

**AMES AREA METROPOLITAN PLANNING ORGANIZATION (AAMPO)
TRANSPORTATION POLICY COMMITTEE ACTION FORM**

SUBJECT: FINAL FY 2019 TRANSPORTATION PLANNING WORK PROGRAM

BACKGROUND:

As a part of the Federal regulations governing Metropolitan Planning Organizations, the Federal Highway Administration and the Federal Transit Administration provide planning funds to reimburse these agencies for transportation planning activities. The Iowa Department of Transportation administers this program.

The Transportation Planning Work Program (TPWP) includes several work elements to ensure an integrated transportation system. These elements include administrative tasks for transportation planning, programming and development for the Transportation Improvement Program, comprehensive transportation planning and in-depth technical analysis, enhanced transit planning for coordination, accessibility, and efficiency, public participation enhancement and incorporation into the transportation planning process, committee support, and maintenance and development of the Long Range Transportation Plan. Some expected products in the FY 2019 TPWP include the development of the Transportation Improvement Program, ongoing maintenance of the Long Range Transportation Plan and Passenger Transportation Plan.

Federal and State partners at the Iowa Department of Transportation, Federal Highway Administration, and the Federal Transit Administration were provided the opportunity to review the proposed TPWP for Ames during the month of April. The draft document was found to conform to State and Federal regulations and found to include appropriate activities to perform the regional transportation planning process.

ALTERNATIVES:

1. Approve the final FY 2019 Transportation Planning Work Program for submission to the Iowa Department of Transportation.
2. Approve the final FY 2019 Transportation Planning Work Program with Transportation Policy Committee modifications for submission to the Iowa Department of Transportation.

ADMINISTRATOR'S RECOMMENDED ACTION:

The Ames Area MPO Transportation Technical Committee has reviewed the FY 2019 TPWP and unanimously recommend approval. The Ames Area MPO staff received and addressed comments from the Iowa Department of Transportation, Federal Highway Administration, and Federal Transit Administration. During the public input period, no revisions were requested by the public.

Therefore, it is recommended by the Administrator that the Transportation Policy Committee adopt Alternative No. 1, as noted above.



FY19

**Transportation Planning
Work Program**

Final

The Ames Area MPO prepared this report with funding from the U.S. Department of Transportation's Federal Highway Administration and Federal Transit Administration, and in part through local matching funds of the Ames Area MPO member governments. These contents are the responsibility of the Ames Area MPO. The U.S. government and its agencies assume no liability for the contents of this report or for the use of its contents. The Ames Area MPO approved this document on May 22, 2018. Please call (515) 239.5160 to obtain permission to use.

Contents	
Introduction	3
Area Background.....	3
Definition of Area.....	3
Regional Planning Principles.....	4
Planning Priorities	4
Performance-based Planning and Programming	5
Air Quality.....	8
TPWP Development.....	9
Private Sector Involvement.....	9
Organization of the Ames Area MPO	10
Transportation Policy Committee.....	10
Transportation Technical Committee	11
Work Elements.....	12
Task 1 – Administration and Support.....	12
Task 2 – Transportation Improvement Program.....	15
Task 3 – Comprehensive Planning.....	17
Task 4 – Transit Planning	19
Task 5 – Special Studies	21
Task 6 – Long Range Transportation Planning.....	22
FY 2019 Budget and Funding Sources	24
Revisions to the Transportation Planning Work Program	25
MPO Approval Process	25
Agency Approval	25
Cost Allocation Plan.....	26

Appendix A: Procurement and Consultant Selection Certification

Appendix B: Minutes Approving FY 2019 Transportation Planning Work Program

Introduction

The Fiscal Year 2019 Transportation Planning Work Program (FY 19 TPWP) is the work plan for the fiscal year beginning July 1, 2018 and ending June 30, 2019. 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

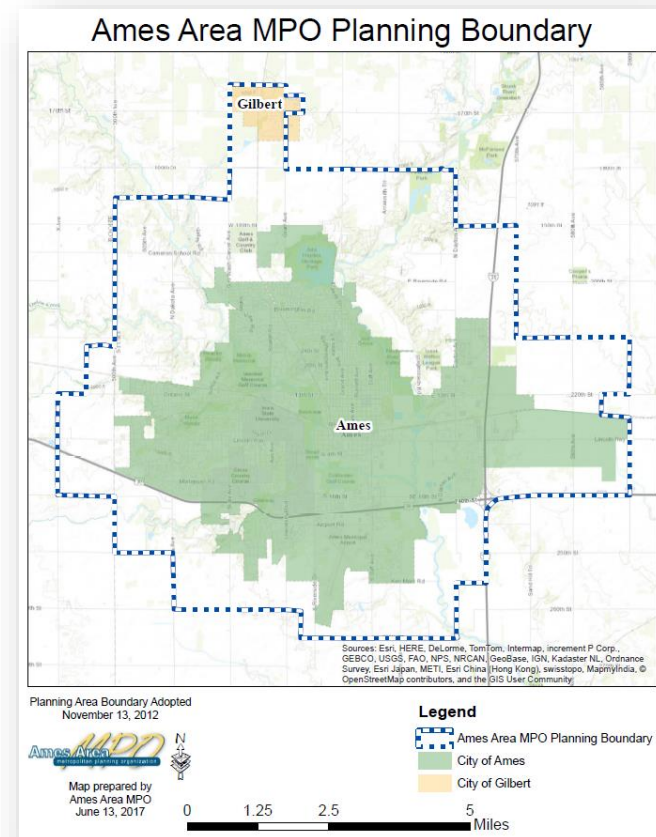
The Ames Area MPO was officially designated the MPO of the Ames urbanized area by the Governor of Iowa in March 2003. This designation was the result of the Ames urbanized area having a population of greater than 50,000 in the 2000 census. As a result of the 2010 Census, the urbanized areas of Ames and 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 Interstate 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.



Regional Planning Principles

Planning Priorities

The FY 2019 TPWP addresses the planning goals of the Ames Area MPO, which are:

- Provide a connected transportation system that offers efficient and reliable mobility options for all modes of travel.
- Provide a safe transportation system.
- Consider and mitigate the impacts of the transportation system on the natural and built environment.
- Provide an accessible transportation system which fits within the context of its surroundings and preserves community character.
- Provide a transportation system that supports the regional economy and efficiently moves goods.
- Maintain transportation infrastructure in a state-of-good-repair.

The Federal Highway Administration and the Federal Transit Administration in a memorandum to Metropolitan Planning Organizations, dated March 18, 2015, jointly issued Planning and Emphasis Areas (PEAs). The PEAs are topical areas in planning that FHWA and FTA want to emphasize as MPOs develop work tasks associated with PEAs in the Transportation Planning Work Program. The 2016 PEAs include:

1. **FAST Act Implementation:** Transition to performance-based planning and programming.
2. **Regional Models of Cooperation:** Ensure regional approach to transportation planning by promoting cooperation and coordination across transit agency, MPO, and State boundaries.

3. **Ladders of Opportunity:** Access to essential services.

To address these priorities and challenges in the FY 2019 TPWP, the Ames Area MPO will conduct the following activities to address these areas of emphasis:

- **Development of Performance Measures into Planning Processes (Task 1)** – Transition MPO planning activities to using performance measures to implement FAST Act
- **Partnering with local organizations and host additional coordination meetings (Task 1)** – Ensuring a regional approach to our transportation planning activities.
- **FY 2019 – 2022 Transportation Improvement Program (Task 2)** – Develop a short-range transportation document in accordance with the Public Participation Process to address transportation programming using principals from the Ames Mobility 2040 LRTP and incorporating performance based planning through implementation of performance measures
- **Passenger Transportation Plan (PTP) (Task 4)** – Develop the 2020-2024 PTP to address access to essential services within the Ames region.

The following documents are developed, updated, or maintained by the Ames Area MPO:

- Transportation Planning Work Program (TPWP)
- Transportation Improvement Program (TIP)
- Public Participation Plan (PPP)
- Long Range Transportation Plan (LRTP)
- Passenger Transportation Plan (PTP)

Performance-based Planning and Programming

Performance based planning and performance management became a focus for State and regional transportation planning with the signing of the 2012 surface transportation bill Moving Ahead for Progress in the 21st Century (MAP-21). This bill included requirements for performance based planning and performance management and set seven national goals. The Ames Area MPO must establish and use a performance-based approach to transportation decision making to support the national goals.

Key Terms:

- Goal: a broad statement that describes a desired end state
- Objective: a specific, measurable statement that supports achievement of a goal
- Performance Measures: metric used to assess progress towards meeting an objective
- Target: specific level of performance that is desired to be achieved within a certain timeframe

Safety

The safety measures are:

1. Number of Fatalities
2. Rate of Fatalities per 100 million VMT
3. Number of Serious Injuries
4. Rate of Serious Injuries per 100 million VMT
5. Number of Non-Motorized Fatalities and Non-motorized Serious Injuries

Rather than setting its own 2014-2018 safety targets, the Ames Area MPO has chosen to support the Iowa Department of Transportation safety targets as published in the Iowa Highway Safety Improvement Program 2017 Annual Report. The MPO supports those targets by reviewing and programming all Highway Safety Improvement Program (HSIP) projects within the MPO boundary that are included in the Iowa DOT Transportation Improvement Program. Any Iowa DOT sponsored HSIP projects within the MPO area were selected based on safety performance measures and were approved by the Iowa Transportation Commission. The Iowa DOT conferred with numerous stakeholder groups, including the Ames Area MPO, as part of its target setting process. Working in partnership with local agencies, Iowa DOT safety investments were identified and programmed which will construct effective countermeasures to reduce traffic fatalities and serious injuries. Iowa DOT projects chosen for HSIP investment are based on crash history, roadway characteristics, and the existence of infrastructure countermeasures that can address the types of crashes present. The Iowa DOT continues to utilize a systemic safety improvement process rather than relying on “hot spot” safety improvements.

Pavement, Bridge, System Performance, Freight

The pavement and bridge measures are:

1. Percent of Interstate pavements in Good condition
2. Percent of Interstate pavements in Poor condition
3. Percent of non-Interstate NHS pavements in Good Condition
4. Percent of non-Interstate NHS pavements in Poor condition
5. Percent of NHS bridges classified as in Good condition
6. Percent of NHS bridges classified as in Poor condition

The system performance and freight measures are:

1. Percent of person-miles traveled on the Interstate that are reliable
2. Percent of person-miles traveled on the non-Interstate NHS that are reliable
3. Truck Travel Time Reliability Index

The Ames Area MPO will be deciding to set targets or support the State's targets for pavement, bridge, system performance, and freight measures during State Fiscal Year 2019.

Transit Asset Management

The transit asset management targets are:

1. Equipment: Percent of non-revenue vehicles met or exceeded Useful Life Benchmark
2. Rolling Stock: Percentage of revenue vehicles met or exceeded Useful Life Benchmark
3. Facilities: Percentage of assets with condition rating below 3.0 on FTA TERM scale
4. Infrastructure: Not applicable.

In May 2017, the Ames Area MPO adopted transit asset management targets. The infrastructure performance measure element which FTA requires is limited to rail fixed guideway assets of which there is not any rail passenger with Ames. The first Transit Asset Management Plan is due in October 2018. With the adoption of this plan, performance measure elements will be included in regional transportation planning documents.

Performance Management Agreement

The Iowa DOT and Ames Area Metropolitan Planning Organization (MPO) agree to the following provisions. The communication outlined in these provisions between the MPO and Iowa DOT will generally be through the statewide planning coordinator in the Office of Systems Planning.

1) Transportation performance data

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

2) Selection of performance targets

- a) The Iowa DOT will develop draft statewide performance targets for FHWA measures in coordination with MPOs. Coordination may include in-person meetings, web meetings, conference calls, and/or email communication. MPOs shall be given an opportunity to provide comments on statewide targets and methodology before final statewide targets are adopted.

- b) If an MPO chooses to adopt their own target for any measures, they will develop draft MPO performance targets in coordination with the Iowa DOT. Coordination methods will be at the discretion of the MPO, but the Iowa DOT shall be provided an opportunity to provide comments on draft MPO performance targets and methodology prior to final approval.

3) Reporting of performance targets

- a) Iowa DOT performance targets will be reported to FHWA and FTA, as applicable. MPOs will be notified when Iowa DOT has reported final statewide targets.
- b) MPO performance targets will be reported to the Iowa DOT.
 - i) For each target, the MPO will provide the following information no later than 180 days after the date the Iowa DOT or relevant provider of public transportation establishes performance targets, or the date specified by federal code.
 - (1) A determination of whether the MPO is 1) agreeing to plan and program projects so that they contribute toward the accomplishment of the Iowa DOT or relevant provider of public transportation performance target, or 2) setting a quantifiable target for that performance measure for the MPO's planning area.
 - (2) If a quantifiable target is set for the MPO planning area, the MPO will provide any supplemental data used in determining any such target.
 - (3) Documentation of the MPO's target or support of the statewide or relevant public transportation provider target will be provided in the form of a resolution or meeting minutes.

- c) The Iowa DOT will include information outlined in 23 CFR 450.216 (f) in any statewide transportation plan amended or adopted after May 27, 2018, and information outlined in 23 CFR 450.218 (q) in any statewide transportation improvement program amended or adopted after May 27, 2018.
- d) MPOs will include information outlined in 23 CFR 450.324 (f) (3-4) in any metropolitan transportation plan amended or adopted after May 27, 2018, and information outlined in 23 CFR 450.326 (d) in any transportation improvement program amended or adopted after May 27, 2018.
- e) Reporting of targets and performance by the Iowa DOT and MPOs shall conform to 23 CFR 490, 49 CFR 625, and 49 CFR 673.

4) Reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO

- a) The Iowa DOT will provide MPOs with the statewide performance data used in developing statewide targets, and, when applicable, will also provide MPOs with subsets of the statewide data, based on their planning area boundaries.

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

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

Air Quality

The Clean Air Act requires the United States Environmental Protection Agency to set limits on how much of a particular pollutant can be in the air anywhere in the United States. National Ambient Air Quality Standards are the pollutant limits set by the Environmental Protection Agency; they define the allowable concentration of pollution in the air for six different pollutants:

- Carbon Monoxide
- Lead
- Nitrogen Dioxide
- Particulate Matter
- Ozone
- Sulfur Dioxide

The Clean Air Act specifies how areas within the country are designated as either “attainment” or “non-attainment” of an air quality standard and provides Environmental Protection Agency the authority to define the boundaries of nonattainment areas. For areas designated as non-attainment for one or more National Ambient Air Quality Standards, the Clean Air Act defines a specific timetable to attain the standard and requires that non-attainment areas demonstrate reasonable and steady progress in reducing air pollution emissions until such time that an area can demonstrate attainment. Each state must develop and submit a State Implementation Plan that addresses each pollutant for which it fails to meet the National Ambient Air Quality Standards. Individual state air quality agencies are responsible for defining the overall regional plan to reduce air pollution emissions to levels that will enable attainment and maintenance of the National Ambient Air Quality Standards. This strategy is articulated through the State Implementation Plan.

Regions which do not meet air quality standards are required to develop transportation plans in conformance with the State Implementation Plan (SIP), including more frequent updates to plans such the Long Range Transportation Plan.

The Ames Area MPO does not exceed the National Ambient Air Quality Standards and is considered an attainment area. The Ames area is therefore not subject to air quality conformity requirements, updating the Long Range Transportation Plan every five years. However, the Ames Area MPO will perform activities to monitor and promote air quality issues in the region. The State of Iowa provides grant opportunities through the Iowa Clean Air Attainment Program (ICAAP) to promote air quality in Iowa’s transportation system.

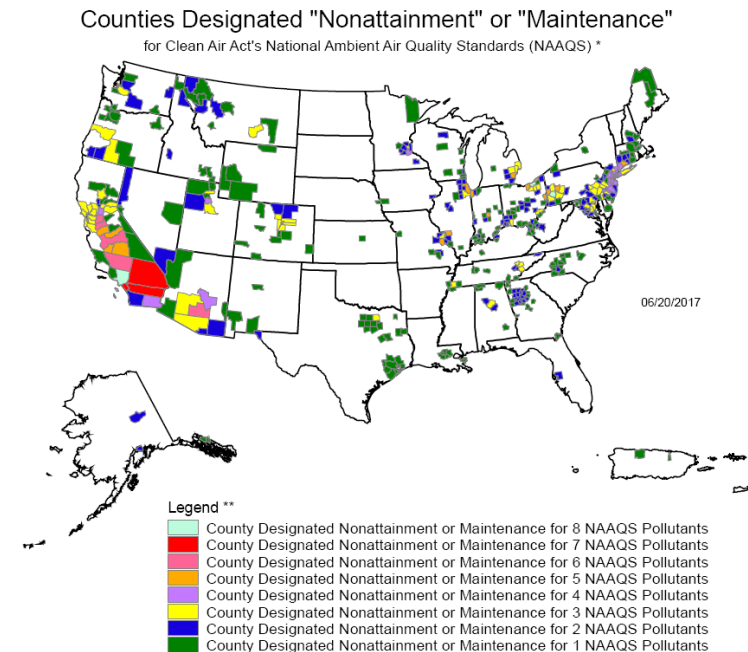


Figure 1 U.S. EPA Green Book

TPWP Development

The FY 2019 Transportation Planning Work Program was developed by input from the Ames Area MPO staff, members of the Transportation Technical Committee, the general public, and the Transportation Policy Committee. The following milestones describe the process in which the Transportation Planning Work Program was developed.

- **March 8, 2018 – Transportation Technical Committee**

The Transportation Technical Committee reviewed the draft FY 2019 Transportation Planning Work Program and made final recommendations.

- **March 9 – May 11, 2018 – Public Input Period**

A public comment period was open for the draft FY 2019 Transportation Planning Work Program from March 9 through May 11. On March 9, MPO staff hosted a public input session to introduce the document to the general public. The draft plan was also made available on the Ames Area MPO website (www.aampmo.org). Comments could be submitted via online form, e-mail, mail, and by phone.

- **March 27, 2018 – Transportation Policy Committee Meeting**

The Transportation Policy Committee approved the draft FY 2019 Transportation Planning Work Program and set a date, May 22, 2018, for a public hearing to consider and adopt the FY 2019 work program.

- **April 2018 – Review from DOT Partners**

In April, the draft FY 2019 Transportation Planning Work Program was submitted to Federal and State partners, including the Iowa Department of Transportation, Federal Highway Administration, and

Federal Transit Administration, for compliance review and comments.

- **May 22, 2018 – Transportation Policy Committee Hearing**

The Transportation Policy Committee held a public hearing to consider adoption of the FY 2019 Transportation Planning Work Program with opportunities from the public to respond and present to the committee. [REDACTED] from the public submitted comments at the public hearing.

Private Sector Involvement

Consultants will be used to perform the following subtasks:

- Long Range Transportation Plan update (Task 6) task will include hiring of consultant services to prepare various elements of the long range transportation plan update with 2045 planning horizon year. The LRTP update will span three years into the FY 2021 TPWP.

Organization of the Ames Area MPO

The Ames Area MPO provides continuity of various transportation planning and improvement efforts throughout the Ames urban area. The City of Ames serves as the fiscal agent for the Ames Area MPO. 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, CyRide, 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 Policy Committee Membership		
<i>Representing</i>	<i>Name</i>	<i>Title</i>
City of Ames †	John Haila	Mayor
City of Ames	Bronwyn Beatty-Hansen	Council Member
City of Ames	Gloria Betcher	Council Member
City of Ames	Amber Corrieri	Council Member
City of Ames	Tim Gartin	Council Member
City of Ames	David Martin	Council Member
City of Ames	Chris Nelson	Council Member
Boone County	Bill Zinnel	Board of Supervisors
Story County	Lauris Olson	Board of Supervisors
Ames Transit Agency	Steven Valentino	CyRide Board Member
City of Gilbert	Jonathan Popp	Mayor
Iowa Dept. of Transportation ‡	Garrett Pedersen	District Transportation Planner
Federal Highway Administration ‡	Darla Hugaboom	Iowa Division
Federal Transit Administration ‡	Daniel Nguyen	Region 7
Iowa State University ‡	Cathy Brown	Campus Planning Assistant Director

† Chair

‡ Advisory, Non-Voting Member

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. The Iowa Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration serve as advisory, non-voting, representatives.

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	Director of Planning & Housing
City of Ames	Charlie Kuester	Planner
CyRide	Sheri Kyras	Transit Director
Iowa State University	Cathy Brown	Campus Planning Assistant 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 ‡	Darla Hugaboom	Iowa Division
Federal Transit Administration ‡	Daniel Nguyen	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.

Previous Work:

- Administer the FY 2018 Transportation Planning Work Program
- Develop and approve the FY 2019 Transportation Planning Work Program
- Complete annual Self Certification
- Attend Iowa DOT quarterly MPO meetings
- Quarterly submittals for planning funding reimbursement
- Filing and reporting routine items required by the Iowa Department of Transportation, Federal Transit Administration, and Federal Highway Administration
- Conducted six Transportation Policy Committee meetings on: July 11, 2017; September 26, 2017; December 12, 2017; January 9, 2018; March 27, 2018; and May 22, 2018.
- Conducted three Transportation Technical Committee meetings on: September 7, 2017; March 8, 2018; and May 17, 2018.
- Conducted two public meeting on March 9, 2018 and May 18, 2018.
- Published MPO related messages on social media
 - Facebook: [facebook.com/cityofames](https://www.facebook.com/cityofames)
 - 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 with 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.

FY 2019 Products:

- Maintain records and files in accordance with retention requirements
- Complete reports, surveys, and other materials as requested by Federal, State, or other governmental agency
- Carry out Annual Certification and all matters required of the certification
- Develop 2018 Title VI Report for Iowa DOT
- Update Public Participation Plan
- Administration of Transportation Planning Work Program
 - Implementation and maintenance of the FY 2019 Transportation Planning Work Program
 - Creation and implementation of the FY 2020 Transportation Planning Work Program
 - Administration of reimbursements, filings, and reports as required to carry out activities of the Transportation Planning Work Program
- Monitor, coordinate, and implement performance measures into MPO planning processes as required by Federal and State regulation
- Administer meetings of the Transportation Policy Committee and Transportation Technical Committee
- Participation in regional and state-wide coordination meetings related to transportation planning, including groups such as:
 - Central Iowa Bicycle-Pedestrian Roundtable
 - Iowa Transportation Coordination Council
 - Passenger Rail Advisory Group
 - Local organization and non-profit meetings and activities promoting transportation choice,

- safety, public health, land-use, and other complementary causes
- Continue marketing and outreach of MPO planning activities including
 - Produce content for the MPO website (www.aampo.org)
 - Advertise meetings and events in various outlets
 - Monitor outreach activities in accordance with the Public Participation Plan
- Participate and organize conferences, trainings, and coordination meetings pertinent to transportation planning hosted by Federal, State, professional organizations, or other agencies.

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					
	Maintain program through processing formal amendments and administrative modifications as required	X			
	Complete the development and successfully process the adopted program	X			
	Develop Title VI Report	X			
	Update Public Participation Plan		X	X	X
	Administration of reimbursements, filings, and reports as required to carry out activities of the Transportation Planning Work Program	X	X	X	X
	Attend State and Federal workshops, meetings, or other organized events related for the proper administration of the Ames Area MPO	X	X	X	X
	Administer meetings of the Transportation Policy Committee and Transportation Technical Committee	X	X	X	X
	Updating content on the MPO website (www.aampo.org)	X	X	X	X
	Advertising meetings and events in various outlets	X	X	X	X
	Monitor outreach activities in accordance with the Public Participation Plan	X	X	X	X
	Participate and organize conferences, trainings, and coordination meetings pertinent to transportation planning hosted by Federal, State, professional organizations, or other agencies.	X	X	X	X
	Monitor, coordinate, and implement performance measures into MPO planning processes as required by Federal and State regulation	X	X	X	X

Work Element Summary:

Activity	Responsible Agency	MPO Hours	Staff	Federal Funds	Local Funds	Total
1. Administration	AAMPO	900		\$56,000	\$14,000	\$70,000

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:

- Ames Area MPO FY 2017 – 2020 Transportation Improvement Program
 - Processed required amendments and administrative modifications in accordance with outline procedures
- Ames Area MPO FY 2018 – 2021 Transportation Improvement Program
 - Development and adoption of the FY 2018 – 2021 Transportation Improvement Program
 - Prepare resolutions supporting regional Iowa Clean Air Attainment Program (ICAAP) grant applications
- Ames Area MPO FY 2019 – 2022 Transportation Improvement Program
 - Solicit and select list of local “Surface Transportation Block Grant” program (STBG) projects for funding
 - Develop draft program document for committee review and public participation process

Description:

The Ames Area MPO is responsible for developing the funding program of transportation projects which use Federal funds or are regionally significant. The MPO carries out a process for soliciting regional projects for the Surface Transportation Block

Grant (STBG) and Transportation Alternatives program (TA). The MPO also reviews regional projects seeking Iowa Clean Air Attainment Program (ICAAP) funds.

Projects which are awarded Federal funding or are regionally significant are included in the Transportation Improvement Program (TIP). The TIP is developed in coordination with local governments, the State of Iowa, and transit operators. Consistent with the Public Participation Plan, opportunities for public review and comments will be provided for all Transportation Policy Committee actions on the TIP. Coordination with the Iowa DOT Statewide Transportation Improvement Program (STIP) will also be undertaken.

FY 2019 Products:

- Ames Area MPO FY 2018 – 2021 Transportation Improvement Program
 - Maintain program through processing formal amendments and administrative modifications as required
- Ames Area MPO FY 2019 – 2022 Transportation Improvement Program
 - Complete the development and successfully process the adopted program
 - Maintain program through processing formal amendments and administrative modifications as required
- Ames Area MPO FY 2020 – 2023 Transportation Improvement Program
 - Prepare resolutions supporting regional Iowa Clean Air Attainment Program (ICAAP) grant applications

- Solicit and prioritize list of local "Transportation Alternatives" (TA) projects for funding
- Solicit and select list of local "Surface Transportation Block Grant" program (STBG) projects for funding
- Develop draft program document for committee review and public participation process

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					
Ames Area MPO FY 2018 – 2021 Transportation Improvement Program					
	Maintain program through processing formal amendments and administrative modifications as required	X			
Ames Area MPO FY 2019 – 2022 Transportation Improvement Program					
	Complete the development and successfully process the adopted program	X			
	Maintain program through processing formal amendments and administrative modifications as required		X	X	X
Ames Area MPO FY 2020 – 2023 Transportation Improvement Program					
	Prepare resolutions supporting regional Iowa Clean Air Attainment Program (ICAAP) grant applications	X			
	Solicit and prioritize list of local "Transportation Alternatives" (TA) projects for funding			X	X
	Solicit and select list of local "Surface Transportation Block Grant" program (STBG) projects for funding			X	X
	Develop draft program document for committee review and public participation process				X

Work Element Summary:

Activity	Responsible Agency	MPO Hours	Staff	Federal Funds	Local Funds	Total
2. TIP	AAMPO	190		\$12,000	\$3,000	\$15,000

Task 3 – Comprehensive Planning

Objective:

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

Previous Work:

- Attend and co-host the Central Iowa Bicycle-Pedestrian Roundtable meetings and Planning & Evaluation Subcommittee meetings to develop:
- Regional trail gap map and prioritization
- Regional bike count methodology and report
- Foster regional collaboration on bicycle and pedestrian projects connecting the Ames regional with Central Iowa
- Attend Midwest Transportation Model user Group quarterly meetings
- Attend Iowa Transportation Coordination Council meeting
- Performed model analysis for potential development scenarios
- Developed inventory of bike racks (bike parking) locations

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.

FY 2019 Products:

- Prepare updates to the Safe Routes to School map as necessary in coordination with the Ames Community School District
- Provide technical assistance to local cities in incorporating regional transportation planning goals and objectives into comprehensive, sub-area, capital improvement, and other local plans
- Perform data collection and GIS data maintenance of community assets used in transportation planning analysis, including traffic and trail count data
- Maintain travel demand model including trip generation, trip distribution, trip assignment, calibration, and validation
- Develop travel demand model following the ISMS (Iowa Standardized Model Structure) architecture.
- Traffic signal synchronization review
- Development of pavement management system
- Development of Ames Comprehensive Plan growth scenarios
- Analyze potential alternative funding sources
- 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					
	Participation in regional and state-wide coordination meetings related to transportation planning	X	X	X	X
	Prepare updates to the Safe Routes to School map as necessary in coordination with the Ames Community School District	X	X	X	X
	Provide technical assistance to local cities in incorporating regional transportation planning goals and objectives into comprehensive, sub-area, capital improvement, and other local plans	X	X	X	X
	Perform data collection and GIS data maintenance of community assets used in transportation planning analysis, including traffic and trail count data	X	X	X	X
	Traffic signal synchronization review	X	X	X	X
	Development of pavement management system	X	X	X	X
	Development of Ames Comprehensive Plan growth scenarios		X	X	X
	Analyze potential alternative funding sources	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	1,100	\$40,000	\$10,000	\$50,000

Task 4 – Transit Planning

Objective:

Enhance a coordinated, accessible, and efficient transit system.

Previous Work:

- Human service/transportation provider coordination meetings and plan updates
- System Redesign Planning
- Equal Employment Opportunity (EEO) Program update
- Disadvantage Business Enterprise (DBE) Program update and reports
- Title VI Program Update
- Ames Alternative Analysis Study
- Transit Asset Management Performance Measures
- MPO Planning Agreement development

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 effective 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.

FY 2019 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
- Develop 2020-2024 Ames Area MPO Passenger Transportation Plan (PTP)
- Capital/Financial planning to analyze fleet and facility needs for five-year period
- Transit Service Planning for current/new services
- Long-term facility expansion studies
- Bus stop amenities planning
- System-wide performance measures

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)
Transit Planning					
	Administration and audits of various transit plans: EEO, Title VI, LEP, DBE, Transit Asset Management Plan, Safety Plan	X	X	X	X
	Develop full PTP	X	X	X	X
	Capital/Financial planning to analyze fleet and facility needs for 5 year period	X	X	X	X
	Transit Service Planning	X	X	X	X
	Facility expansion studies	X	X	X	X
	Bus stop amenities	X	X	X	X
	System-wide performance measures	X	X	X	X

Work Element Summary:

Activity	Responsible Agency	MPO Staff Hours	Federal Funds	Local Funds	Total
4. Transit Planning	AAMPO / CyRide	900	\$34,356	\$8,589	\$42,945

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.

No special studies are programmed for Fiscal Year 2019.

Task 6 – Long Range Transportation Planning

Objective:

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

Previous Work:

- Evaluation of potential schedule for next Long Range Transportation Plan update
- Update the LRTP as necessary to ensure compliance with transportation planning requirements.
- Develop tools and documents to support the implementation of long range transportation projects into local and regional plans
- Perform model analysis related to long range transportation projects and potential impacts on the regional network
- Prepare preliminary schedule of activities for the 2020 LRTP Update

Description:

The 2040 Long Range Transportation Plan (titled: Ames Mobility 2040) became effective October 2015. To support activities of the Long Range Transportation Plan, the MPO will continue to monitor and update the plan as necessary. Both in support of the current plan and in anticipation of the update, plan elements will be monitored and data updated related to the transportation network, transportation activities, and modeling data.

By October 2020, the Ames Area MPO will be required to adopt an updated Long Range Transportation Plan. In this fiscal year, the MPO will begin considerable efforts to develop the planning process and early plan elements. The updated LRTP will extend

the planning horizon year to 2045 and have significant updates to comply with FAST-Act performance based planning requirements. The LRTP update anticipates private consultant participation to complete elements of the plan update.

FY 2019 Products:

- Ames Mobility 2040 Long Range Transportation Plan
 - Update the LRTP as necessary to ensure compliance with transportation planning requirements.
 - Develop tools and documents to support the implementation of long range transportation projects into local and regional plans
- 2045 LRTP
 - Solicit request for consultant to prepare the 2045 LRTP update
 - Implement contract(s) for consultant services
 - Coordinate planning effort with area stakeholders and agencies
 - Develop draft LRTP chapters for; Streets and Highways, Airports, Bike and Ped, Rail, Transit
 - Develop projects
 - Develop draft of Chapters 1 & 2 for review

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					
	Update LRTP as necessary to ensure compliance with transportation planning requirements.	X	X	X	X
	Develop tools and documents to support the implementation of long range transportation projects into local and regional plans	X	X	X	X
	Solicit request for consultant services and select team	X	X	X	
	Data collection			X	
	Existing condition reports			X	X

Work Element Summary:

Activity	Responsible Agency	Staff Hours	Federal Funds	Local Funds	Total
6 *LRTP Update	AAMPO				
MPO Staff		325	\$30,000	\$7,500	\$37,500
Hired Consultant		500	\$140,000	\$35,000	\$175,000

*Task includes consultant work

FY 2019 Budget and Funding Sources

Budget Summary

Activity/Work Element	Total Cost	Total Local Match	Federal Funds						
			Total Federal Amount	FTA 5305d New	FTA 5305d C/O	FHWA STBG New	FHWA STBG C/O	FHWA PL New	FHWA PL C/O
1 - Admin	\$ 70,000	\$ 14,000	\$ 56,000	\$ -	\$ -	\$ 17,187	\$ -	\$ 19,647	\$ 19,166
2 - TIP	\$ 15,000	\$ 3,000	\$ 12,000	\$ -	\$ -	\$ 3,683	\$ -	\$ 4,210	\$ 4,107
3 - Comp	\$ 50,000	\$ 10,000	\$ 40,000	\$ -	\$ -	\$ 12,276	\$ -	\$ 14,034	\$ 13,690
4 - Transit	\$ 42,945	\$ 8,589	\$ 34,356	\$ 33,167	\$ 1,189	\$ -	\$ -	\$ -	\$ -
5 - Special	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6 - LRTP	\$ 212,500	\$ 42,500	\$ 170,000	\$ -	\$ -	\$ 52,175	\$ -	\$ 59,642	\$ 58,183
Total	\$ 390,445	\$ 78,089	\$ 312,356	\$ 33,167	\$ 1,189	\$ 85,321	\$ -	\$ 97,533	\$ 95,146

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

	FTA 5305d New	FTA 5305d C/O	FHWA STBG New	FHWA STBG C/O	FHWA PL New	FHWA PL C/O	TOTAL
Starting Available Balances	\$ 33,167	\$ 1,189	\$ 400,000	\$ -	\$ 97,533	\$ 95,146	\$ 627,035
Unobligated Federal Funds	\$ -	\$ -	\$ 314,679	\$ -	\$ -	\$ -	\$ 314,679

Revisions to the Transportation Planning Work Program

The work program is developed annually, however, can be amended at any time throughout the life of the document. The following section outlines the process to be used to amend the work program.

MPO Approval Process

The Ames Area MPO Transportation Policy Committee is the designated body to approve the scope and budget of the Transportation Planning Work Program. The Transportation Policy Committee will consider adopt of the original program as well as all amendments in accordance with the Public Participation Plan.

Agency Approval

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	Federal
Transfer of funds between categories, projects, functions, or activities which exceeds 10 percent of the total work program budget when the Federal share of the budget exceeds \$150,000	Federal
Revision of the scope or objectives of activities	Federal
Transferring substantive programmatic work to a third party (consultant)	Federal
Capital expenditures, including the purchasing of equipment	Federal
Transfer of funds allotted for training allowances	Federal
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 should be submitted electronically to the Iowa DOT Office of Systems Planning and the agency's District Planner. Documentation for the revisions shall include the following:

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

If all necessary information is provided, the request will then be forwarded to the Federal Highway Administration and Federal Transit Administration for review and any necessary approvals. Notification by the approving agency will be in writing.

Revision requests shall, at a minimum, include:

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

Federal Revision Approval

Revisions where FHWA/FTA is the designated approving agency shall require written approval by FHWA/FTA prior to commencement of activity, purchasing of equipment, or request for reimbursement.

Iowa DOT Office of Systems Planning Revision Approval

Revisions where the Iowa DOT Office of Systems Planning is the designated approving agency shall require written approval by the Iowa DOT Office of Systems Planning prior to commencement of activity or request for reimbursement.

Ames Area MPO Revision Approval

Revisions where the MPO or RPA is the approving agency shall be approved by the Policy Board.

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 2017 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.

Appendix A: Ames Area MPO Self Certification of Procurement and Consultant Selection Procedures

[INSERT SIGNED SELF CERTIFICATION DOCUMENT]

Appendix B: Transportation Policy Committee Meeting Minutes

[INSERT MINUTES OF FY19 TPWP APPROVAL]



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)

Mayor John Haila

Chair, Transportation Policy Committee

Ames Area Metropolitan Planning Organization

May 22, 2018