

TRANSPORTATION TECHNICAL COMMITTEE ACTION FORM

SUBJECT: DRAFT FY 2025 TRANSPORTATION PLANNING WORK PROGRAM

BACKGROUND:

The Fiscal Year 2025 Transportation Planning Work Program (TPWP) (see attached **Draft FY 2025 TPWP document**) is the regional work plan developed by the Ames Area Metropolitan Planning Organization (AAMPO) for the fiscal year beginning July 1, 2024, and ending June 30, 2025. 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.

Each fiscal year, Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) funding is allocated by the Iowa Department of Transportation (DOT) to each of the Iowa MPOs for use in conducting the planning activities identified in the TPWP. The following table breaks down the FY 2025 funds the AAMPO will be allocated by funding source.

Source	Amount
FHWA PL Carryover	\$73,080
FTA 5305d Carryover	\$4,579
FHWA PL New	\$125,988
FTA 5305d New	\$47,389
FHWA STBG New	\$440,000
Comp. Streets Set-Aside New	\$3,260
Iowa DOT HSIP-SWAP	\$9,600
TOTAL:	\$703,896

Starting on page 12, the FY 2025 TPWP organizes the anticipated planning activities to be performed by the AAMPO into 8 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
 - a. Long-Range Planning

- b. Metropolitan Transportation Plan (MTP) Consultant
 - c. SS4A Comprehensive Safety Action Plan Consultant
 - d. Modeling Software Procurement
7. Transportation Data
- a. Data Management
 - b. Data Procurement
8. Special Studies
- a. TSMO/Regional ITS Architecture Document Consultant
 - b. E Lincoln Way (Duff Ave – S Skunk River) Study Consultant

Page 28 of the FY 2025 TPWP shows a comprehensive budget table which details the budgeted amount allocated to each of the eight work elements and their sub-activities. **The AAMPO has budgeted a total of \$934,260 in FY 2025, \$677,660 of which will come from the aforementioned \$703,896 in federal and state funding. The remaining funds will come from local match (and Safe Streets and Roads for All (SS4A) grant program funding in the case of the Comprehensive Safety Action Plan).** There is a total of \$26,236 in budgeted unobligated federal funds, which can be used as carryover in a future fiscal year. The budget and unobligated amount conform with the MPO/RPA Carryover Policy described in Appendix E of the TPWP.

The next step in the approval process will be a review of the draft by the Transportation Policy Committee on March 26, 2024. Next, the Iowa DOT and federal partners will conduct a review and provide comments back to the AAMPO by May 1, 2024. A public comment period will also occur from March 27, 2024, to April 30, 2024. This will include a public input session on April 1, 2024. **Public hearing and final approval of the Final FY 2025 TPWP are anticipated to occur on May 28, 2024,** with the final document being due to the Iowa DOT and federal partners by June 1, 2024. **Once fully approved, the FY 2025 Transportation Planning Work Program will be effective from July 1, 2024, through June 30, 2025.** All MPO planning activities and processes conducted during this time must conform with the work program.

ALTERNATIVES:

1. Recommend approval of the Draft FY 2025 Transportation Planning Work Program.
2. Recommend approval of the Draft FY 2025 Transportation Planning Work Program, with Transportation Technical Committee modifications.

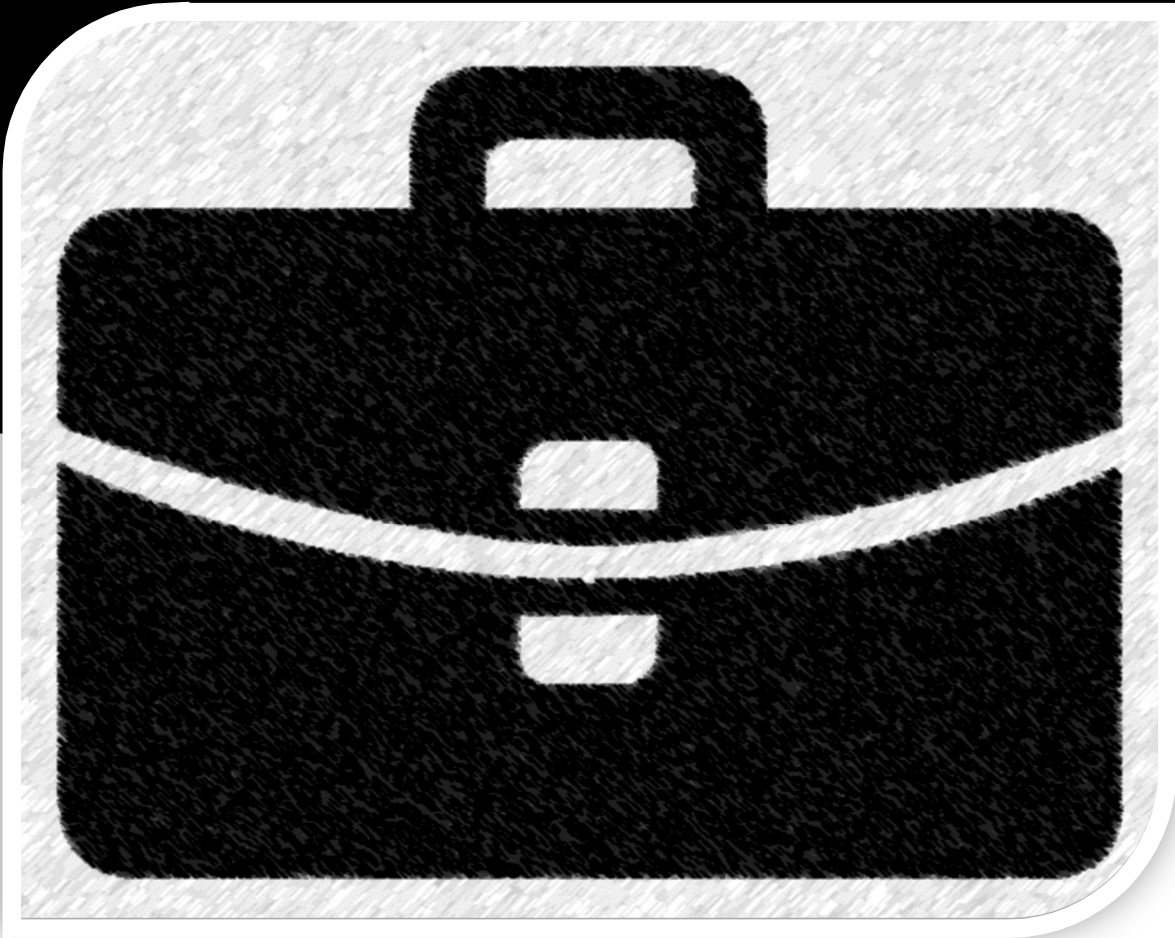
MPO DIRECTOR'S RECOMMENDED ACTION:

The Draft FY 2025 TPWP was prepared by staff following all applicable state and federal guidelines. Therefore, it is the recommendation of the MPO Executive Director that the Transportation Technical Committee adopt Alternative No. 1.

DRAFT

Transportation Planning Work Program

Fiscal Year 2025



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 28, 2024. Please call (515) 239-5160 to obtain permission to use.

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1 - Introduction

1.1 Document Purpose

The Fiscal Year 2025 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, 2024, and ending June 30, 2025. 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, and the 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 Boundary be expanded to encompass this area in its entirety. The current boundary, a result of the 2020 Census and urban area adjustment, was adopted by the AAMPO on January 23, 2024 (shown in **Figure 1**).

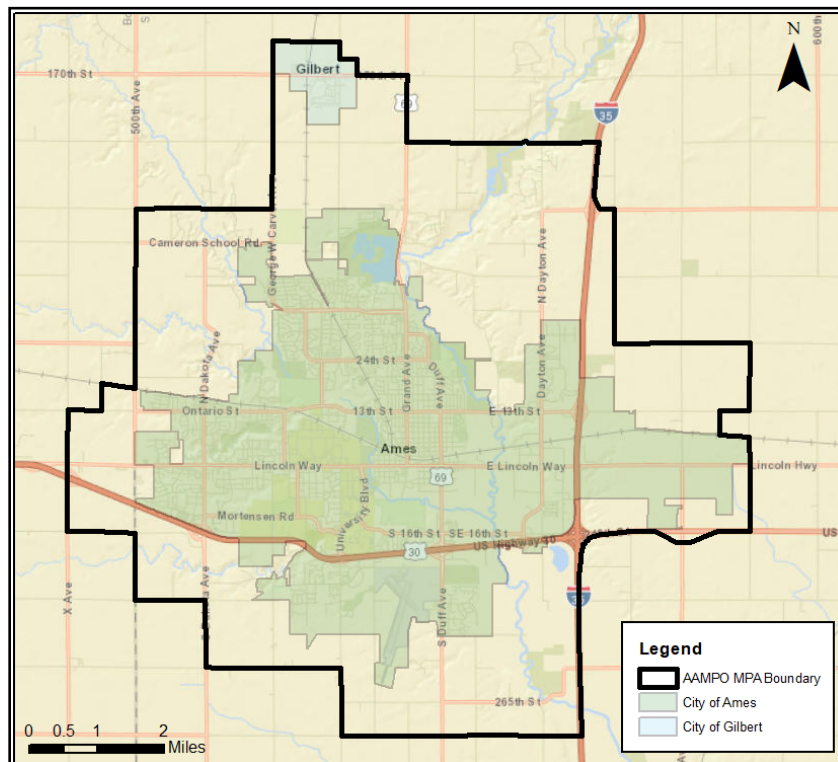


Figure 1: AAMPO Boundary (Adopted Jan 23, 2024)

The AAMPO provides and coordinates various transportation planning and improvement efforts throughout the Ames urban area and consists 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 governing body of the AAMPO, and its membership consists of representatives from AAMPO member agencies. Currently, the TPC membership includes the City of Ames, City of Gilbert, Ames Transit Agency (CyRide), Boone County, and Story County. The Iowa Department of Transportation, Federal Highway Administration, Federal Transit Administration, and Iowa State University have 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	Gloria Betcher	Council Member
City of Ames	Tim Gartin	Council Member
City of Ames	Anita Rollins	Council Member
City of Ames	Rachel Junck	Council Member
City of Ames	Bronwyn Beatty-Hansen	Council Member
City of Ames	Amber Corrieri	Council Member
Boone County	Bill Zinnel	Board of Supervisors
Story County	Linda Murken	Board of Supervisors
Ames Transit Agency (CyRide)	Jian Janes	CyRide Board Member
City of Gilbert	Jonathan Popp	Mayor
Iowa Dept. of Transportation ‡	Shelby Ebel	District 1 Transportation Planner
Federal Highway Administration ‡	Darla Hugaboom	Iowa Division Community Planner
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) serves as the primary advisory body to the TPC, and its membership consists of technical personnel from various regional agencies involved in transportation planning efforts and transportation project programming within the AAMPO planning area. Currently, the TTC membership includes the City of Ames, City of Gilbert, Ames Transit Agency (CyRide), Boone County, Story County, Iowa State University, Ames Community School District, Gilbert Community School District, and the Ames Economic Development Commission. The Iowa Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration have 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	Kelly Diekmann	Director of Planning & Housing
City of Ames	Tracy Peterson	Municipal Engineer
City of Ames	Justin Clausen	Operations Manager
City of Ames	Mark Gansen	Civil Engineer II
City of Ames	Joshua Thompson	Parks & Facilities Superintendent
City of Gilbert	Scott Williams	City Engineer (<i>Strand Associates</i>)
Ames Transit Agency (CyRide)	Barbara Neal	Transit Director
Iowa State University	Sarah Lawrence	Campus Planner
Iowa State University	Angie Solberg	Facilities Project Manager
Boone County	Jonathan Bullock	County Engineer
Story County	Darren Moon	County Engineer
Ames Community School Dist.	Gerry Peters	Facilities Director
Gilbert Community School Dist.	Trent Becker	Transportation Manager
Ames Economic Development Commission	Greg Piklapp	Director Econ. Outreach & Gov. Relations
Iowa Dept. of Transportation ‡	Shelby Ebel	District 1 Transportation Planner
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 AAMPO 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 2025 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, 2024 – March 13, 2024 – Initial Draft Development

AAMPO staff developed the initial Draft FY 2025 TPWP.

March 14, 2024 – Transportation Technical Committee Meeting

A review and discussion of the Draft FY 2025 TPWP were undergone by the Transportation Technical Committee.

March 26, 2024 – Transportation Policy Committee Meeting

A review and discussion of the Draft FY 2025 TPWP were undergone by the Transportation Policy Committee and the date of public hearing was set for May 28, 2024.

March 27, 2024 – April 30, 2024 – Public Input Period

A public comment period for the Draft FY 2025 TPWP was established from March 27 through April 30, 2024. 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 1, 2024.

April 1, 2024 – May 1, 2024 – 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 FY 2025 TPWP. By May 1, 2024, the MPO received comments to address in the Final FY 2025 TPWP.

May 1, 2024 – May 27, 2024 – Final TPWP Development

AAMPO staff created the Final FY 2025 TPWP based upon feedback from the public, state and federal partners, and members of the AAMPO Technical and Policy Committees.

May 28, 2024 – Transportation Policy Committee Hearing

A public hearing was held by the Transportation Policy Committee to consider adoption of the FY 2025 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 2025 TPWP addresses the planning goals of the AAMPO, 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 AAMPO 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 and Transportation Systems Management and Operations (TSMO) strategies in coordination with local agencies to improve traffic operations.
- 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.
- The AAMPO is starting to place an even greater emphasis on prioritizing projects which benefit underserved populations, and which reduce emissions and minimize or have positive environmental impact. As such, impact on high-need areas and disadvantaged populations and environmental impact and emissions reduction are now evaluation criteria components for project for regional Surface Transportation Block Grant (STBG), Carbon Reduction Program (CRP), and Transportation Alternatives Program (TAP) funding. The AAMPO will also be sure to incorporate these emphases in future planning efforts and transportation plan updates, such as the upcoming Metropolitan Transportation Plan (MTP) update.

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 AAMPO must establish and use a performance-based approach in transportation decision making to support the national goals. The AAMPO 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 AAMPO's progress in reaching regional targets will be included in future MTP documents.

3 – Work Elements

This section will describe each of the eight transportation planning work elements that AAMPO will undergo in Fiscal Year 2025: 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> Transit	<u>Elem. 4</u> Comp. Planning	<u>Elem. 5</u> Complete Streets	<u>Elem. 6</u> Long-Range Planning	<u>Elem. 7</u> Transportation 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	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 AAMPO addresses some of these PEAs through its various planning activities and planning document updates.

Climate & Clean Energy – The AAMPO will continue to consider climate impacts (positive and negative) when identifying, prioritizing, and evaluating projects in 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 AAMPO 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 AAMPO 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 AAMPO 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 AAMPO 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. The AAMPO also includes a dedicated work element in the TPWP (Work Element 5 - Complete Streets) specifically for Complete Streets planning activities and efforts.

Public Involvement – As previously mentioned, the AAMPO 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 recently redesigned its website with plans to update and adopt a new PPP in July 2024.

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

Data in Transportation Planning – The AAMPO is actively incorporating data within 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 2024 Accomplishments:

- Administered the FY 2024 TPWP.
- Developed and approved the FY 2025 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.
- Completed redesign of the AAMPO website at: www.aampo.org.
- Participated in meetings and coordinated with other agencies.
- Developed Draft Public Participation Plan.
- Reviewed and updated Title VI documentation.
- Updated/Amended committee bylaws and 28E Agreement.
- Updated AAMPO’s MPA Boundary and adjusted the Ames Urban Area Boundary

Note, all activities from FY 2024 were completed for this task except for final approval of the Public Participation Plan and Title VI documentation, which will occur in July 2024.

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 the 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 AAMPO 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 2025 Products:

- Administer the FY 2025 TPWP.
- Develop and approve the FY 2026 TPWP.
- Approve Final Public Participation Plan (PPP).
- Approve Title VI documentation.
- Review Roadway Federal Functional Classifications (FFCs) (in coordination with state & federal partners) based on the updated Ames urban area boundary.
- 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 2025 Schedule:

- Activities for this work element will be ongoing throughout the fiscal year unless noted below.
- The FY 2026 TPWP will be developed and approved during Q3 & Q4 (January-June 2025).

FY 2025 Hours/Budget:

- Total Budget: \$50,000 (Federal - \$40,000; Local - \$10,000)
- MPO Staff Hours: 721

Element 2 – Transportation Improvement Program

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

Primary FY 2024 Accomplishments:

- Approved and administered the FFY 2024-27 TIP.
- Amended the FFY 2024-27 TIP.
- Developed the FFY 2025-28 TIP.
- Updated the application process for regional STBG, TAP, and CRP funding and conducted an application cycle in Spring 2024.
- Performed and managed regional project programming through the TPMS system.

Note, all activities from FY 2024 were completed for this task.

Description:

The AAMPO 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 2025 Products:

- Approve and administer the FFY 2025-28 TIP.
- Amend and modify the FFY 2025-28 TIP as needed.
- Develop the FFY 2026-29 TIP.
- Undergo the annual regional grant project application cycle (STBG, TAP, CRP) for projects wishing to receive funding in FFY 2026-2029.
- Perform and manage regional project programming through the TPMS system.

FY 2025 Schedule:

- Activities for this work element will be ongoing throughout the fiscal year unless noted below.
- The FFY 2025-28 TIP will be approved in July 2024 and the FFY 2026-29 TIP will be developed during Q4 (April-June 2025).

- The annual regional grant project application cycle (STBG, TAP, CRP) will be undergone during Q3 (January-March 2025) for projects wishing to receive funding in FFY 2026-2029. Projects will be reviewed and potentially incorporated into the Draft FFY 2026-2029 TIP during Q4 (April-June 2025).

FY 2025 Hours/Budget:

- Total Budget: \$8,000 (Federal - \$6,400; Local - \$1,600)
- MPO Staff Hours: 144

Element 3 – Transit Planning

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

Primary FY 2024 Accomplishments:

- Revised CyRide’s ADA Paratransit service boundary, hours of service, description of service
- Updated Reasonable Modification procedures
- Completed shelter NEPA requirements
- Monitored grant contracts and completed reporting, surveys and other materials as requested by Federal, State or other governmental agencies
- Analyzed DBE threshold requirements for waiver of program requirements
- Completed Automatic Passenger Count Research Project final report
- Developed and Approved Final 2025-2029 Passenger Transportation Plan (PTP)
- Attended and participated in meetings with human service/health organizations and transportation providers organizations for PTP planning to reduce transportation gaps in Ames
- Reviewed and developed FY2024 Capital Plan
- Safety Plan Development & Certification
- Monitored and documented CyRide’s Title VI Program requirements
- Monitored and documented CyRide’s Equal Employment Opportunity Program requirements
- Developed Transit Asset Management (TAM) Plan (performance measures, annual National Transit Database narrative & performance targets updates)
- Transit Service Planning (i.e. route planning, battery electric bus project planning, ADA services)
- Developed and submitted the Draft Ames Area MPO FY2025-2029 Passenger Transportation Plan (PTP) to the Iowa DOT by 2/1/2024
- Submitted the Ames Area MPO FY2025-2029 Passenger Transportation Plan (PTP) to the Iowa DOT by 5/1/2024
- Developed and submitted triennial desk review by 2/29/2024
- Responded to Iowa DOT state/federal audit

Note, all activities from FY 2024 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 MPO's 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 2025 Products:

- Complete various transit planning as required, including the administration and audits of the following programs requiring annual certifications by the transit agency: ADA Planning, Equal Employment Opportunity Program (EEO), Title VI Program, Limited English Proficiency (LEP), Disadvantaged Business Enterprise (DBE), Transit Asset Management Plan, CyRide Safety & Security Plan, and State/Federal reviews and compliance.
- Attend quarterly Passenger Transportation Plan meetings with human & health service organization groups and transportation providers to address transit gaps and needs
- Passenger Transportation Plan (PTP) revisions to the MPO, as needed
- Bus stop amenities & technology planning
- Capital/Financial planning to analyze fleet, facility, and technology needs
- Climate Action Plan updates, as needed including zero emission planning
- Disadvantages Business Enterprise Program & Goals Submission, if necessary
- Equal Employment Opportunity Program monitoring
- Title VI Program monitoring
- Facility Expansion planning on current site
- NEPA Planning (facility & bus shelters)
- MPO-CyRide MOU update
- Safety Plan review/update and performance measures
- Update CyRide's Transit Asset Management Plan, 2025-2029 performance targets & narrative report submission to FTA via the National Transit Database (NTD).
- Transit Service Planning for current/new services or ridership studies
- Transit Management Analysis of current/new policies

FY 2025 Schedule:

Activities for this work element will be ongoing throughout the fiscal year unless noted as follows:

- Monitor DBE to ensure no federal contracting opportunities over \$250,000, or else submit new DBE Program and DBE Goals accordingly.
- Submit Passenger Transportation Plan meeting minutes to Iowa DOT by 7/31/2025.
- Update TAM Plan and performance targets and submit to AAMPO by 10/1/2024.
- Develop and submit TAM Plan narrative to FTA via NTD by 10/1/2024.
- Review & update Safety Plan in August then submit targets to AAMPO by 10/1/2024.
- Undergo Triennial on-site Review with FTA in July 2024

FY 2025 Hours/Budget:

- Total Budget: \$50,000 (Federal - \$40,000; Local - \$10,000)
- MPO Staff Hours: 716

Element 4 – Comprehensive Planning

Objective: Integrate transportation planning and land-use planning for AAMPO member jurisdictions.

Primary FY 2024 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.
- Coordinated with the City of Ames for implementing Phases 1-4 of their Intelligent Transportation System (ITS) Master Plan.
- Coordinated with the City of Ames for development and adoption of their Bicycle-Pedestrian Master Plan (Walk Bike Roll Ames).

Note, all activities from FY 2024 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 2025 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.
- Prepare for Safe Routes to School Plan anticipated to be developed in FY 2026.
- Analyze potential alternative funding sources.

FY 2025 Schedule:

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

FY 2025 Hours/Budget:

- Total Budget: \$20,000 (Federal - \$16,000; Local - \$4,000)
- MPO Staff Hours: 360

Element 5 – Complete Streets

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

Primary FY 2024 Accomplishments:

- Coordinated with the City of Ames for development and adoption of their Bicycle-Pedestrian Master Plan (Walk Bike Roll Ames).

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 2025 Products:

- AAMPO staff time/contribution towards the multi-modal and active transportation components of the 2050 MTP update. Work undertaken past the budget threshold of this work element will fall under Work Element 6 – Long Range Transportation Planning.

FY 2025 Schedule:

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

FY 2025 Hours/Budget:

- Total Budget: \$3,260 (Federal - \$3,260) **100% reimbursement rate**
- MPO Staff Hours: 59

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 2024 Accomplishments:

- Started update to the regional travel demand model in coordination with Iowa DOT
- Ensured regional transportation efforts and projects conformed with the 2045 MTP, “Forward 45”.
- Selected consultant for 2050 Metropolitan Transportation Plan development

Note, all activities from FY 2024 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, the AAMPO will continue to monitor and update the plan, as necessary. AAMPO will continue to ensure that ongoing planning efforts and regional transportation projects conform with the 2045 Metropolitan Transportation Plan.

The AAMPO will begin development of the 2050 Metropolitan Transportation Plan in FY 2025, with anticipated final approval of the plan in FY 2026 on September 23, 2025. During the MTP update process, the regional travel demand model will also be updated so that it may be used as a forecasting and analysis tool to inform the plan. The AAMPO will procure necessary transportation and traffic modeling software necessary to complete the MTP update.

On December 13, 2023, the AAMPO was awarded \$100,000 in Safe Streets and Roads for All (SS4A) grant funding by the U.S. DOT for the creation of a Comprehensive Safety Action Plan. In FY 2025, in concurrence with the 2050 MTP update, the AAMPO will begin development of a Comprehensive Safety Action Plan which incorporates all the required components specified by the U.S. DOT in the SS4A funding requirements.

FY 2025 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 existing Travel Demand Model for use in long-range planning and forecasting.
- Begin development of the 2050 Metropolitan Transportation Plan.
- Continue development on the regional travel demand model update in coordination with the Iowa DOT.
- Begin development of a Comprehensive Safety Action Plan which meets SS4A criteria.

- Procure any necessary transportation and traffic modeling software necessary for development of the 2050 MTP.

FY 2025 Schedule:

- Activities for this work element will be ongoing throughout the fiscal year. The 2050 MTP and Comprehensive Safety Action Plan are anticipated to be approved on September 23, 2025 (FY 2026). Approximately 80% of plan development is expected to occur in FY 2025 with the remaining 20% occurring in FY 2026.

FY 2025 Hours/Budget:

- Total Budget: \$548,000 (Federal - \$358,400; State - \$9,600; SS4A - \$80,000; Local - \$100,000)
- MPO Staff Hours: 541

Long Range Planning

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: \$30,000 (Federal - \$24,000; Local - \$6,000)
- MPO Staff Hours: 541

MTP Consultant

This activity within the work element's budget is dedicated for all incurred fees from the consultant developing the 2050 Metropolitan Transportation Plan.

- Total Budget: \$400,000 (Federal - \$320,000; Local - \$80,000)
- MPO Staff Hours: 0

SS4A Safety Action Plan Consultant

This activity within the work element's budget is dedicated for all incurred fees from the consultant developing the Comprehensive Safety Action Plan.

- Total Budget: \$100,000 (State HSIP-SWAP - \$9,600; SS4A - \$80,000; Local - \$10,400)
- MPO Staff Hours: 0

Modeling Software Procurement

This activity within the work element's budget is dedicated to the procurement of transportation and traffic modeling software integral for completing the 2050 MTP update.

- Total Budget: \$18,000 (Federal - \$14,400; Local - \$3,600)
- MPO Staff Hours: 0

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 2024 Accomplishments:

- Continued existing subscription/contract with StreetLight Data, Inc. for a transportation data service platform which provides access to regionwide vehicle, O-D, and 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 2024 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 AAMPO 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 2025 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, socioeconomics, multi-modal data, or vehicle volumes.
- Provide access to the MPO's transportation data for member agencies, citizens, and other MPO stakeholders.

FY 2025 Schedule:

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

FY 2025 Hours/Budget:

- Total Budget: \$75,000 (Federal - \$60,000; Local - \$15,000)
- MPO Staff Hours: 180

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; Local - \$2,000)
- MPO Staff Hours: 180

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: \$65,000 (Federal - \$52,000; Local - \$13,000)
- MPO Staff Hours: 0

Element 8 – Special Studies

Objective: To further the region’s transportation planning goals and objectives, as defined in the AAMPO’s MTP, through special studies and projects undertaken by the AAMPO.

Primary FY 2024 Accomplishments:

S Duff Ave Corridor & Interchange Study

- Presented final study report with acceptance of the study findings by the Transportation Policy Committee.

190th St Corridor Study

- Presented final study report with acceptance of the study findings by the Transportation Policy Committee.

Note, all activities from FY 2024 were completed for this work element.

Description:

The AAMPO’s current Metropolitan Transportation Plan “Forward 2045” identified several policy options, strategies, and studies that should be prioritized to augment the goals, priorities, and projects defined in the plan. One recommendation was the development of a Transportation System Management & Operations (TSMO) document for the MPO region. The AAMPO’s [Regional Intelligent Transportation System \(ITS\) Architecture document](#) was last updated in 2007, and with the City of Ames currently implementing multiple phases of their [Traffic Signal Master Plan](#), the AAMPO region has seen significant changes to its ITS architecture. Therefore, the AAMPO will develop a combined TSMO and Regional Architecture Document to help local agencies properly leverage the rapidly increasing emerging ITS solutions being implemented throughout the region.

In “Forward 2045”, a road diet (conversion from 4 lanes to 3 lanes) of E Lincoln Way from Duff Avenue to the S Skunk River was identified as a medium-scoring project that did not make it into the fiscally constrained plan. In 2023, the AAMPO received a STBG funding application from the City of Ames for a pavement reconstruction project on E Lincoln Way between Duff Avenue and the S Skunk River. This project was awarded \$2,400,000 in STBG funding and is anticipated to begin construction in FFY 2027. Since the limits of the reconstruction project match that of the identified potential road diet, the AAMPO will be conducting a corridor study of E Lincoln Way between Duff Avenue and the S Skunk River to assess the feasibility of implementing a road diet as well as to evaluate the traffic operations at the intersection of Duff Avenue and Lincoln Way, one of the busiest intersections in Ames.

FY 2025 Products:

There are two special studies planned in FY 2025.

- TSMO/Regional ITS Architecture Document
 - Develop a combined TSMO and Regional Architecture Document to help local agencies properly leverage the rapidly increasing emerging ITS solutions being implemented throughout the region.
- E Lincoln Way Study (Duff Ave – S Skunk River)
 - Conduct a corridor study of E Lincoln Way from Duff Avenue to the S Skunk River. The Study will include analyzing the potential of a road diet from 4 lanes to 3 lanes as well as will analyze operations and potential recommended improvements at the intersection of Lincoln Way and Duff Avenue. A public open house will be held to gather feedback on initial study findings and recommendations. Final study findings and recommendations will be presented to the Transportation Policy Committee.

FY 2025 Schedule:

- TSMO/Regional ITS Architecture Document development is anticipated to begin in Q2 (September-December 2024) and conclude in either Q4 (April-June 2025) or Q1 of FY 2026 (July-September 2025).
- The E Lincoln Way Study is anticipated to begin in Q1 (July-September 2024) and conclude in Q4 (April-June 2025).

FY 2025 Hours/Budget:

- Total Budget: \$180,000 (Federal - \$144,000; Local - \$36,000)
- MPO Staff Hours: 0

TSMO/Regional ITS Architecture Document Consultant

This portion of the work element's budget is dedicated to the payment of a consultant for the development of the TSMO/Regional ITS Architecture Document.

- Budget: \$150,000 (Federal - \$120,000; Local - \$30,000)
- MPO Staff Hours: 0

E Lincoln Way Study Consultant

This activity within the work element's budget is dedicated for all incurred fees from the consultant conducting the E Lincoln Way Study from S Duff Avenue to the South Skunk River bridge.

- Budget: \$30,000 (Federal - \$24,000; Local - \$6,000)
- MPO Staff Hours: 0

4 – FY 2025 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 2: Budget and Funding Source Summary

Work Element	Activity	MPO Staff Hours	Federal/State Funding Source							Federal/State Funding	Local/SS4A ¹ Funding	Total Funding
			FHWA PL C/O	FTA 5305d C/O	FHWA PL New	FTA 5305d New	FHWA STBG New	Comp. Streets Set-Aside New	Iowa DOT HSIP-SWAP			
1 - Administration	Admin	721	\$4,397	\$276	\$7,256	\$2,729	\$25,342	\$ -	\$ -	\$40,000	\$10,000	\$50,000
2 - Transportation Improvement Program	TIP	144	\$704	\$44	\$1,161	\$436	\$4,055	\$ -	\$ -	\$6,400	\$1,600	\$8,000
3 - Transit Planning	Transit Planning	716	\$4,397	\$276	\$7,256	\$2,729	\$25,342	\$ -	\$ -	\$40,000	\$10,000	\$50,000
4 - Comprehensive Planning	Comp Planning	360	\$1,759	\$110	\$2,902	\$1,092	\$10,137	\$ -	\$ -	\$16,000	\$4,000	\$20,000
5 - Complete Streets	Complete Streets	59	\$ -	\$ -	\$ -	\$ -	\$ -	\$3,260	\$ -	\$3,260	\$ -	\$3,260
6 - Long Range Planning	Long Range Planning	541	\$2,638	\$165	\$4,354	\$1,638	\$15,205	\$ -	\$ -	\$24,000	\$6,000	\$30,000
	MTP Consultant	0	\$35,177	\$2,204	\$58,050	\$21,835	\$202,734	\$ -	\$ -	\$320,000	\$80,000	\$400,000
	SS4A Safety Action Plan Consultant	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$9,600	\$9,600	\$90,400	\$100,000
	Modeling Software Procurement	0	\$1,583	\$99	\$2,612	\$983	\$9,123	\$ -	\$ -	\$14,400	\$3,600	\$18,000
7 - Transportation Data	Data Management	180	\$880	\$55	\$1,451	\$546	\$5,068	\$ -	\$ -	\$8,000	\$2,000	\$10,000
	Data Procurement	0	\$5,716	\$358	\$9,434	\$3,548	\$32,944	\$ -	\$ -	\$52,000	\$13,000	\$65,000
8 - Special Studies	TSMO/Regional ITS Architecture Document Consultant	0	\$13,191	\$827	\$21,769	\$8,188	\$76,025	\$ -	\$ -	\$120,000	\$30,000	\$150,000
	E Lincoln Way Study Consultant	0	\$2,638	\$165	\$4,354	\$1,638	\$15,205	\$ -	\$ -	\$24,000	\$6,000	\$30,000
FY 2025 Budget Totals		2721	\$73,080	\$4,579	\$120,599	\$45,362	\$421,180	\$3,260	\$9,600	\$677,660	\$256,600	\$934,260

1 – \$80,000 in Safe Streets and Roads for All (SS4A) Grant Program funding will be exclusively leveraged for the consultant fees for developing a Comprehensive Safety Action Plan.

Table 3 shows a breakdown of the budgeted unobligated federal and state funds by funding source.

Table 3: Unobligated Funds

	FHWA PL C/O	FTA 5305d C/O	FHWA PL New	FTA 5305d New	FHWA STBG New	Comp. Streets Set-Aside New	Iowa DOT HSIP-SWAP	TOTAL
Starting Available Balance	\$73,080	\$4,579	\$125,988	\$47,389	\$440,000	\$3,260	\$9,600	\$703,896
Programmed	\$73,080	\$4,579	\$120,599	\$45,362	\$421,180	\$3,260	\$9,600	\$677,660
Unobligated Funds	\$ -	\$ -	\$5,389	\$2,027	\$18,820	\$ -	\$ -	\$26,236

The AAMPO has budgeted a total of \$934,260 for FY 2025 across all work elements, \$677,660 of which will come from federal (excluding the SS4A program funding) and state funding sources. There is a total of \$26,236 in budgeted unobligated federal funds. There are 2,721 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.

4.2 Cost Allocation Plan

The City of Ames is the primary fiscal agent for the 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 2025 funds have been combined with the carryover amounts for expense allocations. Carryover funds will be used first before new allocations. The AAMPO does not charge indirect costs.

4.3 Private Sector Involvement

The AAMPO will utilize planning and engineering consultants for the following tasks in FY 2025:

- 2050 MTP Development
- Comprehensive Safety Action Plan Development
- TSMO/Regional ITS Architecture Document Development
- E Lincoln Way Study

A vendor (Streetlight Data, Inc.) is currently under contract for a web-based transportation dataset and analytical platform as a part of the data procurement activity within Work Element 7 - Transportation Data. Traffic modeling software will be procured from vendors as a part of the modeling software procurement activity within Work Element 6 - Long Range Planning.

The 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 TPWP 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

[Placeholder for resolution of approval.]

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

[Placeholder for self-certification.]

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 AAMPO 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 \(q\)](#) in any statewide transportation improvement program amended or adopted after May 27, 2018.

- d. MPOs will include information outlined in [23 CFR § 450.324 \(f\) \(3-4\)](#) in any metropolitan transportation plan amended or adopted after May 27, 2018, and information outlined in [23 CFR § 450.326 \(d\)](#) in any transportation improvement program amended or adopted after May 27, 2018.
 - e. Reporting of targets and performance by the Iowa DOT and MPOs shall conform to [23 CFR § 490](#), [49 CFR § 625](#), and 49 CFR § 673.
- 4) Reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO**
- a. The Iowa DOT will provide MPOs with the statewide performance data used in developing statewide targets, and, when applicable, will also provide MPOs with subsets of the statewide data, based on their planning area boundaries.
- 5) The collection of data for the State asset management plans for the NHS**
- a. The Iowa DOT will be responsible for collecting bridge and pavement condition data for the State asset management plan for the NHS.

Appendix D – Performance Measure Targets

Roadway Safety Targets

The MPO adopted to support the Iowa DOT statewide roadway safety targets on January 23, 2024. These performance measures and associated targets are shown in the following table:

Performance Measure	Five-Year Rolling Averages	
	2018-2022 Baseline	2020-2024 Target
Number of Fatalities	338.6	352.6
Fatality Rate*	1.036	1.080
Number of Serious Injuries	1,363.2	1,419.8
Serious Injury Rate*	4.166	4.344
Non-Motorized Fatalities and Serious Injuries	136.4	138.2

**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 12, 2023. 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 23, 2024. These performance measures and associated targets are shown in the following table:

Class	Performance Target	2023 Target	2023 Year-End Results	2024	2025	2026	2027	2028
Rolling Stock 40'-60' Buses	% of fleet exceeds CyRide's ULB of 15 yrs.	27%	27%	27%	34%	30%	38%	31%
Rolling Stock Cutaways	% of fleet exceeds FTA ULB of 8 yrs.	0%	22%	0%	0%	0%	0%	0%
Equipment Shop Trucks	% of fleet exceeds CyRide’s ULB of 10 yrs.	0%	0%	0%	0%	0%	0%	0%
Facilities Admin./Maint. Facility	% of facilities rated under 3.0 on TERM scale	0%	0%	0%	0%	0%	0%	0%
Facilities Ames Intermodal Facility	% of facilities rated under 3.0 on TERM scale	0%	0%	0%	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.