

# DES MOINES AREA METROPOLITAN PLANNING ORGANIZATION (MPO) SURFACE TRANSPORTATION PROGRAM FUNDING APPLICATION PACKET

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## GENERAL INFORMATION AND GUIDELINES

All projects applying for Des Moines Area Metropolitan Planning Organization (MPO) Surface Transportation Program (STP) funding must be sponsored by one or more of the nineteen MPO member governments, the Iowa Department of Transportation (DOT), or the Des Moines Area Regional Transit Authority (DART).

The MPO receives federal funding and may not discriminate against anyone on the basis of race, color, or national origin, according to Title VI of the Civil Rights Act of 1964. By applying to receive these funds the applicant is acknowledging that they understand and adhere to the principles of Title VI when performing activities related to the funding they receive from the Des Moines Area Metropolitan Planning Organization.

To be eligible to apply for MPO STP funding a project must be consistent with the MPO's adopted *Horizon Year 2035 Metropolitan Transportation Plan*. Streets and highways must be on the federal-aid system, bridges must be on the federal-aid system, and bicycle/pedestrian facilities must be on the MPO's adopted plan. ~~The federal-aid system contains all streets and highways classified as collector or higher, for the urban area, or major collector or higher, for the rural area, under the Federal Functional Classification System.~~

The maximum amount of STP funding is 80 percent of the total project cost. The project sponsor must provide at least 20 percent of the total project cost through non-federal funds.

Applications are due on or before **4:30 p.m., Friday, December 6, 2013**. Applications received after this date will be considered ineligible for MPO STP funding. Exceptions may be granted at the discretion of the MPO Executive Director only if the MPO Executive Director is contacted before the established deadline and provided with a reasonable reason for the delay in submitting the application. The only recourse for project sponsors is the MPO. One copy of the application is required to be submitted.

The MPO staff works with the MPO Transportation Technical Committee (TTC) Engineering Subcommittee to rank the submitted STP projects, based on the criteria contained in this packet. There is an opportunity for each project applicant to review the results of the project ranking and ask questions or clarify the information submitted in the project application.

After the Engineering Subcommittee approves the project ranking, the results are presented to the TTC for review and approval. Only those projects receiving 50 points or more are eligible for the MPO STP funding with the exception of projects applying under the Small Member Governments Projects category.

The MPO STP Funding Subcommittee will hold a presentation session for all projects receiving 50 points, in January 2014. The project's sponsor will present their project(s). The presentations will last no more than 4-7 minutes (the amount of time will be determined based upon the number of projects eligible for funding).

The MPO STP Funding Subcommittee will meet a second time in January/February 2014, following the presentations, to make their recommendation to the MPO for STP funding. The meeting time and place will be announced by the MPO and held in a public setting. No further presentations will be made at this meeting. The public attending this meeting are given the opportunity to hear the deliberations and the final recommendation, which will be made to the MPO Executive Committee. The Executive Committee's recommendation will be presented to the MPO.

The Des Moines Area Metropolitan Planning Organization (MPO), when considering project requests for Surface Transportation Program (STP) funds, shall place primary emphasis upon metropolitan-wide transportation system improvement needs as identified in the MPO's Long-Range Transportation Plan (LRTP), and how those needs impact the movement of people and goods throughout this metropolitan area and how the requested project will have potential benefit and potential impact on all communities in the Des Moines metropolitan area. The MPO shall give first consideration to funding regionally significant transportation projects in the LRTP.

## SCHEDULE FOR FEDERAL FISCAL YEARS 2018 FUNDING

<b><u>November 6, 2014</u></b>	MPO Surface Transportation Program (STP) Workshop held to provide a brief overview of the funding programs, discuss STP Scoring, STP Applications, and to answer any questions.
<b><u>January 2, 2013</u></b>	<del>STP – Project sponsors will submit STP Applications by 4:30 p.m., to determine project eligibility and the appropriate funding category. STP Applications will be available and/or sent to eligible project sponsors in October.</del>
January 2014	<del>STP – Project evaluation and scoring by MPO staff. and the MPO TTC Engineering and Planning Subcommittees used to determine which projects are eligible to receive STP funding.</del>
January 2015	MPO STP Funding Subcommittee reviews STP project presentations.
January 2015	MPO STP Funding Subcommittee meets to develop STP funding recommendations before the February MPO Meeting.
February 2015	STP Recommendations to MPO TTC and MPO Policy for discussion.
March 2015	STP Recommendations to MPO TTC and MPO Policy for action.
May 2015	Draft <i>Federal Fiscal Years 2015-2018 Transportation Improvement Program</i> (FFY 2015-2018 TIP) to MPO TTC and MPO Policy for project review and comment. Public comment period and public meeting held.
June 2015	Draft FFY 2015-2018 TIP to MPO TTC and MPO Policy for action.
June 2015	Draft FFY 2015-2018 TIP transmitted to Iowa DOT and Federal Highway Administration.
July 2015	Draft FFY 2015-2018 TIP to MPO TTC and MPO Policy for action.
July 2015	Final FFY 2015-2018 TIP transmitted to Iowa DOT.

\* All dates are tentative and subject to change.

# DES MOINES AREA METROPOLITAN PLANNING ORGANIZATION

## ***GUIDELINES FOR SURFACE TRANSPORTATION PROGRAM AND TRANSPORTATION ALTERNATIVES PROGRAM FUNDING***

**Approved September 16, 1999  
Amended May 18, 2000  
Amended July 19, 2001  
Amended January 17, 2002  
Amended October 16, 2003  
Amended January 19, 2012**

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### **ELIGIBILITY**

### **FUNDING**

Funding of projects with STP funds for inclusion in the MPO's Transportation Improvement Program (TIP) shall be based on the following criteria:

- ~~1. The Iowa Department of Transportation (DOT) annually allocates STP funds to the MPO.~~
- ~~2. The MPO shall identify and shall consider all proposed project funding sources available when considering project funding requests for MPO STP funds for a project's implementation.~~
- ~~3. For roadway and TAP projects, the amount of funds expended for work other than direct construction and right of way acquisition costs must be covered by the amount of the contribution of local funds. Federal regulations generally require a minimum local match of 20 percent of the total project cost.~~
- ~~4. Each application for STP funding must include a detailed breakdown of projected costs, including a summary of projected costs for work other than construction and right of way.~~
5. Funding within the various STP project categories shall be based on the following percentages of the MPO's annual STP funds amount, as follows:

<b>STP Funding Category</b>	<b>Target Allocation Percent of Total</b>
Regionally Significant Projects	75%
<del>— Major Construction – New</del>	<del>0-75%</del>
<del>— Major Construction – Existing</del>	<del>0-75%</del>
Other Projects	20%
<del>— Minor Construction</del>	<del>As a guideline, no</del>

<del>— Preservation</del>	<i>individual category should exceed 10%</i>
<del>— Alternative Transportation</del>	
<del>— Planning Studies</del>	
Small Member Government Projects	2.5-5%

~~If an insufficient number of qualified STP projects have been submitted that would use all funding for a particular STP project category, the MPO then may allocate the remaining funds from that STP category to any other project category.~~

6. STP funds shall be allocated to an individual project for a specific fiscal year in the TIP. For projects extending over multiple years for implementation, funds may be allocated to each of the necessary fiscal years within the TIP to complete the requested project.
7. If the total amount of STP funds received by the MPO for any given fiscal year is less than the total amount of STP funds allocated by the MPO for that fiscal year, then the MPO shall re-evaluate all of the projects funded for that fiscal year and reallocate STP funds to those projects based upon the total amount of STP actually available for that fiscal year, giving consideration to the higher ranking projects.
- ~~8. The MPO shall fund a project not to exceed the STP grant amount awarded, or the percentage of the awarded project cost, whichever is less, except for Contingency Fund procedures. Any STP funds returned to the MPO for this reason shall be included in the MPO's next fiscal year STP funding allocation.~~

## **PROJECT PRIORITY RANKING**

- ~~1. A new priority ranking shall be established prior to the annual development of the MPO's TIP, to re-rank projects previously submitted, but not approved, for STP funding, as well as any projects requesting STP funding consideration for the first time.~~
2. Prior to review of new projects to be considered for STP funding, the MPO shall determine the status of all prior commitments. All projects previously approved and for which some part of STP funds have been obligated shall receive priority consideration for future funding, except if reasonable progress to completion is not maintained as determined by the MPO. However, the MPO may reduce or eliminate multi-year funding commitments in response to revenue shortfalls, reductions in its STP allocation, or new priorities.
3. The MPO's ~~Transportation Technical Committee (TTC)~~ and MPO staff shall submit to the MPO a technical ranking of individual project requests for MPO STP funding assistance. ~~The TTC's and staff's~~ recommendations for individual projects shall be used by the MPO in the MPO's decision-making process for assigning STP funds to requesting transportation improvement projects. The ~~TTC's and staff's~~ recommendations shall be based on their professional and technical expertise.

4. Once the MPO has selected projects for funding ~~based on the MPO's current guidelines~~, the MPO ~~Executive Director~~ shall forward a letter to the MPO STP funds recipient outlining the stipulations associated with acceptance of the MPO's funds, including the need for the recipient to submit a project concept statement within one year of the MPO STP funding award and that the recipient needs to provide the MPO Executive Director a semi-annual report on the status of and the progress on the project which will be shared with the MPO.
  
5. When a jurisdiction changes the scope of a project, after funds are awarded by the MPO, the project must be reviewed again by the TTC and the MPO STP Funding Subcommittee to determine whether the change in project scope would have materially changed the original prioritization ranking. Based on that determination, the Subcommittee will make a recommendation to the MPO Executive Committee, up to and including the withdrawal of MPO approval for STP funding for the project. This is the same process that may occur when a project does not make appropriate, scheduled progress leading to recapture and reallocation of future funds previously designated for the project. The MPO Executive Committee will, after due consideration, make a recommendation to the full MPO for a final decision. Immaterial changes that would not affect the original scoring of a project previously ranked and approved for MPO funding may be permitted in the sound discretion of the MPO Executive Director.

## **FUNDING FOR LARGE, MULTI-YEAR PROJECTS**

Funding of large, multi-year projects with major construction category STP funds for inclusion in the MPO's TIP shall be based on the following criteria:

1. ~~Any MPO member government or participating agency awarded STP funding through the MPO must begin to use those STP funds in the original year programmed;~~
  
2. ~~In its annual selection of STP projects, the MPO may dedicate an amount not to exceed fifty percent (50%) of the Major Construction project category funds to multi-year projects;~~
  
3. ~~For an individual, multi-year project, the MPO may guarantee funding for no more than three consecutive years. In the event the annual apportionment of funds is lower than expected at the time of programming, a percentage of the Major Construction category may be guaranteed. In the event the annual apportionment of funds is as expected or higher than was expected at the time of programming, then a set amount would be guaranteed;~~
  
4. ~~If a project applicant anticipates the project continuing beyond the initial three years of guaranteed funding, and anticipates seeking additional funding through the MPO, the project applicant would have the ability to submit a new project funding application to the MPO, and would need to go through the MPO's project prioritization process to seek project funding beyond the initial three-year period; and~~

- ~~5. The STP Funding Subcommittee has the ability to recommend funding for a period that exceeds a three year limitation for a project that the subcommittee considers of extraordinary regional significance.~~

## **ADDITIONAL FUND AVAILABILITY**

In the event that STP or TAP funds become available which were previously awarded to transportation projects, become available through the reduction of the reserve amount, or become available by an increase in a particular fiscal year's obligation limit, the following steps will be followed, in order, until the situation is sufficiently resolved.

### **For STP Funds:**

- ~~1. Additional funds will be offered to those projects which were awarded funds through the Project Priority process, yet were not fully funded by the MPO. Projects will be considered based on their previous scores. All project information will be updated and considered, but no re-scoring of projects will take place. Those projects currently in implementation will be excluded.~~
- ~~2. Additional funds will be offered to those projects which applied for funds, received a score, but were not awarded funding. Projects will be considered based on the score they received and only projects scoring above 50 points will be considered. Project information will be updated.~~
- ~~3. Projects which have already been awarded funds, and which are programmed after the current program year in the TIP, will be considered for funding in the current program year if, upon review, the projects are ready to proceed with implementation.~~

Projects will be reviewed on a case-by-case basis and funded based upon need or by a proportion of the funds available.

## **STATUS REPORTS**

- ~~1. The MPO shall be advised semi-annually of the status and progress of a STP funded project. The recipient jurisdiction/agency shall submit to the MPO's Executive Director a written synopsis of the progress accomplished, or delays encountered, in implementing the project.~~
- ~~2. If the status report is not provided to the MPO Executive Director by the date identified in the status report request, the MPO Executive Director will issue a notice of delinquency identifying a ten (10) calendar day cure period beginning upon receipt of the registered notice. If the status report is not submitted by the end of the cure period, the matter will be brought before the MPO STP Funding Subcommittee within thirty (30) calendar days for a recommendation for action that will be forwarded to the MPO Executive Committee for consideration and referral to the MPO.~~

3. If a jurisdiction/agency's STP funded project does not make satisfactory progress, does not obligate the STP funds provided within the year those funds were authorized by the MPO and noted for that project as previously documented, then the MPO may cancel the remaining STP funding for that project and return those STP funds for inclusion in the next fiscal year's STP funding allocation for projects. Such action to cancel project funding shall be based on the following criteria:
  - a. The MPO strongly believes it necessary to maintain rapid turnover of funds and implementation of specific projects so as not to jeopardize the loss of any funding.
  - b. The MPO strongly encourages jurisdictions/agencies to have at least preliminary project plans completed prior to submitting a project for the MPO's consideration for funding.
  - c. The MPO strongly believes that such a stipulation shall cause jurisdictions/agencies to provide better and more accurate project cost estimates and detailed traffic and engineering data, enabling both the TTC and the MPO to evaluate a project's feasibility in a more detailed manner.

## INTERPRETATION

When and as necessary, the STP Funding Subcommittee will exercise responsibility for interpreting the applicable Guidelines, subject to review and approval, disapproval, or modification by the MPO Executive Committee, subject to review and approval, disapproval, or modification by the full MPO Policy Committee.

## STP CATEGORIES

~~The MPO's STP funding has three major application categories with each category containing several divisions:~~

1. ~~Regionally Significant Projects. This category has two divisions:~~

~~————— Major Construction — Existing is for projects adding capacity for a significant length of an existing street or highway, or adding lanes to an existing bridge.~~

~~————— Major Construction — New is for projects creating a new facility on a new alignment, including new interchanges, or bridge replacement.~~

2. ~~Other Projects. This category has four divisions:~~

~~Minor Construction is for projects providing 'spot' improvements, such as arterial intersection channelization and signalization, bridge improvements, or railroad crossing signal improvements.~~



~~Preservation is for projects that maintain or preserve the existing highway and street infrastructure, such as pavement resurfacing, pavement replacement, and bridge restoration.~~

~~Alternative Transportation is for project improvements other than for single occupant vehicle (SOV) use, such as pedestrian ways and trails, public transportation systems, multi-modal facilities, and carpool/vanpool, and other multiple-occupancy vehicle programs.~~

~~Planning Studies is for large scale planning studies that have a regional impact on the transportation system.~~

3. Small Member Government Projects. This category has three divisions:

~~Major Construction—Existing is for projects adding capacity for a significant length of an existing street or highway, or adding lanes to an existing bridge.~~

~~Minor Construction is for projects providing ‘spot’ improvements, such as arterial intersection channelization and signalization, bridge improvements, or railroad crossing signal improvements.~~

~~Preservation is for projects that maintain or preserve the existing highway and street infrastructure, such as pavement resurfacing, pavement replacement, and bridge restoration.~~

~~The STP evaluation criteria are explained in detail in the report *Project Priority Criteria Manual for Surface Transportation Program Funding*. This report is available from the MPO Office.~~

~~The following pages summarize the criteria for the above categories. Keep these criteria in mind as you complete the application.~~

~~All applications must include the first two pages that cover the general information, project information, funding information, and certification. Then, the application will continue based on the categories described above. You only need to submit the application pages for your project category along with the required first two pages.~~

~~You may photocopy the application materials as needed.~~