



CARBON REDUCTION PROGRAM

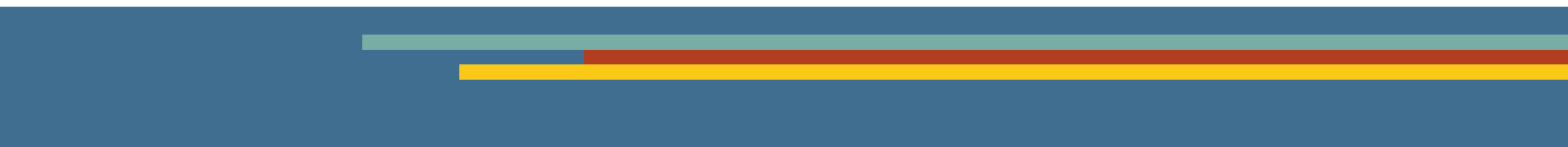
Funding Guidelines for Federal Fiscal Year 2029

August 2024



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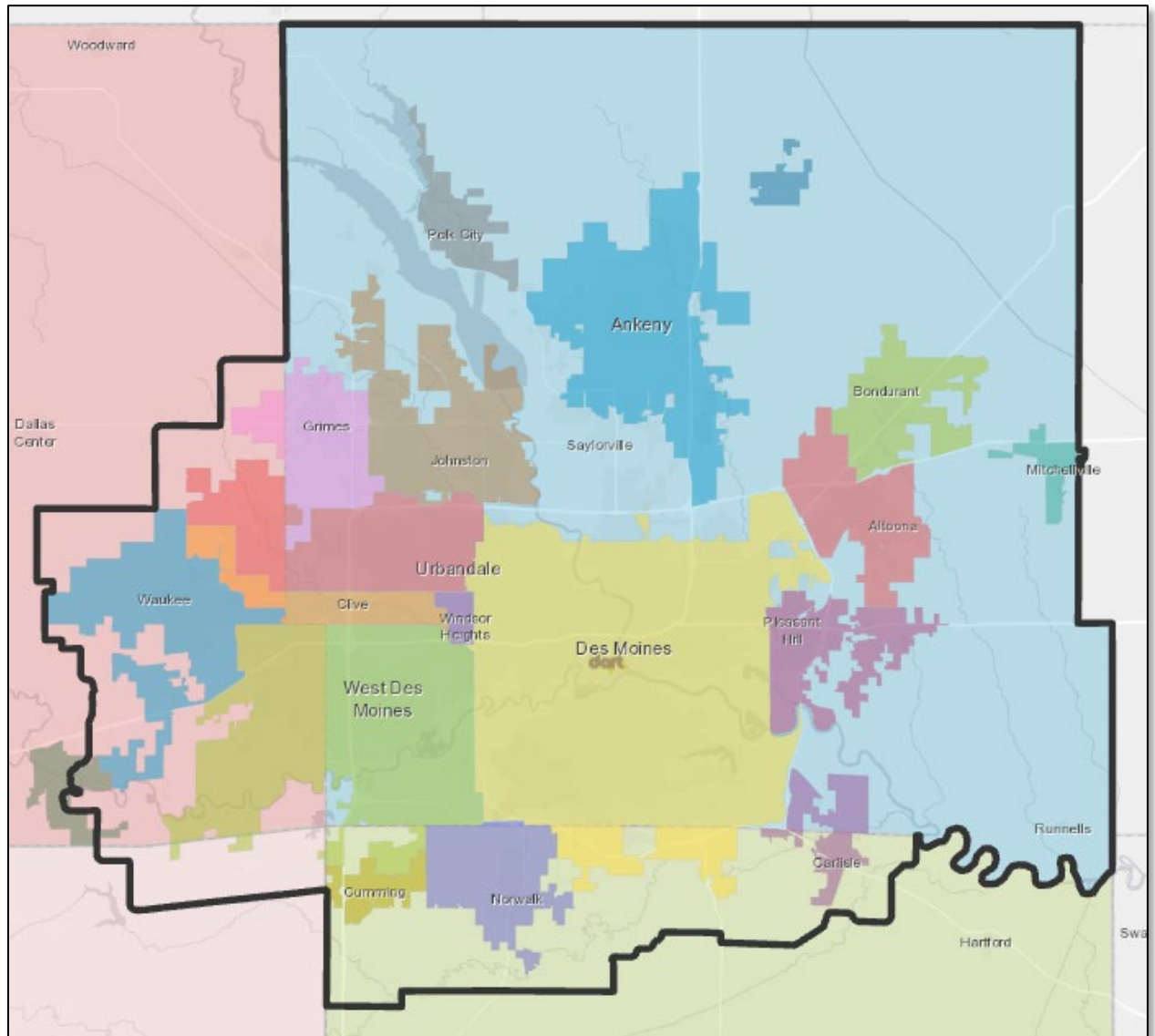


Schedule and Decision Making Process

August 30, 2024	Applications posted to the MPO website.
<u>September 27, 2024</u>	CRP applications due by 5:00.
Early October 2024	MPO Funding Subcommittee listens to presentations from project applicants.
Late October 2024	MPO Funding Subcommittee holds a meeting to develop the CRP funding recommendations.
November 2024	CRP Recommendation presented MPO Policy for action.
November 2024	<i>Federal Fiscal Years 2025-2028 Transportation Improvement Program (FFY 2025-2028 TIP) amended to include the CRP awards.</i>

** All dates are tentative and subject to change.*

Map of MPO Member Communities



Grant Information and Guidelines

Eligibility

- All projects applying for MPO CRP funding must be sponsored by one or more of the nineteen MPO member governments, the Iowa Department of Transportation, or the Des Moines Area Regional Transit Authority. Other entities are eligible only with co-sponsorship by one of the organizations listed above.
- Projects must be consistent with the goals of the *Iowa DOT's Carbon Reduction Strategy* located [here](#).
- A summary of eligible project types is located in Appendix B.

Preparing the Grant Application

- Applicants are expected to refer to the Iowa DOT's 2023 Carbon Reduction Strategy while preparing their CRP grant application. The Iowa DOT's Carbon Reduction Strategy is available [here](#).
- Applicants are also expected to refer the Federal CRP Guidance located [here](#).

Grant Application

- The application must be submitted on-line. The link to CRP grant applications and copies of the application questions can found on the MPO website [here](#).
- Each grant application must answer all of the questions including providing a detailed summary of expenditures.
- CRP projects require a minimum 20 percent local match.
- Email a scanned copy of the resolution from that sponsor's council, board of supervisors, or similar governing body, guaranteeing the local funds for the CRP match and authorizing the project. An example resolution can be found in [Appendix A](#).
- Email a PDF map of the project location to MPO staff.
- Applications are due on or before 5:00 p.m. on the posted deadline.
- For general CRP applications: Questions, scanned letters and maps should be sent to: Zach Young, zyoung@dmampo.org.

Grant Review Criteria

- The MPO, when considering project requests for CRP funds, shall place primary emphasis upon the project's ability to reduce transportation related carbon emissions.
- Carbon emission reduction's will be based off the Federal Highway Administration's Carbon Emissions Calculator Toolkit located [here](#).
- Applicants will select the calculator that corresponds with the project type they select in their application
- Secondary criteria that will be considered in the application includes:
 - Safety;
 - Equity;
 - Climate Change and Sustainability; and,
 - ADA Accessibility.
- The Funding Subcommittee will consider carbon reduction as well as the secondary criteria when

making their award recommendation to the Policy Committee.


Project Status Updates

If awarded the funds, the community is required to update the MPO on the status of the project. The status updates should follow the Iowa DOT's development progress in TPMS which includes the following steps:

1. Concept Statement
2. Preliminary Plans
3. Check Plans
4. Final Plans
5. Clearances
6. Development Certification
7. Plan Turn In

Project sponsors will include the MPO staff in their correspondence with the Iowa DOT at each stage in the development process. This will increase coordination and allow the staff to better serve its member governments.

Funding Considerations

- Jurisdictions must bear the initial expenditures of the project, and receive reimbursement for eligible expenditures, as defined by the Iowa DOT. The agreement with the Iowa DOT provides for reimbursement of up to 80 percent of the project cost, or a set amount, whichever is less. Design and engineering costs are generally incurred in the early stages of a project.
 - CRP funds shall be allocated to an individual project for a specific fiscal year in the TIP. For projects extending over multiple years for implementation, funds may be allocated to each of the necessary fiscal years within the TIP to complete the requested project.
 - If the total amount of CRP funds received by the MPO for any given fiscal year is less than the total amount of CRP funds allocated by the MPO for that fiscal year, then the MPO shall re-evaluate all of the projects funded for that fiscal year and reallocate CRP funds to those projects based upon the total amount of CRP funding actually available for that fiscal year.
 - Prior to review of new projects to be considered for CRP funding, the MPO shall determine the status of all prior commitments. All projects previously approved and for which some part of CRP funds have been obligated shall receive priority consideration for future or additional funding, except if reasonable progress to completion is not maintained as determined by the MPO. However, the MPO may reduce or eliminate multi-year funding commitments in response to revenue shortfalls, reductions in its CRP allocation, or new priorities.
 - MPO staff shall submit to the Funding Subcommittee a ranking of individual project based on the project's ability to meet targeted performance criteria. Staff's recommendations for individual projects shall be used by the MPO in the MPO's decision-making process for assigning CRP funds to requesting transportation improvement projects.
 - Once the MPO has selected projects for funding, the MPO shall forward a letter to recipient outlining the stipulations associated with acceptance of the MPO's funds, including the need for the recipient to provide periodic updates on the project to the MPO.
 - Funding can support multi-year projects.
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- 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. By applying to receive these funds the applicant is acknowledging that they understand and adhere to the principles of Title VI when performing activities related to the funding they receive from the Des Moines Area Metropolitan Planning Organization.

Project Amendment Process

When a jurisdiction changes the scope of a project, after funds are awarded by the MPO, the project must be reviewed again by the TTC and the MPO Funding Subcommittee to determine whether the change in project scope would have materially changed the project's original performance to meet set performance measures and targets. Based on that determination, the Subcommittee will make a recommendation to the MPO Executive Committee, up to and including the withdrawal of MPO approval for CRP funding for the project. This is the same process that may occur when a project does not make appropriate, scheduled progress leading to recapture and reallocation of future funds previously designated for the project. The MPO Executive Committee will, after due consideration, make a recommendation to the full MPO for a final decision. Immaterial changes that would not affect the original performance of a project previously ranked and approved for MPO funding may be permitted in the sound discretion of the MPO Executive Director.

TIP Amendment Process

Amendments

An amendment is a revision to the TIP. An amendment can include an addition or deletion of a project or a major change in design concept or scope. Any proposed changes that meet any of the following criteria are considered amendments.

- **Project cost:** Projects in which the recalculated project costs increase federal aid by more than 30 percent or increase total federal aid by more than \$2 million from the original amount.
- **Schedule changes:** Projects added or deleted from the TIP.
- **Funding sources:** Adding an additional federal funding source.
- **Scope changes:** Changing the project termini, project alignment, the amount of through traffic lanes, type of work from an overlay to reconstruction, or a change to include widening of the roadway.

If the change to the TIP is an amendment, two primary procedural requirements exist: approval by the MPO's technical and policy boards and that the project follow the MPO's public participation process. When the TIP is amended, the MPO is required to re-demonstrate fiscal constraint of the TIP/STIP. An amendment is limited by the MPO's fiscal constraint determined by the projects programmed at the TIP's approval.

Administrative Modifications

An administrative modification is a revision making a minor change to a project in the TIP. An administrative modification does not require public review and comment or board approval. In most instances, administrative modifications are also subject to re-demonstration of fiscal constraint of the TIP/STIP.

An administrative modification can include minor changes to project costs and project or project phase



initiation dates. Any proposed changes that meet any of the following criteria are considered administrative modifications.

- **Project cost:** Projects in which the recalculated projects costs do not increase federal aid by more than 30 percent or do not increase total federal aid by more than \$2 million from the original amount.
- **Schedule changes:** Changes in schedules to projects included in the first four years of the TIP.
- **Funding sources:** Changing funding from one source to another.
- **Scope changes:** All changes to a project's scope require an amendment.

Fiscal Constraint

Any change to the TIP, whether it is an administrative modification or an amendment, is subject to the fiscal constraints of the MPO. For example, if a community has a programmed project in the current construction year of the TIP has \$1 million in federal aid (FFY 2020 in the FFY 2020-2024 TIP) and another project in FFY 2022 has \$1.5 million in federal aid and they requested to move the FFY 2022 project up to FFY 2020, then the requesting jurisdiction would either have to move their currently programmed project backwards and another project with at least \$500,000 in federal aid move backwards to FFY 2021 or later or find a project with at least \$1.5 million in federal aid and have that project move backwards.

Note that the MPO's fiscal constraint is by funding type. For example, if the MPO has \$10 million in STBG funding programmed in the construction year of the TIP, that is the total amount of STBG funding that is available to be spent in that year. In the example in the previous paragraph, funding has to be the same type (e.g. STBG, CMAQ, TAP, etc.).

The requirement to ensure fiscal constraint does not apply to construction year projects that have already been programmed at their full federal aid participation rate and whose programming entry is being adjusted based on an updated cost estimate. That would include all projects that have been programmed with an 80/20 or 90/10 split. Fiscal constraint also does not apply to non-formula funds such as TIGER funding and reapportioned earmark funds.

Additional Fund Availability

Each year the Iowa DOT provides the MPO with updated CRP targets. These updated targets often result in excess funding from previous years that is available to allocate to projects. As a rule, the MPO will hold around \$250,000 in reserve. The amount of CRP funds above the \$250,000 threshold will be presented to the Funding Subcommittee along with a list of TIP projects that were previously awarded CRP funds.

The Funding Subcommittee will make a recommendation for project funding and for the recommendation to be forwarded to the MPO Policy Committees for approval. Upon approval by the MPO Policy Committee, MPO staff will update the project in the TPMS system. The following summarizes the process:

1. The MPO staff will review excess CRP funding at the beginning of March of each year and determine if excess CRP funding exceeds the \$250,000 reserve threshold;
2. Staff will report the excess funding amount along with a list of eligible TIP projects to the Funding Subcommittee;

3. Funding Subcommittee will develop an excess funding recommendation; and,
4. The excess funding recommendation will be presented to and approved by the Policy Committee.

Termination of Funding: Considerations

If a jurisdiction/agency's CRP funded project does not make satisfactory progress, does not follow the original scope of the project, or does not obligate the CRP funds provided within the year those funds were authorized by the MPO and noted for that project as previously documented, then the MPO may cancel the remaining CRP funding for that project and return those CRP funds for inclusion in the next fiscal year's CRP funding allocation for projects. Such action to cancel project funding shall be based on the following criteria:

- 1) The MPO strongly believes it necessary to maintain rapid turnover of funds and implementation of specific projects so as not to jeopardize the loss of any funding.
- 2) The MPO strongly encourages jurisdictions/agencies to have at least preliminary project plans completed prior to submitting a project for the MPO's consideration for funding.
- 3) The MPO strongly believes that such a stipulation shall cause jurisdictions/agencies to provide better and more accurate project cost estimates and detailed traffic and engineering data, enabling both the TTC and the MPO to evaluate a project's feasibility in a more detailed manner.

Interpretation

When and as necessary, the Funding Subcommittee will exercise responsibility for interpreting the applicable Guidelines, subject to review and approval, disapproval, or modification by the MPO Executive Committee, subject to review and approval, disapproval, or modification by the full MPO Policy Committee.

Appendix A: Example Formal Resolution

A RESOLUTION AUTHORIZING THE **[MEMBER GOVERNMENT]** TO SUBMIT AN APPLICATION FOR CARBON REDUCTION PROGRAM (CRP) TO THE DES MOINES AREA METROPOLITAN PLANNING ORGANIZATION (MPO) FOR THE PARTIAL FUNDING OF THE CONSTRUCTION OF **[PROJECT NAME]** AND FURTHER APPROVING THE APPLICATION WHICH OBLIGATES THE **[CITY]** TO MATCHING FUNDS FOR THE CONSTRUCTION OF SAID PROJECT

Whereas, the **[Member Government]** is a full member of the Des Moines Area Metropolitan Planning Organization; and

Whereas, the Carbon Reduction Program provides funding to local jurisdictions for the construction of eligible projects; and

Whereas, the program is administered by the Des Moines Area Metropolitan Planning Organization which prioritizes and ranks all project applications; and

NOW, THEREFORE, BE IT RESOLVED BY THE **[GOVERNING BODY]** OF THE **[MEMBER GOVERNMENT]** that:

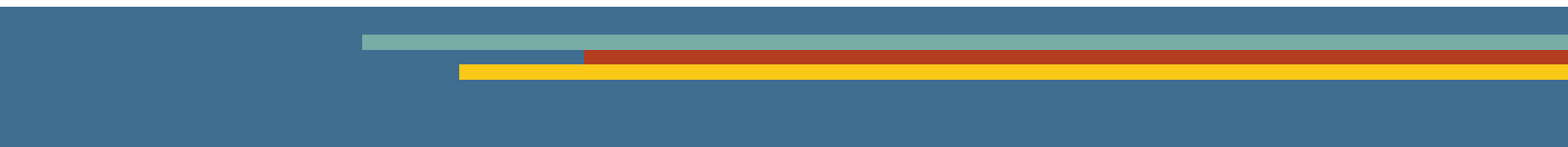
The **[Governing Body]** supports and approves the attached application for Federal Carbon Reduction Program funding.

The **[Governing Body]** hereby commits to the **[Member Government]** matching monies as required by the Federal Carbon Reduction Program funding.

The **[Member Government]** hereby commits to accepting and maintaining these improvements for a minimum of twenty (20) years following the completion.

The **[Designated Official]** is hereby authorized to approve and execute the application on behalf of the **[Governing Body]**.

PASSED AND APPROVED THIS date _____



Appendix B: Eligible Project Types

This is not an exhaustive list, but is intended to provide applicants with an idea of possible projects that are eligible for CRP funding:

Eligible Project Examples	
Bus replacement	Projects that help avoid detours or delays
Transit facility construction or replacement	Integrated corridor management systems
Expanded transit service area and/or hours	Encourage shifting commute times
New intermodal connections	Increase vehicle occupancy rate
Construct on- or off-road facilities for bicyclists/pedestrians	Enhanced ability to conduct business remotely
Safe routes to school programs or infrastructure	Acquire, install, or operate alternative and renewable fuel infrastructure to support charging or fueling
Complete Streets implementation	Purchase low/no emission transit vehicles
Carpool/vanpool programs	Enhance coordination with other sectors to advance policies, equipment, and infrastructure associated with alternative and renewable fuels
Expanded micromobility options	Use lower carbon materials
Electric bicycle incentives	Design infrastructure to have lower carbon emissions across its life cycle
Advanced mobility, access, and on-demand transportation service technologies	Purchase or lease zero-emission construction equipment and vehicles
Planning efforts for passenger or commuter rail Passenger or commuter rail infrastructure, capital, or service	Use transportation right-of-way for energy infrastructure or generation
Procure and utilize TSMO-related equipment or technology to improve flow	Stage construction projects to minimize congestion, detours, and delay
Cross-jurisdictional TSMO coordination	Utilize other modes to reduce demand in construction zones
Enhanced traffic signal responsiveness or coordination	Enhance integration of transportation needs into development and redevelopment efforts
Enhanced traffic monitoring	Develop carbon reduction strategy
Advanced traveler information systems	Enhance freight intermodal connections
Advanced traffic management technologies	Reduce emissions at port facilities
Address bottleneck locations	Replace street lighting and traffic control devices with energy efficient alternatives