicycle Boulevard Implementation		New, Signalized Pedestrian Crossing(s)	
On-Street Buffered Bike Lane(s)		Mid-Block Crossing(s)	
Multi-Use Recreational Trails		Pedestrian Sidepath(s)	
New, Signalized Bike Crossing(s)		Safe Routes to School Signage	
Painted Bike Lane(s)			
Widened Curb Lane(s)			
Painted Sharrows			
"Share the Road" Signage			
Wayfinding Signage			

What is the average speed limit along the project route (in mph)?

Cultural & Historical Resources

Is this project located within a designated scenic or historic byway corridor?

If so, has the project been endorsed by appropriate byway board?

Does this project improve or affect any historic transportation facilities?

If yes, please describe:

Application Checklist

Complete Transportation Alternatives Program Application

Project Locational Map

Project locational map should show the limits of the project, and the projects relationship to other roadways or transportation facilities.

Completed DR-530 Form*

Completed DR-53 Form* (Probable Class of NEPA Action Form)

Documentation (Letters of Support) from Funding Partners

* Nebraska projects only, both forms are available from the NDOR at the link below

<http://www.transportation.nebraska.gov/gov-aff/lpa-guide-man.html>

Definitions

Access- is the ability to reach desired goods, services, activities and destinations (together called *opportunities*).

Four general factors affect physical accessibility:

1. *Mobility*, that is, physical movement. Mobility can be provided by walking, cycling, public transit, ridesharing, taxi, automobiles, trucks and other modes.
2. *Mobility substitutes*, such as telecommunications and delivery services. These can provide access to some types of goods and activities, particularly those involving information.
3. *Transportation system connectivity*, which refers to the directness of links and the density of connections in path or road network.
4. *Land use*, that is, the geographic distribution of activities and destinations. The dispersion of common destination increases the amount of mobility needed to access goods, services and activities, reducing accessibility.

Advance Construction- Advance construction and partial conversion of advance construction are cash flow management tools that allow states to begin projects with their own funds and only later convert these projects to Federal-aid. Advance construction allows a state to request and receive approval to construct Federal-aid projects in advance of the apportionment of authorized Federal-aid funds. Under normal circumstances, states "convert" advance-constructed projects to Federal aid at any time sufficient Federal-aid funds and obligation authority are available, and do so all at once. Under partial conversion, a state may obligate funds for advance-constructed projects in stages.

Alternative Transportation- Refers to modes of travel other than private single-occupancy vehicles such as walking, bicycling, carpooling, or transit.

Bicycle Signal- A bicycle signal is an electrically powered traffic control device that should only be used in combination with an existing conventional or hybrid signal. Bicycle signals are typically used to improve identified safety or operational problems involving bicycle facilities. Bicycle signal heads may be installed at signalized intersections to indicate bicycle signal phases and other bicycle-specific timing strategies. In the United States, bicycle signal heads typically use standard three-lens signal heads in green, yellow, and red lenses. Bicycle signals are typically used to provide guidance for bicyclists at intersections where they may have different needs from other road users (e.g., bicycle-only movements, leading bicycle intervals).

Bike Box- A bike box is a designated area at the head of a traffic lane at a signalized intersection that provides bicyclists with a safe and visible way to get ahead of queuing traffic during the red signal phase.

Bike lane- A Bicycle lane is defined as a portion of the roadway that has been designated by striping, signage, and pavement markings for the preferential or exclusive use of bicyclists.

Buffered Bike Lane- Buffered bike lanes are conventional bicycle lanes paired with a designated buffer space separating the bicycle lane from the adjacent motor vehicle travel lane and/or parking lane. A buffered bike lane is allowed as per MUTCD guidelines for buffered preferential lanes.

Cycle Track- A cycle track is an exclusive bike facility that combines the user experience of a separated path with the on-street infrastructure of a conventional bike lane. A cycle track is physically separated from motor traffic and distinct from the sidewalk. Cycle tracks have different forms but all share common elements—they provide space that is intended to be exclusively or primarily used for bicycles, and are separated from motor vehicle travel lanes, parking lanes, and sidewalks. In situations where on-street parking is allowed cycle tracks are located to the curb-side of the parking (in contrast to bike lanes). Cycle tracks may be one-way or two-way, and may be at street level, at sidewalk level, or at an intermediate level. If at sidewalk level, a curb or median separates them from motor traffic, while different pavement color/texture separates the cycle track from the sidewalk. If at street level, they can be separated from motor traffic by raised medians, on-street parking, or bollards. By separating cyclists from motor traffic, cycle tracks can offer a higher level of security than bike lanes and are attractive to a wider spectrum of the public.

Description- A brief description of the project; should include location information, limits of construction, impacts, etc.

Eligible Applicants- Project applications may be submitted by eligible sponsors located within the MAPA Transportation Management Area (TMA), including: Douglas County and its cities, Sarpy County and its cities, the City of Council Bluffs, City of Crescent, City of McClelland, and Pottawattamie County (within the TMA Boundary), and other entities identified by the FAST Act.

Environmental Justice- The fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.

The three fundamental principles for Environmental Justice for US DOT programs are shown below:

1. To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
2. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

Equity- Refers to the distribution of resources and opportunities. Transportation decisions can have significant equity impacts. Transportation represents a major portion of consumer, business and government expenditures. It consumes a significant portion of public resources, including taxes and public land. Transportation activities have external impacts (noise and air pollution, crash risk and barrier effects) that affect the quality of community and natural environments, and personal safety. Transport determines where people can live, shop, work, go to school and recreate, and their opportunities in life. Adequate mobility is essential for people to participate in society as citizens, employees, consumers and community members. It affects people's ability to obtain education, employment, medical service and other critical goods.

Equity impacts can be difficult to evaluate, in part because the word “equity” has several meanings, each with different implications. There are four general types of equity related to transportation:

1. *Egalitarianism*- This refers to treating everybody the same, regardless of who they are. For example, egalitarianism might be used to justify charging every passenger pay the same fare (regardless of trip length), that each transit rider receive the same subsidy (regardless of income or need), that each resident pays the same amount or tax support transportation services (regardless of income or use), or that roads are unpriced.
2. *Horizontal Equity (also called “fairness”)*- This is concerned with the fairness of impact allocation between individuals and groups considered comparable in ability and need. Horizontal equity implies that consumers should “get what they pay for and pay for what they get,” unless a subsidy is specifically justified.
3. *Vertical Equity With Regard to Income and Social Class*- This focuses on the allocation of costs between income and social classes. According to this definition, transportation is most equitable if it provides the greatest benefit at the least cost to disadvantaged groups, therefore compensating for overall social inequity.
4. *Vertical Equity With Regard to Mobility Need and Ability*- This is a measure of how well an individual’s transportation needs are met compared with others in their community. It assumes that everyone should enjoy at least a basic level of access, even if people with special needs require extra resources and subsidies. Applying this concept requires establishing a standard of Basic Access. This tends to focus on two issues: access for people with disabilities, and support for transit and special mobility services.

Local Match- Local match is defined as the portion of total project cost to be covered by the local sponsoring jurisdiction or other non-federal contributor (i.e. the development community). For TAP-MAPA projects, the minimum match percentage is 20 percent.

MAPA 2040 LRTP- The MAPA 2040 Long Range Transportation Plan was finalized in 2015 and is the applicable long range transportation plan for the MAPA region. Capital Improvement projects must be listed in the MAPA 2040 LRTP in order to be eligible for TAP-MAPA funding.

Multi-modal Connectivity- Multi-modal connectivity refers to enhancing the opportunity to connect between various modes of transportation (i.e. automobile, bus, walking, cycling, etc.).

New Bike Lane/Path- New bike lanes or paths refer to the establishment (via on-street striping or separated facilities) of dedicated means of transportation for cyclists and other non-motorized modes of transportation.

PE/NEPA/Final Design- PE/NEPA/Final Design refers to the phase of a project per Federal guidelines. For applicable projects, the project sponsor must determine the anticipated budget for this phase when submitting an application for TAP-MAPA.

Pedestrian Countdown Signal- The countdown signal displays flashing numbers that count down the time remaining until the end of the flashing “DON’T WALK” (FDW) interval. The countdown

display, which can start at the onset of either the WALK or the FDW display, reaches zero and blanks out at the onset of the steady “DON’T WALK” (DW) display. When the countdown starts at the beginning of the FDW, the duration of the countdown is approximately equal to the pedestrian clearance interval for the crosswalk (the duration may vary according to local signal timing practice).

Pedestrian Signal- Pedestrian signals are special types of traffic signal indications installed for the exclusive purpose of controlling pedestrian traffic. They are frequently installed at signalized intersections when engineering analysis shows that the vehicular signals cannot adequately accommodate the pedestrians using the intersection.

Public Health Impacts- Public health impacts refer to the manner and consequences a project incurs on the general public’s health. For example, a project that would enhance public health could offer multi-modal connections that encourage active transportation.

Raised or Depressed Barrier Medians- Raised or depressed barrier medians refer to the separation of a transportation facility by an island, Jersey barrier, or other means of separation.

ROW- Right of Way (ROW) refers to a project development phase during which land is purchased by a sponsoring jurisdiction. The sponsor jurisdiction is responsible for denoting the amount of funding requested for Right of Way acquisition during project development.

Sharrows- Shared Lane Markings (SLMs), or “sharrows,” are road markings used to indicate a shared lane environment for bicycles and automobiles. Among other benefits shared lane markings reinforce the legitimacy of bicycle traffic on the street and recommend proper bicyclist positioning. The shared lane marking is not a facility type, it is a pavement marking with a variety of uses to support a complete bikeway network. The MUTCD outlines guidance for shared lane markings in section 9C.07.

Share the Road Signage – Share the Road signage refers to signs placed along designated bike routes to remind and inform motorists that cyclists may be present. For project applications, this type of signage applies to “Bikes May Use Full Lane” signs that are often used in combination with painted sharrows. The MUTCD outlines guidance for the placement of these kinds of signage and other pavement markings.

Trail/Path (sometimes referred to Multi-use Trail/Path)- A bicycle path allows for two-way, off-street bicycle use. If a parallel pedestrian path is not provided, other non-motorized users are legally allowed to use a bicycle path. These facilities are frequently found in parks, along rivers, creeks, and in rail rights-of-way greenbelts or utility corridors where right-of-way exists and there are few intersections to create conflicts with motorized vehicles.

Transit Operation Features or Amenities- Transit operation features or amenities refer to enhancements that directly improve the operation or aesthetics of transit in the MAPA region.

Walkability- The measure of the overall walking and living conditions in an area; the extent to which the built environment is friendly to the presence of people walking, biking, living, shopping, visiting, enjoying or spending time in an area.

Metropolitan Area Planning Agency (MAPA)

FY2018 Transportation Alternatives Program (TAP) Application

General Information

Applicant:
Mailing Address:
City: **State:** **Zip Code:**
Staff Contact: **Phone:**
Type of Applicant:
If "Other", please specify

Project Information

Project Title:

Project Description: Please provide details about the proposed facility including the project's location, the length of the project, and type of work proposed

Please select one of the follow eligible activities that corresponds to the proposed project

Please Select:

1 Trails & Bicycles

- 1.1 | Facilities for pedestrians and bicycles including safe routes for non-drivers
- 1.2 | Conversion and use of abandoned railway corridors

2 Scenic & Historic

- 2.1 | Construction of turnouts, overlooks, and viewing areas
- 2.2 | Inventory, control, or removal of outdoor advertising
- 2.3 | Historic Preservation and rehabilitation of historic transportation facilities
- 2.4 | Archaeological activities relating to impacts from another eligible activity

3 Safe Routes to School (SRTS)

- 3.1 | Infrastructure (sidewalks, trails, signals, addressing K-8 need)
- 3.2 | Non-infrastructure (public awareness, education, training, etc.)

4 Environmental

- 4.1 | Vegetation management practices in the transportation right-of-way
- 4.2 | Highway-related stormwater management
- 4.3 | Reduction of vehicle-caused wildlife mortality or restoration of habitat connectivity

FY2018 Transportation Alternatives Program (TAP) Application

Funds Requested (\$1,000s)	Federal	State	Local	Total
PE/NEPA/Final Design				0
ROW				0
Utilities/Construction/CE				0
Total	0	0	0	0

Please identify funding partners contributing non-federal match to the project (letters of support/documentation required)

Safety & Security

Which of the following facilities (if any) are included in the design of this project?

Bicycle Facilities		Pedestrian Facilities	
Cycletrack(s)		Pedestrian Safety Barrier(s)	
Bike Lane(s) Buffered by Parking		Grade Separated Crossing(s)	
Grade-Separated Crossing(s)		Curb Extensions	
Bicycle Boulevard Implementation		New, Signalized Pedestrian Crossing(s)	
On-Street Buffered Bike Lane(s)		Mid-Block Crossing(s)	
Multi-Use Recreational Trails		Pedestrian Sidewalk(s)	
New, Signalized Bike Crossing(s)		Safe Routes to School Signage	
Painted Bike Lane(s)			
Widened Curb Lane(s)			
Painted Sharrows			
"Share the Road" Signage			
Wayfinding Signage			

What is the average speed limit along the project route (in mph)?

Cultural & Historical Resources

Is this project located within a designated scenic or historic byway corridor?

If so, has the project been endorsed by appropriate byway board?

Does this project improve or affect any historic transportation facilities?

If yes, please describe:

Application Checklist

Please note whether the following items are attached to this application submission

Complete Transportation Alternatives Program Application

Project Locational Map

Project locational map should show the limits of the project, and the projects relationship to other roadways or transportation facilities.

Completed DR-530 Form*

Completed DR-53 Form* (Probable Class of NEPA Action Form)

Documentation (Letters of Support) from Funding Partners

* Nebraska projects only, both forms are available from the NDOR at the link below

<http://www.transportation.nebraska.gov/gov-aff/lpa-guide-man.html>

PROGRAM SUMMARY

Heartland 2050 and the Metropolitan Area Planning Agency (MAPA) for the Omaha-Council Bluffs Metropolitan Statistical Area announces the Heartland 2050 (H2050) Mini-Grant Program. This \$330,000 annual program provides local jurisdictions with technical and financial assistance to support local governments in their efforts to create livable communities and support the Heartland 2050 vision.

The Heartland 2050 Mini-Grant Program will be administered as a set-aside of MAPA's Regional Surface Transportation Block Grant (STBG) Program funding. Approximately \$330,000 of STBG-MAPA funding will be allocated to project within the MAPA Transportation Management Area (TMA) for planning and implementation of projects related to transportation as part of the FY2018 Transportation Improvement Program (TIP). Communities in Douglas, Sarpy, and the urbanized portion of Pottawattamie County will be eligible to submit applications for this mini-grant opportunity. Eligible projects identified by Heartland 2050 Implementation Committees included corridor studies and other community plans and policies that support compact development and transportation options for residents of the H2050 region.

This program serves as a mechanism to move the Heartland 2050 Vision forward. The Vision focuses on six goals to improve our quality of life and create a long-term vision in harmony with our people, places and resources:

- Economic Development
- Education
- Health and Safety
- Housing and Development
- Infrastructure
- Natural Resources

Heartland 2050's Guiding Principles create overarching themes used to guide the vision goals, and strategies and actions included in the Heartland 2050 Action Plan.

- Equity
- Inclusivity
- Efficiency
- Local Control/Regional Benefit

PROGRAM GOALS

The Heartland 2050 Mini-Grant Program aims to:

1. Support local outreach and engagement efforts that promote broader stakeholder involvement.
2. Promote alternative or multi-modal travel choices through collaborative planning strategies.
3. Encourage coordination of land use plans with existing or planned regional transportation infrastructure.

4. Promote plans and projects that support and implement Heartland 2050 vision scenario and the Heartland Connection RTV and Bicycle-Pedestrian Plans.
5. Promote collaboration.
6. Improve access to jobs and education.

PROJECT ELIGIBILITY

Assistance is available to municipalities, counties, townships, and multijurisdictional groups of local governments within the MAPA MPO. Heartland 2050 encourages applications from two or more jurisdictions working together, within county boundaries. Non-profits or other organizations may serve as a partner agency, but a local government must be the project sponsor.

Eligible projects must include a strong emphasis on transportation. Applications could include but are not limited to:

- New and/or revised land use strategies
- Developing of transit oriented local “visions” or plans
- Multijurisdictional coordination and planning with regard to any of the following: roads and highways, freight and logistics, biking, and walking, and local and regional transit.
- Continuity of local streets in study area.
- Public and stakeholder participation
- Site assessments to determine feasibility of transit oriented development projects
- Integration of walking, biking, traffic calming, and transit facilities into all areas of the region
- Expansion of multimodal connections between town centers, employment centers and areas of concentrated poverty.
- Transportation planning for economic development, public and private partnerships, education, and/or workforce development activities.

FINANCIAL REQUIREMENTS

Project applicants are required to provide a minimum 20% match. However the greater percentage of local funding will only enhance the quality of the application.

APPLICATION PROCESS

Interested parties should submit an application from the project sponsor including applicant contact information, project description, type of assistance requested, and estimated project cost and local match. Interested parties should also include supplementary materials as appropriate to help describe the project.

Applications will be reviewed by a joint committee of MAPA Project Selection Committee members and Heartland 2050 Executive Committee members. The recommendations of this committee will be reviewed and recommended by the Transportation Technical Advisory Committee and Heartland 2050 Executive Committee to the MAPA Policy Board for final approval and incorporation into the TIP. Applicants will be provided with program selection and evaluation criteria in the application form.

PROPOSED PROGRAM TIMELINE	
December 2, 2016	Program Announcement and Call for Proposals
January 15 th , 2017	Applications Due
April 30 th , 2017	Notification of Awards depend final approval by MAPA's Board

FOR MORE INFORMATION

Questions and requests for additional information may be directed to:
Karna Loewenstein 420-444-6866 Ext 225 kloewenstein@mapacog.org

Heartland 2050 Mini-Grant Scoring Rubric

Number of H2050 Action Plan Strategies this project inter-phases with	1	4	
	2	5	
	3	7	
	4	9	
	5	12	
	6	15	

Aligned with (approved) local comp plan or local plan	Yes	20	

Project is Identified in Regional Bike / Ped Plan	Yes	10	
---	-----	----	--

Links to Employment, Education, Medical	Yes (five points each)	5,10,15	
Improved Equity	Based on Narrative	20	
Regional Significance	Based on Narrative	20	

Local Match	20-29%	3	
	30-39%	6	
	40-49%	9	
	50%+	10	

Multi-Jurisdictional or Collaborative Effort		20	
--	--	----	--

Total Points 100



Mini Grant Application

1. Primary Contact Information

Applicant (entity):

Primary Contact:

Department:

Phone #:

Address:

Email:

County/City:

Complete if applying jointly

Joint Applicant:

Additional Contact:

Department:

Phone #:

Address:

Email:

County/City:

2. Project Cost and Community Contribution

Total Estimated Project Cost \$ _____

H2050 Mini-Grant Funding Request \$ _____

Local Financial Match \$ _____ *

**A minimum of 20% required*

Describe anticipated roles for your staff throughout the project in terms of tasks (400 characters):

3. Project Information

Project Name:

Geographic Boundaries (as specific as possible, 300 characters):

Project Type:

Project type examples: small area plan, zoning ordinance, open space plan, study or analysis, training, active transportation plan, first last mile implementation, etc.

Project Objectives & Key Tasks (1000 characters):

Explain how you will take the project through to implementation (1000 characters):

4. Plan Alignment

Locally planned projects that benefit the region are a critical part of implementing the Heartland 2050 Vision. The section below determines whether a project is identified in local or regional plans.

Is this project aligned with a local plan or a local comprehensive plan?

Yes

No

If yes, please describe (300 characters):

☐☐

Is this project identified within the Regional Bike Ped Plan?

Yes

No

If yes, please describe (300 characters):

☐☐

5. Heartland 2050 Action Plan

Developed by the Heartland 2050 Implementation Committees, the [Action Plan](#) lists a series of desired outcomes and the steps needed to achieve them. Please use the space below to describe how your project relates to elements of the H2050 Action Plan including the “Projects with Momentum” identified within it.

Indicate Heartland 2050 Action Plan Outcomes, Strategies or Action Steps that are related to this project (1500 Characters):

6. Guiding Principles

[Heartland 2050's Guiding Principles](#) were used to develop the goals, strategies, and action steps in the Action Plan. Projects must demonstrate their relationship to these principles.

How does this project relate to **Heartland 2050's Guiding Principles?** (1500 characters)
Equity, Efficiency, Inclusivity, and Local Control/Regional Benefit

Explain how this project will improve access to:

Employment (600 characters):

Education (600 characters):

Health Care (600 characters):

5. Regional Significance

Explain the regional significance of this project (2000 characters):

Is this project a multi-jurisdictional or collaborative effort?

If yes, indicate partners and respective responsibilities.

Yes

☐

No

☐

Partners

1.

Responsibilities:

2.

Responsibilities:

3.

Responsibilities:

4.

Responsibilities:

5.

Responsibilities:

Heartland 2050 FY-18 Local Funding Request

Jurisdiction	2010 Pop	Request (Approximately 10- cents per capita)
IOWA		
<u>Pottawattamie County (unincorp.)</u>	18,026	\$ 2,000
Avoca	1,506	\$ 200
Carson	812	\$ 100
Carter Lake	3,785	\$ 400
Council Bluffs	62,230	\$ 6,000
Crescent	617	\$ 100
Hancock	196	\$ 50
Macedonia	246	\$ 50
McCelland	151	\$ 50
Minden	599	\$ 100
Neola	842	\$ 100
Oakland	1,527	\$ 200
Treynor	919	\$ 100
Underwood	917	\$ 100
Walnut	785	\$ 100
<u>Mills County (unincorp.)</u>	<u>7,157</u>	\$ 600
Emerson	438	\$ 50
Glenwood	5,269	\$ 500
Hastings	152	\$ 50
Henderson	185	\$ 50
Malvern	1,142	\$ 100
Pacific Junction	471	\$ 50
Silver City	245	\$ 50
<u>Harrison County (unincorp.)</u>	<u>6,447</u>	\$ 600
Dunlap	1,042	\$ 100
Little Sioux	170	\$ 50
Logan	1,534	\$ 200
Magnolia	183	\$ 50
Missouri Valley	2,838	\$ 300
Modale	283	\$ 50
Mondamin	402	\$ 50
Persia	319	\$ 50
Pisgah	251	\$ 50
Woodbine	1,459	\$ 100
<i>Iowa Subtotal</i>	123,145	\$ 12,700
NEBRASKA		
<u>Douglas Co. (unincorp.)</u>	<u>97,283</u>	\$ 10,000
Bennington	1,458	\$ 100
Omaha	408,958	\$ 40,000
Ralston	5,943	\$ 600
Valley	1,875	\$ 200
Boys Town	745	\$ 100
Waterloo	848	\$ 100
<u>Sarpy County (unincorp.)</u>	<u>68,081</u>	\$ 7,000

Jurisdiction	2010 Pop	Request
Bellevue	50,137	\$ 5,000
Papillion	18,894	\$ 2,000
LaVista	15,758	\$ 1,500
Gretna	4,441	\$ 400
Springfield	1,529	\$ 200
<u>Washington Co. (unincorp.)</u>	<u>9,314</u>	<u>\$ 900</u>
Arlington	1,243	\$ 100
Blair	7,990	\$ 800
Fort Calhoun	908	\$ 100
Herman	268	\$ 50
Kennard	361	\$ 50
Washington	150	\$ 50
<u>Cass County (unincorp.)</u>	<u>12,180</u>	<u>\$ 1,000</u>
Louisville	1,106	\$ 100
Plattsmouth	6,502	\$ 700
Weeping Water	1,050	\$ 100
Alvo	132	\$ 50
Avoca	242	\$ 50
Cedar Creek	390	\$ 50
Eagle	1,024	\$ 100
Elmwood	634	\$ 100
Greenwood	568	\$ 100
Manley	178	\$ 50
Nehawka	204	\$ 50
South Bend	99	\$ 50
Union	233	\$ 50
Murdock	236	\$ 50
Murray	463	\$ 50
<u>Saunders Co. (unincorp.)</u>	<u>8,641</u>	<u>\$ 900</u>
Ashland	2,453	\$ 200
Wahoo	4,508	\$ 500
Yutan	1,174	\$ 100
Cedar Bluff	610	\$ 100
Ceresco	889	\$ 100
Colon	110	\$ 50
Ithaca	148	\$ 50
Leshara	112	\$ 50
Malmo	120	\$ 50
Mead	569	\$ 100
Memphis	114	\$ 50
Morse Bluff	135	\$ 50
Prague	303	\$ 50
Valparaiso	570	\$ 100
Weston	324	\$ 50
<i>Nebraska Subtotal</i>	742,205	\$ 74,400
Heartland 2050 Region Total	865,350	\$ 87,100



TRAVEL AUTHORIZATION FORM

Project : _____ Date of Travel : February 12 - 15, 2017

Request for Travel To: Washington D.C. and return.

Purpose: 2017 National Conference of Regions

Persons Traveling: Greg Youell & Sue Cutsforth

Submitted by: _____ Date Submitted: _____

Standard Request:

Lodging: Actual _____

Meals: Actual _____

Special Request

Request Prepaid Registration (20 days prior notification) _____ Purchase Order Attached if Separate Check Required

Date Approved: _____ by _____
Department Director

Date Approved: _____ by _____
Executive Director

Date Approved: _____ by _____
Finance Committee Chairman (if amount is over \$1000)

Date Approved: _____ by _____
Board of Directors Chairman (if amount is over \$2000)

- If travel is outside of MAPA five-county area or expenses exceed those listed in the Administrative Procedures, Travel Authorization and Travel Expense Forms are to be approved in advance.
- Complete Travel Expense Form and submit along with Travel Authorization Form.
- Attach meeting/conference information letter or brochure.

MAPA

TRAVEL EXPENSE FORM

Name Greg Youell & Sue Cutsforth

Destination Washington D.C.

Purpose of Trip 2017 National Conference of Regions

Inclusive Dates 2/12/2017 through 2/15/2017

Expense Item	Estimated Cost	Prepaid Advance	Actual Cost*
Round-trip Transportation	\$ 800.00	\$	\$
MAPA Auto ()			
Personal auto use requested ()			
Transportation at Destination			
Registration Fee			(P.O.)
2 @ \$525	1050.00		
Hotel			
6 @ \$250.00	1500.00		
Telephone			
Meals			
8 @ \$69.00	552.00		
Other:			

TOTAL: \$ 3902.00 \$ \$

Prepaid Advance \$

* To Be substantiated by an Expense Form



TRAVEL AUTHORIZATION FORM

Project : _____ Date of Travel : February 12 - 15, 2017

Request for Travel To: Washington D.C. and return.

Purpose: 2017 National Conference of Regions

Persons Traveling: 3 Board Members

Submitted by: _____ Date Submitted: _____

Standard Request:

Lodging: Actual _____

Meals: Actual _____

Special Request

Request Prepaid Registration
(20 days prior notification)

_____ Purchase Order Attached
if Separate Check Required

Date Approved: _____ by _____
Department Director

Date Approved: _____ by _____
Executive Director

Date Approved: _____ by _____
Finance Committee Chairman (if amount is over \$1000)

Date Approved: _____ by _____
Board of Directors Chairman (if amount is over \$2000)

- If travel is outside of MAPA five-county area or expenses exceed those listed in the Administrative Procedures, Travel Authorization and Travel Expense Forms are to be approved in advance.
- Complete Travel Expense Form and submit along with Travel Authorization Form.
- Attach meeting/conference information letter or brochure.



TRAVEL EXPENSE FORM

Name 3 Board Members

Destination Washington D.C.

Purpose of Trip 2017 National Conference of Regions

Inclusive Dates 2/12/2017 through 2/15/2017

Expense Item	Estimated Cost	Prepaid Advance	Actual Cost*
Round-trip Transportation	\$ <u>1200.00</u>	\$ _____	\$ _____
MAPA Auto ()			
Personal auto use requested ()			
Transportation at Destination	_____	_____	_____
Registration Fee			(P.O.)
3 @ \$525	<u>1575.00</u>	_____	_____
Hotel			
9 @ \$250.00	<u>2250.00</u>	_____	_____
Telephone	_____	_____	_____
Meals			
12 @ \$69.00	<u>729.00</u>	_____	_____
Other:			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL: \$ 5754.00 \$ _____ \$ _____

Prepaid Advance \$ _____

* To Be substantiated by an Expense Form

JOINT LAND USE STUDY POLICY COMMITTEE

October 2016

STATEMENT OF PRINCIPLES

1. Offutt Air Force Base is a vital national military asset that serves the operational needs of the United States Air Force (as the host unit), United States Navy, United States Army, and United States Marine Corps.
2. Offutt Air Force Base is home to 10,127 military, Department of Defense employees, civilians, and contractors that work for or are stationed on the base.
3. Offutt Air Force Base is required to be open and operational in order to maintain the adjacent presence of contractors which employs civilians.
4. Local leaders recognize that the economic health of the State of Iowa and the State of Nebraska is impacted by and depends upon the success of Offutt Air Force Base.
5. Land use near a military base can complement or compromise the utility and effectiveness of the installation and its mission.
6. Local leaders enter into this Joint Land Use Study Implementation committed to a fair and open process of examining land use and development issues around the installation, enhancing communication between the installation and the community and implementing practical policies, programs and projects geared to sustaining and enhancing the installation and the quality of life in the neighboring communities.

DEFINITIONS

Section 1. The following definitions shall apply to terms used in these Bylaws and Operating Procedures:

- A. **Encroachment.** Encroachment is defined as the development of housing, schools, hospitals, and other incompatible uses in close proximity to a military installation and airfield. Such encroachment can threaten the viability and continued future operation of a military installation.
- B. **Joint Land Use Study Implementation.** A Joint Land Use Study Implementation is a cooperative planning initiative between Offutt Air Force Base, and the surrounding cities and counties. The goal of the Joint Land Use Study Implementation is to implement compatible community growth that supports military training and operational missions. This inter-jurisdictional partnership will result in the identification and implementation of actions that can be taken jointly by the cities and counties and Offutt Air Force Base to promote compatible development and address current and future encroachment.

- C. **Study Sponsor.** The study sponsor is defined as the agency that administers the grant, performs coordinating activities related to the successful completion of the grant, maintains accountability for grant activities, and reports to the Department of Defense on activities associated with the grant. The Metropolitan Area Planning Agency has been selected to fulfill this role.
- D. **Voting Entity.** A voting entity is defined as a city or county that:
- Is located in close proximity to the Offutt Air Force Base as described in Section 3, Section A “Membership,” and
 - Has expressed intent to participate in the Joint Land Use Study Implementation by signing Memorandum of Understanding of the implementation activities and assigning voting representatives as described in Section 3, Section A, “Membership.”

ORGANIZATION

Section 2. The organization for the Joint Land Use Study shall consist of the Joint Land Use Study Policy Committee and the Joint Land Use Study Technical Group, as described below.

- A. **Joint Land Use Study Policy Committee.** The Joint Land Use Study Policy Committee is comprised of local elected officials and lead staff members representing local governments located in close proximity to Offutt Air Force Base. The Joint Land Use Study Policy Committee is tasked with developing land development recommendations, performing public outreach events, and providing direction related to consultant activities. The Joint Land Use Study Policy Committee shall be the forum for cooperative decision making by local governments in close proximity to Offutt Air Force Base.
- B. **Joint Land Use Study Technical Group.** The Joint Land Use Study Technical Group is comprised of staff members representing local governments located in close proximity to Offutt Air Force Base. The Joint Land Use Study Technical Group will perform technical review and oversight of matters assigned to it by the Joint Land Use Study Policy Committee.

JOINT LAND USE STUDY POLICY COMMITTEE

Section 3. The following rules shall govern the procedure, membership, and records of the Joint Land Use Study Policy Committee.

A. Membership.

Membership on the Joint Land Use Study Policy Committee includes the local governments in close proximity to Offutt Air Force. In order to become a voting entity, the governing body of the entity must sign a Memorandum of Understanding supporting the Joint Land Use Study implementation process and assigning representatives to the Joint Land Use Study Policy Committee. Each voting entity shall be allotted one vote on all matters of the Joint Land Use Study Policy Committee. Non-voting members of the Joint Land Use Study Policy Committee shall be: Department of Defense Office of Economic Adjustment, Offutt Air Force Base, Omaha Chamber of Commerce, Bellevue Chamber of Commerce, and the Metropolitan Area Planning Agency. Voting members may invite Chambers of Commerce or Economic Development Corporations as additional non-voting members.

B. Appointees.

Voting representatives of voting entities shall be appointed by and serve at the pleasure of their governing body. Governing bodies may appoint one member from their jurisdiction, including elected officials and/or lead staff representatives to serve on the Joint Land Use Study Policy Committee. Members may appoint or delegate alternates to attend meetings for which they are not available and to vote in their place.

Standards of Conduct.

Joint Land Use Study Policy Committee members (voting and non-voting) shall not:

- appear before the Joint Land Use Study Policy Committee while acting as an advocate for any other person, group, or business entity,
- knowingly use their position on the Joint Land Use Study Policy Committee for their own private gain, or for the financial gain of their business,
- engage in debate or vote on matters affecting a person, entity, or property in which that individual has a conflict of interest, or
- accept or solicit any gift or favor that would tend to influence that individual in the discharge of official duties.

All Joint Land Use Study Policy Committee members must adhere to the Code of Ethics from their respective local governments and public agencies.

C. Attendance.

Records of attendance of Joint Land Use Study Policy Committee meetings shall be kept and presented as part of each meeting summary. Entities with members that have missed at least three consecutive meetings will be notified and the appointing bodies may be asked to review the continued service of their representatives.

D. Quorum.

The quorum rule shall be: At least five of the voting entities must be present at meetings for the Joint Land Use Study Policy Committee to take action.

E. Officers.

The Joint Land Use Study Policy Committee shall elect a Chair and Vice Chair for a term of one year. Elections shall be held in July of each year. The Chair may rotate annually between various entities. The Chair shall preside over meetings of the Joint Land Use Study Policy Committee. In the event that the Chair of the Joint Land Use Study Policy Committee cannot continue to serve at any time during the term of election, the Vice Chair shall automatically become the Chair. If the fulfillment of this term is eight months or less, the Chair is eligible to be reelected. A vacancy in the office of the Vice Chair shall be filled by the Joint Land Use Study Policy Committee in the first meeting of the Committee after the vacancy becomes known. In the event that the offices of Chair and Vice Chair become vacant, new officers shall be elected at the next regularly scheduled meeting of the Joint Land Use Study Policy Committee with nominations from the floor.

F. Meeting Schedule.

At least one meeting shall be held annually by the Joint Land Use Study Policy Committee, but the Committee shall meet as often as necessary for the purpose of transacting the business at hand. The Chair shall call the meeting and shall designate in the written notice of the meeting the business to be transacted or considered and will be hosted at the Metropolitan Area Planning Agency.

G. Open Meetings.

An agenda, shall be posted at the MAPA Office at least 72 hours prior to the meeting. The place of meetings shall be at the Metropolitan Area Planning Agency, unless otherwise designated by the Chair. All meetings shall be conducted in compliance with the Nebraska Open Meetings Act.

H. Meeting Summary.

Summaries of the meetings shall be kept and shall be submitted to the members of the Joint Land Use Study Policy Committee for approval. Meeting summaries from the Joint Land Use Study Technical Advisory Committee will also be transmitted to the Joint Land Use Study Policy Committee.

I. Staff Support.

Staff support for the Joint Land Use Study Policy Committee shall be provided by the Metropolitan Area Planning Agency. Officers may assign administrative functions to the staff support.

J. Joint Land Use Study Policy Committee Functions.

The function of the Joint Land Use Study Policy Committee shall be to review and vote on all matters related to the Joint Land Use Study surrounding Offutt Air Force Base. This includes but is not limited to: providing direction to any consultant activities, developing land development recommendations, and performing public outreach events.

INTENT

Section 4. These Bylaws and Operating Procedures are intended to provide rules and procedures to assure the orderly function of the Joint Land Use Study implementation surrounding Offutt Air Force Base.

ADOPTION

Section 5. These Bylaws and Operating Procedures shall be in full force and effect at such time as they have been approved by two-thirds vote of the Joint Land Use Study Policy Committee at a meeting at which a quorum, as defined herein, is present.

REVISION

Section 6. These Bylaws and Operating Procedures may be revised by approval of two-thirds of the members of the Joint Land Use Study Policy Committee at a meeting at which a quorum, as defined herein, is present. Changes in the Bylaws must be presented at one regularly scheduled meeting and voted on at a following regularly scheduled meeting. No Bylaw change shall be made that has not been presented at a previous meeting. The Chair shall vote on Bylaw changes.

Executive Committee

ARTICLE I – ORIGIN AND PURPOSE

SECTION 1: NAME

The name of this committee shall be the Executive Committee (EC) of Heartland 2050 Vision of the Metropolitan Area Planning Agency (MAPA).

SECTION 2: ORIGIN

This committee is a sub-committee of the Council of Officials and the Metropolitan Area Planning Agency Board.

SECTION 3: PURPOSE

The purpose of the Executive Committee is to provide leadership and direction for the Heartland 2050 Vision through oversight of the Implementation Committee work and strategic decision making.

ARTICLE II – ORGANIZATION

SECTION 1: MEMBERSHIP

- A. Composition: Committee membership shall consists of the following:
- a. A chairperson
 - b. A vice chairperson
 - c. MAPA Board President
 - d. A member appointed by the Mayor from each of the following cities: Bellevue, Council Bluffs, and Omaha and a member appointed by the County Board from each county participating in the Heartland 2050 Compact: Cass, Saunders, Douglas, Sarpy in Nebraska, and Mills, Pottawattamie, and Harrison in Iowa.
 - e. The Chair of each of the Implementation Committees: Economic Development, Education, Equity and Engagement, Health and Safety, Housing and Development, Infrastructure, and Natural Resources.
 - f. Additional at large members representing urban, suburban, rural interests, emerging and seasoned leadership, with attention to geographic, ethnic and gender diversity.

All members are voting members. Voting members who are not able to attend meetings shall be allowed to send a proxy to represent their interests.

- B. Terms of Appointment: Appointments shall be for one year commencing July 1 to coincide with the MAPA fiscal year. Committee members shall be eligible for reappointment. Committee members shall be reappointed by the chairperson with recommendations from MAPA staff and/or Executive Committee members.

County and City Appointees will be confirmed annually by the respective affiliations.

Appointments to fill vacancies on the Heartland 2050 Executive Committee will be made by the chairperson with recommendations from MAPA staff.

At-large seats will serve three year terms starting with a staggered schedule 2016-2017 of one-three years to prevent all seats vacating within the same year. One third of at large seats will be assigned one year terms, one third two year terms, and one third three year terms.

- C. Responsibilities: The Executive Committee shall be responsible for:

1. Moving the plan forward
2. Reconciling subcommittee work
3. Reconciling projects for implementation
4. Serving as Heartland 2050 Ambassadors/Liaisons

SECTION 2: OFFICERS

- A. Appointment of Officers:

1. Executive Committee Chairperson

The Committee Chairperson shall be appointed by the nominating committee. A vacancy in this office shall be filled by appointment of the Council of Officials President and MAPA Board President based on recommendation from MAPA staff.

2. Executive Committee Vice Chairperson

In the event that the Committee Chairperson cannot attend the meeting, the Vice Chairperson will assume the responsibilities of the Chairperson. A vacancy in this office shall be filled by appointment of the Council of Officials President and MAPA Board President based on recommendation from MAPA staff.

3. Temporary Chairperson

In the event that both the Chair and Vice Chair cannot attend a meeting, MAPA Staff will assume responsibility for conducting a meeting.

B. Terms of Office: The committee officers shall serve one-year terms concurrent with the MAPA fiscal year. These offices are eligible for re-appointment.

C. Duties of Officers:

The Chairperson shall call and preside at all meetings of the Heartland 2050 Executive Committee. The Chairperson shall approve agendas, provide communication between the committee and the MAPA Heartland 2050 Staff and represent the Committee in the other usual duties of the office.

The Vice Chairperson shall perform the duties of the Chairperson in their absence and shall perform other duties as the Chairperson may assign.

SECTION 3: MAPA STAFF LIAISONS

The Executive Director of MAPA, Project Coordinator for Heartland 2050 and the Heartland 2050 Community Engagement Director will assist and advise the Chair and the Committee in carrying out the purposes set forth in these bylaws.

ARTICLE III – MEETINGS

SECTION 1: DATE AND TIME OF MEETINGS

The Executive Committee shall have regular meetings occurring at least quarterly. The regular meeting date and time shall be established by the Committee at its initial meeting, subject to change at a later date if necessary. The Chairperson shall call special meetings as needed.

SECTION 2: NOTICE OF MEETINGS

The notice of meetings shall be emailed to committee members at least seven days in advance of the meeting date whenever possible. The agenda, minutes and other materials shall be emailed with the meeting notice.

SECTION 3: QUORUM, CONSENSUS, AND VOTING

When a difference of opinion exists about a particular issue every effort will be made to reach a decision by consensus. When consensus cannot be reached in what is deemed by the Chair to be a reasonable amount of time, the decision will be made by a two-third majority vote of those present at the meeting. If voting members are unable to attend the Committee meeting in person, they may designate a proxy representative who shall possess their voting privileges for the designated meeting.

SECTION 4: ABSENCES

Any Committee participant who will be absent from a meeting shall have the right to designate a representative to serve in their place. Three unexcused absences shall be cause for consideration of removal from the Committee. The Chair will follow up with members in person if excessive absences occur. Changes in membership based on attendance will be recommended to the committee by the Chair.

SECTION 5: GROUND RULES

The level of trust will be such that statements and differences expressed within meetings will not be carried beyond the walls of the meeting room. Members reporting to their respective Mayors or Counties will do so with discretion.

Meetings will start on time and end on time. No remediation will occur during meetings. Members will seek to understand and respect one another, agree to disagree, criticize in a respectful way, and differences will not be personalized.

ARTICLE IV – BYLAWS

SECTION 1: PROCEDURES FOR AMENDING BYLAWS

The Bylaws shall be amended only by a majority vote of the Executive Committee.

Adopted this ___ day of _____, 2016

Connie Spellman, Chairperson
MAPA Heartland 2050 Executive Committee

Karna Loewenstein Project Coordinator
MAPA Heartland 2050