



# Unified Planning Work Program & Budget

Fiscal Year 2019 (July 2018 – June 2019)

FINAL – May 7, 2018

[ This Page Left Blank ]



## Table of Contents

Introduction .....	5
MPO History.....	5
Legal Authority.....	6
Purpose and Responsibilities .....	6
Operational Structure .....	7
UPWP Development Process .....	11
Amending and Revising Procedures .....	11
Requirements.....	12
Long-Range Transportation Plan .....	12
Transportation Improvement Plan .....	12
Unified Planning Work Program .....	13
Public Participation Plan .....	13
Passenger Transportation Plan .....	13
Congestion Management Process .....	13
Awarding of Federal Funds .....	14
Decision Making Structure.....	14
Planning Factors.....	14
Self-Certification .....	15
Performance-Based Planning Process .....	15
Planning Issues in the Region.....	16
The Tomorrow Plan and Mobilizing Tomorrow .....	16
Transportation System Optimization.....	17
Multimodal Opportunities .....	17
Public Health .....	18
Freight System Enhancement .....	18
Environmental Health .....	19
Data Collection and Modeling .....	19
Planning Studies and Major Projects .....	20
Transportation Legislation and Funding .....	21
Strategic Plan .....	21
Planning Activities.....	23
Task 1: Long-Range Planning .....	24
Task 2: Multimodal Planning.....	25
Task 3: Public Involvement .....	27
Task 4: Integrated Planning .....	28
Task 5: Funding .....	29
Task 6: Technical Support and Services .....	30
Task 7: Program Administration .....	32
Task 8: CIRTPA.....	34
Task 9: Contracted Services .....	35

Budget and Cost Allocation Plan .....	36
General Accounting Policies .....	36
Revenue .....	36
Expenses and Description of Cost Allocation Methodology .....	39
Appendices.....	46
A: Committee Representation .....	46
B: Commonly Used Acronyms.....	53
C: MPO Resolution of Approval .....	54
D: Certificate of Indirect Cost Proposal/Indirect Costs .....	55
E: Self-Certification of Procurement and Consultant Selection Procedures.....	56
F: Performance Management Agreement .....	57

## Figures

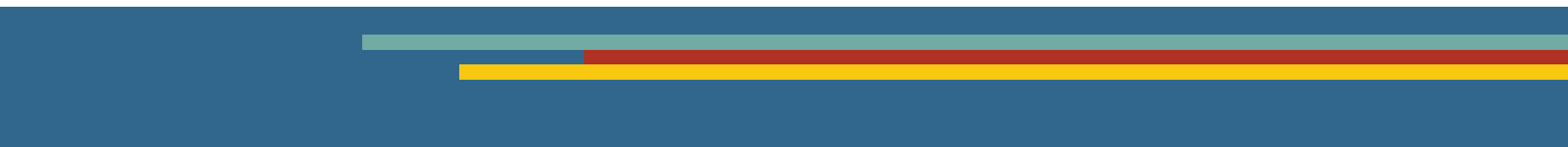
1 Des Moines Area MPO’s Planning Area .....	7
2 Des Moines Area MPO Committee and Structural Organization Chart.....	9
3 Des Moines Area MPO Staff Organization Chart .....	10
4 Des Moines Area MPO Activities and Requirements.....	23

## Tables

1 Funding Sources Available .....	37
2 Member Government Assessments .....	38
3 Summary of Employee Benefits.....	40
4 Statement of Projected Total Costs .....	42
5 Indirect Cost Rate Calculation.....	43
6 Summary of Projected Work Program Costs and Hours.....	43
7 Budget by Agency .....	44
8 Projected Balance Summary .....	45

The Des Moines Area Metropolitan Planning Organization (MPO) has prepared this document with partial funding from the United States Department of Transportation’s Federal Highway Administration and Federal Transit Administration, and in part through local matching funds provided by the Des Moines Area MPO member governments. These contents are the responsibility of the Des Moines Area MPO. The United States Government and its agencies assume no liability for the contents of this report or for the use of its contents.

The Des Moines Area 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. For more information or to obtain a Title VI Complaint form, call 515-334-0075.



## Introduction

The *Fiscal Year 2019 Unified Planning Work Program and Budget* (FY 2019 UPWP) is the Des Moines Area MPO's work plan for the fiscal year beginning July 1, 2018 and ending June 30, 2019. The FY 2019 UPWP identifies planning activities completed in the prior fiscal year, and documents all planning activities and anticipated work products for the current fiscal year. In addition, the FY 2019 UPWP also documents the Des Moines Area MPO's costs to support the fiscal year planning activities and work products.

The work activities outlined within the FY 2019 UPWP support federal requirements placed on MPOs and also respond to planning issues affecting the region. In FY 2019, the Des Moines Area MPO will continue updating *Mobilizing Tomorrow*, the MPO's long-range transportation plan adopted in November 2014, and will continue implementing *The Tomorrow Plan* adopted in 2013. These implementation efforts include continued assistance with local complete street efforts, development of best practices on transportation and land use planning coordination, implementing a regional water trails and greenways plan, and continuing to partner with public health organizations to ensure health in all policies. Additional activities to be conducted will include supporting sub-area and corridor studies throughout the region, evaluating transportation needs and resources, collecting data on trail conditions and usage, analyzing National Household Travel Survey Add-On data, developing a freight transload facility, and programming federal funding to projects.

### **MPO History**

Greater Des Moines has joined together for decades to use resources effectively and to position the region to thrive economically, environmentally, and socially. Our leaders have long recognized the importance of working at the regional level, especially when it comes to transportation.

In 1964, the Des Moines Urbanized Area Transportation Study was initiated through a cooperative agreement between local officials and the Iowa Highway Commission. In 1965, the Central Iowa Regional Planning Commission (CIRPC) formed in response to a need for an area-wide transportation planning organization.

In 1972, CIRPC and seven local governments entered into a cooperative agreement for continuing transportation planning. The following year, in 1973, CIRPC restructured as the Central Iowa Regional Association of Local Governments (CIRALG). By 1979, CIRALG's membership included eight central Iowa counties and about eighty cities.

CIRALG dissolved in the early 1980's. In 1983, the Des Moines Area Transportation Planning Committee (DMATPC), previously part of CIRALG, was designated as the MPO for central Iowa. The DMATPC contracted with the City of Des Moines for staff support.

A decade later, in 1993, the DMATPC restructured once again as the Des Moines Area MPO, hiring its own staff. In July 2013, the MPO celebrated the thirtieth anniversary of regional transportation planning in Greater Des Moines.

### **Legal Authority**

Since the Federal-Aid Highway Act of 1962, MPOs have been required by federal law in urbanized areas with a population greater than 50,000 and are supported through federal funds. The Des Moines Area MPO acts as the formal transportation body for the greater Des Moines metropolitan area, carrying out the intent of Title 23 of the U.S. Code of Federal Regulations (CFR), Part 450. In 1983, the Governor of Iowa designated the Des Moines Area MPO (then called the Des Moines Area Transportation Planning Committee) as the official MPO for the Des Moines Urbanized Area, as defined by the U.S. Census Bureau. The Des Moines Area MPO functions as a Transportation Management Area as well, as it exceeds the population threshold of 200,000 persons established in 23 CFR 450.104. The U.S. Department of Transportation (DOT) reviews and certifies the Des Moines Area MPO every four years.


The Des Moines Area MPO is organized as a separate legal entity pursuant to the provisions of Chapter 28E of the Iowa Code. Its 28E agreement outlines requirements for membership and representation, and its bylaws outline duties of committees, the process for electing officers, and the role of the Executive Director.

### **Purpose and Responsibilities**

The Des Moines Area MPO's mission is to advance a safe, effective, fully integrated multi-modal transportation system that supports economic development, protects natural assets, and enhances overall quality of life. It provides a regional forum to assure local, state, and federal agencies and the public coordinate transportation planning issues and prepare transportation plans and programs. The Des Moines Area MPO develops both long-range and short-range multimodal transportation plans, selects and approves projects for federal funding based on regional priorities, and develops ways to manage traffic congestion.

Transportation planning includes various activities. Some of these are led by the MPO, while others are led by other entities.

#### *What the MPO Does*

1. Identify short- and long-range multimodal transportation needs;
  2. Analyze and evaluate transportation improvements;
  3. Provide technical and policy guidance to member communities;
  4. Estimate future traffic volumes;
  5. Inform the public about planning activities;
  6. Study the movement of traffic along major corridors; and
  7. Conduct planning studies.
- 

### What the MPO Does NOT Do

1. Road/bridge design, construction, and repair;
2. Enforce traffic laws;
3. Trail construction and maintenance;
4. Transit operations; and
5. Land use planning and zoning.

### Operational Structure

#### Planning Area

The Des Moines Area MPO is responsible for these transportation planning activities within a geographic area identified as the Metropolitan Planning Area (planning area). Figure 1 displays the Des Moines Area MPO's MPA. The Des Moines Area MPO approved its current planning area on January 17, 2013. The planning area includes portions of Dallas, Madison, Polk, and Warren Counties, and includes, at a minimum, the anticipated urbanized area for *Mobilizing Tomorrow's* Horizon Year (HY) 2050.

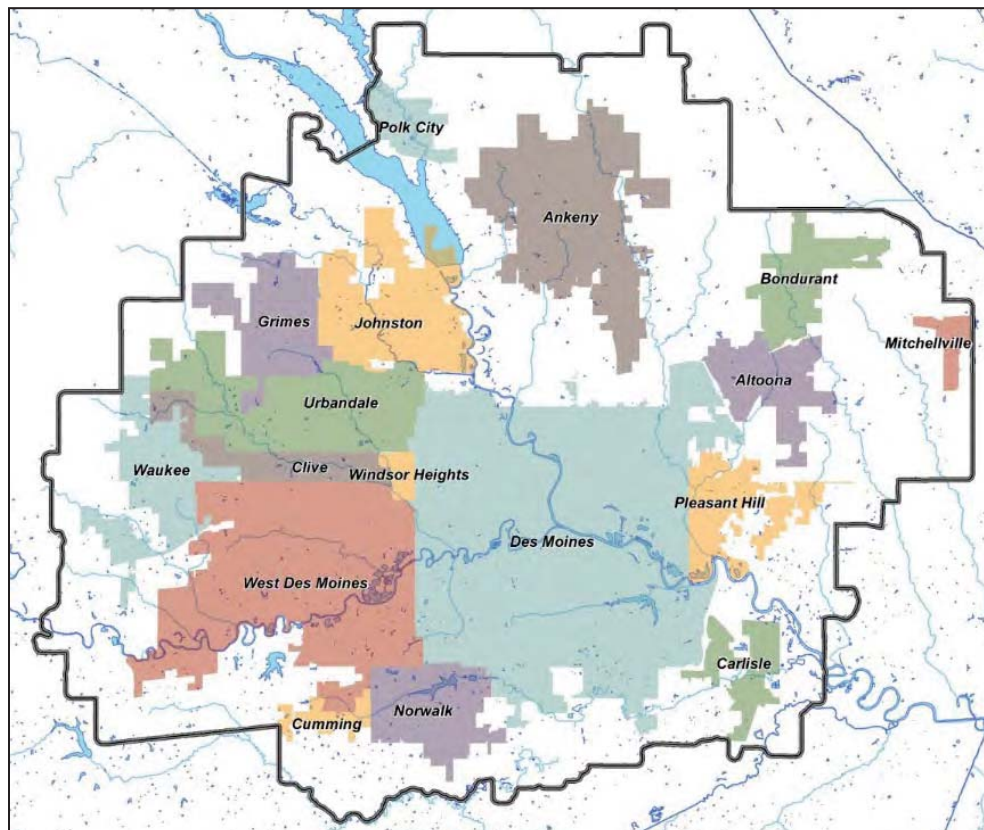


Figure 1: Des Moines Area MPO's Planning Area

### *Membership*

Per the Des Moines Area MPO's 28E agreement, voting membership is open to any county or city government located, wholly or partially, in the designated planning area containing a minimum population of 1,500 persons that adopts the Des Moines Area MPO's 28E Agreement. Currently, Des Moines Area MPO membership includes the following cities and counties:

- City of Altoona
- City of Ankeny
- City of Bondurant
- City of Carlisle
- City of Clive
- City of Des Moines
- City of Grimes
- City of Johnston
- City of Mitchellville
- City of Norwalk
- City of Pleasant Hill
- City of Polk City
- City of Urbandale
- City of Waukee
- City of West Des Moines
- City of Windsor Heights
- Dallas County
- Polk County
- Warren County
- Des Moines Area Regional Transit Authority (DART)

Two entities within the planning area, the City of Cumming and Madison County, fall below the minimum population threshold for full membership and are associate members. Associate membership allows a non-voting representative to participate actively in the transportation planning process, and is available to all governments within the planning area that do not meet the minimum population threshold for full membership. Additionally, governments outside the planning area, but within the eight-county region of central Iowa, are able to petition for associate membership. Associate members are not eligible for federal funding awarded through the Des Moines Area MPO. The City of Indianola and the City of Van Meter are outside the Des Moines Area MPO's planning area and are associate members of the MPO.

The Iowa Department of Transportation (DOT), the Des Moines International Airport (DSM), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Heart of Iowa Regional Transit Agency (HIRTA) serve as advisory, non-voting, representatives to the Des Moines Area MPO.

### *Representation and Voting*

Population determines representation on the TTC and the Policy Committee. Each member government within the planning area over a minimum population receives at least one representative. DART also receives one voting representative. The Des Moines Area MPO allows larger member governments to have additional representatives based on predetermined population thresholds, as determined by the U.S. Census, as identified in the Des Moines Area MPO's 28E agreement:

- One representative for populations of at least 1500.
- Additional representative at 10,000 in population.
- Additional representatives for each addition 25,000 above the initial 10,000 population.



### Decision-Making Structure

Three designated committees form the structure of the Des Moines Area MPO: the Transportation Technical Committee (or Technical Committee), the Executive Committee, and the Policy Committee. The Des Moines Area MPO member governments’ and agencies’ boards and councils appoint their respective representatives to the Technical Committee and to the Policy Committee. See Appendix A for list of committee representatives.

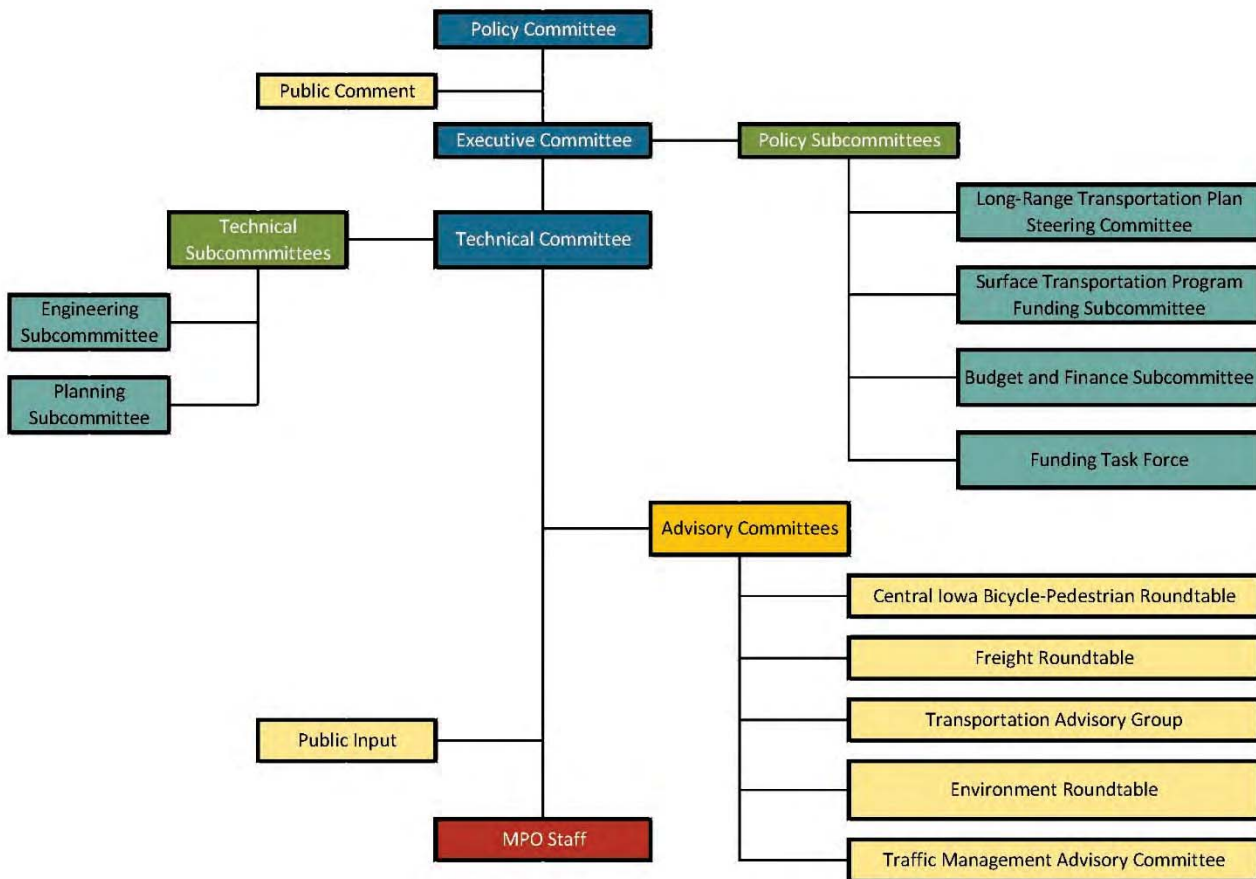


Figure 2: Des Moines Area MPO Committee and Structural Organization Chart

The Des Moines Area MPO Technical Committee is comprised primarily of representatives of member governments’ and participating agencies’ technical staffs, including planners, engineers, and city administrators. The Des Moines Area MPO Policy Committee is comprised primarily of county supervisors, mayors, city council members, and city managers. The Des Moines Area MPO Policy Committee annually elects officers and at-large representatives to form seven-member Executive Committee from among Policy Committee representatives.

The Des Moines Area MPO Technical Committee offers technical guidance and recommendations to the Executive Committee. The Executive Committee then offers recommendations to the Policy Committee, based on the Technical Committee’s recommendations, before the Des Moines Area MPO Policy Committee takes formal actions on transportation issues. Des Moines Area MPO Technical Committee representation differs from the Policy Committee in that DSM and HIRTA are voting members on the Technical Committee.

Additionally, the Des Moines Area MPO establishes and supports, as needed, other subcommittees, roundtables, working groups, and advisory committees on various transportation-related issues relevant to the Des Moines Area MPO's responsibilities. The Des Moines Area MPO requests stakeholder organizations and citizens to serve on these committees, as appropriate. As part of an adopted public participation process, the Des Moines Area MPO strongly encourages input and communication from citizens. The Des Moines Area MPO staff supports the various committees.

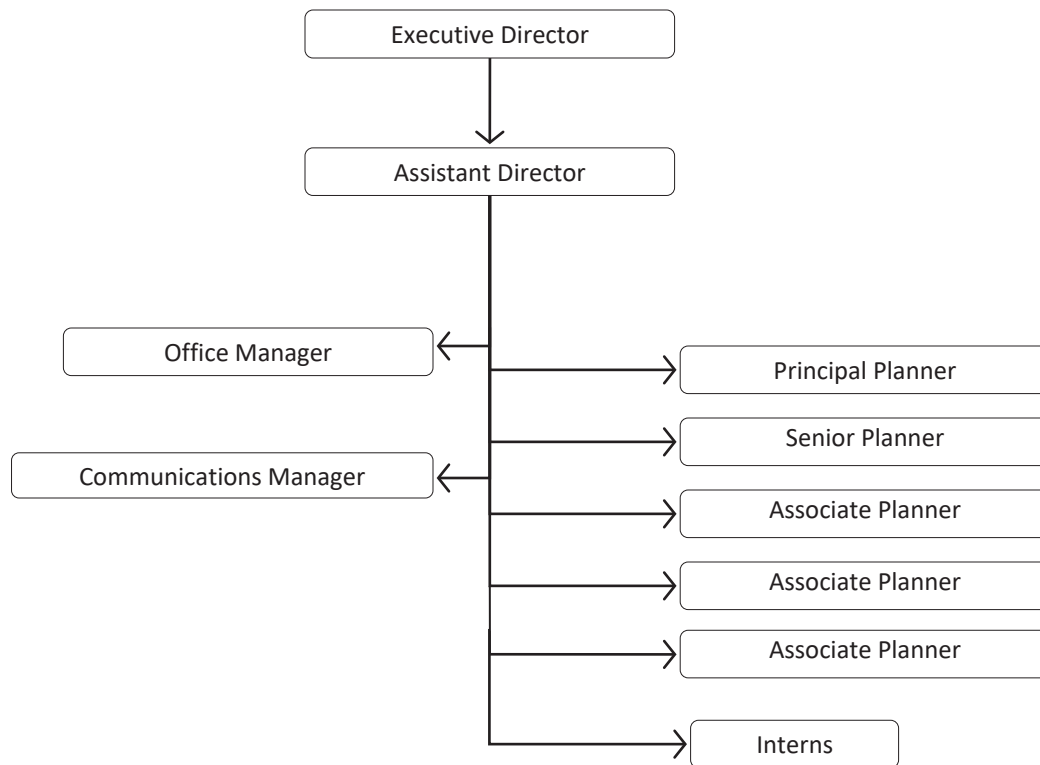


Figure 3: Des Moines Area MPO Staff Organization Chart

## UPWP Development Process

The Des Moines Area MPO begins development of the UPWP in January of each year through discussions with the Executive Committee and Planning Subcommittee. These initial discussions include a review of federally-required activities, the planning factors required by MPOs as outlined in US Code, goals set forth in the long-range transportation plan, and goals and strategies outlined in the MPO's strategic plan. Proposals from Des Moines Area MPO staff and member communities regarding priority activities for the coming year are also discussed. Similar discussions then take place in February with the Des Moines Area MPO's Technical Committee and Policy Committee, followed by the review and approval of a draft UPWP and budget at the March meetings of the Technical, Executive, and Policy Committees.

Following approval of the draft UPWP and budget, the Des Moines Area MPO forwards the draft document to the Iowa DOT, FTA, and FHWA for their review and comment. Des Moines Area MPO staff makes any changes necessary to the document and budget and then presents a final document and budget for the Des Moines Area MPO's committees to consider at their May meetings. The approved UPWP and budget are provided to the Iowa DOT, FTA, and FHWA for their records.

### Amending and Revising Procedures

The Des Moines Area MPO may need to make amendments or revisions to this UPWP from time to time. When doing so, the Des Moines Area MPO will consider the administrative rules outlined by 2 CFR 200 and FTA Circular 5010.1C. Revisions to request additional federal funding, to transfer funds among work categories which exceed 10 percent of the total work program budget, revising the scope or objective of activities, transferring work to a third party, transferring funds allotted for training allowances, or purchasing additional equipment not documented in the UPWP all require approval from FHWA/FTA. Transferring funds among work categories which do not exceed 10 percent of the total work program budget require Iowa DOT approval. Changes to extend project time lines or staff hours require approval only of the Des Moines Area MPO and are deemed revisions.

If the Des Moines Area MPO determines an amendment is necessary, it will follow the guidelines set forth in the PPP and the procedures required by the Iowa DOT, FHWA, and FTA. All amendments require action from the Des Moines Area MPO and are subject to final approval by Iowa DOT and/or FHWA/FTA. These procedures include approval by the Des Moines Area MPO's Policy Committee and forwarding requests electronically to the Iowa DOT's Office of Systems Planning and the District 1 Planner. The requests must include a resolution or meeting minutes showing the Des Moines Area MPO's approval, a budget summary table highlighting any budgetary changes, and modified sections of the plan's work elements.

## Requirements

As noted previously, the Des Moines Area MPO provides a forum for local, state, and federal governmental entities, as well as the public and other interested regional partners, to plan the region's transportation system. To this end, the Des Moines Area MPO is required by federal regulations to produce certain work products and strive towards the planning factors outlined in US Code and the latest transportation legislation. This section details those required work products.

### **Long-Range Transportation Plan**

A Long-Range Transportation Plan (LRTP) must be updated, at a minimum, every five years. The plan must cover no less than a 20-year planning horizon and includes both projects and policies to undertake during that timeframe. Transportation projects must be identified in the plan to be considered for federal funding. Additionally, the LRTP must include:

- Projected transportation demand of persons and goods;
- Existing and proposed transportation facilities;
- Operational management strategies;
- Consideration of the congestion management process;
- Assessments of capital investments;
- Design concept and scope descriptions of existing and proposed transportation facilities;
- Types of environmental mitigation activities and potential areas to carry out these activities;
- Pedestrian walkway and bicycle facilities;
- Transportation and transit enhancement activities; and
- A financial plan.

The Des Moines Area MPO's current LRTP – Mobilizing Tomorrow – was adopted in November 2014. Work is underway to update the plan by September 2019.

### **Transportation Improvement Plan**

The Des Moines Area MPO is required to develop a Transportation Improvement Program (TIP), which is to list all projects that will be implemented using Federal funds within the TIP's timeframe. The Des Moines Area MPO's TIP covers a period of no less than four years and is updated annually for compatibility with the Statewide Transportation Improvement Program development and approval process.

### **Unified Planning Work Program**

The required Unified Planning Work Program (UPWP) represents the annual scope of work and budget for the Des Moines Area MPO's activities. Planning funds provided by the U.S. DOT and matching funds collected through member governments' assessments, as well as any special grants received, are used to develop the organization's budget

### **Public Participation Plan**

MPOs are required to develop a Public Participation Plan (PPP) to ensure that the public is adequately involved in the regional transportation planning process. The Des Moines Area MPO's PPP, updated in 2015, outlines the Des Moines Area MPO's public outreach efforts. The Des Moines Area MPO engages the public through three primary components: public meetings, publications, and web-based technologies.

The Des Moines Area MPO schedules public input meetings to provide information to the public and to solicit public review and comment on Des Moines Area MPO documents and member government and agency projects.

The Des Moines Area MPO also provides for public input through periodic newsletters and press releases as well as through web-based technologies including:


- Website, [www.dmampo.org](http://www.dmampo.org);
- [www.facebook.com/dmampo](https://www.facebook.com/dmampo);
- LinkedIn, [www.linkedin.com/company/des-moines-area-metropolitan-planning-organization](https://www.linkedin.com/company/des-moines-area-metropolitan-planning-organization); and,
- Twitter, [www.twitter.com/dmampo](https://www.twitter.com/dmampo).

### **Passenger Transportation Plan**

The Des Moines Area MPO is required to develop a Passenger Transportation Plan (PTP) at least once every five years. The PTP is a coordinated public transportation and human services plan with the purpose of improving transportation for persons with disabilities, low income populations, the elderly, and others who may have mobility constraints. The PTP identifies mobility needs, identifies possible solutions, and justifies the use of certain state and federal transit funding. The Des Moines Area MPO's PTP was last updated in May 2018.

### **Congestion Management Process**

The Des Moines Area MPO's status as a Transportation Management Area (as an urban area with a population over 200,000) requires that it maintain a Congestion Management Process (CMP). The CMP identifies the metropolitan area's congestion issues, outlines a process to monitor congestion, and proposes a catalog of strategies and initiatives to manage congested areas. The Des Moines Area MPO's CMP was updated in April 2015.



## **Awarding of Federal Funds**

One of the Des Moines Area MPO's primary responsibilities is the allocation of certain federal transportation funds that are provided by the U.S. DOT to MPOs. There are two main types of funds that are awarded annually by the Des Moines Area MPO – Surface Transportation Block Grant (STBG) funds and STBG Set-Aside (Set-Aside) funds. STBG funds are intended to preserve and improve the conditions and performance on any Federal-aid highway, bridge, public road, pedestrian and bicycle infrastructure, and transit capital projects. Set-Aside funds are used to support on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation, environmental mitigation, and safe routes to school projects


The Des Moines Area MPO annually receives from the U.S. DOT approximately \$13 million in STBG funds and another \$1.5 million in Set-Aside funds, both of which are awarded to member communities for regional transportation projects. This process begins with an application open to the Des Moines Area MPO's member governments, followed by project scoring and presentations of eligible projects, and concludes with a selection of projects to receive funding. These projects are then reflected in the TIP. The Des Moines Area MPO is also involved with other federal funds, such as recommendations for annual appropriations. The TIP provides a listing of the various funding programs that assist with funding of transportation projects.

## **Decision Making Structure**

MPOs are required to maintain a formal decision-making structure, including hosting technical and policy committees comprised of community representatives. The MPO's decision-making structure is outlined on page 7.

## **Planning Factors**

The planning process undertaken by MPOs are guided by planning factors outlined in US Code. MPOs are required to provide for the consideration of projects and strategies that will:

- Support economic vitality.
  - Increase safety of the transportation system.
  - Increase the security of the transportation system.
  - Increase the accessibility and mobility of people and freight.
  - Protect and enhance the environment and promote conservation.
  - Enhance the integration and connectivity of the system across and between modes.
  - Promote efficient system management and operations.
  - Emphasize the preservation of the existing transportation system.
  - Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
  - Enhance travel and tourism.
- 

## Self-Certification

The MPO must self-certify that its planning process complies with several federal requirements, including:

- [23 U.S.C. 134](#) and 135, [49 U.S.C. 5303](#) and 5304, and this part;
- Title VI of the Civil Rights Act of 1964, as amended ([42 U.S.C. 2000d-1](#)) and [49 CFR part 21](#);
- [49 U.S.C. 5332](#), prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- Section 1101(b) of the FAST Act ([Pub. L. 114-357](#)) and [49 CFR part 26](#) regarding the involvement of disadvantaged business enterprises in DOT funded projects;
- [23 CFR part 230](#), regarding implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- The provisions of the Americans with Disabilities Act of 1990 ([42 U.S.C. 12101 et seq.](#)) and [49 CFR parts 27](#), 37, and 38;
- The Older Americans Act, as amended ([42 U.S.C. 6101](#)), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- [23 U.S.C. 324](#), regarding the prohibition of discrimination based on gender; and
- Section 504 of the Rehabilitation Act of 1973 ([29 U.S.C. 794](#)) and [49 CFR part 27](#) regarding discrimination against individuals with disabilities.

The MPO underwent its quadrennial federal certification review in April 2017 and was found to be in compliance with these federal requirements.

## Performance-Based Planning Process

Beginning in 2012 with the passage of the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Act and maintained with the 2015 passage of the Fixing America's Surface Transportation System (FAST) Act, MPOs must now follow a performance-based planning process. This process includes working collaboratively with the DOT and transit authorities to collect and share performance data, set performance targets and goals for the transportation system, and reporting on progress towards achieving set targets. The MPO has a performance management agreement with the Iowa DOT, which can be found in Appendix F. The MPO also updated its memorandum of understanding with DART in November 2017 to address the performance-based planning process, among other updates.



## Planning Issues in the Region

As the Des Moines Area MPO prepares its annual work program it must understand the issues that influence transportation planning in the region. Long-range plans provide a vision and broad goals the region seeks to achieve, which in turn shape the Des Moines Area MPO's activities. The annual work program also is shaped by ongoing planning efforts, major projects under study or construction, issues related to transportation funding, and legislation, among others. The following describes these issues in more detail.

### **The Tomorrow Plan and Mobilizing Tomorrow**

In November 2013, the Des Moines Area MPO approved The Tomorrow Plan, which had been under development since 2010. Many of The Tomorrow Plan's strategies and initiatives impact transportation directly (such as promoting additional opportunities for public transportation, bicycling, and walking) or indirectly (such as promoting land uses patterns that result in more efficient infrastructure development).

On the heels of The Tomorrow Plan's development, the Des Moines Area MPO updated its long-range transportation plan. Mobilizing Tomorrow, the 2050 long-range transportation plan, was approved in November 2014. Mobilizing Tomorrow includes goals, objectives, measures, and strategies to achieve the transported-related elements outlined in The Tomorrow Plan. Mobilizing Tomorrow's goals include:

- Manage and optimize transportation infrastructure and services
- Enhance multimodal transportation options
- Improve the region's environmental health
- Further the health, safety, and well-being of all residents in the region.

The Des Moines Area MPO continues to monitor performance measures identified in the plan to achieve identified targets and goals, implement best practice recommendations, and complete projects included in the plan. In 2016 a team from the MPO participated in Transportation for America's Leadership Academy, which focused on performance measurement. In 2017 the MPO began working to update Mobilizing Tomorrow with an anticipated completion date of September 2019. Also in 2017 the MPO received additional technical assistance from Transportation for America on performance measurement, particularly with respect to adding equity and economic development measures and refining the MPO's project scoring process. FY 2019 will see the MPO continue working to update Mobilizing Tomorrow and implement the recommendations of Transportation for America. Activities related to the plan update are noted later in the Planning Activities chapter of this document under Task 1: Long-Range Planning.



## **Transportation System Optimization**

Previous transportation bills, as well as the current transportation bill – Fixing America’s Surface Transportation Act (FAST) – outline the need for regions to manage and optimize the existing transportation system. Mobilizing Tomorrow incorporates this direction, placing increased emphasis on opportunities to maintain the current system and less emphasis on expanding the system. In FY 2015, the Des Moines Area MPO began to collect and analyze information related to bridge and pavement condition information, demonstrating costs necessary to maintain the system to desired levels when possible. This type of analysis is ongoing.

In 2016, the Des Moines Area MPO updated its Congestion Management Process (CMP) to aid in this effort. In 2016 the Des Moines Area MPO also applied for the US DOT’s Smart City Challenge Grant. While unsuccessful in securing funding, the Des Moines Area MPO started outlining a framework for Smart City infrastructure and applications.

In FY 2019, the MPO will work to update the region’s Intelligent Transportation System (ITS) Architecture. The ITS Architecture supports the CMP effort by providing an inventory of the region’s ITS network and identifying opportunities to further expand and integrate the network. These efforts will better enable the Des Moines Area MPO and its member governments to address transportation issues with lower-cost operational solutions as opposed to higher-cost capital solutions and integrate smart city solutions. The ITS effort coincides with similar efforts by the Iowa DOT, the City of Des Moines, and a coalition of western suburban communities. Additionally, by the beginning of FY 2019 the Des Moines Area MPO will add a Smart Cities Roundtable to its organizational structure. The roundtable’s goal will be to help prepare the region for emerging technologies and to use ITS and other congestion management techniques to improve and optimize the transportation system.

## **Multimodal Opportunities**

Mobilizing Tomorrow calls for increased transit ridership, additional bicycle lanes and trails, and higher commuting levels by biking, walking, transit, and carpooling. The Des Moines Area MPO intends to support these objectives by undertaking or participating in a variety of activities, particularly those related to Complete Streets, land use/transportation coordination, Safe Routes to Schools, and related efforts to reduce single-occupant vehicle trips.

Mobilizing Tomorrow and The Tomorrow Plan identified a number of best practices related to increasing multimodal transportation usage. Examples include transit supportive development guidelines, on-street bicycle facility standards, parking standards, and roadway design standards. The Des Moines Area MPO will continue to offer assistance to its member communities in incorporating these best practices.

Additionally, DART has initiated the update to its long-range service plan, DART Forward 2035. The Des Moines Area MPO will provide technical and policy assistance to DART, as needed,

throughout this process. DART also continues to pursue the development of rapid transit service in the metro, which the Des Moines Area MPO will continue to support as needed.

### **Public Health**

In FY 2015, the Des Moines Area MPO was awarded \$75,000 from the Wellmark Foundation support complete street efforts. The goal of the funding was to promote active transportation which would help improve public health. Funding from the Wellmark Foundation was set aside for project implementation and was matched with in-kind staff support from the Des Moines complete street research, analysis, and policy development. In FY 2016, the Wellmark Foundation grant helped to fund six quick-start implementation projects, and the Des Moines Area MPO's policy efforts helped aid the adoption of more local complete street policies by MPO member communities. Projects funded with the Wellmark Foundation grant were implemented in FY 2016 and FY 2017, and the Des Moines Area MPO will continue working with local communities on the adoption of complete street policies.

In FY 2016, the Des Moines Area MPO was awarded an additional round of \$75,000 in Wellmark Foundation funding. For this round, the Des Moines Area MPO has partnered with the Des Moines Public School District, the City of Des Moines, the Iowa Department of Public Health, and the Healthiest State Initiative to pursue Safe Routes to School solutions around three Des Moines schools. The team also attended a Step It Up Challenge event in Atlanta as part of this project. Work on this project will continued through FY 2018.

The Des Moines Area MPO continues to build on the success of these two projects. Due to the success of the initial complete streets quick-start project with the initial round of Wellmark funds, the Des Moines Area MPO will seek to develop a second round using a portion of its Surface Transportation Block Grant funding. The Des Moines Area MPO also will seek to do more holistic Safe Routes to Schools planning for school districts in the region.

With use of the National Household Travel Survey (NHTS) data to be released in early 2018, the Des Moines Area MPO plans to develop a public health/transportation model. This type of model, which will be similar to those used at other MPOs in the country, will help demonstrate the public health impacts of transportation decisions. This model will be developed through FY 2019 for use in the update of Mobilizing Tomorrow.

### **Freight System Enhancement**

Freight stakeholders have worked over the past few years to study the need for additional freight facilities in the metro area. In FY 2015, the Des Moines Area MPO commissioned the Des Moines Area Rail Port Study, which identified the feasibility of a transload facility along the Southeast Connector in Des Moines. The Des Moines Area MPO received \$1.7 million from the Iowa DOT through the Railroad Revolving Loan and Grant Program to help construct the facility. In FY 2018, the City of Des Moines agreed to sell the property identified for the transload to the operator – Des Moines Transload, LLC – and the Des Moines Area MPO entered into a sub-

agreement with the operator to allow for the use of the loan funds. Construction of the facility will continue into FY 2019 and the Des Moines Area MPO will administer the loan throughout the process.

The Container Locator website continues to be a priority for the Des Moines Area MPO as well. The Des Moines Area MPO worked with CyBiz Labs at Iowa State University to develop the website, which launched publicly at the end of FY 2017. The Des Moines Area MPO worked through FY 2018 to add capabilities to the site and to market the site to the freight industry. This work will continue through FY 2019 as the Des Moines Area MPO explores additional data sources to improve the website.

### **Environmental Health**

The Des Moines Area MPO has become more involved in environmental-related initiatives in recent years. Over the last few years, the Des Moines Area MPO participated in activities of Watershed Management Authorities, directly leading efforts for the Walnut Creek Watershed and helping to facilitate regional coordination among the watershed management authorities. Since FY 2017, the Polk Soil and Water Conservation District, the organization tasked with overseeing the administration of the existing WMAs in the Des Moines region, has contracted with the Des Moines Area MPO for continued policy and facilitation support.

The Des Moines Area MPO also has worked through its Environment Roundtable to bring environmental-related best-practices to its member governments. Examples include green streets, resource protection, and flood mitigation policies.

In FY 2015 the Iowa Department of Natural Resources (IDNR) contracted with the Des Moines Area MPO to develop a water trails plan for Des Moines metropolitan area. This plan identifies opportunities for increased water access and enhancing citizen experiences in and along urban water ways. The Greater Des Moines Water Trails and Greenways Plan was adopted by the Des Moines Area MPO in November 2016. In 2017 and 2018, the Des Moines Area MPO administered an engineering feasibility study to help refine costs for the plan's recommendations. As that study concludes in spring 2018, the Des Moines Area MPO will work with regional partners to implement the project.

### **Data Collection, Analysis, and Modeling**

The Des Moines Area MPO continues to expand its capabilities for collecting and analysis data to support the planning process. Since completing Mobilizing Tomorrow in 2014, the Des Moines Area MPO produces data reports on a regular basis for presentation to its committees and the public. This will continue in FY 2019.

In FY 2016 and continuing through FY 2018, the Des Moines Area MPO participated in the NHTS Add-On Program. This program, administered through FHWA, provided the Des Moines Area MPO with a wealth of data related to travel patterns in the metropolitan area. In particular, this

data will support the region's travel demand model, which the Des Moines Area MPO continues to refine. In FY 2019, the Des Moines Area MPO will work to analyze data from the NHTS and incorporate this data into its planning process and travel demand model.

With performance measure requirements prescribed in Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) that have continued in the FAST Act, the Des Moines Area MPO has placed increased emphasis on data collection and analysis. In FY 2018 the Des Moines Area MPO purchased bicycle counters, which complement trail counters it already owned. In FY 2019 the Des Moines Area MPO will pilot the use of the bicycle counters in downtown Des Moines and will work to improve the existing trail count program. The Des Moines Area MPO also developed the Iowa Data Bike in FY 2018. This bicycle uses an electric-assist cargo bike equipped with an iPhone running software that collects pavement roughness, a camera that takes pictures of the trail surface, and a second camera that takes 360-degree pictures of the trail. The Iowa Data Bike allows for the collection of trail surface conditions which can then be analyzed to inform jurisdictions of trail maintenance needs and costs. The Des Moines Area MPO will continue to use the Iowa Data Bike I and produce trail maintenance reports in FY 2019.

### **Planning Studies and Major Projects**

The Des Moines Area MPO and its member governments routinely engage in sub-area and corridor studies for both new transportation facilities and improvements to existing facilities. Activities outlined in this UPWP related to long-range planning, data collection and analysis, travel demand modeling, and project programming, among others, help support these studies. Studies of regional significance that are ongoing or anticipated for the near future include the following:

- Iowa Highway 141 Interchange— major improvements are planned for the Iowa Highway 141 and I-80/35 interchange in Urbandale and Grimes;
- Hickman Corridor – determine the need for operational and design changes to the Hickman Road corridor west of I-35/80;
- Hickman Road Interchange Operations Study – analysis of reconfiguration of the Hickman Road I-35/80 interchange in Clive to a diverging diamond interchange;
- First Street Interchange Operations Study – analysis of reconfiguration of the First Street I-35 interchange in Ankeny to a diverging diamond interchange;
- US 65/Iowa 5 Interstate Designation – effort to designate the US 65/Iowa 5 corridor between I-80 near Altoona and I-35 near West Des Moines to an interstate;
- University Avenue Corridor Crossing Study – City of Pleasant Hill's effort to evaluate how pedestrian cross University Avenue, what infrastructure solutions are necessary to improve access and safety, and development of designs to help accommodate bicycle and pedestrian traffic.
- MoveDSM – the City of Des Moines' transportation master plan, set to begin in FY 2019;
- Connect Downtown – the City of Des Moines' mobility plan for downtown; the plan was completed in 2017 and implementation efforts will continue through FY 2019;

- ITS Plans – The City of Des Moines as well as a coalition of western suburban communities led by the City of West Des Moines are developing ITS plans. The City of Ankeny also is developing a traffic signal timing plan; and,
- DART Forward 2035 Update – long-range planning for public transportation in the DART service area, possibly including rapid transit services in the metro and entry into project development phase of FTA New Starts process.

### **Transportation Legislation and Funding**

The Des Moines Area MPO is charged with providing a forum for its member governments to make decisions on how to use limited funding available for transportation. Legislation at the state and federal level affects the amount and type of funding available to the Des Moines Area MPO and its member governments, as well as the planning requirements that must be followed in order to use this funding. In 2012, Congress passed a new federal transportation bill, MAP-21. MAP-21 required that MPOs implement a performance-based planning process when making decisions on transportation investments. MAP-21 has been superseded by the FAST Act, yet performance measure requirements were retained in the new bill. As performance measure regulations are finalized the Des Moines Area MPO must ensure that it adapts to this performance-based process. Mobilizing Tomorrow included performance measures that likely will be required and the Des Moines Area MPO's funding guidelines were adjusted accordingly. However, the Des Moines Area MPO will continue to monitor requirements and make adjustments to review its funding guidelines as necessary.

The Des Moines Area MPO must also stay abreast of state and federal transportation funding programs. The national TIGER program is one example of funding available to the Des Moines Area MPO and its member governments for transportation improvements. Because these funding opportunities are limited, the Des Moines Area MPO must work to ensure any projects that are submitted for applications are of the highest priority to the region, are justified through sound planning practices, and are included or amended into the Des Moines Area MPO's long-range transportation plan and Transportation Improvement Program.

Finally, discussion in Washington, D.C., regarding an infrastructure bill have picked up in 2018. The Des Moines Area MPO will work with its member communities to convey to Congress how any proposed bills could affect the area and to prepare for any subsequent changes that might result from the passage of a bill.

## Strategic Plan Implementation

The Des Moines Area MPO approved its first strategic plan in January 2018. The five-year plan outlines an overall direction for the organization and focuses on issues related to its core program, external relationships, governance, sustainability, communications, and organizational infrastructure. The six goals of the strategic plan are as follows:

1. Implement programs and services consistent with vision and mission to meet requirements, fulfill needs, and lead to a more unified vision and plan for the region.
2. Develop and maintain mutually beneficial working relationships outside the MPO.
3. Ensure all MPO members feel adequately represented in broad-based deliberations and decisions.
4. Maintain a financially sound, strategic, and adaptive organization.
5. Provide relevant and educational information commensurate with the expertise of the MPO.
6. Ensure organizational infrastructure to support MPO mission.

The Des Moines Area MPO will work to implement various strategies outlined in the strategic plan in FY 2019. These strategies will be included, where appropriate, in the subsequent Planning Activities section of this document.

## Planning Activities

This section details the planning activities that the Des Moines Area MPO will be involved in throughout FY 2019. There are seven main work tasks, each of which corresponds to a Mobilizing Tomorrow goal, one of the ten planning factors, or a federal planning requirement. Figure 4 below summarizes these relationships. Additional tasks not shown in this figure, which does not use federal funds, reflect contracted planning assistance provided to other organizations.

		Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7
		Long-Range Planning	Multimodal Planning	Public Involvement	Integrated Planning	Funding	Technical Support and Services	Program Administration
MPO Strategic Plan Goals	Manage and optimize transportation infrastructure and services	X				X	X	X
	Enhance multimodal transportation options		X			X	X	X
	Improve the region's environmental health				X	X	X	X
	Further the health, safety, and well-being of all residents in the region	X	X	X	X	X	X	X
Planning Factors	Support economic vitality	X	X		X	X	X	X
	Increase safety of the transportation system	X				X	X	X
	Increase the security of the transportation system	X			X	X	X	X
	Increase the accessibility and mobility of people and for freight		X			X	X	X
	Protect and enhance the environment and promote conservation				X	X	X	X
	Enhance the integration and connectivity of the system across and between modes		X			X	X	X
	Promote efficient system management and operations	X				X	X	X
	Emphasize the preservation of the existing transportation system	X				X	X	X
	Improve resiliency and reliability and reduce/mitigate stormwater impacts				X	X		
	Enhance travel and tourism	X	X		X	X	X	
MPO Requirements	Long-Range Transportation plan	X					X	X
	Transportation Improvement Program					X		X
	Unified Planning Work Program							X
	Public Participation Plan			X				X
	Passenger Transportation Plan		X				X	X
	Congestion Management Process	X					X	X
	Award Federal Funding					X		X
	Decision Making Structure							X

FIGURE 4: Des Moines Area MPO Activities and Requirements



## Task 1: Long-Range Planning

**Objective:** Maintain and update a long-range transportation plan that reflects the region’s vision and goals, is supported with best practices and the latest available data, and is financially constrained. Manage and optimize transportation infrastructure and services.

### Cost Summary

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$162,013	\$0	\$77,462	\$239,475	2,837

### FY 2018 Major Accomplishments

- Continued developing regular reports analyzing performance measure data
- Provided support for transportation system improvements (IJRs and corridor studies)
- Received technical assistance from Transportation For America to incorporate best practices on performance measures and long-range transportation plan development
- Continued update of Mobilizing Tomorrow, including forming a steering committee
- Formed a Smart Cities Roundtable

### FY 2019 Schedule of Activities & Work Products

Description	Target Completion Date	MPO Strategic Plan Goals Supported
Update the region’s growth scenario*	September ‘18	Goal 1
Review and update the planning area boundary*	September ‘18	Goal 1
Finalize the 2050 needs analysis*	October ‘18	Goal 1
Convene the long-range plan steering committee*	Ongoing	Goal 1   Goal 2
Write elements of the plan update document*	June ‘19	Goal 1
Update the Congestion Management Process*	March ‘19	Goal 1
Administer changes to the Federal Functional Classification System	November ‘18	Goal 1
Integrate new MAP-21 performance measure rules into the planning process	Ongoing	Goal 1
Review and analyze data related to identified performance measures	Ongoing	Goal 1
Convene the Traffic Management Advisory Committee to discuss issues related to traffic management and operations	Ongoing	Goal 1   Goal 2
Develop a vision for the integration of Smart City technology into the transportation system	December ‘18	Goal 1   Goal 2
Support the regional traffic signal operation coordination and other ITS programs	December ‘18	Goal 1
Continue supporting transportation system improvements (IJRs and corridor studies)	Ongoing	Goal 1   Goals 2
Conduct pavement forecasting and analysis	March ‘19	Goal 1
Conduct pavement analysis on the regional trail system	September ‘18	Goal 1
Coordinate traffic counting programs	Ongoing	Goal 1
Conduct a regional parking study	December ‘18	Goal 1
Coordinate project phasing, lane closures, etc., to limit traffic disruption	September ‘18	Goal 1

\* Part of overall Mobilizing Tomorrow Update



## Task 2: Multimodal Planning

**Objective:** Provide support to expand multimodal transportation options in the region to increase the mobility of people and freight.

### Cost Summary - MPO

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$119,676	\$2,145,000	\$57,219	\$2,321,895	2,383

### FY 2018 Major Accomplishments

- Updated bicycle and pedestrian facilities inventory map
- Trail counting summary report;
- Promoted complete streets and assisted communities with the adoption of policies
- Promoted best practices in bicycle and pedestrian facility design
- Educated membership on issues such as protected bike lanes
- Worked with Des Moines to develop a transload facility
- Expanded and refined the Container Locator website
- Updated the Passenger Transportation Plan and administered the Transportation Advisory Group
- Purchased bike counters and began planning for their implementation

### FY 2019 Schedule of Activities & Work Products

Description	Target Completion Date	MPO Strategic Plan Goals Supported
Work with member communities, as requested, on expanding on-street bicycle facilities	Ongoing	Goal 1   Goal 2
Continue to assist communities with the adoption of complete street policies	Ongoing	Goal 1   Goal 2
Update the CONNECT Bicycle and Pedestrian Plan	September '18	Goal 1
Work with member communities to develop a plan for regional trail maintenance	June '19	Goal 1
Assist DART with the update to DART Forward 2035, as needed	December '18	Goal 1
Coordinate with the City of Des Moines on development of a transload facility in Des Moines	December '18	Goal 1   Goal 4
Continue to work with the TAG to identify transportation issues for traditionally underserved populations	Ongoing	Goal 1   Goal 2
Market and maintain the container coordination website	Ongoing	Goal 1   Goal 2   Goal 4
Develop a guidebook for schools to engage in safe routes efforts	July '18	Goal 1   Goal 2
Develop a smartphone application to record near-miss bike/ped crashes	July '18	Goal 1
Update MOU with DART for transit planning services	August '18	Goal 1   Goal 2
Work with Capital Crossroads and the Downtown Community Alliance to develop a skywalk pedestrian count program	December '18	Goal 1   Goal 2
Pilot the bike counter program in downtown Des Moines	September '18	Goal 1
Develop a more formal trail count program for central Iowa	September '18	Goal 1

## Multimodal Planning Projects and Costs of Note

### **Freight Container Coordination Project**

In Iowa, much of the freight that is imported by container is returned empty to its origin terminal or depot, known as deadhead trip. Likewise, companies wishing to export goods by container must deadhead an empty container to a location where it can be loaded and shipped back out. The potential exists to reduce deadhead in Iowa by reviewing publicly available data and making it easy to access so that exporting companies can find available containers and reduce inefficient deadhead miles. The majority of container information is already publically available because companies must report shipping information to the federal government. However, much of this information is decentralized and must be accessed through various departmental sites.

The Des Moines Area MPO will continue to administer the Container Locator project. Costs associated with the project are approximately \$2,000 for data purchasing and website upgrades.

### **Transload Facility Development**

The Des Moines Area MPO received \$1.7 million from the Iowa DOT through the Railroad Revolving Loan and Grant Program to help construct a transload facility in Des Moines. The Des Moines Area MPO will work with Des Moines Transload, LLC., to administer these funds and the required local match in FY 2019. All funds from the Railroad Revolving Loan and Grant Program will be used for the facility's development.

### Task 3: Public Involvement

**Objective:** Engage the public, the media, and other stakeholders in the Des Moines Area MPO's planning process.

#### Cost Summary

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$132,925	\$30,000	\$63,554	\$226,479	2,112

#### FY 2018 Major Accomplishments

- Updated the Des Moines Area MPO website
- Publish press releases and public notices
- Hosted public input meetings
- Engaged news media in activities
- Published periodic reports on performance measures and other topics
- Hosted guest lecturers as part of a speakers series
- Updated the Public Participation Plan and developed Language Assistance Plan
- Restructured the Tomorrow Plan Speaker Series with additional partners and resources

#### FY 2019 Schedule of Activities & Work Products

Description	Target Completion Date	MPO Strategic Plan Goals Supported
Develop a tactical urbanism lending library for communities and partner agencies to use for public engagement	July '18	Goal 5
Monitor and update the MPO website and social media channels	Ongoing	Goal 5
Publish press releases and public notices & engage news media	Ongoing	Goal 5
Host public input meetings	Ongoing	Goal 5
Form a communications subcommittee of policy makers	August '18	Goal 5
Publish periodic reports on performance measures and other topics	Ongoing	Goal 5
Host guest lecturers as part of a speaker series	Ongoing	Goal 5
Develop a media/social media policy for MPO staff	July '18	Goal 5
Outline website roles and responsibilities for staff	July '18	Goal 5
Update public participation plan and communications plan	October '18	Goal 1   Goal 5
Update the Title VI plan and Language Assistance Plan	October '18	Goal 1   Goal 5
Report progress on Tomorrow Plan quarterly at speaker series events	Ongoing	Goal 1   Goal 5
Develop the FY 2018 Annual Report	August '18	Goal 5
Develop and offer mini-workshops on relevant topics to MPO members and other organizations	Ongoing	Goal 5
Engage in an organization brand refresh	June '19	Goal 5
Develop strategic communications to members, public, and media	Ongoing	Goal 5

#### Public Involvement Projects and Costs of Note

The Des Moines Area MPO conducted a Speakers Series for the last several years and will continue to do so in FY 2019. \$20,000 is budgeted for speaker-related costs, which will help leverage additional dollars and in-kind contributions from other entities. An additional \$10,000 is budgeted to work with partner entities to develop a tactical urbanism lending library. This will allow communities and other stakeholders to install temporary materials to better showcase project outcomes before making them permanent.

## Task 4: Integrated Planning

**Objective:** Integrate land use, environmental protection, public health, social justice, and other related factors into the planning process to ensure the successful implementation *Mobilizing Tomorrow*, promote the adoption of best practices, and understand the impact various factors have on transportation.

### Cost Summary

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$145,178	\$0	\$69,412	\$214,590	2,273

### FY 2018 Major Accomplishments

- Participated in three established watershed management authorities and development of a fourth
- Facilitated a Council of Watershed Management Authorities
- Administered the Phase 1 Water Trails Engineering Study
- Partnered with public health organizations to support healthy transportation options and planning practices
- Provided technical assistance to partner agencies in the fields of health, social justice, and development
- Participated in the Step It Up Challenge, examining Safe Routes to Schools options for local schools
- Reviewed development proposals, as requested
- Provided guidance and information for comprehensive plans, as requested

### FY 2019 Schedule of Activities & Work Products

Description	Target Completion Date	MPO Strategic Plan Goals Supported
Continue promoting best planning practices	Ongoing	Goal 1   Goal 2
Continue participation in watershed management	Ongoing	Goal 1   Goal 2
Develop a public health/transportation model	September '18	Goal 1   Goal 2
Update social justice degrees of disadvantaged areas, as needed	August '18	Goal 1   Goal 2
Work with partners to determine MPO's role in future water trails efforts	August '18	Goal 1   Goal 2
Develop a program to conduct health impact assessments on projects/plans	July '18	Goal 1   Goal 2
Continue to work on the Step It Up Challenge with Des Moines schools	September '18	Goal 1   Goal 2
Work with member communities and other stakeholders to review and update roadway design standards	March '19	Goal 1
Review corridor studies for best practices	December '18	Goal 1
Conduct development impact assessments, as needed	Ongoing	Goal 1
Continue to assist member communities with comprehensive plans, as requested	Ongoing	Goal 1
Refine a fiscal impact model to help communities evaluate development decisions	December '18	Goal 1   Goal 4
Work with the regional service providers and utility providers to coordinate utility and transportation projects	June '19	Goal 1   Goal 2

## Task 5: Funding

**Objective:** Award transportation funding and develop, monitor, and maintain the Transportation Improvement Program.

### Cost Summary

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$56,332	\$0	\$26,934	\$83,266	1,083

### FY 2018 Major Accomplishments

- Solicited, scored, and awarded FFY 2022 STBG and Set-Aside funding
- Developed and approved the *FFY 2018-2021 Transportation Improvement Program*, as necessary
- Amended the *FFY 2018-2021 Transportation Improvement Program*, as necessary
- Began development of the *FFY 2019-2022 Transportation Improvement Program*
- Offered letters of support for various grant programs such as RISE and ICAAP funds
- Educated member communities on state and federal legislation that impact transportation funding
- Worked with Transportation for America on a Cost Effectiveness of Transportation Investments tool
- Solicited updates for the priority transportation project list for the Greater Des Moines Partnership's Policy Book

### FY 2019 Schedule of Activities & Work Products

Description	Target Completion Date	MPO Strategic Plan Goals Supported
Review and update STBG Funding Guidelines, as needed	August '18	Goal 1
Work with member communities and the Iowa DOT to process state-federal funding swaps	Ongoing	Goal 1
Solicit, score, and award FFY 2023 STP funding	March '19	Goal 1
Finalize and approve the <i>FFY 2020-2023 Transportation Improvement Program</i>	June '19	Goal 1
Develop and approve the <i>FFY 2020-2023 Transportation Capital Improvement Program</i> that lists non-federally funded projects	June '19	Goal 1
Offer letters of support for funding programs	Ongoing	Goal 1   Goal 2
Work with member communities on future Build applications	Ongoing	Goal 1
Solicit and score complete street tactical starts projects	June '19	Goal 1
Solicit updates for the priority transportation project list for the Greater Des Moines Partnership's Policy Book	December '18	Goal 1   Goal 2

## Task 6: Technical Support and Services

**Objective:** Support planning activities with data collection and analysis, mapping, technical writing, and modeling.

### Cost Summary

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$97,182	\$30,000	\$46,465	\$173,647	1,888

### FY 2018 Major Accomplishments

- Conducted data collection and analysis related to transportation performance measures
- Developed interactive maps to convey data to members and the public
- Update the regional travel demand model
- Developed maps
- Updated Federal Functional Classification System maps
- Developed a fiscal impact model and worked with member communities on its use
- Worked with the Cities of Windsor Heights and Carlisle on sidewalk ordinances

### FY 2019 Schedule of Activities & Work Products

Description	Target Completion Date	MPO Strategic Plan Goals Supported
Continue to conduct data collection analysis related to performance measures such as vehicle miles traveled, pavement condition, bridge condition, safety, congestion, etc., including adoption of performance targets	Ongoing	Goal 1   Goal 5
Update and improve interactive mapping capabilities, including web-based mapping and story maps	Ongoing	Goal 1   Goal 5
Develop agreement for modeling and data sharing with the Iowa DOT	July '18	Goal 1
Produce travel model outputs based on scenarios requested by member communities	Ongoing	Goal 1   Goal 5
Analyze NHTS Add-On program data	August '18	Goal 1   Goal 5
Continue to update the regional travel demand model with assistance from the Iowa DOT and project consultants. Work will include integration of 2016 National Household Travel Survey Add-On program data, updates to the transportation network, and updates to socioeconomic data	October '18	Goal 1
Collect data necessary for and research steps required for the development of additional models, such as a land use scenario model, fiscal impact models, and public health models	October '18	Goal 1   Goal 2
Update REMI, census, and other socioeconomic data as it becomes available	Ongoing	Goal 1
Provide analytic support to member communities as requested	Ongoing	Goal 1   Goal 2
Provide grant writing assistance to communities as requested	Ongoing	Goal 1   Goal 2
Provide general planning assistance to communities as requested (e.g., assist in plan development, provide data, review plans, serve on steering committees, etc.)	Ongoing	Goal 1   Goal 2
Print and/or develop maps as requested by member communities or partner agencies	Ongoing	Goal 1   Goal 2
Continue to update Federal Functional Classification System maps	October '18	Goal 1

## Technical Support & Services Projects and Costs of Note

The MPO will continue to retain Travel Demand Model consulting services at a cost of \$30,000. In FY 2019, this assistance will be used in particular to help make updates related to the 2016 National Household Travel Survey, to assist with the long-range plan update, and to integrate a public-health component to the model.

### Community Planning Assistance

The Des Moines Area MPO staff offers community planning assistance to local governments and other organizations in the planning area. The following menu of services describes types of assistance offered along with fees.

#### Menu of Services

Service	Description	Fee
Map Making		
36" x 36" map with existing data*	MPO staff prints map already on file	\$15/map*
36" x 36" with new data**	MPO staff must prepare a map with new data; fee reflects printing cost and map preparation time	\$75/hour + \$15/map**
Develop new map (no printing)**	Fee reflects map preparation time	\$75/hour**
Grant Services		
Grant writing*	MPO staff prepares grant application	\$75/hour*
Grant administration***	MPO staff administers grant award, files reports required by funding agency, and so forth	5-10% of grant award***
Planning Assistance**	MPO staff available to MPO member governments and non-member agencies for activities beyond the FY 2018 UPWP scope	\$75/hour**

\* Services are provided free to member communities at MPO staff discretion

\*\* No charge for services provided to member communities estimated to take less than 10 hours of MPO staff time

\*\*\* Fee is applicable if administration funding is not provided or is not sufficient to cover costs associated with grant administration

## Task 7: Program Administration

**Objective:** Support ongoing regional planning activities by offering professional staff services and committee support, administering the work program and budget, and execute agreements with partner agencies.

### Cost Summary

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$235,272	\$12,500	\$112,488	\$360,260	3,328

### FY 2018 Major Accomplishments

- Amended and revised, as necessary, the FY 2018 UPWP
- Completed and approved the FY 2019 UPWP
- Prepared quarterly reimbursement requests to the Iowa DOT
- Prepared agendas and materials for committees, roundtables, and working groups
- Assisted representatives, as needed
- Provided staff support for meetings and other activities
- Monitored federal requirements
- Provided general administrative staff support
- Processed purchase orders, accounts payable, and accounts receivable
- Handled benefits administration for staff
- Administered checking and savings accounts
- Complied with state laws regarding agenda publications, public notices, and so forth
- Filed regular lobbyists reports, as needed
- Processed insurance renewals
- Performed staff evaluations
- Hired staff, as needed
- Completed annual audit
- Executed funding agreements with the Iowa DOT, CIRTPA, and other partner agencies
- Purchased office equipment
- Collaborated with various vendors
- Maintained office IT network
- Initiated organizational strategic planning
- Hired outside legal counsel for review of legal contracts, organizational agreements, and to help assure the organization adheres to all applicable state and federal rules and regulations
- Changed payroll services
- Concluded development of an organizational strategic plan



### FY 2019 Schedule of Activities & Work Products

Description	Target Completion Date	MPO Strategic Plan Goals Supported
Amend the FY 2019 UPWP, as needed	Ongoing	Goal 1   Goal 4
Complete and approve the FY 2020 UPWP	May '19	Goal 1   Goal 4
Continue contracting for outside legal counsel for review of legal contracts, organizational agreements, and to help assure the organization adheres to all applicable state and federal rules and regulations	Ongoing	Goal 6
Conduct a performance survey of the MPO's members	December '18	Goal 3
Prepare quarterly reimbursement requests to the Iowa DOT	May '19	Goal 1   Goal 4
Prepare agendas and materials for committees, roundtables, and working groups	Ongoing	Goal 3
Assist representatives, as needed	Ongoing	Goal 3
Provide staff support for meetings and other activities	Ongoing	Goal 6
Monitor federal requirements	Ongoing	Goal 1
Provide general administrative staff support	Ongoing	Goal 6
Process purchase orders, accounts payable, and accounts receivable	Ongoing	Goal 4
Handle benefits administration for staff	Ongoing	Goal 4
Administer checking and savings accounts	Ongoing	Goal 4
Comply with state laws regarding agenda publications, public notices, and so forth	Ongoing	Goal 4
File regular lobbyists reports, as needed	Ongoing	Goal 1   Goal 4
Process insurance renewals	Ongoing	Goal 4
Hire staff, as need, and perform staff evaluations	June '19	Goal 4
Seek outside contracts/revenue that may aid in the MPO's mission	Ongoing	Goal 4
Complete annual audit	January '19	Goal 4
Execute funding agreements with the Iowa DOT, CIRTPA, and other partner agencies	June '19	Goal 2   Goal 4
Purchase office equipment	Ongoing	Goal 6
Collaborate with various vendors	Ongoing	Goal 6
Meet one-on-one with member communities to understand their needs and projects	February '19	Goal 2   Goal 3
Present annually to city councils on happenings at the MPO	June '19	Goal 2   Goal 3
Develop a process to help the MPO decide which projects to take on	July '18	Goal 1   Goal 2
Proactively gauge interest among members for involvement	November '18	Goal 3
Develop a staffing plan to manage relationships throughout the region	September '18	Goal 2
Review MPO committee and governance structures	December '18	Goal 3
Conduct new member orientations	February '19	Goal 3
Review staff job descriptions and salary ranges	July '18	Goal 5   Goal 6
Maintain office IT network	Ongoing	Goal 6

### Administration Projects and Costs of Note

#### Performance Survey

The Des Moines Area MPO plans to update its organization performance survey, which was last completed in 2016. This process allows the Des Moines Area MPO to gauge how well it serves its member communities and identify areas for improvement. The Des Moines Area MPO plans to retain consulting services for this project, estimated to cost \$12,500.

## Task 8: CIRTPA

**Objective:** Provide staffing assistance, via contract, to the Central Iowa Regional Transportation Planning Alliance (CIRTPA). Please see the CIRTPA's *Fiscal Year 2019 Unified Planning Work Program* and Budget for a full list of work activities.

### Cost Summary - CIRTPA

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$66,104	\$0	\$31,606	\$97,709	1,218

### Contracted Services Projects Description

The Des Moines Area MPO has for many years contracted with CIRTPA to provide transportation planning assistance, including development of required documents such as the Transportation Improvement Program, Long-Range Transportation Plan, Unified Planning Work Program, and Public Participation Plan.

## Task 9: Contracted Services

**Objective:** Provide staffing assistance, via contract, to numerous organizations for activities such as watershed management, water trails, and community comprehensive planning. Projects included in this task do not use any DOT or Des Moines Area MPO member assessment funding. Known projects include assistance for the Polk County Hazard Mitigation Plan and stormwater management assistance to Polk Soil & Water Conservation District.

### Cost Summary – Contracted Services

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$32,355	\$0	\$15,470	\$47,825	805

## Budget and Cost Allocation Plan

The Des Moines Area MPO develops and submits a Cost Allocation Plan (CAP) to the Iowa DOT during the development of the fiscal year budget. The CAP is the basis of assigning costs equitably to all work program elements during the fiscal year. Under the CAP, the total costs assigned to each work program element are comprised of both direct and indirect costs. All direct and indirect costs are further identified by personnel and non-personnel costs.

### General Accounting Policies

This budget is to cover the period beginning July 1, 2018 and ending June 30, 2019. The Des Moines Area MPO's basis of accounting is a modified accrual basis.

The CAP addresses all elements of cost incurred by the Des Moines Area MPO and identifies shared costs that require allocation. The Des Moines Area MPO treats all personnel expenses as direct costs, and all general expenses as indirect costs. Therefore, a simplified allocation method has been used in allocating the indirect costs. The Des Moines area MPO maintains adequate internal controls to insure that no cost is charged both directly and indirectly to federal contracts or grants.

Each work element in the Des Moines Area MPO's work program is charged for direct personnel costs and for a proportion of the indirect costs for each work element.

### Revenue

The Des Moines Area MPO's funds are generated through two primary sources: federal planning funds and local per capita assessments. The Des Moines Area MPO receives an annual allocation of federal planning funds, in the form of a federal grant, to complete the functions of an MPO as defined in 23 CFR.

Federal grants are eligible to cover up to 80-percent of the total costs, requiring the remaining 20-percent to be non-federal, matching funds. The Des Moines Area MPO assesses each of the MPO member governments in order to generate the match funds on a per capita basis.

The Des Moines Area MPO is also eligible to apply for various grants through a variety of different organizations. For example, in 2010 the Des Moines Area MPO has received federal funding administered through the US Department of Housing and Urban Development, and in 2014 the Des Moines Area MPO received funding from the Wellmark Foundation.

**Table 1. Fiscal Year 2019 Funding Sources Available**

	Amount	Percent of Total
<b>Federal DOT Funds</b>		
Federal Highway Administration (FHWA – NEW)	\$726,310	19.26%
Federal Transit Administration (FTA 5305d NEW)	\$129,609	3.44%
FHWA – Carryover	\$0	0.00%
FTA – Carryover	\$2,889	0.08%
STBG – New	\$95,000	2.52%
<b><i>Federal DOT Funds Subtotal</i></b>	<b><i>\$953,808</i></b>	<b><i>25.29%</i></b>
<b>Non-DOT Funds</b>		
Member Government Assessments	\$540,421	14.30%
Iowa DOT Rail Revolving Loan Award & Match	\$2,125,000	56.22%
CIRTPA Contract	\$97,709	2.59%
Other Contracts (TBD)	\$47,825	1.27%
Fee for Contracts (5%)	\$6,932	0.18%
<b><i>Non-DOT Funds Subtotal</i></b>	<b><i>\$2,817,887</i></b>	<b><i>74.71%</i></b>
<b>TOTAL</b>	<b>\$3,771,695</b>	<b>100.00%</b>

**Table 2. Member Government Assessments**

Member	Assessed Population	TOTAL (\$1/capita)
Altoona	17,938	\$17,938
Ankeny	58,627	\$58,627
Bondurant	5,796	\$5,796
Carlisle	4,249	\$4,249
Clive	17,546	\$17,546
Cumming*	0	\$0
Dallas County**	2,172	\$2,172
DART	0	\$0
Des Moines	215,472	\$215,472
Grimes	11,909	\$11,909
Indianola*	0	\$0
Johnston	21,114	\$21,114
Madison County	0	\$0
Mitchellville	2,405	\$2,405
Norwalk	10,590	\$10,590
Pleasant Hill	9,750	\$9,750
Polk City	4,428	\$4,428
Polk County**	22,443	\$22,443
Urbandale	43,018	\$43,018
Van Meter*	0	\$0
Warren County**	4,137	\$4,137
Waukee	19,284	\$19,284
West Des Moines	64,560	\$64,560
Windsor Heights	4,983	\$4,983
<b>TOTAL</b>	<b>540,421</b>	<b>\$540,421</b>

\*Note that for FY 2019, the Des Moines Area MPO used each community's Annual Census Estimate.

\*\*County populations are only for the unincorporated areas within the MPO boundary. 2010 Census figures were used for FY 2019 for counties as Annual Census Estimates are not available for these geographies.

## Expenses and Description of Cost Allocation Methodology

Each work element in the MPO's work program is charged for direct personnel costs and for a proportion of the indirect costs for the month.

### *Salaries and Wages*

- Direct Costs – all Des Moines Area MPO employees directly charge their salary costs, as the work performed is identifiable to a specific work program element. The charges are supported by auditable time sheet reports that reflect the actual activities and hours of each employee.
- Indirect Costs – no employees charge their salary costs indirectly.
- Mixed Charges – no employees charge their salary costs to both direct and indirect activities.
- Paid Leave (vacation, sick leave, holiday pay, etc.) – is treated as a fringe benefit and not directly charged to programs when earned or taken.

### *Fringe Benefits*

The Des Moines Area MPO's fringe benefits include non-salary, out of pocket employee expenses, including:

- Health care costs;
- Insurance and disability costs;
- Car allowance, longevity, deferred compensation, alternative transportation costs, education reimbursement, and professional membership dues;
- Paid leave (sick, vacation, holiday, etc.) and,
- Federal Insurance Tax (FICA), Federal Unemployment Tax (FUTA), and Iowa Public Employees' Retirement System (IPERS).

The MPO's accounting system tracks fringe benefit costs by individual employee and charges those costs, in the form of a fringe rate, directly to a work program element in the same manner as salary and wages. Paid leave (sick, vacation, holiday, etc.) are considered fringe benefit costs. Table 3 is a summary of employee benefits, and includes the established fringe rate.

**Table 3. Summary of Employee Benefits**

<b>Category</b>	<b>Amount</b>
Holiday Earned (88 hours per employee)	\$27,866
Vacation Leave (80, 120, Or 160 hours per employee)	\$34,020
Sick Leave Earned (96 hours per employee)	\$30,399
Personal Days Earned (24 hours per employee)	\$7,600
<b>Subtotal</b>	<b>\$99,885</b>
Health	\$178,443
Dental	\$11,545
Vision	\$2,538
Insurance	\$1,288
Disability	\$5,894
<b>Subtotal</b>	<b>\$199,708</b>
Car Allowance (\$500 per month)	\$6,000
Longevity	\$2,400
Education (\$1500 per employee)	\$4,500
Deferred Compensation (5% of annual salary)	\$34,301
DART Unlimited Access (flat fee)	\$1,400
Membership Dues (\$400 per employee)	\$3,600
<b>Subtotal</b>	<b>\$52,201</b>
FICA	\$51,010
FUTA	\$504
IPERS	\$60,961
<b>Subtotal</b>	<b>\$112,475</b>
<b>TOTAL FRINGE BENEFITS</b>	<b>\$464,269</b>
<b>Allocation Base:</b>	
Total Salaries	\$658,653
Less: Annual Paid Leave	\$99,885
<b>Chargeable Salaries</b>	<b>\$558,768</b>
<b>Employee Fringe Benefit Rate</b>	
Fringe Benefits	\$464,269
Allocation Base	\$558,768
<b>FRINGE RATE</b>	<b>83.09%</b>

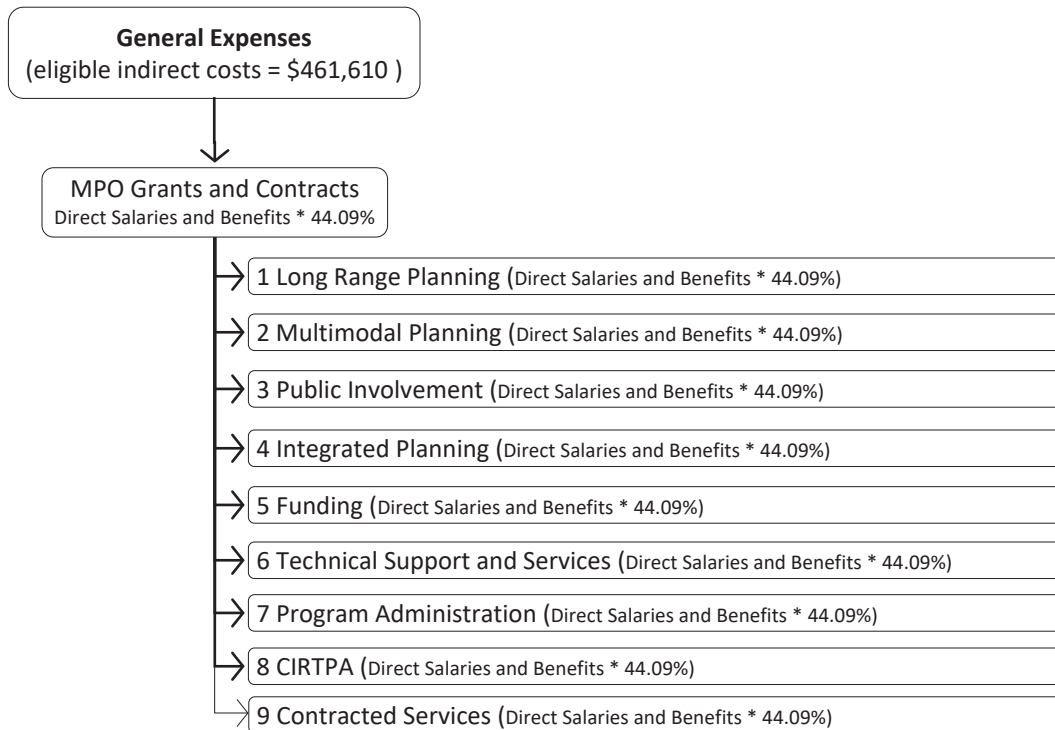
### General Expenses

The Des Moines Area MPO's general expenses are treated as indirect costs and pooled. Actual general expense costs are summarized each month and used to calculate an indirect rate. The costs are then charged to each work element in the Des Moines Area MPO's work program based on the indirect rate. General expense categories include:

- Rent
- Attorney
- Audit
- Dues/Memberships
- Computers/Software/IT
- Website
- Equipment
- Copier/Reproduction
- Insurance
- Maintenance
- Office Supplies
- Postage
- Subscriptions
- Telephone
- Travel
- Public notices
- Registrations
- Food
- Parking
- Mileage
- Meeting Rooms
- Payroll
- Lobbying



Not all general expense categories are deemed allowable federal costs. The Des Moines Area MPO has determined that only a portion of the Computer/Software costs and advertising costs are allowable costs. In addition, the Des Moines Area MPO has determined that Equipment and Lobbying costs are non-allowable federal costs, and will not charge these costs to a grant or contract.



### *Other Direct Costs*

The FY 2019 budget includes other direct, non-personnel costs for specific work activities. These costs include:

- Data purchasing and website upgrades for the Container Locator website (\$20,000 )
- Transload facility development using Iowa DOT award and match (\$2,125,000 )
- Speaker series budget for speaking fees and travel accommodations (\$20,000 )
- Tactical urbanism program supplies (\$10,000)
- Performance Survey consultant (\$12,500 )
- Travel model consulting assistance (\$30,000 )

These other direct costs are not used when determining the indirect cost rate and indirect costs are not applied to these activities.

**Table 4. Statement of Projected Total Costs**

Budget Category	Total Cost	Ineligible Indirect Costs	Eligible Indirect Costs	Direct Costs
Salaries	\$558,768	\$0	\$0	\$558,768
Wages	\$24,000	\$0	\$0	\$24,000
Fringe Benefits (83.09%)	\$464,269	\$0	\$0	\$464,269
<b>Total Personnel Costs</b>	<b>\$1,047,037</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,047,037</b>
Rent	\$122,950	\$0	\$122,950	\$0
Attorney	\$68,750	\$0	\$68,750	\$0
Audit	\$12,000	\$0	\$12,000	\$0
Dues/Memberships	\$12,000	\$0	\$12,000	\$0
Computers/Software	\$51,700	\$10,000	\$41,700	\$0
IT Network Services (ANT)	\$20,000	\$0	\$20,000	\$0
ISP (Alliance)	\$7,000	\$0	\$7,000	\$0
Website (NetIns)	\$2,000	\$0	\$2,000	\$0
Equipment	\$18,000	\$18,000	\$0	\$0
Reproduction	\$14,000	\$0	\$14,000	\$0
Copier Lease	\$22,000	\$0	\$22,000	\$0
Insurance	\$14,000	\$0	\$14,000	\$0
Maintenance	\$2,000	\$0	\$2,000	\$0
Office Supplies	\$12,200	\$0	\$12,200	\$0
Postage	\$7,000	\$0	\$7,000	\$0
Postage Lease	\$2,000	\$0	\$2,000	\$0
Publications	\$2,000	\$0	\$2,000	\$0
Telephone	\$3,000	\$0	\$3,000	\$0
Travel	\$30,000	\$0	\$30,000	\$0
Sponsorships	\$40,000	\$1,000	\$39,000	\$0
Registrations	\$10,000	\$0	\$10,000	\$0
Food	\$6,000	\$0	\$6,000	\$0
Parking	\$4,500	\$0	\$4,500	\$0
Mileage	\$3,500	\$0	\$3,500	\$0
Meeting Rooms	\$500	\$0	\$500	\$0
Payroll	\$3,510	\$0	\$3,510	\$0
Lobbying	\$10,000	\$10,000	\$0	\$0
Transload Facility (loan passthrough)	\$2,125,000	\$0	\$0	\$2,125,000
Container Locator	\$20,000	\$0	\$0	\$2,000
Speaker Series	\$20,000	\$0	\$0	\$20,000
Tactical Urbanism program	\$10,000	\$0	\$0	\$10,000
Travel Demand Model Consultant	\$30,000	\$0	\$0	\$13,000
Performance Survey Consultant	\$12,500	\$0	\$0	\$12,500
<b>Total Non-Personnel Costs</b>	<b>\$2,718,110</b>	<b>\$39,000</b>	<b>\$461,610</b>	<b>\$2,217,500</b>
<b>TOTAL</b>	<b>\$3,765,147</b>	<b>\$39,000</b>	<b>\$461,610</b>	<b>\$3,264,537</b>

The following table, Table 5, identifies the methodology used for projecting the annual indirect cost rate for purposes of developing the upcoming fiscal year's budget. As previously noted, the Des Moines Area MPO will calculate and adjust this indirect cost rate monthly to reflect both the incurred indirect costs and the incurred total direct salaries, wages, and fringe benefit costs for that specific month.

**Table 5. Indirect Cost Rate Calculation**

Eligible Indirect Costs	\$461,610
Total Direct Salaries, Wages, and Fringe Benefits	<u>\$1,047,037</u>
<i>Salaries</i>	\$558,768
<i>Wages</i>	\$24,000
<i>Fringe Benefits</i>	\$464,269
<b>INDIRECT RATE</b>	<b>44.09%</b>

**Table 6. Summary of Projected Work Program Costs and Hours**

Work Element	Total Costs	Direct Costs			Indirect Costs		Hours
		personnel	Consultant*	other	eligible	non-eligible	
1 Long-Range Planning	\$239,475	\$162,013	\$0	\$0	\$71,427	\$6,035	2,837
2 Multimodal Planning	\$2,321,895	\$119,676	\$20,000	\$2,125,000	\$52,762	\$4,458	2,383
3 Public Involvement	\$226,479	\$132,925	\$0	\$30,000	\$58,603	\$4,951	2,112
4 Integrated Planning	\$214,590	\$145,178	\$0	\$0	\$64,005	\$5,408	2,273
5 Funding	\$83,266	\$56,332	\$0	\$0	\$24,835	\$2,098	1,083
6 Technical Support and Services	\$173,647	\$97,182	\$30,000	\$0	\$42,845	\$3,620	1,888
7 Program Administration	\$360,260	\$235,272	\$12,500	\$0	\$103,725	\$8,763	3,328
8 CIRTPA	\$97,709	\$66,104	\$0	\$0	\$29,143	\$2,462	1,218
9 Other Contracts	\$47,825	\$32,355	\$0	\$0	\$14,265	\$1,205	805
<b>TOTAL</b>	<b>\$3,765,147</b>	<b>\$1,047,037</b>	<b>\$62,500</b>	<b>\$2,155,000</b>	<b>\$461,610</b>	<b>\$39,000</b>	<b>17,928</b>

\* Consultant cost detail:

- Work Element 2: Container Locator Consultant
- Work Element 6: Travel Demand Model Consultant
- Work Element 7: Strategic Plan Consultant

**Table 7. Fiscal Year 2019 Budget By Agency**

UPWP CODE	WORK ELEMENT	MPO TOTAL	US DOT Funds						Other Funds/Grants			Local Match	
			FTA 5303 Carryover	FHWA PL New	FTA 5303 New	STBG New	DOT Total	Percent of Total	Amount	Source	Percent of Total	(from MPO member assessments)	Percent of Total
1.0	Long-Range Planning	<b>\$239,475</b>	\$463	\$116,374	\$20,767	\$15,221	\$152,825	64%	\$0	-	0%	\$86,651	36%
2.0	Multimodal Planning	<b>\$2,321,895</b>	\$381	\$95,682	\$17,074	\$12,515	\$125,651	5%	\$2,125,000*	Iowa DOT Rail Revolving Loan Award & Match	92%	\$71,244	3%
3.0	Public Involvement	<b>\$226,479</b>	\$438	\$110,058	\$19,640	\$14,395	\$144,531	64%	\$0	-	0%	\$81,948	36%
4.0	Integrated Planning	<b>\$214,590</b>	\$415	\$104,280	\$18,609	\$13,640	\$136,944	64%	\$0	-	0%	\$77,646	36%
5.0	Funding	<b>\$83,266</b>	\$161	\$40,463	\$7,221	\$5,293	\$53,137	64%	\$0	-	0%	\$30,129	36%
6.0	Technical Support and Services	<b>\$173,647</b>	\$336	\$84,384	\$15,058	\$11,037	\$110,815	64%	\$0	-	0%	\$62,832	36%
7.0	Program Administration	<b>\$360,260</b>	\$696	\$175,069	\$31,241	\$22,899	\$229,905	64%	\$0	-	0%	\$130,355	36%
8.0	CIRTPA	<b>\$97,709</b>	\$0	\$0	\$0	\$0	\$0	0%	\$97,709	CIRTPA Contract	100%	\$0	0%
9.0	Other Contracts	<b>\$47,825</b>	\$0	\$0	\$0	\$0	\$0	0%	\$47,825	Polk County Emergency Management; Polk Soil & Water	100%	\$0	0%
<b>TOTAL FY 2019 BUDGET</b>		<b>\$3,720,147</b>	<b>\$2,889</b>	<b>\$726,310</b>	<b>\$129,609</b>	<b>\$95,000</b>	<b>\$953,808</b>	<b>25%</b>	<b>\$2,270,534</b>		<b>60%</b>	<b>\$495,805</b>	<b>14%</b>

*\*Iowa DOT Rail Revolving Loan award will not be part of the planning agreement entered into between the MPO and Iowa DOT.*

**Table 8. Projected Fiscal Year 2019 Balance Summary**

<b>Current Balance</b>		
<i>Projected FY 2018 Balance (Fed)</i>	<i>\$0</i>	<i>FY 2018 UPWP Budget Balance Projection</i>
Local Funds - Operating Reserve	\$466,590	3 Month Operational Reserve
Local Funds - Other	\$692,345	Cash Balance
<b><u>Projected Local Cash Balance</u></b>	<b><u>\$1,158,935</u></b>	<b><u>MPO Cash Balance - estimated end FY 2018</u></b>
<b>TOTAL</b>	<b>\$1,158,935</b>	
<b>Revenue - FY 2019</b>		
Federal Highway Administration (FHWA – NEW)	\$726,310	Iowa DOT Correspondence Feb. 23, 2018
Federal Transit Administration (FTA 5303 NEW)	\$129,609	Iowa DOT Correspondence Feb. 23, 2018
FHWA – Carryover	\$0	Iowa DOT Correspondence Feb. 23, 2018
FTA – Carryover	\$2,889	Iowa DOT Correspondence Feb. 23, 2018
STP - New	\$95,000	Iowa DOT Correspondence Feb. 23, 2018
<b><u>DOT Funds Subtotal</u></b>	<b><u>\$953,808</u></b>	
MPO Per Capita Assessment Income	\$540,421	Planning Area Population * \$1.00
Iowa DOT Rail Revolving Loan Award & Match	\$2,125,000	Passthrough award for transload facility
CIRTPA Administration (Work Element 8)	\$97,709	CIRTPA Contract
Other Contracts (TBD)	\$47,825	Staff time for contracts
Contract Fee (5%)	\$6,932	5% fee on contracts
<b><u>Non-DOT Funds Subtotal</u></b>	<b><u>\$2,817,887</u></b>	
<b>TOTAL</b>	<b>\$3,771,695</b>	
<b>Costs (Projections) - FY 2019</b>		
US DOT Program Cost	\$953,808	Work Elements 1 through 7
Iowa DOT Rail Revolving Loan Award & Match	\$2,125,000	Passthrough costs for transload facility
CIRTPA Costs	\$97,709	CIRTPA Administration (Work Element 8)
Other Contracts (TBD)	\$47,825	Staff costs for other contracts
Local Costs	\$540,805	Work Elements 1 through 7
<b>TOTAL</b>	<b>\$3,765,147</b>	
<b>Surplus/Deficit - FY 2019</b>		
Projected DOT Balance	\$0	<b><u>Available for Programming</u></b>
Projected Local Balance	\$6,548	<b><u>Cash Balance</u></b>
<b>TOTAL</b>	<b>\$6,548</b>	
<b>Balance (Reserve) - End FY 2019</b>		
Projected Balance (federal)	\$0	<b><u>Available for Programming</u></b>
Projected Local Balance - Operating	\$492,044	<b><u>3 Month Operating Reserve</u></b>
Projected Local (Other)	\$673,439	<b><u>Cash Balance</u></b>
<b>Projected Local Cash Balance</b>	<b>\$1,165,483</b>	
Total	\$1,165,483	

## Appendix A: Committee Representation

### MPO Policy Committee | Primary Representatives | Chair Steve Gaer

<i>Representing</i>	<i>Name</i>	<i>Title</i>
City of Altoona	Kyle Mertz	Council Member
City of Altoona	Vern Willey, II	Council Member
City of Ankeny	David Jones	City Manager
City of Ankeny	Gary Lorenz	Mayor
City of Ankeny	Bobbie Bentz	Council Member
City of Bondurant	Brian Lohse	Council Member
City of Carlisle	Ruth Randleman	Former Mayor
City of Clive	John Edwards	Council Member
City of Clive	Ted Weaver	Council Member
City of Cumming+	David Chelsvig	Council Member
City of Des Moines	Matt Anderson	Assistant City Manager
City of Des Moines	Connie Boesen	Council Member
City of Des Moines	Chris Coleman	Council Member
City of Des Moines	Frank Cownie	Mayor
City of Des Moines	Joe Gatto	Council Member
City of Des Moines	Bill Gray	Council Member
City of Des Moines	Josh Mandlebaum	Council Member
City of Des Moines	Carl Metzger	Deputy City Manager
City of Des Moines	Scott Sanders	City Manager
City of Des Moines	Linda Westergaard	Council Member
City of Grimes	Jill Altringer	Council Member
City of Grimes	Tom Armstrong	Former Mayor
City of Indianola+	Ryan Waller	City Manager
City of Johnston	Tom Cope	Council Member
City of Johnston	Paula Dierenfeld	Mayor
City of Mitchellville	Tammi Dillavou	City Administrator
City of Norwalk	Stephanie Riva	Council Member
City of Norwalk	Luke Nelson	City Administrator
City of Pleasant Hill	Sara Kurovski	Mayor
City of Polk City	Gary Mahannah	City Administrator
City of Urbandale	Robert Andeweg	Council Member
City of Urbandale	Creighton Cox	Council Member
City of Urbandale	Mike Carver	Mayor
City of Van Meter+	Jake Anderson	City Administrator
City of Waukee	Bill Peard	Mayor
City of Waukee	Tim Moerman	City Manager
City of West Des Moines	Tom Hadden	City Manager
City of West Des Moines	Russ Trimble	Council Member
City of West Des Moines	Steve Gaer	Mayor
City of West Des Moines	Kevin Trevillyan	Council Member
City of Windsor Heights	Joseph Jones	Council Member
Dallas County	Mark Hanson	County Supervisor
Madison County+	Tom Leners	Madison County Development Group
Polk County	Angela Connolly	County Supervisor
Polk County	Tom Hockensmith	County Supervisor
Warren County	Dean Yordi	County Supervisor
Iowa DOT++	Andy Loonan	District 1 Transportation Planner
DART	Elizabeth Presutti	General Manager
DSM Airport++	Keven Foley	Director
HIRTA++	Julia Castillo	Executive Director
FHWA++	Darla Hugaboom	Iowa Division
FTA++	Mark Bechtel	Region 7

+Associate, Non-Voting Member

++Advisory, Non-Voting Member

**MPO Policy Committee | Alternate Representatives**

<b>Representing</b>	<b>Name</b>	<b>Title</b>
City of Altoona	Jeff Mark	City Administrator
City of Altoona	Jeremy Boka	Council Member
City of Ankeny	Mark Holm	Council Member
City of Ankeny	Vacant	
City of Ankeny	Paul Moritz	Assistant City Manager
City of Bondurant	Marketa Oliver	City Administrator
City of Carlisle	Andrew Lent	City Administrator
City of Clive	Eric Klein	Council Member
City of Clive	Michael McCoy	Council Member
City of Cumming+	Kathie Hungerford	Council Member
City of Des Moines	Jen Schulte	Government Relations Director
City of Des Moines	Chris Johansen	Deputy Director Community Development
City of Des Moines	Larry Hulse	Assistant City Manager
City of Des Moines	Erin Olson-Douglas	Economic Development Director
City of Des Moines	Terry Vorbrich	Economic Development Coordinator
City of Des Moines	Laura Graham	Assistant to the City Manager
City of Des Moines	Kandi Reindle-Sullivan	Assistant to the City Manager
City of Des Moines	Mike Ludwig	Planning Administrator
City of Des Moines	Phil Delafield	Community Development Director
City of Des Moines	Vacant	
City of Grimes	Vacant	
City of Grimes	Eric Johansen	Council Member
City of Indianola+	Chuck Burgin	Community Development Director
City of Johnston	Jim Sanders	City Administrator
City of Johnston	Jim Evans	Council Member
City of Mitchellville	Bill Roberts	Mayor
City of Norwalk	Brian Baker	Council Member
City of Norwalk	Tom Phillips	Mayor
City of Pleasant Hill	Mark Konrad	Council Member
City of Polk City	Jason Morse	Mayor
City of Urbandale	AJ Johnson	City Manager
City of Urbandale	John Larson	Assistant Director for Engineering
City of Urbandale	Dave McKay	Director of Engineering and Public Works
City of Van Meter+	Allan Adams	Mayor
City of Waukee	Brad Deets	Development Services Director
City of Waukee	Rudy Koester	Assistant Public Works Director
City of West Des Moines	Jamie Letzring	Deputy City Manager
City of West Des Moines	John Mickelson	Council Member
City of West Des Moines	Jim Sandager	Council Member
City of West Des Moines	Vacant	
City of Windsor Heights	Mike Jones	Council Member
Dallas County	Kim Chapman	County Supervisor
Madison County+	Aaron Price	County Supervisor
Polk County	Bob Brownell	County Supervisor
Polk County	Mark Wandro	County Administrator
Warren County	Doug Shull	County Supervisor
Iowa DOT++	Craig Markley	Office of Systems Planning
DART	Jamie Shug	Chief Financial Officer
DSM Airport++	Alan Gaff	Director of Operations
HIRTA++	Sarah Constable	Mobility Coordinator
FHWA++	Vacant	
FTA++	Dan Nguyen	Region 7

+Associate, Non-Voting Member

++Advisory, Non-Voting Member

**MPO Executive Committee | Chair Steve Gaer**

<b>Representing</b>	<b>Name</b>	<b>Title</b>
City of West Des Moines	Steve Gaer	Chair
City of Des Moines	Joe Gatto	Vice-Chair
City of Ankeny	Gary Lorenz	Secretary/Treasurer
City of Clive	Ted Weaver	At-Large
City of Norwalk	Stephanie Riva	At-Large
Polk County	Angela Connolly	At-Large
City of Grimes	Tom Armstrong	Ex-Officio/Past Chair

**Long-Range Transportation Plan Steering Committee | Chair Ruth Randleman**

<b>Representing</b>	<b>Name</b>	<b>Title</b>
City of Altoona	Kyle Mertz	Council Member
City of Ankeny	Gary Lorenz	Mayor
City of Carlisle	Ruth Randleman	Mayor
City of Clive	John Edwards	Council Member
City of Des Moines	Chris Coleman	Council Member
City of Des Moines	Frank Cownie	Mayor
City of Des Moines	Matt Anderson	Assistant City Manger
City of Norwalk	Stephanie Riva	Council Member
City of Pleasant Hill	Sara Kurovski	Mayor
City of Urbandale	Bob Andeweg	Mayor
City of West Des Moines	Tom Hadden	City Manager
DART	Elizabeth Presutti	General Manager
Polk County	Angela Connolly	County Supervisor
AARP of Iowa	Kent Sovern	Director
Central Iowa Taxpayers Association	Gretchen Tegeler	Director
Council of WMAs	Susan Judkins	Chair
Des Moines Civil Rights	Joshua Barr	Civil & Human Rights Director
Greater Des Moines Partnership	Andrea Woodard	Director of Public Policy
Polk County Public Health	Rick Kozin	Director
Public Schools	Teree Caldwell-Johnson	Des Moines School Board Member

**MPO Surface Transportation Program (STP) Funding Subcommittee | Chair Bob Andeweg**

<b>Representing</b>	<b>Name</b>	<b>Title</b>
City of Altoona	Kyle Mertz	Council Member
City of Ankeny	David Jones	City Manager
City of Carlisle	Ruth Randleman	Former Mayor
City of Clive	John Edwards	Council Member
City of Des Moines	Scott Sanders	City Manager
City of Urbandale	Bob Andeweg	Mayor
City of West Des Moines	Tom Hadden	City Manager
Polk County	Mark Wandro	County Administrator
Warren County	Dean Yordi	County Supervisor



**Finance and Budget Subcommittee | Chair Gary Lorenz**

<b>Representing</b>	<b>Name</b>	<b>Title</b>
City of Ankeny	Jenn Sease	Finance Director
City of Ankeny	Gary Lorenz	Mayor   MPO Secretary/Treasurer
DART	Jamie Schug	Chief Financial Officer
City of Des Moines	Scott Sanders	City Manager
Polk County	Deb Anderson	Budget Manager
City of West Des Moines	Tim Stiles	Finance Director

**Advisory Committees\***

<b>Committee</b>	<b>Chair</b>	<b>Organization</b>
Transportation Advisory Group	Alison Walding & Sara Constable	DART & HIRTA Mobility Coordinators
Central Iowa Bicycle-Pedestrian Roundtable	Vern Willey	City of Altoona
Freight Roundtable	John Wahlert	Bridgestone Americas Tire Operations, LLC
Traffic Management Advisory Committee	Ted Shipley	Iowa Department of Transportation
Environment Roundtable	Linda Applegate	Iowa Rivers Revival
Water Trails Advisory Committee	Rick Tollakson	Hubbell Realty

\* Committees open to all interested parties

**MPO Transportation Technical Committee | Primary Representatives | Chair Brad Deets**

<b>Representing</b>	<b>Name</b>	<b>Title</b>
City of Altoona	John Hanson	City Engineer
City of Altoona	John Shaw	Community Development Director
City of Ankeny	Mark Mueller	Public Works Director
City of Ankeny	Eric Jensen	Planning and Building Director
City of Ankeny	Paul Moritz	Assistant City Manager
City of Bondurant	Lori Dunham	Finance Director
City of Carlisle	Jeff Shug	Consultant/City Engineer
City of Clive	Jeff May	Public Works Director
City of Clive	Doug Ollendike	Community Development Director
City of Cumming+	Anthony Bellizzi	City Engineer
City of Des Moines	Jennifer McCoy	Traffic Engineer
City of Des Moines	Pam Cooksey	City Engineer
City of Des Moines	Michael Ludwig	City Planning Administrator
City of Grimes	John Gade	Consultant
City of Grimes	Dave Sigler	Public Works Administrator
City of Indianola+	Chuck Burgin	Director of Community Development
City of Johnston	Matt Greiner	Public Works Director
City of Johnston	David Wilwerding	Community Development Director
City of Mitchellville	Wayne Patterson	Public Works Director
City of Norwalk	Luke Parris	City Planner
City of Norwalk	Wayne Schwartz	Public Works Director
City of Pleasant Hill	Madeline Sturms	Community Development Director
City of Polk City	Dennis Dietz	Planning and Zoning Commission
City of Urbandale	Dave McKay	Director of Engineering and Public Works
City of Urbandale	John Larson	Assistant Director of Engineering
City of Urbandale	Steve Franklin	Community Development Director
City of Van Meter+	Jake Anderson	City Administrator
City of Waukee	Brad Deets	Director of Development Services
City of Waukee	Rudy Koester	Assistant Public Works Director
City of West Des Moines	Eric Peterson	Principal Engineer
City of West Des Moines	Joe Cory	Deputy Public Works Director
City of West Des Moines	Kara Tragesser	Community Development, Planner
City of Windsor Heights	Doug Stone	Public Works Director
Dallas County	Murray McConnell	Director of Planning and Development
DART	Luis Montoya	Planning and Development Manager
DSM++	Bryan Belt	Director of Engineering and Planning
FHWA++	Darla Hugaboom	Iowa Division
FTA++	Mark Bechtel	Region 7
HIRTA++	Julia Castillo	Executive Director
Iowa DOT++	Andy Loonan	District 1 Transportation Planner
Madison County+	Tom Leners	Madison County Development Group
Polk County	Kurt Bailey	County Engineer
Polk County	Bret VandeLune	Land Use Planning Manager
Warren County	David Carroll	County Engineer
+Associate, Non-Voting Member		++Advisory, Non-Voting Member

**MPO Transportation Technical Committee | Alternative Representatives**

<b>Representing</b>	<b>Name</b>	<b>Title</b>
City of Altoona	Scott Atzen	Public Works Director
City of Altoona	Chad Quick	City Planner
City of Ankeny	Matt Ahrens	Civil Engineer
City of Ankeny	Adam Lust	City Engineer
City of Ankeny	Vacant	-
City of Bondurant	Ken Grove	Street Superintendent
City of Carlisle	Steve O'Braza	Public Works Superintendent
City of Clive	Jim Hagelie	City Engineer
City of Clive	Alex Pfaltzgraff	City Planner
City of Cumming+	Vacant	-
City of Des Moines	Bert Drost	Planner
City of Des Moines	Steve Naber	Deputy City Engineer
City of Des Moines	Jennifer Dakovich	Principal Traffic Engineer
City of Grimes	Blake Putney	Public Works
City of Grimes	Mitch Holtz	Consultant
City of Indianola+	Ryan Waller	City Manager
City of Johnston	Aaron Wolfe	Senior Planner
City of Johnston	Brian Wilson	Public Works Superintendent
City of Mitchellville	Cory Eshelman	Public Works
City of Norwalk	Joe Ballard	Assistant Public Works Director
City of Norwalk	Vacant	
City of Pleasant Hill	Ben Champ	City Manager
City of Polk City	Jenny Gibbons	Deputy Clerk
City of Urbandale	Annika Schilke	Planner II
City of Urbandale	Kristi Bales	Community Development
City of Urbandale	Tim Stovie	Assistant Director of Public Works
City of Van Meter+	Allan Adams	Mayor
City of Waukee	Andy Kass	Planner
City of Waukee	John Gibson	Director of Public Works
City of West Des Moines	Brian Hemesath	Engineer
City of West Des Moines	Clyde Evans	Community & Economic Development Director
City of West Des Moines	Jim Dickinson	Principal Traffic Engineer
City of Windsor Heights	Elizabeth Hansen	City Administrator
Dallas County	Al Miller	County Engineer
DART	Amanda Wanke	Chief Engagement and Communications Officer
DSM++	Brian Mulcahy	Director of Finance
FHWA++	Vacant	
FTA++	Dan Nguyen	Region 7
HIRTA	Sarah Constable	Mobility Coordinator
Iowa DOT++	Craig Markley	Office of Systems Planning
Madison County+	Aaron Price	Board of Supervisors
Polk County	Trent Wolken/Bob Rice	Assistant County Engineer/Public Works Director
Polk County	Jacque Hibbard	Public Works Assistant Director
Warren County	Tim Hill	Operations Assistant
+Associate, Non-Voting Member		++Advisory, Non-Voting Member

**MPO Transportation Technical Committee Engineering Subcommittee | Chair Jennifer McCoy**

<b><i>Representing</i></b>	<b><i>Name</i></b>	<b><i>Title</i></b>
City of Altoona	John Hanson	City Engineer
City of Clive	Jeff May	Public Works Director
City of Des Moines	Jennifer McCoy	Traffic Engineer
City of Johnston	Matt Greiner	Public Works Director
City of Urbandale	Dave McKay	Engineering and Public Works Director
City of West Des Moines	Joe Cory	Deputy Public Works Director
Polk County	Kurt Bailey	County Engineer

**MPO Transportation Technical Committee Planning Subcommittee | Chair Brad Deets**

<b><i>Representing</i></b>	<b><i>Name</i></b>	<b><i>Title</i></b>
City of Des Moines	Michael Ludwig	Planning Administrator
City of Johnston	David Wilwerding	Community Development Director
City of Pleasant Hill	Madeline Sturms	Community Development Director
City of Waukee	Brad Deets	Director of Development Services
City of West Des Moines	Kara Tragesser	Community Development, Planner
DART	Luis Montoya	Planning and Development Manager
Polk County	Brent VandeLune	Land Use Planning Manager

## Appendix B: Commonly Used Acronyms

ACS.....	American Community Survey
CAP .....	Cost Allocation Plan
CFR.....	Code of Federal Regulations
CIRTPA .....	Central Iowa Regional Transportation Planning Alliance
CMP .....	Congestion Management Process
CONNECT .....	Central Iowa Bicycle and Pedestrian Transportation Plan
DART .....	Des Moines Area Regional Transit Authority
DCA .....	Downtown Community Alliance
DNR.....	Department of Natural Resources
DOT .....	Department of Transportation
DSM .....	Des Moines International Airport
EJ.....	Environmental Justice
FAST Act.....	Fixing Americas Surface Transportation Act
FFCS .....	Federal Functional Classification System
FHWA.....	Federal Highway Administration
FTA.....	Federal Transit Administration
GDMP.....	Greater Des Moines Partnership
GIS.....	Geographic Information Systems
HIRTA .....	Heart of Iowa Regional Transit Agency
HUD .....	U.S. Department of Housing and Urban Development
HY.....	Horizon Year
ICAAP .....	Iowa’s Clean Air Attainment Program
IJR.....	Interchange Justification Report
InTrans .....	Iowa State University Center for Transportation and Research
IPMP .....	Iowa Pavement Management Program
IPMS.....	Iowa’s Pavement Management System
IT .....	Information Technologies
ITS .....	Intelligent Transportation Systems
L RTP .....	Long-Range Transportation Plan
MOU .....	Memorandum of Understanding
MPA .....	Metropolitan Planning Area
MPO.....	Metropolitan Planning Organization
NASCO.....	North America’s Corridor Coalition
NCHRP.....	National Cooperative Highway Research Program
NHTS .....	National Household Travel Survey
PM .....	Particulate Matter
PPP.....	Public Participation Plan
REMI .....	Regional Economic Models, Inc.
SRTS .....	Safe Routes to Schools
STP .....	Surface Transportation Program
TAG .....	Transportation Action Group
TAP.....	Transportation Alternatives Program
TAZ.....	Traffic Analysis Zone
TCIP.....	Transportation Capital Improvement Program
TDM .....	Travel Demand Modeling
TIP .....	Transportation Improvement Program
TMA .....	Transportation Management Association
TMAC .....	Traffic Management Advisory Committee
TPMS.....	Transportation Program Management System
TTC.....	Transportation Technical Committee
TTP .....	The Tomorrow Plan
UPWP .....	Unified Planning Work Program

RESOLUTION INSERT UPON APPROVAL

## Certificate of Indirect Cost Proposal/Indirect Costs

This is to certify that I have reviewed the indirect cost proposal submitted herewith and to the best of my knowledge and belief:

- (1) All costs included in this proposal dated XXXXXX, to establish a Cost Allocation Plan for the time period beginning July 1, 2018, and ending June 30, 2019, are allowable in accordance with the requirements of the Federal awards to which they apply and with Subpart E—Cost Principles of Part 200 as they apply to my Governmental Organization.
- (2) This proposal does not include any costs which are unallowable under Subpart E—Cost Principles of Part 200 such as (without limitation): public relations costs, contributions and donations, entertainment costs, fines and penalties, lobbying costs, and defense of fraud proceedings; and
- (3) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the Federal awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986, (31 USC 3801 et seq.), and the Department of Labor's implementing regulations, (29 CFR Part 22), the False Claims Act (18 USC 287 and 31 USC 3729); and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.

\_\_\_\_\_  
(Signature)

R. Todd Ashby  
\_\_\_\_\_  
(Please Print Name)

Executive Director  
\_\_\_\_\_  
(Title)

Des Moines Area Metropolitan Planning Organization  
\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Date Signed)

(Signed by the official having the authority to negotiate indirect cost rates for the organization or by a higher level official.)
--

## MPO/RPA 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 Office of Systems Planning, through email or hard copy, invoices documenting the expenditure(s) 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)

R. Todd Ashby  
\_\_\_\_\_  
(Please Print Name)

Executive Director  
\_\_\_\_\_  
(Title)

Des Moines Area Metropolitan Planning Organization  
\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Date Signed)

(Signed by the official having the authority to initiate procurements or consultant selection for the organization or by a higher level official.)
--



## Performance Management Agreement Between the Des Moines Area MPO and the Iowa Department of Transportation

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:

*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 plans for the NHS for each of the following circumstances: When one MPO serves an UZA, when more than one MPO serves an UZA, and when an MPA includes an UZA that has been designated as a TMA as well as a UZA that is not a TMA. These provisions shall be documented either as part of the metropolitan planning agreements required under paragraphs (a), (e), and (g) of this section, or documented it in some other means outside of the metropolitan planning agreements as determined cooperatively by the MPO(s), State(s), and providers of public transportation.*

The phase-in deadline for this requirement is May 27, 2018. As of April 2017, rulemakings related to several FHWA and FTA performance management requirements have not yet been finalized, meaning that processes for performance management coordination and implementation are still being developed. Recognizing that the agreement and process outlined below may change based on future rulemakings and guidance, the following three-pronged approach was cooperatively developed to address 23 CFR 450.314 (h).

- 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 the Des Moines Area MPO agree to the following provisions. The communication outlined in these provisions between the MPO and Iowa DOT will generally be through the statewide planning coordinator in the Office of Systems Planning.

### 1) Transportation performance data

- a. The Iowa DOT will provide MPOs with the statewide performance data used in developing statewide targets, and 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 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 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 prior to final approval.

**3) Reporting of performance targets**

- a. Iowa DOT performance targets will be reported to FHWA and FTA, as applicable. MPOs will be notified when Iowa DOT has reported final statewide targets.
- b. MPO performance targets will be reported to the Iowa DOT.
  - i. For each target, the MPO will provide the following information no later than 180 days after the date the Iowa DOT or relevant provider of public transportation establishes performance targets, or the date specified by federal code.
    1. A determination of whether the MPO is 1) agreeing to plan and program projects so that they contribute toward the accomplishment of the Iowa DOT or relevant provider of public transportation performance target, or 2) setting a quantifiable target for that performance measure for the MPO's planning area.
    2. If a quantifiable target is set for the MPO planning area, the MPO will provide any supplemental data used in determining any such target.
    3. Documentation of the MPO's target or support of the statewide or relevant public transportation provider target will be provided in the form of a resolution or meeting minutes.
- c. The Iowa DOT will include information outlined in 23 CFR 450.216 (f) in any statewide transportation plan amended or adopted after May 27, 2018, and information outlined in 23 CFR 450.218 (q) in any statewide transportation improvement program amended or adopted after May 27, 2018.
- d. MPOs will include information outlined in 23 CFR 450.324 (g) (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 will also provide MPOs with subsets of the statewide data, based on their planning area boundaries. Updates of this data will include prior performance data.

**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.

\_\_\_\_\_  
(Signature)

R. Todd Ashby  
\_\_\_\_\_  
(Please Print Name)

Executive Director  
\_\_\_\_\_  
(Title)

Des Moines Area Metropolitan Planning Organization  
\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Date Signed)

(Signed by the official having the authority to negotiate indirect cost rates for the organization or by a higher level official.)




Ever mindful of future generations,

we collaborate across  
political boundaries

to achieve social, economic, and  
environmental resilience for

Greater Des Moines

A white silhouette of a city skyline is positioned at the bottom of the page, spanning the width of the text below it.

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

[dmampo.org/the-tomorrow-plan](http://dmampo.org/the-tomorrow-plan) | (515) 334-0075 | [info@dmampo.org](mailto:info@dmampo.org)