

NOTICE OF MEETING

Des Moines Area Metropolitan Planning Organization (MPO)
Executive Committee

—
11:30 a.m., April 12, 2023
Des Moines Area MPO Burnham Conference Room

—
TENTATIVE

1. **Call To Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: Approval of Meeting Minutes**..... Page 3
 - Approve the March 8, 2023, meeting minutes.
4. **CONSENT and VOTE: Contracts and Expenses** Page 7
5. **REPORT and VOTE: Federal Fiscal Year 2027 Surface Transportation Block Grant Program Funding Recommendation** Page 8
 - Report and discussion regarding the award recommendation for Federal Fiscal Year 2027 Surface Transportation Block Grant funding; consider approval.
6. **REPORT and VOTE: Federal Fiscal Year 2022 Excess Funding** Page 10
 - Report and discussion on the award recommendation for Federal Fiscal Year 2022 excess Surface Transportation Block Grant Program funds; consider approval.
7. **REPORT and VOTE: Comprehensive Safety Action Plan Request for Proposals**..... Page 12
 - Report and discussion regarding the draft Request for proposals for the Safe Street and Road for All grant Comprehensive Safety Action; consider approval.
8. **REPORT and VOTE: Passenger Transportation Plan Final Draft** Page 13
 - Report and vote on FFY 2023-2027 Central Iowa Passenger Transportation Plan Final draft; consider approval.
9. **REPORT and VOTE: Water Trails BUILD Grant Payment Approval** Page 14
 - Discussion regarding the *Application for Partial Payment No. 4* for the Water Trails BUILD grant project; consider approval.
10. **REPORT and VOTE: Approval Authority for Water Trails BUILD Grant Payments**..... Page 15
 - Discussion regarding allowing the Executive Committee the authority to approve Water Trails BUILD grant payments in months when the Policy Committee doesn't meet; consider approval.
11. **REPORT and VOTE: EPA Climate Pollution Reduction Grant Opportunity** Page 16
 - Discussion about the recently announced EPA Climate Pollution Reduction Grant; consider approval.
12. **REPORT: Mid-Iowa Planning Alliance (MIPA) Contract** Page 18
 - Discussion regarding the MPO's contract with MIPA.
13. **REPORT: Charging & Fueling Infrastructure Discretionary Grant Program** Page 21
 - Report on Charging and Fueling Infrastructure (CFI) Discretionary Grant Program.

The established protocol for minutes of this meeting will be to list all attendees, and with each item on which a vote is conducted in the ordinary course in order to take formal action, those voting nay or abstaining will be identified by name. Any member who is absent from the meeting for any period of time during which a vote of the body is taken, is expected to notify the recording secretary at the conclusion of the meeting so that the absence can be duly noted in the minutes. Roll Call votes will be taken as required by law or upon the request of any member that is approved by the chair, and the vote of each member for or against the proposition, or abstention, will be incorporated in the minutes or recorded on a separate sheet attached to the minutes.

The MPO receives federal funding and may not discriminate against anyone on the basis of race, color, or national origin, according to Title VI of the Civil Rights Act of 1964. For more information or to obtain a Title VI Complaint form, visit www.dmampo.org/title-vi/ or call 515-334-0075.

14. **REPORT: Policies and Procedures Manual and Employee Handbook Update**..... Page 22
 - Update regarding the Des Moines Area MPO Policies and Procedures Manual and Employee Handbook.
15. **REPORT: Purple Heart Highway Update**..... Page 23
 - Update on the process to redesignate IA 5/ US 65 Freeway Corridor to an Interstate.
16. **REPORT: Water Trails Update** Page 24
 - Update on efforts related to the use of the BUILD Grant for water trails.
17. **REPORT: Legislative Update**..... Page 25
 - Update on the key legislative issues that impact the MPO member governments.
18. **REPORT: Upcoming Events** Page 26
19. **Other Non-Action Items of Interest to the Committee**
20. **Next Meeting Date – May 17, 2023, at 11:30 a.m.**
21. **Adjournment**

April 2023
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Consider approval of the March 8, 2023, MPO Executive Committee meeting minutes.

BACKGROUND:

The minutes of the March 8, 2023, MPO Executive Committee meeting is included on the following pages.

RECOMMENDATION:

Approve the minutes of the March 8, 2023, MPO Executive Committee meeting.

STAFF CONTACT:

Tracey Deckard, tdeckard@dmampo.org
(515) 334-0075

MEETING MINUTES
Des Moines Area Metropolitan Planning Organization (MPO)
EXECUTIVE COMMITTEE
11:30 a.m., Wednesday, March 8, 2023
Des Moines Area MPO | Virtual Meeting

The MPO Executive Committee held a hybrid live/virtual meeting at 11:30 a.m. on March 8, 2023, at the Des Moines Area MPO office and via Zoom. MPO staff emailed agenda packets to the MPO Executive and members on March 3, 2023. **In addition to these published tentative minutes, there also may be additional meeting notes on file with the MPO staff that are public records and available upon request as provided by law. These tentative minutes reflect all action taken at the meeting.**

Executive Members Present:

Bob Andeweg | City of Urbandale
Stephanie Riva | City of Norwalk
Ted Weaver | City of Clive
Dean O'Connor | City of Altoona
Mark Holm | City of Ankeny
Frank Cownie | City of Des Moines
Joe Gatto | City of Des Moines
Jeff Walters | City of Polk City
Tom Hockensmith | Polk County
Matthew McKinney | City of West Des Moines
Andy Loonan | IDOT

Executive Members Absent:

Staff Present:

Todd Ashby | Executive Director
Dylan Mullenix | Assistant Director
Zach Young | Planning Manager
Andrew Collings | Principal Planner
Tracey Deckard | Office Manager
Gunnar Olson | Public Affairs Manager
Allison van Pelt | Senior Planner
Zhi Chen | Senior Planner
Lucas Young | Senior Planner
Rhonda Miller | Accountant
Carl Saxon | Senior Planner
Scott Brennan | MPO General Counsel

Others Present:

Clifford Leonard | Public

1. **Call to Order**

MPO Chair Bob Andeweg called the March 8th meeting to order at 11:31 a.m. A quorum was present.

2. **Approval of Agenda**

MOTION: A motion was made by O'Connor and seconded by Holm to approve the March 8, 2023, Des Moines Area Metropolitan Planning Organization Executive Committee meeting agenda.

MOTION CARRIED

3. **Approval of Meeting Minutes**

Amendment of the meeting minutes to remove Russ Trimble as attending was requested by Gatto.

MOTION: A motion was made by Gatto and seconded by O'Connor to approve the January meeting minutes as revised.

MOTION CARRIED

4. **Approval of the Financial Statement**

Finance Committee Chair, Ted Weaver presented. The Finance Committee met and discussed structure and how often to meet. Also determined that each month the Executive Committee would receive a Fiscal Year to Date, Statement of Financial Position and monthly transaction list by vendor to provide more transparency. Questions regarding MIPA funds. The committee was thanked for working together to provide the financial information.

MOTION: A motion was made by O'Connor and seconded by Gatto to approve the Financial Statement.

MOTION CARRIED

5. **Approval of Contracts and Expenses**

Executive Director presented. Recommend approval of payment of legal fees to Denton Davis Law Firm for attorney fees in the 28E review in the amount of \$5,733.00. Counsel answered questions regarding the fee amounts were discussed and what actions were performed.

MOTION: A Motion was made by Weaver and seconded by Holm to approve payment.

MOTION CARRIED

6. **Public Comment of MPO Actions**

None.

7. **Fiscal Year 2022 Audit**

Ted Weaver, Chair of the Finance Committee presented. Discussed processes to put in place to alleviate some of the issues referenced.

MOTION: A motion was made by Weaver and seconded by Riva to approve the FY 2022 Audit.

MOTION CARRIED

8. **Fiscal Year 2024 Unified Planning Work Program and Budget Development**

Ted Weaver, Chair of the Finance Committee and Assistant Director presented. Stressed that this is a draft and not the final work program. Recommend approval of the draft Fiscal Year 2024 Unified Planning Work Program and Budget Development.

Gatto asked numerous questions regarding MIPA and expressed concern that the Executive Committee doesn't have any control of the MIPA Board. The Executive Director indicated that MIPA needs time to get the organization set up and probably would be a separate organization at some point. Gatto further advised that he doesn't want the MPO to have anything to do with MIPA. McKinney asked if MIPA was a separate entity and if there could be shared liability. Legal Counsel replied that the MPO has a contract with MIPA, and he has no concerns regarding MPO liability. Hockensmith indicated that he believes MIPA is a duplication of services that Polk County already provides through its funding of the Greater Des Moines Partnership and the Polk Count Housing Trust Fund.

Murray inquired how benefits costs and hours are allocated. The chair encourages a vote on the draft. Hockensmith indicates he is willing to move this draft item, but it does not indicate his approval. Gatto seconded with the same understanding.

MOTION: A motion was made by Hockensmith and seconded by Gatto with same to approve the draft Unified Planning Work Program and Budget.

MURRAY OF PLEASANT HILL VOTED NO.

MOTION CARRIED

9. **Water Trails BUILD Grant Payment Approval**

Executive Director presented. Recommend approval of the Application for Partial Payment No. 2.

MOTION: A motion was made by Gatto and seconded by O'Connor to approve the Water Trails BUILD Grant payment.

MOTION CARRIED

10. **Federal Fiscal Year 2022 Excess Funding**

Planning Manager presented. Discussion regarding the Federal Fiscal Year 2022 excess Surface Transportation Block Grant Program funds. Report and discussion only.

11. **DC List and Community Projects**

Staff presented. Discussion of DMDC 2023 annual trip to Washington DC and request fo9r information from members. Report and discussion only.

12. **Employee Handbook**
Executive Director presented. Discussion regarding the Des Moines Area MPO Employee Handbook. The Chair asked for volunteers to be on a committee to review the MPO Employee Handbook. O'Connor, Gatto and Murray volunteered.
Report and discussion only.
13. **Policies and Procedures Manual**
Executive Director presented. Discussion regarding the Des Moines Area MPO Policies and Procedures Manual.
Report and discussion only.
14. **Purple Heart Highway Update**
Staff presented. Update regarding the process to redesignate Iowa Highway 5/ US Highway 65 Freeway Corridor an interstate. Work on Phase 2 of the project continues.
Report and discussion only.
15. **Water Trails Update**
Executive Director reported. Provided an update on progress of the Central Iowa Water Trails. Another payment from the contractor is anticipated.
Report and discussion only.
16. **Legislative Update**
Assistant Director presented. Discussion regarding pending legislative items and discussion of the first funnel. Report and discussion only.
17. **Upcoming Events**
Information only.
18. **Other Non-Action Items**
None.
19. **Next Meeting Date**
April 12, 2023, beginning at 11:30.
20. **Adjournment**
Hearing no objection to the contrary, the Chair adjourned the Executive Committee meeting at 12:46.

April 2023
Item No. 4

ISSUE: Contracts and Expenses

CONSENT and VOTE: Consider approval of the following expenses in accordance with the MPO's proposed policies and procedures regarding contracts and expenses.

BACKGROUND:

Below is an expense that exceeds the limits set by the MPO's policy and procedures regarding expenditures.

VENDOR	PURPOSE	NOTES/INFORMATION	AMOUNT REQUESTED
Granicus	Contact management	Set up and annual subscription for GovDelivery, a cloud-based system for contact management and e-mail-based stakeholder engagement. Includes one-time setup fee of \$2,900 and annual subscription fee of \$6,000.	\$8,900.00

RECOMMENDATION:

Recommend approval of the above expense.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-0075

April 2023
Item No. 5

**ISSUE: Federal Fiscal Year 2027 Surface Transportation Block Grant Program Funding
Recommendation**

REPORT and VOTE: Consider approval of the award recommendation for Federal Fiscal Year 2027 Surface Transportation Program Block Grant Program (STBG) funds.

BACKGROUND:

The Funding Subcommittee annually determines a funding recommendation for Surface Transportation Block Grant Program project applications. The Funding Subcommittee heard presentations from eligible project sponsors on February 15, 2023.

The FFY 2027 target for STBG funding is **\$16,090,000**. The Funding Subcommittee met on March 9, 2023, to develop a funding recommendation for consideration by the MPO Executive Committee and the MPO Policy Committee.

Included, immediately following, is the Funding Subcommittee's recommendation for FFY 2027 STBG awards.

RECOMMENDATIONS:

Recommend approval of the Funding Subcommittee's recommendation for awarding FFY 2027 Surface Transportation Block Grant Program Funding.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org;
(515) 334-0075

Federal Fiscal Year 2027 STBG Funding Recommendation

Primary Sponsor	Project Title	Termini Description	Request	Score	Award Amount
System Capacity					
Grimes	SE 37th Street PCC Pavement Reconstruction - West	S. James Street to SE Gateway Drive	\$1,500,000	40	\$400,000
Waukeke	Alice's Road Replacement	NE Horizon Dr to NE Douglas Pkwy	\$2,500,000	59	\$600,000
Major Reconstruction/Replacement					
Altoona	8th St. SW Reconstruction – Phase 2	US 65 to Venbury Drive including south on Venbury Drive past the Community Choice Credit Union driveway.	\$2,000,000	73	\$500,000
Ankeny	West First Street Widening and Improvements - Phase 2	NW Greenwood Street to NW State Street	\$3,000,000	89	\$1,195,000
Bondurant	Grant Street South Realignment	Grant Street South from Highway 65 (Hubbell Avenue) south to an area along Grant Street South approximately 1500' north of 32nd Street SW.	\$1,000,000	81	\$250,000
Des Moines	Douglas Avenue Corridor Improvements	Lower Beaver Road to Martin Luther King Jr. Parkway	\$1,750,000	94	\$1,750,000
Des Moines	East Army Post Road Improvements	SE 14th Street to Indianola Avenue	\$4,000,000	93	\$2,600,000
Johnston	IA 141 and Towner Drive Interchange	IA 141 from MM 149.55 to MM 150.65 and relocated NW Towner Drive from the new west ramps to the new east ramps of the interchange. Includes the closure of existing NW Towner Dr, NW Timberridge Ln, and NW Timberbrooke Ln intersections on IA 141.	\$2,000,000	55	\$500,000
Polk City	3rd Street and Broadway Street Intersection Improvements project	Intersection of W. Broadway Street & N/S 3rd Street in Polk City, Iowa	\$356,000	80	
Polk County	NE 23rd Ave/Easton Blvd. Reconstruction Project	From E. 42nd Street in Des Moines, to 200 feet east of NE 56 St. on NE Oak Hill Drive	\$1,750,000	87	\$1,750,000
Urbandale	Douglas Parkway Preservation	128th Street to Timberline Creek	\$900,000	70	\$500,000
West Des Moines	Ashworth Road Reconstruction and Reconfiguration	1st Street to 50th Street	\$2,000,000	109	\$1,500,000
West Des Moines	Mills Civic Pkwy Reconstruction	S. 91st Street to S. Grand Prairie Pkwy	\$2,000,000	61	
Windsor Heights	73rd Street Reconstruction – Phase 2	Center Street to University Avenue	\$7,000,000	88	
System Optimization					
Des Moines	Intelligent Transportation Systems Upgrade - Phase 6	Citywide	\$1,000,000	83	\$1,000,000
Pleasant Hill	University Ave and Sherrylynn Blvd Improvements	University Ave and Sherrylynn Blvd	\$930,000	64	\$500,000
Warren County	County Highway G16 HMA Resurfacing	State Highway 65/69 to Carlisle City Limits	\$896,000	45	\$200,000
Bridge Program Projects					
Des Moines	University Avenue Bridge Rehabilitation	Over the Des Moines River	\$1,250,000	N/A	\$1,250,000
Transit Projects					
DART	DART Bus Replacements and BCycle Station Replacement	Des Moines Area	\$1,500,000	N/A	\$1,500,000
Other/Planning Studies					
MPO	TMA Program		\$95,000	N/A	\$95,000
Total			\$35,601,000		\$16,090,000

April 2023
Item No. 6

ISSUE: Federal Fiscal Year 2022 Excess Funding

REPORT and VOTE: Consider approval of the award recommendation for Federal Fiscal Year 2022 excess Surface Transportation Block Grant Program (STBG) funds.

BACKGROUND:

The MPO’s Excess STBG Funding Policy requires staff to review the excess funding that is available in the Iowa Department of Transportation’s (DOT) Final Apportionment year. This number is the difference between the amount that the MPO awarded to projects in the FFY compared to the final target provided by the Iowa DOT.

In FFY 2021, the MPO awarded \$13,874,000 in STBG funding. The Final apportionment of FFY 2021 was \$12,977,392. The FFY 2021 balance is -\$896,608. In FFY 2022, the MPO awarded \$13,243,000 in STBG funding. The Final apportionment in FFY 2022 was \$15,411,259. The FFY 2022 balance is \$2,168,259.

FY 2022 Excess Funding

FFY 2021 Balance	-\$896,608
FFY 2022 Balance	\$2,168,259
FFY 2022 Excess Funding Available	\$1,271,651

According to the MPO’s Excess STBG Funding Policy, staff provided the Funding Subcommittee a list of eligible projects that are included in the last three years of the current Transportation Improvement Program. The Funding Subcommittee developed a recommendation on how to award the Excess funding at their March 9, 2023, meeting.

Included, on the following page, is a list of projects that are eligible for excess STBG funding and recommended awards.

RECOMMENDATION:

Recommend approval of FFY 2022 Excess Funding Award and forward recommendation to the Executive Committee.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org
(515) 334-0075

FFY 2022 Excess STBG Funding - Eligible Projects

FFY 2024						
TPMS#	Project Sponsor	Project Title	Award Amount	Project Cost	% Awarded	Excess Award
39393	Des Moines	Southeast Connector-SE 30th Street to US 65	\$11,284,000	\$41,000,000	28%	
35476	Des Moines	Intelligent Transportation Systems Upgrade Phase 4	\$500,000	\$1,500,000	33%	
45474	Polk City	N. 3rd Street Reconstruction, Trail, and Overlay	\$893,000	\$1,955,000	46%	\$271,651
45478	Polk County	Bridge Replacement of Bridge No. 3618	\$350,000	\$525,000	67%	
40171	Polk County	Bridge No. 6633 Bridge Replacement	\$600,000	\$900,000	67%	
45475	Windsor Heights	73rd Street Reconstruction – Phase 1	\$2,250,000	\$10,000,000	23%	
36675	Des Moines	Walnut Street Des Moines River Bridge Replacement (Water Street to E 1st Street)	\$1,400,000	\$21,500,000	7%	
FFY 2025						
45479	Altoona	8th St. SW Reconstruction – Phase 2	\$2,250,000	\$5,900,000	38%	
45473	Clive	Interstate 35 / Interstate 80 / US Highway 6 Interchange	\$2,500,000	\$76,160,000	3%	
45477	Des Moines	Fleur Drive Bridge over the Raccoon River	\$2,000,000	\$3,000,000	67%	
48651	Des Moines	Intelligent Transportation Systems Upgrade - Phase 5	\$500,000	\$1,500,000	33%	
52464	Des Moines	Douglas Avenue Corridor Improvements	\$2,250,000	\$10,000,000	23%	\$500,000
48650	Grimes	S James Street Improvements	\$500,000	\$7,040,000	7%	
40200	Polk County	BR 6721	\$600,000	\$900,000	67%	
48656	Polk County	BR 6676 Bridge Replacement	\$550,000	\$800,000	7%	
48649	Urbandale	Meredith Drive Preservation Project	\$500,000	\$1,850,000	27%	
FFY 2026						
52463	Ankeny	West First Street Widening and Improvements - Phase 2	\$1,151,500	\$6,500,000	18%	\$500,000
22143	DART	DART Bus Replacements and BCycle Station Replacement	\$4,082,000	\$5,581,970	73%	
52455	Des Moines	ITS Upgrade - Phase 6	\$1,500,000	\$3,000,000	50%	
52456	Des Moines	University Avenue Bridge Rehabilitation	\$1,750,000	\$3,000,000	58%	
52465	Grimes	SE 37th Street PCC Pavement Reconstruction	\$500,000	\$5,191,000	10%	
	Polk County	NE 23rd Ave/Easton Blvd Reconstruction Project	\$1,500,000	\$5,950,000	25%	
	Polk County	Polk County BR-6668	\$500,000	\$900,000	56%	
52466	Waukee	Alice's Road Replacement	\$750,000	\$19,850,000	4%	

\$1,271,651

April 2023
Item No. 7

ISSUE: Comprehensive Safety Action Plan Request for Proposals

REPORT and VOTE: Consider approval of the draft Request for Proposals for the Safe Street and Road for All grant Comprehensive Safety Action.

BACKGROUND:

The MPO was awarded \$800,000 in Safe Streets and Roads for All grant funds to develop a Comprehensive Safety Action Plan (CAP) for the MPO. The CAP will cover the MPO planning area including the area of Polk County which is located outside the MPO boundary. The MPO will be seeking a consultant team to complete the CAP with the goal of being completed in time to submit for implementation funds in the fall of 2024. Staff has drafted the Request for Proposals (RFP) for the Safe Streets and Roads for All grant Comprehensive Safety Action.

[The draft RFP is available on the MPO website \(click to access\).](#)

Staff will provide an overview of the RFP at the April meeting.

Next Steps:

- Following approval by the Executive and Policy Committee, staff will post the RFP around April 21st;
- MPO Chair will name a selection committee to review the RFP responses;
- Responses to the RFP are due on May 12th with selection committee review and interviews held in the following weeks;
- Consultant selection approval at June Committee meetings;

RECOMMENDATION:

Recommend approval of the draft RFP for the Safe Street and Road for All grant Comprehensive Safety Action.

STAFF CONTACT:

Zach Young, zyoung@dmampo.org
(515) 334-0075

April 2023
Item No. 8

ISSUE: FFY 2022-2026 Passenger Transportation Plan Final Draft

REPORT and VOTE: Consider approval of the MPO/CIRTPA FFY2023-2027 Passenger Transportation Plan Final draft.

BACKGROUND:

The Passenger Transportation Plan (PTP) process for Iowa's 9 Metropolitan Planning Organizations (MPOs) and 18 Regional Planning Affiliations (RPAs) is designed to promote joint, coordinated passenger transportation planning programs that further the development of the local and regional public transportation systems. Public transportation systems in Iowa include 35 public transit systems plus a wide array of human service and private transportation providers.

This document is updated every five years per Iowa DOT requirements, with the focal population of persons who cannot drive and rely upon passenger transportation for daily and essential services. MPO & CIRTPA staff have developed a draft plan in cooperation with HIRTA, DART, and the regional Transportation Advisory Groups.

Next steps:

- Final Draft of PTP will be brought to MPO & CIRTPA committees in April 2023 for final approval.
- Submit final PTP to IA DOT on May 1, 2023.

[The FFY 2023-2027 Central Iowa Passenger Transportation Plan draft is available on the MPO website.](#)

RECOMMENDATIONS:

Recommend approval of the FFY 2022-2026 Passenger Transportation Plan Final Draft.

STAFF CONTACT:

Carl Saxon, csaxon@dmampo.org
(515) 334-0075

April 2023
Item No. 9

ISSUE: *Water Trails BUILD Grant Payment Approval*

REPORT and VOTE: Consider approval of the *Application for Partial Payment No. 4* for the Water Trails BUILD grant project.

BACKGROUND:

Snyder & Associates has submitted the Application for Partial Payment No. 4. The payment application has been reviewed by Polk County and has received their concurrence for payment in the amount of \$623,537.24.

This total includes \$58,911.69 in reimbursable expenses. The remaining \$484,166.03 is for stored materials. The MPO will not be able to submit reimbursement for these costs until the materials are used per Iowa DOT specifications.

[The Application for Partial Payment No. 4 and supplemental memo is available on the MPO website \(click to access\).](#)

RECOMMENDATION:

Recommend approval of the *Application for Partial Payment No. 4*.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-0075

April 2023
Item No. 10

ISSUE: Approval Authority for Water Trails BUILD Grant Payments

REPORT and VOTE: Consider approval of allowing the Executive Committee to approve Water Trails BUILD grant payments in months when the Policy Committee doesn't meet.

BACKGROUND:

The Policy Committee does not have regularly scheduled meetings in March, July, or December. To ensure that the Water Trails payments are processed in a timely manner, staff is requesting that the Executive Committee have authority to approve payments in these months.

RECOMMENDATION:

Recommend approval of allowing the Executive Committee to approve Water Trails BUILD grant payments in months when the Policy Committee does not meet.

STAFF CONTACT:

Todd Ashby, tashby@dmampo.org
(515) 334-0075

April 2023
Item No. 11

ISSUE: EPA Climate Pollution Reduction Grant Opportunity

REPORT: Consider approval of submitting a notice of interest to the EPA in response to the recently announced Climate Pollution Reduction Grant.

BACKGROUND:

MPO staff brings to your attention a potential grant opportunity, described below, and requests direction on how to proceed.

Opportunity Overview

The EPA Climate Pollution Reduction Grants (CPRG) program will provide grants to states, local governments, tribes, and territories to aid the development and implementation of plans for reducing greenhouse gas emissions and other harmful air pollution. Section 60114 of the Inflation Reduction Act provides an investment of \$5 billion to support efforts by states, municipalities, air pollution control agencies, tribes, and groups thereof to develop and implement strong, local greenhouse gas reduction strategies. This two-staged grant program provides funding of \$250 million for non-competitive planning grants and \$6 billion for competitive implementation grants.

The CPRG program is designed to provide flexible support to states, local governments, tribes, and territories regardless of where they are in their climate planning and implementation process. Planning funds can be used to update existing climate, energy, or sustainability plans, or to develop new plans.

Under this formula grant program, EPA will provide \$223 million to eligible entities addressed in this program guidance to develop or update climate plans (the remaining \$27 million will be awarded to U.S territories and tribes as described in a separate program guidance document). There is no local match required for the planning grant.

Required Work Products

Under the cooperative agreements addressed by this guidance, funding recipients will need to produce and submit three key deliverables (in addition to meeting standard grant reporting requirements) over the course of the four-year program period running to 2027:

- A Priority Climate Action Plan (PCAP), due in early 2024;
- A Comprehensive Climate Action Plan (CCAP), due 2 years from the date of the award;
- A Status Report, due at the close of the 4-year grant period.

Many of the required activities related to the PCAP and CCAP are things the MPO has already began developing in recent years, such as greenhouse gas inventories and emissions projections.

Phase II Implementation grants will be awarded through a competitive process to implement measures contained in plans developed with planning grants. Entities included in, or covered by, such plans will be eligible to apply for implementation funding. EPA anticipates that entities with existing climate plans could use planning money to update or expand their existing plans in preparation for the future implementation grants competition.

Funding

The allocation for states, municipalities, and air pollution control agencies is as follows:

- \$3 million each to all 50 states, DC, and Puerto Rico, for a total of \$156 million
- \$1 million to each of the 67 most populous metropolitan areas

The Des Moines metro area is not within the top 67 metropolitan areas. However, because the State of Iowa declined the funding, those funds are now available to the three most populous metropolitan areas in that state. In Iowa those include Des Moines/West Des Moines, Davenport, & Cedar Rapids MSAs. These metro areas would need to provide a notice of intent to participate to the EPA by April 28th, followed by an application by May 31st, to receive funding.

EPA has clarified that the MPO is an eligible grant recipient. If the MPO applies for this grant, it could receive \$1 million to expend over a four-year period. No local match is required. The funds are flexible in their use, which eligible uses including but not limited to the following: staffing and contracting costs, public engagement and meetings, subawards to municipality or other partners, modeling and analytical costs, data collection, training, supplies, membership fees.

Grant Planning Area

The metropolitan area funds are to cover the metropolitan statistical area (MSA) as defined by the US Census Bureau. The Des Moines/West Des Moines MSA includes Dallas, Guthrie, Jasper, Polk, Madison, and Warren Counties. Inclusion of neighboring jurisdictions outside the MSA boundaries are allowed and encouraged. If a jurisdiction opts not to participate in the planning activities, there is no indication that the rest of the MSA jurisdictions could not proceed.

Future Actions

If there is interest in the MPO pursuing the funds, next steps in the process will include:

- MPO board action in April to submit a notice of intent to participate to EPA by April 28th
- Submission of an application to EPA by May 31st
- EPA awards announced summer 2023
- MPO budget amendment to program award

RECOMMENDATION:

Recommend approval of the MPO submitting a notice of interest for the EPA Climate Pollution Reduction Grant on behalf of the Des Moines metropolitan statistical area.

STAFF CONTACT:

Allison van Pelt, avanpelt@dmampo.org;
(515) 334-0075.

April 2023
Item No. 12

ISSUE: Mid-Iowa Planning Alliance Contract

REPORT: Discussion regarding the MPO's contract with the Mid-Iowa Planning Alliance (MIPA).

BACKGROUND:

The Executive Committee's March 2023 agenda included an agenda item on the draft FY 2024 Unified Planning Work Program (UPWP) and budget. During this item's discussion, the Executive Committee members discussed the MPO's contract with the Mid-Iowa Planning Alliance for Community Development (MIPA). Chair Bob Andeweg asked for a continuation of this discussion at the April meetings of the Executive Committee and Policy Committee.

MPO Contracts Overview

The MPO currently has ongoing administrative contracts with four organizations listed below. Additional information about these organizations can be found [in this resource](#).

- Central Iowa Regional Transportation Planning Alliance (CIRTPA) - *contract since 1994*
- Central Iowa Housing Trust Fund (HTF) - *contract since 2020*
- Story County HTF - *contract since 2022*
- MIPA - *contract since 2022*

In recent months, the MPO Executive Committee and Policy Committee have discussed the MPO's ongoing role with these contracts and whether the contracts align with the MPO's [28E agreement](#) and [strategic plan](#). An outcome of the MPO Policy Committee's strategic planning session in January 2023 was the general consensus that the MPO's housing-related contracts are better suited for MIPA. In March 2023, both the Story County HTF board and the Central Iowa HTF board voted to terminate their contracts with the MPO for services effective at the end of June 2023. Those organizations will instead seek to receive administrative support from MIPA.

MIPA Contract Overview

In its [contract with MIPA](#), the MPO provides MIPA with the three primary services listed below.

- General office support including office space at the MPO, along with back-office services provided by MPO administrative staff;
- Supervisory support of MIPA staff from MPO senior staff; and,
- Supplemental planning staff support from MPO planners.

These services are ongoing with either party able to terminate the contract with 60 days written notice. The contract also has an indemnity clause, reviewed by MPO counsel, that holds the MPO harmless from MIPA actions.

Discussion/Action Timeline

A document outlining the timeline of past discussions and actions related to MIPA's development and the MIPA contract, as well as discussions and actions related to the MPO's contracts with the Story County HTF and the Central Iowa HTF, [is available here](#).

Staff Implications

A condition of MIPA's federal funding from the Economic Development Administration is that MIPA must have at least one direct employee. As noted previously in the MIPA Contract Overview section, the MPO provides general office support and supervisory support for this employee. Additionally, following discussions with the MPO's Finance Subcommittee, Executive Committee, and Policy Committee in February and March of 2022, the FY 2023 budget added a planner position to handle non-transportation related contracts. Both positions are fully funded by contracts, with no US Department of Transportation (DOT) dollars nor MPO membership dues used. Should the MPO's contract with MIPA cease, these two positions would move out of the MPO's responsibility, presumably to be handled by MIPA directly.

Furthermore, nearly all MPO staff members allocate some time to the contracts listed previously in the MPO Contracts Overview section. Should the MPO's contract with MIPA cease, MPO staff would only bill their time to the DOT and to CIRTPA.

MPO Budget Implications

Over the last several years, the MPO staff and the Finance Subcommittee have identified contracts as a way to provide the MPO revenue while keeping the assessment rate flat. Contracts benefit the MPO financially in three ways:

- Personnel costs: the contracting agency pays for work done by MPO staff on the contracting agency's behalf;
- Indirect costs: the contracting agency pays a share of the MPO's overhead (e.g., rent, payroll, computers, telecommunications, office supplies); and,
- Administrative fees: the contracting agency pays a percent fee on MPO personnel costs charged to the contract.

The net impact of ceasing the MIPA budget, using draft FY 2024 budget figures, would be a loss of approximately \$93,000. With the MIPA contract, staff anticipates the MPO FY 2024 budget will have a \$34,035 ending balance. If MIPA is not included in the budget, staff anticipates the FY 2024 budget will have an ending balance of -\$59,110. For context, if the MPO were to fill this shortfall with MPO assessments, the assessment rate would need to increase from \$1.00 per capita to \$1.10 per capita.

MIPA Transition Steps

The Policy Committee has raised the need to develop transition plan for MIPA to become independent from the MPO should the current contract not be continued. MPO staff has identified the following items that need to be addressed for such a transition:

- Funding/Budget/Contracts
 - Transition housing contracts from MPO to MIPA – underway
 - MIPA budget amendment to remove MPO; have MIPA staff take over budgeting process
 - EDA grant amendment to remove/change contract with MPO. MIPA must demonstrate it has capacity to provide the same services that MPO was providing for MIPA to continue receiving the grant
 - MIPA staff takes over process of invoicing MIPA member dues and payments from other contracts
 - Transfer bank accounts with new signatories
- Dissolve MPO/MIPA contract by providing 60 days written notice
- Identify and arrange for MIPA overhead services
 - Office Space
 - Computers and software
 - Purchase equipment
 - Purchase/transfer software licenses
 - Transfer email and website accounts
 - Procure IT support
 - Printing & postage
 - Phone and internet services
 - Office equipment and supplies
 - Payroll services
 - Professional services – legal, auditor, and accounting
- Transition benefits package – health, dental, vision, life, disability, retirement/deferred compensation

RECOMMENDATION:

None. Report and discussion only.

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April 2023
Item No. 13

ISSUE: Charging & Fueling Infrastructure Discretionary Grant Program

REPORT: Report on Charging and Fueling Infrastructure (CFI) Discretionary Grant Program

BACKGROUND:

The [Charging & Fueling Infrastructure \(CFI\) Discretionary Grant Program](#) Notice of Funding was released in March 2023.

This initial funding of up to \$700 million will be available to deploy electric vehicle charging infrastructure and other alternative fueling infrastructure projects in urban and rural communities in publicly accessible locations through the CFI Discretionary Grant Program.

The CFI Discretionary Grant Program was established by the Bipartisan Infrastructure Law and will provide up to \$2.5 billion over five years to a full range of applicants, including cities, counties, local governments, and Tribes. *This round of funding applications are due by May 30.*

[A summary of the Charging and Fueling Infrastructure Program is available on the MPO website \(click to access\).](#)

A recording of FHWA's March 22nd [webinar on the program is available here](#) (Passcode: i#l2b6UV)

RECOMMENDATIONS:

None. Report and discussion only.

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April 2023
Item No. 14

ISSUE: Policies and Procedures Manual and Employee Handbook Update

REPORT: Update regarding the Des Moines Area MPO Policies and Procedures Manual and Employee Handbook.

BACKGROUND:

At the March meeting, staff shared the draft MPO Employee Handbook and the draft MPO Policies and Procedures Manual. The MPO chair appointed a Handbook Review Committee to further review the document. following review by legal counsel. Staff also will be working with the Finance Subcommittee to review financial policies following legal counsel's review of the Policies and Procedures Manual. Staff anticipates feedback from those committees will be provided at the May meeting.

RECOMMENDATION:

None. Report and discussion only.

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April 2023
Item No. 15

ISSUE: Purple Heart Highway Update

REPORT: Update regarding the process to redesignate Iowa Highway 5 / US Highway 65 Freeway Corridor to an Interstate.

BACKGROUND:

Staff are continuing to work with the Greater Des Moines Partnership and other stakeholders to promote the Highway 5/US Highway 65 interstate designation. Staff will provide a full update at the March meeting.

RECOMMENDATIONS:

None. Report and discussion only.

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April 2023
Item No. 16

ISSUE: Water Trails Update

REPORT: Discussion regarding the execution of the BUILD Grant for Central Iowa Water Trails.

BACKGROUND:

Staff continues to work with project partners to develop the Downtown Dam Mitigation and User Access Project and will provide an update at the April meeting.

RECOMMENDATIONS:

None. Report and discussion only.

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April 2023
Item No. 17

ISSUE: Legislative Issues Update

REPORT: Standing item to discuss Federal and State legislative issues.

BACKGROUND:

Standing item to allow the committee to discuss any legislative (federal or state) items of interest.

RECOMMENDATIONS:

None. Report and discussion only.

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April 2023
Item No. 18

ISSUE: Upcoming Events

REPORT: Report on upcoming events of regional interest.

BACKGROUND:

Staff will highlight upcoming events, trainings, and other opportunities of interest to representatives of MPO member governments. Below are some of the upcoming electric vehicle events and recent recordings.

FHWA 2-part Webinar Series on State DOTs Carbon Reduction Strategy Development
March 29, 2023, from 3:00 to 4:30 pm Eastern (Ohio, Vermont, and Tennessee DOTs)
[April 6, 2023, from 3:00 to 4:30 pm Eastern](#) (Colorado, Massachusetts, and California DOTs)

[Utilizing Utilities: Partners and Policies to Accelerate Adoption](#) – June 15th @ 2 p.m. – Zoom

[TRB Transportation Resilience 2023 – International Conference on Extreme Weather & Climate Change Challenges](#) – November 13-15th – Washington, D.C.

Recording: [Electrified Cities: Federal Funding for Local Governments](#)

Recording: [Recording of CFI Webinar held Wednesday, March 22nd](#) (Passcode: i#l2b6UV)

Recording: [MPO EV Series: Electric Vehicles in Emergency Management](#)

RECOMMENDATION:

None. Report and discussion only.

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