

**NOTICE OF MEETING**

**Des Moines Area Metropolitan Planning Organization (MPO)  
Policy Committee**

—

**4:00 p.m. Thursday, June 20, 2024**

**Des Moines Area MPO Burnham Conference Room**

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**TENTATIVE AGENDA**

- 1. Call To Order**
- 2. VOTE: Approval of Agenda**
- 3. VOTE: FFY Approval of the Meeting Minutes** ..... Page 2
  - Approve the May 16, 2024, meeting minutes.
- 4. CONSENT and VOTE: May Financial Statement** ..... Page 6
- 5. CONSENT and VOTE: Investment Policy** ..... Page 7
- 6. PUBLIC COMMENT on MPO Actions** ..... Page 8
- 7. PRESENTATION: 2 The Top Services Update** ..... Page 9
  - Update from 2 The Top regarding progress on the salary survey, Human Capital Plan and Governance Assessment.
- 8. PRESENTATION: DART Update** ..... Page 10
  - DART staff will provide an update on the planning process for achieving long-term stability.
- 9. REPORT and VOTE: Downtown Water Trails Change Orders** ..... Page 11
  - Report on change order #2 to Scott Avenue Dam Mitigation project and change order #1 to the Harriet Street project; consider approval.
- 10. REPORT AND VOTE: FFY 2024-2027 Transportation Improvement Program Amendments** .. Page 12
  - Report on FFY 2024-2027 Transportation Improvement Program amendment requests from DART; consider approval.
- 11. REPORT and VOTE: Draft FFY 2025-2028 Transportation Improvement Program** .....Page 13
  - Report regarding the draft Federal Fiscal Year 2025-2028 Transportation Improvement Program.
- 12. REPORT and VOTE: Self Certification**..... Page 14
  - Report on the MPO’s self-certification of compliance with federal requirements; consider approval.
- 13. REPORT and VOTE: U.D. DOT Discretionary Grant Applications**..... Page 16
  - Report on grant applications begin made by the MPO; consider approval.
- 14. REPORT: Carbon Reduction Program Funding Process**..... Page 18
  - Update on development of a process to award Carbon Reduction Program funding.
- 15. REPORT: Transportation Capital Improvement Program Update** ..... Page 19
  - Report on Transportation Capital Improvement Program (TCIP) Update
- 16. Director’s Report** ..... Page 20
- 17. Other Non-Action Items of Interest to the Committee**
- 18. Next Meeting Date – August 15, 2024, at 4:00 p.m. (no July Policy meeting)**
- 19. Adjournment**

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

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

June 2024  
Item No. 3

**ISSUE: Approval of Meeting Minutes**

VOTE: Consider approval of the May 16, 2024, MPO Policy Committee meeting minutes.

**BACKGROUND:**

The minutes of the May 16, 2024, MPO Policy Committee meeting are included on the following pages.

**RECOMMENDATION:**

Approve the minutes of the May 16, 2024, MPO Policy Committee meeting.

**STAFF CONTACT:**

Tracey Deckard, [tdeckard@dmampo.org](mailto:tdeckard@dmampo.org)  
(515) 334-0075

**Meeting Minutes**  
**Policy Committee Meeting**  
**Des Moines Area Metropolitan Planning Organization (MPO)**  
**4:00 p.m., May 16, 2024**

The MPO held a Policy hybrid in-person/ virtual meeting at 4:00 p.m., May 16, 2024. The MPO staff emailed agenda packets to the MPO’s representatives and posted the agenda at the MPO office on May 10, 2024. **In addition to these published tentative minutes, there also may be additional Meeting Notes on file with the MPO staff that are public records and available upon request as provided by law. These tentative minutes reflect all action taken at the meeting.**

**MPO Representatives Present:**

Michael Schreck | City of Ankeny  
David Jones | City of Ankeny  
Ted Weaver | City of Clive  
Amanda Wanke | DART  
Connie Boesen | City of Des Moines  
Carl Voss | City of Des Moines  
Scott Sanders | City of Des Moines  
Joe Gatto | City of Des Moines  
Malcolm Hankins | City of Des Moines  
Len Murray | City of Pleasant Hill  
Jeff Walters | Polk City  
Steve Van Oort | Polk County  
Joel Akers | Van Meter\*\*  
Jamie Letzring | City of West Des Moines  
Laura Reveles | City of West Des Moines  
Mike Jones | City of Windsor Heights

**MPO Representatives Absent**

Dean O’Connor | City of Altoona  
Doug Elrod | City of Bondurant  
Ruth Randleman | City of Carlisle  
Kathie Hungerford | City of Cumming\*\*  
Mark Hanson | Dallas County  
Colton Fors | City of Elkhart\*\*  
Scott Mikkelsen | City of Grimes  
Stephanie Erickson | City of Indianola\*\*  
Jim Evans | City of Johnston  
Brian Baker | City of Norwalk  
Ryan Marquardt | Madison County\*\*

Tammi Dillavou | City of Mitchellville  
Robert Andeweg | City of Urbandale  
Joel Akers | Van Meter  
Mark Snell | Warren County  
Courtney Clarke | City of Waukee  
Shelby Ebel | IDOT \*  
Julia Castillo | HIRTA\*  
Kevin Foley | Des Moines International Airport\*  
Johnnie Gibson | FHWA\*  
Daniel Nguyen | FTA\*  
Eva Steinman | FTA\*  
\* Advisory/Non-Voting Representatives  
\*\* Associate/Non-Voting Representative

**Others Present:**

Clifford Leonard | Public  
Bret VandeLune | Polk County

**MPO Staff Present:**

Scott Brennan | MPO General Counsel  
Dylan Mullenix | Executive Director  
Zach Young | Project Manager  
Gunnar Olson | Public Affairs Manager  
Zhi Chen | Senior Planner  
Carl Saxon | Senior Planner  
Rhonda Miller | Accountant

**1. Call To Order**

Vice Chair Walters recognized a quorum and called the May Policy Meeting to order at 4:01 p.m.

**2. Approval of Agenda**

**MOTION:** A motion was made by Gatto and seconded by Boesen to approve the Des Moines Area Metropolitan Planning Organization, May 16, 2024, meeting agenda.

**MOTION CARRIED UNANIMOUSLY**

**3. Approval of Meeting Minutes**

**MOTION:** A motion was made by Gatto and seconded by Murray to approve the Des Moines Area Metropolitan Planning Organization April 18, 2024, meeting minutes.

**MOTION CARRIED UNANIMOUSLY**

**4. Approval of the Financial Statement**

**MOTION:** A motion was made by Gatto and seconded by Boesen to approve the Des Moines Area Metropolitan Planning Organization April Financial Statement.

**MOTION CARRIED UNANIMOUSLY**

**5. Contracts and Expenses**

Executive Director presented. Recommend approval of payment to *Business Publications* for the Business Record Commercial Real Estate Forum Sponsorship in the amount of \$6,150.00.

**MOTION:** A motion was made by Weaver and seconded by Gatto to approve payment to *Business Publications* for the Business Record Commercial Real Estate Forum Sponsorship in the amount of \$6,150.00.

**MOTION CARRIED UNANIMOUSLY**

**6. Public Comment- none**

**7. Presentation: Polk County Project Updates**

Presentation by Bret VandeLune, Polk County.

**8. 2 The Top Contract Services Update**

Executive Director and Cass Hall presented.

**9. Fiscal Year 2025 Unified Planning Work Program and Budget Final Draft**

Executive Director presented. Consider approval of the FY 2025 Unified Planning Work Program (UPWP) and budget.

**MOTION:** A motion was made by Weaver and seconded by Voss to approve the FY 2025 Unified Planning Work Program and Budget.

**MOTION CARRIED.**

**10. IPAIT Fixed Rate Investments**

Executive Director presented. Consider authorizing staff to move a portion of the reserve funds held in the Iowa Public Agency Investment Trust's (IPAIT) diversified fund to fixed-term investments. Discussion ensued.

**MOTION:** A motion was made by Weaver and seconded by Gatto to approve the staff to move a portion of the reserve funds held in the Iowa Public Agency Investment Trust's (IPAIT) diversified fund to fixed-term investments.

**MOTION CARRIED.**

**11. Mobilizing Tomorrow Update**

Project Manager, Zach Young presented an update on the development of Mobilizing Tomorrow, the MPO’s long-range transportation plan. Report and discussion only.

**12. Carbon Reduction Program Funding Process**

Project Manager, Zach Young provided an update on developing a process to award the remaining Carbon Reduction Program (CRP) funding to reduce transportation related emissions. Report and discussion only.

**13. DMDC 2024 Debrief and Legislative Update**

Executive Director presented. Update on MPO-related activities that took place during the May 8-10, 2024, Greater Des Moines Partnership DMDC trip. Report and discussion only.

**14. Director Report**

The Executive Director provided an update of MPO activities and introduced the new summer intern, Joshua Squires. He discussed the plan to Optimize the MPO organization and staff. He reported on staff activities including Senior Planners, Zhi Chen and Carl Saxon presenting at a conference in New Mexico about the MPO Data Bike. An update on MPO staffing, Norfolk Southern Passenger Rail Line and advised of inquiries from the Des Moines Register on the Future 435 and Norfolk Southern Passenger Rail Line. Public Relations Manager, Gunnar Olson discussed the inquiries from the Des Moines Register and indicated that he encouraged the Register reporter into waiting to report on the items until additional information was available.

**15. Other Non-Action Items of Interest to the Committee**

None.

**16. Next Meeting Date- June 20, 2024, at the MPO offices at 4:00 p.m.**

**17. Adjournment**

Hearing no objection to the contrary, The Vice- Chair adjourned the meeting at 4:52 p.m.

June 2024  
Item No. 4

**ISSUE: April Financial Statement**

REPORT and VOTE: Consider receiving and filing the May Financial Statement.

**BACKGROUND:**

The May 2024 Financial Statement consists of documents at the following links:

- [Statement of Financial Position](#)
- [Budget vs. Actuals](#)
- [Transaction List by Vendor](#)
- [Water Trails Transactions Detail](#)
- [Water Trails DOT Grant Fund Balance](#)

Note the Finance Subcommittee reviewed these documents did not have any questions or concerns.

**RECOMMENDATIONS:**

Receive and file the May Financial Statement. Recommended by the Executive Committee.

**STAFF CONTACT:**

Rhonda Miller, [rmiller@dmampo.org](mailto:rmiller@dmampo.org)  
(515) 334-0075

June 2024  
Item No. 5

**ISSUE: Investment Policy**

REPORT and VOTE: Consider reaffirming the MPO's existing investment policy for Fiscal Year 2025.

**BACKGROUND:**

The MPO's Banking and Public Funds Investment Policy outlines the procedures and safeguards for the investment of public funds owned by the MPO. The policy states that the MPO will review the policy annually.

The MPO currently holds a checking account and a money market account at First National Bank and an investment account at the Iowa Public Agency Investment Trust (IPAIT). The MPO maintains a majority of its funds in the investment account and electronically transfers money between accounts, as needed.

[The Investment Policy chapter of the MPO's Policies and Procedures manual, which reflects the current policy, is available here.](#)

**RECENT ACTIONS:**

The MPO last amended the investment policy in 2021 based on feedback from the Finance Subcommittee. The Finance Subcommittee and the Policy Committee reaffirmed the existing policy in June 2023, and the MPO incorporated the policy into the Policies and Procedures Manual that was adopted in August 2023.

MPO staff recommends maintaining the current policy with no changes. Staff has also sent the policy to the Finance Subcommittee for its review; staff will share any feedback from the subcommittee at the June meeting.

**RECOMMENDATION:**

Reaffirm the current investment policy. Recommended by the Executive Committee.

**STAFF CONTACT:**

Dylan Mullenix, [dmullenix@dmampo.org](mailto:dmullenix@dmampo.org)  
(515) 334-0075

June 2024  
Item No. 6

**ISSUE: Public Comment of MPO Actions**

PUBLIC COMMENT: Opportunity for public comment on actions taken by the MPO board.

**BACKGROUND:**

The MPO's *Public Participation Plan* provides an opportunity for the public to comment on items on the agenda.

**RECOMMENDATION:**

None. Public comment only.

**STAFF CONTACTS:**

Dylan Mullenix, [dmullenix@dmampo.org](mailto:dmullenix@dmampo.org)  
(515) 334-0075



June 2024  
Item No. 7

**PRESENTATION: 2 The Top Services Update**

PRESENTATION: Update from 2 The Top regarding progress on the salary survey, Human Capital Plan, and Governance Assessment.

**BACKGROUND:**

The Policy Committee in December 2023 voted to approve a contract with 2 The Top to manage the process of hiring a new MPO Executive Director. In addition to the Executive Director search, 2 The Top's contract also included work to update the MPO staff salary analysis. In April 2024, the Policy Committee voted to add to 2 The Top's scope of work a Human Capital Plan and a Governance Assessment:

- **Human Capital Plan** to provide a strategic document focused on maximizing the potential and performance of the MPO's workforce. This would support the aforementioned staff salary analysis. A more thorough project scope is available [here](#).
- **Governance Assessment** to review the current governance structure and offering recommendations to improve the effectiveness for decision makers supporting transparency for operations, improving communication between staff and the Policy Committee, and creating better systems for engaging Committee members in the work. A more thorough project scope is available [here](#).

Cassandra Halls from 2 The Top will attend the June meeting to provide an update on the progress of these activities.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Dylan Mullenix, [dmullenix@dmampo.org](mailto:dmullenix@dmampo.org)  
(515) 334-0075

June 2024  
Item No. 8

**PRESENTATION: DART Update**

PRESENTATION: DART staff will provide an update on a planning process for achieving long-term stability.

**BACKGROUND:**

The MPO Policy Committee recently voted to award \$3.6 million of Carbon Reduction Program (CRP) funding to the Des Moines Area Regional Transit Authority (DART), following the recommendations of the MPO Executive Committee and Funding Subcommittee. The funding was for replacement buses, which provided DART the flexibility to use separate federal funds for operating expenses. The net effect of the one-time funds is that it allowed the DART Commission to close a budget gap and maintain services for two years. During that time, the DART Commission will engage DART's member communities in planning for long-term sustainability.

The DART Commission has until December 2025 to determine funding and service levels for the regional transit system to address funding gaps ahead of DART's FY2027 budget conversations. By then, DART will have a \$4.7 million shortfall due to the implementation of its funding formula, as well as an estimated \$2 million budget gap based on current service levels and property tax commitments.

DART staff will provide an update to the Transportation Technical Committee on the planning process.

**RECOMMENDATION:**

None. Presentation and discussion only.

**STAFF CONTACTS:**

Gunnar Olson, [golson@dmampo.org](mailto:golson@dmampo.org)  
(515) 334-0075

June 2024  
Item No. 9

**ISSUE: Downtown Water Trails Change Orders**

REPORT and VOTE: Report on change order #2 to the Scott Avenue Dam Mitigation project and change order #1 to the Harriet Street project; consider approval.

**BACKGROUND:**

Snyder and Associates has made the MPO staff aware of a couple of change orders to the Downtown Water Trails project. These change orders are summarized below:

- Scott Avenue Dam Mitigation (change order #2) – Extend the stage 1 completion date from May 30, 2024, to June 21, 2024. The schedule change is due to the City of Des Moines Levee project extending past its August 1, 2023, deadline. There is no cost associated with this change order.
- Harriet Street project (change order #1) – Add a Polymer Grid to account for poor soils, modify subbase matter more suitable for Polymer Grid, add footings to base plan as a bid item, and add debris/trash removal. The additional cost for these items will be \$56,594.

**RECOMMENDATIONS:**

Recommend approval of change order #2 to the Scott Avenue Dam Mitigation project and change order #1 to the Harriet Street project.

**STAFF CONTACTS:**

Zach Young, [zyoung@dmampo.org](mailto:zyoung@dmampo.org)  
(515) 334-0075

May 2024  
Item No. 10

**ISSUE: FFY 2024-2027 Transportation Improvement Program Amendments**

REPORT and VOTE: Consider approval of the amendments to *Federal Fiscal Year 2024-2027 Transportation Improvement Program*.

**BACKGROUND:**

The Des Moines Area Regional Transit Authority (DART) has requested the following amendment to the *FFY 2024-2027 Transportation Improvement Program*:

Sponsor: DART  
Project: Technology and Ridership Promotion (55857)  
Federal Aid Amount: \$80,000  
Total Cost: \$100,000  
Type of Funding: ICAAP  
Change: Add to FFY 2024

Sponsor: DART  
Project: Route 17 Extension to Bondurant (55859)  
Federal Aid Amount: \$104,784  
Total Cost: \$130,980  
Type of Funding: ICAAP  
Change: Add to FFY 2024

Sponsor: DART  
Project: Vehicle Purchase (22143)  
Federal Aid Amount: \$3,600,000  
Total Cost: \$4,500,000  
Type of Funding: CRP  
Change: Add to FFY 2024

**RECOMMENDATIONS:**

Recommend approval of the proposed *Federal Fiscal Year 2024-2027 Transportation Improvement Program* amendment. Recommended by the Executive Committee.

**STAFF CONTACTS:**

Zach Young, [zyoung@dmampo.org](mailto:zyoung@dmampo.org)  
(515) 334-0075

June 2024  
Item No. 11

**ISSUE: Draft FFY 2025-2028 Transportation Improvement Program**

REPORT and VOTE: Report regarding the draft *Federal Fiscal Years 2025-2028 Transportation Improvement Program*; consider approval.

**BACKGROUND:**

The MPO staff is required to develop a four-year Transportation Improvement Program (TIP) by updating the current TIP for the MPO. The purpose of the TIP is to list all projects in the MPO planning area proposed to receive federal funding and scheduled to begin within the next four federal fiscal years.

The MPO staff requested that MPO member governments and participating agencies review and report any project changes, new projects, or “roll-over” projects programmed in Federal Fiscal Year (FFY) 2024, 2025, 2026, 2027, and/or 2028. Staff developed the project listing for the FFY 2025-2028 TIP with the information provided by the member governments.

MPO staff on June 15 will submit the draft FFY 2025-2028 TIP to the Iowa Department of Transportation (DOT) and Federal Highway Administration for review and comment. Staff will incorporate any comments received into the final draft. The final FFY 2025-2028 TIP is due to the Iowa DOT by July 15.

The MPO’s Public Participation Plan requires the FFY 2025-2028 TIP to undergo a 45-day comment period and have a public input meeting. Staff have scheduled an online public input meeting at 5 p.m. Tuesday, July 9.

[The draft FFY 2025-2028 TIP and the TIP project list is available on the MPO website \(click to access\).](#)

**RECOMMENDATIONS:**

Recommend approval of the draft *Federal Fiscal Years 2025-2028 Transportation Improvement Program* and forward to the Iowa DOT for review. Recommended by the Executive Committee.

**STAFF CONTACT:**

Zach Young, [zyoung@dmampo.org](mailto:zyoung@dmampo.org)  
(515) 334-0075

June 2024  
Item No. 12

**ISSUE: Self-Certification**

REPORT and VOTE: Consider approval of the MPO's self-certification of compliance with federal requirements.

**BACKGROUND:**

The MPO is required to annually self-certify its planning process to ensure it complies with federal requirements. The MPO traditionally includes a signed self-certification statement in the annual Transportation Improvement Program. One recommendation from the MPO's last federal certification review was to put more emphasis on the annual self-certification to provide the MPO committees a better understanding of the various federal requirements with which the MPO must comply.

At the June meeting, the MPO staff will review the federal requirements and discuss how the MPO's planning process complies with each. A formal self-certification statement will be included in the *Federal Fiscal Years 2025-2028 Transportation Improvement Program*, which is anticipated to be approved by the MPO in July.

The draft self-certification statement is included on the following page.

**RECOMMENDATION:**

Approve the MPO's annual self-certification. Recommended by the Executive Committee.

**STAFF CONTACT:**

Dylan Mullenix, [dmullenix@dmampo.org](mailto:dmullenix@dmampo.org);  
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**Annual Self-Certification of Compliance to the Federal Highway Administration that the Des Moines, Iowa, Transportation Management Area's Metropolitan Transportation Planning Process Is Being Conducted in Accordance With All Applicable Federal Requirements of:**

- (1) Title 23 U.S.C. §134, 49 U.S.C. §5303 and 23 CFR part 450.306 which require that a continuing, cooperative and comprehensive planning process be carried out by the state and local officials;
- (2) §174 and 176(c) and (d) of the *Clean Air Act*, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93 have been met for nonattainment and maintenance areas;
- (3) Title VI of the *Civil Rights Act of 1964*, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21 have been met, and 23 CFR part 450.316 which requires the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households be sought out and considered, and Indian Tribal government(s) be appropriately involved;
- (4) 49 U.S.C. 5332, the *Older Americans Act* (42 U.S.C. 6101), as amended and §324 of Title 23 U.S.C., prohibiting discrimination in programs or activities receiving Federal financial assistance on the basis of race, color, creed, national origin, sex, gender, or age in employment or business opportunity;
- (5) §1101(b) of *Safe, Accountable, Flexible, Efficient Transportation Equity Act: Legacy of Users* (Public Law 109-59) regarding the involvement of disadvantaged or minority business enterprises in FHWA and FTA funded planning projects (49 CFR Part 26), and the requirements of 23 CFR part 230 regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contract;
- (6) Provisions of the *Americans with Disabilities Act of 1990* (42 U.S.C. 12101 *et seq.*) and 49 CFR, parts 27, 37 and 38, and §504 of the *Rehabilitation Act of 1973* (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities;
- (7) §450.324 of 23 CFR, which requires the Transportation Improvement Program to be financially constrained, and the Federal Transit Administration (FTA) policy on the documentation of financial capacity, published in FTA Circulars; and,
- (8) Provisions of 49 CFR part 20 regarding restrictions on influencing certain Federal activities.

So hereby certified on this 12th day of July 2024.

Dylan Mullenix  
Executive Director

June 2024  
Item No. 13

**ISSUE: US DOT Discretionary Grant Program Applications**

REPORT and VOTE: Consider approval of staff developing applications for two discretionary US Department of Transportation.

**BACKGROUND:**

The Des Moines Area MPO staff recommends preparing applications for two U.S. Department of Transportation discretionary funding opportunities, including the Charging & Fueling Infrastructure Discretionary Grant Program and the Active Transportation Infrastructure Investment Program. The MPO’s [Involvement Decision Tree](#) points to the MPO taking a lead role on these applications.

- **Charging & Fueling Infrastructure (CFI) Discretionary Grant Program**
  - Established by the Bipartisan Infrastructure Law and will provide up to \$2.5 billion over five years to a full range of applicants, including cities, counties, local governments, and tribes.
  - Funding is available to deploy Electric Vehicle charging infrastructure and other alternative fueling infrastructure projects.
  - MPO submitted an unsuccessful application in 2023; a new application period opened in late May 2024.
  - \$520 million available for previous applications not yet funded.
    - The MPO’s previous application was “not recommended” last round and is therefore ineligible for resubmission.
  - \$800 million available for new applications.
    - New applications are due August 28.
  - MPO staff is working with MPO members, as well as the Mid-Iowa Planning Alliance (MIPA) and the Central Iowa Regional Transportation Planning Alliance (CIRTPA), to identify sites for Level 2 and Level 3 charger installations.
  - The MPO would draft and submit a regional grant application for this program; jurisdictions with stations would fund local match if funds received.
  
- **Active Transportation Infrastructure Investment Program**
  - Established by the Bipartisan Infrastructure Law with funding available to help identify, prioritize, and implement improvements to the largest barriers to safe, accessible, and equitable pedestrian and bicycle network connectivity.
  - Up to \$45 million is available in this first round of funding. Of this, up to \$3 million is available for planning and design grants, with the remaining funds available to construct active transportation networks and spines.
  - MPO staff plans to apply for a \$200,000 planning grant to identify improvements to the active transportation network.
  - If awarded, the MPO would be required to provide a 20%, or \$50,000, local match.



**RECOMMENDATIONS:**

Recommend approval of MPO staff submitting applications for the CFI Discretionary Grant Program and the Active Transportation Infrastructure and Investment Program. Recommended by the Executive Committee.

**STAFF CONTACT:**

Carl Saxon, [csaxon@dmampo.org](mailto:csaxon@dmampo.org)  
(515) 334-0075

**ISSUE: Carbon Reduction Program Funding Process**

REPORT: Update on developing a process to award the remaining Carbon Reduction Program (CRP) funding to reduce transportation related emissions.

**BACKGROUND:**

The Bipartisan Infrastructure Law established the Carbon Reduction Program (CRP) in [23 U.S.C. 175](#), which provides funds for projects designed to reduce transportation emissions. Additional guidance from the Federal Highway Administration regarding CRP funds is [available here](#).

The MPO has approximately \$9.1 million in CRP funds to allocate to projects. In April, the Policy Committee voted to award \$3.6 million in CRP funding to DART for bus replacements, thereby freeing up other dollars to address DART's near-term operational needs. This leaves approximately \$5.5 million in available CRP funding between FFY 2025 - 2028 to award to other eligible projects. The MPO receives approximately \$1.4 million in CRP funding annually.

The Funding Subcommittee and the Policy Committee asked staff to develop a process for awarding the remaining CRP funding. At the May MPO TTC meeting, staff invited a representative from the Iowa DOT to discuss the CRP program, including eligible projects and information about how other MPOs are using CRP funds. Following this presentation, the TTC agreed to form a subcommittee to continue discussing options and to develop a recommendation on how to proceed.

The CRP subcommittee meet on May 16, 2024, to discuss a process to award the remaining CRP funding. An update from the subcommittee will be provided at the June meeting.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Zach Young, [zyoung@dmampo.org](mailto:zyoung@dmampo.org)  
(515) 334-0075

June 2024  
Item No. 15

**ISSUE: Transportation Capital Improvement Program Update**

REPORT: Update on the development of the region's Transportation Capital Improvement Program (TCIP).

**BACKGROUND:**

- Purpose: To create a cohesive TCIP by compiling individual municipalities' capital improvement programs to facilitate public engagement.
- Need: Each municipality should submit a copy of its most recent CIP.
- Deadline: Submissions are required by July 21.
- Next Steps: Continued collection and integration of municipalities' CIP data, with project completion targeted for August 2024.

**RECOMMENDATIONS:**

None. Report and discussion only.

**STAFF CONTACT:**

Josh Squires, [jsquires@dmampo.org](mailto:jsquires@dmampo.org)  
(515) 334-0075

June 2024  
Item No. 16

**ISSUE: Director's Report**

REPORT: Update by the Executive Director on MPO Activities.

**BACKGROUND:**

The Executive Director will provide an update on MPO activities.

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACTS:**

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(515) 334-0075