



Responsible Charge Planning Module

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Planning Projects

Funding Types and Examples

- Metro Planning (PL): Example Travel Demand Modeling, LRTP, TIP, Bike/Ped Plan
- Congestion Mitigation and Air Quality (CMAQ): Travel Demand Management, Public Education Campaign
- Surface Transportation Funds (STBG): Example MAPA Mini Grant Program
- Carbon Reduction Program

MPO and LPA Manuals

- Guidance on carrying out metropolitan transportation planning responsibilities
- Outline procedures, policies, timelines
- Guidance for working with MPOs on billing and audits
- MPO Manual website
 - <https://dot.nebraska.gov/business-center/mpo/>
- LPA Manuals website
 - <https://dot.nebraska.gov/business-center/consultant/manuals-forms/>

Unified Planning Work Program (UPWP)

- Developed annually by MPO in cooperation with the State and Transit operators. (NDOT reviews then asks FHWA/FTA to review and approve)
- The UPWP documents planning activities, discusses planning priorities facing the area, and describes all metropolitan transportation planning activities that will take place from 7/1 to 6/30.
- Who, What, When, Where, Why, and How
- PL Agreement is an annual contractual mechanism between NDOT and the MPO for executing the UPWP

MPO Planning Funding

How Funds Are Spent

- Planning funds are spent on eligible planning activities as defined by 23CFR 420 and 450 and 2CFR.
- Typical tasks are: Traffic volume counts, street system changes, transit system data, mapping, travel time studies, parking inventory, bicycle & pedestrian facilities inventory, travel model updates, and staff time related to transportation planning activities.

UPWP Amendments

Admin Mods

- Amendment triggers
 - 10% or greater cumulative change in funding
 - Substantial change to activities (scope)
 - Moving greater than 10% of total funds from one activity/task to another
 - Adding or removing funding from the program
 - Adding or removing an activity
- Otherwise UPWP changes are processed as an administrative modification
- Amendment and Admin Modification Procedures
 - Amendment: MPO Approval by TAC and Policy Board, NDOT Review and approval, FHWA/FTA Review and Approval
 - Admin Mod: MPO request to NDOT, NDOT reviews and notifies FHWA/FTA

MOA vs PL Agreements

- MOA is umbrella agreement and is updated as needed
- PL agreements authorize MPOs to spend PL funds and are one-year agreements
 - Must be amended or supplemented when (1) there is a change in estimated or actual Federal funds, (2) additions/deletions of tasks with corresponding change in PL funding, (3) adding PL funding from a previous agreement
 - Amendment procedure in Manual

Reimbursement Requests

- Submitted via Onbase **Deadline: 60 days after the end of the quarter**
- MPO Invoice (NDOT cannot pay off of Cost Breakdown form)
 - MPO/Company/LPA logo and address
 - Bill to: NDOT
 - Service provided to and from dates
 - Invoice number
 - Invoice date
 - Remit payment to: XXXX
 - Contact person for questions about an invoice

Reimbursement Requests

- Request must show (see cost breakdown form):
 - Direct Labor Costs (hours worked multiplied by the actual labor rate)
 - Labor Fringe Benefits and/or if appropriate Indirect (*Overhead*) Costs
 - Direct Non-Labor Costs

Reimbursement Requests

- In addition to invoice, request must include:
 - NDOT Cost Breakdown Form (DR 162c)
 - Progress Report
 - ✓ List of items accomplished in the quarter;
 - ✓ Progress in meeting schedules;
 - ✓ Comparison of budgeted amounts and actual costs incurred;
 - ✓ Approved planning program revisions; and
 - ✓ Other pertinent data
 - Listing of hours charged (timesheets only if requested)
 - Invoices and Proof of Payment to Subcontractors
 - Invoices/receipts for Direct Non-Labor Costs

Reimbursement Requests

Cost Breakdown Form for Actual Cost Plus Fixed Fee Agreements with Locals

Agency Name:	City of Grand Island			
Project No.:	PLG-1(57)			
Project Location:	City of Grand Island - MPO (GIAMPO)			
Control No.:	#01001G			
Agreement No.:	UL1901			
Invoice No. and Date:	Invoice 2 for MPO Planning - February 24, 2020			
% Work Completed:	50% for MPO Planning			
Current Billing Period:	October 1, 2019 - December 31, 2019			
Actual Cost plus Fixed Fee Amount		Limiting Max. Amount	Fixed Fee for Profit	Totals
	100%	\$329,465.01		\$329,465.01
Local Share (Typically 20%)		\$65,893.00	\$0.00	\$65,893.00
% Federal Share (Typically 80%)		\$263,572.01	\$	\$263,572.01
* The Amounts to be added below should represent the 100% amounts.		\$329,465.01		
		This Period	Previously Billed	To Date
Direct Labor		\$17,476.66	\$0.00	\$17,476.66
Overhead @ 32.90% of Direct Labor		\$5,749.82	\$0.00	\$5,749.82
Direct Labor (Use when there are 2 dif overhead rates)		\$175.30	\$0.00	\$175.30
Overhead @ 26.53% of Direct Labor		\$46.51	\$0.00	\$46.51
Fee for Profit Rate =		\$0.00	\$0.00	\$0.00
FCCM @		\$0.00	\$0.00	\$0.00
Direct Non-Labor Costs		\$9,042.24	\$2,710.16	\$11,752.40
Indirect Costs				\$0.00
Outside Services (Subconsultants)				\$0.00
				\$0.00
				\$0.00
				\$0.00
Subtotal – Outside Services		\$0.00	\$0.00	\$0.00
100 % TOTAL COST INCURRED		\$32,490.53	\$2,710.16	\$35,200.69
Local Share		\$6,498.11	\$542.03	\$7,040.14
% Total Amount Due		\$25,992.42	\$2,168.13	\$28,160.55
<i>I certify that the billed amounts are actual and in agreement with the contract terms.</i>			Balance:	\$294,264.32
Signature:	Title: MPO Program Manager		Date: 02/24/2020	

Planning Projects not using PL Funds

- Complete a DR530a and send to NDOT MPO liaison
- NDOT will draft and send out a Program Agreement for the project
- Funds are not obligated until a consultant agreement has been negotiated

Hiring Consultants

- Work with NDOT to create a Request for Qualifications (RFQ)
- Select your consultant through a transparent process and give documentation to NDOT
- Decide on payment type: Lump Sum, Actual Cost-plus Fixed Fee, Specific Rates of Compensation
 - Fill out the fee for profit worksheet, if applicable
- Provide consultant with template fee proposal workbook for creating an Independent Cost Estimate (ICE)
 - Have consultant send a workbook back with all tasks listed but no hours assigned for use in an ICE
- Negotiate scope and fee with consultant
- Send ICE, final scope, fee and project schedule to NDOT
- NDOT will send out PDF agreement for MPO to obtain signatures

Equipment Purchasing

- Should be explicitly (description, use, estimated cost) stated in the UPWP or added via an amendment
- Equipment purchases over \$5,000 requires prior approval from FHWA via NDOT
- See manual for other procurement guidelines, sole source regulations, and Buy America provision (ask if not sure)

UPWP Timeline

- July 1 – Start of Fiscal Year UPWP and MPO Agreements go into effect
- Oct. 1 – 4th Quarter Invoices are due from prior FY
- Dec. 1 – 1st Quarter Invoices are due
- Jan 1 – PL Funding Estimates given to MPO's
- March 1 – 2nd Quarter Invoices are due
- April 1 – UPWP draft and Indirect Cost Rates are due to NDOT
- June 1 – 3rd Quarter Invoices are due
- June 1 – Adopted UPWP's and PL Agreements are due to NDOT
- June 30 – NDOT sends approval and completed agreements to MPO's

Transportation Improvement Program (TIP)

- All surface transportation projects funded with Federal funding and regionally significant transportation projects
- Consistent with the long-range transportation plan.
- Financially Constrained
- Developed with public involvement
- Approved by the MPO and the Governor (Designee)

TIP Approval Process

1. MPO releases draft for review and comment by public, NDOT, and Federal Agencies
2. NDOT review and provide comments to MPO
3. FHWA/FTA review and provide comments to MPO
4. NDOT works with MPO to resolve any potential issues
5. MPO adopts final version of TIP

TIP Approval Process

6. MPO prepares a letter to NDOT Planning Manager submitting the:
 - MPO-Approved TIP
 - Signed MPO Policy Board Resolution or Transmittal Letter adopting the TIP
 - Signed Certification of the Planning Process with MPO and Governor's Designee signature (NDOT)
7. Governor's Designee (NDOT) approves TIP by signing the TIP approval letter with copies sent to FHWA, FTA, Program Management and Local Assistance
8. Program Management assures all MPO TIP's are incorporated into the STIP which is **then approved by FHWA/FTA**

TIP Amendments

- Amendment Required When
 - Federal-aid amount changes by 20% or \$2 million, whichever is greater
 - Addition or deletion of a project
 - Changing funding source
 - Scope and/or termini changes
- Approval Process
 1. MPO sends proposed TIP amendments to NDOT and Federal Agencies at least one week prior to TAC meeting
 2. NDOT will notify MPO of any concerns on the proposed amendment
 3. After MPO Policy Board approval, MPO sends electronic copy of resolution and revised TIP pages demonstrating financial constraint to NDOT
 4. Governors Designee approval letter is sent to MPO copying Federal agencies and various NDOT Divisions
 5. *NDOT Program Management Division adds TIP amendment to its **next** STIP amendment and submits to FHWA and FTA for review and approval*
 6. *FHWA sends approval letter to NDOT and affected MPOs*

Key STIP/TIP Dates

- July 1 – MPO TIP drafts due to NDOT
- Aug. 1 – MPO Adopted TIPs and Self Certification due to NDOT
- Aug. 15 – NDOT submits STIP for Public Comment
- Sept. 1 – NDOT submits STIP to FHWA, FTA for approval
- Oct. 1 – STIP is approved by FHWA

Long Range Transportation Plan (LRTP)

- 20+ year planning horizon, must be updated every five years.
- Elements to be included and fiscal constraint discussion are listed in the Manual
- MPO Adopts LRTP and NDOT, FHWA and FTA are partners in development (MPO approves and state/federal agencies just partner, review, and comment)

Summary

- Three key planning documents: UPWP, TIPs, and LRTPs.
- Invoicing
- Planning projects
 1. PL w/o consultant: Staff time to analyze traffic counts
 2. PL w/consultant: Travel Demand Modeling
 3. Other (CMAQ/STBG) w/ consultant non-infrastructure: Omaha Bike Plan
 4. Other (CMAQ/STBG) w/ consultant and/or infrastructure: Bike Share/Electric Charger Station