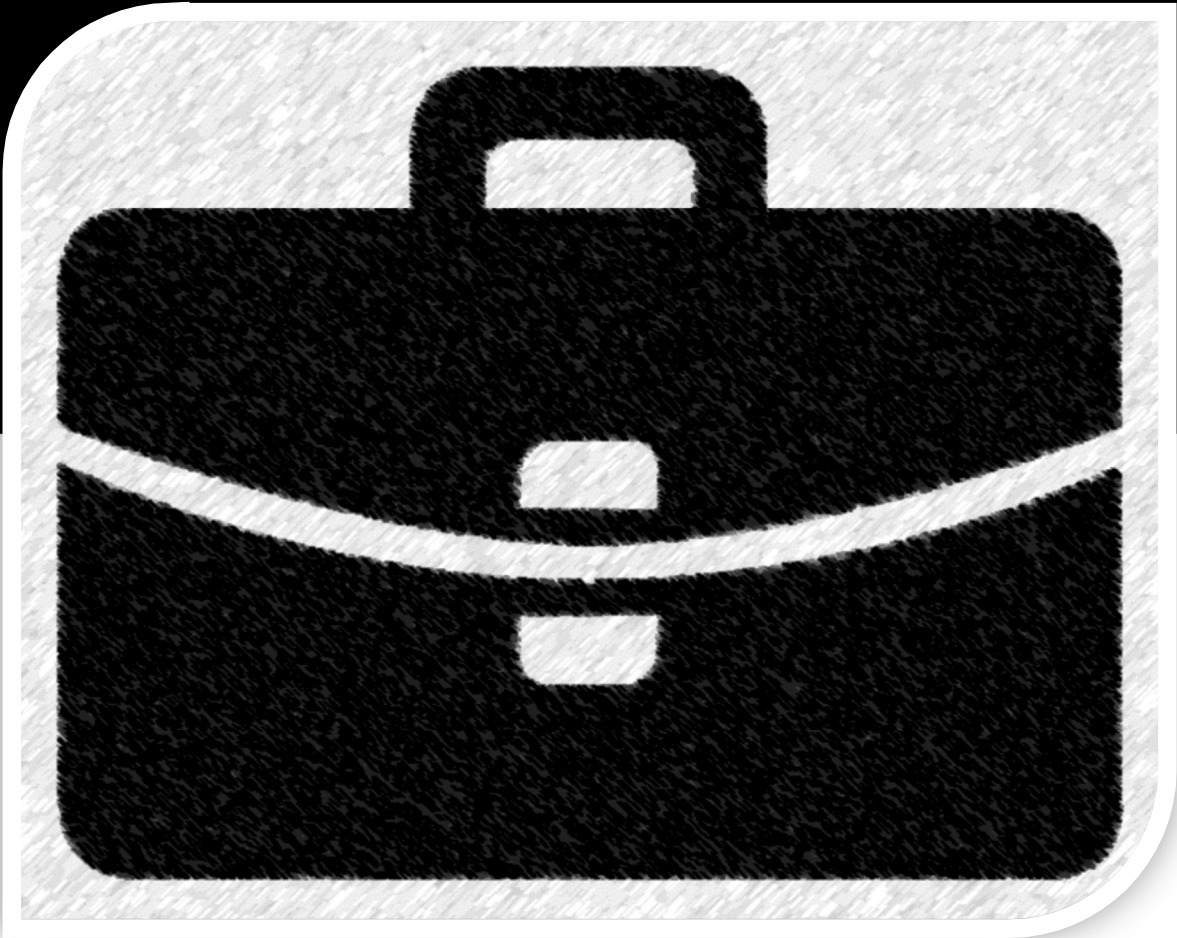


# FINAL

# Transportation Planning Work Program

## Fiscal Year 2023



# AAAMPO

**AMES AREA METROPOLITAN PLANNING ORGANIZATION**

AMES | GILBERT | STORY | BOONE

The Ames Area Metropolitan Planning Organization prepared this report with funding from the U.S. Department of Transportation's Federal Highway Administration and Federal Transit Administration, and in part through local matching funds of the Ames Area MPO member governments. These contents are the responsibility of the Ames Area MPO. The U.S. government and its agencies assume no liability for the contents of this report or for the use of its contents. The Ames Area MPO approved this document on May 24, 2022. Please call (515) 239-5160 to obtain permission to use.

# CONTENTS

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- 1 - Introduction ..... 4
  - 1.1 Document Purpose..... 4
  - 1.2 AAMPO Overview and Planning Area ..... 4
  - 1.3 Transportation Policy Committee ..... 5
  - 1.4 Transportation Technical Committee ..... 6
  - 1.5 Planning Documents Maintained by AAMPO ..... 6
- 2 – TPWP Development ..... 7
  - 2.1 TPWP Development Process ..... 7
  - 2.2 Planning Priorities ..... 8
  - 2.3 Performance-Based Planning..... 9
- 3 – Work Elements ..... 12
  - 3.1 Regional & Federal Planning Goals ..... 12
  - 3.2 Planning Emphasis Areas..... 13
  - Element 1 - Administration ..... 14
  - Element 2 – Transportation Improvement Program ..... 16
  - Element 3 – Transit Planning..... 18
  - Element 4 – Comprehensive Planning ..... 21
  - Element 5 – Long-Range Transportation Planning ..... 22
  - Element 6 – Transportation Data..... 23
  - Element 7 – Special Studies ..... 25
- 4 – FY 2023 Budget Summary ..... 28
  - 4.1 Budget & Staff Hours Summary ..... 28
  - 4.2 Cost Allocation Plan..... 29
  - 4.3 Private Sector Involvement..... 29
- 5 – Revisions to the Transportation Planning Work Program ..... 30
  - 5.1 Overview ..... 30
  - 5.2 Waiver of Approvals..... 30
  - 5.3 Revision and Approval Procedures ..... 31
- Appendix A – Resolution of Approval ..... 32
- Appendix B – Self-Certification of Procurement and Consultation Selection Procedures..... 33

Appendix C – Performance Management Agreement ..... 34

Appendix D – MPO/RPA Carryover Policy ..... 36

# 1 - Introduction

## 1.1 Document Purpose

The Fiscal Year 2023 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, 2022 and ending June 30, 2023. 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.

## 1.2 AAMPO Overview and Planning Area

AAMPO was officially designated the MPO of the Ames urbanized area by the Governor of Iowa in March 2003. This designation was the result of the Ames urbanized area having a population greater than 50,000 in the 2000 Census.

As a result of the 2010 Census, the urbanized areas of Ames and Gilbert were combined into one urbanized area, therefore requiring the Metropolitan Planning Area to be expanded to encompass this area in its entirety. The Ames Area MPO approved the current Metropolitan Planning Area boundary on November 13, 2012 (shown in **Figure 1**). The City of Gilbert and Iowa State University were added to the Transportation Policy Committee on March 26, 2013.

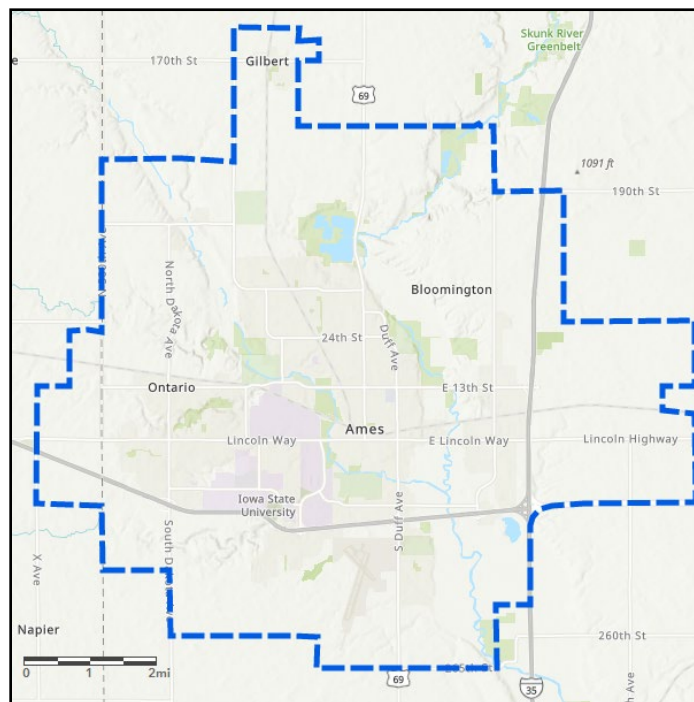


Figure 1: AAMPO Boundary (Adopted Nov 13, 2012)

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

Ames is in central Iowa and is served by Interstate 35, US Highway 30, and US Highway 69. Surface transportation needs are met through over 251 centerline miles of streets. The community has a very progressive transit system, CyRide, which prior to the COVID-19 pandemic carried more than six million bus passengers each year. CyRide’s ridership dropped to 4.57 million passengers in FY 2020 and then 1.86 million in FY 2021 because of reduced travel within the Ames community. CyRide believes ridership levels will increase back to approximately 3.5 million passengers by the end of FY 2022. Since over 90% of CyRide’s ridership is university students, future transit ridership increases will heavily depend upon how many classes are held in-person on campus instead of virtually. 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, 145 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.

### 1.3 Transportation Policy Committee

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

<b>Transportation Policy Committee Membership</b>		
<b><i>Representative Agency</i></b>	<b><i>Member</i></b>	<b><i>Representative Agency Role</i></b>
<b>City of Ames (Chair)</b>	John Haila	Mayor
<b>City of Ames</b>	Bronwyn Beatty-Hansen	Council Member
<b>City of Ames</b>	Gloria Betcher	Council Member
<b>City of Ames</b>	Amber Corrieri	Council Member
<b>City of Ames</b>	Tim Gartin	Council Member
<b>City of Ames</b>	Anita Rollins	Council Member
<b>City of Ames</b>	Rachel Junck	Council Member
<b>Boone County</b>	Bill Zinnel	Board of Supervisors
<b>Story County</b>	Linda Murken	Board of Supervisors
<b>Ames Transit Agency (CyRide)</b>	Jacob Ludwig	CyRide Board Member
<b>City of Gilbert</b>	Jonathan Popp	Mayor
<b>Iowa Dept. of Transportation ‡</b>	Andy Loonan	District 1 Transportation Planner
<b>Iowa Dept. of Transportation ‡</b>	Zac Bitting	Metropolitan and Regional Planning Coordinator
<b>Iowa Dept. of Transportation ‡</b>	Cindy Shearer	Statewide Planning Support
<b>Federal Highway Administration ‡</b>	Darla Hugaboom	Iowa Division Community Planner

<b>Federal Highway Administration ‡</b>	Sean Litteral	Planning and Development Team Leader
<b>Federal Transit Administration ‡</b>	Daniel Nguyen	Region 7 Community Planner
<b>Iowa State University ‡</b>	Brandi Latterell	Director for Planning Services

‡ Non-voting

### 1.4 Transportation Technical Committee

The Transportation Technical Committee (TTC) consists of technical personnel from various agencies involved in transportation issues within the planning area. The TTC formulates the procedural details of the Transportation Planning Work Program. The committee reviews and monitors the output of various MPO activities identified in the work program and makes recommendations to the policy committee. The committee is also responsible for assisting in developing Transportation Improvement Programs and Metropolitan Transportation Plans. The Iowa Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration serve as advisory, non-voting, representatives.

<b>Transportation Technical Committee Membership</b>		
<b><i>Representative Agency</i></b>	<b><i>Member</i></b>	<b><i>Representative Agency Role</i></b>
<b>City of Ames (Chair)</b>	Damion Pregitzer	Traffic Engineer
<b>City of Ames (Vice-Chair)</b>	Justin Moore	Planner
<b>City of Ames</b>	Justin Clausen	Operations Manager
<b>City of Ames</b>	Kelly Diekmann	Director of Planning & Housing
<b>City of Ames</b>	Tracy Peterson	Municipal Engineer
<b>Ames Transit Agency (CyRide)</b>	Barb Neal	Transit Director
<b>Iowa State University</b>	Sarah Lawrence	Campus Planner
<b>Boone County</b>	Scott Kruse	County Engineer
<b>Story County</b>	Darren Moon	County Engineer
<b>Ames Community School Dist.</b>	Gerry Peters	Facilities Director
<b>Ames Economic Development Commission</b>	Dan Culhane	President & Chief Executive Officer
<b>Iowa Dept. of Transportation ‡</b>	Andy Loonan	District 1 Transportation Planner
<b>Iowa Dept. of Transportation ‡</b>	Zac Biting	Metropolitan and Regional Planning Coordinator
<b>Iowa Dept. of Transportation ‡</b>	Cindy Shearer	Statewide Planning Support
<b>Federal Highway Administration ‡</b>	Darla Hugaboom	Iowa Division Community Planner
<b>Federal Highway Administration ‡</b>	Sean Litteral	Planning and Development Team Leader
<b>Federal Transit Administration ‡</b>	Daniel Nguyen	Region 7 Community Planner

‡ Non-voting

### 1.5 Planning Documents Maintained by AAMPO

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

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

## 2 – TPWP Development

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### 2.1 TPWP Development Process

The FY 2023 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, 2022 – March 9, 2022 – Initial Draft Development***

AAMPO staff developed the initial Draft FY23 TPWP.

#### ***March 10, 2022 – Transportation Technical Committee Meeting***

A review and discussion on the Draft FY23 TPWP was undergone by the Transportation Technical Committee.

#### ***March 22, 2022 – Transportation Policy Committee Meeting***

A review and discussion on the Draft FY23 TPWP was undergone by the Transportation Policy Committee and the date of public hearing was set for May 24, 2022.

#### ***March 23, 2022 – April 30, 2022 – Public Input Period***

A public comment period for the Draft FY23 TPWP was established from March 23 through April 30, 2022. During the comment period, the draft document was posted on the MPO website, [aampo.org](http://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 March 24, 2022.

#### ***April 1, 2022 – April 30, 2022 – 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 FY23 TPWP. By April 30, 2022, the MPO received comments to address in the Final FY23 TPWP.

#### ***May 1, 2022 – May 23, 2022 – Final TPWP Development***

AAMPO staff created the Final FY23 TPWP based upon feedback from the public, state and federal partners, and members of the AAMPO Technical and Policy Committees.

#### ***May 24, 2022 – Transportation Policy Committee Hearing***

A public hearing was held by the Transportation Policy Committee to consider adoption of the FY23 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 2023 TPWP addresses the planning goals of the Ames Area MPO, which are:

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

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

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



### 2.3 Performance-Based Planning

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

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

The Ames Area MPO must establish and use a performance-based approach in transportation decision making to support the national goals. The Ames Area MPO implements these required metrics in coordination with the Iowa DOT (see **Appendix C** for the Performance Management Agreement), which includes setting regional targets for several performance measures established by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA). 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 October 2021, 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 October 2021, the Ames Area MPO adopted to support the targets set in CyRide’s Safety Plan. The plan will be updated annually by October and if targets are revised, those will be submitted to the Ames Area MPO.

### **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 2021 and intends to update its TAM Plan again in September 2022. If targets are modified, CyRide shares those updated targets with the AAMPO. Per FTA regulations, AAMPO is not obligated to update their TAM targets whenever transit agencies update their targets.

In October 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.

### 3 – Work Elements

This section will describe each of the seven planning work planning elements that AAMPO will undergo in Fiscal Year 2023: administration, transportation improvement program, transit planning, comprehensive planning, 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*

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

### 3.2 Planning Emphasis Areas

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

**Climate** – The Ames Area MPO will provide support, as needed, to the City of Ames in the ongoing development of its Climate Action Plan, which will be a framework and plan that outlines the guiding principles and actions needed to reduce greenhouse gas emissions in Ames. This is identified in Work Element 3 (Comprehensive Planning). Work Element 4 (Transit Planning) also includes the development of CyRide’s Climate Action Plan. The Ames Area MPO will also continue to consider climate impacts (positive and negative) when identifying, prioritizing, and evaluating projects in the TIP and the MTP.

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

**Complete Streets** – The Ames Area MPO previously supported the City of Ames in the development of its [Complete Streets Plan](#) in 2018. The latest MTP refers to the Ames Complete Streets Plan and leverages its policies and principles when evaluating the regionwide transportation network and developing and prioritizing projects.

**Public Involvement** – As previously mentioned, the Ames Area MPO develops and maintains a Public Participation Plan. This plan details how the MPO involves the public and stakeholders in its transportation planning efforts.

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

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

## Element 1 - Administration

**Objective:** To initiate and properly manage the “3-C” planning process, ensuring that it is continuous, cooperative, and comprehensive, and in compliance with applicable State and Federal laws and regulations.

### Primary FY 2022 Accomplishments:

- Administered the FY 2022 TPWP
- Developed and approved the FY 2023 TPWP
- Developed and approved the 2021 update to the Public Participation Plan
- Developed and approved the 2021 update to the Limited English Proficiency Plan
- Developed and approved the 2021 update to the FTA Title VI Program
- 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](http://www.aampo.org)
- Participated in meetings and coordinated with other agencies

Note, all activities from FY 2022 were completed for this task.

### Description:

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

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

Conducting informational meetings, as well as public hearings, to obtain public input and feedback on ongoing activities. The Public Participation Plan, along with other pertinent documents maintained and developed by the Ames Area MPO are posted online at [www.aampo.org](http://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 2023 Products:**

- Administer the FY 2023 TPWP
- Develop and approve the FY 2024 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 Public Participation Plan (PPP) and Title VI documentation and update as needed
- Purchase/lease supplies and equipment as well as maintain sufficient software and upgrades that are beneficial to AAMPO planning efforts

**FY 2023 Schedule:**

- Activities for this work element will be ongoing throughout the fiscal year unless noted below.
- The FY 2024 TPWP will be developed and approved in late winter/spring 2023.

**FY 2023 Hours/Budget:**

- Total Budget: \$50,000 (Federal - \$40,000)
- MPO Staff Hours: 785

## Element 2 – Transportation Improvement Program

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

### Primary FY 2021 Accomplishments:

- Approved and administered the FFY 2022-25 TIP
- Amended the FFY 2022-25 TIP
- Developed the FFY 2023-26 TIP
- Solicited, gathered, and evaluated applications for regional STBG & STBG-TAP funding
- Performed and managed regional project programming through the TPMS system

Note, all activities from FY 2022 were completed for this task.

### 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 2023 Products:

- Approve and administer the FFY 2023-26 TIP
- Amend and modify the FFY 2023-26 TIP as needed
- Develop the FFY 2024-27 TIP
- Solicit, gather, and evaluate applications for regional STBG & STBG-TAP funding
- Perform and manage regional project programming through the TPMS system

### FY 2023 Schedule:

- Activities for this work element will be ongoing throughout the fiscal year unless noted below.
- The FFY 2023-26 TIP will be approved in July 2022 and the FFY 2024-27 TIP will be developed in late spring/early summer 2023.
- Regional STBG & STBG-TAP funding applications for FFY 2024-27 will be solicited, gathered, and evaluated in late winter/spring of 2023.



**FY 2023 Hours/Budget:**

- Total Budget: \$10,000 (Federal - \$8,000)
- MPO Staff Hours: 196

## Element 3 – Transit Planning

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

**Primary FY 2022 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

Note, all activities from FY 2022 were completed for this task.

**Description:**

Planning efforts will reflect prioritization of the following areas:

- Transit Agency Safety Plan annual 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, Infotainment and LED Signage, Dial-A-Ride Service Planning, Dial-A-Ride Surveys)
- Title VI Program and Limited English Proficiency (LEP) Plan updates; planning services/programs with out regard to race, color or national origin
- 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 with non-emergency human service transportation organizations to improve transportation service for the low-income, aging and disabled populations within Ames
- 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
- System Redesign recalibration efforts with possible federal funding and when to implement based on possible new normal of transit ridership levels.
- MOU update between CyRide and the Ames Area MPO
- Develop CyRide Climate Action Plan to reflect transit board desires

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 with 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. The safety officer will also update the safety plan annually through a coordinated process with front line staff.

#### **FY 2023 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 Asset Management Plan Update, annual performance targets & narrative report to FTA
- Transit Service Planning for current/new services or ridership studies
- Transit Management Analysis of current/new policies
- Long-term facility expansion studies
- Bus stop amenities & technology planning
- Safety Plan review/update and performance measures
- Equal Employment Opportunity Program monitoring
- Disadvantages Business Enterprise Goals FFY2023-FFY2025
- Automatic Passenger Count Research Project Final Report
- MPO-CyRide MOU Update

- CyRide Climate Action Plan or short-term/long-term goals

**FY 2023 Schedule:**

- Activities for this work element will be ongoing throughout the fiscal year unless noted below.
- DBE Goals to the Federal Transit Administration by 8/1/2022
- Title VI Program Update and Limited English Proficiency Plan due to the Federal Transit Administration by 10/1/2022
- TAM Plan and performance targets due to AAMPO by 10/1/2022; TAM Plan narrative to FTA through NTD by 10/1/2022
- Passenger Transportation Plan minutes due to Iowa DOT by 7/1/2022
- Automatic Passenger Count Research Project Final Report due to FTA by 6/30/2023
- Safety Plan review/update complete in August then targets provided to AAMPO by 10/1/2022.
- MPO-CyRide MOU Update due in December/January 2023 prior to CyRide's next triennial review.
- CyRide Climate Action Plan due by April 2023

**FY 2023 Hours/Budget:**

- Total Budget: \$50,000 (Federal - \$40,000)
- MPO Staff Hours: 765

## Element 4 – Comprehensive Planning

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

### Primary FY 2022 Accomplishments:

- Provided technical assistance and support to local agencies for various transportation studies and projects (including speed studies, traffic studies, etc.)
- Performed traffic modeling for various projects and studies
- Assessed and analyzed region-wide transportation data sets for general trends in volumes, vehicle speeds, origin-destination behavior, etc.
- Coordination with the City of Ames for implementing Phases 1 and 2 of their ITS Master Plan

Note, all activities from FY 2022 were completed for this work element. In FY 2023, activities related to the collection and analyzation of transportation data now fall under Work Element 6 (Transportation Data) under the “Data Management” work activity.

### 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 2023 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 1-3 projects (and update Regional ITS Architecture document as needed).
- Coordination with the City of Ames in the development of their Climate Action Plan
- Coordination with the City of Ames in the development of their Bicycle-Pedestrian Master Plan
- Updates to Safe Routes to School maps as needed
- Analyze potential alternative funding sources

### FY 2023 Schedule:

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

### FY 2023 Hours/Budget:

- Total Budget: \$25,000 (Federal - \$20,000)
- MPO Staff Hours: 491

## Element 5 – Long-Range Transportation Planning

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

### Primary FY 2022 Accomplishments:

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

Note, all activities from FY 2022 were completed for this work element.

### Description:

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

### FY 2023 Products:

- Monitor and update the 2045 Metropolitan Transportation Plan (“Forward 45”) as needed and ensure that all regional transportation efforts and projects continue to conform with the regional planning goals and projects outlined in the Metropolitan Transportation Plan.
- Maintain and utilize the Travel Demand Model for use in long-range planning and forecasting.
- Prepare for the 2050 Metropolitan Transportation Plan update.

### FY 2023 Schedule:

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

### FY 2023 Hours/Budget:

- Total Budget: \$10,000 (Federal - \$8,000)
- MPO Staff Hours: 196

## Element 6 – Transportation Data

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

### Primary FY 2022 Accomplishments:

- Procured a subscription/contract with StreetLight Data, Inc. for a transportation data service platform which provides access to regionwide multi-modal (vehicle, truck, bicycle, pedestrian, transit, socioeconomic) transportation data sets as well as various analytical capabilities.
- Obtained access to the Strava Metro platform, which provides regionwide aggregated data using Strava user activity data (pedestrians, runners, and bicyclists).

Note, all activities from FY 2022 were completed for this work element (which previously was named “Data Services”). Note that any activities relating to the collection and analyzation of transportation data were previously reported under Work Element 4 (Comprehensive Planning).

### Description:

Rapidly emerging technologies have allowed for new forms and quantities of transportation data and new powerful analytical capabilities. The Ames Area MPO will explore and leverage these new transportation datasets and analytical capabilities to farther 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 2023 Products:

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

### FY 2023 Schedule:

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

**FY 2023 Hours/Budget:**

- Total Budget: \$109,000 (Federal - \$87,200)
- MPO Staff Hours: 196

**Data Management**

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

- Budget: \$10,000 (Federal - \$8,000)
- MPO Staff Hours: 196

**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: \$99,000 (Federal - \$79,200)
- MPO Staff Hours: 0



## Element 7 – Special Studies

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

### Primary FY 2022 Accomplishments:

- N/A (This work element was not present in the FY22 TPWP. Additionally, this work element is not intended to be reoccurring.)

### Description:

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

### FY 2023 Products:

- Conduct and complete a study of S Duff Ave from S 16<sup>th</sup> St to Airport Rd, as identified and described in the current MTP.
- Conduct and complete a study of 190<sup>th</sup> St from George Washington Carver Ave to US Highway 69, as identified and described in the current MTP.

### FY 2023 Hours/Budget:

- Total Budget: \$194,000 (Federal - \$155,200)
- MPO Staff Hours: 78

### **S Duff Ave Corridor & Interchange Study**

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

- Project Description: Conduct a corridor study of S Duff Ave (US 69) starting at the intersection with Airport Road on the southern end, proceeding through the interchange with US 30, and concluding at the intersection with S 16<sup>th</sup> St to the north.
- Purpose: A reconstruction of the S Duff Ave and US 30 interchange is listed as a mid-term project in the 2045 MTP’s fiscally constrained plan. S Duff Ave is one of the primary regional connections into the Ames urban area. It serves nearly 30,000 vehicles a day on average within the study area, the highest of any portion of non-highway street in the Ames region. The intersections along this study corridor make up 4 of the top 15 highest volume intersections in

the Ames region, including the highest volume intersection, S Duff Ave & S 16<sup>th</sup> St. Additionally, according to the 2045 MTP and travel demand model, the traffic volumes along the study corridor are expected to continue to grow, particularly with anticipated future development occurring to the south.

- Objectives:
  - Utilize traffic modeling (including microsimulation) to assess the current and future state of traffic operations along the study corridor and to develop and evaluate potential alternatives for the corridor (including intersection capacity improvements, interchange alternatives, and lane configurations along S Duff Ave).
  - Assess the state of multi-modal facilities and multi-modal usage along the corridor for bicycles, pedestrians, and transit.
  - Develop a preferred alternative, in coordination with the Iowa DOT and City of Ames, for the study corridor based on the results of the traffic modeling efforts and multi-modal assessment.
  - Provide planning-level cost estimates and a suggested timeline of implementation of the preferred alternative that can be used to inform the project identification, prioritization, and selection process in the 2050 MTP update.
- Budget: \$127,000 (Federal - \$101,600)
- MPO Staff Hours: 39

### **190<sup>th</sup> St Corridor Study**

This portion of the work element's budget is dedicated to the solicitation, selection, and payment of a consultant for the 190<sup>th</sup> St Corridor Study.

- Project Description: Conduct a corridor study of 190<sup>th</sup> St, starting at the intersection with GW Carver Ave to the west and ending at the intersection with US 69 to the east.
- Purpose: According to the 2045 MTP and travel demand model, the traffic volumes along the 190<sup>th</sup> St corridor are expected to see rapid growth over the next several years due to new development along the north side of Ames and near Gilbert. This corridor serves as a primary connector between the City of Ames, City of Gilbert, and the Gilbert School District.
- Objectives:
  - Utilize traffic modeling to assess the current and future state of traffic operations along the study corridor and to develop and evaluate potential alternatives for the corridor (including intersection capacity improvements, intersection traffic control modifications, and lane configurations along 190<sup>th</sup> St).
  - Assess the state of multi-modal facilities and multi-modal usage along the corridor for bicycles and pedestrians.
  - Develop a preferred alternative, in coordination with the City of Ames and Story County, for the study corridor based on the results of the traffic modeling efforts and multi-modal assessment.

- Provide planning-level cost estimates and a suggested timeline of implementation of the preferred alternative(s) that can be used to inform the project identification, prioritization, and selection process in the 2050 MTP update.
- Budget: \$67,000 (Federal - \$53,600)
- MPO Staff Hours: 39

## 4 – FY 2023 Budget Summary

### 4.1 Budget & Staff Hours Summary

**Table 2** shows a breakdown of the seven work elements including their budget totals, funding sources, and MPO staff hours by activity. **Table 3** shows a breakdown of the budgeted unobligated federal funds by funding source. AAMPO has budgeted a total of \$448,000 for FY 2023 across all work elements, \$358,400 of which will come from federal funding sources. There is a total of \$43,085 in budgeted unobligated federal funds. There are 2,707 staff hours budgeted for MPO staff. This budget conforms to the MPO/RPA Carryover Policy (**Appendix D**). Note that FHWA program funding is transferred to FTA and merged with FTA funds into a consolidated planning grant.

Table 2: Budget and Funding Source Summary

Work Element	Activity	MPO Staff Hours	Federal Funding Source				Total Federal Funding	Local Match	Total Funding
			FTA 5305d Carryover	FTA 5305d New	FHWA PL Carryover	FHWA PL New			
1 - Administration	Admin	785	\$3,582	-	\$22,292	\$14,126	\$40,000	\$10,000	\$50,000
2 - TIP	TIP	196	\$716	-	\$4,458	\$2,825	\$8,000	\$2,000	\$10,000
3 - Transit Planning	Transit Planning	765	\$3,582	\$14,126	\$22,292	-	\$40,000	\$10,000	\$50,000
4 - Comprehensive Planning	Comp Planning	491	\$1,791	-	\$11,146	\$7,063	\$20,000	\$5,000	\$25,000
5 - Long Range Planning	Long-Range Planning	196	\$716	-	\$4,458	\$2,825	\$8,000	\$2,000	\$10,000
6 - Transportation Data	Data Management	196	\$716	-	\$4,458	\$2,825	\$8,000	\$2,000	\$10,000
	Data Procurement	-	\$7,093	-	\$44,138	\$27,969	\$79,200	\$19,800	\$99,000
7 - Special Studies	S Duff Corridor & Interchange Study	39	\$9,099	-	\$56,622	\$35,879	\$101,600	\$25,400	\$127,000
	190 <sup>th</sup> St Corridor Study	39	\$4,803	-	\$29,873	\$18,924	\$53,600	\$13,400	\$67,000
<b>FY23 Budget Totals</b>		<b>2,707</b>	<b>\$32,098</b>	<b>\$14,126</b>	<b>\$199,737</b>	<b>\$112,439</b>	<b>\$358,400</b>	<b>\$89,600</b>	<b>\$448,000</b>

Table 3: Unobligated Funds

	FTA 5305d Carryover	FTA 5305d New	FHWA PL Carryover	FHWA PL New	TOTAL
Starting Available Balance	\$ 32,098	\$ 45,023	\$199,737	\$124,627	\$ 401,485
Programmed	\$ 32,098	\$ 14,126	\$199,737	\$112,439	\$ 358,400
<b>Unobligated Funds</b>	<b>\$ -</b>	<b>\$ 30,897</b>	<b>\$ -</b>	<b>\$ 12,188</b>	<b>\$ 43,085</b>

#### **4.2 Cost Allocation Plan**

The City of Ames is the primary fiscal agent for AAMPO. The local match for salaries and other expenses is a part of the City of Ames Program Budget, adopted by the City of Ames City Council for all personnel and associated expenses. Costs billed will be for those specified. The main source of local-match funds will come from the City of Ames Road Use Tax allocation. New FY 2023 funds have been combined with the carryover amounts for expense allocations. Carryover funds will be used first before new allocations. The Ames Area MPO does not charge indirect costs.

#### **4.3 Private Sector Involvement**

A vendor will be selected in the procurement of a web-based transportation data and analytical platform as a part of the data procurement activity within Work Element 6 (Transportation Data). Additionally, consultants will be selected for each of the two studies identified in Work Element 7 (Special Studies).

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

## 5 – Revisions to the Transportation Planning Work Program

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

### 5.1 Overview

2 CFR 200 describes the uniform administrative rules for Federal grants and cooperative agreements and subawards to State, local and Indian tribal governments. These requirements apply to metropolitan planning (PL) and State Planning and Research (SPR) grants. FTA has similar requirements 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.

### 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 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

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### RESOLUTION NO. 22-242

#### RESOLUTION APPROVING THE FY2023 TRANSPORTATION PLANNING WORKING PROGRAM

WHEREAS, the Ames Iowa Urbanized Area has been established by the U.S. Department of Commerce, Bureau of Census, to have a population more than 50,000, and the Ames Area Metropolitan Planning Organization has been officially designated as the Metropolitan Planning Organization (MPO) for the Ames area; and

WHEREAS, the Iowa Department of Transportation requires a yearly Transportation Planning Work Program (TPWP) be developed by MPOs to document the planning activities of regional planning entities; and

WHEREAS, the FY2023 TPWP includes seven planning work activities for fiscal year 2023 and includes the budget allocated to accomplish those activities; and

WHEREAS, the FY2023 TPWP has been developed with input from regional stakeholders, member agencies, the public, the Iowa Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration.

NOW, THEREFORE, BE IT RESOLVED that the Ames Area Metropolitan Planning Organization hereby approves the FY2023 Transportation Planning Work Program.

ADOPTED THIS 24<sup>th</sup> day of May 2022.

  
\_\_\_\_\_  
Diane R. Voss, City Clerk

  
\_\_\_\_\_  
John A. Haila, Chair

Introduced by: Murken  
Seconded by: Junck  
Voting aye: Betcher, Beatty-Hansen, Gartin, Haila, Junck, Murken, Popp, Rollins, Zinnel  
Voting nay: None  
Absent: Corrieri

Resolution declared adopted and signed by the Chair this 24<sup>th</sup> day of May, 2022.



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

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Ames Area Metropolitan Planning Organization

### Self-Certification of Procurement and Consultant Selection Procedures

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

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

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

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

  
\_\_\_\_\_

(Signature)

**John Haila**

\_\_\_\_\_  
(Print Name)

**Chair, Transportation Policy Committee**

\_\_\_\_\_  
(Title)

**Ames Area Metropolitan Planning Organization**

\_\_\_\_\_  
(Name of Organization)

**3-22-22**  
\_\_\_\_\_  
(Date Signed)

## Appendix C – Performance Management Agreement

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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 21<sup>st</sup> 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

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### 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.