

Guidelines For Development of the Statewide Transportation Improvement Program (STIP)

January 1998

Office of Program Management
Planning and Programming Division
Iowa Department of Transportation

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IOWA DEPARTMENT OF TRANSPORTATION
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STIP Development Timeline

Target Date	Task
October 1	Applications for statewide Transportation Enhancement and Iowa Clean Air Attainment Program funding for following fiscal year due at Iowa DOT
December 1	Projected funding targets to MPO/RPA for STP (including transportation enhancements)/bridge replacement programs/transit for following fiscal year
January	Consolidated transit funding application packets distributed
January	Proposed primary road, safety and previous two-year local programs provided by Iowa DOT to MPO/RPA to assist in development of MPO/RPA TIP
January	Award of statewide Transportation Enhancement and Iowa Clean Air Attainment Program funding
April 1	Submission of draft MPO/RPA TIP, including consolidated transit funding application, to Iowa DOT
May 1	Initial draft STIP to MPO/RPA for proofing
May 15	Draft STIP corrections/comments returned to Transportation Center Planner by MPO/RPA
June 15	Statewide distribution of draft STIP
July	Statewide public participation review
August	Prepare final STIP with adjustments based on public review
August 1	MPOs submit final-approved TIPs to Iowa DOT
September 1	Submit proposed STIP and MPO TIPs to FHWA/FTA
October 1	Receive FHWA/FTA approval of final STIP
December 1	Adjust spending authority to reflect federal authorizations
Quarterly	Summary of STP/transportation enhancement target activity to MPO/RPA

Introduction

Purpose

This document has been prepared to assist development of the Iowa Statewide Transportation Improvement Program (STIP). Any questions regarding content or relating to the process should be directed to the appropriate Transportation Center Planner. A list of Transportation Center Planners for the Iowa Department of Transportation, and their areas of responsibility, is included in Appendix 1.

The ISTEA authorization expired September 30, 1997. It is possible the new bill may make major changes to the provisions of ISTEA described in this document. After the new bill passes, this document will be updated to reflect current program requirements.

The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) requires an extensive, ongoing cooperative planning effort for programming federal funding addressed by the act. Iowa's STIP is developed through a cooperative effort with eight metropolitan planning organizations (MPOs) and 18 regional planning affiliations (RPAs) (Appendix 1). The STIP is developed by incorporating into a single document the portions of the annual transportation improvement programs (TIPs) being funded by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) for the Iowa DOT and each MPO and RPA. The STIP is a three-year listing of projects within the state proposed for federal-aid funding under Title 23 (Federal Highway Funding) and Title 49 (Federal Transit Assistance) of the United States Code.

All projects included must be consistent with the state's long-range transportation plan, or the respective MPO/RPA long-range transportation plan. Consistency means that a project flows out of a project identification and prioritization process that has been developed to implement a strategy or objective of the plan.

The Iowa DOT requests the joint approval of the STIP by the FHWA and the FTA annually. No FHWA or FTA funded projects will be authorized until the project is included in the first year of the STIP and has been approved by the FHWA/FTA. The STIP must be fiscally constrained, meaning programmed amounts of federal aid must fall within limits set by the FHWA/FTA (generally related to past or estimated apportionments).

Public Participation Process

ISTEA required states and MPOs to develop a proactive strategy to involve the public in development of transportation improvement programs and long-range transportation plans. The state and each MPO and RPA have developed processes to involve the public in formulation of transportation improvement programs and long-range transportation plans. A variety of techniques are being used at the state, metropolitan and regional levels. They include: newsletters; surveys; letters and comment forms; county, regional and state public meetings, including use of Iowa's fiber optic network; and advisory committees. Experience and suggestions from the public will help the state and MPOs/RPAs improve opportunities for and encourage public participation. The Iowa DOT recently updated a report entitled "State Public Participation Process" to describe methods to involve Iowa citizens in review of the STIP (Revised July 18, 1997).

Federal Programs-Descriptions

Federal-Aid Highway Funding (Title 23)

Some FHWA funds are distributed by statutory formulas, while other funds are "discretionary". The primary sources of FHWA formula funding to Iowa are for:

- The National Highway System (NHS). NHS or Surface Transportation Program (STP) funds may be used to construct or improve NHS roadways.
- Interstate Maintenance (IM). This program is available to rehabilitate, restore and resurface the interstate system, but not to add capacity. Capacity additions to the interstate system can only be funded from NHS or STP funding.
- The Surface Transportation Program (STP). This program is designed to address some specific issues identified by Congress and to continue programs funded under the previous highway bill. Continuation programs include the Rail/Highway Crossing Safety Program and the Highway Safety (hazard elimination) Improvement Program. STP funding may be spent on 1) roadway and bridge projects on federal-aid routes, 2) transportation enhancement projects, 3) transit capital improvements, and 4) planning activities.
- The Highway Bridge Replacement and Rehabilitation Program (HBRRP). This program provides funding for bridges on public roads. Between 15 and 35 percent of the HBRRP funding must be spent on bridges off the federal-aid system. Sixty-five to 85 percent is to be used to fund bridge projects on the federal-aid system.

The FHWA has suggested states use innovative financing methods to leverage the federal funding. Iowa has received FHWA approval for three proposals. They are attached as Appendix 2.

Federal Transit Assistance (Title 49)

A portion of federal fuel tax revenue is placed in the Mass Transit Account of the Federal Highway Trust Fund. These funds, and General Fund appropriations, are reserved for transit purposes and are administered by the FTA. Similar to the FHWA programs, the transit funding authorized by ISTEA is managed in several ways. The largest amount is distributed to the states or to large metropolitan areas by formula. Other program funds are discretionary and some are earmarked for specific projects.

- Urbanized Area Formula Program, Section 5307. FTA provides transit operating, planning and capital assistance funds directly to local recipients in urbanized areas with populations between 50,000 and 200,000, based on population and density figures, plus transit performance factors for larger areas. Local recipients, for whom projects are programmed by the MPO, must apply directly to FTA.

- Formula Program for Special Needs of Elderly and Person with Disabilities, Section 5310. Non-Urbanized Area Formula Program, Section 5311. These two programs are combined and administered by the DOT. Transit programs for rural and small urban areas and for special needs transportation are formula programs. The Non-urbanized Area Formula Program is available for operating, capital and planning expenditures. The Special Needs program may be used only for capital expenditures, which includes costs of contracted services.
- Discretionary Capital Program, Section 5309. The transit discretionary program provides federal assistance for major capital needs such as fleet replacement and construction of transit facilities. All transit systems in the state are eligible for this program. In recent years, all of these funds have been earmarked by Congress for specific projects or geographic regions.
- Flexible funds. Certain Title 23 funds may be used for transit purposes. Transit capital assistance may be an eligible use of STP funds. Transit capital and start-up operating assistance may be an eligible use of Iowa Clean Air Attainment Program (ICAAP) funds. When ICAAP funds are programmed for transit projects, they are transferred to the FTA. Transit capital and operating projects that receive FTA or FHWA funds must appear in the STIP. When ICAAP funds are transferred to transit use, there will be a memorandum of understanding (Appendix 10) between the Iowa DOT and the transit operator specifying the use of the funds.

FHWA and FTA Funding Targets to MPO/RPA

FHWA Funding

The Office of Planning Services provides each MPO/RPA the estimated annual and three-year STP targets for programming of eligible projects. Fifty percent of the state's 10 percent STP apportionment for transportation enhancement projects is also targeted to the MPOs and RPAs for programming. Actual expenditures for transportation enhancements did not begin until FFY 1994 and will extend beyond FFY 1997. To estimate transportation enhancement apportionments for FFY 1998 and beyond, MPOs and RPAs can program an transportation enhancement amount equal to one-sixth of the previous six-year target for transportation enhancements. For FFY 1998 and following apportionments, transportation enhancement funds can not be advanced to earlier years. Actual targets will be revised or adjusted as approved by the Iowa Transportation Commission after passage of subsequent federal transportation acts.

Secondary bridge candidate projects are chosen by the counties and incorporated into the TIP by the RPA. An accounting of each county's balance of federal bridge funds and a listing of all structures eligible for federal-aid participation will be provided by the Office of Local Systems to the MPOs, RPAs, Transportation Center Planners and county engineers. MPOs/RPAs should include programmed county bridge funds when submitted by the respective county representatives, and the total federal bridge funds programmed should not exceed the approximate amount available to the counties within the MPO/RPA. Nearly all federal-aid bridge projects will be funded at 80 percent federal participation.

City bridge funds are specifically awarded through a selection process administered by the Office of Local Systems and also included in the MPO/RPA TIP. In those cases, a limitation of \$850,000 of federal aid is in effect.

Each MPO/RPA is to develop a three-year (at least) TIP with each year and each funding category fiscally constrained. The MPO/RPA must program within the STP (including transportation enhancements) and HBRRP targets to submit a fiscally-constrained TIP. STP projects included in the TIP must be consistent or flow from the respective MPO and RPA long-range transportation plans.

FTA and State Transit Funding

Around December 1 of each year, the Office of Planning Services will distribute transit funding projections to the MPOs/RPAs and transit systems. If federal appropriations have been enacted prior to that time, the Iowa DOT will provide actual first-year figures for distributing federal formula assistance (5311 funds) for each regional and small urban transit system for the state fiscal year beginning the following July 1. These same amounts may be used as an estimate of second- and third-year suballocations. The formula funds estimated for transit systems will be subject to change based on the level of future federal appropriations, as well as on each transit system's relative performance on a yearly basis.

The Office of Planning Services will also provide projections to the MPOs and transit systems of federal formula assistance (5307 funds) for each Iowa urbanized area for the following state fiscal year. The projections will indicate how much of each area's suballocation may be allowed to be used for operating support pending congressional appropriation. Actual urbanized-area formula appropriations will be determined after a federal transportation appropriation is enacted, which is generally into the state fiscal year and may be after the beginning of the federal fiscal year.

No projected suballocations will be provided for the federal discretionary transit capital program. Amounts for this program can only be determined once a federal transportation appropriation is enacted. In most cases, a reasonable estimate of discretionary apportionments by each MPO/RPA or transit provider will be acceptable for preliminary TIP development. Programs will be adjusted through a statewide process once the federal appropriation is known.

Projected allocations for the coming fiscal year will also be provided to MPOs/RPAs and transit operators for State Transit Assistance (STA) by the Office of Planning Services in December. These amounts can serve as the basis for local estimates of future year STA allocations. Actual STA formula amounts are subject to changes in the amount of motor vehicle use tax collected and for future years each transit system's relative performance on the statistical measures used to allocate the funds. FTA has requested that STA funds be included in the TIPs and STIP for at least the first year of the program.

Information Submitted by Iowa DOT to MPO/RPA to Assist in Development of Local TIP

In January, the Office of Program Management will provide each Transportation Center Planner listings of projects for the next three fiscal years. These lists will be sorted by MPO and RPA. Each Transportation Center Planner will distribute listings to the MPO or RPA for their planning area. These listings will include the following:

- an updated listing of all federal-aid projects proposed by the Iowa DOT on the primary system, including bridge projects, for the MPO/RPA to include in their TIP.
- a listing of state, city and county STP rail/highway crossing safety projects. Written requests for funding are submitted to the Iowa DOT by railroads or highway authorities. This program is administered by the Iowa DOT and the project candidates are ranked by the Iowa DOT for funding on a statewide basis. The FHWA does not require these projects be listed in the TIPs. The lists are presently an informational item for regional planning.
- a listing of STP highway (hazard elimination) safety improvement projects to be included in the MPO/RPA TIP. This is a statewide program administered by the Iowa DOT. Its purpose is to improve intersections and sections of roadway which are included in the statewide top 200 accident locations. The selection of candidates will be accomplished by the Iowa DOT.
- a listing of Commission-approved statewide transportation enhancement and Iowa Clean Air Attainment Program (ICAAP) projects, selected at the state level, to be included in the MPO/RPA TIP (Appendix 3).
- a listing of Federal Lands Program projects, as appropriate.

As an example, in preparation for the development of the FY 1999 to FY 2001 TIPs and STIP, and as prescribed by the schedule proposed within these guidelines, the Iowa DOT will, during January 1998, provide a list of all "local" projects identified in the FY 1998 to FY 2000 STIP (including amendments) for obligation during 1999 and 2000, and an updated list of primary/interstate projects as approved by the Iowa Transportation Commission for the 1999-2001 period. This will allow the planning agency an opportunity to review proposed primary/interstate projects and other activities in their area prior to completion of an approved TIP. The expectation is that planning agencies will update information concerning 1999 and 2000 local projects if items such as description, total cost or federal participation have changed since completion of the previous STIP. In addition, the planning agency will add, delete or alter projects, as targets allow, for the new three-year program.

The Office of Program Management will also provide transit capital programming guidance (Appendix 4) concerning expected costs of transit vehicles and equipment, and the level of federal participation allowed for each. These amounts will be ceilings for candidates for statewide capital funds and are recommended for items funded from transit formula or STP allocations. These figures will be updated each year. Current projections may be inflated by

3 percent per year for use in the second or third years. It is recommended that the standard equipment descriptions provided in this document be used in each local TIP (Appendix 4). The material submitted for inclusion in the STIP must be consistent with these descriptions.

The Iowa DOT has adopted "standard" formats for submittal of the program data to the FHWA and the FTA (Appendices 5 and 6). The listings provided to MPOs and RPAs will be submitted using this standard format. The standard STIP format is the format in which all FHWA/FTA project information must be submitted to the Iowa DOT for incorporation into the STIP.

All information included in the standard STIP format is required by the federal agencies, either as part of the STIP or for other filings required prior to authorization of funding. Therefore, all information other than the project number is required in order for the project to be included in the STIP. Project numbers are also desired if one has been assigned. In some cases, such as bridges, transportation enhancements or ICAAP projects, no numbers may be available at the time the information is sent to the MPO/RPA. This is especially true for local projects. A key providing instructions about entries on the STIP spreadsheets will be included with the information.

Submission of TIP Data to Iowa DOT by MPO/RPA

A list of all federal-aid projects in the approved MPO/RPA TIP should be submitted to the appropriate Iowa DOT Transportation Center Planner by April 1. **The list should be presented in the standard STIP format provided by the Iowa DOT.** The list should include the program of proposed expenditures for all MPO/RPA STP (including transportation enhancements) and bridge funds utilizing targets provided by the Iowa DOT, as well as transit/FTA project proposals within projected apportionments, and candidates for discretionary capital transit funds. The final TIPs should also identify all federally-funded primary road projects, statewide transportation enhancement projects, ICAAP projects, bridge replacement/rehabilitation projects, safety or other FHWA/FTA program projects identified by the Iowa DOT.

All FHWA and FTA-funded projects programmed by the Iowa DOT are required to be in the STIP as a condition for federal-aid eligibility. The Iowa DOT asks that these projects be included in the informal spreadsheet provided by the MPO/RPA early in the programming process, or that the omission be explained. This is used to confirm MPO/RPA concurrence with the proposed state-sponsored projects. Projects will not be eligible for federal funding if they are not identified in both the STIP and the respective MPO TIP.

At a minimum, the TIP should identify projects for the upcoming three federal fiscal years. MPO TIPs are also required to provide a status report for significant ongoing projects. TIPs must be fiscally constrained within each year, which means programming within the amount defined as the sum of the current fiscal year's target, plus amounts unobligated from previous targets.

Projects should be selected by the MPO/RPA as determined by their respective procedures. The state's long-range transportation plan may also help the MPO/RPA determine future priorities. The Transportation Center Planner may identify appropriate proposed projects on the primary road system, and the transportation center team may request STP funding support from the MPO/RPA's STP targets. These proposed projects may not be in the listings described previously. An opportunity to modify the project schedule may still exist if funding and administrative support from local jurisdictions can be secured.

Local projects must be subject to the local public participation process and be consistent with the MPO/RPA long-range transportation plan. Each MPO/RPA should determine that the recommended projects are eligible for federal-aid and can be obligated within the year specified.

TIP Information Required

The format used for the local TIP published by the planning agency may be different from the listing required for Iowa DOT use. The TIP should, however, at least contain information for roadway projects identifying the county or city where the work will be accomplished, route identification, project termini/location, project length, work description and funding sources. To the extent practicable, work descriptions should parallel those used for the Highway Section of the Iowa DOT's TIP (Appendix 7). Similar information is required for transportation enhancement projects, with the route being replaced by the subject of the improvement (like a trail, building, or project name), and the length being replaced by the applicable quantitative measure.

Minimum information for transit projects shall include the grantee's name, the project description (for capital items use standard descriptions in Appendix 4); the assistance category (operations support, capital improvement or planning); the type of capital purchase (replacement, rehabilitation, remanufacture or expansion); and the total cost and anticipated federal participation, both in whole dollars, plus identification of the federal program from which the federal funding will come. Each project in the annual element must also show any proposed funding from State Transit Assistance and STA special project funds. The form must include identification of vehicles being replaced (including vehicle identification numbers for rolling stock) in order to use the public transit management system as planning justification for the project. Like vehicle types should be grouped together as one line item for each program year. Planning carryover should be noted as a separate line item.

In addition, the following items are required for capital improvement projects. A feasibility study for the construction of a new transit facility or maintenance facility must accompany the TIP submittal for projects programmed in the first year of the STIP/TIP. No facility project will be accepted without a feasibility study. Planning justification is required for all projects except rolling stock replacement and rehabilitation projects (PTMS). "Useful life" is an appropriate guide to evaluate when an item needs to be replaced; however, it does not solely indicate the "need" to be replaced. More specific information is required. Expansion vehicle justification must include spare ratio information prior to and after delivery of the programmed vehicle, along with justification as to why the existing fleet can not meet the needs of the system.

Federal law requires that all federal-aid projects in MPO TIPs match those in the STIP. All projects must be in both. To the extent practicable, the information describing the projects should also be identical. Appendix 8 lists the required and suggested information for MPO and RPAs TIPs. Projects should be reviewed by the MPO/RPA for federal-aid eligibility, and to ensure they can be obligated within the year specified before the TIPs are submitted to the Iowa DOT.

Federal regulations require documentation in addition to the project list prior to approval of the MPO TIPs and the STIP. All MPO TIPs must be accompanied by 1.) a resolution of adoption by the planning organization, 2.) self-certification of the MPO planning process, 3.) certification of the financial capacity analysis, 4.) planning justification for transit capital projects, 5.) financial capacity analysis for transit programs, and 6.) a summary compiling total costs and federal aid by funding program showing the program to be fiscally constrained. Text should address project selection procedures, the public participation process, fiscal constraint of the program, and public comments received. These items should all be included or attached by reference within the TIP document.

All MPO TIPs require gubernatorial approval(s) prior to submittal to the FHWA/FTA. The Iowa DOT is the agency designated to grant these approvals on behalf of the Iowa governor. Distribution by the DOT requires that the Office of Program Management receive at least 10 copies of MPO TIP.

Consolidated Transit Funding Application

During January the Office of Program Management will prepare a consolidated transit funding application packet which will be forwarded to each MPO/RPA and transit system through their respective Transportation Center Planner. By April 1 each MPO/RPA shall submit a consolidated transit funding application to the appropriate Transportation Center Planner on behalf of each public transit system within its planning jurisdiction. The application shall cover all projects to be funded from STA (formula and "special projects"), plus formula federal assistance allocated to small urban or regional transit systems, and any capital project which is to be considered as a candidate for statewide federal capital funding. All transit applications will consist of:

- an authorizing resolution by the transit system's policy board requesting STA funding;
- a signed copy of FTA's annual certifications published each fall in the Federal Register (large urban systems may submit copy of original sent to FTA);
- documentation of public hearings on all project elements included in the application. Documentation shall consist of an affidavit of hearing notice publication and hearing transcript. This meeting can be consolidated with other meetings as long as the required documentation is produced; and
- a copy of the Transit Section from MPO/RPA TIP for the first year only.

Applications for small urban and rural public transit systems will also include:

- a listing of surface transportation providers (listing union affiliations if applicable) operating in the project area;
- a "Labor Protection Agreement" certifying compliance with applicable labor regulations; and
- planning justification for STA special projects and new capital facilities/equipment.

The amounts authorized in the application resolution for each funding source should agree with the STIP figures being submitted. Standard formats will be supplied by the Iowa DOT for all items except the authorizing resolution and the public hearing documentation.

Preparation of Draft STIP by Iowa DOT

Between April 1 and May 1 the Office of Program Management will combine the MPO/RPA and state TIPs into a draft STIP. The TIPs will be reviewed for completeness of information, for clarity of project descriptions, consistency with standard descriptions, and for fiscal constraint.

The Office of Program Management will determine if the cumulative program is fiscally constrained. If not, the Office of Program Management will determine if Iowa DOT projects can be rescheduled or otherwise adjusted to achieve a balance.

Public Participation Review of STIP

The ISTEA requires broad public involvement in the development of the STIP. Successful development of the STIP is dependent on accomplishment of statewide public participation during development of the state, MPO and RPA TIPs. Public participation efforts for the highway and transit programs on state and local systems are accomplished by the DOT and the 26 MPOs and RPAs. Coordination of public review through the planning agencies ensures broad opportunities for public review by informed participants.

In the case of state-sponsored projects, significant statewide public participation is encouraged and facilitated during the development of the Iowa Transportation Improvement Program. State-sponsored projects determined to be candidates for federal funding are included in the STIP to ensure compliance with that federal requirement. No state-participating primary road projects can be included in the STIP unless they have been approved by the Transportation Commission in the Iowa Transportation Improvement Program. The Iowa Transportation Improvement Program is also reviewed as a component of the 26 MPO and RPA TIPs.

MPOs and RPAs also have designated procedures for project selection and public input, all accomplished prior to including projects in the STIP. Each MPO and RPA has both technical committees and policy boards that participate in selection of projects within their geographic area. They also review all projects identified in the STIP.

Following is a summary of public involvement procedures for the STIP:

1. Use public announcements and broad distribution.

The STIP is compiled from 26 MPO and RPA TIPs during April and May of each year. All TIPs are subject to project selection guidelines adopted by the respective programming agencies. The draft STIP is distributed in early June to Transportation Center Planners, MPOs and RPAs.

An announcement is published in regional newspapers informing the public the draft STIP is available for review at the DOT's transportation centers and at MPO/RPA offices. The announcement invites public comment. Copies are provided to interested parties upon request. The DOT requests that the STIP be reviewed by all MPO and RPA technical committees and policy boards, and invites their comments.

2. Receive public comments.

The minimum comment period for the proposed STIP is 30 days from the date of the public notice. Written comments by letter or fax are encouraged. The announcement also indicates when and where a statewide public meeting may be held to accept direct comments, if requests for such a meeting are submitted. The comment period will close no later than August 1.

3. Publish notices and receive comments on amendments.

Amendments to the STIP are required when a project is proposed to be included in the federal aid program, but has not been the subject of specific public review. Notice of the proposed amendment(s) are published in the appropriate regional newspaper(s) inviting public comment. Materials are available for review at the applicable transportation centers and MPO/RPA offices. All 26 MPOs and RPAs are notified of proposed amendment(s) and their comments are invited. The minimum comment period for proposed amendment(s) is 14 days from the date of the public notice.

Approval of Final STIP

After statewide public review of the draft STIP has been accomplished and comments concerning the draft STIP have been addressed, which may require some minor action or adjustments, the STIP will be submitted to the FHWA and FTA. Final MPO TIPs that match the STIP and include all required supporting information will be concurrently submitted to the FHWA and FTA as approved by the Iowa DOT. (Drafts will be provided to the FHWA and FTA as they are submitted to the Iowa DOT to facilitate federal review). In addition to the compilation of federal-aid projects, the STIP will include reference to the Iowa DOT's authority to represent the state in the related activities, narratives concerning Iowa DOT public involvement and fiscal constraint efforts, and certification of statewide planning efforts. See STIP checklist in Appendix 9. The target date for submittal to the FHWA/FTA is September 1, which is 30 days prior to the beginning of the federal fiscal year.

If the federal agencies find all documents submitted in conformance with federal requirements, the Iowa DOT will be notified of the joint approval of the STIP by FHWA and FTA. If some additional material is required or some part of the filing does not conform with federal requirements, the FHWA and/or FTA will notify the Iowa DOT of the deficiencies and of the status of the proposed STIP until the requirements are met. The goal is to accomplish unconditional approval of the STIP by the federal agencies prior to the beginning of the federal fiscal year on October 1 so authorization of federal-aid for projects can be requested from FHWA or FTA anytime thereafter. Paper copies of the STIP will be provided to the MPOs, RPAs and the public.

Revising/Amending an Approved STIP

A revision to the STIP does not require the initiation of the statewide public participation process. A revision to the STIP is a modification to a project line item already in the STIP. Moving a project from one year to another in the STIP need only address the requirement for fiscal constraint (at the local and the state level). Dropping projects from the STIP is also a revision. In most years, the transit element of the STIP will be revised once the availability of federal funding to the state under the federal appropriation bill is determined.

FHWA/FTA considers any addition of a new project to the STIP to be an amendment. Iowa DOT's public review process for amendments requires statewide public review for any addition of new projects regardless of their size or significance.

If additional projects proposed for incorporation into the STIP are identified during public review, they will only be incorporated into the STIP after meeting the test of selection by the appropriate planning organization and statewide public review. This could occur as part of a future amendment review or during development of a subsequent three-year TIP/STIP. The Office of Program Management informs the Transportation Center Planners of all revisions and amendments to the STIP related to primary roads, and they are to inform the appropriate MPO/RPA or local government of changes in their area.

Adjustment of STP Targets Due to Changes in Obligation Limits From the U.S. DOT

The MPO/RPA may be required to adjust the amount of federal participation for its area to address the annual obligation limits set by the federal government. Reductions in federal participation for projects will not require an amendment to the STIP. Rather, adjustments to address reduced federal-aid participation will generally be considered revisions. Any changes required due to obligation limitations are normally known by December 1 for that current federal fiscal year (October 1 to September 30). The MPO/RPA will be notified in writing of any target changes.

After notification of the annual spending (obligation) authority available, the Office of Program Management will use the following process to make adjustments:

- spending authority equals 100 percent of apportionment - no adjustments needed;
- spending authority slightly less than apportionment - adjustment will be accomplished within the state TIP to balance the program;
- spending authority much less than apportionment - adjustments in the TIPs for the RPAs, MPOs and state may be required to balance the program;
- spending limit slightly higher than apportionment - the state TIP will be adjusted to balance the program; or
- spending authority much higher than apportionment - the TIPs for RPAs, MPOs and the state may be adjusted to increase the program.

Summary of Fund Balances for MPOs/RPAs

The Office of Planning Services will maintain a record of the MPO or RPA STP and transportation enhancement target balances that identify the amount of federal-aid authorized and amounts remaining available. Unless the STIP specifies a percentage participation rate, authorized STP amounts for local projects will be the amounts shown in the STIP or the appropriate federal-aid participation rate of the eligible project cost, whichever is less. Similar target balances for HBRRP funds will be maintained by the Office of Local Systems. The percentage participation for bridge projects will generally be 80 percent of eligible project costs. Unobligated FHWA target funds will be added to the following year's target.

The Office of Planning Services will report quarterly to each MPO/RPA and the Transportation Center Planners, listing obligations authorized during the quarter for STP projects and local transportation enhancement projects and calculating account balances for each. Bridge program balances will be maintained by the Office of Local Systems and will also be distributed on a quarterly schedule.

Appendix 1

Metropolitan Planning Organizations Representatives and Support Staff

January 1997

City	Policy Board	DOT Representatives Transportation Center Planners
Cedar Rapids	Linn County Regional Planning Commission Jim Halvorsen City Hall, Sixth Floor Cedar Rapids, IA 52401 319-398-5041 fax: 319-398-0480	Lee Benfield 430 16th Avenue, SW P.O. Box 3150 Cedar Rapids, IA 52406-3150 319-364-0235 fax: 319-364-9614
Council Bluffs & RPA 18	Metropolitan Area Planning Agency Louis Violi 2222 Cumming Street Omaha, NE 68102 402-444-6866 fax: 402-342-0949	Mike Slyby P.O. Box 406 Atlantic, IA 50022 712-243-3355 fax: 712-243-6788
Davenport & RPA 9	Bi-State Regional Commission Gary Vallem 1504 Third Avenue P.O. Box 3368 Rock Island, IL 61204-3368 309-793-6300 fax: 309-793-6305	Fred Dean Iowa 130 P.O. Box 2646 Davenport, IA 52809 319-391-2167 fax: 319-388-9266
Des Moines	Des Moines Area Metropolitan Planning Organization Tom Kane Argonne Armory 602 East First Street Des Moines, IA 50309-1881 515-237-1339 fax: 515-237-1303	Lorne Wazny Park Fair Mall, Suite 7 Des Moines, IA 50306 515-237-3313 fax: 515-237-3323
Dubuque & RPA 8	East Central Intergovernmental Association Bill Baum Nesler Centre, Suite 330 P.O. Box 1140 Dubuque, IA 52004 319-556-4166 fax: 319-556-0348	Bob Krause P.O. Box 325 Dyersville, IA 52040 319-875-8739 fax: 319-875-2388
Iowa City	Johnson County Council of Governments Jeff Davidson 410 East Washington Street Iowa City, IA 52240 319-356-5252 fax: 319-356-5009	Lee Benfield P.O. Box 3150 Cedar Rapids, IA 52406-3150 319-364-0235 fax: 319-364-9614
Sioux City & RPA 4	Siouxland Interstate Metropolitan Planning Council Don Meisner 507 7th Street, Suite 401 P.O. Box 447 Sioux City, IA 51102 712-279-6286 fax: 712-279-6920	Rich Michaelis P.O. Box 987 Sioux City, IA 51102-0987 712-276-1451 fax: 712-276-2822
Waterloo & RPA 7	Iowa Northland Regional Council of Governments Sharon Juon 501 Sycamore, Suite 333 Waterloo, IA 50703 319-235-0311 fax: 319-235-2891	Rod Larsen c/o Waterloo Construction P.O. Box 1888 Waterloo, IA 50704 319-235-9503 fax: 319-235-9021

Appendix 1 (continued)

Regional Planning Affiliations Representatives and Support Staff

June 1997

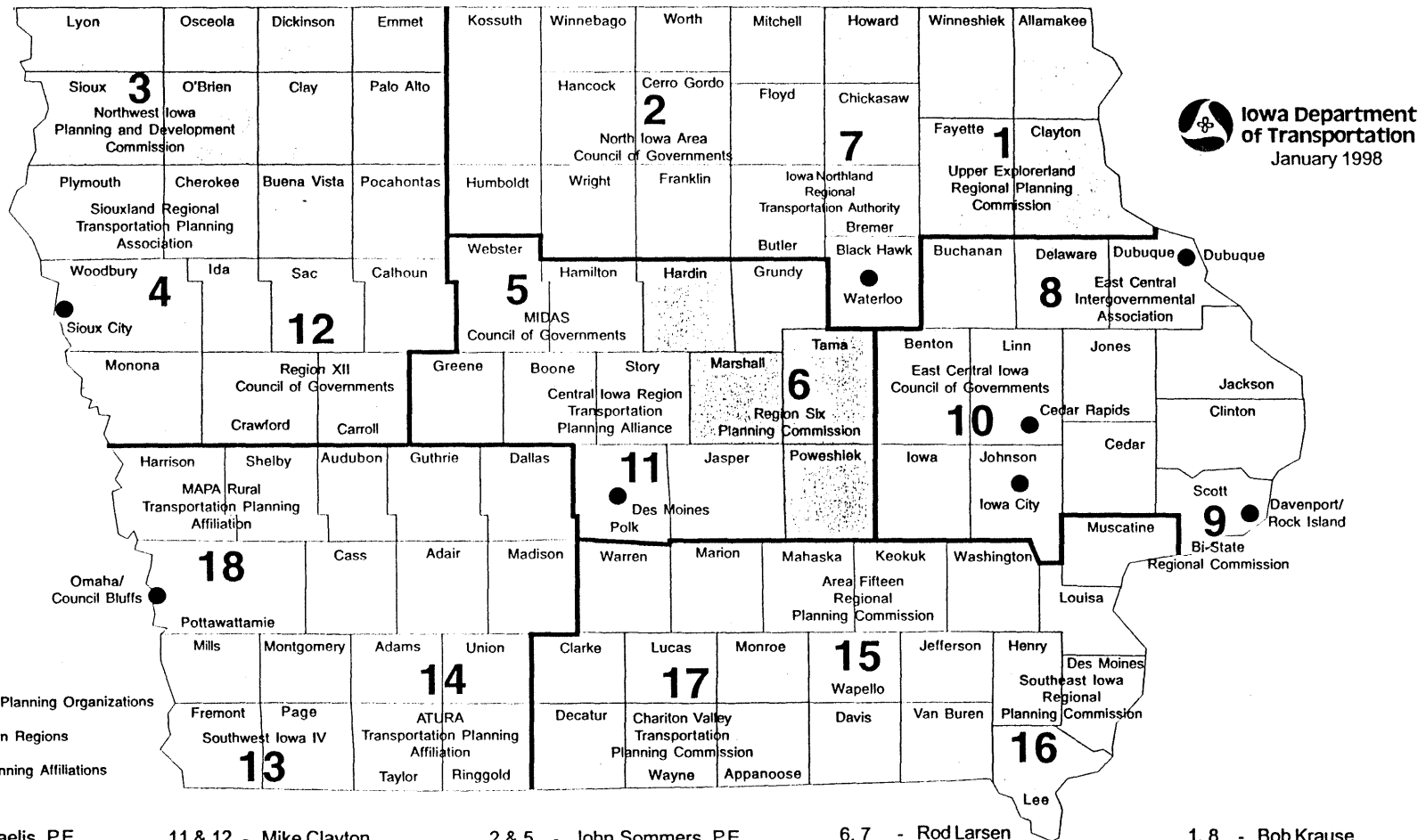
Regions	Policy Board	DOT Representatives Transportation Center Planners
Region 1	Upper Explorerland Regional Planning Commission Jerry Dumke P.O. Box 219 Postville, IA 52162-0219 319-864-7551 fax: 319-864-7535	Bob Krause P.O. Box 325 Dyersville, IA 52040 319-875-8739 fax: 319-875-2388
Region 2	North Iowa Area Council of Governments Joe Myhre 121 Third Street, NW Mason City, IA 50401 515-423-0491 fax: 515-423-1637	John Sommers 1420 Fourth Street, SE P.O. Box 741 Mason City, IA 50401 515-423-7584 fax: 515-423-0246
Region 3	Northwest Iowa Planning & Development Commission Dave Horan P.O. Box 1493 Spencer, IA 51301 712-262-7225 fax: 712-262-7665	Rich Michaelis P.O. Box 987 Sioux City, IA 51102-0987 712-276-1451 fax: 712-276-2822
Region 4 and Sioux City MPO	Siouxland Interstate Metropolitan Planning Council Don Meisner 507 7th Street, Suite 401 P.O. Box 447 Sioux City, IA 51102 712-279-6286 fax: 712-279-6920	Rich Michaelis P.O. Box 987 Sioux City, IA 51102-0987 712-276-1451 fax: 712-276-2822
Region 5	MIDAS Council of Governments Steve Hoesel 200 North 10th Street Fort Dodge, IA 50501 515-576-7183 fax: 515-576-7184	John Sommers 1420 Fourth Street, SE P.O. Box 741 Mason City, IA 50401 515-423-7584 fax: 515-423-0246
Region 6	Region Six Planning Commission Marty Wymore 24 1/2 North Center Street Marshalltown, IA 50158-4911 515-752-0717 fax: 515-752-3978	Rod Larsen c/o Waterloo Construction P.O. Box 1888 Waterloo, IA 50704 319-235-9503 fax: 319-235-9021
Region 7 and Waterloo MPO	Iowa Northland Regional Transportation Authority Sharon Juon 501 Sycamore, Suite 333 Waterloo, IA 50703 319-235-0311 fax: 319-235-2891	Rod Larsen c/o Waterloo Construction P.O. Box 1888 Waterloo, IA 50704 319-235-9503 fax: 319-235-9021
Region 8 and Dubuque MPO	East Central Intergovernmental Association William J. Baum Nesler Centre, Suite 330 P.O. Box 1140 Dubuque, IA 52004 319-556-4166 fax: 319-556-0348	Bob Krause P.O. Box 325 Dyersville, IA 52040 319-875-8739 fax: 319-875-2388
Region 9 and Davenport MPO	Bi-State Regional Commission Gary Vallem 1504 Third Avenue P.O. Box 3368 Rock Island, IL 61204-3368 309-793-6300 fax: 309-793-6305	Fred Dean Iowa 130 P.O. Box 2646 Davenport, IA 52809 319-391-2167 fax: 319-388-9266

Appendix 1 (continued)

Region 10	East Central Iowa Council of Governments Doug Elliott Building EC5, 6301 Kirkwood Boulevard, SW P.O. Box 2068 Cedar Rapids, IA 52406 319-398-1266 fax: 319-398-1298	Lee Benfield 430 16th Avenue, SW P.O. Box 3150 Cedar Rapids, IA 52406-3150 319-364-0235 fax: 319-364-9614
Region 11 and Des Moines MPO	Central Iowa Region Transportation Planning Alliance Tom Kane Argonne Armory 602 East First Street Des Moines, IA 50309 515-237-1339 fax: 515-237-1303	Mike Clayton 1020 S. Fourth Street Ames, IA 50010 515-239-1202 fax: 515-239-1472
Region 12	Region XII Council of Governments Rick Hunsaker 1009 East Anthony P.O. Box 768 Carroll, IA 51401 712-792-9914 fax: 712-792-1751	Mike Clayton 1020 S. Fourth Street Ames, IA 50010 515-239-1202 fax: 515-239-1472
Region 13	Southwest Iowa IV Patrick Hall 1501 Southwest 7th Street Atlantic, IA 50022 712-243-4196 fax: 712-243-3458	Mike Slyby P.O. Box 406 Atlantic, IA 50022 712-243-3355 fax: 712-243-6788
Region 14	ATURA Transportation Planning Affiliation Richard Cantieri Adams County Board of Supervisors Courthouse 1203 Davis Corning, IA 50841 515-664-2344 Rita Eble, Transportation Planner Southern Iowa Council of Governments 304 North Pine Street P.O. Box 102 Creston, IA 50801-0102 515-782-8491 fax: 515-782-8492	Mike Slyby P.O. Box 406 Atlantic, IA 50022 712-243-3355 fax: 712-243-6788
Region 15	Area XV Intermodal Surface Transportation Efficiency Act Organization Ellen Foudree Indian Hills Community College P.O. Box 1110 Ottumwa, IA 52501 515-684-6551 fax: 515-684-6551	Larry Jackson 307 W. Briggs P.O. Box 587 Fairfield, IA 52556-0587 515-472-4171 fax: 515-472-3622
Region 16	Southeast Iowa Regional Planning Commission Beth Danowski 214 North Fourth Peterson Building, Suite 3A Burlington, IA 52601 319-753-5107 fax: 319-754-4763	Fred Dean Iowa 130 P.O. Box 2646 Davenport, IA 52809 319-391-2167 fax: 319-388-9266
Region 17	Chariton Valley Transportation Planning Commission Dennis Ryan, Policy Chair Monroe County Board of Supervisors Courthouse Albia, IA 52531 515-932-7706 fax: 515-932-2863 Jim Cooper R C & D R.R. #3, Box 116A Centerville, IA 52544 515-437-4376 fax: 515-437-4638	Larry Jackson 307 W. Briggs P.O. Box 587 Fairfield, IA 52556-0587 515-472-4171 fax: 515-472-3622
Region 18 and Council Bluffs MPO	MAPA Rural Transportation Planning Affiliation Louis Violi 2222 Cuming Street Omaha, NE 68102 402-444-6866 fax: 402-342-0949	Mike Slyby P.O. Box 406 Atlantic, IA 50022 712-243-3355 fax: 712-243-6788

Transportation Center Planners' Areas of Responsibility

Metropolitan Planning Organizations and Regional Planning Affiliations



3, 4 - Rich Michaelis, P.E.
& 2800 E. Gordon Drive
Sioux City P.O. Box 987
Sioux City, IA 51102-0987
(712) 276-1451
Fax: (712) 276-2822

13, 14, - Mike Slyby
& 18 & US 71 & US 6, P.O. Box 406
Council Atlantic, IA 50022
Bluffs (712) 243-3355
Fax: (712) 243-6788

11 & 12 - Mike Clayton
1020 S. Fourth St.
Ames, IA 50010
(515) 239-1202
Fax: (515) 239-1472

Des - Lorne Wazny
Moines 100 E. Euclid Ave.
Park Fair Mall, Suite 7
Des Moines, IA 50313
(515) 237-3313
Fax: (515) 237-3323

2 & 5 - John Sommers, P.E.
P.O. Box 741
Mason City, IA 50402
(515) 423-7584
Fax: (515) 423-0246

15 & 17 - Larry Jackson, P.E.
307 W. Briggs Ave.
P.O. Box 587
Fairfield, IA 52556-0587
(515) 472-4171
Fax: (515) 472-3622

6, 7 - Rod Larsen
& 1901 W. Ridgeway
Waterloo P.O. Box 1888
Waterloo, IA 50704
(319) 235-9503
Fax: (319) 235-9021

10, - Lee Benfield
Cedar 430 16th Ave. S. W.
Rapids & P.O. Box 3150
Iowa City Cedar Rapids, IA 52406-3150
(319) 364-0235
Fax: (319) 364-9614

1, 8 - Bob Krause
& 14067 Highway 136 N
Dubuque P.O. Box 325
Dyersville, IA 52040
(319) 875-8739
Fax: (319) 875-2388

9, 16 - Fred Dean
& Iowa 130
Davenport P.O. Box 2646
Davenport, IA 52809
(319) 391-2167
Fax: (319) 388-9266

Iowa's Innovative Finance Proposals

Proposal #1

The Iowa Department of Transportation, in an effort to comply with the intent of the Intermodal Surface Transportation Efficiency Act of 1991, is including local representation in the planning and programming process. The Department has targeted a portion of the STP available to Iowa directly to the 18 Regional Planning Affiliations and the eight MPOs in Iowa to provide for regional input into the planning and programming process. About half of the STP funds have been provided to the regional organizations, such that they can provide planning and programs of local and regional significance to the STIP. This partnership has worked very well and has produced many "grass root" projects.

However, in many cases, these locally important projects are so significant locally that funding for a significant portion of the project cost is available from other private and public sources. The impact of the STP funds is to provide the missing funding source which will allow the project to go forward. A federal share of 80 percent or even 40 percent, in some cases, is not needed to make these important projects go forward. The funds provided within ISTEA will impact many more worthwhile projects and will leverage additional private and other funds if the federal funding level is less.

At the present time, the FHWA Division Office in Iowa advises the Iowa DOT that funding of less than 50 percent of a project with federal aid will not be permitted unless specific justification is provided for each case. The local programs developed by the RPAs and MPOs include many projects for which more than 50 percent of the funding is presently available from other public and private funds, and they only wish sufficient federal funds to complete the funding of the project. To suggest that they alter their request to ask for additional federal funds would mean that less projects would be constructed, and the impact of the ISTEA funds would be lessened. Additionally, requiring individual justification on each request would place an additional burden on the local governments, the state and the FHWA. In most cases, the other public and private funding is available for only one project and not transferable to another; whereas, the federal funds are available for any eligible project. By allowing, as a general rule in Iowa, the use of less than 50 percent federal participation on non-NHS projects, the effect of ISTEA and local participation can be maximized for the public good.

Iowa's Innovative Finance Proposal is simply to allow federal-aid participation in projects to the extent that local and state government deem is most effective to accomplish these needed projects.

Method of Measurement

The Department annually would compare the total projects awarded using federal funds with the theoretical total cost of projects awarded if the projects had utilized full federal funding. The difference would be the amount of additional projects which were leveraged due to the Innovative Finance Proposal.

Minimum Participation Rate

The Iowa DOT believes that a 10 percent federal-aid participation rate should be the minimum. We, however, do believe that a good and worthwhile \$2,000,000 project which needs only \$210,000 of federal aid to become a reality may well be a good investment. Many times these projects only require a smaller percentage of federal aid to become a reality because other funding sources are available for the project.

Additional Funds Which May be Used to Provide the Outside Funding for the Additional Leveraged Projects

In Iowa the only funds which are specifically dedicated to only highway use are the monies provided by the state motor fuel tax, motor vehicle registration and federal-aid reimbursements. In the past, these three funds constituted 62 percent of the funds available for transportation use by counties, cities and the Iowa DOT. The remaining funds are not protected by a constitutional provision and therefore could be used for any number of other purposes.

Exhibit #1 provides information on the 1993 highway funds and their distribution. The table shows that of the \$1,332.5 million available for highway usage, only \$830.2 million is protected, and the remaining funds can be used for other than highway purposes, if the government responsible for administering the funds so elects. Therefore, any project which uses funding other than fuel tax and vehicle registration could be a non-highway project. These funds are provided to the jurisdiction from the various sources and are placed in one local fund for transportation improvements within that jurisdiction. After these funds are melded together in one local fund, it is very difficult to determine from which source the monies were originally provided. Each jurisdiction must only be able to ensure the amount received from motor fuel tax and motor vehicle registration was used for highway improvements. They do not have to show the precise source for each dollar spent.

Any project for which a jurisdiction proposes to use less than 50 percent federal aid, the match could easily be obtained from funds which are not dedicated to highway use and therefore could be considered "new" transportation funds. While this would be difficult to demonstrate on a project-by-project basis, it would seem reasonable to assume that with over 35 percent of the available funding provided by non-protected sources, the match could normally provide additional highway funds to the county and to the State of Iowa.

In addition, most, if not all, the matching funds for transportation enhancement projects will be coming from "new" monies as most transportation enhancements are not traditional transportation projects and therefore will not use traditional matching sources.

It can be shown that sufficient other funds rather than constitutionally dedicated highway funds are available to any jurisdiction which could provide the additional federal-aid match. This can be accomplished by one of two methods. In the case of transportation enhancement projects, in general these projects, because of their nature and definition, cannot be matched with dedicated highway funds. Therefore, on nearly all, if not all, transportation enhancement projects federal-aid match must come from other funds.

For STP projects which are funded with less than 50 percent federal funds, it is possible to provide a listing of each jurisdiction's annual income and demonstrate that sufficient funds were available to that jurisdiction to provide the additional federal-aid match. The information required to produce such a list is provided to the Iowa DOT annually by each jurisdiction. The information provided shows the income sources for each jurisdiction, and it could be shown that the affected jurisdictions had available, during the year of the increased match, sufficient funds, which were not constitutionally dedicated to highway use, to provide the additional match. This listing could be provided as needed for each project using the Iowa Innovative Finance Proposal annually after the information has been received by the Iowa DOT and processed.

The Iowa Innovative Finance Proposal is to simply allow the local jurisdictions to provide funding for locally needed projects and leverage the federal aid available as the units of local government and local planning agencies consider what is the best investment of private, local and federal-aid funds to maximize the use of all funds.

This proposal addresses the concerns of the local planning agencies, the local jurisdictions and the Iowa DOT's desire to provide local and regional planning and to maximize the amount of projects leveraged by the federal aid available.

Iowa's Innovative Finance Proposal #2

Federal Highway Administration

June 15, 1995

H. A. Willard, Division Administrator

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Darrel Rensink

Director

Innovative Financing Proposal for Private-Source Match Projects

On April 11, 1995, FHWA Administrator Rodney Slater provided information regarding "alternative share for Transportation Enhancements" and the FHWA initiative for Innovative Finance-Test and Evaluation Project (TE-045), suggesting that states may apply for an innovative project to use private matching funds. The Iowa Department of Transportation is herein submitting a proposal for authorizing private cash and funds from other federal agencies and in-kind contributions on a project-by-project basis to be used as the match for STP projects, primarily Transportation Enhancement projects. Iowa's proposal is consistent with the goals Federal Highway Administrator Rodney E. Slater noted in his announcement of the project within the (TE-045) program. One of the project objectives noted by Mr. Slater was to produce additional capital investment, both public and private, for transportation projects.

The Iowa DOT anticipates additional capital investments will be available, both public and private, if this innovative proposal is approved. Supplementing STP and Transportation Enhancement funds will provide additional projects which would not have been feasible without the funds generated by this innovative financing proposal.

Iowa's Innovative Finance Proposal

The Iowa Department of Transportation, in an effort to comply with the intent of the Intermodal Surface Transportation Efficiency Act of 1991, is including local representation in the planning and programming process. The Department has targeted 50 percent of the Transportation Enhancement funds available to Iowa directly to the 18 Regional Planning Affiliations and the eight MPOs in Iowa to provide for regional input into the planning and programming process. This partnership has worked very well and has produced many "grass root" projects.

Many projects initiated by these agencies are so significant locally that funding for a significant portion of the project cost is made available from nontraditional private and public sources. Transportation Enhancement funds provided within ISTEA will supplement other funds, both public and private, to allow many more worthwhile projects available for construction.

Method of Measurement

The Iowa DOT will annually monitor the private and nontraditional public funds which are available to match federal aid in accordance with this proposal. These additional funds will ultimately increase the local, state and federal funds available for improvements.

H. A. Willard
June 15, 1995
Page 2

Iowa's innovative finance proposal is simply to allow private cash and funds from other federal agencies and in-kind contributions on a project-by-project basis as the match for Transportation Enhancement projects to the extent that local and state government deem is most effective to accomplish needed projects.

Darrel Rensink, Director

By Dennis L. Tice, Director
Planning & Programming Division

DWR/DLT/GTS/jas

cc: E. T. Cackler, Director, Project Development Division, Iowa DOT
R. L. Anderberg, Director, Office of Local Systems, Iowa DOT
G. T. Solbeck, Director, Office of Program Management, Iowa DOT
D. R. Franklin, Director's Staff Division, Iowa DOT

Iowa's Innovative Finance Proposal #3

The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) encourages innovative solutions and provides new opportunities for action. Ms. Garvey, Deputy Administrator for the Federal Highway Administration (FHWA), explained the goal of the innovative financing initiative at the "Partnership for Investment" symposium on July 20, 1994. She noted that the goal is to increase investment in transportation and to gain a better understanding of which elements of ISTEA work best and which may need to be rethought as ISTEA reauthorization approaches.

This Proposal will address certain elements of ISTEA which may need to be rethought. ISTEA did not setup a new federal funding program for transportation enhancement activities; instead, it defines a set of eligible activities and provides set-aside funding from the Surface Transportation Program (STP). Unfortunately, the rules and requirements that govern the STP also apply to transportation enhancements. Most of these requirements were established for highway construction activities and are not easily adapted to the non-traditional activities of transportation enhancements. This is especially true for low cost projects and projects involving restoration and preservation of historic buildings. Within the current Iowa Statewide Transportation Improvement Program (STIP) there are more than 200 transportation enhancement projects identified, with nearly 50% of these with an estimated cost of \$100,000 or less.

The "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments" 49CFR18 appears to provide more flexibility than Title 23 when it comes to the methods of procurement. It identifies the methods of procurement to be followed as (1) Small Purchase Procedures (those relatively simple and informal procurement methods for securing services, supplies or other properties that do not cost more than \$100,000 in the aggregate), (2) Sealed Bids (bids publicly solicited and a firm-fixed-price contract awarded), (3) Competitive Proposals (proposals solicited from qualified sources and a fixed-price or cost-reimbursement type contract awarded), and (4) Noncompetitive Proposals (solicitation of a proposal from one source, or very few sources, when it is infeasible to use any of the other three procurement methods).

The FHWA Federal Aid Policy Guide (23CFR635B) also allows state highway agencies, local governments, utilities, and railroads to perform work financed with federal funds by methods other than competitive bidding. In most cases this is identified as the force account (23CFR635.203(c)) process, although other methods (23CFR 635.203(b)) might also be approved if in the best interest of the public (i.e., cost-effective).

By allowing the flexibility of the 49CFR18.36(d) procurement methods and force account work the local sponsors of transportation enhancement projects should realize a savings in the development costs of these projects. As an example, it may not be necessary to have architectural or engineering plans to purchase a furnace for a historical transportation building or to require a

letting to purchase brochures identifying a historical route. Quotes could possibly be taken on these type of items thus saving the costs of hiring an engineer or architect and the costs associated with a formal letting. These savings can then be leveraged against other federal aid to do more projects.

Iowa's Innovative Finance Proposal #3 is simply to allow local and state governmental agencies to use 49CFR18 on the transportation enhancement program. This would include small purchase procedures, sealed bids, competitive proposals, and noncompetitive proposals. And, to allow the Iowa DOT to authorize force account work on transportation enhancement projects, or a combination of both (force account and 49CFR18.36(d) procurement methods).

PROCEDURE

Prior to local governments or other state agencies utilizing small purchase procedures when less than \$100,000 and/or force account procedures on transportation enhancement projects, they must have written authorization from the Iowa Department of Transportation (Iowa DOT). The local jurisdictions and other state agencies must provide a reason(s) which demonstrates that it is in the public interest based on cost effectiveness.

Small purchase procedures will require price or rate quotations of an adequate number of qualified sources (i.e., three or more) to be solicited. Force Account requests should have a submittal which includes estimated hours, wage rates, equipment usage, materials, supplies, and an estimate of the cost if contracted by competitive bids.

When conditions are not appropriate for the use of sealed bids, competitive proposals may be authorized by the Iowa DOT. Offers will be solicited from an adequate number of sources. For qualifications-based procurement, contracts may be negotiated with architectural/engineering consultants which have been prequalified by the Iowa DOT, or if not prequalified, with consultants selected according to the State's Consultant Selection Process.

When other procurement methods are not feasible, the Iowa DOT may authorize noncompetitive proposals. This may occur when there is only a single source available or competition is determined to be inadequate.

In all cases the locals will be required to follow their procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in 49CFR18.36(d).

REPORTS

At the end of each federal fiscal year projects which are completed by using 49CFR18 methods will be reported as follows:

- List the number and cost of projects utilizing this innovative proposal.
- List any "lessons learned" which might lead to proposed changes to matching requirements.
- List any problems which occurred using this funding approach.
- List how this funding approach either increased or decreased the ability in leveraging Federal funds.
- Provide any information concerning how this funding flexibility affected the obligation of funds for transportation enhancements.

Application for Iowa Clean Air Attainment Program and Statewide Transportation Enhancement Funds

Iowa Clean Air Attainment Program

The Iowa Clean Air Attainment Program (ICAAP) is a statewide competitive application program. The program was created in response to ISTEA, which established a Congestion Mitigation and Air Quality Improvement program. Since Iowa already meets the National Ambient Air Quality Standards, the ICAAP is designed to assist the state in maintaining its current status.

Project sponsors (state, county, city, etc.) will submit applications to the respective MPO/RPA for consideration. The MPO/RPA will submit project applications consistent with its long-range transportation plan to the appropriate Iowa DOT Transportation Center Planner by October 1 each year, to be considered for federal funding during the following FFY. The Transportation Center Planner will evaluate the applications for completeness and accuracy. Incomplete applications will be returned to the sponsor. The remaining will be forwarded to the Office of Project Planning for distribution to the ICAAP project evaluation committee.

The ICAAP project evaluation committee consists of one representative selected from each of the following; Iowa DOT, Iowa Department of Natural Resources (DNR), Iowa Public Transit Association (IPTA), MPOs, and RPAs. The ICAAP project evaluation committee will evaluate and rank projects. The offices of Project Planning and Program Management will submit projects recommended for funding to the Iowa Transportation Commission for approval. Commission-approved ICAAP projects will be placed in the appropriate MPO/RPA TIPs and STIP. Opportunities for public input will be available the same as for all STIP entries.

The Iowa Clean Air Attainment Program pamphlet (which outlines the program) and application forms can be obtained from the Transportation Center Planners.

Statewide Transportation Enhancement Program

The purpose of the Transportation Enhancement Program is to fund projects or programs related to transportation that will enhance the environmental, scenic, or cultural quality of a site or an area. With respect to any project or the area to be served by the project, the term "transportation enhancement activities" means: provision of facilities for pedestrians and bicycles; acquisition of scenic easements and scenic or historic sites; scenic or historic highway programs; landscaping and other scenic beautification; historic preservation; rehabilitation and operation of historic transportation buildings, structures, or facilities including historic railroad facilities and canals; preservation of abandoned railway corridors (including the conversion and use thereof) for pedestrian or bicycle trails; control and removal of outdoor advertising; archaeological planning and research; and/or mitigation of water pollution due to highway runoff.

Fifty percent of the Iowa apportionment for STP transportation enhancement funds will be programmed through a statewide competitive application process. (The remaining 50 percent has been "distributed" among the MPOs and RPAs to address similar proposals of a more local nature). Statewide transportation enhancement project sponsors will submit applications to the appropriate Iowa DOT Transportation Center Planner by October 1 each year for consideration for funding during the following federal fiscal year. This means funding for an application submitted by October 1 and subsequently awarded will generally not be available for authorization until the following October 1. The project sponsor should provide a courtesy copy of the application to the MPO/RPA. The Transportation Center Planner will evaluate the applications for completeness, schedule for work, accuracy and eligibility. Incomplete and ineligible applications will be returned to the sponsor. The remainder will be forwarded to the Office of Project Planning for distribution to the appropriate statewide transportation enhancement project advisory committee.

Three statewide transportation enhancement project advisory committees (Trails and Bikeways, Historical and Archaeological, and Scenic and Natural Resources) will evaluate and rank projects. The committees consist of representatives selected from the Iowa DOT, DNR, Department of Economic Development, Department of Cultural Affairs, Iowa Trails Council, other related public agencies, and citizens. The offices of Project Planning and Program Management will submit a listing of projects recommended for funding to the Iowa Transportation Commission for approval. Commission-approved statewide transportation enhancement projects must be included in the appropriate MPO/RPA TIPs and the STIP. Public participation will be accomplished in the same manner as for all STIP entries.

The statewide transportation enhancement program pamphlet (which outlines the program) and application forms are available from the Transportation Center Planners.

Appendix 4

FY 1999 Programming Guidance For Transit Vehicles

Vehicle Type	Standard Description	Typical Capacities (Seats/WC'S)	Ceiling* for Federal Participation	Replacement Threshold
Minivan	Minivan	5/1, 2/2	83% of \$ 36,000	4 yr/100,000 mi.
Non-ADA Standard Minivan	Non-ADA Standard Minivan	6	80% of \$ 26,000	4 yr/100,000 mi.
Conversion Van	Conversion Van	8/1, 4/2	83% of \$ 40,000	4 yr/100,000 mi.
Non-ADA Conversion Van	Non-ADA Conversion Van	14	80% of \$ 33,000	4 yr/100,000 mi.
Non-ADA Standard Van	Non-ADA Standard Van	14	80% of \$ 27,000	4 yr/100,000 mi.
Light Duty Bus (138" wb)	138" LD bus	8/1, 4/2	83% of \$ 43,000	4 yr/100,000 mi.
Non-ADA LD Bus (138" wb)	Non-ADA 138" LD bus	13	80% of \$ 38,000	4 yr/100,000 mi.
Light Duty Bus (158" wb)	158" LD bus	13/1, 6/2	83% of \$ 48,000	4 yr/100,000 mi.
Non-ADA LD Bus (158" wb)	Non-ADA 158" LD bus	17	80% of \$ 43,000	4 yr/100,000 mi.
Light Duty Bus (158" wb/ext bdy)	158"e wb LD bus	10/2, 6/3	83% of \$ 50,000	4 yr/100,000 mi.
Non-ADA LD Bus (158" wb/ext bdy)	Non-ADA 158"e wb LD bus	21	80% of \$ 45,000	4 yr/100,000 mi.
Light Duty Bus (176" wb)	176" LD bus	14/2, 10/3	83% of \$ 52,000	4 yr/100,000 mi.
Non-ADA LD Bus (176" wb)	Non-ADA 176" LD bus	25	80% of \$ 47,000	4 yr/100,000 mi.
Medium Duty Bus (to 28ft)	28' MD bus	9/2, 6/3	83% of \$ 90,000	7 yr/200,000 mi.
Medium Duty Bus (29-32ft)	30' MD bus	13/2, 10/3	83% of \$102,000	7 yr/200,000 mi.
Medium Duty Bus (33-36ft)	35' MD bus	17/2, 14/3	83% of \$115,000	7 yr/200,000 mi.
Medium Duty Bus (37-60ft)	40' MD bus	21/2, 18/3	83% of \$128,000	7 yr/200,000 mi.
Heavy Duty Bus (26-29ft)	26' HD bus	18/2, 14/3	83% of \$215,000	10 yr/350,000 mi.
Heavy Duty Bus (30-34ft)	30' HD bus	26/2, 22/3	83% of \$236,000	10 yr/350,000 mi.
Heavy Duty Bus (35-39ft)	35' HD bus	34/2, 30/3	83% of \$258,000	12 yr/500,000 mi.
Heavy Duty Bus (40-42ft)	40' HD bus	42/2, 38/3	83% of \$270,000	12 yr/500,000 mi.

Diesel Engine: included in ceiling for HD and MD buses; but add \$4,000 to programmed cost for vans and light duty buses.

Alternate Fuel Engine: add funding required to ceiling shown and justify cost increase separately for CNG, LNG, or other clean air engine/features.

Urban Fixed-Route Configuration: included in ceiling for HD buses; but, for purchasing farebox, two way radios, destination signs, passenger signal device(s), PA system and standee grab bars on MD or LD buses add \$5,000 to programmed cost.

Low Floor/Ramp Access: included in ceiling for HD vehicles but for any MD bus add \$10,000 to programmed cost and plan on reduced passenger capacity.

Vehicle Rehabilitation (REHAB): may be programmed for minivans, vans, LD and MD buses at 30% of new cost (i.e.'98 Ceiling) with 80% federal participation, if vehicle has met minimum FTA replacement (REPL) threshold. (Once rehabbed, vehicle replacement threshold will be increased by 50%.)

Vehicle Remanufacture (REMAN): may be programmed for HD buses meeting replacement threshold at 50% of "new" cost with 80% federal participation. (Once remanufactured, vehicle replacement threshold will be increased by 66%.)

* Ceilings shown reflect that each vehicle programmed must be equipped to meet ADA unless it is specifically described and justification is provided for the vehicle to be "Non-ADA". Two-way radio replacement, inspection and make ready costs are also eligible expenses under these ceilings.

IOWA STIP BY MPO/RPA AND FHWA FUNDING CATEGORY - FHWA ELEMENT

ROUTE/ STREET	ITEM NO	LOCATION	LENGTH (MILES)	TYPE OF WORK	TOTAL COST X \$100			SPONSOR	FEDERAL AID X \$100		
					1998	1999	2000		1998	1999	2000
<u>UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION</u>											
<u>SURFACE TRANSPORTATION PROGRAM</u>				<u>(96) WINNESHIEK</u>							
IA 9	80171	PLEASANT ST TO TROUT CR CITY : DECORAH PROJECT : STP-9- ()--2C-96 REMARKS : \$176.0 LOC FUND	1.20	GRADE AND PAVE	1150	10610		DOT MPO/RPA SHARE:	920	8488 4668	
IA 9	80169	US 52 TO DIV ST. A52 INT. CLIMB LANES & BR CITY: DECORAH PROJECT: STP-9- ()--2C-96	3.90	PAVE	5210	22890	250	DOT MPO/RPA SHARE:	4168	18312 5000	200
B16	80168	PROTIVIN TO SPILLVILLE PROJECT: STP-S-96()--2C-96	7.50	PAVEMENT REHAB	9000			COUNTY MPO/RPA SHARE:	5600 5600		
IA 9	80170	US 52 TO A52 CITY: DECORAH PROJECT: STP-9- ()--2C-96 REMARKS: CITY PRIMARY RD PROJECT	2.80	PAVEMENT WIDENING	1725			CITY MPO/RPA SHARE:	1380 1380		
<u>NATIONAL HIGHWAY SYSTEM</u>				<u>(22) CLAYTON</u>							
US 18		MISSISSIPPI R CITY: MARQUETTE PROJECT: NHS-18-()--22 REMARKS: IA SHARE, WISC LETTING		BRIDGE REPAIR	4630	4000		DOT MPO/RPA SHARE:			
<u>HIGHWAY BRIDGE REPLACEMENT AND REHABILITATION PROGRAM</u>				<u>(03) ALLAMAKEE</u>							
LOCAL RD	80205	PAINT CR NW 1/4 SEC 15-97-05 PROJECT: BROS-03(10)8J-03 BRIDGE: 061928		BRIDGE REPLACEMENT	350			COUNTY MPO/RPA SHARE:	280		

INCLUSION OF A PROJECT IN THE STIP DOES NOT GUARANTEE FEDERAL AID ELIGIBILITY

PAGE 6

Federal Fund Type Code				Type of Project O - Operating C - Capital P - Planning Type of Expenditure Reh - Rehabilitation Rep - Replace Ret - Retrofit Exp - Expansion			Total Estimated Cost			Federal Aid			STA
Planning Region/ Federal Fund Type System Description of Project				Vehicle I.D. #	Type Exp	Type Project	1998	1999	2000	1998	1999	2000	1998
Region 11 - (continued)													
5311/STA	Cy-Ride	General Operations/Maintenance/Administration			O	Rep	3,306,400	3,405,600	3,507,800	379,487	420,000	420,000	272,548
5309	Cy-Ride	One conversion van			C	Exp		37,000			30,710		
5309	Cy-Ride	One minivan	925		C	Rep		36,000			29,880		
5309	Cy-Ride	Five 40' HD buses (low floor)	884, 903, 904, 905, 922		C	Rep		1,400,000			1,162,000		
5309	Cy-Ride	Two 35' HD buses (low floor)	882, 883		C	Reh	520,000			215,800			
5309	Cy-Ride	Two 40' HD buses (low floor)			C	Exp		560,000			464,800		
5309	Cy-Ride	Two diesel trolley replicas			C	Exp		390,000			323,700		
5309	Cy-Ride	Replace Cy-Ride garage roof			C	Reh	40,000			32,000			
5309**	Cy-Ride	Shop parts washer			C	Rep	7,000			5,600			
5309	Cy-Ride	Tire changer			C	Rep		5,000			4,000		
5309	Cy-Ride	One shop truck	854		C	Rep	45,000			36,000			
5309	Cy-Ride	One bus washer			C	Rep		25,000			20,000		
5309	Cy-Ride	Air compressor and air dryer			C	Rep	20,000			16,000			
5309	Cy-Ride	Air conditioner units for facility			C	Rep		12,000			96,000		
5309	Cy-Ride	Hydraulic hoist			C	Rep	60,000			40,000			
5309	Cy-Ride	Rebuild CyRide Drive			C	Rep		90,000			72,000		
5309	Cy-Ride	Statewide Intercity Bus & Rail Brochure			C			10,000			8,000		
5309	Cy-Ride	One 158" LD bus	923		C	Rep		55,400			45,900		
5309	Cy-Ride	Two 35' HD buses (low floor)	886, 887		C	Rep		535,600			444,500		
5309	Cy-Ride	Section 15 software			C	Exp		30,000			24,000		
5309	Cy-Ride	Four 40' HD buses (low floor)	888, 889, 890, 891, 898		C	Rep			1,188,200			986,200	
5309	Cy-Ride	One 40' HD buses (low floor)			C	Exp			297,100			246,600	

** Funded with previously approved grant.

Example

Appendix 7

STIP & TIP Major Work Descriptions

Right-of-Way
Preserve Corridor ROW
Salvage & Removal
Asbestos Removal
Grade
Grade & Pave
Pave
Shoulder Grading
Granular Shoulders
Side Ditch Improvements
Rip Rap
Fencing
Erosion Control
Plantings
Landscaping
Subdrains
Pavement Widening
Pavement Planing
Patching
Pavement Rehabilitation
Pavement Rehabilitation/Widening
Bridge New
Bridge Remodel
Bridge Removal
Bridge Replacement
Bridge Widening
Bridge Approach Repair
Bridge Deck Repair
Bridge Repair
Bridge Rail Retrofit
Bridge Painting
Culvert New
Culvert Replacement
Culvert Repair
Culvert Extension
Guardrail
Lighting
Traffic Signs
Traffic Signals
Railroad Signals
Rest Area Improvement
Weigh Station Improvement
Planning Study

Outside Services Planning
Outside Services Engineering
Outside Services ROW
Outside Services Bridge Inspection
Outside Services Survey
Miscellaneous
Railroad Crossing Improvement
Regional Planning
Transportation Enhancements
- Mitigation of Highway Runoff Pollution
- Archaeological Planning & Research
- Removal of Outdoor Advertising
- Preservation of Abandoned RR Corridors
- Historic Transportation (Bldgs., Structures, or Facilities) - Operation
- Rehabilitation
- Historic Preservation
- Landscaping/Scenic Beautification
- Scenic/Historic Highway Improvements
- Acquisition or Easement for Scenic/Historic Site
- Pedestrian/Bicycle Facilities
- Development
- Right of Way
- Grading
- Paving
- Grading & Paving
- Structure
- Miscellaneous
Transit Investments
- Vehicles (Appendix 4)
- Maintenance/Administration Facility
- Transfer Station/Turn-around
- Passenger Shelter
- Shop Equipment
- ITS Applications

Appendix 8

MPO TIP Checklist

All Required for MPO TIP (a minimum of 10 copies to be submitted to the Office of Program Management)

- Listing of all federal-aid projects proposed for FHWA or FTA funds for three federal fiscal years, plus a status report of all previously authorized significant MPO projects still underway.
- Listing of projects proposed for a previous program period that will not be authorized until the upcoming STIP is in force. "Authorized" means approval of federal-aid participation by the FHWA or grant approved by FTA.
- Summary of total costs and federal aid compiled by funding program by year.
- Resolution or policy action of adoption of the TIP by the MPO.
- Self certification of the MPO planning process.
- Financial capacity analysis for MPO transit programs.
- Self certification of the MPO financial capacity analysis.
- Planning justification (narrative) for all transit projects.
- Vehicle numbers for all projects to replace, remanufacture or rehabilitate transit rolling stock.
- All transit projects that are not intended to implement aspects of the provider's ADA plan should be specifically identified.
- Discussion about the MPO project selection procedures.
- Discussion reviewing the fiscal constraint of the program.
- Discussion concerning the MPO public participation process and the public comments received.
- Feasibility Study for any transit facility projects programmed in the first year of the TIP.

RPA TIP Checklist

Required Items (a minimum of three copies should be provided to the Office of Program Management)

- Listing of all federal-aid projects proposed for FHWA or FTA funds for three federal fiscal years.
- Listing of projects proposed for a previous program period that will not be authorized until the upcoming STIP is in force. "Authorized" means approval of federal-aid participation by the FHWA or grant approved by FTA.
- Summary of total costs and federal aid compiled by funding program by year.
- Resolution or policy action of adoption of the TIP by the RPA.
- Planning justification (narrative) for all transit projects.
- Vehicle numbers for all projects to replace, remanufacture or rehabilitate transit rolling stock.
- All transit projects that are not intended to implement aspects of the provider's ADA plan should be specifically identified.
- Feasibility study for any transit facility project programmed in the first year of the TIP.

Suggested Items

- Self certification of the RPA planning process.
- Financial capacity analysis for RPA transit programs.
- Self certification of the RPA financial capacity analysis.
- Discussion about the RPA project selection procedures.
- Discussion concerning the RPA public participation process and the public comments received.
- Discussion reviewing the fiscal constraint of the program.

STIP Checklist

Section 23 CFR 450.220 of the October 28, 1993, statewide planning regulations describes six certifications that the state must make when submitting their proposed STIP, and amendments as necessary, to FHWA and FTA for approval. The state shall certify that their transportation planning process is being carried out in accordance with the following requirements:

1. 23 U.S.C. 135, Section 8 (q) of the Federal Transit Act;
2. Title VI of the Civil Rights Act of 1964;
3. Section 1003 (b) of the ISTEA regarding the involvement of disadvantaged business enterprises in FHWA- and FTA-funded projects;
4. Provisions of the Americans with Disabilities Act;
5. Provisions of 49 CFR part 20 regarding restrictions on influencing certain federal activities; and
6. In states containing nonattainment and maintenance areas, sections 174 and 176 (c) and (d) of the Clean Air Act.

In addition to these certifications, Section 450.216 describes a number of requirements that the state should also ensure are met when submitting the STIP. These requirements are as follows:

1. Public involvement was provided for in the development of the STIP as required by 450.212;
2. The metropolitan planning area TIPs are included without modification, directly or by reference, and have been approved by the Governor or his designee;
3. The STIP, in nonattainment and maintenance areas, contains only transportation projects found to conform, or from programs that conform, to the requirements contained in 40 CFR part 51;
4. The STIP contains only projects consistent with the long-range statewide transportation plan;
5. The STIP is financially constrained by year;
6. The STIP includes a list of priority projects to be carried out in the first three years of the current program;
7. The STIP contains all regionally-significant transportation projects requiring action by FHWA or FTA.

**Iowa Department of Transportation
Planning & Programming Division
Iowa Clean Air Attainment Program Memorandum of Understanding**

This Memorandum of Understanding is made between the Iowa Department of Transportation (the Department) and _____ (the Agency).

The purpose of this agreement is to set forth terms, conditions and obligations for the approval of the transfer of Federal Highway Administration (FHWA) funds to the Federal Transit Administration (FTA) for accomplishment of the project by the Agency.

The project shall consist of:

The Department has competitively awarded Iowa Clean Air Attainment Program funding to the Agency in the amount of \$_____ for the above noted project.

Upon execution of this memorandum the Department will authorize FHWA to transfer to FTA \$_____ for the above described project.

The Agency agrees to accomplish this project as described in the application in a timely manner, not to exceed three years from transfer to FTA.

Upon completion of the project the Agency will certify to the Department the completion of the project and the amount of funding expended for such project. The Agency will also pay the Department all awarded funds which remain unexpended upon completion of the project.

The funds authorized for transfer are intended to be used for the above noted project. If the project is not completed in a timely manner the agency will pay the Department the amount of funds transferred as requested by the Department.

The Agency is to maintain all books, documents, papers, accounting records and other evidence pertaining to the project and to make such materials available to the Department at all reasonable times during the duration of the project, and for three (3) years from the date of project completion, for inspection and audit by the Department, and copies thereof shall be furnished, if requested.

This memorandum may be amended only with written concurrence between the Department and the Agency.

This memorandum shall remain in full force and effect for the duration of the project.

By resolution here attached and made a part of this memorandum the Agency authorized the undersigned to execute this agreement.

Signed this _____ day of _____, 19____, on behalf of the Agency.

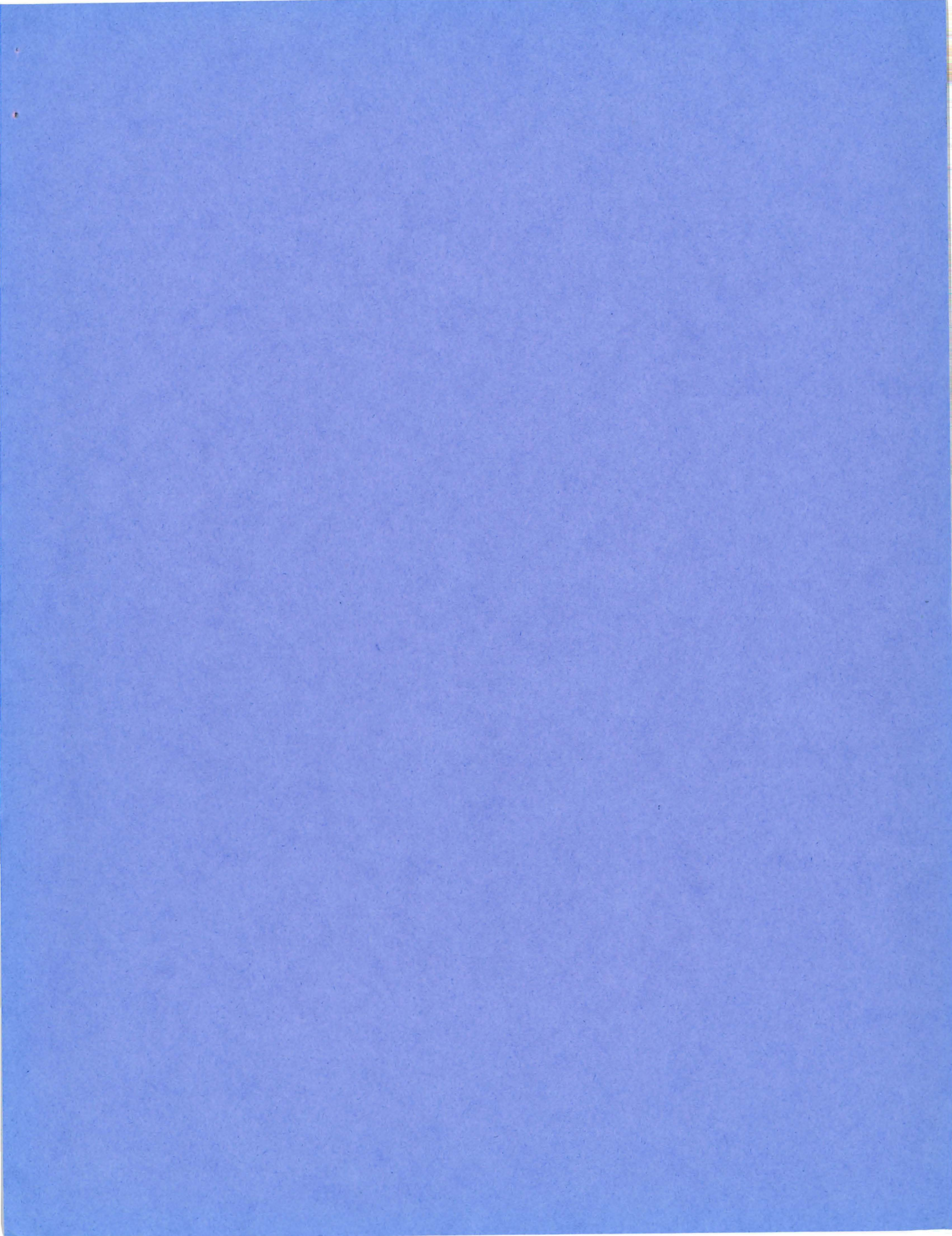
BY: _____ ATTESTED: _____

TITLE: _____ TITLE: _____

Signed this _____ day of _____, 19____, on behalf of the Iowa Department of Transportation.

BY: _____

Dennis L. Tice, Director
Planning and Programming Division



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