

ITEM #: MPO 2
DATE: 03-28-23
DEPT: MPO

TRANSPORTATION POLICY COMMITTEE ACTION FORM

SUBJECT: DRAFT FY 2024 TRANSPORTATION PLANNING WORK PROGRAM

BACKGROUND:

The Ames Area MPO carries out a continuing, cooperative, and comprehensive multimodal transportation planning process. As a part of the federal regulations governing Metropolitan Planning Organizations, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) provide planning funds to reimburse agencies for transportation planning activities. Transportation planning activities are outlined in an annual Transportation Planning Work Program, which the Ames Area MPO develops each fiscal year. The State of Iowa uses a consolidated planning grant where FHWA and FTA planning funds are combined into a single fund.

In addition to conducting and coordinating short-term and long-term regional transportation planning efforts, the MPO is responsible for the development of the following planning documents: Metropolitan Transportation Plan (MTP), Transportation Improvement Program (TIP), Public Participation Plan (PPP), Transportation Planning Work Program (TPWP), and Passenger Transportation Plan (PTP). To plan for and organize these efforts, the FY 2024 TPWP has been separated into eight different work elements. These elements are:

1. Administration
2. Transportation Improvement Program (TIP)
3. Transit Planning
4. Comprehensive Planning
5. Complete Streets
6. Long-Range Transportation Planning
7. Transportation Data
 - a. Data Management
 - b. Data Procurement
8. Special Studies
 - a. US 69 (S Duff Ave) & US 30 Interchange Study
 - b. Ames North Growth Intersections (190th St Corridor) Study

On February 13, 2023, the Iowa Department of Transportation provided funding targets for the MPO to use in the development of the FY 2024 TPWP. Those targets are shown in the following tables.

AAMPO Planning Funding Targets

Funding Source	Amount
FTA 5305d Carryover	\$30,897
FHWA PL Carryover	\$30,606
New FTA 5305d (Final)	\$45,900
New FHWA PL (Final)	\$127,120

Total Funding Available \$234,523

AAMPO FHWA PL Funding Targets

Funding Source	Amount
New FHWA PL Set-aside (Final)	\$3,178
New FHWA PL (Final)	\$123,942

Total PL Funding Available \$127,120

The currently proposed FY 2024 MPO budget totals \$271,178 (\$217,578 in Federal funds and \$53,600 in local funds). This budget, shown in detail below, fully utilizes all anticipated carryover amounts and has \$16,945 in unobligated funds that can be programmed in future fiscal years as carryover.

Work Element	Activity	MPO Staff Hours	Federal Funding Source					Total Federal Funding	Local Match	Total Funding
			FTA 5305d Carryover	FTA 5305d New	FHWA PL Carryover	FHWA PL Set-Aside New	FHWA PL New			
1 - Administration	Admin	755	\$5,764	\$7,709	\$5,710	-	\$20,816	\$40,000	\$10,000	\$50,000
2 - TIP	TIP	189	\$1,153	\$1,542	\$1,142	-	\$4,163	\$8,000	\$2,000	\$10,000
3 - Transit Planning	Transit Planning	736	\$5,764	\$7,709	\$5,710	-	\$20,816	\$40,000	\$10,000	\$50,000
4 - Comprehensive Planning	Comp Planning	472	\$2,882	\$3,855	\$2,855	-	\$10,408	\$20,000	\$5,000	\$25,000
5 - Complete Streets	Complete Streets	60	-	-	-	\$3,178	-	\$3,178	-	\$3,178
6 - Long Range Planning	Long-Range Planning	245	\$1,499	\$2,004	\$1,485	-	\$5,412	\$10,400	\$2,600	\$13,000
7 - Transportation Data	Data Management	189	\$1,153	\$1,542	\$1,142	-	\$4,163	\$8,000	\$2,000	\$10,000
	Data Procurement	-	\$8,070	\$10,793	\$7,994	-	\$29,143	\$56,000	\$14,000	\$70,000
8 - Special Studies	US 69 & US 30 Interchange Study	-	\$3,228	\$4,317	\$3,198	-	\$11,657	\$22,400	\$5,600	\$28,000
	Ames North Growth Intersections Study	-	\$1,384	\$1,850	\$1,370	-	\$4,996	\$9,600	\$2,400	\$12,000
FY23 Budget Totals		2,645	\$30,897	\$41,321	\$30,606	\$3,178	\$111,576	\$217,578	\$53,600	\$271,178

	FTA 5305d Carryover	FTA 5305d New	FHWA PL Carryover	FHWA PL Set-Aside New	FHWA PL New	TOTAL
Starting Available Balance	\$30,897	\$45,900	\$30,606	\$3,178	\$123,942	\$234,523
Programmed	\$30,897	\$41,321	\$30,606	\$3,178	\$111,576	\$217,578
Unobligated Funds	\$ -	\$ 4,579	\$ -	\$ -	\$ 12,366	\$ 16,945

The FY 2024 Transportation Planning Work Program will be effective from July 1, 2023, through June 30, 2024. All MPO planning activities and processes conducted during this time will conform with the work program.

The next step in the approval process will be a public input period from March 29, 2023, to April 30, 2023. This will include a public input session on April 3, 2023, being held virtually via Microsoft Teams. Additionally, federal and state partners will be reviewing the draft document; the review is due to be completed by April 1, 2023.

ALTERNATIVES:

1. Approve the Draft FY 2024 Transportation Planning Work Program and set May 23, 2023, as the date of public hearing.
2. Modify the Draft FY 2024 Transportation Planning Work Program and set May 23, 2023, as the date of public hearing.

MPO ADMINISTRATOR'S RECOMMENDED ACTION:

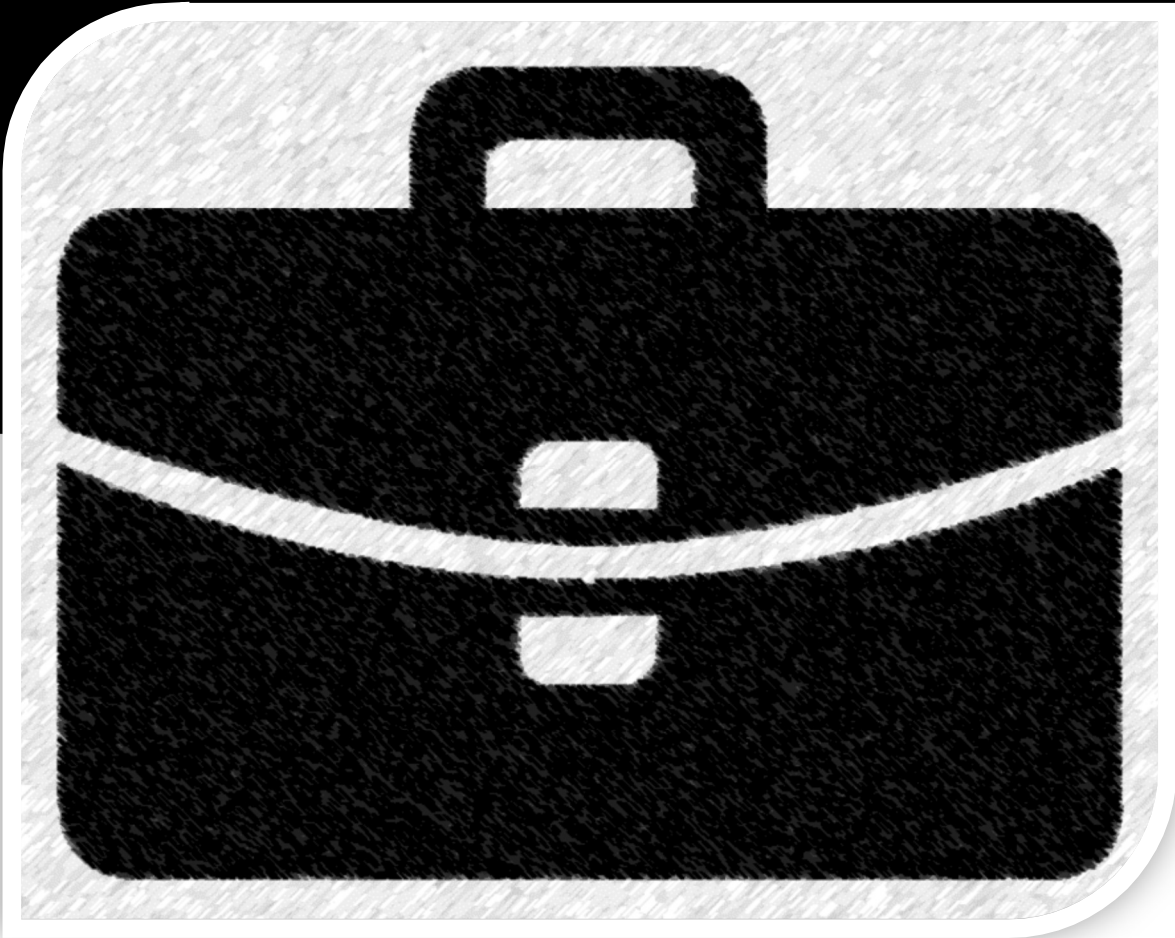
The Transportation Technical Committee has reviewed the Draft FY 2024 Transportation Planning Work Program and unanimously recommends approval. The public comment period and public hearing for final approval will meet federal and state requirements for completing document.

Therefore, it is the recommendation of the MPO Administrator that the Transportation Policy Committee adopt Alternative No. 1, as noted above.

DRAFT

Transportation Planning Work Program

Fiscal Year 2024



AAAMPO

AMES AREA METROPOLITAN PLANNING ORGANIZATION

AMES | GILBERT | STORY | BOONE

The Ames Area Metropolitan Planning Organization 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 23, 2023. Please call (515) 239-5160 to obtain permission to use.

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1 - Introduction

1.1 Document Purpose

The Fiscal Year 2024 Transportation Planning Work Program (TPWP) is the regional work plan developed by the Ames Area Metropolitan Planning Organization (AAMPO) for the fiscal year beginning July 1, 2023 and ending June 30, 2024. The TPWP is a requirement of [23 CFR 450.308](#) for metropolitan planning organizations to develop a document identifying work proposed for the next one-year period by major activity and task. The document includes details 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.

1.2 AAMPO Overview and Planning Area

AAMPO 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 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 (shown in **Figure 1**). The City of Gilbert and Iowa State University were added to the Transportation Policy Committee on March 26, 2013.

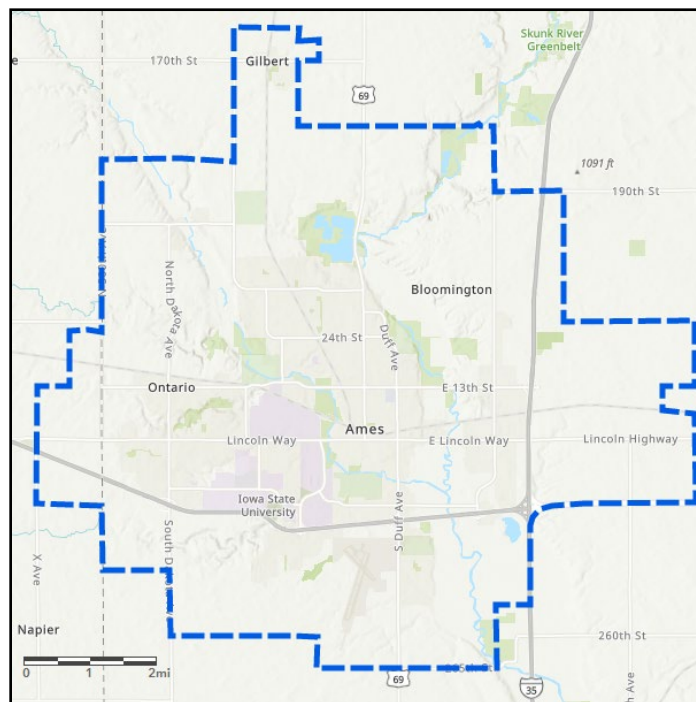


Figure 1: AAMPO Boundary (Adopted Nov 13, 2012)

The Ames Area MPO provides and coordinates various transportation planning and improvement efforts throughout the Ames urban area.

Ames is in central Iowa and is served by Interstate 35, US Highway 30, and US Highway 69. Surface transportation needs are met through over 251 centerline miles of streets. The community has a very progressive transit system, CyRide, which prior to the COVID-19 pandemic carried more than six million bus passengers each year. CyRide’s ridership dropped to 4.57 million passengers in FY 2020, 1.86 million in FY 2021 because of reduced travel within the Ames community and rose to 3.66 in FY 2022. CyRide believes ridership will hit over 4 million in FY 2023. Since over 90% of CyRide’s ridership is university students, future transit ridership heavily depends upon student mobility and high enrollment at Iowa State University. While most transit users have Iowa State University ties, CyRide serves the entire Ames community. Railroads provide freight service to the area by dual east-west mainline tracks and a northern agricultural spur.

The Ames Area MPO consists primarily of two standing committees: The Transportation Policy Committee and the Transportation Technical Committee.

1.3 Transportation Policy Committee

The Transportation Policy Committee (TPC) is the policy setting board of the MPO and the membership consists of local officials. Voting membership on the committee includes city and county governments located, wholly or partially, in the Ames Area MPO planning boundary, as well as the local transit agency. Currently the TPC membership includes the City of Ames, City of Gilbert, CyRide, Boone County, and Story County. The Iowa Department of Transportation, Federal Highway Administration, Federal Transit Administration, and Iowa State University serve as advisory, non-voting, representatives.

Transportation Policy Committee Membership		
<i>Representative Agency</i>	<i>Member</i>	<i>Representative Agency Role</i>
City of Ames (Chair)	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	Anita Rollins	Council Member
City of Ames	Rachel Junck	Council Member
Boone County	Bill Zinnel	Board of Supervisors
Story County	Linda Murken	Board of Supervisors
Ames Transit Agency (CyRide)	Jacob Ludwig	CyRide Board Member
City of Gilbert	Jonathan Popp	Mayor
Iowa Dept. of Transportation ‡	Andy Loonan	District 1 Transportation Planner
Iowa Dept. of Transportation ‡	Zac Bitting	Metropolitan and Regional Planning Coordinator
Iowa Dept. of Transportation ‡	Cindy Shearer	Statewide Planning Support
Federal Highway Administration ‡	Darla Hugaboom	Iowa Division Community Planner
Federal Highway Administration ‡	Sean Litteral	Planning and Development Team Leader
Federal Transit Administration ‡	Daniel Nguyen	Region 7 Community Planner
Iowa State University ‡	Brandi Latterell	Director for Planning Services

‡ Non-voting

1.4 Transportation Technical Committee

The Transportation Technical Committee (TTC) consists of technical personnel from various agencies involved in transportation issues within the planning area. The TTC 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 Transportation Improvement Programs and Metropolitan 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		
Representative Agency	Member	Representative Agency Role
City of Ames (Chair)	Damion Pregitzer	Traffic Engineer
City of Ames (Vice-Chair)	Justin Moore	Planner
City of Ames	Justin Clausen	Operations Manager
City of Ames	Kelly Diekmann	Director of Planning & Housing
City of Ames	Tracy Peterson	Municipal Engineer
Ames Transit Agency (CyRide)	Barbara Neal	Transit Director
Iowa State University	Sarah Lawrence	Campus Planner
Boone County	Jonathan Bullock	County Engineer
Story County	Darren Moon	County Engineer
Ames Community School Dist.	Gerry Peters	Facilities Director
Ames Economic Development Commission	Dan Culhane	President & Chief Executive Officer
Iowa Dept. of Transportation ‡	Andy Loonan	District 1 Transportation Planner
Iowa Dept. of Transportation ‡	Zac Bitting	Metropolitan and Regional Planning Coordinator
Iowa Dept. of Transportation ‡	Cindy Shearer	Statewide Planning Support
Federal Highway Administration ‡	Darla Hugaboom	Iowa Division Community Planner
Federal Highway Administration ‡	Sean Litteral	Planning and Development Team Leader
Federal Transit Administration ‡	Daniel Nguyen	Region 7 Community Planner

‡ Non-voting

1.5 Planning Documents Maintained by AAMPO

The Ames Area MPO develops, updates, and maintains the following core planning documents:

- Transportation Planning Work Program (TPWP)
- Transportation Improvement Program (TIP)
- Public Participation Plan (PPP)
- Metropolitan Transportation Plan (MTP)
- Passenger Transportation Plan (PTP)

2 – TPWP Development

2.1 TPWP Development Process

The FY 2024 Transportation Planning Work Program was developed from input by AAMPO staff, the AAMPO Transportation Technical Committee, the public, and the AAMPO Transportation Policy Committee. The following milestones describe the process in which the Transportation Planning Work Program was developed.

February 1, 2023 – March 15, 2023 – Initial Draft Development

AAMPO staff developed the initial Draft FY24 TPWP.

March 16, 2023 – Transportation Technical Committee Meeting

A review and discussion on the Draft FY24 TPWP was undergone by the Transportation Technical Committee.

March 28, 2023 – Transportation Policy Committee Meeting

A review and discussion on the Draft FY24 TPWP was undergone by the Transportation Policy Committee and the date of public hearing was set for May 23, 2023.

March 29, 2023 – April 30, 2023 – Public Input Period

A public comment period for the Draft FY24 TPWP was established from March 29 through April 30, 2023. During the comment period, the draft document was posted on the MPO website, aampo.org, and notifications were distributed to the public. Comments could be submitted via online form, email, mail, and by phone. A public input session was also held virtually via Microsoft Teams on April 3, 2023.

April 1, 2023 – April 30, 2023 – Review by Federal and State Partners

Federal and State partners at the Federal Highway Administration, Federal Transit Administration, and Iowa Department of Transportation reviewed the Draft FY24 TPWP. By April 30, 2023, the MPO received comments to address in the Final FY24 TPWP.

May 1, 2023 – May 22, 2023 – Final TPWP Development

AAMPO staff created the Final FY24 TPWP based upon feedback from the public, state and federal partners, and members of the AAMPO Technical and Policy Committees.

May 23, 2023 – Transportation Policy Committee Hearing

A public hearing was held by the Transportation Policy Committee to consider adoption of the FY24 TPWP with opportunities from the public to respond and present to the committee. This document was then formally approved by the Transportation Policy Committee.

2.2 Planning Priorities

The FY 2024 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 following is a list of ongoing and future challenges the Ames Area MPO expects to address through projects and planning activities:

- The Ames regional area experiences a high variability in traffic due to weekly commuters, regional commercial weekend traffic, and special events (such as Iowa State football games). AAMPO will leverage emerging technologies as well as automated data collection to generate regional metrics for a performance-based planning approach and assist local agencies in improving traffic operations.
- The COVID-19 Pandemic may catalyze long-term fundamental changes in travel behaviors across all modes of transportation. AAMPO will utilize emerging data sources and data types to monitor these potential shifts in travel behaviors as well as stay current on the latest research and reporting of travel behavioral trends.
- Some intersections and corridors within Ames are nearing operational capacities and struggle to handle currently observed levels of traffic and users. Through emerging technologies such as adaptive traffic signal control, transit signal priority, widescale data collection, and new ITS communication technologies, AAMPO will ensure projects are planned and executed which attempt to leverage new technologies to maximize operational capabilities and improve intersection and roadway capacities across all modes of travel.

2.3 Performance-Based Planning

Performance-based planning and performance management became a focus for State and regional transportation planning with the signing of the 2012 Federal surface transportation bill Moving Ahead for Progress in the 21st Century (MAP-21). The Federal government established seven national goals through MAP-21, and maintained these goals in subsequent Federal legislation, with the purpose of improving decision-making through performance-based planning and programming. Those seven goals are:

- Safety
- Infrastructure Condition
- Congestion Reduction
- System Reliability
- Freight Movement and Economic Vitality
- Environmental Sustainability
- Project Delivery

The Ames Area MPO must establish and use a performance-based approach in transportation decision making to support the national goals. The Ames Area MPO implements these required metrics in coordination with the Iowa DOT (see **Appendix C** for the Performance Management Agreement), which includes setting regional targets for several performance measures established by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). See **Appendix D** for these performance measure targets. Future reports on the Ames Area MPO's progress in reaching regional targets will be included in future metropolitan transportation planning documents.

3 – Work Elements

This section will describe each of the eight transportation planning work elements that AAMPO will undergo in Fiscal Year 2024: administration, transportation improvement program, transit planning, comprehensive planning, complete streets, long-range transportation planning, transportation data, and special studies.

3.1 Regional & Federal Planning Goals

Table 1 describes how each of the work elements relate to accomplishing regional transportation planning goals/priorities (listed in the AAMPO’s MTP, “[Forward 45](#)”) and the federal planning factors that should guide the planning processes conducted by MPOs.

Table 1: Relation of Work Elements and Regional Goals/Planning Factors

		<u>Elem. 1</u> Admin	<u>Elem. 2</u> TIP	<u>Elem. 3</u> Comp Planning	<u>Elem. 4</u> Transit	<u>Elem. 5</u> Complete Streets	<u>Elem. 6</u> Long- Range Planning	<u>Elem. 7</u> Data	<u>Elem. 8</u> Special Studies
Regional Goals	Accessibility	X	X	X	X	X	X		X
	Safety		X	X	X	X	X		X
	Sustainability		X	X	X	X	X		X
	Efficiency & Reliability		X	X	X	X	X	X	X
	Placemaking	X	X		X	X	X	X	X
	Preservation		X		X		X		X
Federal Planning Factors	Economic Vitality		X	X		X	X		X
	Safety		X	X	X	X	X	X	X
	Security		X	X	X	X	X	X	
	Accessibility & Mobility		X	X	X	X	X		X
	Protect & Enhance the Environment and Promote Conservation	X	X	X	X	X	X		X
	Integration & Connectivity	X	X	X	X	X	X		X
	Efficiency		X	X	X		X	X	X
	Preservation		X	X	X		X		X
	Improve Resiliency & Reliability		X	X	X	X	X	X	X
	Enhance Travel & Tourism	X	X	X	X	X	X		X

3.2 Planning Emphasis Areas

On December 30, 2021, the FHWA and FTA released [updated 2021 planning emphasis areas](#) (PEAs) for use in the development of metropolitan and statewide planning and research programs. The following details how the Ames Area MPO addresses some of these PEAs through its various planning activities and planning document updates (including the TPWP).

Climate & Clean Energy – The Ames Area MPO will continue to consider climate impacts (positive and negative) when identifying, prioritizing, and evaluating projects both TIPs and the MTPs. The new Carbon Reduction Program (CRP) will also be specifically leveraged for projects which reduce carbon and other greenhouse gas emissions. The MPO will both inform and encourage its local member agencies to submit projects which will reduce or eliminate greenhouse gas and carbon emissions for funding for this new program.

Equity & Justice – The Ames Area MPO develops and maintains a Public Participation Plan (PPP) and a Limited English Proficiency (LEP) Plan. These plans aim to ensure ample public involvement opportunities for underserved and disadvantaged populations. Additionally, the Ames Area MPO submits Title VI documentation to both the FHWA and FTA, which ensure that the MPO is adhering to applicable Title VI requirements. Title VI prohibits discrimination based on race, color, or national origin in any program or activity that receives federal funding. These documents are all developed as a part of Work Element 1 (Administration). Additionally, impacts to underserved and disadvantaged populations are considered when identifying, prioritizing, and evaluating projects in the TIP and the MTP.

Complete Streets – The Ames Area MPO previously supported the City of Ames in the development of its [Complete Streets Plan](#) in 2018. The latest MTP refers to the Ames Complete Streets Plan and leverages its policies and principles when evaluating the regionwide transportation network and developing and prioritizing projects. New this fiscal year, the MPO also has a dedicated work element (Work Element 5 - Complete Streets) dedicated to Complete Streets planning activities and efforts.

Public Involvement – As previously mentioned, the Ames Area MPO develops and maintains a Public Participation Plan. This plan details how the MPO involves the public and stakeholders in its transportation planning efforts. The MPO will update its PPP in FY 2024 as well as update and redesign its website (as described in Work Element 1 - Administration).

Planning & Environmental Linkages (PEL) – During MTP updates, the Ames Area MPO always considers environmental, community, and economic goals early in the transportation planning process. These regional goals (which were shown before in **Table 1**) form the foundation of the MTP and its strategy development and project prioritization processes.

Data in Transportation Planning – The Ames Area MPO is actively incorporating data in its planning processes and shares its data with its member agencies and stakeholders. Work Element 6 (Transportation Data) is dedicated to obtaining and leveraging transportation datasets and utilizing data analytics to strengthen performance-based planning efforts in the region.

Element 1 - Administration

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.

Primary FY 2023 Accomplishments:

- Administered the FY 2023 TPWP.
- Developed and approved the FY 2024 TPWP.
- Conducted Transportation Policy Committee and Transportation Technical Committee meetings.
- Attended Iowa DOT quarterly MPO meetings.
- Submitted quarterly planning funding reimbursement requests and semi-annual DBE reports.
- Updated and maintained the AAMPO website: www.aampo.org.
- Participated in meetings and coordinated with other agencies.

Note, all activities from FY 2023 were completed for this task.

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 planning funds 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 sufficient software and purchase necessary upgrades when beneficial to AAMPO.

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 on the MPO website (www.aampo.org). The Public Participation Plan will be evaluated for modifications to evolve with communication preferences, as warranted.

AAMPO 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 2024 Products:

- Administer the FY 2024 TPWP.
- Develop and approve the FY 2025 TPWP.
- Undergo a new design/layout refresh of the MPO website & maintain/update the MPO website as needed.
- Develop and approve a new update to the Public Participation Plan (PPP).
- Review & update Title VI documentation as needed.
- Conduct review of MPO Planning Boundary & Roadway Federal Functional Classifications (FFCs) (in coordination with state & federal partners) based on 2020 Census Urban Area updates.
- Perform a review and potentially update the Transportation Policy Committee and Transportation Technical Committee By-Laws as needed.
- Carry out required annual certifications.
- Maintain records and files.
- Complete reports, surveys, and other materials requested by Federal, State, or other governmental agencies.
- Administer meetings for the Transportation Policy Committee and Transportation Technical Committee.
- Participate in regional and state-wide coordination meetings related to transportation planning.
- Participate in conferences, trainings, and meetings pertinent to transportation planning hosted by Federal, State, professional organizations, or other appropriate organizations and agencies.
- Market and perform outreach for MPO planning activities.
- Purchase/lease supplies and equipment as well as maintain sufficient software and upgrades that are beneficial to AAMPO planning efforts.

FY 2024 Schedule:

- Activities for this work element will be ongoing throughout the fiscal year unless noted below.
- The MPO website will be redesigned and updated in Q1 (July-September 2023).
- The Public Participation Plan (PPP) update will be developed and approved during Q2 & Q3 (October 2023-March 2024).
- The FY 2025 TPWP will be developed and approved during Q3 & Q4 (January-June 2024).

FY 2024 Hours/Budget:

- Total Budget: \$50,000 (Federal - \$40,000)
- MPO Staff Hours: 755

Element 2 – Transportation Improvement Program

Objective: Develop and maintain a regional program of near-term projects that are consistent with the current Ames Area MPO Metropolitan Transportation Plan, “Forward 45”.

Primary FY 2023 Accomplishments:

- Approved and administered the FFY 2023-26 TIP.
- Amended the FFY 2023-26 TIP.
- Developed the FFY 2024-27 TIP.
- Solicited, gathered, and evaluated applications for regional STBG & STBG-TAP funding.
- Performed and managed regional project programming through the TPMS system.

Note, all activities from FY 2023 were completed for this task.

Description:

The Ames Area MPO is responsible for developing the funding program of transportation projects which utilize federal funds or are regionally significant. The MPO carries out a process for soliciting regional projects for the Surface Transportation Block Grant (STBG), Transportation Alternatives program (TAP), and the Carbon Reduction Program (CRP). The MPO also reviews regional projects seeking Iowa Clean Air Attainment Program (ICAAP) funds to ensure that they conform with established regional transportation goals and initiatives.

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.

FY 2024 Products:

- Approve and administer the FFY 2024-27 TIP.
- Amend and modify the FFY 2024-27 TIP as needed.
- Develop the FFY 2025-28 TIP.
- Develop MPO policy & application process for the new Carbon Reduction Program (CRP) as well as review (and update as needed) policies & processes for existing programs (STBG & TAP).
- Undergo the annual regional grant project application cycle (STBG, TAP, CRP) for projects wishing to receive funding in FFY 2025-2028.
- Perform and manage regional project programming through the TPMS system.

FY 2024 Schedule:

- Activities for this work element will be ongoing throughout the fiscal year unless noted below.
- The FFY 2024-27 TIP will be approved in July 2023 and the FFY 2025-28 TIP will be developed during Q4 (April-June 2024).
- The MPO policies & application process will be developed for the CRP (and a review and possible update to the STBG & TAP policies & application processes will be conducted) in Q2 (October-December 2023).
- The annual regional grant project application cycle (STBG, TAP, CRP) will be undergone during Q3 (January-March 2024) for projects wishing to receive funding in FFY 2025-2028.

FY 2024 Hours/Budget:

- Total Budget: \$10,000 (Federal - \$8,000)
- MPO Staff Hours: 189

Element 3 – Transit Planning

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

Primary FY 2023 Accomplishments:

- ADA Planning (i.e. automatic annunciators, bus shelters)
- Coordinated planning and meetings with human service/transportation provider organizations and coordinated planning updates
- Capital Planning
- Disadvantage Business Enterprise (DBE) Goals Development and semi-annual reports
- Equal Employment Opportunity (EEO) Program Update
- Safety Plan Development & Certification
- Title VI Program Update
- Transit Asset Management (TAM) Plan (performance measures, annual National Transit Database narrative & performance targets updates)
- Transit Management Analysis Planning (i.e. transit policies)
- Transit Service Planning (i.e. route planning, battery electric bus project planning, ADA service)

Note, all activities from FY 2023 were completed for this task.

Description:

This item involves transit planning issues related to land use and development issues, facility expansion analysis, technology planning, climate action plan updates, ridership surveys and analyses, plans to manage transit agency in accordance with the Federal Transit Administration guidelines, and the development of fixed route transit services. Assets will be managed to ensure they are kept in a state of good repair by strategizing investment decisions with available funding levels. Planning of capital equipment will occur that meets the Americans with Disabilities Act, particularly for technology, bus stop/shelters and buses. The transit agency will work to provide its services without regard to race, color or national origin by monitoring its own separate Title VI program as required by Federal Transit Administration (FTA). Additionally, the transit agency will work to monitor its Equal Employment Opportunity and Disadvantaged Business Enterprise programs as required by FTA.

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 to ensure compliance with federal regulations. The safety officer will also update the safety plan annually through a coordinated process with front line staff. A memorandum of understanding will

be periodically updated between the transit agency and the MPO staffs for duties containing metropolitan and statewide planning.

FY 2024 Products:

- Various transit plans as required, administration and audits of the following programs requiring annual certifications by the transit agency: Equal Employment Opportunity Program (EEO), Title VI Program, Limited English Proficiency (LEP), Disadvantaged Business Enterprise (DBE), Transit Asset Management Plan, CyRide Safety & Security Plan, Federal Audits/Reviews.
- 2020-2024 Ames Area MPO Passenger Transportation Plan (PTP) updates as needed; monthly coordination of transit with various human & health service organization groups.
- Automatic Passenger Count Research Project final report
- Bus stop amenities & technology planning
- Capital/Financial planning to analyze fleet, facility, and technology needs for five-year period.
- Disadvantages Business Enterprise Semiannual reporting
- Equal Employment Opportunity Program monitoring
- Long-term facility expansion studies
- MPO-CyRide MOU Update
- Safety Plan review/update and performance measures
- Title VI Program monitoring
- Transit Asset Management Plan Update, annual performance targets & narrative report to FTA
- Transit Service Planning for current/new services or ridership studies
- Transit Management Analysis of current/new policies
- Update CyRide Climate Action Plan as needed or short-term/long-term goals

FY 2024 Schedule:

Activities for this work element will be ongoing throughout the fiscal year unless noted below.

- DBE Semiannual reports by 12/1/2023 & 4/1/2024
- TAM Plan and performance targets due to AAMPO by 10/1/2023; TAM Plan narrative to FTA through NTD by 10/1/2023
- Passenger Transportation Plan minutes due to Iowa DOT by 7/1/2023
- Automatic Passenger Count Research Project Final Report due to FTA by 7/1/2023, but work might carry over into FY 2024.
- Safety Plan review/update complete in August then targets provided to AAMPO by 10/1/2023.
- MPO-CyRide MOU Update due by December 2023 prior to CyRide's next triennial review desk review.

FY 2024 Hours/Budget:

- Total Budget: \$50,000 (Federal - \$40,000)
- MPO Staff Hours: 736

Element 4 – Comprehensive Planning

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

Primary FY 2023 Accomplishments:

- Provided technical assistance and support to local agencies for various transportation studies and projects (including speed studies, traffic studies, etc.).
- Performed traffic modeling for various projects and studies.
- Assessed and analyzed region-wide transportation data sets for general trends in volumes, vehicle speeds, origin-destination behavior, etc.
- Coordinated with the City of Ames for implementing Phases 1-3 of their ITS Master Plan.
- Coordinated with the City of Ames for development of their Bicycle-Pedestrian Master Plan (WalkBikeRoll Ames).

Note, all activities from FY 2023 were completed for this work element.

Description:

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

FY 2024 Products:

- Provide technical assistance to local agencies incorporating regional transportation goals and objectives into comprehensive, sub-area, capital improvement, and other local plans.
- Perform traffic modeling (Microsimulation, Synchro, SIDRA, etc.) to support local studies and projects as needed.
- Coordinate with the City of Ames on its ITS Phase 1-4 projects (and prepare for future Regional ITS Architecture document update in currently programmed for FY 2025).
- Coordination with the City of Ames in the development of their Bicycle-Pedestrian Master Plan (beyond the work undertaken as a part of Work Element 5 – Complete Streets).
- Updates to Safe Routes to School maps as needed.
- Analyze potential alternative funding sources.

FY 2024 Schedule:

- Activities for this work element will be ongoing throughout the fiscal year unless noted below.
- The City of Ames' Bicycle-Pedestrian Master Plan is anticipated to be finalized and approved in September or October 2023. Therefore, support for its development will primarily be during Q1 (July-September 2023) but work may carry over into Q2 (October-December 2023).

FY 2024 Hours/Budget:

- Total Budget: \$25,000 (Federal - \$20,000)
- MPO Staff Hours: 472

Element 5 – Complete Streets

Objective: To increase safe and accessible options for multiple travel modes for people of all ages and abilities.

Primary FY 2023 Accomplishments:

- N/A (This work element is new for FY 2024 was not present in the FY 2023 TPWP)

Description:

BIL § 11206(b) requires that MPOs use not less than 2.5% of PL funds on Complete Streets planning activities. These funds are eligible to be up to 100% reimbursable. Activities (per BIL § 11206(c)) must “increase safe and accessible options for multiple travel modes for people of all ages and abilities,” which if permissible under State and local laws, may include:

1. Adoption of Complete Streets standards or policies; (see BIL § 11206(a)... the term “Complete Streets standards or policies” means standards or policies that ensure the safe and adequate accommodation of all users of the transportation system, including pedestrians, bicyclists, public transportation users, children, older individuals, individuals with disabilities, motorists, and freight vehicles.)
2. Development of a Complete Streets prioritization plan that identifies a specific list of Complete Streets projects to improve the safety, mobility, or accessibility of a street.
3. Development of transportation plans to...
 - a. Create a network of active transportation facilities, including sidewalks, bikeways, or pedestrian and bicycle trails, to connect neighborhoods with destinations such as workplaces, schools, residences, businesses, recreation areas, healthcare and childcare services, or other community activity centers.
 - b. Integrate active transportation facilities with public transportation service or improve access to public transportation.
 - c. Create multiuse active transportation infrastructure facilities (including bikeways or pedestrian and bicycle trails) that make connections within or between communities.
 - d. Increase public transportation ridership; and
 - e. Improve the safety of bicyclists and pedestrians.
4. Regional and megaregional planning (i.e., multi-jurisdictional transportation planning that extends beyond MPO and/or State boundaries) that address travel demand and capacity constraints through alternatives to new highway capacity, including through intercity passenger rail.
5. Development of transportation plans and policies that support transit-oriented development.

FY 2024 Products:

- Support the development of the City of Ames’ Bicycle-Pedestrian Master Plan (WalkBikeRoll Ames) up until the budgeted threshold of \$3,178 (or approximately 60 MPO staff hours). Work undertaken past this threshold will fall under Work Element 4 - Comprehensive Planning.

FY 2024 Schedule:

- The City of Ames' Bicycle-Pedestrian Master Plan is anticipated to be finalized and approved in September or October 2023. Therefore, support for its development will primarily be during Q1 (July-September 2023) but work may carry over into Q2 (October-December 2023).

FY 2023 Hours/Budget:

- Total Budget: \$3,178 (Federal - \$3,178) **100% reimbursement eligible**
- MPO Staff Hours: 60

Element 6 – Long-Range Transportation Planning

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

Primary FY 2023 Accomplishments:

- Utilized the Regional Travel Demand Model for use in long-range planning and forecasting.
- Ensured regional transportation efforts and projects conform with the 2045 Metropolitan Transportation Plan, “Forward 45”.

Note, all activities from FY 2023 were completed for this work element.

Description:

The 2045 Metropolitan Transportation Plan (known as “Forward 45”) became effective on October 27, 2020. To support the activities of this Metropolitan Transportation Plan, AAMPO will continue to monitor and update the plan, as necessary. AAMPO will continue to ensure that ongoing planning efforts and regional transportation projects confer with the 2045 Metropolitan Transportation Plan. AAMPO staff will also continue to maintain and utilize the Travel Demand Model for long-range planning and forecasting. Lastly, AAMPO staff will prepare for the 2050 Metropolitan Transportation Plan update including initiating the consultant solicitation and selection process.

FY 2024 Products:

- Monitor and update the 2045 Metropolitan Transportation Plan (“Forward 45”) as needed and ensure that all regional transportation efforts and projects continue to conform with the regional planning goals and projects outlined in the Metropolitan Transportation Plan.
- Maintain and utilize the Travel Demand Model for use in long-range planning and forecasting.
- Prepare for the 2050 Metropolitan Transportation Plan update, including undergoing the consultant solicitation & selection process. This process will include solicitation, a request for qualifications (RFQ) process, and a request for proposals (RFPs) process including conducting interviews with the consultant teams with the top-ranked proposals as determined by a selection team consisting of qualified technical staff from the MPO & member agencies.

FY 2024 Schedule:

- Activities for this work element will be ongoing throughout the fiscal year unless noted below.
- The consultant selection process for the 2050 Metropolitan Transportation Plan (MTP) update will begin in Q2 and will continue into Q4 (October 2023-June 2024). A consultant will be selected with an approved contract by the end of Q4 (June 2024).

FY 2024 Hours/Budget:

- Total Budget: \$13,000 (Federal - \$10,400)
- MPO Staff Hours: 245

Element 7 – Transportation Data

Objective: Obtain and leverage transportation datasets and utilize data analytics to strengthen performance-based planning efforts in the region.

Primary FY 2023 Accomplishments:

- Continued existing subscription/contract with StreetLight Data, Inc. for a transportation data service platform which provides access to regionwide multi-modal (vehicle, truck, bicycle, pedestrian, transit, socioeconomic) transportation data sets as well as various analytical capabilities.
- Maintained and leveraged access to the Strava Metro platform, which provides regionwide aggregated data using Strava user activity data (pedestrians, runners, and bicyclists).
- Leveraged & analyzed various datasets to provide to member agencies for various projects & grant applications.

Note, all activities from FY 2023 were completed for this work element.

Description:

Rapidly emerging technologies have allowed for new forms and quantities of transportation data and new powerful analytical capabilities. The Ames Area MPO will explore and leverage these new transportation datasets and analytical capabilities to further performance-based planning efforts for all modes of transportation throughout the region. The MPO will also continue to leverage more traditional data sources such as field sensors, travel surveys, and census data. In addition to using transportation data for its own planning efforts and planning document updates, the MPO will also seek to make its data available to its member agencies, members of the public, as well as other regional stakeholders.

FY 2024 Products:

- Maintain and leverage existing subscriptions/contracts with transportation data and analytics service providers.
- Explore new potential transportation data and analytics sources and procure new services or devices as needed.
- Perform data collection as needed.
- Aid with the maintenance of member agency's transportation datasets and assets as needed.
- Assess and analyze available region-wide datasets for any trends in vehicle speeds, travel times, origin-destination behavior, socioeconomic, multi-modal data, or vehicle volumes.
- Provide access to the MPO's transportation data for member agencies, citizens, and other MPO stakeholders.

FY 2024 Schedule:

- Activities for this work element will be ongoing throughout the fiscal year.

FY 2024 Hours/Budget:

- Total Budget: \$80,000 (Federal - \$64,000)
- MPO Staff Hours: 189

Data Management

This activity within the work element’s budget is dedicated to the MPO staff time used for completing the various tasks described in this work element.

- Budget: \$10,000 (Federal - \$8,000)
- MPO Staff Hours: 189

Data Procurement

This activity within the work element’s budget is dedicated to the procurement of transportation datasets or sensors as well as data analytics platforms.

- Total Budget: \$70,000 (Federal - \$56,000)
- MPO Staff Hours: 0

Element 8 – Special Studies

Objective: To further the region’s transportation planning goals and objectives, as defined in the MPO’s Metropolitan Transportation Plan, through special studies undertaken by MPO staff or consultants.

Primary FY 2023 Accomplishments:

S Duff Ave Corridor & Interchange Study

- Gathered existing multi-modal transportation data and projected future traffic volumes by leveraging the MPO’s Travel Demand Model.
- Developed and assessed several initial alternatives for the study area including several different interchange configurations for S Duff Ave & US 30 by leveraging Macroscopic traffic analysis software, Synchro.
- After coordination between the consultant, City staff, MPO staff, and Iowa DOT staff, three alternatives were moved forward for further consideration and microsimulation analysis using TransModeler software.
- Utilized analysis results from the microsimulation software to move forward two final alternatives for final consideration.
- Held public & stakeholder meeting to gather feedback on the final two alternatives for the corridor & interchange.
- Began development on Draft Report.

190th St Corridor Study

- Collected and gathered existing multi-modal transportation data and projected future traffic volumes by leveraging the MPO’s Travel Demand Model, the MPO’s Metropolitan Transportation Plan (Forward 2045), and the City of Ames’ Comprehensive Plan 2040.
- Collected public feedback along the corridor and surrounding area by leveraging Input ID, an online interactive map.
- Conducted an existing and future conditions & operations analysis by leveraging Vistro traffic modeling software.
- Developed initial alternatives by leveraging data analysis, traffic modeling, public feedback, and technical feedback from consultant, MPO, City of Ames, Story County, and Iowa DOT staff. This included a signal & roundabout alternative option at each of the major three intersections along the study corridor.
- Held in-person public open house on March 7th to gather feedback from stakeholders & citizens as well as gathered another round of public comments on InputID on the presented alternatives.

- Based on final public feedback, technical analysis, and staff coordination, created a draft technical report which includes the recommended alternative, life-cycle cost estimates, and emissions analysis.
- Presented draft report and recommended alternative to MPO's TPC.
- Began development of final report and recommendations.

Note, all activities from FY 2023 were completed for this work element except for the final remaining project tasks described in "FY 2024 Products" below.

Description:

The Ames Area MPO's current Metropolitan Transportation Plan "Forward 45" identified several policy options, strategies, and studies that should be prioritized to augment the goals, priorities, and projects defined in the plan. Two of the studies identified were a study of S Duff Ave (US Highway 69) from S 16th St to Airport Road and a study of the 190th Street corridor from George Washington Carver Ave to US Highway 69.

FY 2024 Products:

- Complete the study of S Duff Ave from S 16th St to Airport Rd, as identified and described in the FY 2023 TPWP and current MTP. Remaining tasks include:
 - Finish & Submit Draft Report, which will include the recommended alternative along with life-cycle cost analysis and emissions estimates.
 - MPO, City of Ames, and Iowa DOT staff to review draft report and submit final comments on the Draft Report.
 - Create Final Report and present to MPO's TPC for final comments, discussion, and approval.
- Complete the study of 190th St from George Washington Carver Ave to US Highway 69, as identified and described in the FY 2023 TPWP and current MTP.
 - Complete final report & recommendations.

FY 2024 Schedule:

- Both special studies are anticipated to conclude in Q1 (July-September 2023).

FY 2024 Hours/Budget:

- Total Budget: \$40,000 (Federal - \$32,000)
- MPO Staff Hours: 0

S Duff Ave Corridor & Interchange Study

This portion of the work element's budget is dedicated to the payment of a consultant for the S Duff Ave Corridor and Interchange Study.

- Budget: \$28,000 (Federal - \$22,400)
- MPO Staff Hours:

190th St Corridor Study

This portion of the work element's budget is dedicated to the payment of a consultant for the 190th St Corridor Study.

- Budget: \$12,000 (Federal - \$9,600)
- MPO Staff Hours: 0

4 – FY 2024 Budget Summary

4.1 Budget & Staff Hours Summary

Table 2 shows a breakdown of the seven work elements including their budget totals, funding sources, and MPO staff hours by activity. **Table 3** shows a breakdown of the budgeted unobligated federal funds by funding source. AAMPO has budgeted a total of \$271,178 for FY 2024 across all work elements, \$217,578 of which will come from federal funding sources. There is a total of \$16,945 in budgeted unobligated federal funds. There are 2,674 staff hours budgeted for MPO staff. This budget conforms to the MPO/RPA Carryover Policy (**Appendix E**). Note that FHWA program funding is transferred to FTA and merged with FTA funds into a consolidated planning grant.

Table 2: Budget and Funding Source Summary

Work Element	Activity	MPO Staff Hours	Federal Funding Source					Total Federal Funding	Local Match	Total Funding
			FTA 5305d Carryover	FTA 5305d New	FHWA PL Carryover	FHWA PL Set-Aside New	FHWA PL New			
1 - Administration	Admin	755	\$5,764	\$7,709	\$5,710	-	\$20,816	\$40,000	\$10,000	\$50,000
2 - TIP	TIP	189	\$1,153	\$1,542	\$1,142	-	\$4,163	\$8,000	\$2,000	\$10,000
3 - Transit Planning	Transit Planning	736	\$5,764	\$7,709	\$5,710	-	\$20,816	\$40,000	\$10,000	\$50,000
4 - Comprehensive Planning	Comp Planning	472	\$2,882	\$3,855	\$2,855	-	\$10,408	\$20,000	\$5,000	\$25,000
5 – Complete Streets	Complete Streets	60	-	-	-	\$3,178	-	\$3,178	-	\$3,178
6 - Long Range Planning	Long-Range Planning	245	\$1,499	\$2,004	\$1,485	-	\$5,412	\$10,400	\$2,600	\$13,000
7 - Transportation Data	Data Management	189	\$1,153	\$1,542	\$1,142	-	\$4,163	\$8,000	\$2,000	\$10,000
	Data Procurement	-	\$8,070	\$10,793	\$7,994	-	\$29,143	\$56,000	\$14,000	\$70,000
8 - Special Studies	US 69 & US 30 Interchange Study	-	\$3,228	\$4,317	\$3,198	-	\$11,657	\$22,400	\$5,600	\$28,000
	Ames North Growth Intersections Study	-	\$1,384	\$1,850	\$1,370	-	\$4,996	\$9,600	\$2,400	\$12,000
FY23 Budget Totals		2,645	\$30,897	\$41,321	\$30,606	\$3,178	\$111,576	\$217,578	\$53,600	\$271,178

Table 3: Unobligated Funds

	FTA 5305d Carryover	FTA 5305d New	FHWA PL Carryover	FHWA PL Set-Aside New	FHWA PL New	TOTAL
Starting Available Balance	\$30,897	\$45,900	\$30,606	\$3,178	\$123,942	\$234,523
Programmed	\$30,897	\$41,321	\$30,606	\$3,178	\$111,576	\$217,578
Unobligated Funds	\$ -	\$ 4,579	\$ -	\$ -	\$ 12,366	\$ 16,945

4.2 Cost Allocation Plan

The City of Ames is the primary fiscal agent for AAMPO. 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 2024 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.

4.3 Private Sector Involvement

The MPO will begin and undergo the solicitation and selection process for hiring a consultant to develop the 2050 Metropolitan Transportation Plan as described for Work Element 6 (Long-Range Transportation Planning). However, consultant work will not begin on the 2050 MTP until FY2025.

A vendor is currently under contract for, and new vendors may be selected for, the procurement of a web-based transportation datasets and analytical platforms as a part of the data procurement activity within Work Element 7 (Transportation Data).

Consultants already under contract will continue work on the two studies identified in Work Element 8 (Special Studies).

AAMPO certifies that any procurement process and consultant selection will adhere to all applicable requirements (see **Appendix B**).

5 – Revisions to the Transportation Planning Work Program

The work program is developed annually; however, it 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.

5.1 Overview

2 CFR 200 describes the uniform administrative rules for Federal grants and cooperative agreements and subawards to State, local and Indian tribal governments. These requirements apply to metropolitan planning (PL) and State Planning and Research (SPR) grants. FTA has similar requirements and procedures documented in [FTA Circular 5010.1E](#), which apply to all applicable FTA program grants. Iowa uses a Consolidated Planning Grant (CPG) where FHWA and FTA planning funds are combined into a single grant managed through FTA's TrAMS system. The uses of these funds are documented in the work programs of the Iowa DOT, MPOs, and RPAs. FTA is the lead agency administering the CPG.

5.2 Waiver of Approvals

All work program changes require prior written Federal approval, unless waived by the awarding agency. [2 CFR § 200.308](#) outlines different types of revisions for budget and program plans, and this [FHWA memo on prior approvals](#) summarizes revisions that require prior Federal approval, as well as other miscellaneous actions and allowable costs that require prior Federal approval.

Types of TPWP revisions that require Federal approval include, but are not limited to, the following:

- Request for additional Federal funding.
- Transfers of funds between categories, projects, functions, or activities which exceed 10% of the total work program budget when the Federal share of the budget exceeds \$150,000.
- Revision of the scope or objectives of activities.
- Transferring substantive programmatic work to a third party (consultant).
- Capital expenditures, including the purchasing of equipment.
- Transfer of funds allotted for training allowances.

Types of revisions that require Iowa DOT approval include:

- Transfers 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.

Types of revisions that require MPO/RPA approval include:

- Revisions related to work that does not involve federal funding.

5.3 Revision and Approval Procedures

- All revision requests from MPOs and RPAs should be submitted electronically to the Iowa DOT Systems Planning Bureau and the agency's Iowa DOT District Planner. If all necessary information is provided, the request will then be forwarded to the FHWA and FTA for review and any necessary approvals.
 - Revision requests shall, at a minimum, include:
 - A letter detailing the work program revision(s)
 - A resolution or meeting minutes showing the revision's approval.
 - Budget summary table with changes highlighted.
 - Amended work program with any modified section(s) highlighted.
- 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.
- Revisions where the **Iowa DOT Systems Planning Bureau** is the designated approving agency shall require written approval by the Iowa DOT Systems Planning Bureau prior to commencement of activity, purchasing of equipment, or request for reimbursement.
- Revisions where the **MPO or RPA** is the approving agency shall be approved by the Policy Board.
- Notification by the approving agency will be in writing.

NOTE: All necessary TPWP approvals shall be in place prior to the commencement of activity, purchasing of equipment, or request for reimbursement. More specifically, with regard to the 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 TPWP approvals.

Appendix A – Resolution of Approval

<Insert resolution of approval here once approved.>

Appendix B – Self-Certification of Procurement and Consultation Selection Procedures

<Insert Self-Certification of Procurement and Consultation Selection Procedures here when approved/signed.>

Appendix C – Performance Management Agreement

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

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

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

(2) These provisions shall be documented either:

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

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

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

Inclusion of the following language in an MPO's TPWP, and that TPWP's subsequent approval by Iowa DOT, constitutes agreement on these items.

The Iowa DOT and Ames Area MPO agree to the following provisions. The communication outlined in these provisions between the MPO and Iowa DOT will generally be through the metropolitan and regional planning coordinator in the Systems Planning Bureau.

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 measure, 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 \(g\)](#) 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.

Appendix D – Performance Measure Targets

Roadway Safety Targets

The MPO adopted to support the Iowa DOT statewide roadway safety targets on January 24, 2023. These performance measures and associated targets are shown in the following table:

Performance Measure	Five-Year Rolling Averages	
	2017-2021 Baseline	2019-2023 Target
Number of Fatalities	337.2	351.4
Fatality Rate*	1.029	1.037
Number of Serious Injuries	1,376.4	1,398.2
Serious Injury Rate*	4.193	4.264
Non-Motorized Fatalities and Serious Injuries	130.0	134.4

**Rates are per 100 million vehicle miles traveled (VMT)*

PM2 (Pavement & Bridge) & PM3 (System Performance & Freight) Targets

The MPO adopted to support the Iowa DOT statewide PM2 and PM3 targets on January 24, 2023. These performance measures and associated targets are shown in the following table:

	Topic	Performance measure(s)	Baseline (CY 2021 data)	Proposed 2-year target (CY 2023 data)	Proposed 4-year target (CY 2025 data)
PM2	Pavement	Percentage of pavements of the Interstate System in Good condition	58.8%	55.0%	55.0%
		Percentage of pavements of the Interstate System in in Poor condition	0.4%	3.0%	3.0%
		Percentage of pavements of the non-Interstate NHS in Good condition	37.9%	35.0%	35.0%
		Percentage of pavements of the non-Interstate NHS in Poor condition	3.7%	6.0%	6.0%
	Bridge	Percentage of NHS bridges classified as in Good condition	48.6%	52.5%	56.0%
		Percentage of NHS bridges classified as in Poor condition	2.4%	5.0%	6.6%
PM3	System Performance	Percent of person-miles traveled on the Interstate that are reliable	99.9%	98.0%	98.0%
		Percent of person-miles traveled on the non-Interstate NHS that are reliable	96.5%	94.0%	94.0%
	Freight	Truck Travel Time Reliability Index (Interstate only)	1.13	1.25	1.25

Transit Safety Targets

The MPO adopted to support CyRide’s transit safety targets on September 27, 2022. These performance measures and associated targets are shown in the following table:

Mode of Transit Service	Fatalities (Total)	Fatalities (per 100 thousand VRM)	Injuries (Total)	Injuries (per 100 thousand VRM)	Safety Events (Total)	Safety Events (per 100 thousand VRM)	System Reliability (VRM/Failures)
Fixed Route Bus	0	0	0	0.00	0	0.00	40,789.27
Paratransit	0	0	0	0.00	0	0.00	238,798

*VRM – Vehicle Revenue Miles

Transit Asset Management Targets

The MPO adopted to support CyRide’s transit asset management (TAM) targets on January 24, 2023. These performance measures and associated targets are shown in the following table:

Class	2022 Target	2022 Year-End Results	2023 Performance Target	2024	2025	2026	2027
Rolling Stock 40'-60' Buses	30%	35%	27% of fleet exceeds CyRide's ULB of 15 yrs.	16%	23%	22%	37%
Rolling Stock Cutaways	22%	22%	0% of fleet exceeds FTA ULB of 8 yrs.	0%	0%	0%	0%
Rolling Stock Minivans	0%	100%	Eliminate Asset Category	0%	0%	0%	0%
Equipment Shop Trucks	50%	0%	0% of fleet exceeds CyRide's ULB of 10 yrs.	0%	0%	0%	0%
Facilities Admin./Maint.Facility	0%	0%	0% of facilities rated under 3.0 on TERM scale	0%	0%	0%	0%
Facilities Ames Intermodal Facility	0%	0%	0% of facilities rated under 3.0 on TERM scale	0%	0%	0%	0%

Appendix E – MPO/RPA Carryover Policy

Background

Each year, federal planning funds from both the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) are combined into a new consolidated planning grant (CPG) under the FTA. This includes all federal transportation funds that are utilized by metropolitan planning organizations (MPOs) and regional planning affiliations (RPAs) in Iowa for planning, including FHWA metropolitan planning (PL), state planning and research (SPR), and surface transportation block grant (STBG) funds and FTA 5305d, 5305e, and 5311 funds. The FHWA funding sources are transferred to FTA for inclusion in the CPG, and once funds are part of an awarded CPG, they are unable to be deobligated for other purposes.

Carryover is defined as any unspent funding that has been targeted to the agency but is not included in the agency's current state fiscal year (SFY) budget. During the Transportation Planning Work Program (TPWP) development cycle, carryover 'targets' that show the current balances of carryover funding are provided to the agency along with targets for new federal funding. However, it should be noted that an agency does not have to wait for the next TPWP cycle to utilize carryover funding if there are anticipated needs in the current fiscal year. Unbudgeted funding is available to the planning agency to be amended into its budget at any time. Unspent funding from the prior SFY is available to the planning agency to be amended into its budget following close-out of the prior SFY.

When developing the TPWP, agencies are required to program carryover funding before programming new funding. When reimbursement requests are submitted to the Iowa Department of Transportation (DOT), payments are made by utilizing the oldest funding source in the agency's planning agreement. Funding is drawn down first by age, then sequentially by source. This helps streamline bookkeeping and ensure that funding within older CPGs is utilized prior to funding within newer CPGs.

Since MPOs and RPAs are allowed to carry over unused federal planning funds rather than being required to draw them down within a fiscal year, multiple CPGs are open at any given time. FTA has asked Iowa DOT to ensure funds are being drawn down in a timely manner and to work to limit the number of CPGs that are open. Furthermore, the new grant management system FTA launched in 2016 requires additional documentation and justification to keep a grant open past its original end date.

In order to satisfy FTA while still providing flexibility to MPOs and RPAs, Iowa DOT has implemented internal steps to reduce the number of CPGs that are open and has also developed the policy outlined below. Internal steps that Iowa DOT has taken include discussing the necessity of STBG transfers with individual agencies when substantial carryover balances exist and evaluating planning agreements and amending them if necessary, early in the SFY to ensure any older funding that was unspent in the previous SFY is utilized prior to newer funding. The MPO/RPA carryover policy, which is outlined below, took effect as part of the SFY 2018 TPWP cycle.

The internal changes and the MPO/RPA carryover policy will help Iowa DOT manage carryover balances that have become problematic for a small number of planning agencies. Over time, reduced carryover balances will allow Iowa DOT to maintain fewer open CPGs. In addition, the policy will prevent unnecessary funding transfers from FHWA to FTA, thus enabling SPR and STBG funding to be used more efficiently.

MPO/RPA Carryover Policy

At the beginning of the calendar year, each planning agency's average annual federal transportation planning expenditures, based on the past five state fiscal years, will be calculated. If an agency has available carryover balances totaling more than this average, the following will apply.

RPA: The agency will receive its FTA allocation of 5305e and/or 5311 funding. The agency will not receive an SPR allocation or be allowed to transfer STBG funds for planning unless it can substantiate anticipated budget needs tied to significant expenditures (e.g., LRTP update, equipment purchases, consultant services, etc.).

MPO: The agency will receive its FHWA PL allocation and FTA 5305d allocation. The agency will not be allowed to transfer STBG funds for planning unless it can substantiate anticipated budget needs tied to significant expenditures (e.g., LRTP update, equipment purchases, consultant services, etc.).

Every year prior to or during the distribution of annual targets, each agency will be provided with its average annual federal expenditures and carryover balances and informed whether its SPR and/or STBG funds will be constrained due to available carryover balances. The agency will be provided an opportunity to respond and substantiate any anticipated significant expenditures during the upcoming contract year that would necessitate the SPR and/or STBG funding transfer. Iowa DOT will consider these needs and provide a response to the agency prior to distributing final targets. Any STBG constrained through this process will remain part of the planning agency's STBG balance and will be available for programming towards other projects. Any SPR constrained through this process will remain with Iowa DOT and utilized as part of its SPR program.