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**Guidelines for
Development of the
Iowa Statewide
Transportation
Improvement
Program
(STIP)**

January 2003

IOWA DEPARTMENT OF TRANSPORTATION

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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 District Planner. A list of District Planners for the Iowa Department of Transportation, and their areas of responsibility, is included in Appendix 1. Transit related questions should be directed to the Office of Public Transit, 800 Lincoln Way, Ames, IA., 50010, 515-239-1875.

The Transportation Equity Act for the 21st Century (TEA-21) continues the Intermodal Surface Transportation Efficiency Act of 1991's requirement for an extensive, ongoing cooperative planning effort for programming federal funding. Iowa's STIP is developed annually 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) within Iowa. 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 in the STIP must be consistent with the Iowa statewide, MPO and RPA long-range transportation plans. Consistency means that a project flows out of a project identification, evaluation and prioritization process that has been developed to implement a strategy or objective of these plans.

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

TEA-21 requires states and MPOs to develop a proactive public participation process in developing long-range transportation plans and transportation improvement programs. 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 has a published report entitled "State Public Participation Process" to describe methods to involve Iowa citizens in review of the STIP (Revised July 18, 1997).

- Statewide Planning and Research Program (Section 5313). These funds come to the state based on population and are used to support transportation planning projects in non-urbanized areas.
- Formula Program for Special Needs of Elderly and Person with Disabilities (Section 5310) and 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.
- Capital Investment Grants and Loans 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.
- Job Access Reverse Commute Program (Section 3037). This program provides transportation services in urban, suburban and rural areas to assist welfare recipients and low income individuals access to employment opportunities, and to increase collaboration among the transportation providers, human services agencies, employers, metropolitan planning organizations (MPOs), and affected communities and individuals. All transit systems in the state are eligible for this program. The funds are available on a competitive basis, or may be earmarked by Congress for specific projects or geographic regions.
- Flexible funds. Certain Title 23 funds may be used for transit purposes. Transit capital assistance is an eligible use of STP funds. Transit capital and start-up operating assistance is 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. 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 Program Management 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 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

FTA has requested that STA funds be included in the TIPs and STIP for at least the first year of the program.

Allocations of FTA planning funds to MPOs (under Section 5303) and to RPAs (under Section 5311 or 5313) will be announced in December.

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

In January, of each year the Office of Program Management will provide each MPO/RPA listings of projects for the next three fiscal years. 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 consideration and inclusion in MPO/RPA 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 the individual projects be listed in the TIPs, but a line item showing total program audits is required. 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 2003 to FY 2005 TIPs and STIP, and as prescribed by the schedule proposed within these guidelines, the Iowa DOT will, during January 2002, provide a list of all "local" projects identified in the FY 2003 to FY 2004 STIP (including amendments) for obligation during 2003 and 2004, and an updated list of primary/interstate projects as approved by the Iowa Transportation Commission for the 2003-2005 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 2003 and 2004 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.

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 current 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 District Planner may identify appropriate proposed projects on the primary road system, and the district 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 MPO and RPA TIPs 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, FHWA structure numbers and funding sources. To the extent practical, work descriptions should parallel those used for the Highway Section of the Iowa DOT's TIP (Appendix 6). Similar information is required for transportation enhancement projects, with the route being replaced by the subject of the improvement (for example 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. To the extent possible, projects with multiple funding sources should be shown as a separate line item for each funding source. Each project in the annual element must also show any proposed funding from State Transit Assistance. 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 like kind rolling stock replacement and rehabilitation projects which can rely on the PTMS

- planning justification for all capital projects other than vehicle replacement or rehabilitation projects relying on the Public Transit Management System (PTMS);
- feasibility study documentation for all facility projects listed in the first year;
- documentation of all information required for probable categorical exclusions for any facility project programmed in the first year;
- ADA Analysis & Certification, if applying for non-ADA rollingstock;
- a copy of the Transit Section from MPO/RPA TIP.

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; and
- a “Labor Protection Agreement” certifying compliance with applicable labor regulations.

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 and the Office of Public Transit 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 and the Office of Public Transit 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 TEA-21 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

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 and the STIP 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. The STIP and MPO TIP's must match and all required supporting information must be included before submittal.

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 or in the previously approved 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). Increasing federal-aid or dropping a project 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 and FTA consider 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. Amendments are also required when the scope of a project has changed significantly.

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 District Planners of all revisions and amendments to the Iowa DOT TIP related to primary roads, and they are to inform the appropriate MPO/RPA or local government of changes in their area. Amendments/revisions to primary road projects within MPOs must be amended/revised in the corresponding MPO TIP before inclusion in the STIP.

Summary of Fund Balances for MPOs/RPAs

The Office of Program Management 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 Program Management will report quarterly to each MPO/RPA and the District 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 (continued)

Metropolitan and Regional Planning Affiliations Representatives and Support Staff

December, 2002

City	MPO Representative	DOT Representatives District Transportation Planners
Sioux City & RPA 4	Siouxland Interstate Metropolitan Planning Council Jim Hurm, Executive Director 507 7th Street, Suite 401 P.O. Box 447 Sioux City, IA 51102 712-279-6286 fax: 712-279-6920 e-mail: jhurms@simpco.org	Dakin Schultz P.O. Box 987 Sioux City, IA 51102-0987 712-276-1451 fax: 712-276-2822 e-mail: dakin.schultz@dot.state.ia.us
Waterloo & RPA 7	Iowa Northland Regional Council of Governments Sharon Juon, Executive Director 501 Sycamore, Suite 333 Waterloo, IA 50703 319-235-0311 fax: 319-235-2891 e-mail: incog@incog.org	Rod Larsen c/o Waterloo Construction 1875 W. Ridgeway, PO Box 1888 Waterloo, IA 50704 319-235-1832 fax: 319-232-5234 e-mail: rodneylarsen@dot.state.ia.us
Regions	RPA Representative	DOT Representatives District Transportation Planners
Region 1	Upper Explorerland Regional Planning Commission Tom Masey, Executive Director P.O. Box 219 Postville, IA 52162-0219 563-864-7551 fax: 563-864-7535 e-mail: tmasey@acegroup.cc	Rod Larsen c/o Waterloo Construction 1875 W. Ridgeway, PO Box 1888 Waterloo, IA 50704 319-235-1832 fax: 319-232-5234 e-mail: rodneylarsen@dot.state.ia.us
Region 2	North Iowa Area Council of Governments Joe Myhre 121 Third Street, NW Mason City, IA 50401 641-423-0491 fax: 641-423-1637 e-mail: niacog@netins.net	Krista Billhorn-Rostad 1420 Fourth Street, SE P.O. Box 741 Mason City, IA 50401 641-423-7584 fax: 641-423-0246 e-mail: krista.billhorn@dot.state.ia.us
Region 3	Northwest Iowa Planning & Development Commission Dave Horan P.O. Box 1493 Spencer, IA 51301 712-262-7225 fax: 712-262-7665 e-mail: Dave.Horan@iwd.state.ia.us	Dakin Schultz P.O. Box 987 Sioux City, IA 51102-0987 712-276-1451 fax: 712-276-2822 e-mail: dakin.schultz@dot.state.ia.us
Region 4 and Sioux City MPO	Siouxland Regional Transportation Planning Assoc. Jim Hurm 507 7th Street, Suite 401 P.O. Box 447 Sioux City, IA 51102 712-279-6286 fax: 712-279-6920 e-mail: simpco@simpco.org	Dakin Schultz P.O. Box 987 Sioux City, IA 51102-0987 712-276-1451 fax: 712-276-2822 e-mail: dakin.schultz@dot.state.ia.us
Region 5	MIDAS Council of Governments Steve Hoesel 602 1st Avenue South Fort Dodge, IA 50501-4604 515-576-7183 fax: 515-576-7184 e-mail: shoesel-midas@dodgenet.com	Krista Billhorn-Rostad 1420 Fourth Street, SE P.O. Box 741 Mason City, IA 50401 641-423-7584 fax: 641-423-0246 e-mail: krista.billhorn@dot.state.ia.us

Appendix 1 (continued)

Regional Planning Affiliations Representatives and Support Staff

December, 2002

Regions	RPA Representative	DOT Representatives District Transportation Planners
Region 13	Southwest Iowa Planning Commission MJ Broomfield, Director 1501 Southwest 7th Street Atlantic, IA 50022 712-243-4196 fax: 712-243-3458 e-mail: swipcomb@metc.net	Scott Suhr – Temp. Representative P.O. Box 406 Atlantic, IA 50022 712-243-3355 fax: 712-243-6788 e-mail: scott.suhr@dot.state.ia.us
Region 14	ATURA Transportation Planning Affiliation Timothy Ostroski, Exec. Director Southern Iowa Council of Governments 101 East Montgomery Street P.O. Box 102 Creston, IA 50801-0102 641-782-8491 Fax: 641-782-8492 e-mail: ostroski@sicog.com	Scott Suhr – Temp. Representative P.O. Box 406 Atlantic, IA 50022 712-243-3355 fax: 712-243-6788 e-mail: scott.suhr@dot.state.ia.us
Region 15	Area 15 Regional Planning Commission Chris Bowers Video Conferencing Training Center 651 Indian Hills Drive P.O. Box 1110 Ottumwa, IA 52501 641-684-6551 ext. 13 fax: 641-684-6551 e-mail: cbowers@ihcc.cc.ia.us	Bob Krause 307 W. Briggs P.O. Box 587 Fairfield, IA 52556-0587 641-472-4171 fax: 641-472-3622 e-mail: robert.krause@dot.state.ia.us
Region 16	Southeast Iowa Regional Planning Commission Brian Tapp, Executive Director 214 North Fourth Peterson Building, Suite 3A P.O. Box 397 Burlington, IA 52601 319-753-5107 fax: 319-754-4763 e-mail: btapp@seirpc.com	Bob Krause 307 W. Briggs P.O. Box 587 Fairfield, IA 52556-0587 641-472-4171 fax: 641-472-3622 e-mail: robert.krause@dot.state.ia.us
Region 17	Chariton Valley Transportation Planning Commission Tracy Daugherty-Miller R C & D 19229 Highway 5 Centerville, IA 52544 641-437-4376 fax: 641-437-4638 e-mail: tmiller@cvrcd.org	Bob Krause 307 W. Briggs P.O. Box 587 Fairfield, IA 52556-0587 641-472-4171 fax: 641-472-3622 e-mail: robert.krause@dot.state.ia.us
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 e-mail: lvioli@mapacog.org	Scott Suhr – Temp. Representative P.O. Box 406 Atlantic, IA 50022 712-243-3355 fax: 712-243-6788 e-mail: scott.suhr@dot.state.ia.us

Appendix 2 (continued)

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 District Planner by September 30 each year for consideration for funding during the following federal fiscal year. This means funding for an application submitted by September 30 and subsequently awarded will generally not be available for authorization until the following September 30. The project sponsor should provide a courtesy copy of the application to the MPO/RPA. The District 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 Systems 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 Systems 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 District Planners or the Office of Systems Planning.

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		
					2004	2005	2006		2004	2005	2006
<u>UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION</u>											
<u>SURFACE TRANSPORTATION PROGRAM</u>				<u>(96) WINNESHIEK</u>							
W38		DECORAH N TO A24	7.80	PAVEMENT REHAB	35000			COUNTY	10000		
		PROJECT : STP-S-96()--5E-96						MPO/RPA SHARE:	10000		
		REMARKS : INCL SHOULDERS/CULVERTS									
IA 24		BRIDGE OVER CRUM CREEK SW OF FT ATKINSON		RIGHT OF WAY			50	DOT			
		PROJECT: STP-						MPO/RPA SHARE:			
IA 24		BRIDGE OVER TURKEY RIVER IN FT ATKINSON		RIGHT OF WAY			120	DOT			
		PROJECT: STP-						MPO/RPA SHARE:			
IA 24		BRIDGE OVER TURKEY RIVER 0.3 MI NE OF FT ATKINSON		RIGHT OF WAY			80	DOT			
		PROJECT: STP-						MPO/RPA SHARE:			
IA 24		BRIDGE OVER SMALL STREAM 0.7 MI NE OF FT ATKINSON		RIGHT OF WAY				90		DOT	
		PROJECT: STP-						MPO/RPA SHARE:			
<u>NATIONAL HIGHWAY SYSTEM</u>				<u>(22) CLAYTON</u>							
US 18		MISSISSIPPI R		MISCELLANEOUS	350	300	300	DOT			
		CITY: MARQUETTE						MPO/RPA SHARE:			
		PROJECT: NHS-18-()-- -22									
		REMARKS: IA SHARE, WISC LETTING									
		BRIDGE: 020515 020515 020515 020515									
<u>HIGHWAY BRIDGE REPLACEMENT AND REHABILITATION PROGRAM</u>				<u>(03) ALLAMAKEE</u>							
W 60	90012	QUANDAHL SEC 30-100-06		BRIDGE REPLACEMENT	860			COUNTY	688		
		PROJECT: BROS-03(7)--60-03						MPO/RPA SHARE:			
		BRIDGE: 063400									

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Example

Appendix 4

**STIP & TIP
Major Work Descriptions**

Grade & Pave	Pavement Markings
Pave	Traffic Signs
Pavement Widening	Corridor Preservation
Pavement Rehabilitation/Widening	Right-of-Way
Pavement Rehabilitation	Buildings
Patching	Rest Area Improvement
Pavement Planing	Weigh Scale Improvement
Bridge Approach Repair	Salvage & Removal
Bridge New	Asbestos Removal
Bridge Replacement	Noise Wall
Bridge Widening	Miscellaneous
Bridge Rehabilitation	Under development
Bridge Deck Overlay	Planning Study
Bridge Removal	Outside Services Planning
Bridge Rail Retrofit	Outside Services Engineering
Bridge Painting	Outside Services ROW
Bridge Washing	Outside Services Bridge Inspection
Culvert New	Outside Services Survey
Culvert Replacement	Transit Investments
Culvert Extension	Transportation Planning
Culvert Repair	Transportation Enhancements
Grade	- Archaeological Planning & Research
Ditch Improvement	- Historic Transportation (Bldgs., Structures, or Facilities) - Operation
Slope Improvement	- Rehabilitation
Subdrains	- Historic Preservation
Sanitary Sewer	- Scenic/Historic Highway Improvements
Fencing	- Acquisition or Easement for Scenic/ Historic Site
Rip Rap	- Pedestrian/Bicycle Facilities
Shoulder Grading	- Development
Granular Shoulders	- Right of Way
Erosion Control	- Grading
Landscaping	- Paving
Wetland Mitigation	- Grading & Paving
Guardrail	- Structure
Lighting	- Miscellaneous
Railroad Signals	
Traffic Signals	

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.
- Status report of all projects included in the previous federal fiscal year.

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.

**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.

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