



Surface Transportation Program

Funding Guidelines for Federal Fiscal Year 2019

Altoona Ankeny Bondurant Carlisle Clive Dallas County DART Des Moines Grimes Johnston Mitchellville Norwalk Pleasant Hill Polk City Polk County
Urbandale Warren County Waukee West Des Moines Windsor Heights

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Des Moines Area Metropolitan Planning Organization
420 Watson Powell, Suite 200
Des Moines, Iowa 50309
515-334-0075 - Telephone
515-334-0098 - Facsimile
dmampo@dmampo.org
www.dmampo.org

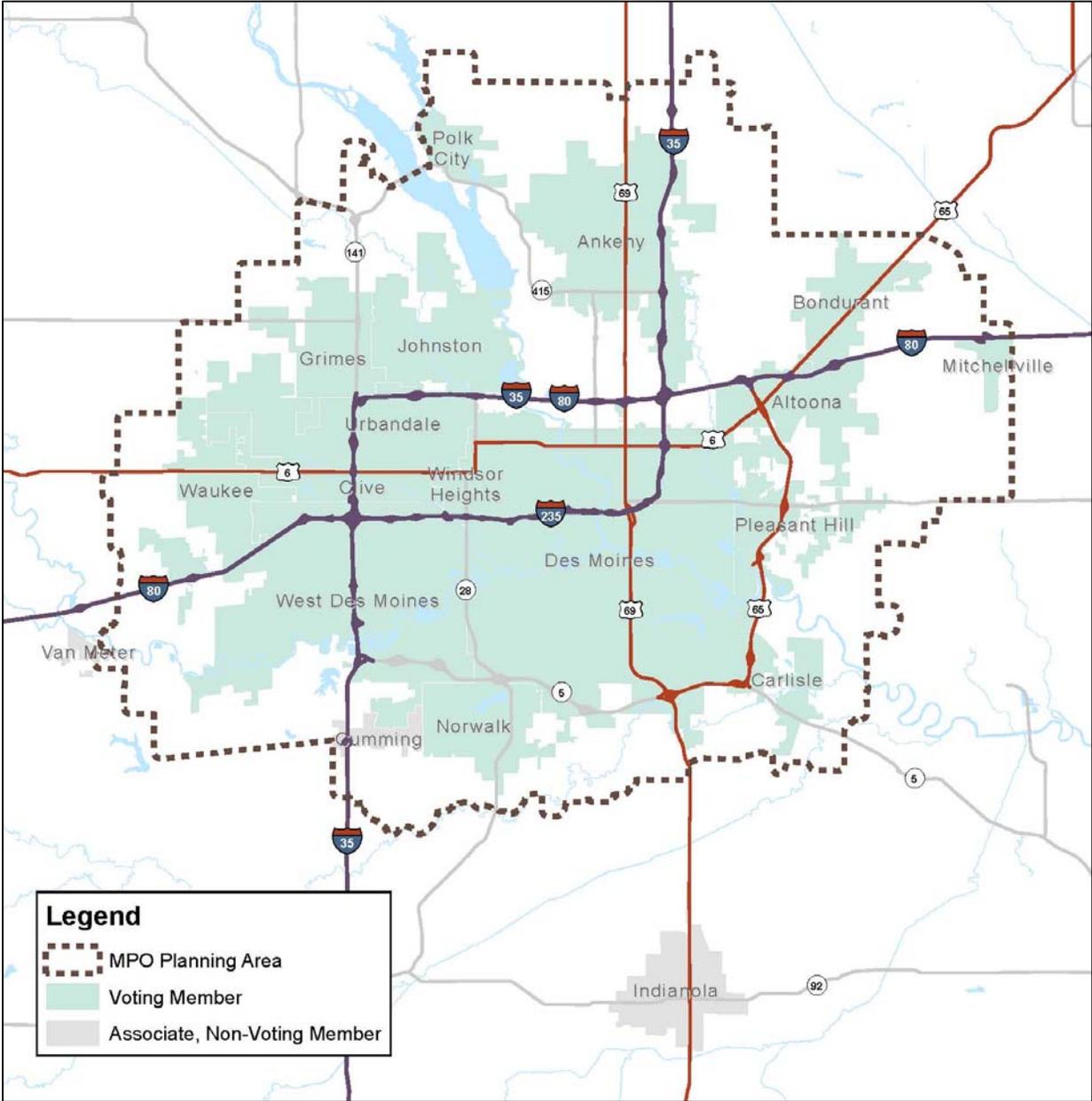
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Schedule and Decision Making Process

December 15, 2014	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.
January 30, 20143	STP applications due by 4:30.
January 2015	STP project evaluation and scoring by MPO staff. TAP projects are scored by MPO committees. Projects and their respective scores are presented at the January TTC, Environment, Freight, TMAC, Bike/Ped, TAG Public Transportation and Stakeholders Roundtable meetings.
February ??, 2015	MPO STP Funding Subcommittee hears short project presentations given by sponsor communities.
March 2015	MPO STP Funding Subcommittee holds a public meeting to finalize the STP funding recommendations before the February Executive and MPO meetings.
April 2015	STP Recommendations to MPO TTC and MPO Policy for discussion.
May 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 2016-2019 TIP) to MPO TTC and MPO Policy for review and comment. Public comment period and public meeting held.
June 2015	Draft FFY 2016-2019 TIP to MPO TTC and MPO Policy for action.
June 2015	Draft FFY 2016-2019 TIP transmitted to Iowa DOT and Federal Highway Administration.
July 2015	Draft FFY 2016-2019 TIP to MPO TTC and MPO Policy for action.
July 2015	Final FFY 2016-2019 TIP transmitted to Iowa DOT.

* All dates are tentative and subject to change.

Map of MPO Member Communities



Grant Information and Guidelines

Eligibility

- All projects applying for MPO STP funding must be sponsored by one or more of the nineteen MPO member governments, the Iowa Department of Transportation, or the Des Moines Area Regional Transit Authority. Other entities are eligible only with co-sponsorship by one of the organizations listed above.
- Projects must be consistent with the goals of the MPO's *Mobilizing Tomorrow* plan. The project must be listed in the plan unless it is a project that primarily:
 - Maintains and optimizes the transportation system
 - Addresses deficient or obsolete bridges
 - Focuses on multi-modal transportation
- Roads must be on the federal-aid system. Bridges must be on Structurally Deficient/Functionally Obsolete (SD/FO) list. Transit accommodations must be compliant with the DART 2035 plan.
- Transportation Alternative Program (TAP) may be used to fund new construction or maintenance of on and off-road bike facilities, pedestrian facilities, streetscapes, environmental mitigation/restoration relating to roadway impacts, historic preservation of transportation facilities, transit accommodations that improve pedestrian access and safe routes to school (non-infrastructure SRTS projects are eligible).

Mobilizing Tomorrow: Preparing the Grant Application

Applicants are expected to refer to the approved long range transportation plan, *Mobilizing Tomorrow*, while preparing the grant application as well as the grant review criteria found in Appendix A. Please give specific attention to the follow areas. Links are provided for your convenience.

- Setting our Sites: Performance measures and targets
- Taking Action: Policy Toolkit:
 -
- Technical Resources:
 - Model Complete Streets Policies
 - Roadway Design Standards
 - On-Street Bicycle Facility Network and Standards
 - Parking Guidelines
 - Transit Supportive Development Guidelines
 - Electric Vehicle Infrastructure Recommendations
 - Freight Impedances
 - Trail gaps?

Grant Application

- The application must be submitted on-line. The link to STP grant applications including those for planning and TAP funds can found on the MPO website [here](#). A copy of the questions asked on the application can be found in Appendix C, D, and E.

- Each grant application must answer all of the questions including providing a detailed summary of expenditures.
- Email a scanned copy of the resolution from that sponsor’s council, board of supervisors, or similar governing body, guaranteeing the local funds for the STP match and authorizing the project. An example resolution can be found in [Appendix B](#).
- If you have ESRI ArcGIS software, please download the *Project Location* zipped folder available [here](#) to draw your projects in GIS. See *Drawing Projects in GIS* for further instructions.
- If your street is on a transit route, please submit a letter from DART with their review and comments on the project. A map of the transit route can be found [here](#).
- Applications are due on or before 4:30 p.m., Friday, December 19, 2014.
- For general STP applications: Questions, scanned letters and GIS shapefiles should be sent to: Zach Young, ZYoung@dmampo.org.
- For general STP-TAP applications: Questions, scanned letters and GIS shapefiles should be sent to: Teva Dawson, TDawson@dmampo.org.

Grant Review Criteria

- The MPO, when considering project requests for STP funds, shall place primary emphasis upon region-wide transportation system improvement needs as identified in the *Mobilizing Tomorrow* plan.
- Criteria used for evaluating the project’s ability to meet targeted performance measures can be found in [Appendix A for general STP applications, F and G respectively for Planning and TAP applications](#)

Project Status Updates

If awarded the funds, the community is required to update the MPO on the status of the project. The status updates should follow the Iowa DOT’s development progress in TPMS which includes the following steps:

1. Concept Statement
2. Preliminary Plans
3. Check Plans
4. Final Plans
5. Clearances
6. Development Certification
7. Plan Turn In

Project sponsors will include the MPO staff in their correspondence with the Iowa DOT at each stage in the development process. This will increase coordination and allow the staff to better serve its member governments.

Funding Considerations

- Jurisdictions must bear the initial expenditures of the project, and receive reimbursement for eligible expenditures, as defined by the Iowa DOT. The agreement with the Iowa DOT provides

for reimbursement of up to 80 percent of the project cost, or a set amount, whichever is less. Design and engineering costs are generally incurred in the early stages of a project.

- The MPO will strive to fund projects based on the following categories. These allocations serve as recommended minimums.
 - 0-60% for roadway projects
 - 15-75% bridge repair/replacement
 - 10-70% maintaining or optimizing the transportation system
 - 15-75% transit
- 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.
- 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.
- 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 or additional 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.
- MPO staff shall submit to the STP Funding Subcommittee a ranking of individual project based on the project's ability to meet targeted performance measures. 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. Staff's recommendations shall be based on the project's ability to support achievement of the MPO's performance measure targets.
- Once the MPO has selected projects for funding, the MPO shall forward a letter to recipient outlining the stipulations associated with acceptance of the MPO's funds, including the need for the recipient to provide periodic updates on the project to the MPO.
- Funding can support multi-year projects.
- 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.

TIP Amendment Process

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 project's original performance to meet set performance measures and targets. 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 performance of a project previously ranked and approved for MPO funding may be permitted in the sound discretion of the MPO Executive Director.

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. All project information will be updated and considered based on the scores but no re-scoring of projects will take place. Projects currently in implementation will not be considered. Projects will be reviewed on a case-by-case basis and funded based upon need or by a proportion of the funds available.

- 1) Additional funds will be offered to projects which were awarded funds yet were not fully funded.
- 2) Additional funds Award funds offered to projects which applied for funds but were not awarded funding.
- 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.

Termination of Funding: Considerations

If a jurisdiction/agency's STP funded project does not make satisfactory progress, does not follow the original scope of the project, or 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:

- 1) 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.
- 2) 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.
- 3) 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.

Appendix A: Performance Measure Evaluation Criteria

Transportation Infrastructure and Services are Well-managed and Optimize

- Project improves or maintains an existing route or intersection
- Project addresses major maintenance including deficient or obsolete bridge, pavement in poor or very poor condition (see Measures on the Map) or state of good repair for buses.
- Project is on a corridor with existing congestion (LOS E or F in peak hours - see Measures on the Map)
- Project is on a corridor with future congestion (LOS E or F during peak hours by 2020 based on the MPO's Travel Demand Model). (see Measures on the Map)
- Project design includes one or more of the following congestion management strategies:
 - Improvements to access management
 - ITS/Signalization improvements
 - Improvements to turning movements
 - Improves parallel facility/contributes to alternative routing
- Route addresses designated freight impediment (see Measures on the Map)
- Project on a roadway with traffic volumes exceeding 10,000 AADT (see Measures on the Map)

Enhance Multimodal Transportation Options

- Project is on an existing or planned transit route (see Measures on the Map)
- If project is on a transit route, the project design such as bus shelters, benches, pullouts, pedestrian connection from transit stop to sidewalk
- Project includes an addition to or improvement of the bicycle network
- Project enhances multi-modal opportunities within or along a designated node/corridor as defined in The Tomorrow Plan (see Measures on the Map)
- Project improves pedestrian access and facilities

Improve the Region's Environmental Health

- Project increases the number of street tree plantings or other landscaping.
- Project overlaps a critical natural resource: wetland, floodplain, known endangered species site, stream, or park/trail. (see Measures on the Map)
- Project overlaps a natural resource of concern: habitat, hydric soils or contaminated site (see Measures on the Map)
- Project is using permeable paving, vegetation or other green streets techniques to manage 1 ¼ inches of the average rainfall
- Project decreases energy consumption (idle reduction, electric vehicle infrastructure, etc.)

Further the health, safety, and well-being of all residents in the region.

- Project is located in a high-crash area as defined by CMAT (see Measures on the Map) and the project incorporates traffic calming solutions to improve safety
- Project has traffic calming solutions to improve safety
- Project is entirely or partially located within an social justice area (see Measures on the Map)
- Project provides alternative transportation to/from an social justice area
- Project addresses a critical gap in the regional trail network (see Measures on the Map)
- Project promotes safe routes to schools (within ¼ of a school with multi-modal elements - (see Measures on the Map)

Appendix B Example formal resolution

A RESOLUTION AUTHORIZING THE **[MEMBER GOVERNMENT]** TO SUBMIT AN APPLICATION FOR FUNDING FROM THE FEDERAL SURFACE TRANSPORTATION PROGRAM (STP) TO THE DES MOINES AREA METROPOLITAN PLANNING ORGANIZATION (MPO) FOR THE PARTIAL FUNDING OF THE CONSTRUCTION OF **[PROJECT NAME]** AND FURTHER APPROVING THE APPLICATION WHICH OBLIGATES THE **[CITY]** TO MATCHING FUNDS FOR THE CONSTRUCTION OF SAID PROJECT

Whereas, the **[Member Government]** is a full member of the Des Moines Area Metropolitan Planning Organization; and

Whereas, the Federal Surface Transportation Program provides funding to local jurisdictions for the construction of eligible projects; and

Whereas, the program is administered by the Des Moines Area Metropolitan Planning Organization which prioritizes and ranks all project applications; and

NOW, THEREFORE, BE IT RESOLVED BY THE **[GOVERNING BODY]** OF THE **[MEMBER GOVERNMENT]** that:

The **[Governing Body]** supports and approves the attached application for Federal Surface Transportation Program funding.

The **[Governing Body]** hereby commits to the **[Member Government]** matching monies as required by the Federal Surface Transportation Program funding.

The **[Member Government]** hereby commits to accepting and maintaining these improvements for a minimum of twenty (20) years following the completion.

The **[Designated Official]** is hereby authorized to approve and execute the application on behalf of the **[Governing Body]**.

PASSED AND APPROVED THIS _____
Date

Appendix C: Application Questions for General STP Projects

Eligibility

Is the project included in the Mobilizing Tomorrow plan? Yes/No
If no, is the project primarily a multi-modal project? Yes/No
If no, is this project primarily a maintenance project? Yes/No
Is this project on the Federal Functional Classification System? Yes/No

Contact Information

Primary Sponsoring Organization
Secondary Sponsoring Organization (if applicable)
Contact Person
Phone
Email

Project Description

Project Title
Facility name (roadway, trail, etc.)
Termini 1. Termini 2.
Is this application request for a piece of a larger project (phase) or the entire project? Phase/Full Project
If phased, how many consecutive years? Total anticipated request over period of years \$ _____ and total request by year: Year 2 Year 3 Year 4
Has any part of this project been started/completed? Yes/No
Has your agency previously applied for STP funds for this project? Yes/No
Has this project previously been awarded STP funds? Yes/No
Total Project Cost: \$ _____
Federal Fiscal Year 2019 STP Request \$ _____
Total Funding Secured \$ _____
Total Match Needed \$ _____
Source of additional funds: other federal, CIP, grants, not sure, other
If the proposed improvement has secured funding, please list the sources, amount and FFY.

Project Need

FHWA requires STP funds to be used towards regionally significant projects. Please describe how this project fulfills this requirement.

Describe how this project impacts other city/county goals, plans and projects.

Describe any work previously completed (or underway) that this project compliments or is recommended in including the relationship of this project to other planning studies/construction projects.

Expansion is considered an expensive and last resort to address congestion issues. If this is an expansion

project, please explain what other methods have been used to address congestion. Please review the MPO's congestion management policy.

Project Type (check all that apply)

- New road
- Paving gravel road
- Road extension
- Road widening
- Improve alignment
- Conversion (4 to 3 lane, 1-way to 2-way)
- Overlay/mill-and-overlay-diamond
- Bridge
- Interchange
- Intersection
- Freight
- Trail or Greenway project
- ITS Improvements
- Transit
- Bike facility
- Streetscaping

Design Elements

Surface type	Existing: gravel, asphalt, Portland & Proposed: gravel, asphalt, Portland
Existing number of lanes.	
Future number of lanes.	
Number of through traffic lanes	Existing & Proposed
Travel lane width (ft)	Existing & Proposed
Total roadway width (ft)	Existing & Proposed
Posted speed	Existing & Proposed
Truck Route	Existing Yes/No & Proposed Yes/No
% of trucks	Existing & Proposed
Median	Existing Yes/No & Proposed Yes/No
Left turn lane	Existing Yes/No & Proposed Yes/No
If yes, where.	
Right turn lane	Existing Yes/No & Proposed Yes/No
Center turn lane	Existing Yes/No & Proposed Yes/No
One-way	Existing Yes/No & Proposed Yes/No
Paved shoulder	Existing Yes/No & Proposed Yes/No
Curb radius	Existing & Proposed
Signal Interconnection	Existing & Proposed
Access control/consolidation	Existing & Proposed
Designated truck route	Existing & Proposed
Shoulder width (ft)	Existing & Proposed
Sidewalk width (ft)	Existing & Proposed
Number of pedestrian benches	Existing & Proposed

Number of pedestrian curb extensions	Existing & Proposed
Number of pedestrian refuges	Existing & Proposed
Number of pedestrian cross walks	Existing & Proposed
Number of HAWK signals	Existing & Proposed
Number of bus shelters	Existing & Proposed
Number of bus pull outs	Existing & Proposed
Number of concrete connections between curb to sidewalk at a bus stop	Existing & Proposed
Bike lane type: buffered bike lane or bike lane	Existing & Proposed
Bike lane width	Existing & Proposed
Bicycle/Pedestrian Signals	Existing & Proposed
On-street parking	Existing Yes/No & Proposed Yes/No
% On-street parking within termini	Existing & Proposed
ITS/Signalization improvements	Existing & Proposed
Number of street trees	Existing & Proposed
Type of street trees	
Spacing of street trees	
Additional landscaping (if yes, describe)	
Number of electric vehicle stations	Existing & Proposed
Does this project improve a parallel facility or contribute to alternative routing (if yes, please describe).	
Using green infrastructure to manage 1 ¼ inches of rainfall (if yes, please describe)	
Traffic calming solution (if yes, describe)	
Decrease idling solutions (if yes, describe)	
Address a freight impediment (if yes, describe)	

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. Yes/No

To the best of my knowledge all information included in this application is true and accurate, including the commitment of all design features, physical and financial resources. This application has been duly authorized by participating local authority(s). I understand the FORMAL RESOLUTION binds the participating local governments to provide the required matching funds, design features according to those listed in the application and to assume responsibility for adequate maintenance of any new or improved facilities. I understand that, although this information is sufficient to secure a commitment of funds, an executed contract between the applicant and the Iowa Department of Transportation is required prior to the authorization of funds. Yes/No

A GIS shape file has been sent to the MPO. Yes
City resolution has been emailed to the MPO. Yes
If proposed project is on a DART transit line, a letter of review from DART has been emailed to the MPO. Yes
Additional information you would like to share:

Thanks for submitting your community's road project to the Des Moines Area MPO's.

Appendix D: Application Questions for STP Planning Funds

Contact Information

Primary Sponsoring Organization
Secondary Sponsoring Organization (if applicable)
Contact Person
Phone
Email

Project Description

Project Title

Is this application request for a piece of a larger project (phase) or the entire project? Phase/Full Project

Has any part of this project been started/completed? Yes/No

Has your agency previously applied for STP funds for this project? Yes/No

Has this project previously been awarded STP funds? Yes/No

Total Project Cost: \$ _____

Federal Fiscal Year 2019 STP Request \$ _____

Total Funding Secured \$ _____

Total Match Needed \$ _____

Source of additional funds: other federal, CIP, grants, not sure, other

If the proposed improvement has secured funding, please list the sources, amount and FFY.

Project Need

- Provide a brief description of the proposed project.
- Expected beginning and ending.
- List any other participating governments/partners/agencies and provide a description of their involvement.
- Describe the problem/issues this project will address.
- List any work previously completed (or underway) that this project compliments (including the relationship of this project to other planning studies/construction projects).
- Identify project stakeholders and list strategies used to engage the stakeholders during project development.
- Explain how this project furthers the ability to reach performance measure targets outlined in the MPO's Mobilizing Tomorrow plan.
- Explain how the project will be carried forward and implemented once completed.

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To the best of my knowledge all information included in this application is true and accurate, including the commitment of all design features, physical and financial resources. This application has been duly authorized by participating local authority(s). I understand the FORMAL RESOLUTION binds the

participating local governments to provide the required matching funds, design features according to those listed in the application and to assume responsibility for adequate maintenance of any new or improved facilities. I understand that, although this information is sufficient to secure a commitment of funds, an executed contract between the applicant and the Iowa Department of Transportation is required prior to the authorization of funds. Yes/No

A GIS shape file has been sent to the MPO. Yes

City resolution has been emailed to the MPO. Yes

If proposed project is on a DART transit line, a letter of review from DART has been emailed to the MPO. Yes

Additional information you would like to share:

Thanks for submitting your community's road project to the Des Moines Area MPO's.

DRAFT

Appendix E: Application Questions for STP TAP Funds

Appendix G: Evaluation Criteria for Transportation Alternative Program

All questions that are NOT Yes/No questions are evaluated on a scale of 1-5 (low-high, least important-more important, etc). The significance of the question or criteria is indicated by the weight identified in the parentheses (#). The weight is multiplied by the evaluation result for each criterion and totaled for a final score for the project.

I	No points	Project on MPO Bicycle/Pedestrian Facilities (Page 34).		
II	No points	Previously received TAP funds under this category, if so not eligible for maintenance funds. Previously received TAP funds under the other categories.		
III	(2)	5 points, weighted 2	= 10	Local Support.
IV	(3)	5 points, weighted 3	= 15	Multipurpose aspects
V	(3)	5 points, weighted 3	= 15	Financial plan.
VI	(3)	5 points, weighted 3	= 15	Quality/significance of the site.
VII	(2)	5 points, weighted 2	= 10	Need for the project, public demand, etc.
VIII	(1)	5 points, weighted 1	= 5	Status of the facility right-of-way.
IX	(1)	5 points, weighted 1	= 5	Urgency of the implementation of the project.
X	(1)	5 points, weighted 1	= 5	Impact to tourism and economic development.
XI	(1)	20 points, weighted 1	= 20	Facility Category Scoring: Connection, Development, Extension, Upgrade, or Combination.

Total points possible = 100

Relationship to other proposed or existing project (streetscape)

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