



Unified Planning Work Program & Budget

Fiscal Year 2021 (July 2020 – June 2021)

FINAL – MAY 4, 2020

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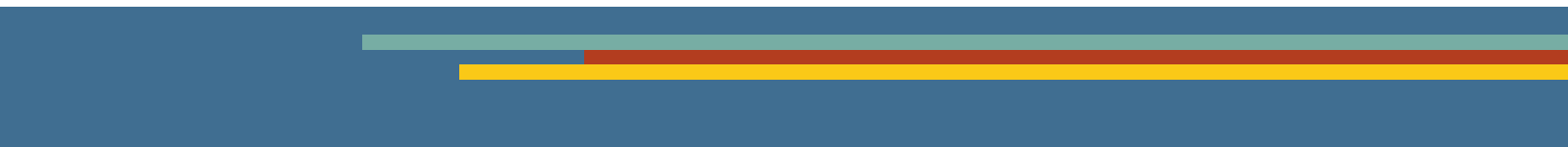


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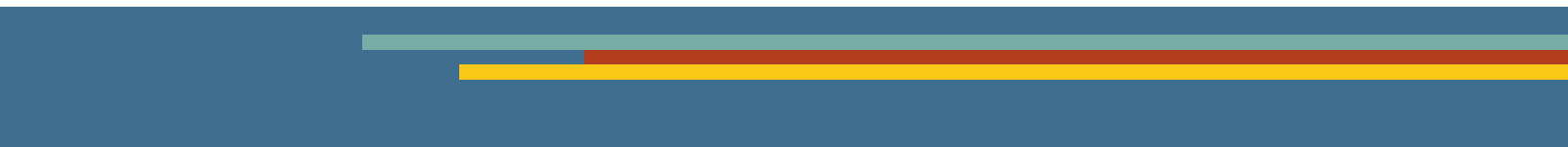
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The Des Moines Area Metropolitan Planning Organization (MPO) has prepared this document with partial funding from the United States Department of Transportation’s Federal Highway Administration and Federal Transit Administration, and in part through 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.

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Introduction

The *Fiscal Year 2021 Unified Planning Work Program and Budget* (FY 2021 UPWP) is the Des Moines Area MPO's work plan for the fiscal year beginning July 1, 2020 and ending June 30, 2021. The FY 2021 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 2021 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 2021 UPWP support federal requirements placed on MPOs and also respond to planning issues affecting the region. The MPO will work to implement *Mobilizing Tomorrow*, the MPO's long-range transportation plan adopted in 2019, as well as *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, 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 October 18, 2018. 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.

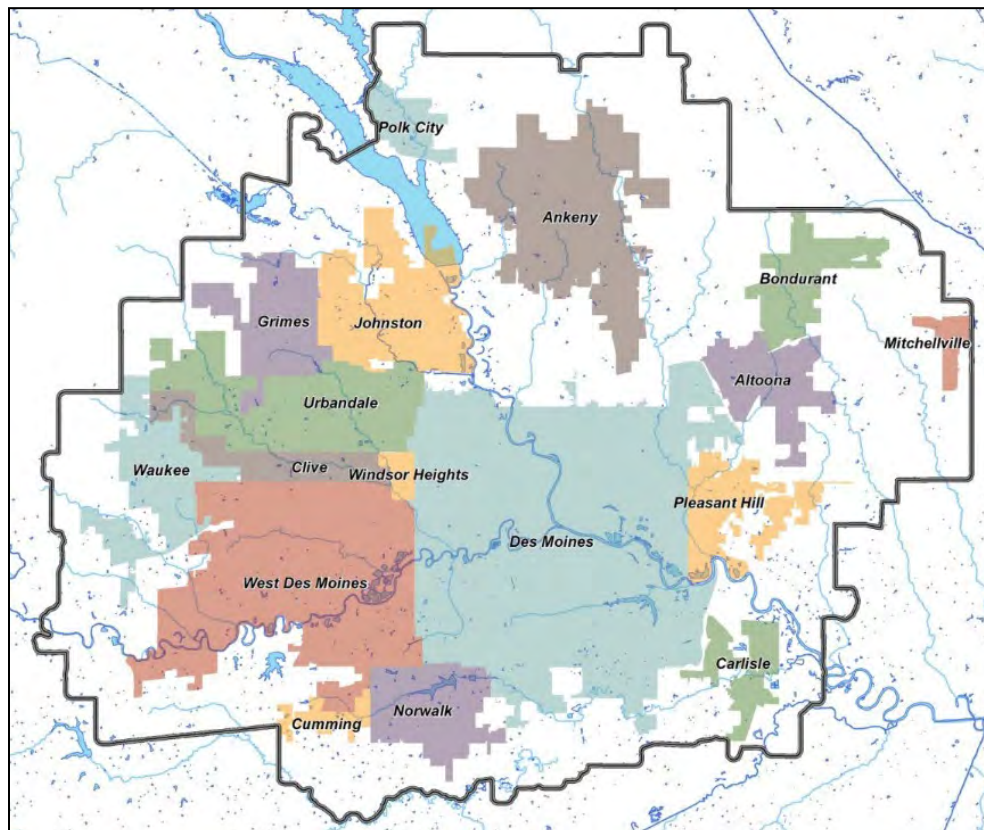


Figure 1: Des Moines Area MPO's Planning Area

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 3,000 persons that adopts the Des Moines Area MPO's 28E Agreement. Currently, Des Moines Area MPO membership includes the following cities and counties:

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 Cities of Elkhart, Indianola, and Van Meter are outside the Des Moines Area MPO's planning area and are associate members of the organization.

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 Des Moines Area MPO's Technical, Executive, and Policy committees. Each member government within the planning area over a minimum population receives at least one vote. DART also receives one voting representative. Members also receive additional representatives for every 50,000 in population. Members over 50,000, plus Polk County, receive automatic representation on the Executive Committee. Population is determined by the annual population estimate produced by the US Census Bureau.

Decision-Making Structure

Three designated committees form the structure of the Des Moines Area MPO: the 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 these committees. See Appendix A for list of committee representatives.

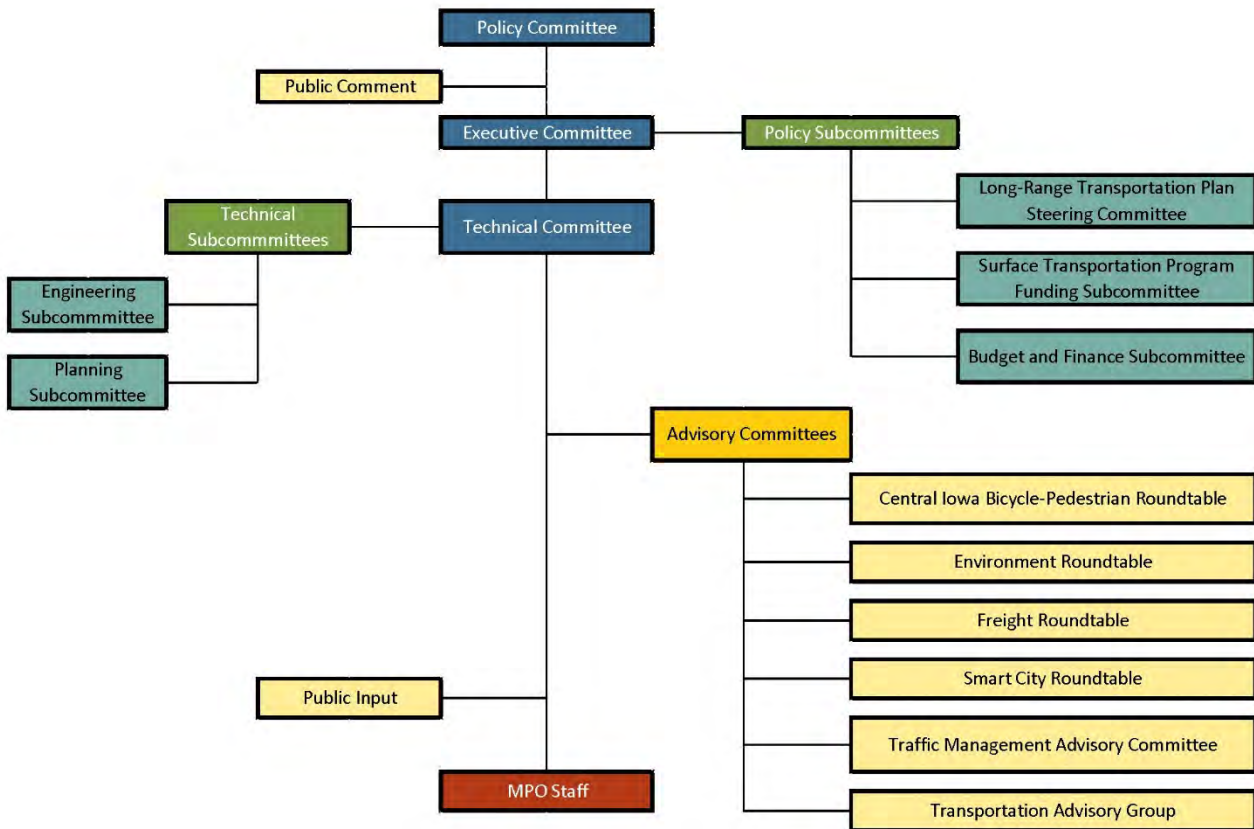


Figure 2: Des Moines Area MPO Committee and Structural Organization Chart

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 Executive Committee is comprised of 11 Policy Committee representatives. Member communities over 50,000, plus Polk County, receive automatic representation on the Executive Committee, with the City of Des Moines receiving two representatives. Members under 50,000 are organized into one of three geographic subareas (East Subarea, Northwest Subarea, and Southwest Subarea). Each subarea has five member governments, and the members within each subarea select two representatives to serve on the Executive Committee. The Des Moines Area MPO annually elects a chair, vice-chair, and a secretary/treasurer from among its Executive 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 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 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.

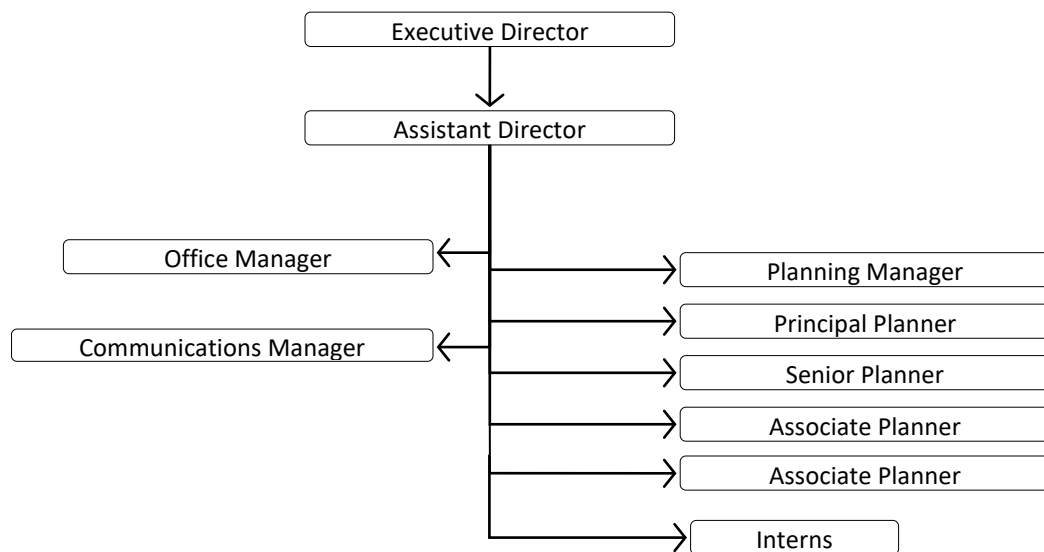


Figure 3: Des Moines Area MPO Staff Organization Chart

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 Bureau 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 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;
- www.facebook.com/dmampo;
- LinkedIn, www.linkedin.com/company/des-moines-area-metropolitan-planning-organization; and,
- Twitter, 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 November 2019.



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 (TAP) 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. TAP 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 TAP 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. Recent state legislation allows for STBG funds used for certain roadway and bridge projects to be swapped with state funds, and the MPO works with the Iowa DOT and project sponsors to determine which projects will be swapped. Projects receiving federal funds are 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 21st 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 February 2019 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 and updated in 2019. 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 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. The MPO completed an update to Mobilizing Tomorrow in November 2019 that incorporated many of the lessons learned from the Transportation for America assistance. Moving forward the MPO will work to implement the projects, strategies, and policies identified in Mobilizing Tomorrow.

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 FY 2019 the Des Moines Area MPO added a Smart Cities Roundtable to its organizational structure. The roundtable’s goal is to help prepare the region for emerging technologies and to use Intelligent Transportation System (ITS) and other congestion management techniques to improve and optimize the transportation system. Also, in FY 2019 Iowa DOT launched an Integrated Corridor Management (ICM) effort in the Des Moines metropolitan area which the Des Moines Area MPO and its member governments have supported. As noted on the Iowa DOT’s Des Moines ICM website, “the ICM concept provides a framework for coordinating among various modes of transportation and jurisdictions to deliver a safer, more reliable, and more convenient transportation system in a more cost-effective manner compared to adding more lanes.” This effort will conclude in FY 2020, after which the Des Moines Area MPO will work to amend results into Mobilizing Tomorrow.

In FY 2020 and FY 2021, the Des Moines Area MPO will work to update the region’s Intelligent Transportation System (ITS) Architecture. The ITS Architecture will support the Des Moines Area MPO’s CMP and the Iowa DOT’s ICM 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.

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. In FY 2021 the Des Moines Area MPO will seek to do more holistic Safe Routes to Schools planning for school districts in the region.

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 has received a \$1.7 million loan from the Iowa DOT through the Railroad Revolving Loan and Grant Program and an \$11.2 million BUILD grant from the US DOT to help construct the facility. In FY 2019, the Des Moines Area MPO worked with partners to select an operator for the facility. Construction of the facility will continue into FY 2021 and the Des Moines Area MPO will administer the Iowa DOT loan and BUILD grant 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 and 2019 to add capabilities to the site and to market the site to the freight industry. This work will continue through FY 2021 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. The Des Moines Area MPO administered an engineering feasibility study, which concluded in FY 2019, to help refine costs for the plan's recommendations. In FY 2020, the Des Moines Area MPO, on behalf of a larger Central Iowa Water Trails consortium, received a \$25 million BUILD grant for a component of the downtown water trails project. 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 2021.

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 began to analyze data from the NHTS and incorporate this data into its planning process and travel demand model. This will continue in FY 2021.



With performance measure requirements prescribed in Moving Ahead for Progress in the 21st Century (MAP-21) that have continued in the FAST Act, the Des Moines Area MPO has placed increased emphasis on data collection and analysis. The Des Moines Area MPO recently purchased bicycle counters, which complement trail counters it already owned. In FY 2020 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 completed data collection of the system in FY 2019 and FY 2020 and produced trail condition reports. In FY 2021, the Des Moines Area MPO will continue to collect data to understand changes in trail surface condition, will seek to forecast trail-related maintenance needs to assist with member government budgeting, and will examine opportunities to refine the Iowa Data Bike's data collection capabilities.

Urban/Rural Issues

The region's growth continues to bring many opportunities yet also some challenges. These challenges may be further exacerbated following the 2020 Census which will redefine areas of Central Iowa designated as "urban" vs "rural". In particular, urban/rural definitions influence certain federal transportation funding, specifically transit funding, which may affect the service areas of DART and HIRTA. Additionally, projects such as the proposed designation of the US 65/Iowa 5 bypass to an interstate is complicated by conflicting urban and rural/agricultural interests. The Des Moines Area MPO will work to proactively identify and mitigate these issues over the coming years.

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;
- 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;
- 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;
- Studying the 73rd Street Corridor from Center Street to Hickman Road in Windsor Heights;
- Ashworth Road corridor planning study in West Des Moines;
- University Avenue area master planning study in West Des Moines/Clive;
- Extension of Grand Avenue between Jordan Creek Parkways and 88th Street in West Des Moines;
- Realignment of Mills Civic Parkway and 88th Street around Huston Cemetery in West Des Moines;
- Reconstruction of Broadway Avenue from NW 2nd Street to Hubbell Avenue;
- Community-wide storm water study and master plan in Urbandale;
- University Avenue corridor market study in Pleasant Hill;
- ADA improvements and sidewalk connections in Pleasant Hill; and,
- Zoning code and subdivision regulations update in Pleasant Hill.

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 US DOT BUILD 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, the COVID-19 pandemic has led to decreased travel, translating to reduced fuel tax revenues. Local communities are anticipating reduced revenues for at least the near term, which may lead to delaying infrastructure projects. COVID-19 also has led to federal stimulus legislation, which may include resources for transportation and infrastructure. 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.

Planning Activities

This section details the planning activities that the Des Moines Area MPO will be involved in throughout FY 2021. 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 Long-Range Planning	Task 2 Multimodal Planning	Task 3 Public Involvement	Task 4 Integrated Planning	Task 5 Funding	Task 6 Program Administration
Mobilizing Tomorrow Goals	Manage and optimize transportation infrastructure and services	X				X	X
	Enhance multimodal transportation options		X			X	X
	Improve the region's environmental health				X	X	X
	Further the health, safety, and well-being of all residents in the region	X	X	X	X	X	X
Planning Factors	Support economic vitality	X	X		X	X	X
	Increase safety of the transportation system	X				X	X
	Increase the security of the transportation system	X			X	X	X
	Increase the accessibility and mobility of people and for freight		X			X	X
	Protect and enhance the environment and promote conservation				X	X	X
	Enhance the integration and connectivity of the system across and between modes		X			X	X
	Promote efficient system management and operations	X				X	X
	Emphasize the preservation of the existing transportation system	X				X	X
	Improve resiliency and reliability and reduce/mitigate stormwater impacts				X	X	
	Enhance travel and tourism	X	X		X	X	
MPO Requirements	Long-Range Transportation plan	X					X
	Transportation Improvement Program					X	X
	Unified Planning Work Program						X
	Public Participation Plan			X			X
	Passenger Transportation Plan		X				X
	Congestion Management Process	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

Objectives: 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
\$225,424	\$100,000	\$96,420	\$421,844	4,142

FY 2020 Major Accomplishments

- Completed the updated of Mobilizing Tomorrow
- Continued developing regular reports analyzing performance measure data
- Provided support for transportation system improvements (IJR and corridor studies)
- Facilitated a Smart City Roundtable which worked to develop a Smart City transportation vision for the metro
- Hosted a Smart City workshop with city managers to begin development of a regional Smart City strategy
- Engaged with the Iowa DOT on the Integrated Corridor Management project

FY 2021 Long-Range Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p>Quarterly Performance Reports</p> <ul style="list-style-type: none"> • Purpose: To track regional progress towards targets set in Mobilizing Tomorrow, such as vehicle miles traveled, pavement condition, bridge condition, safety, congestion, etc., and to adopt/refine performance targets. • Approach: MPO staff will update performance measure targets set in Mobilizing Tomorrow with updated data and review with relevant committees the need to adjust any targets or objectives. • Outcome: Publicly available reports or dashboards that track regional progress towards MPO planning objectives. 	Ongoing/ Quarterly	Goal 1 Goal 5
<p>Travel Demand Model Assistance</p> <ul style="list-style-type: none"> • Purpose: To maintain a Travel Demand Model and to provide assistance to support MPO members’ projects and planning. • Approach: MPO staff will work with the Iowa DOT and a consultant to maintain its travel demand model and to fulfill travel demand model data requests and other modeling requests as received. <ul style="list-style-type: none"> ○ Consultant cost: \$10,000 • Outcomes: MPO Travel Demand Model outputs according to requests. 	Ongoing	Goal 1
<p>NCHRP Right-Sizing Case Study</p> <ul style="list-style-type: none"> • Purpose: Coordinate with the Iowa DOT and their consultant, Metro Analytics, to conduct a case study on right-sizing transportation infrastructure .per NCHRP 20-44(22). • Approach: The MPO staff will provide access to its travel demand model and engage with the Iowa DOT and Metro Analytics as necessary. • Outcome: A case study report that demonstrates the effectiveness of methodologies to right-size transportation investments in a metro such as the MPO. 	September 2020	Goal 1 Goal 2 Goal 5

FY 2021 Long-Range Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p>US 65/Iowa 5 Bypass Interstate Designation</p> <ul style="list-style-type: none"> • Purpose: To designate the US 65/Iowa 5 Bypass as an interstate corridor. • Approach: The MPO will work with member communities along the corridor, as well as the Iowa DOT and other regional partners, to take steps necessary to satisfy the interstate designation request process. This includes hiring a consultant to update the 2012 feasibility study that examines the ability of the existing corridor to be upgraded and associated costs; exploring legislative solutions to overweight and slow moving vehicles; and coordination with the agricultural community and general public. <ul style="list-style-type: none"> ○ <i>Consultant cost: \$50,000</i> • Outcomes: Updated feasibility study; legislative framework; communications strategy. 	September 2020	Goal 1 Goal 2
<p>Roadway Pavement Forecast and Analysis</p> <ul style="list-style-type: none"> • Purpose: To support the Mobilizing Tomorrow goal of “Manage and Optimize Transportation Infrastructure and Services” by providing MPO members insight into the condition of roadway pavement. • Approach: MPO staff will assemble and analyze pavement condition information provided by the Iowa DOT. Staff also will work with members and InTrans to forecast pavement conditions. • Outcomes: A document summarizing existing pavement conditions and a 10-year forecast of conditions for each member under a set of documented assumptions regarding budgets and treatments. 	December 2020	Goal 1 Goal 5
<p>Smart City Strategic Plan</p> <ul style="list-style-type: none"> • Purpose: To develop a regional approach to smart city technology integration and usage. • Approach: In coordination with Capital Crossroads, an RFP for consultant services would be issued. The consultant team would work with the MPO, Capital Crossroads, member governments and other regional entities to set smart city goals/objectives and outline next steps for communities and other organizations to achieve those goals/objectives. <ul style="list-style-type: none"> ○ <i>Consultant cost: \$40,000</i> • Outcome: A strategic plan to assist the MPO and its members integrate smart city technology. 	February 2021	Goal 1 Goal 2
<p>Coordinated Traffic Counts</p> <ul style="list-style-type: none"> • Purpose: To develop a regional methodology for the collection of traffic counts for their incorporation into the MPO Travel Demand Model. • Approach: MPO staff will identify existing and future MPO Travel Demand Model traffic count input requirements and coordinate with MPO members to review existing traffic counting practices across the metro and to converge on common standards for traffic counting. • Outcome: A regionally coordinated traffic counting standard and schedule for traffic counts in the MPO planning area. 	May 2021	Goal 1 Goal 2

FY 2021 Long-Range Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p>ITS Architecture</p> <ul style="list-style-type: none"> • Purpose: To develop an ITS Architecture and Deployment Plan to serve as a specific, tailored framework for ensuring institutional agreement and technical integration for the implementation of ITS projects. • Approach: MPO staff will assemble existing ITS plans from communities and organizations, identify and fill gaps in coverage, coordinate with MPO members to set objectives for ITS deployment, and identify strategies to support deployment of the plan. • Outcomes: Documentation of the existing ITS system; procedures for how data is collected, archived, and processed; deployment plan for upgrades to the current system. 	June 2021	Goal 1 Goal 2
<p>Traffic Safety Study</p> <ul style="list-style-type: none"> • Purpose: To identify opportunities to improve traffic safety throughout the MPO planning area. • Approach: MPO staff will work with the Engineering and Planning Subcommittees as well as TMAC to analyze crash trends; correlations between crashes and roadway characteristics such as speed, number of lanes, intersection types, dimensions, and so forth; and, the feasibility of roundabouts, road diets, and other practices in reducing crashes. • Outcomes: A regional Vision Zero plan with recommendations to improve traffic safety, work-zone safety education, traffic incident management (TIM) promotion, and first responder best practices. A model vision zero plan template for MPO members. 	June 2021	Goal 1 Goal 2
<p>Return on Investment of Transportation Projects</p> <ul style="list-style-type: none"> • Purpose: To evaluate the return on investment of various transportation projects. • Approach: MPO staff will work with the Planning and Engineering Subcommittees to develop a methodology for evaluation the return on a variety of transportation investments. • Outcomes: A methodology for determining return on investment that will help communities determine what transportation projects cost over the life of the project. This tool will help communities make sound financial decisions when determining what type of transportation investments to make in their communities. 	June 2021	Goal 1
<p>Parking Study</p> <ul style="list-style-type: none"> • Purpose: To evaluate parking regional parking demand and parking policies. • Approach: MPO staff will examine existing parking demand reports and replicate the methodology to include the full MPO area. Staff also will work with various committees to analyze demand and parking policies. • Outcome: A study that outlines parking demand across the region and includes policies for optimizing parking solutions to save space and money in developments. 	June 2021	Goal 1

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
\$154,158	\$15,000	\$65,938	\$235,096	2,979

FY 2020 Major Accomplishments

- Updated bicycle and pedestrian facilities inventory map
- Trail counting summary report;
- Collected trail pavement data and produced the 2019 Trail Conditions Report
- Worked with Des Moines to continue development of transload facility
- Expanded and refined the Container Locator website
- Updated the Passenger Transportation Plan and administered the Transportation Advisory Group

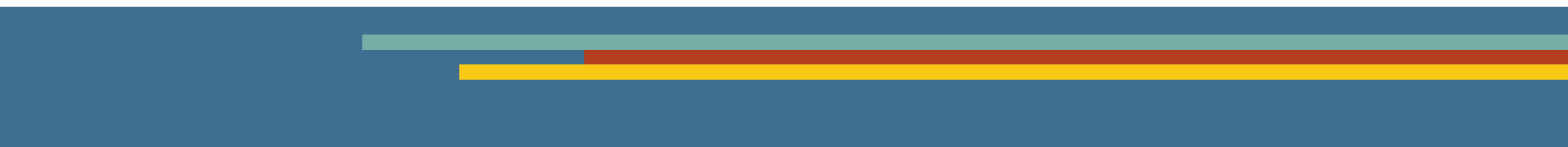
FY 2021 Multimodal Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p>Container Locator Website</p> <ul style="list-style-type: none"> • Purpose: To provide improved efficiency of freight movements and shipping container utilization. • Approach: MPO staff will consult with industry professionals to maintain and improve a program (website) that encourages and facilitates the reutilization of shipping containers. • Outcomes: The improved development of the containerlocator.com website for shipping container utilization. 	Ongoing	Goal 1 Goal 2 Goal 4
<p>Human Service/Public Transportation Coordination</p> <ul style="list-style-type: none"> • Purpose: To evaluate barriers and identify opportunities for a more coordinated transportation system for disadvantaged populations. • Approach: MPO staff will continue to facilitate Transportation Advisory Groups in coordination with Des Moines Area Regional Transit Authority, Heart of Iowa Regional Transit Authority, Iowa DOT, and United Way of Central Iowa. MPO staff will invite subject experts to discuss the barriers within various sectors (housing, employment, health services, etc.) • Outcomes: Fulfill Iowa DOT requirements; improved coordinated transportation service; prepare MPO staff with background data for 2023 Passenger Transportation Plan. 	Ongoing	Goal 1 Goal 2

FY 2021 Multimodal Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p>Bike/Ped Supported Activities</p> <ul style="list-style-type: none"> • Purpose: Support the MPO’s and the region’s needs for bicycle and pedestrian planning through ongoing data collection, analysis, and technical assistance in this program. • Approach: In addition to the items listed below, during the federal fiscal year, other bicycle and pedestrian planning studies often are identified collaboratively by MPO members, communities, bicycle and pedestrian advisory groups. Through such studies, MPO staff provides support to communities by creating bicycle and pedestrian improvement projects. • Outcomes: Anticipated outcomes include technical assistance, data collection, analysis, review of materials, and attendance at state, regional, and local forums and committee meetings. Tasks not related directly to separate studies or activities may include the following: <ul style="list-style-type: none"> ○ Coordinate with state agencies, municipalities, and other groups regarding bicycle and pedestrian planning for the region, possibly to include issues pertaining to bicycle/pedestrian law enforcement and education. ○ Collect data on bicycle and pedestrian volumes at selected on-road and off-road facilities. ○ Examine bicycle and pedestrian crash data at the intersection, corridor, and regional levels to support development of strategies to address bicycle and pedestrian safety problems. ○ Provide ongoing technical support to communities for current tools and practices regarding bicycle and pedestrian issues, with a particular focus on promoting safety. ○ Facilitate development of regional policies and best practices relating to bike/ped safety and emerging modes in the world of shared and micromobility. ○ Conduct technical analyses to quantify the impacts of proposed bicycle facilities, including air quality improvements, road diets, reductions in vehicle-miles traveled, and parking needs ○ Conduct analyses to identify critical sidewalk gaps in the region, and possibly provide guidance to communities by accessing available Transportation Alternatives Program funding to close gaps on federal-aided roadways. ○ Examine potential routes, both on-road and off-road, to increase the connectivity of the existing transportation system, including trails, on-road facilities, and public transit, where applicable. ○ Consider development of a non-motorized safety management program, with the goal to support a Vision Zero policy. 	<p>Ongoing</p>	<p>Goal 1 Goal 2</p>

FY 2021 Multimodal Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p>DART Transit Service Planning</p> <ul style="list-style-type: none"> • Purpose: To optimize DART routes and services. • Approach: This activity continues the analysis of route and passenger data and system performance. Recommendations for route or service changes will be analyzed and completed as necessary, including Title VI requirements. In addition, this project would include the study and planning of emerging and flexible transit services such as mobility on demand, paratransit, and commuter vanpool services to serve the growing and evolving needs of the region. • Outcomes: DART planning studies and Title VI documentation <ul style="list-style-type: none"> ○ <i>Note: this is a DART project, which is estimated at \$50,000 (\$40,000 in FTA funding).</i> 	Ongoing	Goal 1
<p>Trail Pavement Data Collection</p> <ul style="list-style-type: none"> • Purpose: To collect pavement condition information on the region’s trails. • Approach: MPO staff will utilize the Iowa Data Bike to collect data from the trails, which will then be analyzed and reviewed by MPO committees and other stakeholders. • Outcomes: 2020 trail condition data to be used in subsequent reports. 	November 2020	Goal 1
<p>Trail Pavement Analysis and Forecasting</p> <ul style="list-style-type: none"> • Purpose: To develop a methodology for analyzing and forecasting trail pavement conditions for better maintenance and management of the regional trail network. • Approach: MPO staff will work with the Institute of Transportation (InTrans) at Iowa State University and Rival Solutions to analyze historical trail pavement conditions and to use the data to develop forecasts for trail pavement conditions. • Outcome: A report on trail pavement conditions and an accompanying tool that forecasts trail pavement conditions. 	December 2020	Goal 1 Goal 5
<p>Goods Movement Study Update</p> <ul style="list-style-type: none"> • Purpose: Update the <i>2006 Goods Movement Study</i> to reduce freight transportation barriers. • Approach: MPO staff will utilize a consultant, with support from staff and the Freight Roundtable, to analyze freight movements, locate impedances, and propose alternatives to enhance freight movements. • Outcomes: An updated report that will be utilized in freight planning across the metro area. 	March 2021	Goal 1 Goal 2

FY 2021 Multimodal Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p>Bike/Ped Count Program</p> <ul style="list-style-type: none"> • Purpose: Update and reorganize the MPO’s regional bike/ped count program to better understand non-motorized movement, demand, and emerging priorities within the metro area. • Approach: Work with regional partners to determine the best and most efficient methodology, technology and locations to implement a robust bike/ped count program. <ul style="list-style-type: none"> ○ Trail counters – Identify active and non-active trail counters to reallocate them in high priority locations, research new technologies to make the process more efficient, for example counters that can upload data remotely, identify if additional counters will be needed ○ On-street bike counters – Work with City of Des Moines and University of Iowa to deploy permanent counters as a pilot, continue to explore newer technologies for future implementation ○ Bike/Ped Count Locations – Continue to refine and prioritize locations to install infrared and permanent counters • Outcomes: <ul style="list-style-type: none"> ○ Interactive map to display trail and bike/ped count and crash data ○ Annual Bike/Ped Report summarizing trail and non-motorized usage and trail condition summary from Trail Condition Report. 	May 2021	Goal 1 Goal 2
<p>Strategic Trail Planning</p> <ul style="list-style-type: none"> • Purpose: Develop a Strategic Plan to address a variety of trail related issues as the network in the metro continues to grow and age, and faces new challenges. • Approach: MPO staff, in partnership with Polk County Conservation will work with regional trail planning and maintenance agencies and the Bike/Ped Roundtable. • Outcome: A strategic trail planning policy guide that helps regional trail planning and maintenance entities address questions related to: <ul style="list-style-type: none"> ○ Trail Investment ○ Trail Usage Policies ○ Trail Maintenance Plan ○ Governance Model ○ Funding and Sustainability Plan ○ New Technology ○ Trail corridor preservation toolbox/policy 	June 2021	Goal 1 Goal 2

FY 2021 Multimodal Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p>Bicycle and Pedestrian Master Plan Update</p> <ul style="list-style-type: none"> • Purpose: As the planning horizon for CONNECT Plan ends in 2020, the region needs a fresh look at its bike/ped needs as new issues and needs continue to emerge. This plan will be a regional guide to address non-motorized modes, incorporating Safe Routes to Schools policies. • Approach: MPO staff work with its regional partners and the Bicycle/Pedestrian Roundtable to undertake a comprehensive, regional assessment of bike/ped and safe routes to school issues. The process will include the following steps: <ul style="list-style-type: none"> ○ Convene a Transportation Advisory Committee (TAC) to help guide the process ○ Develop a regional vision, goals, objectives and strategies with respect to bike/ped and SRTS elements ○ Update CONNECT Plan data and recommendations ○ Incorporate high priority projects from MPO member communities ○ Develop a policy and design toolbox utilizing best practices ○ Include cost proposal and phasing for implementation ○ Develop updated walking routes and priority improvements for elementary schools ○ Utilize a 5E (Engineering, Education, Enforcement, EMS, Encouragement) Approach for developing policies and recommendations • Outcome: Bicycle/Pedestrian Master Plan; Safe Routes to Schools Plan 	<p>Project will continue through FY 21 to be completed in FY 22</p>	<p>Goal 1 Goal 2</p>



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
\$115,494	\$15,000	\$49,400	\$179,895	1,808

FY 2020 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 speaker series
- Developed a medial/social medial policy for MPO staff and outlined website roles and responsibilities

FY 2021 Public Engagement Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p>Speaker Series</p> <ul style="list-style-type: none"> • Purpose: To host national thought-leaders who share ideas, insights, and inspiration with regional influencers to advance the sustainable development of Greater Des Moines. • Approach: MPO staff works with partner organizations in the community to identify meaningful topics and speakers, the coordinate to bring them to the metro, promote their talks, and help spread their ideas. <ul style="list-style-type: none"> ◦ Cost: \$15,000 is budgeted for speaker-related costs. • Outcomes: Approximately six speakers are hosted each calendar year. 	Ongoing	Goal 2 Goal 5
<p>Media Relations</p> <ul style="list-style-type: none"> • Purpose: To maintain good working relationships between the Des Moines Area MPO and the media outlets of Greater Des Moines, to preserve and enhance the reputation and credibility of the MPO and provide the MPO with platforms to deliver its messages to the public and regional stakeholders. • Approach: MPO staff will work to build relationships with media members through face-to-face meetings, providing helpful responses to information and interview requests, and providing timely, newsworthy information for their publications and platforms. • Outcomes: Media outlets will continue to treat MPO as a credible source of information and valuable public entity doing good work for the governments and residents of Greater Des Moines. 	Ongoing	Goal 5

FY 2021 Public Engagement Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p>Public Meeting Support</p> <ul style="list-style-type: none"> • Purpose: To ensure MPO public meetings fulfill their objectives, especially the meaningful engagement of the public in the decision-making process of the Des Moines Area MPO. • Approach: MPO staff will collaborate on preparations for public meetings, including standing meetings of MPO committees and subcommittees, as well as special meetings for MPO projects and programs. • Outcomes: MPO public meetings will meet the expectations outlined in Title VI documentation, Limited English Proficiency program, and Public Involvement Process. 	Ongoing	Goal 5
<p>Upkeep of Title VI, LEP, Public Involvement Process</p> <ul style="list-style-type: none"> • Purpose: To ensure the MPO's compliance with required public engagement documents such as Title VI, Limited English Proficiency Plan (LEP), and its Public Involvement Process. • Approach: MPO staff will review federal guidelines, its current practices and documentation, and best practices to understand any changes that should be made to its existing documentation. • Outcomes: If necessary, updated Title VI documentation, updated LEP, and an updated Public Involvement Process. 	October 2020	Goal 1 Goal 5
<p>Annual Report</p> <ul style="list-style-type: none"> • Purpose: To report the many values which the Des Moines Area MPO delivers to its member governments, including a summary of MPO investments made with jurisdictions and entities. • Approach: MPO staff will review previous annual reports and recommend any format improvements. • Outcomes: An Annual Report will be developed, published and distributed to MPO member governments. 	May 2021	Goal 5

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
\$181,064	\$0	\$77,446	\$258,510	2,630

FY 2020 Major Accomplishments

- Participated watershed management authorities and the Local Government Collaborative stormwater effort
- Partnered with local stormwater advocates on the Rain Campaign
- Continued to be engaged with the central Iowa water trails initiative
- 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
- Reviewed development proposals, as requested
- Provided guidance and information for comprehensive plans, as requested
- Updated the environmental justice methodology

FY 2021 Integrated Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p>Watershed Management Authority/Stormwater</p> <ul style="list-style-type: none"> • Purpose: To support the Mobilizing Tomorrow goal of “Improve the Region’s Environmental Health” by building regional programs and coalitions to incorporate ecosystem services into planning and development. • Approach: MPO staff will continue to participate in regional watershed management authorities (WMA), the Rain Campaign, green infrastructure conference planning collaborations. MPO staff will also work with Capital Crossroads staff to move the post-construction stormwater ordinance language and other resilience policy recommendations through MPO member city processes. • Outcomes: Continued implementation of each WMA’s plan goals and strategies, fulfilling Rain Campaign installation goals, a Rain Campaign @ Home manual, greater incentive to incorporate green infrastructure in transportation projects through MPO funding mechanisms, host highly-impactful green infrastructure conference, and integration of post-construction stormwater ordinance language in all MPO member cities. 	Ongoing	Goal 1 Goal 2 Goal 5

FY 2021 Integrated Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p>Water Trails</p> <ul style="list-style-type: none"> • Purpose: To provide ongoing staffing support for the Central Iowa Water Trails LLC and the implementation of the water trails plan. • Approach: MPO staff will continue to staff the various committees and boards collaborating on the implementation of the plan, including the board of directors, the BUILD grant coordination committee, the environmental conservation committee, and the marketing and communications committee. • Outcomes: While the broad implementation of water trails is ongoing, outcomes in during this fiscal year will include the near-completion of the BUILD grant agreement and necessary planning work and the substantial completion of the water trails branding project. 	Ongoing	Goal 1 Goal 2
<p>Community Technical Assistance</p> <ul style="list-style-type: none"> • Purpose: To provide technical assistance, as requested, to member governments. • Approach: Member communities contact MPO staff with technical assistance projects/questions. MPO staff will follow the approved project involvement decision tree to determine whether assistance will be provided at no charge or if a contract will be required. Assistance for which contracts will be required will be completed under Task 7. See Task 7 for additional information about technical services available. • Outcomes: The completion of tasks and projects as they become available. 	Ongoing	Goal 1 Goal 2
<p>Green Infrastructure Mapping</p> <ul style="list-style-type: none"> • Purpose: To support the Mobilizing Tomorrow goal of “Improve the Region’s Environmental Health” by utilizing geographic information system and regional data to analyze and communicate green infrastructure importance and advancement throughout the MPO region. • Approach: MPO staff has solicited all city and county level green infrastructure data for a regional database. MPO staff will compile all public regional flooding data sets. MPO staff will then perform qualitative and quantitative analyses such as cost-benefit analysis, return-on-investment, story mapping, and other avenues to better understand and communicate the impact of resilience in the MPO planning area. • Outcomes: Complete data set; formalized report on analyses and outcomes; potential for integration into MPO Transportation Capital Improvement Program report; public story map communicating impact. 	December 2020	Goal 1 Goal 2 Goal 5
<p>EJ Analysis Update</p> <ul style="list-style-type: none"> • Purpose: To support the Mobilizing Tomorrow goal of “ Further the Health, Safety, and Well-Being of All Residents in the Region” by documenting environmental justice (EJ) areas for use in MPO funding and performance measure efforts. • Approach: MPO staff will update their Environmental Justice report. Revisions to degrees of disadvantage, data sets, and thresholds will be considered. • Outcomes: Final Environmental Justice report will be present to MPO governing committees, and shared with partner organizations for integration into regional work. 	January 2021	Goal 1 Goal 2 Goal 5

FY 2021 Integrated Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p>State and Federal Government Relations/Advocacy</p> <ul style="list-style-type: none"> • Purpose: To ensure the needs of MPO and its member governments are represented in the Iowa and US legislative process. • Approach: MPO staff will work with organizations such as the Greater Des Moines Partnership to annually develop a list of priority projects and policy goals for inclusion in government relations materials. • Outcomes: MPO representation on the Greater Des Moines Partnership’s state and federal governmental policy council; MPO materials in the annual DMDC Policy Book. 	May 2021	Goal 1 Goal 2 Goal 4 Goal 5
<p>Climate Change Adaptation Best Practices</p> <ul style="list-style-type: none"> • Purpose: To support the Mobilizing Tomorrow goal of “Improve the Region’s Environmental Health” by evaluating potential climate change mitigation and adaptation strategies. • Approach: MPO staff will conduct research on climate change trends and potential impacts to the MPO planning area, particularly with respect to infrastructure, as well as mitigation and adaptation strategies. Staff will coordinate with the Environment Roundtable and other stakeholders to refine a set of best practices for the region to consider. • Outcomes: A document summarizing anticipated changes and a set of best practice solutions for MPO members. 	May 2021	Goal 1 Goal 2 Goal 5
<p>EV Charging Strategy</p> <ul style="list-style-type: none"> • Purpose: To support the Mobilizing Tomorrow goal of “Improve the Region’s Environmental Health” by identifying ways for communities and individuals can increase support for electric vehicles. • Approach: MPO staff will examine best practices and policies for regional integration of electric vehicle charging systems. MPO staff will work with a wide variety of partners to draft a report or plan for MPO member communities to use when planning infrastructure projects. • Outcomes: Document outlining necessary steps to fully integrate electric vehicles into our transportation system and community development. 	May 2021	Goal 1 Goal 2 Goal 5
<p>Growth Scenario Analysis</p> <ul style="list-style-type: none"> • Purpose: To analyze how anticipated growth in the MPO area will impact regional systems. • Approach: MPO staff will work with the Planning Subcommittee to analyze the impact of growth on the affordable housing, transportation, and other infrastructure needs. Scenario modeling tools may be developed as used as necessary. • Outcomes: A document outlining the potential impacts of growth on the need and distribution of affordable housing as it relates to employment centers and transportation. 	June 2021	Goal 1 Goal 2 Goal 5

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
\$65,558	\$0	\$28,041	\$93,600	1,135

FY 2020 Major Accomplishments

- Solicited, scored, and awarded FFY 2024 STBG and Set-Aside funding
- Developed and approved the *FFY 2020-2023 Transportation Improvement Program*, as necessary
- Amended the *FFY 2020-2023 Transportation Improvement Program*, as necessary
- Began development of the *FFY 2021-2024 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
- Solicited updates for the priority transportation project list for the Greater Des Moines Partnership’s Policy Book

FY 2021 Funding Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p>Transload Facility Grant Administration</p> <ul style="list-style-type: none"> • Purpose: To oversee grant administration related to the development of the Des Moines Transload Facility. • Approach: MPO staff will work with Des Moines Industrial, the Iowa Department of Transportation, and the Federal Railroad Administration (FRA) to oversee the reimbursement of Iowa DOT Railroad Revolving Loan & Grant (RRLG) funds and US DOT BUILD grant funds. • Outcomes: The development of quarterly reports to the FRA tracking progress towards project outcomes, submit reimbursement request through the Iowa DOT and FRA, and provide support to Des Moines Industrial regarding grant administration. 	Ongoing	Goal 1 Goal 2
<p>Water Trails BUILD Grant Administration</p> <ul style="list-style-type: none"> • Purpose: To oversee the grant administration and reimbursement process related to the Central Iowa Water Trails project’s US DOT BUILD grant. • Approach: MPO staff will work with project partners to oversee the administration of the Central Iowa Water Trails BUILD grant funds including completing reimbursement requests through the Federal Highway Administration. • Outcomes: The completion of all reimbursement request and reporting requirement under the grant terms. 	Ongoing	Goal 1 Goal 2
<p>Grant Letters of Support</p> <ul style="list-style-type: none"> • Purpose: To offer letters of support to MPO members and partner organizations to help secure infrastructure funding in the region.. • Approach: MPO staff will work with project sponsors to understand the scope and need of various projects seeking funding from the Iowa DOT, US DOT, other state and federal agencies, and non-profit organizations and offer letters of support. • Outcomes: Letters of support that help secure funding for the region. 	Ongoing	Goal 1 Goal 2

FY 2021 Funding Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p>Transportation Capital Improvement Program</p> <ul style="list-style-type: none"> • Purpose: To develop and maintain a four-year listing of all projects to be undertaken in the MPO area. • Approach: MPO staff solicit from each MPO member government and participating agency a list of current of projects planned to be constructed over the next four years. • Outcomes: Fiscal Years 2021-2024 TCIP; interactive online project maps. 	August 2020	Goal 1
<p>STBG/TAP Process</p> <ul style="list-style-type: none"> • Purpose: To allocate the annual Surface Transportation Block Grant (STBG) funds and Set-Aside (TAP) funds to regional transportation projects. • Approach: MPO staff will work with the member governments and the Funding Subcommittee to review and amend the scoring process, as needed, and then to solicit and review transportation projects submitted for funding. • Outcomes: The awarding of STBG/TAP funds to projects that advance the goals of Mobilizing Tomorrow. 	May 2020	Goal 1
<p>Transportation Improvement Program</p> <ul style="list-style-type: none"> • Purpose: To develop and maintain a four-year Transportation Improvement Program (TIP) of federally funded projects to be undertaken in the MPO area. • Approach: MPO staff will provide each MPO member government and participating agency a list of current TIP projects for review and update, with a request for the project sponsors to determine adjustments needed. MPO staff will assemble a draft document for review by the Iowa DOT, MPO committees, and the public; hold public meetings; and produce a final document. Amendments do the TIP will follow the amendment process outlined in the TIP. • Outcomes: Federal Fiscal Years 2022-2025 TIP. 	June 2021	Goal 1

Task 6: 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
\$250,130	\$5,000	\$106,988	\$362,118	4,243

FY 2020 Major Accomplishments

- Continued to refine the strategic plan into tactical implementation steps
- Developed a contract for the MPO Executive Director
- Amended and revised, as necessary, the FY 2020 UPWP
- Completed and approved the FY 2021 UPWP
- Prepared monthly 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
- Updated the MPO/CIRTPA Planning Agreement
- Conducted a salary and benefits survey

FY 2021 Administration Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p>Committee Support</p> <ul style="list-style-type: none"> • Purpose: To ensure meetings of the MPO’s main committees, subcommittees, roundtables, and working groups occur in a timely, professional manner with representation from relevant member governments and participating agencies. • Approach: MPO staff will regularly undertake efforts to prepare for and hold meetings, including tasks such as agenda development, note taking, public announcements and notification, room set up and break down, presentation preparation, and so forth, in compliance with all relevant state and federal laws. Staff also will also meet with committee chairs and other representatives, as necessary, to ensure the representatives are prepared and understand the agenda items and other materials. • Outcomes: Successful meetings of MPO committees that advance the MPO’s mission. 	Ongoing	Goal 1 Goal 2 Goal 3 Goal 4 Goal 5 Goal 6
<p>MPO Operating Grant Administration</p> <ul style="list-style-type: none"> • Purpose: To oversee administration of funding included in the <i>Planning Joint Participant Agreement to Implement Metropolitan Intermodal Planning</i> entered into by the MPO and the Iowa DOT as well as other grants and/or agreements between the MPO and other parties for planning services. • Approach: MPO staff will develop monthly reimbursement requests to funding partners, particularly the Iowa DOT) for eligible expenses by identifying eligible direct and indirect costs from expenses approved by the MPO Policy Committee each month, summarizing these costs by UPWP work task, and preparing a progress report of activities. • Outcomes: The reimbursement of funds to the MPO. 	Ongoing	Goal 1 Goal 4
<p>Routine Office Administration</p> <ul style="list-style-type: none"> • Purpose: To ensure the continuous administration of the MPO office and programs. • Approach: The MPO board and staff will ensure the MPO has the necessary resources to fulfil its mission, including 1)employing a professional staff with necessary talent, skills, and capacity, 2) contracting for other professional services - such as legal, payroll, accounting, information technology, and so forth., 3) maintaining office space, equipment, and software necessary for staff and representatives to conduct business, and 4) developing and maintaining necessary policies and guidelines to ensure successful and lawful operation of the organization. • Outcomes: Successful operation of the MPO office and administration of the organization. 	Ongoing	Goal 1 Goal 3 Goal 4 Goal 6
<p>Strategic Planning / Member Satisfaction Survey</p> <ul style="list-style-type: none"> • Purpose: To ensure the MPO’s strategic plan is maintained and member governments are satisfied with the organization’s performance. • Approach: In FY 2021 the MPO will undertake a member satisfaction survey, similar to ones performed in previous years, to understand member government and representative attitudes towards the organization and identify areas of improvement. <ul style="list-style-type: none"> ◦ <i>Consultant cost: \$5,000</i> • Outcomes; Qualitative and quantitative survey results gauging the MPO’s performance and areas for improvement. 	November 2020	Goal 3

FY 2021 Administration Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
Unified Planning Work Program/Budget <ul style="list-style-type: none">• Purpose: To develop an annual scope of work and budget for the MPO's operations.• Approach: MPO staff will work with its member governments to solicit and review work activities as described on page 11 of this document. During this timeframe staff also will develop a budget and work with the MPO's Budget and Finance Subcommittee to review.• Outcomes: FY 2022 UPWP and budget; FY 2021 UPWP amendments.	May 2021	Goal 1 Goal 4 Goal 6

Task 7: CIRTPA

Objective: Provide staffing assistance, via contract, to the Central Iowa Regional Transportation Planning Alliance (CIRTPA). Please see the CIRTPA's *Fiscal Year 2021 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
\$66,228	\$0	\$28,328	\$94,556	1,085

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 8: Contracted Services and Technical Support

Objective: Provide staffing assistance, via contract, to numerous organizations for activities such as watershed management, community comprehensive planning, and other technical support. Projects included in this task do not use any DOT or Des Moines Area MPO member assessment funding. Known projects include stormwater management assistance to Polk Soil & Water Conservation District and administration of the Central Iowa Housing Trust Fund.

Cost Summary – Contracted Services

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$66,043	\$0	\$28,248	\$94,291	1,446

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 2021 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

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, 2020 and ending June 30, 2021. 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 ensure 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 2021 Funding Sources Available

	Amount	Percent of Total
Federal DOT Funds		
Federal Highway Administration (FHWA – NEW)	\$758,809	43.10%
Federal Transit Administration (FTA 5305d NEW)	\$142,419	8.09%
FHWA – STBG Carryover	\$4,118	0.23%
FTA – Carryover	\$0	0.00%
STBG – New	\$95,000	5.40%
Federal DOT Funds Subtotal	\$1,000,346	56.82%
Non-DOT Funds		
Member Government Assessments	\$560,351	31.83%
CIRTPA Contract	\$94,556	5.37%
Other Contracts (TBD)	\$94,291	5.36%
Fee for Contracts (5%)	\$11,153	0.63%
Non-DOT Funds Subtotal	\$760,351	43.18%
TOTAL	\$1,760,697	100.00%

Table 2. Member Government Assessments

Member	Assessed Population	TOTAL (\$1/capita)
Altoona	18,844	\$18,844
Ankeny	65,284	\$65,284
Bondurant	6,646	\$6,646
Carlisle	4,282	\$4,282
Clive	17,097	\$17,097
Cumming*		\$0
Dallas County**	2,172	\$2,172
DART*		\$0
Des Moines	216,853	\$216,853
Elkhart*		\$0
Grimes	13,562	\$13,562
Indianola*		\$0
Johnston	22,040	\$22,040
Madison County*		\$0
Mitchellville	2,303	\$2,303
Norwalk	11,517	\$11,517
Pleasant Hill	10,064	\$10,064
Polk City	4,809	\$4,809
Polk County**	22,443	\$22,443
Urbandale	43,949	\$43,949
Van Meter*		\$0
Warren County**	4,137	\$4,137
Waukee	22,810	\$22,810
West Des Moines	66,641	\$66,641
Windsor Heights	4,898	\$4,898
TOTAL	560,351	\$560,351

Note that for FY 2021, the Des Moines Area MPO used each community's Annual Census Estimate.

*DART and associate, non-voting members do not pay assessments.

**County populations are only for the unincorporated areas within the MPO boundary. 2010 Census figures were used for FY 2021 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

Category	Amount
Holiday Earned (88 hours per employee)	\$29,565
Vacation Leave (80, 120, Or 160 hours per employee)	\$43,420
Sick Leave Earned (96 hours per employee)	\$32,252
Personal Days Earned (24 hours per employee)	\$8,063
<u>Subtotal</u>	<u>\$113,300</u>
Health	\$170,280
Dental	\$12,431
Vision	\$2,538
Employee Assistance Program	\$500
Insurance	\$1,305
Disability	\$6,236
<u>Subtotal</u>	<u>\$193,290</u>
Director Car Allowance (\$500 per month)	\$6,000
Longevity	\$5,400
Professional Memberships & Continuing Education	\$8,100
Deferred Compensation (5% of annual salary)	\$36,413
DART Unlimited Access (flat fee)	\$1,425
<u>Subtotal</u>	<u>\$57,338</u>
FICA	\$55,555
FUTA	\$504
IPERS	\$67,011
<u>Subtotal</u>	<u>\$123,070</u>
TOTAL FRINGE BENEFITS	\$486,998
Allocation Base:	
Total Salaries	\$698,803
Less: Annual Paid Leave	\$113,300
<u>Chargeable Salaries</u>	<u>\$585,503</u>
Employee Fringe Benefit Rate	
Fringe Benefits	\$486,998
Allocation Base	\$585,503
FRINGE RATE	83.18%

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 proportionately to each work element in the Des Moines Area MPO's work program based on that month's indirect rate as shown in Figure 5. A full list of general expense categories is included in Table 4.

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

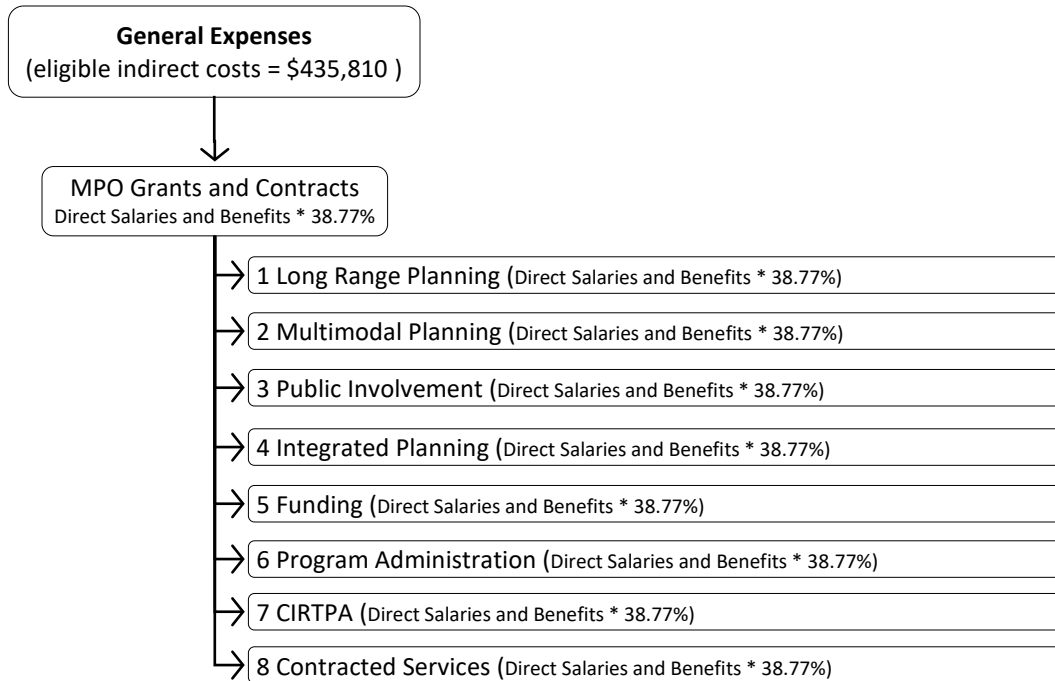


Figure 5: Indirect Cost application to work elements

Other Direct Costs

The FY 2021 budget includes other direct, non-personnel costs for specific work activities. These costs include:

- Purple Heart Highway interstate designation feasibility study consultant (\$50,000)
- Consulting services for a Smart City strategic plan (\$40,000)
- Travel model consulting assistance (\$10,000)
- Speaker series budget for speaking fees and travel accommodations (\$15,000)
- Strategic plan consultant (\$5,000)
- Data purchase for the Container Locator project (\$15,000)

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	\$585,503	\$0	\$0	\$585,503
Wages	\$51,600	\$0	\$0	\$51,600
Fringe Benefits (83.18%)	\$486,997	\$0	\$0	\$486,997
Total Personnel Costs	\$1,124,100	\$0	\$0	\$1,124,100
Facilities	\$148,650	\$0	\$148,650	\$0
<i>Rent</i>	\$125,650	\$0	\$125,650	\$0
<i>Insurance</i>	\$14,000	\$0	\$14,000	\$0
<i>Maintenance</i>	\$2,000	\$0	\$2,000	\$0
<i>Parking</i>	\$7,000	\$0	\$7,000	\$0
Professional Services	\$84,260	\$0	\$84,260	\$0
<i>Attorney</i>	\$68,750	\$0	\$68,750	\$0
<i>Audit</i>	\$12,000	\$0	\$12,000	\$0
<i>Payroll</i>	\$3,510	\$0	\$3,510	\$0
Computers	\$46,700	\$10,000	\$36,700	\$0
<i>Hardware</i>	\$10,000	\$10,000	\$0	\$0
<i>Software</i>	\$25,000	\$0	\$25,000	\$0
<i>TransCAD</i>	\$2,700	\$0	\$2,700	\$0
<i>ESRI Annual Fee</i>	\$6,000	\$0	\$6,000	\$0
<i>Maintenance</i>	\$3,000	\$0	\$3,000	\$0
Telecommunications	\$24,000	\$0	\$24,000	\$0
<i>IT Network Services (MMIT)</i>	\$12,000	\$0	\$12,000	\$0
<i>ISP (CenturyLink)</i>	\$7,000	\$0	\$7,000	\$0
<i>Website (NetIns)</i>	\$2,000	\$0	\$2,000	\$0
<i>Telephone</i>	\$3,000	\$0	\$3,000	\$0
Printing and Postage	\$20,000	\$0	\$20,000	\$0
<i>Reproduction</i>	\$6,000	\$0	\$6,000	\$0
<i>Copier Lease</i>	\$11,000	\$0	\$11,000	\$0
<i>Postage</i>	\$2,000	\$0	\$2,000	\$0
<i>Postage Lease</i>	\$1,000	\$0	\$1,000	\$0
Travel & Training	\$53,500	\$10,000	\$43,500	\$0
<i>Travel</i>	\$30,000	\$0	\$30,000	\$0
<i>Registrations</i>	\$10,000	\$0	\$10,000	\$0
<i>Lobbying/DC Trip</i>	\$10,000	\$10,000	\$0	\$0
<i>Mileage</i>	\$3,500	\$0	\$3,500	\$0
Dues/Memberships	\$12,000	\$0	\$12,000	\$0
Equipment	\$18,000	\$18,000	\$0	\$0
Office Supplies	\$12,200	\$0	\$12,200	\$0
Publications	\$4,000	\$0	\$4,000	\$0
Sponsorships	\$50,000	\$0	\$50,000	\$0
Food & Beverages	\$7,000	\$7,000	\$0	\$0
Meeting Rooms	\$500	\$0	\$500	\$0
<i>Strategic Planning (Task 7)</i>	\$5,000	\$0	\$0	\$5,000
<i>Interstate Designation Consultant (Task 1)</i>	\$50,000	\$0	\$0	\$50,000
<i>Travel Demand Model Consultant (Task 6)</i>	\$10,000	\$0	\$0	\$10,000
<i>Miscellaneous Consulting (Task 1)</i>	\$40,000	\$0	\$0	\$40,000
<i>Speaker Series (Task 3)</i>	\$15,000	\$0	\$0	\$15,000
<i>Container Locator (Task 2)</i>	\$15,000	\$0	\$0	\$15,000
Total Non-Personnel Costs	\$615,810	\$45,000	\$435,810	\$135,000
TOTAL	\$1,739,910	\$45,000	\$435,810	\$1,259,100

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	\$435,810
Total Direct Salaries, Wages, and Fringe Benefits	<u>\$1,124,100</u>
<i>Salaries</i>	<i>\$585,503</i>
<i>Wages</i>	<i>\$51,600</i>
<i>Fringe Benefits</i>	<i>\$486,997</i>
INDIRECT RATE	38.77%

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	\$421,844	\$225,424	\$100,000	\$0	\$87,396	\$9,024	4,142
2 Multimodal Planning	\$235,096	\$154,158	\$0	\$15,000	\$59,767	\$6,171	2,979
3 Public Involvement	\$179,895	\$115,494	\$0	\$15,000	\$44,777	\$4,623	1,808
4 Integrated Planning	\$258,510	\$181,064	\$0	\$0	\$70,198	\$7,248	2,630
5 Funding	\$93,600	\$65,558	\$0	\$0	\$25,417	\$2,624	1,135
6 Program Administration	\$362,118	\$250,130	\$5,000	\$0	\$96,975	\$10,013	4,243
7 CIRTPA	\$94,556	\$66,228	\$0	\$0	\$25,677	\$2,651	1,085
8 Other Contracts	\$94,291	\$66,043	\$0	\$0	\$25,605	\$2,644	1,446
TOTAL	\$1,739,910	\$1,124,100	\$105,000	\$30,000	\$435,810	\$45,000	19,468

* Consultant cost detail:

- Work Element 1: Smart City Strategic Plan Consultant
- Work Element 1: Travel Demand Model Consultant
- Work Element 1: Purple Hearth Highway Interstate Designation Feasibility Study Consultant
- Work Element 6: Strategic Plan Consultant

Table 7. Fiscal Year 2021 Budget By Agency

UPWP CODE	WORK ELEMENT	MPO TOTAL	US DOT Funds						Other Funds/Grants			Local Match	
			FHWA STBG 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	\$421,844	\$1,120	\$206,374	\$38,734	\$25,837	\$272,065	64%	\$0	-	0%	\$149,779	36%
2.0	Multimodal Planning	\$235,096	\$624	\$115,013	\$21,587	\$14,399	\$151,623	64%	\$0	-	0%	\$83,473	36%
3.0	Public Involvement	\$179,895	\$478	\$88,008	\$16,518	\$11,018	\$116,022	64%	\$0	-	0%	\$63,873	36%
4.0	Integrated Planning	\$258,510	\$686	\$126,468	\$23,737	\$15,833	\$166,724	64%	\$0	-	0%	\$91,786	36%
5.0	Funding	\$93,600	\$249	\$45,791	\$8,594	\$5,733	\$60,366	64%	\$0	-	0%	\$33,233	36%
6.0	Program Administration	\$362,118	\$961	\$177,155	\$33,250	\$22,179	\$233,545	64%	\$0	-	0%	\$128,573	36%
7.0	CIRTPA	\$94,556	\$0	\$0	\$0	\$0	\$0	0%	\$94,556	CIRTPA Contract	100%	\$0	0%
8.0	Other Contracts	\$94,291	\$0	\$0	\$0	\$0	\$0	0%	\$94,291	Polk Soil & Water Conservation District Central Iowa Housing Trust Fund	100%	\$0	0%
TOTAL FY 2021 BUDGET		\$1,739,910	\$4,118	\$758,809	\$142,419	\$95,000	\$1,000,346	57%	\$188,847		11%	\$550,717	32%

*DART's Transit Service Planning project will not be part of the planning agreement entered into between the MPO and Iowa DOT.

**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 2021 Balance Summary

Current Balance		
<i><u>Projected FY 2020 Balance (Fed)</u></i>	<i><u>\$0</u></i>	<i><u>FY 2020 UPWP Budget Balance Projection</u></i>
Local Funds - Operating Reserve	\$1,129,544	3 Month Operational Reserve
Local Funds - Other	\$257,160	Cash Balance
<i><u>Projected Local Cash Balance</u></i>	<i><u>\$1,386,704</u></i>	<i><u>MPO Cash Balance - estimated end FY 2020</u></i>
TOTAL	\$1,386,704	
Revenue - FY 2021		
Federal Highway Administration (FHWA – NEW)	\$758,809	Iowa DOT Correspondence Feb. 7, 2020
Federal Transit Administration (FTA 5303 NEW)	\$142,419	Iowa DOT Correspondence Feb. 7, 2020
FHWA – STBG Carryover	\$4,118	Iowa DOT Correspondence Feb. 7, 2020
FTA – Carryover	\$0	Iowa DOT Correspondence Feb. 7, 2020
STBG	\$95,000	Awarded by MPO
<i><u>DOT Funds Subtotal</u></i>	<i><u>\$1,000,346</u></i>	
MPO Per Capita Assessment Income	\$560,351	Planning Area Population * \$1.00
CIRTPA Administration (Work Element 8)	\$94,556	CIRTPA Contract
Other Contracts (Polk Soil & Water; Melcher/Dallas; Housing Trust Fund)	\$94,291	Staff time for contracts
Contract Fee (5%)	\$11,153	5% fee on contracts
<i><u>Non-DOT Funds Subtotal</u></i>	<i><u>\$760,351</u></i>	
TOTAL	\$1,760,697	
Costs (Projections) - FY 2021		
US DOT Program Cost	\$1,000,346	Work Elements 1 through 7
CIRTPA Costs	\$94,556	CIRTPA Administration (Work Element 8)
Other Contracts (TBD)	\$94,291	Staff costs for other contracts
Local Costs	\$550,717	Work Elements 1 through 7
TOTAL	\$1,739,910	
Surplus/Deficit - FY 2021		
Projected DOT Balance	\$0	<i><u>Available for Programming</u></i>
Projected Local Balance	\$20,787	<i><u>Cash Balance</u></i>
TOTAL	\$20,787	
Balance (Reserve) - End FY 2021		
Projected Balance (federal)	\$0	<i><u>Available for Programming</u></i>
Projected Local Balance - Operating	\$521,973	<i><u>3 Month Operating Reserve</u></i>
Projected Local (Other)	\$885,518	<i><u>Cash Balance</u></i>
Projected Local Cash Balance	\$1,407,491	
Total	\$1,407,491	

Appendix A: Committee Representation

MPO Policy Committee | Primary Representatives | Chair Joe Gatto

Representing	Name	Title
City of Altoona	Kyle Mertz	Council Member
City of Ankeny	Gary Lorenz	Mayor
City of Ankeny	David Jones	City Manager
City of Bondurant	Curt Sullivan	Mayor
City of Carlisle	Ruth Randleman	Former Mayor
City of Clive	Ted Weaver	Council Member
City of Cumming+	Brent Highfill	P&Z Commission Member
City of Des Moines	Frank Cownie	Mayor
City of Des Moines	Connie Boesen	Council Member
City of Des Moines	Chris Coleman	Former Council Member
City of Des Moines	Joe Gatto	Council Member
City of Des Moines	Bill Gray	Council Member
City of Elkhart+	Colten Fors	Mayor
City of Grimes	Scott Mikkelsen	Mayor
City of Indianola+	Ryan Waller	City Manager
City of Johnston	Jim Evans	Council Member
City of Mitchellville	Tammi Dillavou	City Administrator
City of Norwalk	Stephanie Riva	Council Member
City of Pleasant Hill	Sara Kurovski	Mayor
City of Polk City	Jeff Walters	Council Member
City of Urbandale	Robert Andeweg	Mayor
City of Van Meter+	Kyle Michel	City Administrator
City of Waukee	Courtney Clarke	Mayor
City of West Des Moines	Steve Gaer	Mayor
City of West Des Moines	Tom Hadden	City Manager
City of Windsor Heights	Joseph Jones	Council Member
Dallas County	Mark Hanson	County Supervisor
Madison County+	Aaron Price	County Supervisor
Polk County	Matt McCoy	County Supervisor
Warren County	Aaron Dekock	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

Representing	Name	Title
City of Altoona	Vern Willey II	Council Member
City of Ankeny	Bobbi Bentz	Council Member
City of Ankeny	Paul Moritz	Assistant City Manager
City of Bondurant	Marketa Oliver/Doug Elrod	City Administrator/Council Member
City of Carlisle	Eric Goodhue	Council Member
City of Clive	Eric Klein	Council Member
City of Cumming+	Kathie Hungerford	Council Member
City of Des Moines	Scott Sanders	City Manager
City of Des Moines	Matt Anderson	Deputy City Manager
City of Des Moines	Pam Cooksey	Assistant City Manager
City of Des Moines	Carl Voss	City Council Member
City of Des Moines	Malcolm Hankins	Assistant City Manager
City of Elkhart	Nathan Gillmore	Council Member
City of Grimes	Jake Anderson	City Administrator
City of Indianola+	Charlie Dissell	Community Development Director
City of Johnston	Tom Cope	Council Member
City of Mitchellville	Nicholas Murrow	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 Van Meter+	Alan Adams	Mayor
City of Waukee	Tim Moerman	City Administrator
City of West Des Moines	Jamie Letzring	Deputy City Manager
City of West Des Moines	Laura Reveles	Assistant to the City Manager
City of Windsor Heights	Dave Burgess	Mayor
Dallas County	Brad Golightly/Kim Chapman	County Supervisor
Madison County+	Tom Leners	Madison County Development Group
Polk County	Bob Brownell	County Supervisor
Warren County	Doug Shull	County Supervisor
Iowa DOT++	Craig Markley	Bureau of Systems Planning
DART	Amanda Wanke	Chief External Affairs 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 (Beginning March 2020) | Chair Joe Gatto

Representing	Name	Title
City of West Des Moines	Steve Gaer	Former Chair/Ex Officio, West Des Moines Representative
City of Des Moines	Joe Gatto	Chair, Des Moines Representative
City of Ankeny	Gary Lorenz	Ankeny Representative
City of Altoona	Kyle Mertz	East Subarea Representative
City of Clive	Ted Weaver	SW Subarea Representative
City of Des Moines	Chris Coleman	Des Moines Representative
City of Norwalk	Stephanie Riva	SW Subarea Representative
City of Pleasant Hill	Sara Kurovski	Secretary/Treasurer, East Subarea Representative
Polk County	Matt McCoy	Vice Chair, Polk County Representative
City of Urbandale	Robert Andeweg	NW Subarea Representative
City of Polk City	Jeff Walters	NW Subarea Representative

Long-Range Transportation Plan Steering Committee | Chair Ruth Randleman

Representing	Name	Title
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	Former 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	Former Director
Central Iowa Taxpayers Association	Art Wittmack	Director
Council of WMAs	Susan Judkins	Former 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	Former Director
Public Schools	Teree Caldwell- Johnson	Des Moines School Board Member

MPO Surface Transportation Program (STP) Funding Subcommittee | Chair Mark Wandro

Representing	Name	Title
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
City of Norwalk	Stephanie Riva	Council Member

Finance and Budget Subcommittee | Chair Sara Kurovski

Representing	Name	Title
City of Ankeny	Jenn Sease	Administrative Services Director
City of Pleasant Hill	Sara Kurovski	Mayor MPO Secretary/Treasurer
DART	Jamie Schug	Chief Financial Officer
City of Des Moines	Scott Sanders	City Manager
City of West Des Moines	Tim Stiles	Finance Director

Advisory Committees*

Committee	Chair	Organization
Transportation Advisory Group	N/A	
Central Iowa Bicycle-Pedestrian Roundtable	Vern Willey II	City of Altoona
Freight Roundtable	John Wahlert	Bridgestone Americas Tire Operations, LLC
Traffic Management Advisory Committee	N/A	
Environment Roundtable	N/A	
Smart City Roundtable	N/A	

* Committees open to all interested parties

MPO Transportation Technical Committee | Primary Representatives | Chair Brett VandeLune

Representing	Name	Title
City of Altoona	John Dostart	City Engineer
City of Ankeny	Mark Mueller	Public Works Director
City of Ankeny	Paul Moritz	Assistant City Manager
City of Bondurant	John Horton	Public Works Director
City of Carlisle	Jeff Shug	Consultant/City Engineer
City of Clive	Jeff May	Public Works Director
City of Cumming+	Anthony Bellizzi	City Engineer
City of Des Moines	John Davis	City Traffic Engineer
City of Des Moines	Steve Naber	City Engineer
City of Des Moines	Michael Ludwig	City Planning Administrator
City of Elkhart	Vacant	
City of Grimes	Matt Ahrens	City Engineer
City of Indianola+	Charlie Dissell	Director of Community Development
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 Pleasant Hill	Madeline Sturms	Community Development Director
City of Polk City	Chelsea Huisman	City Manager
City of Urbandale	Dave McKay	Director of Engineering and Public Works
City of Van Meter+	Joe Herman	Council Member
City of Waukee	Brad Deets	Director of Development Services
City of West Des Moines	Eric Peterson	Principal Engineer
City of West Des Moines	Kara Tragesser	Community Development, Planner
City of Windsor Heights	Dalton Jacobus	Public Works Director
Dallas County	Murray McConnel	Planning & Zoning Director
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	Bret VandeLune	Land Use Planning Manager
Warren County	David Carroll	County Engineer
+Associate, Non-Voting Member		++Advisory, Non-Voting Member

MPO Transportation Technical Committee | Alternate Representatives

Representing	Name	Title
City of Altoona	Scott Atzen	Public Works Director
City of Ankeny	Vacant	
City of Ankeny	Adam Lust	Engineering Manager
City of Bondurant	John Bergeson	Operations Specialist II
City of Carlisle	Tommy Thompson	Public Works Superintendent
City of Clive	Jim Hagelie	City Engineer
City of Cumming+	Vacant	
City of Des Moines	Bert Drost	Planner
City of Des Moines	Thomas Vlach	Deputy City Engineer
City of Des Moines	Jennifer Dakovich	Principal Traffic Engineer
City of Elkhart	Vacant	
City of Grimes	Mitch Holtz	Consultant
City of Indianola+	Ryan Waller	City Manager
City of Johnston	Matt Greiner	Public Works Director
City of Mitchellville	Cory Eshelman	Public Works
City of Norwalk	Joe Ballard	Assistant Public Works Director
City of Pleasant Hill	Ben Champ	City Manager
City of Polk City	Jenny Gibbons	Deputy Clerk
City of Urbandale	John Larson	Assistant Director of Engineering
City of Van Meter+	David Herman	Public Works Director
City of Waukee	Rudy Koester	Assistant Public Works Director
City of West Des Moines	Brian Hemesath	Engineer
City of West Des Moines	Karen Marren	Planner
City of Windsor Heights	Elizabeth Hansen	City Administrator
Dallas County	Al Miller	County Engineer
DART	Carl Saxon	Transit Planner
DSM++	Brian Mulcahy	Director of Finance
FHWA++	Vacant	
FTA++	Dan Nguyen	Region 7
HIRTA	Sarah Constable	Mobility Coordinator
Iowa DOT++	Craig Markley	Bureau of Systems Planning
Madison County+	Aaron Price	Board of Supervisors
Polk County	Kurt Bailey	County Engineer
Warren County	Tim Hill	Operations Assistant
+Associate, Non-Voting Member		++Advisory, Non-Voting Member

MPO Transportation Technical Committee Engineering Subcommittee | Chair Vacant

Representing	Name	Title
City of Altoona	Scott Atzen	City Engineer
City of Clive	Jeff May	Public Works Director
City of Des Moines	Steve Naber	City 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

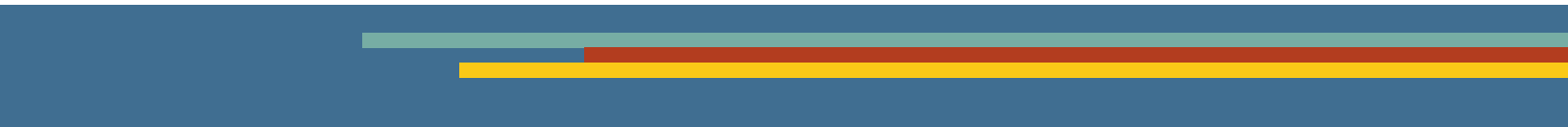
MPO Transportation Technical Committee Planning Subcommittee | Chair Brad Deets

Representing	Name	Title
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

MPO RESOLUTION TO BE INCLUDED WITH FINAL DRAFT

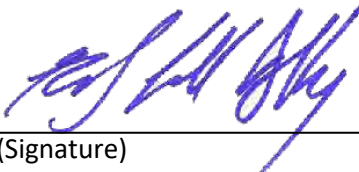


Certificate of Indirect Cost Proposal/Indirect Costs

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 February 28, 2020, to establish a Cost Allocation Plan for the time period beginning July 1, 2020, and ending June 30, 2021, 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)

February 28, 2020

(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 Bureau 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)

February 28, 2020

(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 21st Century (MAP-21) Act and 2015's Fixing America's Transportation System (FAST) Act. As part of this final rule, [23 CFR 450.314 \(h\)](#) was amended to state:

- (h)(1) The MPO(s), State(s), and the providers of public transportation shall jointly agree upon and develop specific written provisions for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO (see §450.306(d)), and the collection of data for the State asset management plan for the NHS for each of the following circumstances:
- (i) When one MPO serves an urbanized area;
 - (ii) When more than one MPO serves an urbanized area; and
 - (iii) When an urbanized area that has been designated as a TMA overlaps into an adjacent MPA serving an urbanized area that is not a TMA.
- (2) These provisions shall be documented either:
- (i) As part of the metropolitan planning agreements required under paragraphs (a), (e), and (g) of this section; or
 - (ii) Documented in some other means outside of the metropolitan planning agreements as determined cooperatively by the MPO(s), State(s), and providers of public transportation.

In 2017, the following three-pronged approach was cooperatively developed to address 23 CFR 450.314 (h). This approach provides a regular opportunity to review and update coordination methods as performance management activities occur, which offers an adaptable framework as performance-based planning and programming evolves.

- Agreement between the Iowa DOT and MPOs on applicable provisions through documentation included in each MPO's TPWP.
- Agreement between the Iowa DOT and relevant public transit agencies on applicable provisions through documentation included in each public transit agency's consolidated funding application.
- Agreement between each MPO and relevant public transit agencies on applicable provisions through documentation included in the appropriate cooperative agreement(s) between the MPO and relevant public transit agencies.

Inclusion of the following language in an MPO's TPWP, and that TPWP's subsequent approval by Iowa DOT, constitutes agreement on these items.

The Iowa DOT and 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 Bureau 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, when applicable, will also provide MPOs with subsets of the statewide data, based on their planning area boundaries.
- b. If MPOs choose to develop their own target for any measure, they will provide the Iowa DOT with any supplemental data they utilize in the target-setting process.

2) Selection of performance targets

- a. The Iowa DOT will develop draft statewide performance targets for FHWA measures in coordination with MPOs. Coordination may include in-person meetings, web meetings, conference calls, and/or email communication. MPOs shall be given an opportunity to provide comments on statewide targets and methodology before final statewide targets are adopted.
- b. If an MPO chooses to adopt their own target for any measure, they will develop draft MPO performance targets in coordination with the Iowa DOT. Coordination methods will be at the discretion of the MPO, but the Iowa DOT shall be provided an opportunity to provide comments on draft MPO performance targets and methodology prior to final approval.

3) Reporting of performance targets

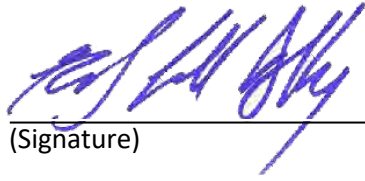
- a. Iowa DOT performance targets will be reported to FHWA and FTA, as applicable. MPOs will be notified when Iowa DOT has reported final statewide targets.
- b. MPO performance targets will be reported to the Iowa DOT.
 - i. For each target, the MPO will provide the following information no later than 180 days after the date the Iowa DOT or relevant provider of public transportation establishes performance targets, or the date specified by federal code.
 1. A determination of whether the MPO is 1) agreeing to plan and program projects so that they contribute toward the accomplishment of the Iowa DOT or relevant provider of public transportation performance target, or 2) setting a quantifiable target for that performance measure for the MPO's planning area.
 2. If a quantifiable target is set for the MPO planning area, the MPO will provide any supplemental data used in determining any such target.
 3. Documentation of the MPO's target or support of the statewide or relevant public transportation provider target will be provided in the form of a resolution or meeting minutes.
- c. The Iowa DOT will include information outlined in [23 CFR 450.216 \(f\)](#) in any statewide transportation plan amended or adopted after May 27, 2018, and information outlined in [23 CFR 450.218 \(q\)](#) in any statewide transportation improvement program amended or adopted after May 27, 2018.
- d. MPOs will include information outlined in [23 CFR 450.324 \(f\) \(3-4\)](#) in any metropolitan transportation plan amended or adopted after May 27, 2018, and information outlined in [23 CFR 450.326 \(d\)](#) in any transportation improvement program amended or adopted after May 27, 2018.
- e. Reporting of targets and performance by the Iowa DOT and MPOs shall conform to [23 CFR 490](#), [49 CFR 625](#), and 49 CFR 673.

4) Reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO

- a. The Iowa DOT will provide MPOs with the statewide performance data used in developing statewide targets, and, when applicable, will also provide MPOs with subsets of the statewide data, based on their planning area boundaries.

5) The collection of data for the State asset management plans for the NHS

- a. The Iowa DOT will be responsible for collecting bridge and pavement condition data for the State asset management plan for the NHS.



(Signature)

R. Todd Ashby

(Please Print Name)

Executive Director

(Title)

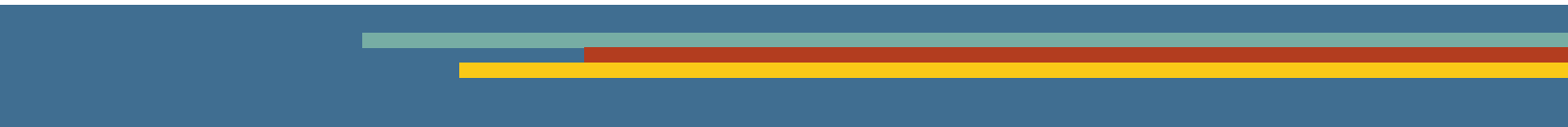
Des Moines Area Metropolitan Planning Organization

(Name of Organization)

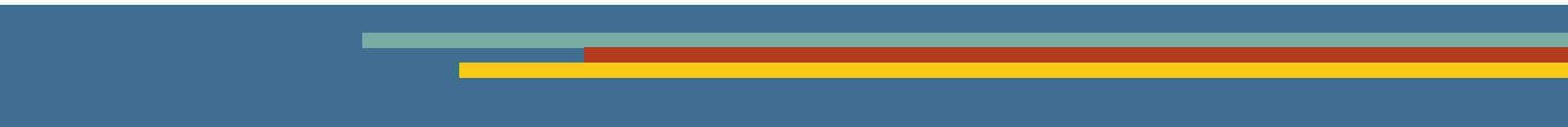
February 28, 2020

(Date Signed)

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



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