



Unified Planning Work Program & Budget

Fiscal Year 2024 (July 2023 – June 2024)

FINAL –May 18, 2023

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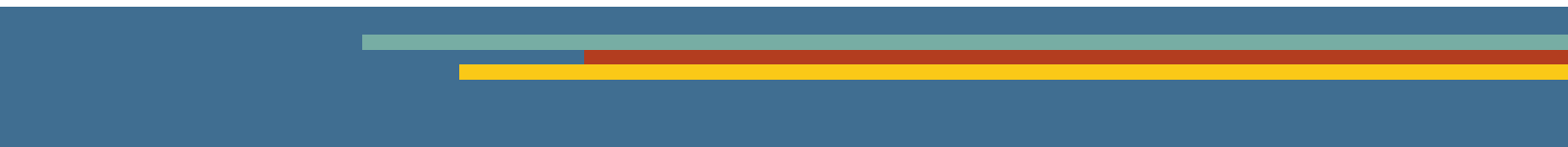


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The Des Moines Area Metropolitan Planning Organization (MPO) has prepared this document with partial funding from the United States Department of Transportation’s Federal Highway Administration and Federal Transit Administration, and in part through 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 2024 Unified Planning Work Program* and Budget (FY 2024 UPWP) is the Des Moines Area MPO's work plan for the fiscal year beginning July 1, 2023 and ending June 30, 2024. The FY 2024 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 2024 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 2024 UPWP support federal requirements placed on MPOs and 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, and implementing a regional water trails and greenways plan. Additional activities to be conducted will include conducting a Comprehensive Safety Action Plan using US Department of Transportation Safe Streets for All funding, supporting sub-area and corridor studies throughout the region, evaluating transportation needs and resources, collecting data on trail conditions and usage, 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 2023, the MPO will celebrate the fortieth 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.

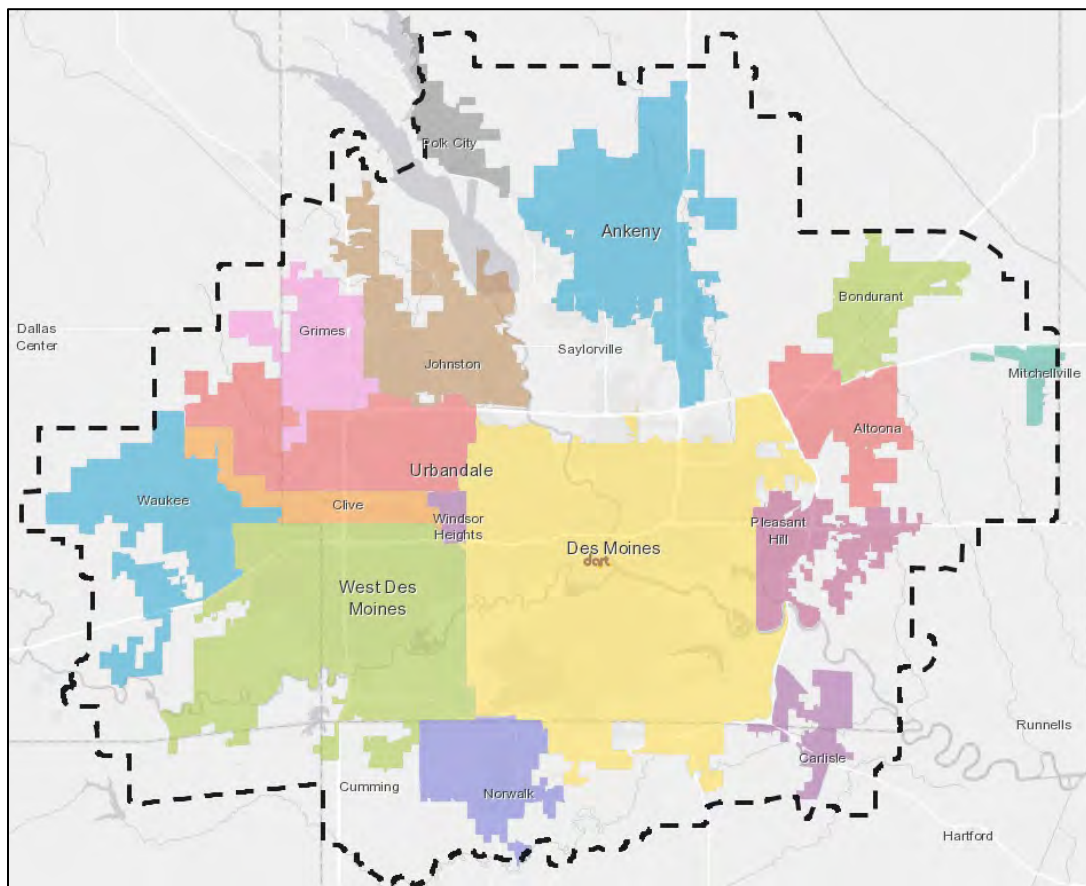


Figure 1: Des Moines Area MPO's Planning Area

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.

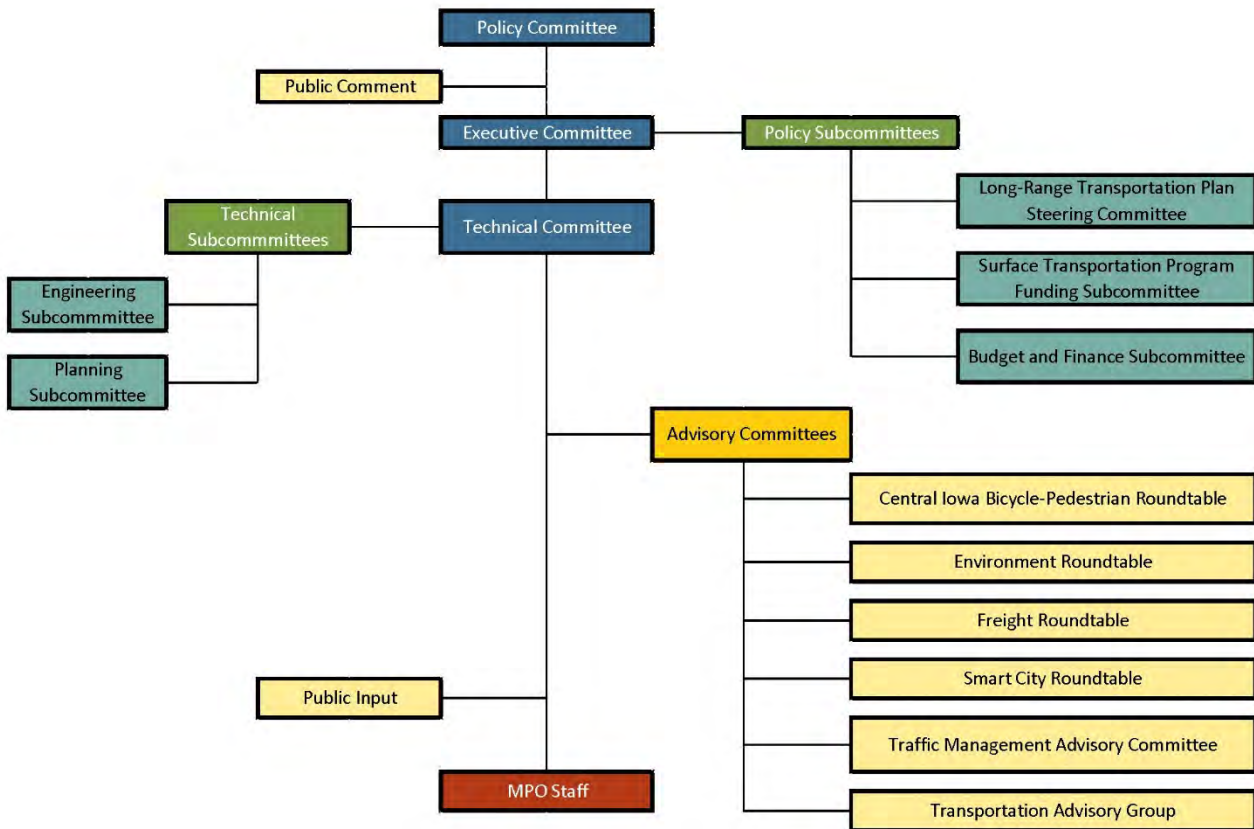


Figure 2: Des Moines Area MPO Committee and Structural Organization Chart

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.

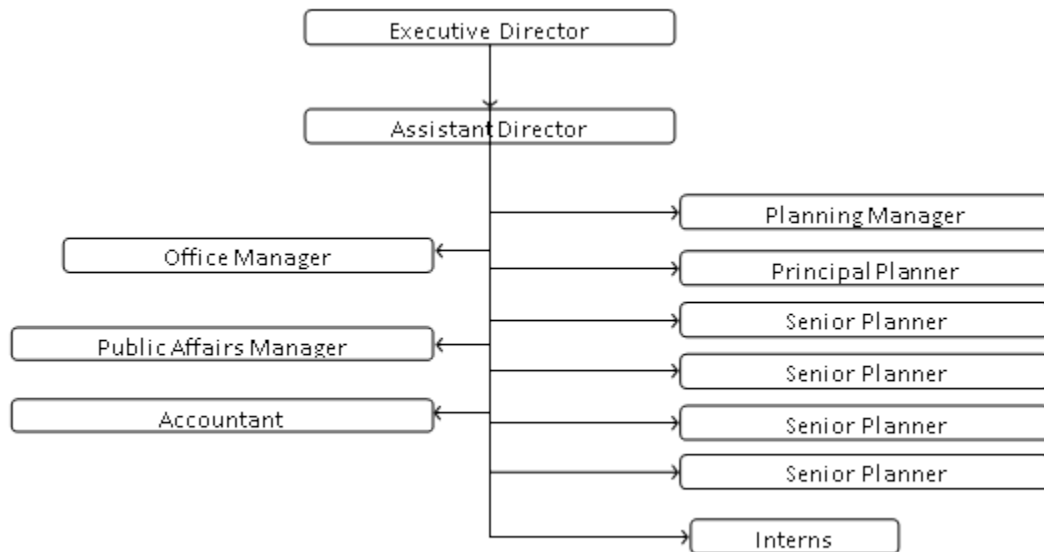


Figure 3: Des Moines Area MPO Staff Organization Chart

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. Following final review, FHWA and FTA grant final approval for the Des Moines Area MPO to carry out activities included in the UPWP. Additionally, the Iowa DOT and the Des Moines Area MPO enter into a joint planning agreement prior to the start of any activities.

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 timelines 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 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 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 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 April 2021, 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 will be updated in FY 2023.

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 in conjunction with Mobilizing Tomorrow.

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 \$15 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 9.

Planning Factors and Planning Emphasis Areas

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, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth, housing, and economic development patterns.
 - 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

Somewhat related to Planning Factors are Planning Emphasis Areas identified jointly by FTA and FHWA Offices of Planning for consideration by MPOs, DOTs, and transit agencies. FTA and FHWA updated the emphasis areas in late 2021. The following includes a short description of each emphasis area:

- Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future. This emphasis area encourages transportation plans and infrastructure investments that help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase reliance to extreme weather events and other disasters resulting from the increasing effects of climate change.
- Equity and Justice40 in Transportation Planning. This emphasizes work to advance racial equity and support for underserved and disadvantaged communities with a goal that at least 40 percent of Federal investments flow to disadvantaged communities.
- Complete Streets. This encourages agencies to review policies, rules, and procedures to determine their impact on safety for all road users. The effort should work to include provisions for safety in future transportation infrastructure, particularly those outside automobiles.
- Public Involvement. Agencies are encouraged to increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement tools in the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices.
- Strategic Highway Network/US Department of Defense Coordination. Agencies are encouraged to coordinate with representative from the Department of Defense in transportation planning and project programming on infrastructure and connectivity needs for Strategic Highway Network routes and other public roads that connect to Department of Defense facilities.
- Federal Lands Management Agency Coordination. Agencies are encouraged to coordinate with Federal Land Management Agencies on transportation planning and project programming on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands.
- Planning and Environment Linkages. Agencies are encouraged to implement Planning and Environmental Linkages as part of the transportation and environmental review process.
- Data in Transportation Planning. To address the emerging topic areas of data sharing, needs, and analytics, agencies are encouraged to incorporate data sharing and consideration into the transportation planning process, as these will allow for the efficient use of resources and improved policy decision-making.

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. 2000](#)) 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 2021 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 subsequent transportation bills, MPOs must 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 FY 2023, the Des Moines Area MPO will begin efforts to update the plan, which is due by November 2024.

Transportation Safety

The current transportation bill – the Infrastructure Investment and Jobs Act (IIJA) – places an emphasis on roadway safety and encourages MPOs to pursue activities to reduce transportation-related fatalities and serious injuries. In FY 2023, the Des Moines Area MPO applied for and received an \$800,000 grant from the US DOT through the Safe Streets for All program. These funds will be used to develop a Safety Action Plan that outlines strategies, policies, and projects to improve transportation safety. By having this plan, the Des Moines Area MPO and its members will qualify for future US DOT implementation funds.

Transportation System Optimization

Previous transportation bills, as well as the current transportation bill – the Infrastructure Investment and Jobs Act (IIJA) – 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 continue into FY 2023, after which the Des Moines Area MPO will work to amend results into Mobilizing Tomorrow.

The Des Moines Area MPO is currently working 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. This work will continue in FY 2023.

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.

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

Over the last several years the Des Moines Area MPO has focused on ways that transportation infrastructure and policies can be used to improve the region's public health. Through grant funding assistance from the Wellmark Foundation, the Des Moines Area MPO has supported both policy development, such as model Complete Street policies and Safe Routes to School efforts, as well as quick-start project implementation. This has helped aid the adoption of more local complete street policies by MPO member communities.

The Des Moines Area MPO continues to integrate public health-related work into its overall planning activities. Complete Street and Safe Routes to Schools planning is being incorporated into bicycle-pedestrian planning efforts, specifically examining the presence and quality of sidewalks near schools and transit stops. Public health also plays a role in the Des Moines Area MPO's work with watershed management, air quality, and climate change efforts.

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. In recent years the Des Moines Area MPO 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 be concluded in FY 2022; the Des Moines Area MPO will finish administering the Iowa DOT loan and BUILD grant in FY 2023.

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 and later Polk County, as the organization tasked with overseeing the administration of the existing WMAs in the Des Moines region, have 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 2022, the Des Moines Area

MPO became a regional affiliate member of ICLEI, a network of local governments focused on sustainability. Through this relationship the Des Moines Area MPO can help its members with greenhouse gas inventories and related technical assistance.

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 is working with regional partners to implement the project.

More recently, the Des Moines Area MPO has been examining greenhouse gas emissions for the metropolitan area. This information includes a breakdown of the amount of each MPO member jurisdiction's carbon dioxide emissions by sector (transportation, commercial, industrial, and residential). The Des Moines Area MPO will continue to refine and expand on this data.

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. In FY 2022, the Des Moines Area created a data dashboard, <https://dmampo.org/performance-measures/>, to better communicate and share this information with its member governments and the public more easily. Work will continue in FY 2023 to expand and refine this data dashboard.

With performance measure requirements prescribed in Moving Ahead for Progress in the 21st Century (MAP-21) that have continued into the current transportation bill, the Des Moines Area MPO has placed increased emphasis on data collection and analysis. The Des Moines Area MPO recently began purchasing new trail counters which will eventually replace existing trail counters purchased over a decade ago and which are becoming obsolete. 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. Since its development, the Des Moines Area MPO conducts an annual assessment of trail continues. This will continue in FY 2023. Also in FY 2023, the Des Moines Area MPO has partnered with InTrans at Iowa State University 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.

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. For example, in 2012, Congress passed a new federal transportation bill, MAP-21 which required that MPOs implement a performance-based planning process when making decisions on transportation investments. The most recent transportation bill, the Infrastructure Investment and Jobs Act, was passed in late 2022. The Des Moines Area MPO will continue to monitor requirements as they are finalized at the state and federal level and will make adjustments to its planning process as necessary.

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

Strategic Plan Implementation

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

1. Implement programs and services consistent with vision and mission to meet
- 

requirements, fulfill needs, and lead to a more unified vision and plan for the region.

2. Develop and maintain mutually beneficial working relationships outside the MPO.
3. Ensure all MPO members feel adequately represented in broad-based deliberations and decisions.
4. Maintain a financially sound, strategic, and adaptive organization.
5. Provide relevant and educational information commensurate with the expertise of the MPO.
6. Ensure organizational infrastructure to support MPO mission.

The Des Moines Area MPO periodically conducts performance surveys to gauge MPO member and representative satisfaction with the organization and to recalibrate focus on the strategic plan. As the organization moves into the final year of its five-year plan, the Des Moines Area MPO will look at updating the strategic plan.

MPO Leadership

The Des Moines Area MPO board parted ways with its Executive Director towards the end of FY 2023. The Des Moines Area MPO board will be conducting a search for a new director, and the transition will likely continue into FY 2024.

Planning Activities

This section details the planning activities that the Des Moines Area MPO will be involved in throughout FY 2024. There are six 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 do not use federal funds, reflect contracted planning assistance provided to other organizations. Additionally, tasks addressing Planning Emphasis Areas are noted throughout this section.

		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, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth, housing, and economic development patterns.	X	X	X	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	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
\$247,893	\$300,500	\$38,722	\$587,116	3,121

FY 2023 Major Accomplishments

- Maintained an online performance measure dashboard, <https://dmampo.org/performance-measures/>
- Maintained the MPO’s travel demand model and provided support for transportation system improvements (IIRs and corridor studies); began update to the travel demand model with consultant assistance
- Continued coordination with Iowa DOT, local property owners, and local communities on the US 65/Iowa 5 bypass interstate designation
- Engaged member communities on data collection for the Regional ITS Architecture update
- Roadway pavement condition dashboard (anticipated by June 2023)
- Applied for and received notice of award for a US DOT Safe Streets for All grant to completed a Comprehensive Safety Action Plan for the planning area
- Facilitated meetings of the Smart City Roundtable, Traffic Management Advisory Committee, and Planning and Engineering Subcommittees.
- Engaged with the Iowa DOT on the Integrated Corridor Management project
- Began the process of updating *Mobilizing Tomorrow*, including data collection, preparation of the growth scenario, and examination of corridors for preservation

FY 2024 Long-Range Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p>Performance Measure Tracking</p> <ul style="list-style-type: none"> • Purpose: To track regional progress towards targets set in Mobilizing Tomorrow, such as pavement condition, bridge condition, safety, congestion, conditions in environmental justice areas, 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: Maintenance of publicly available dashboards that track regional progress towards MPO planning objectives. <p># FHWA/FTA Planning Emphasis Area: Data in Transportation Planning # FHWA/FTA Planning Emphasis Area: Equity and Justice40 in Transportation Planning</p>	Ongoing/ Quarterly	Goal 1 Goal 5

FY 2024 Long-Range Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p>Travel Demand Model Update and Assistance</p> <ul style="list-style-type: none"> • Purpose: To update the Travel Demand Model in support of the long-range transportation plan update and to provide support MPO members’ projects and planning. • Approach: MPO staff will work with the Iowa DOT and a consultant to update its travel demand model and to fulfill travel demand model data requests and other modeling requests as received. <ul style="list-style-type: none"> ○ <i>Consultant cost: \$46,500</i> • Outcomes: Updated model and model outputs. <p><i># FHWA/FTA Planning Emphasis Area: Data in Transportation Planning</i></p>	<p>Ongoing Support/4th Quarter for Update</p>	<p>Goal 1</p>
<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 exploring legislative solutions to overweight and slow-moving vehicles and coordination with the agricultural community and general public. • Outcomes: Official request materials to Iowa DOT; legislative framework; communications strategy. 	<p>3rd Quarter</p>	<p>Goal 1 Goal 2</p>
<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 work with member governments to use data from InTrans and community budgets to analyze and forecast conditions. • Outcomes: More accurate budgeting figures from member governments for pavement rehabilitation. <p><i># FHWA/FTA Planning Emphasis Area: Data in Transportation Planning</i></p>	<p>2nd Quarter</p>	<p>Goal 1 Goal 5</p>
<p>ITS Architecture</p> <ul style="list-style-type: none"> • Purpose: To update the Regional ITS Architecture to be consistent with the National ITS Reference Architecture. • Approach: MPO staff will work with member communities and organizations to complete the necessary components of a regional ITS Architecture. • Outcomes: Documentation of the existing and planned ITS systems consistent with the National ITS Reference Architecture and updated Regional ITS Architecture webpages. 	<p>Ongoing</p>	<p>Goal 1 Goal 2</p>
<p>Corridor Preservation Study</p> <ul style="list-style-type: none"> • Purpose: To identify potential future transportation corridors for the purposes of land preservation. • Approach: MPO staff will work with its committees to identify future regional transportation corridors, to update results from recent corridor studies, and identify additional corridor for study. • Outcomes: A map of all corridors to assist with corridor preservation and a summary of the findings from recent corridor studies. <p>*Note: This project is a continuation of work started in FY 2023.</p>	<p>2nd Quarter</p>	<p>Goal 1 Goal 2</p>

FY 2024 Long-Range Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p>Mobilizing Tomorrow Update</p> <ul style="list-style-type: none"> • Purpose: To update the 2019 <i>Mobilizing Tomorrow</i> long-range transportation plan. • Approach: MPO staff will update the 2019 plan contents, including updating data, existing conditions, trends, and financial plan. MPO staff will work with communities to identify projects and programs to include in the plan. • Outcomes: A draft plan that is ready for final public engagement and approval in FY 2025. 	<p>June 2023</p>	<p>Goal 1 Goal 2</p>
<p>Metropolitan Transportation Plan Growth Scenario Analysis</p> <ul style="list-style-type: none"> • Purpose: To forecast regional growth and analyze impacts on regional systems. • Approach: MPO staff will work with the Planning Subcommittee to review past growth forecast methodology and make any necessary changes, forecast growth according to the methodology, and analyze the impact of growth on transportation and other regional systems. Scenario modeling tools may be developed as used as necessary. • Outcomes: Data summarizing forecasted growth for use in the Metropolitan Transportation Plan and the travel demand model. Potential use by other regional organizations interested in examining the impacts of growth on the need and distribution of affordable housing as it relates to employment centers and transportation. <p>*Note: This project is a continuation of work started in FY 2023.</p>	<p>2nd Quarter</p>	<p>Goal 1 Goal 2 Goal 5</p>

Task 1a: Safe Streets for All Comprehensive Safety Action Plan

Objectives: To develop a Comprehensive Safety Action Plan that adheres to the provisions of the US DOT Safe Streets and Roads for All grant program.

Cost Summary

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$0	\$1,000,000	\$0	\$1,000,000	0

FY 2023 Major Accomplishments

- Applied for and received funding for the project from US DOT Safe Streets and Roads for All program.

FY 2024 Long-Range Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p>Safe Streets for All Comprehensive Safety Action Plan</p> <ul style="list-style-type: none"> Purpose: To identify projects, programs, and initiatives to reduce transportation-related fatalities and serious injuries in the MPO planning area. Approach: MPO hire a consultant team to develop the plan. The plan scope will be refined by the consultant team, but will include data collection; significant public engagement; identification of projects, policies, and initiatives; and, an implementation plan. The plan will be carefully coordinated with the City of Des Moines Vision Zero plan to ensure it is complementary and avoids duplication. <ul style="list-style-type: none"> Consultant cost: \$1,000,000 Outcomes: A actionable Comprehensive Safety Action Plan that allows the MPO and its members to apply for implementation dollars through the US DOT Safe Streets and Roads for All program. A model vision zero plan template for MPO members. <p># FHWA/FTA Planning Emphasis Area: Complete Streets # FHWA/FTA Planning Emphasis Area: Data in Transportation Planning # FHWA/FTA Planning Emphasis Area: Equity and Justice40 in Transportation Planning</p>	4 th Quarter	Goal 1 Goal 2

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
\$154,835	\$30,000	\$24,186	\$209,021	3,003

FY 2023 Major Accomplishments

- Trail counting reports for active trail counters
- Completion of the Des Moines Transload facility
- Met and exceeded Iowa DOT requirements for Transportation Advisory Groups
- Completed *Passenger Transportation Plan* development
- Continued development of the InterConnect Active Transportation plan
- Collected Data Bike trail roughness and pavement conditions and published report
- Facilitated meetings of the Central Iowa Bicycle and Pedestrian Roundtable and the Freight Roundtable
- Coordination with InTrans on the development of trail pavement condition forecasting tools
- Facilitated the development of a model bicycle and micromobility ordinance for consideration by MPO member governments

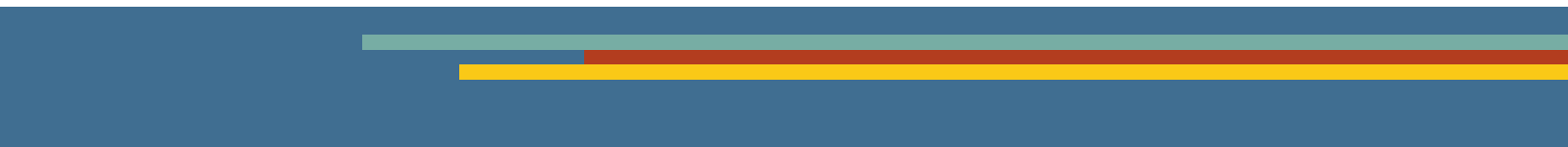
FY 2024 Multimodal Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p>Human Service/Public Transportation Coordination</p> <ul style="list-style-type: none"> • Purpose: To evaluate barriers and identify opportunities for a more coordinated transportation system for 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; begin implementation of the Passenger Transportation Plan <p><i># FHWA/FTA Planning Emphasis Area: Equity and Justice40 in Transportation Planning</i></p>	Ongoing	Goal 1 Goal 2
<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: Trail condition data to be used in subsequent reports. <p><i># FHWA/FTA Planning Emphasis Area: Data in Transportation Planning</i></p>	2 nd Quarter	Goal 1

FY 2024 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, development of mapping tools, 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. ○ Identify and examine bicycle and pedestrian crash hot spots in the region 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 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><i># FHWA/FTA Planning Emphasis Area: Complete Streets</i></p>	<p>Ongoing</p>	<p>Goal 1 Goal 2</p>

FY 2024 Multimodal Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p>Trail Management Program</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 to analyze historical trail pavement conditions and to use the data to develop forecasts for trail pavement conditions. Specifically, InTrans will provide a series of data collection services that will aid the MPO in utilizing the Iowa Data Bike and dTIMS software to provide sidewalk and trail condition forecasting analysis. InTrans will 1) create a data analysis tool to calculate International Roughness Index, which can be imported into dTIMS for use in pavement forecasting, 2) create a pavement crack detection and paved trail width calculation methodology using Go Pro pictures collected by the Iowa Data Bike, 3) utilize a walking profiler to correlate roughness data collected with the Iowa Data Bike, 4) integrate roughness data and crack data to create a pavement condition index similar to what is generated for roadway pavement, and 5) import the sidewalk and trail pavement condition index into dTIMS to forecast trail pavement conditions similar to roadways <ul style="list-style-type: none"> ○ <i>InTrans contract cost: \$30,000</i> • Outcome: Data and methodologies to aid in understanding pavement conditions. From this the MPO will generate a report on current and forecasted trail pavement conditions. <p>*Note: This project is a continuation of work started in FY 2023.</p>	<p>2nd Quarter</p>	<p>Goal 1 Goal 5</p>
<p>Bike/Ped Count Program</p> <ul style="list-style-type: none"> • Purpose: Continue to refine the bike/ped count program to better understand non-motorized movement, demand, and emerging priorities within the metro area • Approach: Analyze information collected from bicycle and pedestrian counters and crash information. • 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. ○ Assist member communities purchase and replace of obsolete counters. <p><i># FHWA/FTA Planning Emphasis Area: Data in Transportation Planning</i></p>	<p>Ongoing</p>	<p>Goal 1 Goal 2</p>
<p>Goods Movement Study</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 work with the Freight Roundtable and member communities to analyze freight movements, locate impedances, and propose alternatives to enhance freight movements. <p>Outcome: An updated report that will be used in freight planning across the metro area.</p>	<p>1st Quarter</p>	<p>Goal 1 Goal 2</p>

FY 2024 Multimodal Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p>Bicycle and Pedestrian Master Plan Update (InterConnect)</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"> ○ Review and develop a regional vision, goals, objectives and strategies with respect to bike/ped and SRTS elements ○ Update CONNECT Plan data, maps and recommendations ○ Incorporate high priority projects from MPO member communities ○ Develop a policy and design toolbox utilizing best practices ○ Include implementation priority plan ○ Develop updated walking routes and priority improvements for elementary schools ○ Modify MPO funding criteria to reflect priorities and needs developed in the Plan • Outcome: Completed InterConnect Plan <p>*Note: this is a continuation of a project was identified for FY 2023. The planning completion date was extended due to delays caused by staff turnover.</p> <p># FHWA/FTA Planning Emphasis Area: Complete Streets</p>	<p>1st Quarter</p>	<p>Goal 1 Goal 2</p>
<p>DART Transit Service Planning</p> <ul style="list-style-type: none"> • Purpose: To improve the efficiency and effectiveness of DART routes and services. • Approach: DART completed its Transit Optimization Study, a long range vision for transit in the region. The plan identifies goals and recommends strategies for improving the efficiency of existing fixed routes, address unmet mobility needs, and pilot emerging service models and technologies. Next, DART will implement and evaluate two new microtransit zones, as well as plan service changes to respond to changing ridership patterns that have resulted from the COVID-19 Pandemic. Title VI documentation was and will continue to be completed as appropriate. • Outcomes: DART planning studies and Title VI documentation. <ul style="list-style-type: none"> ○ Note: this is a DART-led project 	<p>Ongoing</p>	<p>Goal 1</p>
<p>DART Bus Stop Amenity Planning</p> <ul style="list-style-type: none"> • Purpose: To improve the accessibility, comfort and safety of bus stops • Approach: DART will use ridership data as well as conduct field studies to identify and prioritize bus stops to have amenities such as concrete landings, benches and shelters added. DART will also work with local communities to identify future coordination opportunities to increase efficiency and decrease disruption to the public right of way. • Outcomes: List of priority locations for bus stop amenities. <ul style="list-style-type: none"> ○ Note: this is a DART-led project 	<p>Ongoing</p>	<p>Goal 1</p>

FY 2024 Multimodal Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p>DART Operations and Maintenance Facility</p> <ul style="list-style-type: none"> • Purpose: To plan a new or updated bus garage, dispatch and maintenance facility for DART • Approach: DART is evaluating whether to make significant upgrades to its existing operations and maintenance facility or to build a new facility. The existing facility is past its useful life, requires significant system replacements, and does not meet DART’s operational needs. As part of planning activities, DART will complete environmental review, site planning and cost estimates. A final decision will be made passed on available funding. • Outcomes: Environmental review, site plan, funding plan 	Ongoing	Goal 1



Task 2a: Complete Streets

Objective: Support planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities.

Cost Summary - MPO

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$20,469	\$0	\$3,197	\$23,666	397

FY 2023 Major Accomplishments

This is a new work element.

FY 2024 Complete Streets Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p>Complete Streets</p> <ul style="list-style-type: none"> • Purpose: To increase safe and accessible options for multiple travel modes for people of all ages and abilities. • Approach: MPO staff will work with member communities and its various roundtables to review existing policies and practices and make recommendations to support and/or improve complete street policies, roadway design standards, context sensitive design. This includes undertaking many of the activities listed in Task 2: Multimodal Planning, such as development of the InterConnect Plan. • Outcomes: Support provided to member communities and stakeholders wishing to enhance safe and accessible transportation options. Specific outcomes include updating a Complete Streets model policy and including in the MPO’s long-range transportation plan update a Complete Streets Prioritization Plan that identifies a specific list of potential Complete Streets projects for the MPO area. <p><i># FHWA/FTA Planning Emphasis Area: Complete Streets</i></p>	February 2024	Goal 1 Goal 2

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
\$129,544	\$5,000	\$20,235	\$154,779	1,453

FY 2023 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
- Published MPO Annual Report for member communities

FY 2024 Public Engagement Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p>Tomorrow Plan Speaker Series</p> <ul style="list-style-type: none"> • Purpose: To support regional organizations hosting national thought-leaders who share ideas, insights, and inspiration with regional influencers to advance the sustainable development of Greater Des Moines • Approach: MPO staff offers funding to local agencies (e.g., MPO members, partner organizations, and non-profit organizations) to assist them host speakers. <ul style="list-style-type: none"> ○ Cost: \$5,000 is budgeted for speaker assistance. Note, this assistance will be provided with non-federal funding. • Outcomes: Approximately six speakers are supported each calendar year. <p><i># FHWA/FTA Planning Emphasis Area: Public Involvement</i></p>	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 2024 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. <p><i># FHWA/FTA Planning Emphasis Area: Public Involvement</i></p>	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. <p><i># FHWA/FTA Planning Emphasis Area: Public Involvement</i></p>	Ongoing	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. 	4 th Quarter	Goal 5
<p>Stakeholder Relations Software</p> <ul style="list-style-type: none"> • Purpose: To implement a new software that will better enable MPO staff to manage contact information for and engage with representatives, members of the public, and other stakeholders. • Approach: MPO staff will subscribe to a software solution and make necessary integrations to its website and social media. • Outcomes: More efficient management of board, public, and stakeholder contact information and engagement. <p><i># FHWA/FTA Planning Emphasis Area: Public Involvement</i></p>	1 st Quarter	Goal 2 Goal 3 Goal 6

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
\$256,833	\$30,000	\$40,119	\$326,952	2,721

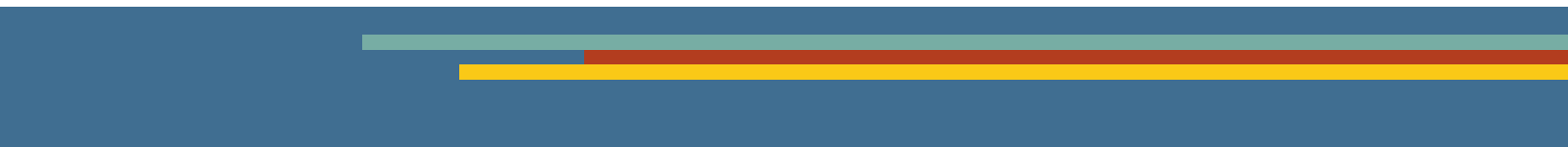
FY 2023 Major Accomplishments

- Participated in and managed meeting records for metro watershed management authorities
- Facilitated Greater Des Moines Council of Watershed Management Authorities meetings and initiatives
- Continued work on the Rain Campaign effort
- Rain Campaign received additional grant funding, exceeded project installation goals, adapted outreach to COVID-19 needs, including green infrastructure bike tours, and has begun to move the pilot program to communities outside Central Iowa with potential full-time staff person.
- Continued to be engaged with the central Iowa water trails initiative
- Provided technical and strategic planning assistance to partner agencies in the fields of health, social justice, resilience, green infrastructure, development, and more as requested from MPO member communities
- Updated the Central Iowa Climate Toolbox for planner’s new to integrating climate into local plans, regulations, and efforts
- Developed webinar series exploring emerging planning practices and needs including electric vehicle and climate planning
- Facilitated MPO Environment Roundtable meetings and initiatives
- Developed the [Des Moines Metro Greenhouse Gas Emissions Inventory Library](#)

FY 2024 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 serve as the responsible charge of the BUILD grant project while providing general planning support to water trails initiative as needed. • Approach: MPO staff will continue to oversee the implementation of the BUILD grant projects, as well as participate in planning efforts relating to water trails development. • Outcomes: Coordinate with construction engineer during the construction of the project and approve any necessary change orders. 	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 8. See Task 8 for additional information about technical services available. • Outcomes: The completion of tasks and projects as they become available. 	Ongoing	Goal 1 Goal 2

FY 2024 Integrated Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p>Regional Climate Action Planning Assistance</p> <ul style="list-style-type: none"> • Purpose: To support the Mobilizing Tomorrow goal of “Improve the Region’s Environmental Health” by continuing to develop products, content, webinars, roundtables, and community assistance focused on the integration of climate action planning into local and regional transportation planning. • Approach: MPO staff will continue to adapt the Central Iowa Climate Toolbox’s transportation related to components to aid the needs of MPO member communities; produce greenhouse gas emissions inventory reports for member communities; participate in regional collaborations; and participate in any coordinated climate technical assistance through ICLEI membership and regional partnerships; and support member communities in their climate planning efforts related to transportation. • Outcomes: Delivery of new and pertinent information and integration of best practices into MPO member communities. <p><i># FHWA/FTA Planning Emphasis Area: Tackling the Climate Crisis</i></p>	Ongoing	Goal 1 Goal 2 Goal 5
<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 will continuously solicit green infrastructure data from MPO member communities and community partners to better quantify cost, benefits, and capacity of stormwater management work across Central Iowa. • Outcomes: An updated green infrastructure online map that provides more substantial data to member communities, community partners, and the general public on the efficacy and impact of green infrastructure in the region. Public facing and technical platforms and data sets for grant writing, outreach, project development, and implementation. <p><i># FHWA/FTA Planning Emphasis Area: Planning and Environmental Linkages</i></p>	Ongoing	Goal 1 Goal 2 Goal 5
<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. 	3 rd and 4 th Quarters	Goal 1 Goal 2 Goal 4 Goal 5
<p>EV Charging Strategy Integration</p> <ul style="list-style-type: none"> • Purpose: To support the Mobilizing Tomorrow goal of “Improve the Region’s Environmental Health” and to support the IIJA efforts for electric vehicle (EV) investments by identifying ways for communities and individuals can increase support for EVs. • Approach: Convene Environment Roundtable and Smart City Roundtable members to develop strategies for IIJA funding opportunities as well as broad EV integration best practices. • Outcomes: Integration of best practices into MPO member communities and regional application of new IIJA funding programs. <p><i># FHWA/FTA Planning Emphasis Area: Tackling the Climate Crisis</i></p>	Ongoing	Goal 1 Goal 2 Goal 5

FY 2024 Integrated Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p>Capital Crossroads Support</p> <ul style="list-style-type: none"> • Purpose: To support the Capital Crossroads initiative, including the update of the Capital Crossroad’s Vision Document. • Approach: For the last decade, the MPO has been one of the primary funders of Capital Crossroads, a regional public/private strategic plan to leverage the region’s key advantages and address challenges. In FY 2024, the MPO will again contribute to Capital Crossroads. The support helps pay for the initiative’s operations, including the Capital Crossroad’s Vision Document’s update. MPO staff also contribute time to regional transportation initiatives led by Capital Crossroads, which in 2023 will include examining the elimination of minimum parking requirements and improving regional walkability through a sidewalk gap inventory. The MPO Executive Director also serves as a co-chair of the initiative’s Physical Capital working group. <ul style="list-style-type: none"> ○ <i>Cost: \$20,000 is budgeted for financial support to Capital Crossroads’ operations.</i> • Outcomes: An updated Capital Crossroad’s vision document, quarterly meetings of the Physical Capital, sidewalk gap inventory, and policy language aimed to eliminate minimum parking requirements for local communities to consider. 	<p>Ongoing</p>	<p>Goal 1 Goal 2 Goal 4 Goal 5</p>



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
\$100,731	\$0	\$15,735	\$116,466	1,018

FY 2023 Major Accomplishments

- Solicited, scored, and awarded FFY 2027 STBG and Set-Aside funding
- Developed and approved the *FFY 2023-2026 Transportation Improvement Program*, as necessary
- Amended the *FFY 2023-2026 Transportation Improvement Program*, as necessary
- Began development of the *FFY 2024-2027 Transportation Improvement Program*
- Offered letters of support for various grant programs such as RAISE, 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 2024 Funding Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p>Transload Facility Grant Reporting</p> <ul style="list-style-type: none"> • Purpose: To oversee the ongoing grant reporting related to the operation of the Des Moines Transload Facility. • Approach: MPO staff will work with Des Moines Industrial, and the Federal Railroad Administration (FRA) to oversee the annual reporting required as part of the US DOT BUILD grant funds. • Outcomes: The development of annual progress reports to the FRA tracking progress towards meeting the performance measures set forth in the grant agreement. 	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 serve as the responsible charge 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 requests, reporting requirement under the grant terms, and overseeing the projects construction with the assistance of a construction engineer. 	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 2024 Funding Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<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. <p><i># FHWA/FTA Planning Emphasis Area: Equity and Justice40 in Transportation Planning</i></p>	<p>3rd & 4th Quarter</p>	<p>Goal 1</p>
<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 to the TIP will follow the amendment process outlined in the TIP. • Outcomes: Federal Fiscal Years 2024-2027 TIP. 	<p>4th Quarter</p>	<p>Goal 1</p>
<p>Innovative Funding</p> <ul style="list-style-type: none"> • Purpose: To explore the use of innovative US DOT funding programs and their possible use in funding regional projects. • Approach: MPO staff contact FHWA to better understand the Transportation Infrastructure Finance and Innovation Act (TIFIA) and Grant Anticipation Revenue Vehicles (GARVEEs) programs, their applicability to MPO projects, and the interest from Des Moines Area MPO members in pursuing these programs for regional projects. • Outcomes: If interest, a plan for how to apply for and use either TIFIA or GARVEEs funding for a selection of regional projects. 	<p>1st Quarter</p>	<p>Goal 1 Goal 2 Goal 4 Goal 5</p>

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
\$413,097	\$453,376	\$64,528	\$951,001	4,935

FY 2023 Major Accomplishments

- Amended and revised, as necessary, the FY 2023 UPWP
- Completed and approved the FY 2023 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
- 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
- Convened meetings of the Finance Subcommittee to review quarterly financial reports, audit documents, and draft budgets
- Hosted a special meeting of the MPO Policy Board to discuss strategic direction regarding the MPO providing contracted services to other entities

FY 2024 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</p> <ul style="list-style-type: none"> • Purpose: To update the MPO’s five-year strategic plan. • Approach: The MPO will seek consulting services and form a steering committee to help update the MPO’s strategic plan. The consultant would convene a steering committee of MPO representatives, survey local stakeholders, and develop recommendations on the organizational direction of the MPO. <ul style="list-style-type: none"> ○ <i>Consultant cost: \$25,000</i> • Outcomes; A strategic plan that guide’s the organization’s development. <p>*Note: project was identified for FY 2023 but was delayed.</p>	2 nd Quarter	Goal 3

FY 2024 Administration Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p>Unified Planning Work Program/Budget</p> <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 2025 UPWP and budget; FY 2024 UPWP amendments. 	4 th Quarter	Goal 1 Goal 4 Goal 6
<p>Annual Audit</p> <ul style="list-style-type: none"> • Purpose: To audit the MPO’s financial activities for the previous fiscal year. • Approach: MPO staff will work with a hired firm to prepare an audit of the previous year’s activities in accordance with required regulations and best accounting practices. The MPO’s Finance Subcommittee, comprised of finance directors from a subset of MPO member governments as well as the MPO’s Treasurer, will review the auditor’s report before submitting to the MPO Policy Committee for approval. <ul style="list-style-type: none"> ○ Auditor cost: \$12,000 • Outcomes: FY 2023 audit. 	4 th Quarter	Goal 1 Goal 4 Goal 6
<p>Executive Director Transition</p> <ul style="list-style-type: none"> • Purpose: To implement a new permanent Executive Director. • Approach: The MPO board will secure the services of a consultant to help hire a new Executive Director. <ul style="list-style-type: none"> ○ Consultant cost: \$20,000 • Outcomes: A new MPO Executive Director is hired and 	1 st Quarter	Goal 2 Goal 3 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 2024 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
\$111,526	\$0	\$17,421	\$128,947	1,363

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: MIPA

Objective: Provide staffing assistance, via contract, the Mid-Iowa Planning Alliance for Community Development (MIPA).

Cost Summary – MIPA

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$277,561	\$0	\$43,357	\$320,918	4,718

Contracted Services Projects Description

The Des Moines Area MPO has contracted with MIPA since FY 2022 to provide planning assistance and back-office support to MIPA.

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, 2023 and ending June 30, 2024. 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 three primary sources: federal planning funds, local per capita assessments from member governments, and contracts with other organizations.

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 Chapter 23 of the US Code of Federal Regulations. 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. The Des Moines Area MPO also contracts with other organizations to provide planning assistance. An example is the MPO's contract with the Central Iowa Regional Planning Alliance (CIRTPA) to provide staff assistance.

Table 1 below summarizes the revenue expected to be available for Des Moines Area MPO operations in FY 2024. This revenue includes planning funds from the US DOT, assessment from member governments, and revenue from contracts.

Table 1. Fiscal Year 2024 Funding Sources Available – MPO Operations

	Amount	Percent of Total
Federal DOT Funds		
FHWA PL - New	\$922,974	24.1%
FHWA PL - Set-Aside for Complete Street Activities	\$23,666	0.6%
FTA 5305d - New	\$179,369	4.7%
FHWA – STBG Carryover	\$1,380	0.0%
FTA 5305d – Carryover	\$613	0.0%
US DOT Safe Streets for All (SS4A) Grant	\$800,000	20.9%
STP - New	\$95,000	2.5%
Federal DOT Funds Subtotal	\$2,023,002	52.9%
Non-DOT Funds		
Local Assessments (\$1/capita)	\$598,113	15.6%
Transload Payment	\$31,250	0.8%
Reserve funds for Purple Heart Highway Study	\$251,000	6.6%
Reserve funds for SS4A Match	\$188,000	4.9%
Iowa DOT funds for SS4A Match	\$12,000	0.3%
Reserve funds for Former Executive Director Severance	\$258,526	6.8%
CIRTPA Contract	\$134,523	3.5%
MIPA Contract	\$325,731	8.5%
Non-DOT Funds Subtotal	\$1,799,143	47.1%
TOTAL	\$3,822,145	100.0%

Table 2 below summarizes additional revenue available to the Des Moines Area MPO for a special project, the Scott Avenue Water Trails project, that received a large US DOT BUILD grant. Because the Des Moines Area MPO is the grant recipient for the BUILD grant, it is shown here as additional revenue for the organization. However, these funds will not be used for regular operations and will only be used to pay out reimbursements on behalf of other project stakeholders. In this sense, they are passthrough funds where revenue will match expenditures. Note that the US DOT SS4A funds shown in Table 1 and the federal funds shown in Table 2 will not be part of the planning agreement entered into between the Iowa DOT and the Des Moines Area MPO, as they have their own agreements with the DOT.

Table 2. Fiscal Year 2023 Funding Sources Available - Special Projects/Passthrough

	Amount	Percent of Total
Federal DOT Funds		
STBG - Water Trails	\$550,000	1.16%
BUILD - Water Trails	\$24,275,685	51.20%
Federal DOT Funds Subtotal	\$24,825,685	52.36%
Non-DOT Funds		
STBG Water Trails Match	\$137,500	0.29%
Water Trails BUILD Match	\$22,450,000	46.64%
Non-DOT Funds Subtotal	\$22,587,500	46.92%
TOTAL	\$48,137,500	100.00%

Table 3 illustrates the assessments to be paid by each member government of the Des Moines Area MPO.

Table 3. Member Government Assessments

Member	Assessed Population	TOTAL (\$1.00/capita)
Altoona	20,705	\$20,705
Ankeny	70,287	\$70,287
Bondurant	8,035	\$8,035
Carlisle	4,201	\$4,201
Clive	18,814	\$18,814
Cumming*	0	\$0
Dallas County**	2,293	\$2,293
DART*	0	\$0
Des Moines	212,031	\$212,031
Elkhart*	0	\$0
Grimes	15,949	\$15,949
Indianola*	0	\$0
Johnston	24,195	\$24,195
Madison County*	0	\$0
Mitchellville	2,514	\$2,514
Norwalk	13,609	\$13,609
Pleasant Hill	10,860	\$10,860
Polk City	5,571	\$5,571
Polk County**	22,422	\$22,422
Urbandale	45,923	\$45,923
Van Meter*	0	\$0
Warren County**	4,055	\$4,055
Waukee	26,495	\$26,495
West Des Moines	69,792	\$69,792
Windsor Heights	5,170	\$5,170
TOTAL	598,113	\$598,113

Note that for FY 2024, the Des Moines Area MPO used the latest population estimate from the US Census Bureau, accessible at <https://www.iowadatatcenter.org/index.php/data-by-source/population-estimates/annual-population-estimates-vintage-2021>

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

**County populations are only for the unincorporated areas within the MPO boundary. 2020 Census figures were used for FY 2024 for counties.

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. Employee costs shown in this budget also include the MIPA employee given the contractual arrangement for the Des Moines Area MPO to administer that position.
- 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;
- Longevity, deferred compensation, 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 Des Moines 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 4 is a summary of employee benefits and includes the total fringe rate. Note that the MIPA employee's benefits are not included in these figures.

Table 4. Summary of Employee Benefits

Category	Amount
Paid Leave (PTO)	
<i>Holiday Earned (96 hours per employee)</i>	\$48,415
<i>Vacation Leave (80, 120, or 160 hours per employee)</i>	\$66,166
<i>Sick Leave Earned (96 hours per employee)</i>	\$48,414
<i>Personal Days Earned (24 hours per employee)</i>	\$12,103
<u>Subtotal</u>	<u>\$175,098</u>
Insurance	
<i>Health</i>	\$252,226
<i>Dental</i>	\$11,426
<i>Vision</i>	\$2,795
<i>Employee Assistance Program</i>	\$887
<i>Life Insurance</i>	\$1,562
<i>Disability</i>	\$6,320
<u>Subtotal</u>	<u>\$275,216</u>
Paycheck Deductions	
<i>FICA</i>	\$78,327
<i>FUTA</i>	\$627
<i>IPERS</i>	\$100,835
<u>Subtotal</u>	<u>\$179,789</u>
Other Benefits	
<i>Additional savings allowance for Director</i>	\$2,000
<i>Longevity Bonuses</i>	\$7,200
<i>Professional Memberships & Continuing Education</i>	\$10,080
<i>Deferred Compensation (5% of annual salary)</i>	\$54,170
<i>Deferred Compensation Plan Fees</i>	\$6,147
<u>Subtotal</u>	<u>\$79,597</u>
TOTAL FRINGE BENEFITS	\$709,700
Allocation Base:	
Total Salaries & Wages	\$1,068,169
Less: Annual Paid Leave	\$175,098
<u>Chargeable Salaries</u>	<u>\$893,071</u>
Employee Fringe Benefit Rate	
Fringe Benefits	\$709,700
Allocation Base	\$893,071
FRINGE RATE	79.47%

Non-Personnel Expenses

Table 5 includes a list of all anticipated non-personnel expenses. Each item includes its total cost, an indication of whether that cost is an indirect or direct cost, as well as whether the cost is shared with other organizations via contracted services. General expenses that can be attributed to multiple work elements and contracts are treated as indirect costs and pooled. Actual general expense costs are summarized each month and used to calculate an indirect rate. This rate is then applied to staff hours for the month across all work elements in the Des Moines Area MPO's work program, including contracts such as CIRTPA. This ensures that eligible costs are recouped by the Des Moines Area MPO.

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, all Equipment costs, and all Food & Beverage costs, are non-allowable federal costs, and will not charge these costs to a federal grant or contract.

Costs identified as direct are for either specific or special work activities, like one-time studies, or for costs that are attributable to only one work element or contract. These costs are only attributed to the work element and/or organization that engages in that activity. For example, the cost for the Des Moines Area MPO's audit is only paid by the Des Moines Area MPO and is not shared with CIRTPA or other contracts. These direct costs are not used when determining the indirect cost rate and indirect costs are not applied to these activities.

Table 5. Statement of Projected Total Costs – MPO Operations

Budget Category	Total Cost	Ineligible Indirect Costs	Eligible Indirect Costs	Direct Costs	Shared or MPO Only
Salaries & Wages*	\$954,696	\$0	\$0	\$954,696	Shared
Fringe Benefits*	\$757,794	\$0	\$0	\$757,794	Shared
Former Executive Director Severance	\$258,526	\$0	\$0	\$258,526	MPO only
Total Personnel Costs	\$1,971,016	\$0	\$0	\$1,971,016	
Occupancy	\$129,000	\$0	\$129,000	\$0	Shared
Rent	\$120,000	\$0	\$120,000	\$0	Shared
Maintenance	\$2,000	\$0	\$2,000	\$0	Shared
Parking	\$7,000	\$0	\$7,000	\$0	Shared
Insurance -Property	\$12,000	\$0	\$12,000	\$0	Shared
Professional Services	\$80,750	\$0	\$0	\$80,750	MPO only
Attorney	\$68,750	\$0	\$0	\$68,750	MPO only
MPO Audit	\$12,000	\$0	\$0	\$12,000	MPO only
Payroll	\$5,500	\$0	\$5,500	\$0	Shared
Bank Fees	\$500	\$0	\$500	\$0	Shared
Computers	\$49,000	\$10,000	\$39,000	\$0	Shared
Hardware	\$10,000	\$10,000	\$0	\$0	Shared
Software	\$27,500	\$0	\$27,500	\$0	Shared
ESRI Annual Fee	\$8,500	\$0	\$8,500	\$0	Shared
Maintenance	\$3,000	\$0	\$3,000	\$0	Shared
Telecommunications	\$36,300	\$0	\$36,300	\$0	
IT Network Services (MMIT)	\$19,900	\$0	\$19,900	\$0	Shared
ISP (Lumen)	\$8,400	\$0	\$8,400	\$0	Shared
Website (NetIns)	\$2,000	\$0	\$2,000	\$0	Shared
Telephone	\$6,000	\$0	\$6,000	\$0	Shared
Printing and Postage	\$10,200	\$0	\$10,200	\$0	
Reproduction	\$8,000	\$0	\$8,000	\$0	Shared
Postage	\$1,000	\$0	\$1,000	\$0	Shared
Postage Lease	\$1,200	\$0	\$1,200	\$0	Shared
Travel & Training	\$55,000	\$0	\$0	\$55,000	MPO only
Mileage & Auto	\$9,500	\$0	\$0	\$9,500	MPO only
Dues/Memberships	\$19,100	\$0	\$0	\$19,100	MPO only
Furniture & Equipment	\$10,000	\$10,000	\$0	\$0	Shared
Office Supplies	\$10,000	\$0	\$10,000	\$0	Shared
Publications & Subscriptions	\$5,000	\$0	\$5,000	\$0	Shared
Food & Beverages	\$5,000	\$0	\$0	\$5,000	MPO only
Meeting Rooms	\$500	\$0	\$0	\$500	MPO only
Non-Personnel Special Studies/Projects	\$1,410,500	\$0	\$0	\$1,410,500	
Sponsorships - General (Task 4)	\$10,000	\$0	\$0	\$10,000	MPO Only
Executive Director Search Firm (Task 6)	\$20,000	\$0	\$0	\$20,000	MPO Only
CXR Sponsorship (Task 4)	\$20,000	\$0	\$0	\$20,000	MPO Only
MPO SS4A Costs (Task 1)	\$1,000,000	\$0	\$0	\$1,000,000	MPO Only
Purple Heart Highway (Task 1)	\$251,000	\$0	\$0	\$251,000	MPO Only
Strategic Planning (Task 6)	\$25,000	\$0	\$0	\$25,000	MPO Only
Travel Model Consultant (Task 1)	\$46,500	\$0	\$0	\$46,500	MPO Only
Speaker Series (Task 3)	\$5,000	\$0	\$0	\$5,000	MPO Only
dTIMS License - MPO (Task 1)	\$3,000	\$0	\$0	\$3,000	MPO Only
Data bike /Intrans (task 2)	\$30,000	\$0	\$0	\$30,000	MPO Only
Total Non-Personnel Costs	\$1,847,850	\$20,000	\$247,500	\$1,580,350	
TOTAL	\$3,818,866	\$20,000	\$247,500	\$3,551,366	

*A portion of the MPO's non-personnel costs will be distributed to MIPA per contract. Therefore, MIPA's salary and fringe costs have been added to this table and are included when calculating the indirect cost rate.

**Passthrough costs for the Water Trails project are not included.

Table 6 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. Only eligible indirect costs will seek reimbursement from the Iowa DOT.

Table 6. Indirect Cost Rate Calculation

All Indirect Costs	\$267,500
Eligible Indirect Costs	\$247,500
Total Direct Salaries, Wages, and Fringe Benefits	\$1,712,489
<i>Salaries & Wages</i>	\$954,696
<i>Fringe Benefits*</i>	\$757,794
TOTAL INDIRECT RATE	15.62%
ELIGIBLE INDIRECT RATE FOR DOT REIMBURSEMENT	14.45%

**Includes MIPA employee salary and fringe*

Application of Fringe and Indirect Costs to Hourly Rates

To ensure the fringe and indirect totals are allocated proportionally to the various work elements and contracts, and to ensure that all fringe and direct costs are recouped as hours are expended, the indirect rate and each employee's fringe rate are applied to hourly employee rates as shown in Table 7.

Table 8 shows the allocation of staff hours budgeted for the core MPO transportation tasks (Tasks 1 through 6), the CIRTPA contract (Task 7), and the MIPA contract (Task 8).

Table 7. Staff Hourly Rates

Staff Position	Billable Hours Available	Hourly					Annual Total			
		Base	Fringe	Base w/Fringe	Indirect	Total	Base	Fringe	Indirect	Total
	<i>Total Hours minus Paid Time Off</i>	<i>Salary - Paid Leave Divided by Billable Hours</i>	<i>Each employee's fringe rate % x Base</i>	<i>Base + Fringe</i>	<i>Indirect rate (20.34%) x Base w/Fringe</i>	<i>Base + Fringe + Indirect</i>	<i>Hourly Base x Billable Hours</i>	<i>Hourly Fringe \$ x Billable Hours</i>	<i>Hourly Indirect \$ x Billable Hours</i>	<i>Base + Fringe + Indirect</i>
Executive Director	1,704	\$82.52	\$59.39	\$141.91	\$22.17	\$164.08	\$140,616	\$101,204	\$37,774	\$279,595
Assistant Director	1,664	\$58.06	\$50.15	\$108.21	\$16.90	\$125.11	\$96,614	\$83,447	\$28,126	\$208,188
Office Manager	1,744	\$41.23	\$36.41	\$77.64	\$12.13	\$89.77	\$71,909	\$63,497	\$21,151	\$156,558
Public Affairs Manager	1,744	\$49.72	\$40.63	\$90.35	\$14.11	\$104.46	\$86,710	\$70,862	\$24,614	\$182,186
Principal Planner	1,744	\$42.60	\$37.33	\$79.93	\$12.48	\$92.41	\$74,286	\$65,106	\$21,774	\$161,166
Senior Planner	1,744	\$36.30	\$34.13	\$70.43	\$11.00	\$81.43	\$63,314	\$59,514	\$19,186	\$142,014
Senior Planner	1,784	\$33.95	\$22.18	\$56.13	\$8.77	\$64.90	\$60,570	\$39,571	\$15,643	\$115,784
Planning Manager	1,704	\$52.64	\$44.56	\$97.21	\$15.18	\$112.39	\$89,707	\$75,932	\$25,874	\$191,513
Senior Planner	1,744	\$31.16	\$22.51	\$53.68	\$8.38	\$62.06	\$54,350	\$39,260	\$14,623	\$108,233
MIPA Senior Planner	1,784	\$36.45	\$32.55	\$69.00	\$10.78	\$79.78	\$65,030	\$58,067	\$19,228	\$142,325
Senior Planner (Housing)	1,784	\$33.95	\$22.17	\$56.12	\$8.77	\$64.89	\$60,570	\$39,554	\$15,640	\$115,764
Accountant	1,784	\$34.88	\$31.87	\$66.75	\$10.43	\$77.17	\$62,218	\$56,857	\$18,600	\$137,676
Intern (MIPA)	600	\$16.00	\$2.73	\$18.73	\$2.93	\$21.66	\$9,600	\$1,641	\$1,756	\$12,996
Intern	1,200	\$16.00	\$2.73	\$18.73	\$2.93	\$21.66	\$19,200	\$3,281	\$3,512	\$25,993
TOTAL	22,728						\$954,696	\$757,794	\$267,500	\$1,979,989

Table 8. Staff Hours by Contract

Staff Position	Billable Hours Available	MPO			CIRTPA			MIPA		
		Percent of Hours	Hours	Cost	Percent of Hours	Hours	Cost	Percent of Hours	Hours	Cost
Executive Director	1,704	95.0%	1,619	\$265,615	5.0%	85	\$13,980	0.0%	0	\$0
Assistant Director	1,664	94.0%	1,564	\$195,696	5.0%	83	\$10,409	1.0%	17	\$2,082
Office Manager	1,744	89.0%	1,552	\$139,336	7.0%	122	\$10,959	4.0%	70	\$6,262
Public Affairs Manager	1,744	96.0%	1,674	\$174,898	3.0%	52	\$5,466	1.0%	17	\$1,822
Principal Planner	1,744	52.0%	907	\$83,806	30.0%	523	\$48,350	18.0%	314	\$29,010
Senior Planner	1,744	95.0%	1,657	\$134,914	3.0%	52	\$4,260	2.0%	35	\$2,840
Senior Planner	1,784	95.0%	1,695	\$109,994	5.0%	89	\$5,789	0.0%	-	\$0
Planning Manager	1,704	91.0%	1,551	\$174,277	8.0%	136	\$15,321	1.0%	17	\$1,915
Senior Planner	1,744	89.5%	1,561	\$96,869	9.5%	166	\$10,282	1.0%	17	\$1,082
MIPA Senior Planner	1,784	0.0%	-	\$0	0.0%	-	\$0	100.0%	1,784	\$142,325
Senior Planner (Housing)	1,784	0.0%	-	\$0	0.0%	-	\$0	100.0%	1,784	\$115,764
Accountant	1,784	93.5%	1,668	\$128,727	3.0%	54	\$4,130	3.5%	62	\$4,819
Intern (MIPA)	600	0%	-	\$0	0%	-	\$0	100%	600	\$12,996
Intern	1,200	100.0%	1,200	\$25,993	0.0%	0	\$0	0.0%	-	\$0
TOTAL	22,728		16,647	\$1,530,125		1,363	\$128,947		4,718	\$320,918
Funds Available				\$3,361,891			\$134,837			\$362,250
Personnel Costs including Indirect				(\$1,530,125)			(\$128,947)			(\$320,918)
Admin Fee Paid/Received				\$10,526			(\$5,576)			(\$4,949)
Other Direct Costs				(\$1,838,876)			\$0			\$0
Funds Remaining				\$3,415			\$315			\$39,383

Table 9. 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	\$587,116	\$247,893	\$297,500	\$3,000	\$35,827	\$2,895	3,121
1a Safe Streets for All Plan	\$1,000,000	\$0	\$1,000,000	\$0	\$0	\$0	0
2 Multimodal Planning	\$209,021	\$154,835	\$30,000	\$0	\$22,378	\$1,808	3,003
2a Complete Streets	\$23,666	\$20,469	\$0	\$0	\$2,958	\$239	397
3 Public Involvement	\$154,779	\$129,544	\$0	\$5,000	\$18,722	\$1,513	1,453
4 Integrated Planning	\$326,952	\$256,833	\$0	\$30,000	\$37,119	\$3,000	2,721
5 Funding	\$116,466	\$100,731	\$0	\$0	\$14,558	\$1,176	1,018
6 Program Administration	\$951,001	\$413,097	\$45,000	\$428,376	\$59,703	\$4,825	4,935
7 CIRTPA	\$128,947	\$111,526	\$0	\$0	\$16,118	\$1,302	1,363
8 MIPA	\$320,918	\$277,561	\$0	\$0	\$40,115	\$3,242	4,718
TOTAL	\$3,818,866	\$1,712,489	\$1,372,500	\$466,376	\$247,500	\$20,000	22,728

*Includes MIPA employee salary and fringe

** Consultant cost detail:

- Work Element 1: Travel Demand Model Consultant
- Work Element 1: Purple Heart Highway Study Consultant
- Work Element 1a: Safe Streets for All Project Consultant
- Work Element 2: Trail Pavement Forecasting Consultant
- Work Element 6: Strategic Plan Consultant
- Work Element 6: Executive Director Search Firm

Table 10. Fiscal Year 2024 Budget By Agency

UPWP CODE	WORK ELEMENT	TOTAL	US DOT Funds									Other Funds/Grants			Local Match	
			FHWA STBG Carryover	FHWA PL New	FHWA PL New - Set Aside	FTA 5305d New	FTA 5305d Carryover	STBG New	SS4A Grant	DOT Total	Percent of Total	Amount	Source	Percent of Total	Amount	Percent of Total
1	Long-Range Planning	\$587,116	\$221	\$148,126	\$0	\$28,787	\$98	\$15,246	\$0	\$192,479	33%	\$251,000	MPO reserve funds for Purple Heart Highway study	43%	\$143,637	24%
1a	Safe Streets for All	\$1,000,000							\$800,000	\$800,000	80%	\$200,000	MPO reserve funds and Iowa DOT contribution	20%	\$0	0%
2	Multimodal Planning	\$209,021	\$138	\$92,116	\$0	\$17,902	\$61	\$9,481	\$0	\$119,698	57%	\$31,250	Transload Repayment	15%	\$58,074	28%
2a	Complete Streets	\$23,666	\$0	\$0	\$23,666	\$0	\$0	\$0	\$0	\$23,666	100%	\$0		0%	\$0	0%
3	Public Involvement	\$154,779	\$102	\$68,211	\$0	\$13,256	\$45	\$7,021	\$0	\$88,635	57%	\$0		0%	\$66,144	43%
4	Integrated Planning	\$326,952	\$215	\$144,088	\$0	\$28,002	\$96	\$14,831	\$0	\$187,231	57%	\$0		0%	\$139,721	43%
5	Funding	\$116,466	\$77	\$51,327	\$0	\$9,975	\$34	\$5,283	\$0	\$66,695	57%	\$0		0%	\$49,771	43%
6	Program Administration	\$951,001	\$627	\$419,106	\$0	\$81,448	\$278	\$43,138	\$0	\$544,598	57%	\$258,526	MPO reserve funds for former ED severance	27%	\$147,877	16%
7	CIRTPA	\$128,947	\$0	\$0		\$0		\$0	\$0	\$0	0%	\$128,947	CIRTPA Contract	100%	\$0	0%
8	MIPA Contract	\$320,918	\$0	\$0		\$0		\$0	\$0	\$0	0%	\$320,918	MIPA Contract	100%	\$0	0%
TOTAL FY 2024 BUDGET		\$3,818,866	\$1,380	\$922,974	\$23,666	\$179,369	\$613	\$95,000	\$800,000	\$2,023,002	53%	\$1,190,640		31%	\$605,223	16%

Notes:

- The BIL § 11206 requires each MPO to use at least 2.5% of its PL funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. This funding is 100% reimbursable and does not require a local match. Per the Iowa DOT’s direction, these funds are to be shown as their own work element with no additional funding included.
- DART’s Transit Service Planning project will not be part of the planning agreement entered into between the MPO and Iowa DOT.
- Federal funds associated with Task 1a, Safe Streets for All, will not be part of the planning agreement entered into between the MPO and the Iowa DOT.
- Scott Avenue Water Trails funding will not be part of the planning agreement entered into between the MPO and Iowa DOT and is not included here.
- FHWA Metropolitan Planning (PL) program funding is transferred to FTA 5305d program funding in a consolidated planning grant application. FHWA STBG program funding is transferred to FTA 5307 program funding in a separate FTA transfer grant application.
- MIPA employee personnel costs are included in work element 8.0

Table 11. Projected Fiscal Year 2024 Balance Summary

Starting Balance		
Local Funds - Operating Reserve	\$500,000	3 Month Operational Reserve
Local Funds - Other	\$1,146,456	Cash Balance
<u>Local Cash Balance</u>	<u>\$1,646,456</u>	<u>MPO Cash Balance – FY 2022 Audit</u>
TOTAL	\$1,646,456	
Revenue - FY 2024		
FHWA PL - New	\$922,974	Iowa DOT Correspondence Feb. 13, 2023
FHWA PL - Set-Aside	\$23,666	Iowa DOT Correspondence Feb. 13, 2023
FTA 5305d - New	\$179,369	Iowa DOT Correspondence Feb. 1, 2023
FHWA – STBG Carryover	\$1,380	Iowa DOT Correspondence Feb. 1, 2023
FTA 5305d – Carryover	\$613	Iowa DOT Correspondence Feb. 1, 2023
US DOT Safe Streets for All Grant	\$800,000	Awarded by MPO
STP - New	\$95,000	Awarded by MPO
STBG - Water Trails	\$550,000	Funds remaining as of April 27, 2023
BUILD - Water Trails	\$24,275,685	Funds remaining as of April 27, 2023
<u>DOT Funds Subtotal</u>	<u>\$26,848,687</u>	
MPO Per Capita Assessment Income	\$598,113	Planning Area Population * \$1.00
Transload Payment	\$31,250	Repayment of funds from Des Moines Industrial Funds identified by MPO board for additional feasibility study to be pulled from MPO reserve funds
Reserve funds for Purple Heart Highway	\$251,000	
Reserve funds for SS4A Match	\$188,000	Funds identified by MPO board for SS4A grant match to be pulled from MPO reserve funds
Iowa DOT funds for SS4A Match	\$12,000	SS4A grant match pledged by Iowa DOT
Marching Funds for Water Trails Grants	\$22,587,500	Matching funds from ICON
Reserve funds severance payout	\$258,526	Funds to be used by the MPO to pay for the former Executive Director's severance package
CIRTPA Contract	\$134,523	Funds received by MPO for administration of CIRTPA
MIPA Contract	\$325,867	Funds received by MPO for administration of MIPA
<u>Non-DOT Funds Subtotal</u>	<u>\$24,386,779</u>	
TOTAL	\$51,235,466	
Costs (Projections) - FY 2024		
US DOT Program Cost - MPO	\$2,023,002	US DOT share of costs associated with Work Elements 1 through 6
Local Costs	\$1,346,000	Non-federal costs associated with Work Elements 1 through 6
Water Trails Costs	\$47,413,185	Passthrough costs for the Water Trails project
CIRTPA Costs	\$128,947	CIRTPA Administration costs (Work Element 7)
MIPA Costs	\$320,918	MIPA Administration costs (Work Element 8)
TOTAL	\$51,232,050	
Surplus/Deficit - FY 2024		
Projected DOT Balance	\$0	<u>Available for Programming</u>
Projected Water Trails Balance	\$0	
Projected Local Balance	\$3,415	<u>Cash Balance</u>
TOTAL	\$3,415	
Balance (Reserve) - End FY 2024		
Projected Balance (federal)	\$0	<u>Available for Programming</u>
Projected Local Balance - Operating	\$500,000	<u>3 Month Operating Reserve (MPO costs minus special projects x 30%)</u>
Projected Local (Other)	\$1,149,871	<u>Cash Balance</u>
Projected Local Cash Balance	\$1,649,871	
Total	\$1,649,871	

Appendix A: Committee Representation

MPO Policy Committee | Primary Representatives | Chair Bob Andeweg

Representing	Name	Title
City of Altoona	Dean O'Connor	Mayor
City of Ankeny	Mark Holm	Mayor
City of Ankeny	David Jones	City Manager
City of Bondurant	Doug Elrod	Mayor
City of Carlisle	Ruth Randleman	Council Member
City of Clive	Ted Weaver	Council Member
City of Cumming+	Kathie Hungerford	Council Member
City of Des Moines	Frank Cownie	Mayor
City of Des Moines	Connie Boesen	Council Member
City of Des Moines	Joe Gatto	Council Member
City of Des Moines	Josh Mandelbaum	Council Member
City of Des Moines	Carl Voss	Council Member
City of Elkhart+	Chad Sands	City Administrator
City of Grimes	Scott Mikkelsen	Mayor
City of Indianola+	Stephanie Erickson	Mayor
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	Len Murray	Council Member
City of Polk City	Jeff Walters	Council Member
City of Urbandale	Robert Andeweg	Mayor
City of Van Meter+	Travis Brott	Council Member
City of Waukee	Courtney Clarke	Mayor
City of West Des Moines	Matthew McKinney	Council Member
City of West Des Moines	Tom Hadden	City Manager
City of Windsor Heights	Mike Jones	Mayor
Dallas County	Mark Hanson	County Supervisor
Madison County+	Heather Stencil	County Supervisor
Polk County	Tom Hockensmith	County Supervisor
Warren County	Mark Snell	County Supervisor
Iowa DOT++	Andy Loonan	District 1 Transportation Planner
DART	Luis Montoya	Chief Planning Officer
DSM Airport++	Keven Foley	Director
HIRTA++	Julia Castillo	Executive Director
FHWA++	Darla Hugaboom	Iowa Division
FTA++	Gerri Doyle	Region 7

+Associate, Non-Voting Member

++Advisory, Non-Voting Member

MPO Policy Committee | Alternate Representatives

Representing	Name	Title
City of Altoona	Jeremy Boka	Council Member
City of Ankeny	Bobbi Bentz	Council Member
City of Ankeny	Michael Schrock	Assistant City Manager
City of Bondurant	Marketa Oliver	City Administrator
City of Carlisle	Drew Merrifield/Deven Markley	Mayor/City Administrator
City of Clive	Eric Klein	Council Member
City of Cumming+	Martin Squier	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	Malcolm Hankins	Assistant City Manager
City of Des Moines	Vacant	
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	Mayor
City of Norwalk	Tom Phillips	Mayor
City of Pleasant Hill	Mark Konrad	Council Member
City of Polk City	Steve Karsjen	Mayor
City of Urbandale	AJ Johnson	City Manager
City of Van Meter+	Liz Faust	City Administrator
City of Waukee	Brad Deets	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	Michael Libbie	Council Member
Dallas County	Brad Golightly/Kim Chapman	County Supervisor
Madison County+	Tom Leners	Madison County Development Group
Polk County	Robert Brownell	County Supervisor
Warren County	Darren Heater	County Supervisor
Iowa DOT++	Garrett Pederson	Bureau of Systems Planning
DART	Erin Hockman	Chief External Affairs Officer
DSM Airport++	Alan Gaff	Director of Operations
HIRTA++	Brooke Ramsey	Business Development Manager
FHWA++	Sean Litteral	Iowa Division
FTA++	Dan Nguyen	Region 7
+Associate, Non-Voting Member		
	++Advisory, Non-Voting Member	

MPO Executive Committee | Chair Bob Andeweg

Representing	Name	Title
City of Urbandale	Robert Andeweg	Chair, NW Subarea Representative
City of Norwalk	Stephanie Riva	Vice Chair, SW Subarea Representative
City of Clive	Ted Weaver	Secretary/Treasurer SW Subarea Representative
City of Des Moines	Joe Gatto	Former Chair/Ex Officio, Des Moines Representative
City of Ankeny	Mark Holm	Ankeny Representative
City of Des Moines	Frank Cownie	Des Moines Representative
Polk County	Tom Hockensmith	Polk County Representative
City of West Des Moines	Matthew McKinney	West Des Moines Representative
City of Altoona	Dean O'Connor	East Subarea Representative
City of Pleasant Hill	Len Murray	East Subarea Representative
City of Polk City	Jeff Walters	NW Subarea Representative

MPO Surface Transportation Program (STP) Funding Subcommittee | Chair Tom Hadden

Representing	Name	Title
City of Ankeny	David Jones	City Manager
City of Bondurant	Marketa Oliver	City Administrator
City of Carlisle	Ruth Randleman	Council Member
City of Clive	John Edwards	Council Member
City of Des Moines	Scott Sanders	City Manager
City of Urbandale	Curtis Brown	Assistant City Manager
City of West Des Moines	Tom Hadden	City Manager
Polk County	Tom Hockensmith	County Supervisor
City of Norwalk	Stephanie Riva	Council Member

Finance and Budget Subcommittee | Chair Ted Weaver

Representing	Name	Title
City of Ankeny	Jenn Sease	Administrative Services Director
City of Clive	Ted Weaver	Council Member MPO Secretary/Treasurer
City of Des Moines	Nickolas Schaul	Finance Director
City of Johnston	Teresa Rotschafer	Assistant City Administrator /Finance Council Member MPO Executive Committee
City of Pleasant Hill	Len Murray	Mayor MPO Policy Committee
City of Waukee	Courtney Clarke	Finance Director
City of West Des Moines	Tim Stiles	Finance Director

MPO Transportation Technical Committee | Primary Representatives | Chair Steve Naber

Representing	Name	Title
City of Altoona	John Dostart	City Engineer
City of Ankeny	Mark Mueller	Public Works Director
City of Ankeny	Amy Quartell	City Engineer
City of Bondurant	John Horton	Public Works Director
City of Carlisle	Mitch Holtz	Consultant/City Engineer
City of Clive	Jeff May	Public Works Director
City of Cumming+	Rita Connor	City Administrator
City of Des Moines	John Davis	City Traffic Engineer
City of Des Moines	Steve Naber	City Engineer
City of Des Moines	Michael Ludwig	Deputy Director of Development Services
City of Elkhart	Angie Schaffer	City Council Member
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	Paul Green	Public Works Director
City of Norwalk	Luke Parris	Community Development Director
City of Pleasant Hill	Madeline Sturms	Assistant City Manager/Community Development Director
City of Polk City	Mike Schulte	Public Works Director
City of Urbandale	John Larson	Director of Engineering and Public Works
City of Van Meter+	Dave Herman	Public Works Director
City of Waukee	Rudy Koester	Public Works Director/City Engineer
City of West Des Moines	Eric Peterson	Traffic Engineer
City of West Des Moines	Karen Marren	Planner
City of Windsor Heights	Justin Ernst	City Engineer
Dallas County	Murray McConnel	Planning & Zoning Director
DART	Luis Montoya	Planning and Development Manager
DSM++	Clint Torp	Director of Operations
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	Adam Lust	Engineering Manager
City of Ankeny	Vacant	
City of Bondurant	Maggie Murray	Planning & Community Development Director
City of Carlisle	Tony Rhinehart	Public Works Superintendent
City of Clive	Jim Hagelie	City Engineer
City of Cumming+	Vacant	
City of Des Moines	Bert Drost	Senior City Planner
City of Des Moines	Thomas Vlach	Deputy City Engineer
City of Des Moines	Jennifer Dakovich	Principal Traffic Engineer
City of Elkhart	Steve Allen	City Council Member
City of Grimes	Alex Phaltzgraff	Community Services Director
City of Indianola+	Akhliesh Pal	Public Works Director
City of Johnston	Matt Greiner	Public Works Director
City of Mitchellville	Adam McCann	Public Works Operator
City of Norwalk	Elliot Klimowski	City Planner
City of Pleasant Hill	Ben Champ	City Manager
City of Polk City	Randy Franzen	Public Works Supervisor
City of Urbandale	Kristin Brostrom	Assistant Director of Engineering
City of Van Meter+	Vacant	
City of Waukee	Andy Kass	Community Development Director
City of West Des Moines	Brian Hemesath	City Engineer
City of West Des Moines	Kara Tragesser	Planner
City of Windsor Heights	Vacant	Public Works Director
Dallas County	Al Miller	County Engineer
DART	Tony Filippini	Transit Planner
DSM++	Brian Belt	Director of Engineering & Planning
FHWA++	Vacant	
FTA++	Dan Nguyen	Region 7
HIRTA	Brooke Ramsey	Business Development Manager
Iowa DOT++	Garrett Pederson	Bureau of Systems Planning
Madison County+	Tom Leners	Madison County Development Director
Polk County	Kurt Bailey	County Engineer
Warren County	Tim Hill	Operations Assistant
+Associate, Non-Voting Member		++Advisory, Non-Voting Member

Advisory Committees*

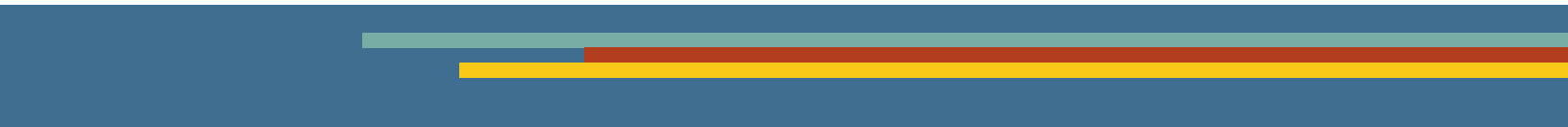
Committee	Chair/Organizer
Transportation Advisory Group	Catlin Curry, DART & Brooke Ramsey, HIRTA
Central Iowa Bicycle-Pedestrian Roundtable	Vern Willey II, City of Altoona
Freight Roundtable	Ron DeVries, Ruan Transportation Management Systems
Traffic Management Advisory Committee	N/A
Environment Roundtable	Chris Widmer, City of Pleasant Hill
Smart City Roundtable	N/A

* Committees open to all interested parties. Any individuals listed under 'chair/organizer' help aid and/or coordinate certain efforts. The groups are otherwise collaborative and aided by MPO staff.

Appendix B: Commonly Used Acronyms

ACS	American Community Survey
BIL	Bipartisan Infrastructure Law of 2021, aka, Infrastructure Investment & Jobs Act
BUILD	Better Utilizing Investments to Leverage Development
CAP	Cost Allocation Plan
CFR	Code of Federal Regulations
CIHTF	Central Iowa Housing Trust Fund
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
DNR	Department of Natural Resources
DOT	Department of Transportation
DSM	Des Moines International Airport
EDA	Economic Development Authority
EDD	Economic Development District
EJ	Environmental Justice
FAST Act	Fixing Americas Surface Transportation Act
FFCS	Federal Functional Classification System
FHWA	Federal Highway Administration
FRA	Federal Rail Administration
FTA	Federal Transit Administration
FY	Fiscal Year
FFY	Fiscal Federal Year
GDMP	Greater Des Moines Partnership
GIS	Geographic Information Systems
HIRTA	Heart of Iowa Regional Transit Agency
HTF	Housing Trust Fund
HY	Horizon Year
ICAAP	Iowa's Clean Air Attainment Program
ICM	Integrated Corridor Management
IJR	Interchange Justification Report
IJA	Infrastructure Investment and Jobs Act of 2021, aka, Bipartisan Infrastructure Law
InTrans	Iowa State University Center for Transportation and Research
IPMP	Iowa Pavement Management Program
IPMS	Iowa's Pavement Management System
ITS	Intelligent Transportation Systems
L RTP	Long-Range Transportation Plan
MIPA	Mid-Iowa Planning Alliance for Community Development
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	Performance Measure
PPP	Public Participation Plan
PTP	Passenger Transportation Plan
RAISE	Rebuilding American Infrastructure with Sustainability and Equity
SRTS.....	Safe Routes to Schools
SS4A.....	Safe Streets for All
STBG	Surface Transportation Block Grant
TAG.....	Transportation Action Group
TAP	Transportation Alternatives Program
TAZ	Traffic Analysis Zone
TCIP	Transportation Capital Improvement Program
TDM.....	Travel Demand Management
TIM	Traffic Incident Management
TIP	Transportation Improvement Program
TMA.....	Transportation Management Area
TMAC.....	Traffic Management Advisory Committee
TPMS	Transportation Program Management System
TTC	Transportation Technical Committee
UPWP	Unified Planning Work Program
WMA	Watershed Management Authority



Resolution Insert Page

RESOLUTION FY 2023 – 61

WHEREAS the Des Moines Area Metropolitan Planning Organization is established under Chapter 28E of the Code of Iowa.

WHEREAS the Des Moines Area Metropolitan Planning Organization is the designated metropolitan planning organization for the Des Moines metropolitan area;

NOW, THEREFORE, BE IT RESOLVED by the Des Moines Area Metropolitan Planning Organization that:

The Des Moines Area Metropolitan Planning Organization hereby approves the final Fiscal Year 2024 Unified Planning Work Program and Budget.

Done this 18th day of May 2023



Robert Andeweg- Chair
Des Moines Area Metropolitan Planning Organization Chair



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 24, 2023, to establish a Cost Allocation Plan for the time period beginning July 1, 2023, and ending June 30, 2024, 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)

Dylan Mullenix

(Please Print Name)

Interim Executive Director

(Title)

Des Moines Area Metropolitan Planning Organization

(Name of Organization)

May 3, 2023

(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 Unified Planning Work Program (UPWP) if the anticipated total cost exceeds \$5,000.
- An approved UPWP 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)

Dylan Mullenix

(Please Print Name)

Interim Executive Director

(Title)

Des Moines Area Metropolitan Planning Organization

(Name of Organization)

May 3, 2023

(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)

Dylan Mullenix

(Please Print Name)

Interim Executive Director

(Title)

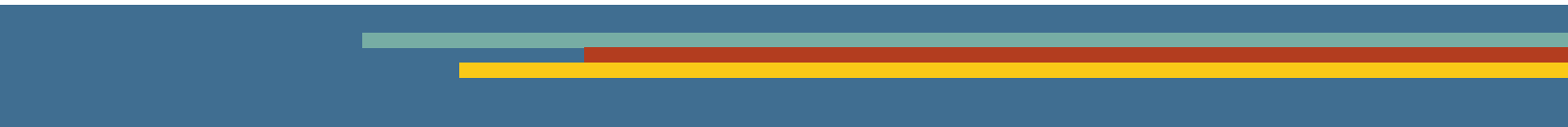
Des Moines Area Metropolitan Planning Organization

(Name of Organization)

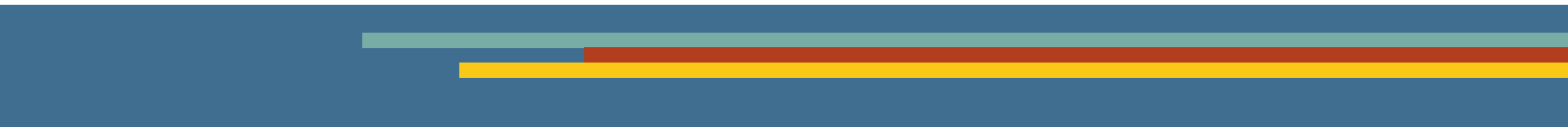
May 3, 2023

(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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Ever mindful of future generations,

we collaborate across
political boundaries

to achieve social, economic, and
environmental resilience for

Greater Des Moines

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

dmampo.org/the-tomorrow-plan | (515) 334-0075 | info@dmampo.org