

ITEM #: AAMPO 1
DATE: 3-23-21

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

SUBJECT: AMES AREA MPO ANNUAL SELF-CERTIFICATION FOR FY 2022

BACKGROUND:

Pursuant to federal regulations, each Metropolitan Planning Organization (MPO) must self-certify that its transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements.

In the latest Ames Area MPO process review by the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA), **a joint report was issued finding that the transportation planning activities of AAMPO are being carried out in accordance with federal regulations, policies, and procedures.**

ALTERNATIVES:

1. Certify that the Ames Area MPO transportation planning process is being conducted in accordance with all applicable requirements.
2. Reject the certification.

ADMINISTRATOR'S RECOMMENDED ACTION:

The Administrator recommends that the Ames Area MPO Transportation Policy Committee adopt Alternative No. 1, as noted above

**AMES AREA METROPOLITAN PLANNING ORGANIZATION
ANNUAL SELF-CERTIFICATION**

In accordance with 23 CFR 450.334, the STATE DEPARTMENT OF TRANSPORTATION and the Ames Area Metropolitan Planning Organization for the Ames, Iowa urbanized area(s) hereby certify that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

- (1) 23 U.S.C. 134, 49 U.S.C. Section 5303, and 23 CFR Part 450;
- (2) In nonattainment and maintenance areas, Sections 174 and 176(c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506(c) and (d) and 40 CFR 93);
- (3) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21;
- (4) 49 U.S.C. 5332, prohibiting discrimination on the basis of race, color, creed, national origin, sex or age in employment or business opportunity;
- (5) Section 1101(b) of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (Pub. L. 109-59) regarding the involvement of Disadvantaged Business Enterprises in FHWA and FTA funded planning;
- (6) 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- (7) The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR parts 27,37, and 38, and USDOT implementing regulation;
- (8) Older Americans Act, as amended (42 U.S.C. 6101);
- (9) 23 U.S.C. 324, regarding prohibition of discrimination based on gender; and
- (10) Section 504 of the Rehabilitation Act of 1973 and 49 CFR Part 27, regarding discrimination against individuals with disabilities.

For AAMPO:

John Haila, Chair
Transportation Policy Committee

Date

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

SUBJECT: UPDATED FREIGHT PERFORMANCE TARGETS

BACKGROUND:

As required by the FAST Act, the Iowa Department of Transportation is required to establish 2-year and 4-year targets for both: Pavement and Bridge Measures (PM2), and System Performance & Freight Measures (PM3). On November 29, 2020, the Iowa DOT submitted its Mid-Performance Period Progress Report (MPPPR) to Federal Highway Administration. This report provided updates on overall progress towards 2-year targets for pavement and bridge measures (PM2) and system and freight reliability measures (PM3). It also provided the opportunity to adjust 4-year targets. The Iowa DOT has chosen to adjust two of its 4-year targets for PM3. These two adjusted targets are “Person-miles traveled on the Interstate that are reliable” and “Truck Travel Time Reliability (TTTR) Index”. The two adjusted targets are highlighted in gray below.

Iowa DOT targets for 2018-2021 performance period

Performance measure	2017 Baseline	2-year target	2-year performance	Original 4-year target	Adjusted 4-year target
Interstate pavements in Good condition*	N/A	N/A	66.4%	49.4%	
Interstate pavements in Poor condition*	N/A	N/A	0.4%	2.7%	
Non-Interstate NHS pavements in Good condition	50.9%	48.8%	55.4%	46.9%	
Non-Interstate NHS pavements in Poor condition	10.6%	13.2%	9.3%	14.5%	
NHS bridges classified as in Good condition	48.9%	45.7%	48.7%	44.6%	
NHS bridges classified as in Poor condition	2.3%	3.7%	2.2%	3.2%	
Person-miles traveled on the Interstate that are reliable	100.0%	99.5%	99.3%	99.5%	98.5%
Person-miles traveled on the non-Interstate NHS that are reliable*	N/A	N/A	96.3%	95.0%	
Truck Travel Time Reliability (TTTR) Index	1.12	1.14	1.19	1.14	1.21

**2-year target not required for the first performance period*

Per 23 CFR § 490.105, the Ames Area MPO is required within 180 days of when the State sets performance targets to establish 4-year targets. The Ames Area MPO had previously chosen to support the state’s original 2018-2021 performance targets. However, since two of the state’s PM3 targets have been adjusted, the MPO will need to reconfirm its support or create its own targets by March 29, 2021.

Upon approving the PM3 targets, the Ames Area MPO will be required to reflect the performance measures and targets in all future planning document updates such as Metropolitan Transportation Plans and Transportation Improvement Programs. Each update to the Metropolitan Transportation Plan reports baseline conditions and system performance progress towards achieving these targets. Transportation Improvement

Programs are required to describe how implementation of the TIP anticipates making progress towards achieving the targets.

ALTERNATIVES:

1. Approve supporting the adjusted PM3 performance targets established by the Iowa Department of Transportation in coordination with Iowa MPOs
2. Direct staff to set our own quantifiable targets for the PM3 targets in coordination with the Iowa Department of Transportation

ADMINISTRATOR'S RECOMMENDATION:

The Ames Area MPO Transportation Technical Committee has reviewed the proposed adjusted PM3 targets and unanimously recommended approval. These performance targets were developed by the Iowa DOT in close coordination with Iowa MPOs.

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

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

SUBJECT: TRANSIT SAFETY TARGETS

BACKGROUND:

The Federal Transit Administration’s Public Transportation Agency Safety Plan (PTASP) regulation, 49 CFR Part 673, requires that transit agencies make safety performance targets available to states and MPOs to aid in the planning process and to coordinate with states and MPOs in the selection of safety performance measures. PTASPs identifying transit safety performance measures and targets were due for transit agencies that receive 5307 funding (large urban systems in Iowa) by December 31, 2020. CyRide receives 5307 funding was therefore required to create a PTASP.

CyRide approved their PTASP on October 28, 2020 and provided it to AAMPO on November 2, 2020. MPOs are required to adopt these transit safety targets by June 29, 2021, or no more than 180 days after receiving the PTASPs from their public transportation provider(s). Because AAMPO received CyRide’s PTASP on November 2, 2020, **AAMPO must adopt transit safety targets by April 31, 2021.**

The CyRide Transit Board approved the following transit safety targets. These targets are based on a review of the previous five years of Ames Transit Agency (CyRide) performance data and are derived from the safety performance measures established under the National Public Transportation Safety Plan. It is recommended that AAMPO adopt these performance measures:

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	3	0.22	5	0.37	33,000
Paratransit	0	0	1	2.6	1	2.6	38,450

Upon approving the Transit Safety targets, the AAMPO will be required to reflect the performance measures and targets in all future planning document updates such as Metropolitan Transportation Plans and Transportation Improvement Programs. Each update to the Metropolitan Transportation Plan reports baseline conditions and system performance progress towards achieving these targets. Transportation Improvement Programs are required to describe how progress towards the targets is achieved.

ALTERNATIVES:

1. Approve the transit safety performance measures as established in CyRide's PTASP.
2. Direct staff to make modifications to the transit safety performance measures.

ADMINISTRATOR'S RECOMMENDATION:

The Ames Area MPO Transportation Technical Committee has reviewed the proposed transit safety targets and unanimously recommended approval. The transit safety targets were established by CyRide using the previous 5 years of performance data from our region.

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

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

SUBJECT: TRANSIT ASSET MANAGEMENT TARGETS

BACKGROUND:

The Federal Transit Administration has developed rules for transit asset management for recipients of Chapter 53 funds that own, operate, or management public transportation capital assets. These rules apply to the Ames Transit Agency - CyRide. Prior to adopting the initial plan, transit agencies were responsible for developing an initial set of performance targets of assets past their useful life benchmark (ULB). On May 23, 2017, using the initial targets adopted by CyRide, the Ames Area MPO established the first performance targets.

Every fall, CyRide approves a new Transit Asset Management (TAM) Plan, which includes new performance targets for the next five-year period starting the following year. On September 23, 2020, CyRide updated their targets and provided them to the MPO as federally mandated. While the MPO is not required to update or modify their performance targets to match CyRide, it recommended that the MPO adopt CyRide's updated performance targets within 180 days of receiving a TAM Plan update.

The CyRide Transit Board approved the following targets and it is recommended that the MPO adopt these performance measures:

TAM Performance Measure Class	2020 Target	2020 Year-End Results	2021 Performance Target	2022	2023	2024	2025
Revenue Vehicles Articulated Buses	0%	0%	0% of fleet exceeds CyRide's ULB of 15 yrs.	0%	0%	0%	0%
Revenue Vehicles 40'-60' Buses	33%	47%	42% of fleet exceeds CyRide's ULB of 15 yrs.	30%	33%	26%	42%
Revenue Vehicles Cutaways	67%	56%	22% of fleet exceeds FTA ULB of 8 yrs.	0%	0%	0%	0%
Revenue Vehicles Minivans	0%	0%	0% of fleet exceeds FTA ULB of 8 yrs.	0%	0%	0%	0%
Equipment Shop Trucks	0%	29%	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%

The Ames Area MPO will reflect the performance measures and targets in all future planning document updates such as Metropolitan Transportation Plans and Transportation Improvement Programs. Each update to the Metropolitan Transportation Plan reports baseline conditions and system performance progress towards achieving these targets. Transportation Improvement Programs are required to describe how implementation of the TIP anticipates making progress towards achieving the targets.

ALTERNATIVES:

1. Approve the transit asset management (TAM) performance measures as established in CyRide's latest TAM Plan.
2. Direct staff to make modifications to transit asset management (TAM) performance measures

ADMINISTRATOR'S RECOMMENDATION:

The Ames Area MPO Transportation Technical Committee has reviewed the proposed transit asset management (TAM) targets and unanimously recommended approval. The TAM targets were established by CyRide

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

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

SUBJECT: FEDERAL FUNCTIONAL CLASSIFICATION (FFC) REQUEST

BACKGROUND:

Federal Functional Classification (FFC) is the grouping of roadway segments into different categories according to the character of service they are intended to provide. Classifications of roadway include Arterial, Collector, and Local. A roadway's FFC sets expectations about roadway design, including its speed, capacity and relationship to existing and future land use development. **Additionally, federal legislation continues to use functional classification in determining eligibility for Federal funding. Roadways are required to be classified as Arterials or Collectors to utilize Federal funds.**

An update to the FFC is necessary for eight different roadway segments due to recent and planned roadway extension construction projects, as follows:

Revise the federal functional classification from Local to Urban Collector for the following (as shown in Attachment A & Attachment B):

1. 0.07mi of Cherry Avenue from E Lincoln Way to South End of Roadway
2. 0.21mi of SE 3rd Street from S Duff Ave to East End of Roadway
3. 0.25mi of SE 5th Street from S Duff Ave to East End of Roadway
4. 0.41mi of S 5th Street from S Grand Ave to 875 ft West of S Duff Ave
5. 0.02mi of S Walnut Ave from S 5th St to S 5th St Frontage Road

Revise the federal functional classification from Proposed Local to Proposed Urban Collector for the following (as shown in Attachment A):

6. 0.28mi of Proposed Cherry Avenue from Existing Roadway to Proposed SE 5th St
7. 0.09mi of Proposed SE 3rd Street from Existing Roadway to Proposed Cherry Avenue
8. 0.06mi of Proposed SE 5th Street from Existing Roadway to Proposed Cherry Avenue

With the segments identified, the next step in the FFC reclassification process is formally requesting the Iowa DOT to have the Federal Highway Administration (FHWA) reclassify the roadway segments.

ALTERNATIVES:

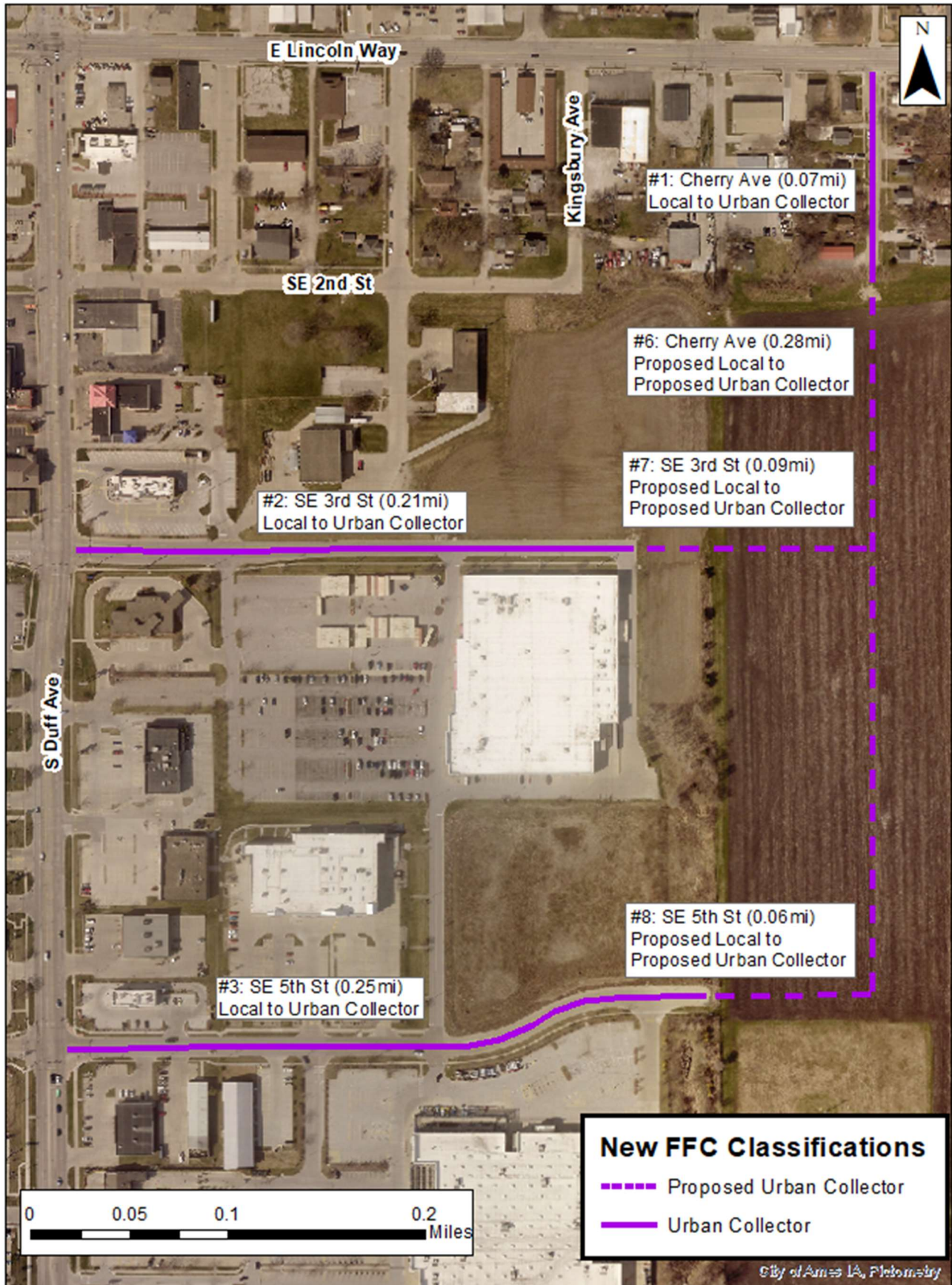
1. Formally ask the Iowa DOT to request the FHWA to reclassify the FFC of the roadway segments listed above.
2. Formally ask the Iowa DOT to request the FHWA to reclassify the FFC of the listed roadway segments with Policy Committee revisions.

ADMINISTRATOR'S RECOMMENDATION:

A recent review by AAMPO staff indicated that these eight segments should have their FFC reclassified due to recent and planned roadway extension projects.

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

Attachment A



Attachment B



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

**SUBJECT: FFY 2021 - 2024 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)
AMENDMENT**

BACKGROUND:

To receive Federal funds for transportation improvement projects, it is necessary for the projects to be included in the approved Iowa Department of Transportation statewide plan. The initial step in this process is for the Ames Area MPO to develop a Transportation Improvement Program (TIP). Regulations require the TIP to include transportation projects for four years. The TIP may be amended in accordance with prescribed amendment and public participation procedures.

The amendment to the Federal Fiscal Year (FFY) 2021 - 2024 Transportation Improvement Program involves the following:

- **Iowa Clean Air Attainment Program (ICAAP) funds awarded by Iowa DOT on January 13, 2021 to CyRide.** Projects added to receive ICAAP award:
 - West Ames Changes: New expansion route #12 Lilac; added frequency #1 Red, #11 Cherry, #7 Purple (year 2) **\$320,372**
 - #11 Cherry Night Service (year 1) **\$33,544**
 - #12 Lilac Midday Service (year 1) **\$31,655**
 - #6 Brown Night Service (year 1) **\$29,984**

The requirements to process amendments to the TIP call for an opportunity for public review and comment as well as approval by both the Technical and Policy Committees of the Ames Area MPO. The Technical Committee reviewed the amendments on March 3, 2021. The Policy Committee will review the amendments on March 23, 2021 and set the date of public hearing. The public input period will be available from March 24, 2021 to April 30, 2021. After the public input period, this item will go before the Policy Committee again for public hearing and final approval on May 25, 2021.

ALTERNATIVES:

1. Review the amendment to the FY 2021-2024 Transportation Improvement Program and set May 25, 2021 as the date for the public hearing.
2. Review and modify the amendment to the FY 2021-2024 Transportation Improvement Program and set May 25, 2021 as the date for the public hearing.

ADMINISTRATOR'S RECOMMENDATION:

The Ames Area MPO Transportation Technical Committee has reviewed the proposed amendment to the FFY 2021-2024 TIP and unanimously recommended approval. This amendment will allow CyRide to access ICAAP funds which were awarded to them by the Iowa DOT for the projects shown.

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

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

SUBJECT: DRAFT FY 2022 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 and the Federal Transit Administration provide planning funds to reimburse agencies for transportation planning activities. Transportation planning activities are outlined in a unified transportation planning work program which the Ames Area MPO develops annually for 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 planning efforts, the FY22 TPWP has been separated into six different work activities. These activities are:

1. Administration
2. Transportation Improvement Program (TIP)
3. Comprehensive Transportation Planning
4. Transit Planning
5. Long-Range Transportation Planning
6. Data Services

In FY 2022, some of the major planning activities/products included are:

- Development of the FFY 2022 – 2025 Transportation Improvement Program (TIP)
- Development of the FY 2023 Transportation Planning Work Program (TPWP)
- Conduct performance-based planning activities and provide technical assistance to local agencies in their planning efforts and projects by utilizing new transportation data sources and analytical capabilities
- Continue to enhance a coordinated, accessible, and efficient transit system.

The TPWP development process is described in detail on Page 6 of the Draft TPWP. Pages 11-18 of the Draft TPWP describe the work activities and various products/tasks in detail.

On January 26, 2021, the Iowa Department of Transportation provided funding targets for the MPO to use in the development of the FY 2022 TPWP.

Ames Area MPO Planning Funding Targets

Funding Source	Amount
FHWA PL Carryover	\$25,737
FTA 5305d Carryover	\$55,223
FHWA STBG Carryover	\$10,895
New FTA 5305d (Final)	\$34,602
New FHWA PL (Final)	\$101,260

The currently proposed FY 2022 MPO budget (shown on Page 19 of the Draft TPWP) totals \$205,000 (\$164,000 in Federal funds and \$41,000 in local funds). This budget fully utilizes all anticipated carryover amounts and has \$63,717 in unobligated funds that can be programmed in future fiscal years.

The next step will be a public input period from March 24, 2021 to April 30, 2021 (including a public input session on March 25, 2021 being held via Microsoft Teams). Additionally, federal and state partners will be reviewing the draft document. **The Draft TPWP is due to state and federal partners by April 1, 2021.**

ALTERNATIVES:

1. Approve the Draft FY 2022 Transportation Planning Work Program and set May 25, 2021 as the date of public hearing.
2. Modify the Draft FY 2022 Transportation Planning Work Program and set May 25, 2021 as the date of public hearing.

ADMINISTRATOR'S RECOMMENDATION:

The Ames Area MPO Transportation Technical Committee has reviewed the Draft FY 2022 Transportation Planning Work Program and unanimously recommends approval.

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

DRAFT

Fiscal Year 2022

Transportation Planning

Work Program

Ames Area MPO



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 25, 2021. Please call (515) 239-5160 to obtain permission to use.



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Introduction

Document Purpose

The Fiscal Year 2022 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, 2021 and ending June 30, 2022. 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 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.

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.

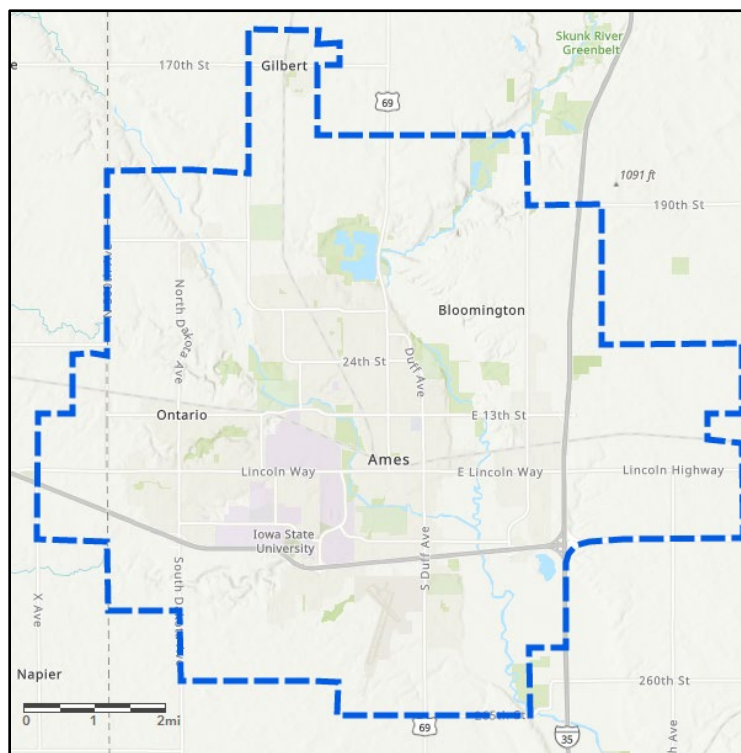


Figure 1: AAMPO Boundary (Adopted Nov 13, 2012)

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 typically carries approximately six million bus passengers per year. In FY 2020, CyRide's ridership dropped to four and a half million passengers due to the COVID-19 pandemic. CyRide believes ridership levels will increase back to approximately six million passengers by the end of FY 2022. While most 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, 104 aircraft operations occur per day at the Ames Municipal Airport. 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.

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: City of Ames, City of Gilbert, CyRide, Boone County, and Story County. 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	David Martin	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	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 ‡	Gerri Doyle	Region 7 Community Planner
Iowa State University ‡	Cathy Brown	Director for Planning Services

‡ Non-voting

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 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>Representative Agency</i>	<i>Member</i>	<i>Representative Agency Role</i>
City of Ames (Chair)	Damion Pregitzer	Traffic Engineer
City of Ames (Vice-Chair)	Kelly Diekmann	Director of Planning & Housing
City of Ames	Justin Clausen	Operations Manager
City of Ames	Justin Moore	Planner
City of Ames	Tracy Peterson	Municipal Engineer
CyRide	Barb Neal	Transit Director
Iowa State University	Sarah Lawrence	Campus Planner
Boone County	Scott Kruse	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
City of Ames ‡	John Joiner	Public Works Director
City of Ames ‡	Kyle Thompson	Transportation Planner
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 ‡	Gerri Doyle	Region 7 Community Planner

‡ Non-voting

Planning Documents Maintained by AAMPO

AAMPO develops, updates, and maintains the following planning documents:

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

TPWP Development

TPWP Development Process

The FY 2022 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, 2021 – March 4, 2021 – Initial Draft Development

AAMPO staff developed the initial Draft FY22 TPWP.

March 4, 2021 – Transportation Technical Committee Meeting

A review and discussion on the Draft FY22 TPWP was undergone by the Transportation Technical Committee.

March 23, 2021 – Transportation Policy Committee Meeting

A review and discussion on the Draft FY22 TPWP was undergone by the Transportation Policy Committee.

March 24, 2021 – April 30, 2021 – Public Input Period

A public comment period for the Draft FY22 TPWP was established from March 24 through April 30. During the comment period, the draft document was posted on the AAMPO.org website 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 March 25, 2021.

April 1, 2021 – April 30, 2021 – Review from Federal and State Partners

Federal and State partners at the Federal Highway Administration, Federal Transit Administration, and Iowa Department of Transportation reviewed the Draft FY 2022 TPWP. By April 30, 2021, the MPO received comments to address in the Final FY 2022 TPWP.

May 1, 2021 – May 26, 2021 – Final TPWP Development

AAMPO staff created the Final FY 2022 TPWP based upon feedback from the public, state and federal partners, and members of the AAMPO Technical and Policy Committees.

May 26, 2021 – Transportation Policy Committee Hearing

A public hearing was held by the Transportation Policy Committee to consider adoption of the FY 2022 TPWP with opportunities from the public to respond and present to the committee. This document was then formally approved by the Transportation Policy Committee.

Planning Priorities

The FY 2022 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.

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). Future reports on the Ames Area MPO's progress in reaching regional targets will be included in future metropolitan transportation planning documents. A discussion is shown here for each of the performance areas.

Road Safety

The safety measures are:

- Number of Fatalities
- Rate of Fatalities per 100 million VMT
- Number of Serious Injuries
- Rate of Serious Injuries per 100 million VMT
- Number of Non-Motorized Fatalities and Non-motorized Serious Injuries

In September 2020, the Ames Area MPO adopted to support the targets of the Iowa Department of Transportation.

Transit Safety

As a recipient of urbanized area formula grant funding, the Ames Transit Agency (CyRide) established its initial agency safety plan on October 28, 2020, where safety performance targets were established within this plan based on the following safety performance measures FTA established in the National Public Transportation Safety Plan including:

- Fatalities
- Injuries
- Safety Events
- System Reliability

CyRide's Safety Plan, which will be certified each year, includes processes and procedures to implement Safety Management Systems (SMS) at CyRide to anticipate future risks and detect problems before safety issues occur. This plan includes strategies for minimizing the exposure of the public, personnel, and property to unsafe conditions and again include safety performance targets. SMS will support a data-based framework to identify and analyze safety hazards and risks to prioritize resources towards the mitigation of these issues.

In March 2021, the Ames Area MPO adopted to support the targets set in CyRide's Safety Plan.

Pavement and Bridge

The pavement and bridge measures are:

- Percent of Interstate pavements in Good condition
- Percent of Interstate pavements in Poor condition
- Percent of non-Interstate NHS pavements in Good Condition
- Percent of non-Interstate NHS pavements in Poor condition
- Percent of NHS bridges classified as in Good condition
- Percent of NHS bridges classified as in Poor condition

In March 2021, the Ames Area MPO adopted to support the targets of the Iowa Department of Transportation.

Transit Asset Management

The Transit Asset Management (TAM) targets are:

- Equipment: Percent of non-revenue vehicles met or exceeded Useful Life Benchmark
- Rolling Stock: Percentage of revenue vehicles met or exceeded Useful Life Benchmark
- Facilities: Percentage of assets with condition rating below 3.0 on FTA TERM scale
- Infrastructure: Not applicable. (The infrastructure performance measure element, which FTA requires, is limited to rail fixed guideway assets. There is no fixed guideway passenger transport in the Ames region.)

CyRide established their first TAM plan and targets in January 2017. Every year, the TAM Plan and targets are updated by CyRide in the fall. The last update for CyRide's TAM Plan was September 2020. Per FTA regulations, AAMPO is not obligated to update their TAM targets whenever transit agencies update their targets.

In March 2021, the Ames Area MPO adopted CyRide's latest TAM targets.

System and Freight Reliability

The system performance and freight measures are:

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

In March 2021, the Ames Area MPO adopted to support the targets of the Iowa Department of Transportation.

Work Activities

This section will describe each of the six planning work planning activities that AAMPO will undergo in Fiscal Year 2022.

Task 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 2021 Accomplishments:

- Administered the FY 2021 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
- Hired a new Transportation Planner
- Participated in meetings and coordinated with other agencies

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 at 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 2022 Products:

- Administer the FY 2022 TPWP
- Develop and approve the FY 2023 TPWP
- Carry out required annual certifications
- Maintain records and files and update and maintain the AAMPO website
- 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
- Review and maintain the Public Participation Plan (PPP) and Title VI documentation
- Purchase/lease supplies and equipment as well as maintain sufficient software and upgrades that are beneficial to AAMPO planning efforts

FY 2022 Hours/Budget:

- Total Budget: \$40,000 (Federal - \$32,000)
- Total Staff Hours: 673

Task 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 2021 Accomplishments:

- Approved and administered the FFY 2021-24 TIP
- Amended the FFY 2021-24 TIP
- Developed the FFY 2022-25 TIP
- Solicited, gathered, and evaluated applications for regional STBG & STBG-TAP funding
- Performed and managed regional project programming through the TPMS system

Description:

The Ames Area MPO is responsible for developing the funding program of transportation projects which use Federal funds, utilize STBG-SWAP 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 (STBG-TAP). 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 2022 Products:

- Approve and administer the FFY 2022-25 TIP
- Amend and modify the FFY 2022-25 TIP as needed
- Develop the FFY 2023-26 TIP
- Solicit, gather, and evaluate applications for regional STBG & STBG-TAP funding
- Perform and manage regional project programming through the TPMS system

FY 2022 Hours/Budget:

- Total Budget: \$10,000 (Federal - \$8,000)
- Total Staff Hours: 204

Task 3 – Comprehensive Planning

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

Primary FY 2021 Accomplishments:

- Provided technical assistance and support to local agencies for various transportation studies and projects (including speed studies, traffic studies, etc.)
- Began work on a region-wide transportation data interactive GIS map
- Coordination with the City of Ames for implementing Phase 1 of their ITS Master Plan

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 which are promoting a comprehensive planning approach.

FY 2022 Products:

- Provide technical assistance to local agencies incorporating regional transportation goals and objectives into comprehensive, sub-area, capital improvement, and other local plans
- Develop and maintain a region-wide transportation data interactive GIS map which local agencies, AAMPO staff, and state and federal partners can utilize
- Perform data collection and perform data maintenance of community transportation assets as needed
- Perform traffic modeling (Microsimulation, Synchro, SIDRA, etc.) as needed
- Assess and analyze region-wide data for speeds, travel times, origin-destination, and volumes as needed
- Update the Regional ITS Architecture document as needed (in likely coordination with the City of Ames’s ITS Communication Phase 1 & 2 projects which will add significant improvements to the region’s ITS infrastructure).
- Updates to Safe Routes to School maps as needed
- Analyze potential alternative funding sources

FY 2022 Hours/Budget:

- Total Budget: \$35,000 (Federal - \$28,000)
- Total Staff Hours: 714

Task 4 – Transit Planning

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

Primary FY 2021 Accomplishments:

- Human service/transportation provider coordination meetings and plan updates
- Coordinated planning and meetings with human service organizations
- Safety Plan Development & Certification
- Equal Employment Opportunity (EEO) Program Monitoring
- Disadvantage Business Enterprise (DBE) Goals Development and semi-annual reports
- Transit Service Planning (i.e. route planning, battery electric bus project planning)
- Transit Management Analysis Planning (i.e. transit policies during COVID-19)
- Capital Planning
- Metropolitan (Long Range) Transportation Plan Development (transit side)
- Transit Asset Management (TAM) Plan (performance measures, annual National Transit Database narrative & performance targets updates)
- Title VI Program Monitoring
- Bus Stop Planning & ADA Planning (i.e. bus shelters, automatic annunciators)
- Triennial Review Virtual Development & Submission

Description:

Planning efforts will reflect prioritization of the following areas:

- Transit Agency Safety Plan updates
- Transit Asset Management Plan, performance measures, annual narrative & performance target updates on an annual basis.
- Transportation Planning Work Program Development
- Transportation Improvement Program Development
- ADA Planning updates (Automatic Annunciators)
- Title VI Program and Limited English Proficiency (LEP) Plan updates
- Equal Employment Opportunity Program update
- Disadvantaged Business Enterprise goals submission
- Federal compliance reviews regarding Federal Transit Administration regulations
- Transit Service Planning for updated route planning & ridership studies
- Transit Management Analysis for transit policy modifications
- Participation of transit in metropolitan and statewide planning
- Coordination of non-emergency human service transportation
- Planning for transit system management and transit services
- Make transit capital investment decisions through effective system planning
- Bus stop planning for future ADA improvements

- Technology planning (automatic vehicle annunciators (AVAs), automatic passenger counters (APCs), etc.) and data analysis
- Facility expansion analysis

This item involves transit planning issues related to land use and development issues, facility expansion analysis, ridership surveys and analyses, plans to manage transit agency in accordance to the Federal Transit Administration guidelines, and the study of fixed route transit services. 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.

FY 2022 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.
- Update 2020-2023 Ames Area MPO Passenger Transportation Plan (PTP) as needed; monthly coordination of transit with various human & health service organization groups
- Capital/Financial planning to analyze fleet, facility and technology needs for five-year period.
- Transit Service Planning for current/new services or ridership studies
- Transit Management Analysis of current/new policies
- Long-term facility expansion studies
- Bus stop amenities & technology planning
- TAM performance targets and safety performance measures
- Safety Plan review and certification
- Equal Employment Opportunity Program Update
- Disadvantages Business Enterprise Goals FFY2022-FFY2024

FY 2022 Hours/Budget:

- Total Budget: \$50,000 (Federal - \$40,000)
- Total Staff Hours: 795

Task 5 – Long-Range Transportation Planning

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

Primary FY 2021 Accomplishments:

- Finalized and adopted the 2045 Metropolitan Transportation Plan (MTP), “Forward 45”

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.

FY 2022 Products:

- Monitor and update the 2045 Metropolitan Transportation Plan as needed
- Maintain and utilize the Travel Demand Model for use in long-range planning and forecasting

FY 2022 Hours/Budget:

- Total Budget: \$10,000 (Federal - \$8,000)
- Total Staff Hours: 204

Task 6 – Data Services

Objective: Provide access to web-based transportation data and analytical capabilities for the region to strengthen performance-based planning efforts.

Primary FY 2021 Accomplishments:

- N/A (2022 is the first fiscal year of this work activity)

Description:

Rapidly emerging technologies have allowed for new forms and quantities of transportation data and new powerful analytical capabilities. One such application of this is the use of probe vehicle data. Probe vehicle data is derived from GPS-enabled devices such as cell phones and navigational GPS units. Various vendors have developed web-based platforms which are capable of processing, accessing, analyzing, and visualizing this data. Various metrics that be derived from this type of data include: OD-metrics, route choice, volume data, speed data, and travel time data.

A platform with these capabilities would be a very valuable tool for MPO staff and local agencies to utilize for use in short-term and long-term planning efforts as well as for transportation studies and projects. Having data readily accessible for nearly all roadway segments and intersections in the region is something that would not be feasible with traditional field sensors alone. Also, having the capability to include multi-modal data such as bicycle/pedestrian data, as well as transit data, would be very useful for MTP updates, local agencies when developing multi-modal plans or evaluating their trail networks, and for transit agencies to have another tool/dataset to aid in their system evaluation and planning efforts.

FY 2022 Products:

- Purchase and maintain a subscription/contract for a transportation data service platform

FY 2022 Hours/Budget:

- Total Budget: \$60,000 (Federal - \$48,000)
- Total Staff Hours: 20

FY 2022 Budget Summary

Staff Work Hours

Table 1 shows the budgeted AAMPO staff work hours by work activity for FY 2022. AAMPO has budgeted a total of 2,612 staff hours in FY 2022.

Table 1: Budgeted AAMPO Staff Work Hours for FY 2022

Work Activity	Staff Hours
Administration	673
TIP	204
Comprehensive Planning	714
Transit Planning	795
Long-Range Planning	204
Data Services	20
Total	2,612

Budget Summary

Table 2 shows a breakdown of the six work activities including their budget totals and funding sources. Table 3 shows a breakdown of the budgeted unobligated federal funds by funding source. AAMPO has budgeted a total of \$205,000 for FY 2022 across all work activities, \$164,000 of which will come from federal funding sources. There is budgeted total of \$63,717 in unobligated federal funds. This budget conforms to the MPO/RPA Carryover Policy (Appendix D).

Table 2: Budget and Funding Source Summary

Work Activity	Federal Funding Source					Federal Funding	Local Match	Total Funding
	FHWA PL Carryover	FTA 5305d Carryover	FHWA STBG Carryover	FHWA PL	FTA 5305d			
Administration	\$ 5,022	\$ 10,775	\$ 2,126	\$ 14,077	\$ -	\$ 32,000	\$ 8,000	\$ 40,000
TIP	\$ 1,255	\$ 2,694	\$ 531	\$ 3,519	\$ -	\$ 8,000	\$ 2,000	\$ 10,000
Comprehensive Planning	\$ 4,394	\$ 9,428	\$ 1,860	\$ 12,317	\$ -	\$ 28,000	\$ 7,000	\$ 35,000
Transit Planning	\$ 6,277	\$ 13,469	\$ 2,657	\$ -	\$ 17,596	\$ 40,000	\$ 10,000	\$ 50,000
Long-Range Planning	\$ 1,255	\$ 2,694	\$ 531	\$ 3,519	\$ -	\$ 8,000	\$ 2,000	\$ 10,000
Data Services	\$ 7,533	\$ 16,163	\$ 3,189	\$ 21,116	\$ -	\$ 48,000	\$ 12,000	\$ 60,000
Totals	\$ 25,737	\$ 55,223	\$ 10,895	\$ 54,549	\$ 17,596	\$164,000	\$ 41,000	\$205,000

Table 3: Unobligated Funds

	FHWA PL Carryover	FTA 5305d Carryover	FHWA STBG Carryover	FHWA PL	FTA 5305d	TOTAL
Starting Available Balance	\$ 25,737	\$ 55,223	\$ 10,895	\$101,260	\$ 34,602	\$ 227,717
Programmed	\$ 25,737	\$ 55,223	\$ 10,895	\$ 54,549	\$ 17,596	\$ 164,000
Unobligated Funds	\$ -	\$ -	\$ -	\$ 46,711	\$ 17,006	\$ 63,717

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 2022 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.

Private Sector Involvement

A vendor will be selected in the procurement of a web-based transportation data and analytical platform as a part of Work Activity 6 (Data Services). AAMPO certifies that any procurement process and consultant selection will adhere to all applicable requirements (see Appendix B).

Revisions to the Transportation 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.

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 documented in FTA Circular 5010.1D, which apply to FTA metropolitan planning grants. Iowa uses a Consolidated Planning Grant where FHWA and FTA planning funds are combined into a single fund managed through FTA's TrAMS system. The uses of these funds are documented in the work programs of the Iowa DOT, MPOs, and RPAs.

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.

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 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.

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, regarding 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 the signed resolution of approval on this page.>

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

<Insert the signed Self-Certification of Procurement & Consultation Selection Procedures on this page.>

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 – 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 or not 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.