

GUIDELINES FOR DEVELOPMENT – TRANSPORTATION IMPROVEMENT PROGRAMS (TIP) and the IOWA STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP)

Program Management Bureau
Public Transit Team, Modal Bureau

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TRANSPORTATION IMPROVEMENT PROGRAM (TIP) DEVELOPMENT TIMELINE

October	Project sponsors should submit applications for Iowa Clean Air Attainment Program (ICAAP), Statewide Transportation Alternatives Set-Aside Program (TA Set-Aside), and Federal Recreational Trails (FRT) Program funding. Applications are due to the Iowa Department of Transportation's (DOT) Systems Planning Bureau Grants team by Oct. 1 for use in the following federal fiscal year.
October	MPOs and RPAs submit letters to Program Management Bureau (Program Management) and Public Transit team requesting that Surface Transportation Block Grant (STBG) funds programmed for transit be transferred to Federal Transit Administration (FTA).
December-March	Iowa DOT's Public Transit team will post Consolidated Transit Funding Application materials on its website at http://www.iowadot.gov/transit
January	The Iowa Transportation Commission awards projects for ICAAP, Statewide TA Set-Aside, and FRT.
January/February	Iowa DOT's Systems Planning Bureau Planning team will announce to metropolitan planning organizations (MPO) the Metropolitan Planning fund allocations, with a report of carryover funds available for use in the following state fiscal year. Regional planning affiliations (RPA) will also be provided with State Planning and Research (SPR) fund allocations and a report of carryover funds available for use in the following state fiscal year. Both MPOs and RPAs will also be provided with FTA planning funds allocations.
January/February	Projected regional STBG, TA Set-Aside, and Carbon Reduction Program (CRP) (MPOs only) funding targets will be provided to MPOs and RPAs for the next four federal fiscal years. County bridge targets are provided by the Local Systems Bureau. FTA shall be notified of carryovers.
February	MPOs and RPAs shall submit a draft Passenger Transportation Plan to the Iowa DOT's Systems Planning Bureau Planning team and Public Transit team on or before Feb. 1. This is not an annual requirement.
April	Iowa DOT's Program Management staff will provide MPOs and RPAs with Road Use Tax Fund revenues and operations and maintenance (O&M) data. Program Management will also provide MPO's with estimated Iowa DOT O&M costs for each MPO region and an Iowa DOT financial forecast for fiscal constraint purposes.

April	Counties will finalize their “County Five-Year Program,” which will include all county-sponsored projects that are proposed to use federal aid or Swap funding. These projects will be submitted for inclusion in the MPO and RPA TIPs.
May	MPOs and RPAs shall submit a final Passenger Transportation Plan to the Iowa DOT’s Systems Planning Bureau Planning team and Public Transit team on May 1. This is not an annual requirement.
May	Project sponsors should submit a Consolidated Transit Funding application to the Iowa DOT’s Public Transit team on May 1.
May	Iowa DOT will provide proposed primary road projects from the Iowa Transportation Improvement Program (Five-Year Program) to MPOs and RPAs for development of MPO and RPA TIPs.
June	MPOs and RPAs are required to submit draft TIPs to Program Management by June 15 for review and comment.
July	MPOs and RPAs are required to submit final TIPs to Program Management by July 15.

STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM (STIP) DEVELOPMENT TIMELINE

July/August	Iowa DOT will distribute the draft STIP for public review and comment.
August/September	Program Management will adjust the final STIP based on public review and comments.
August/September	Program Management will submit the proposed MPO TIPs (August) and STIP (September) to Federal Highway Administration (FHWA) and FTA.
October	FHWA and FTA will approve the final STIP on or before Oct. 1.
Quarterly	Program Management will provide a summarized listing of STBG, TA Set-Aside, and CRP (MPOs only) authorizations to MPOs and RPAs.

Introduction

This document serves as a reference guide to local planning agencies for the development of their regional Transportation Improvement Program (TIP) and the Statewide Transportation Improvement Program (STIP). Any questions regarding content or relating to the STIP process should be addressed to Program Management, 800 Lincoln Way, Ames, Iowa 50010 or by telephone at 515-239-1197. Questions can also be addressed to Iowa DOT District Planners. A list of District Planners and their areas of responsibility is included in Appendix 1. Transit-related questions should be addressed to the Iowa DOT's Modal Transportation Bureau Public Transit team, 800 Lincoln Way, Ames, Iowa 50010 or by telephone 515-233-7870.

The Bipartisan Infrastructure Law (BIL) continues, and further strengthens, the requirement that an extensive, ongoing, and cooperative planning effort for the programming of federal funds be undertaken. Regional TIPs and the STIP are two vital components of this planning effort. Regional TIPs serve as a list of Iowa DOT and locally sponsored federal-aid eligible and Swap surface transportation improvements within the region. Iowa's 27 individual metropolitan planning organization (MPO) and regional planning affiliation (RPA) TIPs are consolidated to create the STIP. Each project or project phase included in the STIP must be consistent with the long-range statewide transportation plan and, in metropolitan planning areas, consistent with an approved MPO transportation plan. In nonmetropolitan areas, each project or phase is required to be consistent with an approved RPA transportation plan. Consistency requires projects to flow out of the project identification, evaluation, and prioritization process that has been developed to implement a strategy or objective of these long-range transportation plans.

The Iowa DOT annually requests that Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) jointly verify that MPO and RPA TIPs are consistent with the transportation plans produced as part of the continuing and comprehensive transportation process carried out cooperatively by the state, MPOs, RPAs, public transportation operators. No FHWA or FTA funded project or phase can receive authorization until the project is included in the first year of the STIP and has been approved by the FHWA or FTA.

Federal-Aid Highway Funding (23 U.S.C.)

All regional TIPs serve as a list of federal-aid eligible surface transportation improvements within the respective MPO or RPA. The TIP is a four-year planning document that identifies planned transportation improvements within the local regions that are expected to utilize federal-aid funds. All projects in MPO and RPA TIPs are required to directly match those projects listed in the STIP. All projects must be in both the TIP and STIP and be programmed with identical information describing the projects.

The Iowa County Engineers Association Service Bureau has developed the Transportation Program Management System (TPMS) to assist local planning agencies and project sponsors with developing, programming, and mapping of both highway and transit projects. TPMS is the official and primary tool used to enter and advance surface transportation and transit projects into Iowa's regional TIPs. To be included in an Iowa DOT letting a project must be entered in TPMS. TPMS can be utilized to produce several items that are required for inclusion in the TIP document. TPMS can be accessed online at: <http://www.tpms.org>. To use TPMS users must log in using their unique email address and password. Questions related to the use of TPMS in the TIP process should be directed to Program Management.

Federal Funding

Projects identified in local TIPs utilize, or are based upon, several different sources of federal funding. The primary sources of FHWA funding to Iowa, which are in part used to fund local efforts, include:

- **Bridge Formula Program (BFP).** The BFP provides funding for highway bridge replacement, rehabilitation, preservation, protection, and construction projects on public roads. BFP funds are apportioned to states on a formula basis. A significant portion of Iowa's BFP funds will be utilized to implement bridge construction projects in Iowa's cities and counties through the DOT's City Bridge Program and by directly targeting BFP funds to Iowa's 99 counties.
- **Carbon Reduction Program (CRP).** CRP provides funding for projects designed to reduce transportation emissions, defined as carbon dioxide (CO₂) emissions from on-road highway sources. CRP funds are apportioned to states on a formula basis. A portion of this funding is allocated to MPOs. CRP references in this document apply only to MPOs.

- **Congestion Mitigation and Air Quality Improvement Program (CMAQ).** CMAQ provides flexible funding for transportation projects and programs to help meet the requirements of the Clean Air Act. These projects can include those that reduce congestion and improve air quality. CMAQ funds are apportioned to states on a formula basis.
- **Discretionary Grants (GRNT).** The FHWA administers discretionary grant programs through various offices representing special funding categories. Examples of discretionary grant awards include awards from programs including Rebuilding American Infrastructure with Sustainability and Equity (RAISE), Nationally Significant Multimodal Freight and Highway Projects (INFRA), National Infrastructure Project Assistance Program (MEGA), and Rural Surface Transportation Grant Program among many others. Discretionary funds are awarded to applicants based on the merits of the proposed project(s), that is, project sponsors compete for these monies with no guarantee of success.
- **Earmark (ERMK).** Projects with funding identified directly in federal Authorization or Appropriations bills are considered earmark funds. The projects are funded with money set aside for Community Project Funding/Congressionally Directed Spending and awarded by members of Congress.
- **Federal Lands Access Program (FLAP) and Tribal Transportation Program (TTP).** The FLAP Program provides funding for projects that improve transportation facilities that provide access to or are located within federal lands. The FLAP funding will be distributed through a grant process where a group of FHWA, Iowa DOT, and local government representatives will solicit, rank, and select projects to receive funding. The TTP provides safe and adequate transportation and public road access to and within Indian reservations and Indian lands. Funds are allocated among the Tribes through a statutory formula based on tribal population, road mileage, and average tribal shares under the SAFETEA-LU Indian Reservation Road program.
- **Highway Safety Improvement Program (HSIP).** This is a core federal-aid program that funds projects with the goal of achieving a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned public roads and roads on tribal land. A portion of this funding is targeted for use on local high-risk roads and railway-highway crossings.

- **Metropolitan Planning Program (PL).** BIL directs FHWA to apportion funding as a lump sum for each State then each State's PL apportionment is calculated based on a ratio specified in law. The State DOT is then required to make the PL funds available to MPOs in accordance with a formula developed by the State DOT and approved by the FHWA. PL funds are available for MPOs to carry out the metropolitan transportation planning process required by 23 U.S.C. 134, including development of metropolitan area transportation plans and transportation improvement programs. For programming purposes MPOs should program only the new PL target provided by the Systems Planning Bureau. Any carryover funds identified by Systems Planning need not be added to, or subtracted from, the PL target.
- **National Highway Freight Program (NHFP).** NHFP funds are distributed to states via a formula process and are targeted towards transportation projects that contribute to the efficient movement of freight on the National Highway Freight Network. Ten percent of NHFP funds will be targeted towards non-DOT sponsored projects.
- **National Highway Performance Program (NHPP).** NHPP funds are available to be used on projects that improve the condition, performance, and resiliency of the National Highway System (NHS), including some state and U.S. highways and interstates.
- **State Planning and Research (SPR).** SPR funds are available to fund statewide and nonmetropolitan planning and research activities. A portion of SPR funds is provided to RPAs to support regional nonmetropolitan transportation planning efforts.
- **Surface Transportation Block Grant Program (STBG).** This program is designed to address specific issues identified by Congress and provides flexible funding for projects to preserve or improve the condition/performance of transportation facilities, including any federal-aid highway or public road bridge. STBG funding may be utilized on:
 - Roadway projects on federal-aid routes
 - Bridge projects on any public road
 - Transit capital improvements
 - TA Set-Aside eligible activities
 - Planning activities

Iowa targets STBG funding to each of its 27 MPOs and RPAs on an annual basis for programming based on regional priorities. RPA STBG funds awarded to cities are eligible to be swapped for state Primary Road Funds.

- **Transportation Alternatives Set-Aside (TA Set-Aside).** This program is a set-aside from the STBG program. The TA Set-Aside provides funding for a variety of generally smaller-scale transportation projects such as pedestrian and bicycle facilities; construction of turnouts, overlooks, and viewing areas; community improvements such as historic preservation and vegetation management; environmental mitigation related to stormwater and habitat connectivity; recreational trails; safe routes to school projects; and vulnerable road user safety assessments.

Iowa targets TA Set-Aside funding to each of its 27 MPOs and RPAs on an annual basis for programming based on regional priorities. All projects programmed with TA Set-Aside funds are required to be verified by the Systems Planning Bureau to ensure compatibility with TA Set-Aside eligibility.

Iowa DOT-Administered Grant Program Funding

In addition to the funding sources listed above, the Iowa DOT administers several grant programs that are funded, in part, with the federal sources identified above. Projects awarded grant funding must be documented in the region's TIP. These grant awards are distributed through an application process. State administered grant programs include:

- **City Bridge Program.** A portion of STBG funding dedicated to local bridge projects is set aside for the funding of replacement or rehabilitation of city-owned bridges that have been classified by an engineering inspection as poor. Projects are rated and prioritized by the Local Systems Bureau with awards based upon criteria identified in the application process. Projects awarded grant funding are subject to a federal-aid obligation limitation of \$1,500,000. See appendix for programming city bridge projects.

For more information on the city bridge program, please contact the Local Systems Bureau, 800 Lincoln Way, Ames, Iowa 50010 or by telephone at 515-239-1291.

- **Highway Safety Improvement Program – Local (HSIP-Local).** This program is funded using a portion of Iowa's Highway Safety Improvement Program apportionment and funds county and city low-cost to medium-cost systemic safety improvements. Federal HSIP funding targeted towards these local projects is swapped for Primary Road Fund dollars.

For more information on the HSIP-Local program, please contact the Traffic and Safety Bureau, 800 Lincoln Way, Ames, Iowa 50010 or by telephone at 515-239-1557.

- **Iowa Clean Air Attainment Program (ICAAP).** The ICAAP funds projects with the highest potential for reducing transportation-related congestion and air pollution that improve motor vehicle traffic flow, reduce traffic congestion and vehicle-miles of travel, and reduce single-occupant vehicle travel. This program utilizes \$4 million of Iowa's CMAQ apportionment annually.

For more information on the ICAAP program, please contact the Systems Planning Bureau, 800 Lincoln Way, Ames, Iowa 50010 or by telephone at 515-239-1664.

- **Recreational Trails Program.** This program provides federal funding for both motorized and nonmotorized trails and trail-related projects and is funded through a takedown from Iowa's TA Set-Aside funding. The decision to participate in this program is made annually by the Iowa Transportation Commission.

For more information on the Recreational Trails Program, please contact the Systems Planning Bureau, 800 Lincoln Way, Ames, Iowa 50010 or by telephone at 515-239-1664.

- **Statewide Transportation Alternatives Set-Aside Program.** This program makes available federal TA Set-Aside funds to locally sponsored projects that emphasizes the expansion of the multi-modal trail network through the completion of trail linkages, safe routes to school projects, and projects located immediately adjacent to a state-designated Iowa Byway.

For more information on the Statewide Transportation Alternatives Program, please contact the Systems Planning Bureau, 800 Lincoln Way, Ames, Iowa 50010 or by telephone at 515-239-1664.

TIP Requirements

Local planning agencies are required to produce a TIP that covers a period of no less than four years. TIPs are required to be updated every four years; however, the Iowa DOT updates the STIP annually and, as such, requires that the TIP process be completed annually. TIPs must be approved by the policy board of the local agency and the Iowa DOT.

The primary purpose of the TIP is to make available a listing of capital and noncapital projects within the boundaries of the metropolitan/regional planning area proposed for federal-aid and Swap funding. This involves establishing project priorities within the limits of available funds to

accomplish the goals of the regions LRTP while taking into consideration when the project is needed and when funds for the project will be available. It is important to note that projects, or a phase of a project, identified for federal aid or Swap funding should only be included in the TIP if the full funding for the completion of the project is reasonably anticipated to be available for the project or phase within the time period of the project.

TIP Financial Information/Fiscal Constraint

An important component of a TIP document is demonstrating that available and forecasted funding is sufficient to complete the programmed transportation improvements by using committed, available, or reasonably available resources. The process for demonstrating constraint of the TIP document should present forecasted revenues and programmed construction costs while considering the funding necessary to operate and maintain the existing federal aid highway system. It is important to note that MPO TIPs must document constraint for all projects programmed within their region including projects that are funded with non-MPO awarded funds. Required items to document fiscal constraint include:

Forecasts of Available Revenue

Estimates of available revenue shall include all sources of funds utilized to implement the construction projects programmed in the TIP. Program Management provides each MPO and RPA with estimated STBG, CRP (MPO only), and TA Set-Aside funding targets for each of the four years in the TIP. In addition, Program Management will provide city and county non-federal aid revenue information on an annual basis. This non-federal aid revenue information should be retained over time and can be used to produce estimates of available funding for the four-year TIP period. Program Management will also provide Iowa DOT statewide revenue estimates that should be included as part of each MPO's fiscal constraint documentation. Additionally, the text below shall be incorporated in MPO TIP documents to provide a brief explanation of the process used by the Iowa DOT to produce revenue estimates used in the Iowa DOT programming process.

Each year prior to development of the Iowa DOT's Five-Year Program and the Statewide Transportation Improvement Program, both state and federal revenue forecasts are completed to estimate the amount of funding available for programming. These forecasts are a critical component in the development of the Five-Year Program and as such are reviewed with the Iowa Transportation Commission. The primary sources of state funding to the Iowa DOT are the Primary Road Fund and TIME-21 Fund. These state funds are used for the operation, maintenance, and construction of the Primary Road System. The amount of funding available for operations and maintenance is determined by legislative appropriations. Additional

funding is set aside for statewide activities including engineering costs. The remaining funding is available for right of way and construction activities associated with the highway program.

Along with state funds, the highway program utilizes a portion of the federal funds that are allocated to the state. A federal funding forecast is prepared each year based on the latest apportionment information available. This forecast includes the various federal programs and identifies which funds are allocated to the Iowa DOT for programming and which funds are directed to locals through the MPO/RPA planning process, bridge programs, and other various grant programs.

The revenue information and associated text should be utilized to demonstrate constraint of Iowa DOT projects programmed in MPO TIPs. Furthermore, MPO TIPs should include a reference to the Program Management's Five-Year Program webpage. This webpage provides additional insight into the Iowa DOT's programming process and can be found at https://iowadot.gov/program_management/five-year-program.

It is important to note that targeted funding may be adjusted based on the passage of a new federal transportation bill. Changes in targeted funding may also be required due to changes in the annual obligation limit set by the federal government. Any resulting reductions in MPO/RPA project level funding will not require an amendment to the STIP. Rather, adjustments to address reduced funding levels will generally be considered administrative modifications.

After notification of the annual spending (obligation) authority available, Program Management will determine if adjustments are necessary. If necessary, Program Management will notify MPOs and RPAs in writing of any targeted funding changes. Adjustments could be made as follows:

- Federal funding equals 100 percent of estimated federal funding, no adjustments needed.
- Federal funding is slightly less than estimated, an adjustment will be accomplished within the Iowa DOT's Five-Year Program to balance the STIP.
- Federal funding is significantly less than estimated, adjustments in the TIPs for MPOs, RPAs, and the state may be required to balance the STIP.
- Federal funding is slightly higher than estimated, the Iowa DOT's Five-Year Program will be adjusted to balance the STIP.
- Federal funding is significantly higher than estimated MPO, RPA, and state TIPs may be adjusted to increase the programmed costs.

Revenues do not need to be stratified by system class as is done with operation and maintenance costs. Rather, revenues can be shown as a lump-sum line item by MPO or RPA.

Estimated Operation and Maintenance Costs

Program Management will provide estimated operations and maintenance cost information annually to MPOs and RPAs. The cost information provided is an estimate of the funding required to operate and maintain each jurisdiction's federal aid roadway system. These costs cannot be determined with available information; therefore, they are estimated by comparing total system mileage with federal-aid mileage. This information should be retained and can be utilized to develop inflation rates for forecasting future year operation and maintenance costs.

Estimated Iowa DOT operation and maintenance costs will also be provided for each MPO region. These estimates will be calculated based on the primarily system mileage within each MPO and are included for informational purposes only.

Programmed Projects Costs

All programmed project costs and associated federal aid funding must be summarized by funding program and year. It is required that project costs programmed in the TIP be adjusted using "Year of Expenditure" (YOE) dollars. That is, project costs in future years should be adjusted based on an assumed rate of inflation reflecting changes in construction costs. Each MPO and RPA must document the inflation rates used to adjust project costs into YOE dollars. In addition, the TIP must document whether local project sponsors, or the local planning agency, are responsible for accounting for YOE.

Required Tables/Fiscal Constraint Conclusion

Much of the information outlined above should be presented in tabular format in MPO TIP documents. Required financial information to be presented in tabular format includes:

- Iowa DOT revenue information - This information must be incorporated by MPOs and must match the revenue information produced and provided by Program Management.
- Iowa DOT operation and maintenance costs – This information must be incorporated by MPOs and must match the cost information produced and provided by Program Management.
- City and county non-federal aid revenues.
- City and county operation and maintenance cost for the federal aid system.
- Programmed project costs summarized by funding program and year (shown below in Table 1)

- STBG, TA Set-Aside, and CRP constraint tables (shown below in Table 2)

Table 1 - Summary of Costs and Federal Aid

Program	FY 2026 Total Cost	FY 2026 Federal Aid	FY 2026 Swap	FY 2027 Total Cost	FY 2027 Federal Aid	FY 2027 Swap	FY 2028 Total Cost	FY 2028 Federal Aid	FY 2028 Swap	FY 2029 Total Cost	FY 2029 Federal Aid	FY 2029 Swap
STBG	\$120,000	\$80,000	\$20,000	\$200,000	\$160,000	\$0	\$200,000	\$160,000	\$0	\$150,000	\$120,000	\$10,000
TAP	\$50,000	\$40,000	\$0	\$80,000	\$64,000	\$0	\$100,000	\$80,000	\$0	\$50,000	\$40,000	\$0
NHPP	\$500,000	\$400,000	\$0	\$750,000	\$600,000	\$0	\$0	\$0	\$0	\$200,000	\$160,000	\$0
CMAQ	\$50,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BFP	\$50,000	\$40,000	\$10,000	\$100,000	\$80,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0

Table 2 - STBG Fiscal Constraint Table

	FY 2026	FY 2027	FY 2028	FY 2029
Unobligated balance (carryover)	\$100,000	\$100,000	\$60,000	\$45,000
STBG target	\$100,000	\$100,000	\$100,000	\$100,000
Subtotal STBG available	\$200,000	\$200,000	\$160,000	\$145,000
Programmed STBG funds	\$100,000	\$140,000	\$115,000	\$125,000
Balance	\$100,000	\$60,000	\$45,000	\$20,000

For each program fiscal year, total programmed STBG funding shall not exceed the level of funding available to each MPO/RPA. Local planning agencies must demonstrate fiscal constraint of STBG by detailing unobligated balances, regional funding targets, and programmed STBG funding. This table is required of all MPOs and RPAs to document fiscal constraint of their regionally targeted STBG funding. Both MPOs and RPAs must also include a similar table documenting fiscal constraint of their TA Set-Aside funding. TA Set-Aside funding is required to be constrained over the four-year TIP period but individual annual balances can show negative values.

Financial Miscellaneous

- As part of the annual programming process, programmed STBG and CRP funding will be reviewed by Program Management. All funds need to be available and programmed in the TIP year the project will be authorized. For instance, STBG funding cannot be split between TIP years to make the STBG program fiscally constrained in a year. If STBG is over-programmed in a fiscal year, the Iowa DOT will require the planning agency to delay programmed projects in order to produce a program of projects that can be implemented based on fiscal constraint.
- For projects utilizing a combination of both STBG, CRP and/or TA Set-Aside funding, it is required that a PA note be added in TPMS stating that the project includes both sources of funding. This note will help the Iowa DOT to accurately debit the planning agency balances for STBG, CRP and/or TA Set-Aside funding.

- For projects utilizing Statewide TA Set-Aside funding, it is required that a PA note be added in TPMS stating that the project was awarded Statewide TA Set-Aside funding. This note will help the Iowa DOT from inaccurately debiting the planning agency balance for regional TA Set-Aside funding.
- Estimated Bridge Formula Program (BFP) targets for county bridge funding will be prepared by the Iowa DOT's Local Systems Bureau. Using these targets as guidelines counties submit bridge projects from their county Five-Year Program for inclusion into draft TIPs. Only those projects with a reasonable chance of being ready for obligation within the proposed program are to be programmed.

Upon receipt of county five-year programs, the Local Systems Bureau will perform a fiscal constraint analysis of the BFP program. The analysis will determine if county bridge programming is within acceptable limits on both a total and annual basis. If adjustments are necessary, counties that are over-programmed will be required to adjust their bridge program. This process will be repeated until fiscal constraint of the BFP program is achieved. It is important to note that after the BFP program has been approved by Local Systems Bureau, counties may make changes to their program of bridge projects through their county five-year programs subject to fund availability.

All approved BFP projects are required to be included in MPO/RPA TIPs and require approval from MPO/RPA Technical and Policy Boards.

- To assist in the ongoing fiscal constraint analysis, Program Management maintains a record of MPO and RPA STBG, CRP, and TA Set-Aside balances. On a quarterly basis, Program Management provides local planning agencies with a report summarizing all STBG, CRP, and TA Set-Aside obligations that took place during the quarter.
- For city sponsored projects that have received STBG funds from an RPA the Iowa DOT does not require matching funds. RPAs can require that project applicants provide matching funds by awarding funding in an amount less than the estimated total project cost, however, the Iowa DOT will not monitor or reimburse based on those RPA specific matching requirements.

Status Report

MPO and RPA TIPs are required to provide a status report for all accomplishment year federal aid and Swap funded projects included in the previous year's approved TIP. The status report should indicate whether the project was "authorized/let", if the project is being "rolled over to 'YEAR'" in the current TIP, or if the project has been "removed" from programming. This status report is used as a management tool to monitor the progress made in implementing the MPO or RPA transportation program.

Project Selection

Projects included in the TIP should be selected by the MPO or RPA as determined by their respective policy procedures. The TIP is required to include a section documenting the criteria and processes used by local planning agencies to select transportation plan elements for inclusion in the TIP. Any changes to these specific project selection criteria from previous years are also required to be documented in this discussion. Project selection criteria must be detailed for projects funded by STBG, CRP, and TA Set-Aside, and BFP.

It is important to note that changes to programming entries outside the annual TIP process are also subject to MPO/RPA project selection criteria. Specific examples where this is applicable include:

- All new projects added must be selected using the approved planning agency criteria.
- Sponsors cannot at their own discretion move STBG, CRP, and TA Set-Aside funding from one project to another.
- If project funding is de-obligated, those funds must be programmed through the project selection process. They are not to be programmed at the discretion of the project sponsor to whose project was originally provided funding.

De-obligated funding can be applied to another project if the original planning agency award allowed for that flexibility. For example, if a planning agency awards funds to a corridor improvement rather than a specific phase/project, the de-obligated funds could be applied to a different project within the corridor for which the funds were awarded.

It is important to note that in some specific cases a new project can be created without following the project selection process. Specifically, this can be done if the new project is created for project development reasons. For example, should a project be split into multiple smaller projects/phases (within the original project termini) the original programming entry could be split to be consistent with the phased projects that would be developed and let.

Project Selection - Requirements

23 CFR 450.326 requires that TIPs shall reflect the investment priorities established in current metropolitan transportation plans. Project consistency between the LRTP and federal aid projects programmed in the TIP could be demonstrated by identifying an LRTP page number reference or specific LRTP goal/objective that the project is meeting. It is the responsibility of each MPO and RPA to determine that all recommended federal aid and Swap projects are consistent with the LRTP, eligible for federal aid, and can be obligated within the year specified.

The state's long-range transportation plan, Iowa in Motion 2050, may also help the MPO or RPA determine future priorities. The District Planner for each planning agency may identify appropriate proposed projects on the Primary Road System, and the district may request STBG funding support from the MPO or RPA.

Per the *Iowa DOT Regional Transportation Project Selection: Requirements and Best Practices* paper published March 2019 three requirements exist for RPA project selection. These three requirements are:

- 1) Project selection must include a full consideration of eligible projects. Applications are required to be submitted to, and reviewed by, the planning agency. For example, there cannot be a requirement that an individual county approve a project application that a city within it wishes to submit prior to submittal to the planning agency for consideration. All applications need to be made available to technical committees and policy boards, and the policy board must consider all submitted projects prior to approval. RPAs that suballocate cannot do so to the degree that only certain entities can receive funding. For example, a suballocation process cannot direct all funding to counties and cities over 5,000 in population and leave no mechanism to consider other eligible projects from sponsors who don't receive a specified suballocation.
- 2) Projects selected for funding must be consistent with a region's LRTP. Consistency requires projects to flow out of the project identification, evaluation, and prioritization process that has been developed to implement a strategy or objective of the LRTP. The RPA project selection process needs to incorporate a linkage between the LRTP and projects that are awarded funding.
- 3) An application or information form is required to be submitted for all projects, including projects from entities that receive a suballocation. Applications provide clear documentation of what projects were submitted for funding and ensure that projects meet the required items noted above, including consistency with a regional LRTP.

This requirement applies not only for new projects but also for additional funds being requested for programming on existing projects. RPA Policy Boards can implement a policy that allows additional funding to be added to existing projects without going through the full application cycle. This policy should identify criteria and thresholds on how much can be added, when additional funds can be awarded, and outline the approval process to be

used should a request be made for additional funds. Any exception to award funding separate from the full application process should be documented in the TIP.

Should a region's selection process be found to not meet the requirements outlined above, the region's STBG funded projects will not be assigned DOT approval in the STIP. Failure to receive DOT approval in the STIP results in those projects being ineligible for letting. Assignment of DOT approval would be made upon RPA compliance with project selection requirements.

While not currently required, some planning agencies have begun providing project sponsors an award letter or agreement following being awarded STBG or TA Set-Aside funds. These documents can serve several different functions including:

- Documenting that the project has been programmed
- Verifying programming/project information details
- Identifying Iowa DOT district or central office staff who the sponsor will need to work with
- Providing a brief overview of the federal aid regulations
- Providing a reminder that federal aid reimbursement cannot proceed until FHWA authorization has been obtained or an agreement has been signed for Swap projects

Performance Based Planning – MPO Requirements

Since the passage of the 2012 Moving Ahead for Progress in the 21st Century (MAP-21) transportation bill, states and MPOs have been required to use performance-based transportation planning practices. MPO TIPs will be required to document compliance with each of the performance-based planning categories. Those categories include:

- Safety (PM I) –To satisfy the safety performance measure MPOs can choose to support the Iowa DOT safety targets or MPOs can set their own unique targets. For MPOs supporting the Iowa DOT safety targets the following language should be incorporated.

Rather than setting its own safety targets, the (insert MPO name) has chosen to support the Iowa DOT's safety targets as published in the most recent Iowa Highway Safety Improvement Program Annual Report. The MPO supports those targets by reviewing and programming all Highway Safety Improvement Program (HSIP) projects within the MPO boundary that are included in the Iowa DOT's Transportation Improvement Program.

Any Iowa DOT sponsored HSIP projects within the MPO area were selected based on the strategies included in the Strategic Highway Safety Plan and safety performance measures and were approved by the Iowa Transportation Commission. The Iowa DOT

coordinated with the (insert MPO name), as part of its target setting process. Working in partnership with local agencies, Iowa DOT safety investments were identified and programmed which will construct effective countermeasures to reduce traffic fatalities and serious injuries. The Iowa DOT projects chosen for HSIP investment are based on crash history, roadway characteristics, and the existence of infrastructure countermeasure that can address the types of crashes present. The Iowa DOT continues to utilize a systemic safety improvement process rather than relying on “hot spot” safety improvements.

Should an MPO choose to set its own targets the language above should be modified to address the MPO’s specific HSIP target setting process and associated project selection/programming efforts. The language provided above documenting Iowa DOT HSIP target setting and project selection processes should be included in addition to the MPO specific language to address the Iowa DOT’s HSIP process.

- Pavement and Bridge (PM II) –To satisfy the PM II performance measure MPOs can choose to support the Iowa DOT PM II targets or MPOs can set their own unique targets. For MPOs supporting the Iowa DOT PM II targets the following language should be incorporated.

Rather than setting its own pavement and bridge targets, the (insert MPO name) has chosen to support the Iowa DOT’s pavement and bridge targets as submitted in the most recent performance report. The MPO supports those targets by reviewing and programming all Interstate and National Highway System projects within the MPO boundary that are included in the Iowa DOT’s Transportation Improvement Program.

Any Iowa DOT sponsored pavement and bridge projects within the MPO area were determined in alignment with the Iowa Transportation Asset Management Plan (TAMP) and the pavement and bridge performance measures. The TAMP connects the State Long-Range Transportation Plan and system/modal plans to Iowa DOT’s Five-Year Program and the STIP. The long-range plan defines a vision for the transportation system over the next 20 years, while the Five-Year Program and STIP identify specific investments over the next four to five years. The TAMP has a 10-year planning horizon and helps ensure that investments in the Five-Year Program and STIP are consistent with Iowa DOT’s longer-term vision.

The Iowa DOT coordinated with the (insert MPO name), as part of its target setting process. The methodology used to set targets used current and historical data on

condition and funding to forecast future condition. Asset management focuses on performing the right treatment at the right time to optimize investments and outcomes. Management systems are utilized to predict bridge and pavement needs and help determine the amount of funding needed for stewardship of the system. The TAMP discusses the major investment categories that the Commission allocates funding through. Once the Commission approves the funding for these categories, Iowa DOT recommends the allocation of the funds to specific projects using the processes described in the TAMP. Pavement and bridge projects are programmed to help meet the desired program outcomes documented in the TAMP.

Should an MPO choose to set its own targets the language above should be modified to address the MPO's specific PM II target setting process and associated project selection/programming efforts. The language provided above documenting Iowa DOT pavement/bridge target setting and project selection processes should be included in addition to the MPO specific language to address the Iowa DOT's pavement/bridge programming process.

- System Performance and Freight (PM III) –To satisfy the PM III performance measures MPOs can choose to support the Iowa DOT PM III targets or MPOs can set their own unique targets. For MPOs supporting the Iowa DOT PM III targets the following language should be incorporated.

Rather than setting its own system performance and freight targets, the (insert MPO name) has chosen to support the Iowa DOT's system performance and freight targets as submitted in the most recent performance report. The MPO supports those targets by reviewing and programming all Interstate and National Highway System projects within the MPO boundary that are included in the Iowa DOT's Transportation Improvement Program.

The Iowa DOT coordinated with the (insert MPO name), as part of its target setting process. Historical performance was reviewed to set targets. In addition to projects utilizing Transportation Systems Management and Operations (TSMO) strategies and Carbon Reduction Strategy (CRS) strategies, projects focused on improving pavement and bridge condition also often help improve system performance and freight movement. Additional projects focused specifically on improving these areas of system performance are developed in alignment with the target-setting process for related performance measures, as well as the freight improvement strategies and freight investment plan included in the State Freight Plan. This plan includes a detailed

analysis and prioritization of freight bottlenecks, which are locations that should be considered for further study and possibly for future improvements. State projects identified in the freight investment plan and programmed in the STIP were highly-ranked freight bottlenecks.

Should an MPO choose to set its own targets the language above should be modified to address the MPO's specific PM III target setting process and associated project selection/programming efforts. The language provided above documenting Iowa DOT system performance and freight target setting and project selection processes should be included in addition to the MPO specific language to address the Iowa DOT's system performance and freight programming process.

- Transit Asset Management –To comply with the transit asset management performance measures MPOs can choose to support the targets set by their local large urban transit provider(s) or set their own unique targets. MPOs should include the following language to ensure TIPs are compliant with transit asset management requirements.

Public transit capital projects included in the STIP align with the transit asset management (TAM) planning and target setting processes undertaken by the Iowa DOT, transit agencies, and MPOs. The Iowa DOT establishes a group TAM plan and group targets for all small urban and rural providers while large urban providers establish their own TAM plans and targets. Investments are made in alignment with TAM plans with the intent of keeping the state's public transit vehicles and facilities in a state of good repair and meeting transit asset management targets. The Iowa DOT allocates funding for transit rollingstock in accordance with the Public Transit Management System process. In addition, the Iowa DOT awards public transit infrastructure grants in accordance with the project priorities established in Iowa Code chapter 924. Additional state and federal funding sources that can be used by transit agencies for vehicle and facility improvements are outlined in the funding chapter of the Transit Manager's Handbook. Individual transit agencies determine the use of these sources for capital and operating expenses based on their local needs.

In addition, MPOs should provide a discussion of the process(es) used by their transit agency/agencies for prioritizing facility and capital projects. Furthermore, MPOs should document whether they are supporting the targets set by their transit agency/agencies or setting their own targets. If an MPO chooses to set its own targets, an explanation should be provided as to how those targets were set and how the MPO incorporates those transit targets into their processes.

- **Transit Safety** - To comply with the transit safety performance measures MPOs can choose to support the targets set by their local large urban transit provider(s) or set their own unique targets. MPOs should include the following language to ensure TIPs are compliant with transit safety requirements.

Public transit projects included in the STIP align with the transit safety planning and target setting processes undertaken by the transit agencies and MPOs. While the Iowa DOT assisted with the development of initial Public Transportation Agency Safety Plans (PTASPs), each large urban transit provider is responsible for implementing its PTASP, which includes transit safety targets. Investments are made in alignment with PTASPs with the intent of keeping the state's public transit operations, vehicles, and facilities safe and meeting transit safety targets. State and federal funding sources that can be used by transit agencies for operations, vehicles, and facility improvements are outlined in the funding chapter of the Transit Manager's Handbook. Individual transit agencies determine the use of these sources for capital and operating expenses based on their local needs.

The MPO's TIP shall be designed such that once implemented, it makes progress toward achieving the performance targets established under § 450.306(d) and shall include, to the maximum extent practicable, a description of the anticipated effect of the TIP toward achieving the performance targets identified in the metropolitan transportation plan, linking investment priorities to those performance targets.

Public Participation

Local planning agencies must conduct a proactive public participation process when developing TIPs. These processes are unique to each agency and therefore each agency's TIP must document their public participation process as it relates to the development of the TIP. Topics covered should include how the MPO or RPA provided all interested parties with a reasonable opportunity to comment on the proposed TIP, a mention of formal public meetings held during the TIP development process, and a description of materials made available, or published, by the MPO or RPA for public review. This would include materials in electronically accessible format such as the internet. In addition, all public comments received on the draft TIP should be included in the final TIP.

One required component of the public participation process is the utilization of visualization techniques in the TIP. Visualization techniques are methods used in the development of transportation plans and programs intended to help the public conceptualize the project.

Techniques often include maps, pictures, and/or displays of existing or proposed transportation plans and programs. Using visual imagery is an effective way of facilitating public review of the TIP. While several different techniques are available, for the purpose of TIPs, the most effective technique is to utilize a map detailing the location of programmed improvements. While local planning agencies are free to develop these maps, planning agencies may also utilize TPMS to generate a map of all projects programmed within a specific planning region.

Revision Procedure Documentation

The process for programming a project for funding in the TIP/STIP begins with a project being selected for inclusion, followed by a demonstration of fiscal constraint. After full funding has been ensured and approval is received, revisions may occur. Revisions to the TIP and STIP can be common given the frequent changes in engineering design, environmental issues, contracting issues, project readiness, and other factors that may require adjustments to schedules and budgets. Minor revisions may be made through administrative modification, while major revisions require an amendment.

Each MPO and RPA is required to document their revision procedures for processing TIP amendments and administrative modifications. Documentation should include specific information regarding the thresholds used by local planning agencies to determine whether revisions are classified as amendments or administrative modifications. Any difference between local thresholds and those defined by the Iowa DOT (as described on pages 30-32) should be specifically identified. Additional information to be included when detailing revision procedures includes notification procedures, posting procedures, comment periods, and staff/board actions.

National Environmental Policy Act (NEPA) Project Programming

The regional significance of a project plays an important role in determining whether the project needs to be included in the TIP. Regional significance can be defined as a transportation project that is on a facility that serves regional transportation needs (such as access to and from the area outside the region; major activity centers in the region; major planned developments such as new retail malls, sports complexes, or employment centers; or transportation terminals) and would normally be included in the modeling of the area's transportation network. All projects found to be regionally significant, regardless of whether the projects have federal-aid funding programmed, are required to be included in the TIP.

Specific programming requirements exist for projects covered under the NEPA. Four unique scenarios exist each having unique programming implications. The four scenarios and associated programming guidelines are as follows.

- Scenario 1: A single regionally significant project within an MPO where all phases of the project will be completed within the timeframe of the MPO Long-Range Transportation Plan (LRTP).
 - For projects with a completion date within the TIP period, all project costs must be included in the fiscally constrained TIP.
 - For projects with a completion beyond the TIP period, the costs associated with the phases that are within the TIP period must be included in the TIP. Remaining phases must be addressed in the LRTP.
 - For projects where post NEPA phases are initiated beyond the TIP period, the entire project cost must be in the TIP; however, these costs do not have to be included in the fiscal constraint analysis.
 - For each scenario, the entire cost of the project must be included within the fiscally constrained LRTP.

- Scenario 2: A single regionally significant project within an MPO where only a portion of the project will be completed within the timeframe of the MPO LRTP.
 - For projects beginning within the TIP and ending beyond the LRTP, the costs associated with the phases within the TIP must be included in the fiscal constraint analysis. Any phases beyond the TIP timeframe are addressed in the LRTP rather than the TIP.
 - For projects where a post NEPA phase is begun outside the TIP period and project completion is beyond the LRTP the entire project, cost must be documented in the TIP; however, these costs do not need be included in the fiscal-constraint analysis.
 - For both scenarios, costs associated with the phases within the timeframe of the LRTP must be included in the fiscally constrained LRTP. Costs beyond the timeframe of the LRTP must be documented in the LRTP, but do not need to be included in the fiscal-constraint analysis.

- Scenario 3: A project within an MPO that will have multiple segments. Each regionally significant segment will be analyzed separately as if it were a standalone project. The programming requirements for each segment correspond to the requirements detailed above based on the segment's timeline. For example, a project segment with a completion within the TIP period would be programmed the same as in Scenario 1

described above.

- Scenario 4: A single regionally significant project located within RPA boundary. All costs associated with the phases that are within the TIP timeframe must be included in the fiscally constrained TIP. Regionally significant projects within an RPA must be consistent with the goals and objectives of the statewide LRTP.

It is also important to note that for Interchange Justification Reports the project needs to be programmed both in the year federal funds are to be obligated and the year FHWA approval is requested, even though no additional funds are being programmed. Projects seeking NEPA approval are also required to be programmed in the year approval will be sought, even if no funds are to be authorized. For these projects all project costs anticipated to be incurred during the four years of the STIP need to be programmed.

Transferring FHWA Funding for Planning

Designated planning efforts that utilize STBG funds require funds to be transferred from FHWA to FTA for administration. These projects must be programmed in both the highway section of the TIP and the local planning agency's Transportation Planning Work Program (TPWP). In addition, the amount of STBG funding in the TIP and TPWP should match. Upon approval of the transfer request, the STBG funds will be transferred to a Consolidated Planning Grant by request of the Systems Planning Bureau.

Additional Requirements

Several additional items are required for MPO TIPs prior to approval. These include:

- A resolution of adoption by the planning organization.
- A self-certification of the MPO planning process.
- A disclaimer discussing the contents of the TIP. For example:

"The MPO prepared this report with funding from the U.S. Department of Transportation's Federal Highway Administration and Federal Transit Administration, and in part through local matching funds of the MPO member governments. These contents are the responsibility of the MPO. The U.S. government and its agencies assume no liability for the contents of this report or for the use of its contents. The MPO approved this document on day, month, year. Please call ###-###-#### to obtain permission of use."

Additional items are also either required or suggested to be included in RPA TIPs. These items include:

- Required: A resolution of adoption by the planning organization.
- Required: A disclaimer discussing the contents of the TIP. For example:

“The RPA prepared this report with funding from the U. S. Department of Transportation’s Federal Highway Administration and Federal Transit Administration, and in part through local matching funds of the RPA member governments. These contents are the responsibility of the RPA. The U.S. government and its agencies assume no liability for the contents of this report or for the use of its contents. The RPA approved this document on day, month, year. Please call ###-###-#### to obtain permission of use.”

- Suggested: Self-certification of the RPA planning process.

A summary and checklist of the TIP requirements is presented in Appendix 2.

Federal Transit Assistance (49 U.S.C.)

A portion of federal fuel tax revenue is placed in the mass transit account of the Federal Highway Trust Fund. These funds, along with General Fund appropriations, are reserved for transit purposes and are administered by the FTA. A map detailing Iowa's Public Transit System is presented in Appendix 5.

FTA and State Transit Funding

Typically transit funding projections are posted to the Iowa DOT's Public Transit website at <https://iowadot.gov/transit/Funding-programs-and-applications/applications> early each calendar year. If federal appropriations have been enacted prior to that time, the Iowa DOT will provide actual first-year figures for distributing federal formula assistance (5310 and 5311 funds) for each regional and small urban transit system for the state fiscal year beginning the following July 1. These same amounts may be used as an estimate of second, third, and fourth year suballocations. Actual formula fund allocations for individual transit systems in future years will be subject to change based on the level of future federal appropriations, as well as on each transit system's relative performance on a yearly basis.

Additionally, projected allocations for the coming fiscal year will be posted to the Public Transit website for State Transit Assistance (STA). These amounts can serve as the basis for local estimates of future year STA allocations. Actual STA formula amounts are subject to change based on the amount of new motor vehicle registration revenue collected and each transit system's relative performance on the statistical measures used to allocate the funds.

Allocations of FTA planning funds to MPOs (under Section 5303 or 5305(d)) and to RPAs (under Section 5311, 5304, or 5305(e)) will be announced along with MPO PL and RPA SPR targets by the Systems Planning Bureau.

The Public Transit team will provide transit capital programming guidance concerning expected costs of transit vehicles and equipment and the level of federal participation allowed for each. These amounts will be ceilings for candidates for statewide capital funds and are recommended for items funded from transit formulas or STBG allocations. These figures will be updated each year. Vehicle type replacement values are adjusted annually based upon a 3-year average of the Producer Price Index, with the discretion of the Iowa DOT Public Transit team to adjust as deemed necessary [Producers Price Index (PPI) category #WPU1413, Transportation Equipment, Truck, and Bus Bodies]. Standard equipment descriptions provided in this document should be used in each local TIP. This information is detailed in Appendix 4.

Transferring FHWA Funding to FTA

Designated transit investments that utilize STBG or CRP funds are required to be transferred from FHWA to FTA for administration. These projects must be programmed in both the highway and transit sections of the TIP in the federal fiscal year they are to be transferred. The transfer process is initiated with a letter from the local planning agency to Program Management requesting the funds be transferred, with a copy sent to the Public Transit team. This letter should include the project description, amount to be transferred, vehicle identification numbers when applicable, and FTA grant number when assigned by the local transit agency. Program Management and the Public Transit team will then review the request, followed by Program Management submitting it to FHWA for processing.

In addition, transit projects receiving awards through ICAAP also require a transfer of funds. The process for these types of transfers is the same as transferring STBG or CRP funds for transit investments, except that a letter from the MPO or RPA requesting a transfer is not required.

TIP Requirements

The minimum information for transit projects includes the following (a summary of the TIP requirements for transit is presented in Appendix 3).

- Grantee's name
- Project description (for rolling stock capital items use standard descriptions in Appendix 4)
- Assistance category (operations support; capital improvements, including facilities or planning)
- Type of capital purchase (preventative maintenance, replacement, rehabilitation, remanufacture, or expansion)
- Total cost and anticipated federal participation, both in whole dollars, plus identification of the federal program from which the funding will come
- A financial capacity analysis for transit programs included in the TIP or Consolidated Transit Funding Application (required for MPOs, suggested for RPAs)

All material submitted for inclusion in the STIP must be consistent with the information submitted in local TIPs and the Passenger Transportation Plan. In addition, ICAAP and STBG funded projects are required to be shown in both the highway and transit element. Each project in the annual element (first year) must show any proposed funding from STA. Vehicles being proposed for replacement must include property numbers in order to use the Public Transit

Facility Management System (PTMS) as planning justification for the project. Planning carryover should be noted as a separate line item.

In addition, items required for capital improvement projects include:

- A feasibility study and NEPA documentation for the construction of a new transit facility or maintenance facility must accompany the TIP submittal for projects programmed in the first year of the STIP/TIP under a federal funding source.
- Planning justification is required for all projects except like-kind rolling stock replacement and rehabilitation projects, which can rely on the PTMS factors for their justification. Projects replacing a vehicle with another vehicle that differs substantially from the one being replaced must justify the need for such a change. “Useful life” is an appropriate guide to evaluate when an item needs to be replaced; however, it does not solely indicate the “need” to be replaced. More specific information is required.
- Expansion vehicle justification must include spare ratio information prior to and after delivery of the programmed vehicle, along with justification as to why the existing fleet cannot meet the needs of the system.

Consolidated Transit Funding Application

Early each calendar year, the Public Transit team will post the consolidated transit funding application material on the Public Transit website at www.iowadot.gov/transit. By May 1, each public transit agency must submit a consolidated transit funding application to the Public Transit team through the online grant management software known as BlackCat. The application shall cover all projects to be funded from STA formula, federal formula assistance allocated to small urban or regional transit systems, and any capital project to be considered as a candidate for statewide federal capital funding. All transit applications will consist of:

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

completed for each project competing for statewide funding unless the project will be relying solely on the PTMS criteria.

- Feasibility study and NEPA documentation for all facility projects listed in the first year under a federal funding source.
- Documentation of all information required for probable categorical exclusions for any facility project programmed in the first year.
- Americans with Disabilities Act (ADA) analysis and certification, if applying for non-ADA rolling stock.
- A copy of the transit section from MPO/RPA TIP.
- A listing of surface transportation providers (listing union affiliations if applicable) operating in the project area.
- A “Labor Protection Agreement” certifying compliance with applicable labor regulations.
- Cost allocation plans for subrecipients of federal funding.

Separate applications for the Public Transit Infrastructure Grant Fund program are also due May

1. The amounts authorized in the application resolution for each funding source should agree with the TIP figures being submitted. Application materials can be found on the Iowa DOT Public Transit website at www.iowadot.gov/transit.

Federal and State Funding Programs

Like the FHWA programs, the transit funding authorized by the BIL is managed in several ways. The largest amount is distributed, by formula, to states and large metropolitan areas. Other program funds are discretionary, and some are earmarked for specific projects. Program funds include:

- **Metropolitan Transportation Planning program (Section 5303 and 5305(d)).** FTA provides funding for this program to the state based on its urbanized area populations. The funds are dedicated to support transportation planning projects in urbanized areas with more than 50,000 persons.
- **Statewide Transportation Planning program (Section 5304 and 5305(e)).** These funds come to the state based on population and are used to support transportation planning projects in nonurbanized areas. They are combined with the Section 5311 funds and allocated among Iowa’s RPAs.

- **Urbanized Area Formula Grants program (Section 5307).** FTA provides transit operating, planning and capital assistance funds directly to local recipients in urbanized areas with populations over 50,000. Assistance amounts are based on population and density figures and transit performance factors for larger areas. Local recipients must apply directly to the FTA.
- **Bus and Bus Facilities Program (Section 5339).** This funding source is split into three categories: formula, discretionary, and low or no emission vehicle projects. The formula program provides federal assistance for major capital needs, such as fleet replacement and construction of transit facilities. All transit systems in the state are eligible for this program and projects are selected through the PTMS process. The discretionary bus and bus facilities grant program, or 5339(b), is a competitive grant program. Iowa DOT typically submits a statewide application on behalf of Iowa public transit agencies and uses the vehicle replacement list generated by the PTMS rankings as the basis for the project submitted. The low or no mission vehicle program, 5339(c), provides funding for alternative power or fuel vehicles and/or facilities. Iowa DOT will submit an application for transit agencies interested in those technologies. For the 5339(b) and 5339(c) programs, larger public transit agencies serving populations over 50,000 can apply directly to FTA if they desire.
- **Enhanced Mobility of Seniors and Individuals with Disabilities Program (Section 5310).** Funding is provided through this program to increase mobility for the elderly and persons with disabilities. Part of the funding is administered along with the nonurbanized funding with the remaining funds allocated among urbanized transit systems in areas with a population of less than 200,000. Urbanized areas with more than 200,000 in population receive a direct allocation.
- **Formula Grants for Rural Areas (Section 5311).** This program provides capital and operating assistance for rural and small urban transit systems. Fifteen percent of these funds are allocated to intercity bus projects. A portion of the funding is also allocated to support rural transit planning. The remaining funds are combined with the rural portion of Section 5310 funds and allocated among regional and small urban transit systems based on their relative performance in the prior year.
- **Rural Transit Assistance Program (RTAP) (Section 5311(b)(3)).** This funding is used for statewide training events and to support transit funding fellowships for regional and small urban transit staff or planners.

- **FHWA Flexible funds.** Certain Title 23 funds may be used for transit purposes. Transit capital assistance is an eligible use of STBG funds. Transit capital and startup operating assistance is an eligible use of CMAQ/ICAAP funds. When CMAQ/ICAAP and STBG funds are programmed for transit projects, they are transferred to the FTA. The CMAQ/ICAAP funds are administered by the Iowa DOT's Public Transit team. STBG funds for small urban and regional transit systems are also administered the Public Transit team.
- **State Transit Assistance (STA).** All public transit systems are eligible for funding. These funds can be used by the public transit system for operating, capital, or planning expenses related to the provision of open-to-the-public passenger transportation. Most of the funds received in a fiscal year are distributed to individual transit systems based on a formula using performance statistics from the most recent available year.
 - **STA Fellowship Program.** Each year \$125,000 is set aside from the total STA funds to provide large urban transit systems not eligible for RTAP funding with fellowships to attend transit training conferences and seminars or to purchase transit-related training materials.
 - **STA Special Projects.** The Iowa DOT sets aside approximately \$175,000 annually from the State Transit Assistance (STA) fund for Special Projects. Special Projects are extraordinary, emergency, or innovative in nature. Grants can include projects which support transit services developed in conjunction with human service agencies or local community partners or statewide projects to improve public transit in Iowa. Projects are intended to assist with start-up of new services that have been identified as needs by health, employment or human service agencies or other community partners. Statewide projects may be used on transit marketing and projects exploring new transit technologies. Applications are available to public transit agencies through the BlackCat software.
- **Public Transit Infrastructure Grant Fund.** This is a state program that can fund transit facility projects that involve new construction, reconstruction, or remodeling. To qualify, projects must include a vertical component. Project applications are due the first business day of May each year through the BlackCat software.

TIP Format

The Iowa DOT has adopted a standard format for submittal of program data. Program Management recommends using TPMS to generate all lists of programming information as TPMS utilizes the standard format. The programming format used by planning agencies for their TIPs may be different from the standard format required for Iowa DOT use, although it is not recommended.

Project Description Requirements

To the extent practical, work descriptions should parallel those used for the highway section of the Iowa DOT's STIP. Similar information is required for TA Set-Aside projects, with the route being replaced by the subject of the improvement (i.e., a trail or building name). The TIP shall include, for each project or phase (e.g., preliminary engineering, environment/NEPA, right-of-way, design, or construction), the following standard format:

- Sufficient descriptive material (i.e., project location, route identification, termini, type of work) to identify the project or phase;
- Estimated total project cost, which may extend beyond the four years of the TIP;
- The amount of Federal or Swap funds proposed to be obligated during each program year for the project or phase (for the first year, this includes the proposed category of Federal funds and source(s) of non-Federal funds. For the second, third, and fourth years, this includes the likely category or possible categories of Federal funds and sources of non-Federal funds);
- Identification of the agencies responsible (project sponsor) for carrying out the project or phase;

Other project description requirements:

- General projects – All linear (point A to point B) projects require a project terminus with a map terminus to match.
- TA Set-Aside projects – Non-roadway project descriptions must include a termini, and as best as possible, routing information. Descriptions should be specific.
- Bridge projects – A minimum amount of descriptive language is required so that the project location can be easily identified. Along with the route the crossing is on, local bridge project descriptions should include the proper name of the feature (waterway, roadway, etc.) being crossed and a distance from an identifiable location such as intersection, or the section township range. The FHWA structure number must also be included.

TIP Adoption/Approval

Adoption of the MPO or RPA TIP is subject to each local planning agency's review and approval process. The review process shall consist of a public comment period that provides opportunities to review the draft TIP. The Iowa DOT will review the draft TIP to ensure compliance with federal and state regulations. At the conclusion of the public review period, MPO or RPA staff review and summarize all submitted comments and present the findings to their committees for consideration into the final TIP. The MPO or RPA then submit the final TIP (approved version), with a copy of the formal resolution, to the Iowa DOT.

TIP Submission to the Iowa DOT

Draft TIPs must be submitted to Program Management, Public Transit team, Iowa DOT District Planner, FHWA, and FTA by June 15. An electronic copy of the draft TIP shall be provided to all listed above. Planning agencies must submit their final TIPs by July 15 and shall include all changes required to be made as a result of Iowa DOT, FHWA, and FTA review. An electronic copy of the final TIP should also be submitted to Program Management, Public Transit team, FHWA, FTA, and the Iowa DOT District Planner.

Revising an Approved TIP

Under federal law, planning agencies may revise their TIPs at any time under policies and procedures agreed to with all cooperating parties. These revisions are any changes to projects utilizing federal funding that occur outside of the annual updating process. Changes to the TIP are documented via an amendment or an administrative modification. The method used depends on monetary thresholds and other criteria agreed upon by RPAs, MPOs, transit agencies, and Iowa DOT, along with FHWA and FTA.

Program Management identifies two types of revisions to federal aid funded projects programmed in the TIP: amendments (major revisions) and administrative modifications (minor revisions). The Iowa DOT requests that each MPO and RPA consider the state utilized thresholds listed below when adopting their definitions for amendments and administrative modifications. While these same thresholds may be used by local planning agencies, more restrictive thresholds may be implemented at the local level, if desired.

For both amendments and administrative modifications, all revisions must be processed in TPMS and the date of approval by the MPO and RPA needs to be included in the revision submittal. Revisions to a federal aid project are still subject to the requirements of the *Iowa DOT Regional Transportation Project Selection: Requirements and Best Practices* document.

Amendment

Amendments are revisions to the TIP that involve a major change to a federally funded project included in the TIP or the creation of a new federal aid project. If the change to the TIP is an amendment, two primary procedural requirements exist. These requirements include approval by the local agency's policy board and that the project follow the agency's public participation process. When the TIP is being amended, local planning agencies are required to redemonstrate fiscal constraint of the TIP/STIP. However, if a revenue source is subsequently removed or substantially reduced (i.e., by legislative or administrative actions) the original determination of fiscal constraint will not be withdrawn.

Amendments to federal aid projects include the addition or deletion of a project or a major change in design concept or scope. Changes that meet any of the following criteria are considered amendments.

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

Amendment Process

For locally sponsored projects, the planning agency conducts its amendment process that includes both an opportunity for public comment and, at a minimum, policy board approval. Upon completion of the public comment period and inclusion to the local TIP, the amendment will be approved by the Iowa DOT. Following approval by the Iowa DOT, the amendment is eligible for FHWA approval.

Iowa DOT-sponsored project amendments may or may not have been approved by the Iowa Transportation Commission. Regardless of that approval Iowa DOT amendments will be published to the Iowa DOT website for a minimum 14-day public comment period. Iowa DOT amendments will also be submitted to the applicable MPO for approval through their local amendment process. Once completed at the local level, the amendment is eligible for FHWA approval. For an Iowa DOT amendment in an RPA, an attempt will be made to follow the same procedure. However, if necessary, Iowa DOT amendments in an RPA may be approved at the statewide level to facilitate letting/authorization.

Administrative Modification

Administrative modifications are revisions making a minor change to a federal aid project in the TIP. They do not require public review and comment, board approval, or a conformity determination (in nonattainment and maintenance areas). However, in most instances administrative modifications are also subject to redemonstration of fiscal constraint of the TIP/STIP.

An administrative modification can include minor changes to project costs and project/project phase initiation dates. Any proposed changes that meet any of the following criteria are considered administrative modifications.

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

Projects in any of the first four years of the TIP may be advanced to the first year of the TIP, subject to available funding and the MPO and RPA selection requirements, through the administrative modification process.

Administrative Modification Process

Administrative modifications have simplified procedures that allow more flexibility in processing changes. Each MPO and RPA is allowed to process their changes by seeking board approval, or the planning agency may make minor changes administratively if the process is documented and approved by the appropriate technical and policy boards. Public participation procedures are not required for administrative modifications for either locally or Iowa DOT-sponsored projects.

Redemonstration of Fiscal Constraint

The Iowa DOT is required to ensure that that federal aid funds programmed in the STIP are fiscally constrained not only at the time of approval but also throughout the fiscal year. As part of the draft STIP process the Iowa DOT adjusts its federal aid participation to utilize all remaining federal funds after local project sponsors have programmed their federal aid projects.

Based on this approach, at the time of approval by FHWA and FTA, no additional federal aid funds are available to be added to the STIP and maintain fiscal constraint of the document.

To maintain fiscal constraint of the STIP document, any revision to a federal aid project in the STIP that adds a new federal aid project or increases a project's STIP limit will require that a corresponding change be made to another programming entry to ensure that the STIP remains fiscally constrained. The federal aid funds moved to make way for the additional programmed federal aid need to be of the same federal aid program type. For example, if additional STBG funds are going to be added to a project, then the corresponding reduction in federal aid on another project must be STBG funds. This requirement pertains to both administrative modifications and amendments to the STIP and therefore, also applies when moving projects up from the out years of the STIP. To facilitate the STIP approval process, a programming note should be added to each TPMS entry noting the TPMS number of the other project.

The requirement to ensure fiscal constraint does not apply to accomplishment year projects that have been already programmed at their full federal aid participation rate (typically 80 percent) and whose programming entry is being adjusted based on an updated cost estimate. That would include all projects that have been programmed with an 80/20 or 90/10 split. For those projects, it is anticipated that any increases in cost estimates will be balanced out by projects whose authorized federal aid is less than what was programmed.

Illustrative Projects

Projects for which federal aid is currently unavailable may be included in the TIP as an illustrative project. Information regarding total project cost should be programmed, however no federal aid may be shown on these projects in the TIP.

The revision process to add an Illustrative project is dependent upon whether the project is regionally significant. Regional significance can generally be thought of as whether the project adds capacity or changes access. Illustrative projects that are found to be regionally significant must be revised via the amendment process. This would include adding a project for NEPA/IRJ determination purposes. An administrative modification can be processed to add an illustrative project that is not regionally significant.

Should additional federal funding beyond those identified in the TIP become available for an illustrative project, a STIP amendment must be completed to program the federal aid in the STIP.

Statewide Transportation Improvement Program (STIP)

Much like regional TIPs, the STIP is a four-year listing of projects for which federal-aid funding under Title 23 (Federal Highway Funding) and Title 49 (Federal Transit Assistance) of the United States Code is proposed. Iowa's STIP is developed annually through a cooperative effort with nine MPOs and 18 RPAs. The Iowa DOT develops the STIP by incorporating into a single document the portion of each planning agency's annual TIP being funded by the FHWA and FTA within Iowa. Additionally, Swap funded projects are shown, by MPO or RPA, for informational purposes only.

In addition to the compilation of federal-aid projects, the STIP notes the Iowa DOT's authority to represent the state in the transportation-related activities, details the Iowa DOT's public involvement effort, and certifies the statewide planning efforts. The STIP must be fiscally constrained; meaning programmed amounts of federal aid must fall within limits set by the FHWA or FTA (generally related to past or estimated apportionments). A significant effort is undertaken to ensure that the programmed federal aid on both local and state sponsored projects is fiscally constrained. Using Advance Construction, and by making adjustments to the state program, a fiscally constrained program is developed.

A summary of the guidelines under which the STIP is developed by the Iowa DOT is presented in Appendix 6.

Public Participation Review of STIP

The Bipartisan Infrastructure Law (BIL) requires broad public involvement in the development of the STIP and requires that states develop a proactive public participation process in developing STIPs. The successful development of the STIP is dependent not only on public involvement at the state level but also at the local level during the development of local TIPs. Coordination of public review through the planning agencies ensures broad opportunities for public review by informed participants.

In the case of state-sponsored projects, significant statewide public participation is encouraged and facilitated during the development of the Five-Year Program. State-sponsored projects identified as candidates for federal funding are included in the STIP to ensure compliance with that federal requirement. No state-participating primary road projects can be included in the STIP unless they have been approved by the Iowa Transportation Commission in the Five-Year Program.

The following is a summary of the public involvement process utilized both during the development of the STIP and after the STIP has been approved.

- **Use of public announcements and widespread distribution.** The draft STIP is distributed electronically in July to Iowa DOT District Planners, MPOs, and RPAs. Following that the Iowa DOT prepares a news release, notifying media outlets of the availability of the draft STIP. The same news release is published on the Iowa DOT's website and directs the public to an electronic copy of the document online. Finally, upon request, copies are provided on an individual basis to interested parties.
- **Receive and incorporate public comments.** The minimum comment period for the proposed STIP is 30 days from the date of the public notice. Written comments are encouraged. The announcement also indicates when and where a statewide public meeting will be held to accept direct comments. Upon receipt of public comments, any necessary modifications are made to the STIP before delivery to FHWA and FTA.

STIP Submission to FHWA and FTA

After the statewide public review, the draft STIP may be revised based on comments received during the public review. Upon finalizing the STIP, both the STIP and final MPO TIPs will be submitted to FHWA and FTA for approval.

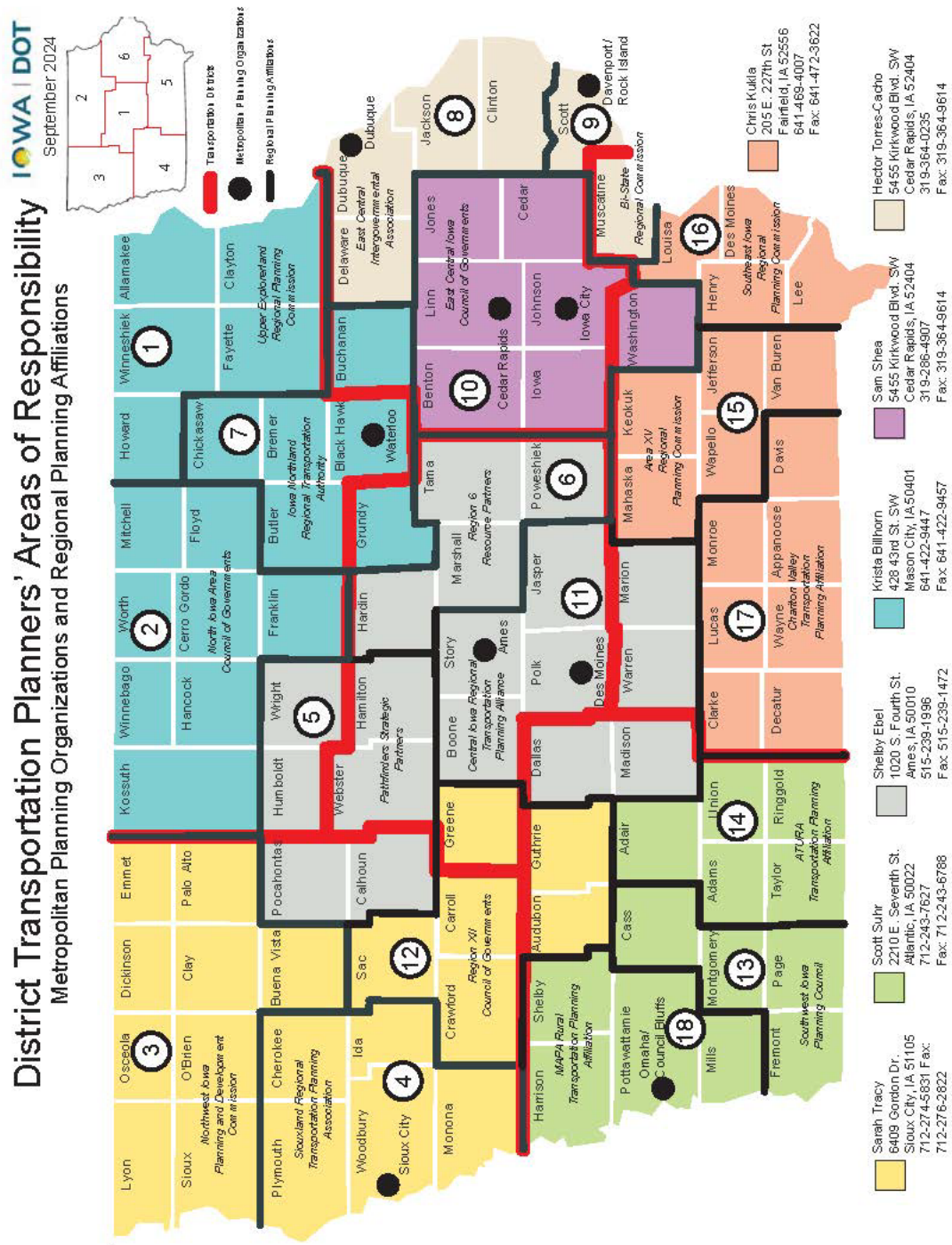
If the federal agencies find all documents submitted to be in conformance with federal requirements, the Iowa DOT will be notified of the joint approval of the STIP by FHWA and FTA. If additional material is required, or some part of the filing does not conform to federal requirements, the FHWA and/or FTA will notify the Iowa DOT of required changes. The goal is to accomplish unconditional approval of the STIP by both federal agencies prior to the beginning of the federal fiscal year on Oct. 1. This approval allows for authorization of federal-aid projects to be requested anytime thereafter. Paper copies of the final approved STIP will be provided to the MPOs, RPAs, and the public by request.

Revising the Approved STIP

Due to the correlations that exist between local TIPs and the STIP, revising the approved STIP is the same process as described above in the "Revising an Approved TIP" section. Revisions for federally funded projects are determined to be either amendments or administrative modifications and then processed according to the guidelines for each of these revision types. Iowa DOT sponsored amendments to the STIP are posted on the Program Management website at https://iowadot.gov/program_management/Proposed-STIP-Amendments and are available for

public comment. The minimum comment period for proposed amendment is 14 days from the date of public notice.

Appendix 1: District Planner Areas of Responsibility



Appendix 2: TIP Checklist - Highway Section

The draft and final TIPs must be provided electronically to Program Management, Public Transit team, Iowa DOT District Planner, FHWA, and FTA.

The following highway items are required to be included in the final TIP:

- A listing of all federal-aid and Swap funded projects, in the standard format, for four federal fiscal years with project costs adjusted into year of expenditure dollars.
- A summary of total project costs, federal aid, and Swap by funding program and year.
- A discussion of the fiscal constraint of the program. This should include tables demonstrating STBG and TA Set-Aside constraint as well as tables documenting nonfederal-aid revenues and expected operations and maintenance (O&M) costs on the federal-aid system. Revenues and O&M costs should be adjusted based on assumed rates of inflation. MPOs must document constraint for all programmed projects.
- A status report for all accomplishment year projects listed in the previous year's approved TIP. The status report should detail, for federal aid and Swap funded projects, whether projects were authorized/obligated, are being rolled into the next TIP, or were removed from programming. "Authorized/obligated" means either approval of federal-aid participation by the FHWA or letting of a Swap funded project.
- A discussion regarding project selection procedures. Identification of the region-specific criteria and process used to select projects for inclusion in the TIP. Project selection criteria for STBG, TA Set-Aside, CRP, and BFP.
- A discussion concerning the public participation associated with development of the TIP. All public comments received should be included in the TIP.
- A map detailing the location of all projects programmed in the TIP.
- A discussion of the region's approved TIP revision procedures and criteria must be included in the TIP. The section must include a discussion of the process for revisions of the TIP and the region's specific criteria for administrative modifications and amendments.
- A discussion of the Performance Based Planning activities within the region, including to the maximum extent practicable, a description of the anticipated effect of the TIP toward achieving the performance targets identified in the LRTP, linking investment priorities to those performance targets (required for MPOs).
- A resolution or policy action of adoption of the TIP.
- A self-certification of the planning process (required for MPOs, suggested for RPAs).
- A disclaimer discussing the contents of the TIP.

Appendix 3: TIP Checklist - Transit Section

The following transit items are required to be included in the final TIP:

- A financial capacity analysis for MPO transit programs included in the TIP or Consolidated Transit Funding Application (suggested for RPAs).
- A planning justification (narrative) for all transit projects include in the Consolidated Transit Funding Application.
- A feasibility study for any transit facility projects programmed in the first year of the TIP included in the Consolidated Transit Funding Application.
- Vehicle numbers for all projects to replace, remanufacture, or rehabilitate transit rolling stock.
- In areas with ADA required paratransit and key station plans, identification of those projects that will implement these plans. Additionally, specifically identify all transit projects that are not intended to implement aspects of the ADA plan.

Appendix 4: Transit Programming Guidance



FY 2025 Programming Guidance for Transit Vehicles

Vehicle Type	Standard Description	Typical Capacities (Seat/Wheelchairs)		Ceiling* for Federal Participation	Federal Replacement Threshold
Minivan	Minivan	3/1, 1/2	85% of	\$105,400	4 yr./100,000 mi.
Non-ADA standard minivan	Non-ADA standard minivan	6	80% of	\$54,700	4 yr./100,000 mi.
Conversion van**	Conversion van	8/1, 4/2	85% of	\$100,100	4 yr./100,000 mi.
Non-ADA standard van**	Non-ADA standard van	14	80% of	\$54,900	4 yr./100,000 mi.
Light-duty (LD) bus (138" wb)	138" LD bus	8/1, 4/2	85% of	\$161,200	5 yr./150,000 mi.
Non-ADA LD bus (138" wb)	Non-ADA 138" LD bus	13	80% of	\$98,200	5 yr./150,000 mi.
Light-duty bus (158" -170" wb)	158" LD bus	13/1, 6/2	85% of	\$165,400	5 yr./150,000 mi.
Non-ADA LD bus (158" - 170" wb)	Non-ADA 158" LD bus	17-21	80% of	\$101,000	5 yr./150,000 mi.
Light-duty bus (176" wb)	176" LD bus	14/2, 10/3	85% of	\$164,000	5 yr./150,000 mi.
Non-ADA LD bus (176" wb)	Non-ADA 176" LD bus	25	80% of	\$108,400	5 yr./150,000 mi.
Low Floor Light-duty (LD) bus (138" wb)	138" LD bus Low Floor	8/1, 4/2	85% of	\$183,700	5 yr./150,000 mi.
Low Floor Light-duty bus (158" -170" wb)	158" LD bus Low Floor	13/1, 6/2	85% of	\$186,700	5 yr./150,000 mi.
Low Floor Light-duty bus (176" wb)	176" LD bus Low Floor	14/2, 10/3	85% of	\$194,300	5 yr./150,000 mi.
Medium-duty (MD) bus (to 28 ft.)	28' MD bus	12/2, 8/3	85% of	\$250,500	7 yr./200,000 mi.
Medium-duty bus (29-32 ft.)	30' MD bus	13/2, 10/3	85% of	\$231,900	7 yr./200,000 mi.
Medium-duty bus (33-36 ft.)	35' MD bus	17/2, 14/3	85% of	\$238,500	7 yr./200,000 mi.
Medium-duty bus (37-42 ft.)	40' MD bus	21/2, 18/3	85% of	\$327,800	7 yr./200,000 mi.
Heavy-duty (HD) bus (26-29 ft.)	26' HD bus	18/2, 14/3	85% of	\$564,700	10 yr./350,000 mi.
Heavy-duty bus (30-34 ft.)	30' HD bus	26/2, 22/3	85% of	\$637,700	10 yr./350,000 mi.
Heavy-duty bus (35-39 ft.)	35' HD bus	34/2, 30/3	85% of	\$648,200	12 yr./500,000 mi.
Heavy-duty bus (40-42 ft.)	40' HD bus	42/2, 38/3	85% of	\$682,200	12 yr./500,000 mi.

Engine Type: For LD buses add \$9,400 (\$7,990 federal) to programmed cost for diesel engines. [Be sure to list "diesel" in project description.] Alternate fuel engine: add funding required to ceiling shown and justify cost increase separately in Notes section of TPMS Transit for compressed natural gas (CNG), liquid natural gas (LNG), battery electric or other clean air engine/features. Included in ceiling for MD/HD buses.

Low-Floor: Included in ceiling for HD buses; but, for purchasing MD buses, add \$81,100 (\$68,850 federal) to programmed cost.

Urban Fixed-Route Configuration: Included in ceiling for HD buses; but, for purchasing farebox, light-emitting diode (LED) destination signs, passenger signal devices(s), PA system, and standee grab bars add \$8,200 (\$6,970 federal) to programmed cost for LD and MD buses.

AVL and Automated Annunciators: For urban fixed route vehicles to be equipped with AVL and automated annunciators, add \$15,000 (\$12,750 federal)

Auxiliary Heater: If a vehicle will require an auxiliary heater for adequate warmth in the passenger cabin, add \$3,900 (\$3,315 Federal)

Vehicle Surveillance Systems: If a vehicle will be equipped with a digital video and audio surveillance system, the program ceiling for that vehicle type should be increased: 1) for van type vehicles that will be equipped with at least two cameras by \$2,800 (\$2,380 federal); 2) for LD buses that will be equipped with at least four cameras by \$4,400 (\$3,740 federal), with at least six cameras by \$6,500 (\$5,525 federal); 3) for MD/HD buses that will be equipped with at least six cameras by \$8,700 (\$7,395 federal), and with at least eight cameras \$10,900 (\$9,265 federal).

Body Styling Upgrades: Each program ceiling shown is for a standard revenue vehicle. Body styling upgrades (e.g., trolley; BRT styling) are allowed as a separate line item in the TIP. Such upgrades must use local, formula, STBG or other funds rather than statewide CRP bus apportionment or Section 5339 funding.

Vehicle Rehabilitation: May be programmed for any revenue vehicle at 30 percent of new cost (i.e. FY26 ceiling with 80 percent federal participation), if vehicle has met minimum FTA replacement threshold. Once rehabbed, a vehicle's replacement threshold will be 50-percent of the federal replacement threshold for a new vehicle.

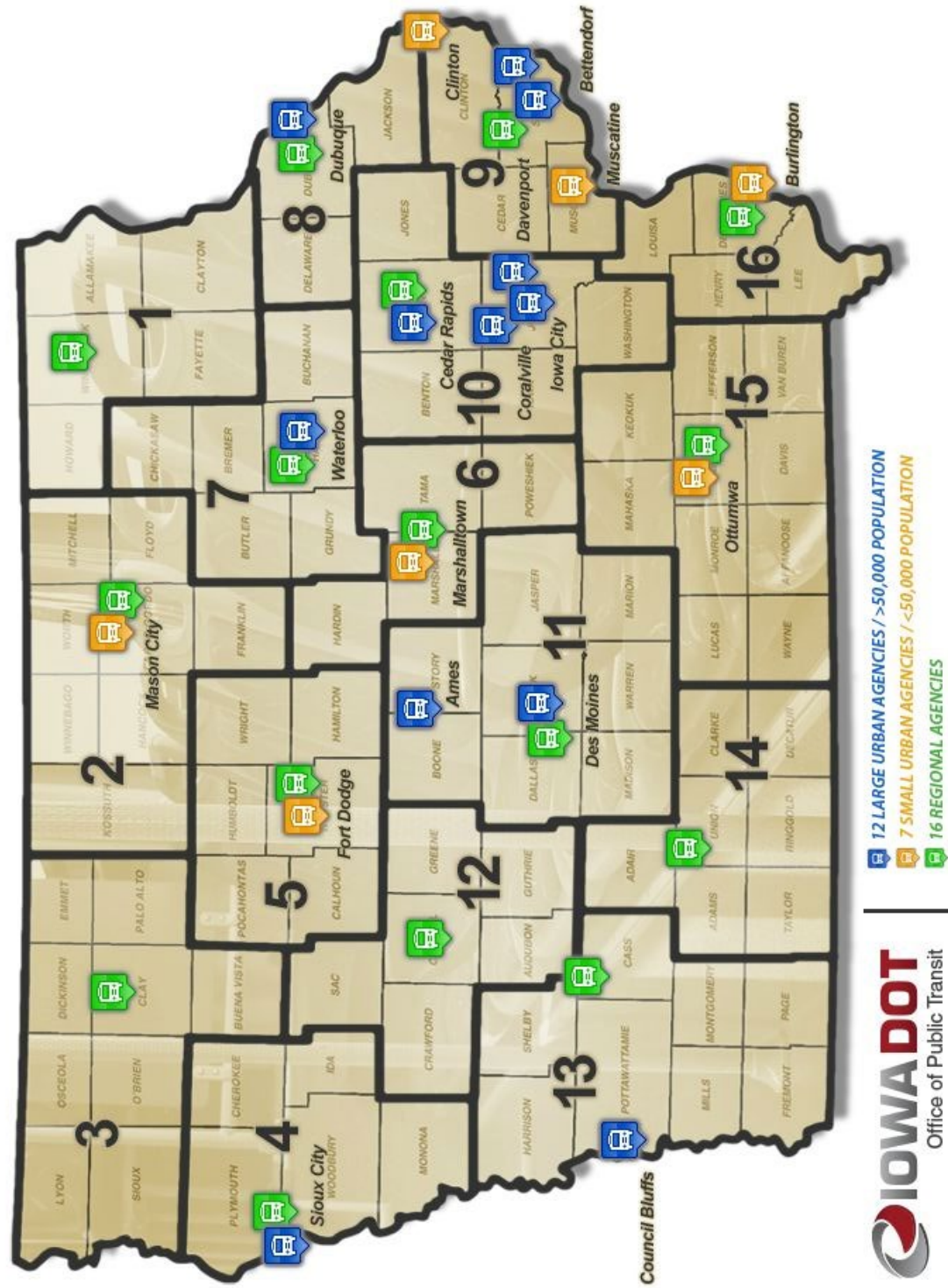
***Ceilings:** Federal participation percentages may differ depending on the specific grant. Each vehicle programmed must be equipped to be Americans with Disabilities Act (ADA) compliant. Section 5339 funds will not be used toward non-ADA vehicle purchases. Two-way radio purchase/transfer, vehicle inspection, make ready costs, as well as factory visit costs are also eligible expenses under these ceilings.

****Advisory:** Conversion and standard vans with wheelbases of 127" to 148" are not recommended for "like kind" replacement or fleet expansion under Iowa DOT administered grants. NHTSA has issued warnings about the safety of conversion and standard vans. Transit systems planning to purchase replacements for such vehicles are permitted/encouraged to program a minivan or a light duty bus instead.

Price Adjustments: Vehicle type replacement values are adjusted annually based upon a 3-year average of the Producer Price Index, with the discretion of the Modal Transit Bureau to make adjustments as deemed necessary [Producers Price Index (PPI) category #WPU1413, Transportation Equipment, Truck and Bus Bodies].

Appendix 5: Transit Map

Iowa's Public Transit System



Appendix 6: STIP Requirements

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

- 23 U.S.C. 134 and 135, 49 U.S.C. 5303 and 5304;
- Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) 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 U.S. 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.

Sections 174 and 176(c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506(c) and (d)) and 40 CFR part 93, do not apply because there are no nonattainment or maintenance areas in Iowa.

Other requirements of 23 CFR 450(b) addressed during the development of the STIP are:

- Adherence to requirements for public involvement.
- Inclusion of projects only if consistent with state and local long-range transportation plans.
- Inclusion of federal-aid projects and all regionally significant transportation projects requiring FHWA or FTA consideration during the first four-year program period.
- Inclusion of MPO TIPs without change, directly or by reference, after approval by the MPO and the governor or her designee.

- In nonattainment and maintenance area, the STIP contains only transportation projects found to conform, or from programs that conform, to the requirements contained in 40 CFR 51.
- Advisement to recipients of FTA funding that feasibility studies are required for facility projects.
- Inclusion of tables showing the STIP is fiscally constrained by year.

Appendix 7: Programming City Bridge HBP Funds in TPMS

Create a new project. When creating a new project:

- Select the Type (city), Name (city name) and check the “Map Required” check box.
- Choose Plot Point, zoom into the project bridge location, and place your point.
- DO select the check box for “Automatically update fields below when editing the map”. This will update the Location features for which the description needs.
- DO select “Automatically update description from fields above”

Description

A minimum amount of descriptive language is required so that the project location can be easily identified. Along with the route the crossing is on, local bridge project descriptions should include the proper name of the feature (waterway, roadway, etc.) being crossed and a distance from an identifiable location such as intersection, or the section township range. The FHWA structure number must also be included.

Example: In the city of (CITY NAME), on (ROUTE NAME), Over (RR, STREET, FEATURE), (SEC TWN RGE)

Hint: By selecting the check box for “Automatically update fields below when editing the map” and “Automatically update description from fields above”, the description will nearly write itself. Just be sure to check that the Federal Bridge ID that is populated matches the Federal Bridge ID noted in Local Systems City Bridge Candidate List spreadsheet. If it does not match, you will need to select another or manually type it.

Determining the federal functional classification

Note: In TPMS, Federal Functional Classification (FFC) should automatically populate the correct functional classification based on selecting “Automatically update fields below when editing the map”. If this is not selected, you will need to determine and select the correct FFC.

For help in identifying the FFC, select the Overlays pulldown menu in the TPMS Map and select “Fed Func”. Note the color of the roadway the bridge is on and reference these resources to help identify the FFC:

[Federal Functional Classification Maps – Urban Listing](#)

[Federal Functional Classification Maps – County Listing](#)

[Federal Functional Classification Maps – Open Data Portal](#)

Funding Options

As TPMS notes, the initial funding options available to choose from are determined by the selected Sponsor Type and selected Federal Functional Classification. To further narrow down the generated list, begin by filtering for the funding program. For City Bridge projects awarded by Local Systems, the federal funding program is Highway Bridge Program (HBP). Under Program, select Filters – Program is HBP.

In choosing which Prefix to select, ask the following questions:

- Was the city bridge funding award for a bridge replacement or bridge rehabilitation?
- Is the city, county, or DOT administering the project?
- If the county is administering the project, is it also on the Farm-to-Market system?
 - If the County is administering the project, the county should be the sponsor. In this case, the county should also be programming the project in their CFYP.
 - While not the sponsor, the asset owner type is city and the asset owner code will be the city name.
- Is the project on system or off system?

Hint: Once a city accepts the funding, the Local Systems Bureau will prepare the agreement for the project, so it is likely the city has already signed a project agreement with the Iowa DOT. Ask for that agreement if it has not already been sent to you. The agreement will list the project number (and the federal-aid amount), essentially answering all those questions above.

Should a funding agreement not be available, use the following table to assist:

Prefix - Alpha Code	BHM	BRM	BHOS – 8J	BROS – 8J	BHS	BRS	BHOS – 5N	BROS – 5F
On / Off System	On	On	Off	Off	On	On	Off	Off
Rehabilitation / Replacement	Rehab	Replace	Rehab	Replace	Rehab	Replace	Rehab	Replace
County Administered AND on FM Route	No	No	No	No	Yes	Yes	Yes	Yes
HBP (FA)	80%	80%	100%	100%	80%	80%	100%	100%
Swap-HBP (SWAP)	20%	20%			20%	20%		

Hint: An “O” in the Prefix indicates the project is Off-System. An “H” in the Prefix indicates the project is a Bridge Rehabilitation (Work Code: 2021-Bridge Replacement). An “R” in the Prefix indicates the projects is a Bridge Replacement (Work Code: 2513-Bridge Rehabilitation).

Hint: All On-System projects are funded 80% HBP (FA) / 20% Swap-HBP (Swap). All Off-System projects are 100% HBP (FA).

On System or Off System

An on-system bridge is defined by the Federal Functional Classification system as a bridge located on a rural major collector route, urban collector, or higher classification.

- The bridge is a On System route if the sponsor is a:
 - City with 5,000 population or more and route is a collector or above on the Urban Federal Functional Classification Map.

- City less than 5,000 population and the route is a major collector or above on the Rural Federal Functional Classification Map.

Off-system bridges - An off-system bridge is defined by the Federal Functional Classification system as a bridge located on a rural minor collector or a local roadway.

- If the bridge does not fit those two On System definitions, the bridge is located on an Off System route.

Urban			Rural		
FFC	Color	System	FFC	Color	System
Interstate	Blue	On	Interstate	Blue	On
Other Principal Arterial	Red	On	Other Principal Arterial	Red	On
Minor Arterial	Green	On	Minor Arterial	Green	On
Collector	Purple	On	Major Collector	Purple	On
Local	Black	Off	Minor Collector	Yellow	Off
			Local	Black	Off

Funding

City HBP Funds (Federal-aid) may only be used for construction. 100% of development and administrative costs, including design engineering, construction engineering and inspection, right-of-way acquisition, permit requirements, utility relocation costs that are not part of the construction contract, and railroad related costs shall be paid by the LPA.

- Off-system bridges: 100% of eligible construction costs will be reimbursed with Federal-aid up to a maximum reimbursement of \$1,500,000.

Examples:

▼ Funding	
Source	2025
Contract	\$500,000
HBP (FA)	\$1,500,000
Total	\$2,000,000

▼ Funding	
Source	2025
HBP (FA)	\$1,000,000
Total	\$1,000,000

- On-system bridges: 80% of eligible construction costs will be reimbursed with Federal-aid and the 20% match will be Federal-aid Swap, with a maximum total reimbursement of \$1,500,000.

Examples:

▼ Funding	
Source	2025
SWAP-HBP (SWAP)	\$200,000
HBP (FA)	\$800,000
Total	\$1,000,000

▼ Funding	
Source	2025
SWAP-HBP (SWAP)	\$300,000
HBP (FA)	\$1,200,000
Total	\$1,500,000

▼ Funding	
Source	2025
Contract	\$2,000,000
SWAP-HBP (SWAP)	\$300,000
HBP (FA)	\$1,200,000
Total	\$3,500,000

Work Codes

Bridge Rehabilitation - (Work Code: 2021-Bridge Replacement).

Bridge Replacement - (Work Code: 2513-Bridge Rehabilitation).