



# Unified Planning Work Program & Budget

Fiscal Year 2018 (July 2018 – June 2019)

April 1, 2018

**DRAFT**

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## Committee Representation

### Transportation Policy Committee

**Denny Buyert, Chair**

#### Story County

<i>Representing</i>	<i>Name</i>	<i>Title</i>
City of Adel	Anthony Brown	City Administrator
City of Boone	John Rouse	Public Works Director
City of Huxley	John Haldeman	City Administrator
City of Indianola	Chuck Burgin	Director of Community Development
City of Knoxville	Aaron Adams	Assistant City Manager
City of Mitchellville	Jon Woods	Mayor
City of Nevada	Larry Stevens	City Engineer
City of Newton	Brian Laube	Community Services Manager
City of Pella	Denny Buyert	Public Works Director
City of Perry	Josh Wuebker	Deputy Public Works Director
City of Story City	Mark Jackson	City Administrator
City of Winterset	Mark Nitchals	City Administrator
Boone County	Bill Zinnel	County Supervisor
Dallas County	Brad Golightly	County Supervisor
Jasper County	Dennis Carpenter	County Supervisor
Madison County	Todd Hagan	County Engineer
Marion County	Steve McCombs	County Supervisor
Polk County	Bret Vandelune	Land Use Planning Manager
Story County	Lauris Olson	County Supervisor
Warren County	Dean Yordi	County Supervisor
Ames Area MPO*	Damion Pregitzer	Traffic Engineer
DART*	Amanda Wanke	Chief Engagement and Communications Officer
HIRTA*	Julia Castillo	Executive Director
Iowa DOT*	Andy Loonan	District 1 Planner

#### Transportation Policy Committee Officers

<i>Representing</i>	<i>Name</i>	<i>Title</i>
City of Pella	Denny Buyert	Chair
Dallas County	Brad Golightly	Vice-Chair
City of Huxley	John Haldeman	Secretary/Treasurer

\* Advisory, Non-Voting

**Transportation Technical Committee****Scott Kruse, Chair****Boone County**

<i>Representing</i>	<i>Name</i>	<i>Title</i>
City of Adel	Kip Overton	Public Works Director
City of Boone	Daniel Scott	City Engineer
City of Huxley	Jeff Peterson	Public Works Director
City of Indianola	Chuck Burgin	Director of Community Development
City of Mitchellville*	Wayne Peterson	City Administrator
City of Knoxville	Aaron Adams	Assistant City Manager
City of Nevada	Larry Stevens	City Engineer
City of Newton	Brian Laube	Community Services Manager
City of Pella	Denny Buyert	Public Works Director
City of Perry	Josh Wuebker	Deputy Public Works Director
City of Story City	Mark Jackson	City Administrator
City of Winterset	Mark Nitchals	City Administrator
Boone County	Scott Kruse	County Engineer
Dallas County	Alan Miller	County Engineer
Jasper County	Russell Stutt	County Engineer
Madison County	Todd Hagan	County Engineer
Marion County	Tyler Christian	County Engineer
Polk County	Bret VandeLune	Land Use Planning Manager
Story County	Darren Moon	County Engineer
Warren County	David Carroll	County Engineer
HIRTA	Julia Castillo	Executive Director
Ames Area MPO*	Damion Pregitzer	Traffic Engineer
DART*	Amanda Wanke	Chief Engagement and Communications Officer
Iowa DOT*	Andy Loonan	District 1 Planner

**Transportation Technical Committee Officers**

<i>Representing</i>	<i>Name</i>	<i>Title</i>
Madison County	Todd Hagan	Chair
City of Boone	Wayne Schwartz	Vice-Chair

\* Advisory, Non-Voting

## Introduction

The *Fiscal Year 2019 Unified Planning Work Program* and Budget (FY 2019 UPWP) is the CIRTPA's work plan for the current fiscal year. The FY 2019 UPWP identifies planning activities completed in the prior fiscal year, and documents all planning activities and anticipated work products for the current fiscal year. In addition, the FY 2019 UPWP also documents the CIRTPA's costs to support the fiscal year planning activities and work products.

### Responsibilities

The CIRTPA provides a regional forum to assure local, State, and Federal agencies and the public coordinate transportation planning issues, and prepare transportation plans and programs.

### Background

The CIRTPA, established in 1994, carries out the transportation planning responsibilities for an eight county central Iowa region, excluding the Ames and Des Moines metropolitan areas, as shown in **Figure 1**, as a requirement of the Iowa Department of Transportation (DOT) to receive federal surface transportation funds, consistent with Title 23 of the U.S. Code of Federal Regulations (CFR), Part 450. The CIRTPA serves as the designated regional planning affiliation (RPA) for the Iowa DOT Region 11.

### Membership

Voting membership on the CIRTPA is open to any county or city government located in the eight county central Iowa area previously shown in **Figure 1**, with a population of 3,000 persons. Currently, the CIRTPA membership includes the following cities and counties:

City of Adel;  
City of Boone;  
City of Huxley;  
City of Indianola;  
City of Knoxville;  
City of Nevada;  
City of Newton;  
City of Pella;  
City of Perry;  
City of Story City;  
City of Winterset;  
Boone County;  
Dallas County;  
Jasper County;  
Madison County;  
Marion County;  
Polk County;  
Story County; and,  
Warren County.

The CIRTPA cooperates with the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Iowa DOT, the Des Moines Area Metropolitan Planning Organization (MPO), the Ames Area Metropolitan Planning Organization (AAMPO), the Des Moines Area Regional Transit Authority (DART), the Ames Transit Agency (CyRide), the Heart of Iowa Regional Transit Agency (HIRTA), and the CIRTPA member governments in fulfilling its transportation planning responsibilities.

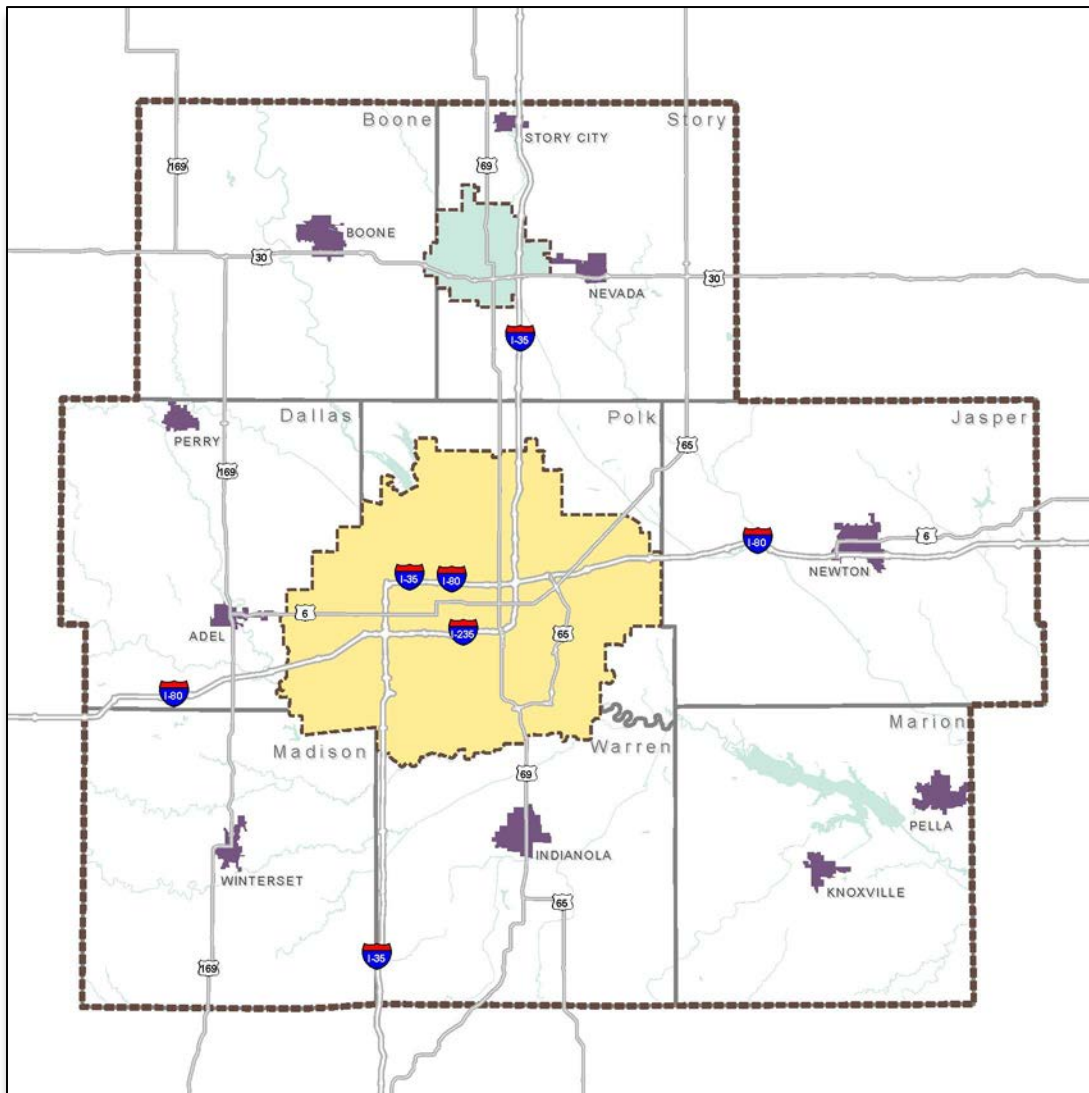
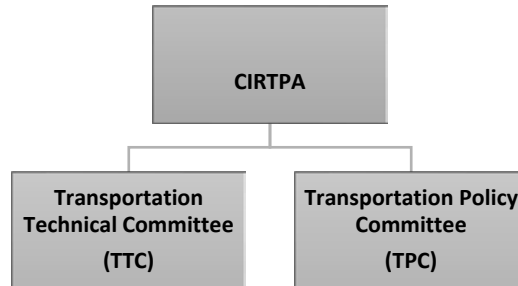


Figure 1: CIRTPA Planning Area



## Organization

As seen in **Figure 2**, two designated committees form the structure of the CIRTPA: the Transportation Policy Committee (TPC) and the Transportation Technical Committee (TTC). Each member government is entitled to appoint one representative to the TPC and one representative to the TTC. An appointed representative may represent more than one member government in that county.



**Figure 2: The CIRTPA Committees**

The CIRTPA TPC elects three officers annually: Chair, Vice Chair, and Secretary/Treasurer. The CIRTPA TTC elects two officers annually: Chair and Vice Chair.

The CIRTPA TPC and TTC meet jointly to discuss transportation planning initiatives. The CIRTPA TPC receives input and recommendations from the TTC, before taking approving action. In addition to the TTC, the CIRTPA will establish and support other committees, as needed, on various transportation-related issues relevant to the CIRTPA's responsibilities. The CIRTPA also can request citizens to serve on these committees, as appropriate.

## UPWP Development Process

The CIRTPA begins development of the UPWP in January of each year through discussions with the Technical and Policy committees. These initial discussions include a review of federally-required activities and goals set forth in the CIRTPA long-range transportation plan. Proposals from CIRTPA staff and member communities as to priority activities for the coming year are also discussed. The draft UPWP and budget is reviewed and approved at the March committee meeting.

Following approval of the draft UPWP and budget, the CIRTPA forwards the draft document to the Iowa DOT, FTA, and FHWA for their review and comment. CIRTPA staff makes any changes necessary to the document and budget and then presents a final document and budget for the CIRTPA committee to consider at their May meeting. The approved UPWP and budget are provided to the Iowa DOT, FTA, and FHWA for their records.

## Public Participation

The Public Participation Plan (PPP), updated in January 2014, outlines the CIRTPA's public outreach efforts. The CIRTPA engages the public through three primary components: public events, publications, and an online presence.

The TPC and the TTC meet on a bi-monthly basis. All of these meetings are open to the public, per the State of Iowa's Open Meetings Law. The CIRTPA forms subcommittees on an as needed basis.

The CIRTPA schedules single purpose public input meetings for the Long-Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), and the Public Participation Plan (PPP) with the sole intent of disseminating information to the public and soliciting public comment on these important documents. Additionally, the CIRTPA holds public input meetings to solicit public review and comment on amendments to the LRTP, the TIP, and the PPP, and to gather feedback on the development of other planning products. When practical and feasible, the CIRTPA supplements public input meetings with other outreach techniques, such as publicly circulated surveys regarding current issues and concerns. The CIRTPA provides the results of any such surveys to the public.

In hosting and participating in events, the CIRTPA seeks to engage all ages. The materials at the events present information both textually and visually and are making the information easier to understand. The CIRTPA seeks to incorporate engaging elements that residents will remember into its events.

Over the past few years, the CIRTPA has significantly bolstered its online presence. The CIRTPA website – accessible at [cirtpa.org](http://cirtpa.org) – provides an overview of upcoming meetings along with agendas, news, maps, plans, and publications produced by the CIRTPA. Relevant links are included on the website, too.

The CIRTPA also schedules public input meetings to provide information to the public and to solicit public review and comment on the CIRTPA's documents and member government and agency projects.

The CIRTPA provides a public review and comment period of 45 calendar days prior to the adoption of the LRTP, the TIP, and the PPP. The CIRTPA hosts public meetings across central Iowa to discuss these documents with the public. In an effort to provide information to the public and to solicit public input, public input meetings take place during the development of the LRTP and during the review periods of the draft LRTP, draft TIP, and draft PPP. Additional public input meetings take place as needed.

### **Amending and Revising Procedures**

The uniform administrative rules for Federal grants and cooperative agreements and sub-awards to State, local and Indian tribal governments are set forth in 2 CFR 200. These requirements apply to metropolitan planning (PL) and State Planning and Research (SPR) grants. FTA has similar requirements documented in FTA Circular 5010.1C, which apply to FTA metropolitan planning grants. Iowa uses a Consolidated Planning Grant where FHWA and FTA planning funds are combined into a single fund managed through FTA's TrAMS system. The uses of these funds are documented in the work programs of the Iowa DOT, MPOs, and RPAs.

All work program changes require prior written Federal approval, unless waived by the awarding agency. 2 CFR 200.308 outlines different types of revisions for budget and program plans, and this FHWA memo summarizes revisions that require prior Federal approval, as well as other miscellaneous actions and allowable costs that require prior Federal approval.

Types of TPWP revisions that require Federal approval include, but are not limited to, the following:

- Request for additional Federal funding.

- Transfers of funds between categories, projects, functions, or activities which exceed 10% of the total work program budget when the Federal share of the budget exceeds \$150,000.
- Revision of the scope or objectives of activities.
- Transferring substantive programmatic work to a third party (consultant).
- Capital expenditures, including the purchasing of equipment.
- Transfer of funds allotted for training allowances.

Types of revisions that require Iowa DOT approval include:

- Transfers of funds between categories, projects, functions, or activities which do not exceed 10% of the total work program budget, or when the Federal share of the budget is less than \$150,000.

Types of revisions that require MPO/RPA approval include:

- Revisions related to work that does not involve federal funding.

All revision requests from MPOs and RPAs should be submitted electronically to the Iowa DOT Office of Systems Planning.

Revision requests shall, at a minimum, include:

- A resolution or meeting minutes showing the revision's approval.
- Budget summary table with changes highlighted/noted.
- Modified section(s) of the plan's work elements with changes highlighted/noted.

Revisions where FHWA/FTA is the designated approving agency shall require written approval by FHWA/FTA prior to commencement of activity, purchasing of equipment, or request for reimbursement. Revisions where the Iowa DOT Office of Systems Planning is the designated approving agency shall require written approval by the Iowa DOT Office of Systems Planning prior to commencement of activity or request for reimbursement. Revisions where the MPO or RPA is the approving agency shall be approved by the Policy Board. Notification by the approving agency will be in writing.

If the CIRTPA determines an amendment is necessary, it will follow the guidelines set forth in the PPP. All amendments require action from the CIRTPA and are subject to final approval by Iowa DOT and/or FHWA/FTA.

## Planning Issues in the Region

As the CIRTPA prepares its annual work program it must understand the issues that influence transportation planning in the region. In FY 2015, the CIRTPA updated its Long-Range Transportation Plan (LRTP), Public Participation Plan (PPP) and process, and made changes to its funding process. In FY 2016 the CIRTPA began implementing the new LRTP and PPP and was able to do so with minimal issues. During this time member communities reviewed issues that affect their communities in order to review upcoming planned and proposed capital improvement projects.

In FY 2019 the CIRTPA will focus on an initial review of performance measures of the HY 2035 LRTP's Goals, Objectives, Measures and Targets. Additional work will focus on assisting member governments with programming capital improvement projects and coordinating project financing. The following section describes these issues in more detail.

### **Transportation Legislation and Funding**

The CIRTPA is charged with providing a forum for its member governments to make decisions on how to utilize the funding made available for transportation. Legislation at the state and federal level affects the amount and type of funding available to the CIRTPA and its member governments, as well as the planning requirements that must be followed in order to use this funding. In 2012, Congress passed a new federal transportation bill, MAP-21. This legislation resulted in the CIRTPA receiving funding at about the same level it has in recent years, it now requires that planning agencies implement a performance-based planning process when making decisions on transportation investments. On December 4, 2015, Fixing America's Surface Transportation (FAST) Act was signed into law. The FAST Act authorizes \$305 billion through Federal Fiscal Year 2020. FAST Act regulations are still in development and the CIRTPA must ensure that it adapts to this performance-based process and will review its funding guidelines as necessary.

### **Pavement Condition and Forecasting**

Every year the CIRTPA's member governments are tasked with maintaining a structurally sound and efficient transportation network. Part of this means identifying the pavement condition of local roadways. Member governments sometimes find it difficult to utilize publicly available Pavement Condition Index (PCI) data to forecast pavement conditions and undertake the most cost efficient roadway projects. The CIRTPA staff has the ability to work with local communities and provide technical assistance when developing maintenance projects. The CIRTPA will continue to assert its role in helping communities plan road maintenance projects.

### **Transit Operations**

The regional transit agency, HIRTA, continues to have some degree of difficulty providing transit services to the CIRTPA region. One of the biggest issues is that the average age of HIRTAs bus fleet, and Iowa in general, is one of the oldest in the country. This has led to an abnormally high cost for bus maintenance, which has syphoned off dollars that could otherwise be used for operations. In order to help reduce the age of the bus fleet, the CIRTPA has committed to providing 2.2% of its STBG dollars to HIRTA for vehicle purchasing and other capital infrastructure costs. The CIRTPA staff will continue to provide planning support to HIRTA and its staff to improve transit services.

### **Small Community Support**

The CIRTPA recognizes that small communities face a unique set of issues that are not present in larger cities. In particular, communities under 5,000 often face budget shortfalls from lower taxable properties. In order to help alleviate some of these issues, the CIRTPA will be making 4.4% of its annual STBG allocation available for communities under 5,000 and the Iowa DOT to receive. Also, the CIRTPA will be setting time aside each board meeting so that small communities can come and discuss any transportation related issue. This will help the CIRTPA continue to serve as the regional forum for transportation planning in the region.

## Planning Activities

This section details the planning activities that CIRPA will be involved in throughout FY 2019. There are five primary work elements, each of which corresponds to a federal planning requirement, one special project, and the annual audit. Each of the primary work elements may have several sub-categories. It is noted that the CIRTPA contracts its planning services through the Des Moines Area Metropolitan Planning Organization. Items 1.0 through 5.0 below are categories for staffing that is provided through the MPO contract. Any items not listed in those categories are for work that is outside the scope of the CIRTPA contract with the MPO and whose funding is from sources different than the standard work activities.

## Work Element 1: PROGRAM ADMINISTRATION

**Objective:** Activities included in Work Element 1.0 represent CIRTPA’s commitment to developing, monitoring, maintaining, and completing the work elements contained in the Unified Planning Work Program and represent CIRTPA’s commitment to ensuring federal, state, and local funding support given to CIRTPA to carry out the functions are managed appropriately, responsibly, and effectively.

**Staff Cost:** \$27,200

**Staff Hours:** 320

### FY 2018 Accomplishments

- Completed and approved Fiscal Year (FY) 2019 UPWP and Budget;
- Completed and submitted FY 2018 quarterly reimbursement requests;
- Prepared agendas and materials for committee and subcommittee meetings;
- Assisted representatives, as needed;
- Provided general administrative staff support;
- Completed FY 2017 Audit;
- Prepared quarterly progress reports;
- Executed funding agreements between the Iowa DOT, CIRTPA, and other partner agencies; and,
- Maintained personnel and payroll files.

### Anticipated FY 2019 Work Products

- Meeting agendas and materials;
- FY 2020 UPWP and Budget;
- Financial Statements;
- Quarterly progress reports and reimbursement requests; and,
- FFY 2018 Audit;

### Schedule of Activities

Description	1st Quarter (July-Sept)	2nd Quarter (Oct-Dec)	3rd Quarter (Jan-Mar)	4th Quarter (Apr-June)
Amend the FY 2019 UPWP, as needed	X	X	X	X
Complete and approve FY 2020 UPWP and Budget			X	X
Complete and submit FY 2019 quarterly reimbursement requests	X	X	X	X
Assist representatives, as needed	X	X	X	X
Provide general administrative staff support	X	X	X	X
Complete FY 2018 Audit			X	
Continue executing funding agreements between the Iowa DOT, CIRTPA , and other partner agencies	X	X	X	X
Prepare agendas and materials for committee and subcommittee meetings	X	X	X	X
Continue maintaining personnel and payroll files	X	X	X	X

## Work Element 2: FUNDING

**Objective:** Activities included in Work Element 2.0 represent the CIRTPA's commitment to developing, monitoring, and maintaining the Transportation Improvement Program.

**Staff Cost:** \$10,200

**Staff Hours:** 120

### FY 2018 Accomplishments

- Solicited Federal Fiscal Years (FFY) 2019-2022 Surface Transportation Program (STBG) projects;
- Solicited and selected FFY 2019 STBG Set-aside projects;
- Amended and revised, as necessary, FFY 2017-2020 and FFY 2018-2021 TIPs;
- Developed FFY 2019-2022 TIP draft;
- Maintained CIRTPA STBG and STBG Set-aside funding tracking spreadsheets;
- Maintained projects in Transportation Project Management Systems (TPMS); and,
- Developed quarterly STBG Status Reports.

### Anticipated FY 2019 Work Products

- FFY 2019-2022 TIP;
- FFY 2020-2023 TIP draft;
- Selected FFY 2020 STBG Set-Aside projects; and,
- Quarterly STBG Status Reports;

### Schedule of Activities

Description	1st Quarter (July-Sept)	2nd Quarter (Oct-Dec)	3rd Quarter (Jan-Mar)	4th Quarter (Apr-June)
Develop FFY 2019-2022 TIP	X			
Solicit and select FFY 2020 STBG Set-Aside projects		X	X	
Amend and revise, as necessary, the FFY 2018-2021 and FFY 2019-2022 TIPs	X	X	X	X
Continue maintaining projects in TPMS and TPMS Transit	X	X	X	X
Develop quarterly STBG Status Reports	X	X	X	X
Maintain STBG and STBG Set-aside tracking sheets	X	X	X	X
Development of the FFY 2020-2023 TIP			X	X

**Work Element 3: LONG-RANGE TRANSPORTATION PLAN**

**Objective:** Activities included in Work Element 3.0 represent CIRTPA’s commitment to producing and maintaining a long-range transportation plan.

**Staff Cost:** \$21,250

**Staff Hours:** 250

**FY 2018 Accomplishments**

- Monitored the *Horizon Year 2035 Long-Range Transportation Plan* (HY 2035 LRTP); and,
- Updated and amended the HY 2035 LRTP as necessary

**Anticipated FY 2019 Work Products**

- Annual Performance Measures Analysis of the HY 2035 LRTP; and,
- Begin developing the *Horizon Year 2040 Long-Range Transportation Plan* (HY 2040 LRTP)

**Schedule of Activities**

Description	1st Quarter (July-Sept)	2nd Quarter (Oct-Dec)	3rd Quarter (Jan-Mar)	4th Quarter (Apr-June)
Continue monitoring the HY 2035 LRTP.	X	X	X	X
Amend the HY 2035 LRTP, as needed	X	X	X	X
Conduct annual performance measures analysis of HY 2035 LRTP				X
Begin working on LRTP Update (HY 2040 LRTP)	X	X	X	X
Begin data collection for area demographics and existing transportation systems		X	X	X
Select steering committee	X	X		
Hold 1-2 steering committee meetings			X	X
Select goals and objectives for LRTP plan		X	X	X



**Work Element 4: PUBLIC INVOLVEMENT**

**Objective:** Activities included in Work Element 4.0 represent CIRTPA’s commitment to possess a viable, active, and productive public involvement process for input into the CIRTPA transportation planning process.

**Staff Cost:** \$2,550  
**Staff Hours:** 30

**FY 2018 Accomplishments**

- Updated the CIRTPA website;
- Hosted public input meetings;
- Maintained the CIRTPA mailing list;
- Expanded Title VI program to address new FTA requirements; and,
- Develop a Language Assistance Plan.

**Anticipated FY 2019 Work Products**

- Monitor and update the CIRTPA website;
- Updated Public Participation Plan, if necessary; and,
- Press releases and public notices as needed.

**Schedule of Activities**

Description	1st Quarter (July-Sept)	2nd Quarter (Oct-Dec)	3rd Quarter (Jan-Mar)	4th Quarter (Apr-June)
Continue monitoring and update the CIRTPA website	X	X	X	X
Develop press releases, public notices, and newsletters, as needed	X	X	X	X
Perform general public relations and media tasks	X	X	X	X

## Work Element 5: PLANNING SUPPORT

**Objective:** Activities included in Work Element 5.0 represent CIRTPA’s commitment to undertake activities that promote the coordination, collaboration, and cooperation between and among the many entities, agencies, and organizations with the central Iowa area. This includes CIRTPA’s commitment and support of the numerous committees, subcommittees, roundtables, and working groups.

**Staff Cost:** \$47,175

**Staff Hours:** 555

### FY 2018 Accomplishments

- Provided planning and technical assistance, as requested;
- Supported corridor-planning studies;
- Prepared meeting agendas and materials;
- Prepared minutes and meeting notes;
- Setup and provided staff support for meetings;
- Assisted member representatives, as needed;
- Monitored and updated attendance logs and sent letters, as needed;
- Provided quarterly staff reports to member governments regarding the state of the region’s transportation system;
- Attended monthly HIRTA board meetings; and,
- Coordinated Passenger Transportation Planning (PTP) activities and updated the Passenger Transportation Plan.
- Developed the FY 2018-2021 PTP;

### Anticipated FY 2019 Work Products

- Planning documents, studies, and technical analysis, as needed;
- Meeting agendas;
- Meeting presentations;
- Monthly meeting notes;
- Monitor and amend as necessary the FY 2018-2021 PTP (jointly with the MPO plan); and,
- Assisted member governments with pavement management reports generated from dTIMS.

### Schedule of Activities

Description	1st Quarter (July-Sept)	2nd Quarter (Oct-Dec)	3rd Quarter (Jan-Mar)	4th Quarter (Apr-June)
Continue providing planning and technical assistance, as requested	X	X	X	X
Continue supporting corridor-planning studies, as needed	X	X	X	X
Continue preparing meeting agendas and materials	X	X	X	X
Continue preparing minutes and meeting notes	X	X	X	X
Continue setting up and providing staff support for meetings	X	X	X	X
Continue assisting member representatives, as needed	X	X	X	X
Continue monitoring and updating attendance logs and sent letters, as needed	X	X	X	X
Continue attending monthly HIRTA board meetings	X	X	X	X
Update PTP, as needed			X	X
Continue coordinating with the County TAG’s	X	X	X	X

## **SPECIAL PROJECT: Knoxville Area Transportation Location Study**

**Objective:** Activities included in this project represent the next step following the recently completed Knoxville Area Transportation Feasibility Study to further the project development for an improved Pella to Knoxville transportation corridor. This project would be the Location Study phase, utilizing the Center Corridor Alternative outlined in the Feasibility Study as the most feasible corridor for further consideration and study. Commencement of this project could begin as early as June of 2017, with an anticipated project duration of approximately 8 months. The City of Knoxville will hire a consultant to complete the study.

**Planning Funds:** \$100,000 (Consultant Work)

**Local Match:** \$25,000

**Staff Cost:** \$0

**Staff Hours:** 0

### **Anticipated FY 2019 Work Products**

Planning Decisions:

- Decision with respect to modal choice and whether to include a separate project.
- Basic description of environmental setting
- Decision with respect to methodologies for analysis
- Identification of programmatic level mitigation for potential impacts that may be most effectively addressed at a regional or national program level, including:
  - System-level measures to avoid, minimize, or mitigate impacts to proposed transportation investments on environmental resources, including regional ecosystem and water resources, and
  - Potential mitigation activities, locations, and investments.

Planning Analyses and investigative studies with respect to:

- Travel demands
- Regional development and growth
- Local land use, growth management, and development
- Population and employment demographics
- Natural and built environmental conditions
- Environmental resources and environmentally sensitive areas

Acquisition and development of the Digital Terrain Model (DTM), all CADD mapping, and aerial orthorectification within the study area. (Aerial photography and aerial orthorectification will be obtained from appropriate agencies within the study area). The Consultant should be pre-qualified or have subconsultants pre-qualified to densify the horizontal and vertical control networks, as well as collect photo control, perform photogrammetric mapping, generate digital orthos and complete any other necessary field functions).

Develop needed traffic data for the study, forecast traffic and provide the Iowa Department of Transportation (IDOT) an opportunity for review and comment. Develop and utilize traffic modeling and simulation to adequately compare the effects of each alternate developed on the overall traffic pattern

within study area. Methods as detailed in the current Highway Capacity Manual (HCM) will be employed. CORSIM traffic modeling or equivalent software will be used for traffic modeling and simulation.

Determine transportation demands for commercial, industrial, retail, and tourist traffic. Origin and destination traffic data gathering (both AM and PM) as determined and required within the roadway corridor study area. Include aspects of regional development, land use, and growth. Evaluate and forecast travel time and density for alternative routes.

Development of planning level mainline, intersection, and interchange alternatives, including the appropriate planning level mainline roadway cross-section and right-of-way needs.

Probability of bridges and structures associated with the conceptual alternatives.

Develop preliminary planning level routes and cost estimates. Include preliminary screening of alternatives and elimination of unreasonable alternatives.

Prepare planning level concept statement to include logical termini, typical roadway cross-section, access points and project phasing.

Prepare final Location Study Report. Prepare Interchange Justification Report letter of request to Iowa DOT if conceptual alignments require primary highway access.

**SPECIAL PROJECT: dTIMS Licenses**

**Objective:** Purchase dTIMS licenses for CIRTPA member governments and assist in the development of pavement condition forecasts to help plan and prioritize roadway capital improvement projects. The plan is to purchase dTIMS licenses for all member communities of CIRTPA. Boone, Dallas, Marion, and Polk Counties and the cities of Indianola and Nevada will receive their own license and run the program themselves. All of the other communities will fall under the CIRTPA license which means CIRTPA staff will be responsible for setting up and running the program for each community. The goal is for each community to utilize this pavement management software so that they can use it to select road maintenance projects to maximize their budget dollars. Ideally, they will continue to use it each year with support from CIRTPA staff.

**Planning Funds:** \$11,200

**Local Match:** \$2,800

**Staff Cost:** Staff costs are built into Work Element 5.0 Planning Support.

**Staff Hours:** Included in Work Element 5.0 Planning Support

**Anticipated FY 2018 Work Products**

- Provide training to CIRTPA member governments regarding dTIMS software;
- Develop pavement condition reports for member governments; and,
- Provide other additional assistance regarding dTIMS software and pavement condition analysis

**SPECIAL PROJECT: AUDIT**

**Objective:** This special project includes the completion of the FY 2018 Audit

**Cost:** \$2,500

**Staff Hours:** 0

## Budget

### **COST ALLOCATION PLAN**

This proposal is for a Cost Allocation Plan (CAP) to cover the period beginning July 1, 2018, and ending June 30, 2019. The CIRTPA's basis of accounting is a modified accrual basis.

The CAP allows for identification of costs related to specific work activities within the work program and documentation of the rationale for distributing the various federal, state, and local funds to cover work program activity costs.

Typically, work program costs are divided into two categories: direct costs and indirect costs. Direct costs represent charges specifically attributed to a particular work activity, and may include staff salaries and fringe benefits (personnel). Indirect costs are not credited to specific work activities, and may include general expenses such as office rent, office supplies, and communication services (non-personnel).

The CIRTPA will contract with the Des Moines Area MPO to perform the tasks outlined in this work program. The contracted staff rate(s) includes both personnel and non-personnel costs determined by the Des Moines Area MPO.

### **Direct Costs**

#### **Staff Costs**

Staff costs are deemed direct costs because work is identifiable to a specific work program activity. The charges are supported by auditable time sheet reports that reflect the actual activities and hours of each employee.

#### **Fringe Benefits**

The CIRTPA does not charge for fringe benefits. Any fringe benefits are reflected and included within the Des Moines Area MPO's contracted staff rate(s) to perform the CIRPTA's work program activities.

#### **Other Direct Costs**

Other direct costs to CIRTPA include an annual financial audit.

### **Indirect Costs**

The CIRTPA does not charge indirect costs for non-personnel expenses. These costs are reflected and included within the Des Moines Area MPO's contracted staff rate(s) to perform the CIRPTA's work program activities. For more information please see the Des Moines Area MPO's FY 2016 UPWP and Budget.

## FUNDING SOURCES

**Table 1 - Fiscal Year 2019 Local Assessment Funds**

CIRTPA Member	2010 County Population	2010 City Population	2010 Assessment Population	FY 2019 Assessments (\$0.13)
Boone County	26,306	--	13,645	\$1,774.00
Boone	--	12,661	12,661	\$1,646.00
Dallas County	27,536	--	16,152	\$2,100.00
Adel	--	3,682	3,682	\$479.00
Perry	--	7,702	7,702	\$1,001.00
Jasper County	36,842	--	21,588	\$2,806.00
Newton	--	15,254	15,254	\$1,983.00
Madison County	15,486	--	10,296	\$1,338.00
Winterset	--	5,190	5,190	\$675.00
Marion County	33,309	--	15,644	\$2,034.00
Knoxville	--	7,313	7,313	\$951.00
Pella	--	10,352	10,352	\$1,346.00
Polk County	7,060	--	7,060	\$918.00
Story County	30,577	--	20,348	\$2,645.00
Huxley		3,317	3,317	\$431.00
Nevada	--	6,798	6,798	\$884.00
Story City	--	3,431	3,431	\$446.00
Warren County	29,299	--	14,517	\$1,887.00
Indianola	--	14,782	14,782	\$1,922.00
<b>TOTAL</b>	<b>206,415</b>	<b>90,482</b>	<b>209,732</b>	<b>\$27,266</b>

**Table 2 - Fiscal Year 2019 Federal Planning Funds Available**

Regional Planning Affiliation 11	New FTA 5311	New FHWA SPR	FTA 5311 Carryover	FHWA SPR Carryover	FHWA STBG Carryover
CIRTPA	\$38,614	\$38,614	\$40,626	\$76,372	\$0
Other	\$0	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$38,614</b>	<b>\$38,614</b>	<b>\$40,626</b>	<b>\$76,372</b>	<b>\$0</b>

\* FTA Section 5311 and FHWA State Planning and Research (SPR) Funding Target Totals for FY 2019 from Iowa DOT, Office of Systems Planning, as of March 28, 2018.

## PERSONNEL SUMMARY

Annually, CIRTPA contracts with the Des Moines Area MPO to perform the activities described in this work program. The contract fee includes both personnel and non-personnel cost factors projected by the Des Moines Area MPO to complete the activities described in this work program. The Des Moines Area MPO staff assigned to perform the activities included in this work program may include any of the following: Program Coordinator, Program Administrator, Transportation Planner, Administrative Assistant, and/or intern.

**Table 3 - Fiscal Year 2019 Hours Summary**

Work Element	Hours
1.0 Program Administration	320
2.0 Funding	120
3.0 Long-Range Transportation Plan	250
4.0 Public Involvement	30
5.0 Planning Support	545
<b>Subtotal</b>	<b>1,265</b>
FY 2015 Audit	0
dTIMS Licenses	0
Knoxville Area Transportation Location Study	0
<b>Subtotal</b>	<b>0</b>
<b>TOTAL</b>	<b>1,265</b>

**Table 4 - Fiscal Year 2019 Contract Rate Summary**

UPWP Cost	UPWP Hours	Hourly Rate
\$101,200	1,265	\$80



Table 5 - BUDGET SUMMARY

Current Balance		
Projected Fund Balance – End of FY 2018	\$0	
Prepayment of FY 2019 Assessments	\$0	
<b>TOTAL</b>	<b>\$0</b>	
Revenue		
FHWA SPR New	\$38,614	Iowa DOT Correspondence February 23, 2018
FTA 5311 New	\$38,614	Iowa DOT Correspondence February 23, 2018
FHWA SPR Carryover	\$76,372	Iowa DOT Correspondence February 23, 2018
FTA 5311 Carryover	\$40,626	Iowa DOT Correspondence February 23, 2018
FHWA STP Carryover	\$0	Iowa DOT Correspondence February 23, 2018
Federal – Carryover (Post July 1)	\$0	
<b><u>Federal Funds Subtotal</u></b>	<b><u>\$194,226</u></b>	
Per Capita Assessment	\$27,266	Planning Area Population (206,415 * \$0.13)
<b><u>Local Funds Subtotal</u></b>	<b><u>\$27,266</u></b>	
Other Revenue)	\$0	
<b>TOTAL</b>	<b>\$221,492</b>	
Costs		
Forecasted FY 2016 Work Elements 1-5 (federal)	\$80,961	80%
Forecasted FY 2016 Work Elements 1-5 (local)	\$20,239	20%
Special Projects (federal)	\$111,200	80%
Special Projects (local)	\$25,000	20%
Audit (federal)	\$2,000	80%
Audit (local)	\$500	20%
<b>TOTAL</b>	<b>\$239,900</b>	
Projected Balance (Reserve)		
Forecasted FY 2019 Balance (federal)	\$65	
Forecasted FY 2019 Balance (local)	<b>\$6,527</b>	<b><u>Cash Balance Available</u></b>
Forecasted FY 2019 Balance (special projects)	\$0	
<b>TOTAL</b>	<b>\$6,592</b>	

Table 6 - Fiscal Year 2018 Budget Summary (This table is broken into two pieces to fit on the page)

WORK ELEMENT	HOURS	COST	FTA	FHWA	FTA
			5311	SPR	5311
			Carryover	Carryover	New
1.0 Program Administration	320	\$25,600	\$4,285.00	\$8,056.00	\$4,073.00
2.0 Funding	120	\$9,600	\$1,607.00	\$3,021.00	\$1,527.00
3.0 Long-Range Transportation Plan	250	\$20,000	\$3,348.00	\$6,294.00	\$3,182.00
4.0 Public Involvement	30	\$2,400	\$402.00	\$755.00	\$382.00
5.0 Planning Support	545	\$43,600	\$7,298.00	\$13,720.00	\$6,937.00
<i>WORK ELEMENTS SUBTOTAL</i>	<i>1,265</i>	<i>\$101,200</i>	<i>\$16,940.00</i>	<i>\$31,846.00</i>	<i>\$16,101.00</i>
CIRTPA FY 2014 Annual Audit	0	\$2,500	\$418.00	\$787.00	\$398.00
dTIMS Licenses	0	\$14,000	\$2,343.00	\$4,405.00	\$2,227.00
Knoxville Area Transportation Location Study	0	\$125,000	\$20,924.00	\$39,335.00	\$19,888.00
<i>SUBTOTAL</i>	<i>0</i>	<i>\$141,500</i>	<i>\$23,685</i>	<i>\$44,527</i>	<i>\$22,513</i>
<b>GRAND TOTAL</b>	<b>1,265</b>	<b>\$242,700</b>	<b>\$40,625</b>	<b>\$76,373</b>	<b>\$38,614</b>

FHWA	STP	FEDERAL	OTHER	LOCAL	TOTAL
SPR		FUNDS	LOCAL	MATCH	
New		TOTAL	FUNDS		
\$4,066.00	\$0.00	\$20,480.00	\$0.00	\$5,120.00	\$25,600
\$1,525.00	\$0.00	\$7,680.00	\$0.00	\$1,920.00	\$9,600
\$3,177.00	\$0.00	\$16,001.00	\$0.00	\$3,999.00	\$20,000
\$381.00	\$0.00	\$1,920.00	\$0.00	\$480.00	\$2,400
\$6,925.00	\$0.00	\$34,880.00	\$0.00	\$8,720.00	\$43,600
<i>\$16,074.00</i>	<i>\$0.00</i>	<i>\$80,961.00</i>	<i>\$0.00</i>	<i>\$20,239.00</i>	<i>\$101,200</i>
\$397.00	\$0.00	\$2,000.00	\$0.00	\$500.00	\$2,500
\$2,224.00	\$0.00	\$11,200.00	\$0.00	\$2,801.00	\$14,000
\$19,854.00	\$0.00	\$100,000.00	\$25,000.00	\$0.00	\$125,000
<i>\$22,475</i>	<i>\$0</i>	<i>\$113,199</i>	<i>\$25,000</i>	<i>\$3,301</i>	<i>\$141,500</i>
<b>\$38,549</b>	<b>\$0</b>	<b>\$194,161</b>	<b>\$25,000</b>	<b>\$23,539</b>	<b>\$242,700</b>

## Appendix: Acronyms

Ames Area Metropolitan Planning Organization	AAMPO
Ames Transit Agency	CyRide
Central Iowa Regional Transportation Planning Alliance	CIRTPA
Code of Federal Regulations	CFR
Cost Allocation Plan	CAP
Department of Transportation	DOT
Des Moines Area Regional Transit Authority	DART
Federal Fiscal Year	FFY
Federal Highway Administration	FHWA
Federal Transit Administration	FTA
Fiscal Year	FY
<i>Fiscal Year 2013 Unified Planning Work Program and Budget</i>	FY 2013 UPWP
Heart of Iowa Regional Transit Agency	HIRTA
<i>Horizon Year 2030 Long-Range Transportation Plan</i>	<i>HY 2030 LRTP</i>
Long-Range Transportation Plan	LRTP
Metropolitan Planning Organization	MPO
Passenger Transportation Plan	PTP
<i>Public Participation Plan</i>	PPP
Statewide Urban Designs and Specifications	SUDAS
Surface Transportation Block Grant Program	STBG
Transportation Advisory Group	TAG
Transportation Enhancement	TE
Transportation Improvement Program	TIP
Transportation Policy Committee	TPC
Transportation Project Management System	TPMS
Transportation Technical Committee	TTC
Unified Planning Work Program	UPWP
United States	U.S.

**RESOULITON WILL BE INCLUDED IN THE FINAL DRAFT**

**SELF-CERTIFICATION WILL BE PROVIDED IN THE FINAL DRAFT**

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