

**AMES AREA METROPOLITAN PLANNING ORGANIZATION
TRANSPORTATION POLICY COMMITTEE ACTION FORM**

SUBJECT: FINAL FISCAL YEAR 2016 TRANSPORTATION PLANNING WORK PROGRAM

BACKGROUND:

The Transportation Planning Work Program describes the transportation planning activities that will take place within the Ames Area MPO planning boundaries during the 2016 fiscal year, which is July 1, 2015 – June 30, 2016. This document includes a description of the planning work and resulting products, who will perform the work, the time frames for completing the work, the cost, and the source(s) of funds. Planning funds are provided by the Federal Highway Administration and the Federal Transit Administration for metropolitan planning activities. The Ames Area MPO works with the Iowa Department of Transportation to coordinate the administration of the funding.

The FY 2016 Transportation Planning Work Program includes activities which carry out a continuing, coordinated, and comprehensive approach to planning for the full spectrum of transportation needs within the Ames Area MPO planning boundary. This work program is made of up six distinct activities which promote the goals of the MPO as follows: 1) Administration and Support, 2) Transportation Improvement Program, 3) Comprehensive Planning, 4) Transit Planning, 5) Special Studies, 6) Long Range Transportation Plan.

Major elements of the 2016 fiscal work program include the conclusion of the long range transportation plan and the orange route alternatives analysis. The other elements of the TPWP include the general work of administering the MPO transportation activities, as well as public involvement, transit planning, committee support, and developing and maintaining the Transportation Improvement Program.

A public input session was held on April 30, 2015, as an opportunity for the public to discuss the draft Transportation Planning Work Program with staff and provide comments. No revisions were requested by the public. The final Transportation Planning Work Program is to be submitted to the Iowa Department of Transportation by June 1, 2015.

ALTERNATIVES:

1. Approve the final FY 2016 Transportation Planning Work Program for submission to the Iowa Department of Transportation.

2. Approve the final FY 2016 Transportation Planning Work Program with Transportation Policy Committee modifications for submission to the Iowa Department of Transportation.

ADMINISTRATOR'S RECOMMENDATION:

The Ames Area MPO Transportation Technical Committee reviewed the draft 2016 TPWP and unanimously recommended approval. The Ames Area MPO staff received and addressed comments from the Iowa Department of Transportation, Federal Highway Administration and Federal Transit Administration. At the public input session, no revisions were requested by the public.

Therefore, it is recommended by the Administrator that the Transportation Policy Committee adopt Alternative No. 1, thereby approving the final FY 2016 Transportation Planning Work Program for submission to the Iowa Department of Transportation.

Ames Area MPO
Transportation Planning
Work Program
[July 1, 2015 – June 30, 2016]

FY 2016



FINAL

Adopted by the Ames Area MPO
Transportation Policy Committee on
May 26, 2015



The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

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Introduction

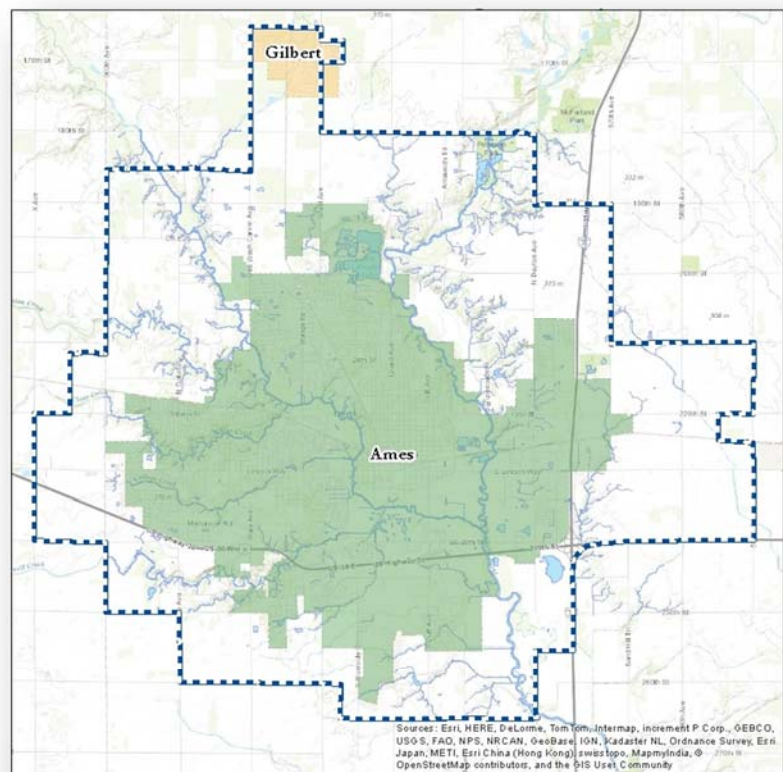
The Fiscal Year 2016 Transportation Planning Work Program (FY 2016 TPWP) is the work plan for the fiscal year beginning July 1, 2015 and ending June 30, 2016. The TPWP is a requirement of 23 CFR 450.308(b) for metropolitan planning organizations to develop a document identifying work proposed for the next one-year period by major activity and task. The document should be in enough detail to indicate who will perform the planning activity, the schedule for completing the activity, what products should result from each activity, funding for each activity as well as a total program budget.

Area Background

The Ames Area MPO was official designated the MPO of the Ames urbanized area by the Governor of Iowa in March 2003. This designation was the result of the Ames urbanized area having a population of greater than 50,000 in the 2000 census. As a result of the 2010 Census, the urbanized areas of Ames and Gilbert were combined into one urbanized area, therefore requiring the Metropolitan Planning Area to be expanded to encompass this area in its entirety. The Ames Area MPO approved the current Metropolitan Planning Area boundary on November 13, 2012. The City of Gilbert and Iowa State University were added to the Transportation Policy Committee on March 26, 2013.

Definition of Area

Ames is located in central Iowa and is served by I-35, U.S. Highway 30, and U.S. Highway 69. Surface transportation needs are met through over 248 centerline miles of streets. The community has a very progressive transit system, CyRide, which carries over six million bus passengers per year. While the majority of transit users have Iowa State University ties, CyRide serves the entire Ames community.



The Ames Area MPO area includes the Ames Municipal Airport, which serves general aviation needs for business, industry, and recreation users. On average 119 aircraft operations occur per day at the Ames Municipal Airport. Railroad Provides freight service to the area by dual east-west mainline tracks and a northern agricultural spur.

Planning Priorities

The FY 2016 activity priority is the update of the Long Range Plan with a 2040 horizon year. Another major activity is the preparation of the Transportation Improvement Program, which is the annual prioritization and programming of Surface Transportation Program, Transportation Alternative Program and other Federal programs. Challenges for the Ames Area include the lack of capital funding available for the major transit provider, CyRide; as well as cuts in funding for transit services. Demand on transportation services, including CyRide, are experiencing significant increases in use as student enrollment at Iowa State University continues to grow.

In general, the overall metropolitan planning goals for the Ames Area MPO are to:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
- Increase the safety of the transportation system for motorized and non-motorized users
- Increase the security of the transportation system for motorized and non-motorized users
- Increase the accessibility and mobility of people and for freight
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
- Promote efficient system management and operation
- Emphasize the preservation of the existing transportation system

The following documents are developed, updated, or maintained on a periodic basis:

- Transportation Planning Work Program
- Transportation Improvement Program
- Public Participation Plan
- Long-Range Transportation Plan

- Passenger Transportation Plan: As part of an effort to coordinate and develop services with human service agencies and other transit agencies, a Passenger Transportation Plan has been developed, and is updated every five years. The Passenger Transportation Plan is developed in consultation with human service agencies and transportation providers in an effort to further this goal.

TPWP Development

Transportation Planning Work Program is a living, working plan that is utilities throughout the year through the course of coordinating with other governmental and transportation agencies, technical committee members, and private citizens. This is accomplished through a continuing, cooperative, and comprehensive transportation planning process.

Public Process

The FY2016 Transportation Planning Work Program was developed in cooperation with local and regional planning partners. The following meetings were hosted by the Ames Area MPO to solicit planning projects and review the work program:

- March 17, 2015 Transportation Technical Committee meeting
- March 31, 2015 Transportation Policy Committee meeting
- April 30, 2015 public open house
- May 26, 2015 Transportation Policy Committee public hearing

Private Sector Involvement

Consultants will be used to perform the following subtasks:

1. Alternative Analysis Study: Orange Route Study (Task 5.1)
2. Long Range Transportation Plan: Ames Mobility 2040 (Task 6)

Organization

The City of Ames serves as the fiscal agent for the Ames Area MPO. The Ames Area MPO provides continuity of various transportation planning and improvement efforts throughout the Ames urban area. The Ames Area MPO consists primarily of two standing committees: The Transportation Policy Committee and the Transportation Technical Committee.

- **Transportation Policy Committee**

Voting membership on the Ames Area MPO Transportation Policy Committee is open to any county or city government located, wholly or partially, in the designated Metropolitan Planning Area. Currently the Ames Area MPO membership includes: City of Ames, City of Gilbert, Boone County, and Story County. The Iowa Department of Transportation, the Federal Highway Administration, the Federal Transit Administration, and Iowa State University serve as advisory, non-voting, representatives.

- **Transportation Technical Committee**

The Transportation Technical Committee consists of technical personnel from various agencies involved in transportation issues within the planning area. The Transportation Technical Committee formulates the procedural details of the Transportation Planning Work Program. The committee reviews and monitors the output of various MPO activities identified in the work program and makes recommendations to the policy committee. The committee is also responsible for assisting in developing the short and long-range transportation plans.

Committee Representation

Transportation Policy Committee Membership		
<i>Representing</i>	<i>Name</i>	<i>Title</i>
City of Ames †	Ann Campbell	Mayor
City of Ames	Gloria Betcher	Council Member
City of Ames	Matthew Goodman	Council Member
City of Ames	Tim Gartin	Council Member
City of Ames	Peter Orazem	Council Member
City of Ames	Chris Nelson	Council Member
City of Ames	Amber Corrieri	Council Member
Boone County	Chet Hollingshead	Board of Supervisors
Story County	Wayne Clinton	Board of Supervisors
City of Gilbert	Jonathan Popp	Mayor
Iowa Dept. of Transportation ‡	Garrett Pedersen	District Trans. Planner
Federal Highway Administration ‡	Tracy Troutner	Iowa Division
Federal Transit Administration ‡	Mark Bechtel	Region 7
Iowa State University ‡	Cathy Brown	Campus Planning Assistant Director

† Chair ‡ Advisory, Non-Voting Member

Transportation Technical Committee Membership		
<i>Representing</i>	<i>Name</i>	<i>Title</i>
City of Ames †	Tracy Warner	Municipal Engineer
City of Ames ††	Damion Pregitzer	Traffic Engineer
City of Ames	Justin Clausen	Operations Manager
City of Ames	Kelly Diekmann	Dir. Of Planning & Housing
City of Ames	Charlie Kuester	Planner
CyRide	Sheri Kyras	Transit Director
Iowa State University	Cathy Brown	Campus Planning Asst. Director
Boone County	Scott Kruse	County Engineer
Story County	Darren Moon	County Engineer
Ames Community School Dist.	Gerry Peters	Facilities Director
Ames Economic Development Commission	Drew Kamp	Government Relations Director
Iowa Dept. of Transportation ‡	Phil Mescher	District Trans. Planner
Federal Highway Administration ‡	Tracy Troutner	Iowa Division
Federal Transit Administration ‡	Mark Bechtel	Region 7

† Chair †† Vice-Chair ‡ Advisory, Non-Voting Member

Work Elements

Task 1 – Administration and Support

Objective: To initiate and properly manage the “3-C” planning process, ensuring that it is continuous, cooperative, and comprehensive, and in compliance with applicable State and Federal laws and regulations. This document may be amended by the Policy Board from time to time, as needed.

Previous Work:

- FY 2015 TPWP maintenance and budget monitoring
- FY 2016 TPWP development
- Self Certification
- Quarterly submittals for planning funding reimbursement
- Conducted Transportation Policy Committee meetings on: July 8, 2014; March 31, 2015; April 28, 2015; and May 26, 2015
- Conducted Transportation Technical Committee meetings on: March 17, 2015; April 14, 2015
- Conducted public meeting on April 30, 2015
- MPO presentation to Students for New Urbanism (ISU) group on February 26, 2015
- Published MPO related messages on social media
 - a. Facebook: [facebook.com/cityofames](https://www.facebook.com/cityofames)
 - b. Twitter: @cityofames
- Updated meeting agendas, minutes, and materials on the MPO website: www.aampo.org

Description: This task includes all administrative tasks which support activities of the MPO including the following: prepare and submit required documents to maintain the continuity and credibility of the planning process. Sponsor and conduct meetings and provide support to policy and technical committees. Prepare budgets, maintain financial records, and ensure monies are spent appropriately. Coordinate activities amount participating agencies and other public and private interests.

Purchase/lease supplies, computer equipment and other equipment necessary to carry out planning efforts. Maintain software and purchase necessary upgrades when beneficial to the MPO.

Task also includes conducting informational meetings, as well as public hearings, to obtain public input and feedback on ongoing activities. The

Public Participation Plan, along with other pertinent documents maintained and developed by the Ames Area MPO are posted online at www.aampo.org. The Public Participation Plan will be evaluated for modifications to evolve with communication preferences as warranted.

The MPO staff will participate in conferences, seminars, meetings, and other training opportunities to remain familiar with the latest regulations and techniques related to the transportation planning field as provided by the Federal Transit Administration, Federal Highway Administration, American Planning Association, Environmental Protection Agency, Iowa Department of Transportation, peer transportation planning organizations, and other agencies and professional organizations.

Products:

- FY 2016 Transportation Planning Work Program maintenance and budget monitoring
- FY 2017 Transportation Planning Work Program development
- FY 2016 Self Certification
- Preparation and maintenance of Title VI programs which meet the requirements of FHWA and FTA
- Review and maintenance of the Public Participation Plan
- Planning funds reimbursement submittals
- Host public meeting during the development process of the FY 2017 Transportation Improvement Program and FY 2017 Transportation Planning Work Program and subsequent public meetings as needed.
- Maintain a website for the Ames Area MPO posting events and timely documents at www.aampo.org
- Host Transportation Policy Committee meetings and adopt plans and programs within appropriate timeframes
- Advertise MPO meetings in the Ames Tribune as appropriate
- Host Transportation Technical Committee meetings
- Partnering with local organizations and hosting additional coordination meetings related to regional transportation topics
- Maintain current contact information for committee representatives
- Participate in trainings offered through the Central Iowa Bicycle-Pedestrian Roundtable
- Participate in state sponsored trainings
- Participate in state and national conferences related to transportation planning

Schedule

Task	Description (work product)	1 st Qtr (July – Sept.)	2 nd Qtr (Oct. – Dec.)	3 rd Qtr (Jan. – March)	4 th Qtr (April – June)
Administration and Support					
	FY 2016 TPWP maintenance and budget monitoring	X	X	X	X
	FY 2017 TPWP development			X	X
	Self Certification			X	
	Planning funding reimbursement submittals	X	X	X	X
	Public meeting for TIP and TPWP public review and comments				X
	Maintain and update the AAMPO webpage (www.aampo.org)	X	X	X	X
	Technical and Policy Committee meetings and minutes	X		X	X
	Bicycle roundtable coordination activities	X	X	X	X
	Distribute committee representative appointment forms		X		
	Training and education	X	X	X	X

Work Element Summary

Activity	Responsible Agency	MPO Staff Hours	Federal Funds	Local Funds	Total
1. Administration	AAMPO	639	\$19,489	\$4,872	\$24,361

Task 2 – Transportation Improvement Program

Objective: Develop and maintain a regional program of near-term projects that are consistent with the Ames Area MPO long range transportation plan.

Previous Work:

- Maintained the FY 2015 – 2018 Transportation Improvement Program
- Development and adoption of the FY 2016 – 2019 Transportation Improvement Program

Description: The Federal Fiscal Year 2015 – 2018 Transportation Improvement Program (FFY 2015 – 2018 TIP) will be maintained and amended as necessary. The FFY 2016 – 2019 TIP for Surface Transportation Projects, Transportation Alternative Projects, and projects utilizing funding from other Federal programs, will be developed. The TIP will include all regionally significant transportation projects and those receiving Federal funds or requiring Federal approval. Coordination with the Iowa DOT Statewide Transportation Improvement Program (STIP) will also be undertaken.

Products:

- Maintain the FY 2016 – 2019 Transportation Improvement Program through formal amendments or administrative modifications
- Development of the FY 2017 – 2020 Transportation Improvement Program

Schedule

Task	Description (work product)	1 st Qtr (July – Sept.)	2 nd Qtr (Oct. – Dec.)	3 rd Qtr (Jan. – March)	4 th Qtr (April – June)
Transportation Improvement Program					
	FY 2016-2019 TIP maintenance and revisions as necessary	X	X	X	X
	FY 2017-2020 TIP development			X	X

Work Element Summary

Activity	Responsible Agency	MPO Staff Hours	Federal Funds	Local Funds	Total
2. TIP	AAMPO	174	\$5,242	\$1,310	\$6,552

Task 3 - Comprehensive Planning

Objective: Integrate transportation planning and land use planning for Ames Area MPO member jurisdictions.

Previous Work:

- Update Safe Routes to School map for Edwards Elementary School
- Attend the Central Iowa Bicycle-Pedestrian Roundtable
- Attend Midwest Transportation Model user Group quarterly meetings
- Participation with the Iowa Park and Ride System State Plan development
- Attend training opportunities provided by the American Planning Association

Description: Participate in regional activities which enhance the transportation network including data collection, collaboration with local transportation activities, technical assistance for member agencies, and other activities promoting a comprehensive approach.

Products:

- Update Safe Routes to School maps
- Participation in the Central Iowa Bicycle-Pedestrian Roundtable
- Participation in the Passenger Rail Advisory Group
- Participation in the Midwest Travel Model User Group
- Update the regional shared use path map
- Integrate multi-modal project (non-motorized) for improvement to LOS
- Maintain transportation network model
- Development of pavement management system
- Regional traffic count program
- Regional trail count program
- Traffic signal synchronization review
- Development of performance measures
- Analyze potential alternative funding sources
- Intersection and corridor improvement studies
- Maintain and update the Regional ITS Architecture as necessary

Schedule

Task	Description (work product)	1 st Qtr (July – Sept.)	2 nd Qtr (Oct. – Dec.)	3 rd Qtr (Jan. – March)	4 th Qtr (April – June)
Comprehensive Planning					
	Update SRTS maps	X			
	Central Iowa Bicycle-Pedestrian Roundtable meetings	X	X	X	X
	Passenger Rail Advisory Group	X			X
	Midwest Travel Model User Group	X	X	X	X
	Shared Use Path map updates			X	
	Integrate multi-modal projects for improvement to LOS	X	X	X	X
	Maintain and update transportation network model	X	X	X	X
	Development of pavement management system	X	X	X	X
	City wide count program and traffic signalization review	X			X
	Regional Traffic Count Program	X	X	X	X
	Regional trail counts	X	X	X	X
	Traffic signalization review	X			X
	Performance measures tracking development	X	X	X	X
	Analyze potential alternative funding sources	X	X	X	X
	Intersection and corridor improvement study	X	X	X	X
	Maintain and update the Regional ITS Architecture	X	X	X	X

Work Element Summary

Activity	Responsible Agency	MPO Staff Hours	Federal Funds	Local Funds	Total
3. Comprehensive Planning	AAMPO	890	\$25,572	\$6,643	\$33,215

Task 4 - Transit Planning

Objective: Enhance a coordinated, accessible, and efficient transit system.

Previous Work:

- Ongoing planning activities
- Transportation Improvement Program and Transportation Planning Work Program transit element development
- Human service/transportation provider coordination/meetings and updates
- Update FY2015 Passenger Transportation Plan Update
- Triennial Review
- Equal Employment Opportunity (EEO) Program update
- Disadvantage Business Enterprise (DBE) Program update and reports
- Title VI Program Update
- Ames Alternative Analysis Study

Description: Planning efforts will reflect prioritization of the following areas:

- Incorporating safety and security in transit (transportation) planning
- Transit asset management planning
- Participation of transit operators in metropolitan and statewide planning
- Coordination of non-emergency human service transportation
- Planning for transit system management and operation to increase ridership
- Make transit capital investment decisions through effect system planning

This item involves transit planning issues related to land use and development issues, ridership surveys and analyses, plans to manage transit agency in accordance to the Federal Transit Administration guidelines, and the study of student and commuter service. Meetings will be held to facilitate the locally developed coordinated public transit/human-services transportation plan to improve transportation services for the low-income, aging and disabled populations within the community. Efforts will concentrate on improving operating efficiencies of current services and eliminating gaps where and when transportation is not available. The Transportation Planner may conduct various planning and ridership studies throughout the year.

Products:

- Various transit plans, administration and audits of the following programs requiring annual certifications by the transit agency:
 - a. Equal Employment Opportunity Program (EEO)
 - b. Title VI Program
 - c. Limited English Proficiency (LEP),
 - d. Disadvantaged Business Enterprise (DBE)
 - e. Transit Asset Management Plan
 - f. Safety/Security Plan
 - g. Federal Audits/Reviews
- Amend/update Ames Area MPO Passenger Transportation Plan (PTP)
- Capital/Financial planning to analyze fleet and facility needs for five-year period
- Corridor and facility expansion studies
- Bus stop amenities planning
- System-wide performance measures
- Administration of the Ames Alternative Analysis Study

Schedule

Task	Description (work product)	1st Qtr (July – Sept.)	2nd Qtr (Oct. – Dec.)	3rd Qtr (Jan. – March)	4th Qtr (April – June)
Transit Planning					
	Administration and audits of various transit plans: EEO, Title VI, LEP, DBE, Transit Asset Management Plan, Safety Plan	X	X	X	X
	Maintain and amend PTP			X	X
	Capital/Financial planning to analyze fleet and facility needs for 5 year period	X	X	X	X
	Corridor and facility expansion studies	X	X	X	X
	Bus stop amenities	X			X
	System-wide performance measures	X	X	X	X
	Administration of Ames Alternative Analysis Study	X	X		

Work Element Summary

Activity	Responsible Agency	MPO Staff Hours	Federal Funds	Local Funds	Total
4. Transit Planning	AAMPO / CyRide	600	\$26,746	\$6,687	\$33,433

Task 5 - Special Studies

Objective: To further the goals and objectives of the transportation planning process through special studies undertaken by MPO staff or consultants in support of existing or projected local needs.

Previous Work:

- Alternatives Analysis Study elements including:
 - a. Existing Conditions
 - b. Data Collection/Rider Surveys
 - c. Origin-Destination Analysis
 - d. Osborn Corridor
 - e. Route Alternatives Development
 - f. Screening of Project Alternatives
 - g. Ridership Forecasting
 - h. Public Input meetings
 - i. Identification/Refinement of Preferred Alternative
 - j. Financial Assessment

Subtasks

5.1 Alternatives Analysis Study

An Alternatives Analysis (AA) Study will be conducted of the Iowa State Center to Iowa State University campus corridor identified currently as the Orange Route. The Ames Transit Agency completed a smaller Transit Feasibility Study in June 2007 looking at seven corridors in the community that had either current transportation/growth issues or future identified growth. The study identified transportation options to resolve corridor problems of which the Orange Route is operating at near maximum capacity. It was determined through the Transit Feasibility Study that the Orange Route may qualify for Small New Starts funding to establish a Bus Rapid Transit corridor which would operate more like a light rail type system only using more cost-efficient buses. The AA study will analyze specific route options in more depth regarding transit-only corridors, provide detailed information on bus stop upgrades, and analyze route speed increases that could be realized with extended-green technology. This study will also analyze the financial capacity/needs of the Ames community to undertake a project such as Bus Rapid Transit. At the conclusion of the AA

Study, a locally preferred alternative – the “proposed action” – will be determined.

The Alternative Analysis study began in January 2013 and is expected to conclude in spring 2015 with a final report completed by fall 2015. The study has included data collection in the form of rider surveys, on/off boardings, gate access to ISU campus, class concentration, public input, etc. Public meetings occurred in the fall 2014 and spring 2015 when the majority of the students that utilize this route are living in Ames and attending university classes. The study and locally preferred alternatives will be finalized in spring 2015. The total budget is \$200,000 (\$160,000 federal) for the study but will cross fiscal years 2015 and 2016. The budget below assumes that remainder of the federal funds, approximately 58%, will be expended in FY2015.

Products:

- Complete Alternative Analysis Report

Schedule

Task	Description (work product)	1 st Qtr (July – Sept.)	2 nd Qtr (Oct. – Dec.)	3 rd Qtr (Jan. – March)	4 th Qtr (April – June)
Alternative Analysis Study					
	Alternative Analysis Study	X	X		

Work Element Summary

Activity	Responsible Agency	MPO Hours	Federal Funds	Local Funds	Total
5.1 Alternatives Analysis Study	*CyRide	-	\$93,056	\$23,264	\$116,320

*Funds used for private sector involvement

Task 6 - Long Range Transportation Planning

Objective: Provide framework for orderly, efficient growth of an integrated, multi-modal transportation network.

Previous Work:

- Development of the 2010 base year travel demand model
- Development of the 2040 projection socioeconomic data and forecast travel demand model
- Host AmesMobility2040.com project website with up-to-date project information
- Public engagement activities including public meetings, focus group, project management team, and online forums hosted by MindMixer at www.ImageineAmes.org
- Major development of the existing conditions report and other elements of the plan document

Description: The 2040 Long Range Transportation Plan (titled: Ames Mobility 2040) is scheduled to be updated in October 2015. With the recent implementation of the Federal Surface Transportation bill, MAP-21, the plan will be developed to meet these requirements. Work activities that will be taking place for the update include evaluation of the Land Use Policy Plan (LUPP) for compliance, reviewing traffic impact studies for major site developments, alternative network development and analysis, updated transit analysis, origin-destination study for transit, update the transportation mode, public participation opportunities, and completion of the final report.

The Ames Mobility 2040 planning process began during FY 2014. The contract for the hired consultant for approved on January 28, 2014. The Ames Mobility 2040 plan is anticipation to be adopted by the Transportation Policy Committee during the summer/fall of 2015 to meet the October 2015 deadline.

Products:

- Final Ames Mobility 2040 LRTP document
- Maintain and amend the 2035 Long Range Transportation Plan as necessary
- Maintain and amend the Ames Mobility 2040 plan as necessary

Schedule

Task	Description (work product)	1 st Qtr (July – Sept.)	2 nd Qtr (Oct. – Dec.)	3 rd Qtr (Jan. – March)	4 th Qtr (April – June)
Long Range Transportation Plan					
	Maintenance of the 2035 LRTP	X			
	Development of the Ames Mobility 2040 LRTP update	X	X		
	Adoption of Ames Mobility 2040 LRTP	X	X		
	Maintain the Ames Mobility 2040 LRTP		X	X	X

Work Element Summary

Activity	Responsible Agency	MPO Staff Hours	Federal Funds	Local Funds	Total
6 LRTP Update	AAMPO	557	\$16,969	\$4,242	\$21,211
		Private sector involvement	\$109,680	\$27,420	\$137,100
6 TOTALS			\$126,649	\$31,622	\$158,311

FY 2016 Budget and Funding Sources

Budget Summary

Activity/Work Element	Total Cost	Total Local Match	Federal Funds							
			Total Federal Amount	FTA 5305 New	FTA 5305 C/O	FHWA STP New	FHWA STP C/O	FHWA PL New	FHWA PL C/O	FTA 5339
1 - Admin	\$ 24,361	\$ 4,872	\$ 19,489	\$ -	\$ -	\$ -	\$ 15,216	\$ -	\$ 4,273	\$ -
2 - TIP	\$ 6,552	\$ 1,310	\$ 5,242	\$ -	\$ -	\$ -	\$ 4,092	\$ -	\$ 1,149	\$ -
3 - Comp	\$ 33,215	\$ 6,643	\$ 26,572	\$ -	\$ -	\$ -	\$ 20,747	\$ -	\$ 5,826	\$ -
4 - Transit	\$ 33,433	\$ 6,687	\$ 26,746	\$ -	\$ -	\$ -	\$ 20,883	\$ -	\$ 5,864	\$ -
5 - Special	\$ 116,320	\$ 23,264	\$ 93,056	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 93,056
6 - LRTP	\$ 158,311	\$ 31,662	\$ 126,649	\$ -	\$ -	\$ -	\$ 98,883	\$ -	\$ 27,766	\$ -
Total	\$ 372,192	\$ 74,438	\$ 297,754	\$ -	\$ -	\$ -	\$ 159,821	\$ -	\$ 44,878	

**totals are rounded to the nearest dollar and summations may produce a rounding error*

	FTA 5305 New	FTA 5305 C/O	FHWA STP New	FHWA STP C/O	FHWA PL New	FHWA PL C/O	FTA 5339	TOTAL
Federal Funds Unobligated	\$ 31,353	\$ -	\$ -	\$ 25,179	\$ 89,537	\$ -	\$ -	\$ 146,069

**Resolution Approving
FY 2016 Transportation Planning Work Program**

Revisions to the Transportation Planning Work Program

Changes to the work program may happen due to unexpected staff demands or requests of the Policy Committee. Revisions to the TPWP require sign off by the United States Department of Transportation or Iowa Department of Transportation and approval is provided in writing.

Procedures

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

Revision type	Approving Agency
Request for additional Federal funding	FHWA and/or FTA
Transfer of funds between categories, projects, functions, or activities which exceeds \$150,000	FHWA and/or FTA
Revision of the scope or objectives of activities	FHWA and/or FTA
Transferring substantive programmatic work to a third party (consultant)	FHWA and/or FTA
Capital expenditures, including the purchasing of equipment	FHWA and/or FTA
Transfer of funds allotted for training allowances	FHWA and/or FTA
Transfer of funds between categories, projects, functions, or activities which do not exceed 10% of the total work program budget, or when the Federal share of the budget is less than \$150,000	Iowa Department of Transportation
Revisions related to work that does not involve Federal funding	Ames Area MPO

All necessary TPWP approvals are required to be in place prior to the commencement of activity, purchasing of equipment, or request for reimbursement. As it relates to procurement of equipment and services, there should be no notification of award, signed contract, placement of an order, or agreement with a contractor prior to receiving the necessary approval.

All revision requests from the Ames Area MPO will be submitted electronically to the Iowa Department of Transportation Office of Systems Planning. Four hard copies of the revision shall also be sent to Systems Planning, which will be forwarded to the DOT District, Federal Highway Administration, and Federal Transit Administration for review and necessary approvals.

Revision requests shall, at a minimum, include:

- A resolution or meeting minutes showing the approval of the revision.
- Budget summary table with changes highlighted and noted.
- Modified section(s) of the work elements with changes highlighted and noted.

Notification of the approval will be provided by the approving agency in writing.

FHWA/FTA Revision Approval

Where the Federal Highway Administration and/or the Federal Transit Administration is the designated approving agency, written approval by FHWA/FTA is required prior to commencement of activity, purchasing of equipment, or request for reimbursement.

Iowa DOT Office of Systems Planning Revision Approval

Where the Iowa Department of Transportation Office of Systems Planning is the designated approving agency, written approval by the Iowa DOT is required prior to commencement of activity, purchasing of equipment, or request for reimbursement.

Ames Area MPO Revision Approval

Where the Ames Area Metropolitan Planning Organization is the designated approving agency, revisions shall be approved by the Transportation Policy Committee.

Cost Allocation Plan

The local match for salaries and other expenses is a part of the City of Ames Program Budget adopted by the City of Ames City Council for all personnel and associated expenses. Costs billed will be for those specified. The main source of local-match funds will come from the City of Ames Road Use Tax allocation. New FY 2016 funds have been combined with the carryover amounts for expense allocations. Carryover funds will be used first before new allocations. The Ames Area MPO does not charge indirect costs.

Procurement and Consultant Selection Certification



515 Clark Avenue
P.O. Box 811
Ames, IA 50010
p: 515.239.5160
f: 515.239.5404

MPO Self-Certification of Procurement and Consultant Selection Procedures

This is to certify that I have reviewed the Iowa DOT Purchasing Rules (Iowa Administrative Code 761, Chapter 20) and will ensure procurements or the selection of consultant firms for projects to be reimbursed with federal transportation planning funds will follow the policies and procedures outlined in the above-referenced purchasing rules.

Further, I certify that the following requirements will be adhered to for procurements and consultant services to be reimbursed with federal transportation planning funds.

- Capital expenditures, including the purchase of equipment, will be a separate line item in an approved Transportation Planning Work Program (TPWP) if the anticipated total cost exceeds \$5,000.
- An approved TPWP will specify that a project will involve consultant services prior to initiating the consultant selection process.
- Our agency will document the procedures utilized for the procurement or consultant selection, and will retain this documentation on file for a minimum of three years.
- When reimbursement is requested for capital expenditures or consultant services, we will provide our District Planner and the Office of Systems Planning, through email or hard copy, invoices documenting the expenditure(s) at the time the associated reimbursement request is submitted.

I declare to the best of my knowledge and ability that we will adhere to the above requirements.

(Signature)

Ann Campbell

Chair, Transportation Policy Committee

Ames Area Metropolitan Planning Organization

(Date Signed)