

**DATE:** March 16, 2018  
**TO:** Transportation Technical Advisory Committee (TTAC)  
**FROM:** Dennis Wilson, Chairman  
Greg Youell, MAPA Executive Director  
**RE:** March 23, 2018 TTAC Meeting

The MAPA TTAC will meet Friday, March 23, 2018 at 10:00 a.m. in the Metro Building at 2222 Cuming Street, Omaha, Nebraska 68102. The TTAC meeting will be held in the Metro Training Room on the lower level. The agenda item materials can be accessed by clicking on the linked agenda item titles.

The agenda is also available at the MAPA offices and online at <http://mapacog.org/calendar/events/?type=committee-events>.

**AGENDA**

**For TTAC Approval / Review**

- A. Meeting Minutes: TTAC will consider approval of the February 16, 2018 TTAC meeting minutes. (Action Item) (Attachment)

**Recommendations to Board**

- B. FY2018 Transportation Improvement Program (TIP) Amendment 5: Staff will present the fifth amendment to the FY2018 Transportation Improvement Program. (Action Item) (Attachment)
- C. Draft FY2019 Unified Planning Work Program (UPWP): Staff will present the draft of the agency's FY2019 Unified Planning Work Program. (Action Item) (Attachment)
- D. 2018-2021 Draft Title VI Plan: Staff will present the draft of the agency's latest plan for Title VI and American's with Disabilities Act compliance. (Action Item) (Attachment)

**Discussion Items**

- E. Funding Obligation and Project Status: Staff will review obligations of regional funding, the status of projects, and the existing programming of projects (Information Item)
- F. 2017 Public Participation Plan Annual Report: Staff will present the annual report of our public engagement activities for the year 2017. (Attachment)
- G. Transportation Improvement Program (TIP) Fee: Staff will distribute a proposed policy on the TIP Fee for review. The policy may be considered for action at the April TTAC meeting. (Attachment)
- H. Member Agencies Update: Agencies will present updates regarding ongoing and future projects/programs across the region. (Information Item) (Time Permitting)
- I. Additional Business  
*Upcoming Meetings: MAPA Board of Directors – March 29th, 2018  
Coordinated Transit Committee – April 18th, 2018  
MAPA Transportation Technical Advisory Committee – April 20th, 2018*
- J. Adjournment



# **Agenda Item A**

## **Meeting Minutes**

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY  
Transportation Technical Advisory Committee  
Minutes of February 16, 2018 Meeting

The Transportation Technical Advisory Committee met on Friday, February 16, 2018, at Metro, 2222 Cuming Street, Omaha, Nebraska. Mr. Denny Wilson opened the meeting at 10:05 a.m.

VOTING MEMBERS

Denny Wilson	Sarpy County Public Works
Janet McCartney	Cass County
Dan Kutilek	Douglas County Engineers Office
Jeff Roberts	City of Bellevue Public Works
Greg Reeder	City of Council Bluffs Public Works
Dan Giittinger	City of Gretna Development Services Director
Joe Soucie	City of La Vista Public Works
John Kottmann	City of La Vista Public Works
Derek Miller	City of Omaha Planning Department
Todd Pfitzer	City of Omaha Public Works
Gayle Sturdivant	City of Omaha Public Works
Mark Stursma	City of Papillion Planning Department
Dan Freshman	City of Ralston Public Works
Evan Schweitz	Metro Transit
Paul Gavin	Nebraska Department of Transportation – Lincoln
Maurice Hinchey	Nebraska Department of Transportation – District 2
Eric Williams	Papio-Missouri River NRD

NON-VOTING MEMBERS

Justin Luther	FHWA – Nebraska Division
Greg Youell	Metropolitan Area Planning Agency

GUESTS

Stephen Osberg	City of Omaha Planning Department
Bryan Guy	City of Omaha Public Works
Jeff Riesselman	City of Omaha Public Works
Drew Parks	Nebraska Department of Transportation – District 2
Bill Herr	Sarpy County Public Works
Lee Myers	AARP
Jim Kollbaum	AECOM
Jeff Sockel	Alfred Benesch and Associates
Adam Denney	FHU
Mark Meisinger	FHU
John Jorgensen	HGM Associates
Arobindu Das	Iteris, Inc.
Doug Holle	Schemmer
Steve Ziemba	Terracon

STAFF

Court Barber	Metropolitan Area Planning Agency
Travis Halm	Metropolitan Area Planning Agency
Mike Helgerson	Metropolitan Area Planning Agency
Megan Walker	Metropolitan Area Planning Agency

A. Approval of Minutes

Motion #1: Approval of the minutes of the January 19, 2018 Transportation Technical Advisory Committee Meeting.

Motion by: Janet McCartney  
Second by: Greg Reeder  
Motion Carried

#### B. FY 2018 Transportation Improvement Program (TIP) Amendment 4

Mr. Barber presented the FY 2018 Transportation Improvement Program Amendment 4. The three projects on the Amendment are 1) Omaha Resurfacing Program; 2) 2018 Omaha Resurfacing Program; and 3) Signal Infrastructure Phase A1.

Mr. Barber explained the Omaha Resurfacing Program has been a placeholder project for the Omaha Resurfacing Program. The resurfacing project will be done with local money now and will be reimbursed in 2023 with federal funds. The placeholder project has been in the TIP the last couple of years and as these projects are done, the funding is moved from that budget line item to a budget line item of that fiscal year. The funds are moving from this placeholder project and are being moved to the FY 2018 Omaha Resurfacing Program.

Motion #2: Seeking approval of the MAPA Board of Directors at their February 22, 2018 meeting of the FY 2018 Transportation Improvement Program Amendment 4.

Motion by: Dan Kutilek  
Second by: Todd Pfitzer  
Motion Carried

#### C. Unified Planning Work Program (UPWP) Amendment 3

Mr. Youell said this Amendment is proposing the removal of three items from Contracts / Subrecipients and they are 1) Transportation Support and Communications - \$100,000; 2) Rideshare / Travel Demand Management - \$14,000; and 3) Close the Gap Advisor - \$16,000. These items are being cancelled or pushed back to FY 2019. He showed where adjustments are being made of these funds on the UPWP and also that \$60,800 will be deobligated from this fiscal year and will be available in FY 2019. He said MAPA will be working with Council Bluffs on a Complete Streets project through the Iowa Department of Public Health and will be contracting with Smart Growth America for \$6,000 in Iowa PL Funds.

Motion #3: Seeking approval of the MAPA Board of Directors at their February 22, 2018 meeting of the Unified Planning Work Program Amendment 3.

Motion by: Mark Stursma  
Second by: Stephen Osberg  
Motion Carried

#### D. Safety Performance Measures Target Setting

Mr. Helgerson said both Nebraska and Iowa have set their targets for five different measures. Under FAST Act and MAP-21, there are 180 days as an MPO to set regional targets and all of the targets set are measuring fatalities and serious injuries. These include education, engineering, enforcement, and legislation. As an MPO, the option exists to accept the state targets (both Iowa and Nebraska) and the decision was made to set its own targets.

Mr. Helgerson said they will evaluate the base line which is evaluating 5-year rolling averages in each category where trends are evaluated for each. The categories are Fatalities and Fatality Rate, Serious Injuries and Serious Injury Rate and Non-Motorized Fatalities and Serious Injuries. Discussion continued with graphs for each category as well as targets between Nebraska and Iowa.

Motion #4: Seeking approval of the MAPA Board of Directors at their February 22, 2018 meeting of the Safety Performance Measures Target adoption of state targets and matching targets to trend lines for FY 2018.

Motion by: Mark Stursma  
Second by: Todd Pfitzer  
Motion Carried

#### E. Funding Obligation and Project Status

Mr. Helgerson told the TTAC there is very little change from last month. There are no further obligations in Nebraska for STBG, there is a small correction to a project for Nebraska TAP and there is no change

for Iowa. He highlighted several Nebraska and Iowa STBG and TAP projects. Mr. Helgerson said they're working on an easier way doing project updates and explained the process to the Committee.

#### F. President's Infrastructure Proposal

Mr. Youell spoke about President Trump's American Infrastructure Initiative explaining it's \$200 billion in Federal funds to spur \$1.5 trillion in infrastructure investments over several years with partners at the state, local, Tribal and private level. The infrastructure proposal includes transportation, water, hydropower and broadband. Targeted in the Initiative are: 1) Building America's Infrastructure; 2) Stimulate Infrastructure Investment; 3) Invest in Rural America; 4) Increase State and Local Authority; 5) Eliminate Regulatory Barriers; 6) Streamline Permitting; and 7) Invest in our Country's Most Important Asset – Its People. 25% of the \$200 billion will be devoted to a new rural infrastructure program to rebuild and modernize infrastructure in rural America as well as financing programs in a federal capital revolving fund.

He emphasized the importance of infrastructure being brought to the forefront and the opportunity to help educate the public and those who work in infrastructure and its funding. He said there been conversations of a possible 25-cent federal gas tax which has not being raised since 1993. With discussion of a federal user fee, he said there's concern about the federal percentage and he said the maximum would be 20%. If additional funding happens, that will allow shifting and the freeing up of funding to go to other priorities such as rural projects with needs certainly also in the urban areas.

Mr. Youell said there has been discussion about creating maintenance funding for the existing infrastructure as well as the focus on new. Mr. Helgerson said from their recent trip to Washington D.C., their conversations with those in Congress said the Initiative will be worked on for the next year with Congress beginning their hearings on this topic in the next month. He encouraged the Committee to talk to their legislators for information as well as with concerns. Discussion also included what types of projects would be implemented such as the shovel ready projects with the Obama Administration. Mr. Helgerson said weight would be given to projects based on its innovation, how it's being funded and how other resources are being leveraged. Funding discussion continued.

#### G. Member Agencies Updates

- Gayle Sturdivant: (City of Omaha) 114<sup>th</sup> Street and 168<sup>th</sup> Street public pre-construction meetings have met. 114<sup>th</sup> Street has closures and 168<sup>th</sup> Street closures will begin March 1. Other construction sites planned are 156<sup>th</sup> Street from Pepperwood to Corby Streets; intersection of 132<sup>nd</sup> and W. Center Road, 108<sup>th</sup> Street; and 150<sup>th</sup> and Dodge interchange. They will be going out to public review for construction specification update in early March.
- Todd Pfitzer: (City of Omaha) Construction will begin at 144<sup>th</sup> and Pacific Streets as part of the West Farm development that includes the 150<sup>th</sup> & Dodge interchange. Road diets are going on 24<sup>th</sup> Street South with possible construction on 24<sup>th</sup> Street near Creighton; 30<sup>th</sup> Street North west of the former Creighton Hospital; Omaha is studying the Vision Zero initiative and may be adopting it. This initiative is a policy trying to reduce traffic injuries and fatalities and focuses on traffic as well as pedestrians.

#### H. Additional Business

- MAPA Board of Directors – February 22, 2018
- Coordinated Transit Committee – February 21, 2018
- Heartland 2050 Summit at the Kroc Center – March 22, 2018
- Transportation Technical Advisory Committee – March 23, 2018

#### I. Adjournment

Motion #5: Motion to adjourn:

Motion by: Todd Pfitzer  
Second by: Jeff Roberts  
Motion Carried

The meeting was adjourned at 11:20 a.m.

**Agenda Item B**  
**Amendments to the**  
**FY18-FY23 Transportation**  
**Improvement Program**

# Amendment 5 - Proposed

**Effective Date** 03/29/2018

## Revisions

<b>Project Name</b>	<b>Date ↓</b>	<b>Description</b>
<a href="#">Valley D.C. Safe Routes to School</a>	03/13/2018	This project is updated to show matching funds as coming from the State of Nebraska instead of the City of Valley for phases in FY2018. The amount of funding has not changed.
<a href="#">OPS McMillan Middle School SRTS Project</a>	03/13/2018	This project is updated to show matching funds as coming from the State of Nebraska instead of the City of Omaha for phases in FY2018. The amount of funding has not changed.
<a href="#">Westbrook Safe Routes To School</a>	03/13/2018	This project is updated to show matching funds as coming from the State of Nebraska instead of the City of Omaha for phases in FY2018. The amount of funding has not changed.

**Agenda Item C**  
**Draft FY2019 Unified**  
**Planning Work Program**



**Omaha-Council Bluffs  
Metropolitan Area Planning Agency**

**FY 2019 Unified Planning Work Program**

**Draft March 2018**



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# MAPA FY 2019 Unified Planning Work Program

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### Appendix I - MAPA FY 2019 UPWP Budget Table

### Appendix II – MAPA Council of Officials, Board of Directors, and Transportation Technical Advisory Committee Membership

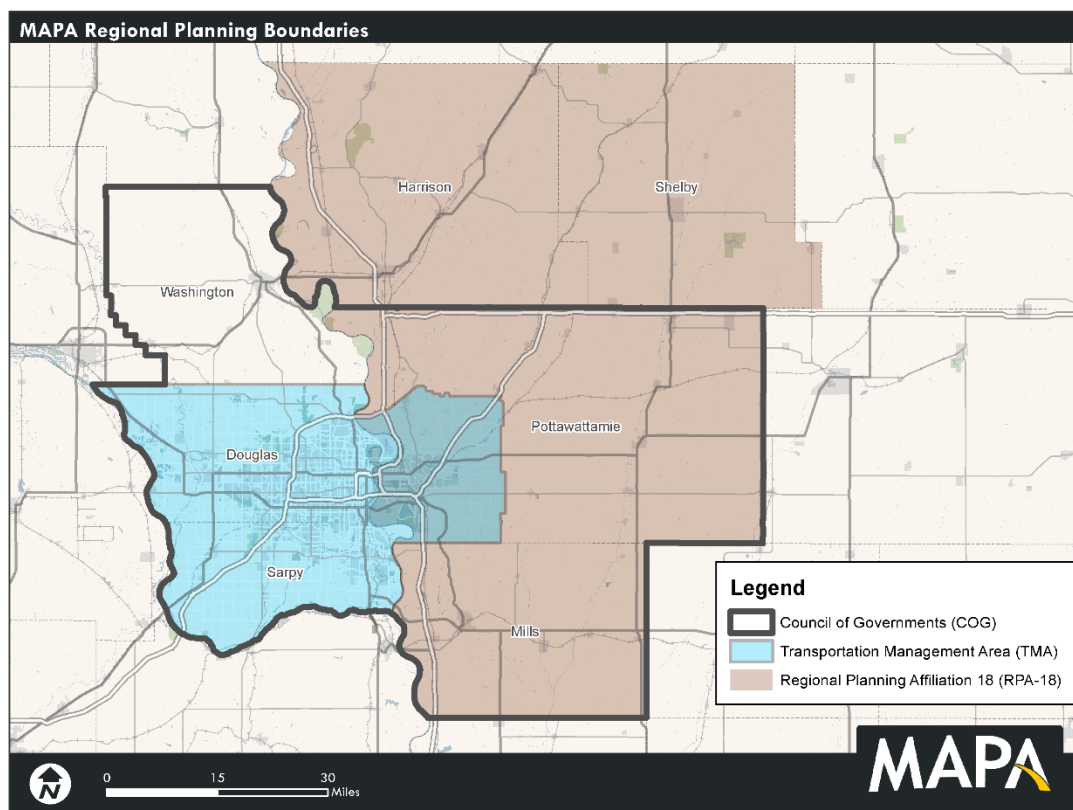
The preparation of this report was financed in part with funding from United States Department of Transportation (USDOT), administered by the Nebraska Department of Transportation (NDOT) and Iowa Department of Transportation (Iowa DOT). The opinions, findings and conclusions expressed in this publication are those of the authors and do not necessarily represent USDOT, NDOT, and Iowa DOT.

MAPA is an EOE/DBE employer.

## Introduction

The Unified Planning Work Program (UPWP) documents the Metropolitan Area Planning Agency's (MAPA's) transportation related activities and projects for fiscal year (FY) 2019 which encompasses July 1, 2018 through June 30, 2019. MAPA serves as a voluntary association of local governments in the greater Omaha region chartered in 1967. MAPA performs planning and development work, especially to address problems that are regional in scope and cross jurisdictional boundaries.

MAPA is the Council of Governments (COG) for Douglas, Sarpy, and Washington Counties in Nebraska and Pottawattamie and Mills Counties in Iowa. MAPA serves as the federally required Metropolitan Planning Organization (MPO) and Transportation Management Area (TMA) for a smaller region that encompasses Douglas and Sarpy Counties and a small portion along US Highway 75 in Cass County in Nebraska, as well as the southwestern portion of Pottawattamie County (i.e., the area generally south of Crescent and Underwood and west of L-52) in Iowa. In addition, MAPA provides staff support for the Iowa Department of Transportation (Iowa DOT) Regional Planning Affiliation (RPA) for Harrison, Mills, Pottawattamie, and Shelby Counties known as RPA-18. Planning activities for RPA-18 are contained in a separate RPA-18 Transportation Planning Work Program (TPWP). The map below outlines the MAPA COG region and highlights the TMA boundary.



The governing body for MAPA is a 64-member Council of Officials representing cities, counties, school districts, resource agencies, and numerous other governmental bodies within the region. The MAPA Board of Directors is a nine-member Board serving as the Council of Officials' executive committee and is comprised of elected officials representing cities and counties from the larger five-county MAPA region. The Transportation Technical Advisory Committee (TTAC) reviews and makes recommendations related to transportation to the MAPA Board. The relationship, responsibility, and composition of the Board of Directors, Council of Officials, and TTAC are also described in the MAPA Interlocal Agreement and Committee Bylaws. Membership is listed in Appendix II.

## Current Transportation Planning Overview

Several large planning initiatives have been recently completed or are underway in the MAPA region. **Heartland 2050** was adopted by the MAPA Council of Officials as the long-term vision for the greater Omaha-Council Bluffs metropolitan area in January 2015. The Regional Vision was developed over 2013 and 2014 and entered implementation phase in 2015. The project produced a Vision Scenario for future growth and development that is now being utilized for MAPA's transportation planning process. This collaborative project is an example of **Regional Models of Cooperation**, one of the U.S. Department of Transportation's **Planning Emphasis Areas (PEA)**.

During FY-2018 MAPA continued work on its next Long Range Transportation Plan update, **LRTP 2050**. The LRTP is being closely coordinated with the **Metro Area Travel Improvement Study (MTIS)**, a joint Nebraska Department of Transportation (NDOT) / MAPA multi-year regional study of highway needs that will result in a list of prioritized projects for state investment and guide future regional transportation investments. This comprehensive study has developed a strong set of data for MTIS and other planning projects, and MAPA's travel demand model has been updated significantly as part of ongoing collaboration with US-DOT. MTIS will also serve to develop long-range performance targets that will be support the requirements of MAP-21 and the FAST-ACT, the current transportation authorization bill. Throughout FY2018 MAPA closely coordinated with State DOTs and FHWA on implementing federal performance management guidelines— most notably in terms of Transit Asset Management and Safety Performance Measures. The **performance-based approach** is a new component of the federal transportation planning process and is another federal PEA that will be very important during FY2019.

The LRTP 2050 will also incorporate other recent plans that were conducted in the metro are. These include the **Heartland Connections Regional Transit Vision (RTV)** and **Regional Bicycle-Pedestrian Plan**. The RTV proposed a staged approach to improve transit service in the region. These concepts were applied as part of the Sarpy County Transit study in FY2018 in addition to Metro Transit's Transit Development Plan— a key initiative in both FY2018 and FY2019. These scenarios are being utilized for further analysis in the MTIS study. The Bicycle-Pedestrian Plan proposes short, medium, and long-range projects to enhance the regional network of trails, bicycle boulevards, and other bicycle / pedestrian facilities.

Metro Transit is continuing work on the Bus Rapid Transit (BRT) line that was awarded a US-DOT discretionary TIGER grant that will run along the Dodge Street corridor from downtown Omaha to Westroads Mall at approximately 102<sup>nd</sup> Street. This premium transit service would serve as the spine of the transit network in the region. The project will help some of the densest concentrations of employment and housing in Omaha and exemplify the Ladders of Opportunity PEA. Final Design was initiated in FY2017 and will be construction will commence in 2018.

In FY2019 MAPA will continue to emphasize freight planning as part of the Regional Transportation Planning Process. The Nebraska Department of Transportation completed its State Freight Plan in 2017 and MAPA will continue partner with NDOT on the plan's implementation and continued outreach. In 2018 MAPA identified a specific need for additional truck count data and is coordinating with NDOT to increase the frequency with which truck counts are conducted and also target them in areas where gaps current exists in MAPA's data. MAPA's ongoing improvements to the travel demand model will allow additional technical analysis of freight transportation in the metro area. In addition, MAPA will continue to work with the private sector, the Greater Omaha Chamber of Commerce, and other stakeholders to ensure that freight and goods movement are fully involved in the planning and project development process.

Some of the **City of Omaha** major transportation projects include bridge needs, a massive signal infrastructure upgrade, and several capacity improvements in the western part of Omaha, including multiple projects near West Dodge Road (US-6) along 168<sup>th</sup> Street, 180<sup>th</sup> Street, 192<sup>nd</sup> Street. Omaha is also finalizing plans for a modern streetcar project to run between North Downtown and the University of Nebraska Medical Center. **Douglas County** is continuing work on a large project on 180<sup>th</sup> Street between West Dodge Road and West Maple Road.

During FY-2018, communities in **Sarpy County** created a new intergovernmental authority to manage the growth of the sanitary sewer system in the county and to rehabilitate sewers in existing communities as well. This infrastructure will be crucial in guiding future development in Sarpy County and will be a critical factor in future transportation decisions. MAPA awarded a H2050 mini-grant to Sarpy County to explore the future needs on the arterial and collector road system based on these proposed growth trends. The Highway 75 project will be under construction that will connect Bellevue and Plattsmouth with a grade-separated freeway. MAPA successfully coordinated resources between the Nebraska Department of Transportation, Sarpy County, Cass County, Bellevue, Plattsmouth, and the Papio-Missouri River NRD (PMRNRD) to ensure that this new corridor did not preclude bicycle and pedestrian access. Girders for the trail connection on this segment were installed during FY2018 and MAPA continued to coordinate with make progress towards the construction of the connecting trail.

The **Council Bluffs Interstate (CBIS) Project**, a complete reconstruction of the interstate and railroad realignment, is scheduled to continue for at least the next eight years. Council Bluffs recently completed a plan for the West Broadway corridor that includes redevelopment and land use, as well as reconstruction of West Broadway. A significant mixed-use project is currently under construction at Playland Park on the east end of the Bob Kerrey Pedestrian Bridge. Transportation in this area continues to be a key focus as community leaders and the philanthropic community are reimagining the riverfront and seeking to balance its redevelopment potential and access to open space.

Work has continued on the development of a **Coordinated Call Center** and information sharing for the region. Metro Transit, the Veterans Administration (VA), and MAPA are working together to coordinate the development and implementation of the Coordinated Call Center including the purchase of hardware, software, and system engineering. Presently, Metro Transit's MOBY Paratransit service is coordinated along with the State of Nebraska's Medicare & Medicaid Transportation services. It's anticipated that more organizations will be brought into this framework in the future.

MAPA is working on **Congestion Mitigation Air Quality (CMAQ)** projects including up to 20 electric vehicle charging stations and the implementation of 30 to 40 bike share stations in the City of Omaha. Both projects began in FY 2015 and will continue with many phases between FY 2017 and 2020.

MAPA will administer and update the region's FY 2018-2023 **Transportation Improvement Program (TIP)**. The TIP includes state and local federal-aid projects and regionally significant projects programmed in the region for the next six years. In addition to roadway projects, the TIP covers anticipated expenditures for some alternative transportation projects such as the Transportation Alternatives Program (TAP), transit, and aviation. In FY2018 MAPA created an online TIP database and mapping platform that provides up-to-date programming information to project partners and helps track the status of projects in both Iowa and Nebraska.

MAPA's Coordinated Transit Committee (CTC) works on issues related to public transit, paratransit, and human services transportation. A FTA **Veterans Transportation and Community Living Initiative (VTCLI)** grant to develop a Coordinated Call Center for human services made progress through the first two summits during FY 2015. The project was continued in FY2018 with the goal of developing a coordinated network to connect trips within the region. Large purchases of equipment for this project were purchased in FY2018, and coordination continues with the integration of the technology into Metro Transit's buses. This core network of Automatic Vehicle Location (AVL) technology will provide real-time data to other agencies and serve as the foundation of coordinated services between human service organizations and transit agencies in the region. This effort, in addition to the transit activities listed previously, addresses the Ladders of Opportunity PEA by improving gaps in the transportation system and mobility for residents. MAPA's robust public participation processes are other examples of steps toward the Ladders of Opportunity PEA.

## Work Program Framework

MAPA's Unified Planning Work Program (UPWP) is developed in accordance with the metropolitan planning provisions described in the 23 CFR - Part 450 and 49 CFR - Part 613. The UPWP is created in cooperation with state and federal agencies who are financial sponsors, and it is intended as a management tool for participating agencies.

MAPA held a planning retreat with the MAPA Board in late 2016 that provided a framework for the long-term goals for the agency. During the development of the UPWP, a priority setting process was used to evaluate existing programs and projects against these goals. Additional outreach was conducted to the Council of Officials, Board of Directors, and TTAC to understand our members' needs for the upcoming year. Results of the priority setting process are reflected by the projects and associated funding levels shown in the UPWP.

In accord with the spirit of federal transportation legislation, MAPA conducts a continuing, coordinated, and comprehensive planning process for the region. This process is intended to meet the transportation needs of the region's residents to the extent possible with available resources.

The transportation planning process for the region takes into account all modes of transportation: roadway, highway, transit, air, rail, and water, as well as active modes of transportation such as walking and bicycling. The provision of transportation services must also be consistent and compatible with the overall goals and development of the region. Major considerations include the environment, energy conservation, growth patterns, land use, tourism, and recreation, as well as a wise and efficient use of economic resources.

MAPA's responsibilities include the LRTP, TIP, and UPWP. As a TMA with a population greater than 200,000, MAPA is charged with conducting a Congestion Management Process (CMP). Other planning products include the Coordinated Public Transit and Human Services Plan and Public Participation Plan (PPP). MAPA is compliant with civil rights legislation and maintains a Title VI Plan and Disadvantaged Business Enterprise (DBE) Program.

The UPWP will also contain activities to assist in implementing provisions contained in surface transportation legislation. The following planning factors identified in the current federal legislation, Fixing America's Surface Transportation (FAST) Act, will, at a minimum, be considered in the transportation planning process for the region:

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

In addition, the transportation planning program is formulated to support the goals and objectives specific to the region as identified in the 2040 LRTP, namely:

1. Maximize access and mobility.
2. Increase safety and security.
3. Consider the environment and urban form.
4. Keep costs reasonable and sustainable.

The UPWP budget includes additional matching funds beyond the 20% requirement from sub-recipients used to match FHWA PL funds for MAPA activities. These locally-funded planning activities contribute to the regional transportation planning process and are eligible to count toward the required local match for PL funding. In order to provide this match, sub-recipients of PL funds contribute a 30% match. The 10% of additional match beyond the 20% requirement provides match toward PL funds for MAPA activities. Sub-recipients for the FY2019 Work Program have not yet been determined.

Awardee	Federal Source	Federal Share	Total Project Cost



## Changes to the Approved Work Program

All changes to work programs require prior written federal approval, unless waived by the awarding agency. The following table denotes the approving agency for various changes to work programs.

NOTE: The below table will be updated when final guidance is provided by NDOT and Iowa DOT.

Revision Type	Approving Agency
Request for <b>additional federal funding</b> 2 CFR 200.308(b) and FTA Circular 5010.0C, I.6.e(1)]	FHWA / FTA
<b>Transfer of funds</b> between categories, projects, functions, or activities <b>which exceed 10 percent</b> of total work program budget \$150,000 2 CFR 200.308(e)	FHWA / FTA
<b>Revision of scope or objectives</b> of activities (i.e. adding or deleting activities or major change in scope of activity) 2 CFR 200.308 (c) (1)	FHWA / FTA
Transferring substantive programmatic work to <b>third party</b> (i.e. consultant) 2 CFR 200.308 (c) (6)	FHWA / FTA
Capital expenditures including <b>equipment purchasing</b> in excess of \$5,000 2CFR 200.439(a) (2) [OMB Circular A-87]	FHWA / FTA
Transfer of funds allotted for <b>training</b> allowances 2 CFR 200.308 (c) (5)	FHWA / FTA
<b>Transfer of funds</b> between categories, projects, functions, or activities <b>which do not exceed 10 percent</b> of total work program budget or when federal award share of total work program budget exceeds \$150,000 2 CFR 200.308 (e)	State
Revisions related to work that <b>does not involve federal funding</b>	MAPA

## Revisions and Approvals Procedures

Revisions where **FHWA / FTA** is the designated approving agency shall require written approval by FHWA / FTA prior to commencement of activity, purchasing of equipment, or request for reimbursement. Requests from MAPA will be submitted in writing to the appropriate state personnel and then forwarded to FHWA / FTA for approval. Notification by the approving agency will be in writing in reverse order.

Revisions where the **State (NDOT or Iowa DOT Office of Systems Planning)** is the designated approving agency shall require written approval by the State prior to commencement of activity, purchasing of equipment, or request for reimbursement. Requests from MAPA will be submitted in writing to the appropriate State personnel and then forwarded to FHWA / FTA for approval. Notification by the approving agency will be in writing in reverse order.

Revisions where **MAPA** is the approving agency shall be approved by the Board of Directors. Updates to the work program shall be provided to the appropriate state and federal representatives via electronic or, upon request, hard copy.

## Performance management agreement between MAPA and State DOTs

On May 27, 2016, the final rule for statewide and metropolitan transportation planning was published, based on 2012's Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Act and 2015's Fixing America's Transportation System (FAST) Act. As part of this final rule, [23 CFR 450.314 \(h\)](#) was amended to state:

*(h)(1) The MPO(s), State(s), and the providers of public transportation shall jointly agree upon and develop specific written provisions for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO (see §450.306(d)), and the collection of data for the State asset management plan for the NHS for each of the following circumstances:*

- (i) When one MPO serves an urbanized area;*
- (ii) When more than one MPO serves an urbanized area; and*
- (iii) When an urbanized area that has been designated as a TMA overlaps into an adjacent MPA serving an urbanized area that is not a TMA.*

*(2) These provisions shall be documented either:*

- (i) As part of the metropolitan planning agreements required under paragraphs (a), (e), and (g) of this section; or*
- (ii) Documented in some other means outside of the metropolitan planning agreements as determined cooperatively by the MPO(s), State(s), and providers of public transportation.*

In 2017, the following three-pronged approach was cooperatively developed to address 23 CFR 450.314 (h) for MPOs in Iowa. This approach provides a regular opportunity to review and update coordination methods as performance management activities occur, which offers an adaptable framework as performance-based planning and programming evolves.

- Agreement between the Iowa DOT and MPOs on applicable provisions through documentation included in each MPO's TPWP.
- Agreement between the Iowa DOT and relevant public transit agencies on applicable provisions through documentation included in each public transit agency's consolidated funding application.
- Agreement between each MPO and relevant public transit agencies on applicable provisions through documentation included in the appropriate cooperative agreement(s) between the MPO and relevant public transit agencies.

Performance measures require coordination with the MPOs to set performance targets, collect performance measure data and report performance measure data to FHWA and/or FTA. These requirements are included in

this MPO manual as detailed in this section and identify the responsibilities for carrying out performance-based planning and programming in the metropolitan planning area (23 CFR 450.314(h)). National goals and performance management measures are identified in 23 U.S.C §150 and Federal Transit performance measures for capital assets are identified in 49 CFR §625.43 and safety in 49 CFR Part 673.

This following section includes the provisions for cooperatively developing and sharing information related to transportation performance data, selecting performance targets, reporting performance targets, performance used in tracking progress toward attainment of critical outcomes for the region of the MPO, and collecting data for the State Transportation Asset Management Plan (TAMP) for the NHS. Inclusion of the following language in an MPO's TPWP, and that TPWP's subsequent approval by Iowa DOT, constitutes agreement on these items. The Iowa DOT and MAPA agree to the following provisions. The communication outlined in these provisions between the MPO and Iowa DOT will generally be through the statewide planning coordinator in the Office of Systems Planning.

**1) Transportation performance data**

- a. The NDOT and Iowa DOT will provide MPOs with the statewide performance data used in developing statewide targets, and will also provide MPOs with subsets of the statewide data, based on their planning area boundaries.
- b. If MPOs choose to develop their own target for any measure, they will provide the NDOT and Iowa DOT with any supplemental data they utilize in the target-setting process.

**2) Selection of performance targets**

- a. The NDOT and Iowa DOT will develop draft statewide performance targets in coordination with MPOs. Coordination may include in-person meetings, web meetings, conference calls, and/or email communication. MPOs shall be given an opportunity to provide comments on statewide targets before final statewide targets are adopted.
- b. If an MPO chooses to adopt their own target for any measure, they will develop draft MPO performance targets in coordination with the NDOT and Iowa DOT. Coordination methods will be at the discretion of the MPO, but the NDOT and Iowa DOT shall be provided an opportunity to provide comments on draft MPO performance targets prior to final approval.

**3) Reporting of performance targets**

- a. NDOT and Iowa DOT performance targets will be reported to FHWA and FTA, as applicable. MPOs will be notified when NDOT and Iowa DOT has reported final statewide targets.
- b. MPO performance targets will be reported to the NDOT and Iowa DOT.
  - i. For each target, the MPO will provide the following information no later than 180 days after the date the NDOT and Iowa DOT or relevant provider of public transportation establishes performance targets, or the date specified by federal code.
    1. A determination of whether the MPO is 1) agreeing to plan and program projects so that they contribute toward the accomplishment of the NDOT and Iowa DOT or relevant provider of public transportation performance target, or 2) setting a quantifiable target for that performance measure for the MPO's planning area.
    2. If a quantifiable target is set for the MPO planning area, the MPO will provide any supplemental data used in determining any such target.
    3. Documentation of the MPO's target or support of the statewide or relevant public transportation provider target will be provided in the form of a resolution or meeting minutes.
- c. The NDOT and Iowa DOT will include information outlined in 23 CFR 450.216 (f) in any statewide transportation plan amended or adopted after May 27, 2018, and information outlined in 23 CFR 450.218 (q) in any statewide transportation improvement program amended or adopted after May 27, 2018.
- d. MPOs will include information outlined in 23 CFR 450.324 (g) (3-4) in any metropolitan transportation plan amended or adopted after May 27, 2018, and information outlined in 23 CFR 450.326 (d) in any transportation improvement program amended or adopted after May 27, 2018.
- e. Reporting of targets and performance by the NDOT and Iowa DOT and MPOs shall conform to 23 CFR 490, 49 CFR 625, and 49 CFR 673.

**4) Reporting of performance to be used in tracking progress toward attainment of critical outcomes**

**for the region of the MPO**

- a. The NDOT and Iowa DOT will provide MPOs with the statewide performance data used in developing statewide targets, and will also provide MPOs with subsets of the statewide data, based on their planning area boundaries. Updates of this data will include prior performance data.

**5) The collection of data for the State asset management plans for the NHS**

- a. The NDOT and Iowa DOT will be responsible for collecting bridge and pavement condition data for the State asset management plan for the NHS.

# FY-2019 WORK PROGRAM ACTIVITIES

The following pages detail the work activities that MAPA and contract sub-recipients will undertake in FY 2019.

## Work Program & Federal Assurances (200)

### Objective

To efficiently develop and implement MAPA’s Unified Planning Work Program (UPWP) in accordance with MPO responsibilities and federal requirements

### Previous Work

- Maintained and updated UPWP
- Developed & Executed PL Agreements with NDOT
- Preparation for Certification Review in July of 2018 and continued implementation of Action plan
- Executed and administered contracts with sub-recipients
- Quarterly reporting & Invoicing to NDOT & IDOT
- Update to Title VI, Limited English Proficiency and ADA policies
- Developed Annual DBE Goal

### Work Activities

1. Planning Agreements

Maintain and review the Memorandum of Agreement (MOA) outlining state, MPO, and transit responsibilities. Develop and execute the annual PL Agreements with Nebraska and Iowa.

2. Unified Planning Work Program (UPWP)

Develop FY2020 UPWP and maintain the FY2019 UPWP. A draft UPWP is approved in March by the Council of Officials, Board of Directors, and TTAC, with submittal in April for state and federal review. Final approval by MAPA occurs in May, with submittal in June to state and federal agencies.

3. Certification Review Action Plan

Implement the federal Certification Review Action Plan for MAPA’s programs. Review progress and revise activities on an ongoing basis. Prepare for Certification Review scheduled in July 2018.

4. Civil Rights & Disadvantaged Business Enterprise (DBE)

The Title VI Plan update was completed in FY 2018. The approved Title VI Plan will be modified and updated as needed. Communicate civil rights activities to FHWA/FTA. Review DBE Program and develop annual goals. Participate in regional equity forums to ensure transportation is incorporated into broader planning and equity initiatives.

<b>200 End Products</b>		<b>Schedule</b>
1.	Planning Agreements	Ongoing
2.	Unified Planning Work Program (UPWP)	Ongoing
3.	Certification Review Action Plan	Ongoing
4.	Civil Rights & Disadvantaged Business Enterprise (DBE)	Quarterly

<b>200 Budget</b>	<u>Federal Cost</u>	<u>Total Cost</u>	<u>Hours</u>
MAPA Activities	\$11,815	\$12,600	194

# Board & Committee Support (210)

**Objective**

To support ongoing activities of MAPA’s Council of Officials, Board of Directors, Finance Committee, and Transportation Technical Advisory Committee (TTAC)

**Previous work**

- Organized monthly Board of Directors meetings
- Participated in monthly Finance Committee meetings
- Conducted four Council of Officials meetings, including annual meeting / dinner
- Prepared and conducted monthly TTAC meetings

**Work Activities**

1. Council of Officials

The Council of Officials meets quarterly and serves as MAPA’s overall policy body. The Council is charged with adopting major plans, recommending MAPA’s annual budget and work programs to the Board of Directors, and providing oversight for MAPA’s activities. MAPA staff members support the Council’s activities through clerical and technical preparation, meeting costs, and conducting meetings.

2. Board of Directors

The Board of Directors meets monthly and serves as MAPA’s governing body. The Board approves the TIP amendments, LRTP, annual budget, and work programs. The Board is comprised of elected officials who appoint and oversee the TTAC and other MAPA committees. MAPA staff members support the Board through clerical and technical preparation, conducting meetings, and informing members about MAPA activities.

3. Finance Committee

The Finance Committee meets each month during the week prior to the Board of Directors’ meeting. The Finance Committee reviews MAPA’s financial statements, approves payments, and reviews / recommends contracts, large payments and other items for the Board’s consideration. MAPA staff members support the Finance Committee through preparation of financial documents, invoices, contracts, and other such items.

4. Transportation Technical Advisory Committee (TTAC)

Provide for a continuing, comprehensive, and coordinated transportation planning program through the TTAC. Maintain correspondence and coordination with participating agencies. Provide other technical support necessary to the transportation planning program. The TTAC meets on a monthly basis to approve action items and discuss issues within the region to forward recommendations to the Board of Directors.

<b>210 End Products</b>		<b>Schedule</b>
1.	Council of Officials	Quarterly
2.	Board of Directors	Monthly
3.	Finance Committee	Monthly
4.	Transportation Technical Advisory Committee	Monthly

<b><u>210 Budget</u></b>	<b><u>Federal Cost</u></b>	<b><u>Total Cost</u></b>	<b><u>Hours</u></b>
MAPA Activities	\$172,008	\$183,440	2,822

## **Regional Transportation Planning (220)**

### **Objective**

To conduct the transportation planning activities related to the development and implementation of the Long Range Transportation Plan

### **Previous Work**

- Continued development of 2050 LRTP through two Technical Memorandums
- Initiated Phase 3 of the Metro Travel Improvement Study for the region
- Participated in development of Complete Streets Design Manual for City of Omaha
- Updated Coordinated Transit Plan
- Participated in stakeholder committees for Central Omaha Bus Rapid Transit and modern streetcar projects
- Continued implementation the Metro Bike Safety Education project
- Completed Sarpy County Transit Study
- Served on Freight Advisory Committee for NDOT's State Freight Plan
- Conducted outreach to freight and private sector representatives
- Assisted with local planning studies, including providing forecasts and data

### **MAPA Work Activities**

#### 1. LRTP Development and Administration

Develop 2050 LRTP to be adopted by March 2020. Implement, review, and amend the LRTP as necessary. Support regional goals in accordance with the federal transportation planning provisions. As a key element of the LRTP development efforts performance measures will be developed and assessed as part of the scenario planning for the 2050 LRTP. Coordination with Comprehensive Economic Development Strategy (CEDS) update and refresh of Regional Vision strategies. Utilize consultants for various portions of the LRTP including marketing and public involvement activities such as the development of brochures, websites, infographics, surveys, and citizen engagement events. Purchase interactive tools for engaging the public.

#### 2. Transit Planning Activities

Provide data, technical analysis, and coordination in support of short-range and long-range mass transit planning. This will include collaboration with Metro Transit, MAPA committees, local governments, nonprofit agencies, and other stakeholders in the transit planning process. Continue to implement and maintain the Heartland Connections Regional Transit Vision which includes the Comprehensive Operations Analysis (COA) and long-term vision for future transit-friendly corridors. Included in this is continued planning support for the Bus Rapid Transit corridor and the modern streetcar in downtown and midtown Omaha.

MAPA will convene a work group comprised of representatives from various transit-related activities in the region and other stakeholders to coordinate local transit projects with the Heartland 2050 Close the Gap vision for robust transit service in the region.

MAPA will also continue to work with transportation service providers, human service agencies, and stakeholders to encourage, coordinate, and implement plans, actions, and programs to enhance the transportation opportunities of the elderly, disabled, and economically disadvantaged. The Coordinated Transit Plan, adopted in FY2018, will continue to be implemented through the Coordinated Transit Committee.

#### 3. Bicycle & Pedestrian Planning Activities

Participate in bicycle / pedestrian planning activities for the region, including the implementation of the Omaha Complete Streets policy and development of the Complete Streets Design Guide. Support

implementation of the Complete Streets policy included in the LRTP. Assist with implementation of Heartland Connections Regional Bicycle / Pedestrian Plan by local project partners. Support the Mayor of Omaha's Active Living Advisory Committee, including as a representative on the Vision Zero Task Force. Support local advocacy for bicycle and pedestrian investment. Serve as Administrator for the Metro Bicycle Safety Education project.

4. Freight Planning & Coordination

Convene representatives from freight and goods movement industries as well as local, state and federal officials to ensure that freight is included in the regional planning process. Analyze potential solutions to issues developed through the stakeholder outreach. Support private sector participation in the transportation planning process by working with local Chambers of Commerce, Economic Development Corporations, freight representatives, and private transportation industries to review transportation plans / programs. Utilize the Freight Analysis Framework (FAF) and other publicly available data. Purchase data to conduct planning studies, analyses, and modeling of freight and goods movement in the region.

5. Congestion Management Program (CMP)

Implement recommendations to enhance the CMP contained in the Certification Review report. Monitor causes of recurring / nonrecurring congestion and identify congestion relief opportunities. Utilize data collected from MTIS, NDOT, Iowa DOT, and other sources to assess existing congestion conditions in the region. Prepare and conduct sessions on congestion for the Transportation Summit, and potentially hold additional working group sessions.

6. Other Long-Range Studies

Provide technical assistance and related transportation system travel, financial, and socioeconomic data to the states and local jurisdictions as requested to assist in conducting long-range corridor, location, subarea, feasibility, and other project level studies. This element includes working on planning activities for a new I-80 Interchange in the 180<sup>th</sup>-192<sup>nd</sup> Street area of Sarpy County, as well as other projects requiring coordination with cities, counties, states, utilities, and other stakeholders. Additionally, MAPA will lead and coordinate the Eppley Connector Study with project partners including the Greater Omaha Chamber of Commerce.

MAPA and NDOT will continue work on MTIS, a comprehensive study of the National Highway System and other modes of transportation in the region. Phase 3 will continue to assess implementation of the preferred projects scenario in terms of construction phasing along the freeway and interstate system within the region.

<b>220 End Products for MAPA Work Activities</b>		<b>Schedule</b>
1.	LRTP Development and Administration (2050 LRTP)	Ongoing
2.	Transit Planning Activities	Ongoing
3.	Bicycle & Pedestrian Planning Activities	Ongoing
4.	Freight Planning & Coordination	Ongoing
5.	Congestion Management Program (CMP)	Ongoing
6.	Other Long-Range Studies	Ongoing (MTIS (Q3))

<b>220 Budget</b>	<u>Federal Cost</u>	<u>Total Cost</u>	<u>Hours</u>
MAPA Activities	\$151,858	\$161,950	2,492

**Contracts and Sub-recipients**

Transportation Support & Communications (22001)

**Federal Share (Total Cost)**

\$100,000 (\$125,000 total)

MAPA will contract with a firm to provide support for regional transportation planning efforts. These deliverables may include items such as local transportation needs and funding analysis, brochures, website content, videos, and other strategic communications activities.



## **Transportation Improvement Program (TIP) & Local Projects (230)**

### **Objectives**

To monitor and maintain a fiscally constrained Transportation Improvement Program for regionally significant transportation projects.

To implement performance-based planning requirements of the FAST Act.

To ensure MAPA staff representation and coordination with local partner projects.

To ensure the successful administration of the Metro Area Motorist Assist (MAMA) Program

### **Previous Work**

- Processed TIP Amendments and Administrative Modifications
- Refined criteria used in selection of projects for FY 2019 TIP
- Completed development of FY 2019 TIP
- Assisted with the implementation of the CMAQ-funded bike share expansion project
- Administered Project Selection Subcommittee (ProSe-Com) for Surface Transportation Program (STBG)
- Administered the Transportation Alternatives Program Committee (TAP-C) for Transportation Alternatives Program (TAP) projects
- Administered the Coordinated Transit Committee for transit projects related to Section 5310 and JARC funding
- Provided transportation technical assistance to member cities and counties

### **MAPA Work Activities**

1. Maintenance of FY2018 and FY2019 Transportation Improvement Programs (TIPs)  
Administer the FY2018TIP (through September 30<sup>th</sup>, 2018) and FY2019 TIP (beginning October 1<sup>st</sup>, 2018). Process Amendments and Administrative Modifications of the trip as necessary. Monitor and maintain fiscal constraint of the TIP and ensure consistency of the TIP with the LRTP.
2. Project Selection Activities (STBG, TAP, & 5310)  
The Project Selection Committee (ProSeCom) will be convened to review and recommend federal-aid projects eligible for STBG funds based on project selection criteria linking the TIP to the LRTP's goals. The Transportation Alternatives Program Committee (TAP-C) will be convened to review and recommend federal-aid projects eligible for TAP funds based on project selection criteria linking the TIP to regional bicycle / pedestrian goals. The Coordinated Transit Committee (CTC) will be convened to review and recommend funding for Section 5310 based on project selection criteria linking the TIP, Coordinated Transit Plan and the Long Range Transportation Plan.
3. Transportation Funding Analysis  
Identify funds available to the region from federal and state transportation legislation. Identify and assess innovative financing techniques to fund projects and programs. Provide data and information to officials on the status of transportation funding in the MPO. Analyze the costs / benefits of short-range and long-range needs in conjunction with local / state partners in collaboration with the LRTP. Coordination with State and Federal officials on transportation funding issues. Analyze and implement TIP Administrative Fee for federal-aid projects.
4. Development of FY2019 Transportation Improvement Program  
Develop the TIP to provide a program of federal-aid transportation projects. The TIP includes at least four fiscally-constrained years of programming and a prioritized project list with a financial plan for project implementation. A progress report on the implementation of projects programmed for the most recent fiscal year will be also be included. The updated TIP is approved each year in June and is ready for implementation when the new federal fiscal year begins on October 1<sup>st</sup>. In addition, as performance measure final rulings per FAST Act are issued these will be included based on state and federal guidance.

5. **Performance Measurement & Reporting**  
 MAPA will coordinate with state and federal agencies to develop a set of performance measurements for the LRTP and TIP. Conduct studies and analyses of transportation data to develop and assess performance measures. Performance measures will be developed as part of the MTIS and LRTP plans. Data will be purchased (as necessary) to support the performance measurement analyses and implementation. New annual targets for Safety performance measures will be adopted before February 27, 2019. Targets for PM2 (Pavement and Bridge) and PM3 (Freight and Travel Time) measures will be set by October 31, 2018.
  
6. **Metro Area Motorist Assist (MAMA) Program**  
 Coordination with the Nebraska State Patrol to administer the program. Collection and aggregation of quarterly data transfers and the development of the annual statistical and financial reports. Coordination with NDOT to develop state-administered program.
  
7. **Local Project Support & Coordination**  
 MAPA staff members provide technical assistance for MAPA, local and state transportation projects as needed. MAPA may serve as the Responsible Charge (RC) for Nebraska projects using federal funds. Attend Nebraska Environmental Assessment (EA) meetings to track the progress of local projects through the NEPA process. Convene stakeholders and administer the Bellevue Bridge Alternatives Study. Assist jurisdictions with grant writing and administration for transportation activities on projects including the USDOT, Iowa DOT, and other grant opportunities. Continue participation in regional Transportation Systems Management (TSM) and Transportation Incident Management (TIM) meetings. Attend planning-related meetings and activities supporting the regional transportation planning process.

<b>230 End Products for MAPA Work Activities</b>		<b>Schedule</b>
1.	Maintenance of FY2017 & FY2018 TIPs	Ongoing
2.	Project Selection Activities	Winter 2018
3.	Transportation Funding Analysis	Ongoing
4.	Development of FY2019 TIP	Spring 2018
5.	Performance Measurement & Reporting	Ongoing
6.	Metro Area Motorist Assist (MAMA) Program	Ongoing
7.	Local Project Support & Coordination	Ongoing

<b><u>230 Budget</u></b>	<b><u>Federal Cost</u></b>	<b><u>Total Cost</u></b>	<b><u>Hours</u></b>
MAPA Activities	\$121,139	\$129,190	1,988

**230 Contracts & Subrecipient Work Activities**

**Federal Share (Total Cost)**

Eppley Connector Study (23006)

\$150,000 (\$300,000 total)

This planning study will evaluate alternatives for the future connection of a new Missouri River bridge connection between I-680 and the Storz expressway and associated economic development activities.

## Communication & Public Involvement (240)

### Objectives

To provide ongoing opportunities for stakeholders & the public to participate in the transportation planning process

To communicate important information and key decisions about the transportation planning process to the public

To conduct and support events, seminars and other activities that support the transportation planning process

### Previous Work

- Drafted and completed update to the Public Participation Plan
- Prepared 2017 annual PPP report
- Performed ADA assessments of venues for public involvement
- Conducted outreach and engagement activities with underrepresented population
- Assisted with development and implementation of Citizen's Academy
- Published newsletters, annual reports, and regional directory

### MAPA Work Activities

1. Public Participation Plan (PPP) & Public Engagement Activities  
Implement the policies identified in the Public Participation Plan. This plan includes a proactive outreach program that provides complete information, timely public notice, full public access to key decisions, opportunities for visioning on the transportation system and land use patterns, and supports an early and continuing involvement of the public in developing the LRTP and TIP. An annual report documenting public participation activities conducted during the past year will be created. Conduct public involvement and engagement efforts related to the transportation planning process. Host public forums and panel discussions on topics related to and impacted by transportation planning. Conduct presentations and meetings with service clubs, neighborhoods, community leaders, elected officials, and others to foster strong relationships and engage the public in the planning process. Efforts will include outreach and engagement activities with low-income, minority, and other underrepresented segments of the population.
2. Citizen's Academy  
Provide technical support and presentations to the Citizen's Academy for Omaha's Future, a project led by Omaha Neighborhood Engagement (ONE Omaha), Live Well Omaha, Mode Shift Omaha, Douglas County Health Department, and MAPA. Participants in the Citizen's Academy attend a series of workshops regarding planning, housing, transportation, community health, and the development process to expand their understanding of the planning process and become more engaged members of the public.:
3. Publications & Newsletters  
Develop, produce, and disseminate the MAPA Annual Report. Prepare and disseminate the Community Assistance Report. Develop, produce, and disseminate at least six issues of the "What's Happening for Community Leaders" newsletter. Develop and maintain a website with a map-based listing of the elected and appointed public officials for the region. Develop and distribute information from local / regional data and research. The information will include MAPA reports and summaries related to demographics, employment, land use, housing, traffic, transit, and other programs.
4. Online Activities (Websites & Social Media)  
Maintain the MAPA websites including MAPA, Heartland 2050, Little Steps - Big Impact, and Metro Rideshare. Update the MAPA website with projects, regional data, maps, and committee information. Update MAPA's social media to communicate pertinent information to the public. Integrate the MAPA public outreach efforts with various social media outlets.
5. Participation in Partner Forums  
Participation in Federal, State and Local forums to support the transportation planning process. Examples

include public events or hearings related to transportation projects, state commission meetings, and ongoing coordination meetings between state partners (NDOT and IDOT) and MPOs. Coordination with other local, transportation-related activities.

<b>240 End Products</b>		<b>Schedule</b>
1.	PPP & Public Engagement Activities	Ongoing
2.	CAC & Citizen's Academy	Semi-Annually
3.	Publications & Newsletters	Ongoing
4.	Online Activities (Websites & Social Media)	Ongoing
5.	Participation in Partner Forums	Ongoing

<b>240 Budget</b>	<u>Federal Cost</u>	<u>Total Cost</u>	<u>Hours</u>
MAPA Activities	\$169,213	\$174,060	2,678

**240 Contracts & Subrecipient Work Activities**

**Federal Share (Total Cost)**

Regional Transportation Survey (24001)

\$12,000 (\$15,000 total)

Conduct a survey of the general public in the Omaha-Council Bluffs region about transportation issues including infrastructure condition, congestion, transportation options, and the growth of the region. Survey will be conducted utilizing a statistically significant sample of the population in Douglas, Sarpy and Pottawattamie Counties.

## Regional Data, Mapping, & Modeling (250)

### Objectives

To conduct socioeconomic and demographic forecasts in support of the transportation planning process

To develop and maintain regional Geographic Information Systems (GIS)

To develop and maintain modeling tools to support decision-making at the state, regional, and local level

### Previous Work

- Developed GIS data in coordination with regional partners
- Coordinated with vendor for 2017 NIROC project
- Completed 2016 traffic & safety reports
- Refined socioeconomic data and scenarios for travel demand model
- Assisted with corrections to annual Census population estimates
- Developed regional permit database

### MAPA Work Activities

#### 1. GIS & Regional Transportation Data

Maintain and update an integrated geographic data base system and develop other computerized tools to assist in the analysis and manipulation of data. Create maps, graphs, and analyses as requested for jurisdictions and the general public. Coordinate GIS activities in the region to support the planning process. Work on a portal for traffic count data. Purchase new hardware and accompanying software to support GIS activities as needed. Collect, purchase, and monitor local travel data including detailed data regarding traffic counts (such as time of day, occupancy, and vehicle classification), speed, and delay as available from local jurisdictions and other secondary sources. Review pavement, traffic counts, and other roadway characteristics for NDOT Highway Performance Monitoring System (HPMS) report.

#### 2. Technical Reports & Forecasts

Utilize the US Census data and other data to provide assistance to jurisdictions, businesses, individuals, and organizations with projects involving Census data. Purchase necessary data and conduct regional or local studies for growth monitoring and analysis. Collaborate with data partners toward the development of a regional data hub. Maintain a land use file based on the monitoring of land use changes through secondary sources. Keep an employment file detailing employers in the region, number of employees, industrial classifications, and locations. Maintain files on construction permits, apartment complexes, subdivisions/SIDs, and housing sales to further define housing locations and characteristics. Monitor other local population characteristics such as auto ownership, vital statistics, and school enrollment.

#### 3. Regional Growth Monitoring

Tracking of progress towards Heartland 2050 land use vision. Continued development of regional permit dataset to track ongoing development activities and monitor growth. Development of annual growth report documenting regional development patterns, land consumption, and permit activity. Develop reports and visualization tools to illustrate the impact of development patterns on infrastructure costs.

3. Travel Demand Modeling Activities

Maintain and refine the regional travel demand model to provide forecasts for studies and planning activities. Update the model based on TMIP model peer review and subsequent guidance. Conduct regional / subregional travel demand model runs. Analyze output to provide data for local / state planning. Special modeling activities may be conducted for key corridors such as Highway 370 and 144<sup>th</sup> Street. Participate in training activities for travel demand modeling. Purchase data, software, and licenses for travel demand modeling. Utilize the External Travel Survey data regarding external traffic patterns and characteristics, as well as the 2009 National Household Travel Survey (NHTS) data for the region.:

4. Land Use Activity Allocation Model (LUAAM)

Revise forecasts for basic trip generating variables (such as population, households, income, automobile ownership, and employment) to be utilized in the Land Use Activity Allocation Model (LUAAM) and travel demand modeling activities. Forecasts are coordinated with local / state partners including the state data centers. Purchase socioeconomic data for forecasting and modeling activities. Refine the LUAAM to provide population and employment forecasts for the region. The Envision Tomorrow model from Heartland 2050 may be utilized to conduct subregional workshops and plans. Provide training for stakeholders on the use of Envision Tomorrow.

<b>250 End Products for MAPA Work Activities</b>		<b>Schedule</b>
1.	Regional Data & GIS	Ongoing
2.	Technical Reports & Forecasts	As Needed
3.	Regional Growth Monitoring	Ongoing
4.	Travel Demand Modeling Activities	Ongoing
5.	Land Use Activity Allocation Model (LUAAM)	Ongoing

<b>250 Budget</b>	<u>Federal Cost</u>	<u>Total Cost</u>	<u>Hours</u>
MAPA Activities	\$259,130	\$276,352	4,252

**250 Contracts & Subrecipient Work Activities**

**Federal Share (Total Cost)**

On-Call Modeling Assistance (25003)

\$28,000 (\$35,000 total)

Consultants will provide travel demand model forecasts as requested by MAPA. The model will be updated and refined following recommendations from the FHWA Resource Center and TMAC input. Validate and provide documentation for modeling activities. Conduct modeling scenarios related to other studies, as necessary.

Nebraska-Iowa Regional Orthophotography Consortium (NIROC) (25001)

(\$262,732 total)

Vendor will provide orthophotography and oblique aerial photography in support of local land use and transportation planning processes. Flights and data collection are anticipated in Douglas, Sarpy, Lancaster, and Pottawattamie Counties as part of the consortium.

## Environment & Energy (260)

### Objective

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

### Previous Work

- Conducted 2017 Little Steps - Big Impact ozone awareness and reduction campaign with travel demand management strategies and marketing alternatives fuel options
- Planned 2018 Little Steps - Big Impact ozone awareness and reduction campaign
- Coordinated with NDOT and Iowa DOT on development of a regional rideshare / carpool program with travel demand management strategies
- Assisted City of Omaha with implementation of CMAQ funded bikeshare expansion project
- Participated in Clean Cities, electric vehicle, ethanol, and other alternative fuel technology efforts
- Implemented Congestion Management Process (CMP) activities related to planning review comments

### MAPA Work Activities

1. Little Steps, Big Impact Ozone Awareness Campaign  
Evaluate and analyze monitored air pollution data for carbon monoxide, ozone, particulates, and lead to meet air quality requirements. Work with federal, state, and local agencies to monitor air quality. Coordinate with local agencies to develop educational materials, conduct training, and utilize hand-held air quality monitors to inform the public about the ground ozone issues in the region. Develop and implement the Little Steps - Big Impact ozone awareness and outreach program. Prepare and conduct sessions on air quality and multi-modal planning at meetings and workshops. Data may be purchased to support air quality planning and modeling activities. MAPA staff will support the Little Steps - Big Impact program.
2. Alternative Fuels Activities  
MAPA will participate in the Nebraska Community Energy Alliance (NCEA) and work with utilities to coordinate planning of environmental and energy-related efforts with the transportation planning process. Implement the electric vehicle (EV) charging stations project by working with local entities to identify locations for EV stations and potentially administer CMAQ grant to implement stations. Coordinate efforts to deploy infrastructure for increased usage of natural gas (CNG/LNG), electric vehicles, ethanol, and other alternative fuel efforts in Nebraska and Iowa. Activities may include grant preparation and oversight for CMAQ, Nebraska Environmental Trust, and other funding opportunities. Coordination with FHWA and states to implement Alternative Fuel Corridor designations.
3. Travel Demand Management & Other Activities  
Coordinate with NDOT, Iowa DOT, and the Lincoln MPO in implementing and marketing a regional rideshare program with employers and citizens. Utilize RideShark platform available through Iowa DOT to support MetroRideshare website. Coordinate with employers to establish employer portals and manage carpool and vanpool activities. Provide outreach support for Nebraska's Statewide Vanpool project for employers within the Omaha-Council Bluffs region.

<b>260 End Products for MAPA Work Activities</b>		<b>Schedule</b>
1.	Little Steps, Big Impact Ozone Awareness Campaign	Summer 2017/18
2.	Alternative Fuels Activities	Ongoing
3	Travel Demand Management & Other Activities	Ongoing

<b><u>260 Budget</u></b>	<b><u>Federal Cost</u></b>	<b><u>Total Cost</u></b>	<b><u>Hours</u></b>
MAPA Activities	\$74,677	\$79,640	1,225

**260 Contracts & Subrecipient Work Activities**

**Federal Share (Total Cost)**

Little Steps, Big Impact Education Campaign (26001)

\$306,208 (\$382,760 total)

The 2018 and 2019 Little Steps - Big Impact ozone reduction campaigns will focus education efforts on the small actions everyone can take to help reduce ground-level ozone and improve public health. Live Well Omaha will conduct a commuter challenge to increase alternative modes of transportation during the ozone season. Campaign goals include reducing single-occupancy vehicle trips and increasing usage of bicycle, pedestrian, transit, and carpool modes. Little Steps - Big Impact will also raise awareness of alternative fuels (such as electric vehicles, CNG/LNG, fuel cells, and biofuels) that reduce emissions. Funding will support staff time for the aforementioned activities.

Little Steps, Big Impact Active Commuting Outreach (26002)

\$124,000 (\$155,000 total)

The 2018 LSBI campaign will include consultant or sub-recipient outreach to employers in order to implement and promote the Wellness Commission of the Midlands' Active Commuting Tool-Kit. The tool-kit includes strategies and policies to promote active transportation, reducing parking demands for employers, and support programs such as carpooling and vanpooling.



## Heartland 2050 (270)

### Objective

To coordinate the transportation planning process with the implementation of Heartland 2050 Regional Vision

### Previous Work

- Facilitated H2050 Infrastructure Committee and working groups
- Completed site visit to Minneapolis/St. Paul to explore transportation and development policies
- Initiated first year of H2050 Mini-Grant Program with STBG funding
- Solicited applications for second year of H2050 Mini-Grant projects
- Developed “Block Talk” walk audit program and implemented it in communities around the region

### Work Activities

1. Heartland 2050 Mini-Grant Program  
Set-aside of STBG funding from NDOT and Iowa DOT for implementation of projects related to the Heartland 2050 Regional Vision and Action Plan. Facilitation of project selection process and administration of H2050 Mini-Grant Review Committee. Develop documentation to support expansion of the program beyond transportation projects with additional funding sources.
2. Heartland 2050 Committees & Working Groups  
MAPA staff support related to the Heartland 2050 Implementation Committees, task forces and other work groups relate to the project. Facilitation of meetings and development of materials to coordinate the transportation planning process with the implementation of the H2050 Vision. Development of regional framework of Nodes and Corridors to guide infrastructure development and land use policy throughout the region. Assist with planning for Close the Gap initiative. MAPA staff will continue to support active working groups including the Autonomous & Connected Vehicles, Multi-Modal, and Nodes & Corridors.
3. Heartland 2050 Technical Analysis and Data Support  
MAPA staff will conduct technical analysis and data support for the Heartland 2050 project. MAPA will coordinate and administer a Transit Return-on-Investment Assessment (ROI) for the Close the Gap Plan. Additionally, MAPA staff will support ongoing coordination related to regional the Smart Cities Lab project supported by the Peter Kiewit and Sherwood Foundations.
4. Heartland 2050 Public Outreach  
MAPA staff will meet with local governments, community organizations and others to present the Heartland 2050 Regional Vision and gather public input. MAPA will also continue to facilitate local and regional conversations regarding the importance of the land use and transportation investments to achieving the goals of the Heartland 2050 Vision.
5. Heartland 2050 Summits and Speaker Series  
MAPA staff will hold Heartland 2050 Summits to convene stakeholders and the public to hear speaker presentations, learn best practices from within and outside the region, discuss progress by committees and projects, and work on the initiative. These events are held quarterly with two summits and two speakers events anticipated annually.
6. Heartland 2050 Site Visits  
Heartland 2050 will coordinate a site visit to a location where stakeholders will experience and meet with local representatives to learn more about walkable, livable communities that include robust transportation. The 2018 site visit will take place as part of the Rail-volution conference in Pittsburgh, PA, with a delegation of MAPA staff and community leaders attending.

7. Heartland 2050 Administration

MAPA staff will provide administrative support and administration for the Heartland 2050 project.

<b>270 End Products</b>		<b>Schedule</b>
1.	Heartland 2050 Mini-Grant Program	Winter 2017
2.	Heartland 2050 Committee & Working Groups	Ongoing
3.	Heartland 2050 Technical Analysis and Data Support	Ongoing
4.	Heartland 2050 Public Outreach	Ongoing
5.	Heartland 2050 Summits and Speaker Series	Quarterly
6.	Heartland 2050 Site Visit	Fall 2018
7.	Heartland 2050 Administration	Ongoing

<u>270 Budget</u>	<u>Federal Cost</u>	<u>Total Cost</u>	<u>Hours</u>
MAPA Activities	\$192,197	\$204,970	3,153

**270 Contracts and Sub-recipients**

**Federal Share (Total Cost)**

Heartland 2050 Mini-Grant Program (27001)

The Heartland 2050 Mini-Grant program provides support for projects that incorporate the goals and principles of the Heartland 2050 Vision, such as walkable, livable communities, transportation options, well-planned and efficient infrastructure, and regional collaboration, into local projects. FY2018 projects include:

Metro Transit – Transit Development Plan (STBG)	\$87,500 (NE)	(\$109,375 total)
City of Omaha – 13 <sup>th</sup> Street Corridor Walkability Study (STBG)	\$100,000 (NE)	(\$125,000 total)
Sarpy County – Arterial & Collector Road Location Study (STBG)	\$30,000 (NE)	(\$ 37,500 total)
Council Bluffs – Council Bluffs Walkability Master Plan (STBG)	\$80,000 (IA)	(\$100,000 total)
Council Bluffs – 1 <sup>st</sup> Ave Corridor Alternatives Analysis (STBG)	\$80,000 (IA)	(\$100,000 total)
City of Omaha – North 24 <sup>th</sup> Street Corridor Study & Action Plan (Sec. 5304)	\$100,000 (NE)	(\$125,000 total)

Transit Return-on-Investment Assessment (27003)

\$80,000 Federal (\$100,000 total)

This study will be conducted by consultants to assess the expected economic return on regional transit investments as identified in regional plans and the Close the Gap White Paper to inform the regional conversation on transit expansion.

## Training & Education (280)

### Objective

To provide professional development and training to promote continued development of skills for MAPA staff

### Previous work

- Attended local workshops, training, and educational activities
- Participated in statewide COG / Economic Development District (EDD) organizations of Nebraska Regional Officials Council (NROC) and Iowa Association of Councils of Government (ICOG)
- Took part in FHWA / FTA webinars related to federal guidance and initiatives
- Participated in NACTO and CTAA webinars related to national best practices
- Attended 2016 / 2017 national conferences held by National Association of Regional Councils (NARC) and National Association of Development Organizations (NADO)

### Work Activities

1. Technical and Policy Education Activities  
Participate in ongoing education and staff development activities such as workshops, conferences, and webinars devoted to planning and research-related policy and technical information. Event sponsors include local, state, and national organizations such as the Greater Omaha Chamber of Commerce and Economic Development Partnership, American Society of Civil Engineers (ASCE), Locate, NROC, IARC, NARC, NADO, Transportation Research Board (TRB), American Planning Association (APA), and other organizations. Workshops and training activities may also be convened by local, state, and federal governmental agencies such as NDOT, Iowa DOT, and USDOT.
2. Related Association Participation  
Participate in local, state, and national associations that provide ongoing education, training, staff and leadership development, and peer-to-peer knowledge exchange. Event sponsors include local, state, and national organizations such as the Greater Omaha Chamber, ASCE, LOCATE, NROC, IARC, NARC, NADO, TRB, APA and other organizations. Federal funding for these activities will not consist of lobbying in accordance with 2 CFR 200.450.
3. Professional Certifications and Memberships  
Staff members apply, take required tests, and actively participate in professional organizations such as the APA's American Institute of Certified Planners (AICP).

<b>280 End Products</b>		<b>Schedule</b>
1.	Technical & Policy Education Activities	As Needed
2.	Related Association Participation	Ongoing
3.	Professional Certifications & Memberships	As Needed

<u>280 Budget</u>	<u>Federal Cost</u>	<u>Total Cost</u>	<u>Hours</u>
MAPA Activities	\$71,705	\$76,470	1,176

### Objective

Provide for leadership and efficient administration of MAPA's transportation programs

## Transportation Management (290)

### Previous Work

- Personnel management for transportation activities
- Financial management of budget and contracts
- General administrative activities related to organization support and operations

### Work Activities

1. Program Administration  
Provide oversight and administrative support for MAPA transportation and data staff activities.
2. Personnel Management  
Ongoing activities related to personnel needs, recruitment, orienting and training, and other human resource activities.
3. Financial Management  
Monitoring and maintenance of MAPA's budget and development of dues schedule and associate membership program. Implementation and coordination for a TIP Administrative Fee.
4. Contracts and Agreements  
Develop and negotiate contracts for programs, develop proposals as well as monitor and report on contracts.
5. Quarterly Reporting and Invoicing (NDOT & Iowa DOT)  
Review quarterly reports and invoices for Nebraska Department of Transportation and Iowa Department of Transportation.

<b>290 End Products</b>		<b>Schedule</b>
1.	Program Administration	Ongoing
2.	Contracts	Ongoing
3.	UPWP	Ongoing
4.	Agreements	Ongoing
5.	Quarterly Reporting and Invoicing	Ongoing

<u>290 Budget</u>	<u>Federal Cost</u>	<u>Total Cost</u>	<u>Hours</u>
MAPA Activities	\$68,995	\$73,580	1,132

## Membership Services (300)

### Objective

Provide assistance to MAPA members, including demographic data, mapping, and other service to local, state and regional projects.

### Previous Work

- Provided data and map requests to members.
- Coordinated with members on their projects and methodologies to benefit the regional transportation process.

### Work Activities

1. Member Data Requests  
MAPA staff will respond to requests for demographic, traffic, and other data requests from members.
2. Member Mapping Requests  
MAPA staff will respond to mapping and GIS requests for demographic, traffic, and other data requests from members.

<b>300 End Products</b>		<b>Schedule</b>
1.	Member Data Requests	As Needed
2.	Member Mapping Requests	As Needed

### 300 Budget

	<u>Federal Cost</u>	<u>Total Cost</u>	<u>Hours</u>
MAPA Activities	\$13,371	\$14,260	219

## **Local and Partner Planning Support (310)**

### **Objective**

Provide assistance to local governments and agencies to conduct plans and develop data in support of the regional transportation planning process.

### **Previous Work**

- Douglas County GIS created and maintained GIS data sets that support the regional planning process.
- City of Omaha Public Works conducted the traffic counting program.
- City of Omaha Planning Department worked on Omaha transportation planning projects and coordinated with the regional planning process.
- Sarpy County GIS created and maintained GIS data sets that support the regional planning process.
- Sarpy County Planning Department worked on transportation-related planning projects and coordinated with the region.
- Pottawattamie County GIS created and maintained GIS data sets that support the regional planning process.
- Metro Transit conducted various transit planning activities.

### **310 Contracts and Sub-recipients**

## APPENDIX II - MAPA Council of Officials

### NEBRASKA

DOUGLAS COUNTY (531,265)  
Bennington (1,458)  
Boys Town (745)

Omaha (408,958)  
Omaha City Council  
Ralston (5,943)  
Valley (1,875)  
Waterloo (848)

SARPY COUNTY (158,840)  
Bellevue (50,137)  
Gretna (4,441)  
La Vista (15,758)  
Papillion (18,894)  
Springfield (1,529)

WASHINGTON COUNTY (20,234)  
Arlington (1,243)  
Blair (7,990)  
Fort Calhoun (908)  
Herman (268)  
Kennard (361)  
Washington (155)

### IOWA

MILLS COUNTY (15,059)  
Emerson (438)  
Glenwood (5,269)  
Hastings (152)  
Henderson (185)  
Malvern (1,142)  
Pacific Junction (471)  
Silver City (275)

POTTAWATTAMIE COUNTY (93,158)  
Avoca (1,506)  
Carson (812)  
Carter Lake (3,785)  
Council Bluffs (62,230)  
Crescent (617)  
Hancock (196)  
Macedonia (246)  
McClelland (151)  
Minden (599)  
Neola (842)  
Oakland (1,527)  
Treynor (919)  
Underwood (917)  
Walnut (785)

CLARE DUDA (representing Board Chairman Mary Ann Borgeson)  
JOHN MATT, Mayor  
JOHN MOLLISON (representing Board Chairman Rev. Steven Boes)  
JEAN STOTHERT, Mayor  
BEN GRAY, City Councilmember  
DON GROESSER, Mayor  
CAROL SMITH, Mayor  
KEN HITCHLER, Village Board Chairman

PRESIDENT  
GARY MIXAN (representing Board Chairman Don Kelly)  
RITA SANDERS, Mayor  
JEFF KOOISTRA (representing Mayor Jim Timmerman)  
DOUG KINDIG, Mayor  
DAVID BLACK, Mayor  
ROBERT ROSELAND, Mayor

CARL LORENZEN, Supervisor Board Chairman  
PAUL KRAUSE, Village Board Chairman  
JIM REALPH, Mayor  
MITCH ROBINSON, Mayor  
KIM JOHNSON, Village Board Chairman  
CLINT PEARSON, Village Board Chairman  
ERNEST BELIK, Board of Trustees

VICE PRESIDENT  
CAROL VINTON, (representing Board Chairman Lonnie Mayberry)  
ROB ERICKSON, Mayor  
BRIAN TACKETT, Mayor  
RODNEY COURTIER, Mayor  
MICHAEL BAUMFALK, Mayor  
MICHAEL BLACKBURN, Mayor  
ANDY YOUNG, Mayor  
GARY FRANKFORTER, Mayor  
TOM HANAFAN (representing Board Chairman Justin Schultz)  
JERALD ESPESETH, Mayor  
TIM TODD, Mayor  
GERALD WALTRIP, Mayor  
MATTHEW WALSH, Mayor  
BRIAN SHEA, Mayor  
HAROLD HOFFMAN, Mayor  
JAMES BRADEN, Mayor  
MITCH KAY, Mayor  
KEVIN ZIMMERMAN, Mayor  
PETE SORENSEN, Mayor  
MICHAEL O'BRIEN, Mayor  
BRYCE POLAND, Mayor  
DENNIS BARDSLEY, Mayor  
GENE LARSEN, Mayor

## MAPA Council of Officials

### SPECIAL PURPOSE GOVERNMENTAL ENTITIES

Bellevue Public Schools  
Council Bluffs Airport Authority  
Council Bluffs Planning Commission  
Fremont School District  
Golden Hills Resource Conservation & Development  
Iowa Western Community College  
Metro Transit  
Metropolitan Utilities District  
Metropolitan Community College

Millard Public Schools  
Omaha Airport Authority  
Omaha Housing Authority  
Omaha Planning Board  
Omaha Public Power District

Papillion-La Vista Public Schools  
Papio Missouri River NRD  
Pony Creek Drainage District  
Ralston Public Schools  
Valley Fire District #5

PHIL DAVIDSON, Board President  
ANDY BILLER (representing Board President John Dalton)  
LINDSEY DANIELSON, Board Chairman  
MARK SHEPARD, Superintendent  
MICHELLE WODTKE-FRANKS, Board Chairman  
RANDY PASH, Board Chairman  
DANIEL LAWSE, Board Chairman  
SCOTT KEEP, President  
STEVE GRABOWSKI, (representing Board Chairman Roger Garcia)  
DR. JIM SUTFIN, Superintendent  
DAN OWENS (representing Board Chairman Eric Butler)  
DAVID LEVY, Board Chairman  
BRINKER HARDING, Board Chairman  
TOM RICHARDS (representing Board Chairman NP (Sandy) Dodge)  
ANDREW RIKLI, Superintendent  
DAVID KLUG, Board Chairman  
JAY CHRISTENSEN, Board Chairman  
DR. MARK ADLER, Superintendent  
AARON UECKERT, Fire Chief



## MAPA Board of Directors

City of Bellevue	CHAIRWOMAN	RITA SANDERS, Mayor
City of Council Bluffs		MATT WALSH, Mayor
City of Omaha		JEAN STOTHERT, Mayor
City of Omaha		BEN GRAY
Douglas County		CLARE DUDA
Iowa Small Communities / Counties		CAROL VINTON
Nebraska Small Communities / Counties		DOUG KINDIG, Mayor
Pottawattamie County	VICE CHAIRMAN	TOM HANAFAN
Sarpy County		GARY MIXAN
Secretary / Treasurer		PATRICK BLOOMINGDALE

## MAPA Transportation Technical Advisory Committee (TTAC)

### TTAC Voting Members

Bellevue Planning		CHRIS SHEWCHUK
Bellevue Public Works		JEFF ROBERTS
Cass County Board of Commissioners		JANET MCCARTNEY
Council Bluffs Planning		BRANDON GARRET
Council Bluffs Public Works		GREG REEDER
Douglas County Engineer's Office		DAN KUTILEK (representing Tom Doyle)
Iowa Department of Transportation, District 4		SCOTT SUHR
La Vista Public Works		JOE SOUCIE
Metro Transit		CURT SIMON
Nebraska Department of Roads, District 2		TIM WEANDER
Nebraska Department of Roads, Lincoln		BRAD ZUMWALT
Omaha Airport Authority, NE		DAVID ROTH
Omaha City Engineer	VICE CHAIRMAN	TODD PFITZER
Omaha Planning		DEREK MILLER
Omaha Public Works Director		ROBERT STUBBE
Papillion Planning		MARK STURSMA
Papillion Public Works		MARTY LEMING
Pottawattamie County		JOHN RASMUSSEN
Ralston		DAN FRESHMAN
Sarpy County Planning		BRUCE FOUNTAIN
Sarpy County Public Works	CHAIRMAN	DENNIS WILSON

### TTAC Associate Members

Benesch	JIM JUSSEL
Council Bluffs Chamber of Commerce	TERRY BAILEY
Federal Highway Administration – Iowa Division	TRACY TROUTNER
Federal Highway Administration – Nebraska Division	JUSTIN LUTHER
Federal Transit Administration Region VII	MARK BECHTEL (representing Mokhtee Ahmad)
Felsburg Holt & Ullevig, NE	KYLE ANDERSON
Greater Omaha Chamber of Commerce	JAMIE BERGLUND
Greater Omaha Chamber of Commerce	TIM STUART
HDR Engineering, Inc.	MATT SELINGER
HGM	JOHN JORGENSEN
Iteris, Inc.	MICHAEL MALONE
Kirkham Michael	SORIN JUSTER
Lamp, Ryneason & Associates, Inc	MATTHEW KRUSE
Metropolitan Area Planning Agency	GREG YOEELL
Olsson Associates	MIKE PIERNICKY
Parsons Brinckerhoff	KARL FREDRICKSON
The Schemmer Associates, Inc	TODD COCHRAN
The Schemmer Associates, Inc	CHARLES HUDDLESTON

MAPA FY - 2019 Program Budget Table

Work Activity	FHWA PL				FTA 5305d			RPA-18	CMAQ	FHWA - STBG		FTA	Aerial Photography	Total Transportation Funding
	NE FY19	NE FY18	IA FY19	IA FY18	NE FY19	NE FY18	IA FY19	IA SPR & 5311	NE	NE-STBG	IA-STBG	5,310		
MAPA Activities														
Direct Personnel														912,320
Direct Non-personnel														129,920
Indirect														344,272
Contracts - Passthrough														2,922,785
Total														4,309,297
200 UPWP and Federal Assurances	7,590	490	550	-	1,490	-	260	2,220	-	-	-	-	-	12,600
210 Board and Committee Support	119,750	7,700	11,270	-	28,280	-	5,280	11,160	-	-	-	-	-	183,440
220 Regional Transportation Planning	75,050	4,820	4,890	-	17,310	-	2,290	17,540	-	-	-	40,050	-	161,950
230 TIP and Local Projects	80,950	5,200	7,490	-	15,070	-	3,510	14,720	-	-	-	2,250	-	129,190
240 Communication and Public Involvement	121,430	7,800	10,800	-	27,360	-	5,060	1,610	-	-	-	-	-	174,060
250 Regional Data, Mapping & Forecasting	193,121	12,420	17,418	-	44,100	-	8,151	1,142	-	-	-	-	-	276,352
260 Environment and Energy	5,060	330	1,500	-	2,050	-	700	-	70,000	-	-	-	-	79,640
270 Heartland 2050 - Transpiration Eligible	132,400	8,510	12,450	-	34,980	-	5,840	5,040	-	-	-	5,750	-	204,970
280 Training and Education	52,280	3,360	5,280	-	4,280	-	2,470	8,800	-	-	-	-	-	76,470
290 Management	44,690	2,870	6,540	-	9,490	-	3,070	4,970	-	-	-	1,950	-	73,580
300 Membership Services	10,960	700	630	-	1,670	-	300	-	-	-	-	-	-	14,260
Subtotal MAPA Activities - Federal Share	770,876	54,200	78,818	-	186,080	-	36,931	67,202	56,000	-	-	50,000	-	1,300,107
Subtotal MAPA Activities - State Share														-
Subtotal MAPA Activities - Local Share	72,405	-	-	-	-	-	-	-	14,000					86,405
Subtotal MAPA Activities	843,281	54,200	78,818	-	186,080	-	36,931	67,202	70,000	-	-	50,000	-	1,386,512
Contracts and Subrecipients														
22001 LRTP Support											125,000			125,000
22001 Survey		6,600	1,800		6,600									15,000
23006 Bellevue Bridge Study										112,500				112,500
23000 Eppley Corridor Connector Study										187,500				187,500
25003 On-Call Modeling										35,000				35,000
26001 Little Steps Big Impact Education Campaign									200,000					200,000
26001 Little Steps Big Active Commuting Outreach									155,000					155,000
27001 Heartland 2050 Mini Grants - FY19					125,000						100,000			225,000
27001 Heartland 2050 Mini Grants - Carryover				62,500						187,500				250,000
27006 Heartland 2050 Railvolution Site Visit					87,500									87,500
27003 Transit ROI Assessment							100,000							100,000
31001 5310 Subrecipients												720,000		720,000
31001 Planning Local Subrecipients	285,714		42,857		85,714									414,285
Aerial Photography	84,600	15,200	14,797		-		9,233	16,801					155,369	296,000
72022 Owner Occupied Housing Rehab														-
Subtotal Contracts & Subrecipients - Federal Share	200,000	6,600	31,800	50,000	184,100	80,000	-		284,000	518,000	80,000	500,000		1,934,500
Subtotal Contracts & Subrecipients - State Share									55,000					55,000
Subtotal Contracts & Subrecipients- Local Share	170,314	15,200	27,654	12,500	120,714	20,000	9,233	16,801	16,000	129,500	20,000	220,000	155,369	933,285
Subtotal Contracts & Subrecipients	370,314	21,800	59,454	62,500	304,814	100,000	9,233	16,801	355,000	647,500	100,000	720,000	155,369	2,922,785
Total Federal Share	970,876	60,800	110,618	50,000	370,180	80,000	36,931	67,202	340,000	518,000	80,000	550,000		3,234,607
Total State Share									55,000					55,000
Total Local Share	242,719	15,200	27,654	12,500	120,714	20,000	9,233	16,801	30,000	129,500	20,000	220,000	155,369	1,019,690
Total Activities	1,213,595	76,000	138,272	62,500	490,894	100,000	46,164	84,003	425,000	647,500	100,000	770,000	155,369	4,309,297
Match Funding														
Local/Subrecipient Cash	72,405	-	-	-	-	20,000	-	-	30,000	32,000	-	-	-	154,405
State Funding									55,000					55,000
Contracts														-
Heartland 2050 Foundation Cash					70,000									70,000
Aerial Photography Match	84,600	15,200	14,797	-	-	-	9,233	16,801	-	-	-	-	155,369	296,000
In-kind Match	85,714	-	12,857	12,500	50,714	-	-	-	-	97,500	20,000	220,000	-	499,285
Total Match	242,719	15,200	27,654	12,500	120,714	20,000	9,233	16,801	85,000	129,500	20,000	220,000	155,369	1,074,690
Match %	20%	20%	20%	20%	25%	20%	20%	20%	20%	20%	20%	29%	100%	25%

**Agenda Item D**  
**Draft 2018-2021 Title VI**  
**Plan**



Connect. Plan. Thrive.

2018-2021

## Title VI and ADA Plan and Procedure

Title VI Guidelines and Complaint Procedure

Americans With Disability Act

Limited English Proficiency Guidelines

Environmental Justice Guidelines and Area Analysis

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## Chapter 1 – Introduction

### Agency Overview

The Metropolitan Area Planning Agency (MAPA) is the designated metropolitan planning organization (MPO) for transportation planning in the Omaha-Council Bluffs area. MAPA receives federal funding from the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Environmental Protection Agency (EPA), the US Department of Housing and Urban Development (HUD) and other state and federal agencies related to metropolitan planning.

MAPA's transportation planning process implements the three C's of transportation planning – Continuing, Cooperative, and Comprehensive planning – to involve residents in the planning process in an ongoing and inclusive manner. Federal regulations that apply to the MAPA planning processes and are incorporated into all MAPA planning activities are listed in the sidebar. Specific accommodation policies stating how regulations are implemented are discussed in the throughout the plan and MAPA's Title VI Policy Statement is also detailed in the sidebar to the right.

Additionally, MAPA has outlined the complaint process for both Title VI and ADA in this document. If a person feels he/she has been discriminated against by MAPA or as a part of a MAPA program, the guidance in Chapter 3 provides specific recourse to those individuals.

### What is an MPO?

Metropolitan Planning Organizations (MPOs) are organizations designated by the federal government to be responsible for transportation planning and project selection in a particular region. MPOs provide a forum for cooperative decision making for the metropolitan planning area. The governor

## MAPA's Civil Rights Policy

MAPA assures that no person shall on the grounds of race, color, national origin, age, disability/handicap or sex, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance. MAPA further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

In the event that MAPA distributes Federal aid funds to another entity, MAPA will include Title VI language in all written agreements and will monitor for compliance.

MAPA's Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing reports and other responsibilities as required by 23 Code of Federal Regulation (CFR) 200 and 49 Code of Federal Regulation 21.

Executive Director



## MAPA Title VI Policy & Procedure

designates an MPO in every urbanized area with a population of more than 50,000. MAPA has been designated as the MPO for the Omaha-Council Bluffs region by the governors of both Nebraska and Iowa.

### Title VI and ADA, how they affect you

All agencies that receive federal funds, including MAPA, must adhere to the standards set by these legislations. A list of the applicable acts and orders are as follows:

- Title VI
- Americans with Disabilities Act (ADA)
- The Rehabilitation Act
- The Federal-Aid Highway Act
- The Age Discrimination Act
- The Civil Rights Restoration Act
- Executive Order 12250
- Executive Order 12898
- Executive Order 13166

### Updates & Amendments to MAPA's Title VI

Title VI plans are updated every 3 years by MPOs to stay current with all relevant Federal, State, and local legislation.

All of MAPA's documents follow a specific procedure for stakeholder and public participation; the requirements for MAPA's Title VI plan are outlined in Figure 1.1 below.

The document approval process includes at least one resource agency meeting where

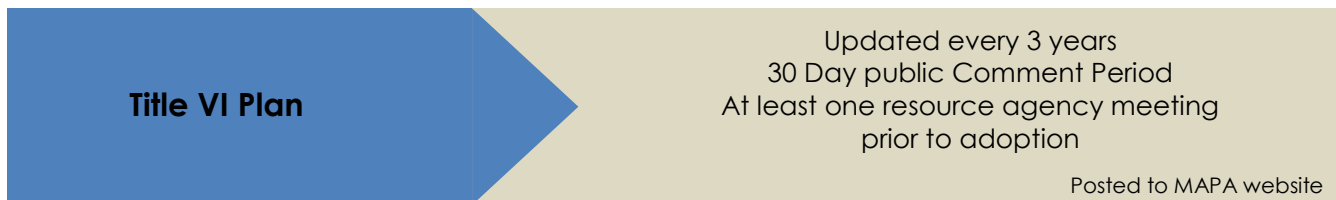


Figure 1.1 – Overview of Public Participation Plan Requirements for Title VI Planning

relevant agencies and organizations in the community can meet with staff and review the new Title VI plan and make suggestions before it goes a public comment. After the resource meeting agency meeting is held, MAPA's two transportation sub-committees– the Transportation Technical Advisory Committee (TTAC) makes recommendations.

MAPA staff incorporate any recommendations made by resource agencies or MAPA sub-committees before the MAPA Board releases the document to the public for comment. The

## TITLE VI

“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

## ADA

Under the ADA all reasonable accommodations must be made for persons with disabilities to participate in all public activities and the planning process.



new plan is posted online and at the MAPA office for public review and comment for 30 days, these comments will then be included in the appendices of the plan and staff will work to implement suggestions. After the public comment period the plan will again go to the Technical Transportation Committee (TTAC), and the MAPA Board for final approval and adoption.

A summary of the comments received about the development of this plan are included in Appendix B.

## Chapter 2 - Transportation Planning Process

### Introduction

MAPA undertakes many regional planning initiatives related to land use, economic development, transportation, and other public facilities such as recreation, sanitary sewer, and water supply each year. Planning for complex needs like transportation systems, beneficial recreations, and high-quality natural environment simply cannot be done well without working together. This emphasis on regionalism is critical to the success of MAPA, its member entities, and to ensuring that all residents have the opportunity to fully participate in the planning process.

As a Metropolitan Planning Organization (MPO), MAPA works with federal, state, and local agencies and citizens to coordinate transportation planning at the regional level for the Omaha Metropolitan Area. MAPA receives federal funds to develop regional transportation plans and programs and to coordinate technical and policy studies on transportation and other programs.

The MAPA Transportation Management Area (TMA), which is the same as the MPO boundary, is comprised of Douglas, Sarpy, and eastern Pottawattamie County. The TMA is the region in which MAPA is responsible for short- and long-range transportation planning and for allocating Federal Funding to transportation projects. The boundaries MAPA TMA is illustrated in Figure 2.1.

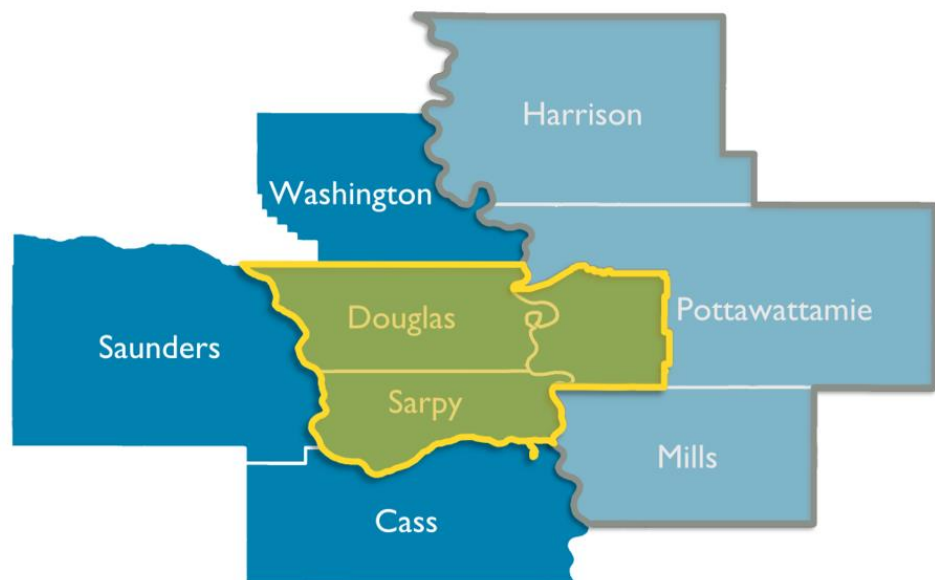


Figure 2.1 – MAPA Region

## MAPA Title VI Policy & Procedure

The sidebar includes a summary of important planning products and stakeholder groups through which MAPA develops plans and studies. A more detailed discussion of MAPA's committee structure is included in the next section of this chapter.

### MAPA's Committee Structure

MAPA's Transportation Planning Process is guided by a committee structure of local elected officials, local governmental staff, non-profits, advocacy groups, and community members. An organizational chart of MAPA's MPO committee structure is included in Figure 2.2 to the right. The MAPA Board of Directors serves as the Policy Board for the MAPA MPO, and constitutes final approval of all plans, policies, and regular business of the agency. Decisions by the MAPA Board are informed by recommendations from the Transportation Technical Advisory Committee (TTAC).

## Important Transportation Planning Documents

- Long Range Transportation Plan
- Transportation Improvement Program
- Unified Planning Work Program
- Traffic Reports
- Public Participation Plan
- Title VI Plan

## Stakeholder Groups

- Transportation Technical Advisory Committee (TTAC)
- Project Selection Committee (ProSeCom)
- Coordinated Transit Committee (CTC)

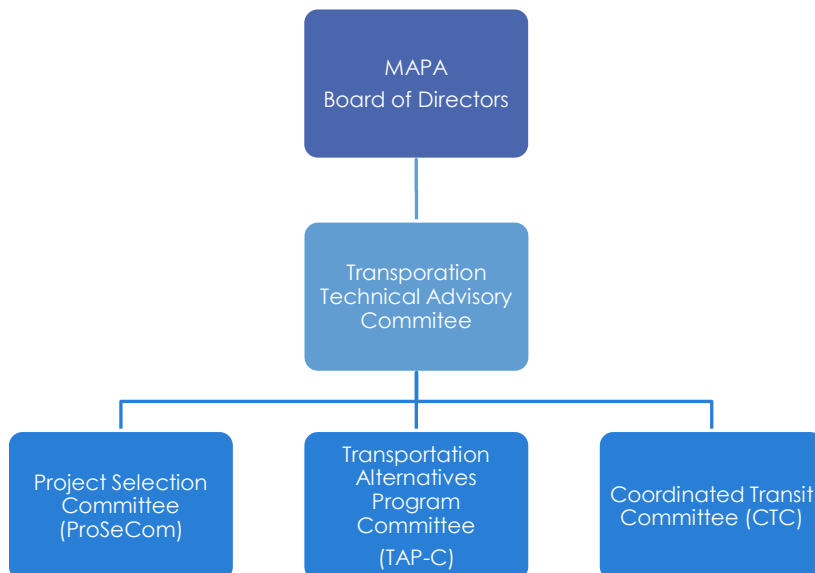


Figure 2.2 – MAPA Committee Structure

The TTAC is comprised of transportation engineers and planners from member communities, state DOT representatives, and local transit officials. This group provides key input into the development of MAPA's plans, project selection, and the development of transportation-related policies for the Omaha-Council Bluffs region.

MAPA has three standing project selection committees to make recommendations to TTAC about the region's federal funding. The project selection sub-committees include the Project Selection Committee (composed of TTAC members), the Coordinated Transit Committee (includes human

service and para-transit agencies, and the Transportation Alternatives Program Committee (involves engineers, bike/pedestrian advocates, and planners) make recommendations to the TTAC.

### MAPA's Planning Process

MAPA strives to ensure that all its activities reflect the ideal *Comprehensive, Cooperative, and Continuing* planning process. These "Three C's" provide a framework for understanding the importance of early and continuous engagement of the public throughout the planning process. Each of these characteristics is defined in the list below:

- *Comprehensive* – Consideration of all possible factors and relevant information.
- *Cooperative* – Involving input from as many aspects of the communities effected as possible.
- *Continuing* – To sustain an ongoing development and review decisions to ensure continued relevance.

The MAPA Public Participation Plan identifies specific strategies and processes for each major planning document that MAPA develops. However, the general process for plan development is quite similar and is described in Figure 2.3 below. This approach emphasizes the need for early and continuous engagement from stakeholders and the public. Providing ample time for feedback in the planning process ensures open and full participation is possible for all residents of the MAPA region.

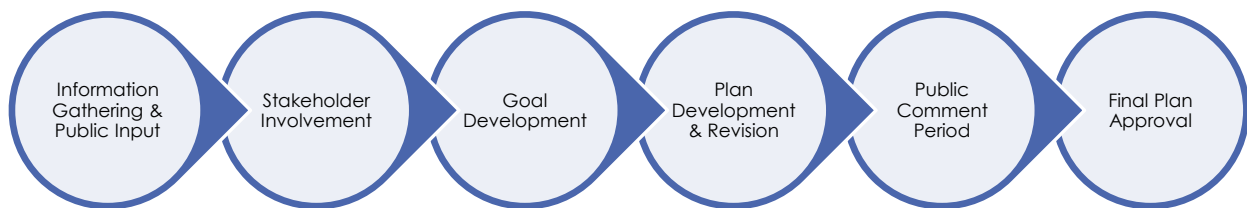


Figure 2.3 – Overview of the MAPA Planning Process

## Demographic Profile

There are many different segments of the population that are important to consider as a part of the transportation planning process. A summary of each of the groups listed below are detailed in the demographic profile that follows:

- Elderly Population (Population 65 and Older)
- Disabled Population
- Population Living in Poverty
- Zero-Vehicle Households (no access to a vehicle)

Population 65 Years of Age and Older  
 Table 2.1 provides a summary of the population 65 years of age and older in the Omaha-Council Bluffs Metro area. Of the 97,000 people over the age of 65 in the MAPA region, many are concentrated outside of the urban core. This distribution poses a unique challenge to the transportation network for the area since many of the elderly are no longer able to drive or have restriction on their driving, such as being unable or unwilling to drive at night. Figure 2.4 (below) shows the geographic distribution of the population over 65 years of age.

Total TMA Population	Over 65	Percent
924,495	97,000	11.25%

Table 2.1 – TMA Population Over 65 Years of Age

Metro Transit provides both fixed route transit service and demand response service to the smaller outlying communities which have large pockets of those over 65 have limited or no transit service available. MAPA's Coordinated Transit Committee works with local stakeholders and non-profit transit providers to expand the mobility of elderly and disabled populations with limited mobility.

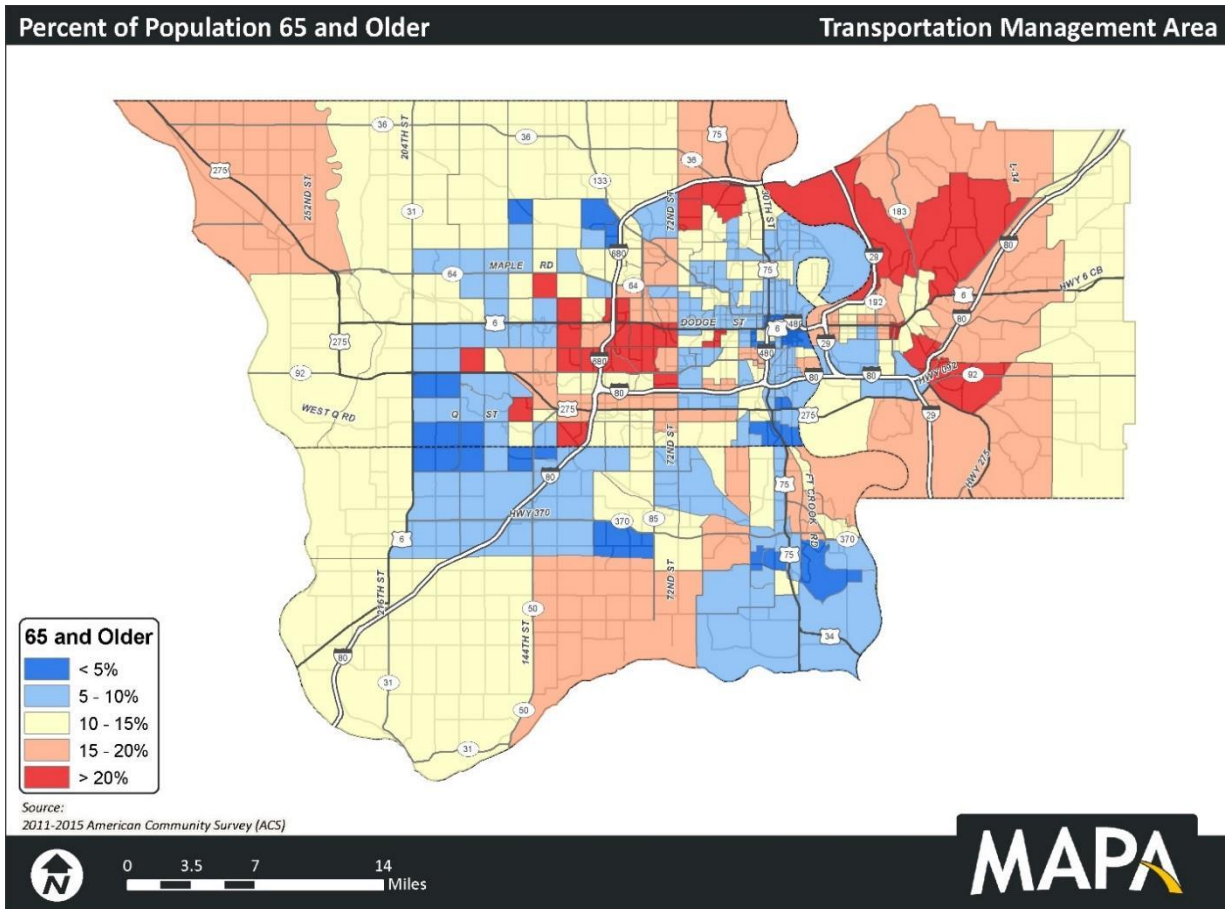


Figure 2.4 – TMA Population Over 65 Years of Age

**MAPA Title VI Policy & Procedure**

Population Living in Poverty  
 Table 2.3 to the right shows the population living in poverty in the MAPA region. There are approximately 100,000 people living at or below the poverty line. The highest concentrations of these low-income individuals are found within Northeastern Omaha. The geographic distribution of residents in poverty within the MAPA region is illustrated in Figure 2.6 below.

Total Population	Population in Poverty	Percent
924,495	93,520	10.3%

Table 2.3 – TMA Population in Poverty

For populations in poverty in Omaha, access to job centers is a critical need. The area of Northeast Omaha that has the highest concentration of poverty is very well served by transit at present. Additionally, smaller pockets of concentrated poverty in South Omaha are also well-served by the existing transit service provided by Metro.

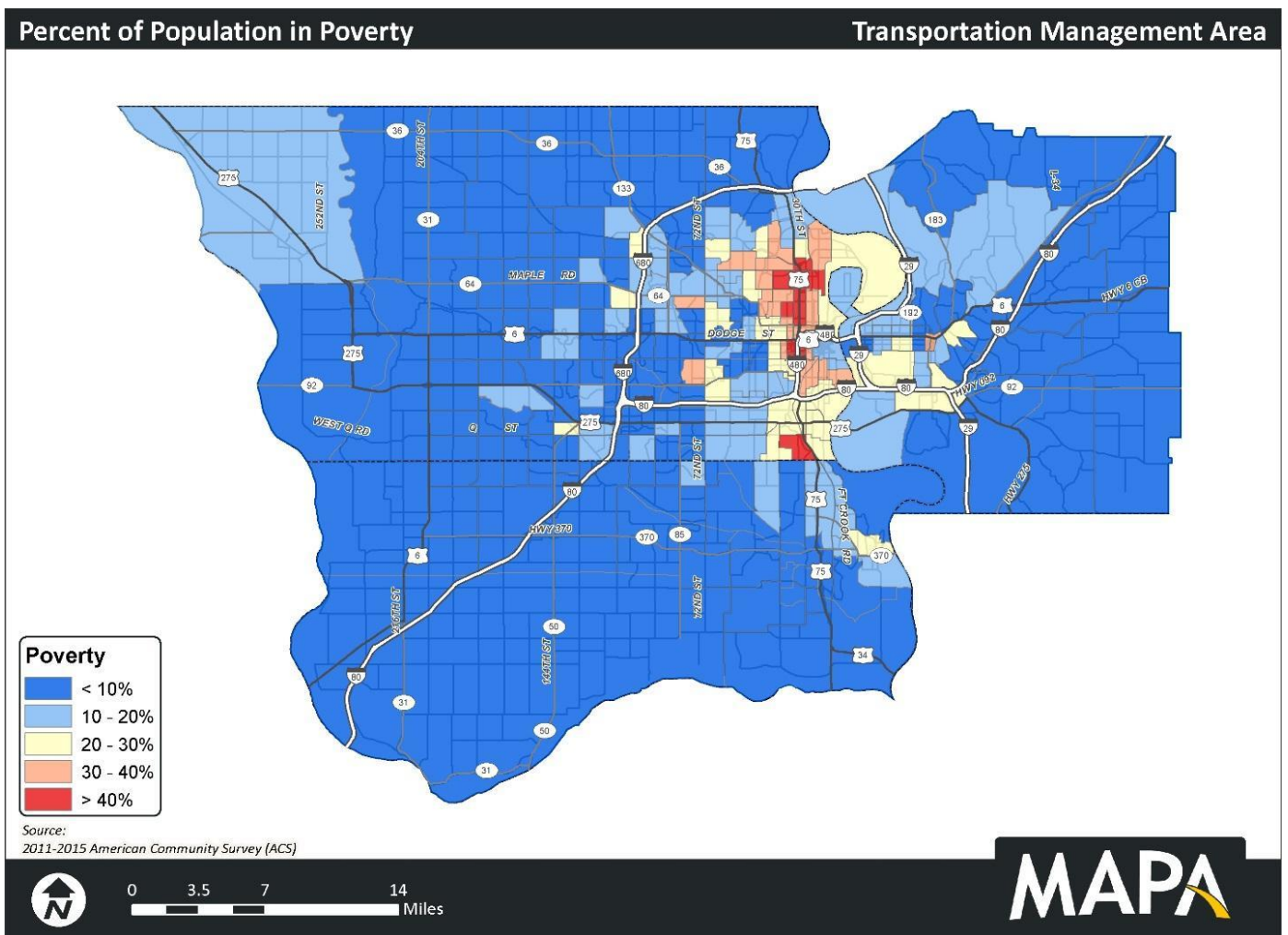


Figure 2.6 – TMA Population in Poverty

Zero Vehicle Households  
 Table 2.4 shows the number of households in the Omaha area that do not own a vehicle, approximately 22,200. Much like the

Total Households	Zero vehicle households	Percent
352,723		

Table 2.4 – MAPA TMA Zero Vehicle Households

poverty statistics previously discussed, the highest concentrations of Zero Vehicle Households are found in eastern Omaha within the city's urban core. The absence of an automobile in a household can create serious limitations on the mobility of residents. Fortunately, within the MAPA region, high concentrations of those without access to are within areas of the metro that are well-served by transit– providing access to the transportation network. Figure 2.7 illustrates the distribution of zero-vehicle households throughout the MAPA region.

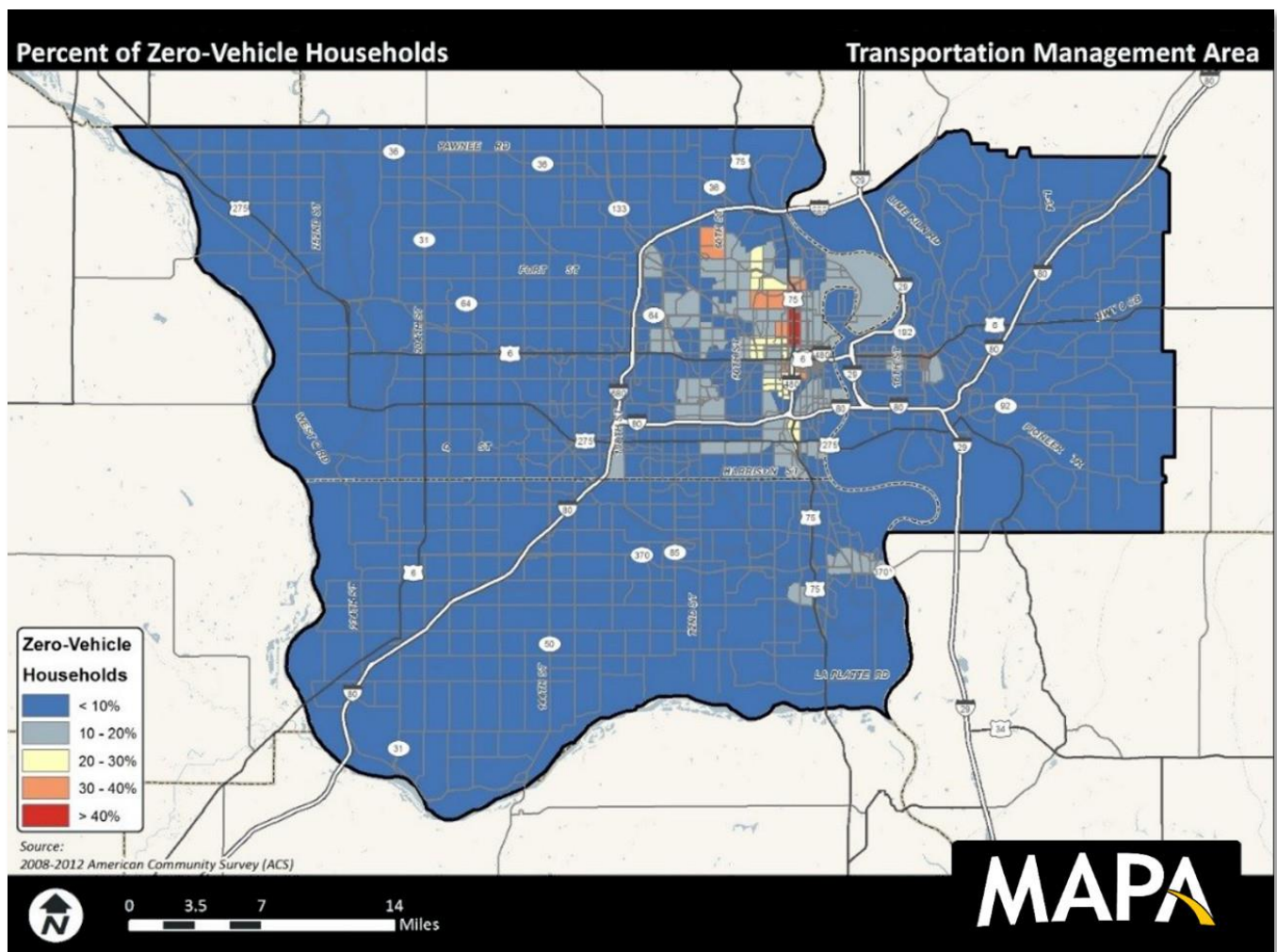


Figure 2.7 – MAPA TMA Zero Vehicle Households

**Environmental Justice Analysis**

**Evaluation of Programmed Projects**

Currently MAPA performs Environmental Justice (EJ) analysis on all projects in its Transportation Improvement Program and Long Range Transportation Plan. This analysis looks at several factors including how much money has been spent in EJ areas, the potential negative impacts of projects located in and around EJ areas, as well as the potential benefits to these communities from projects in and around them.

To identify environmental justice areas MAPA uses census data to determine where there are disproportionately large populations of minority, low-income, and zero vehicle households. These areas are deemed environmentally sensitive and form the basis for additional analyses of burdens and benefits.

In past years, MAPA has attempted to identify the amount of funding that was programmed in the TIP which makes a direct impact to EJ areas. This analysis was conducted by mapping the location of TIP projects and then measuring their proximity to EJ areas. For projects that fall completely within an EJ area, all of the funding would be noted as benefiting EJ populations. Projects that partially fall within an EJ are counted based on the proportion of the project that directly impacts the EJ area. This process has worked well in measuring and ensuring that funding is distributed equitably throughout the region.

At present, MAPA is working to develop measures of mobility and accessibility for EJ populations as well. Ultimately, these measures will be used to analyze and measure the distribution of travel time and regional mobility for EJ and non-EJ populations. Because EJ populations benefit greatly from the existing transit network, measurements of transit mobility may provide a clearer picture of the TIP program’s impact on EJ populations. A summary of these proposed measures is included in Table 2.5 below.

<b>Measures</b>	<b>Method</b>	<b>Data Source</b>
<b>Mobility of EJ and Non-EJ Populations</b>	Geographic analysis of travel time and transit travel time	MAPA Travel Demand Model; Metro Comprehensive Operations Analysis
<b>Accessibility of EJ and Non-EJ Populations</b>	Identification of census tracts with statistically-significantly higher proportions of non-vehicle households; expand designated EJ areas to include entire transit-shed and Census tracts with high proportions of non-vehicle households	2010 United States Census, Transportation Improvement Programs, Metro Transit Operational data

Table 2.5 – Proposed Measures of Transportation Equity



### Project Selection Criteria

In addition to analyzing the Environmental Justice impacts of projects within the TIP, the impacts of projects on EJ populations are also considered at the time of selection. MAPA has developed project selection criteria for each of the three federal funding programs which it administers. These programs are listed below:

- Surface Transportation Program (STP)
- Transportation Alternatives Program (TAP)
- Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities (5310)

Each of these programs takes the project's impacts on Environmental Justice into account, and provides additional points for projects demonstrating a benefit to EJ populations. As such, projects with clear benefits to EJ populations would score higher than similar projects without such benefits.

The Demographic Profile in this Chapter illustrates that Environmental Justice populations are generally those who face other mobility issues as well— including lack of access to a vehicle. In this way, MAPA's project selection criteria help demonstrate the agency's commitment to understanding the needs of the EJ population and ensuring that those needs are considered when funding is allocated to projects.

## Chapter 3 – Title VI General Requirements

### Overview

The MAPA Executive Director is responsible for the overall implementation of the agency's Title VI program. The Title VI Coordinator is responsible for initiating and monitoring Title VI and ADA activities, collecting information and documentation from staff regarding Title VI compliance, preparing reports and other responsibilities as required.

MAPA has designated the two members of the MAPA staff– one in the Community & Economic Development Department and one in the Transportation Department– to fulfill the duties of the Title VI Coordinator. As a part of these responsibilities, both staff members will work closely with the Executive Director and Program Director to ensure all are aware of the Title VI requirements and that the requirements are incorporated into the planning efforts, as described more fully in this plan.

Both Title VI Coordinators will coordinate closely with the Executive Director and Administrative Services Director in the response to complaints, development of reports and any subsequent updates to MAPA's Title VI Plans and Policies.

### Responsibilities of the Title VI Coordinator

The responsibilities of the Title VI Coordinators constitute the overarching framework of MAPA's Title VI Program. These responsibilities apply both to the day-to-day management of administrative affairs related to Title VI and the implementation of programs specific to outreach and training programs. These responsibilities are illustrated in Figure 3.1 (next page) as well.

- A. *Program Administration*. Administer the Title VI program and coordinate implementation of the plan between MAPA departments. Ensure compliance with the assurances, policy, and program objectives. This includes performing Title VI program reviews to assess administrative procedures, staffing, and resources and provide recommendations as required to the Executive Director.
- B. *Complaints*. Review written Title VI complaints that may be received by MAPA following the adopted procedural guidelines. Ensure every effort is made to resolve complaints informally at the local or regional level.
- C. *Data Collection*. Review the statistical data gathering process performed by Transportation Department staff periodically to ensure sufficiency of data for meeting the requirements of Title VI program administration.
- D. *Environmental Review Requirements*. Ensure that available census data are included as a part of all NEPA Documentation for projects receiving Federal Highway Administration or other Federal assistance.
- E. *Training Programs*. Conduct or facilitate training programs on Title VI issues and regulations for MAPA employees and facilitate Title VI training for appropriate staff, contractors and sub-recipients. A summary of training conducted will be reported in the annual update.

- F. *Title VI Plan Update.* Review and update the MAPA Title VI Plan as needed or required. Present updated plan to the Executive Director for approval and to submit the amended Plan to NDOR.
- G. *Annual Accomplishment Report.* Prepare an annual report of Title VI accomplishments and changes to the program in the preceding Federal fiscal year and identify goals and objectives for the upcoming year as required by July 31 of each year.
- H. *Public Dissemination.* Work with MAPA departmental staff to develop and disseminate Title VI program information to MAPA employees and sub-recipients, including contractors, subcontractors, consultants, and sub-consultants and beneficiaries, as well as the general public. Public dissemination may include postings of official statements, inclusion of Title VI language in contracts or other agreements, website postings, and annual publication of MAPA's Title VI Policy Statement in newspaper(s) having a general circulation, and informational brochures. Ensure public service announcements or notices are posted of proposed projects, hearings, meetings, or formation of public advisory boards, in newspapers or other media reaching the affected community. Ensure the full utilization of available minority publications or media and, where appropriate, provide written or verbal information in languages other than English.
- I. *Elimination of Discrimination.* Recommend procedures to identify and eliminate discrimination that may be discovered in any MAPA processes.
- J. *Maintain Legislative and Procedural Information.* Federal laws, rules and regulations, NDOR and IDOT guidelines, the current MAPA Title VI Plan, Annual Accomplishment Reports, and other resource information pertaining to the implementation and administration of the MAPA's Title VI program will be maintained and updated by the Coordinators. Information will be made available to other Local Public Agencies or the public as requested or required.

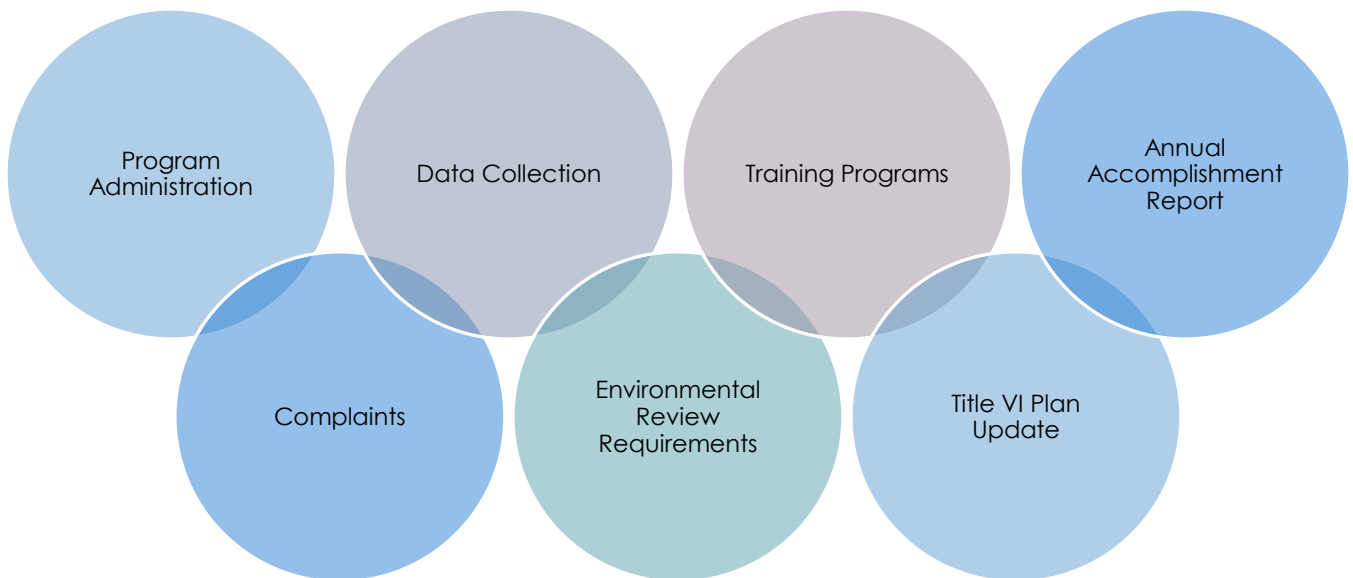


Figure 3.1 – Overview of Title VI Coordinator Responsibilities

## Title VI Complaint Procedure

MAPA has instituted a complaint procedure for any person who believes that he or she, on the basis of race, color, national origin, gender, or disability has been excluded from or denied the benefits of, or subjected to discrimination by MAPA or its sub recipients, consultants, and/or contractors. This complaint procedure applies to matters related to Title VI, ADA, or LEP.

These procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies, or to seek private counsel for complaints alleging discrimination. These procedures are part of an administrative process that does not provide for remedies that include punitive damages or compensatory remuneration for the complainant. MAPA is committed to finding a satisfactory resolution for all complaints that it receives. The option of informal internal mediation meeting(s) between the affected parties and the Title VI coordinator may be used for resolution, at any stage of the process.

The Title VI Coordinators will make every effort to pursue a timely resolution to the complaint. Initial interviews with the complainant and the respondent, if applicable, will request information regarding specifically requested relief and settlement opportunities. A brief description of MAPA's Title VI complaint procedure is illustrated in Figure 3.2 and copy of MAPA's Title VI complaint form is provided as Appendix A.

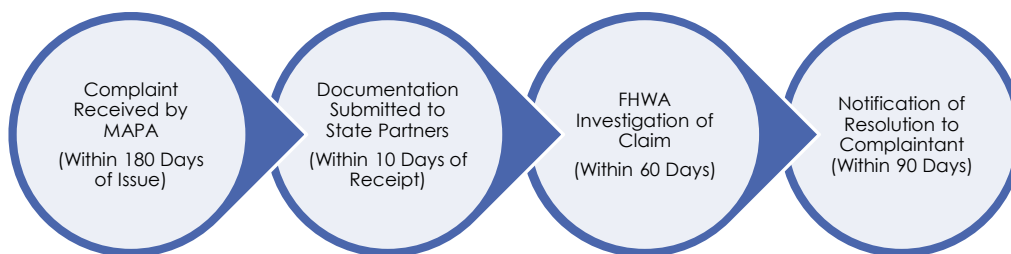


Figure 3.2 – Overview of MAPA Title VI Complaint Procedure

### MAPA's Title VI Complaint Steps, Contact Information for Partners, and Milestones:

1. Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with MAPA. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the MAPA's Title VI Coordinator for review and action.

Contact Information for MAPA's Title VI Coordinator are included below:

Metropolitan Area Planning Agency  
Title VI Coordinator  
2222 Cumming Street  
Omaha, NE 68102  
(402) 444-6866 x216  
[titlevi@mapacog.org](mailto:titlevi@mapacog.org)

2. In order to have the complaint consideration under this procedure, the complainant must file the complaint no later than **180 days** after:
  - a. The date of alleged act of discrimination; or
  - b. Where there has been a continuing course of conduct, the date on which that conduct was discontinued.In either case, the MAPA may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.
3. Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of MAPA, the person shall be interviewed by the Title VI Coordinator. If necessary, the Title VI Coordinator will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled according to MAPA's investigative procedures.
4. Within **10 days**, the Title VI Coordinator will acknowledge receipt of the allegation, inform the complainant of procedures to be followed, and advise the complainant of other avenues of redress available, such as NDOR, IDOT, and FHWA Division Offices.
5. MAPA will advise NDOR and/or IDOT within **10 days** of receipt of the allegations. Generally, the following information will be included in every notification to State DOT:
  - a) Name, address, and phone number of the complainant.
  - b) Name(s) and address(es) of alleged discriminating official(s).
  - c) Basis of complaint (i.e., race, color, national origin or sex)
  - d) Date of alleged discriminatory act(s).
  - e) Date of complaint received by MAPA.
  - f) A statement of the complaint.
  - g) Other agencies (state, local or Federal) where the complaint has been filed.
  - h) An explanation of the actions MAPA has taken or proposed to resolve the issue raised in the complaint.
6. The State DOT will forward the complaint to FHWA. The FHWA Office of Civil Rights will determine the appropriate individual and/or organization to conduct the investigation.
7. Within **60 days**, the FHWA Office of Civil Rights (or its designee) will conduct an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the Executive Director of MAPA. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.
8. Within **90 days** of receipt of the complaint, the FHWA Office of Civil Rights (or its designee) will notify the complainant in writing of the final decision reached, including

**MAPA Title VI Policy & Procedure**

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the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with NDOR, IDOT, and/or USDOT, if they are dissatisfied with the final decision. The Title VI Coordinator will also provide the State DOT with a copy of this decision and summary of findings upon completion of the investigation.

- 9. Any complaints received against MAPA should immediately be forwarded to IDOT or NDOR for investigation. MAPA will not investigate any complaint in which it has been named in the complaint.
- 10. Title VI comments for each state and FHWA Division Office are as follows:

Nebraska Department of Roads  
Human Resources, Title VI Program  
1500 Highway 2, P.O. Box 94759  
Lincoln, NE 68509-4759  
(402) 479-4870

Iowa Department of Transportation  
Office of Employee Services  
Civil Rights Coordinator  
800 Lincoln Way  
Ames, Iowa 50010  
(515)-239-1921

Federal Highway Administration  
Nebraska Division Office  
100 Centennial Mall North  
Lincoln, NE 68508  
(402) 437-5765

Federal Highway Administration  
Iowa Division Office  
105 6th Street  
Ames, IA 50010  
(515) 233-7300

## Title VI Notification for Sub-Recipients

In order for the goals of Title VI of the Civil Rights Act to be fully realized, the general public and MAPA's partners must be fully aware of protections afforded by the law. MAPA and sub recipients provide information to the public regarding Title VI obligations through the following actions:

1. Posting the agency's policy statement regarding Title VI on the website along with the compliant procedure and Title VI and LEP brochures to the MAPA website.
2. MAPA utilizes Title VI brochures developed by NDOR and IDOT to communicate the specific protections and obligations of MAPA.
3. MAPA inserts the preferred, or abbreviated, "Notice to the Public" in all significant publications that are distributed to the public. The preferred notice is also posted in MAPA's office lobby. Both notifications are included in the box to the right.

## Preferred Notification

The Omaha-Council Bluffs Metropolitan Area Planning Agency (MAPA) hereby gives public notice that it is the policy of the agency to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Executive Order 12898 on Environmental Justice, and related statutes and regulations in all programs and activities.

Title VI requires that no person in the United States of America shall, on the grounds of race, color, sex, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which MAPA receives federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with MAPA. Any such complaint must be in writing and filed with MAPA's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence.

For more information, or to obtain a Title VI Discrimination Complaint Form, please see our web site at <http://mapacog.org/equity> or call (402) 444-6866

## Abbreviated Notification

MAPA fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. MAPA operates its programs without regard to race, color and national origin.

For more information, or to obtain a Title VI Complaint Form, see <http://mapacog.org/equity> or call (402) 444-6866

## Sub-Recipient Monitoring and Pass through Procedures

MAPA allocates significant amounts of federal-aid to sub-recipients for various transportation planning activities. Each of these “pass-through” agreements is subject to the federal and state Civil Rights requirements described in this plan.

In order to ensure that all applicable requirements are met, MAPA has developed the following procedure to monitor sub-recipient compliance and issue remedial actions to non-complaint sub-recipients:

- A. *Title VI Review of Sub-recipients of Federal-Aid Highway Funds.* The Coordinator will assist State DOTs to periodically conduct Title VI compliance reviews. MAPA staff will review select recipients of Federal-aid highway or other Federal funds, to ensure adherence to Title VI requirements. MAPA will periodically confirm that operational guidelines provided to consultants, contractors, and sub-recipients (including Title VI language, provisions, and related requirements) are effective and appropriate. Additionally, Title VI assurances and provisional language will be included in all federally-funded consultant contracts.
- B. *Post-Grant Reviews.* MAPA, in cooperation with state and federal partners, will conduct Post-Grant reviews of select projects to ensure compliance with the requirements noted above.
- C. *Remedial Action.* When irregularities occur in the administration of Federal-aid highway programs at MAPA or a sub-recipient, corrective action will be taken to resolve identified Title VI issues. MAPA will seek the cooperation of the consultant, contractor or sub-recipient in correcting deficiencies found during the periodic reviews described. MAPA will provide technical assistance and guidance, upon request, to support voluntarily compliance by the sub-recipient. When conducting Title VI compliance reviews, MAPA will document any recommended remedial action agreed upon by MAPA and the sub-recipient, and provide a copy of the letter to state and federal partners within a period not to exceed **45 days**.
  - Sub-recipients found to be in non-compliance will be given a reasonable time up to **90 days** after receipt of the remedial action letter to voluntarily correct deficiencies. When a sub-recipient fails or refuses to voluntarily comply with requirements within the allotted time frame, MAPA will submit copies of the case file and a recommendation that the sub-recipient be found in noncompliance to State DOTs and FHWA.
  - A follow-up review will be conducted within **180 days** of the initial review will be conducted to ascertain if the sub-recipient has corrected deficiencies by earlier reviews. If the sub-recipient refuses to comply, MAPA and State DOTs may initiate sanctions as per 49 CFR 21 with FHWA's concurrence.



## Program Report

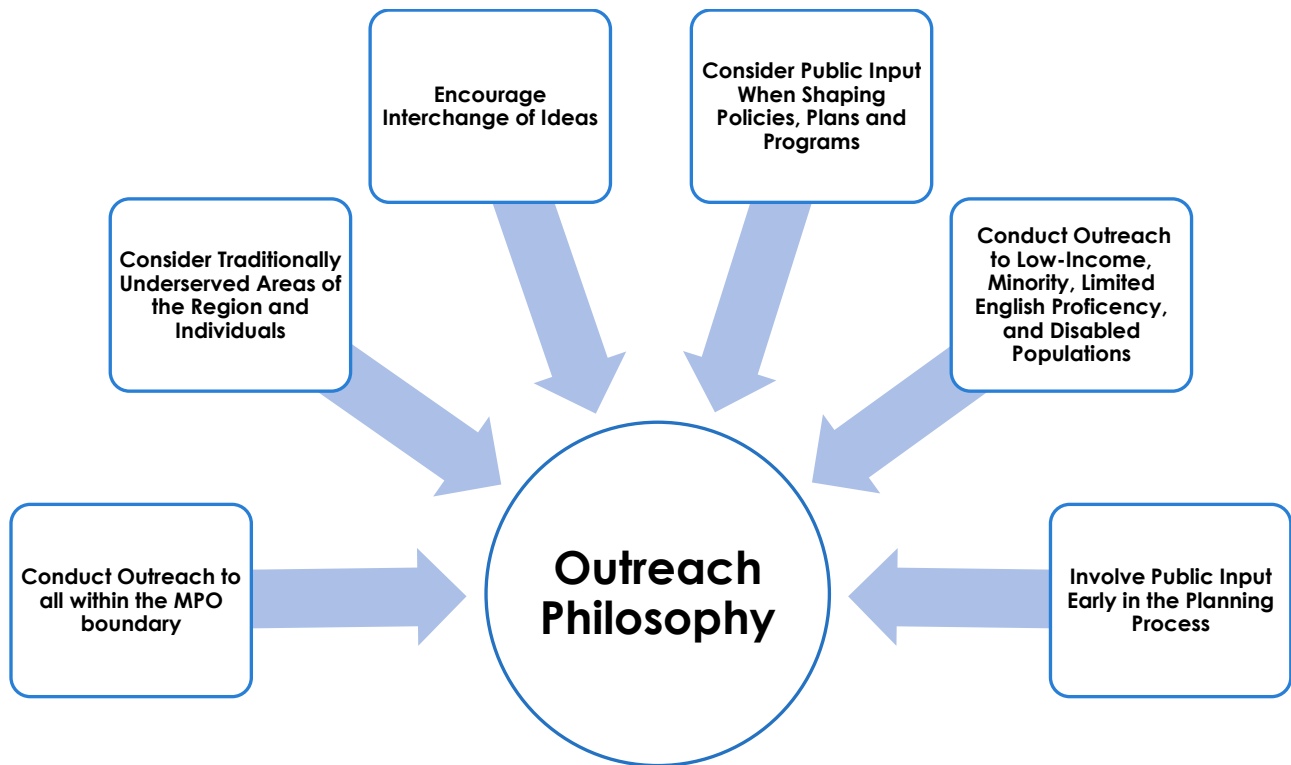
To date, MAPA has not received any complaints through its Title VI Complaint Process. Any future complaints and their resolution will be noted in this section as a part of future updates to this Title VI plan– including any applicable legal actions taken against MAPA.

## Public Participation Outreach for Historically Disadvantaged Populations

Public participation is an important part of government decisions affecting many aspects of our lives. MAPA believes that having people participate in its work can help to accomplish positive improvements within the community and give people input in the planning process.

In general, MAPA's outreach philosophy seeks to maximize opportunities for the public to be involved in its planning initiatives. The specific elements of the agency's outreach philosophy are displayed in Figure 3.3 (next page) and described in more detail in the list that follows.

Figure 3.3 – Overview of MAPA's Public Participation Outreach Philosophy



Many of these elements of MAPA's Outreach Philosophy are designed to encourage and increase inclusion of historically-disadvantaged populations within the MAPA region. Specific strategies from MAPA's Public Participation Plan to improve outreach efforts and increase the

## MAPA Title VI Policy & Procedure

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engagement of these communities are summarized below. The main goals of MAPA's planning process concerning historically disadvantaged populations are:

- Ensure full and fair participation by all communities affected potentially in the transportation decision-making process.
- Avoid, minimize or mitigate disproportionately high and adverse human health or environmental effects, including social and economic effects, of programs, policies and activities on minority populations and low-income populations
- Prevent the denial of, reduction of, or significant delay in the receipt of transportation benefits by minority and low-income populations.
- MAPA targets low-income and limited-English proficient populations with specific outreach in community centers, schools, faith-based institutions and businesses that are located in census tracts that have a high concentration of minority and/or low-income populations.
- As a supplement to general public announcements in newspapers and online, MAPA contacts persons/agencies representing low-income and minority populations via telephone and/or email.
- MAPA asks these contacts to post the materials in common areas or include in newsletters in order to target these populations specifically.

## Chapter 4 – Americans with Disabilities Act General Requirements

### Overview & Notice

MAPA, in accordance with the requirements of Title II of the American with Disabilities Act of 1990 (ADA) will not discriminate against qualified individuals with disabilities on the basis of disability in admission of its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations.

*Employment:* MAPA does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA and Section 504 of the Rehabilitation Act of 1973.

*Effective Communication:* MAPA will, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in MAPA's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communication

### Reasonable Accommodation Procedures

Title I of the Americans with Disabilities Act of 1990 (the "ADA") requires an employer to provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, unless to do so would cause undue hardship. In general, an accommodation is any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities.

MAPA will make reasonable accommodations for the impairments of qualified individuals with disabilities, consistent with the qualifications required for the essential functions of a particular job, unless the accommodation would cause undue hardship to MAPA.

### Assurances

Pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973 (29USC 794), MAPA desires to avail itself of federal financial assistance from the US Department of Transportation, hereby gives assurance that no qualified disabled person shall, solely by reason of their disability, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination, including discrimination in employment, under any program or activity that receives or benefits from this federal financial assistance.

MAPA further assures that its programs will be conducted, and its facilities operated, in compliance with all requirements imposed by or pursuant to 49 CFR Part 27, 28 CFR Part 35 and 42 USC 12101-12213.

accessible to people who have speech, hearing, or vision impairments.

*Modifications to Policies and Procedures:* MAPA will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of MAPA should contact the office of the Title VI Coordinators, as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require MAPA to take any action that would fundamentally alter the nature of its program or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of MAPA is not accessible to persons with disabilities should be directed to the Title VI Coordinators.

MAPA will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

### Authorities

The federal authorities under which the provisions of this plan have been created are listed below:

*Section 504* of the Rehabilitation Act of 1973, as amended, provides that "No otherwise qualified disabled individual in the United States, as defined in section 7(6), shall, solely by reason of his disability, be excluded for the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

*29 USC 794* (October 29, 1992 to the Rehabilitation Act of 1973) substitutes "a disability" for "handicaps" and "disability" for "handicap".

*49 CFR Part 27.13* (Nondiscrimination on the Basis of Disability in Programs and Activities Receiving or Benefiting from Federal Financial Assistance) states, "This part applies to each recipient of Federal financial assistance from the Department of Transportation and to each program or activity that receives or benefits from such assistance".

*49 CFR Part 28.102* (Enforcement of Nondiscrimination on the Basis of Disability in Programs or Activities Conducted by the Department of Transportation) states, "This part applies to all programs or activities conducted by the Department of

Transportation except for programs and activities conducted outside the United States that do not involve individuals with disabilities in the United States."

*28 CFR Part 35* (Judicial Administration) states that: "The purpose of this part is to effectuate Subtitle A of Title II of the ADA which prohibits discrimination on the basis of disabilities by public entities.

*49 CFR part 27* (Nondiscrimination on the Basis of Disability in Programs and Activities Receiving or Benefiting from Federal Financial Assistance) states, "The purpose of this part is to carry out the intent of Section 504 of the Rehabilitation Act of 1973 (29 USC 794) as amended, to the end that no otherwise qualified disabled individual in the United States shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

*49 CFR Part 28-140* (Employment) states that, "(a) No qualified individual with disabilities shall, on the basis of disability, be subjected to discrimination in employment under any program or activity conducted by the Department," and "(b) The definitions, requirements, and procedures of Section 504 of the Rehabilitation Act of 1973 (29 USC 791), as established by the Equal Employment Opportunity Commission in 29 CFR part 1613, shall apply to employment in federally conducted programs or activities.

*29 CFR Part 1613* (Equal Employment Opportunity in the Federal Government) states that: "It is the policy of the Government of the United States. . . to provide equal opportunity in employment for all persons to prohibit discrimination in employment because of race, color, religion, sex, or national origin and to promote the full realization of equal employment opportunity through a continuing affirmative program in each agency."

*42 USC Part 12101-12213* (The Americans with Disabilities Act of 1990) states that: "No covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment."

### Disabled Population Demographics

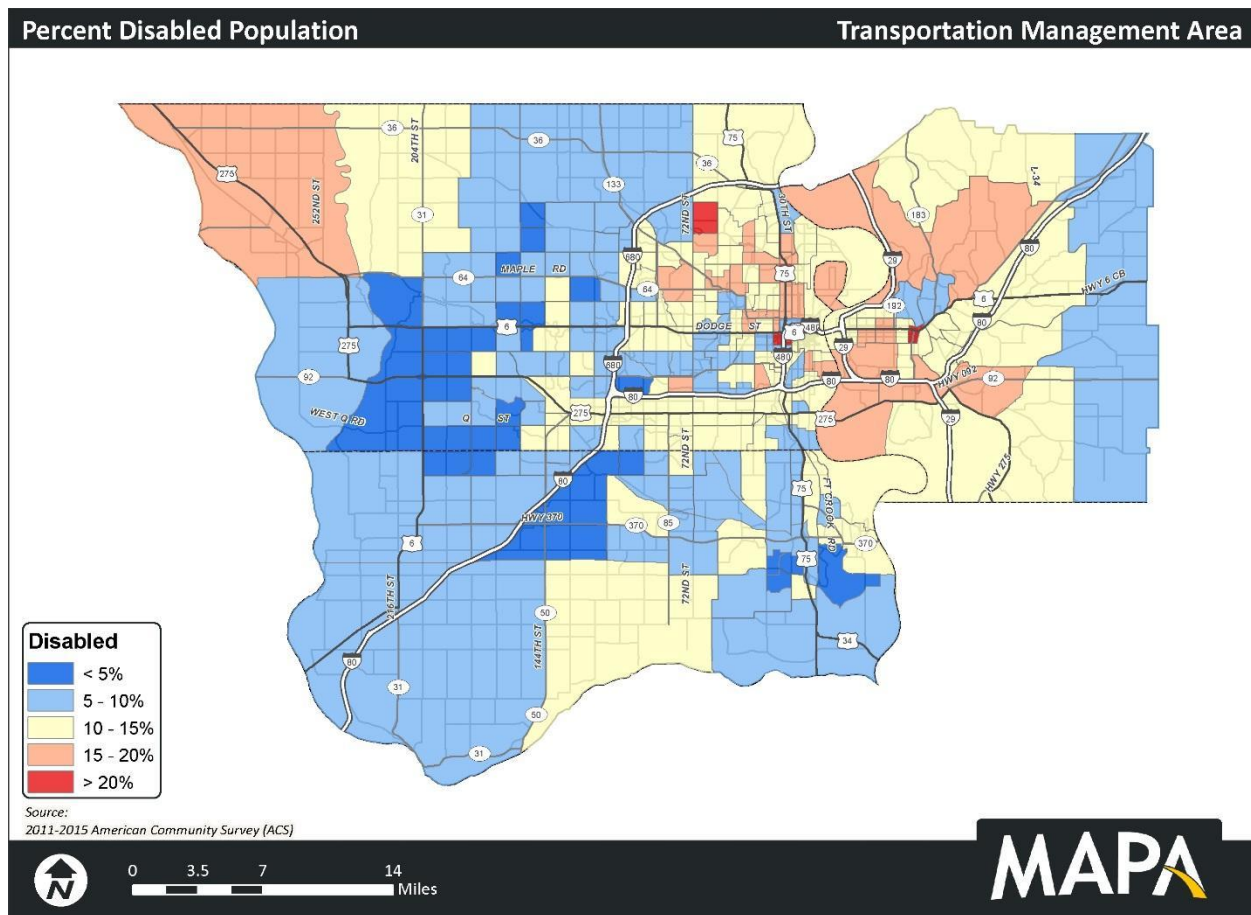
Table 2.2 provides a summary of the disabled population in In the Omaha-Council Bluffs Metro Area. Based on American Community Survey data, there are approximately 86,000 people who are considered

Total TMA Population	Disabled	Percent
924,495	86,000	9%

Table 2.2 – TMA Population with a Disability

disabled, most of these people are concentrated in the North Eastern section of Omaha city and the urban portion of Pottawattamie County. Figure 2.6 below shows the geographic distribution of the population over 65 years of age.

Northeastern Omaha is well served by Metro Transit's fixed route service presently and is within the ¾ mile buffer of fixed route sserver in which Metro's MOBY demand response paratransit service operates. Additionally, MAPA's Coordinated Transit Committee continues to work with local stakeholders and non-profit transit providers to expand the mobility of elderly and disabled populations with limited mobility.



## Grievance Procedure

This Grievance Procedure is established to meet the requirements of the American with Disabilities Act of 1990 (ADA). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by MAPA. MAPA's Personnel Policies and Procedures govern employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendars days after the alleged violation to:

MAPA ADA Coordinator  
c/o: MAPA Title VI Coordinators  
2222 Cuming Street  
Omaha, NE 68102  
(402) 444-6866 x216  
titlevi@mapacog.org

Within 15 working days after receipt of the complaint, the ADA Coordinator and the Executive Director or his designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 working days of the meeting, the ADA Coordinator will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of MAPA and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator and the Executive Director or his designee does not satisfactorily resolve the issue, the complainant or his/her designee may appeal the decision within 15 working days after receipt of the response to the MAPA Board of Directors.

Within 15 working days after receipt of the appeal, the MAPA Board of Directors will meet with the complainant to discuss the complaint and possible resolutions. Within 15 working days after the meeting, the MAPA Board of Directors will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

## MAPA Title VI Policy & Procedure

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All written complaints received by the ADA Coordinator, the MAPA Executive Director or his designee, appeals to the MAPA Board of Directors, and responses from these individuals and the Board offices will be retained by MAPA for at least three (3) years.

### ADA Coordinator Responsibilities

MAPA's Title VI Coordinators are designated as ADA Coordinator and reports to the MAPA Executive Director.

1. Serve as the principal coordinator for MAPA's ADA programs, policies, and procedures relating to compliance;
2. Publicize the name and contact information of the designated ADA Coordinator responsible to oversee compliance;
3. Draft and ensure dissemination of policies to employees regarding the provision of equal opportunity for persons with disabilities;
4. Establish a complaint grievance procedure to respond to complaints of noncompliance from employees as well as the general public;
5. Maintain current knowledge and information regarding state and federal laws and regulations concerning the rights of individuals with disabilities and ways of providing reasonable accommodation as well as relating to employment policies and practices of employees with disabilities.
6. Provide ADA program and facility interpretation and advice on compliance to all sectors of MAPA;
7. Serve as a point of contact for all matters related to ADA (including facility accessibility), and serve as the conduit for information for compliance reporting for other MAPA staff;
8. Coordinate with and assist Program Managers on complaints alleging discrimination and non-compliance under the ADA and other applicable federal and state laws regarding discrimination on the basis of disability;
9. Ensure prompt and equitable resolution of complaints and inquiries from MAPA employees as well as the general public regarding discrimination on the basis of disability; and
10. Maintain a record of all disability and accommodation issues and the resolution of each.



## Americans with Disabilities Act (ADA) Self-Assessment

MAPA will routinely conduct an initial self-evaluation and if areas of non-compliance are identified, a Transition Plan will be created, and all needed modifications will be addressed.

As a part of the development of this Title VI Plan, MAPA conducted a self-assessment of its facilities and activities to ensure compliance with the Americans with Disabilities Act. The results of that self-assessment are included in this section and have been organized into the two following categories:

- **Facilities** – A review of the accessibility of MAPA's administrative offices
- **Programming** – An review of MAPA's public participation activities, grant funding, and other activities

MAPA has renewed and approved its policy statement for ADA activities as a part of the development of this plan.

### *Facilities*

MAPA's administrative offices are located in Metro Transit's main office and bus garage. Metro Transit is the transit authority for the City of Omaha and is also a designated recipient of Federal Transportation funding. As a part of its Triennial Review with the Federal Transit Administration, Metro Transit certified the ADA compliance of all of Metro's facilities– including the office building where MAPA is located.

MAPA holds many of its public and stakeholder meetings at its offices– including the meetings for the MAPA Board of Directors, Citizens Advisory Council and Transportation Technical Advisory Committee. Additionally, public access to MAPA staff and records would be accessible to residents with disabilities and mobility issues at this location as well. If MAPA or Metro undertakes renovation, it will complete modifications within the requirements of the regulations.

### *Programming*

There are many activities in which MAPA is involved that have are impacted by the ADA and its goals. These activities are categorized in the sections below. Generally, MAPA's Coordinated Transit planning activities and its Public Participation policies have the greatest direct impact on interaction with persons with disabilities, but the needs of disabled populations are considered in all planning processes.

### *Coordinated Transit Activities*

The Omaha-Council Bluffs Metropolitan Area Planning Agency (MAPA) became the Designated Recipient of FTA Section 5310 program funds in 2013. The activities of this program are guided by the Coordinated Transit Plan that was updated in 2014.

The Coordinated Transit Plan was derived from the efforts of local stakeholders and the public. It is meant to provide information to the general public, local jurisdictions, and

agencies to develop eligible transportation projects to meet the transportation needs of the elderly, those with disabilities, and economically disadvantaged.

The Program Management Plan (PMP) provides the formal guidance on the eligibility requirements for Section 5310 projects and the process by which funds are awarded. Section 5310 funding may be used for “Traditional” capital projects and “Other/New Freedom” projects. Activities that directly impact the mobility of the elderly and people with disabilities are explicitly eligible in both categories of funding.

Additionally, MAPA will seek written certification of compliance pertaining to ADA directives from approved applicants during the FTA Certification and Assurances process. MAPA, in turn, will make all documents related to ADA reporting part of the permanent file of the project. This documentation will include information regarding the ADA accessibility of vehicles purchased through the 5310 program and executed, contracted assurances for sub-recipients.

ADA requirements pertaining to MAPA’s Section 5310 program activities are monitored using a Program Checklist that is included as a part of the PMP.

### *Public Participation*

Public participation is a critical component of the transportation planning process. MAPA’s Public Participation Plan (PPP) provides the overarching framework for the agency’s outreach efforts and compliance with relevant federal guidance. In general, MAPA’s outreach philosophy seeks to maximize opportunities for the public to be involved in its planning initiatives.

An extensive checklist was developed to document the accessibility of all locations used for public meetings and MAPA events. This check-list includes physical characteristics of the meeting facilities (walkways, ramps, sidewalks, etc.) in addition to transportation services available to members of the public with disabilities or limited mobility (e.g. the availability of transit service).

Additionally, all meeting announcements will include a sentence informing the general public that auxiliary aids and services (sign language interpreters, oral interpreting services, audio listening device system, etc.) are available when requested in advance.

These measures are described in more detail in MAPA’s PPP and ensure that MAPA’s public meetings are open and accessible to all residents of the region– including those with disabilities.

## Chapter 5 – Limited English Proficiency Overview

While most individuals in the United States read, write, speak and understand English, there are many individuals whose primary language is not English. Individuals who do not speak English as their primary language and who have a limited ability to read, write, speak or understand English are considered by federal law to be limited English proficient, or “LEP.” This language barrier may prevent individuals from accessing services and benefits and they may be entitled to language assistance with respect to a particular type or service, benefit, or encounter.

Within the MAPA region, much of the LEP population is concentrated in low-income and high-minority areas of the region. Figure 5.1 below illustrates areas in which a disproportionately high number of LEP speakers are concentrated in a particular census tract. These population centers are largely concentrated in the core of the region, with areas in Douglas, Sarpy and Pottawattamie Counties.

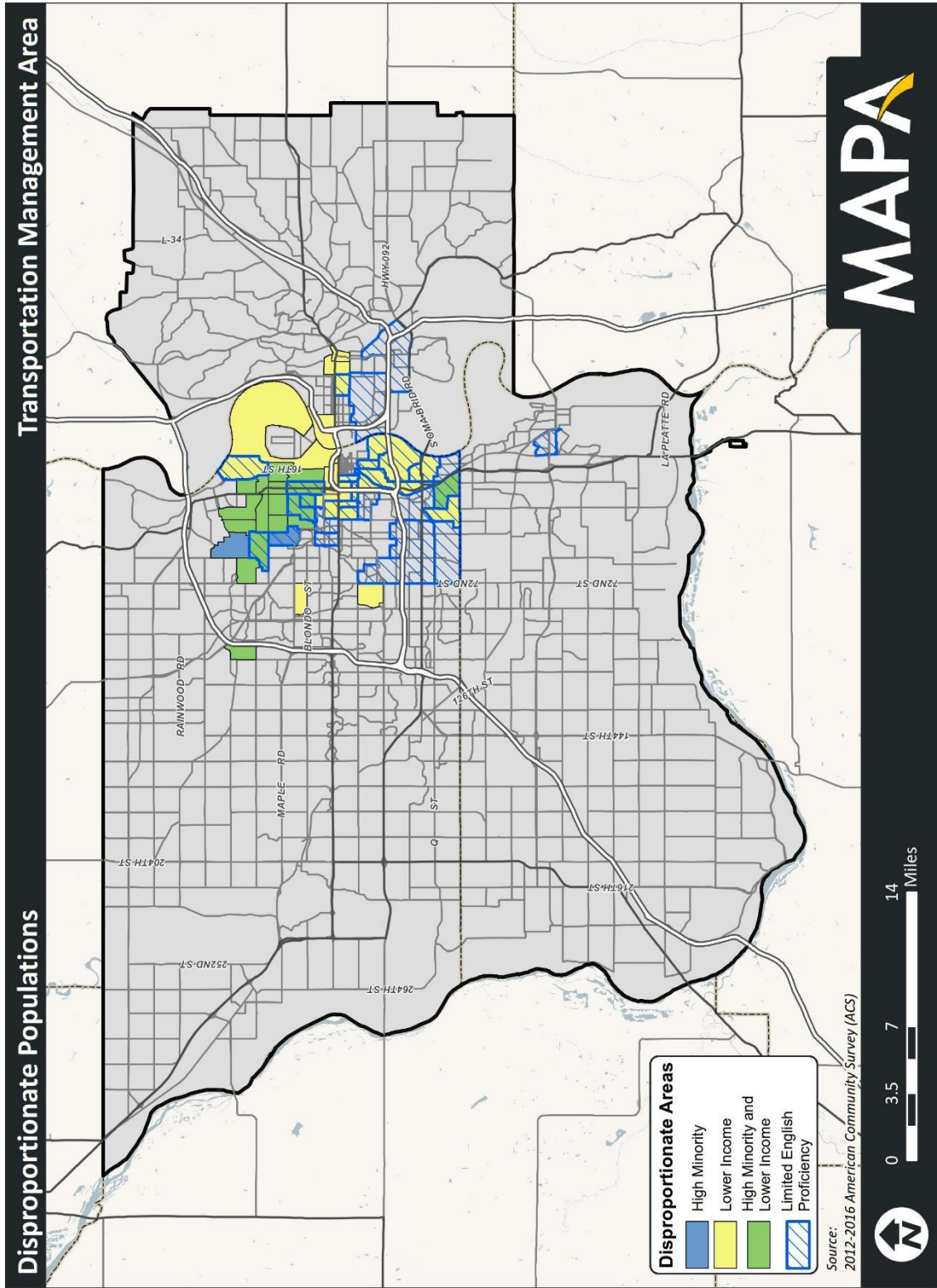
An analysis conducted by PolicyLink as a part of MAPA's Heartland 2050 regional planning effort noted that communities of color have been and will continue to drive population growth within the MAPA region. As such it is critical that these communities have are able to fully participate in the planning and decision-making about transportation investments within the MAPA region. The analysis and accommodation strategies detailed in this chapter reflect MAPA's commitment to ensuring that these communities have full access to the transportation planning process and services.

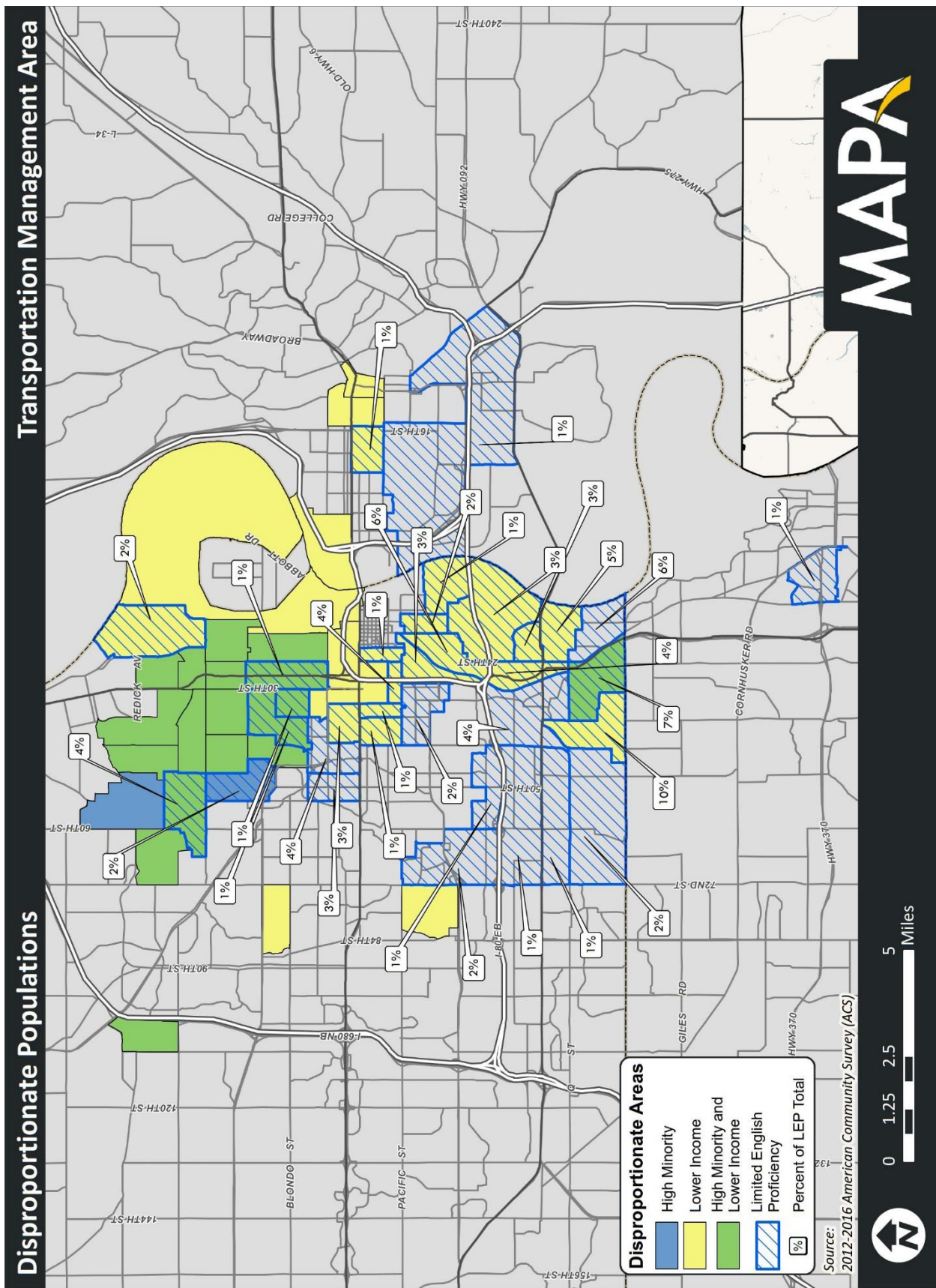
### Limited English Proficiency

LEP Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency. The LEP Executive Order (Executive Order 13166) ensures that, consistent with Title VI, persons with Limited English Proficiency (“LEP”) have meaningful access to federally conducted and federally funded programs and activities.

The Order requires all agencies that provide Federal financial assistance to issue guidance on how Title VI applies to recipients of that assistance in their contact with persons who are LEP. The Order also requires that Federal agencies create plans for ensuring that their own activities also provide meaningful access for persons who have LEP.

Figure 5.1 – Overview of Disproportionately High Concentrations of LEP Populations





## Four – Factor Analysis

In accordance with Executive Order 13166, MAPA conducted the four-factor analysis recommended by the U.S. Department of Transportation to determine the level and extent of language assistance measures. The steps within this analysis are briefly described in the list below.

- *Number or Proportion of LEP Persons “Served or Encountered” in the MAPA Region.* In this section, MAPA analyzes regional demographic data to determine which language groups have significant populations of LEP speakers within the MAPA region. This analysis provides key information about the language groups for which MAPA’s strategies should be oriented.
- *Frequency of Contact with MAPA’s Programs & Services.* MAPA describes the historical contact it has had with different language groups, including any requests for translation in this section.
- *Nature and Importance of MAPA’s Activities or Programs.* As MAPA is responsible for decisions about transportation investments, it’s critical that LEP populations have access to important planning processes. This section details MAPA’s approach to LEP accommodation for various transportation planning products and outreach activities.
- *Availability of Resources & Accommodation Costs.* In this section, MAPA provides an estimate of costs associated with LEP accommodation activities.

These steps provide a detailed description of the relationship between the LEP populations in the Omaha-Council Bluffs Region and MAPA’s activities. The data and information included as a part of this analysis provides MAPA with a good framework for increasing access to the transportation planning process and accommodating the needs of LEP persons within the MAPA region.

### Factor 1 – Number and Proportion of LEP Persons in the MAPA Region

To quantify the needs of LEP persons within the Omaha-Council Bluffs region, MAPA staff conducted a demographic analysis of American Community Survey (ACS) data to assess the number and proportion of LEP residents. A summary of this analysis is included in Table 5.1 (below).

	Total	Percentage
<b>TMA Population (5 Years and Older)</b>	872,662	–
<b>Spoke only English at Home</b>	774,742	88.8%
<b>Language Other than English Spoken at Home</b>		11.2%
<b>Persons who Speak English Less than “Very Well”</b>	97,920	3.6%

Table 5.1 – Overview of Limited English Proficiency in the MAPA TMA

Generally, the vast majority of residents in the MAPA region live in English-only households (88.8%). However, of the households that speak a language other than English at home, nearly half speak English less than “very well”. Thus, while most people

who are likely to be impacted by MAPA's planning activities or services speak English, those who speak a different language at home are much more likely to have difficulty understanding oral or written information provided by MAPA in English. As such, this need is an important consideration of accommodation strategies discussed later in this chapter.

While the LEP needs of the region as a whole are substantial, the great variation of language groups within the MAPA region makes accommodation more difficult since resources must be spread out over numerous language groups. Table 4.2 on the next page details the total number of speakers by language group and the number of speakers within that group that have identified as LEP. The calculated percentage in this table is the proportion LEP persons in a language group based on the total population of the TMA aged 5 years or above (872,662).

As a part of this analysis, MAPA noted that Spanish language speakers comprise around 69% of persons who speak English less than "very well". The next three highest single language categories, when combined, comprise around 11% of the total population of persons who speak English less than "very well" in the MAPA region. Based on this analysis, MAPA determined that the Spanish language speakers comprise the most significant portion of LEP persons within the MAPA region and that this group would require special attention as a part of the agency's accommodation efforts.

Language Group	Total Language Speakers	Speak English Less Than "Very Well"	Less than "Very Well" Percentage
Spanish or Spanish Creole	59,140	28,161	48
Other Asian Languages	4,777	1,958	41
African Languages	3,255	1,314	40
French	3,411	824	24
Vietnamese	2,494	1,491	60
German	2,073	344	17
Chinese	2,053	1,262	61
Other Indic Languages	1,842	1,104	60
Arabic	2,002	904	45
Italian	726	196	27
Hindi	985	192	19
Tagalog	1,019	346	34
Japanese	655	145	22
Korean	822	353	43
Other Indo-European Languages	520	105	20
Other and Unspecified Languages	602	504	84
Russian	635	215	34
Polish	395	87	22
Persian	519	345	66
Thai	476	210	44
Other Native North American Languages	508	78	15
Portuguese	519	159	31
Other Slavic Languages	588	138	23
Urdu	221	43	19
Other Pacific Island Languages	272	46	17
Serbo-Croatian	267	84	31
Scandinavian Languages	170	16	9
Gujarati	358	101	28
Greek	204	62	30
Other West Germanic Languages	92	26	28
Yiddish	51	15	29
Hebrew	58	0	0

Table 5. 2 – Summary of English Proficiency in the MAPA TMA, by Language Group



Language Group	Total Language Speakers	Speak English Less Than "Very Well"	Less than "Very Well" Percentage
French Creole	105	0	0
Hmong	172	53	31
Mon-Khmer, Cambodian	86	37	43
Laotian	74	43	58
Hungarian	2	0	0
Armenian	0	0	0

Table 5. 2 – Summary of English Proficiency in the MAPA TMA, by Language Group continued)

### Factor 2 – Frequency of Contact with MAPA's Programs and Services

To date, MAPA has not received a request for translation nor had any LEP person attend any MAPA public meeting. However, MAPA's Public Participation Plan notes continued efforts to improve outreach and develop contacts in LEP areas.

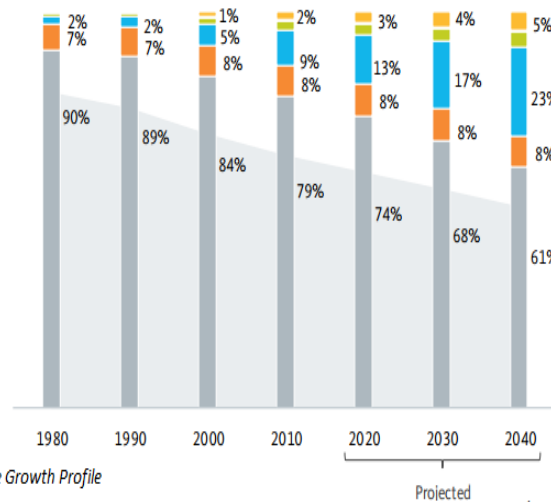
Through Heartland 2050's Equity & Engagement Committee, MAPA engaged with many organizations and individuals from traditionally-underrepresented communities. The Equity and Engagement Committee focused on identifying key strategies that would ensure that all residents of the Omaha-Council Bluffs region have "full and equal access to access opportunities that enable them to achieve their full potential. Through efforts such as these and with targeted outreach during the transportation planning process, MAPA's contact with LEP populations is likely to grow.

Additionally, demographic shifts within the Omaha-Council Bluffs region are going to increase the frequency with which MAPA makes contact with minority communities.

Figure 5.2 (left) illustrates a projection of the MAPA region's racial and ethnic composition by the Year 2040. These shifts reflect continued growth in the population

Racial/Ethnic Composition, 1980 to 2040

- U.S. % White
- Other
- Native American
- Asian/Pacific Islander
- Latino
- Black
- White



Source: PolicyLink, Heartland 2050 Equitable Growth Profile

Figure 5.2 – Projected Racial & Ethnic Composition of MAPA MSA

of minority communities—particularly in the case of the largely Hispanic Latino population. As such, it is critical that members of these racial and ethnic communities are involved in the planning processes about the future in which they will comprise a much greater portion of the population.

### Factor 3 – Nature and Importance of MAPA's Activities or Programs

MAPA's main function is to support cooperative and comprehensive transportation planning, as outlined in the federal transportation legislation. In this capacity, MAPA develops three main documents:

- Long Range Transportation Plan (LRTP)
- Transportation Improvement Program (TIP)
- Unified Planning Work Program (UPWP)

As the agency responsible for coordinating the regional transportation planning process, MAPA must ensure that all segments of the population, including LEP persons, have the opportunity to be involved in the planning process.

The primary purpose of the transportation network of the region is to facilitate the movement of people and products. The health and vitality of the region depends on how well the transportation network functions. All people, including the LEP population, in the region rely on the network to get to work, hospitals, school, and other essential daily trips. It is important that all constituents have meaningful access the planning process and an opportunity to express their needs. Without such an opportunity the system could fail to meet their needs and hinder their quality of life.

The Long Range Transportation Plan (LRTP) sets forth a regional policy and planning framework to guide decision-making regarding the growth and development of the MAPA TMA. The TIP is a program or schedule of short-range transportation improvements and activities intended to be implemented through a combination of state, federal and local funding. The UPWP outlines tasks to be performed in the upcoming year and includes planning activities that range from transportation, community development, and land use planning initiatives.

MAPA is committed to ensuring that the agency's planning projects and activities are accessible to all citizens within the MAPA TMA; therefore, throughout planning processes, staff takes all appropriate and reasonable measures to reach the LEP community.

### Factor 4 – Availability of Resources and Accommodation Costs

In the past, MAPA has budgeted between \$5,000 and \$10,000 thousand dollars annually for report and document production. MAPA has identified Spanish language translation as an important consideration for accommodating the predominantly Spanish-speaking LEP population in the Omaha-Council Bluffs metro area. Document translation cost estimates in the Table 5.3 below are based on recent translation services secured through MAPA's Heartland 2050 effort.

	<b>Number of Words</b>	<b>Cost (\$0.30/word)</b>
Transportation Improvement Program	21,423	\$6,427
Long Range Transportation Plan (2035)	80,475	\$24,143
Unified Planning Work Program (UPWP)	10,586	\$3,176
Public Participation Plan	18,333	\$5,500
	<b>130,817</b>	<b>\$39,245</b>

Table 5.3 – Estimated Costs Associated with Spanish Language Translation of MAPA Documents

Based on this analysis, full Spanish language document translation services would require a significant increase in financial resources currently committed to these activities. The cost of translation services precludes MAPA from full translation services for hard copies of all key documents, though there are digital translation services provided on the MAPA website. Additionally, accommodating additional language groups would be cost prohibitive based on the limited frequency with which MAPA has historically interacted with different communities.

## Appendices

## Appendix A: Title VI Complaint Form

### Title VI Non-Discrimination Complaint Form

This form may be used to file a complaint with the Omaha-Council Bluffs Metropolitan Area Planning Agency (MAPA) pursuant to discrimination laws, rules and regulations, including, but not limited to, Title VI of the Civil Rights Act of 1964, Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency" and the Americans with Disabilities Act of 1990.

If you need assistance completing this form, please contact us by phone at 402-444-6866, or fax 402-342-0949 and ask for a Title VI Coordinator.

Feel free to add additional pages if necessary. You are not required to use this form; a signed letter that provides the same information is sufficient to file your complaint.

Complaints of discrimination must be filed within 180 days of the alleged discrimination.

This form **MUST** be completed by the complainant or the complainant's designated representative.

#### Complainant's Personal Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (home/work) \_\_\_\_\_ (cell) \_\_\_\_\_

Name of the person completing this form, if different from above:

Your relationship to the complainant indicated above:

#### Alleged Discrimination – Details of Complaint

##### I. Identify the agency, department or program that discriminated:

Agency and/or department name:

Name of any individual, if known:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (Work) \_\_\_\_\_ (Fax) \_\_\_\_\_

Date(s) of the alleged act:

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Date alleged discrimination began:

Last or most recent date of alleged discrimination:

**II. What is the basis for this complaint?**

If your complaint is in regard to discrimination in the delivery of services or discrimination that involved the treatment of you or others by the agency or department indicated above, please indicate below the basis on which you believe these discriminatory actions were taken.

Example: If you believe that you are discriminated against because you are African American, you would mark the box labeled "Race/Color" and write "African American" in the space provided.

Example: If you believe the discrimination occurred because you are female, you would mark the box labeled "Gender" and write "female" in the space provided.

**Check all that apply:**

- |  |                                     |
|--|-------------------------------------|
| <input type="checkbox"/> Race/Color _____      | <input type="checkbox"/> Religion   |
| <input type="checkbox"/> National Origin _____ | <input type="checkbox"/> Age        |
| <input type="checkbox"/> Gender _____          | <input type="checkbox"/> Disability |

**III. Explain what happened:**

Please explain as clearly as possible what happened. Provide the name(s) of witnesses, fellow employees, supervisors, and others involved in the alleged discrimination. Please include all information that you feel is relevant to the investigation. (Attach additional sheets if necessary and provide a copy of any written materials pertaining to your complaint.)

**IV. How can this/these issue(s) be resolved to your satisfaction?**

**V. What is the most convenient time and place for use to contact you about this complaint?**

**VI. If we are not able to reach you directly, please give us the name and phone number of a person who can reach you and/or provide information about your complaint:**

Name: \_\_\_\_\_

Telephone Number: (     ) \_\_\_\_\_

**VII. If you have an attorney representing you concerning the matter raised in this complaint, please provide the following:**

Name of Attorney: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: (     ) \_\_\_\_\_

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

Note: The laws enforced by this agency prohibit retaliation or intimidation against anyone because the individual has either taken action or participated in action to secure rights protected by these laws. If you

## **MAPA Title VI Policy & Procedure**

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experience retaliation or intimidation separate from the discrimination alleged in this complaint or if you have questions regarding the completion of this form, please contact:

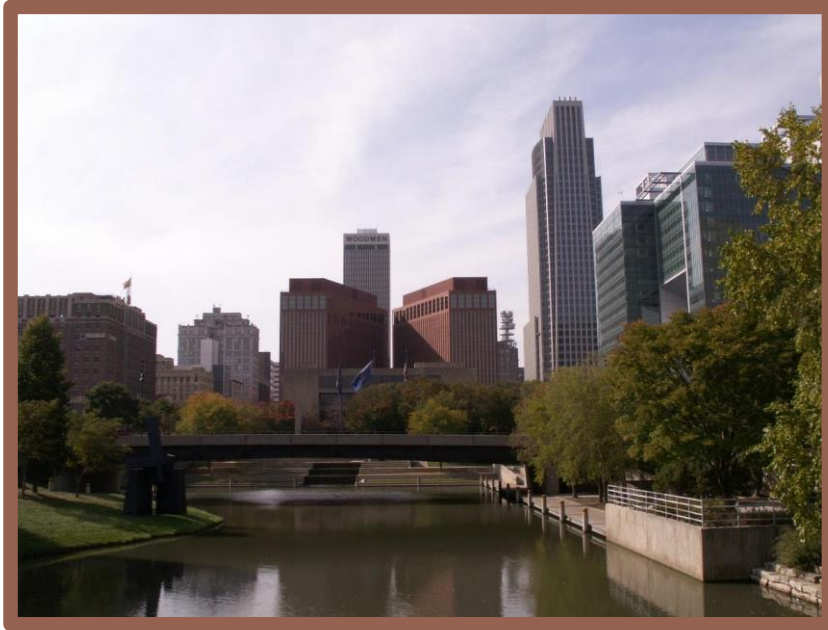
Title VI Coordinator  
Omaha-Council Bluffs Metropolitan Area Planning Agency  
2222 Cuming Street  
Omaha, NE 68102  
Phone: (402) 444-6866 Ext. 216; Fax: (402) 342-0949



Appendix B: Summary of Comments

Question or Comment	Response or Clarification
Need to clarify state and federal roles in the Title VI complaint procedure	Role of the FHWA Office of Civil Rights in investigating Title VI complaints was clarified in the complaint procedure included in Chapter 3
Contact information for Title VI Coordinator(s)	Individual employees are not identified in the text of this plan. Contact information for MAPA Title VI Coordinator(s) will be posted in print at the MAPA office and will be maintained online on MAPA's website to ensure it is always up to date. An email address, <a href="mailto:titlevi@mapacog.org">titlevi@mapacog.org</a> , will be maintained to ensure electronic comments are forwarded to the correct staff member(s).
Clarification or who receives ADA complaints	Complaints on the basis of disability discrimination may be submitted through the Title VI complaint procedure identified in Chapter 3. A separate grievance procedure is outlined in Chapter 4 that relates to accommodations as part of MAPA's plans and programs.
What strategies are identified for outreach groups identified in this plan?	<p>The MAPA Public Participation Plan includes a detailed set of outreach strategies to maximize the participation of traditionally underrepresented populations. These strategies vary based on the plan or program that is being implemented.</p> <p>Organizations identified as providing services to underrepresented populations were also invited to participate in the Resource Agency &amp; Interested Party workshop held in January 2015, as a part of the development of this plan.</p>
How is MAPA addressing language barriers in the community?	MAPA currently has a notice on meeting announcements regarding the availability of translation services. Detailed strategies regarding outreach and accommodation for LEP populations are included in Chapter 5 of this plan and also in the Public Participation Plan.

**Agenda Item F**  
**2017 Public Participation**  
**Plan Annual Report**



## 2017 Public Participation Annual Report



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## Introduction

The Omaha-Council Bluffs Metropolitan Area Planning Agency (MAPA) Public Participation Plan outlines how MAPA will work to achieve public participation in all planning activities. The plan specifies how MAPA conducts public outreach and how the public can be involved throughout the planning process.

The 2014 Public Participation Plan (PPP) committed MAPA to completing an annual status report on the public participation activities of the prior year. The PPP stated successful evaluation of the effectiveness of the Plan requires incorporating public input and an annual evaluation process. Therefore, this 2017 Public Participation Report was completed in March 2018.

## 2017 Public Participation Activities

Three projects were completed in 2017. The projects which were completed are shown in Figure 1. Several projects had work started on them in 2017 and will be finished in the future (Figure 2).

**Figure 1: Projects Completed by MAPA in 2017**

### Sarpy County Transit Study

- Study to determine potential future transit system options for communities in Sarpy County.

### Transportation Improvement Program

- Every year the TIP is developed. It lists all federally funded and 'regionally significant' transportation projects programed for the next four fiscall years. The TIP includes federally funded projects for roadways, trails, public transit, and aviation projects throughout the Omaha-Council Bluffs region.

### Metro Travel Improvement Study Phase II

- Study to determine the funding investment options for roadway, trail, and transit improvements in the Omaha region. This was done by developing potential funding scenarios and the creation of a preferred investment strategy to balance roadway improvements, bike and pedestrian infrastructure, and transit assets.

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Figure 2: Ongoing Projects by MAPA in 2017

Coordinated Transit Plan

2017-2018

- This is a stakeholder document which sets out the goals and strategies for the Coordinated Transit Committee over the next 4 years and determines the funding selection criteria for 5310 funding..

Pottawattamie County Transportation Plan

2016-2018

- The Pottawattamie County Transportation Plan examines the present state transportation in the county and provides options for its growth in the future. It contains recommendations in ten year increments for paving and infrastructure improvements.

Public Involvement Plan

2017-2018

- The PIP outlines MAPA's outreach philosophy, goals, and methodologies for public involvement. The plan provides a framework on how to conduct outreach efforts for planning and program documents as well as information for the public on ways to meaningfully interact with MAPA.

**Commented [MH1]:** I would add the Metro Travel Improvement Study – Phase 3, 2050 Long Range Transportation Plan, Pottawattamie County Transportation Plan, and Close the Gap here as well

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### Metro Travel Improvement Study Phase III

2018-2019

- Study to determine the funding investment options for roadway, trail, and transit improvements in the Omaha region. This phase focuses on the freeway system and the improvements needed on the state owned roads.

### 2050 Long Range Transportation Plan

2018-2019

- The Plan will identify regional priority corridors and will recommend strategies for improving communities throughout the MAPA region. The final plan will identify recommendations for short, medium, and long-term investments in infrastructure to make important regional connections and improve the system.

### Close the Gap

2018-2020

- This is a comprehensive initiative to link Heartland 2050 policies and goals with MAPA's planning efforts, providing a consistent message on livability. Through this program potential corridors for redevelopment are identified and prioritized.

## Evaluation Indicators

The following eight evaluation methods were included in the 2014 Public Participation Plan. They shall be used in each year's annual report to evaluate the public participation process. This will facilitate the discovery of trends.

**Table 1: Public Participation Evaluation Methods (Table 7.1 from the PPP)**

Public Participation Tool	Evaluation Criteria	Performance Goal(s)	2017 Indicator	Goal Achieved
Public Participation Plan	Required by law - No measure	Update at least every 3 years	Amended in January 2015	Yes
Newspaper Advertisements	Required by law - No measure	Increase number of participants/ respondents indicating they saw the advertisement	Published public comment period and public meeting advertisements.	Yes
Website	Number of website hits	Increase number of web hits over the course of each year	In 2017 we were unable to accurately count the new websites page hits.	Due to the changes in the website we were unable to meaningfully collect this data for 2017.
Newsletter	Feedback from public; number of returns	Maximum of 2% return rate per mailing	Currently there are 489 addresses on the newsletter list. On average there are 2-4 returned newsletters each time, which are promptly corrected for the next mailing. This is a .004% return rate.	Yes
Brochures	Number distributed during the year	Distribute throughout the MAPA Region, including key regional libraries in 1 <sup>st</sup> year; increase by 2-4 locations annually	Distributed Heartland 2050, LRTP, Little Steps Big Impact, and Sarpy County Transit Study brochures and flyers describing public workshops, surveys, to public libraries, post offices, and various coffee shops.	Yes
Public Forums/ Open House/ Public Information Meeting/ Public Hearing	Public Attendance* [Transit Access (10 pts) + ADA Accessibility (10 pts)] = N	Goal of 1,000 annual points for public forums/ open house/ public information meeting/ public hearing	Held public meetings/open houses for several projects. See Appendix A for the supporting mathematics.  300 total point	No



<b>Planning Document Distribution</b>	Number of distribution sites	100% distribution of vital documents to necessary parties	Distributed documents and flyers to targeted organizations and worked to promote online information sources	Yes
<b>Citizens' Advisory Council</b>	Formula: Public Attendance + (Quorum or less [10 pts] or Greater than Quorum [20 pts])	Goal of 150 total annual points for the Citizens' Advisory Council	The CAC did not meet in 2017, several of the members moved out of their jurisdictions and new participants were not identified	No

As shown in Table 1, not all of the indicators were achieved. A discussion of each unachieved indicator is listed below with the action taken to complete the goals in subsequent years described in Table 2.

### Issues

- ❖ Newspaper Advertisement goal of increasing the number of participants/respondents indicating they saw the advisement. MAPA began tracking this information in 2015. This is explained more fully in Table 2.
- ❖ CAC the CAC has not been active in 2017, as MAPA reviews its planning processes and updates the PIP the role of the CAC and the membership and committee roles will be reevaluated

### Actions

MAPA will complete the actions listed in Table 2 to improve the public participation process and the likelihood of meeting the goals in future years.

**Table 2: Action to Achieve Goals**

<i>Public Participation Tool</i>	<i>Action Steps</i>
<b>Public Participation Plan</b>	<ol style="list-style-type: none"> <li>1. Continue to implement the Plan.</li> <li>2. Strengthen outreach to historically disadvantaged populations</li> </ol>
<b>Newspaper Advertisements</b>	<ol style="list-style-type: none"> <li>1. Will continue to track outreach efforts with a check box to public meeting sign in sheets that states, "How did you hear about the meeting? Email, Newspaper Article, Newspaper Ad, Facebook/ Twitter, Website, Friend, Other".</li> <li>2. Continuing work on developing close relationships with press and media for earned media opportunities to promote MAPA outreach efforts.</li> <li>3. Develop an agency-wide communications strategy to unify messaging</li> </ol>
<b>Website</b>	<ol style="list-style-type: none"> <li>1. Continue to put MAPA's website on all documentations and point people to the site to find information.</li> </ol>

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<b>Newsletter</b>	<ol style="list-style-type: none"> <li>1. Continue to update any returned addresses in the database.</li> </ol>
<b>Brochures</b>	<ol style="list-style-type: none"> <li>1. Continue to develop/update brochures and flyers.</li> <li>2. Continue to distribute project brochures and flyers.</li> </ol>
<b>Public Forums/ Open House/ Public Information Meeting/ Public Hearing</b>	<ol style="list-style-type: none"> <li>1. Continue to hold public meetings in transit and ADA accessible locations. Implement the Public Participation Plan to ensure people are aware of meetings and have the opportunity to attend.</li> <li>2. Use friendlier and highly trafficked alternative meeting locations to attract people to attend meetings.</li> <li>3. Have outreach during existing partner meetings to increase participation and not have redundant meetings in the area</li> <li>4. Use the contact information provided by residents at public meetings to establish more comprehensive lists of citizens interested in transportation issues</li> <li>5. Expand Environmental Justice efforts and translation services at meetings.</li> </ol>
<b>Planning Document Distribution</b>	<ol style="list-style-type: none"> <li>1. Continue to deliver documents and flyers about the opportunity to comment to necessary parties. Utilize flyers rather than full documents to save paper.</li> <li>2. Include document distribution on the checklist for each planning process that MAPA will create to implement the Public Participation Plan (the first row of this table).</li> <li>3. Use language that better connects people to the issues being covered at public meetings</li> </ol>
<b>Citizens' Advisory Council (CAC)</b>	<ol style="list-style-type: none"> <li>1. Review the roles of the CAC in the planning process</li> <li>2. If the CAC is continued revise the membership requirements</li> </ol>

### Key Action Steps for 2018

- ❖ MAPA staff will work on developing an agency wide communications strategy that will inform the update of the PPP and ongoing efforts to increase intra-agency communication on plans and initiatives.
- ❖ MAPA staff will continue to work on holding meetings in conjunction with other agencies public meetings to help increase foot traffic at the meetings, decrease “planning fatigue”, and make public meetings more high impact and relevant to the region
- ❖ MAPA will expand upon efforts to locate and hold meetings in easily accessible locations where people do not have to take time out of their daily routines to provide input
- ❖ MAPA will continue to develop its social media presence and increase advertising for events and plans through social media and the website

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- ❖ MAPA will continue to work on integrating online engagement tools into the public participation process
- ❖ MAPA will continue to use adopted plans to highlight implemented projects and continue the planning process by building narratives or “stories” to explain issues
- ❖ MAPA staff will continue to work on efforts to provide ongoing updates of activities for MAPA and partner agencies through weekly emails and bimonthly newsletters
- ❖ MAPA will continue to work to provide appropriately translated meeting materials online and at all public meetings in a timely manner
- ❖ MAPA staff will continue to encourage participants to sign in at meetings and provide contact information as a part of surveys
- ❖ MAPA will attend more training through IAP2 and other public involvement groups
- ❖ MAPA partnerships to provide public participation services on other local projects (leveraging H2050 relationships/networks etc.)
- ❖ MAPA will update the Public Involvement Plan to more accurately reflect planning goals
- ❖ MAPA will update Title VI, LEP, and ADA plans to give the most accurate data on historically disadvantaged populations in the MAPA region
- ❖ MAPA is working to create an experiential involvement program that will feature both stakeholder based walk audits as well as public neighborhood focused block talks to engage stakeholders and community members about the role of infrastructure and identify

## Summary

In 2017 much of MAPA’s public involvement activities focused on reviewing and revising internal agency policies and working with partner agencies on joint efforts. Staff participated in the creation of a local chapter of public involvement professionals to further regional outreach efforts and work to create a culture of public involvement.

This past year (2017) was a busy year for MAPA and many of the Public Participation Plan evaluation methods were achieved. Staff from several different departments received training on public participation theory and methods to help improve MAPA’s outreach efforts. These efforts have included strategic planning with both the board and staff members and through this work key steps to coordination were identified including:

- ❖ Strategic Communications Plan
- ❖ Project Workflow Program
- ❖ Central public meeting database for all departments

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It is MAPA's goal to continue to improve the public participation process and implement the Public Participation Plan successfully. MAPA staff will use this 2017 Public Participation Annual Report to recall participation goals and augment future public participation activities.

MAPA staff will review the applicable Public Participation Annual Reports prior to the development of the new Public Participation Plan in January of 2018. The review will evaluate goal accomplishment, which will be used to alter the goals in the subsequent Public Participation Plans. MAPA will also be working on a joint update to its LRTP and Comprehensive Economic Development Strategy (CEDS) that will provide many opportunities to engage the public and stakeholders.

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### Appendix A: Public Event Formula Documentation

Transportation Improvement Program				
Event	Public Attendance	Transit Access	ADA Accessibility	Total
6/08/2017 –MAPA	3	10	10	300
			Total	300
<b>Grand Total</b>				<b>300</b>

### Appendix B: Citizens Advisory Committee Formula Documentation

Formula: Public Attendance + (Quorum or less [10 pts] or Greater than Quorum [20 pts])

[There were no CAC meetings held in 2017.](#)

**Agenda Item G**  
**Transportation Improvement**  
**Program (TIP) Fee**

## **MAPA Interlocal Agreement – Proposed Amendment**

*This verbiage is proposed for inclusion in the Interlocal Agreement providing for the TIP fee. It is intentionally non-specific and allows the specifics to be detailed in the annual TIP. This facilitates the possibility for future adjustments to be made without amending the Interlocal Agreement, which is a significant process.*

### Section 7.xx

“Beginning July 1, 2018, MAPA will collect a TIP Fee for all eligible Federal-aid projects in the Transportation Improvement Program (TIP) from members that are within the Transportation Management Area (TMA), also referred to as the Metropolitan Planning Organization (MPO). The amount of the TIP Fee and the specific federal funding programs for which the fee is required shall be identified in the TIP annually and approved by the Board of Directors.”

DRAFT

## Transportation Improvement Program (TIP)

### X.a – TIP Fee and Applicability

MAPA will collect a TIP Fee for all eligible projects programmed in the implementation year of the Transportation Improvement Program (TIP). Eligible projects are local projects programmed with regional Surface Transportation Block Grant Program (STBG) and Transportation Alternatives Program (TAP) funding. These funding sources are identified in the TIP as STBG-MAPA and TAP-MAPA, respectively. The TIP Fee does not apply to projects utilizing other funding sources that are included in the TIP (State projects, transit projects, HSIP/TSIP, CMAQ, etc.). STBG-MAPA and TAP-MAPA projects with a total project costs less than \$100,000 shall be exempt from the TIP Fee. Planning studies shall be exempt from the TIP Fee.

The amount of the TIP Fee shall be one percent (1%) of the federal funds on an eligible project. The implementation year refers to the first year of the TIP program, which begins on October 1 of each year.

### X.b – Large Projects

Eligible projects with more than \$10 million in Federal Funds for Project Costs will be assessed a tiered fee. The tiered TIP Fee shall be calculated as follows:

Project Cost (federal share)	TIP Fee as a % of federal funds
\$0-\$10,000,000	1.0%
\$10,000,001 plus	0.5%

For example, the tiered TIP Fee for an Eligible Project receiving \$15 million in federal funds would be \$125,000, calculated as follows:

Project Costs	Tiered TIP Fee Rate	Amount of Tiered TIP Fee
\$10,000,000	1.0%	\$100,000
\$ 5,000,000	0.5%	<u>\$ 25,000</u>
	Total Tiered TIP Fee	\$125,000

### X.c – Federal-aid “Swap” Projects

The TIP fee shall apply to projects included in the TIP that are part of the Federal-aid swap. The Federal-aid swap refers to State DOT programs by which the State DOT provides state funding in exchange for the federal funding that would otherwise be utilized by cities and counties. The amount of the TIP fee assessed shall be the ratios listed in above sections toward the federal funds swapped for the local project. For example, if the local jurisdictions swaps \$1 million in federal funds for state funds, then the TIP fee would be \$10,000, or 1%, of \$1 million.



#### X.d – Project Costs

The TIP fee shall apply to the expenses identified for obligation in the Implementation Year of the TIP for all project phases, including but not limited to Preliminary Engineering/NEPA, Final Design, Right-of-Way, Construction-Construction Engineering and Utilities.

#### X.e. – TIP Fee Payment Terms

The TIP fee shall be assessed and invoiced after the Final TIP is approved by the MAPA Board of Directors, typically in June of each year. TIP fee payments in Nebraska will be due by the thirtieth (30) day of September of each year. TIP fee payments in Iowa will be due when TPMS shows that funding as obligated, which requires the execution of a federal fund project agreement. Failure to pay the TIP fee could result in project removal from the TIP or reprogramming to an illustrative year of the TIP program.

#### X.f – Amendments & Administrative Modifications to Projects

Eligible Projects that are programmed into the Implementation Year of the TIP through a TIP Amendment or Administrative Modification will also be subject to the TIP Fee. The TIP fee will be due within sixty (60) days of the invoice date.

#### X.g. Advance Construction Projects

Advance Construction (AC) funding allows a jurisdiction to begin a project in the absence of sufficient Federal-aid obligation using non-federal funds. The project is converted to a Federal-aid project by obligating the permissible share of its Federal-aid funds and receiving reimbursement at a later time. TIP Fees will apply to eligible projects receiving Advance Construction (AC) Funding. Payment for the TIP Fee will be collected prior to programming of partial or full conversion of federal funds in the TIP in the implementation year.

#### X.h. Cost Adjustments

Project costs funded with federal funds that exceed the amount identified in the TIP will be subject to the TIP Fee. No refund will be granted to an Eligible Project that is obligated at a cost lower than that in the TIP, however should the difference be greater than \$10,000 a credit will be available to be applied against the TIP Fee of a future project. For example, if project costs are obligated for \$7.5 million in federal funds after being programmed for \$9 million in federal funds, a reduction of \$1.5 million in federal funds would provide a credit of 1% of \$1.5 million (\$15,000), toward future TIP Fees. These deviations will be tracked based on the summary of obligations and de-obligations provided by the Nebraska Department of Transportation (NDOT) and Iowa Department of Transportation (IDOT).

#### X.i. Non-federal Funds

The TIP Fee must be paid with non-federal funds according to federal matching requirements.