
**Guidelines for
Development of the
Iowa Statewide
Transportation
Improvement
Program
(STIP)**

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Office of Program Management
Planning and Programming Division
and
Office of Public Transit
Modal Division

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STIP Development Timeline

Target Date	Task
September 30	Applications for statewide Transportation Enhancement and Iowa Clean Air Attainment Program funding for following fiscal year due at Iowa DOT
December 1	Projected funding targets to MPO/RPA for STP (including transportation enhancements)/bridge replacement programs/transit for following fiscal year
January	Consolidated transit funding application packets distributed
January	Proposed primary road, safety and previous two-year local programs provided by Iowa DOT to MPO/RPA to assist in development of MPO/RPA TIP
February	Award of statewide Transportation Enhancement, Iowa Clean Air Attainment Program, and National Recreational Trails funding
May 1	Submission of draft MPO/RPA TIP, including consolidated transit funding application, to Program Management
June 1	Initial draft STIP to MPO/RPA for proofing
June 15	Draft STIP corrections/comments returned to District Planner by MPO/RPA
July 15	MPOs/RPAs submit final-approved TIPs to Iowa DOT
July	Statewide distribution of draft STIP
July	Statewide public participation review
August	Prepare final STIP with adjustments based on public review
September 1	Submit proposed STIP and MPO TIPs to FHWA/FTA
October 1	Receive FHWA/FTA approval of final STIP
December 1	Adjust spending authority to reflect federal authorizations
Quarterly	Summary of STP/Transportation enhancement target activity to MPO/RPA

Introduction

Purpose

This document has been prepared to assist development of the Iowa Statewide Transportation Improvement Program (STIP). Any questions regarding content or relating to the process should be directed to the appropriate District Planner. A list of District Planners for the Iowa Department of Transportation, and their areas of responsibility, is included in Appendix 1. Transit related questions should be directed to the Office of Public Transit, 800 Lincoln Way, Ames, IA., 50010, 515-239-1875.

The Transportation Equity Act for the 21st Century (TEA-21) continues the Intermodal Surface Transportation Efficiency Act of 1991's requirement for an extensive, ongoing cooperative planning effort for programming federal funding. Iowa's STIP is developed annually through a cooperative effort with nine metropolitan planning organizations (MPOs) and 18 regional planning affiliations (RPAs) (Appendix 1). The STIP is developed by incorporating into a single document the portions of the annual transportation improvement programs (TIPs) being funded by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) within Iowa. The STIP is a three-year listing of projects within the state proposed for federal-aid funding under Title 23 (Federal Highway Funding) and Title 49 (Federal Transit Assistance) of the United States Code.

All projects included in the STIP must be consistent with the Iowa statewide, MPO and RPA long-range transportation plans. Consistency means that a project flows out of a project identification, evaluation and prioritization process that has been developed to implement a strategy or objective of these plans.

The Iowa DOT requests the joint approval of the STIP by the FHWA and the FTA annually. **No FHWA or FTA funded projects will be authorized until the project is included in the first year of the STIP and has been approved by the FHWA/FTA.** The STIP must be fiscally constrained, meaning programmed amounts of federal aid must fall within limits set by the FHWA/FTA (generally related to past or estimated apportionments).

Public Participation Process

TEA-21 requires states and MPOs to develop a proactive public participation process in developing long-range transportation plans and transportation improvement programs. The state and each MPO and RPA have developed processes to involve the public in formulation of transportation improvement programs and long-range transportation plans. A variety of techniques are being used at the state, metropolitan and regional levels. They include: newsletters; surveys; letters and comment forms; county, regional and state public meetings, including use of Iowa's fiber optic network; and advisory committees. Experience and suggestions from the public will help the state and MPOs/RPAs improve opportunities for and encourage public participation. The Iowa DOT has a published report entitled "State Public Participation Process" to describe methods to involve Iowa citizens in review of the STIP (Revised July 18, 1997).

Federal Programs-Descriptions

Federal-Aid Highway Funding (Title 23)

Some FHWA funds are distributed by statutory formulas, while other funds are “discretionary”. The primary sources of FHWA formula funding to Iowa are for:

- Metropolitan Planning Program (PL). FHWA provides funding for this program to the state based on urbanized area population. The funds are dedicated to support transportation planning projects in urbanized areas with more than 50,000 population.
- National Highway System (NHS). NHS or Surface Transportation Program (STP) funds may be used to construct or improve NHS roadways.
- Interstate Maintenance (IM). This program is available to rehabilitate, restore and resurface the interstate system, but not to add capacity. Capacity additions to the interstate system can only be funded from NHS or STP funding.
- Surface Transportation Program (STP). This program is designed to address some specific issues identified by Congress and to continue programs funded under the previous highway bill. Continuation programs include the Rail/Highway Crossing Safety Program and the Highway Safety (hazard elimination) Improvement Program. STP funding may be spent on 1) roadway and bridge projects on federal-aid routes, 2) transportation enhancement projects, 3) transit capital improvements, and 4) planning activities.
- Highway Bridge Replacement and Rehabilitation Program (HBRRP). This program provides funding for bridges on public roads. Between 15 and 35 percent of the HBRRP funding must be spent on bridges off the federal-aid system. Sixty-five to 85 percent is to be used to fund bridge projects on the federal-aid system.

Federal Transit Assistance (Title 49)

A portion of federal fuel tax revenue is placed in the Mass Transit Account of the Federal Highway Trust Fund. These funds, and General Fund appropriations, are reserved for transit purposes and are administered by the FTA. Similar to the FHWA programs, the transit funding authorized by TEA-21 is managed in several ways. The largest amount is distributed to the states or to large metropolitan areas by formula. Other program funds are discretionary and some are earmarked for specific projects.

- Metropolitan Planning Program (Section 5303). FTA provides funding for this program to the state based on urbanized area population. The funds are dedicated to support transportation planning projects in urbanized areas with more than 50,000 population.
- Urbanized Area Formula Program (Section 5307). FTA provides transit operating, planning and capital assistance funds directly to local recipients in urbanized areas with populations between 50,000 and 200,000, based on population and density figures, plus transit performance factors for larger areas. Local recipients, for whom projects are programmed by the MPO, must apply directly to FTA.

- Statewide Planning and Research Program (Section 5313). These funds come to the state based on population and are used to support transportation planning projects in non-urbanized areas.
- Formula Program for Special Needs of Elderly and Person with Disabilities (Section 5310) and Non-Urbanized Area Formula Program (Section 5311). These two programs are combined and administered by the DOT. Transit programs for rural and small urban areas and for special needs transportation are formula programs. The Non-urbanized Area Formula Program is available for operating, capital and planning expenditures. The Special Needs program may be used only for capital expenditures, which includes costs of contracted services.
- Capital Investment Grants and Loans Program (Section 5309). The transit discretionary program provides federal assistance for major capital needs such as fleet replacement and construction of transit facilities. All transit systems in the state are eligible for this program. In recent years, all of these funds have been earmarked by Congress for specific projects or geographic regions.
- Job Access Reverse Commute Program (Section 3037). This program provides transportation services in urban, suburban and rural areas to assist welfare recipients and low income individuals access to employment opportunities, and to increase collaboration among the transportation providers, human services agencies, employers, metropolitan planning organizations (MPOs), and affected communities and individuals. All transit systems in the state are eligible for this program. The funds are available on a competitive basis, or may be earmarked by Congress for specific projects or geographic regions.
- Flexible funds. Certain Title 23 funds may be used for transit purposes. Transit capital assistance is an eligible use of STP funds. Transit capital and start-up operating assistance is an eligible use of Iowa Clean Air Attainment Program (ICAAP) funds. When ICAAP funds are programmed for transit projects, they are transferred to the FTA. When ICAAP funds are transferred to transit use, there will be a memorandum of understanding (Appendix 10) between the Iowa DOT and the transit operator specifying the use of the funds.

FHWA and FTA Funding Targets to MPO/RPA

FHWA Funding

The Office of Program Management provides each MPO/RPA the estimated annual and three-year STP targets for programming of eligible projects. Fifty percent of the state's 10 percent STP apportionment for transportation enhancement projects is also targeted to the MPOs and RPAs for programming. Actual targets will be revised or adjusted as approved by the Iowa Transportation Commission after passage of subsequent federal transportation acts.

Secondary bridge candidate projects are chosen by the counties and incorporated into the TIP by the RPA. A listing of all structures eligible for federal-aid participation will be provided to the MPOs, RPAs and District Planners. MPOs/RPAs should include programmed county bridge

funds when submitted by the respective county representatives, and the total federal bridge funds programmed should not exceed the approximate amount available to the counties within the MPO/RPA. Nearly all federal-aid bridge projects will be funded at 80 percent federal participation.

City bridge funds are specifically awarded through a selection process administered by the Office of Local Systems and also included in the MPO/RPA TIP. In those cases, a limitation of \$1,000,000 of federal aid is in effect.

PL fund allocations to Iowa MPOs are announced in January with a report of carryover funds available for use in the following state fiscal year.

Each MPO/RPA is to develop a three-year (at least) TIP with each year and each funding category fiscally constrained. The MPO/RPA must program within the STP (including transportation enhancements) and HBRRP targets to submit a fiscally-constrained TIP. STP projects included in the TIP must be consistent or flow from the respective MPO and RPA long-range transportation plans.

FTA and State Transit Funding

In December of each year, transit funding projections are distributed to the MPOs/RPAs and transit systems. If federal appropriations have been enacted prior to that time, the Iowa DOT will provide actual first-year figures for distributing federal formula assistance (5311 funds) for each regional and small urban transit system for the state fiscal year beginning the following July 1. These same amounts may be used as an estimate of second- and third-year suballocations. The formula funds estimates for individual transit systems in future years will be subject to change based on the level of future federal appropriations, as well as on each transit system's relative performance on a yearly basis.

Projections are also provided to the MPOs and transit systems for federal formula assistance (5307 funds) for each Iowa urbanized area for the following state fiscal year. The projections will indicate how much of each area's suballocation may be allowed to be used for operating support pending congressional appropriation. Actual urbanized-area formula appropriations will be determined after a federal transportation appropriation is enacted, which is generally into the state fiscal year and may be after the beginning of the federal fiscal year. No projected suballocations will be provided for the federal discretionary transit capital program. Amounts for this program can only be determined once a federal transportation appropriation is enacted. In most cases, a reasonable estimate of discretionary apportionments by each MPO/RPA or transit provider will be acceptable for preliminary TIP development. Programs will be adjusted through a statewide process once the federal appropriation is known.

Projected allocations for the coming fiscal year will also be provided to MPOs/RPAs and transit operators for State Transit Assistance (STA) in December. These amounts can serve as the basis for local estimates of future year STA allocations. Actual STA formula amounts are subject to changes in the amount of motor vehicle use tax collected and for future years each transit system's relative performance on the statistical measures used to allocate the funds. FTA has requested that STA funds be included in the TIPs and STIP for at least the first year of the program.

Allocations of FTA planning funds to MPOs (under Section 5303) and to RPAs (under Section 5311 or 5313) will be announced in December.

Information Submitted by Iowa DOT to MPO/RPA to Assist in Development of Local TIP

In January, of each year the Office of Program Management will provide each MPO/RPA listings of projects for the next three fiscal years. These listings will include the following:

- An updated listing of all federal-aid projects proposed by the Iowa DOT on the primary system, including bridge projects, for consideration and inclusion in MPO/RPA TIP.
- A listing of state, city and county STP rail/highway crossing safety projects. Written requests for funding are submitted to the Iowa DOT by railroads or highway authorities. This program is administered by the Iowa DOT and the project candidates are ranked by the Iowa DOT for funding on a statewide basis. The FHWA does not require the individual projects be listed in the TIPs, but a line item showing total program audits is required. The lists are presently an informational item for regional planning.
- A listing of STP highway (hazard elimination) safety improvement projects to be included in the MPO/RPA TIP. This is a statewide program administered by the Iowa DOT. Its purpose is to improve intersections and sections of roadway which are included in the statewide top 200 accident locations. The selection of candidates will be accomplished by the Iowa DOT.
- A listing of Commission-approved statewide transportation enhancement, Iowa Clean Air Attainment Program (ICAAP) and National Recreational Trails projects, selected at the state level, to be included in the MPO/RPA TIP (Appendix 3).
- A listing of Federal Lands Program projects, as appropriate.

As an example, in preparation for the development of the FY 2005 to FY 2007 TIPs and STIP, and as prescribed by the schedule proposed within these guidelines, the Iowa DOT will, during January 2004, provide a list of all "local" projects identified in the FY 2004 to FY 2006 STIP (including amendments) for obligation during 2005 and 2006, and an updated list of primary/interstate projects as approved by the Iowa Transportation Commission for the 2005-2007 period. This will allow the planning agency an opportunity to review proposed primary/interstate projects and other activities in their area prior to completion of an approved TIP. The expectation is that planning agencies will update information concerning 2005 and 2006 local projects if items such as description, total cost or federal participation have changed since completion of the previous STIP. In addition, the planning agency will add, delete or alter projects, as targets allow, for the new three-year program.

The Office of Public Transit will also provide transit capital programming guidance (Appendix 4) concerning expected costs of transit vehicles and equipment, and the level of federal participation allowed for each. These amounts will be ceilings for candidates for statewide capital funds and are recommended for items funded from transit formula or STP allocations. These figures will be updated each year. Current projections may be inflated by

4.5 percent per year for use in the second or third years. It is recommended that the standard equipment descriptions provided in this document be used in each local TIP (Appendix 4). The material submitted for inclusion in the STIP must be consistent with these descriptions.

The Iowa DOT has adopted “standard” formats for submittal of the program data to the FHWA and the FTA (Appendices 5 and 6). The listings provided to MPOs and RPAs will be submitted using this standard format. The standard STIP format is the format in which all FHWA/FTA project information MUST be submitted to the Iowa DOT for incorporation into the STIP.

All information included in the standard STIP format is required by the federal agencies, either as part of the STIP or for other filings required prior to authorization of funding. Therefore, all information other than the project number is required in order for the project to be included in the STIP. Project numbers are also desired if one has been assigned. In some cases, such as bridges, transportation enhancements or ICAAP projects, no numbers may be available at the time the information is sent to the MPO/RPA. This is especially true for local projects.

Submission of TIP Data to Iowa DOT by MPO/RPA

A list of all federal-aid and State Transit Assistance projects in the approved MPO/RPA TIP should be submitted to the appropriate Iowa DOT District Planner by **May 1**. **The list should be presented in the standard STIP format provided by the Iowa DOT.** The list should include the program of proposed expenditures for all MPO/RPA STP (including transportation enhancements) and bridge funds utilizing targets provided by the Iowa DOT, as well as transit/FTA project proposals within projected apportionments, and candidates for discretionary capital transit funds and transit projects funding from STA. The final TIPs should also identify all federally-funded primary road projects, IM, NHS, State STP, statewide transportation enhancement projects, ICAAP projects, bridge replacement/rehabilitation projects, safety or other FHWA/FTA program projects identified by the Iowa DOT.

All FHWA and FTA-funded projects programmed by the Iowa DOT are required to be in the STIP as a condition for federal-aid eligibility. The Iowa DOT asks that these projects be included in the informal spreadsheet provided by the MPO/RPA early in the programming process, or that the omission be explained. This is used to confirm MPO/RPA concurrence with the proposed state-sponsored projects. Projects will not be eligible for federal funding if they are not identified in both the STIP and the respective MPO TIP. TIP inclusion is also required for all transit projects seeking funding with STA.

Although the federal government does not require planning projects be listed in the MPO/RPA TIPs, it is important to show all planning projects to allow for public review of the use of these funds, since some of the funds used for planning could be used for other purposes. Planning activities may be aggregated by funding source.

At a minimum, the TIP should identify projects for the upcoming three federal fiscal years. MPO or RPA TIPs are also required to provide a status report for current projects. TIPs must be fiscally constrained within each year, which means programming within the amount defined as the sum of the current fiscal year’s target, plus amounts unobligated from previous targets.

Projects should be selected by the MPO/RPA as determined by their respective procedures. The state's long-range transportation plan may also help the MPO/RPA determine future priorities. The District Planner may identify appropriate proposed projects on the primary road system, and the district may request STP funding support from the MPO/RPA's STP targets. These proposed projects may not be in the listings described previously. An opportunity to modify the project schedule may still exist if funding and administrative support from local jurisdictions can be secured.

Local projects must be subject to the local public participation process and be consistent with the MPO/RPA long-range transportation plan. Each MPO/RPA should determine that the recommended projects are eligible for federal-aid and can be obligated within the year specified.

TIP Information Required

The format used for the MPO and RPA TIPs published by the planning agency may be different from the listing required for Iowa DOT use. **The TIP must contain information for roadway projects identifying the county or city where the work will be accomplished, route identification, project termini/location, project length, work description, FHWA structure numbers and funding sources. Projects which do not include the required project information will not be included in the STIP.** To the extent practical, work descriptions should parallel those used for the Highway Section of the Iowa DOT's TIP (Appendix 6). Similar information is required for transportation enhancement projects, with the route being replaced by the subject of the improvement (for example a trail, building, or project name), and the length being replaced by the applicable quantitative measure.

Minimum information for transit projects shall include the grantee's name, the project description (for capital items use standard descriptions in Appendix 4); the assistance category (operations support, capital improvement or planning); the type of capital purchase (replacement, rehabilitation, remanufacture or expansion); and the total cost and anticipated federal participation, both in whole dollars, plus identification of the federal program from which the federal funding will come. To the extent possible, projects with multiple funding sources should be shown as a separate line item for each funding source. STP funded projects should be shown in both the highway and transit element. Each project in the annual element must also show any proposed funding from State Transit Assistance. The form must identify vehicles being replaced (including vehicle identification numbers for rolling stock) in order to use the public transit management system as planning justification for the project. Like vehicle types should be grouped together as one line item for each program year. Planning carryover should be noted as a separate line item.

In addition, the following items are required for capital improvement projects. A feasibility study for the construction of a new transit facility or maintenance facility must accompany the TIP submittal for projects programmed in the first year of the STIP/TIP. No facility project will be accepted without a feasibility study. Planning justification is required for all projects except like kind rolling stock replacement and rehabilitation projects which can rely on the PTMS factors for their justification. Projects replacing a vehicle with a vehicle that differs substantially from the one being replaced must justify the need for such a change. "Useful life" is an appropriate guide to evaluate when an item needs to be replaced; however, it does not solely

indicate the “need” to be replaced. More specific information is required. Expansion vehicle justification must include spare ratio information prior to and after delivery of the programmed vehicle, along with justification as to why the existing fleet can not meet the needs of the system.

Federal law requires that all federal-aid projects in MPO TIPs match those in the STIP. All projects must be in both. To the extent practical, the information describing the projects should also be identical. Appendix 8 lists the required and suggested information for MPO and RPAs TIPs. Projects should be reviewed by the MPO/RPA for federal-aid eligibility, and to ensure they can be obligated within the year specified before the TIPs are submitted to the Iowa DOT.

Federal regulations require documentation in addition to the project list prior to approval of the MPO TIPs and the STIP. All MPO TIPs must be accompanied by 1.) a resolution of adoption by the planning organization, 2.) self-certification of the MPO planning process, 3.) certification of the financial capacity analysis, 4.) planning justification for transit capital projects, 5.) financial capacity analysis for transit programs, and 6.) a summary compiling total costs and federal aid by funding program showing the program to be fiscally constrained. Text should address project selection procedures, the public participation process, fiscal constraint of the program, and public comments received. These items should all be included or attached by reference within the TIP document.

All subrecipients of federal funding must have Cost Allocation Plans on file.

All MPO TIPs require gubernatorial approval(s) prior to submittal to the FHWA/FTA. The Iowa DOT is the agency designated to grant these approvals on behalf of the Iowa governor.

Distribution by the DOT requires that the Office of Program Management receive at least 8 copies of MPO TIPs.

Consolidated Transit Funding Application

During January the Office of Public Transit will post the consolidated transit funding application material which will be posted on the office website at www.iatransit.com. By May 1 each MPO/RPA shall submit a consolidated transit funding application to the Office of Public Transit on behalf of each public transit system within its planning jurisdiction. The application shall cover all projects to be funded from STA formula, plus formula federal assistance allocated to small urban or regional transit systems, and any capital project which is to be considered as a candidate for statewide federal capital funding. All transit applications will consist of:

- an authorizing resolution by the transit system’s policy board requesting STA funding;
- a signed copy of FTA’s annual certifications published each fall in the Federal Register (large urban systems may submit copy of original sent to FTA);
- documentation of public hearings on all project elements included in the application. Documentation shall consist of an affidavit of hearing notice publication and hearing transcript. This meeting can be consolidated with other meetings as long as the required documentation is produced; and
- planning justification for all capital projects other than vehicle replacement or rehabilitation projects relying on the Public Transit Management System (PTMS). A project justification form must be completed for each project competing for statewide sect. 5309 funding, unless the project will be relying on the PTMS;

- feasibility study documentation for all facility projects listed in the first year;
- documentation of all information required for probable categorical exclusions for any facility project programmed in the first year;
- ADA Analysis & Certification, if applying for non-ADA rollingstock;
- a copy of the Transit Section from MPO/RPA TIP.

Applications for small urban and rural public transit systems will also include:

- a listing of surface transportation providers (listing union affiliations if applicable) operating in the project area; and
- a “Labor Protection Agreement” certifying compliance with applicable labor regulations.

The amounts authorized in the application resolution for each funding source should agree with the STIP figures being submitted. Standard formats will be supplied by the Iowa DOT for all items except the public hearing documentation.

Preparation of Draft STIP by Iowa DOT

Between May 1 and June 1 the Office of Program Management and the Office of Public Transit will combine the MPO/RPA and state TIPs into a draft STIP. The TIPs will be reviewed for completeness of information, for clarity of project descriptions, consistency with standard descriptions, and for fiscal constraint.

The Office of Program Management and the Office of Public Transit will determine if the cumulative program is fiscally constrained. If not, both offices will determine if Iowa DOT projects can be rescheduled or otherwise adjusted to achieve a balance.

Public Participation Review of STIP

The TEA-21 requires broad public involvement in the development of the STIP. Successful development of the STIP is dependent on accomplishment of statewide public participation during development of the state, MPO and RPA TIPs. Public participation efforts for the highway and transit programs on state and local systems are accomplished by the DOT and the 27 MPOs and RPAs. Coordination of public review through the planning agencies ensures broad opportunities for public review by informed participants.

In the case of state-sponsored projects, significant statewide public participation is encouraged and facilitated during the development of the Iowa Transportation Improvement Program. State-sponsored projects determined to be candidates for federal funding are included in the STIP to ensure compliance with that federal requirement. No state-participating primary road projects can be included in the STIP unless they have been approved by the Transportation Commission in the Iowa Transportation Improvement Program. The Iowa Transportation Improvement Program is also reviewed as a component of the 27 MPO and RPA TIPs.

MPOs and RPAs also have designated procedures for project selection and public input, all accomplished prior to including projects in the STIP. Each MPO and RPA has both technical committees and policy boards that participate in selection of projects within their geographic area. They also review all projects identified in the STIP.

Following is a summary of public involvement procedures for the STIP:

1. Use public announcements and broad distribution.

The STIP is compiled from 27 MPO and RPA TIPs during April and May of each year. All TIPs are subject to project selection guidelines adopted by the respective programming agencies. The draft STIP is distributed in June to District Planners, MPOs and RPAs.

An announcement is published in regional newspapers informing the public the draft STIP is available for review at the DOT's district offices and at MPO/RPA offices. The announcement invites public comment. Copies are provided to interested parties upon request. The DOT requests that the STIP be reviewed by all MPO and RPA technical committees and policy boards, and invites their comments.

2. Receive public comments.

The minimum comment period for the proposed STIP is 14 days from the date of the public notice. Written comments by letter or fax are encouraged. The announcement also indicates when and where a statewide public meeting may be held to accept direct comments, if requests for such a meeting are submitted. The comment period will close no later than August 1.

3. Publish notices and receive comments on amendments.

Amendments to the STIP are required when a project is proposed to be included in the federal aid program, but has not been the subject of specific public review. Materials are available for review at the applicable district offices and MPO/RPA offices. All 27 MPOs and RPAs are notified of proposed amendment(s) and their comments are invited. The minimum comment period for proposed amendment(s) is 14 days from the date of the public notice.

Approval of Final STIP

After statewide public review of the draft STIP has been accomplished and comments concerning the draft STIP have been addressed, which may require some minor action or adjustments, the STIP will be submitted to the FHWA and FTA. Final MPO TIPs and the STIP will be concurrently submitted to the FHWA and FTA as approved by the Iowa DOT. (Drafts will be provided to the FHWA and FTA as they are submitted to the Iowa DOT to facilitate federal review). In addition to the compilation of federal-aid projects, the STIP will include reference to the Iowa DOT's authority to represent the state in the related activities, narratives concerning Iowa DOT public involvement and fiscal constraint efforts, and certification of statewide planning efforts. See STIP checklist in Appendix 9. The target date for submittal to the FHWA/FTA is September 1, which is 30 days prior to the beginning of the federal fiscal year. The STIP and MPO TIP's must match and all required supporting information must be included before submittal.

If the federal agencies find all documents submitted in conformance with federal requirements, the Iowa DOT will be notified of the joint approval of the STIP by FHWA and FTA. If some additional material is required or some part of the filing does not conform with federal requirements, the FHWA and/or FTA will notify the Iowa DOT of the deficiencies and of the status of the proposed STIP until the requirements are met. The goal is to accomplish unconditional approval of the STIP by the federal agencies prior to the beginning of the federal fiscal year on October 1 so authorization of federal-aid for projects can be requested from FHWA or FTA anytime thereafter. Paper copies of the STIP will be provided to the MPOs, RPAs and the public.

Revising/Amending an Approved STIP

A revision to the STIP does not require the initiation of the statewide public participation process. A revision to the STIP is a modification to a project line item already in the STIP or in the previously approved STIP. Moving a project from one year to another in the STIP need only address the requirement for fiscal constraint (at the local and the state level). Increasing federal-aid or dropping a project from the STIP is also a revision. In most years, the transit element of the STIP will be revised once the availability of federal funding to the state under the federal appropriation bill is determined.

FHWA and FTA consider any addition of a new project to the STIP to be an amendment. Iowa DOT's public review process for amendments requires statewide public review for any addition of new projects regardless of their size or significance. Amendments are also required when the scope of a project has changed significantly.

If additional projects proposed for incorporation into the STIP are identified during public review, they will only be incorporated into the STIP after meeting the test of selection by the appropriate planning organization and statewide public review. This could occur as part of a future amendment review or during development of a subsequent three-year TIP/STIP. The Office of Program Management informs the District Planners of all revisions and amendments to the Iowa DOT TIP related to primary roads, and they are to inform the appropriate MPO/RPA or local government of changes in their area. Amendments/revisions to primary road projects within MPOs must be amended/revised in the corresponding MPO TIP before inclusion in the STIP.

FHWA Funding Transferred to FTA

Surface Transportation Program (STP) funds that are designated for transit investments are required to be transferred from FHWA to FTA for administration. These projects must be programmed in the Highway and Transit section of the TIP/STIP in the federal fiscal year they are to be transferred. The process is initiated with a letter from the RPA/MPO to the Office of Program Management and a copy to the Office of Public Transit requesting the funds be transferred. The Office of Program Management will then review the request and submit it to FHWA for processing.

Surface Transportation Funds used for planning efforts requires projects be included in the Transportation Planning Work Program (TPWP), TIP/STIP, and funds will be transferred to a Consolidated Planning Grant by request of the Office of Systems Planning.

Finally, transit projects receiving awards through the Iowa Clean Air Attainment Program (ICAAP) also require a transfer of funds. The process for these types of transfers is the same as transferring STP funds for transit investments.

Adjustment of STP Targets Due to Changes in Obligation Limits From the U.S. DOT

The MPO/RPA may be required to adjust the amount of federal participation for its area to address the annual obligation limits set by the federal government. Reductions in federal participation for projects will not require an amendment to the STIP. Rather, adjustments to address reduced federal-aid participation will generally be considered revisions. Any changes required due to obligation limitations are normally known by December 1 for that current federal fiscal year (October 1 to September 30). The MPO/RPA will be notified in writing of any target changes.

After notification of the annual spending (obligation) authority available, the Office of Program Management will use the following process to make adjustments:

- spending authority equals 100 percent of apportionment - no adjustments needed;
- spending authority slightly less than apportionment - adjustment will be accomplished within the state TIP to balance the program;
- spending authority much less than apportionment - adjustments in the TIPs for the RPAs, MPOs and state may be required to balance the program;
- spending limit slightly higher than apportionment - the state TIP will be adjusted to balance the program; or
- spending authority much higher than apportionment - the TIPs for RPAs, MPOs and the state may be adjusted to increase the program.

Summary of Fund Balances for MPOs/RPAs

The Office of Program Management will maintain a record of the MPO or RPA STP and transportation enhancement target balances that identify the amount of federal-aid authorized and amounts remaining available. Unless the STIP specifies a percentage participation rate, authorized STP amounts for local projects will be the amounts shown in the STIP or the appropriate federal-aid participation rate of the eligible project cost, whichever is less. Similar target balances for HBRRP funds will be maintained by the Office of Local Systems. The percentage participation for bridge projects will generally be 80 percent of eligible project costs. Unobligated FHWA target funds will be added to the following year's target.

The Office of Program Management will report quarterly to each MPO/RPA and the District Planners, listing obligations authorized during the quarter for STP projects and local transportation enhancement projects and calculating account balances for each. Bridge program balances will be maintained by the Office of Local Systems.

Appendix 1

Metropolitan Planning Organizations Representatives and Support Staff

January, 2004

City	MPO Representative	DOT Representatives District Transportation Planners
Ames MPO	Ames Area Metropolitan Planning Organization Paul Wiegand, Public Works Director e-mail: wiegand@city.ames.ia.us 515 Clark Avenue P.O. Box 811 Ames, IA 50010 515-239-5202 fax: 515-239-5142	Mike Clayton 1020 S. Fourth Street Ames, IA 50010 515-239-1202 fax: 515-239-1472 e-mail: mike.clayton@dot.state.ia.us
Cedar Rapids MPO	Linn County Regional Planning Commission Jane Tompkins, Executive Director e-mail: j_tompkins@cedar-rapids.org Dean Wheatley, Transportation Director e-mail: deanw@cedar-rapids.org Sixth Floor City Hall 50 Second Avenue Bridge Cedar Rapids, IA 52401 319-286-5041 fax: 319-286-5141	Lee Benfield 430 16th Avenue, SW P.O. Box 3150 Cedar Rapids, IA 52406-3150 319-364-0235 fax: 319-364-9614 e-mail: lee.benfield@dot.state.ia.us
Council Bluffs MPO and RPA 18	Metropolitan Area Planning Agency Paul Mullen, Executive Director e-mail: paul.mullen@mapacog.org Bill Christian, Transportation Planner e-mail: wchristian@mapacog.org 2222 Cuming Street Omaha, NE 68102 402-444-6866 fax: 402-342-0949	Scott Suhr P.O. Box 406 Atlantic, IA 50022 712-243-3355 fax: 712-243-6788 e-mail: scott.suhr@dot.state.ia.us
Davenport MPO and RPA 9	Bi-State Regional Commission Denise Bulat, Executive Director e-mail: dbulat@bistateonline.org Gena McCullough, Transportation Director e-mail: gmccullough@bistateonline.org 1504 Third Avenue P.O. Box 3368 Rock Island, IL 61204-3368 309-793-6300 fax: 309-793-6305	Fred Dean Iowa 130 P.O. Box 2646 Davenport, IA 52809 563-391-4643 fax: 563-388-9266 e-mail: frederick.dean@dot.state.ia.us
Des Moines MPO	Des Moines Area Metropolitan Planning Organization Tom Kane, Executive Director e-mail: tjkane@dmampo.org Shelley Mossberg, Executive Assistant e-mail: SLMossberg@dmampo.org 6200 Aurora Avenue, Suite 300W Urbandale, IA 50322-2866 515-334-0075 fax: 515-334-0098	Lorne Wazny Park Fair Mall, Suite 7 Des Moines, IA 50306 515-237-3313 fax: 515-237-3323 e-mail: lorne.wazny@dot.state.ia.us
Dubuque MPO and RPA 8	East Central Intergovernmental Association Kelley Deutmeyer, Executive Director e-mail: kdeutmeyer@ecia.org Debra Smith, Transportation Planner e-mail: dsmith@ecia.org Chandra Ravada, Transportation Planner e-mail: CRavada@ecia.org 3999 Pennsylvania Avenue, Suite 200 Dubuque, IA 52002 563-556-4166 fax: 563-556-0348	Fred Dean Iowa 130 P.O. Box 2646 Davenport, IA 52809 563-391-4643 fax: 563-388-9266 e-mail: frederick.dean@dot.state.ia.us

Appendix 1 (continued)

Metropolitan and Regional Planning Affiliations Representatives and Support Staff

January, 2004

City	MPO Representative	DOT Representatives District Transportation Planners
Iowa City MPO	Johnson County Council of Governments Jeff Davidson, Executive Director e-mail: jeff-davidson@iowa-city.org 410 East Washington Street Iowa City, IA 52240 319-356-5252 fax: 319-356-5009	Lee Benfield P.O. Box 3150 Cedar Rapids, IA 52406-3150 319-364-0235 fax: 319-364-9614 e-mail: lee.benfield@dot.state.ia.us
Sioux City MPO and RPA 4	Siouxland Interstate Metropolitan Planning Council Chad Lingenfelter, Transportation Director e-mail: chad@simpco.org 1507 7th Street, Suite 401 P.O. Box 447 Sioux City, IA 51102 712-279-6286 fax: 712-279-6920	Dakin Schultz P.O. Box 987 Sioux City, IA 51102-0987 712-276-1451 fax: 712-276-2822 e-mail: dakin.schultz@dot.state.ia.us
Waterloo MPO and RPA 7	Iowa Northland Regional Council of Governments Sharon Juon, Executive Director e-mail: sjuon@inrcog.org Kevin Blanshan, Transportation Director e-mail: kblanshn@inrcog.org 501 Sycamore, Suite 333 Waterloo, IA 50703 319-235-0311 fax: 319-235-2891	Rod Larsen c/o Waterloo Construction 1875 W. Ridgeway, PO Box 1888 Waterloo, IA 50704 319-235-1832 fax: 319-232-5234 e-mail: rodney.larsen@dot.state.ia.us
Region	RPA Representative	DOT Representatives District Transportation Planners
RPA 1	Upper Explorerland Regional Planning Commission Tom Masey, Executive Director e-mail: tmasey@acegroup.cc 134 West Greene P.O. Box 219 Postville, IA 52162-0219 563-864-7551 fax: 563-864-7535	Rod Larsen c/o Waterloo Construction 1875 W. Ridgeway, PO Box 1888 Waterloo, IA 50704 319-235-1832 fax: 319-232-5234 e-mail: rodney.larsen@dot.state.ia.us
RPA 2	North Iowa Area Council of Governments Joe Myhre, Executive Director e-mail: niacog@netins.net Chris Diggins, Transportation Planner e-mail: niacog@netins.net 121 Third Street, NW Mason City, IA 50401 641-423-0491 fax: 641-423-1637	Krista Rostad 1420 Fourth Street, SE P.O. Box 741 Mason City, IA 50401 641-423-7584 fax: 641-423-0246 e-mail: krista.rostad@dot.state.ia.us
RPA 3	Northwest Iowa Planning & Development Commission Dave Horan, Executive Director e-mail: Dave.Horan@iwd.state.ia.us Ted Kourousis, Transportation Planner e-mail: Ted.Kourousis@nwipdc.org 217 West Fifth P.O. Box 1493 Spencer, IA 51301 712-262-7225 fax: 712-262-7665	Dakin Schultz P.O. Box 987 Sioux City, IA 51102-0987 712-276-1451 fax: 712-276-2822 e-mail: dakin.schultz@dot.state.ia.us

Appendix 1 (continued)

Regional Planning Affiliations Representatives and Support Staff

January, 2004

Region	RPA Representative	DOT Representatives District Transportation Planners
RPA 4 and Sioux City MPO	Siouxland Regional Transportation Planning Assoc. Chad Lingenfelter, Transportation Director e-mail: chad@simpco.org 507 7th Street, Suite 401 P.O. Box 447 Sioux City, IA 51102 712-279-6286 fax: 712-279-6920	Dakin Schultz P.O. Box 987 Sioux City, IA 51102-0987 712-276-1451 fax: 712-276-2822 e-mail: dakin.schultz@dot.state.ia.us
RPA 5	MIDAS Council of Governments Steve Hoesel, Executive Director e-mail: shoesel-midas@dodgenet.com Shirley Helgevold, Local Assistance Manager e-mail: shelgevold-midas@dodgenet.com 602 1st Avenue South Fort Dodge, IA 50501-4604 515-576-7183 fax: 515-576-7184	Krista Rostad 1420 Fourth Street, SE P.O. Box 741 Mason City, IA 50401 641-423-7584 fax: 641-423-0246 e-mail: krista.rostad@dot.state.ia.us
RPA 6	Region Six Planning Commission Marty Wymore, Executive Director e-mail: mwymore@region6planning.org 24 1/2 North Center Street Marshalltown, IA 50158-4911 641-752-0717 fax: 641-752-3978	Mike Clayton 1020 S. Fourth Street Ames, IA 50010 515-239-1202 fax: 515-239-1472 e-mail: mike.clayton@dot.state.ia.us
RPA 7 and Waterloo MPO	Iowa Northland Regional Transportation Authority Sharon Juon, Executive Director e-mail: sjuon@inrcog.org Kevin Blanshan, Transportation Director e-mail: kblanshn@inrcog.org 501 Sycamore, Suite 333 Waterloo, IA 50703 319-235-0311 fax: 319-235-2891	Rod Larsen c/o Waterloo Construction 1875 W. Ridgeway, PO Box 1888 Waterloo, IA 50704 319-235-1832 fax: 319-232-5234 e-mail: rodney.larsen@dot.state.ia.us
RPA 8 and Dubuque MPO	East Central Intergovernmental Association Kelley Deutmeyer, Executive Director e-mail: kdeutmeyer@ecia.org Debra Smith, Transportation Planner e-mail: dsmith@ecia.org Chandra Ravada, Transportation Planner e-mail: CRavada@ecia.org 3999 Pennsylvania Avenue, Suite 200 Dubuque, IA 52002 563-556-4166 fax: 563-556-0348	Fred Dean Iowa 130 P.O. Box 2646 Davenport, IA 52809 563-391-4643 fax: 563-388-9266 e-mail: frederick.dean@dot.state.ia.us
RPA 9 and Davenport MPO	Bi-State Regional Commission Denise Bulat, Executive Director e-mail: dbulat@bistateonline.org Gena McCullough, Director of Planning e-mail: gmccullough@bistateonline.org 1504 Third Avenue P.O. Box 3368 Rock Island, IL 61204-3368 309-793-6300 fax: 309-793-6305	Fred Dean Iowa 130 P.O. Box 2646 Davenport, IA 52809 563-391-4643 fax: 563-388-9266 e-mail: frederick.dean@dot.state.ia.us

Appendix 1 (continued)

Regional Planning Affiliations Representatives and Support Staff

January, 2004

Region	RPA Representative	DOT Representatives District Transportation Planners
RPA 10	East Central Iowa Council of Governments Doug Elliott, Executive Director e-mail: doug.elliott@ecicog.org Mary Rump, Transportation Planner e-mail: mary.rump@ecicog.org 108 Third Street SE, Suite 300 Cedar Rapids, IA 52401 319-365-9941 fax: 319-365-9981	Lee Benfield 430 16th Avenue, SW P.O. Box 3150 Cedar Rapids, IA 52406-3150 319-364-0235 fax: 319-364-9614 e-mail: lee.benfield@dot.state.ia.us
RPA 11	Central Iowa Regional Transportation Planning Alliance Tom Kane, Program Coordinator e-mail: tjkane@dmampo.org Kristin Nanke, Transportation Planner e-mail: klnanke@dmampo.org 6200 Aurora Avenue, Suite 300W Urbandale, IA 50322-2866 515-334-0075 fax: 515-334-0098	Mike Clayton 1020 S. Fourth Street Ames, IA 50010 515-239-1202 fax: 515-239-1472 e-mail: mike.clayton@dot.state.ia.us
RPA 12	Region XII Council of Governments Rick Hunsaker, Executive Director e-mail: rhunsaker@region12cog.org Chris Whitaker, Transportation Planner e-mail: cwhitaker@region12cog.org 1009 East Anthony P.O. Box 768 Carroll, IA 51401 712-792-9914 fax: 712-792-1751	Mike Clayton 1020 S. Fourth Street Ames, IA 50010 515-239-1202 fax: 515-239-1472 e-mail: mike.clayton@dot.state.ia.us
RPA 13	Southwest Iowa Planning Commission MJ Broomfield, Executive Director e-mail: swipcomb@metc.net Jeremy Middents, Transportation Planner e-mail: swipcojm@metc.net 1501 Southwest 7th Street Atlantic, IA 50022 712-243-4196 fax: 712-243-3458	Scott Suhr P.O. Box 406 Atlantic, IA 50022 712-243-3355 fax: 712-243-6788 e-mail: scott.suhr@dot.state.ia.us
RPA 14	ATURA Transportation Planning Affiliation Southern Iowa Council of Governments Timothy Ostroski, Executive Director e-mail: ostroski@sicog.com Chris Solberg, Transportation Planner e-mail: solberg@sicog.com 101 East Montgomery Street P.O. Box 102 Creston, IA 50801-0102 641-782-8491 Fax: 641-782-8492	Scott Suhr P.O. Box 406 Atlantic, IA 50022 712-243-3355 fax: 712-243-6788 e-mail: scott.suhr@dot.state.ia.us

Appendix 1 (continued)

Regional Planning Affiliations Representatives and Support Staff

January, 2004

Region	DOT Representatives RPA Representative	District Transportation Planners
RPA 15	<p>Area 15 Regional Planning Commission Ellen Foudree, Executive Director e-mail: efoudree@ihcc.cc.ia.us Chris Bowers, Transportation Director e-mail: cbowers@ihcc.cc.ia.us Benjamin Maresca, Regional Planner e-mail: bmaresca@ihcc.cc.ia.us Video Conferencing Training Center 651 Indian Hills Drive P.O. Box 1110 Ottumwa, IA 52501 641-684-6551 fax: 641-684-4894</p>	<p>Bob Krause 307 W. Briggs P.O. Box 587 Fairfield, IA 52556-0587 641-472-4171 fax: 641-472-3622 e-mail: robert.krause@dot.state.ia.us</p>
RPA 16	<p>Southeast Iowa Regional Planning Commission Brian Tapp, Executive Director e-mail: btapp@seirpc.com Mike Norris, Regional Planner e-mail: mnorris@seirpc.com Ed Basch, Senior Planner e-mail: ebasch@seirpc.com 200 Front Street, Suite 400 Burlington, IA 52601-5303 319-753-5107 fax: 319-754-4763</p>	<p>Bob Krause 307 W. Briggs P.O. Box 587 Fairfield, IA 52556-0587 641-472-4171 fax: 641-472-3622 e-mail: robert.krause@dot.state.ia.us</p>
RPA 17	<p>Chariton Valley Transportation Planning Commission Tracy Daugherty-Miller, Executive Director of RC&D e-mail: tmiller@cvrcd.org Linda Howard, Transportation Planner at RC&D e-mail: lhoward@cvrcd.org Dennis Ryan, Policy Chair of RPA(641) 932-7706 RC&D 19229 Highway 5 Centerville, IA 52544 641-437-4376 fax: 641-437-4638</p>	<p>Bob Krause 307 W. Briggs P.O. Box 587 Fairfield, IA 52556-0587 641-472-4171 fax: 641-472-3622 e-mail: robert.krause@dot.state.ia.us</p>
RPA 18 and Council Bluffs MPO	<p>MAPA Rural Transportation Planning Affiliation Paul Mullen, Executive Director e-mail: paul.mullen@mapacog.org Bill Christian, Transportation Planner e-mail: wchristian@mapacog.org 2222 Cuming Street Omaha, NE 68102 402-444-6866 fax: 402-342-0949</p>	<p>Scott Suhr P.O. Box 406 Atlantic, IA 50022 712-243-3355 fax: 712-243-6788 e-mail: scott.suhr@dot.state.ia.us</p>

Application for Iowa Clean Air Attainment Program and Statewide Transportation Enhancement Funds

Iowa Clean Air Attainment Program

The Iowa Clean Air Attainment Program (ICAAP) is a statewide competitive application program. The program was created in response to ISTEA, which established a Congestion Mitigation and Air Quality Improvement program. Since Iowa already meets the National Ambient Air Quality Standards, the ICAAP is designed to assist the state in maintaining its current status.

Project sponsors (state, county, city, etc.) will submit applications to the respective MPO/RPA for consideration. The MPO/RPA will submit project applications consistent with its long-range transportation plan to the appropriate Iowa DOT District Planner by October 1 each year, to be considered for federal funding during the following FFY. The District Planner will evaluate the applications for completeness and accuracy. Incomplete applications will be returned to the sponsor. The remaining will be forwarded to the Office of Systems Planning for distribution to the ICAAP project evaluation committee.

The ICAAP project evaluation committee consists of one representative selected from each of the following; Iowa DOT, Iowa Department of Natural Resources (DNR), Iowa Public Transit Association (IPTA), MPOs, and RPAs. The ICAAP project evaluation committee will evaluate and rank projects. The offices of Systems Planning and Program Management will submit projects recommended for funding to the Iowa Transportation Commission for approval. Commission-approved ICAAP projects will be placed in the appropriate MPO/RPA TIPs and STIP. Opportunities for public input will be available the same as for all STIP entries.

The Iowa Clean Air Attainment Program pamphlet (which outlines the program) and application forms can be obtained from the District Planners or the Office of Systems Planning.

Statewide Transportation Enhancement Program

The purpose of the Transportation Enhancement Program is to fund projects or programs related to transportation that will enhance the environmental, scenic, or cultural quality of a site or an area. With respect to any project or the area to be served by the project, the term "transportation enhancement activities" means: provision of facilities for pedestrians and bicycles, including safety and educational activities; acquisition of scenic easements and scenic or historic sites; scenic or historic highway programs, including tourist and welcome centers; landscaping and other scenic beautification, including graffiti and litter removal; historic preservation; rehabilitation and operation of historic transportation buildings, structures, or facilities including historic railroad facilities and canals; preservation of abandoned railway corridors (including the conversion and use thereof) for pedestrian or bicycle trails; control and removal of outdoor advertising; archaeological planning and research; mitigation of water pollution due to highway runoff, including projects that reduce vehicle-caused wildlife mortality while maintaining habitat connectivity; and/or establishment of transportation museums.

Appendix 2 (continued)

Fifty percent of the Iowa apportionment for STP transportation enhancement funds will be programmed through a statewide competitive application process. (The remaining 50 percent has been “distributed” among the MPOs and RPAs to address similar proposals of a more local nature). Statewide transportation enhancement project sponsors will submit applications to the appropriate Iowa DOT District Planner by September 30 each year for consideration for funding during the following federal fiscal year. This means funding for an application submitted by September 30 and subsequently awarded will generally not be available for authorization until the following September 30. The project sponsor should provide a courtesy copy of the application to the MPO/RPA. The District Planner will evaluate the applications for completeness, schedule for work, accuracy and eligibility. Incomplete and ineligible applications will be returned to the sponsor. The remainder will be forwarded to the Office of Systems Planning for distribution to the appropriate statewide transportation enhancement project advisory committee.

Three statewide transportation enhancement project advisory committees (Trails and Bikeways, Historical and Archaeological, and Scenic and Natural Resources) will evaluate and rank projects. The committees consist of representatives selected from the Iowa DOT, DNR, Department of Economic Development, Department of Cultural Affairs, Iowa Trails Council, other related public agencies, and citizens. The offices of Systems Planning and Program Management will submit a listing of projects recommended for funding to the Iowa Transportation Commission for approval. Commission-approved statewide transportation enhancement projects must be included in the appropriate MPO/RPA TIPs and the STIP. Public participation will be accomplished in the same manner as for all STIP entries.

The statewide transportation enhancement program pamphlet (which outlines the program) and application forms are available from the District Planners or the Office of Systems Planning.

Appendix 3
 FY 2005 Programming Guidance
 for Transit Vehicles

Vehicle Type	Standard Description	Typical Capacities (Seats/WC's)	Ceiling* for federal Participation	Federal Replacement Threshold
Minivan	Minivan	3/1, 1/2	83% of \$ 40,000	4 yr./100,000 mi.
Non-ADA Standard Minivan	Non-ADA Standard Minivan	6	80% of \$ 27,000	4 yr./100,000 mi.
Conversion Van	Conversion Van	8/1, 4/2	83% of \$ 42,000	4 yr./100,000 mi.
Non-ADA Standard Van	Non-ADA Standard Van	14	80% of \$ 28,000	4 yr./100,000 mi.
Light Duty Bus (138" wb)	138" LD bus	8/1, 4/2	83% of \$ 54,000	4 yr./100,000 mi.
Non-ADA LD bus (138" wb)	Non-ADA 138" LD bus	13	80% of \$ 46,000	4 yr./100,000 mi.
Light Duty Bus (158" wb)	158" LD bus	13/1, 6/2	83% of \$ 56,000	4 yr./100,000 mi.
Non-ADA LD bus (158" wb)	Non-ADA 158" LD bus	17-21	80% of \$ 48,000	4 yr./100,000 mi.
Light Duty Bus (176" wb)	176" LD bus	14/2, 10/3	83% of \$ 60,000	4 yr./100,000 mi.
Non-ADA LD bus (176" wb)	Non-ADA 176" LD bus	25	80% of \$ 50,000	4 yr./100,000 mi.
Medium Duty Bus (to 28 ft.)	28' MD bus	9/2, 6/3	83% of \$ 114,000	7 yr./100,000 mi.
Medium Duty Bus (29-32 ft.)	30' MD bus	13/2, 10/3	83% of \$ 118,000	7 yr./100,000 mi.
Medium Duty Bus (33-36 ft.)	35' MD bus	17/2, 14/3	83% of \$ 132,000	7 yr./100,000 mi.
Medium Duty Bus (37-42 ft.)	40' MD bus	21/2, 18/3	83% of \$ 146,000	7 yr./100,000 mi.
Heavy Duty Bus (26-29 ft.)	26' HD bus	18/2, 14/3	83% of \$ 231,000	10 yr./350,000 mi.
Heavy Duty Bus (30-34 ft.)	30' HD bus	26/2, 22/3	83% of \$ 262,000	10 yr./350,000 mi.
Heavy Duty Bus (35-39 ft.)	35' HD bus	34/2, 30/3	83% of \$ 280,000	12 yr./500,000 mi.
Heavy Duty Bus (40-42 ft.)	40' HD bus	42/2, 38/3	83% of \$ 291,000	12 yr./500,000 mi.

Diesel Engine: included in ceiling for HD and MD buses; but add \$4,000 to programmed cost for vans and light duty buses.
 [Be sure to list "diesel" in project description.]

Alternate Fuel Engine: add funding required to ceiling shown and justify cost increase separately for CNG, LNG, or other clean air engine/features.

Urban Fixed-Route Configuration: included in ceiling for HD buses; but, for purchasing farebox, two way radios, destination signs, passenger signal device(s), PA system, and strandee grab bars add \$5,000 to programmed cost for LD and MD buses. If destination signs are electronic for a MD bus the fixed route configuration may be increased to \$8,000.

Low Floor/Ramp Access: included in ceiling for HD vehicle, but for any MD bus add \$16,000 to programmed cost and plan on reduced passenger capacity.

Vehicle Rehabilitation (REHAB): may be programmed for minivans, vans, LD, and MD buses at 30% of new cost (i.e. FY2005 Ceiling) with 80% federal participation, if vehicle has met minimum FTA replacement (REPL) threshold. (Once rehabbed, a vehicle's replacement threshold will be 50% of the federal replacement threshold for a new vehicle.

Vehicle Remanufacture (REMAN): may be programmed for HD buses meeting replacement threshold at 50% of "new" cost with 80% federal participation. (Once remanufactured, a vehicle's replacement threshold will be 50% of the federal replacement threshold.)

*Ceilings shown reflect that each vehicle programmed must be equipped to meet ADA unless it is specifically described and justification is provided for the vehicle to be "Non-ADA". Two-way radio purchase/transfer, vehicle inspection and make ready cost, and factory visit costs are also eligible expenses under these ceilings.

NHTSA has issued warnings about the safety of conversion and standard vans. And some insurance carriers have increased premiums, or may deny coverage, on these types of vehicles. As such, transit systems planning to purchase replacements for such vehicles are permitted/encouraged to program a minivan or a light duty bus instead.

Conversion and standard vans with wheelbases of 127" to 148" are not recommended for "like kind" replacement or fleet expansion under Iowa DOT administered grants.

02-03-2002

IOWA STIP BY MPO/RPA AND FHWA FUNDING CATEGORY - FHWA ELEMENT

ROUTE/ STREET	ITEM NO	LOCATION	LENGTH (MILES)	TYPE OF WORK	TOTAL COST X \$100			SPONSOR	FEDERAL AID X \$100		
					2005	2006	2007		2005	2006	2007
<u>UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION</u>											
<u>SURFACE TRANSPORTATION PROGRAM</u> (.96) WINNESHIEK											
W38		DECORAH N TO A24	7.80	PAVEMENT REHAB		35000					10000 10000
PROJECT : STP-S-96()--5E-96 REMARKS : INCL SHOULDERS/CULVERTS :											
IA 24		BRIDGE OVER CRUM CREEK SW OF FT ATKINSON		RIGHT OF WAY		50					DOT MPO/RPA SHARE:
PROJECT: STP.											
IA 24		BRIDGE OVER TURKEY RIVER IN FT ATKINSON		RIGHT OF WAY		120					DOT MPO/RPA SHARE:
PROJECT: STP.											
IA 24		BRIDGE OVER TURKEY RIVER 0.3 MI NE OF FT ATKINSON		RIGHT OF WAY		80					DOT MPO/RPA SHARE:
PROJECT: STP.											
IA 24		BRIDGE OVER SMALL STREAM 0.7 MI NE OF FT ATKINSON		RIGHT OF WAY							90 MPO/RPA SHARE: DOT
PROJECT: STP.											
<u>NATIONAL HIGHWAY SYSTEM</u> (.22) CLAYTON											
US 18		MISSISSIPPI R		MISCELLANEOUS		350					DOT MPO/RPA SHARE:
CITY: MARQUETTE PROJECT: NHS-18()-- -22 REMARKS: IA SHARE; WISC LETTING BRIDGE: 020515 020515 020515 020515											
<u>HIGHWAY BRIDGE REPLACEMENT AND REHABILITATION PROGRAM</u> (.03) ALLAMAKEE											
W 60	90012	QUANDAHL SEC 30-100-06		BRIDGE REPLACEMENT		860					688 MPO/RPA SHARE:
PROJECT: BROS-03(7)--60-03 BRIDGE: 063400											

Example

Appendix 5

Federal Fund Type Code	Description of Project	System	Type of Project			Total Estimated Cost			Federal Aid			STA
			O - Operating	Reh - Rehabilitation	Ret - Retrofit	2005	2006	2007	2005	2006	2007	
Region 9 - 5311/STA 3037	General Operations/Maintenance/Administration JARC project Nineteen 138" LD buses	GRBS GRBS GRBS	O	Exp	Project	1,700,000	1,800,000	1,800,000	80,736	80,736	80,736	261,332
5309			C	Rep		328,337	394,000	472,805	164,168	197,002	236,402	
5309			C	Rep		988,000			820,040			
5309	Four 176" LD buses	GRBS	C	Rep		232,000			192,560			
5309	One Non-ADA minivan	GRBS	C	Rep		27,000			21,600			
5309	Four Non-ADA standard vans	GRBS	C	Rep		112,000			89,600			
5309	Mobile radios (45)	GRBS	C	Rep		40,500			32,400			
ICAAP	Year one project	GRBS	O	Exp		160,534			128,472			
5309	Seven 138" LD buses	GRBS	C	Rep			364,000			302,120		
5309	Two 176" LD buses	GRBS	C	Rep			116,000			96,280		
5309	Three Non-ADA standard vans	GRBS	C	Rep				84,000		67,200		
5309	Three 138" LD buses	GRBS	C	Rep				156,000		129,480		
5309	Ten Non-ADA standard vans	GRBS	C	Exp				280,000		224,000		
5309	Five Non-ADA minivans	GRBS	C	Exp				135,000		108,000		
TOTAL						3,588,371	2,674,000		1,529,576	676,138		261,332
5311/STA 3037	General Operations/Maintenance/Administration Job access - expanded service	Muscatine Muscatine	O	Exp		463,050	463,050	463,050	44,000	44,000	44,000	115,763
5309	Ten mobile radios	Muscatine	C	Rep		134,000	142,000	150,000	67,000	71,000	75,000	
5309	Four 176" LD buses (diesel)	Muscatine	C	Rep			5,000			4,000		
5309	Two 176" LD buses (diesel)	Muscatine	C	Rep			248,000	124,000		198,400	99,200	
TOTAL						597,050	858,050	737,050	111,000	317,400	218,200	115,763
5311 planning total	Transit Planning	BiState RC	P			11,516	11,516	11,516	9,213	9,213	9,213	
						11,516	11,516	11,516	9,213	9,213	9,213	

Appendix 6

STIP & TIP Major Work Descriptions

Grade & Pave	Pavement Markings
Pave	Traffic Signs
Pavement Widening	Corridor Preservation
Pavement Rehabilitation/Widening	Right-of-Way
Pavement Rehabilitation	Buildings
Patching	Rest Area Improvement
Pavement Planing	Weigh Scale Improvement
Bridge Approach Repair	Salvage & Removal
Bridge New	Asbestos Removal
Bridge Replacement	Noise Wall
Bridge Widening	Miscellaneous
Bridge Rehabilitation	Under development
Bridge Deck Overlay	Planning Study
Bridge Removal	Outside Services Planning
Bridge Rail Retrofit	Outside Services Engineering
Bridge Painting	Outside Services ROW
Bridge Washing	Outside Services Bridge Inspection
Culvert New	Outside Services Survey
Culvert Replacement	Transit Investments
Culvert Extension	Transportation Planning
Culvert Repair	Transportation Enhancements
Grade	- Archaeological Planning & Research
Ditch Improvement	- Historic Transportation (Bldgs., Structures, or Facilities)
Slope Improvement	- Operation
Subdrains	- Rehabilitation
Sanitary Sewer	- Historic Preservation
Fencing	- Scenic/Historic Highway Improvements
Rip Rap	- Acquisition or Easement for Scenic/ Historic Site
Shoulder Grading	- Pedestrian/Bicycle Facilities
Granular Shoulders	- Development
Erosion Control	- Right of Way
Landscaping	- Grading
Wetland Mitigation	- Paving
Guardrail	- Grading & Paving
Lighting	- Structure
Railroad Signals	- Miscellaneous
Traffic Signals	

MPO TIP Checklist

All Required for MPO TIP (a minimum of 8 copies to be submitted to the Office of Program Management)

- Listing of all federal-aid projects proposed for FHWA or FTA funds for three federal fiscal years, plus a status report of all previously authorized significant MPO projects still underway.
- Listing of projects proposed for a previous program period that will not be authorized until the upcoming STIP is in force. “Authorized” means approval of federal-aid participation by the FHWA or grant approved by FTA.
- Summary of total costs and federal aid compiled by funding program by year.
- Resolution or policy action of adoption of the TIP by the MPO.
- Self certification of the MPO planning process.
- Financial capacity analysis for MPO transit programs.
- Self certification of the MPO financial capacity analysis.
- Planning justification (narrative) for all transit projects.
- Feasibility Study for any transit facility projects programmed in the first year of the TIP.
- Vehicle numbers for all projects to replace, remanufacture or rehabilitate transit rolling stock.
- All transit projects that are not intended to implement aspects of the provider’s ADA plan should be specifically identified.
- Discussion about the MPO project selection procedures.
- Discussion reviewing the fiscal constraint of the program.
- Discussion concerning the MPO public participation process and the public comments received.
- Status report of all projects included in previous federal fiscal year

RPA TIP Checklist

Required Items (a minimum of three copies should be provided to the Office of Program Management)

- Listing of all federal-aid projects proposed for FHWA or FTA funds for three federal fiscal years.
- Listing of projects proposed for a previous program period that will not be authorized until the upcoming STIP is in force. “Authorized” means approval of federal-aid participation by the FHWA or grant approved by FTA.
- Summary of total costs and federal aid compiled by funding program by year.
- Resolution or policy action of adoption of the TIP by the RPA.
- Planning justification (narrative) for all transit projects.
- Vehicle numbers for all projects to replace, remanufacture or rehabilitate transit rolling stock.
- All transit projects that are not intended to implement aspects of the provider’s ADA plan should be specifically identified.
- Feasibility study for any transit facility project programmed in the first year of the TIP.
- Status report of all projects included in the previous federal fiscal year.

Suggested Items

- Self certification of the RPA planning process.
- Financial capacity analysis for RPA transit programs.
- Self certification of the RPA financial capacity analysis.
- Discussion about the RPA project selection procedures.
- Discussion concerning the RPA public participation process and the public comments received.
- Discussion reviewing the fiscal constraint of the program.

STIP Checklist

Section 23 CFR 450.220 of the April 1, 1999, statewide planning regulations describes six certifications that the state must make when submitting their proposed STIP, and amendments as necessary, to FHWA and FTA for approval. The state shall certify that their transportation planning process is being carried out in accordance with the following requirements:

1. 23 U.S.C. 135, Section 8 (q) of the Federal Transit Act;
2. Title VI of the Civil Rights Act of 1964;
3. Section 1003 (b) of the ISTEA regarding the involvement of disadvantaged business enterprises in FHWA- and FTA-funded projects;
4. Provisions of the Americans with Disabilities Act;
5. Provisions of 49 CFR part 20 regarding restrictions on influencing certain federal activities; and
6. In states containing nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act.

In addition to these certifications, Section 450.216 describes a number of requirements that the state should also ensure are met when submitting the STIP. These requirements are as follows:

1. Public involvement was provided for in the development of the STIP as required by 450.212;
2. The metropolitan planning area TIPs are included without modification, directly or by reference, and have been approved by the Governor or his designee;
3. The STIP, in nonattainment and maintenance areas, contains only transportation projects found to conform, or from programs that conform, to the requirements contained in 40 CFR part 51;
4. The STIP contains only projects consistent with the long-range statewide transportation plan;
5. The STIP is financially constrained by year;
6. The STIP includes a list of priority projects to be carried out in the first three years of the current program;
7. The STIP contains all regionally-significant transportation projects requiring action by FHWA or FTA.

**Iowa Department of Transportation
Planning & Programming Division
Iowa Clean Air Attainment Program Memorandum of Understanding**

This Memorandum of Understanding is made between the Iowa Department of Transportation (the Department) and _____ (the Agency).

The purpose of this agreement is to set forth terms, conditions and obligations for the approval of the transfer of Federal Highway Administration (FHWA) funds to the Federal Transit Administration (FTA) for accomplishment of the project by the Agency.

The project shall consist of:

The Department has competitively awarded Iowa Clean Air Attainment Program funding to the Agency in the amount of \$_____ for the above noted project.

Upon execution of this memorandum the Department will authorize FHWA to transfer to FTA \$_____ for the above described project.

The Agency agrees to accomplish this project as described in the application in a timely manner, not to exceed three years from transfer to FTA.

Upon completion of the project the Agency will certify to the Department the completion of the project and the amount of funding expended for such project. The Agency will also pay the Department all awarded funds which remain unexpended upon completion of the project.

The funds authorized for transfer are intended to be used for the above noted project. If the project is not completed in a timely manner the agency will pay the Department the amount of funds transferred as requested by the Department.

The Agency is to maintain all books, documents, papers, accounting records and other evidence pertaining to the project and to make such materials available to the Department at all reasonable times during the duration of the project, and for three (3) years from the date of project completion, for inspection and audit by the Department, and copies thereof shall be furnished, if requested.

This memorandum may be amended only with written concurrence between the Department and the Agency.

This memorandum shall remain in full force and effect for the duration of the project.

By resolution here attached and made a part of this memorandum the Agency authorized the undersigned to execute this agreement.

Signed this ____ day of _____, 20____, on behalf of the Agency.

BY: _____ ATTESTED: _____

TITLE: _____ TITLE: _____

Signed this ____ day of _____, 20____, on behalf of the Iowa Department of Transportation.

BY: _____

Neil M. Volmer, Director
Planning and Programming Division