



Roll Call Number

Agenda Item Number

43

Date July 15, 2024

**RESOLUTION APPROVING DES MOINES METROPOLITAN PLANNING ORGANIZATION
FISCAL YEAR 2025 UNIFIED PLANNING WORK PROGRAM AND BUDGET AND
FISCAL YEAR 2025 ASSESSMENT**

WHEREAS, the City of Des Moines is a member of the Des Moines Area Metropolitan Planning Organization ("MPO"), as organized under Iowa Code Chapter 28E; and

WHEREAS, the MPO annually requests its member governments to approve, by resolution, the MPO's Unified Planning Work Program and budget for the upcoming fiscal year; and

WHEREAS, the budget to support the Unified Planning Work Program is funded with federal funds and member governments on a per capita basis, and the assessment rate of MPO member governments for Fiscal Year 2025 is set at \$1.00 per capita and applied to the estimated Census population, which equates to an assessment of \$211,034.00 to the City of Des Moines; and

WHEREAS, at least a majority of the Des Moines Area Metropolitan Planning Organization's member governments must approve the Unified Planning Work Program and budget; and

WHEREAS, the City Manager has recommended that the Unified Planning Work Program and budget submitted by the MPO for Fiscal Year 2025 be approved.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Des Moines, Iowa, that the Des Moines Area Metropolitan Planning Organization's Unified Planning Work Program and budget for Fiscal Year 2025, beginning July 1, 2024, is hereby approved, and the Finance Department is hereby authorized and directed to pay the City's assessment of \$211,034.00 to the MPO when due.

(Council Communication No. 24-299)

MOVED by _____ to adopt. SECOND by _____.

FORM APPROVED:

/s/ Chas M. Cahill

Chas M. Cahill

Assistant City Attorney

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
BOESEN				
COLEMAN				
GATTO				
MANDELBAUM				
SIMONSON				
VOSS				
WESTERGAARD				
TOTAL				

MOTION CARRIED

APPROVED

Mayor

CERTIFICATE

I, Laura Baumgartner, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

City Clerk



420 Watson Powell Jr. Parkway, Suite 200
Des Moines, Iowa 50309
Phone: 515.334.0075
Email: info@dmampo.org
www.dmampo.org

June 10, 2024

Scott Sanders
City of Des Moines
400 Robert D. Ray Drive
Des Moines, IA 50309

RECEIVED
JUN 14 2024
CITY MANAGER'S OFFICE

SUBJECT: FY2025 Assessment -- Des Moines Area MPO

Dear Scott Sanders,

Thank you for your membership in the Des Moines Area Metropolitan Planning Organization (MPO), which exists to support the transportation planning activities of its member governments.

Enclosed please find an invoice for member assessments for Fiscal Year 2025 (July 1, 2024, to June 30, 2025), which are matched by federal funds from the U.S. Department of Transportation. The MPO applies an assessment rate of \$1 per capita based on the most recent population estimate provided by the U.S. Census Bureau, as reflected on your invoice. Assessments are due and payable on July 1, 2024. The MPO will consider the assessment payment to be late after August 15, 2024.

Also enclosed are copies of the Fiscal Year 2024 Annual Report, which highlights the MPO member governments' return on investment. We hope you will distribute the annual report to your elected officials and key staff members; an online version is available (dmampo.org/2024-annual-report) if you would like to share it digitally.

If you have questions concerning the MPO member government assessment, please reach out to me at 515-334-0075.

Sincerely,

Dylan Mullenix, AICP
Executive Director
Enclosure

cc: City Clerk / County Auditor - via email:

**Des Moines Area Metropolitan Planning
Organization**

420 Watson Powell Jr Way
Des Moines, IA 50309 USA
+15153340075
rmiller@dmampo.org

Invoice



BILL TO

City Administrator
City of Des Moines
400 Robert D. Ray Drive
Des Moines, IA 50309

SHIP TO

City Administrator
City of Des Moines
400 Robert D. Ray Drive
Des Moines, IA 50309

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
317	07/01/2024	\$211,034.00	07/01/2024	Due on receipt	

DATE		DESCRIPTION	QTY	RATE	AMOUNT
07/01/2024	Assessments	FY2025 Assessment Dues	1	211,034.00	211,034.00

FY25 Dues

SUBTOTAL	211,034.00
TAX	0.00
TOTAL	211,034.00
BALANCE DUE	\$211,034.00



Unified Planning Work Program & Budget

Fiscal Year 2025 (July 2024 – June 2025)

FINAL – April 25, 2024

Document History:

- Documentation of the plan's adoption and any amendments will be described here.

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

The Des Moines Area MPO receives federal funding and may not discriminate against anyone on the basis of race, color, or national origin, according to Title VI of the Civil Rights Act of 1964. For more information or to obtain a Title VI Complaint form, call 515-334-0075.



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Introduction

The *Fiscal Year 2025 Unified Planning Work Program* and Budget (FY 2025 UPWP) is the Des Moines Area MPO's work plan for the fiscal year beginning July 1, 2024 and ending June 30, 2025. The FY 2025 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 2025 UPWP also documents the Des Moines Area MPO's costs to support the fiscal year planning activities and work products.

The work activities outlined within the FY 2025 UPWP support federal requirements placed on MPOs and respond to planning issues affecting the region. The MPO will work to update *Mobilizing Tomorrow*, the MPO's long-range transportation plan adopted in 2019. Additional activities to be conducted will include conducting a Comprehensive Safety Action Plan using US Department of Transportation Safe Streets for All funding, supporting sub-area and corridor studies throughout the region, evaluating transportation needs and resources, collecting data on trail conditions and usage, and programming federal funding to projects.

MPO History

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

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

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

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

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



Legal Authority

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

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

Purpose and Responsibilities

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

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

What the MPO Does

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



What the MPO Does NOT Do

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

Operational Structure

Planning Area

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

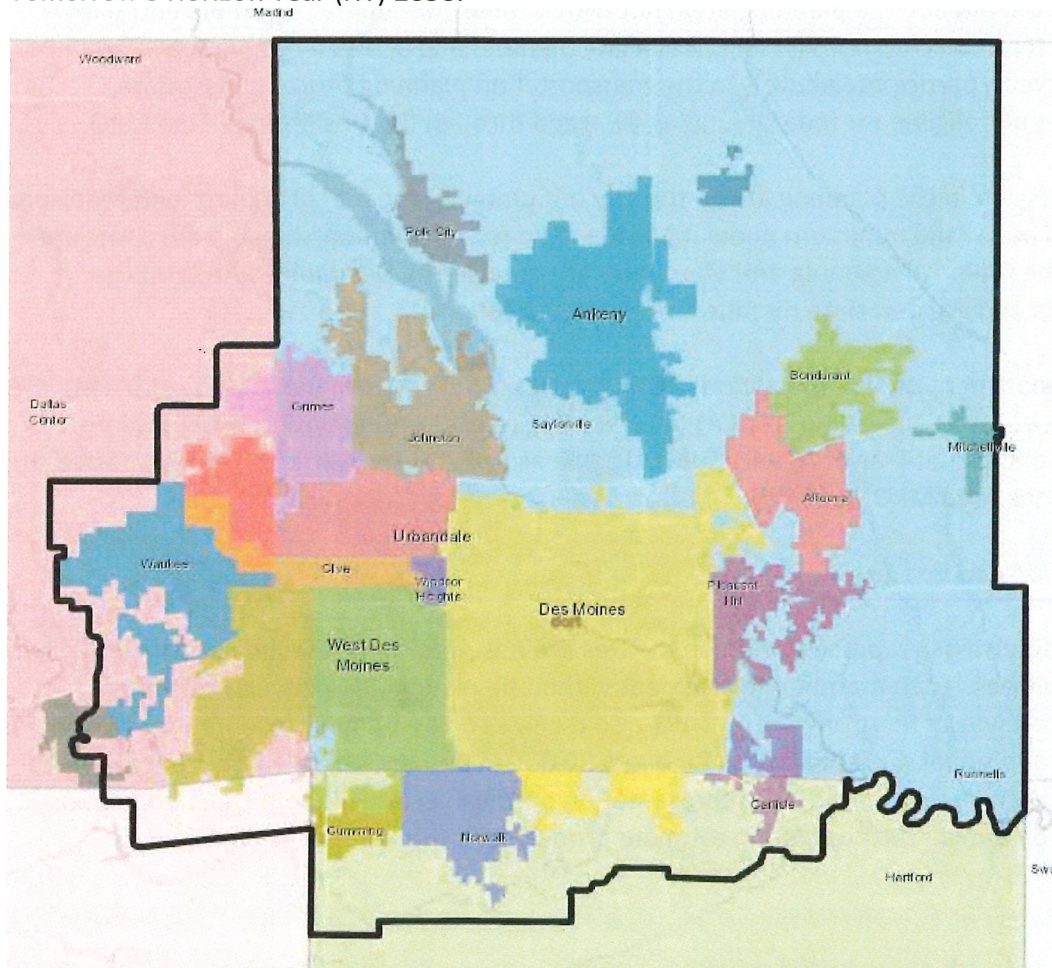


Figure 1: Des Moines Area MPO's Planning Area

Membership

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

- | | | |
|----------------------|-------------------------|---------------------------|
| • City of Altoona | • City of Mitchellville | • City of Windsor Heights |
| • City of Ankeny | • City of Norwalk | • Dallas County |
| • City of Bondurant | • City of Pleasant Hill | • Polk County |
| • City of Carlisle | • City of Polk City | • Warren County |
| • City of Clive | • City of Urbandale | • Des Moines Area |
| • City of Des Moines | • City of Waukee | Regional Transit |
| • City of Grimes | • City of West Des | Authority (DART) |
| • City of Johnston | Moines | |

Additionally, governments that do not meet the population threshold for voting membership or that are located outside the planning area, but within the eight-county region of central Iowa, can petition for associate membership. Associate membership allows a non-voting representative to participate actively in the transportation planning process. Associate members are not eligible for federal funding awarded through the Des Moines Area MPO.

Three entities within the planning area – the City of Cumming, the City of Elkhart, and Madison County – fall below the minimum population threshold for full membership and are associate members. The Cities of Indianola and Van Meter are outside the Des Moines Area MPO's planning area and are associate members of the organization.

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

Representation and Voting

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

Decision-Making Structure

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

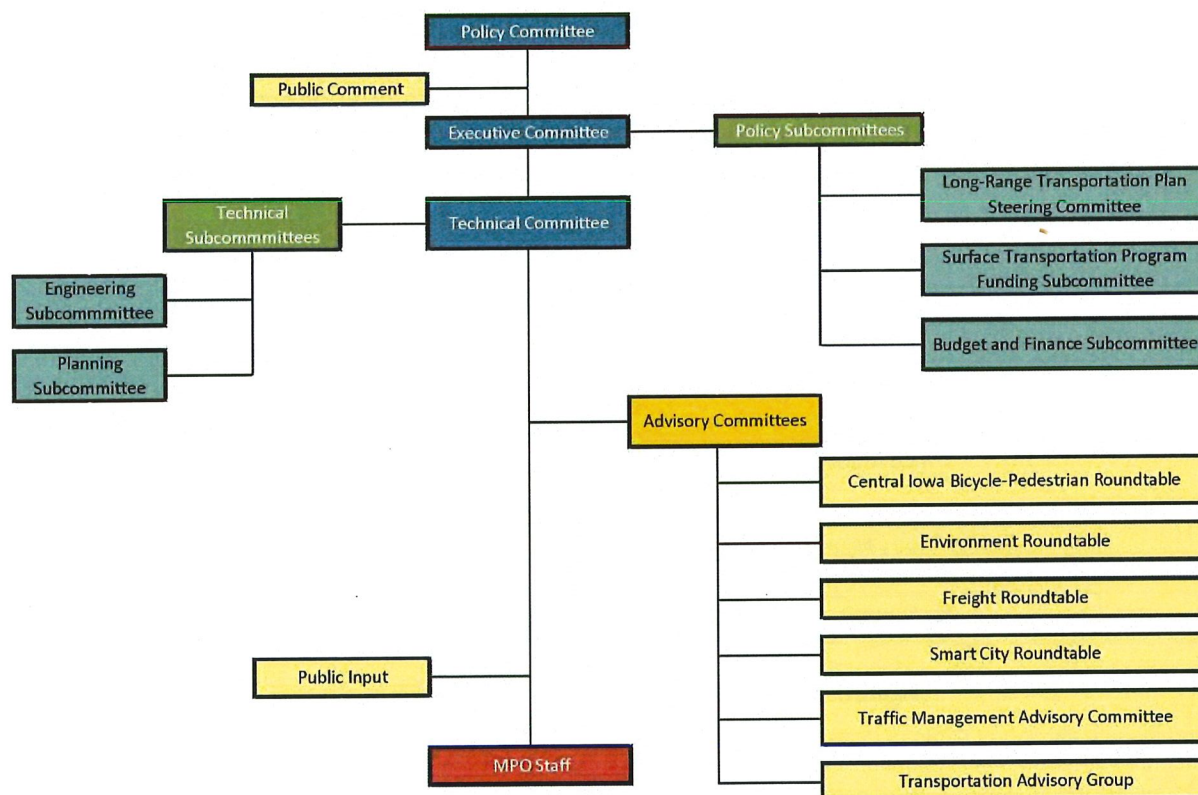


Figure 2: Des Moines Area MPO Committee and Structural Organization Chart

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

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

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

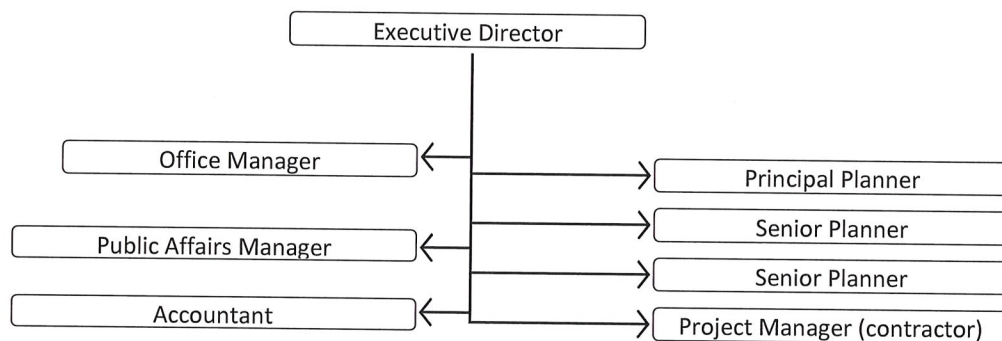


Figure 3: Des Moines Area MPO Staff Organization Chart

UPWP Development Process

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

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

Amending and Revising Procedures

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

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

Requirements

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

Long-Range Transportation Plan

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

Additionally, the LRTP must include:

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

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

Transportation Improvement Plan

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

Unified Planning Work Program

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

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

Public Participation Plan

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

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

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

- Website, www.dmampo.org;
- www.facebook.com/dmampo;
- LinkedIn, www.linkedin.com/company/des-moines-area-metropolitan-planning-organization; and,
- Twitter, www.twitter.com/dmampo.

Passenger Transportation Plan

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

Congestion Management Process

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

Awarding of Federal Funds

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

The Des Moines Area MPO annually receives from the U.S. DOT approximately \$17 million in STBG funds, \$1.5 million in TAP funds, and \$1.4 million in CRP funds, each of which are awarded to member communities for regional transportation projects. This process begins with an application open to the Des Moines Area MPO's member governments, followed by project scoring and presentations of eligible projects, and concludes with a selection of projects to receive funding. Recent state legislation allows for STBG funds used for certain roadway and bridge projects to be swapped with state funds, and the MPO works with the Iowa DOT and project sponsors to determine which projects will be swapped. Projects receiving federal funds are reflected in the TIP. The Des Moines Area MPO is also involved with other federal funds, such as recommendations for annual appropriations. The TIP provides a listing of the various funding programs that assist with funding of transportation projects.

Decision Making Structure

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

Planning Factors and Planning Emphasis Areas

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

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

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

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

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

Self-Certification

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

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

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

Performance-Based Planning Process

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

Planning Issues in the Region

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

The Tomorrow Plan and Mobilizing Tomorrow

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

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

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

The Des Moines Area MPO continues to monitor performance measures identified in the plan to achieve identified targets and goals, implement best practice recommendations, and complete projects included in the plan. The Des Moines Area MPO will complete its next required update to the Mobilizing Tomorrow by November 2024.

Transportation Safety

The current transportation bill – the Infrastructure Investment and Jobs Act (IIJA) – places an emphasis on roadway safety and encourages MPOs to pursue activities to reduce transportation-related fatalities and serious injuries. In FY 2023, the Des Moines Area MPO applied for and received an \$800,000 grant from the US DOT through the Safe Streets for All program. These funds will be used to develop a Safety Action Plan that outlines strategies, policies, and projects to improve transportation safety. By having this plan, the Des Moines Area MPO and its members will qualify for future US DOT implementation funds.



Transportation System Optimization

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

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

The Des Moines Area MPO is currently working to update the region's Intelligent Transportation System (ITS) Architecture. The ITS Architecture will support the Des Moines Area MPO's CMP and the Iowa DOT's ICM effort by providing an inventory of the region's ITS network and identifying opportunities to further expand and integrate the network. These efforts will better enable the Des Moines Area MPO and its member governments to address transportation issues with lower-cost operational solutions as opposed to higher-cost capital solutions and integrate smart city solutions. The ITS effort coincides with similar efforts by the Iowa DOT, the City of Des Moines, and a coalition of western suburban communities. This work will continue in FY 2025.

Multimodal Opportunities

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

Additionally, DART intends to review its service through the Reimagine DART effort. The Des Moines Area MPO will provide technical and policy assistance to DART, as needed, throughout

this process. DART also continues to pursue the development of improved maintenance facilities and rolling stock, which the Des Moines Area MPO will continue to support as needed.

Public Health

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

The Des Moines Area MPO continues to integrate public health-related work into its overall planning activities. Complete Street and Safe Routes to Schools planning is being incorporated into bicycle-pedestrian planning efforts, specifically examining the presence and quality of sidewalks near schools and transit stops.

Freight System Enhancement

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

On the heels of the transload facility's completion, the Des Moines Area MPO seeks to study the impact it has had in goods movement through the region. The Des Moines Area MPO initiated an update to its Goods Movement Study as well as metro truck routes in FY 2024, with work anticipated to be completed in FY 2025.

Data Collection, Analysis, and Modeling

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

With performance measure requirements prescribed in Moving Ahead for Progress in the 21st Century (MAP-21) that have continued into the current transportation bill, the Des Moines Area

MPO has placed increased emphasis on data collection and analysis. The Des Moines Area MPO recently began purchasing new trail counters which will eventually replace existing trail counters purchased over a decade ago and which are becoming obsolete. The Des Moines Area MPO also developed the Iowa Data Bike in FY 2018. This bicycle uses an electric-assist cargo bike equipped with an iPhone running software that collects pavement roughness, a camera that takes pictures of the trail surface, and a second camera that takes 360-degree pictures of the trail. The Iowa Data Bike allows for the collection of trail surface conditions which can then be analyzed to inform jurisdictions of trail maintenance needs and costs. Since its development, the Des Moines Area MPO conducts an annual assessment of trail continues. Additionally, the Des Moines Area MPO has partnered with InTrans at Iowa State University to forecast trail-related maintenance needs to assist with member government budgeting and will examine opportunities to refine the Iowa Data Bike's data collection capabilities.

Urban/Rural Issues

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

Transportation Legislation and Funding

The Des Moines Area MPO is charged with providing a forum for its member governments to make decisions on how to use limited funding available for transportation. Legislation at the state and federal level affects the amount and type of funding available to the Des Moines Area MPO and its member governments, as well as the planning requirements that must be followed in order to use this funding. For example, in 2012, Congress passed a new federal transportation bill, MAP-21 which required that MPOs implement a performance-based planning process when making decisions on transportation investments. The most recent transportation bill, the Infrastructure Investment and Jobs Act, was passed in late 2022. The Des Moines Area MPO will continue to monitor requirements as they are finalized at the state and federal level and will make adjustments to its planning process as necessary.

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

Moines Area MPO's long-range transportation plan and Transportation Improvement Program.

Strategic Plan Implementation

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

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

The plan has now exceeded its five-year life and the Des Moines Area MPO will seek to update its vision in FY 2025. The Des Moines Area MPO periodically conducts performance surveys to gauge MPO member and representative satisfaction with the organization and to recalibrate focus on the strategic plan. As the organization moves into the final year of its five-year plan, the Des Moines Area MPO will look at updating the strategic plan.



Planning Activities

This section details the planning activities that the Des Moines Area MPO will be involved in throughout FY 2025. There are six main work tasks, each of which corresponds to a Mobilizing Tomorrow goal, one of the ten planning factors, or a federal planning requirement. Figure 4 below summarizes these relationships. Additional tasks not shown in this figure, which do not use federal funds, reflect contracted planning assistance provided to other organizations. Additionally, tasks addressing Planning Emphasis Areas are noted throughout this section.

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

Figure 4: Des Moines Area MPO Activities and Requirements

Task 1: Planning & Studies

Objectives: Maintain, update, and implement the region's long-range transportation plan by developing short and long-range transportation plans, studies, and report.

Cost Summary

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$279,756	\$465,600	\$83,576	\$828,932	4,251

FY 2024 Major Accomplishments

- Continued coordination with Iowa DOT, ag stakeholders, state and federal lawmakers, local property owners, and local communities on the US 65/Iowa 5 bypass interstate designation
- Facilitated meetings of the Traffic Management Advisory Committee
- Continued updating *Mobilizing Tomorrow*, including drafting the financial chapter, preparation of the growth scenario, examination of corridors for preservation, and soliciting projects from member communities.
- Met and exceeded Iowa DOT requirements for Transportation Advisory Groups
- Engaged with the Iowa DOT, member communities, private sector interests, and Railroad Development Corporation regarding the study and piloting of passenger rail on the Norfolk Southern Rail Spur

FY 2025 Long-Range Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
<i>Mobilizing Tomorrow Update</i> <ul style="list-style-type: none"> Purpose: To update the 2019 <i>Mobilizing Tomorrow</i> long-range transportation plan. Approach: MPO staff will update the 2019 plan contents, including updating data, existing conditions, trends, and financial plan. MPO staff will work with communities to identify projects and programs to include in the plan. <ul style="list-style-type: none"> Consultant cost: \$40,600 Outcomes: A draft plan that is ready for final public engagement and approval in FY 2025. 	2 nd Quarter	Goal 1 Goal 2
<i>US 65/Iowa 5 Bypass Interstate Designation</i> <ul style="list-style-type: none"> Purpose: To designate the US 65/Iowa 5 Bypass as an interstate corridor. Approach: The MPO will work with member communities along the corridor, as well as the Iowa DOT and other regional partners, to take steps necessary to satisfy the interstate designation request process. This includes exploring legislative solutions to overweight and slow-moving vehicles and coordination with the agricultural community and general public to explore an alternative route for moving agricultural-related equipment. <ul style="list-style-type: none"> Consultant cost: \$250,000 Outcomes: Official request materials to Iowa DOT; legislative framework; communications strategy; scope of work for alternatives analysis study. 	4 th Quarter	Goal 1 Goal 2

FY 2025 Long-Range Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
Corridor Preservation Study <ul style="list-style-type: none"> • Purpose: To identify potential future transportation corridors for the purposes of land preservation. • Approach: MPO staff will work with its committees to identify future regional transportation corridors, to update results from recent corridor studies, and identify additional corridor for study. • Outcomes: A map of all corridors to assist with corridor preservation and a summary of the findings from recent corridor studies. <p><i>*Note: This project is a continuation of work started in FY 2024.</i></p>	2 nd Quarter	Goal 1 Goal 2
Passenger Transportation Plan/Human Service Coordination <ul style="list-style-type: none"> • Purpose: To evaluate barriers and identify opportunities for a more coordinated transportation system for disadvantaged populations. • Approach: MPO staff will continue to facilitate Transportation Advisory Groups in coordination with Des Moines Area Regional Transit Authority, Heart of Iowa Regional Transit Authority, Iowa DOT, and United Way of Central Iowa. MPO staff will invite subject experts to discuss the barriers within various sectors (housing, employment, health services, etc.) • Outcomes: Fulfill Iowa DOT requirements; improved coordinated transportation service; begin implementation of the Passenger Transportation Plan <p><i># FHWA/FTA Planning Emphasis Area: Equity and Justice40 in Transportation Planning</i></p>	Ongoing	Goal 1 Goal 2
Goods Movement Study <ul style="list-style-type: none"> • Purpose: Update the 2006 Goods Movement Study to reduce freight transportation barriers. • Approach: MPO staff will work with the Freight Roundtable and member communities to analyze freight movements, locate impedances, and propose alternatives to enhance freight movements. • Outcome: An updated report that will be used in freight planning across the metro area. <p><i>* Note: This project is a continuation of work started in FY 2024.</i></p>	1 st Quarter	Goal 1 Goal 2
Passenger Rail Feasibility Study <ul style="list-style-type: none"> • Purpose: To analyze the track suitability and feasibility of passenger rail service on the Norfolk Southern Rail Spur. • Approach: Coordination with Railroad Development Corporation and its subsidiaries, the Iowa DOT, member communities, and private sector interests to contract for a track/infrastructure assessment. If so desired, additional efforts may be made to develop plans for infrastructure improvements, service plans, and financing/funding models. <ul style="list-style-type: none"> ◦ <i>Consultant cost: \$25,000</i> • Outcomes: A firm assessment of whether the region desires to pursue passenger rail service on the Norfolk Southern Rail Spur. 	2 nd Quarter	Goal 1 Goal 2 Goal 3 Goal 4
Intercity Passenger Rail <ul style="list-style-type: none"> • Purpose: To ensure the Des Moines metro is part of intercity rail efforts. • Approach: MPO staff will participate in any intercity passenger rail discussions and planning efforts through the Midwest Passenger Rail Initiative or similar initiatives. • Outcomes: Des Moines Area MPO feedback and plans included in initiatives; local stakeholders kept apprised of intercity rail efforts. 	Ongoing	Goal 1 Goal 2

FY 2025 Long-Range Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
Transportation Capital Improvement Program <ul style="list-style-type: none"> • Purpose: To aggregate and summarize the planning transportation capital improvements in the MPO planning area. • Approach: MPO staff will collect Capital Improvement Plans from MPO member governments, map projects, and conduct analysis related to types of projects planned and funding spent. • Outcomes: Summary report and interactive map of all regional projects. 	2 nd Quarter	Goal 1
Multimodal Economic Impact Report <ul style="list-style-type: none"> • Purpose: To show the impact that transit, trails, and other multimodal transportation options have on the regional economic. • Approach: The MPO will work with multimodal stakeholders and service providers to engage in a study that assess wages and spending created by creating access to jobs, shopping, education, and so forth, as well as the impact to the community of helping keep people healthy and less dependent on governmental and non-profit services for support. The MPO will engage with an outside consultant to carry out the study. <ul style="list-style-type: none"> ◦ <i>Consultant cost: \$150,000</i> • Outcomes: A report summarizing the economic impact of multimodal transportation that can be used to understand the economic benefits derived from investments in transportation infrastructure and services. 	Ongoing	Goal 1 Goal 2 Goal 3 Goal 5
DART Transit Service Planning <ul style="list-style-type: none"> • Purpose: To improve the efficiency and effectiveness of DART routes and services. • Approach: The DART Commission has identified a need to reimagine the DART network to respond to post-Covid travel patterns and create new transportation opportunities through new technologies. The reimagine effort will start from scratch to identify regional public transportation needs and find the most appropriate solution. <i>Activity includes \$60,000 1-year subscription to Remix transit analysis software for evaluating fixed-route and mobility-on-demand services with demographic, coverage, and cost analysis.</i> • Outcomes: DART planning studies and Title VI documentation. <i>*Note: this is a DART-led project</i> 	Ongoing	Goal 1 Goal 2
DART Bus Stop Amenity Planning <ul style="list-style-type: none"> • Purpose: To improve the accessibility, comfort and safety of bus stops • Approach: DART will use ridership data as well as conduct field studies to identify and prioritize bus stops to have amenities such as concrete landings, benches and shelters added. DART will also work with local communities to identify future coordination opportunities to increase efficiency and decrease disruption to the public right of way. • Outcomes: List of priority locations for bus stop amenities. <i>*Note: this is a DART-led project</i> 	Ongoing	Goal 1

FY 2025 Long-Range Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
DART Operations and Maintenance Facility <ul style="list-style-type: none"> • Purpose: To plan, design, and construct a new Operations and Maintenance facility for DART • Approach: The existing Operations and Maintenance facility is past its useful life, requires significant system replacements, and does not meet DART's operational needs. The DART Commission has approved the design and construction of Phase I of the project, building a new maintenance garage. As part of planning activities, DART will continue site planning, cost estimates and operations transition planning on Phase II and Phase III of the project which propose to build a new bus storage building and administrative offices, pending available funding. • Outcomes: Site plan, operations transition plan, and funding plan. <p><i>*Note: this is a DART-led project</i></p>	Ongoing	Goal 1

Task 1a: Complete Streets

Objective: Support planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities.

Cost Summary - MPO

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$18,854	\$0	\$5,632	\$24,486	287

FY 2024 Major Accomplishments

- Worked with the Bicycle and Pedestrian Roundtable on general complete streets initiatives
- Supported local community efforts towards complete streets through data collection and analysis

FY 2025 Complete Streets Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
Complete Streets <ul style="list-style-type: none"> • Purpose: To increase safe and accessible options for multiple travel modes for people of all ages and abilities. • Approach: MPO staff will work with member communities and its various roundtables to review existing policies and practices and make recommendations to support and/or improve complete street policies, roadway design standards, context sensitive design. This includes undertaking many of the activities listed in Task 1: Plans and Studies, such as development of multimodal and/or Complete Streets elements of Mobilizing Tomorrow. • Outcomes: Support provided to member communities and stakeholders wishing to enhance safe and accessible transportation options. <i># FHWA/FTA Planning Emphasis Area: Complete Streets</i>	Ongoing	Goal 1 Goal 2

Task 1b: Safe Streets for All Comprehensive Safety Action Plan

Objectives: To develop a Comprehensive Safety Action Plan that adheres to the provisions of the US DOT Safe Streets and Roads for All grant program.

Cost Summary

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$0	\$1,250,000	\$0	\$1,250,000	0

FY 2024 Major Accomplishments

- Procured consultant services to assist with the project
- Initial data collection
- Initial meetings with stakeholders

FY 2025 Long-Range Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
Safe Streets for All Comprehensive Safety Action Plan <ul style="list-style-type: none"> • Purpose: To identify projects, programs, and initiatives to reduce transportation-related fatalities and serious injuries in the MPO planning area. • Approach: MPO hire a consultant team to develop the plan. The plan scope will be refined by the consultant team, but will include data collection; significant public engagement; identification of projects, policies, and initiatives; and, an implementation plan. The plan will be carefully coordinated with the City of Des Moines Vision Zero plan to ensure it is complementary and avoids duplication. <ul style="list-style-type: none"> ◦ <i>Consultant cost: \$1,000,000</i> • Outcomes: A actionable Comprehensive Safety Action Plan that allows the MPO and its members to apply for implementation dollars through the US DOT Safe Streets and Roads for All program. A model vision zero plan template for MPO members. <p><i>*Note: This project is a continuation of work started in FY 2024.</i></p> <p><i># FHWA/FTA Planning Emphasis Area: Complete Streets</i></p> <p><i># FHWA/FTA Planning Emphasis Area: Data in Transportation Planning</i></p> <p><i># FHWA/FTA Planning Emphasis Area: Equity and Justice40 in Transportation Planning</i></p>	2 nd Quarter	Goal 1 Goal 2

Task 2: Data Collection, Research, & Analysis

Objective: Maintain and analyze data to support transportation planning and facility/system design; develop planning models to forecast demographic changes, traffic volumes, transit ridership, and multimodal usage.

Cost Summary - MPO

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$179,066	\$378,000	\$53,495	\$610,561	2,941

FY 2024 Major Accomplishments

- Maintained an online performance measure dashboard, <https://dmampo.org/performance-measures/>
- Maintained the MPO's travel demand model and provided support for transportation system improvements (IIRs and corridor studies); began update to the travel demand model with consultant assistance
- Trail counting reports for active trail counters
- Engaged member communities on data collection for the Regional ITS Architecture update
- Updated the roadway pavement condition dashboard and began collecting data necessary for roadway pavement forecasting
- Data collection necessary for the update of *Mobilizing Tomorrow*
- Collected Data Bike trail roughness and pavement conditions and published report
- Coordination with InTrans on the development of trail pavement condition forecasting tools
- Collected and analyzed information about regional truck routes

FY 2025 Multimodal Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
Performance Measure Tracking <ul style="list-style-type: none"> • Purpose: To track regional progress toward targets set in Mobilizing Tomorrow, such as pavement condition, bridge condition, safety, congestion, conditions in environmental justice areas, etc., and to adopt/refine performance targets. • Approach: MPO staff will update performance measure targets set in Mobilizing Tomorrow with updated data and review with relevant committees the need to adjust any targets or objectives. • Outcome: Maintenance of publicly available dashboards that track regional progress towards MPO planning objectives. <i># FHWA/FTA Planning Emphasis Area: Data in Transportation Planning</i> <i># FHWA/FTA Planning Emphasis Area: Equity and Justice40 in Transportation Planning</i>	Ongoing/ Quarterly	Goal 1 Goal 5
Travel Demand Model Update and Assistance <ul style="list-style-type: none"> • Purpose: To use the Travel Demand Model in support of the long-range transportation plan update and to provide support MPO members' projects and planning. • Approach: MPO staff will work with the Iowa DOT and a consultant to complete the update to the travel demand model and to fulfill travel demand model data requests and other modeling requests as received. <ul style="list-style-type: none"> ◦ <i>Consultant cost: \$10,000</i> • Outcomes: Updated model and model outputs. <i># FHWA/FTA Planning Emphasis Area: Data in Transportation Planning</i>	Ongoing Support	Goal 1

FY 2025 Multimodal Planning Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
Roadway Pavement Forecast and Analysis <ul style="list-style-type: none"> • Purpose: To support the Mobilizing Tomorrow goal of “Manage and Optimize Transportation Infrastructure and Services” by providing MPO members insight into the condition of roadway pavement. • Approach: MPO staff will work with member governments to use data from InTrans and community budgets to analyze and forecast conditions. • Outcomes: More accurate budgeting figures from member governments for pavement rehabilitation. <p>*Note: This project is a continuation of work started in FY 2024.</p> <p># FHWA/FTA Planning Emphasis Area: Data in Transportation Planning</p>	2 nd Quarter	Goal 1 Goal 5
Trail Pavement Data Collection & Analysis <ul style="list-style-type: none"> • Purpose: To collect pavement condition information on the region’s trails and to forecast trail pavement data for future budget considerations. • Approach: MPO staff will utilize the Iowa Data Bike to collect data from the trails, which will then be analyzed and reviewed by MPO committees and other stakeholders. • Outcomes: Current and forecasted trail condition data to be used in subsequent reports. <p># FHWA/FTA Planning Emphasis Area: Data in Transportation Planning</p>	2 nd Quarter	Goal 1
ITS Architecture <ul style="list-style-type: none"> • Purpose: To maintain and update, as needed, the Regional ITS Architecture to be consistent with the National ITS Reference Architecture. • Approach: MPO staff will work with member communities and organizations to update the necessary components of a regional ITS Architecture. • Outcomes: Documentation of the existing and planned ITS systems consistent with the National ITS Reference Architecture and updated Regional ITS Architecture webpages. 	Ongoing	Goal 1 Goal 2
Transportation Data/Software <ul style="list-style-type: none"> • Purpose: To acquire transportation data/software for use in MPO planning activities as well as by MPO member governments in their transportation planning and engineering efforts. • Approach: MPO staff in conjunction with the Transportation Technical Committee will identify and secure services from a transportation data vendor(s). • Outcomes: Dynamic transportation data is available for use by the MPO and its member governments. 	1 st Quarter	Goal 1 Goal 2 Goal 3
Bike/Ped Count Program <ul style="list-style-type: none"> • Purpose: Continue to refine the bike/ped count program to better understand non-motorized movement, demand, and emerging priorities within the metro area • Approach: Deploy additional trail counters; analyze information collected from bicycle and pedestrian counters and crash information. • Outcomes: <ul style="list-style-type: none"> ○ Interactive map to display trail and bike/ped count and crash data ○ Annual Bike/Ped Report summarizing trail and non-motorized usage and trail condition summary from Trail Condition Report. ○ Assist member communities purchase replacements for obsolete counters. <p># FHWA/FTA Planning Emphasis Area: Data in Transportation Planning</p>	Ongoing	Goal 1 Goal 2

Task 3: Funding & Programming

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

Cost Summary

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$132,146	\$28,600	\$39,478	\$200,224	1,720

FY 2024 Major Accomplishments

- Solicited, scored, and awarded FFY 2028 STBG and Set-Aside funding
- Developed and approved the *FFY 2024-2027 Transportation Improvement Program*, as necessary
- Amended the *FFY 2024-2027 Transportation Improvement Program*, as necessary
- Began development of the *FFY 2025-2028 Transportation Improvement Program*
- Offered letters of support for various grant programs such as RAISE, RISE, and ICAAP funds
- Educated member communities on state and federal legislation that impact transportation funding
- Solicited updates for the priority transportation project list for the Greater Des Moines Partnership's Policy Book

FY 2025 Funding Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
Transload Facility Grant Reporting <ul style="list-style-type: none"> • Purpose: To oversee the ongoing grant reporting related to the operation of the Des Moines Transload Facility. • Approach: MPO staff will work with Des Moines Industrial, and the Federal Railroad Administration (FRA) to oversee the annual reporting required as part of the US DOT BUILD grant funds. <ul style="list-style-type: none"> ◦ <i>Consultant cost: \$2,000</i> • Outcomes: The development of annual progress reports to the FRA tracking progress toward meeting the performance measures set forth in the grant agreement. 	Ongoing	Goal 1 Goal 2
Water Trails BUILD Grant Administration <ul style="list-style-type: none"> • Purpose: To oversee the grant administration and reimbursement process related to the Central Iowa Water Trails project's US DOT BUILD grant. • Approach: MPO staff will serve as the responsible charge to oversee the administration of the Central Iowa Water Trails BUILD grant funds including completing reimbursement requests through the Federal Highway Administration. <ul style="list-style-type: none"> ◦ <i>Consultant cost: \$2,300</i> • Outcomes: The completion of all reimbursement requests, reporting requirement under the grant terms, and overseeing the projects construction with the assistance of a construction engineer. 	Ongoing	Goal 1 Goal 2
Grant Letters of Support <ul style="list-style-type: none"> • Purpose: To offer letters of support to MPO members and partner organizations to help secure infrastructure funding in the region. • Approach: MPO staff will work with project sponsors to understand the scope and need of various projects seeking funding from the Iowa DOT, US DOT, other state and federal agencies, and non-profit organizations and offer letters of support. • Outcomes: Letters of support that help secure funding for the region. 	Ongoing	Goal 1 Goal 2

FY 2025 Funding Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
STBG/TAP Process <ul style="list-style-type: none"> • Purpose: To allocate the annual Surface Transportation Block Grant (STBG) funds and Set-Aside (TAP) funds to regional transportation projects. • Approach: MPO staff will work with the member governments and the Funding Subcommittee to review and amend the scoring process, as needed, and then to solicit and review transportation projects submitted for funding. <ul style="list-style-type: none"> ◦ <i>Consultant cost: \$9,300</i> • Outcomes: The awarding of STBG/TAP funds to projects that advance the goals of Mobilizing Tomorrow. <i># FHWA/FTA Planning Emphasis Area: Equity and Justice40 in Transportation Planning</i>	3 rd & 4 th Quarter	Goal 1
Transportation Improvement Program <ul style="list-style-type: none"> • Purpose: To develop and maintain a four-year Transportation Improvement Program (TIP) of federally funded projects to be undertaken in the MPO area. • Approach: MPO staff will provide each MPO member government and participating agency a list of current TIP projects for review and update, with a request for the project sponsors to determine adjustments needed. MPO staff will assemble a draft document for review by the Iowa DOT, MPO committees, and the public; hold public meetings; and produce a final document. Amendments to the TIP will follow the amendment process outlined in the TIP. <ul style="list-style-type: none"> ◦ <i>Consultant cost: \$15,000</i> • Outcomes: Federal Fiscal Years 2025-2028 TIP. 	4 th Quarter	Goal 1

Task 4: Stakeholder Engagement

Objective: Keep representatives of MPO member governments, metropolitan planning partners, the public, the media, and other stakeholders informed on regional trends and issues and the transportation planning process; engage stakeholders and the public in the development of regional policies; provide opportunities for meaningful input on proposed plans and programs; comply with the guidelines of the adopted Public Participation Plan; continue to seek new methods of outreach.

Cost Summary

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$257,998	\$42,400	\$77,076	\$377,474	3,183

FY 2024 Major Accomplishments

- Deployed new and improved website for the Des Moines Area MPO
- Publish press releases and public notices
- Hosted public input meetings
- Engaged news media in activities
- Published periodic reports on performance measures and other topics
- Published MPO Annual Report for member communities
- Introduced a stakeholder relations software for distributing MPO agendas, news, meetings notices, and similar information
- Assisted representatives, as needed
- Provided staff support for meetings and other activities

FY 2025 Public Engagement Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
Tomorrow Plan Speaker Series <ul style="list-style-type: none"> • Purpose: To support regional organizations hosting national thought-leaders who share ideas, insights, and inspiration with regional influencers to advance the sustainable development of Greater Des Moines • Approach: MPO staff offers funding to local agencies (e.g., MPO members, partner organizations, and non-profit organizations) to assist them host speakers. <ul style="list-style-type: none"> ◦ Cost: \$5,000 is budgeted for speaker assistance. Note, this assistance will be provided with non-federal funding. • Outcomes: Help support speakers on relevant topics. <p># FHWA/FTA Planning Emphasis Area: Public Involvement</p>	Ongoing	Goal 2 Goal 5

FY 2025 Public Engagement Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
Media Relations <ul style="list-style-type: none"> • Purpose: To maintain good working relationships between the Des Moines Area MPO and the media outlets of Greater Des Moines, to preserve and enhance the reputation and credibility of the MPO and provide the MPO with platforms to deliver its messages to the public and regional stakeholders. • Approach: MPO staff will work to build relationships with media members through face-to-face meetings, providing helpful responses to information and interview requests, and providing timely, newsworthy information for their publications and platforms. • Outcomes: Media outlets will continue to treat MPO as a credible source of information and valuable public entity doing good work for the governments and residents of Greater Des Moines. 	Ongoing	Goal 5
Public Meeting Support <ul style="list-style-type: none"> • Purpose: To ensure MPO public meetings fulfill their objectives, especially the meaningful engagement of the public in the decision-making process of the Des Moines Area MPO. • Approach: MPO staff will collaborate on preparations for public meetings, including standing meetings of MPO committees and subcommittees, as well as special meetings for MPO projects and programs. • Outcomes: MPO public meetings will meet the expectations outlined in Title VI documentation, Limited English Proficiency program, and Public Involvement Process. 	Ongoing	Goal 5
<i># FHWA/FTA Planning Emphasis Area: Public Involvement</i>		
Upkeep of Title VI, LEP, Public Involvement Process <ul style="list-style-type: none"> • Purpose: To ensure the MPO's compliance with required public engagement documents such as Title VI, Limited English Proficiency Plan (LEP), and its Public Involvement Process. • Approach: MPO staff will review federal guidelines, its current practices and documentation, and best practices to understand any changes that should be made to its existing documentation. • Outcomes: If necessary, updated Title VI documentation, updated LEP, and an updated Public Involvement Process. 	Ongoing	Goal 1 Goal 5
<i># FHWA/FTA Planning Emphasis Area: Public Involvement</i>		
Committee Support <ul style="list-style-type: none"> • Purpose: To ensure meetings of the MPO's main committees, subcommittees, roundtables, and working groups occur in a timely, professional manner with representation from relevant member governments and participating agencies. • Approach: MPO staff will regularly undertake efforts to prepare for and hold meetings, including tasks such as agenda development, note taking, public announcements and notification, room set up and break down, presentation preparation, and so forth, in compliance with all relevant state and federal laws. Staff will also meet with committee chairs and other representatives, as necessary, to ensure the representatives are prepared and understand the agenda items and other materials. <ul style="list-style-type: none"> ○ <i>Consultant cost: \$7,400</i> • Outcomes: Successful meetings of MPO committees that advance the MPO's mission. 	Ongoing	Goal 1 Goal 2 Goal 3 Goal 4 Goal 5 Goal 6

FY 2025 Public Engagement Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
Annual Report <ul style="list-style-type: none">• Purpose: To report the many values which the Des Moines Area MPO delivers to its member governments, including a summary of MPO investments made with jurisdictions and entities.• Approach: MPO staff will review previous annual reports and recommend any format improvements.• Outcomes: An Annual Report will be developed, published and distributed to MPO member governments.	4 th Quarter	Goal 5



Task 5: Program Administration

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

Cost Summary

Personnel Costs	Other Direct Costs	Indirect Costs	Total Costs	Staff Hours
\$285,998	\$134,003	\$85,441	\$505,442	3,546

FY 2024 Major Accomplishments

- Amended and revised, as necessary, the FY 2024 UPWP
- Completed and approved the FY 2025 UPWP
- Prepared monthly reimbursement requests to the Iowa DOT
- Prepared agendas and materials for committees, roundtables, and working groups
- Monitored federal requirements
- Provided general administrative staff support
- Processed purchase orders, accounts payable, and accounts receivable
- Handled benefits administration for staff
- Administered checking and savings accounts
- Complied with state laws regarding agenda publications, public notices, and so forth
- Filed regular lobbyists reports, as needed
- Processed insurance renewals
- Performed staff evaluations
- Hired staff, as needed
- Completed annual audit
- Executed funding agreements with the Iowa DOT, CIRTPA, and other partner agencies
- Purchased office equipment
- Collaborated with various vendors
- Maintained office IT network
- Hired outside legal counsel for review of legal contracts, organizational agreements, and to help assure the organization adheres to all applicable state and federal rules and regulations
- Convened meetings of the Finance Subcommittee to review quarterly financial reports, audit documents, and draft budgets
- Hosted meetings of the Executive Director Search Committee and engaged a search firm to provide scope of hiring a new Executive Director
- Updated payroll and benefits administrator
- Hired new Executive Director

FY 2025 Administration Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
MPO Operating Grant Administration <ul style="list-style-type: none"> • Purpose: To oversee administration of funding included in the <i>Planning Joint Participant Agreement to Implement Metropolitan Intermodal Planning</i> entered into by the MPO and the Iowa DOT as well as other grants and/or agreements between the MPO and other parties for planning services. • Approach: MPO staff will develop monthly reimbursement requests to funding partners, particularly the Iowa DOT, for eligible expenses by identifying eligible direct and indirect costs from expenses approved by the MPO Policy Committee each month, summarizing these costs by UPWP work task, and preparing a progress report of activities. <ul style="list-style-type: none"> ◦ <i>Consultant cost: \$13,553</i> • Outcomes: The reimbursement of funds to the MPO. 	Ongoing	Goal 1 Goal 4
Routine Office Administration <ul style="list-style-type: none"> • Purpose: To ensure the continuous administration of the MPO office and programs. • Approach: The MPO board and staff will ensure the MPO has the necessary resources to fulfil its mission, including 1) employing a professional staff with necessary talent, skills, and capacity, 2) contracting for other professional services such as legal, payroll, accounting, information technology, and so forth, 3) maintaining office space, equipment, and software necessary for staff and representatives to conduct business, and 4) developing and maintaining necessary policies and guidelines to ensure successful and lawful operation of the organization. • Outcomes: Successful operation of the MPO office and administration of the organization. 	Ongoing	Goal 1 Goal 3 Goal 4 Goal 6
Strategic Planning <ul style="list-style-type: none"> • Purpose: To update the MPO's five-year strategic plan. • Approach: The MPO will seek consulting services and form a steering committee to help update the MPO's strategic plan. The consultant would convene a steering committee of MPO representatives, survey local stakeholders, and develop recommendations on the organizational direction of the MPO. • Outcomes; A strategic plan that guide's the organization's development. <p>*Note: project was identified for FY 2024 but was delayed.</p>	2 nd Quarter	Goal 3
Unified Planning Work Program/Budget <ul style="list-style-type: none"> • Purpose: To develop an annual scope of work and budget for the MPO's operations. • Approach: MPO staff will work with its member governments to solicit and review work activities as described on page 11 of this document. During this timeframe staff also will develop a budget and work with the MPO's Finance Subcommittee to review. • Outcomes: FY 2026 UPWP and budget; FY 2025 UPWP amendments. 	4 th Quarter	Goal 1 Goal 4 Goal 6

FY 2025 Administration Projects of Note	Target Completion Date	MPO Strategic Plan Goals Supported
Annual Audit <ul style="list-style-type: none">• Purpose: To audit the MPO's financial activities for the previous fiscal year.• Approach: MPO staff will work with a hired firm to prepare an audit of the previous year's activities in accordance with required regulations and best accounting practices. The MPO's Finance Subcommittee, comprised of finance directors from a subset of MPO member governments as well as the MPO's Treasurer, will review the auditor's report before submitting to the MPO Policy Committee for approval.<ul style="list-style-type: none">◦ Auditor cost: \$12,000• Outcomes: FY 2024 audit.	4 th Quarter	Goal 1 Goal 4 Goal 6

Budget and Cost Allocation Plan

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

General Accounting Policies

This budget is to cover the period beginning July 1, 2024, and ending June 30, 2025. The Des Moines Area MPO's basis of accounting is a modified accrual basis.

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

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

Revenue

The Des Moines Area MPO's funds are generated through two primary sources: US Department of Transportation planning funds and local per capita assessments from member governments.

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

The Des Moines Area MPO is also eligible to apply for various grants through a variety of different organizations. For example, in 2010 the Des Moines Area MPO has received federal funding administered through the US Department of Housing and Urban Development, and in 2014 the Des Moines Area MPO received funding from the Wellmark Foundation. In FY 2025, the MPO will continue to administer a US DOT Safe Streets for All discretionary planning grant.

Table 1 below summarizes the revenue expected to be available for Des Moines Area MPO operations in FY 2025. This revenue includes planning funds from the US DOT, assessment from member governments, and revenue from contracts.

Table 1. Fiscal Year 2024 Funding Sources Available – MPO Operations

	Amount	Percent of Total
Federal DOT Funds		
FHWA PL – New	\$954,961	24.9%
FHWA PL - Set-Aside	\$24,486	0.6%
FTA 5305d - New	\$195,574	5.1%
FHWA – STBG Carryover	\$7	0.0%
FTA 5305d – Carryover	\$0	0.0%
US DOT Safe Streets for All Grant	\$1,000,000	26.1%
STP - New	\$355,000	9.3%
Federal DOT Funds Subtotal	\$2,530,028	65.9%
Non-DOT Funds		
Local Assessments (\$1/capita)	\$599,296	15.6%
Reserve funds for Purple Heart Highway	\$250,000	6.5%
Reserve funds for MPO SS4A Match	\$188,000	4.9%
Reserve funds for Multimodal Econ. Impact Report	\$150,000	3.9%
CIRTPA SS4A Match Funds	\$38,000	1.0%
Data Bike Assistance	\$7,500	0.2%
Iowa DOT HSIP-SWAP for MPO SSA Match	\$12,000	0.3%
Iowa DOT HSIP-SWAP for CIRTPA SSA Match	\$12,000	0.3%
Local Contributions for Rail Track Study	\$25,000	0.7%
Interest Income	\$25,000	0.7%
Non-DOT Funds Subtotal	\$1,306,796	34.1%
Total Funding	\$3,836,824	100.0%

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

Table 2. Fiscal Year 2025 Funding Sources Available – Water Trails Construction

	Amount	Percent of Total
US DOT BUILD Grant (estimated funds remaining)	\$16,000,000	80.00%
Local Match (for estimated federal funds remaining)	\$4,000,000	20.00%
TOTAL	\$20,000,000	100.00%

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

Table 3. Member Government Assessments

Member	Assessed Population	TOTAL (\$1.00/capita)
Altoona	21,503	\$21,503
Ankeny	72,222	\$72,222
Bondurant	8,710	\$8,710
Carlisle	4,283	\$4,283
Clive	18,908	\$18,908
Cumming*	0	\$0
Dallas County**	2,293	\$2,293
DART*	0	\$0
Des Moines	211,034	\$211,034
Elkhart*	0	\$0
Grimes	16,295	\$16,295
Indianola*	0	\$0
Johnston	24,390	\$24,390
Madison County*	0	\$0
Mitchellville	2,493	\$2,493
Norwalk	14,177	\$14,177
Pleasant Hill	11,186	\$11,186
Polk City	6,046	\$6,046
Polk County**	30,036	\$30,036
Urbandale	46,648	\$46,648
Van Meter*	0	\$0
Warren County**	4,055	\$4,055
Waukee	29,167	\$29,167
West Des Moines	70,741	\$70,741
Windsor Heights	5,109	\$5,109
TOTAL	599,296	\$599,296

Note that for FY 2025, the Des Moines Area MPO used the latest population estimate from the US Census Bureau, accessible at <https://www.iowadatatcenter.org/index.php/data-by-source/population-estimates/annual-population-estimates-vintage-2022>

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

**County populations are only for the unincorporated areas within the MPO boundary. 2020 Census figures were used for FY 2025 for counties.

Expenses and Description of Cost Allocation Methodology

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

Salaries and Wages

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

Fringe Benefits

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

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

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

Table 4. Summary of Employee Benefits

Category	Amount
Paid Leave (PTO)	
<i>Holiday Earned (96 hours per employee)</i>	\$33,654
<i>Vacation Leave (80, 120, or 160 hours per employee)</i>	\$52,078
<i>Sick Leave Earned (96 hours per employee)</i>	\$33,865
<i>Personal Days Earned (24 hours per employee)</i>	\$8,782
<u>Subtotal</u>	<u>\$128,379</u>
Insurance	
<i>Health</i>	\$177,989
<i>Dental</i>	\$8,742
<i>Vision</i>	\$1,938
<i>Life Insurance</i>	\$944
<i>Disability</i>	\$7,328
<u>Subtotal</u>	<u>\$196,941</u>
Paycheck Deductions	
<i>FICA</i>	\$57,815
<i>FUTA</i>	\$378
<i>SUTA</i>	\$302
<i>IPERS</i>	\$71,343
<u>Subtotal</u>	<u>\$129,839</u>
Other Benefits	
<i>Longevity Bonuses</i>	\$4,800
<i>Professional Memberships & Continuing Education</i>	\$8,100
<i>Deferred Compensation (5% of annual salary)</i>	\$38,380
<u>Subtotal</u>	<u>\$51,280</u>
TOTAL FRINGE BENEFITS	\$506,439
Allocation Base:	
Total Salaries & Wages	\$755,757
Less: Annual Paid Leave	\$128,379
<u>Chargeable Salaries</u>	<u>\$627,378</u>
Employee Fringe Benefit Rate	
Fringe Benefits	\$526,439
Allocation Base	\$627,378
FRINGE RATE	83.91%

Non-Personnel Expenses

Table 5 includes a list of all anticipated non-personnel expenses. Each item includes its total cost and an indication of whether that cost is an indirect or direct cost. General expenses that can be attributed to multiple work elements and contracts are treated as indirect costs and pooled.

Not all general expense categories are deemed eligible for reimbursement with federal funds. The Des Moines Area MPO has determined that a portion of the Computer/Software costs, a portion of Travel & Training costs, all Equipment & Furniture costs, and all Food & Beverage costs, are non-allowable federal costs, and will not charge these costs to a federal grant.

Costs identified as direct are for either specific or special work activities, like studies that use consulting services. These costs are only attributed to the work element related to that activity. These direct costs are not used when determining the indirect cost rate and indirect costs are not applied to these activities.



Table 5. Statement of Projected Total Costs – MPO Operations

Budget Category	Total Cost	Ineligible Indirect Costs	Eligible Indirect Costs	Direct Costs
Salaries & Wages	\$627,378	\$0	\$0	\$627,378
Fringe Benefits	\$526,439	\$0	\$0	\$526,439
Total Personnel Costs	\$1,282,449	\$0	\$0	\$1,282,449
Occupancy	\$129,000	\$0	\$129,000	\$0
Insurance -Property	\$12,000	\$0	\$12,000	\$0
Professional Services	\$95,450	\$0	\$0	\$95,450
Bank Fees	\$500	\$0	\$500	\$0
Computers & Software	\$45,500	\$10,000	\$35,500	\$0
Telecommunications	\$31,500	\$0	\$31,500	\$0
Printing & Postage	\$10,200	\$0	\$10,200	\$0
Travel & Training	\$45,000	\$10,000	\$35,000	\$0
Mileage and Auto	\$9,500	\$0	\$9,500	\$0
Dues/Memberships	\$14,000	\$0	\$14,000	\$0
Furniture & Equipment	\$15,000	\$15,000	\$0	\$0
Office Supplies	\$10,000	\$0	\$10,000	\$0
Publications & Subscriptions	\$5,000	\$0	\$5,000	\$0
Food & Beverages	\$15,000	\$15,000	\$0	\$0
Meeting Rooms	\$500	\$0	\$500	\$0
Non-Personnel Special Studies/Projects	\$2,203,153	\$0	\$0	\$2,203,153
Sponsorships - General (Task 4)	\$10,000	\$0	\$0	\$10,000
Transportation Data/Analytics Software (Task 2)	\$180,000	\$0	\$0	\$180,000
Multimodal Econ. Impact Report (Task 1)	\$150,000	\$0	\$0	\$150,000
Rail Track Assessment (Task 1)	\$25,000	\$0	\$0	\$25,000
Trail Counters (Task 2)	\$175,000	\$0	\$0	\$175,000
CXR Sponsorship (Task 4)	\$20,000	\$0	\$0	\$20,000
Safe Streets for All Project Costs (Task 1b)	\$1,250,000	\$0	\$0	\$1,250,000
Former Staff Consultation (various tasks)	\$90,153	\$0	\$0	\$90,153
Purple Heart Highway (Task 1)	\$250,000	\$0	\$0	\$250,000
Strategic Planning (Task 5)	\$25,000	\$0	\$0	\$25,000
Travel Demand Model Consultant (Task 2)	\$10,000	\$0	\$0	\$10,000
Speaker Series (Task 4)	\$5,000	\$0	\$0	\$5,000
dTIMS Licenses for MPO (Task 2)	\$3,000	\$0	\$0	\$3,000
Data bike software/Intrans (Task 2)	\$10,000	\$0	\$0	\$10,000
Total Non-Personnel Costs	\$2,643,303	\$50,500	\$294,200	\$2,298,603
TOTAL	\$3,797,120	\$50,500	\$294,200	\$3,452,420

*Passthrough costs for the Water Trails project are not included.

Table 6 identifies the methodology used for projecting the annual indirect cost rate for purposes of developing the upcoming fiscal year's budget.

Table 6. Indirect Cost Rate Calculation

All Indirect Costs	\$344,700
Eligible Indirect Costs	\$294,200
Total Direct Salaries, Wages, and Fringe Benefits	<u>\$1,153,817</u>
<i>Salaries & Wages</i>	\$627,378
<i>Fringe Benefits*</i>	\$526,439
INDIRECT RATE	29.87%
ELIGIBLE INDIRECT RATE FOR DOT REIMBURSEMENT	25.50%

To ensure the fringe and indirect totals are allocated proportionally to the various work elements, and to ensure that all fringe and direct costs are recouped as hours are expended, the indirect rate and each employee's fringe rate are applied to hourly employee rates as shown in Table 7.

Table 7. Staff Hourly Rates

Staff Position	Billable Hours Available	Hourly					Annual Total			
		Base	Fringe	Base w/Fringe	Indirect	Total	Base	Fringe	Indirect	Total
		Salary - Paid Leave Divided by Billable Hours	Each employee's fringe rate % x Base	Base + Fringe	Indirect rate (29.87%) x Base w/Fringe	Base + Fringe + Indirect	Hourly Base x Billable Hours	Hourly Fringe \$ x Billable Hours	Hourly Indirect \$ x Billable Hours	Base + Fringe + Indirect
Executive Director	1,672	\$74.23	\$69.91	\$144.14	\$43.06	\$187.21	\$124,119	\$116,891	\$72,001	\$313,011
Office Manager	1,712	\$42.72	\$37.40	\$80.12	\$23.94	\$104.05	\$73,140	\$64,022	\$40,977	\$178,138
Public Affairs Manager	1,712	\$52.50	\$42.69	\$95.19	\$28.44	\$123.63	\$89,881	\$73,084	\$48,685	\$211,650
Principal Planner	1,752	\$38.31	\$33.19	\$71.51	\$21.36	\$92.87	\$67,126	\$58,152	\$37,427	\$162,705
Associate Planner	1,752	\$26.34	\$27.59	\$53.93	\$16.11	\$70.04	\$46,149	\$48,335	\$28,227	\$122,712
Senior Planner	1,752	\$35.43	\$23.54	\$58.97	\$17.62	\$76.59	\$62,073	\$41,244	\$30,866	\$134,183
Associate Planner	872	\$26.34	\$28.04	\$54.38	\$16.25	\$70.62	\$22,969	\$24,449	\$14,166	\$61,584
Senior Planner	1,752	\$33.22	\$22.85	\$56.07	\$16.75	\$72.82	\$58,199	\$40,031	\$29,346	\$127,575
Accountant	1,752	\$36.83	\$32.50	\$69.32	\$20.71	\$90.03	\$64,521	\$56,933	\$36,284	\$157,738
Intern	1,200	\$16.00	\$2.75	\$18.75	\$5.60	\$24.35	\$19,200	\$3,299	\$6,721	\$29,220
TOTAL	15,928						\$627,378	\$526,439	\$344,700	\$1,498,517

Tables 8 through 10 summarize the budget in different ways. Table 8 shows costs of the five tasks in which Des Moines Area MPO activities are organized by the amount of direct and indirect costs, including which tasks will use consultant services and the amount of non-eligible indirect costs. Table 9 summarizes costs of the five tasks in which Des Moines Area MPO activities are organized by funding source. Table 10 shows an overall balance summary comparing total revenues to total costs for the year.

Table 8. Summary of Projected Work Program Costs and Hours

Task	Total Costs	Direct Costs			Indirect Costs		Hours
		personnel	Consultant*	other	eligible	non-eligible	
1 Planning and Studies	\$828,932	\$279,756	\$465,600	\$0	\$71,332	\$12,244	4,251
1a Complete Streets	\$24,486	\$18,854	\$0	\$0	\$4,807	\$825	287
1b Safe Streets for All	\$1,250,000	\$0	\$1,250,000	\$0	\$0	\$0	0
2 Data & Analysis	\$610,561	\$179,066	\$10,000	\$368,000	\$45,658	\$7,837	2,941
3 Funding & Programming	\$200,224	\$132,146	\$28,600	\$0	\$33,695	\$5,784	1,720
4 Stakeholder Engagement	\$377,474	\$257,998	\$7,400	\$35,000	\$65,784	\$11,292	3,183
5 Program Administration	\$505,442	\$285,998	\$38,553	\$95,450	\$72,924	\$12,518	3,546
TOTAL	\$3,797,120	\$1,153,817	\$1,800,153	\$498,450	\$294,200	\$50,500	15,928

* Consultant cost detail:

- Task 1: Long-Range Transportation Plan **
- Task 1: Multimodal Economic Impact Report
- Task 1: Rail Track Assessment
- Task 1: Purple Heart Highway Study
- Task 1b: Safe Streets for All Project
- Task 2: Travel Demand Model
- Task 3: Surface Transportation Block Grant and TIP Process **
- Task 4: MPO Committee Support **
- Task 5: DOT Grant Administration **
- Task 5: Strategic Plan Consultant

**Will not use Federal funds

Table 9. Fiscal Year 2025 Budget By Agency

UPWP CODE	WORK TASK	TOTAL	US DOT Funds									Other Funds/Grants			Local Match	
			FHWA STBG Carryover	FHWA PL New	FHWA PL New - Set Aside	FTA 5305d New	FTA 5305d Carryover	STBG New	SS4A Grant	DOT Total	Percent of Total	Amount	Source	Percent of Total	Amount	Percent of Total
1	Planning and Studies	\$828,932	\$2	\$243,267	\$0	\$49,821	\$0	\$90,433	\$0	\$383,523	46%	\$250,000	MPO reserve funds for Purple Heart Highway study	30%	\$195,409	24%
1a	Complete Streets	\$24,486	\$0	\$0	\$24,486	\$0	\$0	\$0	\$0	\$24,486	100%	\$0		0%	\$0	0%
1b	Safe Streets for All Plan	\$1,250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000,000	\$1,000,000	80%	\$250,000	MPO reserve funds, CIRTPA match, and Iowa DOT HSIP-SWAP match	20%	\$0	0%
2	Data & Analysis	\$610,561	\$2	\$256,558	\$0	\$52,543	\$0	\$95,374	\$0	\$404,476	66%	\$0		0%	\$206,085	34%
3	Funding	\$200,224	\$1	\$84,134	\$0	\$17,231	\$0	\$31,276	\$0	\$132,642	66%	\$0		0%	\$67,583	34%
4	Stakeholder Engagement	\$377,474	\$1	\$158,615	\$0	\$32,484	\$0	\$58,964	\$0	\$250,064	66%	\$0		0%	\$127,410	34%
5	Program Administration	\$505,442	\$2	\$212,387	\$0	\$43,496	\$0	\$78,953	\$0	\$334,838	66%	\$0		0%	\$170,604	34%
TOTAL FY 2024 BUDGET		\$3,797,120	\$7	\$954,961	\$24,486	\$195,574	\$0	\$355,000	\$1,000,000	\$2,530,028	67%	\$500,000	\$0	13%	\$767,092	20%

Notes:

- The BIL § 11206 requires each MPO to use at least 2.5% of its PL funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. This funding is 100% reimbursable and does not require a local match. Per the Iowa DOT's direction, these funds are to be shown as their own work element with no additional funding included.
- DART's Transit Service Planning project will not be part of the planning agreement entered into between the MPO and Iowa DOT.
- Scott Avenue Water Trails funding will not be part of the planning agreement entered into between the MPO and Iowa DOT and is not included here.
- FHWA Metropolitan Planning (PL) program funding is transferred to FTA 5305d program funding in a consolidated planning grant application. FHWA STBG program funding is transferred to FTA 5307 program funding in a separate FTA transfer grant application.

Table 10. Projected Fiscal Year 2025 Balance Summary

Current Balance		
Local Balance end FY 2023	\$1,661,784	Unrestricted net position per FY 2023 Audit
Forecasted end FY 2024 balance	\$86,091	Net balance for FY 2024 from FY 2024 budget
<u>Local Cash Balance</u>	<u>\$1,747,875</u>	<u>Estimated cash balance to begin FY 2025</u>
TOTAL	\$1,747,875	
Revenue - FY 2025		
FHWA PL - New	\$954,961	Iowa DOT correspondence February 21, 2024
FHWA PL - Set-Aside	\$24,486	Iowa DOT correspondence February 21, 2024
FTA 5305d - New	\$195,574	Iowa DOT correspondence February 21, 2024
FHWA – STBG Carryover	\$7	Iowa DOT correspondence February 21, 2024
FTA 5305d – Carryover	\$0	Iowa DOT correspondence February 21, 2024
US DOT Safe Streets for All Grant	\$1,000,000	Awarded to MPO
STP - New	\$355,000	Awarded by MPO
BUILD - Water Trails	\$16,000,000	Funds remaining as of February 1, 2024
<u>DOT Funds Subtotal</u>	<u>\$18,530,028</u>	
MPO Per Capita Assessment Income	\$599,296	Planning Area Population * \$1.00
MPO Reserve Funds	\$588,000	Funds allocated from the MPO's reserves for special projects.
SS4A Matching Funds	\$50,000	Contributions by CIRTPA and the Iowa DOT for SS4A grant local match
Data Bike Assistance	\$7,500	Funds paid by CIRTPA and potentially other entities to use Data Bike
Local Contributions for Rail Track Study	\$25,000	SS4A grant match pledged by Iowa DOT
Interest Income	\$25,000	Estimated income from the MPO's IPAAT account
Matching Funds for Water Trails Grants	\$4,000,000	Matching funds from ICON
<u>Non-DOT Funds Subtotal</u>	<u>\$5,294,796</u>	
TOTAL	\$23,824,824	
Costs (Projections) - FY 2025		
US DOT Program Cost - MPO	\$2,530,028	US DOT share of costs associated with Work Elements 1 through 6
Local Costs	\$1,267,092	Non-federal costs associated with Work Elements 1 through 6
Water Trails Costs	\$20,000,000	Passthrough costs for the Water Trails project
TOTAL	\$23,797,120	
Surplus/Deficit - FY 2025		
Projected DOT Balance	\$0	
Projected Water Trails Balance	\$0	
Projected Local Balance	\$27,704	
TOTAL	\$27,704	
Balance (Reserve) - End FY 2025		
Starting Balance	\$1,747,875	Estimated at end of FY 2024
Reserve Funds Used	(\$588,000)	Reserve funds programmed as revenue in FY 2025
Surplus/Deficit - FY 2025	\$27,704	FY 2025 revenue minus FY 2025 costs
End of FY 2025 Balance	\$1,187,579	Sum of 3 lines above
3-Month Operating Reserve	\$398,492	Costs minus special projects x 25% - unavailable for programming
Programmable Balance	\$789,088	End of FY 2025 balance minus operating reserve – available for programming

Appendix A: Committee Representation

MPO Policy Committee | Primary Representatives | Chair Mark Holm

<i>Representing</i>	<i>Name</i>	<i>Title</i>
City of Altoona	Dean O'Connor	Mayor
City of Ankeny	Mark Holm	Mayor
City of Ankeny	David Jones	City Manager
City of Bondurant	Doug Elrod	Mayor
City of Carlisle	Ruth Randleman	Council Member
City of Clive	Ted Weaver	Council Member
City of Cumming+	Kathie Hungerford	Council Member
City of Des Moines	Connie Boesen	Mayor
City of Des Moines	Chris Coleman	Council Member
City of Des Moines	Joe Gatto	Council Member
City of Des Moines	Josh Mandelbaum	Council Member
City of Des Moines	Carl Voss	Council Member
City of Elkhart+	Colton Fors	Mayor
City of Grimes	Scott Mikkelsen	Mayor
City of Indianola+	Stephanie Erickson	Mayor
City of Johnston	Jim Evans	Council Member
City of Mitchellville	Tammi Dillavou	City Administrator
City of Norwalk	Brian Baker	Council Member
City of Pleasant Hill	Len Murray	Council Member
City of Polk City	Jeff Walters	Council Member
City of Urbandale	Robert Andeweg	Mayor
City of Van Meter+	Joel Akers	Council Member
City of Waukee	Courtney Clarke	Mayor
City of West Des Moines	Matthew McKinney	Council Member
City of West Des Moines	Tom Hadden	City Manager
City of Windsor Heights	Mike Jones	Mayor
Dallas County	Mark Hanson	County Supervisor
Madison County+	Ryan Marquardt	County Supervisor
Polk County	Steve Van Oort	County Supervisor
Warren County	Mark Snell	County Supervisor
Iowa DOT++	Shelby Elbel	District 1 Transportation Planner
DART	Amanda Wanke	CEO
DSM Airport++	Keven Foley	Director
HIRTA++	Julia Castillo	Executive Director
FHWA++	Dakin Schultz	Iowa Division
FTA++	Gerri Doyle	Region 7

+Associate, Non-Voting Member

++Advisory, Non-Voting Member

MPO Policy Committee | Alternate Representatives

Representing	Name	Title
City of Altoona	Jeremy Boka	Council Member
City of Ankeny	Bobbi Bentz	Council Member
City of Ankeny	Michael Schrock	Assistant City Manager
City of Bondurant	Marketa Oliver	City Administrator
City of Carlisle	Deven Markley	City Administrator
City of Clive	Eric Klein	Council Member
City of Cumming+	Martin Squier	Council Member
City of Des Moines	Scott Sanders	City Manager
City of Des Moines	Matt Anderson	Deputy City Manager
City of Des Moines	Jim Hoff	Assistant City Manager
City of Des Moines	Malcolm Hankins	Assistant City Manager
City of Des Moines	Vacant	
City of Elkhart	Nathan Gillmore	Council Member
City of Grimes	Jake Anderson	City Administrator
City of Indianola+	Benjamin Reeves	City Manager
City of Johnston	Tom Cope	Council Member
City of Mitchellville	Nicholas Murrow	Mayor
City of Norwalk	Tom Phillips	Mayor
City of Pleasant Hill	Mark Konrad	Council Member
City of Polk City	Steve Karsjen	Mayor
City of Urbandale	AJ Johnson	City Manager
City of Van Meter+	Liz Faust	City Administrator
City of Waukee	Brad Deets	City Administrator
City of West Des Moines	Jamie Letzring	Deputy City Manager
City of West Des Moines	Laura Reveles	Assistant to the City Manager
City of Windsor Heights	Michael Libbie	Council Member
Dallas County	Brad Golightly/Kim Chapman	County Supervisor
Madison County+	Heather Stancil	County Supervisor
Polk County	Tom Hockensmith	County Supervisor
Warren County	Darren Heater	County Supervisor
Iowa DOT++	Andrea White	Bureau of Systems Planning
DART	Luis Montoya	Chief Operating Officer
DSM Airport++	Brian Mulcahy	Director of Finance
HIRTA++	Brooke Ramsey	Business Development Manager
FHWA++	Sean Litteral	Iowa Division
FTA++	Dan Nguyen	Region 7

+Associate, Non-Voting Member

++Advisory, Non-Voting Member

MPO Executive Committee | Chair Mark Holm

Representing	Name	Title
City of Ankeny	Mark Holm	Chair, Ankeny Representative
City of Polk City	Jeff Walters	Vice-Chair, NW Subarea Representative
City of Des Moines	Connie Boesen	Secretary/Treasurer, Des Moines Representative
City of Urbandale	Robert Andeweg	Ex-Officio Past Chair, NW Subarea Representative
City of Bondurant	Doug Elrod	East Subarea Representative
City of Des Moines	Joe Gatto	Des Moines Representative
City of Pleasant Hill	Len Murray	East Subarea Representative
City of Waukee	Courtney Clarke	SW Subarea Representative
City of West Des Moines	Matthew McKinney	West Des Moines Representative
City of Windsor Heights	Mike Jones	SW Subarea Representative
Polk County	Steve Van Oort	Polk County Representative

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

Representing	Name	Title
City of Ankeny	David Jones	City Manager
City of Bondurant	Marketa Oliver	City Administrator
City of Clive	John Edwards	Council Member
City of Des Moines	Scott Sanders	City Manager
City of Urbandale	Curtis Brown	Assistant City Manager
City of West Des Moines	Tom Hadden	City Manager
City of Windsor Heights	Mike Jones	Mayor
Polk County	Tom Hockensmith	County Supervisor
Warren County	Mark Snell	County Supervisor

Finance and Budget Subcommittee | Chair Connie Boesen

Representing	Name	Title
City of Ankeny	Jenn Sease	Administrative Services Director
City of Des Moines	Connie Boesen	Mayor MPO Policy Committee Secretary/Treasurer
City of Des Moines	Nickolas Schaul	Finance Director
City of Johnston	Teresa Rotschafer	Assistant City Administrator /Finance Council Member MPO Executive Committee
City of Pleasant Hill	Len Murray	
City of Waukee	Courtney Clarke	Mayor MPO Policy Committee
City of West Des Moines	Tim Stiles	Finance Director

MPO Transportation Technical Committee | Primary Representatives | Chair Luis Montoya

Representing	Name	Title
City of Altoona	John Dostart	City Engineer
City of Ankeny	Mark Mueller	Public Works Director
City of Ankeny	Amy Quartell	City Engineer
City of Bondurant	John Horton	Public Works Director
City of Carlisle	Mitch Holtz	Consultant/City Engineer
City of Clive	Jeff May	Public Works Director
City of Cumming+	Rita Connor	City Administrator
City of Des Moines	John Davis	City Traffic Engineer
City of Des Moines	Steve Naber	City Engineer
City of Des Moines	Michael Ludwig	Deputy Director of Development Services
City of Elkhart	Angie Schaffer	City Council Member
City of Grimes	Matt Ahrens	City Engineer
City of Indianola+	Charlie Dissell	Director of Community Development
City of Johnston	David Wilwerding	Community Development Director
City of Mitchellville	Paul Green	Public Works Director
City of Norwalk	Luke Parris	Community Development Director
City of Pleasant Hill	Madeline Sturms	Assistant City Manager/ Community Development Director
City of Polk City	Mike Schulte	Public Works Director
City of Urbandale	John Larson	Director of Engineering and Public Works
City of Van Meter+	Dave Herman	Public Works Director
City of Waukee	Rudy Koester	Public Works Director/City Engineer
City of West Des Moines	Eric Peterson	Traffic Engineer
City of West Des Moines	Karen Marren	Planner
City of Windsor Heights	Justin Ernst	City Engineer
Dallas County	Murray McConnel	Planning & Zoning Director
DART	Luis Montoya	Planning and Development Manager
DSM++	Brian Belt	Director of Engineering & Planning
FHWA++	Dakin Schultz	Iowa Division
FTA++	Mark Bechtel	Region 7
HIRTA++	Julia Castillo	Executive Director
Iowa DOT++	Shelby Ebel	District 1 Transportation Planner
Madison County+	Mike Hackett	County Engineer
Polk County	Aaron Putnam	County Engineer
Warren County	Tim Hill	Assistant County Engineer

+Associate, Non-Voting Member

++Advisory, Non-Voting Member

MPO Transportation Technical Committee | Alternate Representatives

Representing	Name	Title
City of Altoona	Scott Atzen	Public Works Director
City of Ankeny	Adam Lust	Engineering Manager
City of Ankeny	Vacant	
City of Bondurant	Maggie Murray	Planning & Community Development Director
City of Carlisle	Tony Rhinehart	Public Works Superintendent
City of Clive	Jim Hagelie	City Engineer
City of Cumming+	Anthony Bellizzi	City Engineer
City of Des Moines	Bert Drost	Senior City Planner
City of Des Moines	Thomas Vlach	Deputy City Engineer
City of Des Moines	Jennifer Dakovich	Principal Traffic Engineer
City of Elkhart	Steve Allen	City Council Member
City of Grimes	Alex Phaltzgraff	Community Services Director
City of Indianola+	Akhliesh Pal	Public Works Director
City of Johnston	Matt Greiner	Public Works Director
City of Mitchellville	Adam McCann	Public Works Operator
City of Norwalk	Elliot Klimowski	City Planner
City of Pleasant Hill	Rose Schroder	Planning Director
City of Polk City	Randy Franzen	Public Works Supervisor
City of Urbandale	Kristin Brostrom	Assistant Director of Engineering
City of Van Meter+	Liz Faust	City Administrator
City of Waukee	Andy Kass	Community Development Director
City of West Des Moines	Brian Hemesath	City Engineer
City of West Des Moines	Kara Tragesser	Planner
City of Windsor Heights	Jason Roberts	Public Works Director
Dallas County	Al Miller	County Engineer
DART	Tony Filippini	Transit Planner
DSM++	Brian Belt	Director of Engineering & Planning
FHWA++	Dakin Schultz	Iowa Division
FTA++	Dan Nguyen	Region 7
HIRTA	Brooke Ramsey	Business Development Manager
Iowa DOT++	Andrea White	Bureau of Systems Planning
Madison County+	Ryan Marquardt	County Supervisor
Polk County	Bret Vandelune	Public Works Director
Warren County	Brian Konrad	Operations Assistant
+Associate, Non-Voting Member		++Advisory, Non-Voting Member

Advisory Committees*

Committee	Chair/Organizer
Transportation Advisory Group	Catlin Curry, DART
Central Iowa Bicycle-Pedestrian Roundtable	Carll Voss, City of Des Moines
Freight Roundtable	Ron DeVries, Ruan Transportation Management Systems
Traffic Management Advisory Committee	N/A
Environment Roundtable	N/A
Smart City Roundtable	N/A

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

Appendix B: Commonly Used Acronyms

ACS	American Community Survey
BIL.....	Bipartisan Infrastructure Law of 2021, aka, Infrastructure Investment & Jobs Act
BUILD.....	Better Utilizing Investments to Leverage Development
CAP	Cost Allocation Plan
CFR	Code of Federal Regulations
CIHTF	Central Iowa Housing Trust Fund
CIRTPA.....	Central Iowa Regional Transportation Planning Alliance
CMP	Congestion Management Process
CONNECT.....	Central Iowa Bicycle and Pedestrian Transportation Plan
DART.....	Des Moines Area Regional Transit Authority
DNR	Department of Natural Resources
DOT	Department of Transportation
DSM.....	Des Moines International Airport
EDA.....	Economic Development Authority
EDD.....	Economic Development District
EJ	Environmental Justice
FAST Act	Fixing Americas Surface Transportation Act
FFCS	Federal Functional Classification System
FHWA	Federal Highway Administration
FRA	Federal Rail Administration
FTA	Federal Transit Administration
FY.....	Fiscal Year
FFY.....	Fiscal Federal Year
GDMP	Greater Des Moines Partnership
GIS	Geographic Information Systems
HIRTA.....	Heart of Iowa Regional Transit Agency
HTF	Housing Trust Fund
HY	Horizon Year
ICAAP.....	Iowa's Clean Air Attainment Program
ICM	Integrated Corridor Management
IJR	Interchange Justification Report
IJA.....	Infrastructure Investment and Jobs Act of 2021, aka, Bipartisan Infrastructure Law
InTrans	Iowa State University Center for Transportation and Research
IPMP	Iowa Pavement Management Program
IPMS	Iowa's Pavement Management System
ITS.....	Intelligent Transportation Systems
LRTP.....	Long-Range Transportation Plan
MIPA.....	Mid-Iowa Planning Alliance for Community Development
MOU	Memorandum of Understanding
MPA	Metropolitan Planning Area
MPO	Metropolitan Planning Organization
NASCO	North America's Corridor Coalition
NCHRP	National Cooperative Highway Research Program

NHTS.....	National Household Travel Survey
PM.....	Performance Measure
PPP.....	Public Participation Plan
PTP.....	Passenger Transportation Plan
RAISE.....	Rebuilding American Infrastructure with Sustainability and Equity
SRTS.....	Safe Routes to Schools
SS4A.....	Safe Streets for All
STBG.....	Surface Transportation Block Grant
TAG.....	Transportation Action Group
TAP.....	Transportation Alternatives Program
TAZ.....	Traffic Analysis Zone
TCIP.....	Transportation Capital Improvement Program
TDM.....	Travel Demand Management
TIM.....	Traffic Incident Management
TIP.....	Transportation Improvement Program
TMA.....	Transportation Management Area
TMAC.....	Traffic Management Advisory Committee
TPMS.....	Transportation Program Management System
TTC.....	Transportation Technical Committee
UPWP.....	Unified Planning Work Program
WMA.....	Watershed Management Authority



Resolution Insert Page

[TO BE ADDED UPON FINAL ADOPTION]



Certificate of Indirect Cost Proposal/Indirect Costs

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

- (1) All costs included in this proposal dated February 28, 2024, to establish a Cost Allocation Plan for the time period beginning July 1, 2024, and ending June 30, 2025, are allowable in accordance with the requirements of the Federal awards to which they apply and with Subpart E—Cost Principles of Part 200 as they apply to my Governmental Organization.
- (2) This proposal does not include any costs which are unallowable under Subpart E—Cost Principles of Part 200 such as (without limitation): public relations costs, contributions and donations, entertainment costs, fines and penalties, lobbying costs, and defense of fraud proceedings; and
- (3) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the Federal awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

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


(Signature)

Dylan Mullenix
(Please Print Name)

Executive Director
(Title)

Des Moines Area Metropolitan Planning Organization
(Name of Organization)

February 28, 2024
(Date Signed)

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


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

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

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

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

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



(Signature)

Dylan Mullenix

(Please Print Name)

Executive Director

(Title)

Des Moines Area Metropolitan Planning Organization

(Name of Organization)

February 28, 2024

(Date Signed)

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

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

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

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

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

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

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

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

1) Transportation performance data

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

2) Selection of performance targets

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

3) Reporting of performance targets

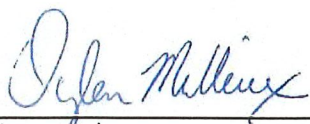
- a. Iowa DOT performance targets will be reported to FHWA and FTA, as applicable. MPOs will be notified when Iowa DOT has reported final statewide targets.
- b. MPO performance targets will be reported to the Iowa DOT.
 - i. For each target, the MPO will provide the following information no later than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

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

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

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

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



(Signature)

Dylan Mullenix

(Please Print Name)

Executive Director

(Title)

Des Moines Area Metropolitan Planning Organization

(Name of Organization)

February 28, 2024

(Date Signed)

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





Ever mindful of future generations,

we collaborate across
political boundaries

to achieve social, economic, and
environmental resilience for

Greater Des Moines

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

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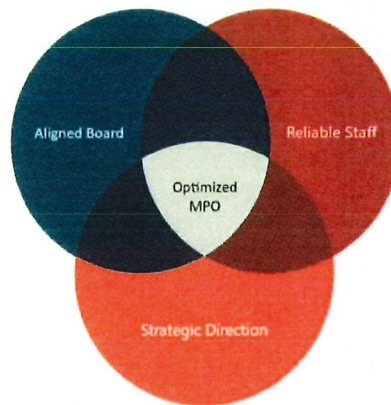
Under Construction: Building an “Optimized MPO”

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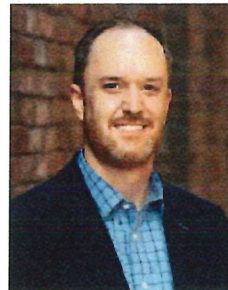
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Mark E. Holm

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Mayor of Ankeny, MPO Chair



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MPO PLANNING ACTIVITIES: Adding Value to the Region

The Greater Des Moines region is better positioned for a brighter future thanks to the long-range planning work of the Des Moines Area Metropolitan Planning Organization. This work breaks down into five categories: Planning & Studies, Data & Analysis, Funding & Programming, Stakeholder Engagement, and Program Administration.



Planning & Studies

MOBILIZING TOMORROW



The update to the region's long-range transportation plan (L RTP) is well under way and on track to be complete before it is due in November 2024.

The L RTP is important because it is a prerequisite for local jurisdictions to qualify for federal funding. Maintaining an up-to-date L RTP is one of the core functions of the MPO.

The L RTP considers many planning factors, from population growth, demographic trends, industry, and more.

SAFETY ACTION PLAN



MPO member governments will gain access to additional federal funding opportunities following the completion of a regional Comprehensive Safety Action Plan.

The plan is in development now, thanks to a Safe Streets and Roads for All grant for \$800,000 that the MPO successfully secured from the U.S. DOT on behalf of the region.

The plan is anticipated to be complete by fall of 2024. In turn, member governments should be eligible for subsequent rounds of funding from the Safe Streets and Roads for All program for implementing projects for the 2025 round of funding.

Data & Analysis

NEW REGIONAL DATA SOURCE



STREETLIGHT DATA

A new benefit for MPO members is access to StreetLight Data, a transportation analytics platform.

The MPO's subscription to StreetLight includes data on personal vehicles and trucks, which will be useful to numerous planning efforts including the L RTP update and a Goods Movement Study.

These same data sets are available directly to MPO member jurisdictions to aid their own planning and engineering.

IOWA DATA BIKE



The MPO continues to be a pioneer in the collection and analysis of data on the pavement condition of trails.

The MPO broke new ground in 2017 with the introduction of the Iowa Data Bike, which uniquely combined new technologies to identify and map rough pavement and, separately, photograph the individual segments of trail. The Data Bike garnered attention internationally when it launched, and it continues to be copied by others across the country.

Now, the MPO is innovating on the analysis of data. This past year the MPO partnered with the Institute for Transportation at Iowa State University, which is developing AI software that looks at both the roughness data and the images of the pavement to produce a comprehensive trail condition index.

Funding & Programming

MPO GRANT AWARDS

This year the MPO awarded more than \$22 million in grants for 23 projects around the region.

The grants are available through the Surface Transportation Block Grant Program (STBG), STBG Set-Aside Program, and Carbon Reduction Program (CRP). These are funded by the U.S. DOT and administered by the MPO.

One grant garnered significant attention for the effect it had on public transit. A \$3.6 million CRP grant allowed DART to avert near-term service cuts and use the reprieve to plan for a sustainable future.

Meantime, the MPO's Transportation Technical Committee has started developing a process for awarding CRP grants going forward.



WATER TRAILS BUILD GRANT



The confluence of the Raccoon and Des Moines Rivers will soon open for safe passage following the successful mitigation of the deadly low-head dam.

The project was made possible by the \$25 million BUILD grant that was secured by MPO, which continues to administer the grant on behalf of broader effort being led by ICON Water Trails. Visit iconwatertrails.com for more information.

Stakeholder Engagement

INTERSTATE DESIGNATION



MPO policymakers and staff this year continued work on implementing the Iowa DOT's action plan for designating the Highway 5/Highway 65 corridor as an interstate.

Dubbed "Future 435," the effort has been gradually picking up momentum over the past few years. This year, a bill providing an exemption to the minimum speed requirement — one of the Iowa DOT's four action steps — found ample support in the Legislature. Ultimately, the bill fell short of passage due to budget limitations, as the bill included funding for an alternatives analysis to explore alternative routes for farmers that currently rely on that corridor.

The bill is anticipated to be reintroduced next session. The intervening months will be used for ongoing efforts to build support.

Meantime, the MPO has been keeping Iowa's congressional delegation up to date on progress, as the next step in the Iowa DOT's action plan is a federal maximum weight exemption. The MPO is targeting the next surface transportation authorization bill to include this language.

NEW LOGO AND WEBSITE

This year saw the MPO adopt a new logo to go with a new and improved website (dmampo.org).

Features of the new website include an all-in-one agendas page that can be sorted by committee, as well as an integrated agenda distribution system that lets interested parties sign themselves up to receive MPO agendas.



Program Administration

TIDYING UP INTERNALLY

MPO policymakers and staff have worked diligently over the past year to ensure the MPO's internal affairs are in good working order.



MPO Chair Bob Andewee, now Past Chair, appointed a special Handbook Committee to update the organization's Policy and Procedures Manual, as well as the Employee Handbook.

Among other things, the manual updated the MPO's financial procedures. As a result, the MPO's auditor anticipates a cleaner audit in coming years.

Separately, staff worked with the Policy Committee to develop a "Decision Matrix." The Decision Matrix is an agreed-upon guide for deciding when and to what degree the MPO gets involved with planning projects.

The Decision Matrix was aimed at aligning the Policy Committee on what should, and should not, be focuses of the MPO. It also serves as a tool for staff to navigate the myriad requests the MPO receives.

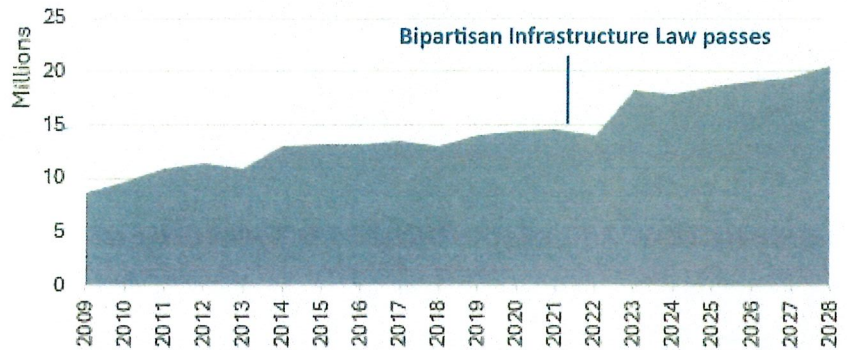


Funding totals for MPO have been on the rise

Increasing amounts of federal transportation dollars are being allocated through the MPO as illustrated in the chart to the right.

The Bipartisan Infrastructure Law increased funding to the existing MPO programs, the Surface Transportation Block Grant (STBG) and the STBG Set-Aside, and introduced a third MPO program, the Carbon Reduction Program.

MPO staff are always available to assist member jurisdictions in accessing federal transportation funding, whether that's advising on grant applications, providing technical support, or writing letters of support.



MPO Members' Return on Investment

MPO MEMBER	GRANT AWARDS* (FFY2024-2028)	MPO ASSESSMENTS (FY2021-FY2025)	BENEFIT RATIO (DOLLARS RECEIVED PER DOLLAR PAID)
Altoona	\$4,331,200	\$90,416	47.90
Ankeny	\$8,261,500	\$310,393	26.62
Bondurant	\$1,500,000	\$34,391	43.62
Carlisle	\$0	\$19,079	0.00
Clive	\$3,170,000	\$82,114	38.61
Dallas County	\$0	\$10,137	0.00
DART	\$9,032,000		
Des Moines	\$37,936,000	\$959,862	39.52
Grimes	\$1,400,000	\$68,825	20.34
Johnston	\$3,600,000	\$106,251	33.88
Mitchellville	\$0	\$10,902	0.00
Norwalk	\$100,000	\$58,282	1.72
Pleasant Hill	\$1,500,000	\$47,244	31.75
Polk City	\$893,000	\$24,526	36.41
Polk County	\$9,050,000	\$108,545	83.38
Urbandale	\$2,900,000	\$204,505	14.18
Warren County	\$400,000	\$18,371	21.77
Waukee	\$1,482,800	\$115,096	12.88
West Des Moines	\$8,501,500	\$310,476	27.38
Windsor Heights	\$2,950,000	\$22,789	129.45

* U.S. Department of Transportation funding programs that are allocated by the Des Moines Area MPO include the Surface-Transportation Block Grant Program, the Transportation Alternatives Program, and the Carbon Reduction Program.

Contact Information

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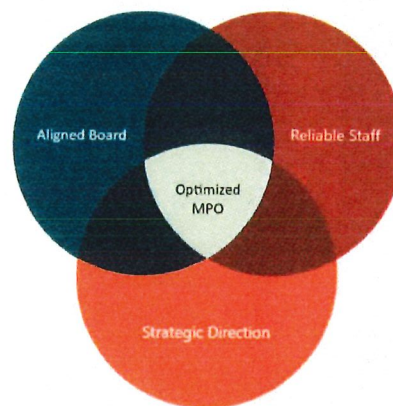
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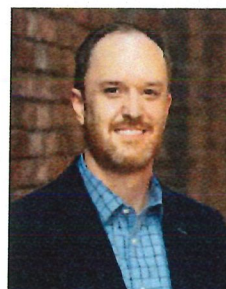
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