

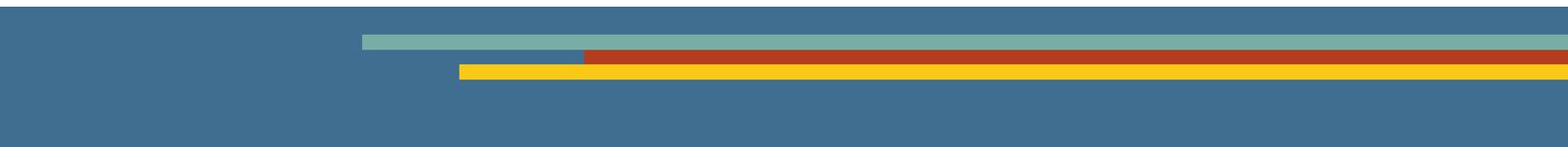


# Unified Planning Work Program & Budget

Fiscal Year 2023 (July 2022 – June 2023)

FINAL – May 19, 2022

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## Table of Contents

Introduction .....	5
MPO History.....	5
Legal Authority.....	6
Purpose and Responsibilities .....	6
Operational Structure .....	7
UPWP Development Process .....	11
Amending and Revising Procedures .....	11
Requirements.....	12
Long-Range Transportation Plan .....	12
Transportation Improvement Plan .....	12
Unified Planning Work Program .....	13
Public Participation Plan .....	13
Passenger Transportation Plan .....	13
Congestion Management Process .....	13
Awarding of Federal Funds .....	14
Decision Making Structure.....	14
Planning Factors and Planning Emphasis Areas.....	14
Self-Certification .....	16
Performance-Based Planning Process .....	16
Planning Issues in the Region.....	17
The Tomorrow Plan and Mobilizing Tomorrow .....	17
Transportation System Optimization.....	17
Multimodal Opportunities .....	18
Public Health .....	19
Freight System Enhancement .....	19
Environmental Health .....	19
Data Collection and Modeling .....	20
Urban/Rural Issues.....	21
Planning Studies and Major Projects .....	21
Transportation Legislation and Funding .....	21
Strategic Plan Implementation .....	22
Planning Activities.....	23
Task 1: Long-Range Planning .....	24
Task 2: Multimodal Planning.....	27
Task 3: Public Involvement .....	32
Task 4: Integrated Planning .....	34
Task 5: Funding .....	38
Task 6: Program Administration .....	40
Task 7: CIRTPA.....	43
Task 8: Contracted Services and Technical Support .....	44

Budget and Cost Allocation Plan.....	45
General Accounting Policies .....	45
Revenue .....	45
Expenses and Description of Cost Allocation Methodology.....	48
Appendices.....	55
A: Committee Representation .....	55
B: Commonly Used Acronyms.....	60
C: MPO Resolution of Approval .....	62
D: Certificate of Indirect Cost Proposal/Indirect Costs .....	63
E: Self-Certification of Procurement and Consultant Selection Procedures.....	64
F: Performance Management Agreement .....	65

## Figures

1 Des Moines Area MPO’s Planning Area .....	7
2 Des Moines Area MPO Committee and Structural Organization Chart.....	9
3 Des Moines Area MPO Staff Organization Chart .....	10
4 Des Moines Area MPO Activities and Requirements.....	23
5 Indirect Cost Application to Work Elements.....	50

## Tables

1 Funding Sources Available – MPO Operations .....	46
2 Funding Sources Available – Special Projects/Passthrough.....	46
3 Member Government Assessments .....	47
4 Summary of Employee Benefits.....	49
5 Statement of Projected Total Costs – MPO Operations .....	51
6 Indirect Cost Rate Calculation.....	52
7 Summary of Projected Work Program Costs and Hours.....	52
8 Budget by Agency .....	53
9 Projected Balance Summary .....	54

The Des Moines Area Metropolitan Planning Organization (MPO) has prepared this document with partial funding from the United States Department of Transportation’s Federal Highway Administration and Federal Transit Administration, and in part through local matching funds provided by the Des Moines Area MPO member governments. These contents are the responsibility of the Des Moines Area MPO. The United States Government and its agencies assume no liability for the contents of this report or for the use of its contents.

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## Introduction

The *Fiscal Year 2023 Unified Planning Work Program and Budget (FY 2023 UPWP)* is the Des Moines Area MPO's work plan for the fiscal year beginning July 1, 2022 and ending June 30, 2023. The FY 2023 UPWP identifies planning activities completed in the prior fiscal year, and documents all planning activities and anticipated work products for the current fiscal year. In addition, the FY 2023 UPWP also documents the Des Moines Area MPO's costs to support the fiscal year planning activities and work products.

The work activities outlined within the FY 2023 UPWP support federal requirements placed on MPOs and respond to planning issues affecting the region. The MPO will work to implement *Mobilizing Tomorrow*, the MPO's long-range transportation plan adopted in 2019, as well as *The Tomorrow Plan* adopted in 2013. These implementation efforts include continued assistance with local complete street efforts, development of best practices on transportation and land use planning coordination, implementing a regional water trails and greenways plan, and continuing to partner with public health organizations to ensure health in all policies. Additional activities to be conducted will include supporting sub-area and corridor studies throughout the region, evaluating transportation needs and resources, collecting data on trail conditions and usage, and programming federal funding to projects.

### **MPO History**

Greater Des Moines has joined together for decades to use resources effectively and to position the region to thrive economically, environmentally, and socially. Our leaders have long recognized the importance of working at the regional level, especially when it comes to transportation.

In 1964, the Des Moines Urbanized Area Transportation Study was initiated through a cooperative agreement between local officials and the Iowa Highway Commission. In 1965, the Central Iowa Regional Planning Commission (CIRPC) formed in response to a need for an area-wide transportation planning organization.

In 1972, CIRPC and seven local governments entered into a cooperative agreement for continuing transportation planning. The following year, in 1973, CIRPC restructured as the Central Iowa Regional Association of Local Governments (CIRALG). By 1979, CIRALG's membership included eight central Iowa counties and about eighty cities.

CIRALG dissolved in the early 1980's. In 1983, the Des Moines Area Transportation Planning Committee (DMATPC), previously part of CIRALG, was designated as the MPO for central Iowa. The DMATPC contracted with the City of Des Moines for staff support.

A decade later, in 1993, the DMATPC restructured once again as the Des Moines Area MPO, hiring its own staff. In July 2023, the MPO will celebrate the fortieth anniversary of regional transportation planning in Greater Des Moines.

### **Legal Authority**

Since the Federal-Aid Highway Act of 1962, MPOs have been required by federal law in urbanized areas with a population greater than 50,000 and are supported through federal funds. The Des Moines Area MPO acts as the formal transportation body for the greater Des Moines metropolitan area, carrying out the intent of Title 23 of the U.S. Code of Federal Regulations (CFR), Part 450. In 1983, the Governor of Iowa designated the Des Moines Area MPO (then called the Des Moines Area Transportation Planning Committee) as the official MPO for the Des Moines Urbanized Area, as defined by the U.S. Census Bureau. The Des Moines Area MPO functions as a Transportation Management Area as well, as it exceeds the population threshold of 200,000 persons established in 23 CFR 450.104. The U.S. Department of Transportation (DOT) reviews and certifies the Des Moines Area MPO every four years.

The Des Moines Area MPO is organized as a separate legal entity pursuant to the provisions of Chapter 28E of the Iowa Code. Its 28E agreement outlines requirements for membership and representation, and its bylaws outline duties of committees, the process for electing officers, and the role of the Executive Director.

### **Purpose and Responsibilities**

The Des Moines Area MPO's mission is to advance a safe, effective, fully integrated multi-modal transportation system that supports economic development, protects natural assets, and enhances overall quality of life. It provides a regional forum to assure local, state, and federal agencies and the public coordinate transportation planning issues and prepare transportation plans and programs. The Des Moines Area MPO develops both long-range and short-range multimodal transportation plans, selects and approves projects for federal funding based on regional priorities, and develops ways to manage traffic congestion.

Transportation planning includes various activities. Some of these are led by the MPO, while others are led by other entities.

#### *What the MPO Does*

1. Identify short- and long-range multimodal transportation needs;
  2. Analyze and evaluate transportation improvements;
  3. Provide technical and policy guidance to member communities;
  4. Estimate future traffic volumes;
  5. Inform the public about planning activities;
  6. Study the movement of traffic along major corridors; and
  7. Conduct planning studies.
- 

### What the MPO Does NOT Do

1. Road/bridge design, construction, and repair;
2. Enforce traffic laws;
3. Trail construction and maintenance;
4. Transit operations; and
5. Land use planning and zoning.

### Operational Structure

#### Planning Area

The Des Moines Area MPO is responsible for these transportation planning activities within a geographic area identified as the Metropolitan Planning Area (planning area). Figure 1 displays the Des Moines Area MPO's MPA. The Des Moines Area MPO approved its current planning area on October 18, 2018. The planning area includes portions of Dallas, Madison, Polk, and Warren Counties, and includes, at a minimum, the anticipated urbanized area for *Mobilizing Tomorrow's* Horizon Year (HY) 2050.

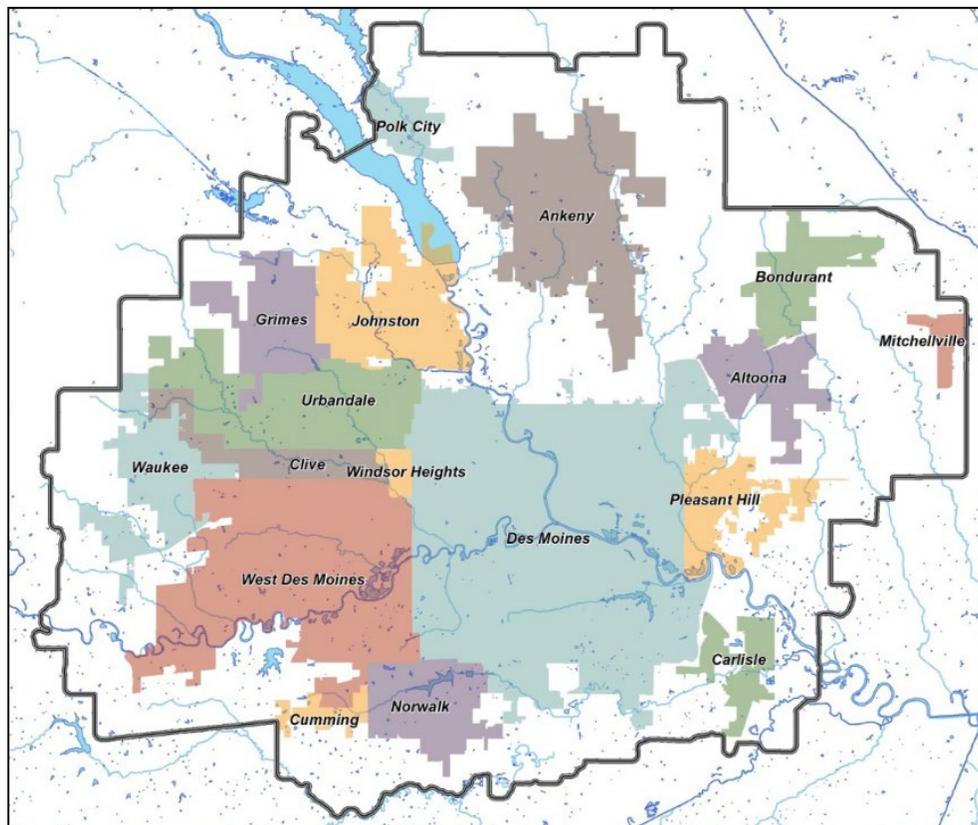


Figure 1: Des Moines Area MPO's Planning Area

### *Membership*

Per the Des Moines Area MPO's 28E agreement, voting membership is open to any county or city government located, wholly or partially, in the designated planning area containing a minimum population of 3,000 persons that adopts the Des Moines Area MPO's 28E Agreement. Currently, Des Moines Area MPO membership includes the following cities and counties:

- |   |  |   |
|---|--|---|
| <ul style="list-style-type: none"> <li>• City of Altoona</li> <li>• City of Ankeny</li> <li>• City of Bondurant</li> <li>• City of Carlisle</li> <li>• City of Clive</li> <li>• City of Des Moines</li> <li>• City of Grimes</li> <li>• City of Johnston</li> </ul> | <ul style="list-style-type: none"> <li>• City of Mitchellville</li> <li>• City of Norwalk</li> <li>• City of Pleasant Hill</li> <li>• City of Polk City</li> <li>• City of Urbandale</li> <li>• City of Waukee</li> <li>• City of West Des Moines</li> </ul> | <ul style="list-style-type: none"> <li>• City of Windsor Heights</li> <li>• Dallas County</li> <li>• Polk County</li> <li>• Warren County</li> <li>• Des Moines Area Regional Transit Authority (DART)</li> </ul> |
|---|--|---|

Two entities within the planning area, the City of Cumming and Madison County, fall below the minimum population threshold for full membership and are associate members. Associate membership allows a non-voting representative to participate actively in the transportation planning process and is available to all governments within the planning area that do not meet the minimum population threshold for full membership. Additionally, governments outside the planning area, but within the eight-county region of central Iowa, are able to petition for associate membership. Associate members are not eligible for federal funding awarded through the Des Moines Area MPO. The Cities of Elkhart, Indianola, and Van Meter are outside the Des Moines Area MPO's planning area and are associate members of the organization.

The Iowa Department of Transportation (DOT), the Des Moines International Airport (DSM), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Heart of Iowa Regional Transit Agency (HIRTA) serve as advisory, non-voting, representatives to the Des Moines Area MPO.

### *Representation and Voting*

Population determines representation on the Des Moines Area MPO's Technical, Executive, and Policy committees. Each member government within the planning area over a minimum population receives at least one vote. DART also receives one voting representative. Members also receive additional representatives for every 50,000 in population. Members over 50,000, plus Polk County, receive automatic representation on the Executive Committee. Population is determined by the annual population estimate produced by the US Census Bureau.

### Decision-Making Structure

Three designated committees form the structure of the Des Moines Area MPO: the Technical Committee, the Executive Committee, and the Policy Committee. The Des Moines Area MPO member governments’ and agencies’ boards and councils appoint their respective representatives to these committees. See Appendix A for list of committee representatives.

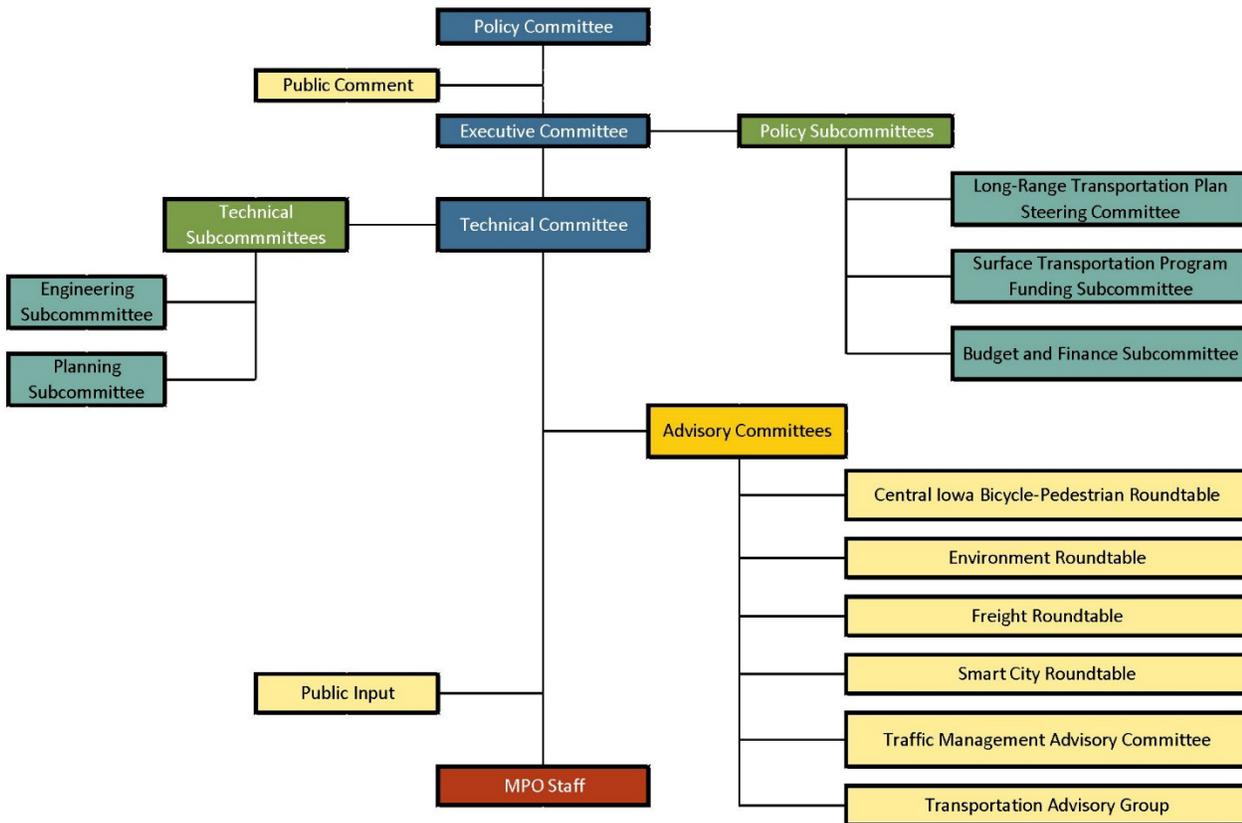


Figure 2: Des Moines Area MPO Committee and Structural Organization Chart

The Des Moines Area MPO Technical Committee is comprised primarily of representatives of member governments’ and participating agencies’ technical staffs, including planners, engineers, and city administrators. The Des Moines Area MPO Policy Committee is comprised primarily of county supervisors, mayors, city council members, and city managers. The Executive Committee is comprised of 11 Policy Committee representatives. Member communities over 50,000, plus Polk County, receive automatic representation on the Executive Committee, with the City of Des Moines receiving two representatives. Members under 50,000 are organized into one of three geographic subareas (East Subarea, Northwest Subarea, and Southwest Subarea). Each subarea has five member governments, and the members within each subarea select two representatives to serve on the Executive Committee. The Des Moines Area MPO annually elects a chair, vice-chair, and a secretary/treasurer from among its Executive Committee representatives.

The Des Moines Area MPO Technical Committee offers technical guidance and recommendations to the Executive Committee. The Executive Committee then offers recommendations to the Policy Committee, based on the Technical Committee’s recommendations, before the Des Moines Area MPO Policy Committee takes formal actions on issues. Des Moines Area MPO Technical Committee representation differs from the Policy Committee in that DSM and HIRTA are voting members on the Technical Committee.

Additionally, the Des Moines Area MPO establishes and supports, as needed, other subcommittees, roundtables, working groups, and advisory committees on various issues relevant to the Des Moines Area MPO's responsibilities. The Des Moines Area MPO requests stakeholder organizations and citizens to serve on these committees, as appropriate. As part of an adopted public participation process, the Des Moines Area MPO strongly encourages input and communication from citizens. The Des Moines Area MPO staff supports the various committees.

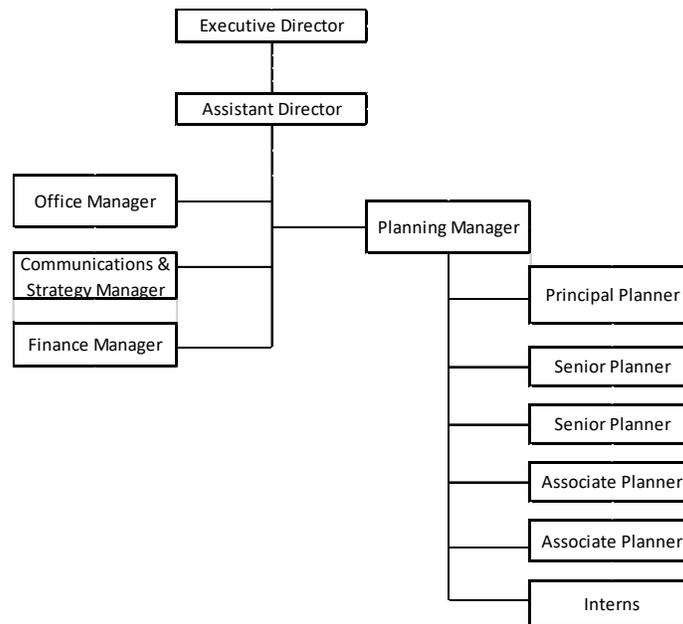


Figure 3: Des Moines Area MPO Staff Organization Chart

## UPWP Development Process

The Des Moines Area MPO begins development of the UPWP in January of each year through discussions with the Executive Committee and Planning Subcommittee. These initial discussions include a review of federally-required activities, the planning factors required by MPOs as outlined in US Code, goals set forth in the long-range transportation plan, and goals and strategies outlined in the MPO's strategic plan. Proposals from Des Moines Area MPO staff and member communities regarding priority activities for the coming year are also discussed. Similar discussions then take place in February with the Des Moines Area MPO's Technical Committee and Policy Committee, followed by the review and approval of a draft UPWP and budget at the March meetings of the Technical, Executive, and Policy Committees.

Following approval of the draft UPWP and budget, the Des Moines Area MPO forwards the draft document to the Iowa DOT, FTA, and FHWA for their review and comment. Des Moines Area MPO staff makes any changes necessary to the document and budget and then presents a final document and budget for the Des Moines Area MPO's committees to consider at their May meetings. The approved UPWP and budget are provided to the Iowa DOT, FTA, and FHWA. Following final review, FHWA and FTA grant final approval for the Des Moines Area MPO to carry out activities included in the UPWP. Additionally, the Iowa DOT and the Des Moines Area MPO enter into a joint planning agreement prior to the start of any activities.

### Amending and Revising Procedures

The Des Moines Area MPO may need to make amendments or revisions to this UPWP from time to time. When doing so, the Des Moines Area MPO will consider the administrative rules outlined by 2 CFR 200 and FTA Circular 5010.1C. Revisions to request additional federal funding, to transfer funds among work categories which exceed 10 percent of the total work program budget, revising the scope or objective of activities, transferring work to a third party, transferring funds allotted for training allowances, or purchasing additional equipment not documented in the UPWP all require approval from FHWA/FTA. Transferring funds among work categories which do not exceed 10 percent of the total work program budget require Iowa DOT approval. Changes to extend project timelines or staff hours require approval only of the Des Moines Area MPO and are deemed revisions.

If the Des Moines Area MPO determines an amendment is necessary, it will follow the guidelines set forth in the PPP and the procedures required by the Iowa DOT, FHWA, and FTA. All amendments require action from the Des Moines Area MPO and are subject to final approval by Iowa DOT and/or FHWA/FTA. These procedures include approval by the Des Moines Area MPO's Policy Committee and forwarding requests electronically to the Iowa DOT's Bureau of Systems Planning and the District 1 Planner. The requests must include a resolution or meeting minutes showing the Des Moines Area MPO's approval, a budget summary table highlighting any budgetary changes, and modified sections of the plan's work elements.

## Requirements

As noted previously, the Des Moines Area MPO provides a forum for local, state, and federal governmental entities, as well as the public and other partners, to plan the region's transportation system. To this end, the Des Moines Area MPO is required by federal regulations to produce certain work products and strive towards the planning factors outlined in US Code and transportation legislation. This section details those required work products.

### Long-Range Transportation Plan

A Long-Range Transportation Plan (LRTP) must be updated, at a minimum, every five years. The plan must cover no less than a 20-year planning horizon and includes both projects and policies to undertake during that timeframe. Transportation projects must be identified in the plan to be considered for federal funding.

Additionally, the LRTP must include:

- Projected transportation demand of persons and goods;
- Existing and proposed transportation facilities;
- Operational management strategies;
- Consideration of the congestion management process;
- Assessments of capital investments;
- Design concept and scope descriptions of existing and proposed transportation facilities;
- Types of environmental mitigation activities and potential areas to carry out these activities;
- Pedestrian walkway and bicycle facilities;
- Transportation and transit enhancement activities; and
- A financial plan.

The Des Moines Area MPO's current LRTP, *Mobilizing Tomorrow*, was adopted in 2019.

### Transportation Improvement Plan

The Des Moines Area MPO is required to develop a Transportation Improvement Program (TIP), which is to list all projects that will be implemented using Federal funds within the TIP's timeframe. The Des Moines Area MPO's TIP covers a period of no less than four years and is updated annually for compatibility with the Statewide Transportation Improvement Program development and approval process.

### Unified Planning Work Program

The required Unified Planning Work Program (UPWP) represents the annual scope of work and budget for the Des Moines Area MPO's activities. Planning funds provided by the U.S. DOT and

matching funds collected through member governments' assessments, as well as any special grants received, are used to develop the organization's budget

### **Public Participation Plan**

MPOs are required to develop a Public Participation Plan (PPP) to ensure that the public is adequately involved in the regional transportation planning process. The Des Moines Area MPO's PPP, updated in April 2021, outlines the Des Moines Area MPO's public outreach efforts. The Des Moines Area MPO engages the public through three primary components: public meetings, publications, and web-based technologies.

The Des Moines Area MPO schedules public input meetings to provide information to the public and to solicit public review and comment on Des Moines Area MPO documents and member government and agency projects.

The Des Moines Area MPO also provides for public input through periodic newsletters and press releases as well as through web-based technologies including:

- Website, [www.dmampo.org](http://www.dmampo.org);
- [www.facebook.com/dmampo](https://www.facebook.com/dmampo);
- LinkedIn, [www.linkedin.com/company/des-moines-area-metropolitan-planning-organization](https://www.linkedin.com/company/des-moines-area-metropolitan-planning-organization); and,
- Twitter, [www.twitter.com/dmampo](https://www.twitter.com/dmampo).

### **Passenger Transportation Plan**

The Des Moines Area MPO is required to develop a Passenger Transportation Plan (PTP) at least once every five years. The PTP is a coordinated public transportation and human services plan with the purpose of improving transportation for persons with disabilities, low income populations, the elderly, and others who may have mobility constraints. The PTP identifies mobility needs, identifies possible solutions, and justifies the use of certain state and federal transit funding. The Des Moines Area MPO's PTP will be updated in FY 2023.

### **Congestion Management Process**

The Des Moines Area MPO's status as a Transportation Management Area (as an urban area with a population over 200,000) requires that it maintain a Congestion Management Process (CMP). The CMP identifies the metropolitan area's congestion issues, outlines a process to monitor congestion, and proposes a catalog of strategies and initiatives to manage congested areas. The Des Moines Area MPO's CMP was updated in November 2019 in conjunction with Mobilizing Tomorrow.

## **Awarding of Federal Funds**

One of the Des Moines Area MPO's primary responsibilities is the allocation of certain federal transportation funds that are provided by the U.S. DOT to MPOs. There are two main types of funds that are awarded annually by the Des Moines Area MPO – Surface Transportation Block Grant (STBG) funds and STBG Set-Aside (TAP) funds. STBG funds are intended to preserve and improve the conditions and performance on any Federal-aid highway, bridge, public road, pedestrian and bicycle infrastructure, and transit capital projects. TAP funds are used to support on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation, environmental mitigation, and safe routes to school projects

The Des Moines Area MPO annually receives from the U.S. DOT approximately \$13 million in STBG funds and another \$1.5 million in TAP funds, both of which are awarded to member communities for regional transportation projects. This process begins with an application open to the Des Moines Area MPO's member governments, followed by project scoring and presentations of eligible projects, and concludes with a selection of projects to receive funding. Recent state legislation allows for STBG funds used for certain roadway and bridge projects to be swapped with state funds, and the MPO works with the Iowa DOT and project sponsors to determine which projects will be swapped. Projects receiving federal funds are reflected in the TIP. The Des Moines Area MPO is also involved with other federal funds, such as recommendations for annual appropriations. The TIP provides a listing of the various funding programs that assist with funding of transportation projects.

## **Decision Making Structure**

MPOs are required to maintain a formal decision-making structure, including hosting technical and policy committees comprised of community representatives. The MPO's decision-making structure is outlined on page 9.

## **Planning Factors and Planning Emphasis Areas**

The planning process undertaken by MPOs are guided by planning factors outlined in US Code. MPOs are required to provide for the consideration of projects and strategies that will:

- Support economic vitality.
  - Increase safety of the transportation system.
  - Increase the security of the transportation system.
  - Increase the accessibility and mobility of people and freight.
  - Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth, housing, and economic development patterns.
  - Enhance the integration and connectivity of the system across and between modes.
- 

- Promote efficient system management and operations.
- Emphasize the preservation of the existing transportation system.
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
- Enhance travel and tourism

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

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

## Self-Certification

The MPO must self-certify that its planning process complies with several federal requirements, including:

- [23 U.S.C. 134](#) and 135, [49 U.S.C. 5303](#) and 5304, and this part;
- Title VI of the Civil Rights Act of 1964, as amended ([42 U.S.C. 2000](#)) and [49 CFR part 21](#);
- [49 U.S.C. 5332](#), prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or business opportunity;
- Section 1101(b) of the FAST Act ([Pub. L. 114-357](#)) and [49 CFR part 26](#) regarding the involvement of disadvantaged business enterprises in DOT funded projects;
- [23 CFR part 230](#), regarding implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- The provisions of the Americans with Disabilities Act of 1990 ([42 U.S.C. 12101 et seq.](#)) and [49 CFR parts 27](#), 37, and 38;
- The Older Americans Act, as amended ([42 U.S.C. 6101](#)), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- [23 U.S.C. 324](#), regarding the prohibition of discrimination based on gender; and
- Section 504 of the Rehabilitation Act of 1973 ([29 U.S.C. 794](#)) and [49 CFR part 27](#) regarding discrimination against individuals with disabilities.

The MPO underwent its quadrennial federal certification review in April 2021 and was found to be in compliance with these federal requirements.

## Performance-Based Planning Process

Beginning in 2012 with the passage of the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Act and maintained with subsequent transportation bills, MPOs must follow a performance-based planning process. This process includes working collaboratively with the DOT and transit authorities to collect and share performance data, set performance targets and goals for the transportation system, and reporting on progress towards achieving set targets. The MPO has a performance management agreement with the Iowa DOT, which can be found in Appendix F. The MPO also updated its memorandum of understanding with DART in February 2019 to address the performance-based planning process, among other updates.

## Planning Issues in the Region

As the Des Moines Area MPO prepares its annual work program it must understand the issues that influence transportation planning in the region. Long-range plans provide a vision and broad goals the region seeks to achieve, which in turn shape the Des Moines Area MPO's activities. The annual work program also is shaped by ongoing planning efforts, major projects under study or construction, issues related to transportation funding, and legislation, among others. The following describes these issues in more detail.

### **The Tomorrow Plan and Mobilizing Tomorrow**

In November 2013, the Des Moines Area MPO approved The Tomorrow Plan, which had been under development since 2010. Many of The Tomorrow Plan's strategies and initiatives impact transportation directly (such as promoting additional opportunities for public transportation, bicycling, and walking) or indirectly (such as promoting land uses patterns that result in more efficient infrastructure development).

On the heels of The Tomorrow Plan's development, the Des Moines Area MPO updated its long-range transportation plan. Mobilizing Tomorrow, the 2050 long-range transportation plan, was approved in November 2014 and updated in 2019. Mobilizing Tomorrow includes goals, objectives, measures, and strategies to achieve the transported-related elements outlined in The Tomorrow Plan. Mobilizing Tomorrow's goals include:

- Manage and optimize transportation infrastructure and services
- Enhance multimodal transportation options
- Improve the region's environmental health
- Further the health, safety, and well-being of all residents in the region.

The Des Moines Area MPO continues to monitor performance measures identified in the plan to achieve identified targets and goals, implement best practice recommendations, and complete projects included in the plan. In FY 2023, the Des Moines Area MPO will begin efforts to update the plan, which is due by November 2024.

### **Transportation System Optimization**

Previous transportation bills, as well as the current transportation bill – the Infrastructure Investment and Jobs Act (IIJA) – outline the need for regions to manage and optimize the existing transportation system. Mobilizing Tomorrow incorporates this direction, placing increased emphasis on opportunities to maintain the current system and less emphasis on expanding the system. In FY 2015, the Des Moines Area MPO began to collect and analyze information related to bridge and pavement condition information, demonstrating costs necessary to maintain the system to desired levels when possible. This type of analysis is ongoing.

In FY 2019 the Des Moines Area MPO added a Smart Cities Roundtable to its organizational structure. The roundtable's goal is to help prepare the region for emerging technologies and to use Intelligent Transportation System (ITS) and other congestion management techniques to improve and optimize the transportation system. Also, in FY 2019 Iowa DOT launched an Integrated Corridor Management (ICM) effort in the Des Moines metropolitan area which the Des Moines Area MPO and its member governments have supported. As noted on the Iowa DOT's Des Moines ICM website, "the ICM concept provides a framework for coordinating among various modes of transportation and jurisdictions to deliver a safer, more reliable, and more convenient transportation system in a more cost-effective manner compared to adding more lanes." This effort will continue into FY 2023, after which the Des Moines Area MPO will work to amend results into Mobilizing Tomorrow.

The Des Moines Area MPO is currently working to update the region's Intelligent Transportation System (ITS) Architecture. The ITS Architecture will support the Des Moines Area MPO's CMP and the Iowa DOT's ICM effort by providing an inventory of the region's ITS network and identifying opportunities to further expand and integrate the network. These efforts will better enable the Des Moines Area MPO and its member governments to address transportation issues with lower-cost operational solutions as opposed to higher-cost capital solutions and integrate smart city solutions. The ITS effort coincides with similar efforts by the Iowa DOT, the City of Des Moines, and a coalition of western suburban communities. This work will continue in FY 2023.

### **Multimodal Opportunities**

Mobilizing Tomorrow calls for increased transit ridership, additional bicycle lanes and trails, and higher commuting levels by biking, walking, transit, and carpooling. The Des Moines Area MPO intends to support these objectives by undertaking or participating in a variety of activities, particularly those related to Complete Streets, land use/transportation coordination, Safe Routes to Schools, and related efforts to reduce single-occupant vehicle trips.

Mobilizing Tomorrow and The Tomorrow Plan identified a number of best practices related to increasing multimodal transportation usage. Examples include transit supportive development guidelines, on-street bicycle facility standards, parking standards, and roadway design standards. The Des Moines Area MPO will continue to offer assistance to its member communities in incorporating these best practices.

Additionally, DART has initiated the update to its long-range service plan, DART Forward 2035. The Des Moines Area MPO will provide technical and policy assistance to DART, as needed, throughout this process. DART also continues to pursue the development of rapid transit service in the metro, which the Des Moines Area MPO will continue to support as needed.

## **Public Health**

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

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

## **Freight System Enhancement**

Freight stakeholders have worked over the past few years to study the need for additional freight facilities in the metro area. In FY 2015, the Des Moines Area MPO commissioned the Des Moines Area Rail Port Study, which identified the feasibility of a transload facility along the Southeast Connector in Des Moines. In recent years the Des Moines Area MPO received a \$1.7 million loan from the Iowa DOT through the Railroad Revolving Loan and Grant Program and an \$11.2 million BUILD grant from the US DOT to help construct the facility. In FY 2019, the Des Moines Area MPO worked with partners to select an operator for the facility. Construction of the facility will be concluded in FY 2022; the Des Moines Area MPO will finish administering the Iowa DOT loan and BUILD grant in FY 2023.

## **Environmental Health**

The Des Moines Area MPO has become more involved in environmental-related initiatives in recent years. Over the last few years, the Des Moines Area MPO participated in activities of Watershed Management Authorities, directly leading efforts for the Walnut Creek Watershed and helping to facilitate regional coordination among the watershed management authorities. Since FY 2017, the Polk Soil and Water Conservation District and later Polk County, as the organization tasked with overseeing the administration of the existing WMAs in the Des Moines region, have contracted with the Des Moines Area MPO for continued policy and facilitation support.

The Des Moines Area MPO also has worked through its Environment Roundtable to bring environmental-related best-practices to its member governments. Examples include green streets, resource protection, and flood mitigation policies. In FY 2022, the Des Moines Area MPO became a regional affiliate member of ICLEI, a network of local governments focused on sustainability. Through this relationship the Des Moines Area MPO can help its members with greenhouse gas inventories and related technical assistance.



In FY 2015 the Iowa Department of Natural Resources (IDNR) contracted with the Des Moines Area MPO to develop a water trails plan for Des Moines metropolitan area. This plan identifies opportunities for increased water access and enhancing citizen experiences in and along urban water ways. The Greater Des Moines Water Trails and Greenways Plan was adopted by the Des Moines Area MPO in November 2016. The Des Moines Area MPO administered an engineering feasibility study, which concluded in FY 2019, to help refine costs for the plan's recommendations. In FY 2020, the Des Moines Area MPO, on behalf of a larger Central Iowa Water Trails consortium, received a \$25 million BUILD grant for a component of the downtown water trails project. The Des Moines Area MPO is working with regional partners to implement the project.

### **Data Collection, Analysis, and Modeling**

The Des Moines Area MPO continues to expand its capabilities for collecting and analysis data to support the planning process. Since completing Mobilizing Tomorrow in 2014, the Des Moines Area MPO produces data reports on a regular basis for presentation to its committees and the public. In FY 2022, the Des Moines Area created a data dashboard, <https://dmampo.org/performance-measures/>, to better communicate and share this information with its member governments and the public more easily. Work will continue in FY 2023 to expand and refine this data dashboard.

In FY 2016 and continuing through FY 2018, the Des Moines Area MPO participated in the NHTS Add-On Program. This program, administered through FHWA, provided the Des Moines Area MPO will a wealth of data related to travel patterns in the metropolitan area. In particular, this data will support the region's travel demand model, which the Des Moines Area MPO continues to refine.

With performance measure requirements prescribed in Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) that have continued into the current transportation bill, the Des Moines Area MPO has placed increased emphasis on data collection and analysis. The Des Moines Area MPO recently began purchasing new trail counters which will eventually replace existing trail counters purchased over a decade ago and which are becoming obsolete. The Des Moines Area MPO also developed the Iowa Data Bike in FY 2018. This bicycle uses an electric-assist cargo bike equipped with an iPhone running software that collects pavement roughness, a camera that takes pictures of the trail surface, and a second camera that takes 360-degree pictures of the trail. The Iowa Data Bike allows for the collection of trail surface conditions which can then be analyzed to inform jurisdictions of trail maintenance needs and costs. Since its development, the Des Moines Area MPO conducts an annual assessment of trail continues. This will continue in FY 2023. Also in FY 2023, the Des Moines Area MPO will partner with InTrans at Iowa State University to forecast trail-related maintenance needs to assist with member government budgeting and will examine opportunities to refine the Iowa Data Bike's data collection capabilities.

## Urban/Rural Issues

The region's growth continues to bring many opportunities yet also some challenges. These challenges may be further exacerbated following the 2020 Census which will redefine areas of Central Iowa designated as "urban" vs "rural". In particular, urban/rural definitions influence certain federal transportation funding, specifically transit funding, which may affect the service areas of DART and HIRTA. Additionally, projects such as the proposed designation of the US 65/Iowa 5 bypass to an interstate is complicated by conflicting urban and rural/agricultural interests. The Des Moines Area MPO will work to proactively identify and mitigate these issues over the coming years.

## Planning Studies and Major Projects

The Des Moines Area MPO and its member governments routinely engage in sub-area and corridor studies for both new transportation facilities and improvements to existing facilities. Activities outlined in this UPWP related to long-range planning, data collection and analysis, travel demand modeling, and project programming, among others, help support these studies. Studies of regional significance that are ongoing or anticipated for the near future include the following:

- Integrated Corridor Management – effort led by the Iowa DOT examining opportunities to optimize the transportation system in the Des Moines metropolitan area.
- Southwest Infrastructure and Planning Study – study examining transportation and infrastructure needs in Southwest Des Moines.
- US 65/Iowa 5 Interstate Designation – effort to designate the US 65/Iowa 5 corridor between I-80 near Altoona and I-35 near West Des Moines to an interstate;
- ITS Plans – The City of Des Moines as well as a coalition of western suburban communities led by the City of West Des Moines are developing ITS plans. The City of Ankeny also is developing a traffic signal timing plan; and,
- Vision Zero -The City of Des Moines is hiring a consultant to develop a Vision Zero Plan.

## Transportation Legislation and Funding

The Des Moines Area MPO is charged with providing a forum for its member governments to make decisions on how to use limited funding available for transportation. Legislation at the state and federal level affects the amount and type of funding available to the Des Moines Area MPO and its member governments, as well as the planning requirements that must be followed in order to use this funding. For example, in 2012, Congress passed a new federal transportation bill, MAP-21 which required that MPOs implement a performance-based planning process when making decisions on transportation investments. The most recent transportation bill, the Infrastructure Investment and Jobs Act, was passed in late 2021. The Des Moines Area MPO will continue to monitor requirements as they are finalized at the state and federal level and will make adjustments to its planning process as necessary.

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

### **Strategic Plan Implementation**

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

1. Implement programs and services consistent with vision and mission to meet requirements, fulfill needs, and lead to a more unified vision and plan for the region.
2. Develop and maintain mutually beneficial working relationships outside the MPO.
3. Ensure all MPO members feel adequately represented in broad-based deliberations and decisions.
4. Maintain a financially sound, strategic, and adaptive organization.
5. Provide relevant and educational information commensurate with the expertise of the MPO.
6. Ensure organizational infrastructure to support MPO mission.

The Des Moines Area MPO periodically conducts performance surveys to gauge MPO member and representative satisfaction with the organization and to recalibrate focus on the strategic plan. As the organization moves into the final year of its five-year plan, the Des Moines Area MPO will look at updating the strategic plan in FY 2023.



## Planning Activities

This section details the planning activities that the Des Moines Area MPO will be involved in throughout FY 2023. There are six main work tasks, each of which corresponds to a Mobilizing Tomorrow goal, one of the ten planning factors, or a federal planning requirement. Figure 4 below summarizes these relationships. Additional tasks not shown in this figure, which do not use federal funds, reflect contracted planning assistance provided to other organizations. Additionally, tasks addressing Planning Emphasis Areas are noted throughout this section.

		Task 1 Long-Range Planning	Task 2 Multimodal Planning	Task 3 Public Involvement	Task 4 Integrated Planning	Task 5 Funding	Task 6 Program Administration
Mobilizing Tomorrow Goals	Manage and optimize transportation infrastructure and services	X				X	X
	Enhance multimodal transportation options		X			X	X
	Improve the region’s environmental health				X	X	X
	Further the health, safety, and well-being of all residents in the region	X	X	X	X	X	X
Planning Factors	Support economic vitality	X	X		X	X	X
	Increase safety of the transportation system	X				X	X
	Increase the security of the transportation system	X			X	X	X
	Increase the accessibility and mobility of people and for freight		X			X	X
	Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth, housing, and economic development patterns.	X	X	X	X	X	X
	Enhance the integration and connectivity of the system across and between modes		X			X	X
	Promote efficient system management and operations	X	X			X	X
	Emphasize the preservation of the existing transportation system	X				X	X
	Improve resiliency and reliability and reduce/mitigate stormwater impacts				X	X	
Enhance travel and tourism	X	X		X	X		
MPO Requirements	Long-Range Transportation plan	X					X
	Transportation Improvement Program					X	X
	Unified Planning Work Program						X
	Public Participation Plan			X			X
	Passenger Transportation Plan		X				X
	Congestion Management Process	X					X
	Award Federal Funding					X	X
	Decision Making Structure						X

Figure 4: Des Moines Area MPO Activities and Requirements

## Task 1: Long-Range Planning

**Objectives:** Maintain and update a long-range transportation plan that reflects the region’s vision and goals, is supported with best practices and the latest available data, and is financially constrained. Manage and optimize transportation infrastructure and services.

### Cost Summary

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$171,447	\$10,000	\$47,641	\$229,088	3,036

### FY 2022 Major Accomplishments

- Developed an online performance measure dashboard, <https://dmampo.org/performance-measures/>
- Provided support for transportation system improvements (IJRs and corridor studies)
- Facilitated meetings of the Smart City Roundtable, Traffic Management Advisory Committee, and Planning and Engineering Subcommittees.
- Engaged with the Iowa DOT on the Integrated Corridor Management project
- Engaged member communities on data collection for the Regional ITS Architecture update
- Completed coordination with Iowa DOT and Metro Analytics on the NCHRP 20-44(22) Right Sizing Case Study
- Continued coordination with Iowa DOT, local property owners, and local communities on the US 65/Iowa 5 bypass interstate designation
- Supported the Greater Des Moines Partnership’s Regional Broadband Study
- Developed a summary report of metro traffic counting practices
- Roadway pavement forecasting report (anticipated by June 2022)

FY 2023 Long-Range Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p><b>Performance Measure Tracking</b></p> <ul style="list-style-type: none"> <li>• Purpose: To track regional progress towards targets set in Mobilizing Tomorrow, such as pavement condition, bridge condition, safety, congestion, conditions in environmental justice areas, etc., and to adopt/refine performance targets.</li> <li>• Approach: MPO staff will update performance measure targets set in Mobilizing Tomorrow with updated data and review with relevant committees the need to adjust any targets or objectives.</li> <li>• Outcome: Maintenance of publicly available dashboards that track regional progress towards MPO planning objectives.</li> </ul> <p><i># FHWA/FTA Planning Emphasis Area: Data in Transportation Planning</i>  <i># FHWA/FTA Planning Emphasis Area: Equity and Justice40 in Transportation Planning</i></p>	Ongoing/Quarterly	Goal 1 Goal 5
<p><b>Travel Demand Model Assistance</b></p> <ul style="list-style-type: none"> <li>• Purpose: To maintain a Travel Demand Model and to provide assistance to support MPO members’ projects and planning.</li> <li>• Approach: MPO staff will work with the Iowa DOT and a consultant to maintain its travel demand model and to fulfill travel demand model data requests and other modeling requests as received.                             <ul style="list-style-type: none"> <li>○ <i>Consultant cost: \$10,000</i></li> </ul> </li> <li>• Outcomes: MPO Travel Demand Model outputs according to requests.</li> </ul>	Ongoing	Goal 1

FY 2023 Long-Range Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p><b>US 65/Iowa 5 Bypass Interstate Designation</b></p> <ul style="list-style-type: none"> <li>• Purpose: To designate the US 65/Iowa 5 Bypass as an interstate corridor.</li> <li>• Approach: The MPO will work with member communities along the corridor, as well as the Iowa DOT and other regional partners, to take steps necessary to satisfy the interstate designation request process. This includes exploring legislative solutions to overweight and slow-moving vehicles and coordination with the agricultural community and general public.</li> <li>• Outcomes: Official request materials to Iowa DOT; legislative framework; communications strategy.</li> </ul>	December 2022	Goal 1 Goal 2
<p><b>Roadway Pavement Forecast and Analysis</b></p> <ul style="list-style-type: none"> <li>• Purpose: To support the Mobilizing Tomorrow goal of “Manage and Optimize Transportation Infrastructure and Services” by providing MPO members insight into the condition of roadway pavement.</li> <li>• Approach: MPO staff will work with member governments to use data from the FY 2022 pavement condition forecasting document.</li> <li>• Outcomes: More accurate budgeting figures from member governments for pavement rehabilitation.</li> </ul>	Ongoing	Goal 1 Goal 5
<p><b>ITS Architecture</b></p> <ul style="list-style-type: none"> <li>• Purpose: To update the Regional ITS Architecture to be consistent with the National ITS Reference Architecture.</li> <li>• Approach: MPO staff will work with member communities and organizations to complete the necessary components of a regional ITS Architecture.</li> <li>• Outcomes: Documentation of the existing and planned ITS systems consistent with the National ITS Reference Architecture and updated Regional ITS Architecture webpages.</li> </ul> <p>*Note: This project is a continuation of work started in FY 2021.</p>	June 2023	Goal 1 Goal 2
<p><b>Corridor Preservation Study</b></p> <ul style="list-style-type: none"> <li>• Purpose: To identify potential future transportation corridors for the purposes of land preservation.</li> <li>• Approach: MPO staff will work with its committees to identify future regional transportation corridors, to update results from recent corridor studies, and identify additional corridor for study.</li> <li>• Outcomes: A map of all corridors to assist with corridor preservation and a summary of the findings from recent corridor studies.</li> </ul>	March 2023	Goal 1 Goal 2
<p><b>Traffic Safety Study</b></p> <ul style="list-style-type: none"> <li>• Purpose: To identify opportunities to improve traffic safety throughout the MPO planning area.</li> <li>• Approach: MPO staff will work with the Engineering and Planning Subcommittees as well as TMAC to analyze crash trends; correlations between crashes and roadway characteristics such as speed, number of lanes, intersection types, dimensions, and so forth; and, the feasibility of roundabouts, road diets, and other practices in reducing crashes.</li> <li>• Outcomes: A regional Vision Zero plan with recommendations to improve traffic safety, work-zone safety education, traffic incident management (TIM) promotion, and first responder best practices. A model vision zero plan template for MPO members.</li> </ul> <p>*Note: this project was identified for FY 2022 but did not commence due to limited board and public interaction as a result of COVID-19. # FHWA/FTA Planning Emphasis Area: Complete Streets</p>	June 2023	Goal 1 Goal 2

FY 2023 Long-Range Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p><b>Metropolitan Transportation Plan Growth Scenario Analysis</b></p> <ul style="list-style-type: none"> <li>• Purpose: To forecast regional growth and analyze impacts on regional systems.</li> <li>• Approach: MPO staff will work with the Planning Subcommittee to review past growth forecast methodology and make any necessary changes, forecast growth according to the methodology, and analyze the impact of growth on transportation and other regional systems. Scenario modeling tools may be developed as used as necessary.</li> <li>• Outcomes: Data summarizing forecasted growth for use in the Metropolitan Transportation Plan and the travel demand model. Potential use by other regional organizations interested in examining the impacts of growth on the need and distribution of affordable housing as it relates to employment centers and transportation.</li> </ul> <p>*Note: this project was identified for FY 2022 but was delayed until FY 2023 when more 2020 Census figures will be available.</p>	<p>June 2023</p>	<p>Goal 1 Goal 2 Goal 5</p>

## Task 2: Multimodal Planning

**Objective:** Provide support to expand multimodal transportation options in the region to increase the mobility of people and freight.

### Cost Summary - MPO

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$138,149	\$60,000	\$38,388	\$236,538	2,838

### FY 2022 Major Accomplishments

- Trail counting reports for active trail counters
- Purchase and implementation of new trail counters
- Worked with Des Moines to continue development of transload facility
- Met and exceeded Iowa DOT requirements for Transportation Advisory Groups
- Participated in the Accessible Transportation Community Initiative project with regional partners, including HIRTA
- Kicked off the Passenger Transportation Plan update
- Kicked off the InterConnect Active Transportation plan
- Collected Data Bike trail roughness and pavement conditions
- Facilitated meetings of the Central Iowa Bicycle and Pedestrian Roundtable and the Freight Roundtable
- Identified and mapped bike parking opportunities in downtown Des Moines
- Coordination with InTrans on the development of trail pavement condition forecasting tools
- Hosted the Container Locator pilot website
- DART completed Transit Optimization Study

FY 2023 Multimodal Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p><b>Human Service/Public Transportation Coordination</b></p> <ul style="list-style-type: none"> <li>• Purpose: To evaluate barriers and identify opportunities for a more coordinated transportation system for disadvantaged populations.</li> <li>• Approach: MPO staff will continue to facilitate Transportation Advisory Groups in coordination with Des Moines Area Regional Transit Authority, Heart of Iowa Regional Transit Authority, Iowa DOT, and United Way of Central Iowa. MPO staff will invite subject experts to discuss the barriers within various sectors (housing, employment, health services, etc.)</li> <li>• Outcomes: Fulfill Iowa DOT requirements; improved coordinated transportation service; complete a full update of the Passenger Transportation Plan</li> </ul>	December 2022 & Ongoing	Goal 1 Goal 2

FY 2023 Multimodal Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p><b>Bike/Ped Supported Activities</b></p> <ul style="list-style-type: none"> <li>• Purpose: Support the MPO’s and the region’s needs for bicycle and pedestrian planning through ongoing data collection, analysis, and technical assistance in this program.</li> <li>• Approach: In addition to the items listed below, during the federal fiscal year, other bicycle and pedestrian planning studies often are identified collaboratively by MPO members, communities, bicycle and pedestrian advisory groups. Through such studies, MPO staff provides support to communities by creating bicycle and pedestrian improvement projects.</li> <li>• Outcomes: Anticipated outcomes include technical assistance, data collection, analysis, development of mapping tools, review of materials, and attendance at state, regional, and local forums and committee meetings. Tasks not related directly to separate studies or activities may include the following:               <ul style="list-style-type: none"> <li>○ Coordinate with state agencies, municipalities, and other groups regarding bicycle and pedestrian planning for the region, possibly to include issues pertaining to bicycle/pedestrian law enforcement and education.</li> <li>○ Collect data on bicycle and pedestrian volumes at selected on-road and off-road facilities.</li> <li>○ Identify and examine bicycle and pedestrian crash hot spots in the region to support development of strategies to address bicycle and pedestrian safety problems.</li> <li>○ Provide ongoing technical support to communities for current tools and practices regarding bicycle and pedestrian issues, with a particular focus on promoting safety.</li> <li>○ Facilitate development of regional policies and best practices relating to bike/ped safety and emerging modes in the world of shared micromobility.</li> <li>○ Conduct technical analyses to quantify the impacts of proposed bicycle facilities, including air quality improvements, road diets, reductions in vehicle-miles traveled, and parking needs</li> <li>○ Conduct analyses to identify critical sidewalk gaps in the region, and possibly provide guidance to communities by accessing available Transportation Alternatives Program funding to close gaps on federal-aided roadways.</li> <li>○ Examine potential routes, both on-road and off-road, to increase the connectivity of the existing transportation system, including trails, on-road facilities, and public transit, where applicable.</li> <li>○ Consider development of a non-motorized safety management program, with the goal to support a Vision Zero policy.</li> </ul> </li> </ul>	<p>Ongoing</p>	<p>Goal 1 Goal 2</p>

FY 2023 Multimodal Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p><b>DART Transit Service Planning</b></p> <ul style="list-style-type: none"> <li>• Purpose: To optimize DART routes and services.</li> <li>• Approach: This activity continues the analysis of route and passenger data and system performance. Recommendations for route or service changes will be analyzed and completed as necessary, including Title VI requirements. In addition, this project would include the study and planning of emerging and flexible transit services such as mobility on demand, paratransit, and commuter vanpool services to serve the growing and evolving needs of the region.</li> <li>• Outcomes: DART planning studies and Title VI documentation.               <ul style="list-style-type: none"> <li>○ <i>Note: this is a DART-led project</i></li> </ul> </li> </ul>	Ongoing	Goal 1
<p><b>Trail Pavement Data Collection</b></p> <ul style="list-style-type: none"> <li>• Purpose: To collect pavement condition information on the region’s trails.</li> <li>• Approach: MPO staff will utilize the Iowa Data Bike to collect data from the trails, which will then be analyzed and reviewed by MPO committees and other stakeholders.</li> <li>• Outcomes: Trail condition data to be used in subsequent reports.</li> </ul> <p><i># FHWA/FTA Planning Emphasis Area: Data in Transportation Planning</i></p>	September 2022	Goal 1
<p><b>Trail Management Program</b></p> <ul style="list-style-type: none"> <li>• Purpose: To develop a methodology for analyzing and forecasting trail pavement conditions for better maintenance and management of the regional trail network.</li> <li>• Approach: MPO staff will work with the Institute of Transportation (InTrans) at Iowa State University to analyze historical trail pavement conditions and to use the data to develop forecasts for trail pavement conditions. Specifically, InTrans will provide a series of data collection services that will aid the MPO in utilizing the Iowa Data Bike and dTIMS software to provide sidewalk and trail condition forecasting analysis. InTrans will 1) create a data analysis tool to calculate International Roughness Index, which can be imported into dTIMS for use in pavement forecasting, 2) create a pavement crack detection and paved trail width calculation methodology using Go Pro pictures collected by the Iowa Data Bike, 3) utilize a walking profiler to correlate roughness data collected with the Iowa Data Bike, 4) integrate roughness data and crack data to create a pavement condition index similar to what is generated for roadway pavement, and 5) import the sidewalk and trail pavement condition index into dTIMS to forecast trail pavement conditions similar to roadways               <ul style="list-style-type: none"> <li>○ <i>InTrans contract cost: \$60,000</i></li> </ul> </li> <li>• Outcome: Data and methodologies to aid in understanding pavement conditions. From this the MPO will generate a report on current and forecasted trail pavement conditions.</li> </ul> <p><i># FHWA/FTA Planning Emphasis Area: Data in Transportation Planning</i></p>	December 2022	Goal 1 Goal 5

FY 2023 Multimodal Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p><b>Bike/Ped Count Program</b></p> <ul style="list-style-type: none"> <li>• Purpose: Continue to update and reorganize the MPO’s regional bike/ped count program to better understand non-motorized movement, demand, and emerging priorities within the metro area</li> <li>• Approach: Work with regional partners to determine the best and most efficient methodology, technology and locations to implement a robust bike/ped count program.               <ul style="list-style-type: none"> <li>○ Trail counters – Identify active and non-active trail counters to reallocate them in high priority locations; coordinate data collection for newer trail counters purchased by the Des Moines Area MPO and the City of Des Moines</li> <li>○ On-street bike counters – Work with City of Des Moines and University of Iowa to deploy permanent counters as a pilot, continue to explore newer technologies for future implementation</li> <li>○ Bike/Ped Count Locations – Continue to refine and prioritize locations to install infrared and permanent counters</li> </ul> </li> <li>• Outcomes:               <ul style="list-style-type: none"> <li>○ Interactive map to display trail and bike/ped count and crash data</li> <li>○ Annual Bike/Ped Report summarizing trail and non-motorized usage and trail condition summary from Trail Condition Report.</li> <li>○ Continued purchase and replacement of obsolete counters</li> </ul> </li> </ul> <p>*Note: this project began in FY 2022 and is extending into FY 23 following project scope refinement to replace existing trail counters.  <i># FHWA/FTA Planning Emphasis Area: Data in Transportation Planning</i></p>	<p>May 2023</p>	<p>Goal 1 Goal 2</p>
<p><b>Bicycle and Pedestrian Master Plan Update (InterConnect)</b></p> <ul style="list-style-type: none"> <li>• Purpose: As the planning horizon for CONNECT Plan ends in 2020, the region needs a fresh look at its bike/ped needs as new issues and needs continue to emerge. This plan will be a regional guide to address non-motorized modes, incorporating Safe Routes to Schools policies.</li> <li>• Approach: MPO staff work with its regional partners and the Bicycle/Pedestrian Roundtable to undertake a comprehensive, regional assessment of bike/ped and safe routes to school issues. The process will include the following steps:               <ul style="list-style-type: none"> <li>○ Review and develop a regional vision, goals, objectives and strategies with respect to bike/ped and SRTS elements</li> <li>○ Update CONNECT Plan data, maps and recommendations</li> <li>○ Incorporate high priority projects from MPO member communities</li> <li>○ Develop a policy and design toolbox utilizing best practices</li> <li>○ Include implementation priority plan</li> <li>○ Develop updated walking routes and priority improvements for elementary schools</li> <li>○ Modify MPO funding criteria to reflect priorities and needs developed in the Plan</li> </ul> </li> <li>• Outcome: Completed InterConnect Plan</li> </ul> <p>*Note: this is a continuation of a project was identified for FY 2022. The planning completion date was extended due to delays caused by staff turnover.  <i># FHWA/FTA Planning Emphasis Area: Complete Streets</i></p>	<p>September 2022</p>	<p>Goal 1 Goal 2</p>

FY 2023 Multimodal Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p><b>Model Bicycle and Micromobility Ordinance Facilitation</b></p> <ul style="list-style-type: none"> <li>• Purpose: Facilitate the development of a regional model bicycle and micromobility ordinance for consideration by MPO member governments.</li> <li>• Approach: The Central Iowa Bicycle and Pedestrian Roundtable, with assistance from MPO staff, will develop and recommend a model ordinance for consideration by the MPO. MPO staff and/or bicycle/pedestrian roundtable members will speak to the MPO committees and member governments considering adoption of the ordinance and serve as technical resources.</li> <li>• Outcomes: development and adoption of a model ordinance by the MPO; adoption of the model ordinance by MPO member governments.</li> </ul>	<p>December 2022</p>	<p>Goal 1 Goal 2</p>
<p><b>Strategic Trail Planning</b></p> <ul style="list-style-type: none"> <li>• Purpose: Facilitate efforts to preserve existing trail corridors on which development is encroaching.</li> <li>• Approach: This is a continuation of work by a subcommittee of the Central Iowa Bicycle and Pedestrian Roundtable. The subcommittee will examine development best practices, ordinances, legislation, and so forth to preserve the character of existing regional trail corridors (e.g., access management, viewsheds, tree cover, etc.).</li> <li>• Outcomes: development and adoption of planning tools (e.g., model ordinance, legislation, or other regulations) by the MPO and implementation of the tools by MPO member governments.</li> </ul>	<p>May 2023</p>	<p>Goal 1 Goal 2</p>

### Task 3: Public Involvement

**Objective:** Engage the public, the media, and other stakeholders in the Des Moines Area MPO's planning process.

#### Cost Summary

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$120,343	\$30,000	\$33,440	\$183,783	1,676

#### FY 2022 Major Accomplishments

- Updated the Des Moines Area MPO website
- Publish press releases and public notices
- Hosted public input meetings
- Engaged news media in activities
- Published periodic reports on performance measures and other topics

FY 2023 Public Engagement Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p><b>Tomorrow Plan Speaker Series</b></p> <ul style="list-style-type: none"> <li>• Purpose: To support regional organizations hosting national thought-leaders who share ideas, insights, and inspiration with regional influencers to advance the sustainable development of Greater Des Moines</li> <li>• Approach: MPO staff offers funding to local agencies (e.g., MPO members, partner organizations, and non-profit organizations) to assist them host speakers. <ul style="list-style-type: none"> <li>◦ Cost: \$15,000 is budgeted for speaker assistance. Note, this assistance will be provided with non-federal funding.</li> </ul> </li> <li>• Outcomes: Approximately six speakers are supported each calendar year.</li> </ul> <p># FHWA/FTA Planning Emphasis Area: Public Involvement</p>	Ongoing	Goal 2 Goal 5
<p><b>Media Relations</b></p> <ul style="list-style-type: none"> <li>• Purpose: To maintain good working relationships between the Des Moines Area MPO and the media outlets of Greater Des Moines, to preserve and enhance the reputation and credibility of the MPO and provide the MPO with platforms to deliver its messages to the public and regional stakeholders.</li> <li>• Approach: MPO staff will work to build relationships with media members through face-to-face meetings, providing helpful responses to information and interview requests, and providing timely, newsworthy information for their publications and platforms.</li> <li>• Outcomes: Media outlets will continue to treat MPO as a credible source of information and valuable public entity doing good work for the governments and residents of Greater Des Moines.</li> </ul>	Ongoing	Goal 5

FY 2023 Public Engagement Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p><b>Public Meeting Support</b></p> <ul style="list-style-type: none"> <li>• Purpose: To ensure MPO public meetings fulfill their objectives, especially the meaningful engagement of the public in the decision-making process of the Des Moines Area MPO.</li> <li>• Approach: MPO staff will collaborate on preparations for public meetings, including standing meetings of MPO committees and subcommittees, as well as special meetings for MPO projects and programs.</li> <li>• Outcomes: MPO public meetings will meet the expectations outlined in Title VI documentation, Limited English Proficiency program, and Public Involvement Process.</li> </ul> <p><i># FHWA/FTA Planning Emphasis Area: Public Involvement</i></p>	Ongoing	Goal 5
<p><b>Upkeep of Title VI, LEP, Public Involvement Process</b></p> <ul style="list-style-type: none"> <li>• Purpose: To ensure the MPO's compliance with required public engagement documents such as Title VI, Limited English Proficiency Plan (LEP), and its Public Involvement Process.</li> <li>• Approach: MPO staff will review federal guidelines, its current practices and documentation, and best practices to understand any changes that should be made to its existing documentation.</li> <li>• Outcomes: If necessary, updated Title VI documentation, updated LEP, and an updated Public Involvement Process.</li> </ul> <p><i># FHWA/FTA Planning Emphasis Area: Public Involvement</i></p>	Ongoing	Goal 1 Goal 5
<p><b>Annual Report</b></p> <ul style="list-style-type: none"> <li>• Purpose: To report the many values which the Des Moines Area MPO delivers to its member governments, including a summary of MPO investments made with jurisdictions and entities.</li> <li>• Approach: MPO staff will review previous annual reports and recommend any format improvements.</li> <li>• Outcomes: An Annual Report will be developed, published and distributed to MPO member governments.</li> </ul>	May 2023	Goal 5
<p><b>Website Update</b></p> <ul style="list-style-type: none"> <li>• Purpose: To update the MPO's websites, including those for contracted services, to make them more user-friendly, their design more cohesive, and to address comments made by US DOT during the 2021 Certification Review.</li> <li>• Approach: MPO staff will hire a consultant to conduct a review of the MPO's and contracted services' websites and make recommendations on how to improve them, including more cohesive design and improved interplay among the sites (e.g., MPO, CIRTPA, MIPA HTFs). <ul style="list-style-type: none"> <li>○ <i>Cost: \$15,000 is budgeted for website consultant costs.</i></li> </ul> </li> <li>• Outcomes: Updated websites.</li> </ul> <p><i># FHWA/FTA Planning Emphasis Area: Public Involvement</i></p>	May 2023	Goal 2 Goal 5 Goal 6

## Task 4: Integrated Planning

**Objective:** Integrate land use, environmental protection, public health, social justice, and other related factors into the planning process to ensure the successful implementation *Mobilizing Tomorrow*, promote the adoption of best practices, and understand the impact various factors have on transportation.

### Cost Summary

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$258,043	\$30,000	\$71,704	\$359,748	3,220

### FY 2022 Major Accomplishments

- Participated in and managed meeting records for metro watershed management authorities
- Facilitated Greater Des Moines Council of Watershed Management Authorities meetings and initiatives
- Continued work on the Rain Campaign effort
- Rain Campaign received additional grant funding, exceeded project installation goals, adapted outreach to COVID-19 needs, including green infrastructure bike tours, and has begun to move the pilot program to communities outside Central Iowa with potential full-time staff person.
- Continued to be engaged with the central Iowa water trails initiative
- Provided technical and strategic planning assistance to partner agencies in the fields of health, social justice, resilience, green infrastructure, development, and more as requested from MPO member communities
- Reviewed development proposals, as requested
- Provided guidance and information for comprehensive plans, zoning, etc., as requested
- Updated the environmental justice methodology
- Established Watershed Management assistance contract with Polk County as a perpetual agreement where the MPO provides WMAs administrative support as well as, outreach, mapping, policy and planning assistance.
- Created Central Iowa Climate Toolbox for planner's new to integrating climate into local plans, regulations, and efforts
- Developed webinar series exploring emerging planning practices and needs including electric vehicle and climate planning
- Facilitated MPO Environment Roundtable meetings and initiatives
- Joined ICLEI-USA as a Regional Affiliate Member
- Completed the University Avenue Study (West Des Moines)

FY 2023 Integrated Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p><b>Watershed Management Authority/Stormwater</b></p> <ul style="list-style-type: none"> <li>• Purpose: To support the Mobilizing Tomorrow goal of “Improve the Region’s Environmental Health” by building regional programs and coalitions to incorporate ecosystem services into planning and development.</li> <li>• Approach: MPO staff will continue to participate in regional watershed management authorities (WMA), the Rain Campaign, green infrastructure conference planning collaborations. MPO staff will also work with Capital Crossroads staff to move the post-construction stormwater ordinance language and other resilience policy recommendations through MPO member city processes.</li> <li>• Outcomes: Continued implementation of each WMA’s plan goals and strategies, fulfilling Rain Campaign installation goals, greater incentive to incorporate green infrastructure in transportation projects through MPO funding mechanisms, host highly-impactful green infrastructure conference, and integration of post-construction stormwater ordinance language in all MPO member cities.</li> </ul> <p><i># FHWA/FTA Planning Emphasis Area: Planning and Environmental Linkages</i></p>	Ongoing	Goal 1 Goal 2 Goal 5
<p><b>Water Trails</b></p> <ul style="list-style-type: none"> <li>• Purpose: To serve as the responsible charge of the BUILD grant project while providing general planning support to water trails initiative as needed.</li> <li>• Approach: MPO staff will continue to oversee the implementation of the BUILD grant projects, as well as participate in planning efforts relating to water trails development.</li> <li>• Outcomes: Coordinate with construction engineer during the construction of the project and approve any necessary change orders.</li> </ul>	Ongoing	Goal 1 Goal 2
<p><b>Community Technical Assistance</b></p> <ul style="list-style-type: none"> <li>• Purpose: To provide technical assistance, as requested, to member governments.</li> <li>• Approach: Member communities contact MPO staff with technical assistance projects/questions. MPO staff will follow the approved project involvement decision tree to determine whether assistance will be provided at no charge or if a contract will be required. Assistance for which contracts will be required will be completed under Task 8. See Task 8 for additional information about technical services available.</li> <li>• Outcomes: The completion of tasks and projects as they become available.</li> </ul>	Ongoing	Goal 1 Goal 2
<p><b>Regional Climate Action Planning Assistance</b></p> <ul style="list-style-type: none"> <li>• Purpose: To support the Mobilizing Tomorrow goal of “Improve the Region’s Environmental Health” by continuing to develop products, content, webinars, roundtables, and community assistance focused on the integration of climate action planning into local and regional planning.</li> <li>• Approach: MPO staff will continue to adapt the Central Iowa Climate Toolbox to aid the needs of MPO member communities; produce greenhouse gas emissions inventory reports for member communities; convene partners for regional collaborations; and coordinate climate technical assistance through ICLEI membership and regional partnerships; and support member communities in their climate planning efforts.</li> <li>• Outcomes: Delivery of new and pertinent information and integration of best practices into MPO member communities.</li> </ul> <p><i># FHWA/FTA Planning Emphasis Area: Tackling the Climate Crisis</i></p>	Ongoing	Goal 1 Goal 2 Goal 5

FY 2023 Integrated Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p><b>Green Infrastructure Mapping</b></p> <ul style="list-style-type: none"> <li>• Purpose: To support the Mobilizing Tomorrow goal of “Improve the Region’s Environmental Health” by utilizing geographic information system and regional data to analyze and communicate green infrastructure importance and advancement throughout the MPO region.</li> <li>• Approach: MPO will continuously solicit green infrastructure data from MPO member communities and community partners to better quantify cost, benefits, and capacity of stormwater management work across Central Iowa.</li> <li>• Outcomes: An updated green infrastructure online map that provides more substantial data to member communities, community partners, and the general public on the efficacy and impact of green infrastructure in the region. Public facing and technical platforms and data sets for grant writing, outreach, project development, and implementation.</li> </ul> <p><i># FHWA/FTA Planning Emphasis Area: Planning and Environmental Linkages</i></p>	Ongoing	Goal 1 Goal 2 Goal 5
<p><b>State and Federal Government Relations/Advocacy</b></p> <ul style="list-style-type: none"> <li>• Purpose: To ensure the needs of MPO and its member governments are represented in the Iowa and US legislative process.</li> <li>• Approach: MPO staff will work with organizations such as the Greater Des Moines Partnership to annually develop a list of priority projects and policy goals for inclusion in government relations materials.</li> <li>• Outcomes: MPO representation on the Greater Des Moines Partnership’s state and federal governmental policy council; MPO materials in the annual DMDC Policy Book.</li> </ul>	May 2023	Goal 1 Goal 2 Goal 4 Goal 5
<p><b>EV Charging Strategy Integration</b></p> <ul style="list-style-type: none"> <li>• Purpose: To support the Mobilizing Tomorrow goal of “Improve the Region’s Environmental Health” and to support the IIJA efforts for electric vehicle (EV) investments by identifying ways for communities and individuals can increase support for EVs.</li> <li>• Approach: Convene Environment Roundtable and Smart City Roundtable members to develop strategies for IIJA funding opportunities as well as broad EV integration best practices.</li> <li>• Outcomes: Integration of best practices into MPO member communities and regional application of new IIJA funding programs.</li> </ul> <p>*Note: a similar project was included in the FY 2022 UPWP to develop an EV charging strategy document. However, this project did not move forward as it was duplicative to an effort by the Iowa Clean Cities Coalition.</p> <p><i># FHWA/FTA Planning Emphasis Area: Tackling the Climate Crisis</i></p>	Ongoing	Goal 1 Goal 2 Goal 5

FY 2023 Integrated Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p><b>Assessment of Infrastructure Investment &amp; Jobs Act</b></p> <ul style="list-style-type: none"> <li>• Purpose: To support Mobilizing Tomorrow’s goals to “Manage and Optimize Transportation Infrastructure and Services,” “Enhance Multimodal Transportation Options,” “Improve the Region’s Environmental Health,” and “Further the Health, Safety, and Well-Being of all Residents in the Region” by evaluating how the 2021 Infrastructure Investment &amp; Jobs Act can be best utilized and implemented by MPO member jurisdictions</li> <li>• Approach: MPO staff will review IJIA and determine applicability and best pathways to maximize ongoing and new transportation funding programs from the IJIA; MPO staff will continue to monitor and report out to MPO committees the intricacies of each existing and new IJIA program as they continue to develop; MPO staff aims to anticipate the data and technical needs of IJIA program applications.</li> <li>• Outcomes: MPO staff will draft reports and best practices for MPO communities staff and policymakers to reference in project and community planning</li> </ul>	<p>December 2022</p>	<p>Goal 1 Goal 5 Goal 6</p>
<p><b>Capital Crossroads Support</b></p> <ul style="list-style-type: none"> <li>• Purpose: To support the Capital Crossroads initiative, including the update of the Capital Crossroad’s Vision Document.</li> <li>• Approach: For the last decade, the MPO has been one of the primary funders of Capital Crossroads, a regional public/private strategic plan to leverage the region’s key advantages and address challenges. In FY 2023, the MPO will again contribute to Capital Crossroads. The support helps pay for the initiative’s operations, including the Capital Crossroad’s Vision Document’s update in FY 2023. MPO staff also contribute time to regional transportation initiatives led by Capital Crossroads, which in 2023 will include examining the elimination of minimum parking requirements and improving regional walkability through a sidewalk gap inventory. The MPO Executive Director also serves as a co-chair of the initiative’s Physical Capital working group. <ul style="list-style-type: none"> <li>○ <i>Cost: \$30,000 is budgeted for financial support to Capital Crossroads’ operations.</i></li> </ul> </li> <li>• Outcomes: An updated Capital Crossroad’s vision document, quarterly meetings of the Physical Capital, sidewalk gap inventory, and policy language aimed to eliminate minimum parking requirements for local communities to consider.</li> </ul>	<p>Ongoing</p>	<p>Goal 1 Goal 2 Goal 4 Goal 5</p>

## Task 5: Funding

**Objective:** Award transportation funding and develop, monitor, and maintain the Transportation Improvement Program.

### Cost Summary

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$94,059	\$0	\$26,137	\$120,196	1,292

### FY 2022 Major Accomplishments

- Updated *FFY 2026 STBG Set-Aside Application Scoring Criteria* and supporting materials
- Solicited, scored, and awarded FFY 2026 STBG and Set-Aside funding
- Developed and approved the *FFY 2022-2025 Transportation Improvement Program*, as necessary
- Amended the *FFY 2022-2025 Transportation Improvement Program*, as necessary
- Began development of the *FFY 2023-2026 Transportation Improvement Program*
- Offered letters of support for various grant programs such as RISE and ICAAP funds
- Educated member communities on state and federal legislation that impact transportation funding
- Solicited updates for the priority transportation project list for the Greater Des Moines Partnership’s Policy Book
- Executed BUILD grant agreement the FHWA for the Water Trails project
- Completed the *FY 2022-2025 Transportation Capital Improvement Program*
- Closed out the BUILD and RRLG programs for the Transload project

FY 2023 Funding Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p><b>Transload Facility Grant Reporting</b></p> <ul style="list-style-type: none"> <li>• Purpose: To oversee the ongoing grant reporting related to the operation of the Des Moines Transload Facility.</li> <li>• Approach: MPO staff will work with Des Moines Industrial, and the Federal Railroad Administration (FRA) to oversee the annual reporting required as part of the US DOT BUILD grant funds.</li> <li>• Outcomes: The development of annual progress reports to the FRA tracking progress towards meeting the performance measures set forth in the grant agreement.</li> </ul>	June 2025	Goal 1 Goal 2
<p><b>Water Trails BUILD Grant Administration</b></p> <ul style="list-style-type: none"> <li>• Purpose: To oversee the grant administration and reimbursement process related to the Central Iowa Water Trails project’s US DOT BUILD grant.</li> <li>• Approach: MPO staff will serve as the responsible charge to oversee the administration of the Central Iowa Water Trails BUILD grant funds including completing reimbursement requests through the Federal Highway Administration.</li> <li>• Outcomes: The completion of all reimbursement requests, reporting requirement under the grant terms, and overseeing the projects construction with the assistance of a construction engineer.</li> </ul>	Ongoing	Goal 1 Goal 2

FY 2023 Funding Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p><b>Grant Letters of Support</b></p> <ul style="list-style-type: none"> <li>• Purpose: To offer letters of support to MPO members and partner organizations to help secure infrastructure funding in the region.</li> <li>• Approach: MPO staff will work with project sponsors to understand the scope and need of various projects seeking funding from the Iowa DOT, US DOT, other state and federal agencies, and non-profit organizations and offer letters of support.</li> <li>• Outcomes: Letters of support that help secure funding for the region.</li> </ul>	Ongoing	Goal 1 Goal 2
<p><b>STBG/TAP Process</b></p> <ul style="list-style-type: none"> <li>• Purpose: To allocate the annual Surface Transportation Block Grant (STBG) funds and Set-Aside (TAP) funds to regional transportation projects.</li> <li>• Approach: MPO staff will work with the member governments and the Funding Subcommittee to review and amend the scoring process, as needed, and then to solicit and review transportation projects submitted for funding.</li> <li>• Outcomes: The awarding of STBG/TAP funds to projects that advance the goals of Mobilizing Tomorrow.</li> </ul> <p><i># FHWA/FTA Planning Emphasis Area: Equity and Justice40 in Transportation Planning</i></p>	May 2023	Goal 1
<p><b>Transportation Improvement Program</b></p> <ul style="list-style-type: none"> <li>• Purpose: To develop and maintain a four-year Transportation Improvement Program (TIP) of federally funded projects to be undertaken in the MPO area.</li> <li>• Approach: MPO staff will provide each MPO member government and participating agency a list of current TIP projects for review and update, with a request for the project sponsors to determine adjustments needed. MPO staff will assemble a draft document for review by the Iowa DOT, MPO committees, and the public; hold public meetings; and produce a final document. Amendments to the TIP will follow the amendment process outlined in the TIP.</li> <li>• Outcomes: Federal Fiscal Years 2023-2026 TIP.</li> </ul>	June 2023	Goal 1

## Task 6: Program Administration

**Objective:** Support ongoing regional planning activities by offering professional staff services and committee support, administering the work program and budget, and execute agreements with partner agencies.

### Cost Summary

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$432,172	\$37,000	\$120,090	\$589,263	5,388

### FY 2022 Major Accomplishments

- Amended and revised, as necessary, the FY 2022 UPWP
- Completed and approved the FY 2023 UPWP
- Prepared monthly reimbursement requests to the Iowa DOT
- Prepared agendas and materials for committees, roundtables, and working groups
- Assisted representatives, as needed
- Provided staff support for meetings and other activities
- Monitored federal requirements
- Provided general administrative staff support
- Processed purchase orders, accounts payable, and accounts receivable
- Handled benefits administration for staff
- Administered checking and savings accounts
- Complied with state laws regarding agenda publications, public notices, and so forth
- Filed regular lobbyists reports, as needed
- Processed insurance renewals
- Performed staff evaluations
- Hired staff, as needed
- Completed annual audit
- Executed funding agreements with the Iowa DOT, CIRTPA, and other partner agencies
- Purchased office equipment
- Collaborated with various vendors
- Maintained office IT network
- Hired outside legal counsel for review of legal contracts, organizational agreements, and to help assure the organization adheres to all applicable state and federal rules and regulations
- Updated the MPO/CIRTPA Planning Agreement
- Convened meetings of the Finance Subcommittee to review quarterly financial reports, audit documents, and draft budgets

FY 2023 Administration Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p><b>Committee Support</b></p> <ul style="list-style-type: none"> <li>• Purpose: To ensure meetings of the MPO’s main committees, subcommittees, roundtables, and working groups occur in a timely, professional manner with representation from relevant member governments and participating agencies.</li> <li>• Approach: MPO staff will regularly undertake efforts to prepare for and hold meetings, including tasks such as agenda development, note taking, public announcements and notification, room set up and break down, presentation preparation, and so forth, in compliance with all relevant state and federal laws. Staff also will also meet with committee chairs and other representatives, as necessary, to ensure the representatives are prepared and understand the agenda items and other materials.</li> <li>• Outcomes: Successful meetings of MPO committees that advance the MPO’s mission.</li> </ul>	Ongoing	Goal 1 Goal 2 Goal 3 Goal 4 Goal 5 Goal 6
<p><b>MPO Operating Grant Administration</b></p> <ul style="list-style-type: none"> <li>• Purpose: To oversee administration of funding included in the <i>Planning Joint Participant Agreement to Implement Metropolitan Intermodal Planning</i> entered into by the MPO and the Iowa DOT as well as other grants and/or agreements between the MPO and other parties for planning services.</li> <li>• Approach: MPO staff will develop monthly reimbursement requests to funding partners, particularly the Iowa DOT) for eligible expenses by identifying eligible direct and indirect costs from expenses approved by the MPO Policy Committee each month, summarizing these costs by UPWP work task, and preparing a progress report of activities.</li> <li>• Outcomes: The reimbursement of funds to the MPO.</li> </ul>	Ongoing	Goal 1 Goal 4
<p><b>Routine Office Administration</b></p> <ul style="list-style-type: none"> <li>• Purpose: To ensure the continuous administration of the MPO office and programs.</li> <li>• Approach: The MPO board and staff will ensure the MPO has the necessary resources to fulfil its mission, including 1)employing a professional staff with necessary talent, skills, and capacity, 2) contracting for other professional services - such as legal, payroll, accounting, information technology, and so forth., 3) maintaining office space, equipment, and software necessary for staff and representatives to conduct business, and 4) developing and maintaining necessary policies and guidelines to ensure successful and lawful operation of the organization.</li> <li>• Outcomes: Successful operation of the MPO office and administration of the organization.</li> </ul>	Ongoing	Goal 1 Goal 3 Goal 4 Goal 6
<p><b>Strategic Planning</b></p> <ul style="list-style-type: none"> <li>• Purpose: To update the MPO’s five-year strategic plan.</li> <li>• Approach: The MPO will seek consulting services and form a steering committee to help update the MPO’s strategic plan. The consultant would convene a steering committee of MPO representatives, survey local stakeholders, and develop recommendations on the organizational direction of the MPO. <ul style="list-style-type: none"> <li>○ <i>Consultant cost: \$25,000</i></li> </ul> </li> <li>• Outcomes; A strategic plan that guide’s the organization’s development.</li> </ul>	January 2023	Goal 3

FY 2023 Administration Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<p><b>Unified Planning Work Program/Budget</b></p> <ul style="list-style-type: none"> <li>• Purpose: To develop an annual scope of work and budget for the MPO’s operations.</li> <li>• Approach: MPO staff will work with its member governments to solicit and review work activities as described on page 11 of this document. During this timeframe staff also will develop a budget and work with the MPO’s Budget and Finance Subcommittee to review.</li> <li>• Outcomes: FY 2024 UPWP and budget; FY 2023 UPWP amendments.</li> </ul>	<p>May 2023</p>	<p>Goal 1 Goal 4 Goal 6</p>
<p><b>Annual Audit</b></p> <ul style="list-style-type: none"> <li>• Purpose: To audit the MPO’s financial activities for the previous fiscal year.</li> <li>• Approach: MPO staff will work with a hired firm to prepare an audit of the previous year’s activities in accordance with required regulations and best accounting practices. The MPO’s Finance Subcommittee, comprised of finance directors from a subset of MPO member governments as well as the MPO’s Treasurer, will review the auditor’s report before submitting to the MPO Policy Committee for approval. <ul style="list-style-type: none"> <li>○ Auditor cost: \$12,000</li> </ul> </li> <li>• Outcomes: FY 2022 audit.</li> </ul>	<p>May 2023</p>	<p>Goal 1 Goal 4 Goal 6</p>

## Task 7: CIRTPA

**Objective:** Provide staffing assistance, via contract, to the Central Iowa Regional Transportation Planning Alliance (CIRTPA). Please see the CIRTPA's *Fiscal Year 2023 Unified Planning Work Program* and Budget for a full list of work activities.

### Cost Summary - CIRTPA

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$66,671	\$21,500	\$18,526	\$106,697	1,106

### Contracted Services Projects Description

The Des Moines Area MPO has for many years contracted with CIRTPA to provide transportation planning assistance, including development of required documents such as the Transportation Improvement Program, Long-Range Transportation Plan, Unified Planning Work Program, and Public Participation Plan.

## Task 8: Contracted Services and Technical Support

**Objective:** Provide staffing assistance, via contract, to numerous organizations for activities such as watershed management, community comprehensive planning, and other technical support. Projects included in this task do not use any DOT or Des Moines Area MPO member assessment funding. Known projects include stormwater management assistance to Polk County, zoning code assistance to Marion County and the City of Hartford, grant assistance to the City of Melcher/Dallas, bicycle infrastructure inventory for Indianola, administration of the Mid-Iowa Planning Alliance for Community Development (MIPA), and administration of the Central Iowa Housing Trust Fund and the Story County Housing Trust.

### Cost Summary – Contracted Services

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$286,794	\$6,000	\$79,693	\$372,487	5,106

The following menu of services describes types of assistance offered along with fees.

### Menu of Services

Service	Description	Fee
Map Making		
36" x 36" map with existing data*	MPO staff prints map already on file	\$15/map*
36" x 36" with new data**	MPO staff must prepare a map with new data; fee reflects printing cost and map preparation time	\$75/hour + \$15/map**
Develop new map (no printing)**	Fee reflects map preparation time	\$75/hour**
Grant Services		
Grant writing*	MPO staff prepares grant application	\$75/hour*
Grant administration***	MPO staff administers grant award, files reports required by funding agency, and so forth	5-10% of grant award***
Planning Assistance**	MPO staff available to MPO member governments and non-member agencies for activities beyond the FY 2023 UPWP scope	\$75/hour**

\* Services are provided free to member communities at MPO staff discretion

\*\* No charge for services provided to member communities estimated to take less than 10 hours of MPO staff time

\*\*\* Fee is applicable if administration funding is not provided or is not sufficient to cover costs associated with grant administration

## Budget and Cost Allocation Plan

The Des Moines Area MPO develops and submits a Cost Allocation Plan (CAP) to the Iowa DOT during the development of the fiscal year budget. The CAP is the basis of assigning costs equitably to all work program elements during the fiscal year. Under the CAP, the total costs assigned to each work program element are comprised of both direct and indirect costs. All direct and indirect costs are further identified by personnel and non-personnel costs.

### General Accounting Policies

This budget is to cover the period beginning July 1, 2022 and ending June 30, 2023. The Des Moines Area MPO's basis of accounting is a modified accrual basis.

The CAP addresses all elements of cost incurred by the Des Moines Area MPO and identifies shared costs that require allocation. The Des Moines Area MPO treats all personnel expenses as direct costs, and all general expenses as indirect costs. Therefore, a simplified allocation method has been used in allocating the indirect costs. The Des Moines area MPO maintains adequate internal controls to ensure that no cost is charged both directly and indirectly to federal contracts or grants.

Each work element in the Des Moines Area MPO's work program is charged for direct personnel costs and for a proportion of the indirect costs for each work element.

### Revenue

The Des Moines Area MPO's funds are generated through three primary sources: federal planning funds, local per capita assessments from member governments, and contracts with other organizations.

The Des Moines Area MPO receives an annual allocation of federal planning funds, in the form of a federal grant, to complete the functions of an MPO as defined in 23 CFR. Federal grants are eligible to cover up to 80-percent of the total costs, requiring the remaining 20-percent to be non-federal, matching funds. The Des Moines Area MPO assesses each of the MPO member governments in order to generate the match funds on a per capita basis.

The Des Moines Area MPO is also eligible to apply for various grants through a variety of different organizations. For example, in 2010 the Des Moines Area MPO has received federal funding administered through the US Department of Housing and Urban Development, and in 2014 the Des Moines Area MPO received funding from the Wellmark Foundation. The Des Moines Area MPO also contracts with other organizations to provide planning assistance. Examples include providing staff assistance to the Central Iowa Regional Planning Alliance (CIRTPA), the Mid-Iowa Planning Alliance for Community Development (MIPA), and the Central Iowa Housing Trust Fund (CIHTF).

Table 1 below summarizes the revenue expected to be available for Des Moines Area MPO operations in FY 2023. This revenue includes planning funds from the US DOT, assessment from member governments, and revenue from contracts.

**Table 1. Fiscal Year 2023 Funding Sources Available – MPO Operations**

	Amount	Percent of Total
<b>Federal DOT Funds</b>		
Federal Highway Administration (FHWA PL – NEW)	\$928,078	42.30%
Federal Transit Administration (FTA 5305d NEW)	\$175,331	7.99%
FHWA – STBG Carryover	\$4,258	0.19%
STBG – New	\$95,000	4.33%
<b>Federal DOT Funds Subtotal</b>	<b>\$1,202,667</b>	<b>54.82%</b>
<b>Non-DOT Funds</b>		0.00%
Member Government Assessments	\$574,406	26.18%
CIRTPA Contract	\$110,031	5.02%
MIPA Contract	\$83,798	3.82%
HTF Contracts	\$168,000	7.66%
Polk County WMA Contract	\$10,000	0.46%
Hartford Comp. Plan Contract (including 5% fee)	\$15,000	0.68%
Melcher/Dallas Contract (including 5% fee)	\$10,000	0.46%
Indianola Bike Study Contract	\$5,000	0.23%
Marion County Contract	\$15,000	0.68%
<b>Non-DOT Funds Subtotal</b>	<b>\$943,436</b>	<b>45.18%</b>
<b>TOTAL</b>	<b>\$2,146,103</b>	<b>100.00%</b>

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

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

	Amount	Percent of Total
<b>Federal DOT Funds</b>		
STBG - Water Trails	\$500,000	1.57%
BUILD - Water Trails	\$25,000,000	78.43%
<b>Federal DOT Funds Subtotal</b>	<b>\$25,500,000</b>	<b>80.00%</b>
<b>Non-DOT Funds</b>		
STBG Water Trails Match	\$125,000	0.39%
Water Trails BUILD Match	\$6,250,000	19.61%
<b>Non-DOT Funds Subtotal</b>	<b>\$6,375,000</b>	<b>20.00%</b>
<b>TOTAL</b>	<b>\$31,875,000</b>	<b>100.00%</b>

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

**Table 3. Member Government Assessments**

Member	Assessed Population	TOTAL (\$1.00/capita)
Altoona	19,565	\$19,565
Ankeny	67,887	\$67,887
Bondurant	7,365	\$7,365
Carlisle	4,160	\$4,160
Clive	18,601	\$18,601
Cumming*	436	\$0
Dallas County**	0	\$2,293
DART*	0	\$0
Des Moines	214,133	\$214,133
Elkhart*	0	\$0
Grimes	15,392	\$15,392
Indianola*	0	\$0
Johnston	24,064	\$24,064
Madison County*	0	\$0
Mitchellville	2,485	\$2,485
Norwalk	12,799	\$12,799
Pleasant Hill	10,147	\$10,147
Polk City	5,543	\$5,543
Polk County**	22,422	\$22,422
Urbandale	45,580	\$45,580
Van Meter*	0	\$0
Warren County**	4,055	\$4,055
Waukee	23,940	\$23,940
West Des Moines	68,723	\$68,723
Windsor Heights	5,252	\$5,252
<b>TOTAL</b>	<b>574,406</b>	<b>\$574,406</b>

Note that for FY 2023, the Des Moines Area MPO used each community's 2020 decennial census figure.

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

\*\*County populations are only for the unincorporated areas within the MPO boundary. 2020 Census figures were used for FY 2023 for counties.

## Expenses and Description of Cost Allocation Methodology

Each work element in the MPO's work program is charged for direct personnel costs and for a proportion of the indirect costs for the month.

### *Salaries and Wages*

- Direct Costs – all Des Moines Area MPO employees directly charge their salary costs, as the work performed is identifiable to a specific work program element. The charges are supported by auditable time sheet reports that reflect the actual activities and hours of each employee.
- Indirect Costs – no employees charge their salary costs indirectly.
- Mixed Charges – no employees charge their salary costs to both direct and indirect activities.
- Paid Leave (vacation, sick leave, holiday pay, etc.) – is treated as a fringe benefit and not directly charged to programs when earned or taken.

### *Fringe Benefits*

The Des Moines Area MPO's fringe benefits include non-salary, out of pocket employee expenses, including:

- Health care costs;
- Insurance and disability costs;
- Car allowance, longevity, deferred compensation, alternative transportation costs, education reimbursement, and professional membership dues;
- Paid leave (sick, vacation, holiday, etc.) and,
- Federal Insurance Tax (FICA), Federal Unemployment Tax (FUTA), and Iowa Public Employees' Retirement System (IPERS).

The MPO's accounting system tracks fringe benefit costs by individual employee and charges those costs, in the form of a fringe rate, directly to a work program element in the same manner as salary and wages. Paid leave (sick, vacation, holiday, etc.) are considered fringe benefit costs. Table 4 is a summary of employee benefits and includes the established fringe rate.

**Table 4. Summary of Employee Benefits**

<b>Category</b>	<b>Amount</b>
Holiday Earned (88 hours per employee)	\$38,892
Vacation Leave (80, 120, or 160 hours per employee)	\$57,315
Sick Leave Earned (96 hours per employee)	\$42,428
Personal Days Earned (24 hours per employee)	\$10,607
<b>Subtotal</b>	<b>\$149,242</b>
Health	\$253,976
Dental	\$14,980
Vision	\$3,158
Employee Assistance Program	\$467
Insurance	\$3,562
Disability	\$8,188
<b>Subtotal</b>	<b>\$284,331</b>
Director Car Allowance (\$500 per month)	\$6,000
Longevity	\$6,600
Professional Memberships & Continuing Education	\$10,080
Deferred Compensation (5% of annual salary)	\$47,744
DART Unlimited Access (flat fee)	\$1,330
<b>Subtotal</b>	<b>\$71,754</b>
FICA	\$70,994
FUTA	\$627
IPERS	\$85,978
<b>Subtotal</b>	<b>\$157,599</b>
<b>TOTAL FRINGE BENEFITS</b>	<b>\$662,926</b>
<b>Allocation Base:</b>	
Total Salaries	\$922,801
Less: Annual Paid Leave	\$149,242
<b>Chargeable Salaries</b>	<b>\$773,559</b>
<b>Employee Fringe Benefit Rate</b>	
Fringe Benefits	\$662,926
Allocation Base	\$773,559
<b>FRINGE RATE</b>	<b>85.70%</b>

### General Expenses

The Des Moines Area MPO's general expenses are treated as indirect costs and pooled. Actual general expense costs are summarized each month and used to calculate an indirect rate. The costs are then charged proportionately to each work element in the Des Moines Area MPO's work program based on that month's indirect rate as shown in Figure 5. A full list of general expense categories is included in Table 5.

Not all general expense categories are deemed allowable federal costs. The Des Moines Area MPO has determined that a portion of the Computer/Software costs, and all of Equipment and Lobbying costs, are non-allowable federal costs, and will not charge these costs to a grant or contract.

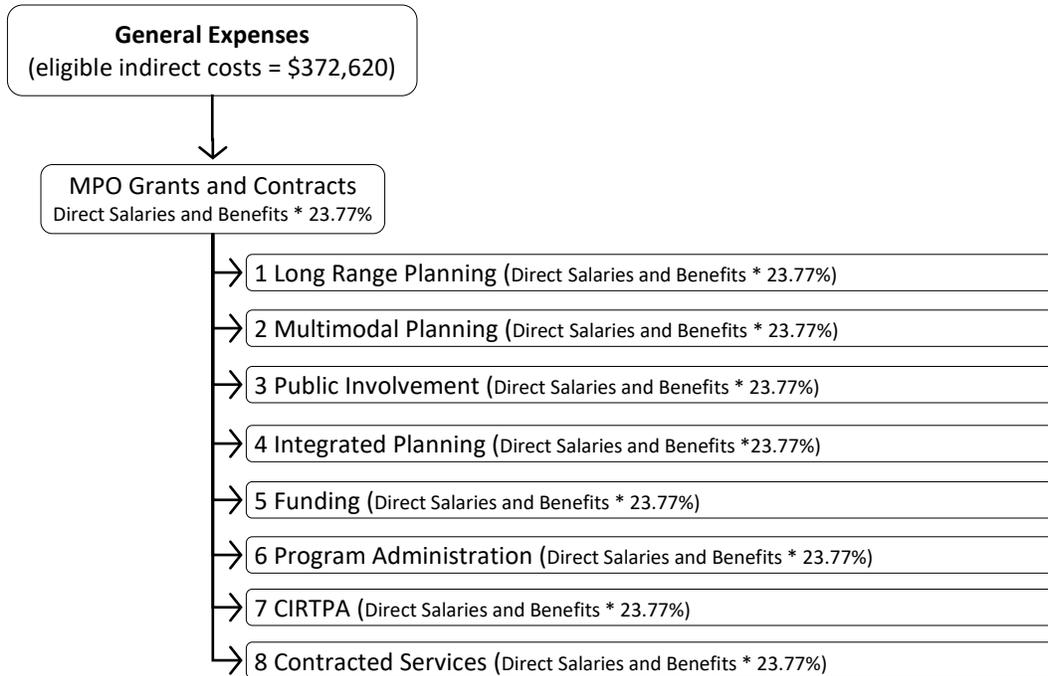


Figure 5: Indirect Cost application to work elements.

### *Other Direct Costs*

The FY 2023 budget includes other direct, non-personnel costs for specific work activities. These costs include:

- Annual audit (\$12,000)
- Capital Crossroads Vision Plan sponsorship (\$30,000)
- Travel model consulting assistance (\$10,000)
- Speaker series sponsorships (\$15,000)
- Strategic plan consultant (\$25,000)
- Data bike software development with InTrans (\$60,000)
- Website update and consultant costs (\$15,000)

These other direct costs are not used when determining the indirect cost rate and indirect costs are not applied to these activities.

**Table 5. Statement of Projected Total Costs – MPO Operations**

Budget Category	Total Cost	Ineligible Indirect Costs	Eligible Indirect Costs	Direct Costs
Salaries*	\$821,835	\$0	\$0	\$821,835
Wages	\$40,000	\$0	\$0	\$40,000
Fringe Benefits*	\$705,845	\$0	\$0	\$705,845
<b>Total Personnel Costs</b>	<b>\$1,567,679</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,567,679</b>
Facilities	\$141,000	\$0	\$141,000	\$0
<i>Rent</i>	\$120,000	\$0	\$120,000	\$0
<i>Insurance</i>	\$12,000	\$0	\$12,000	\$0
<i>Maintenance</i>	\$2,000	\$0	\$2,000	\$0
<i>Parking</i>	\$7,000	\$0	\$7,000	\$0
Professional Services	\$74,750	\$0	\$74,750	\$0
<i>Attorney</i>	\$68,750	\$0	\$68,750	\$0
<i>Bank Fees</i>	\$500	\$0	\$500	\$0
<i>Payroll</i>	\$5,500	\$0	\$5,500	\$0
Computers	\$55,000	\$18,000	\$37,000	\$0
<i>Hardware</i>	\$18,000	\$18,000	\$0	\$0
<i>Software</i>	\$28,000	\$0	\$28,000	\$0
<i>ESRI Annual Fee</i>	\$6,000	\$0	\$6,000	\$0
<i>Maintenance</i>	\$3,000	\$0	\$3,000	\$0
Telecommunications	\$23,000	\$0	\$23,000	\$0
<i>IT Network Services (MMIT)</i>	\$10,000	\$0	\$10,000	\$0
<i>ISP (CenturyLink)</i>	\$8,000	\$0	\$8,000	\$0
<i>Website (NetIns)</i>	\$2,000	\$0	\$2,000	\$0
<i>Telephone</i>	\$3,000	\$0	\$3,000	\$0
Printing and Postage	\$10,200	\$0	\$10,200	\$0
<i>Reproduction</i>	\$8,000	\$0	\$8,000	\$0
<i>Postage</i>	\$1,000	\$0	\$1,000	\$0
<i>Postage Lease</i>	\$1,200	\$0	\$1,200	\$0
Travel & Training	\$60,000	\$20,000	\$40,000	\$0
Dues/Memberships	\$14,170	\$0	\$14,170	\$0
Equipment	\$18,000	\$18,000	\$0	\$0
Office Supplies	\$12,000	\$0	\$12,000	\$0
Publications	\$5,000	\$0	\$5,000	\$0
Sponsorships	\$15,000	\$0	\$15,000	\$0
Food & Beverages	\$7,000	\$7,000	\$0	\$0
Meeting Rooms	\$500	\$0	\$500	\$0
Non-Personnel Special Studies/Projects	\$194,500	\$0	\$0	\$194,500
MPO Audit (Task 6)	\$12,000	\$0	\$0	\$12,000
CIRTPA Audit (Task 7)	\$3,500	\$0	\$0	\$3,500
HTF Audit (Task 8)	\$3,000	\$0	\$0	\$3,000
MIPA Audit (Task 8)	\$3,000	\$0	\$0	\$3,000
CXR Sponsorship (Task 4)	\$30,000	\$0	\$0	\$30,000
Strategic Planning (Task 6)	\$25,000	\$0	\$0	\$25,000
Travel Demand Model Consultant (Task 1)	\$10,000	\$0	\$0	\$10,000
Speaker Series (Task 3)	\$15,000	\$0	\$0	\$15,000
dTIMS Licenses for CIRTPA (Task 7)	\$18,000	\$0	\$0	\$18,000
Trail Management Program (Task 2)	\$60,000	\$0	\$0	\$60,000
Website Overhaul (Task 3)	\$15,000	\$0	\$0	\$15,000
<b>Total Non-Personnel Costs</b>	<b>\$630,120</b>	<b>\$63,000</b>	<b>\$372,620</b>	<b>\$194,500</b>
<b>TOTAL</b>	<b>\$2,197,799</b>	<b>\$63,000</b>	<b>\$372,620</b>	<b>\$1,762,179</b>

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

\*\*Passthrough costs for the Water Trails project (\$31,875,000) are not included.

Table 6 identifies the methodology used for projecting the annual indirect cost rate for purposes of developing the upcoming fiscal year's budget. As previously noted, the Des Moines Area MPO will calculate and adjust this indirect cost rate monthly to reflect both the incurred indirect costs and the incurred total direct salaries, wages, and fringe benefit costs for that specific month.

**Table 6. Indirect Cost Rate Calculation**

Eligible Indirect Costs	\$372,620
Total Direct Salaries, Wages, and Fringe Benefits	<u>\$1,567,679</u>
Salaries*	\$821,835
Wages	\$40,000
Fringe Benefits*	\$705,845
<b>INDIRECT RATE</b>	<b>23.77%</b>

\*Includes MIPA employee salary and fringe

**Table 7. Summary of Projected Work Program Costs and Hours**

Work Element	Total Costs	Direct Costs			Indirect Costs		Hours
		personnel	Consultant**	other	eligible	non-eligible	
1 Long-Range Planning	\$229,088	\$171,447	\$10,000	\$0	\$40,751	\$6,890	3,036
2 Multimodal Planning	\$236,538	\$138,149	\$60,000	\$0	\$32,837	\$5,552	2,838
3 Public Involvement	\$183,783	\$120,343	\$15,000	\$15,000	\$28,604	\$4,836	1,676
4 Integrated Planning	\$359,748	\$258,043	\$0	\$30,000	\$61,334	\$10,370	3,220
5 Funding	\$120,196	\$94,059	\$0	\$0	\$22,357	\$3,780	1,292
6 Program Administration	\$589,263	\$432,172	\$25,000	\$12,000	\$102,723	\$17,368	5,388
7 CIRTPA	\$106,697	\$66,671	\$0	\$21,500	\$15,847	\$2,679	1,106
8 Other Non-DOT Contracts *	\$372,487	\$286,794	\$0	\$6,000	\$68,168	\$11,525	5,106
<b>TOTAL</b>	<b>\$2,197,799</b>	<b>\$1,567,679</b>	<b>\$110,000</b>	<b>\$84,500</b>	<b>\$372,620</b>	<b>\$63,000</b>	<b>23,660</b>

\*Includes MIPA employee salary and fringe

\*\* Consultant cost detail:

- Work Element 1: Travel Demand Model Consultant
- Work Element 2: Trail Management Program Consultant
- Work Element 3: Website Update Consultant
- Work Element 6: Strategic Plan Consultant

**Table 8. Fiscal Year 2023 Budget By Agency**

UPWP CODE	WORK ELEMENT	MPO TOTAL	US DOT Funds						Other Funds/Grants			Local Match	
			FHWA STBG Carryover	FHWA PL New	FTA 5305d New	STBG New	DOT Total	Percent of Total	Amount	Source	Percent of Total	(from member assessments & reserve funds)	Percent of Total
1.0	Long-Range Planning	\$229,088	\$568	\$123,710	\$23,372	\$12,663	\$160,313	70%	\$0		0%	\$68,775	30%
2.0	Multimodal Planning	\$236,538	\$586	\$127,734	\$24,131	\$13,075	\$165,526	70%	\$0		0%	\$71,012	30%
3.0	Public Involvement	\$183,783	\$455	\$99,246	\$18,749	\$10,159	\$128,609	70%	\$0		0%	\$55,174	30%
4.0	Integrated Planning	\$359,748	\$891	\$194,269	\$36,701	\$19,886	\$251,747	70%	\$0		0%	\$108,001	30%
5.0	Funding	\$120,196	\$298	\$64,908	\$12,262	\$6,644	\$84,112	70%	\$0		0%	\$36,084	30%
6.0	Program Administration	\$589,263	\$1,460	\$318,211	\$60,116	\$32,573	\$412,360	70%	\$0		0%	\$176,903	30%
7.0	CIRTPA	\$106,697	\$0	\$0	\$0	\$0	\$0	0%	\$106,697	CIRTPA Contract	100%	\$0	0%
8.0	Other Non-DOT Contracts	\$372,487	\$0	\$0	\$0	\$0	\$0	0%	\$372,487	MIPA, HTFs, Marion County, Indianola	100%	\$0	0%
<b>TOTAL FY 2023 BUDGET</b>		<b>\$2,197,799</b>	<b>\$4,258</b>	<b>\$928,078</b>	<b>\$175,331</b>	<b>\$95,000</b>	<b>\$1,202,667</b>	<b>55%</b>	<b>\$479,184</b>		<b>22%</b>	<b>\$515,949</b>	<b>23%</b>

**Notes:**

- DART's Transit Service Planning project will not be part of the planning agreement entered into between the MPO and Iowa DOT.
- Scott Avenue Water Trails funding will not be part of the planning agreement entered into between the MPO and Iowa DOT and is not included here.
- FHWA Metropolitan Planning (PL) program funding is transferred to FTA 5305d program funding in a consolidated planning grant application. FHWA STBG program funding is transferred to FTA 5307 program funding in a separate FTA transfer grant application.
- MIPA employee personnel costs are included in work element 8.0

**Table 9. Projected Fiscal Year 2023 Balance Summary**

<b>Current Balance</b>		
<i>Projected FY 2022 Balance (Fed)</i>	<i>\$0</i>	<i>FY 2022 UPWP Budget Balance Projection</i>
Local Funds - Operating Reserve	\$526,687	3 Month Operational Reserve
Local Funds - Other	\$600,893	Cash Balance
<b><u>Projected Local Cash Balance</u></b>	<b><u>\$1,127,534</u></b>	<b><u>MPO Cash Balance - estimated end FY 2022</u></b>
<b>TOTAL</b>	<b>\$1,127,534</b>	
<b>Revenue - FY 2023</b>		
Federal Highway Administration (FHWA – NEW)	\$928,078	Iowa DOT Correspondence Dec 9, 2021
Federal Transit Administration (FTA 5303 NEW)	\$175,331	Iowa DOT Correspondence Dec 9, 2021
FHWA – STBG Carryover	\$4,258	Iowa DOT Correspondence Dec 9, 2021
FTA – Carryover	\$0	Iowa DOT Correspondence Dec 9, 2021
STBG - MPO	\$95,000	Awarded by MPO
STBG - Water Trails	\$550,000	Awarded by the MPO to the Water Trails project
BUILD - Water Trails	\$25,000,000	Awarded by the US DOT to the Water Trails Project
<b><u>DOT Funds Subtotal</u></b>	<b><u>\$26,752,667</u></b>	
MPO Per Capita Assessment Income	\$574,406	Planning Area Population * \$1.00
CIRTPA Administration (Work Element 7)	\$110,031	Housing Trust Fund Contract (including 5% fee)
MIPA Contract (Work Element 8)	\$83,798	MIPA Contract (including 5% fee)
Polk County Watershed Management (Work Element 8)	\$10,000	WMA Contract (including 5% fee)
Housing Trust Fund Contracts (Work Element 8)	\$168,000	Contracts w/Central Iowa HTF and Story County HTF (including 5% fee)
Hartford Comp. Plan Contract (Work Element 8)	\$15,000	Hartford Comp. Plan Contract (including 5% fee)
Melcher/Dallas Contract (Work Element 8)	\$10,000	Melcher/Dallas Contract (including 5% fee)
Marion County Contract (Work Element 8)	\$15,000	Marion County Contract (including 5% fee)
Indianola Bike Study Contract (Work Element 8)	\$5,000	Remainder of Indianola Bike Study Contract (including 5% fee)
Matching Funds for Water Trails Grants	\$6,387,500	Matching funds from Central Iowa Water Trails LLC
<b><u>Non-DOT Funds Subtotal</u></b>	<b><u>\$7,378,735</u></b>	
<b>TOTAL</b>	<b>\$34,131,402</b>	
<b>Costs (Projections) - FY 2023</b>		
US DOT Program Cost - MPO	\$1,202,667	Work Elements 1 through 6
Water Trails Costs	\$31,937,500	Passthrough costs for the Water Trails project
CIRTPA Costs	\$106,697	CIRTPA Administration (Work Element 7)
Other Contracts - MPO	\$281,292	Staff costs for other contracts (Work Element 8)
Local Costs	\$515,949	Work Elements 1 through 6
<b>TOTAL</b>	<b>\$34,044,105</b>	
<b>Surplus/Deficit - FY 2023</b>		
Projected DOT Balance	\$0	<b><u>Available for Programming</u></b>
Projected Water Trails Balance	\$0	
Projected Local Balance	\$87,297	<b><u>Cash Balance</u></b>
<b>TOTAL</b>	<b>\$87,297</b>	
<b>Balance (Reserve) - End FY 2023</b>		
Projected Balance (federal)	\$0	<b><u>Available for Programming</u></b>
Projected Local Balance - Operating	\$631,982	<b><u>3 Month Operating Reserve (MPO costs minus special projects x 30%)</u></b>
Projected Local (Other)	\$582,850	<b><u>Cash Balance</u></b>
<b>Projected Local Cash Balance</b>	<b>\$1,214,831</b>	
<b>Total</b>	<b>\$1,214,831</b>	

## Appendix A: Committee Representation

### MPO Policy Committee | Primary Representatives | Chair Bob Andeweg

<b>Representing</b>	<b>Name</b>	<b>Title</b>
City of Altoona	Elizabeth Burns-Thompson	Council Member
City of Ankeny	Mark Holm	Mayor
City of Ankeny	David Jones	City Manager
City of Bondurant	Doug Elrod	Mayor
City of Carlisle	Ruth Randleman	Council Member
City of Clive	Ted Weaver	Council Member
City of Cumming+	Brent Highfill	Mayor
City of Des Moines	Frank Cownie	Mayor
City of Des Moines	Connie Boesen	Council Member
City of Des Moines	Joe Gatto	Council Member
City of Des Moines	Josh Mandelbaum	Council Member
City of Des Moines	Carl Voss	Council Member
City of Elkhart+	Chad Sands	City Administrator
City of Grimes	Scott Mikkelsen	Mayor
City of Indianola+	Stephanie Erickson	Mayor
City of Johnston	Jim Evans	Council Member
City of Mitchellville	Tammi Dillavou	City Administrator
City of Norwalk	Stephanie Riva	Council Member
City of Pleasant Hill	Len Murray	Council Member
City of Polk City	Jeff Walters	Council Member
City of Urbandale	Robert Andeweg	Mayor
City of Van Meter+	Travis Brott	Council Member
City of Waukee	Courtney Clarke	Mayor
City of West Des Moines	Russ Trimble	Mayor
City of West Des Moines	Tom Hadden	City Manager
City of Windsor Heights	Mike Jones	Mayor
Dallas County	Mark Hanson	County Supervisor
Madison County+	Heather Stancil	County Supervisor
Polk County	Tom Hockensmith	County Supervisor
Warren County	Aaron Dekock	County Supervisor
Iowa DOT++	Andy Loonan	District 1 Transportation Planner
DART	Elizabeth Presutti	CEO
DSM Airport++	Keven Foley	Director
HIRTA++	Julia Castillo	Executive Director
FHWA++	Darla Hugaboom	Iowa Division
FTA++	Geri Doyle	Region 7

+Associate, Non-Voting Member

++Advisory, Non-Voting Member

**MPO Policy Committee | Alternate Representatives**

<b>Representing</b>	<b>Name</b>	<b>Title</b>
City of Altoona	Jeremy Boka	Council Member
City of Ankeny	Bobbi Bentz	Council Member
City of Ankeny	Michael Schrock	Assistant City Manager
City of Bondurant	Marketa Oliver	City Administrator
City of Carlisle	Deven Markley	City Administrator
City of Clive	Eric Klein	Council Member
City of Cumming+	Kathie Hungerford	Council Member
City of Des Moines	Scott Sanders	City Manager
City of Des Moines	Matt Anderson	Deputy City Manager
City of Des Moines	Pam Cooksey	Assistant City Manager
City of Des Moines	Malcolm Hankins	Assistant City Manager
City of Des Moines	Vacant	
City of Elkhart	Nathan Gillmore	Council Member
City of Grimes	Jake Anderson	City Administrator
City of Indianola+	Charlie Dissell	Community Development Director
City of Johnston	Tom Cope	Council Member
City of Mitchellville	Nicholas Murrow	Mayor
City of Norwalk	Tom Phillips	Mayor
City of Pleasant Hill	Mark Konrad	Council Member
City of Polk City	Steve Karsjen	Mayor
City of Urbandale	AJ Johnson	City Manager
City of Van Meter+	Kyle Michel	City Administrator
City of Waukee	Brad Deets	City Administrator
City of West Des Moines	Jamie Letzring	Deputy City Manager
City of West Des Moines	Laura Reveles	Assistant to the City Manager
City of Windsor Heights	Michael Libbie	Council Member
Dallas County	Brad Golightly/Kim Chapman	County Supervisor
Madison County+	Tom Leners	Madison County Development Group
Polk County	Bob Brownell	County Supervisor
Warren County	Doug Shull	County Supervisor
Iowa DOT++	Craig Markley	Bureau of Systems Planning
DART	Amanda Wanke	Chief External Affairs Officer
DSM Airport++	Alan Gaff	Director of Operations
HIRTA++	Sarah Constable	Mobility Coordinator
FHWA++	Vacant	
FTA++	Dan Nguyen	Region 7
+Associate, Non-Voting Member		
	++Advisory, Non-Voting Member	

**MPO Executive Committee | Chair Bob Andeweg**

<b>Representing</b>	<b>Name</b>	<b>Title</b>
City of Urbandale	Robert Andeweg	Chair, NW Subarea Representative
City of Norwalk	Stephanie Riva	Vice Chair, SW Subarea Representative
City of Clive	Ted Weaver	Secretary/Treasurer SW Subarea Representative
City of Des Moines	Joe Gatto	Former Chair/Ex Officio, Des Moines Representative
City of Ankeny	Mark Holm	Ankeny Representative
City of Des Moines	Frank Cownie	Des Moines Representative
Polk County	Tom Hockensmith	Polk County Representative
City of West Des Moines	Russ Trimble	West Des Moines Representative
City of Altoona	Elizabeth Burns- Thompson	East Subarea Representative
City of Carlisle	Ruth Randleman	East Subarea Representative
City of Polk City	Jeff Walters	NW Subarea Representative

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

<b>Representing</b>	<b>Name</b>	<b>Title</b>
City of Ankeny	David Jones	City Manager
City of Bondurant	Marketa Oliver	City Administrator
City of Carlisle	Ruth Randleman	Former Mayor
City of Clive	John Edwards	Council Member
City of Des Moines	Scott Sanders	City Manager
City of Urbandale	Bob Andeweg	Mayor
City of West Des Moines	Tom Hadden	City Manager
Polk County	Tom Hockensmith	County Supervisor
City of Norwalk	Stephanie Riva	Council Member

**Finance and Budget Subcommittee | Chair Ted Weaver**

<b>Representing</b>	<b>Name</b>	<b>Title</b>
City of Ankeny	Jenn Sease	Administrative Services Director
City of Clive	Ted Weaver	Council Member   MPO Secretary/Treasurer
City of Des Moines	Nickolas Schaul	Finance Director
City of Johnston	Teresa Rotschafer	Assistant City Administrator /Finance
City of West Des Moines	Tim Stiles	Finance Director

**MPO Transportation Technical Committee | Primary Representatives | Chair Steve Naber**

<b>Representing</b>	<b>Name</b>	<b>Title</b>
City of Altoona	John Dostart	City Engineer
City of Ankeny	Mark Mueller	Public Works Director
City of Ankeny	Amy Quartell	City Engineer
City of Bondurant	Maggie Murray	Planning & Community Development Director
City of Carlisle	Jeff Shug	Consultant/City Engineer
City of Clive	Jeff May	Public Works Director
City of Cumming+	Brent Highfill	P&Z Commission Member
City of Des Moines	John Davis	City Traffic Engineer
City of Des Moines	Steve Naber	City Engineer
City of Des Moines	Michael Ludwig	Deputy Director of Development Services
City of Elkhart	Dustin Tieg	City Council Member
City of Grimes	Matt Ahrens	City Engineer
City of Indianola+	Charlie Dissell	Director of Community Development
City of Johnston	David Wilwerding	Community Development Director
City of Mitchellville	Paul Green	Public Works Director
City of Norwalk	Luke Parris	Community Development Director
City of Pleasant Hill	Madeline Sturms	Community Development Director
City of Polk City	Chelsea Huisman	City Manager
City of Urbandale	John Larson	Director of Engineering and Public Works
City of Van Meter+	Dave Herman	Public Works Director
City of Waukee	Rudy Koester	Public Works Director/City Engineer
City of West Des Moines	Eric Peterson	Traffic Engineer
City of West Des Moines	Karen Marren	Planner
City of Windsor Heights	Dalton Jacobus	Public Works Director
Dallas County	Murray McConnel	Planning & Zoning Director
DART	Luis Montoya	Planning and Development Manager
DSM++	Bryan Belt	Director of Engineering and Planning
FHWA++	Darla Hugaboom	Iowa Division
FTA++	Mark Bechtel	Region 7
HIRTA++	Julia Castillo	Executive Director
Iowa DOT++	Andy Loonan	District 1 Transportation Planner
Madison County+	Tom Leners	Madison County Development Group
Polk County	Bret VandeLune	Land Use Planning Manager
Warren County	David Carroll	County Engineer
+Associate, Non-Voting Member		++Advisory, Non-Voting Member

**MPO Transportation Technical Committee | Alternate Representatives**

<b>Representing</b>	<b>Name</b>	<b>Title</b>
City of Altoona	John Shaw	Community Development Director
City of Ankeny	Adam Lust	Engineering Manager
City of Ankeny	Vacant	
City of Bondurant	John Horton	Public Works Director
City of Carlisle	Tommy Thompson	Public Works Superintendent
City of Clive	Jim Hagelie	City Engineer
City of Cumming+	Vacant	
City of Des Moines	Bert Drost	Planner
City of Des Moines	Thomas Vlach	Deputy City Engineer
City of Des Moines	Jennifer Dakovich	Principal Traffic Engineer
City of Elkhart	Steve Allen	City Council Member
City of Grimes	Vacant	
City of Indianola+	Akhliesh Pal	Public Works Director
City of Johnston	Matt Greiner	Public Works Director
City of Mitchellville	Adam McCann	Public Works Operator
City of Norwalk	Elliot Klimowski	City Planner
City of Pleasant Hill	Ben Champ	City Manager
City of Polk City	Mike Shulte	Public Works Director
City of Urbandale	Kristin Brostrom	Assistant Director of Engineering
City of Van Meter+	Joe Herman	City Council Member
City of Waukee	Andy Kass	Community Development Director
City of West Des Moines	Brian Hemesath	Engineer
City of West Des Moines	Kara Tragesser	Planner
City of Windsor Heights	Dennis Durham	City Administrator
Dallas County	Al Miller	County Engineer
DART	Tony Filippini	Transit Planner
DSM++	Clint Tarp	Director of Operations
FHWA++	Vacant	
FTA++	Dan Nguyen	Region 7
HIRTA	Brooke Ramsey	Business Development Manager
Iowa DOT++	Craig Markley	Bureau of Systems Planning
Madison County+	Heather Stancil	Board of Supervisors
Polk County	Kurt Bailey	County Engineer
Warren County	Tim Hill	Operations Assistant
+Associate, Non-Voting Member		++Advisory, Non-Voting Member

**Advisory Committees\***

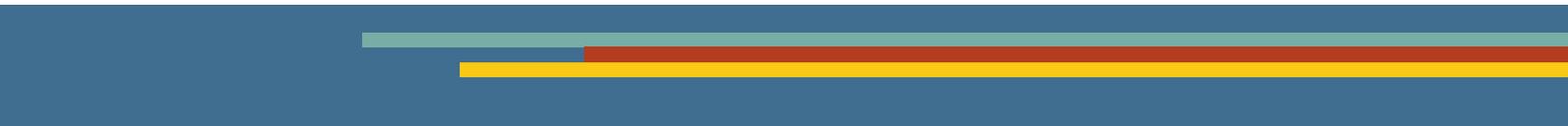
<b>Committee</b>	<b>Chair/Organizer</b>
Transportation Advisory Group	Catlin Curry, DART & Brooke Ramsey, HIRTA
Central Iowa Bicycle-Pedestrian Roundtable	Vern Willey II, City of Altoona
Freight Roundtable	Ron DeVries, Ruan Transportation Management Systems
Traffic Management Advisory Committee	N/A
Environment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

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

## Appendix B: Commonly Used Acronyms

ACS .....	American Community Survey
BUILD.....	Better Utilizing Investments to Leverage Development
CAP .....	Cost Allocation Plan
CFR .....	Code of Federal Regulations
CIHTF .....	Central Iowa Housing Trust Fund
CIRTPA.....	Central Iowa Regional Transportation Planning Alliance
CMP .....	Congestion Management Process
CONNECT.....	Central Iowa Bicycle and Pedestrian Transportation Plan
DART.....	Des Moines Area Regional Transit Authority
DNR .....	Department of Natural Resources
DOT .....	Department of Transportation
DSM.....	Des Moines International Airport
EDA.....	Economic Development Authority
EDD.....	Economic Development District
EJ .....	Environmental Justice
FAST Act .....	Fixing Americas Surface Transportation Act
FFCS.....	Federal Functional Classification System
FHWA .....	Federal Highway Administration
FRA .....	Federal Rail Administration
FTA .....	Federal Transit Administration
FY.....	Fiscal Year
FFY.....	Fiscal Federal Year
GDMP .....	Greater Des Moines Partnership
GIS .....	Geographic Information Systems
HIRTA.....	Heart of Iowa Regional Transit Agency
HTF .....	Housing Trust Fund
HY .....	Horizon Year
ICAAP.....	Iowa’s Clean Air Attainment Program
ICM .....	Integrated Corridor Management
IJR .....	Interchange Justification Report
IJA .....	Infrastructure Investment and Jobs Act of 2022
InTrans .....	Iowa State University Center for Transportation and Research
IPMP .....	Iowa Pavement Management Program
IPMS .....	Iowa’s Pavement Management System
ITS.....	Intelligent Transportation Systems
L RTP.....	Long-Range Transportation Plan
MIPA.....	Mid-Iowa Planning Alliance for Community Development
MOU .....	Memorandum of Understanding
MPA.....	Metropolitan Planning Area
MPO .....	Metropolitan Planning Organization
NASCO.....	North America’s Corridor Coalition
NCHRP .....	National Cooperative Highway Research Program
NHTS.....	National Household Travel Survey

PM .....	Performance Measure
PPP .....	Public Participation Plan
PTP .....	Passenger Transportation Plan
RAISE .....	Rebuilding American Infrastructure with Sustainability and Equity
SRTS.....	Safe Routes to Schools
STBG .....	Surface Transportation Block Grant
TAG.....	Transportation Action Group
TAP .....	Transportation Alternatives Program
TAZ .....	Traffic Analysis Zone
TCIP .....	Transportation Capital Improvement Program
TDM.....	Travel Demand Management
TIM .....	Traffic Incident Management
TIP .....	Transportation Improvement Program
TMA.....	Transportation Management Area
TMAC.....	Traffic Management Advisory Committee
TPMS .....	Transportation Program Management System
TTC .....	Transportation Technical Committee
UPWP .....	Unified Planning Work Program
WMA .....	Watershed Management Authority



## Resolution Insert Page

### RESOLUTION FY 2022 –54

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

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

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

The Des Moines Area Metropolitan Planning Organization hereby approves the FY 2023 Unified Planning Work Program and Budget.

Done this 19th day of May 2022.



Bob Andeweg Chair  
Des Moines Area Metropolitan Planning Organization Chair

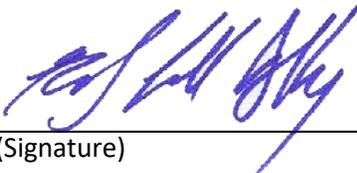


## Certificate of Indirect Cost Proposal/Indirect Costs

This is to certify that I have reviewed the indirect cost proposal submitted herewith and to the best of my knowledge and belief:

- (1) All costs included in this proposal dated March 1, 2021, to establish a Cost Allocation Plan for the time period beginning July 1, 2021, and ending June 30, 2022, are allowable in accordance with the requirements of the Federal awards to which they apply and with Subpart E—Cost Principles of Part 200 as they apply to my Governmental Organization.
- (2) This proposal does not include any costs which are unallowable under Subpart E—Cost Principles of Part 200 such as (without limitation): public relations costs, contributions and donations, entertainment costs, fines and penalties, lobbying costs, and defense of fraud proceedings; and
- (3) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the Federal awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986, (31 USC 3801 et seq.), and the Department of Labor's implementing regulations, (29 CFR Part 22), the False Claims Act (18 USC 287 and 31 USC 3729); and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.

  
\_\_\_\_\_  
(Signature)

R. Todd Ashby  
\_\_\_\_\_  
(Please Print Name)

Executive Director  
\_\_\_\_\_  
(Title)

Des Moines Area Metropolitan Planning Organization  
\_\_\_\_\_  
(Name of Organization)

February 24, 2022  
\_\_\_\_\_  
(Date Signed)

(Signed by the official having the authority to negotiate indirect cost rates for the organization or by a higher level official.)

## MPO/RPA Self-Certification of Procurement and Consultant Selection Procedures

This is to certify that I have reviewed the [Iowa DOT Purchasing Rules](#) (Iowa Administrative Code 761, Chapter 20) and will ensure procurements or the selection of consultant firms for projects to be reimbursed with federal transportation planning funds will follow the policies and procedures outlined in the above-referenced purchasing rules.

Further, I certify that the following requirements will be adhered to for procurements and consultant services to be reimbursed with federal transportation planning funds.

- Capital expenditures, including the purchase of equipment, will be a separate line item in an approved Transportation Planning Work Program (TPWP) if the anticipated total cost exceeds \$5,000.
- An approved TPWP will specify that a project will involve consultant services prior to initiating the consultant selection process.
- Our agency will document the procedures utilized for the procurement or consultant selection, and will retain this documentation on file for a minimum of three years.
- When reimbursement is requested for capital expenditures or consultant services, we will provide our District Planner and the Bureau of Systems Planning, through email or hard copy, invoices documenting the expenditure(s) at the time the associated reimbursement request is submitted.

I declare to the best of my knowledge and ability that we will adhere to the above requirements.

  
\_\_\_\_\_  
(Signature)

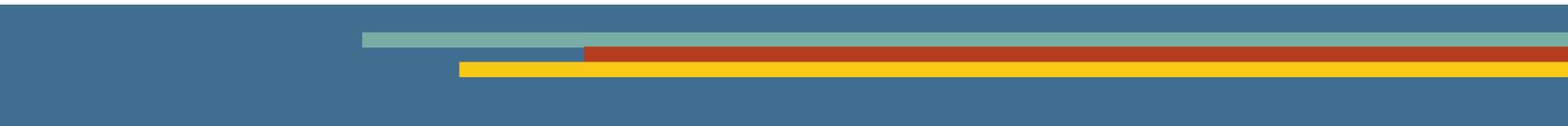
R. Todd Ashby  
\_\_\_\_\_  
(Please Print Name)

Executive Director  
\_\_\_\_\_  
(Title)

Des Moines Area Metropolitan Planning Organization  
\_\_\_\_\_  
(Name of Organization)

February 24, 2022  
\_\_\_\_\_  
(Date Signed)

(Signed by the official having the authority to initiate procurements or consultant selection for the organization or by a higher level official.)



## Performance Management Agreement Between the Des Moines Area MPO and the Iowa Department of Transportation

On May 27, 2016, the final rule for statewide and metropolitan transportation planning was published, based on 2012's Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Act and 2015's Fixing America's Transportation System (FAST) Act. As part of this final rule, [23 CFR 450.314 \(h\)](#) was amended to state:

- (h)(1) The MPO(s), State(s), and the providers of public transportation shall jointly agree upon and develop specific written provisions for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO (see §450.306(d)), and the collection of data for the State asset management plan for the NHS for each of the following circumstances:
- (i) When one MPO serves an urbanized area;
  - (ii) When more than one MPO serves an urbanized area; and
  - (iii) When an urbanized area that has been designated as a TMA overlaps into an adjacent MPA serving an urbanized area that is not a TMA.
- (2) These provisions shall be documented either:
- (i) As part of the metropolitan planning agreements required under paragraphs (a), (e), and (g) of this section; or
  - (ii) Documented in some other means outside of the metropolitan planning agreements as determined cooperatively by the MPO(s), State(s), and providers of public transportation.

In 2017, the following three-pronged approach was cooperatively developed to address 23 CFR 450.314 (h). This approach provides a regular opportunity to review and update coordination methods as performance management activities occur, which offers an adaptable framework as performance-based planning and programming evolves.

- Agreement between the Iowa DOT and MPOs on applicable provisions through documentation included in each MPO's TPWP.
- Agreement between the Iowa DOT and relevant public transit agencies on applicable provisions through documentation included in each public transit agency's consolidated funding application.
- Agreement between each MPO and relevant public transit agencies on applicable provisions through documentation included in the appropriate cooperative agreement(s) between the MPO and relevant public transit agencies.

Inclusion of the following language in an MPO's TPWP, and that TPWP's subsequent approval by Iowa DOT, constitutes agreement on these items.

The Iowa DOT and the Des Moines Area MPO agree to the following provisions. The communication outlined in these provisions between the MPO and Iowa DOT will generally be through the statewide planning coordinator in the Bureau of Systems Planning.

### 1) Transportation performance data

- a. The Iowa DOT will provide MPOs with the statewide performance data used in developing statewide targets, and, when applicable, will also provide MPOs with subsets of the statewide data, based on their planning area boundaries.
- b. If MPOs choose to develop their own target for any measure, they will provide the Iowa DOT with any supplemental data they utilize in the target-setting process.

**2) Selection of performance targets**

- a. The Iowa DOT will develop draft statewide performance targets for FHWA measures in coordination with MPOs. Coordination may include in-person meetings, web meetings, conference calls, and/or email communication. MPOs shall be given an opportunity to provide comments on statewide targets and methodology before final statewide targets are adopted.
- b. If an MPO chooses to adopt their own target for any measure, they will develop draft MPO performance targets in coordination with the Iowa DOT. Coordination methods will be at the discretion of the MPO, but the Iowa DOT shall be provided an opportunity to provide comments on draft MPO performance targets and methodology prior to final approval.

**3) Reporting of performance targets**

- a. Iowa DOT performance targets will be reported to FHWA and FTA, as applicable. MPOs will be notified when Iowa DOT has reported final statewide targets.
- b. MPO performance targets will be reported to the Iowa DOT.
  - i. For each target, the MPO will provide the following information no later than 180 days after the date the Iowa DOT or relevant provider of public transportation establishes performance targets, or the date specified by federal code.
    1. A determination of whether the MPO is 1) agreeing to plan and program projects so that they contribute toward the accomplishment of the Iowa DOT or relevant provider of public transportation performance target, or 2) setting a quantifiable target for that performance measure for the MPO's planning area.
    2. If a quantifiable target is set for the MPO planning area, the MPO will provide any supplemental data used in determining any such target.
    3. Documentation of the MPO's target or support of the statewide or relevant public transportation provider target will be provided in the form of a resolution or meeting minutes.
- c. The Iowa DOT will include information outlined in [23 CFR 450.216 \(f\)](#) in any statewide transportation plan amended or adopted after May 27, 2018, and information outlined in [23 CFR 450.218 \(q\)](#) in any statewide transportation improvement program amended or adopted after May 27, 2018.
- d. MPOs will include information outlined in [23 CFR 450.324 \(f\) \(3-4\)](#) in any metropolitan transportation plan amended or adopted after May 27, 2018, and information outlined in [23 CFR 450.326 \(d\)](#) in any transportation improvement program amended or adopted after May 27, 2018.
- e. Reporting of targets and performance by the Iowa DOT and MPOs shall conform to [23 CFR 490](#), [49 CFR 625](#), and 49 CFR 673.

**4) Reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO**

- a. The Iowa DOT will provide MPOs with the statewide performance data used in developing statewide targets, and, when applicable, will also provide MPOs with subsets of the statewide data, based on their planning area boundaries.

**5) The collection of data for the State asset management plans for the NHS**

- a. The Iowa DOT will be responsible for collecting bridge and pavement condition data for the State asset management plan for the NHS.



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(Signature)

R. Todd Ashby

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(Please Print Name)

Executive Director

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(Title)

Des Moines Area Metropolitan Planning Organization

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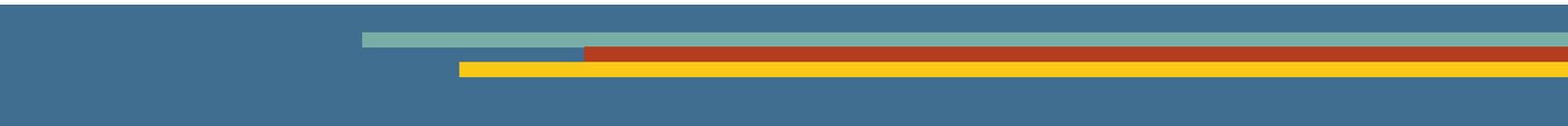
(Name of Organization)

February 24, 2022

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(Date Signed)

(Signed by the official having the authority to negotiate indirect cost rates for the organization or by a higher level official.)





Ever mindful of future generations,

we collaborate across  
political boundaries

to achieve social, economic, and  
environmental resilience for

Greater Des Moines

A white silhouette of a city skyline is positioned at the bottom of the page, spanning the width of the text below it. The skyline includes various building shapes of different heights and widths.

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

[dmampo.org/the-tomorrow-plan](http://dmampo.org/the-tomorrow-plan) | (515) 334-0075 | [info@dmampo.org](mailto:info@dmampo.org)