



# **IPTA Legislative Meeting**

**IOWA | DOT**

Iowa DOT  
Public Transit Section

March 27, 2024

## Iowa DOT Public Transit Introductions

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## FY2025 STA and FTA Projections

- Draft versions of the FY25 State Transit Assistance Fund Projections, FY25 5310/5311 Nonurbanized Funding, and FY25 5310 Urbanized funding were sent to Transit Managers and uploaded to the BlackCat Consolidated Transit funding Application.
- Draft figures are calculated by estimating the full year apportionment and increasing it by ten percent.
- The calculations use the FY22 operating statistics and will be updated using the FY23 operating statistics after the operating statistics reviews have been finalized.

# Consolidated Transit Funding and PTIG Applications Deadline

FY2025 Application	Deadline
Consolidated Transit Funding Application	5/31/2024
Consolidated Transit Funding Application (STA-only Applicants)	5/31/2024
Public Transit Infrastructure Grant	5/31/2024

## Grants Update

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- Shortfall Grants
- 5310/5311
- 5339
- CMAQ/CRP
- PTMS List

## NTD S&S-60 Form

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- National Transit Database (NTD) reporting now requires more detail on Physical Assaults on Transit Workers, Non-Physical Assaults on Transit Workers, and Other Reportable Safety and Security Data.
- The additional detail includes where the assaults occurred, and the type of transit worker affected.
- This information will be collected from the small urban and regional public transit systems (those agencies for whom Iowa DOT reports to NTD) with the yearend reviews.

## STA Withholding Increase

- Annually, the Iowa DOT takes \$300,000 off the top of the total State Transit Assistance received
  - In accordance with [Iowa Administrative Code Chapter 761-920.5\(5\)](#)
  - \$125,000 for large urban fellowships
  - \$175,000 for STA Special Projects

## STA Withholding Increase

In addition to public transit agency-sponsored STA Special Projects, the Iowa DOT has also used the funds to sponsor the on-going monthly or annual maintenance fees associated with statewide projects such as:

- General Transit Feed Specification (GTFS) for fixed route transit agencies (now required by NTD)
- [www.iowarideshare.org](http://www.iowarideshare.org) consultant
- Low/No emissions grant writing and procurement consultant



## STA Withholding Increase

\$300,000 has been taken 'off the top' of the State Transit Assistance funding for a number of years.

In FY 2010, the projected amount of STA formula funding for the public transit agencies was \$10,791,202. In FY 2024, the projected amount of STA is \$17,072,859, a 58% increase from 2010. Both years had \$300,000 off the top for special projects. By comparison, a 58% increase to the STA annual withholding for large urban fellowships and special projects would equal \$474,000.

## STA Withholding Increase

Large Urban Fellowships and State Share of IPTA Training Contract	
Fiscal Year	Amount
2018	\$135,639.00
2019	\$76,621.57
2020	\$39,092.07
2021	\$37,551.19
2022	\$114,048.38
2023	\$157,373.81
TOTAL, FYs 2018 – 2023	\$560,326.02

## STA Withholding Increase

STA Special Projects Awarded			
Fiscal Year	Project Sponsor	Project Title	Amount Awarded
2018	Mason City	Demand Response Evening Service	\$27,500
2018	RIDES (Region 3)	Employment Nights and Weekends	\$190,880
2018	CorridorRides (Region 10)	Transportation Gap Pilot Program	\$1,000
2018	CorridorRides (Region 10)	Rebranding, Year 1	\$70,400
2018	CorridorRides (Region 10)	Rebranding, Year 2	\$20,000
2018	CorridorRides (Region 10)	Community Transportation Forum	\$1,650
2019	Marshalltown	Emergency Assistance (Tornado)	\$1,944.81
2020	HIRTA (Region 11)	Norwalk JobLink	\$91,369
2021-22	Program Paused for Administrative Rule Re-Write		
2023	HIRTA (Region 11)	Perry Flex Connect, Year 1	\$34,000
2024	HIRTA (Region 11)	Perry Flex Connect, Year 2	\$24,000
2024	DART (Des Moines)	Enhanced Transportation Access for Low Income Region, Year 1	\$150,000
TOTAL Awarded, FYs 2018 - 2023			\$438,743.81
TOTAL Awarded, including FY 2024			\$612,743.81

# STA Withholding Increase

Description	Amount STA Special Project, Active Contracts	Committed STA Special Project, Contracts in Process
Iowarideshare.org ride matching system – Contract Closed	\$90,900 (average \$11,363/year)	
GTFS – Contract Closed	\$60,217 (average \$10,036/year)	
2021 FTA Low/No Grant and Procurement Assistance	\$43,173 (no payments made until FY 2024)	
2022 FTA Low/No Grant and Procurement Assistance		\$60,000
2023 FTA Low/No Grant and Procurement Assistance		\$90,000
Iowarideshare.org ride matching system – New Vendor		\$124,000 (\$40,000 Year 1; \$42,000 Years 2 and 3)
GTFS – New Contract		\$240,250 (\$82,250 Year 1; \$77,500 Years 2 and 3)
<b>TOTAL</b>	<b>\$194,290</b>	<b>\$514,250</b>

## STA Withholding Increase

From FY 2018 through FY 2023, the average STA Special Project dollars spent on large urban fellowships, IPTA conferences and roadeo, special projects, and statewide project support was \$187,911.

In FY 2024, with the addition of the Low/No grant support and the increased contract costs of the GTFS and iowarideshare.org contracts, and using the \$125,000 fellowship/IPTA conferences and \$175,000 STA Special Projects annual budgets, the annual commitment will increase to approximately \$465,423.

## STA Withholding Increase

	<b>\$300,000 FY2024 Formula Allocation</b>	<b>\$450,000 Reduced Formula Allocation</b>	<b>\$600,000 Reduced Formula Allocation</b>
System Name			
Region 11	\$263,457	\$261,142	\$258,828
Region 12	\$458,078	\$454,053	\$450,028
Region 13	\$775,168	\$768,357	\$761,546
Davenport	\$542,205	\$537,441	\$532,678
Fort Dodge	\$258,789	\$256,516	\$254,242
Waterloo	\$346,358	\$343,315	\$340,272

STA Special Projects scenarios - impact to STA formula amounts to each transit agency  
 Illustrative only- based on FY 2024 stats and calculations

## STA Withholding Increase

An STA withholding increase to \$600,000 was discussed with the Public Transit Advisory Committee (PTAC) at their November 2023 meeting. After thoughtful discussion, PTAC concurred with this amount.

Considering all of the above information, Iowa DOT proposes increasing the annual off the top STA Special Project withholding amount to \$600,000 starting in FY2025.

## Grant Application Approval

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- For any grant application submitted by the Iowa DOT on behalf of a transit agency, the DOT must get Governor approval prior to submission
- Going forward, an executive summary and requested funding amount must be submitted to the Iowa DOT at least 30 days prior to the application deadline



## 2024 Passenger Transportation Summit: May 8

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Date: May 8, 2024

Location: FFA Enrichment Center, Ankeny, IA

Time: 9AM-3:15PM

Agenda Items: 2023 NCMM Challenge Grant – Waterloo, Passenger Interviews, Jeopardy!, HIRTA Health Connector, Mississippi River Water Taxi and Vanpool

Registration QR code located on the tables!

## FY2024 5339(b/c) Applications – Due April 25

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- Low-No
  - 4 applicants, 3 facilities, 10 vehicles
  - Currently working with CALSTART and the agencies on the application
- Bus and Bus Facilities
  - Working on the PTMS list for bus replacement

## Iowa Rideshare Update

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- New company – HBSS
  - Piggybacked off DART's contract
- Initial meetings have been held to discuss the new site
- The new Iowa Rideshare will have similar functionality to the previous site
- Our goal is to have a more user friendly (public and administrative) site that helps people connect for carpooling or discover transit options

## New Facility Interest Form

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- Sent out in January
- Projects
- Funding Source
- Approximate Budget
- Local Match
- Planned Federal Fiscal Year
- Real Property Acquisition

## Facility Considerations

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- Facility Planning
- Environmental
- Real Property Acquisition
- Design
- Construction & Procurement
- Budget

## Additional Budget Considerations

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- Potential extra expenses for survey/evaluation/mitigation
  - Wetlands
  - Cultural Resources
  - Hazardous Materials
  - Floodplain
  - Air and Water Quality
  - Permits
- RFQ preparation
- Appraisal and Independent Appraisal Review

# 2024 Compliance Reviews

Transit Agency	Date
R2 Transit System	7/25/24
R9 RBT	7/22/24
R12 WIT	5/20/24
R14 SIT	9/18/24
R16 SEIBUS	5/23/24
Burlington Urban Service	5/24/24
Mason City Transit	7/24/24
Cedar Rapids Transit	TBD
Coralville Transit System	TBD
Sioux City Transit System	TBD

## Compliance Review Helpful Hints

- General ADA Procedure & Complaint Form
- Facility & Vehicle Maintenance Plans
- Procurement Standards of Conduct
- Vehicle Signage Reminder
- Drug & Alcohol Program





## General ADA Procedure & Complaint Form

- General ADA procedures and material available to all riders.
- General ADA complaint procedures separate from reasonable modification
- General ADA complaint form
- ADA complaint process to track, resolve, respond, and retain

# Facility & Vehicle Maintenance Plans

- Written Facility and Vehicle Maintenance Plans
  - Goals, Objectives, Strategies
  - How often do the plans get reviewed and updated?
    - Updated equipment mix
    - New types of vehicles added to the fleet
    - New items purchased
  - Address ADA accessibility features on vehicles and facilities
  - Process to track and pursue warranty claims
  - Are you following the process you have written?
  - Are your maintenance checks documented to support your written plans?

# Procurement Standards of Conduct

- Items to Include:
  - Preclude any recipient or sub-recipient's employee, officer, board member or agent from participating in the selection, award, or administration of a contract supported with FTA assistance if he or she has any real or apparent conflict of interest.
  - Restriction on acceptance of gifts, gratuities, favors or anything with monetary value from contractors, potential contractors, or parties to sub-agreements. Can set minimum rules when the gift is not substantial or an item of nominal value.
  - Disciplinary action for conflict-of-interest violations, how potential personal conflicts should be reported, and how the situation will be resolved.

## Vehicle Signage Reminder

- Complete list of required signage for all vehicles can be found in Chapter 10 of the Transit Manager's Handbook. Vehicles include Vans.
- Signage sometimes missing from vans:
  - Emergency Exit
  - Priority Seating
  - Securement Location

## Drug & Alcohol Program

- Ensure the qualifications of the medical review officer(s), substance abuse professionals, breath alcohol technicians, and collectors are up to date.
  - Maintain a current list of agents
  - Confirm the agents listed have current required qualifications
  - Obtain updated copies of certificates
- Attempt to obtain prior drug and alcohol testing records from employee's prior employer.
  - Document that you tried to obtain the previous drug and alcohol testing records.
  - Keep prior employment records in a file with controlled access.

## Fellowship Reimbursement Reminder

- A Transit Request for Reimbursement with the required receipts and documentation must be submitted within **60 days** after the event.
- When tracking your payments make sure to log them in the Fiscal Year that the conference etc., occurred. For example, if the training was held June 25, 2024, through June 28, 2024. You would have until August 28, 2024, to submit your Transit Request for Reimbursement, however; when logging in your year-end information this conference would go under Fiscal Year 2024, not Fiscal Year 2025
- 2024 IPTA DC Fly-In – Normally, the IA DOT does not reimburse for meals, however; we have agreed with IPTA to cover the dinner meal for this event. You were asked in your confirmation email from IPTA to purchase your own dinner ticket. Please keep this receipt and submit with your Fellowship Reimbursement Form.

# Upcoming Transit Manager Handbook Training

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Thursday, May 2<sup>nd</sup> Noon – 5:00 p.m. & Friday, May 3<sup>rd</sup>, 8:30 a.m. – 1 p.m.

Thursday, November 7<sup>th</sup>, Noon – 5:00 p.m. & Friday, November 8<sup>th</sup>, 8:30 a.m. – 1 p.m.

Iowa DOT's Materials East/West Conference Room in Ames

Register by sending an email to [Jamie.wingert@iowadot.us](mailto:Jamie.wingert@iowadot.us)

Fellowships are available to assist with mileage and hotel costs. Due to Amy Colwell, [Amy.Colwell@iowadot.us](mailto:Amy.Colwell@iowadot.us) two weeks before the first day of the training.

# Questions?

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**Iowa DOT Public Transit Section**

515-233-7870

<https://iowadot.gov/transit>