

**DATE:** August 17, 2018

**TO:** Transportation Technical Advisory Committee (TTAC)

**FROM:** Dennis Wilson, Chairman  
Greg Youell, MAPA Executive Director

**RE:** August 24, 2018 TTAC Meeting

The MAPA TTAC will meet Friday, August 24, 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 July 20, 2018 TTAC meeting minutes. (Action Item) (Attachment)

#### **Recommendations to Board**

- B. Unified Planning Work Program (UPWP) Amendment: Greg Youell will present an amendment to the UPWP. (Action Item) (Attachment)
- C. Final 2018 Coordinated Transit Plan: Megan Walker will present the final version of the agency's latest Coordinated Transit Plan. (Action Item) (Attachment)
- D. FTA Section 5310 Program Management Plan: Court Barber will present the updated 5310 PMP. (Action Item) (Attachment)

#### **Discussion Items**

- E. Funding Obligation and Project Status: Court Barber will review obligations of regional funding, the status of projects, and the existing programming of projects. (Information Item)
- F. Land Use Data Update: Court Barber will present on changes to MAPA's land use data. (Information Item) (Attachment)
- G. MAPA Certification Review: Greg Youell will present on some of the outcomes of MAPA's review. (Information Item)
- H. New Committee Structure – RPAC: Greg Youell will present MAPA's new committee structure. (Information Item)
- I. Member Agencies Update: Agencies will present updates regarding ongoing and future projects/programs across the region. (Information Item) (Time Permitting)
- J. Additional Business  
*Upcoming Meetings:* MAPA Board of Directors – August 30, 2018  
MAPA Safety Workshop III – September 5, 2018  
Coordinated Transit Committee – September 19, 2018  
PM2/PM3 Workshop – September 21, 2018 (preceding TTAC)  
MAPA Transportation Technical Advisory Committee – September 21, 2018
- K. Adjournment

Auxiliary aids, language assistance, and services are available when requested in advance. Please call the office.  
Si necesita ayuda con traducción. Por favor llame la oficina.

# Agenda Item A

## Meeting Minutes

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY  
Transportation Technical Advisory Committee  
Minutes of July 20, 2018 Meeting

The Transportation Technical Advisory Committee met on Friday, July 20, 2018, at Metro, 2222 Cuming Street, Omaha, Nebraska. Mr. Todd Pftizer opened the meeting at 10:05 a.m.

VOTING MEMBERS

Dan Kutilek	Douglas County Engineers Office
Dan Gittinger	City of Gretna
Greg Reeder	City of Council Bluffs Public Works
Janet McCartney	Cass County District 2 Commissioner
Todd Pftizer	City of Omaha Public Works
Derek Miller	City of Omaha Planning
Eric Williams	Papio-Missouri River NRD
Jeff Thompson	City of Papillion
Bruce Fountain	Sarpy County Planning
Bob Stubbe	Omaha Public Works Director
Joe Soucie	La Vista Public Works
Drew Parks	Nebraska Department of Transportation – District 2

NON-VOTING MEMBERS

Greg Youell	Metropolitan Area Planning Agency
-------------	-----------------------------------

GUESTS

Shane Swope	The Schemmer Associates
Charles Huddleston	The Schemmer Associates
Arobindu Das	Iteris, Inc
John Kottman	La Vista Public Works
Maurice Hinchey	Nebraska Department of Transportation – District 2

STAFF

Court Barber	Metropolitan Area Planning Agency
Travis Halm	Metropolitan Area Planning Agency
Mike Helgerson	Metropolitan Area Planning Agency
Emily Sneller	Metropolitan Area Planning Agency

A. Approval of Minutes:

Motion #1: Approval of the minutes of the June 22, 2018 Transportation Technical Advisory Committee Meeting.

Motion by: Bob Stubbe  
Second by: Joe Soucie  
Motion Carried

B. 2018-2021 Civil Rights Plan:

Mr. Helgerson presented the final version of Civil Rights plan after changes and updates were made reflecting the most recent data. Mr. Helgerson asks for final approval and submittal.

Motion #2: Recommending approval of 2018-2021 Civil Rights Plan to the MAPA Board of Directors at their July 26, 2018 meeting.

Motion by: Dan Kutilek  
Second by: Greg Reeder  
Motion Carried

C. Draft 2018 Coordinated Transit Plan:

Mr. Barber presents current efforts in updating the Coordinated Transit Plan with the intention of selecting goals and strategies for improvement to the transportation needs of disabled and elderly individuals in the

metro area. This plan will also not just focus on the disabled and elderly but branch out to a wider demographic of individuals in of need of transportation including low income. Mr. Barber informs that this plan could have future issue including funding and the growing population of elderly spread out across the metro. In addition to the general information given was a timeline of goals and strategies listed for the next five years.

Motion #3: Recommending approval of Draft 2018 Coordinated Transit Plan to the MAPA Board of Directors at their July 26, 2018 meeting.

Motion by: Maurice Hinchey  
Second by: Greg Reeder  
Motion Carried

D. PM2 – PM3 Discussion:

Mr. Helgerson updates the committee on Performance Management 2 by presenting visuals on the conditions of interstate and bridges whether they're in a good or poor condition as well as set targets for the categories. Mr. Helgerson also gave an update on Performance Management 3 and its system reliability with a visual presentation on persons traveled miles on the interstate and persons traveled miles on non-interstate. This presentation also included the truck travel time reliability index. After the presentation questions were asked which Mr. Helgerson answered.

E. Funding Obligation and Project Status:

Mr. Helgerson updates the committee on a number of funding obligations starting on the Nebraska side with over 18 million being funded with the STBG and 1.1 million with the North Downtown Pedestrian Bridge. For Iowa funding updates, earmarks are still in process as well as the FY 2019 TIP. Mr. Helgerson also mentioned addition Iowa projects including the East Beltway and utility relocation projects which should be starting within the year. Updates with TAP projects in FY 2019 include Apple Creek trail connection, BRT funding and a connector trail which connect Council Bluffs to the Pottawattamie multi use trail.

F. Member Agencies Update:

- Todd Pftizer updates committee on Omaha Public Works projects
- Dan Kutilek updates committee on Douglas County projects
- Joe Soucie updates committee on La Vista Public works projects
- Jeff Thompson updates committee on City of Papillion projects
- Greg Reeder updates committee on Council Bluffs Public Works projects
- Drew Parks updates committee on NDOT – District 2 projects
- Maurice Hinchey updates committee on NDOT – District 2 projects
- Eric Williams updates committee on Papio-Missouri River projects
- Dan Gittinger updates committee on City of Gretna projects
- Janet McCartney updates committee on Cass County projects
- Mike Helgerson informs committee about nomination for annual dinner
- Greg Youell informs committee about the certification review

G. Additional Business

MAPA Board of Director – July 26, 2018  
Coordinated Transit Committee – August 15, 2018  
MAPA Transportation Technical Advisory Committee – August 24, 2018

H. Adjournment

Motion #5: Motion to adjourn:

Motion by: Jeff Thompson  
Motion Carried

The meeting was adjourned at 11:02 a.m.



Agenda Item B  
UPWP Amendment  
(attachment to come later)

**Agenda Item C**  
**Final 2018 Coordinated Transit**  
**Plan**

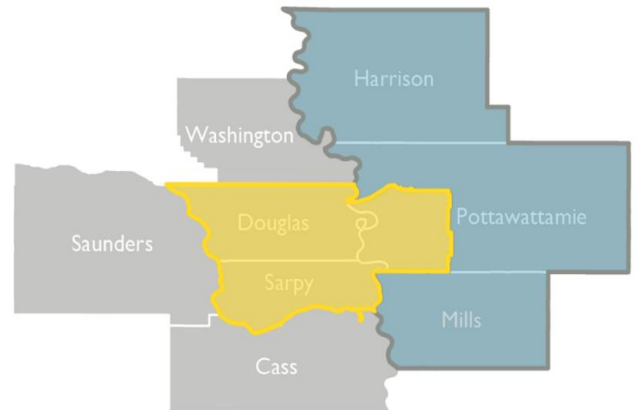
# Coordinated Transit Plan

## Executive Summary

### MAPA and the CTC

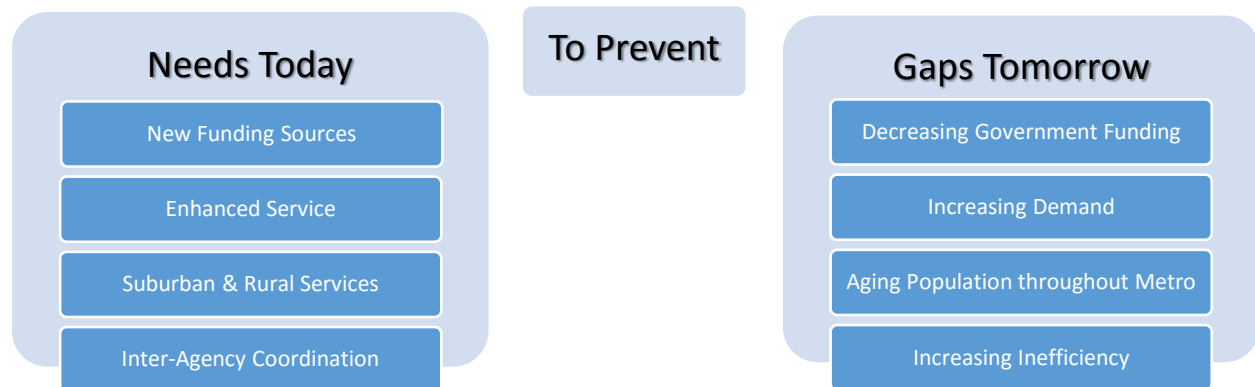
MAPA's federal mandate is focused on the Omaha-Council Bluffs Transportation Management Area (TMA).

The Coordinated Transit Committee (CTC) is the stakeholder group and steering committee for coordinated transit and 5310 Grant administration in the MAPA region. The CTC is composed of a variety of paratransit agencies, human service providers, advocacy agencies, and taxi providers.



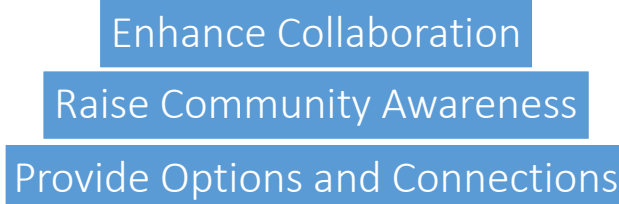
### Where we are now and where we will be in the future

As of 2015 those over 65 made up about 10% of the metro area's population, by 2040 it is expected that they will comprise at least 16%. This increase in the share of the population will put additional strain on already limited resources. The graphic below shows the needs and gaps that the CTC identified.



### Goals

The CTC developed three goal areas to focus their efforts and funding on over the 3 year span of this plan.



### 5310 Basics

The 5310 is the federal program designed to provide specialized transportation services for those with disabilities and seniors. It provides funding to local nonprofits and paratransit providers for paratransit.

# Coordinated Transit Plan

## Contents

Introduction .....	3
What is MAPA .....	3
What are Coordinated Transit and Mobility Management .....	4
Coordinated Transit .....	4
Mobility Management .....	4
What is a Coordinated Transit Plan?.....	4
How the Plan Was Developed.....	5
2 – Omaha-Council Bluffs Area Demographics .....	5
Current Demographics.....	6
These county growth patterns reflect the overall pattern of population growth along the outer suburban areas and population decline or stability in the older, urban portions of metro area, though there has been interest in new redevelopment communities in downtown Omaha and downtown Council Bluffs. ....	6
Those Over 65 in 2015 .....	6
.....	8
Population With a Disability.....	9
Population Living Below the Poverty Line.....	11
Future.....	13
1– Goals.....	20
Coordinated Transit Committee Goals .....	21
1 Enhance Collaboration .....	21
2 Raise Community Awareness.....	21
3 Provide Options and Connections.....	21
3 - Existing Coordinated Transit Committee Service Providers .....	22
Paratransit Providers .....	22
Non-Profits .....	23
Other Transportation Services.....	23
4– Needs and Gaps .....	24
.....	25
Current.....	25

Gaps .....	25
Needs .....	25
Housing .....	26
Future .....	27
Needs and Gaps .....	27
5 – Strategies.....	28
Enhance Collaboration.....	28
Strategies .....	28
Raise Community Awareness.....	28
Strategies .....	28
Provide Options and Connections .....	29
Strategies .....	29
6 – Funding Sources .....	29
VTCLI .....	29
5310 .....	29
Intent of the program .....	29
Funding amounts .....	30
Local match requirements .....	31
Capital Funding Match .....	31
Operations Funding Match .....	31
Project Selection .....	31
Transit and Paratransit Providers in the CTC .....	32
Transit .....	32
Non-Profits.....	33
The New Cassel Retirement center offers door-to-door, enter destination, on-demand paratransit, and transfer service to another agency transportation to those over 65, disable and economically/socially disadvantage. The service is available 7-days a week during the day and some evenings in the Omaha metro area. ....	34
One of many services provided by the Refugee Empowerment center is door-to-door transportation service to refugees from 8am-5pm. The transit service is primarily for medical and employment purposes. ....	34
Mobility Guide for seniors and those with disabilities .....	35
.....	36
5310 Application and Scoring Rubric .....	<b>Error! Bookmark not defined.</b>

## Introduction

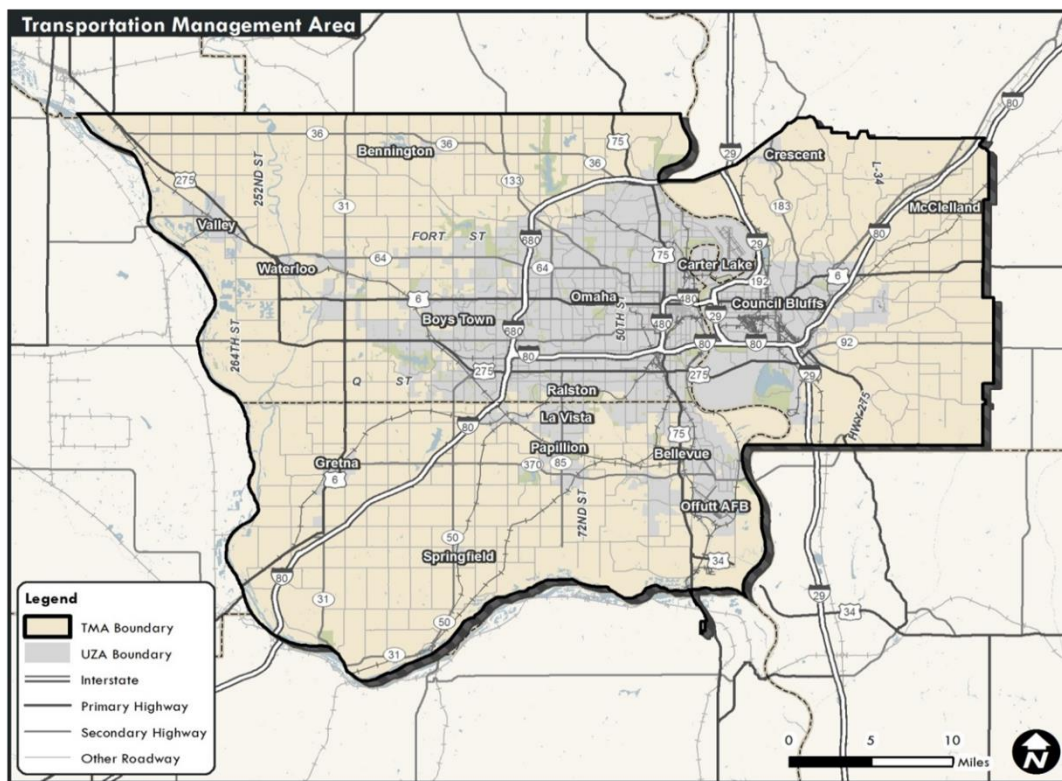
### What is MAPA

Created in 1967, the Metropolitan Area Planning Agency (MAPA) is the designated Metropolitan Area Planning Organization (MPO) and the voluntary Council of Governments for the Omaha – Council Bluffs Region. An MPO is a federally mandated and funded transportation policy-making organization that is made up of representatives from local government and governmental transportation authorities. Its core functions include developing a long-range transportation plan and identifying projects to implement that vision. In addition to these core functions, MAPA's broader mission is to bring local governments together to address regional concerns.

## FEDERAL LEGISLATION

Federal transit law requires that projects selected for funding under the [Enhanced Mobility for Individuals and Individuals with Disabilities \(Section 5310\) Program](#) be "included in a locally developed, coordinated public transit-human services transportation plan," and that the plan be "developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and other members of the public" utilizing transportation services. These coordinated plans identify the transportation needs of individuals with disabilities, older adults, and people with low incomes, provide strategies for meeting these needs, and prioritize transportation services for funding and implementation.

MAPA's federal mandate is focused on the Omaha-Council Bluffs Transportation Management Area (TMA), shown below in yellow. In addition, MAPA provides services to five counties adjacent to the TMA.



**What** Figure 1.2 – MAPA Area **l**obility Management

### Coordi

Coordinated transit happens when multiple services come together to provide cost or time savings. Some of the most common examples of coordinated transit nationwide include:

- Combining passengers for trips
- Sharing dispatching services
- Inter-local agreements to provide services across boundaries
- Collaborating on training and certifications

### Mobility Management

Mobility management is when a variety of stakeholders from all levels of service, public and private come together to provide easy to use transit options for the community access. In the MAPA region this most often mean providing referral and information resources about the services which best fit a client's needs.

### What is a Coordinated Transit Plan?

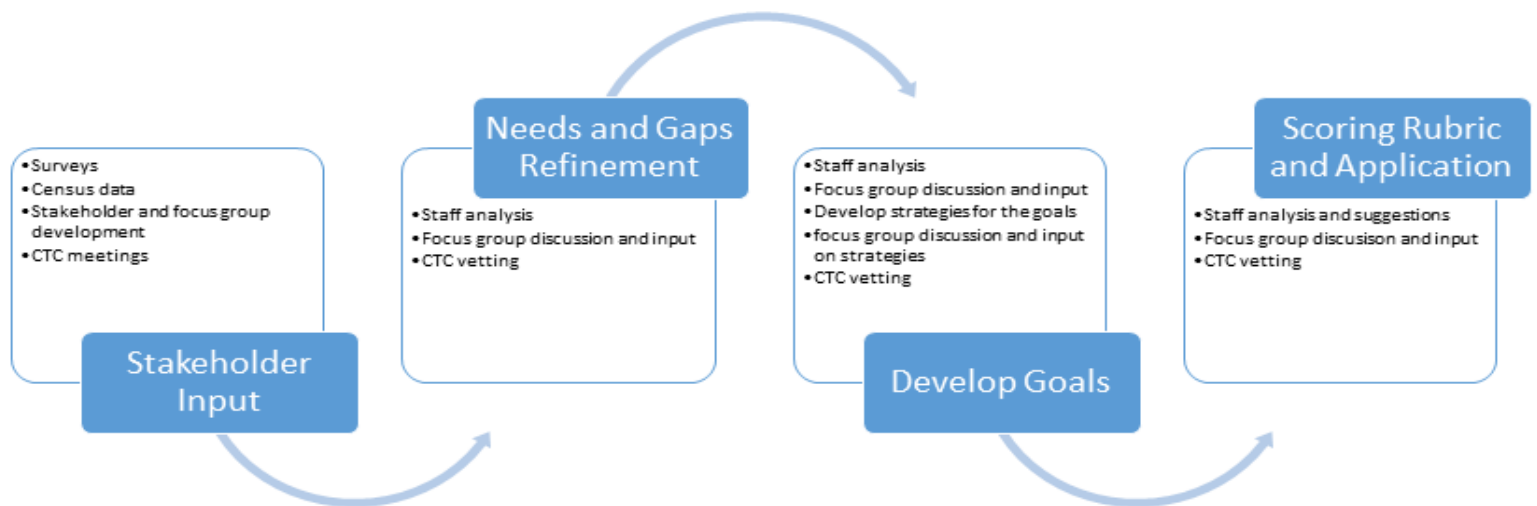
The MAPA Coordinated Transit Plan (CTP) serves as the guiding document for local human service and transit providers in the Omaha- Council Bluffs region. In the CTP the area's needs, current services, and potential funding options are laid out and used to develop goals for what the community wants to achieve over the next 5 years and strategies for how to do this.

The plan is designed to act as a guiding document for the region on administering 5310 grants and providing tools for more comprehensive coordination efforts.

The CTP goals and strategies are influenced by the many other plans and projects that MAPA has and in turn are used to help inform the outcomes of future MAPA plans and projects. MAPA plans and programs that influence the CTP include:

- Heartland 2050 - 2015
- Veterans Transportation Community Living Initiative Grant - 2019
- Heartland Connections Bicycle and Pedestrian Master Plan – 2015
- Heartland Connections Regional Transit Vision – 2014
- Metropolitan Area Transportation Improvement Study (MTIS) – 2016
- Sarpy County Transit Study – 2017

### How the Plan Was Developed



## 2 – Omaha-Council Bluffs Area Demographics

The Coordinated Transit Plan looks at and assesses the present and projected needs of those eligible for 5310 funding, these are:

- Those over 65
- People with a disability
- Households living below the poverty line

As the Omaha-Council Bluffs region faces the nationwide trend of an increasingly older population new needs and stresses will be added to the existing transportation, housing, and social service providers. With aging suburban populations expected in the coming years there will be additional pressure on existing providers to expand their services into areas that are more difficult due to their less dense more decentralized design.



The maps below show the current concentrations of those over 65, those with disabilities, and those who live below the poverty line, as well as the projected locations of those over 65 in the coming decades.

## Current Demographics

The 3-county MAPA TMA is home to approximately 770,000 people (see Table 3-1). It is the largest metropolitan area in Nebraska and Iowa, and an important economic center in the Midwestern U.S. The total population has increased over 42% from 1970, when the population was slightly greater than 540,000.

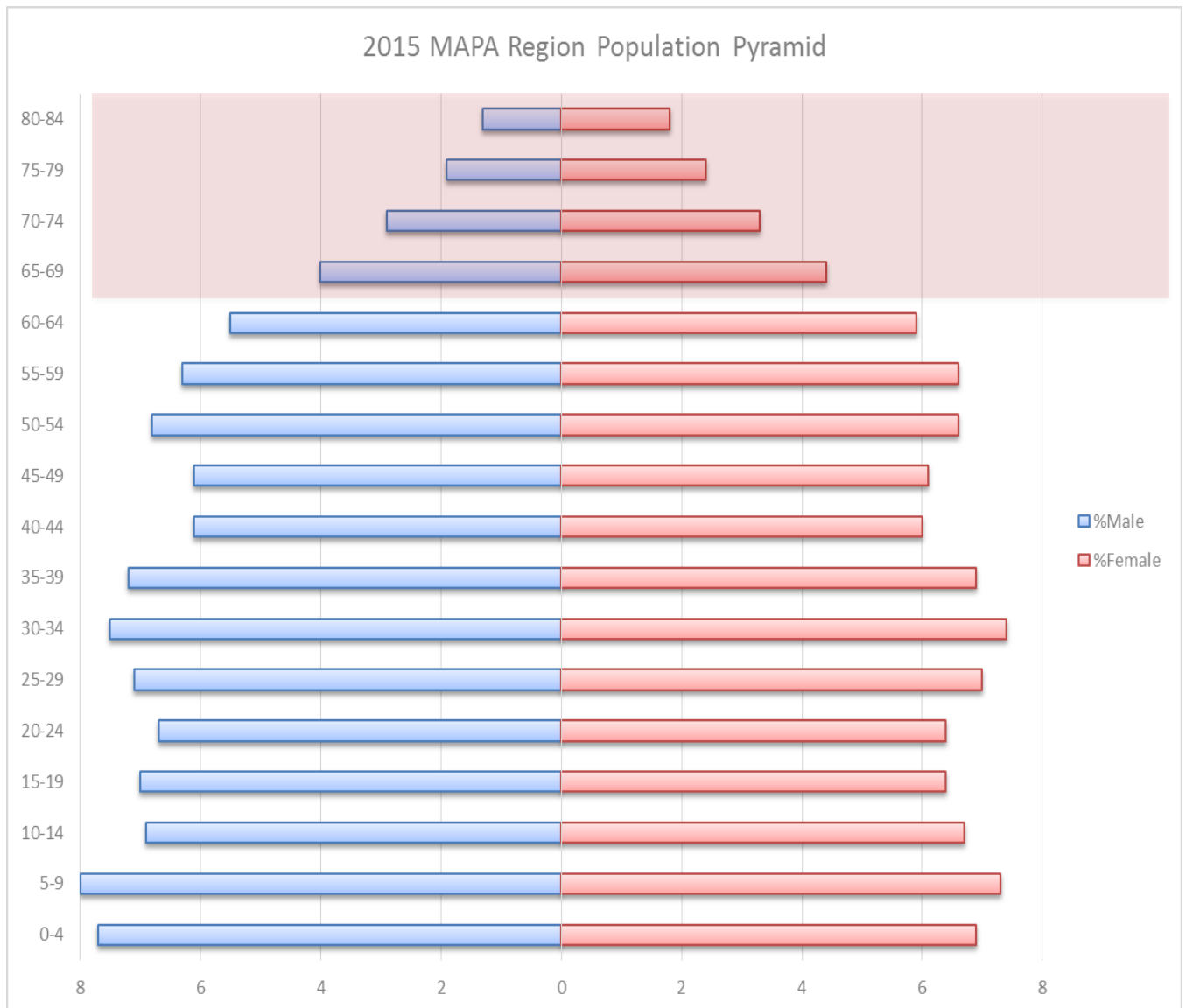
This population growth has not been shared equally between the counties. Sarpy County's population has soared in recent years, averaging over 20% growth each decade. Douglas County's population has tracked closely with the MAPA total, typically ranging between 5 and 12 percent growth per decade. Pottawattamie County's population declined during the 1970s and 1980s, but rebounded for modest, but consistent growth from the 1990s onward. Figure 3.1 shows the growth rate by decade for each of the three counties in the MAPA TMA.

These county growth patterns reflect the overall pattern of population growth along the outer suburban areas and population decline or stability in the older, urban portions of metro area, though there has been interest in new redevelopment communities in downtown Omaha and downtown Council Bluffs.

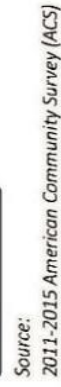
## Those Over 65 in 2015

Presently there are approximately 97,000 people over the age of 65 making up 11.25% of the total population. Many of these people live outside of the urban core making it difficult to provide effective and consistent transportation to them.

In Nebraska and parts of Iowa the rural and suburban areas are served by the various nonprofits or by private care givers which often puts the burden of care on family members or limits the mobility of seniors in these areas.



## Transportation Management Area



WAPA

## Population With a Disability

Based on American Community Survey data, there are approximately 86,000 people who are considered disabled in the Omaha Council Bluffs region, this is approximately 10% of the total population. The majority of which live in North Eastern Omaha and the urban areas of Council Bluffs. These areas are currently well served by Metro Transit and Moby in Nebraska and South West Iowa Transit Authority (SWITA) and Council Bluffs Special Transit Service (STS) in Iowa.

Those who live in the Western parts of Douglas County, Southern Sarpy, and the Eastern Pottawattamie Counties do not have consistent transit and paratransit services which would provide greater opportunities for independence and quality of life.

## Affording Transportation

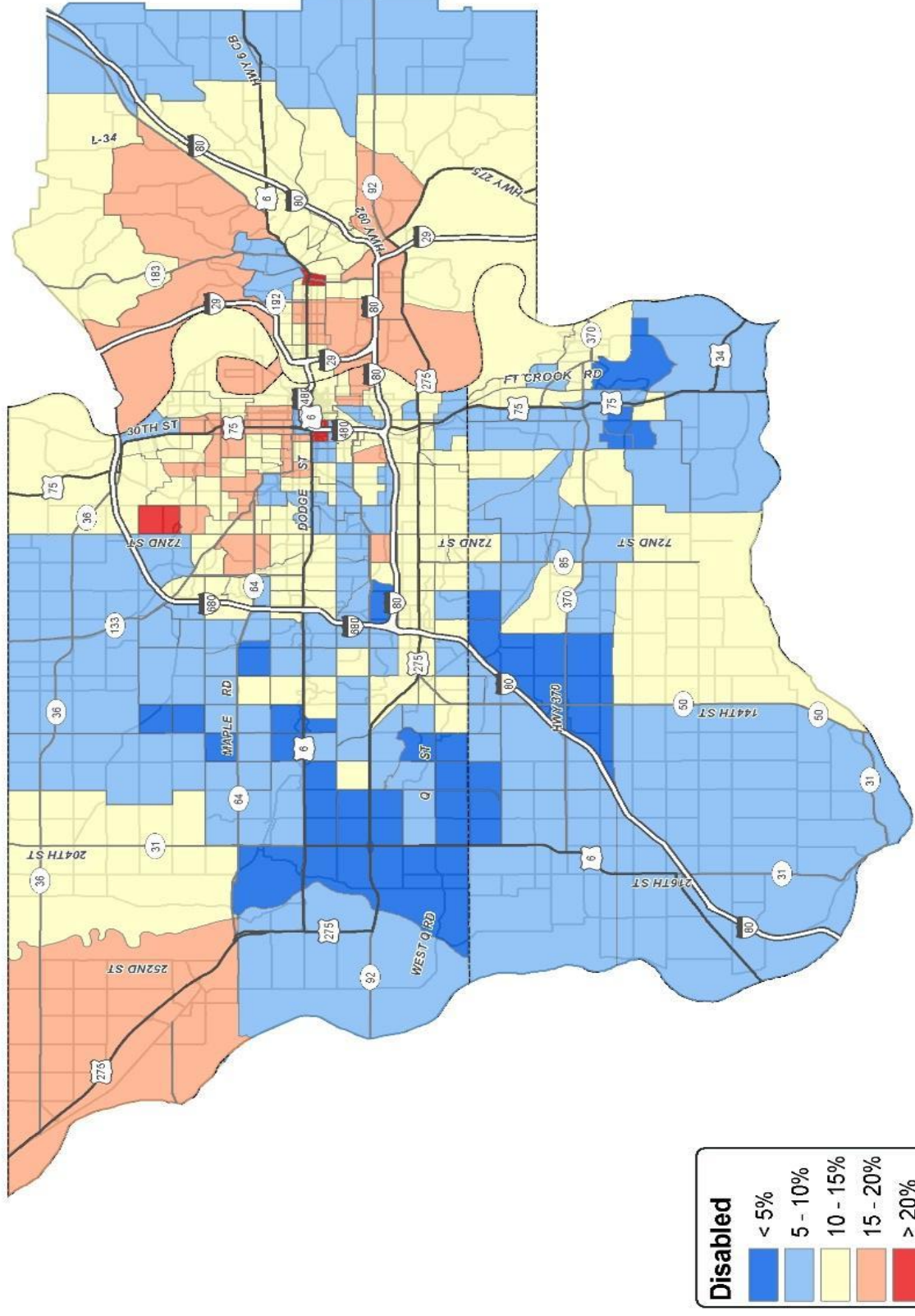
Another example of how limited transportation options affect employment was shared by Michaela Ahrens, Interim Executive Director/Senior Director of PACE for Autism Action Partnership.

PACE: Partnership for Autism Career Employment is a program that provides employment support to adults with autism who are seeking or desire to maintain competitive employment positions in the community. PACE helps those individuals find work, matched to the individual's preferences, and help maintain employment as long as he or is happy in the position.

Michaela has a client who lives fewer than eight miles away from his place of employment. Unfortunately, his home is not located on a bus route. If there were a transit stop nearby, the location is not suitable for walking safely to and from the stop. There are few sidewalks and the intersections are very wide and always busy with traffic.

Her client's main method of transportation is Uber, which costs around \$27 a day. He spent approximately \$456 last month for 34 rides. Michaela herself provided her client 19 rides on the weekends, as well as transportation for his first few days with the program. Without Michaela's help, another \$255 would be added to his monthly transportation cost.

Transportation costs consume \$711 from his \$1,100 monthly salary. Due to the lack of transit and walkability options, her client spends 64% of his monthly income on transportation.



Source:  
2011-2015 American Community Survey (ACS)



### Population Living Below the Poverty Line

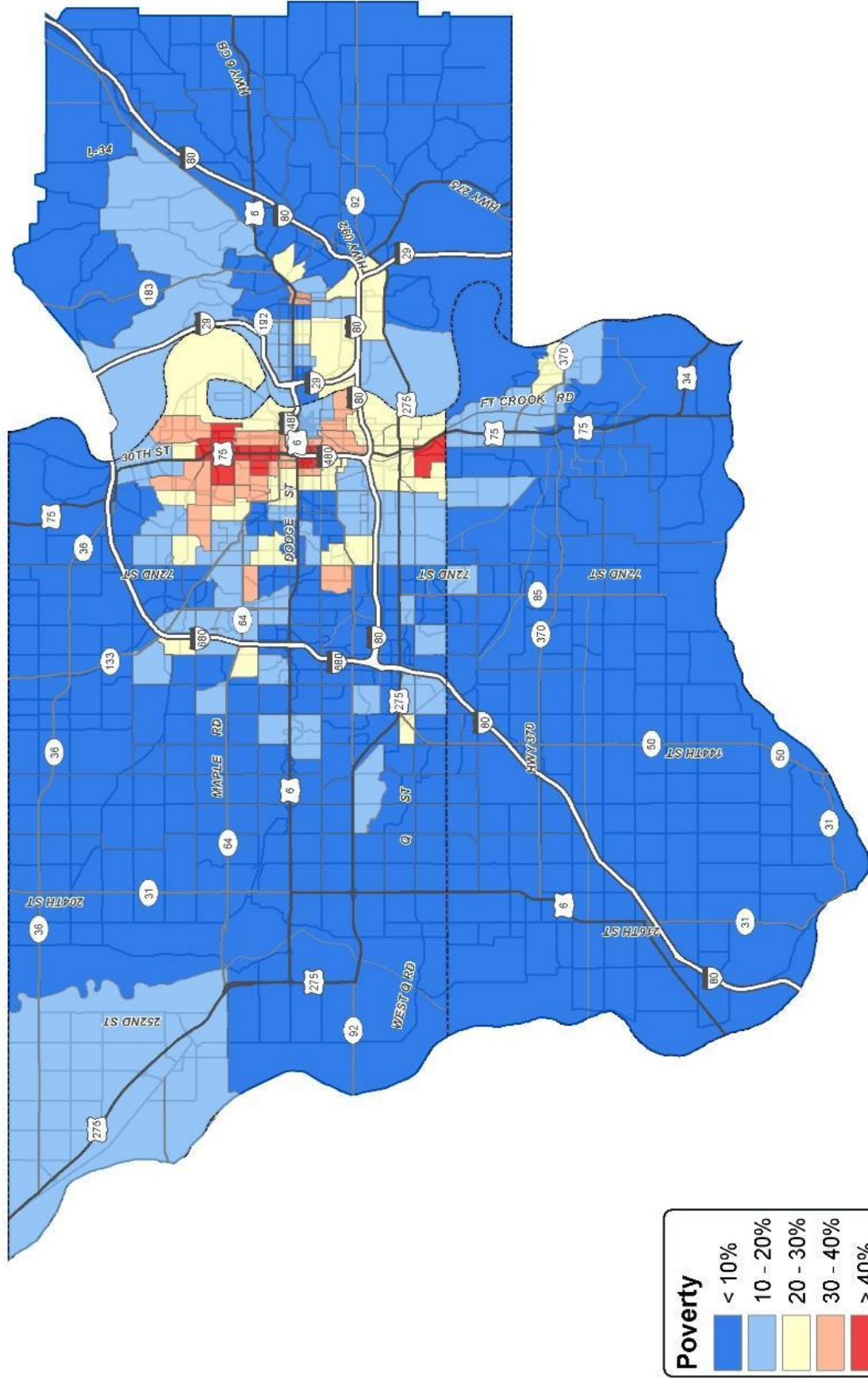
The concentrations of poverty in Omaha and Council-Bluffs are located in the downtown cores where social and transit services are focused. Current Metro and SWITA operations focus on providing comprehensive service to these areas, though connections to suburban service sector jobs are often lacking.

Some areas of the United States have seen poverty become more dispersed in suburban and exurban areas as housing costs in urban cores rise quickly. Omaha and Council Bluffs have not seen widespread issues related to this trend and there are many diverse advocacy groups who are working to ensure that there continue to be affordable housing options throughout Omaha and that job opportunities are available for all within the region. More on this issue can be read in the Heartland 2050 Action Plan and Fair Housing and Equity Assessment.



# Percent of Population in Poverty

# Transportation Management Area



Source:  
2011-2015 American Community Survey (ACS)



## Future

As the large baby-boom generation ages and outlives their predecessors older persons will constitute a greater share of the total population. Those over 65 currently constitute about 10% of the metro area's population, by 2040 it is expected that they will comprise at least 16%. The charts and maps below show the changes in age demographics that are expected.

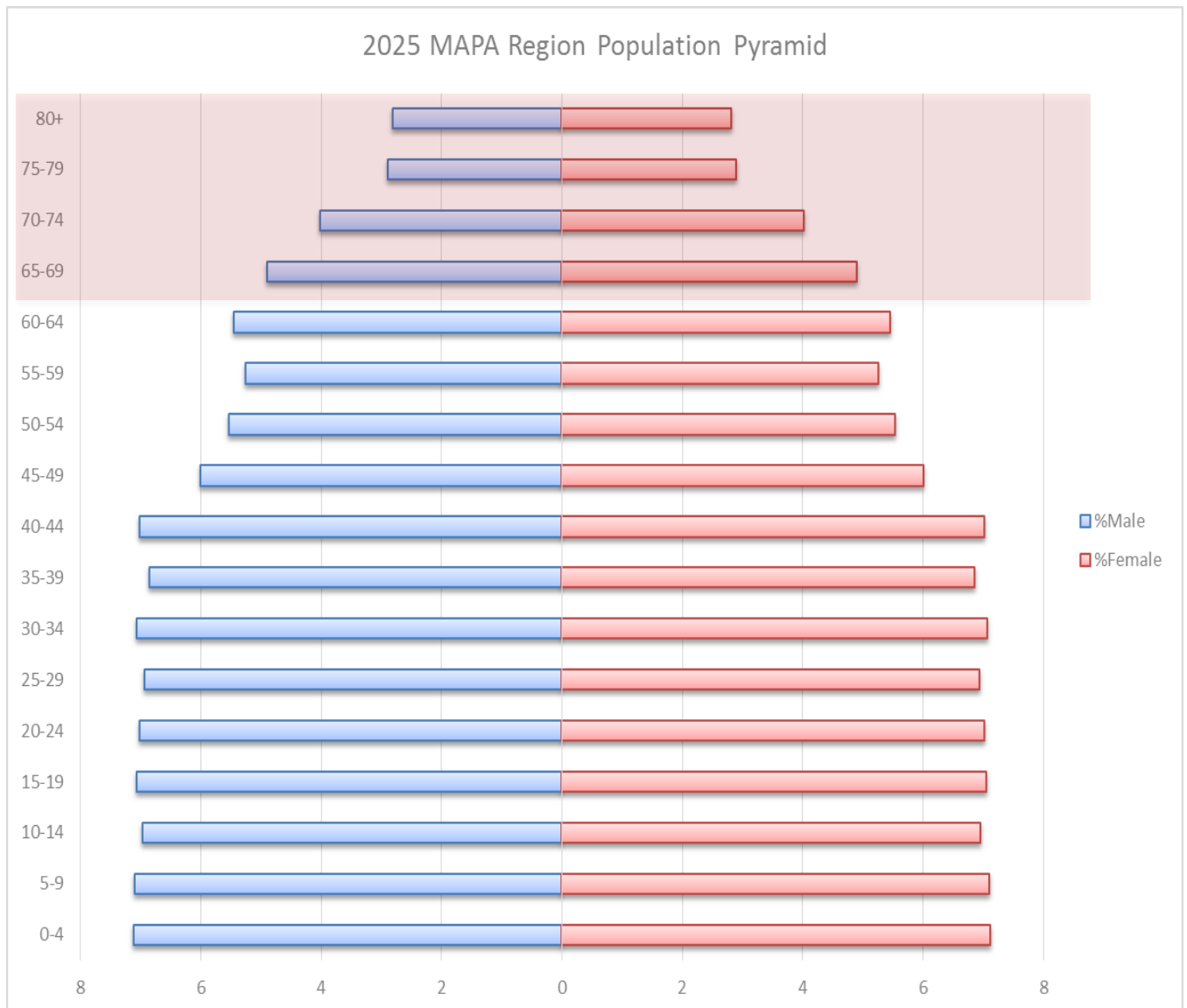
It is expected that the areas that currently have high levels of poverty and disability not related to aging will stay the same due to networks of social services in these areas.

## 10 Years

By looking at the geographic distribution of those currently 55-59 it is possible to predict where the Omaha-Council Bluff metro will have concentrations of those 65-69 in 10 years. By 2027 there is a substantial increase of those over 65 in the rural portions of Douglas, Sarpy, and Pottawattamie Counties.

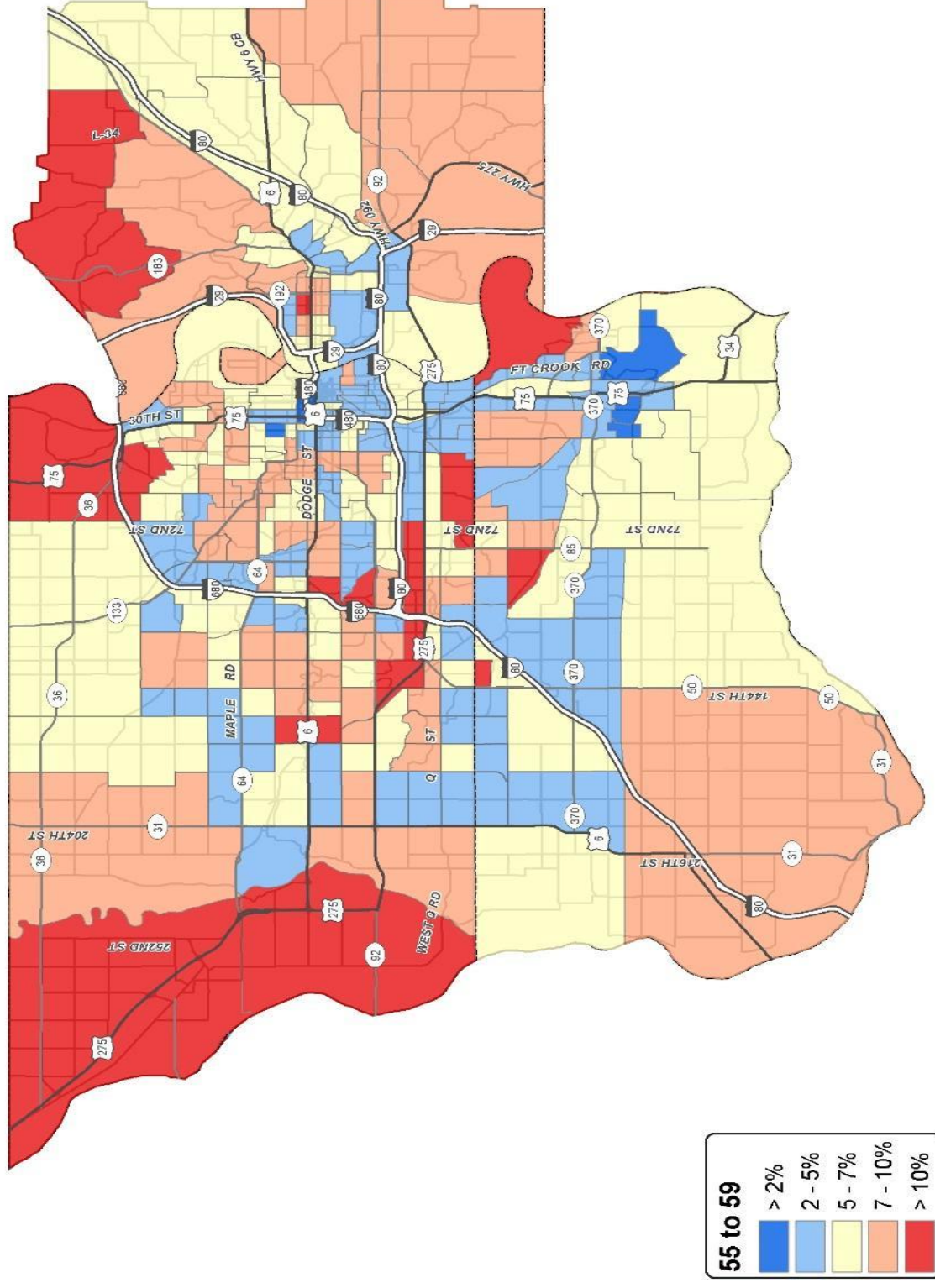


The increases in the number of those over 65 and the issues of aging in place in suburban and rural communities will place increasing burdens on financially limited resources and make coordinating services across jurisdictional boundaries an even higher priority.



# Percent of Population 65+ in 2027

# Transportation Management Area



Source:  
2011-2015 American Community Survey (ACS)



# MAPA

### Urban Area Inset

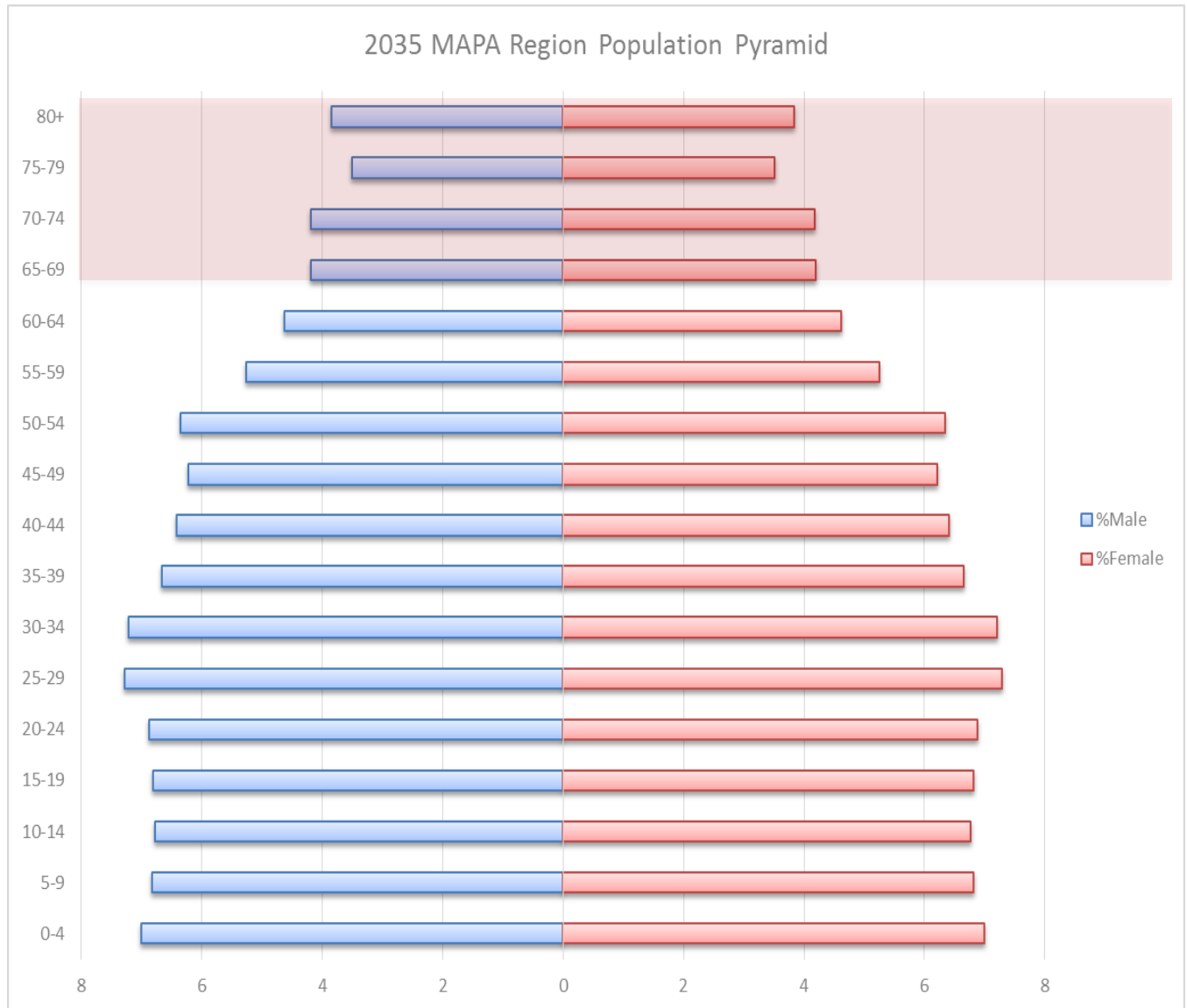


WAPA



### 20 Years

In 20 years population projections show larger concentrations of those who will be over 65 in rural and outer suburban areas. There is also a continuing growth of those over 65 who will require additional support services. Currently these areas are not designed to facilitate social service providers and aging in place strategies meaning that many people will be left isolated or forced to move out of their homes.



## Transportation Management Area



WAPA



# Percent of Population Aged 65+ in 2037

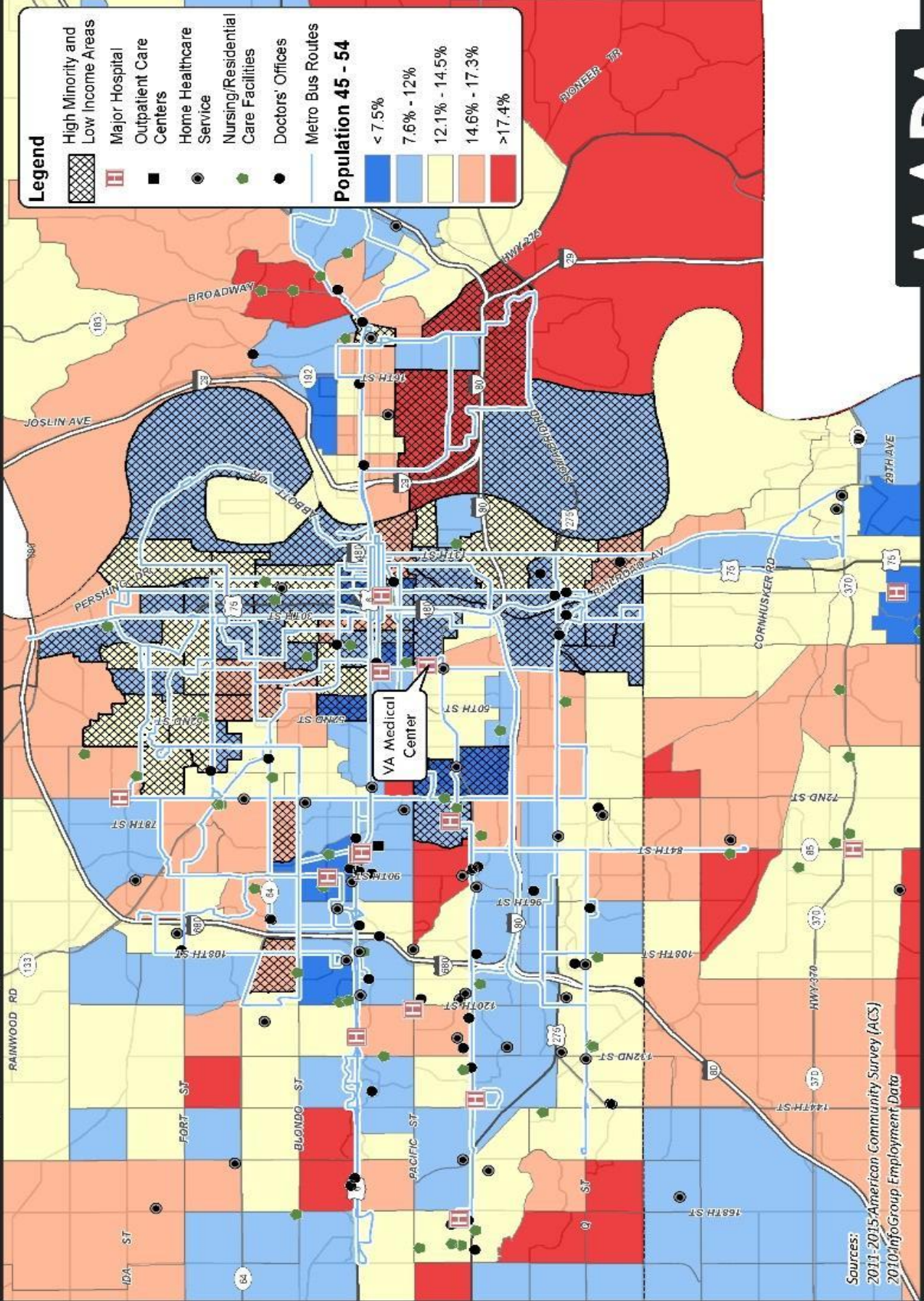
## Urban Area Inset

**Legend**

- High Minority and Low Income Areas
- Major Hospital
- Outpatient Care Centers
- Home Healthcare Service
- Nursing/Residential Care Facilities
- Doctors' Offices
- Metro Bus Routes

**Population 45 - 54**

- < 7.5%
- 7.6% - 12%
- 12.1% - 14.5%
- 14.6% - 17.3%
- > 17.4%



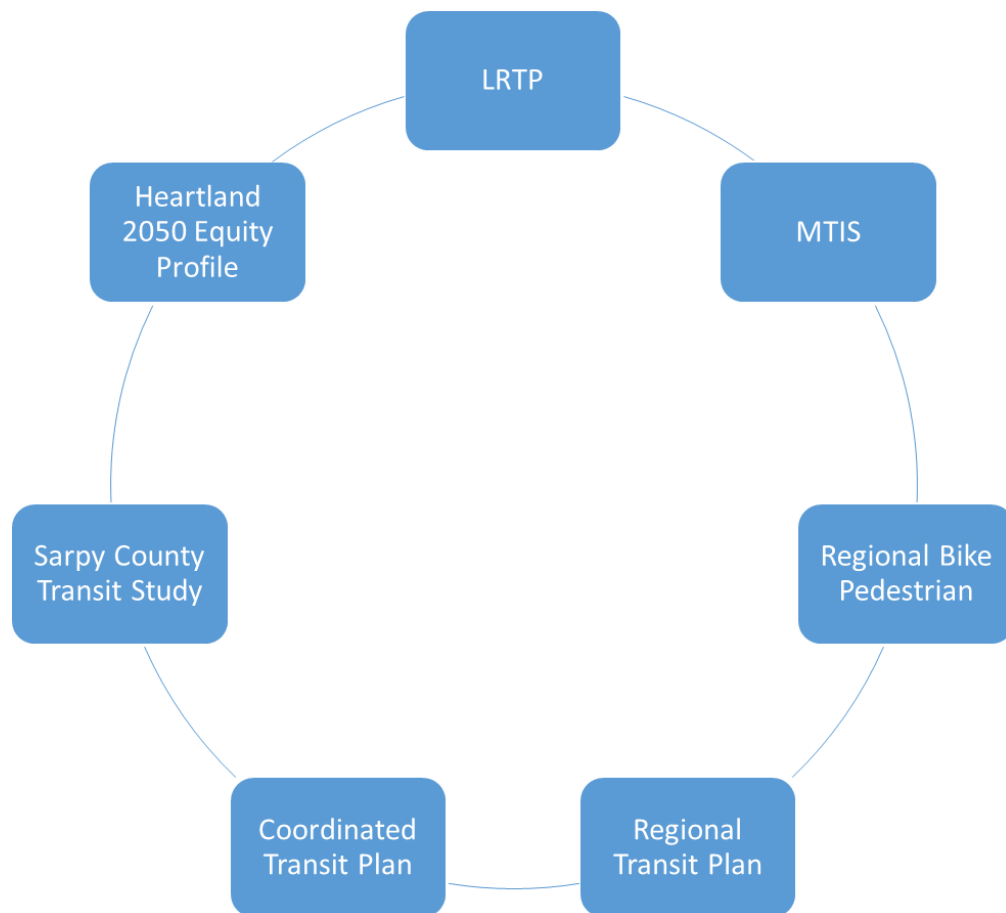
Sources:  
 2011-2015 American Community Survey (ACS)  
 2010 InfoGroup Employment Data



# MAPA

## 1– Goals

Through stakeholder involvement and focus groups the CTC reviewed the previous CTP goals, the goals from other MAPA plans, and discussed how they would like to see 5310 funding and the CTC's time used over the coming years. Figure 5.1 shows the current MAPA planning documents.



MAPA did extensive outreach for the 2050 Long Range Transportation Plan on goal and strategy setting and developed a ranking of 6 goals that were used to develop the CTP.



*The CTC developed 3 goal areas related to the previous planning goals and based on the funding sources that the committee oversees. These goals will inform the grant application criteria and direct the work of the CTC over the next 4 years.*

### Coordinated Transit Committee Goals

- 1 Enhance Collaboration**  
Improve efficiencies through inter-agency cooperation.
- 2 Raise Community Awareness**  
Include additional, and more diverse, voices into the transportation planning process; highlight the issues of those with impaired mobility; and promote current services.  
Bring more people into the conversation, shine a light on the challenges for those with limited mobility, and promote services that currently exist.
- 3 Provide Options and Connections**  
Maintain and improve transportation options for all in the region regardless of zip code and income.



### 3 - Existing Coordinated Transit Committee Service Providers

#### *Coordinated Transit Committee*

The Coordinated Transit Committee (CTC) is the stakeholder group and steering committee for coordinated transit and 5310 grant administration in the MAPA region. The CTC is composed of a variety of paratransit agencies, human service providers, advocacy agencies, and taxi providers. CTC provides a space for members to connect with each other, learn about services offered in the region, and actively pursue new ways to coordinate services. A list of providers and, the vehicles owned and operated by these agencies is in Appendix A. A user-friendly guide to who these agencies serve and their hours and contact information is in appendix B.

#### Paratransit Providers

These are the public providers who receive 5310 funding and provide fixed route or demand response services for their jurisdictions and who participate in regional coordination efforts through the CTC. A full list of these providers, with a description of their services can be found in Appendix A, a breakdown of their services and contact information can be found as a part of the mobility management guide.

Agency	Location	Days of Operation	Hours
Metro Transit	Omaha	M,T,W,Th,F,S,S	5am-11pm
Moby	Omaha	M,T,W,Th,F,S,S	5am-11pm
SWITA	Cass, Fremont, Harrison, Mills, Montgomery, Page, Pottawattamie, and Shelby	M,T,W,Th,F,S,S	6am-5pm
Bellevue	Bellevue city limits	M,T,W,Th,F	7am-3pm
LaVista / Ralston	La Vista and Ralston city limits	M, T, W, Th, F	7am-4:30pm
Papillion	Papillion city limits	M, T, W, Th, F	7am-4pm
Council Bluffs	Council Bluffs city limits	M,T,W,Th,F,S	5:15am-11:30pm
Eastern Nebraska Office on Aging	Douglas, Sarpy, Cass, Dodge, Washington	M, T, W, Th, F	8am-5pm
Eastern Nebraska Office on Aging	Omaha, Douglas, Sarpy, Cass, Dodge, Washington, Council Bluffs, Pottawattamie, Fremont, Harrison, Mills, Montgomery, Paige, Shelby	M, T, W, Th, F	8am-5pm

## Non-Profits

These are the nonprofits who provide transit services or pay for all or a part of their clients transportation needs and participate in regional coordination efforts through the CTC. A full list of providers, with a description of their services can be found in Appendix A, a breakdown of their services and contact information can be found as a part of the mobility management guide. In appendix B there is a mobility management guide with the hours, client base, and contact information for many of these providers.

Agency	Location	Days of Operation	Hours
Crossroads of Western Iowa	Pottawattamie, Harrison, Woodbury, Monona	M, T, W, Th, F,	7am-7pm
Black Hills Works	Omaha, Bellevue	M, T, W, Th, F, S, S	24
Friendship Program	Omaha, Bellevue	M, T, W, Th, F,	8am-5pm
Eastern Nebraska Community Action Partnership	Omaha	M,T,W,Th,F,S,S	24
Pottawattamie County Veterans Affairs	Pottawattamie	M, T, W, Th, F	8am-5pm
Refugee Empowerment Center	Omaha	M, T, W, Th, F	8am-5pm
New Cassel Retirement Home	Omaha	M, T, W, Th, F, S, S	8am-5pm
Intercultural Senior Center	Omaha, Bellevue, Ralston	M, T, W, Th, F	8am-5pm

## Other Transportation Services

In addition to the paratransit and fixed route services offered in the Metro area there are several taxi, private bus, and commuter transit services offered. These services operate in Omaha and Lincoln providing options for inter and intra city transit.

### *Intercity Bus Transit*

The University of Nebraska Engineering School operates a commuter shuttle, that is open to the public, between the Omaha and Lincoln campuses with two additional stops at the University of Nebraska

Medical College and off exit 439 on I-80. The N-E Ride goes between Lincoln and Omaha four times a day starting at 8am and ending at 5:45, there is no cost for the service.

Currently there are three private intercity bus companies operating between Omaha and Lincoln. These are Greyhound, Megabus, and Burlington Trailways. The three companies offer a variety of trip times, costs, and pickup and drop off locations.

#### *Ridesharing*

MAPA operates a regional trip matching platform known as MetroRideshare. This platform allows users to sign up and enter their trip origin, destination, preferred modes, and gender and smoking preferences to match with others in the region looking to make a similar trip. Several large area employers have adopted this platform and use it to manage parking demand and promote active commuting options.

The Nebraska Department of Transportation offers a subsidized vanpool program through Enterprise Rent-A-Car. Vanpools are arranged through employers for employees to commute to and from work in and each vanpool is set up to best suit the needs of the riders.

Happy Cab consolidated cab company operates in both Omaha and Council Bluffs providing on demand and scheduled taxi services. Cab service is operated all day every day of the week, rates are set by the Public Service Commission.

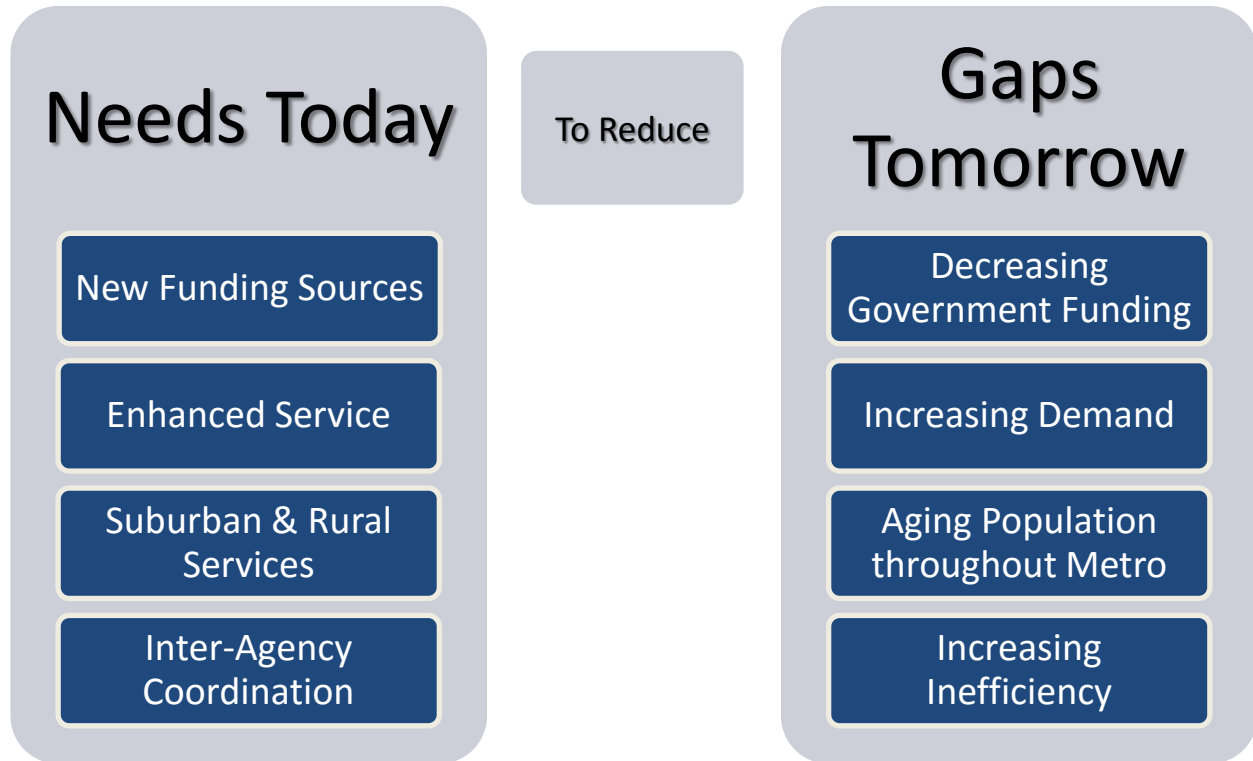
Both Uber and Lyft operate in Omaha providing on demand service, rates may vary by time of day and levels of demand.

## **4– Needs and Gaps**

Many current and future needs and gaps for transit service exist in the area, this section details the main issues that MAPA staff and the members of the CTC identified. The focus is on providing services to the changing demographics anticipated in the Omaha-Council Bluffs area.

Themes include the stagnation of funding, the need for more/better coordination efforts, and the geographic limits of service.

By identifying and grouping the needs and gaps the CTC will be able to prioritize issues and develop coordination efforts and grant criteria to fund programs that will address these needs and fill in the gaps in service.



### Current

The needs and gaps identified below were compiled based on the provider surveys that were completed, input from the CTC stakeholders, and the findings of previous studies and plans.

### Gaps

- Services are insufficient to address all the needs of those in the community
  - Isolation and insufficient options for low- to moderate-income people
  - Transit options for those with disabilities
  - Transit and paratransit service to suburban and rural communities
  - Transportation for non-standard shift work
- There is no centralized communication system in place to facilitate communications
- The inadequate coordination between housing, transportation, and social service providers and advocates

### Needs

- Additional funding sources to keep current programs and services
- Funding sources to cover unmet needs
  - Employment focused transportation services
    - Services that go from areas of high unemployment to job centers
    - Transit that runs during second and third shift hours
    - Reliable, consistent transit options throughout the metro area
  - Services to areas that do not currently have public transit options

- Inter-agency coordination for:
  - Public-private communication
  - Cross jurisdictional cooperation
  - Assistance for people dependent on multiple services
  - Public information about available services
  - Housing, transportation, and social service providers
- Expanded suburban and rural transportation services for all users

## Housing

In the discussions of needs and gaps in the Omaha-Council Bluffs area the disconnect between housing options, choice, and the availability of transportation access for those unable to drive themselves was a recurring theme.

In 2016 and 2017 the cities in the MAPA region participated in a national Housing and Urban Development (HUD) program the Omaha-Council Bluffs area called Affirmatively Furthering Fair Housing (AFFH) which looked at housing options, choices, and needs in the area.

Through the outreach done it was discovered that increased access and funding for public transit was felt to be one of the most important issues for more fair and equitable housing choices. Affordable housing near jobs and services was another main concern for survey respondents.

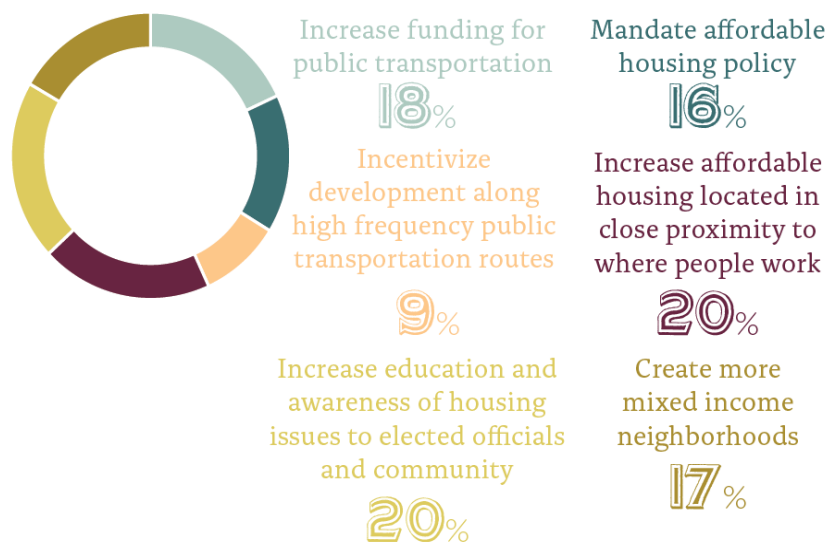
## Finding Transportation

Susan Lacy has a daughter, Cassie, who works at Creative Hair Design. Cassie has been employed there for four years, and absolutely loves it. Cassie is eligible for would like to rely on the city's paratransit service, known as MOBY, as her primary method to and from her job. However, Creative Hair Design is located just beyond MOBY's range for providing transportation.

Since Cassie's work is very important to her and provides her with a sense of pride and accomplishment, Susan's husband volunteers to drive Cassie to work every morning.

This takes about one hour, roundtrip, and becomes challenging if he is sick or if the couple travels out of town. Susan and Cassie are hopeful that there will be other means of transportation available in the near future, because the current arrangement is not sustainable long-term.

How would you spend our federal dollars to solve our most pressing fair housing issues?



As a part of their survey the City of Omaha asked what locations people would like to be able to access via transit and found that many of the most requested destinations are difficult to serve suburban areas. A word cloud of the answers shows the density of responses.

Q51 Are there places in the Omaha metro area that you wish you could access by public transportation but cannot?



These findings match closely with the current and future needs and gaps identified through the CTC stakeholders. Housing and employment locations will should to be considered together in future development, transit and walkability are important factors for all new and infill building, and the needs of those with limited mobility should be considered in infrastructure decisions.

## Future

Below are the needs and gaps that were identified through the CTP planning process using stakeholder input from the CTC, demographics projections, and analysis from previous plans and studies.

### Needs and Gaps

- Greater funding gap as federal funding stagnates or disappears
- As our populations age in the suburbs it will become more difficult to provide services to a much larger geographic area.
  - Increased caregiver burden for family members due to decreased transportation options
  - Increased cost for providers and clients
- With medical advancements and more chronic conditions there could be a higher percentage of elderly who are dependent on social services to meet their needs
  - Children unable to take care of disabled parents
  - Smaller families
  - Longer life spans but not healthier

## 5 – Strategies

For each of the goal areas the CTC developed action-oriented strategies to work towards over the coming years. Some of the strategies focus on how to best allocate funds and others are projects that the CTC has decided to address as a committee during their meetings.

### Enhance Collaboration

#### Strategies

- Create a One Call Center or partner with an existing call center in the area
- Utilize the CTC message board to its fullest
- Develop resource list for area nonprofits
- Identify foundation grants and opportunities that CTC members may be eligible for
- Work as a committee to partner on grants and projects
- Raise funds through a special entity developed by the committee for events like Omaha Gives

### Raise Community Awareness

#### Strategies

- Develop resource list for area nonprofits
  - This needs to be updated regularly
  - Searchable database
  - Open to nonprofits and citizens
- Incorporate agencies outside of the CTC into the agency spotlights
- Advocate for transit and paratransit in all parts of the transportation system
- Bring the goals and mission of the CTC to other committees and groups that members are a part of
- Develop training for elected officials and transit entities on how to ride transit as someone with a disability
- Use the committee to track and advocate for legislation that benefits members of the CTC
- Increase CTC involvement at TTAC, ProSeCom, and HL2050 meetings

#### Seeking Independence

One of these people is Annette Wolfe, a single parent of two. For her family, transportation is a very large issue. Annette is dissatisfied with the lack of transportation options for those who live farther west from the transit system routes. The closest stops to her home have very limited time slots for riders and are too limited to be considered useful.

Annette's daughter would greatly benefit from more transportation options. She is 16-years-old, on the autism spectrum, volunteers every other weekend and is looking for more opportunities to improve her social skills to prepare for life after high school. It is unlikely she will ever be able to drive, and the lack of transportation options are a massive restriction that limits the opportunities available.

The family has tried other transportation options, like Uber or a taxi service, but they were too costly and consumed a large portion of Annette's earnings. Annette's availability to take off work varies and is not consistent enough to be a dependable option. Plus, neither of these options would help Annette's daughter develop the sense of independence she seeks.

Access to more transportation alternatives would open more work and volunteer opportunities, as well as allow her daughter to develop skills that make her more independent. A greater transportation system would provide more viable options for her family and other families with disabilities.

## Provide Options and Connections

### Strategies

- Lend CTC support for transit-related projects in the region
- Develop educational resources on how to ride transit and navigate the area without a car
  - Bus training
  - Bike training
  - Multi-lingual training and navigation events
- Create an application to compare ride options and do cost analysis
- Work toward breaking down organizational barriers

## 6 – Funding Sources

There are two main federal funding sources for the region which are overseen by the CTC, these are the 5310 grant program and the Veterans Transportation Community Living Initiative (VTCLI). Both of these programs focus on providing transportation for those over 65 and those with disabilities in the region and making better use of existing resources through increased coordination efforts.

### VTCLI

MAPA is the recipient of a Veterans Transportation Community Living Initiative. The VTCLI program is designed to create a central ride scheduling and dispatching center for the region and improve the access of veterans and their families to services in the area.

### 5310

The Section 5310 program provides formula funding to states for the purpose of assisting private nonprofit groups and certain public bodies in meeting the transportation needs of elders and persons with disabilities. Funds may be used only for capital and operating expenses to support the provision of transportation services to meet the specific needs of seniors and individuals with disabilities. States receive these funds on a formula based on statewide population.

### Intent of the program

The Section 5310 program provides formula funding to states for the purpose of assisting private nonprofit groups and certain public bodies in meeting the transportation needs of those over 65 and persons with disabilities. Funds may be used only for capital and operating expenses to support the provision of transportation services to meet the specific needs of seniors and individuals with disabilities. States receive these funds on a formula based on statewide population.

The federal grant requirements are that a minimum 55% of all 5310 funds for a year go to Capital purchase, MAPA will evaluate this on a year to year basis depending on the applications.

### *Capital Purchases Funding*

Capital Purchases must make up at least 55% of the funds allocated in a year. This funding is for the purchase of infrastructure for paratransit service or the coordination of paratransit services. In the past, applications for capital funding focused on maintaining existing service. In light of this, MAPA is looking at these funds from an asset management perspective. Our program will revolve around replacing eligible paratransit vehicles, but remain flexible to allow for new regionally significant projects that may be proposed.



Examples of Capital Purchase include:

- ADA compliant vehicles
- Wheelchair lifts, ramps, and securement devices
- Scheduling, routing, and call systems for paratransit
- Mobility management programs
- Contracting or leasing of transportation services

For a more complete list please visit the FTA website at:

<https://www.transit.dot.gov/funding/grants/enhanced-mobility-seniors-individuals-disabilities-section-5310>

### *Operations Funding*

Operations funding cannot make up more than 45% of the funds allocated in a year. This funding is for projects related to the operations and management of paratransit service and for programs that promote the coordination of paratransit services.

Examples of Capital Purchase include:

- Travel training
- Mobility management
- Bus stop shelter and facility improvements
- Signage and wayfinding projects
- Volunteer training programs

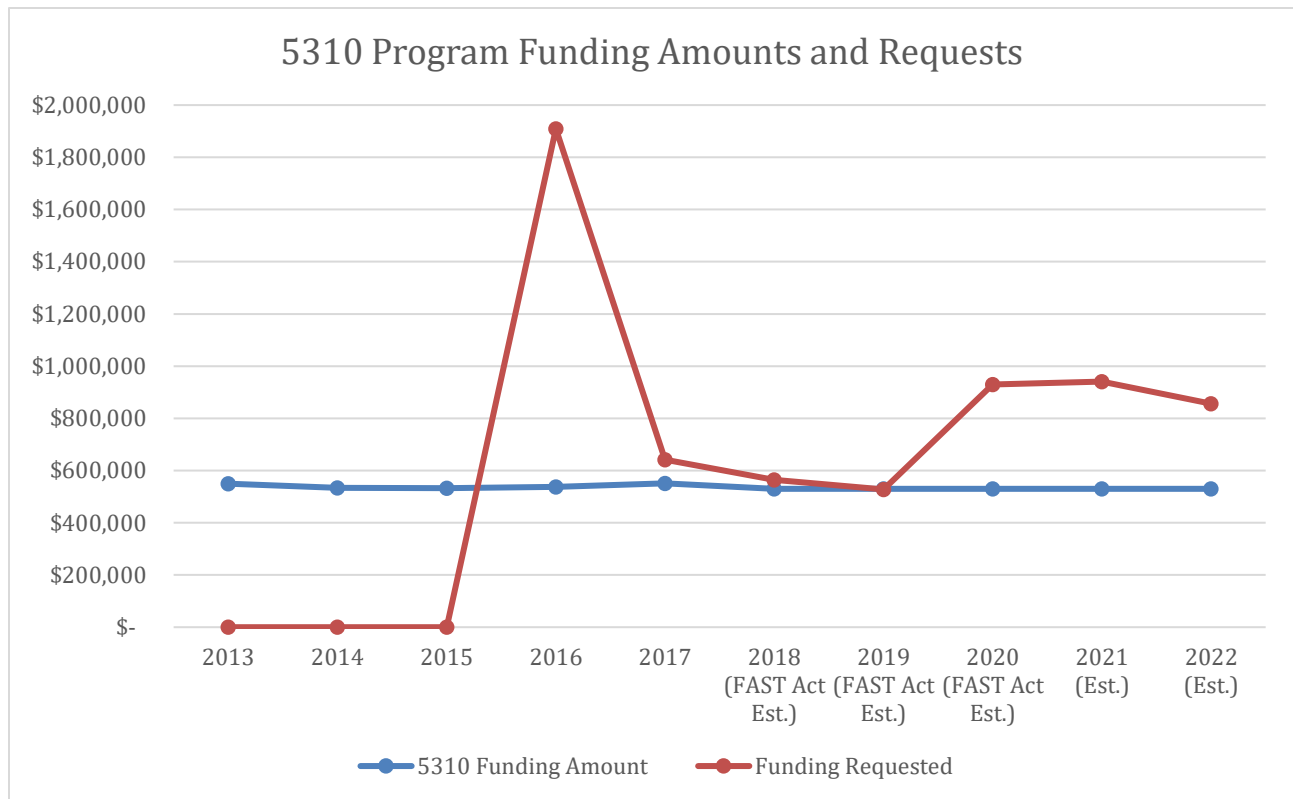
For a more complete list please visit the FTA website at:

<https://www.transit.dot.gov/funding/grants/enhanced-mobility-seniors-individuals-disabilities-section-5310>

### *Funding amounts*

FTA funding is based on population and funds for the 5310 program are directly tied to the number of senior citizens and persons with disabilities counted in the Omaha-Council Bluffs region in the decennial census. This tends to be between \$500,000 and \$550,000 each year with MAPA estimating \$530,000 per year through 2022.

The Fixing America's Surface Transportation (FAST) Act guarantees funding through 2020, though the exact amounts will be determined each year. The chart below shows the amount of funding the region received from 2013 through 2017 and the anticipated amounts for 2018 through 2022. Also included is the amount requested each year in grant applications from local agencies. Requests for 2013, 2014, and 2015 were held until 2016 and all four years of funding were utilized to meet that request.



### Local match requirements

All federal funding requires local match, the amount of match required varies based on program and project type. The 5310 Program funding is broken down into two programs, Capital and Operations which have different local match requirements.

Federal funding generally cannot be matched with other federal funds.

In Kind match can be used for some local match but is often more difficult to bill and account for.

### Capital Funding Match

For capital projects 5310 program funds can be used for up to 80% of the project cost. A minimum of 20% local match dollars must be provided from state or local funds. It is encouraged that this match be cash and not in-kind match of staff time or other services.

### Operations Funding Match

For operations projects 5310 program funds can be used for up to 50% of the project cost. A minimum of 50% local match dollars must be provided from state or local funds. It is encouraged that this match be cash and not in-kind match of staff time or other services.

### Project Selection

The 5310 project selection process was developed by an in depth subcommittee process and approved by the CTC, approved for recommendation by the Transportation Technical Advisory Committee (TTAC) and approved by the MAPA Board. It consists of two parts: a vehicle replacement plan for capital funds

and applications for operations. This process may undergo changes on an annual basis. The most up to date vehicle purchase plan and operations funding application can be found [here on MAPA's website](#).

# Appendix A

## Transit and Paratransit Providers in the CTC

Descriptions and service details

### Transit

#### Metro Transit

##### Fixed Route

Metro Transit offers open fixed routes and express route services in the Omaha City limits with 28 different routes. Fixed route services operate from 5am – 11pm six days a week with several of the more central routes operating on 15 minute frequencies. All Metro transit buses are equipped with wheelchair ramps and restraints and are ADA accessible.

#### Moby Service

Metro Transit offers on demand, curb-to-curb paratransit service at a ¾ mile buffer along all of its fixed routes. To be eligible for Moby service riders must have a condition that prevents them from being able to use the regular fixed route services provided. All Moby buses and vans are ADA compliant and allow for personal care attendants to ride at no cost, companions are allowed to ride but must pay a fee.

#### Southwest Iowa Transit Authority (SWITA)

SWITA provides rural transit service to Cass, Fremont, Harrison, Mills, Montgomery, Page, Pottawattamie, and Shelby Counties. Services provided include limited fixed routes, express routes, and on demand curb-to-curb service, as well as in city taxi service.

#### Veterans Affairs

The VA Hospital in Omaha provides curb to curb service to any VA patients in the area that the hospital covers, this includes all of Omaha, Douglas County, Sarpy County, Council Bluffs, and Pottawattamie Fremont, Harrison, Mills, Montgomery, Page, and Shelby Counties. This service runs Monday through Friday during business hours.

#### Bellevue Paratransit Agency

The City of Bellevue operates an on-demand, curb-to curb bus service for residents of Bellevue who are over 60 or have a disability that makes them unable to drive. This service operates Monday- Friday from 7:30am – 3:30pm.

### [La Vista - Ralston Special Services Bus Program](#)

The Cities of La Vista and Ralston operate a combined on-demand, curb-to curb bus service for residents of Bellevue who are over 60 or have a disability that makes them unable to drive. This service operates Monday- Friday from 7:30am – 4:30pm.

### [Papillion Paratransit Agency](#)

The City of Papillion operates an on demand bus service for residents of Papillion who are over 65 or are Medicaid/Medicare eligible. This service operates Monday- Friday from 7am – 4pm and takes residents in a 10 mile radius of the City limits.

### [Council-Bluffs Paratransit Agency](#)

Council Bluffs contracts to provide ADA paratransit services to the residents of the City of Council Bluffs to Omaha from Hamilton Street, to Woolworth Avenue, and as far west as 42<sup>nd</sup> Street. This includes service to the VA Medical Center and the University of Nebraska Medical Center. The hours of operation for the paratransit service are now 5:15 am to 11:30 pm Monday – Friday and 6:45 am to 8:45 pm on Saturday. This service is open to those who are Medicare/Medicaid eligible or have a disability which prohibits them from driving.

### [Eastern Nebraska Office on Aging](#)

ENCAP provides door-to-door on demand transportation services to those who are eligible for Medicare/Medicaid. ENCAP serves those who live outside of the urbanized area, in Douglas, Sarpy, Cass, and Washington Counties. Transportation services are provided Monday-Friday 8am-5pm.

### [Non-Profits](#)

#### [Eastern Nebraska Human Service Agency](#)

ENHSA operates door-to-door paratransit services to their clients from 8am-5pm and on extended hours for special activities and appointments. ENHSA operates within Douglas, Sarpy, Cass, Dodge, and Washington counties. Transit services are primarily for clients to get to and from EHSA events but can also be used for shopping, medical, educational, and work trips.

#### [Heartland Family Services](#)

The Heartland Family Services provides as needed transportation services to clients, who meet certain requirements, Monday- Friday. The transportation runs during regular business hours to and from doctor's office, shopping, and other trips.

#### [Lutheran Family Services](#)

Lutheran Family Services' Community Services Division in Omaha transports refugee clients on a limited basis using one dedicated van. Additional staff members provide rides to clients in order to insure that they get to critical appointments, job interviews, and new employee orientations.

#### [Heartland Workforce Solutions](#)

Heartland Workforce Solutions distributes transit passes for their clients. The agency does not provide direct transportation for their clients.

#### [Crossroads of Western Iowa](#)

Crossroads of Western Iowa offers door-to-door transportation to its clients with disabilities. The service is available in the morning, afternoon and evening hours to Pott, Harrison, Woodbury, and Monona counties area.

#### [Black Hills Works](#)

The Black Hills Works provides transportation to those who are Medicaid/Medicare eligible, over 65, and those with disabilities in the metro area.

#### [Friendship Program](#)

The Friendship Program provides transportation to their clients who are over 65 and disabled. This service is available Monday- Friday for medical, shopping and recreation.

#### [Eastern Nebraska Community Action Partnership](#)

The ENCAP offers door-to-door, curb-to-curb and scheduled routes transportation choice to those over 65, disabled, low income, veterans, children and youth, and those who are Medicaid/Medicare eligible. The service is available 24hrs, 7 days a week in the Douglas and Sarpy County area.

#### [Florence Home for the Aged](#)

Florence Home offers comprehensive door-to-door, enter residence, enter destination, and on-demand paratransit transportation to its residents who are over 65, disabled, and Medicaid/Medicare eligible. The transportation is provided for medical, shopping and recreational purposes. The service is available from 7am-6pm Monday-Friday.

#### [Sheltering Tree](#)

Sheltering tree distribute transit passes for their clients. The agency does not provide transportation.

#### [New Cassel Retirement Center](#)

The New Cassel Retirement center offers door-to-door, enter destination, on-demand paratransit, and transfer service to another agency transportation to those over 65, disable and economically/socially disadvantage. The service is available 7-days a week during the day and some evenings in the Omaha metro area.

#### [Pottawattamie County Veterans Affairs](#)

The Pottawattamie County Veterans Affairs offers door-to-door transportation to those over 65, disabled, and economically/ socially disadvantage. The agency transport their clients to and from the VA hospital.

#### [Refugee Empowerment Center](#)

One of many services provided by the Refugee Empowerment center is door-to-door transportation service to refugees from 8am-5pm. The transit service is primarily for medical and employment purposes.

Agency	Number of buses	Number of vans	Other / Passenger Vehicles	Agency Total Vehicles
<i>Metro Transit</i>	108	25	4	137
<i>Crossroads of Western Iowa</i>	1	21	16	38
<i>Intercultural Senior Center</i>	1	2		3
<i>Friendship Program</i>	5	5		10
<i>Eastern Nebraska Community Action Partnership</i>	3	5	1	9
<i>Florence Home</i>	2	1	3	6
<i>City of Papillion</i>	2	0		2
<i>City of Bellevue</i>	4	0		4
<i>South West Iowa Transit</i>	56	14	5	75
<i>Eastern Nebraska Office on Aging</i>	2	9		11
<i>City of Council Bluffs</i>	4			4
<i>Refugee Empowerment Center</i>	1			1
<i>New Cassel Retirement Home</i>	4		2	6
<i>Black Hills Works</i>		3		3
<i>Cities of LaVista and Ralston</i>		4		4
<i>Heartland Family Services</i>			10	10
<i>Sheltering Tree</i>			4	4
<b>Totals</b>	<b>193</b>	<b>89</b>	<b>45</b>	<b>327</b>

## Appendix B

Mobility Guide for seniors and those with disabilities

## Major Providers

Route Type	Fare Charge
<b>Fixed Routes (Metro)</b>	<b>One-way:</b> <b>Reduced Fare:</b>
<b>Paratransit (Mobey by Metro)</b>	<b>One-way:</b> <b>Same Day Trip:</b> <b>Additional Trips:</b>
<b>Demand Response (non-Metro)</b>	Council Bluffs: Bellevue: La Vista/Ralston: Papillion:

\*Fares are subject to change.  
Contact The District for current fares.

Demand & Response Days of Operation	
<b>COUNCIL BLUFFS</b>	
Within Council Bluffs	Mon thru Sat
<b>BELLEVUE</b>	
Bellevue Residents Only	Mon thru Fri
<b>LA VISTA/RALSTON</b>	
La Vista/Ralston Residents Only	Mon thru Fri
<b>PAPILLION</b>	
Papillion Residents Only	Mon thru Fri
<b>SWITA</b>	
Fremont, Page, Mills, Montgomery, Portawattamie, Cass, Shelby, and Harrison Counties in Iowa	Every Day

## Metro Services

### Services Provided by Metro

Metro Transit provides fixed route and express route service to the Omaha-Council Bluffs region. Riders board the bus at fixed stops and pay for the ride on the bus using a fare card or cash. If you use a Metro Reduced Fare ID for students, seniors, disabled, or Medicare, please have the ID ready to show the operator when you deposit your fare. These routes are shown below. How to ride instructions and tips can be found at <http://www.ometro.com/index.php/ride-guide/how-to-ride/>

### Services Provided by Mobey

MOBY is an advance reservation paratransit service for metropolitan area and is designed for those with a disability that prevents them from riding the regular fixed route bus service.

MOBY service mirrors the geographic areas, days, and hours of the fixed route transit network. Changes to fixed-routes service level (routing, days or hours) will have the same effect on MOBY's complementary paratransit service.

MOBY provides complementary paratransit service to origins and destinations within corridors with a width of three-fourths (¾) of a mile on each side of each fixed route. The corridor shall include an area with three-fourths (¾) of a mile radius at the ends of each fixed route.

Prospective MOBY clients must complete an ADA application to determine eligibility. The applications are available [here](#), or by calling 402-341-0800, ext. 2105.

## General Numbers to Call

For highway traffic information call 5-1-1

For bike and pedestrian resources call MAPA at (402) 444-6866

The Department of Health and Human Services has a centralized call center for all Medicaid and Medicare trips

**Toll Free:** (844) 531-3783  
**Local Omaha:** (402) 401-6999  
**TTY Line:** (402) 401-6998  
**Provider Line:** (402) 401-6990  
**FAX:** (402) 934-8622  
**Email:** [Kimberly.Early@nebraska.gov](mailto:Kimberly.Early@nebraska.gov)

If you are unsure of what services you are in need of call United Way of the Midlands at 2-1-1 or use their online database at <http://www.ne211.org/>

## Frequently Asked Questions

### Who do I call if I am not sure which service I need?

Please call 2-1-1, United Way's FREE 24/7 bilingual helpline, for referrals to an appropriate transportation provider.

### What are the different types of transportation services and what do they mean?

**Fixed Route** transit service runs on a specific route, with set stops, and a time schedule. This is what most people think of when they think of bus service.

**Paratransit** is demand response service provide in conjunction with regular fixed route service for those with disabilities whose disability precludes them from being able to access regular fixed route services. Paratransit services run within a ¾ mile buffer zone around all fixed route lines.

**On Demand** service is where the passenger calls ahead and schedules a ride with the transit operator. There is usually a 24 time limit for scheduling.

### Are the transportation resources listed accessible by wheelchair?

The "passenger type" column in the resource guide will show a wheelchair logo if the transportation provider has indicated their service has wheelchair accessible vehicles. Not all of the providers' vehicles may be equipped to handle wheelchairs. Please call ahead of your scheduled pick-up to request a wheelchair accessible vehicle.

### I travel with a Personal Care Assistant (PCA). May my PCA travel free, or at a discount rate?

You should call the transportation provider at least 24 hours ahead of time to determine a rate for your PCA. Some providers offer free or discounted rates, while other providers charge the full fare.

### Who can I contact with suggestions about improving our area's transportation service?

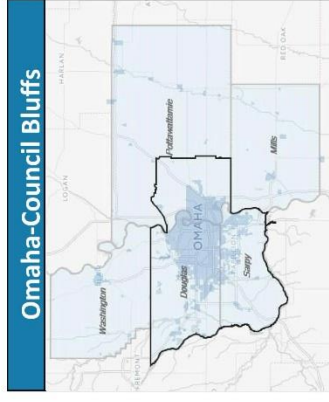
Please go to <http://www.ometro.com/index.php/contact/comment-form/> or call Metro Transit at 402-341-0800 and ask for the Transportation Planner.

### Where can I learn more about transportation in our area?

To learn more about MAPA and transportation planning in our area visit [www.mapacog.org](http://www.mapacog.org), or call the number listed to the left for details regarding the next transportation planning meeting open to the public.

**MAPA**

This Resource Guide is brought to you by the Omaha-Council Bluffs Metropolitan Area Planning Agency



# 2018 Regional Transportation Resource Guide

Online, mobile friendly, and bilingual versions available

VERSIONS

Versiones electrónicas están disponibles en varios idiomas online.

This guide is a starting point for residents who wish to travel throughout the area, as well as access nearby regions, without the need for a personal vehicle.



## 2018 MAPA Transportation Resource Guide

**MEDICAID RECIPIENTS (DIAL 866-905-8545)**

Medicaid recipients are eligible for medical transportation. Medicaid trips must be scheduled through Medicaid. The District has no control on scheduled trips or times.

**Specialized Transportation Services**

**2-1-1 (DIAL 2-1-1)**

Administered by United Way, 2-1-1 is a free National information and referral service which connects people who need assistance to the proper channel. 2-1-1 can be reached 24 hours a day, 7 days a week, and offers bilingual service.

## 2018 MAPA Transportation Resource Guide

[illegible]

\*Transportation Guides are continually updated as provider information changes



Agenda Item D  
FTA Section 5310 Program  
Management Plan

# Section 5310 Program Management Plan

---

*6-19-18 Draft*



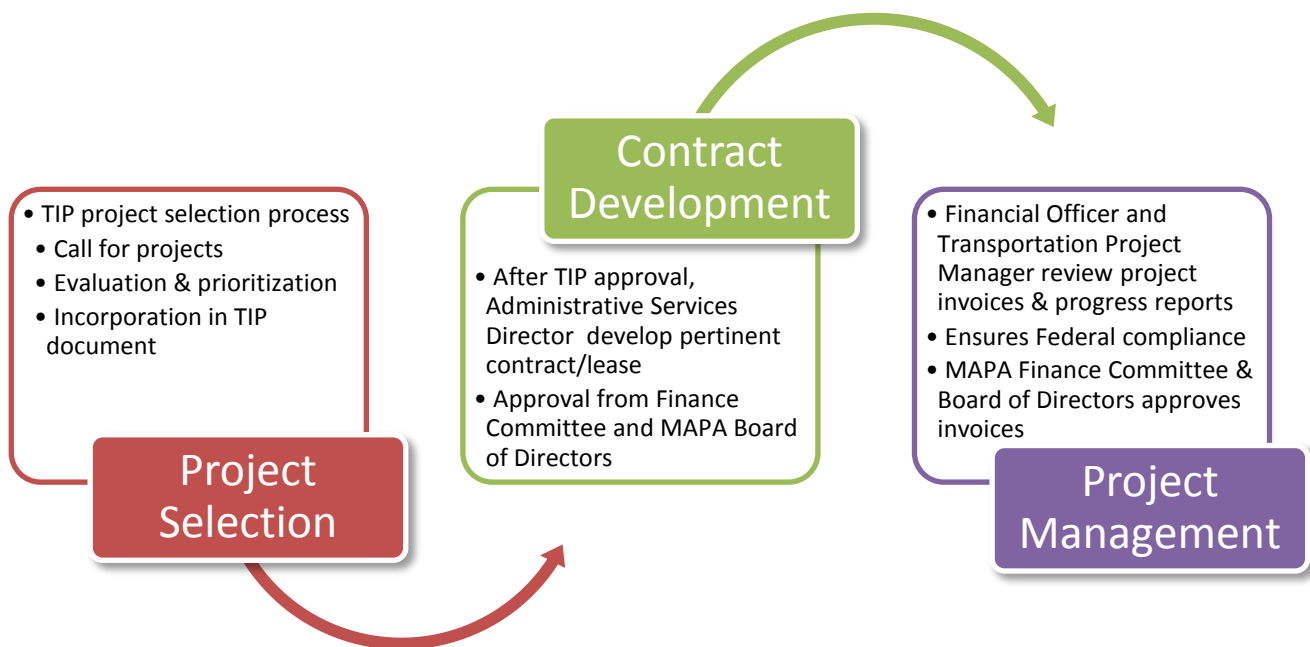
## Table of Contents

A.	Introduction .....	3
B.	Authority & Responsibility .....	4
	FAST Act Statutory Authority and Program History .....	4
	FTA Section 5310 Capital for Elderly and Disabled Transportation Funding Program .....	5
	Roles and Responsibilities.....	5
	Planning and Technical Assistance.....	7
	FTA Requirements.....	7
	Transfer of Funds .....	7
	Coordination .....	7
	Goals and Strategies .....	8
	1 Enhance Collaboration .....	8
	2 Raise Community Awareness.....	8
	3 Provide Options and Connections.....	8
C.	Programming process .....	9
	Eligible Activities .....	9
	Eligible Sub-Recipients .....	12
	Local Share and Local Funding Requirements .....	12
	Project Selection Criteria and Method of Distributing Funds.....	13
	Application and Approval Process .....	13
	Notice of Availability .....	13
	5310 Project Selection Subcommittee.....	14
	Analysis of Regional Significance .....	15
	Capital Projects .....	15
	Vehicle Replacement Program.....	15
	New Capital Projects .....	16
	Operations Projects .....	16
	Continuing Service Program.....	16
	New Operations Projects .....	16
	Project Implementation .....	17
D.	Private Sector Participation .....	18
E.	Civil Rights.....	18
F.	Section 504 and ADA Reporting.....	19
G.	Program Measures.....	19
	Traditional Section 5310 Projects .....	19
	Other Section 5310 Projects .....	20

H. Section 5310 Program Management .....	20
Procurement .....	20
Financial Management .....	20
Accounting Systems .....	21
Property Management.....	21
Audits and Management or Financial Reviews.....	21
Close out .....	22
I. Other provisions .....	22
Environmental Protection.....	22
Restrictions on Lobbying.....	23
Prohibition of Charter and School Bus Service .....	23
Drug and Alcohol Testing.....	23
J. Monitoring, Evaluation, and Update .....	23
Monitoring and Evaluation .....	23
Program Management Plan Update .....	24
Appendix A.....	1
Appendix B.....	1

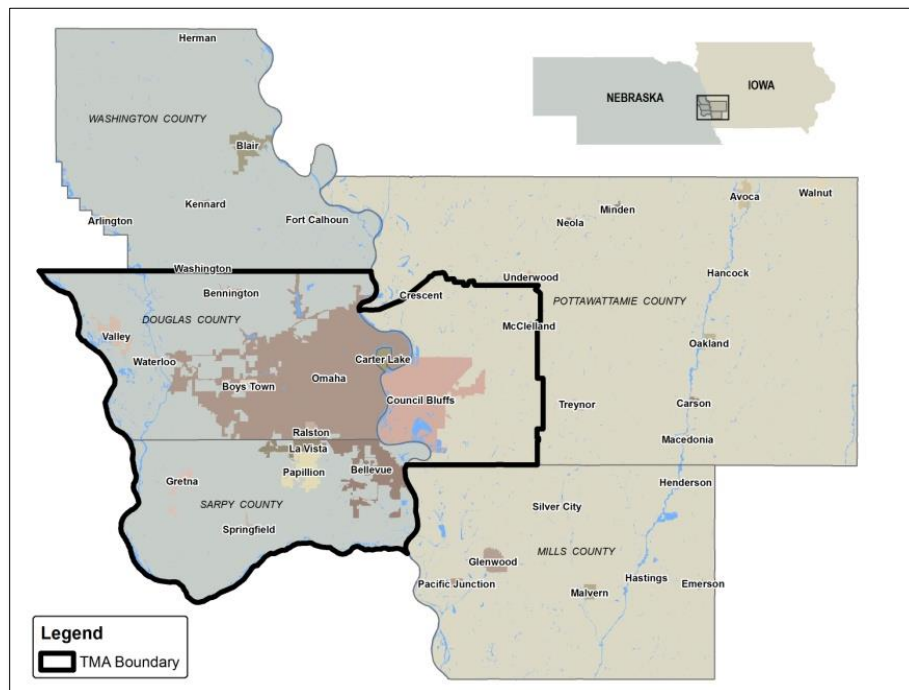
## A. Introduction

The Omaha-Council Bluffs Metropolitan Area Planning Agency (MAPA) became the Designated Recipient of FTA Section 5310 program funds in 2013. As such, MAPA must detail how it plans to administer the 5310 program in a Program Management Plan (PMP); therefore, this PMP describes MAPA's policies and procedures for administering the Federal Transit Administration's (FTA) Section 5310: Enhanced Mobility of Seniors and Individuals with Disabilities program. The PMP is intended to facilitate both MAPA's management and FTA oversight by documenting the agency's procedures and policies for administering these programs in a single document. As shown in Figure 1, this PMP details how a project is selected, incorporated into the appropriate documents for federal funding, contracted, and managed. This is discussed in greater detail in the following pages.



**Figure 1: Program management process**

MAPA updated its Coordinated Transit Plan in 2018 (<http://mapacog.org/projects/ctc/>). The Coordinated Transit Plan and this Program Management Plan serve the Metropolitan Area Planning Agency (MAPA) Transportation Management Area (TMA) of Douglas and Sarpy Counties in Nebraska and western Pottawattamie County in Iowa, as shown in Figure 2.



**Figure 2: MAPA Region and Transportation Management Area (TMA)**

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 so they may develop eligible transportation projects to meet the transportation needs of the elderly, those with disabilities, and the economically disadvantaged. It provides the means and mechanisms to apply for federal funding for such projects.

The Coordinated Transit Committee (CTC) served as the stakeholder group and steering committee during the development of the Coordinated Transit Plan. The CTC is composed of various health and human service agencies, private and not-for-profit providers, city officials, Metro Transit, and concerned citizens. The CTC also evaluates grant applications from eligible applicants (including non-profits, city governments, transit providers, and taxi companies) for Federal Transit Administration (FTA) funding, which MAPA distributes.

## **B. Authority & Responsibility**

### **FAST Act Statutory Authority and Program History**

In 2015, President Obama signed the Fixing America's Surface Transportation (FAST) Act providing funding for federal surface transportation programs over two years through FY2020.

The FAST Act builds on many of the strengths of prior highway and transit authorizations. It requires projects selected for funding under Section 5310 to be “derived from a locally developed, coordinated public transit-human services transportation plan” and that the plan be “developed through a process that includes representation of public, private, and nonprofit transportation and human services providers.”

### **FTA Section 5310 Capital for Elderly and Disabled Transportation Funding Program**

The Section 5310 program provides formula funding to States and Designated Recipients for the purpose of assisting private nonprofit groups and certain public bodies in meeting the transportation needs of elders and persons with disabilities. Funds may be used only for capital and operating expenses to support the provision of transportation services to meet the specific needs of seniors and individuals with disabilities.

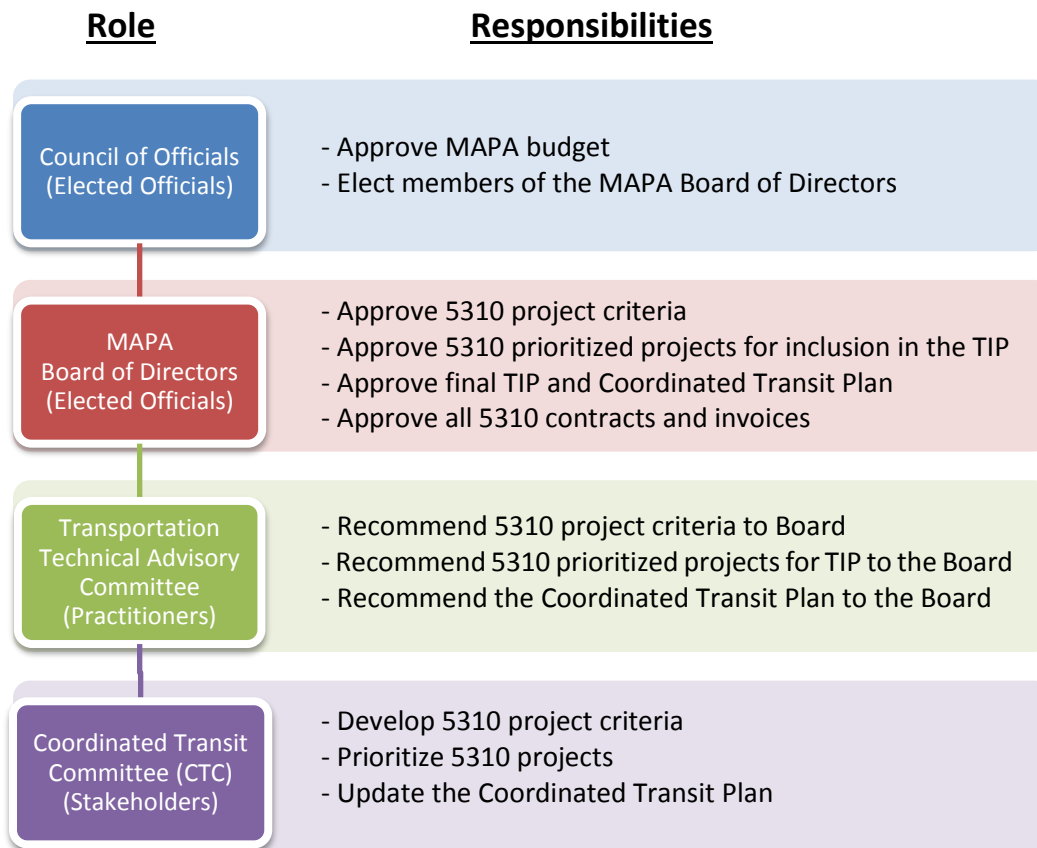
Prior to the passage of MAP-21, the federal transportation legislation preceding the FAST Act, Section 5310 funding was distributed solely to the States of Iowa and Nebraska for distribution by their Departments of Transportation. MAP-21 created an apportioned sub-allocation of 5310 funding for MPOs specifically, ergo MAPA receives an apportionment of funding for the Omaha-Council Bluffs region. MAPA was named the designated recipient of Section 5310 – Elderly and Disabled Program – funds for the Omaha-Council Bluffs Metropolitan Area by the Governors of Nebraska and Iowa in 2013. As such, MAPA works directly with FTA to administer this funding.

The responsibility for application of Section 5310 funds is vested with each organization desiring these funds. Effort will be made to maximize the use of this funding and pool vehicles purchased with these funds to provide a coordinated system of support to those who would be serviced with the vehicles.

### **Roles and Responsibilities**

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 MAPA region. The MAPA Board of Directors is nine-member board that serves as the Council Officials' executive committee. The Board of Directors is comprised of elected officials representing cities and counties from the larger five-county MAPA region. The Board of Directors maintains responsibility over the Coordinated Transit Committee, Section 5310 Program Management, Coordinated Transit Plan development and all amendments. Therefore, the CTC is a direct function of the MAPA transportation planning process. The CTC is a stakeholder committee to the Transportation Technical Advisory Committee (TTAC), which was created on behalf of the MAPA Board of Directors and the MAPA Council of Officials. The voting members of the Council of Officials and MAPA Board of Directors are composed of elected officials. Figure 3 displays the roles and responsibilities of the MAPA Council of Officials, Board of Directors, Transportation Technical Advisory Committee, and the Coordinated Transit Committee.

The MAPA Board of Directors annually confirms the appointment of a Coordinated Transit Committee Chair to facilitate meetings, confer with MAPA staff and work to forward the goals and actions of the Coordinated Transit Plan.



**Figure 3: MAPA Roles and Responsibilities**

As the primary mechanism for instituting the 5310 program goals and coordination effort is through the Coordinated Transit Committee, Table 1 details the responsibilities of the CTC and MAPA.

<b>Table 1: Roles and Responsibilities</b>
<b><u>Coordinated Transit Committee (CTC)</u></b>
Develop an inventory of existing transportation services available in the MAPA TMA
Create a list of unmet transportation needs that could be remedied by the use of Section 5310 funds
Develop strategies to address unmet transportation needs and deficiencies that could be funded by Section 5310 funds or a combination of other transit funding sources
Provide oversight and guidance in the development of the Coordinated Transit Plan
Development of the 5310 criteria, policy guide, and application
Evaluate and prioritize projects for federal funding
<b><u>MAPA Staff</u></b>
Planning and technical assistance
Mobility coordination
Development and management of the Coordinated Transit Plan
Development and management of the Transportation Improvement Program (TIP)
Development and management of the 5310 Program of Projects (POP)
Management and administration of 5310 apportionment balance
Grant management using FTA's grant management system and spreadsheets



## **Planning and Technical Assistance**

MAPA, as the designated recipient of 5310 funding, may apply for up to 10% of each yearly apportionment to each program. These funds support program administration, planning and technical assistance. MAPA will make use of these administrative funds to offset administrative program oversight costs related to the development and maintenance of a coordinated transit plan, technical assistance to potential applicants, and maintenance of the management plan and processing of grant applications.

MAPA staff also facilitates and coordinates the Coordinated Transit Committee meetings, preparing meeting materials and agendas. MAPA works with “transportation service providers, human service agencies and related stakeholders to coordinate, encourage and implement plans, actions and programs to enhance the transportation opportunities of the elderly, disabled and economically disadvantaged.

## **FTA Requirements**

FTA requires designated recipients to produce a Coordinated Transit Plan (CTP) and a 5310 Program Management Plan (PMP). The CTP is a locally developed plan which identifies transportation needs in the MAPA region, provides strategies for meeting those needs, and prioritizes transportation services and projects for funding and implementation. The PMP states the policies and procedures for administering the Section 5310 program. Both of these documents were produced with the help of the Coordinated Transit Committee (CTC).

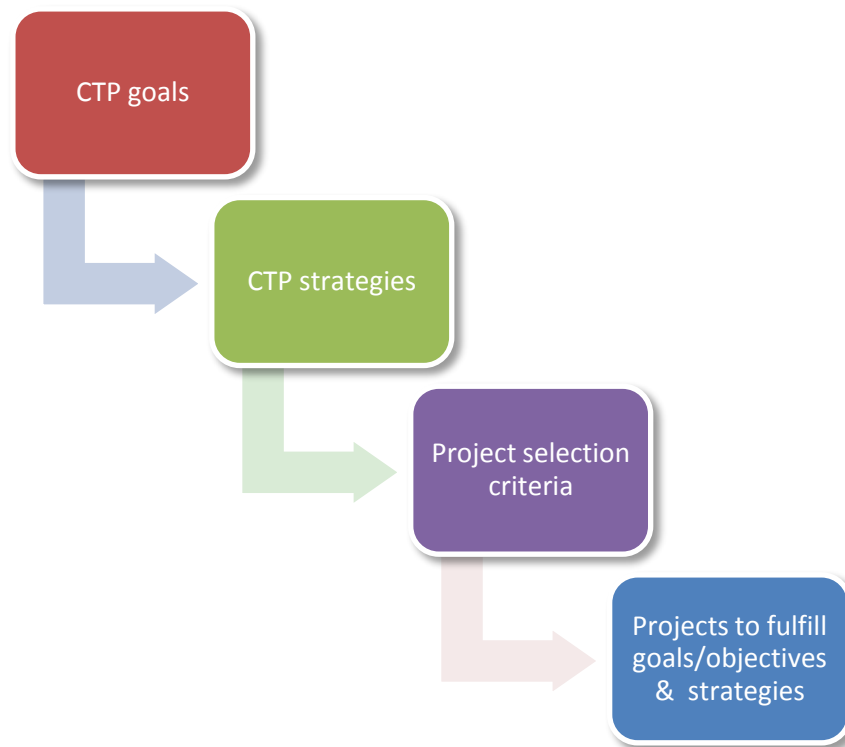
FTA also requires projects be included in the MAPA Transportation Improvement Program (TIP), thus MAPA has aligned the 5310 selection process with the yearly development of the TIP. MAPA performs a single call for projects for all funding types, including 5310, in the fall/winter. Projects which are selected for 5310 funding are incorporated into the draft TIP.

## **Transfer of Funds**

Per the requirements of the FAST Act, 5310 funds apportioned to large UZAs may not be transferred to other areas. Transfer of 5310 funds to other programs are also not permitted (C 9070.1G, p.III-6). However, States are allowed to transfer funds from rural areas to urbanized areas of less than 200,000 in population. MAPA will ensure that all Section 5310 funds are expended on projects for eligible 5310 activities within the MAPA TMA— including instances when state funds are made available to organizations and agencies in the MAPA region.

## **Coordination**

MAPA works with the Nebraska Department of Transportation, the Iowa Department of Transportation, Metro Transit (the Transit Authority of the City of Omaha), and the Coordinated Transit Committee to encourage and enhance coordination at the project level. MAPA engages these partners as a part of the Coordinated Transit Planning process every five (5) years. Each year the CTC is responsible for developing project selection criteria that reflect the needs, goals, and strategies identified during the development of the Coordinated Transit Plan. Members of the Coordinated Transit Committee, personnel from the Nebraska Department of Transportation, and the Iowa Department of Transportation are involved with every step of this process and provide input and feedback on the project selection criteria. Members of the CTC, other non-profits, Metro Transit, and local governments develop projects which fulfill the goals, objectives, and strategies. These are scored by using the project selection criteria developed by the CTC. This process is shown in Figure 4.



**Figure 4: 5310 Coordination Process**

The overall goal of the coordinated transit planning effort is to meet the expectations as defined by MAP-21 and the FTA for human service transit projects receiving federal funds under Section 5310.

## Goals and Strategies

As a part of the development of both the 2018 Coordinated Transit Plan and Section 5310 Project Selection Criteria, the Coordinated Transit Committee (CTC) developed three goals for the committee and the region. They were developed through a collaborative development process over several months of CTC meetings and are included in the 2018 Coordinated Transit Plan, which was approved by the Transportation Technical Advisory Committee (TTAC) and the MAPA Board of Directors in. Before plan adoption the Coordinated Transit Plan undertook a 30-day public comment period.

### 1 Enhance Collaboration

Improve efficiencies through inter-agency cooperation.

### 2 Raise Community Awareness

Include additional, and more diverse, voices into the transportation planning process; highlight the issues of those with impaired mobility; and promote current services.

Bring more people into the conversation, shine a light on the challenges for those with limited mobility, and promote services that currently exist.

### 3 Provide Options and Connections

Maintain and improve transportation options for all in the region regardless of zip code and income.

The CTC decided on six strategies to achieve these goals. Combined, these goals and strategies serve as the basis for all work the Coordinated Transit Committee completes and are used when Section 5310 projects are selected annually.

- Continue to expand coordinated dispatching in the region through existing call centers
- Utilize the CTC message board to its fullest
- Develop resource list for area nonprofits
- Identify foundation grants and opportunities that CTC members may be eligible for
- Work as a committee to partner on grants and projects
- Raise funds through a special entity developed by the committee for events like Omaha Gives

## C. Programming process

This section discusses the programming process including eligible activities, sub-recipients, the local match requirements, project selection, and the implementation mechanism.

### Eligible Activities

The 5310 Circular, FTA C 9070.1G (6/6/14), provides very specific guidance on eligible activities and sub-recipients. At least **55%** of the apportionment must be spent on “Traditional” capital projects, such as those public transportation projects planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable. And up to **45%** of the apportionment may be utilized for “Other/New Freedom” types of projects that are:

- A) Public transportation projects that exceed the requirements of the ADA,
- B) Public transportation projects that improve access to fixed-route service and decrease reliance by individuals with disabilities on complementary paratransit,
- C) Alternatives to public transportation that assist seniors and individuals with disabilities.

\* Note- Operating assistance for required ADA complementary paratransit service is not an eligible expense for the 45% “Other/New Freedom” category (C 9070.1G, p. III-15).

This prescribed eligibility list is partly due to the merging of New Freedom activities into the traditional Section 5310 program. But this adds a level of complexity to determining eligible activities, especially considering the 55% threshold is a floor, meaning a **minimum of at least 55%** must be spent on the “Traditional” capital projects. A detailed summary of eligible activities by category type are shown in Table 2.

Per the requirements of the FAST Act, government agencies using Section 5310 funds for traditional projects must either:

- Be approved by the state to coordinate services for seniors and individuals with disabilities, or
- Certify to the governor that there are no nonprofit corporations readily available in the area to provide the service

Other/New Freedom projects do not carry this requirement and can be undertaken by any eligible subrecipient.

**Table 2: Summary Table of Eligible Activities and Sub-Recipients**

	<b>Activities</b>	<b>Eligible Sub-Recipients</b>
<b>55% “Traditional” Capital Projects (Must)</b>	<p>a. Rolling stock and related activities <u>for Section 5310-funded vehicles</u></p> <ol style="list-style-type: none"> <li>(1) Acquisition of expansion or replacement buses or vans, and related procurement, testing, inspection, and acceptance costs;</li> <li>(2) Vehicle rehabilitation or overhaul;</li> <li>(3) Preventive maintenance;</li> <li>(4) Radios and communication equipment; and</li> <li>(5) Vehicle wheelchair lifts, ramps, and securement devices.</li> </ol> <p>b. Passenger facilities <u>related to Section 5310-funded vehicles</u></p> <ol style="list-style-type: none"> <li>(1) Purchase and installation of benches, shelters, and other passenger amenities.</li> </ol> <p>c. Support facilities and equipment for Section <u>5310-funded vehicles</u></p> <ol style="list-style-type: none"> <li>(1) Extended warranties that do not exceed the industry standard;</li> <li>(2) Computer hardware and software;</li> <li>(3) Transit-related intelligent transportation systems (ITS);</li> <li>(4) Dispatch systems; and</li> <li>(5) Fare collection systems.</li> </ol> <p>d. Lease of equipment when lease is more cost effective than purchase</p> <p>e. Acquisition of transportation services under a contract, lease, or other arrangement. This may include acquisition of ADA-complementary paratransit services when provided by an eligible recipient or sub-recipient. Both capital and operating costs associated with contracted serve are eligible capital expenses. User-side subsidies are considered one form of eligible arrangement.</p> <p>f. Mobility management and coordination programs</p> <p>g. Capital activities (e.g., acquisition of rolling stock and related activities, acquisition of services, etc.) to support ADA-complementary paratransit service, so long as the service is provided by an eligible recipient/sub-recipient (C 9070.1G, p. III-10)</p>	<ul style="list-style-type: none"> <li>• Private Non-Profit Organizations</li> <li>• State or Local Governmental Authorities that are either: <ul style="list-style-type: none"> <li>○ Approved by a state to coordinate services for seniors and individuals with disabilities; or</li> <li>○ Certify that there are no non-profit organizations readily available in the area to provide the service</li> </ul> </li> </ul>

**Table 2: Summary Table of Eligible Activities and Sub-Recipients (Continued)**

	<b>Activities</b>	<b>Eligible Sub-Recipients</b>
<b>45% “Other/New Freedom” Types of Projects (May)</b>	<p><u>a. Public transportation projects (capital only) planned, designed, and carried out to meet the special needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable;</u></p> <p><u>b. Public transportation projects (capital and operating) that exceed the requirements of the ADA.</u></p> <p>(1) Enhancing paratransit beyond minimum requirements of the ADA.</p> <p>a. Expansion of paratransit service parameters beyond the 3/4 mile required by the ADA;</p> <p>b. Expansion of current hours of operation for ADA paratransit services that are beyond those provided on the fixed-route services;</p> <p>c. The incremental cost of providing same day service;</p> <p>d. The incremental cost (if any) of making door-to-door service available to all eligible ADA paratransit riders, but not on a case-by-case basis for individual riders in an otherwise curb-to-curb system;</p> <p>e. Enhancement of the level of service by providing escorts or assisting riders through the door of their destination;</p> <p>f. Acquisition of vehicles and equipment designed to accommodate mobility aids that exceed the dimensions and weight ratings established for wheelchairs under the ADA regulations and labor costs of aides to help drivers assist passengers with oversized wheelchairs.</p> <p>g. Installation of additional securement locations in public buses beyond what is required by the ADA.</p> <p>(2) <u>Feeder services.</u> Accessible “feeder” service (transit service that provides access) to other modes, for which complementary paratransit service is not required under the ADA.</p> <p><u>c. Public transportation projects (capital and operating) that improve accessibility.</u></p> <p>(1) Making accessibility improvements to transit and intermodal stations not designated as key stations.</p> <p>(2) Travel training</p> <p><u>d. Public transportation alternatives that assist seniors and individuals with disabilities with transportation (capital and operating).</u></p> <p>(1) Purchasing vehicles to support accessible taxi, ride-sharing, and/or vanpooling programs.</p> <p>(2) Supporting the administration and expenses related to voucher programs for transportation services offered by human service providers.</p> <p>(3) Supporting volunteer driver and aide programs.</p>	<ul style="list-style-type: none"> <li>• Private Non-Profit Organizations</li> <li>• Public Transportation Operators</li> <li>• State or Local Governmental Authorities</li> <li>• Private Taxi Companies (providing shared-ride taxi service)</li> </ul>

## Eligible Sub-Recipients

Specific criteria must be met for sub-recipients to be eligible for 5310 funding:

1. Projects must be submitted by eligible organizations within the MAPA TMA. The TMA encompasses Douglas and Sarpy Counties in Nebraska and the urbanized area surrounding Council Bluffs in Pottawattamie County, Iowa. This includes organizations within Bennington, Bellevue, Carter Lake, Omaha, Gretna, Council Bluffs, Ralston, La Vista, Crescent, Valley Papillion, McClelland, Waterloo, and Springfield. For a map of the MAPA TMA, please refer to Figure 2 on page 2.
2. The FAST Act designates two separate project types within the 5310 funding. These have differing eligible sub-recipients: “Traditional” and “Other”. Table 2 (on the previous page) provides a summary of the eligible activities and sub-recipients by 55% “Traditional” and 45% “Other”.
3. Projects must meet the intent of MAPA’s Long Range Transportation Plan as required by federal law and USDOT regulations.
4. Project must demonstrate consistency with the goals of the Coordinated Transit Plan at the time of application.
5. Have a minimum match of 20 percent for capital and 50 percent for operations of local (non-federal) funding as required by the FAST Act.

Following project selection, projects will be incorporated into the Transportation Improvement Program (TIP) and the Program of Projects (POP) will be attached to the Coordinated Transit Plan. MAPA will ensure the 55/45 split for each year is achieved as applications are reviewed, approved and programmed during the development of the Program of Projects (POP).

## Local Share and Local Funding Requirements

Section 5310 funds are offered for capital purchases of vehicles with 80% of the cost provided by Federal funding. Operations funds can be offered directly to the sub-recipient or through Third Party Contracts at a maximum of 50% Federal funds. Additionally, operations can be capitalized through “capitalized cost of contracting” at the 80/20 capital split; however, specific conditions must be met before this can be approved by MAPA. A breakdown of the Section 5310 matching funds requirements are displayed in Table 3.

Table 3: Section 5310 Funds Matching Requirements	
Types of Funding	Federal Grant/Local Match
Capital	80/20
Operating	General Operations - 50/50 Capitalized Cost of Contracting - 80/20
Planning	80/20
Administration	100/0

### Local Match

All local match funds for Section 5310 must be provided from sources other than those provided by the U.S. Department of Transportation. Such sources may include:

- State or local appropriations
- Other non-transportation federal funds that are eligible to be used for transportation, i.e.:
  - Temporary Assistance for Needy Families (TANF)
  - Medicaid
  - Employment training programs



- Rehabilitation services
- Administration on Aging
- Tax revenues
- Private donations
- Revenues for human service contracts
- In-kind donations such as volunteered services, as long as the value of the donations are documented and supported and are a cost that would otherwise be eligible under the program. (MAPA must confirm the in-kind local match is appropriate.)
- Income from contracts to provide human service transportation or other net income generated by social service agencies

## **Project Selection Criteria and Method of Distributing Funds**

### **Application and Approval Process**

The application process follows a predetermined set of requirements developed by the CTC. These requirements delineate the competitive project selection timeline and the 5310 policy guide (which includes the selection criteria and application) and are determined before the call for projects. An application for the Section 5310 funding is available to potential candidates on request and is on the MAPA website (<http://mapacog.org/projects/ctc/>). Completed forms and related information will be scored by MAPA staff and subsequently reviewed by the CTC.

### **Notice of Availability**

MAPA, on behalf of the CTC planning committee, will follow the MAPA Public Participation Plan to disseminate information regarding potential Section 5310 funds and how to apply. Application information will be listed on the MAPA website. Additionally, MAPA will send notices to Coordinated Transit Committee stakeholders providing similar information. All public notices, access to information and dissemination of materials will be in accordance with guidelines stated in the MAPA Public Participation Plan (<http://mapacog.org/projects/public-participation-plan/>).

### **Application Form**

Application forms for the 5310 funding source will be updated to optimize the selection process according to CTC preference. The application forms (Traditional-Capital and Other/New Freedom-Capital & Operations) are located online at: <http://mapacog.org/projects/ctc/> and are included in Appendix B.

### **Application Procedures**

Applications for the 5310 program should be completed based on the criteria and eligibility requirements stated for the program. Applications will be reviewed once a year, currently in January. All applications should be submitted on or before the determined due date. Applications received after the deadline will be reviewed and prioritized in the next funding cycle.

Once received, project applications will be:

- Reviewed for eligibility based on the requirements for 5310 funding
- Forwarded for further review or rejected based on eligibility

Eligible projects will then be:

- Reviewed, scored, and rated on criteria established by the CTC
- Prioritized by the merit of the project
- Approved by the CTC and recommended to the TTAC and the MAPA Board of Directors
- Programmed in the MAPA TIP based on funding availability

### ***Project Ranking***

Following an initial eligibility determination, project applications are evaluated and scored by the 5310 Project Selection Subcommittee based upon their particular project type (capital, operations, or both) and the information supplied. MAPA staff will then present the scores to the CTC for review. The 5310 Project Selection Subcommittee will recommend a prioritization of projects to the CTC for approval to be incorporated into the draft MAPA Transportation Improvement Program (TIP) as allowed by fiscal constraint. All projects will be prioritized and programmed as funding amounts will allow. Projects not receiving funding will be put on a backup list, listed by their priority, in case additional funds become available.

All Section 5310 applications which meet eligibility requirements will be scored individually using MAPA's 5310 Project Selection Manual, the contents of which are included here:

Federal Transit Administration (FTA) Section 5310 project selection in the MAPA region is broken into two major categories – Capital Projects and Operations Projects. Capital projects include, but are not limited to, vehicles, accessibility add-ons, information technology systems, maintenance, communication equipment, and contracted services. Operations projects focus on administrative expenses and help to pay for wages, fuel costs, and other expenses that do not fall under the FTA's definition of capital project. Section 5310 funds carry the following restrictions:

- Projects must be geared toward serving the target population (disabled and elderly individuals)
- Projects must be transportation related
- At least 55% of the region's apportionment must be spent on capital projects; no more than 45% may be used for operations
- Up to 80% of a capital project's total cost can be paid for with Section 5310 funds, the remaining 20% must come from a local source
- Up to 50% of an operations project's total cost can be paid for with Section 5310 funds, the remaining 50% must come from a local source

Additional details about the Section 5310 program and its requirements can be found in [FTA Circular C 9070.1G](#).

### **5310 Project Selection Subcommittee**

Evaluation of projects will be done by a subsection of MAPA's Coordinated Transit Committee. The subcommittee will consist of:

- 2 MAPA Staff Members
- 2 Nonprofit Representatives
- 2 Municipal Representatives
- 1 Representative from Metro Transit

Only those members of the CTC whose agencies are not being evaluated to receive funding that year will be eligible to sit on this subcommittee.

Evaluation of all projects will take a combined qualitative-quantitative approach. Committee members will score projects according to the criteria outlined below and will be empowered to adjust rankings in cases where quantitative measures are insufficient.

## Analysis of Regional Significance

Section 5310 projects will be evaluated based on their contribution to the region. MAPA, assisted by a project selection committee comprised of non-award-seeking members of the Coordinated Transit Committee, will make this determination based on the following criteria:

- **Ridership**  
Total ridership, ridership per vehicle, and ridership by population served will all be analyzed to help determine the significance of the agency's program. The goal is to ensure funds are used efficiently by awarding them to agencies with a large impact in the region.
- **Service Availability**  
Where and when the agency operates are important considerations because it may be the only option for service in the area or at a specific time. If either of these are the case the agency will have increased priority for funding.
- **Priority of Service Type**  
The project selection committee will consider the type(s) of service the agency provides. Medical trips are weighed most heavily, followed by Employment, Education, General Living (grocery, home needs), and finally Social/Recreational trips.
- **Sustainability**  
Agencies must demonstrate an ability to carry on the program in the absence of these funds. In addition to a required letter of commitment to complete the project, the project selection committee will evaluate sustainability based on:
  - Letters of Support
  - Availability of other sources of funding identified by the applicant
  - The agencies capacity to bill for and adhere to the stipulations of the 5310 program through past successful experiences with state and federal funds
  - Plans for programs, both by the application and partner agencies, for how this project will expand future services and fill anticipated gaps in service

## Capital Projects

All capital projects will be evaluated using the analysis of regional significance as outlined above. Applications will be separated into two categories: the Vehicle Replacement Program and New Capital Projects.

### Vehicle Replacement Program

Capital funds in the MAPA region have historically been used for replacing vehicles in programs focused on transporting disabled and/or elderly individuals. MAPA's project selection process for capital projects takes this into account through a vehicle replacement program. MAPA maintains a database of eligible subrecipients and their fleets, evaluating their programs for regional significance when vehicles reach the end of their useful life.

Agencies seeking to replace vehicles with 5310 funds must submit an application to be entered into the database. At this stage applicants must meet the following criteria:

- Vehicles to be replaced must be part of a program that meets federal requirements under Section 5310

- Vehicles to be replaced must be part of a program that is in line with the goals established in MAPA's Coordinated Transit Plan

Each year MAPA will develop a replacement program two years in advance. For example, in 2018 MAPA would develop the replacement program for 2020. Each year's program will be developed with the following process:

**Step One:** Evaluate vehicle condition

Eligible vehicles in MAPA's database will be sorted by useful life. Vehicles at or nearing the end of their useful life will be prioritized for replacement. A cut line will be established based on available funding.

**Step Two:** Evaluate programs for regional significance

Agencies with vehicles determined to be eligible for replacement in step one will undergo an analysis of regional significance.

## New Capital Projects

Any capital project that is not strictly a vehicle replacement can apply for funds as a new capital project. Starting new programs is the true intent of the 5310 program and eligible new capital projects found to be regionally significant will be given priority over vehicle replacement. In addition to being analyzed for regional significance as outlined above, new capital projects must meet one of the following criteria:

- The project must be part of the creation of a brand new transit program
- The project must be part of a significant expansion (as determined by the Project Selection Subcommittee) of an existing transit program

## Operations Projects

All operations projects will be evaluated using the analysis of regional significance as outlined above. Applications will be separated into two categories: Maintenance of Existing Service and Expanded/New Service.

## Continuing Service Program

Similar to capital projects, operations funds in the MAPA region have historically been used for the continuing service program.

Agencies seeking to maintain service with 5310 funds must submit an application to be entered into the database. At this stage applicants must meet the following criteria:

- Operations must be part of a program that meets federal requirements under Section 5310
- Operations must be part of a program that is in line with the goals established in MAPA's Coordinated Transit Plan

Each year MAPA will develop a continuing service program two years in advance. For example, in 2018 MAPA would develop the program for 2020. Funds for a given year will be distributed based on an evaluation of each applicant's regional significance.

## New Operations Projects

Any operations project that proposes benefits beyond maintaining existing service can apply for funds as a new operations project. Starting new programs is the true intent of the 5310 program and eligible new

operations projects found to be regionally significant will be given priority over continuing service. In addition to being analyzed for regional significance as outlined above, new operations projects must meet one of the following criteria:

- The project must be part of the creation of a brand new transit program
- The project must be part of a significant expansion (as determined by the Project Selection Subcommittee) of an existing transit program

## **Project Implementation**

Projects are implemented through a tiered process. Project selection is the purview of the Coordinated Transit Committee (CTC). Projects selected and prioritized by the CTC will be presented to the MAPA Transportation Technical Advisory Committee and Board of Directors for final approval, programming, and implementation. As the CTC determines appropriate additional criteria, further categories may be included in the future. The MAPA CTC 5310 Policy Guide is reviewed annually and includes the most up to date criteria for project selection (<http://mapacog.org/projects/ctc/>).

Once a project is selected during the Transportation Improvement Program (TIP) development cycle it is included in the draft TIP document, which goes through a public participation process and is eventually approved. There may be instances when funding needs to be allocated outside of the annual process based on need, regulation, or other situations. For these projects, applications will be reviewed and approved by the Coordinated Transit Committee, TTAC, and the MAPA Board. Then the project funding will be amended into the current TIP document.

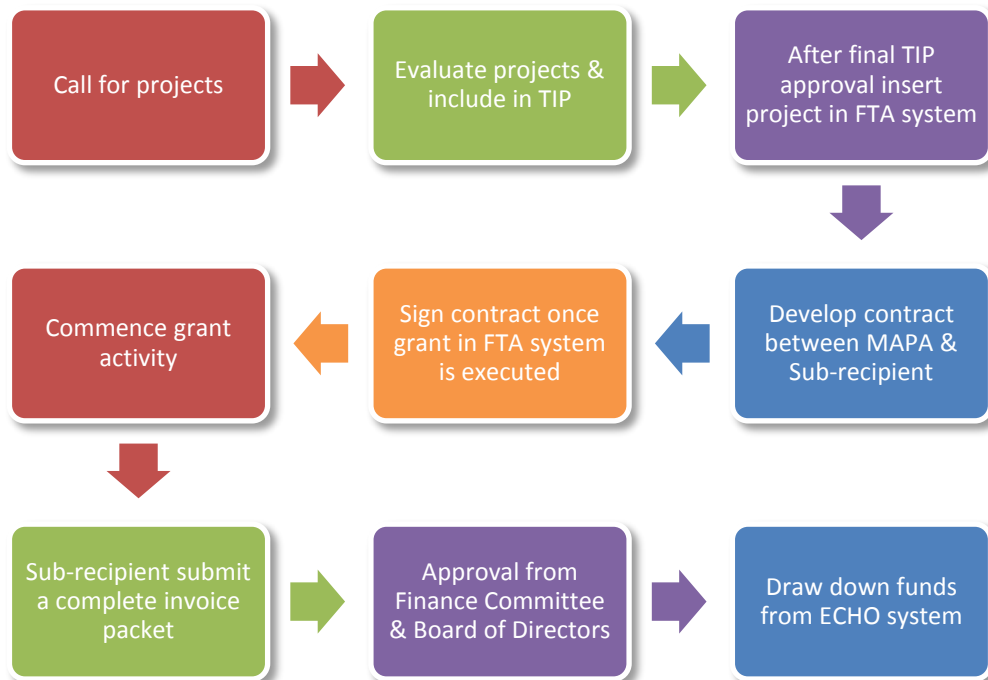
Concurrently, during the TIP development cycle, the projects selected for 5310 funding are listed in an annual Program of Projects (POP). The POP and two meeting minutes of the Coordinated Transit Committee will be attached to the 2014 Coordinated Transit Plan as a part of Appendix G. (The meeting minutes are required by the Iowa Department of Transportation.) The POP will go through the TIP public participation process, giving the public ample time to comment on the projects. The amended Appendix G of the Coordinated Transit Plan and a separate POP file will be uploaded to the MAPA website yearly. This information will be located at <http://mapacog.org/projects/ctc/>.

Actual funding provisions are at the discretion of the MAPA Board. Funding may be made available in total or in part for any given project.

Once a project is incorporated into the TIP and the funding is available, MAPA will insert the project into the Federal Transit Administration's (FTA) grant management system. The project description will include the date of TIP approval and inclusion in the Coordinated Transit Plan, along with other pertinent information, such as name of agency and purpose of the project.

Concurrent to approval in FTA's grant management system, MAPA will begin developing the contract between MAPA and the sub-recipient. This contract will be signed once the grant is approved in FTA's grant management system and portions of the grant agreement can be attached to the contract.

Finally, the sub-recipient can commence grant activity based on the day State TIP approval was granted. MAPA will work with the agency to ensure a complete invoice packet is submitted including all necessary supporting documentation and progress reports. The MAPA Finance Committee and the MAPA Board of Directors will approve the invoice packet. Following approval, MAPA will use the FTA grant reimbursement system, ECHO, to draw down funds and MAPA will cut a check for the sub-recipient. Figure 5 displays the project implementation schedule.



**Figure 5: Project implementation schedule**

## D. Private Sector Participation

MAPA continues to work to increase the diversity of agency and organizational members of the Coordinated Transit Plan development and 5310 funding opportunities through targeted outreach. To date, there are few (if any) private providers of public transportation within the MAPA region; as such opportunities for coordination are limited. However, MAPA will continue to explore ways to enhance non-profit and private sector participation the Coordinated Transportation planning process.

Private sector transportation providers, along with transportation users from the private sector are invited to be involved in the monthly Coordinated Transit Committee meetings. Those providers and individuals will continue to be kept apprised of the transportation programs in their areas. Press releases, mailings and e-mail correspondence will be used to involve them and any other private sector entities that may be interested in the process for this program. Additionally, information about MAPA's programs and opportunities available to private providers will be made accessible on the MAPA website.

## E. Civil Rights

MAPA fully complies with the requirements under Title VI of the Civil Rights Act of 1964, and assures the compliance of each third party contractor at any tier and each sub-recipient at any tier under the project.

MAPA will seek, from all approved candidates, a written certification of compliance pertaining to Civil Rights, Title VI, Equal Employment Opportunity (EEO), and Disadvantaged Business Enterprise (DBE) regarding the grantee's facility and services. MAPA will also insist on being informed, in writing, of any lawsuit, litigation or civil rights complaints made against the grantee organization. Additionally, MAPA will



accept, in writing, any updates on the status or outcome of active or pending lawsuits throughout the period of the approved grant. Furthermore, when selecting projects MAPA will prioritize projects that are located within the Environmental Justice areas and areas where transit dependent populations reside, but aren't currently served by the transit system.

MAPA, in turn, will make all documents related to Civil Rights reporting part of the permanent file of the project. The MAPA Title VI Plan and program is located on its website at <http://mapacog.org/about/what-is-mapa/civil-rights/>.

## F. Section 504 and ADA Reporting

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability by recipients (and also sub-recipients) of federal financial assistance. The Americans with Disabilities Act of 1990 (ADA), as amended (42 U.S.C. 12101 et seq.), prohibits discrimination against qualified individuals with disabilities in all programs, activities, and services of public entities, as well as imposes specific requirements on public and private providers of transportation.

As in other federal assistance programs, special efforts to meet the transportation needs of disabled persons are confirmed through an ongoing process.

MAPA will seek, from all approved candidates, a written certification of compliance pertaining to ADA directives. 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. MAPA will incorporate the relevant elements Section 5310 program administration into the agency's Title VI Plan. This plan provides the overarching framework for MAPA's administration of federal funds and programs in compliance with the ADA and other Title VI requirements.

The current MAPA ADA Compliance Plan and Policy Statement is located on its website at <http://mapacog.org/about/what-is-mapa/civil-rights/>.

## G. Program Measures

MAPA will require sub-recipients to submit annual reports containing federally established measures for the 5310 program (C 9070.1G, p.II-2.). These include, but not limited to:

### Traditional Section 5310 Projects

1. **Gaps in Service Filled.** Provision of transportation options that would not otherwise be available for seniors and individuals with disabilities measured in numbers of seniors and people with disabilities afforded mobility they would not have without program support as a result of traditional Section 5310 projects implemented in the current reporting year.
2. **Ridership.** Actual or estimated number of rides (as measured by one-way trips) provided annually for individuals with disabilities and seniors on Section 5310– supported vehicles and services as a result of traditional Section 5310 projects implemented in the current reporting year.

### Other Section 5310 Projects

1. **Increases or enhancements** related to geographic coverage, service quality, and/or service times that impact availability of transportation services for seniors and individuals with disabilities as a result of other Section 5310 projects implemented in the current reporting year.
2. **Additions or changes** to physical infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services for seniors and individuals with disabilities as a result of other Section 5310 projects implemented in the current reporting year.
3. **Actual or estimated number of rides** (as measured by one-way trips) provided for seniors and individuals with disabilities as a result of other Section 5310 projects implemented in the current reporting year.

## H. Section 5310 Program Management

The Section 5310 program management will be completed by multiple facets of the MAPA agency. The transportation section planners and manager will provide the program management, general review of projects, overall program financial tracking, and review invoice packets. The MAPA Finance Committee and the MAPA Board of Directors will review and approve contracts and invoices. The Administrative Services Director will track the financial aspect of each project, complete draw downs, and review invoice packets. Additionally, the Administrative Services Director will coordinate financial management, accounting systems, audits and management or financial reviews, the close out process, and required reporting.

### Procurement

MAPA coordinates with the Nebraska Department of Transportation and the Iowa Department of Transportation to procure vehicles for the 5310 program. Both states maintain FTA compliant procedures and documentation related to the procurement of vehicles with federal funds.

### Financial Management

MAPA maintains the FTA financial management systems for financial reporting and accounting records. All systems and procedures for financial management must comply with 49 CFR 18.20, the “Common Rule.”

MAPA develops contracts with approved sub-recipients for operations projects and some non-vehicle purchase capital projects. These contracts include a detailed scope of work and budget. For projects including capital elements, the type of equipment and its intended use must be included. For operational assistance scopes of work, the clients, service area, time-period, and other pertinent information must be included. These contracts are not be signed by MAPA and the sub-recipient until the grant has been executed and FTA funds are secured.

As the 5310 program is a reimbursement-based program, all project related capital and operating expenditures must be incurred locally and reported to MAPA after the contract has been executed. As stated previously, the appropriate local share requirement (20% capital and 50% operational) must be met before reimbursements will be granted. Sub-recipients must retain the original receipts for all eligible project expenditures and attach them to reimbursement requests. In the case of capital projects, sub-recipients will be required to attach copies of vendor invoices to reimbursement requests.

## **Accounting Systems**

The MAPA Accounting system shall establish and maintain accounts for the project in a manner consistent with OMB Circular A-133 and in accordance with applicable provisions of 23 CFR 172. Expenditures shall be in conformance with the standards for allowability of costs set forth in OMB Circular A-87 and the contract cost principles and procedures set forth in 48 CFR Part 1.31.6 of the Federal Acquisition Regulation system. MAPA shall establish and maintain separate accounts for expenditures for each federal grants.

MAPA shall establish and maintain a system of controls over sub-recipient monitoring. As a part of the sub-recipient monitoring, MAPA shall require sufficient documentation to be provided as support for pass-through expenditures. MAPA shall also monitor the matching effort and project budgets.

## **Property Management**

The Nebraska Department of Transportation and the Iowa Department of Transportation handle the procurement of vehicles for MAPA's 5310 program. Such vehicles are governed by the program management plans of their respective states. Recipients of these vehicles are required to follow all pertinent management procedures and restrictions of the program management plan of the procuring agency.

Iowa DOT State Management Plan:

<https://iowadot.gov/transit/publications/StateManagementPlan.pdf>

Nebraska DOT State Management Plan:

[https://www.nebraskatransit.com/NDOR\\_Documents/General\\_Transit\\_Documents/SMP-approved-aug2015.pdf](https://www.nebraskatransit.com/NDOR_Documents/General_Transit_Documents/SMP-approved-aug2015.pdf)

## **Audits and Management or Financial Reviews**

MAPA and the sub-recipients shall maintain an accurate cost-keeping system as to all costs incurred in connection with the subject of the FTA project and shall produce for examination books of account, bills, invoices and other vouchers, or certified copies thereof if originals are lost, at such reasonable time and place as may be designated by MAPA, FTA or a designated Federal representative and shall permit extracts and copies thereof to be made during the contract period and for three years after the final FTA-MAPA audit is completed, resolved and closed.

MAPA and the sub-recipients shall at all times afford a representative of MAPA, FTA, or any authorized representative of the Federal government, reasonable facilities for examination and audits of the cost account records, shall make such returns and reports to a representative as he may require, shall produce and exhibit such books, accounts, documents and property as the representative may desire to inspect, and shall in all things aid him in the performance of audit duties.

MAPA and the sub-recipients shall be responsible for meeting the audit requirements of OMB Circular A-133, or any revision or supplement thereof. OMB Circular A-133 states that when expenditures of total federal awards, whether pass-through or direct, exceed \$500,000 in a fiscal year, an A-133 Audit is required. Pass-through monies from MAPA shall be separately identified on the Sub-recipients' Schedule of Expenditures of Federal Awards as reported in their financial audit.

## Close out

After the project has been completed in accordance with the written agreement between MAPA and the sub-recipient, MAPA will close out the contract. If this is the last project within a grant in FTA's grant management system, then that grant will also be closed out.

## Reporting

Sub-recipients will be required to prepare a variety of financial and program progress reports on a quarterly basis. These reports will begin based on the date agreements/contracts are signed with sub-recipients and will continue until the project is closed out. These will include a project narrative, local matching sources used, number of passenger trips provided, vehicle miles traveled, and revenue service hours provided. Sub-recipients will also be required to report on an annual basis their efforts in purchasing from DBE vendors and a vehicle condition report.

The sub-recipient is responsible for submitting vehicle information on an annual basis. A form will be provided upon award and includes sub-recipient's name, address and phone number; vehicle year, make, and model; date accepted; included equipment; location; grant number; federal percentage share; date last inspected, recorded mileage, maintenance schedule, and condition; type of funding used for the purchase; and other information used by MAPA for program review and reporting. The information obtained from these reports will become part of the inventory record along with the title and certificate of collision insurance coverage. Vehicles must be maintained in accordance with MAPA's vehicle maintenance plans (provided to sub-recipients upon award and attached in Appendix C). To ensure that the vehicles are properly maintained, MAPA randomly reviews vehicle maintenance records and physically inspects vehicles as part of the on-site visits. These visits are conducted annually.

## I. Other provisions

This section describes the process by which the recipient complies with other federal requirements such as environmental protection, Buy America provisions, pre-award and post-delivery reviews, restrictions on lobbying, prohibition of exclusive school transportation, and drug and alcohol testing, including the state's procedures for monitoring compliance by sub-recipients.

MAPA will seek a signed certification of compliance pertaining to applicable Certifications and Assurances from 5310 sub-recipients. MAPA, in turn, will include this documentation in the permanent file of the project. MAPA will also randomly complete audits of sub-recipients to ensure compliance with applicable provisions.

## Environmental Protection

The President's Executive Order on Environmental Justice expanded upon Title VI of the 1964 Civil Rights Act (42 U.S.C. 2000d-1) when it stated that "each federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations."

When determining if a particular program, policy or activity will have disproportionately high and adverse effects on minority and low-income populations, mitigation and enhancement measures and potential offsetting benefits to the affected minority or low-income populations will be taken into account. Other factors that will also be taken into account are comparative impacts, design, and the number of similar

existing system elements in nonminority and non-low income areas. The evaluation will determine if alternatives studied will be more or less disadvantageous to the population considered.

However, any program, policy or activity that has the potential for disproportionately high and adverse effects on the affected populations will only be carried out if there is a substantial need for the program, policy or activity based on overall public interest; or alternatives that would have less adverse effects have either adverse social, economic, environmental or human health impacts that are more severe or would involve increased costs of an extraordinary magnitude.

### **Restrictions on Lobbying**

Recipients of federal grants from any source exceeding \$100,000 annually must certify that they have not and will not use federally appropriated funds for lobbying.

### **Prohibition of Charter and School Bus Service**

As defined by the FTA, “Charter Service” means transportation provided to a group of persons who travel together under an itinerary specified in advance or modified after having left the place of origin. Title 49 USC 5323(d) places limits on the charter services that federally-funded public transportation operators may provide. Title 49 USC 5323(f) places limits on school transportation that federally-funded public transportation operators may provide. 5310 grantees are prohibited from using this program’s funds to provide charter service or school service.

### **Drug and Alcohol Testing**

Recipients or sub-recipients that only receive 5310 assistance are not subject to FTA Drug and Alcohol testing rules, but must comply with the Federal Motor Carrier Safety Administration rule for employees to hold Commercial Drivers’ Licenses (49 CFR part 382).

Section 5310 recipients and subrecipients that also receive funding under one of the covered FTA programs (Section 5307, 5309, or 5311) should include any employees funded under Section 5310 projects in their testing program (C 9070.1G, p. VIII-9).

## **J. Monitoring, Evaluation, and Update**

### **Monitoring and Evaluation**

MAPA shall continually monitor 5310 grantees through the invoice review process. The Administrative Services Director will review invoices from 5310 grantees to ensure they comply with applicable regulations and are submitted for eligible expenses. If invoices do not match regulations, they will be rejected and will be investigated further. If MAPA determines a project is no longer compliant with the 5310 program, funds will be removed from the sub-recipient.

MAPA will perform an evaluation annually providing program measures and other applicable information including tracking of funding and the remaining apportionment balances. MAPA will utilize the 5310 Program Checklist found in Appendix A to ensure MAPA is taking all appropriate measures in administering and managing the 5310 program. The results from this checklist will be included in the annual evaluation document.

MAPA will also review projects for their consistency with the Coordinated Transit Plan, the Long Range Transportation Plan, and the project's application itself. These evaluation measures will inform future project selection cycles and ensure that Section 5310 funds are making the desired impact among awardees.

### **Program Management Plan Update**

All 5310 Coordinated Transit Management Plan revisions, as well as any actions required to administer 5310 funds, will be reviewed by the MAPA Coordinated Transit Committee and recommendations will be forwarded to Transportation Technical Advisory Committee and to the MAPA Board of Directors for review and disposition.

The MAPA Board of Directors has final approval of all changes revisions and amendments to the 5310 Coordinated Transit Management Plan. Additionally, the MAPA Board of Directors has final approval of all grant applications submitted for consideration and approved for funding disbursement.

## Appendix A

### 5310 Program Checklist

This checklist is reviewed on an annual basis to ensure compliance with all applicable Federal regulations.

- ☐ Ensure the private sector is invited to Coordinated Transit Committee meetings and planning activities
- ☐ Confirm all pertinent information is on the MAPA website
  - Coordinated Transit Plan
  - Program Management Plan
  - Coordinated Transit Committee Agendas and Minutes
  - Annual 5310 Call for Projects
- ☐ Seek written certification of compliance pertaining to the following, from all 5310 sub-recipients
  - Civil Rights
  - Title VI
  - Equal Employment Opportunity (EEO)
  - ADA directives
  - Disadvantaged Business Enterprise (DBE)
- ☐ Prioritize projects that are located within Environmental Justice areas and areas where transit dependent populations reside
- ☐ Complete an annual 5310 program evaluation using the federal program measures (Section H)

#### **Traditional Section 5310 Projects**

- \_\_\_\_\_ **Gaps in Service Filled.** Provision of transportation options that would not otherwise be available for seniors and individuals with disabilities measured in numbers of seniors and people with disabilities afforded mobility they would not have without program support as a result of traditional Section 5310 projects implemented in the current reporting year
- \_\_\_\_\_ **Ridership.** Actual or estimated number of rides (as measured by one-way trips) provided annually for individuals with disabilities and seniors on Section 5310–supported vehicles and services as a result of traditional Section 5310 projects implemented in the current reporting year

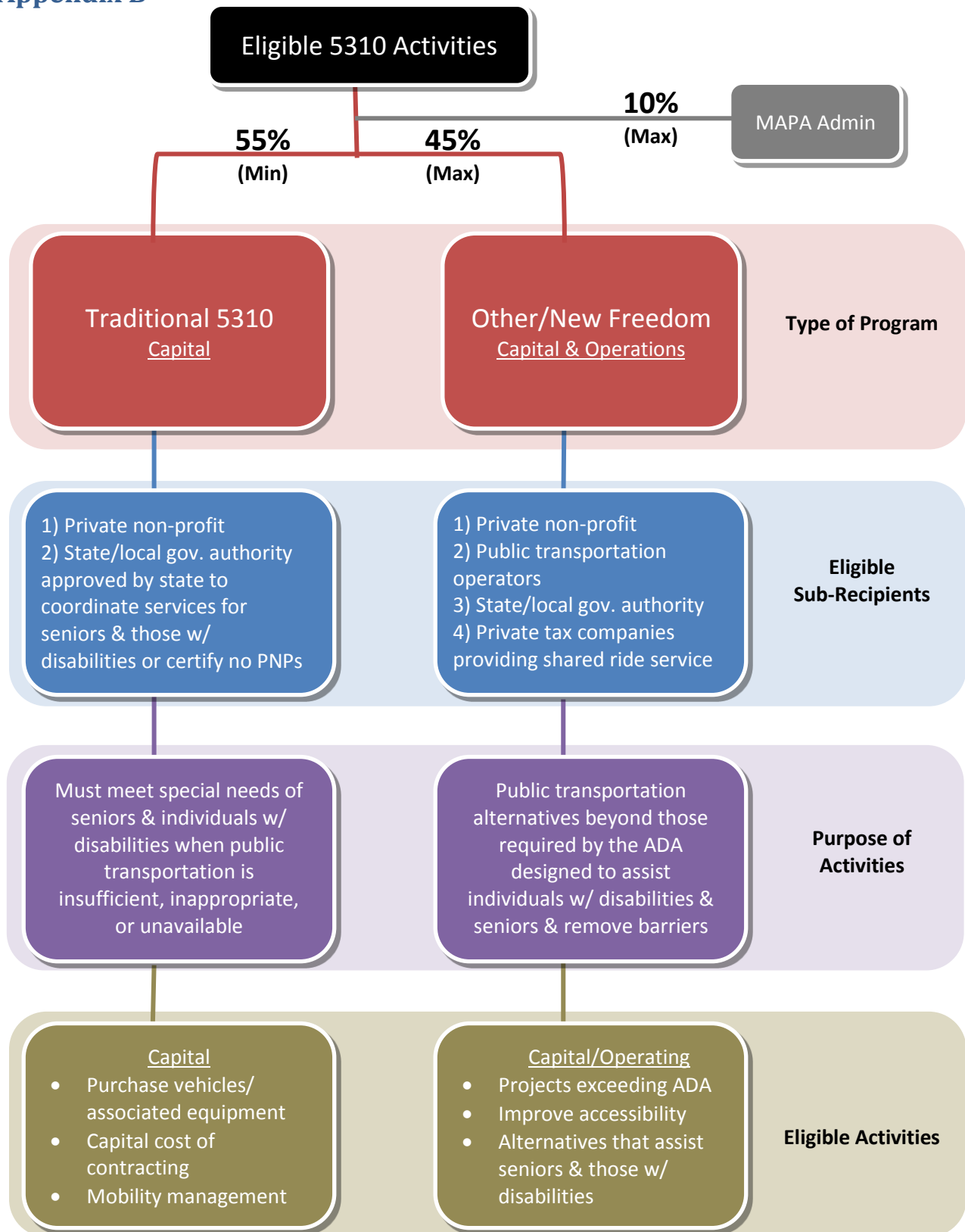
#### **Other Section 5310 Projects**

- \_\_\_\_\_ **Increases or enhancements** related to geographic coverage, service quality, and/or service times that impact availability of transportation services for seniors and individuals with disabilities as a result of other Section 5310 projects implemented in the current reporting year
- \_\_\_\_\_ **Additions or changes** to physical infrastructure (e.g., transportation facilities, sidewalks, etc.), technology, and vehicles that impact availability of transportation services for seniors and individuals with disabilities as a result of other Section 5310 projects implemented in the current reporting year
- \_\_\_\_\_ **Actual or estimated number of rides** (as measured by one-way trips) provided for seniors and individuals with disabilities as a result of other Section 5310 projects implemented in the current reporting year
- ☐ MAPA will verify sub-recipients have a written drug free policy, non-smoking and no texting while driving policy



## Appendix B

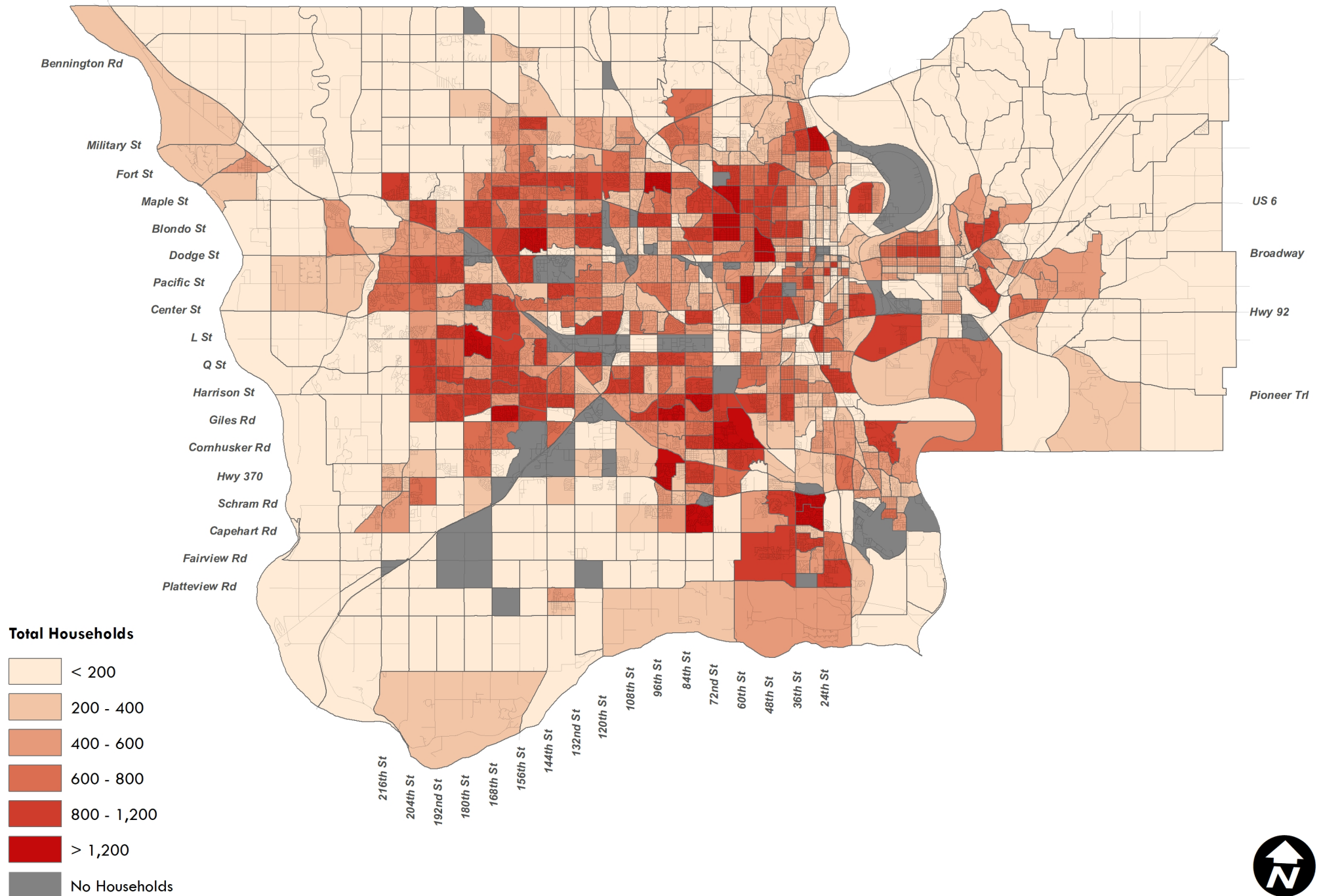
## Eligible 5310 Activities and Applications



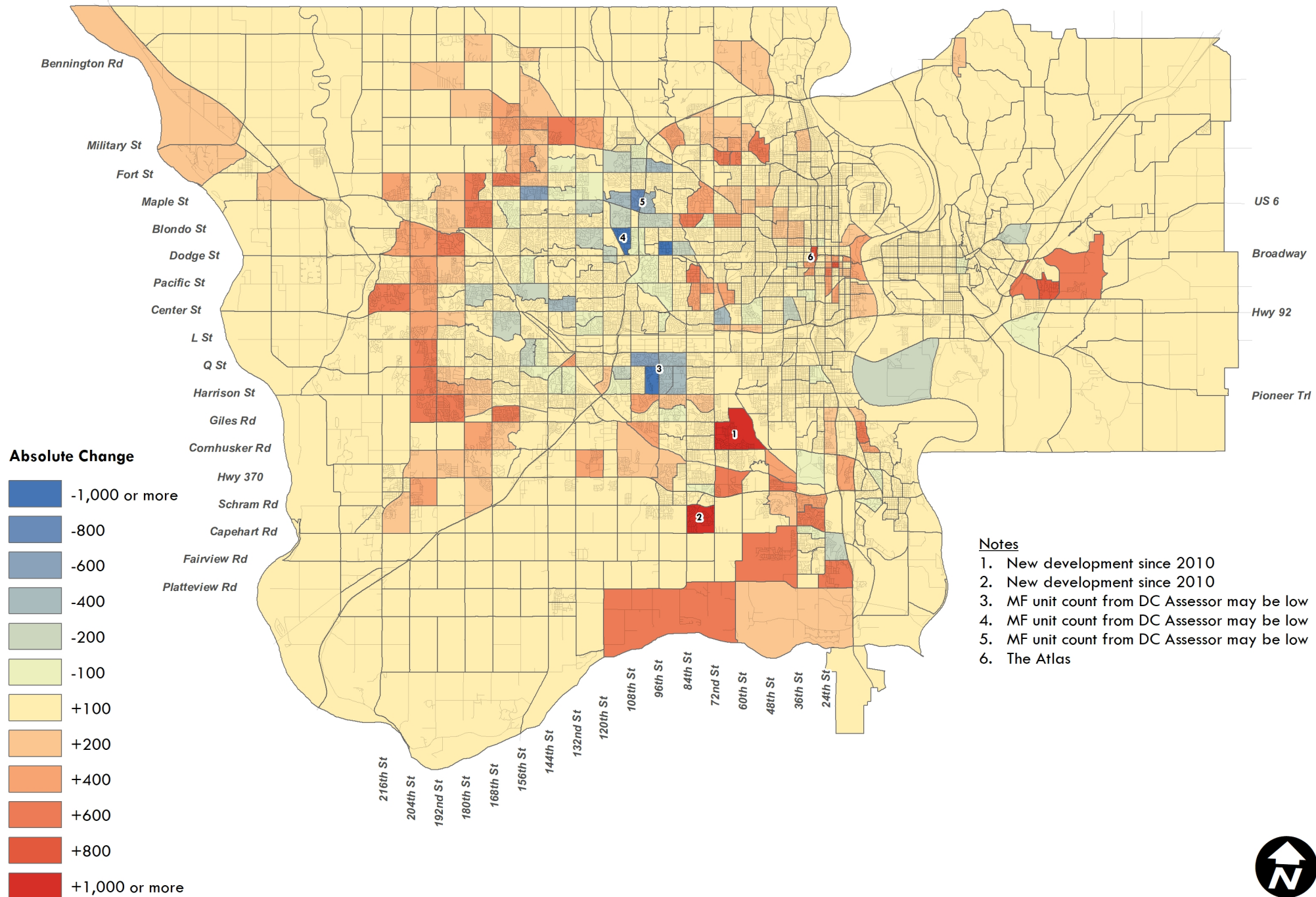
# Agenda Item F

## Land Use Data Update

# Total Households 2015 Parcel Based Land Use

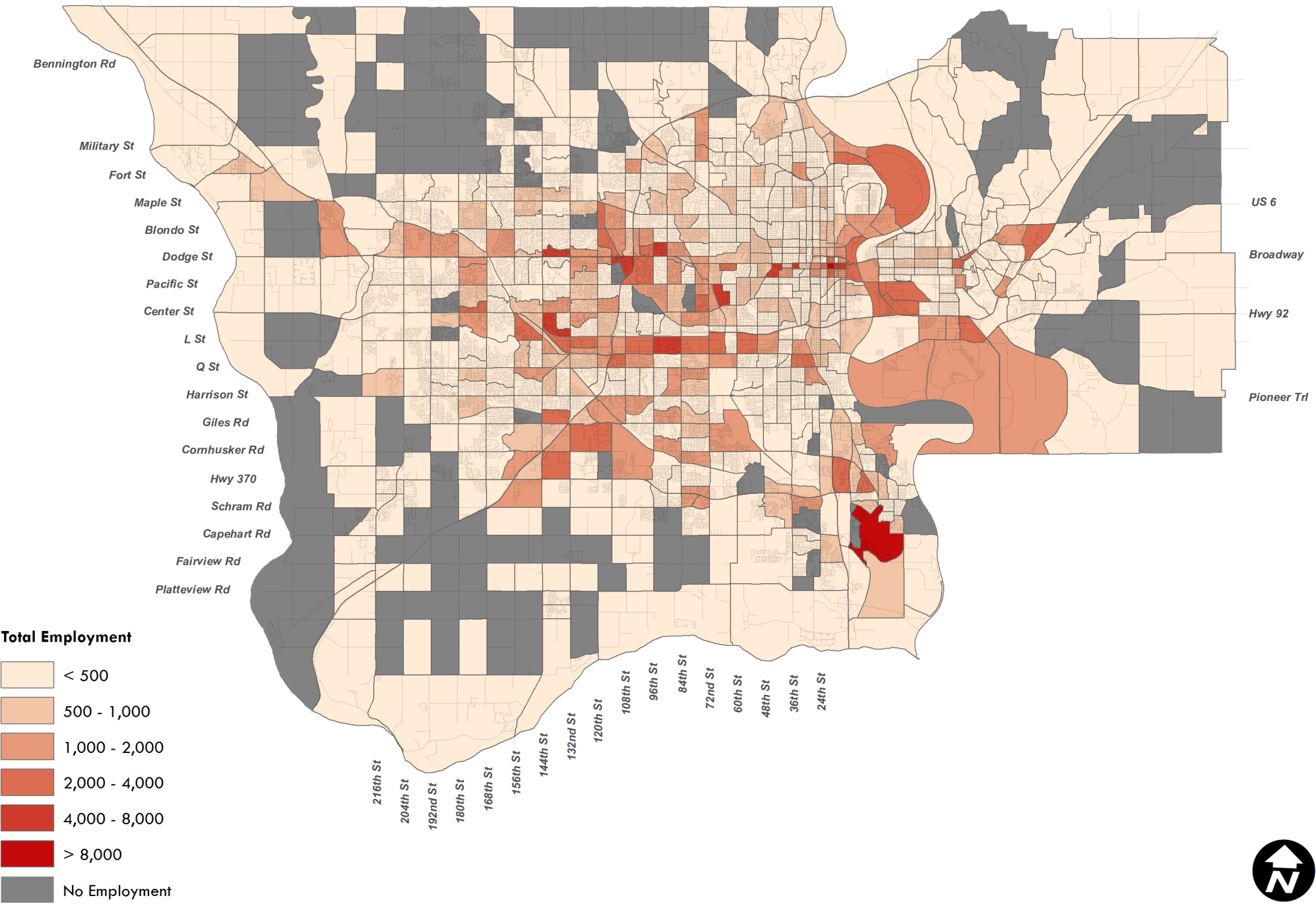


# Absolute Change in Households 2010 Base vs 2015 Update





Total Employment  
2015 Parcel Based Land Use



# Absolute Change in Employment 2010 Base vs 2015 Update

