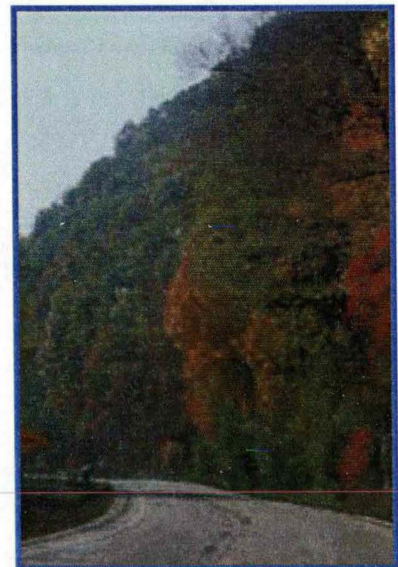
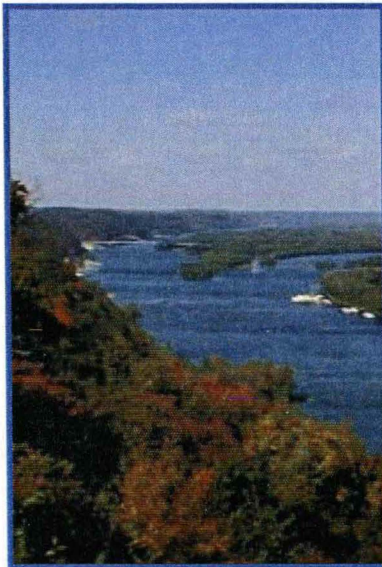


# 2008 Unit Plan and 2007 Performance Report

Federal Highway Administration-Iowa Division

Date: 1/3/2008



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## Iowa Division Leadership Team

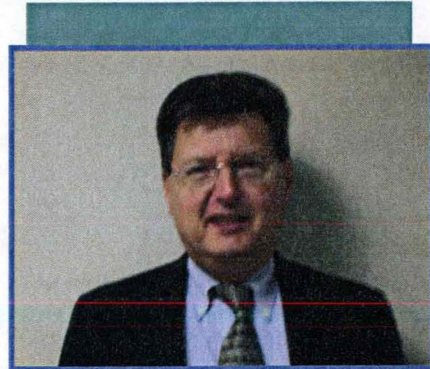
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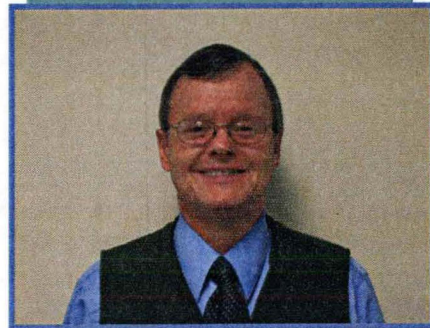
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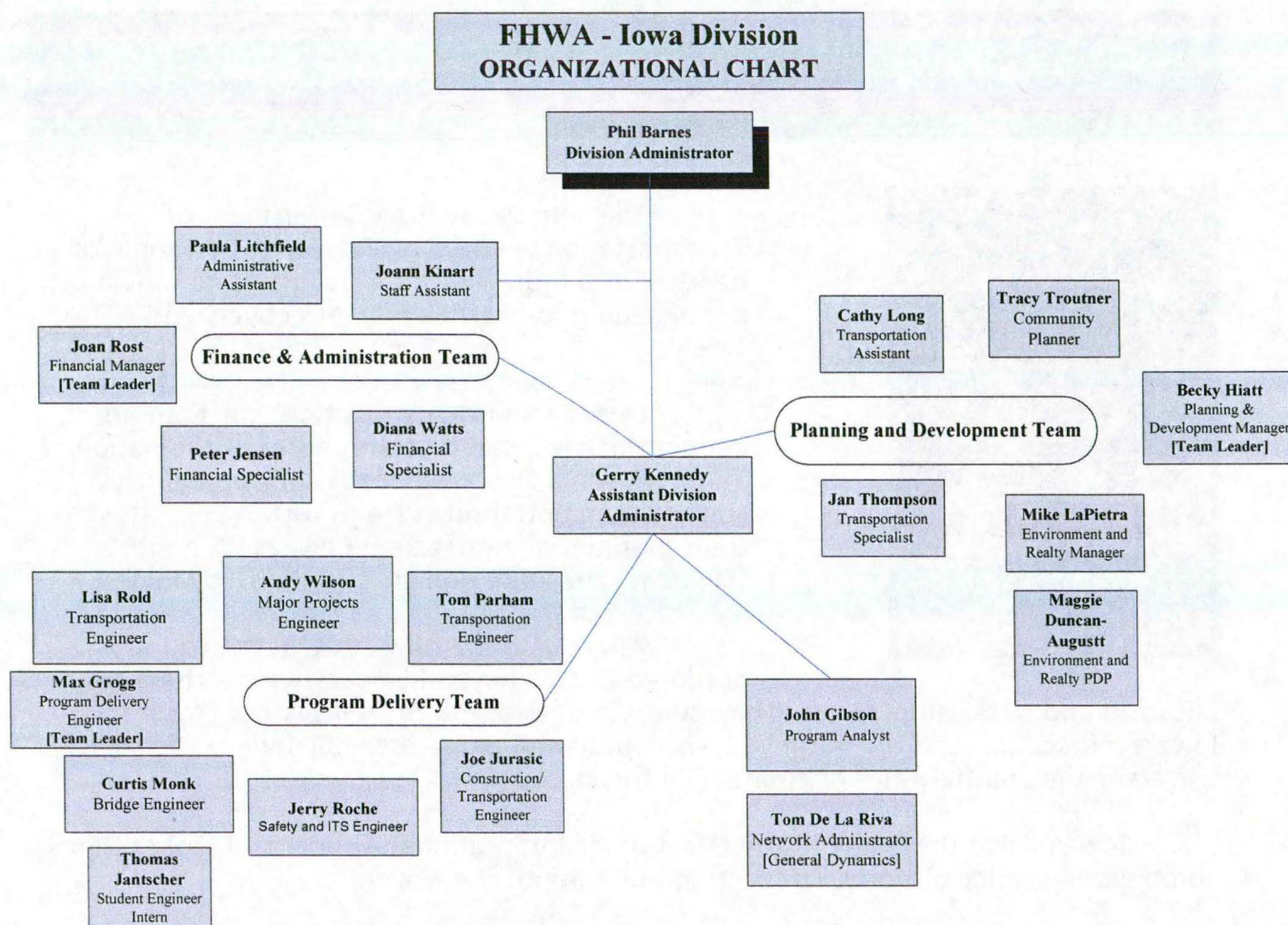
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Philip Barnes  
Division Administrator



Gerald Kennedy  
Assistant Division  
Administrator



## Iowa Department of **TRANSPORTATION**



Welcome to the Iowa Department of Transportation where a professional workforce of nearly 3,400 individuals are dedicated to moving people and goods efficiently, effectively and safely.

Iowa is in a unique position, since we are geographically located at the center of the nation. Thus, we serve as a crossroads for our country's surface transportation system, with transcontinental Interstate highways 35 and 80 traversing the state and crossing in Des Moines.

We are also the only state in the country bordered by two navigable waterways - the Missouri and Mississippi rivers. The country's busiest freight rail system crosses Iowa's midsection and the nation's transcontinental passenger rail service (Amtrak) traverses the southern tier of counties in the state.

Iowa is also the home of the Des Moines International Airport and eight other commercial service airports, connecting our state to the world.

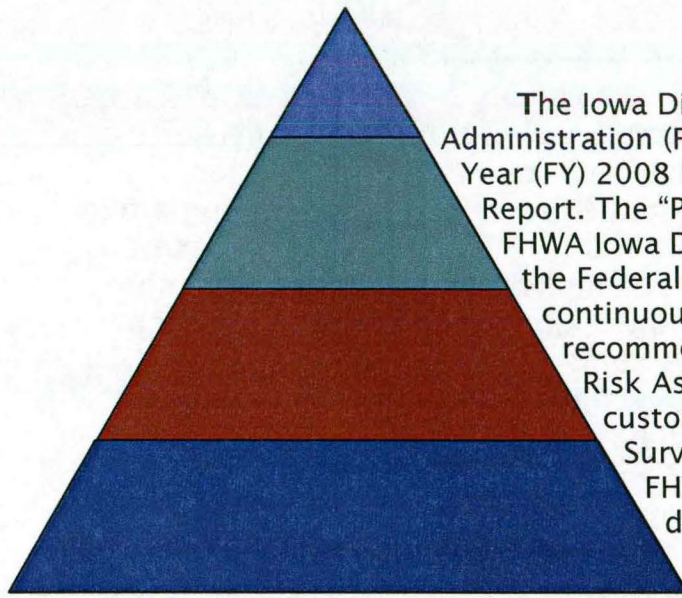
As such, Iowa is an economic thoroughfare for domestic and international movement of people and goods, placing a considerable demand on our state's transportation infrastructure.

Over the last few years, the Iowa DOT has made an aggressive effort to keep pace with these demands through improvements and maintenance of our various modes of transportation.

We're committed to customer service at the Iowa DOT, and hope you find what you're looking for at this Web site (<http://www.dot.state.ia.us>) as we continue to build, maintain and support a safe and efficient transportation system for users.

Safe traveling!  
**Nancy J. Richardson**

**Our Partners**

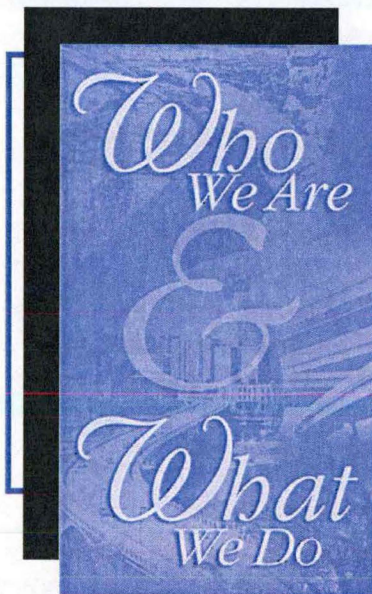


The Iowa Division of the Federal Highway Administration (FHWA) is pleased to present our Fiscal Year (FY) 2008 Unit Plan and FY 2007 Performance Report. The "Plan" outlines the direction of the FHWA Iowa Division office in the administration of the Federal-aid program. It is a product of a continuous improvement cycle which reflects recommendations from partners (i.e. Annual Risk Assessments; see following pages), customer feedback (i.e. Bi-annual Partner Survey), and the corporate goals of the FHWA. The Plan is a "working document" in that it is modified periodically to reflect changes in priorities, activities, and resources.

Human and financial resource estimates are linked to the activities in the Plan. This linkage to resources and the flexibility of the Plan will allow the Division to better meet planned and unplanned needs over the course of the year.

The Plan was developed in cooperation with the Iowa Department of Transportation (IaDOT) and FHWA Headquarters. The purpose of this coordination is to ensure that efforts reflect FHWA National Goals, specific focus areas, and the "Vital Few" (VF) of Safety, Environmental Stewardship and Streamlining and Congestion Mitigation (The VF can best be described as our "to do" list. We recognize that we cannot be all things to all people and we need to focus on our core business. Selecting three vital few areas also reflects our commitment to using our resources wisely and for the greatest impact in areas where we identify specific, critical performance gaps.) while specifically addressing the transportation needs of Iowa. It is critical for the Iowa Division to develop alignment with our partners in order to successfully carry out the Federal-aid program.

The Performance Report documents those key performance measures, outcomes, and goals the Division believes are important to influence... "Our Focus." These are the measures that, when influenced positively, will result in significant transportation system improvements for the traveling public. These are also measures that reflect FHWA's national goals and "Vital Few" focus areas as they apply to Iowa. The Iowa Division's efforts were spent primarily in areas that positively impact the trends of these outcome measures.



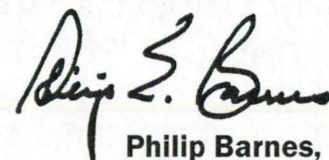
The Iowa Division is one of 52 division offices of the FHWA that is responsible for administering the federal-aid highway program in its respective state. The administration of this program is accomplished through a partnership among the Iowa Department of Transportation (IaDOT), and numerous other agencies such as Metropolitan Planning Organizations (MPO's), counties, cities, and universities.

A sampling of statistics about Iowa and its highway system include:

- The latest data shows Iowa with a population of 2,944,062 persons, more than 2.1 million licensed drivers and nearly 4 million motor vehicles.
- Iowa received in excess of \$451 million in fiscal year 2007 from the Highway Trust Fund.
- Iowa has 781 miles of Interstate (28<sup>th</sup> in US) with a total mileage of 113,971 miles (13<sup>th</sup> in US).
- Iowa is fifth in the nation in the number of bridges with 24,938.

Iowa is a major freight crossroads for the United States. I-80 crosses the state connecting the east and west coasts of the United States while I-29/I-35 serves as a major North American Free Trade Agreement (NAFTA) corridor from Canada to Mexico.

By delivering the Federal-aid program the Iowa Division contributes to FHWA's mission of improving mobility on our Nation's highways through national leadership, innovation and program delivery. This report summarizes the activities and accomplishments of the Iowa Division in developing and implementing its FY 2008 Unit Plan and reports its accomplishments for FY 2007. The Iowa Division plan was developed using FHWA's national plan and Vital Few as an outline. The report also provides a summary of the staff hours used in accomplishing these goals.



Philip Barnes,

**Division Administrator**

## **FHWA and the Iowa Division's Vision...**

Our agency and transportation system are the best in the world

## **FHWA and the Iowa Division's Mission...**

Improve mobility on our Nation's highways through national leadership, innovation and program delivery

## **The Iowa Division's Values...**

### **Service**

Provide timely responses and products that exceed our customers and partners expectations through clear, open, and candid communication with a commitment and attitude to improve quality.

### **Professionalism**

Demonstrate a commitment to the pursuit of excellence through creativity, enthusiasm, continuous professional and personal development.

### **Integrity**

Instill trust and confidence in all our relationships through honesty, commitment, and the courage to do what is right.

### **Family**

Recognize, support, and respond with compassion and caring to the needs of the employee and family while recognizing agency needs.

### **Respect**

Recognize and value the unique contributions and diversity of all people, including ourselves, by treating everyone with due regard through compassion, trust, courtesy, and tolerance.



### **Empowerment**

Ensure all employees have the opportunities, resources, knowledge, and abilities to work independently or collectively to accomplish our mission and duties; and to enable them to manage their programs with self confidence, self reliance and accountability.

### **Teamwork**

Foster lasting partnerships and work together to achieve mutual goals based on trust, respect, cooperation, and communication.

### **Personal Development**

Commit to continuous personal and professional growth through challenges, opportunities, and training.

## FHWA Iowa Division Unit Planning Time Line

Milestones	Date
HQ distributes trend analysis of Risk Statements to Division Offices for the FY 2009 Strategic Implementation Plan (SIP) planning cycle.	January
HQ SIP planning meetings and Field web conferences	February-March
Annual FHWA Strategic Implementation Plan Distributed	May/June
Annual FHWA Strategic Implementation Plan and Initiatives Reviewed	June/July
Program (Risk) Assessments developed/updated and reviewed. Iowa Division staff members seek input from program level customers (IaDOT, MPO's, RPA's, Cities, & Towns)	June/July
Identify Unit Objectives, Strategies and Performance Measures	July/August
Team Leaders and Staff draft Unit Plan activities and coordinate with partners	Aug/September
Submit top prioritized Risk Statements and Activities to Office of Infrastructure	August 31
Draft Accomplishment Report (Annual Report) to DFS	September 1
Draft Unit Plan complete with champions, estimated resources, tasks and key milestones	October 1
Final Unit Plan	October 15
Final Division Accomplishment (Annual Report) Report to DFS	November 1

## Iowa Division's Risk Management Process

During 2001, Congress showed increasing interest in FHWA's stewardship and oversight of the Federal-aid Highway Program (FAHP). In response, FHWA established a task force that, after reviewing the agency's national guidance on stewardship and oversight, issued on June 22, 2001, the "FHWA Policy on Stewardship and Oversight of the Federal-aid Highway Program." The main thrust of the policy is that while FHWA has been directed to delegate project-level authorities to the State DOTs, the FHWA remains responsible for program-level oversight to ensure effective delivery of the FAHP. That policy was re-affirmed and additional guidance specific to FHWA Construction Programs issued on January 8, 2003.

In the policy statement, "stewardship" is defined as "*the efficient and effective management of the public funds which have been entrusted to the Federal Highway Administration.*" Stewardship reflects FHWA's responsibility for the development and implementation of the various elements of the FAHP, and involves all FHWA program delivery activities such as: Planning, Environment, Project Delivery, Financial, Technical Assistance, Technology Deployment, and National Policy Leadership. "Oversight" is defined as "*the act of ensuring that the Federal highway program is delivered consistent with laws, regulations and policies.*" This definition makes "oversight" the compliance or verification component of FHWA's stewardship activities. Viewed narrowly, oversight ensures that implementation of the FAHP complies with applicable laws, regulations and policies; however, in the broader view, oversight enables FHWA to ensure the effective delivery and operation of the transportation system envisioned in its base Federal statutes.

Oversight is one of several stewardship activities carried out by a division office. Allocating a division's staff time and other resources among its stewardship activities requires an assessment of the relative risk inherent in those activities. The April 1999 FHWA/Iowa DOT Oversight Agreement defines the Iowa Division and Iowa DOT oversight responsibilities and is a key element of the FHWA/Iowa DOT partnership (In FY 2008 the Iowa Division Office and the Iowa DOT plan to rewrite this agreement.) Since the Division relies on the State's compliance with the oversight agreement, participation by the State is critical to accurately assessing the risk in various program elements.

The Division conducts its risk assessments annually. Carried out as part of the annual Unit Plan development process, the division conducts risk assessments of program areas in partnership with relevant Iowa DOT staff at the office director level. Once the program risk assessments are complete, the Division compiles the results and ranks the identified areas of concern. Mitigation measures are then determined for inclusion in the annual unit plan. External drivers such as funding level or a defined national area of concern may also push a program into the high risk level.

# FY 2008 Unit Plan

**Federal Highway Administration-Iowa Division**

## Comparison of FY 2008 to FY 2007 Plan

In FY 2008, the FHWA restated its Vision, Mission and Values to place a new emphasis on Program Delivery and Stewardship. The Agency Leadership also revised the FHWA's Strategic Goals and Outcomes to align with the DOT *FY 2006-2011 Strategic Plan* released in October 2006.

The term, Program Delivery, was added to the Agency's Mission Statement and a new FHWA goal, Program Delivery and Stewardship, was adopted. Also, the Mobility and Productivity goal was restated as two goals: Reduced Congestion, and System Enhancement and Preservation. The latter goal is exclusive to FHWA. The goal of Security and Emergency Management was restated to reflect FHWA's dual responsibilities for security, preparedness and emergency response. The goals for Safety, Environment, and Organizational Excellence remain essentially the same as last year.

For the most part, the FHWA and DOT Outcomes are the same. Under the Reduced Congestion goal, the list of Outcomes was expanded to reflect the priority focus on reversing recent trends in traffic congestion by emphasizing better traffic operations and management, as well as promoting Secretarial initiatives such as the Corridors of the Future program and greater use of Public-Private Partnerships. Under the System Enhancement and Preservation goal, a new emphasis is placed on not just improving the condition but also better managing the Nation's highway infrastructure to improve performance, extend service life, and speed up construction. Several new Outcome measures are introduced, including a measure for Traffic Incident Management (TIM) and Exemplary Human Environment Initiatives (EHEI).

The National Performance Objectives and Strategies associated with the Program Delivery and Stewardship goal build upon those stated in the Organizational Excellence goal in the FY 2007 Plan. This change is to underscore the importance of these Agency activities in meeting FHWA's statutory requirements in authorizing legislation and continuing to improve the stewardship and oversight of the Nation's FAHP and Federal Lands Highway Program.

The number of National Performance Objectives increased from 18 to 21, with an additional objective for System Enhancement and Preservation and two objectives each under the goals of Security and Emergency Management and Program Delivery and Stewardship. Many of the National Strategies under the restated or new Strategic Goals were rewritten and a number of new national performance measures were also introduced.

In the Plan, the following abbreviations are used for the goals.

- Safety - SF
- Reduced Congestion - RC
- System Enhancement and Preservation - SP
- Global Connectivity - GC
- Environment - EN
- Security and Emergency Management - SE
- Program Delivery and Stewardship - PD
- Organizational Excellence - OE

For the Iowa Division's FY 2008 Unit Plan, we went through an improvement cycle to further focus on specific Unit Objectives and Unit Performance Measures. In past years, the Division Office had focused more on Activities and the measurement of those Activities. Although Activities and Tasks continue to be the bedrock of the Plan, this year's Plan should better allow us to measure the completion or progress of Unit Objectives and the Outcomes we desire.

**FY 2008 Unit Plan**

Unit Performance Objective	Unit Performance Measure	Description and Activities	Change or Production Activity	Program Area	TOTAL FHWA (est.) HOURS
					<b>46,739</b>
Effectively and efficiently use general non-program related activities (overhead) time.		<b>General Admin</b> - This activity includes: 1. Mail management 2. Time Tracking/LDR 3. Staff meetings 4. Courtesy Committee 5. Meetings with Team Leaders 6. Updating official briefing information	Production		<b>3,464</b>
		<b>General Training</b> -Participate and complete training identified. 1. Annual IT security training 2. Other HQ mandated training (e.g. Constitution, FEAR, ACT etc.) 3. Ethics training 4. Diversity training	Production		<b>592</b>
		<b>Holidays &amp; Leave</b> [10 holidays = 80hrs]	Production		<b>5,996</b>
		<b>Building Mgmt:</b> Address issues such as cleaning, parking lot water leaks, temperature, phone system etc. 1. Replace old phone server with newly procured server.	Production		<b>63</b>
		<b>Castle and MCA/LDR:</b> Management of division office time and attendance and LDR.	Production		<b>520</b>
		<b>eLMS Training Coordinator (TC) responsibilities &amp; NHI coordination:</b> Numerous duties exclusive to the TC some of which include monitoring division training and NHI activities to prepare and submit various reports to headquarters.	Production		<b>406</b>
		<b>Division Office Procurement:</b> Procure office supplies and equipment in accordance with applicable laws and regulations. Includes the timely processing and submission of Accounts Payable information to FAA.	Production		<b>739</b>
		<b>Office Equipment &amp; Furniture:</b> Maintain office inventory records and handle disposition of items to be excessed, items that are lost/stolen or transferred etc.	Production		<b>75</b>
		<b>Internal Office Operations/Processes:</b> Provide phone & reception services, mail distribution, GovTrip, travel authorization and voucher examination, memo and letter preparation, training materials & resources preparation and assistance, filing and records disposition. 1. Manage the office GOV's in accordance with FHWA and GSA policy. 2. Prepare DO budget. 3. Manage GOF expenditures and perform timely reconciliations to Delphi.	Production		<b>2,085</b>
		<b>Monitor Federal Register:</b> Monitor for proposed or final ruling, which may affect Administration of the FAHP.	Production		<b>190</b>
		<b>FOIA:</b> Gather FOIA requests and administer FOIA program.	Production		<b>85</b>
	Provide effective stewardship of the Iowa FAHP.	1. Completion of all of the stewardship activities in the Iowa Division Unit Plan. 2. Construction of CBIS reconstruction projects advanced. 3. Completed and approved 3R Agreement.	<b>Stewardship of Earmarks</b> 1. Participation on the HEET; time spent on reviewing, interpreting, and/or providing guidance on earmarks. 2. Maintenance and reconciliation of demo funding cuff records to FMIS and Delphi. 3. ITS - Aurora, MDSS, statewide architecture, statewide DMS, CARS, amber alert 4. Railroad projects 5. Transfer of funding 6. Maintenance, update & monthly reconciliation of DEMO spreadsheets 7. Monthly issuance of reconciled DEMO data to Division staff & Iowa DOT 8. Timely response to congressional inquiries relating to DEMO funding.	Production	



**FY 2008 Unit Plan**

Unit Performance Objective	Unit Performance Measure	Description and Activities	Change or Production Activity	Program Area	TOTAL FHWA (est.) HOURS
		<b>Stewardship ITS:</b> 1. Includes promotion of ITS applications for operational improvements. 2. Final inspection and lessons learned on I-235 deployment 3. Statewide DMS signage 4. I-29/I-80 Council Bluffs and Sioux City (Western Iowa) Deployment 5. I-74/I-80 Quad Cities and Iowa City (Eastern Iowa) Deployment 6. Aurora Pooled Fund stewardship (Iowa is lead-state)	Production	Operations	241
		<b>Stewardship Leadership:</b> Leadership for Division Office. 1. Meetings with federal, state and local partners.	Production		812
		<b>Provide FAHP Financial Services:</b> 1. Provide timely responses to inquiries from IaDOT and DO personnel; provide financial technical assistance to IaDOT, Ia Division, and other FHWA customers - including participation in the Finance mentoring initiative.. 2. Participate in FHWA financial workshops and conferences, including CFO web conferences; Participation in various finance related activities, i.e. Central States, Finance review teams, HQ sponsored initiatives 3. Approve weekly current bill; track credit billings 4. Disseminate allocation, appropriation, and continuing resolution information 5. Aug Redistribution preparation & submission 6. Respond to HQ requests for information, including data for HTF audit 7. Annual meeting with AOS: information sharing/coordination of review activities and findings 8. FMIS to Delphi reconciliations - Including UDO cleanup 9. Process IaDOT transfer requests (non DEMO) such as to FTA 10. Review & submission of annual SIB report. 11. Pooled Fund project cleanup & reconciliations; execution of DE transfers & related			1,254
		<b>HPMS:</b> 1. Data review and ongoing coordination with the State, annual submittal and review. 2. Involvement with current efforts to revamp HPMS.	Production	Planning	240
		<b>Transportation Research:</b> 1. Assist the Iowa DOT in identifying research needs, potential information sources, and promotable/deployable research efforts. 2. Provide administrative assistance to the Iowa DOT and National PCC Center in administration of their earmark.	Production		180
		<b>Administration of Technology Transfer Program:</b> 1. Administer T2 funds 2. Solicit projects for T2 funds 3. Disseminate T2 publications and information	Production	Planning	10
		<b>Stewardship Construction - Program:</b> Monthly DCE meetings, attend AASHTO Conference and report back to Division Office and DOT, RCE Conf Presentation and Attendance, Approve Construction Manual, Answer Construction Program Questions, etc. Train DCE and RCE on complexity of earmark funding and its relationship to project funding.	Production		209
		<b>Stewardship Construction - Projects:</b> Construction Monitoring Plan Activities for all federal oversight projects (excluding major projects).	Production		347

**FY 2008 Unit Plan**

Unit Performance Objective	Unit Performance Measure	Description and Activities	Change or Production Activity	Program Area	TOTAL FHWA (est.) HOURS
		<b>ICEC- Iowa Consultant Engineer Council:</b> Attend meetings and Conference , task groups activities as assigned	Production		52
		<b>Stewardship Contract Administration:</b> Address Contract Administration questions, approve liquidated damages rates, submit bid information to HQ, review bids -includes follow up on Contract Time PR/PE	Production		332
		<b>Local Systems Rewrite of the Development Packet</b>	Production		242
		<b>Stewardship of Local Systems-</b> Authorize projects, address eligibility questions, address financial review questions pertaining to local system projects, coordinate other specialist activities with local systems, project involvement on complex projects (MLK)	Production		283
		<b>Stewardship Major Project - I-235:</b> Design and Construction activities defined in I-235 Project Monitoring Plan	Production		135
		<b>Administer the LTAP Program-</b> Attend board meetings as a board member, authorize the program, oversight of the program, review quarterly reports and annual report, review HQ initiatives for use in Iowa. Keep Iowa current of funding and program issues.	Production		40
		<b>Stewardship of Environment (Program):</b> address questions, determine level of documentation, review regulations, training, workshops, conferences, facilitate getting training for Iowa DOT staff, monitor DOT environmental program,	Production	Environment	451
		<b>Completion of the Environmental Mitigation PR/PE and follow-up:</b> Post Construction Preservation of Archeological sites	Production	Environment	268
		<b>Update the Iowa DO Environmental Document Procedure Guidelines</b>	Production	Environment	460
		<b>Stewardship-ROW-</b> authorize projects, review Iowa DOT legislation, training, workshops, conferences, facilitate training for Iowa DOT, review regulations, apply regulations to Iowa DOT projects, answer questions, billboards, air space,	Production	Right-of-Way	400
		<b>ROW PR/PE on Eminent Domain (726)</b>	Production	Right-of-Way	120
		<b>Stewardship of Planning:</b> Training, workshops, conferences, review and approve UPWP, review LRTP, MTMUG, review regulations, apply regulations to DOT/MPOs process and procedures, address questions, functional classifications, NHS routes, traffic monitoring, public involvement, intermodal coordination with FTA and other modes as necessary. Review and Approve the Iowa DOT STIP and amendments while maintaining fiscal constraint of the various components that comprise of the STIP.	Production	Planning	950
		<b>FHWA/FTA MPO Planning Reviews of Quad Cities and Dubuque MPOs</b>	Production	Planning	118

### FY 2008 Unit Plan

Unit Performance Objective	Unit Performance Measure	Description and Activities	Change or Production Activity	Program Area	TOTAL FHWA (est.) HOURS
		<b>Member of Midwest Planning Conference Planning Committee:</b> Assist with developing the agenda, solicit presenters, attend conference and assist as necessary (moderator, set-up/take down, registration, transportation etc)	Production	Planning	<b>160</b>
		<b>Planning Process Reviews (TBD):</b> Two to four In depth activity assessments for the Iowa DOT or sampled MPO/RPAs. Suggested items are local government participation, public participation, assurance of fiscal constraint, Modeling/LRTP process review (determine how the MPOs use the traffic model to LRTP project selection, and how can this better link Planning to NEPA by having the P&N derived from traffic needs).	Production	Planning	<b>120</b>
		<b>MPO program participation:</b> Site visit to each MPO to attend meeting. Attend MPO quarterly meetings at Iowa DOT, participate in LRTP update meetings.	Production	Planning	<b>100</b>
		<b>RPA program participation:</b> Attend quarterly meetings and participate in Iowa DOT reviews if requested. Attend RPA committee/plan update meetings, where necessary. Stay current on general RPA guidance. Technical assistance as necessary	Production	Planning	<b>60</b>
		<b>Air Quality/Conformity:</b> Monitor Iowa's full attainment status, regulation updates for ozone and PM 2.5, and work with Iowa DOT regarding air quality standards. Research and become familiar with CMAQ program requirements and reporting.	Production	Planning	<b>30</b>
		<b>Stewardship - Safe Routes to School Program-</b> Assist in the development of the Iowa DOT process for this program, address project questions, training, workshops, conferences, public outreach, review program materials, meetings, review project proposals for eligibility, authorize projects, oversight of projects	Production	Safety	<b>170</b>
		<b>Administer Truck Size and Weight Program:</b> including field review of enforcement activities and preparation of an evaluations report, approval of the annual enforcement plan, and the annual certification.	Production	Planning	<b>26</b>
		<b>Review Iowa DOT's Highway Statistics reports for quality and accuracy.</b>	Production	Planning	<b>200</b>
		<b>Administration of Discretionary Program:</b> Solicit projects for discretionary program funds, compile project/program applications, forward program information, monitor all discretionary program activities.	Production	Planning	<b>100</b>
		<b>Stewardship - Safety (including HSIP, rail crossings, HRRR, 5% report, and safety incentive programs).</b> Technical assistance to Iowa DOT or locals (hazardous locations and segments). Develop first draft of Iowa Division Safety Procedures Manual	Production	Safety	<b>241</b>
		<b>PR/PE EWOs Phase 2-Follow-Up:</b> Review a segment of the EWO process - federal aid eligibility Follow-up for 2006 review of finding on State projects Conduct review on EWO for local public agencies	Production	Construction	<b>48</b>

### FY 2008 Unit Plan

Unit Performance Objective	Unit Performance Measure	Description and Activities	Change or Production Activity	Program Area	TOTAL FHWA (est.) HOURS
		<b>Stewardship Materials:</b> Member of the new products committee	Production	Construction	<b>109</b>
		<b>Stewardship Specification</b> Iowa Division representative to Specification Committee Iowa Division representative for Iowa DOT specification rewrite Approval of all modifications to specifications Develop operating and approval procedures for specifications within the Iowa Division	Production	Construction	<b>139</b>
		<b>Stewardship Pavement-</b> Facilitate technical meetings for ICPA and APAI, participate in Quality Management of Asphalt and Concrete, Assist Iowa DOT in implementation of mechanistic pavement design, support Iowa DOT PMS activities	Production	Construction	<b>240</b>
		<b>I-29 Sioux City:</b> Activities per Project Monitoring Plan	Production	Design	<b>111</b>
		<b>Stewardship-Council Bluffs Interstate System:</b> Activities per Project Monitoring Plan	Production	Construction	<b>1,028</b>
		<b>FMIS actions</b> including: - project authorizations and modifications - advanced construction conversions and final voucher review & approval - monitoring FMIS pending actions - mgmt of FMIS signers: submit requests for FMIS authorization, conduct annual user review	Production	Construction	<b>1,650</b>
		<b>ADA/504 Oversight:</b> Instruct Designing Pedestrian Facilities for Accessibility, ADA design questions, Provide training in work zone workshops on accommodating pedestrians with disabilities during construction. Distributing information. Re-emphasize importance of Iowa DOT ADA transition plan.	Production	Civil Rights	<b>226</b>
		<b>Civil Rights Stewardship:</b> Technical assistance, required reporting, reviewing regulations, training, workshop and conference attendance, monitor the Civil Rights programs review/approve annual program plan updates, goals and accomplishments	Production	Civil Rights	<b>378</b>
		<b>DBE Program Oversight:</b> Monitor DBE attainment, review and forward required reports; review, seek legal sufficiency review and recommend DA approval of annual goal setting methodology; training; workshops; reviewing regulations; interpreting regulations; provide technical assistance	Production	Civil Rights	<b>324</b>

**FY 2008 Unit Plan**

Unit Performance Objective	Unit Performance Measure	Description and Activities	Change or Production Activity	Program Area	TOTAL FHWA (est.) HOURS
		<b>Complaint Investigation:</b> coordinate and/or investigate formal and informal complaints under civil rights programs	Production	Civil Rights	<b>60</b>
		<b>Stewardship of Small Federal Programs:</b> provide technical assistance, address eligibility questions, review program materials, review project applications for eligibility, authorize projects, program administration oversight, review/interpret regulations and guidance, monitor fund balance, meetings, training, workshops, conferences, public outreach	Production		<b>341</b>
		<b>PR/PE of MPO/RPA TE eligibility process,</b> conduct review and complete any follow-up activities	Production		<b>40</b>
		<b>Project Authorization Training for Office of Systems Planning:</b> training to include FMIS data fields, statement of work, basic authorization requirements	Production		<b>144</b>
		<b>CPI - 3R agreement Development:</b> Finalize and approve the 3R agreement and the Design Exception process	Change	Construction	<b>90</b>
		<b>Stewardship Design Program:</b> Program Activities include approval of standard plans, standard details and design manual, participation in design office activities, monthly meetings with design office, and training such as access management, Attend National Design Meeting and report back to the Division Office and DOT, Answer Design Program Questions <i>Develop Division Office Procedure on design approvals</i>	Production	Design	<b>221</b>
		<b>Stewardship - Design/Project Development:</b> Project Development Monitoring Plan Activities for all projects (except those listed below) Some Projects are 105th Street/Alice Road Interchange in Waukege, 1st and 36th streets interchanges in Ankeny, I-80/380 system interchange, Iowa 945/1st Street Interchange in Ankeny, NW 26th St/M.L. King north extension including interchange in Des Moines, Tower Terrace Interchange in Cedar Rapids and 1st Avenue Interchange in Coralville, JD bridge.	Production	Design	<b>731</b>
		<b>Major Projects:</b> Begin joint development of procedures for administration of major projects	Production	Construction	<b>104</b>
		<b>Promote with IadOT advancing the construction schedule for the council Bluffs Interstate Reconstruction. (Get in, Get out, Stay Out.)</b>	Change	Construction	<b>36</b>
		<b>Stewardship I-74:</b> Activities per Project Monitoring Plan	Production	Construction	<b>604</b>
The Division Leadership Team effectively provides leadership and management of the office.	1. Maintain or improve scores in All Employees Survey with the exception of Senior Support section. 2. Minimize time to fill vacancies. 3. Continued effective delivery of a discipline during employee turnover. a. Complete 10 new chapters of Administrative Procedures Manual. b. Develop four Bridge Procedure Guides for Highway Bridge program, NBIS, Bridge Technology Transfer and Major Bridges	<b>Division Leadership:</b> Provide leadership to the office with emphasis on assuring corporate direction of the office activities. <b>1. Office leadership listening opportunities.</b>	Production		<b>420</b>
		Lead effort for maximizing segregation of finance and administrative functions within division.	Change		<b>8</b>
		<b>Division Leadership Team (DLT) Activities:</b> 1. Weekly meetings 2. Other meetings not associated with a specific activity	Production		<b>581</b>
		<b>General Office supervision:</b> including supervision of direct reports, coaching, training, evaluation, guidance for team leaders/members, PDP, co-op, contractor and student aids	Production		<b>1,561</b>

**FY 2008 Unit Plan**

Unit Performance Objective	Unit Performance Measure	Description and Activities	Change or Production Activity	Program Area	TOTAL FHWA (est.) HOURS
	c. Complete 10 chapters in Civil Rights Procedures Manual covering CR Reporting, DBE Program, External EEO Program, Internal State EEO, Title VI, ADA and others.	<b>FHWA/FMCSA IT Management:</b> 1. Manage IT budget 2. Research for IT purchases 3. Backup for IT Contractor 4. IT related videoconferences and webinars 5. IT activities outside of contract support 6. UPACS Administration	Production		100
		<b>FAIR Act Implementation:</b> Lead data updates and complete the 2007 Fair Act Inventory	Production		32
		<b>Develop DO Bridge Procedure Guide</b>	Change		136
		<b>Document Office procedures with priority on administrative office procedures and program processes where there is strong risk of future employee retirements.</b>			64
		<b>Lead efforts in addressing the FY 07/08 All Employee Survey Results.</b> 1. Analyze Office Improvement Team (OIT) report giving full consideration to feedback and practicality or recommendations and the possibility of a "standing" team. 2. Complete one on one interviews. 3. Report out to office in leadership initiatives. 4. 50% of initiatives implemented by end of FY.	Change		241
		<b>Update and Maintain Transportation Engineers Manual</b>	Production		151
		<b>Civil Rights Procedures Manual:</b> develop Division Office procedural manual for activities within the Division Office	Production	Civil Rights	100
		<b>FIRE: Document Administrative Procedures.</b> Administrative procedures to be completed: TODO: determine procedures for FY2008	Change		208
		<b>FIRE: Develop and document procedures for Key Financial functions.</b> 1. Compile existing procedural documents 2. Develop master index 3. FY2008 focus areas: project authorization, modification, and Final Voucher processes, revision & implementation of inactive procedures.	Change	Finance	516
		<b>Update the Iowa DO Environmental Document Procedure Guidelines</b>	Production	Environment	460
Participation in corporate-level discipline teams.	Office staff regularly selected for national team participation.	<b>National Team Participation:</b> Prepare for and participate in: 1. National FHWA Meetings 2. AASHTO Meetings 3. National Pavement & Materials DA Forum 4. Security DA Group 5. Finance DA Group 6. MNRG 7. PDAT 8. FALCON (pavement design) 9. Other leadership review/task teams	Production		315
		<b>High Performance Concrete National Technical Working Group:</b> Provide peer review to ensure direction and quality of HPC research meets stakeholder needs.	Production		30
		<b>Drilled Shaft Manual Revision TWG</b> - Provide review of DS revisions	Production		60
Effectively respond to emergencies that impact Iowa highways.	Effective stewardship of the ER program in Iowa.	<b>Emergency Relief-Finalize 2004 ER event</b>	Production		17
		<b>Emergency Relief - Stewardship of two 2007 ER events</b>	Production		48
		<b>Emergency Relief - Stewardship of potential 2008 ER events</b> <b>Attend training on ER program</b>	Production		25

**FY 2008 Unit Plan**

Unit Performance Objective	Unit Performance Measure	Description and Activities	Change or Production Activity	Program Area	TOTAL FHWA (est.) HOURS
Reduce instances of non-recurring congestion caused by construction & maintenance activities and crashes in Iowa.	1. Implementation of Work Zone Final Rule 2. Completion of Work Zone Self-Assessment 3. Use DMS for detours during const of 24th St. 4. Complete coordination and use of DMS for new I 80 Mo. River Bridge	<b>Work Zone Safety &amp; Mobility Activities:</b> This team shall: 1. Coordinate and align efforts of interest for the Division and their presentation to IDOT and local agencies as appropriate. 2. Promote work zone safety and mobility through better work zone design and coordination. 3. Begin implementation of the newly adopted Iowa DOT work zone policy & procedure 500.18 and continue developing/updating other effected policies and procedures. 4. IDOT/CTRE Annual Work Zone Training. 5. Reviews and Self Assessments. 6. Participate in annual Midwest States Work Zone Roundtable. 7. Participate in Smart Work Zone Pooled Fund project in which Iowa is the lead-state.	Change	Safety	266
		<b>Improve coordination between Nebraska and Iowa and assure a corridor management approach for better work zone safety and mobility for CBIS.</b> 1. Fully deploy Transportation Management Plan provisions prior to redecking of existing I-80 Mo. River Bridge	Change		24
		<b>Stewardship-Traffic Engineering</b> -Technical assistance to Iowa DOT or locals (roundabouts, intersections, traffic management). Funding issues for signal systems. Participate in Tri-State Peer-to-Peer Traffic Engineering.	Change	Operations	40
		<b>Stewardship MUTCD -</b> Ensure that signing and pavement markings within Iowa conform to MUTCD requirements. (includes efforts related to the proposed 2009 MUTCD revision) Participate in District Traffic Technicians Quarterly meeting responding to issues and questions raised. Respond to local inquiries regarding the proper use of traffic control devices, including requests for experimentation.	Change	Operations	30
		<b>Explore the Iowa DOT/MPOs Congestion Management Process</b> -Review current process, investigate improvements	Change	Planning	120
Effectively and on an ever increasing basis, share information, provide advice and apply quality management techniques and methods in Division Office programs and operations; facilitate efforts to use process improvement techniques.	Timely accomplishment of the development, maintenance, and completion of the unit plan and all of its elements.	<b>Unit Plan Activities:</b> Lead the development, and oversee the implementation of the FY 08 Iowa Division unit work plan in accordance with Performance Planning timeline. Plan effectively aligns the resources of the division in accomplishing FHWA's objectives. Assure alignment of work plan goals, strategies, and activities with FHWA objectives. 1. Final FY 08 Plan 2. Draft FY 09 Plan 3. Install new HDD in SQL server for Time Tracking and succesfully migrate data. 4. SUPPS administration 5. Populate and administer Time Tracking	Change		467
		<b>Review Tracking System:</b> 1. Finalize tracking system 2. Develop procedures 3. Implement	Change		80
		<b>Division Metrics and Data Collection:</b> Ensure increased DO monitoring of metrics and reevaluate/update DO dashboard. Analyze potential new performance measures for dashboard and annual report. 1. Track FMIS signatory actions 2. FMIS signature turn-around time 3. # Active projects - stratified data	Change		387

**FY 2008 Unit Plan**

Unit Performance Objective	Unit Performance Measure	Description and Activities	Change or Production Activity	Program Area	TOTAL FHWA (est.) HOURS
		<b>SharePoint Initiative:</b> 1. Procedures for e-filing General Files (GF) 2. Implement e-filing for GF 3. Train users on e-filing and other uses (e.g. workflow, workspace, shared files, team pages etc.	Change		360
		<b>FY 07/08 Accomplishment Reports:</b> Monitor, develop and review FY 07/08 Annual Division Office Accomplishment Reports 1. FY 07 Final Report 2. Draft FY 08 Report	Change		96
		<b>Quality Journey Programs:</b> Promote quality programs within the Iowa Division Office and with our partners. 1. Annual AASHTO\FHWA Quality Conference 2. ASQ Training 3. Division Office "quality" training 4. Participation in North Quality Network 5. Participation in SUPPS User Forum	Change		208
Coordination with State and other local Federal offices responsible for emergency management is sufficient to satisfy requirements for real time situational awareness and response, recovery operations, and to assist with planning.	1. Division representatives participate in one State level exercise. 2. Meet with DOT Regional Emergency Transportation Coordinators and Representatives (RETCO/RETREP). 3. FHWA incident reporting requirements are met. 4. Meet requests consistent with expertise available locally, through the Resource Center, or at Headquarters. 5. All Office plans must be updated and exercised annually. (12/31/2008 COOP update and 2/29/2008 pandemic flu update) 6. All Offices complete Personal Accountability and National Response Plans by June 1, 2008.	<b>General Emergency Preparedness Activities:</b> 1. Annual exercise of COOP 2. Annual ESF-1 Training with RETCO/RETREP 3. Incident reporting 4. Address requests from State, HQ etc. 5. Annual Emergency Coordinator Training 6. Participate in periodic Statewide exercises at the SEOC 7. Membership and participation in Infragard/Transgard meetings	Change		80
		<b>Write Personal Accountability Plan</b>	Change		20
		<b>Rewrite Occupant Emergency Plan (OEP)</b>	Change		20
		<b>Write Influenza Supplemental to the COOP</b>	Change		20
		<b>Rewrite the Iowa Division's Continuity of Operations Plan (COOP)</b>	Change		80
Raise the level of awareness of the "gaps" noted in the Security Self Assessment conducted during FY07; Division office policies and procedures will protect information and systems.	1. Iowa DOT Leadership acknowledgement that "gaps" exist. 2. No reports of lost, stolen, or inadvertent release of sensitive or classified material, equipment, or information.	<b>Address "gaps" in the Security Self Assessment:</b> 1. Hold meeting with Iowa DOT 2. Develop recommendations 3. Possible Action Plan	Change		80



**FY 2008 Unit Plan**

Unit Performance Objective	Unit Performance Measure	Description and Activities	Change or Production Activity	Program Area	TOTAL FHWA (est.) HOURS
The Iowa DOT will more effectively use asset management principles to manage and allocate resources to improve Iowa's NHS system performance.	Reverse current trends for IRI and deficient bridge deck area.	<b>Asset Management</b> -Promote Asset Management tools and philosophy. 2007 ACTIVITY TBD.	Change	System Preservation	<b>82</b>
Iowa DOT will consider use of non-traditional revenue sources in funding scenarios for projects.	Number of project funding discussions which consider alternate funding sources for projects	<b>SEP-15, Public Private Partnerships</b> -Promote public private partnership approach in Iowa. Provide information on non-traditional funding to Iowa DOT.	Change	Finance	<b>36</b>
Meet timeliness targets for Environmental Impact Statements (EIS) to satisfy the indicated needs of our customers.	1. Establish timeframes agreed to by all participants for EISs. 2. Meet the scheduled interim and final milestone dates for EIS projects.	<b>Stewardship - Environment (Project):</b> PMT involvement and oversight to assure adherence to the agreed upon schedules for all EIS/EA's in progress. Review of environmental documents.	Production	Environment	<b>1,238</b>
		Maintain the strong working relationships which were developed through NEPA/404, NEPA 106, and cultural interchange agreements.	Change	Environment	<b>40</b>
		Interagency efforts with the NEPA/404 resource agencies to enhance wetland mitigation efforts-NEPA/404 interagency meetings, address questions, facilitate conflict resolution,	Change	Environment	<b>40</b>

**FY 2008 Unit Plan**

<b>Unit Performance Objective</b>	<b>Unit Performance Measure</b>	<b>Description and Activities</b>	<b>Change or Production Activity</b>	<b>Program Area</b>	<b>TOTAL FHWA (est.) HOURS</b>
In Iowa, provide longer lasting highway structures through improved research, technology transfer, design, quality of construction, and system preservation.	<ol style="list-style-type: none"> <li>1. Implementation of LRFD.</li> <li>2. Expand the use of HPM to large urban projects.</li> <li>3. Employ advanced construction practices/precast elements. - Number of bridges=2.</li> <li>4. Reduce area of deficient bridges.</li> </ol>	<b>HBRRP/LRFD</b> -Provide longer lasting structures through preventative maintenance, rehab and replacement. Includes stewardship of HBRRP.	Change	System Preservation	<b>240</b>
In Iowa, accelerate the adoption of innovation and new technology in construction to significantly improve safety, quality, and customer satisfaction; and reduce congestion due to construction.	<ol style="list-style-type: none"> <li>1. Based on HFL innovations, project is completed on schedule.</li> <li>2. Based on IBRC innovations, project is completed on schedule.</li> </ol>	<b>IBRC</b> -Implement innovative technologies on bridges through the IBRC program. Construct UHP concrete and ACTT projects awarded in FY 2006. Apply for 2007 funding.	Change	System Preservation	<b>100</b>
		<b>Highways for Life:</b> Marketing and Initial implementation of Highways for Life program in Iowa		System Preservation	<b>101</b>
Improve the safety of Iowa's bridges.	<ol style="list-style-type: none"> <li>1. On-time completion of annual NBIS review report.</li> <li>2. Reduced number of bridges that need vulnerability analysis for scour.</li> <li>3. Reduced number of scour critical bridges that need plan-of-actions (POA's).</li> <li>4. Number of recommendations addressed from OIG report.</li> </ol>	<b>NBIS</b> -Annual NBIS review and implementation of revised NBIS regulations.	Change	System Preservation	<b>540</b>
		<b>PONTIS</b> -Implement PONTIS as a bridge management system for the Iowa DOT as a component of their bridge program that most effectively uses HBRRP to reduce deficient bridge area.	Change	System Preservation	<b>120</b>
		<b>High Performance Materials For Structures</b> -Implement use of HPM in Iowa structures.	Change	System Preservation	<b>28</b>
Participation in corporate Human Resource recruitment and development.	<ol style="list-style-type: none"> <li>1. Successfully filling vacant office positions.</li> <li>2. Providing viable candidates for FHWA Professional Development Program.</li> <li>3. Office staff serving as NHI instructors.</li> <li>4. Office staff serving as PDP coaches.</li> </ol>	<b>NHI Instructor</b> -Teach NHI Drilled Shaft courses	Production	System Preservation	<b>120</b>
		<b>Participation in PDP activities/training:</b> -Attend PDP Academy Component III (Oct. 29 to Nov. 9, 2007) -Rotational DC assignment: Jan 27 to March 7, 2008 (Pete) -Prepare and submit required PDP reports	Production		<b>1,300</b>
		Recruit graduating engineering students for the Professional Development Program. Recruit PDP candidates for national selection. New hires for office.	Production		<b>100</b>
		Solicit applications, interview, and hire co-op student. Recruit co-op candidate for Iowa Division.	Production		<b>44</b>
		<b>NHI Activities</b> -Serve as instructor for Federal-Aid 101 and as a Master Trainer	Production		<b>200</b>
		<b>Participate in Career Fair</b>	Production		<b>48</b>
<b>Participation on HR team</b> <ol style="list-style-type: none"> <li>1. Represent Division by participating in video and audio meetings</li> <li>2. Attend annual HR meeting (Harrisburg, PA)</li> <li>3. Subcommittee activities</li> </ol>	Production		<b>40</b>		

**FY 2008 Unit Plan**

Unit Performance Objective	Unit Performance Measure	Description and Activities	Change or Production Activity	Program Area	TOTAL FHWA (est.) HOURS
		<b>NHI Instructor</b> - Instructor training and potential instructor for Pedestrian Design	Production		40
Reduce fatalities and major injuries in Iowa	1. Roadway Departure Fatal and Major Injury Crashes  2. Roadway Departure Fatalities and Major Injuries  3. Intersection-related Fatal and Major Injury Crashes at rural two-lane, urban, and expressway intersections  4. Intersection-related Fatalities and Major Injuries at rural two-lane, urban, and expressway intersections	<b>Roadway Departure Countermeasures:</b> - Assist the Iowa DOT with identifying roadway departure countermeasures that can be applied on a statewide basis, including efforts related to roadside hardware crashworthiness. - Technology Transfer - promote the use of the Rumble "Stripe" on county roadways - meet with locals to discuss pros/cons of implementation of this technology and fund demonstration project. - Assist the Iowa DOT with roadside hardware issues including guardrail design.	Change	Safety	140
		<b>Two-lane rural highway safety initiatives</b> - Promote two-lane rural highway safety initiatives which include implementation of road safety audits, and raising safety awareness of Iowa DOT district and County Engineering staff with responsibility for 3R project development.-Perform 3R Road Safety Audits. Participate in the development of DOT Design Exception process for 3R projects.	Change	Safety	100
		<b>Intersection Safety - improving intersection design and safety, includes assistance for deploying red-light-running technology and roundabout design.</b> Provide direction to Iowa DOT's Roundabout Task Force working on design standards and construction of roundabouts on Iowa's primary system and provide oversight of Federal technology transfer funds. Facilitate a rural expressway intersection peer exchange.	Change	Safety	20

**FY 2008 Unit Plan**

Unit Performance Objective	Unit Performance Measure	Description and Activities	Change or Production Activity	Program Area	TOTAL FHWA (est.) HOURS
Improve material and construction quality assurance in Iowa.	Full implementation of revised material quality assurance system.	<b>Rewrite Material Quality Acceptance Procedures for use of contractor test results for compliance with regulations and applicable guidance (follow-up activity from PR/PE)</b>	Change	Construction	<b>355</b>
Improve pavement surface characteristics on Iowa NHS.	Full implementation of Zero Blanking Band with incentives/dis-incentives.	<b>Pavement Smoothness</b> -Improve pavement smoothness on the NHS in Iowa in alignment with national performance measures. Full implementation of zero blanking band specification for smoothness. Twenty projects have been identified that will use the zero blanking band DS.	Change	Construction	<b>20</b>

**FY 2008 Unit Plan**

Unit Performance Objective	Unit Performance Measure	Description and Activities	Change or Production Activity	Program Area	TOTAL FHWA (est.) HOURS
Advance Context Sensitive Solutions (CSS) Implementation within Iowa.	Iowa DOT and LPA's are making progress towards reaching a mature level of CSS implementation.	<b>CSS/CSD:</b> Continue to institutionalize CSS	Change		169
In Iowa, improve travel time reliability for freight movements.	Consideration of freight movements in the I-80 corridor study.	<b>Freight Management:</b> Participate in Iowa DOT Freight Committee, MVTC, FHWA Freight Council and National Freight Partnership activities.	Change	Planning	70
Develop and continually improve the partnership's ability to deliver Iowa's Federal-aid Highway programs on time and budget while demonstrating high quality and integrity.	<ol style="list-style-type: none"> <li>1. Initial baseline Program Delivery Improvement Tool completed; results communicated.</li> <li>2. Division Risk Statements completed and analyzed; results used for 2009 plans.</li> <li>3. FY 2008 FIRE plan implemented.</li> <li>4. Continually reduced obligations in inactive projects.</li> <li>5. Civil Rights baseline assessment completed.</li> </ol>	<p><b>1. \$10M Projects Spreadsheet</b> – Project Delivery (Key Business Process-all federal-aid projects and National FHWA Corporate Dashboard Program- Projects&gt;\$10m) –</p> <p>§ In partnership with the Iowa DOT Construction Office, monitor and evaluate the percent of project cost change from low bid contract amount (award amount) to final project cost amount for federal-aid projects.</p> <p>§ In partnership with the Iowa DOT Contracts Office, provide information to FHWA Corporate Dashboard Coordinator on Iowa federal-aid construction projects greater than \$10 million in cost.</p>	Change	Construction	26

**FY 2008 Unit Plan**

Unit Performance Objective	Unit Performance Measure	Description and Activities	Change or Production Activity	Program Area	TOTAL FHWA (est.) HOURS
	<p>6. Approval of Stewardship and Oversight agreement that meets current Stewardship and Oversight Agreement Guidance by September 30, 2008.</p> <p>7. Advance Iowa DOT and MPO processes and practices in a developing Transportation Plan, TIP, and STIP that reflect the SAFETEA-LU planning provisions and requirements in the new FHWA-FTA Planning Final Rule.</p> <p>8. Iowa DOT is in full compliance with LPA program guidance.</p>	<b>Update the Oversight Agreement</b>	Change		<b>252</b>
		<b>FIRE - Single Audit Review:</b> a. Address/Resolve Single Audit Findings [Iowa] b. issue management decisions for findings as appropriate and assure proper follow-up and documentation for findings c. ensure State audit report is filed by 6/30 each year; document compliance/completion of all actions, verifications made. d. follow-up with IaDOT on sub recipients single audit findings	Change	Finance	<b>135</b>
		<b>FIRE - Financial Management Review:</b> For a sampling of current LPA authorizations, test/verify that the FMIS authorization request is adequately supported (by documentation maintained by the Iowa DOT)	Change	Finance	<b>154</b>
		<b>Address National LPA review findings:</b> Includes LPA Oversight Plan - Includes followup on LPA Consultant Selection Review	Change		<b>1,152</b>
		<b>PDIT-Conduct initial improvement analysis</b>	Change		<b>248</b>
		<b>FIRE - Inactive Project Review:</b> Quarterly review of Tiers I, II and III inactive projects as required by the FIRE.	Change	Finance	<b>508</b>
		<b>Iowa DOT Billing System Improvements*</b> Actively participate in the Iowa DOT initiative to upgrade their Accounting/Billing System. 1. Monthly meetings with Cheryl 2. Participate with the intent of value added	Production	Finance	<b>80</b>
		<b>FIRE - IPIA (or Transaction Billing) Review:</b> Conduct the FY2008 IPIA review	Change	Finance	<b>190</b>
		<b>Civil Rights Baseline Assessment:</b> perform assessment with assistance from the Resource Center; report written	Change	Civil Rights	<b>330</b>
		<b>Risk Management:</b> Lead the development, and oversee the implementation of a division oversight program based on Risk Management principles. This activity includes the time staff spends meeting, preparing and assessing each fiscal year.	Change		<b>416</b>
		<b>Civil Rights Baseline Assessment follow-up:</b> provide technical assistance to program areas identified during assessment	Change	Civil Rights	<b>100</b>
		<b>SAFETEA-LU Compliance with Planning Regulations:</b> Work with MPOs and the Iowa DOT to obtain Compliance, activities include Completion of Statewide LRTP, Accelerate the updates to the MPO LRTP specifically the use of Year of Expenditure (YOE) project costs, environmental provisions within the planning regulations.	Change	Planning	<b>250</b>
		<b>Work with MPOs to accelerate development of "year of expenditure" long range plans. Accelerate IaDOT Long Range Plan after TIME 21 revenue enhancements</b>	Change	Planning	<b>40</b>

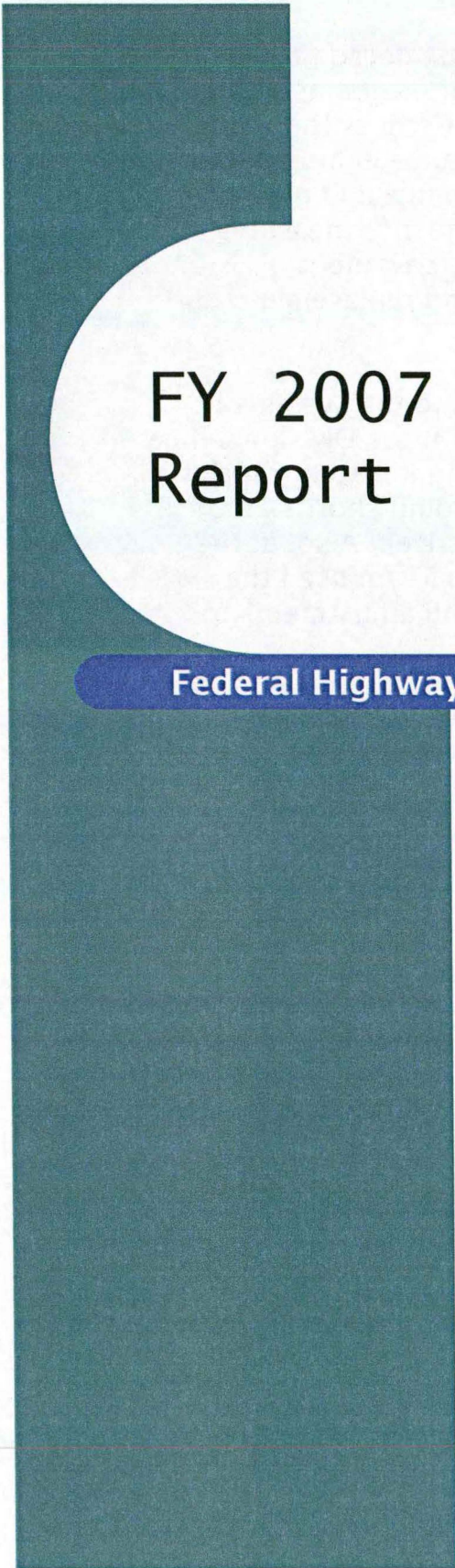
**FY 2008 Unit Plan**

Unit Performance Objective	Unit Performance Measure	Description and Activities	Change or Production Activity	Program Area	TOTAL FHWA (est.) HOURS
Develop and continually improve the Iowa Division's ability to provide relevant program and technical assistance, technology advancements, and policy leadership for the national highway system.	1. Percent of STIP annual element construction projects advanced to contract in target year (FY 2008 Target is 75 percent). 2. Percent projects completed on time (FY 2008 Target is 90 percent). 3. Percent of major federally funded transportation infrastructure projects with less than 2 percent annual growth in the project completion milestone as reported in the finance plan (FY 2008 Target is 90 percent). 4. Percent of finance plan cost estimates for major federally funded transportation infrastructure projects with less than 2 percent annual growth (FY 2008 Target is 90 percent or more). 5. Percent of market ready technologies and innovations that meet established deployment targets.	<b>Technology Deployment</b> -Drilled Shafts - expand the use of drilled shafts by Iowa DOT. - Share technology through presentations at conferences and training conducted -Rolling Wheel Deflectometer - Follow-up on Iowa Demonstration	Change	System Preservation	140
Reduce fatalities and major injuries in Iowa	1. Fatal and Major Injury Crashes	<b>Older Driver Initiatives</b> - Participate in older driver initiatives. Desired outcome is the incorporation of potential infrastructure-related countermeasures for specific older driver issues. Also participate in GAO Older Driver Best Practices review.	Change	Safety	20
	2. Fatalities and Major Injuries	<b>Participate in various Iowa DOT, GTSB, ITSA, MDSTs, and other multidisciplinary safety partners (representing 4 Es of Traffic Safety: Engineering, Enforcement, Education, and Emergency Response).</b> -Oversight of application of Federal funds.	Production	Safety	90
		<b>Statewide Traffic Records</b> - Work with the Iowa DOT's Driver Services Division to identify methods for streamlining crash data input for law enforcement agencies; improving data entry instructions; expanding use of the system within the state; and guiding system development to meet future needs.- Provide stewardship on the Iowa Statewide Traffic Records Coordinating Committee per 23 USC 408. Provide FHWA representation as the National Model lead state and provide oversight of Federal funding. Participate in the HQ Office of Safety Data Needs Team.	Production	Safety	40

**FY 2008 Unit Plan**

Unit Performance Objective	Unit Performance Measure	Description and Activities	Change or Production Activity	Program Area	TOTAL FHWA (est.) HOURS
		<b>Strategic Highway Safety Plan</b> -Provide stewardship and oversight in the implementation of Iowa's Comprehensive Highway Safety Plan and push the "One Death is One Too Many" philosophy.	Change	Safety	<b>84</b>





# FY 2007 Performance Report

**Federal Highway Administration-Iowa Division**

## Iowa Division's Performance and Accomplishments

One of the major changes in government in the last decade has been the application of measurements to judge the efficacy of programs. This effort is led by the President's Management Agenda that strives for results and innovation. This section discusses several performance items that are tracked by the Iowa Division and FHWA as part of our annual and monthly/quarterly Dashboards, systems used to track key performance measures and trends. Items tracked include fatalities and fatality rate, pavement smoothness, deficient bridges, travel congestion, wetland replacement, and environmental document processing time.

In FY 2007 the Division Office made significant changes to the systems it uses in tracking its activities and resources. Every month, the Division Office tracked progress towards reaching its objectives by using a system which allowed staff to update the status of key activities (including short status narratives detailing progress in the activity and/or objective). Also, at the beginning of each month, the Division Office Leadership Team used the updates to discuss Unit Plan progress, sometimes making adjustments to activities needing more attention or resources.

Additionally, the Division Office again revised its Dashboard and will continually refine it to be used as a management tool to make "real time" decisions based on leading indicators.

The following pages detail the Division Office's FY 2007 activities, resources used, accomplishments and performance measures that further the FHWA goals of Safety, Mobility and Productivity, Environment, Global Connectivity, National Security and Organizational Excellence.

Safety (SF)

**Goal:** Continually improve highway safety.

**National Performance Objectives**

**SF1:** Implement comprehensive, integrated and data driven safety programs at the Federal, State and local level, including State and non State owned roadway systems.

**SF2:** Implement countermeasures to reduce highway related fatalities (VF).

Activity Description	National SIP Alignment	Status	Estimated Hours	Actual Hours
<p><b>Roadway Departure Countermeasures:</b></p> <ul style="list-style-type: none"> <li>- Assist the Iowa DOT with identifying roadway departure countermeasures that can be applied on a statewide basis, including efforts related to roadside hardware crashworthiness.</li> <li>- Technology Transfer - promote the use of the Rumble "Stripe" on county roadways - meet with locals to discuss pros/cons of implementation of this technology and fund demonstration project.</li> <li>- Assist the Iowa DOT with roadside hardware issues including guardrail design.</li> <li>- Stewardship of NTSB directed review of cross-median crashes on non-freeway facilities</li> </ul>	SF2	Complete	120	139
<p><b>Older Driver Initiatives</b> - Participate in older driver initiatives. Desired outcome is the incorporation of potential infrastructure-related countermeasures for specific older driver issues. Also participate in GAO Older Driver Best Practices review.</p>	SF1	Complete	20	29.5
<p><b>Participate in various Iowa DOT, GTSB, SMS, MDSTs, and other multidisciplinary safety partners (representing 4 Es of Traffic Safety: Engineering, Enforcement, Education, and Emergency Response).</b>- Oversight of application of Federal funds.</p>	SF1	Complete	260	97
<p><b>Statewide Traffic Records</b> - Work with the Iowa DOT's Driver Services Division to identify methods for streamlining crash data input for law enforcement agencies; improving data entry instructions; expanding use of the system within the state; and guiding system development to meet future needs.- Provide stewardship on the Iowa Statewide Traffic Records Coordinating Committee per 23 USC 408. Provide FHWA representation as the National Model lead state and provide oversight of Federal funding.</p>	SF1	Complete	76	40.5

Participate in the HQ Office of Safety Data Needs Team.				
Stewardship - Safety (including HES, rail crossings, HRRR, 5% report, and safety incentive programs). Implement Highway Safety Improvement Program requirements provided in SAFETEA-LU (including High Risk Rural Roads, and Older Driver accommodation). Technical assistance to Iowa DOT or locals (hazardous locations and segments). Develop outline of Iowa Division Safety Procedures Manual	SF1	Complete	230	241
Strategic Highway Safety Plan-Provide stewardship and oversight in the development of Iowa's Strategic Highway Safety Plan.	SF1	Complete	88	118
Two-lane rural highway safety initiatives - Promote two-lane rural highway safety initiatives which include implementation of road safety audits, and raising safety awareness of Iowa DOT district and County Engineering staff with responsibility for 3R project development.-Perform 3R Road Safety Audits. Participate in the development of DOT Design Exception process for 3R projects. Participate on HQ Office of Safety Road Safety Audit Team	SF1	Complete	40	101
Intersection Safety - in improving intersection design and safety, includes assistance for deploying red-light-running technology and roundabout design.-Provide direction to Iowa DOT's Roundabout Task Force working on design standards and construction of roundabouts on Iowa's primary system and provide oversight of Federal funds. Present at FHWA/IDOT/LTAP "Intersection Safety of Local Agencies" workshops being conducted around the state.	SF2	Complete	150	159.5

## Safety Accomplishment Highlights

In the Safety area, there were two major accomplishments in FY 2007. The first was the completion of the Iowa Comprehensive Highway Safety Plan (SF1). Iowa's plan was the culmination of a multidisciplinary, data-driven effort involving over 60 agencies and 100 people. Eight target area teams were established to address the highest ranked safety issues, resulting in five top policy and eight program strategies being identified as Iowa's top safety objectives:

### Policy Strategies

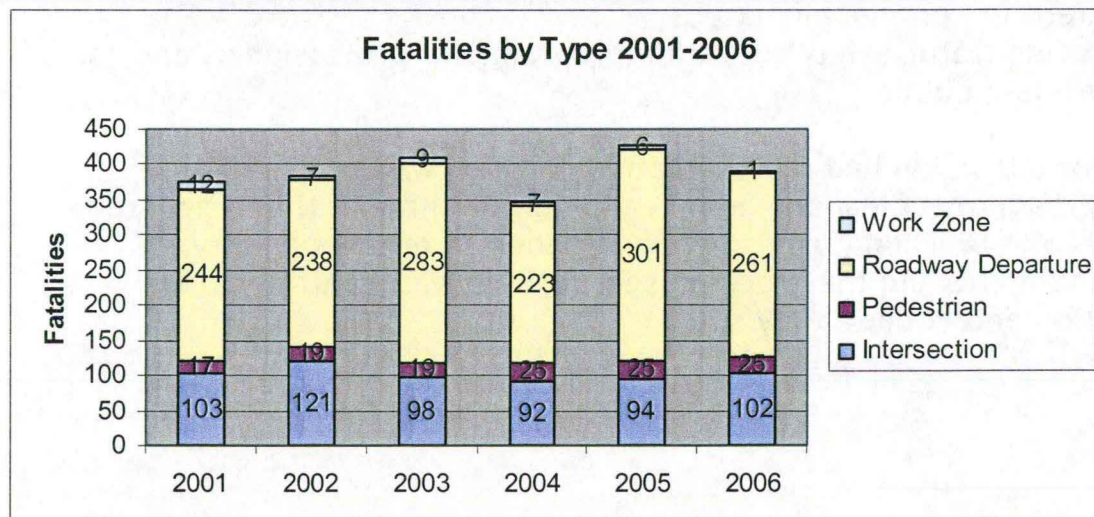
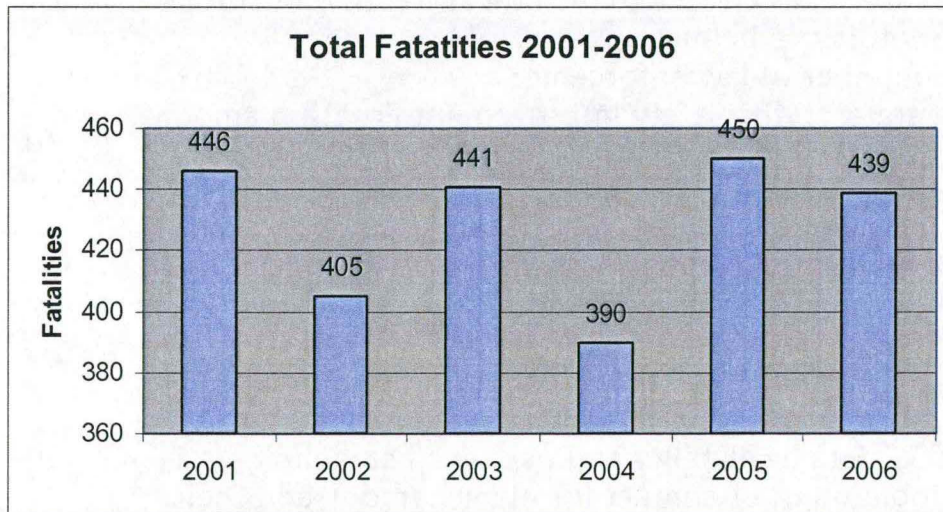
- Enhance Graduated Driver Licensing law (limit passengers & implement earlier curfew)
- Enhance Primary Seat Belt Law to include all seating positions
- Reinstate a motorcycle helmet law
- Increase the number of law enforcement
- Increase the state Traffic Safety Improvement Program amount

### Program Strategies

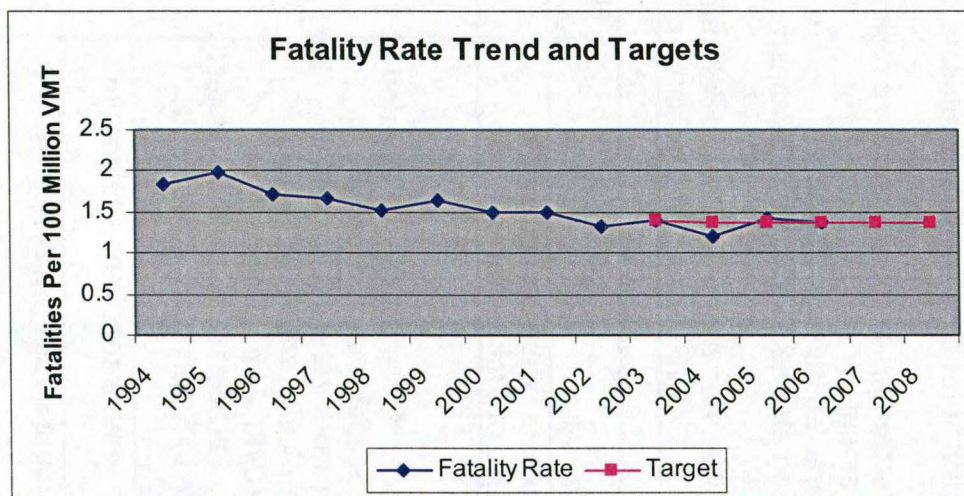
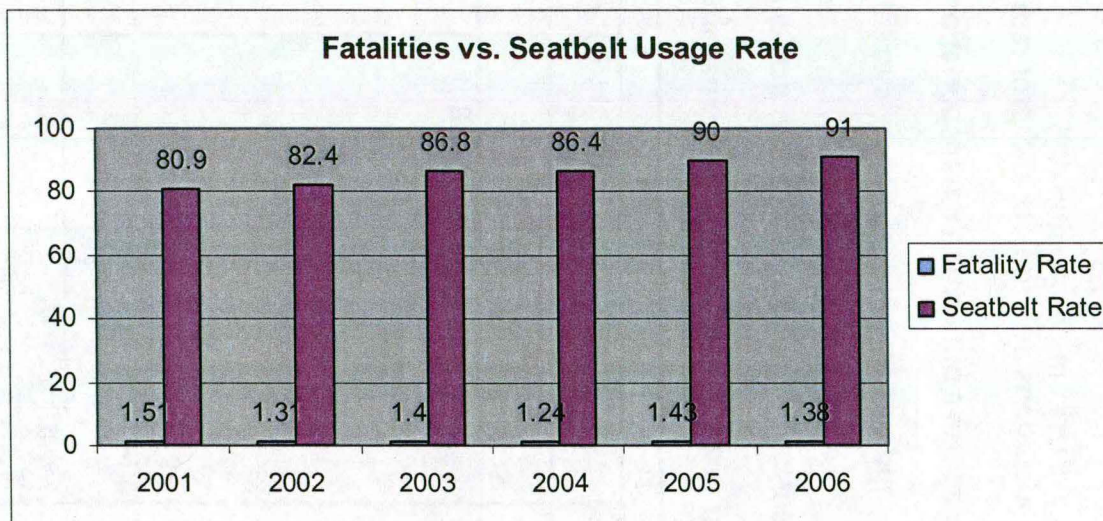
- Enhance lane departure countermeasures
- Identify and designate "Safety Corridors"
- Promote innovative intersection designs
- Create new and continue existing local multidisciplinary safety teams
- Enhance safety data availability and use by all stakeholders
- Develop a single point of contact for older persons and their caregivers on mobility issues
- Provide traffic safety education programs for professionals and the traveling public

The Iowa Division had representation on the Iowa CHSP Leadership Team, the CHSP Project Management Team, and on three of the target area teams. The Iowa Division was also the lead federal oversight agency, reviewing and approving the process used by the Iowa Departments of Transportation and Public Safety.

The other major accomplishment in the safety area was the development of Iowa's first High Risk Rural Roads project (SF1). In order to get some of the HRRR dollars out on the road, the Iowa DOT requested to take the first year's allocation to implement a statewide systematic curve warning sign project. Each county could apply for fluorescent yellow microprismatic signs and chevrons to upgrade existing signing on curves located on HRRR eligible routes. The majority of counties had not yet used the fluorescent yellow color or the newer microprismatic sheeting, and typically used the smallest allowable signs and minimal number of chevrons so this provided an excellent opportunity to advance the state of the practice and transfer new technology. The Iowa Division was involved in the initial setup of the HRRR program, the review and approval of the project work plan, and review and approval of the annual HRRR report.



**Safety Accomplishments**



HSIP		Rail		HRRR	
Apportioned	Obligated FY 2007	Apportioned	Obligated FY 2007	Apportioned	Obligated FY 2007
\$14,627,693	\$11,187,223	\$4,841,502	\$2,596,251	\$1,333,433	\$559

## Mobility and Productivity (MP)

**Goal:** Preserve, improve, and expand the Nation's highway transportation system while, at the same time, enhancing the operation of the existing highway system and intermodal connectors.

### National Performance Objectives

**MP1:** Mitigate congestion and improve system reliability through actions targeted at key causes of congestion (VF).

**MP2:** Mitigate the impacts of congestion by fully integrating system management and operations into project and program delivery decisions.

**MP3:** Effectively use asset management principles to manage and allocate resources to improve our Nation's transportation system performance.

**MP4:** Provide longer lasting highway infrastructure through improved research, design, and quality of construction, system preservation, and size and weight enforcement.

**MP5:** Improve pavement smoothness characteristics.

**MP6:** Accelerate the adoption of innovation and new technology in construction to significantly improve safety and quality and reduce congestion due to construction.

**MP7:** Increase the use of non traditional, i.e., non motor fuel based revenue sources for system management and expansion. Sources will include TIFIA credit assistance, GARVEE bonds, and private activity bonds.

Activity Description	National SIP Alignment	Status	Estimated Hours	Actual Hours
Regional Architectures - Provide training/workshop on taking the next step in maintenance/development/use of architectures.	MP2	Not Started/Deferred	81	9.75
Division Work Zone Team-2007 Activities TBD  This team shall coordinate and align efforts of interest for the Division and their presentation to IDOT and local agencies as appropriate. Promote work zone safety through better work zone design and coordination. Moving Iowa DOT into compliance with 23 CFR 630 Subpart J ruling by October 2007. IDOT/CTRE Annual Work Zone Training. Reviews and Self Assessments. Participate in annual Midwest States Work Zone Roundtable. Participate in Smart Work Zone Pooled Fund project.	MP1	Behind Schedule	418	319
Asset Management-Promote Asset Management tools and philosophy. 2007 ACTIVITY TBD	MP3	Complete	88	29.5
SEP-15, Public Private Partnerships-Promote public private partnership approach in Iowa.	MP7	Complete	16	4



<b>Transportation Research-Assist the Iowa DOT in identifying research needs, potential information sources, and promotable/deployable research efforts. Provide administrative assistance to the Iowa DOT and National PCC Center in administration of their earmark.</b>	MP4	Complete	104	107
<b>Technology Transfer Drilled Shafts - expand the use of drilled shafts by Iowa DOT. - Share technology through presentations at conferences and training conducted Rolling Wheel Deflectometer - Follow-up on Iowa Demonstration</b>	MP4	Complete	346	185.75
<b>Highways for Life: Marketing and Initial implementation of Highways for Life program in Iowa</b>	MP6	Complete	92	38
<b>ACTT-Work with the Iowa DOT and LPA's to accelerate bridge construction on appropriate structures.</b>	MP6	Complete	93	38.5
<b>Administer Truck Size and Weight Program, including field review of enforcement activities and preparation of an evaluations report, approval of the annual enforcement plan, and the annual certification.</b>	MP4	Complete	10	46.5
<b>HBRRP/LRFD-Provide longer lasting structures through preventative maintenance, rehab and replacement. Includes stewardship of HBRRP. Documentation of Division and State HBRRP procedures. LRFD.</b>	MP4	Complete	228	239
<b>IBRC-Implement innovative technologies on bridges through the IBRC program. Construct UHP concrete and ACTT projects awarded in FY 2006. Apply for 2007 funding.</b>	MP3	Complete	120	173.5
<b>NBIS-Annual NBIS review and implementation of revised NBIS regulations.</b>	MP4	Complete	620	830
<b>PONTIS-Implement PONTIS as a bridge management system for the Iowa DOT as a component of their bridge program that most effectively uses HBRRP to reduce deficient bridge area.</b>	MP3	Complete	120	42.5
<b>Rewrite Material Quality Acceptance Procedures for use of contractor test results for compliance with regulations and applicable guidance (follow-up activity from PR/PE)</b>	MP4	Complete	380	392
<b>Pavement Smoothness-Improve pavement smoothness on the NHS in Iowa in alignment with national performance measures. Full implementation of zero blanking band specification for smoothness. Twenty projects have been identified that will use the zero blanking</b>	MP5	Complete	40	4

band DS.				
<b>Pavement Stewardship-</b> Facilitate technical meetings for ICPA and APAI, participate in Quality Management of Asphalt and Concrete, Assist Iowa DOT in implementation of mechanistic pavement design, support Iowa DOT PMS activities	MP4	Complete	161	269
<b>High Performance Materials-</b> Implement use of HPM in Iowa structures.	MP4	Complete	65	44
<b>High Performance Concrete National Technical Working Group-</b> Provide peer review to ensure direction and quality of HPC research meets stakeholder needs.	MP4	Complete	40	39.5

## Mobility and Productivity Accomplishment Highlights

### Congestion

To reduce non-recurring congestion in Iowa the Division awarded a Highways for Life grant and used ACTT technologies to reduce bridge construction time. These approaches are being demonstrated as part of the 24<sup>th</sup> Street project over I-80 in Council Bluffs.

The Iowa Division also worked with the Iowa DOT to adopt a formal work zone safety and mobility policy in substantial compliance with 23 CFR 630 Subpart J. The Iowa DOT's Policy and Procedure 500.18 went above and beyond the minimum federal requirements in order to more adequately provide for safe, efficient, and predictable travel during work zone activities in the state of Iowa. The partnership between the Iowa DOT and DO will continue as the Final Rule is implemented, particularly in the development of Transportation Management Plans for those projects deemed "significant".

### Asset Management and System Preservation

In the area of improving the physical condition and performance of the transportation system, the Iowa Division worked with the Iowa DOT to:

- Arranged for a one-day training seminar for the Iowa DOT on Asset Management
- Finalize the zero blanking band ride specification and work for its adoption as a standard specification in Iowa.
- Rewrite the material quality assurance program to improve its integrity.

The percent of area of deficient bridges in Iowa has declined in the past year. The condition and performance of bridges in Iowa has been improved due to activities such as:

- Semi-integral abutments were implemented on two bridges.
- Ultra-high Performance Concrete Bridge designed for Buchanan County as part of the Innovative Bridge program.
- Worked with the Iowa DOT on a quality assurance program for the NBIS data.
- Implementation of HPC on the CBIS reconstruction project
- Development of research for LRFD substructure design.
- Initiated, developed and help present training on LRFD for local agencies.
- Initiated a load test program for base grouting of drilled shafts, to promote their use on a future major viaduct project.
- Implementation of a mass concrete specification on the I-80 Missouri River Bridge.

## Construction

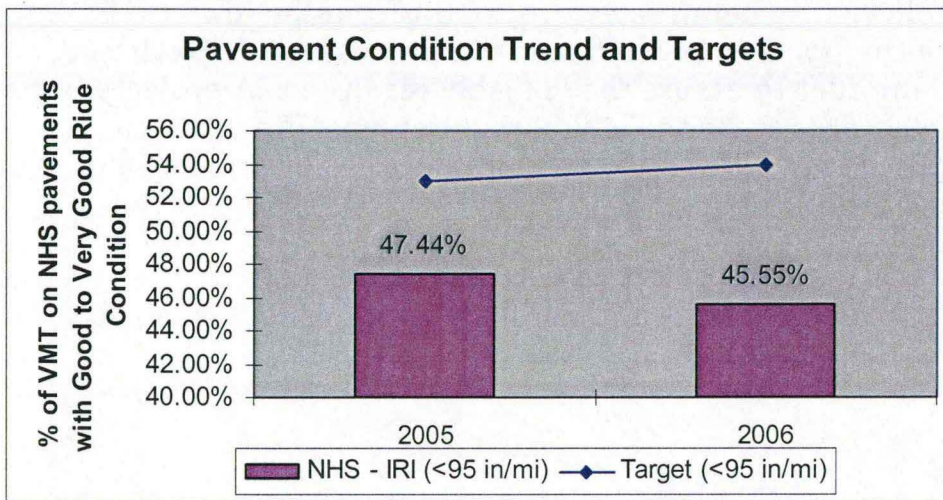
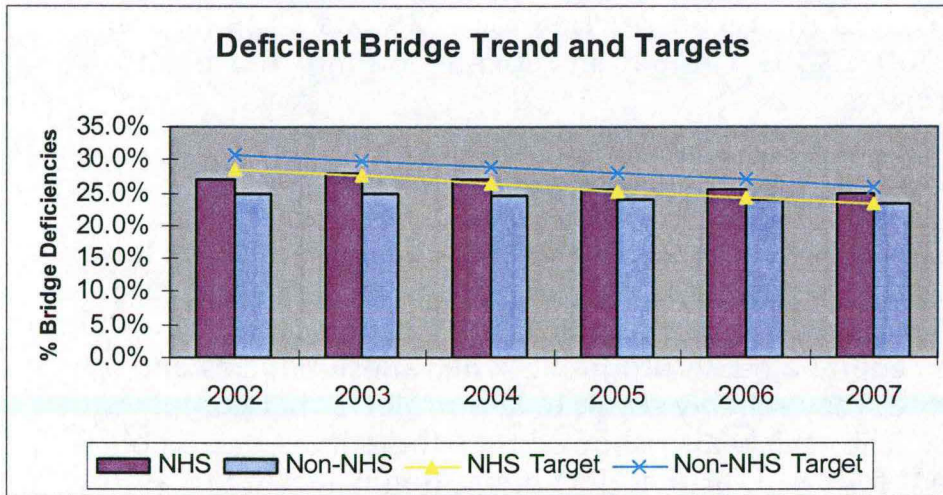
The reconstruction of I-235 in Des Moines Iowa was completed in fiscal year 2007. The overall project involved the reconstruction of 14-miles of urban freeway, with the goal of improving safety, updating the facility to current roadway design standards, reducing congestion, and improving mobility. The reconstruction was completed within the planned six-year schedule which allowed the maximum amount of work per construction season with minimal delay and inconvenience to the traveling public. The reconstruction included a major ITS deployment which included 65 traffic sensors stations, and 41 closed circuit cameras. The data gathered is detecting traffic incidents that cause delays on the Interstate/freeway system in the Des Moines Metro Area which is assisting in providing prompt responses to road conditions and emergencies.

During construction, congestion and delays were reduced through a strong public relations campaign which included the Iowa DOT, FHWA, and local governments. The campaign successfully encouraged drivers to use alternative transportation through a web site providing real-time information, through partnerships with local business to employ programs to support alternative transportation, and through a partnership with the local media.

The estimated cost of the reconstruction for I-235 was \$429 million. As of September 17, 2007, \$401,190,640 in Federal-aid funds has been obligated on I-235 projects.

### Local Public Agency (LPA)

During the later half of fiscal year 2007 a program review of the Iowa DOT's LPA program was completed. The review established that the Iowa DOT has the policies and procedures necessary for the successful administration of the Federal-aid LPA program. When these policies and procedures are followed, they reliably result in LPA projects that comply with Federal requirements. The review also showed that sometimes these policies and procedures are not followed, or that documentation is lacking to assure that they have been followed. Therefore, with support from the Iowa DOT, the implementation of the policies, procedures, and process will be reviewed, improved, and tested in order to assure they reliably result in LPA projects being administered in accordance with Federal requirements. In addition, joint reviews and improvements are to be made in the areas of project documentation and training for LPA staff.



**Environment (EN)**

***Goal: Protect and enhance the natural environment and communities affected by highway transportation.***

**National Performance Objectives**

**EN1:** Meet timeliness targets for Environmental Impact Statements (EIS) and Environmental Assessments (EA) (VF).

**EN2:** Advance Context Sensitive Solution (CSS) Implementation by States and FLH Divisions (VF).

**EN3:** Advance and showcase exemplary ecosystem (EEI) and human environment (EHEI) initiatives in the FAHP and FLHP (VF).

**EN4:** Minimize the number of areas not meeting State Implementation Plan (SIP) mobile source emissions budgets.

Activity Description	National SIP Alignment	Status	Estimated Hours	Actual Hours
Interagency efforts with the NEPA/404 resource agencies to enhance wetland mitigation efforts-NEPA/404 interagency meetings, address questions, facilitate conflict resolution,	EN1	Complete	30	17
Maintain the strong working relationships which were developed through NEPA/404, NEPA 106, and cultural interchange agreements	EN1	Complete	30	22
PMT involvement and oversight to assure adherence to the agreed upon schedules for all EIS/EA's in progress	EN1	Complete	180	286.5
CSS/CSD: Continue to institutionalize CSS	EN2	Complete	104	38

## Environment Accomplishment Highlights

### ROW

A process review was completed on the ROW estimate & waiver processes. The DOT accepted the recommendation that resulted from this review. The Iowa DOT ROW design manual was updated.

### Environment

The Relocated US 34 (Bellevue Bridge) FEIS was signed by the Iowa Division office.

The “Smart Mitigation” study was completed, a cooperative banking document was drafted, and the Iowa DOT is actively searching for an opportunity to help a County or other agency develop a cooperative wetlands bank.

The Nationwide 404 permits issued by the COE expired earlier this year. The Division office was able to facilitate the processing of 404 and 401 permits during the “gap” and keep Iowa’s projects moving.

The Iowa division worked with FHWA HQ to correct inconsistencies in how project cost estimates are to be handled, providing consistency between the NEPA and Projects sections guidance.

Procedures for the implementation of SAFETEA-LU into the Iowa Environmental Management System (Can-DO) were determined and implemented. Templates for Participating and Cooperating Agency letters, Coordination Plan, and MOU between the Joint Lead Agencies were developed for use in Iowa.



**Global Connectivity (GC)**

***Goal: Promote and facilitate a more efficient domestic and global transportation system that enables economic growth.***

**National Performance Objectives**

**GC1: Improve travel time reliability for freight movements at ports of entry and along corridors.**

**GC2: Improve efficiency and reliability of goods and people movement at international land border facilities.**

## Global Connectivity Accomplishment Highlights

Previously, freight movement had not been an issue in Iowa since most of the travel corridors were not congested. Now, with freight movement being much more global, Iowa is realizing the impact freight movement has on the economic stability of Iowa. Traditionally, Iowa's economic base has been agricultural, and now with Iowa being a major producer of ethanol the dynamics of moving Iowa commodities has changed to include the movement of ethanol as well.

The Iowa Division has been focusing on promoting the movement of freight as a transportation issue. Activities include:

- Iowa Division has been a member of the Iowa DOT Freight Issues Group, Mississippi Valley Freight Coalition and the FHWA Freight Council.
- An initiative that is of special interest is the Iowa DOT's I-80 corridor study. The Iowa Division Office is working with the FHWA Headquarters Office of Freight Management and Operations to provide the Iowa DOT with freight movement numbers for the I-80 corridor study. This information should be available this fiscal year.

There is a keen interest from the Office of Freight Management and Operations to get freight movements incorporated into the NEPA documentation for a project. Since the I-80 corridor in Iowa is a major pass-through freight corridor the NEPA document most likely will need to address freight movement as a purpose and need item.

A secondary consideration of this project is that the Union Pacific main east-west line that parallels I-80 through Iowa is reaching capacity. Currently it is difficult for anything but "unit" trains to use the UP mainline across Iowa. This has increased the burden of freight movements on the I-80 corridor.

The Iowa Division activities for freight movement will continue by increasing committee participation and increasing assistance to the Iowa DOT; specifically freight movement needs of the I-80 corridor.

**National Security (NS)**

**Goal: Improve highway security and support national defense mobility.**

**National Performance Objective**

**NS1: Ensure the integrity and performance of the Nation's highway system by ensuring preparedness for, response to, and recovery from the effects of hazards of all types, including terrorism, and promoting consistency with the National Response Plan and the National Infrastructure Protection Plan.**

Activity Description	National SIP Alignment	Status	Estimated Hours	Actual Hours
Emergency Relief-Finalize 2004 ER event	NS1	On Schedule	64	202.5
Fill out the Security Self Assessment Checklist and develop measures/actions to close the "gaps" by using the Attributes of an Effective State Highway Assets Security Program Whitepaper as guidance.	NS1	Complete	104	50.25
General emergency preparedness activities including exercises, training and incident notification.	NS1	Complete	160	74
Meet regularly with State Departments of Transportation, the Surface Deployment and Distribution Command (formerly Military Transportation Management Command), State military offices, and applicable military units to discuss, identify and address requirements laid out in the Military Deployment Guide.	NS1	Complete	48	171.25
Rewrite the Iowa Division's COOP plan based on FRC-65 and NRP guidelines.	NS1	Not Started/Deferred	267	87.75
STRAHNET-Improve the condition of bridges on and over the STRAHNET. Work with Iowa DOT to effect bridge rehabilitation program based on STRAHNET baseline developed by Division Office.	NS1	On Schedule	34	1

## National Security Highlights

For FY 07 FHWA's National Performance Objective for National Security was to, *"Ensure the integrity and performance of the Nation's highway system by ensuring preparedness for, response to, and recovery from the effects of hazards of all types, including terrorism, and promoting consistency with the National Response Plan and the National Infrastructure Protection Plan."*

In response to this objective the Iowa Division created an activity to fill out the Security Self Assessment provided to all states by FHWA headquarters. Together with key security staff at the Iowa DOT, the Division held several meetings and filled out the assessment. The results were shared with FHWA headquarters. In coming years, the Division hopes to use the results from the Security Self Assessment to develop and implement actions to aggressively work on closing the identified security program gaps in the highway system.

Other highlights included disseminating research on national infrastructure protection and providing relevant guidance, best practices and technical assistance to the Iowa DOT. The Division Office maintains contact with several State, local and private transportation agencies and groups to facilitate information sharing, event reporting and training.

## Organizational Excellence (OE)

**Goal:** Advance the FHWA's ability to manage for results and innovation.

### National Performance Objectives

**OE1:** FHWA partnerships develop, maintain and improve capability to deliver and steward the Federal Highway Administration program with high performance and integrity.

**OE2:** Improve the Agency's relevancy, efficiency, and effectiveness.

Activity Description	National SIP Alignment	Status	Estimated Hours	Actual Hours
<b>Time Tracking/LDR</b>	OE1	Complete	517	377.75
<b>Stewardship of Earmarks</b> Participation on the HEET; time spent on reviewing, interpreting, and/or providing guidance on earmarks. Maintenance and reconciliation of demo funding cuff records to FMIS and Delphi. ITS - Aurora, MDSS, statewide architecture, statewide DMS, CARS, amber alert Railroad projects Transfer of funding	OE1	Complete	736	340
<b>Division Leadership:</b> Provide leadership to the office with emphasis on assuring corporate direction of the office activities. Lead effort for maximizing segregation of finance and administrative functions within division.	OE2	Complete	280	432.5
<b>National Leadership Team Participation:</b> Prepare for and participate in National FHWA Meetings, AASHTO Meetings, the National Pavement & Materials DA Forum, Security DA Group, Finance DA Group, MNRG, PDAT and other leadership review/task teams	OE1	Complete	324	259.5
<b>Stewardship ITS - includes promotion of ITS applications for operational improvements.</b> Continue technical assistance on I-235 deployment. Final inspection and lessons learned on I-235 deployment Statewide DMS signage - deployment starts in 2006. Council Bluffs Deployment. I-74/District 6 Deployment - deployment starts in 2007. Iowa Division ITS procedures documented.	OE1	Complete	241	210.25

<b>Stewardship MUTCD -</b> Ensure that signing and pavement markings within Iowa conform to MUTCD requirements. (includes efforts related to the proposed MUTCD revision) Support Iowa's adoption of the 2003 MUTCD. Participate in District Traffic Technicians Quarterly meeting responding to issues and questions raised. Respond to local inquiries regarding the proper use of traffic control devices, including requests for experimentation.	OE1	Complete	120	47
<b>Stewardship-Traffic Engineering-Technical assistance to Iowa DOT or locals (roundabouts, intersections, traffic management). Funding issues for signal systems. Participate in Tri-State Peer-to-Peer Traffic Engineering.</b>	OE1	Complete	90	37.5
<b>Stewardship Leadership: Leadership for Division Office.</b>	OE1	Complete	480	582
<b>Division Leadership Team (DLT) Activities</b>	OEX2	Complete	755	539.75
<b>General Office supervision: including supervision of direct reports, coaching, training, evaluation, guidance for team leaders/members, PDP, co-op and student aids.</b>	OE2	Complete	1,256	1567
<b>FHWA/FMCSA IT Management</b>	OE2	Complete	60	118.25
<b>Participate in IT Consortium Group</b>	OE2	Not Started/Deferred	200	8.25
<b>Unit Plan Activities: Lead the development, and oversee the implementation of the FY 08 Iowa Division unit work plan in accordance with Performance Planning timeline. Plan effectively aligns the resources of the division in accomplishing FHWA's objectives. Assure alignment of work plan goals, strategies, and activities with FHWA objectives.</b>	OEX	Complete	540	519.75
<b>Develop a systematic process for follow-up of all reviews.</b>	OEX2	Complete	104	84
<b>Division Metrics and Data Collection: Ensure increased DO monitoring of metrics and reevaluate/update DO dashboard. Analyze potential new performance measures for dashboard and annual report.</b>	OEX2	Complete	455	251.75
<b>e-filing initiative- develop system and develop procedures for GF's.</b>	OE2	Complete	112	115.5
<b>FY 06/07 Accomplishment Reports: Monitor, develop and review FY 06/07 Annual Division Office Accomplishment Reports</b>	OEX2	Complete	116	140
<b>Quality Journey Programs: Promote quality programs within the</b>	OEX2	Complete	127	251.75

Iowa Division Office and with our partners. The Program Analyst will attend annual FHWA/AASHTO Quality Conference and schedule a yearly "quality" activity for the Division office. Action Plan developed by ADA & Program Analyst to improve response to "I am satisfied with my job".				
<b>Risk Management:</b> Lead the development, and oversee the implementation of a Division oversight program based on risk management principles. This activity includes the time staff spends meeting, preparing and assessing each FY. Iowa is a pilot risk management division.	OE1	Complete	904	407.25
<b>Program Delivery - Project Delivery (Key Business Process-all federal-aid projects and National FHWA Corporate Dashboard Program-Projects&gt;\$10m) -</b> § In partnership with the Iowa DOT Construction Office, monitor and evaluate the percent of project cost change from low bid contract amount (award amount) to final project cost amount for federal-aid projects. § In partnership with the Iowa DOT Contracts Office, provide information to FHWA Corporate Dashboard Coordinator on Iowa federal-aid construction projects greater than \$10 million in cost.	OE1	Complete	56	20
<b>Stewardship/Oversight-Cost/scheduling:</b> Annual review Planned, but unscoped activity	OE1	Not Started/Deferred	58	11
<b>Update the Oversight Agreement</b>	OE1	On Schedule	524	143.5
<b>HPMS data review and ongoing coordination with the State, annual submittal and review. Involvement with current efforts to revamp HPMS.</b>	OE1	Complete	50	7.5
<b>Review and Approve the Iowa DOT STIP and amendments while maintaining fiscal constraint of the various components that comprise of the STIP.</b>	OE1	Complete	50	25.5
<b>Research - Pooled Funds-Oversight and administration of pooled fund projects led by Iowa DOT. Development of new pooled fund projects. Authorize projects, review proposals, oversight of funds.</b>	OE1	Complete	248	119.25
<b>Heavy Vehicle Use Tax Review</b>	OE1	Complete	160	147
<b>Participation in PDP activities/training:</b> 1. Attend PDP Academy Component III 2. Attend Highway Program Financing (#152072) 3. Attend NEPA & Transportation Decision making (#142005)	OE2	Complete	660	698

4. If possible - 2-3 week DC assignment 5. prepare required PDP reports				
Single Audit Compliance - comply with the requirements of OMB Circular A-133. 1. Address/Resolve Single Audit Findings [Iowa] 2. issue management decisions for findings as appropriate and assure proper follow-up and documentation for findings 3. ensure State audit report is filed by 6/30 each year; document compliance/completion of all actions, verifications made. 4. follow-up with IaDOT on sub recipients single audit findings	OE1	Complete	104	90
Stewardship Construction - Program: Monthly DCE meetings, attend AASHTO Conference and report back to Division Office and DOT, RCE Conf Presentation and Attendance, Approve Construction Manual, Answer Construction Program Questions, etc.	OE1	Complete	100	294
Stewardship Construction - Projects: Construction Monitoring Plan Activities for all federal oversight projects (excluding major projects).	OE1	Complete	541	725
ICEC- Iowa Consultant Engineer Council: Attend meetings and Conference , task groups activities as assigned	OE1	Complete	56	36
PR/PE - Local use of Consultant Services- follow-up Resolve finding from review	OE1	Complete	10	1
PR/PE Contract Time - follow-up: Resolution of findings	OE1	Complete	40	1
Review/Approve Consultant Selection Process: Compliance review- follow-up	OE1	Complete	76	94
Stewardship Contract Administration: Address Contract Administration questions, approve liquidated damages rates, submit bid information to HQ, review bids	OE1	Complete	101	171.5
Address National LPA review findings: Includes LPA Oversight Plan	OE1	Complete	286	318
Local Systems Rewrite of the Development Packet	OE1	On Schedule	304	101.5
Stewardship of Local Systems- Authorize projects, address eligibility questions, address financial review questions pertaining to local system projects, coordinate other specialist activities with local systems, project involvement on complex projects (MLK)	OE1	Complete	140	159
Project Authorization Modification and Voucher: Invalid Obligation Estimate PR/PE	OE1	Complete	280	77
Stewardship Major Project - I-235: Design and Construction activities defined in I-235 Project Monitoring Plan	OE1	Complete	484	457.5
Administer the LTAP Program-Attend board meetings as a board	OE1	Complete	40	38



member, authorize the program, oversight of the program, review quarterly reports and annual report, review HQ initiatives for use in Iowa. Keep Iowa current of funding and program issues.				
PDIT-Conduct initial improvement analysis	OE1	Not Started/Deferred	715	9.5
Building Mgmt: Address issues such as cleaning, parking lot water leaks, temperature, etc.	OEX1	Complete	20	7
Castle and LDR: Management of division office time and attendance and LDR.	OEX1	Complete	477	267.25
FAIR Act Implementation Lead data updates and complete the 2007 Fair Act Inventory	OE2	Complete	44	23
Develop Environmental Mitigation Oversight Plan	OE1	Complete	60	60
FY 2006 Mitigation PR/PE Follow-up	OE1	Complete	40	40
Mitigation PR/PE (Topic from Oversight Plan)	OE1	Behind Schedule	160	48
Review of Environmental Documents	OE1	Complete	562	301.5
Stewardship of Environment- address questions, determine level of documentation, review regulations, training, workshops, conferences, facilitate getting training for Iowa DOT staff, monitor DOT environmental program,	OE1	Complete	100	421
FY 2006 PR/PE on Waivers Follow-up	OE1	Complete	30	28
FY 2007 ROW PR/PE (topic TBD from oversight plan)	OE1	On Schedule	160	20
Re-develop ROW Oversight Plan	OE1	Complete	80	80
Stewardship-ROW-authorize projects, review Iowa DOT legislation, training, workshops, conferences, facilitate training for Iowa DOT, review regulations, apply regulations to Iowa DOT projects, answer questions, billboards, air space,	OE1	Complete	228	297
Ensure that the Statewide and MPOs plans are SAFETEA-LU Compliant-review all 9 MPO and the DOT LRTP, TIPs, Public Involvement plans for compliance, recommend avenues for becoming compliant	OE1	Complete	140	437.25
FHWA/FTA MPO Planning Review of Waterloo and Ames MPOs	OE1	Complete	190	68
Member of the Iowa DOT team to develop LRTP Guidance to the MPO/RPAs including Fiscal Constraint	OE1	Complete	40	53
Stewardship of Planning-Meetings with MPOs and RPAs, quarterly meetings, training, workshops, conferences, review and approve UPWP, review LRTP, MTMUG, review regulations, apply regulations to DOT/MPOs process and procedures, address questions, functional	OE1	Complete	295	1269.5

classifications, NHS routes, traffic monitoring, public involvement, intermodal coordination with FTA and other modes as necessary. Work with Iowa DOT for updating the statewide long range transportation plan.				
Strengthen RPA process and conduct planning reviews of six RPAs	OE1	Complete	200	281.5
Implement Safer Routes to School Program-Assist in the development of the Iowa DOT process for this program, address project questions, training, workshops, conferences, public outreach, review program materials, meetings, review project proposals for eligibility, authorize projects, oversight of projects	OE1	Complete	60	111.25
eLMS Training Coordinator (TC) responsibilities & NHI coordination: numerous duties exclusive to the TC some of which include monitoring division training and NHI activities to prepare and submit various reports to headquarters.	OEX1	Complete	340	341.75
Division Office procurement: Procure office supplies and equipment in accordance with applicable laws and regulations Includes the timely processing and submission of Accounts Payable information to FAA.	OEX1	Complete	504	792.25
Manage the office GOV's in accordance with FHWA and GSA policy	OEX1	Complete	40	41
Office equipment & furniture: Maintain office inventory records and handle disposition of items to be excessed	OEX1	Complete	50	72
Monitor Federal Register for proposed or final ruling, which may affect Administration of the FAHP.	OEX1	Complete	160	152
Administer Division Office OSHA policy	OEX1	Not Started/Deferred	40	5.5
FOIA: Gather FOIA requests and administer FOIA program.	OEX1	Complete	40	44.5
Review Iowa DOT's Highway Statistics reports for quality and accuracy.	OE1	Complete	220	154.5
Recruit graduating engineering students for the Professional Development Program. Recruit PDP candidates for national selection. New hires for office.	OE2	Complete	104	152.5
Solicit applications, interview, and hire co-op student. Recruit co-op candidate for Iowa Division.	OE2	Complete	76	38
Discretionary Programs- Stewardship of HCBP, DBP	OE1	Not Started/Deferred	36	8
BLC-Support work on national efforts.	OE1	Not	16	14.5

		Started/Deferred		
NHI Instructor-Teach NHI Drilled Shaft courses	OE1	Complete	120	64.5
PR/PE EWOs Phase 2: Review a segment of the EWO process - federal aid eligibility Follow-up for 2006 review of finding on State projects Conduct review on EWO for local public agencies	OE1	Complete	130	166
Stewardship Materials: Member of the new products committee	OE1	Complete	61	114.5
Stewardship Specification Iowa Division representative to Specification Committee Iowa Division representative for Iowa DOT specification rewrite Approval of all modifications to specifications Develop operating and approval procedures for specifications within the Iowa Division	OE1	Complete	111	64.25
I-29 Sioux City: Activities per Project Monitoring Plan	OE1	Complete	180	103.75
Stewardship-Council Bluffs Interstate System: Activities per Project Monitoring Plan	OE1	Complete	438	627.5
Financial Stewardship, FAHP: Provide effective financial administration of the FA highway program in Iowa 1. Provide timely responses to inquiries from IaDOT and DO personnel; provide financial technical assistance to IaDOT, Ia Division, and other FHWA customers. 2. Participate in FHWA financial workshops and conferences, including CFO web conferences 3. Approve weekly current bill; track credit billings 4. Disseminate allocation, appropriation, and continuing resolution information 5. Aug Redistribution preparation & submission 6. Respond to HQ requests for information, including data for HTF audit 7. Annual meeting with AOS: information sharing/coordination of review activities and findings 8. Quarterly meetings with IaDOT finance personnel 9. Participation in various finance related activities, i.e. Central States, Finance review teams, HQ sponsored initiatives 10. Process IaDOT transfer requests (non DEMO) such as to FTA 11. Review & submission of annual SIB report.	OE1	Complete	633	1248.5

12. Provide Federal-aid assistance to other division offices, including participation in the Finance mentoring initiative.				
<b>FMIS actions including:</b> - project authorizations and modifications - advanced construction conversions and final voucher review & approval - monitoring FMIS pending actions - tracking FMIS signatory actions - mgmt of FMIS signers: submit requests for FMIS authorization, conduct annual user review	OE1	Complete	1,677	1904.75
<b>Document Administrative Procedures.</b> Administrative procedures to be completed: 1. Division Inventory Mgmt [Paula] 2. Update Procurement Procedure [Jrost] 3. Five (5) Human Resource Procedures: Volume I [Kinart]	OE1	Complete	440	120
<b>Manage Division Office GOE in accordance with FHWA regulations</b> 1. Prepare DO budget 2. manage GOE expenditures and perform timely reconciliations to Delphi	OEX1	Complete	416	320.25
<b>Program Funds Management:</b> Reconciliation of FMIS data to Delphi, State and Division cuff records: FTA, CPG and other transfers. (NOTE - does NOT include preparation, maintenance or reconciliation of DEMO data) Maintain AC spreadsheet.	OE1	Complete	80	38
<b>Program Funds Management:</b> Quarterly review of Tiers I, II and III inactive projects as required by the FIRE.	OE1	Complete	576	670.5
<b>Develop procedures for Key Financial functions.</b> Finance procedures to be completed in FY2007: project authorization, modification, and Final Voucher processes, revision & implementation of inactive procedures. Follow-up Activities related to the FY2004/2005 FMIS Signature Review	OE1	Behind Schedule	723	103.5
Conduct the FY2007 IPIA review	OE1	Complete	505	181.75
Follow-up on findings/issued identified in the FY2006 IPIA review	OE1	Complete	140	162
<b>ADA assistance/monitoring based on OCR guidance: Instruct Designing Pedestrian Facilities for Accessibility, ADA design</b>	OE1	Complete	120	92

questions, Provide training in work zone workshops on accommodating pedestrians with disabilities during construction. Distributing information. Re-emphasize importance of Iowa DOT ADA transition plan.				
Assist Iowa DOT in guidance/awareness to sub recipients of their civil rights responsibilities	OE1	Complete	40	21
Civil Rights Assessment Tool: utilize tool kits, self-assessment performed w/Iowa DOT, initiatives identified to pursue	OE1	Not Started/Deferred	100	11
Civil Rights Stewardship: Technical assistance, quarterly reports, annual reports, reviewing regulations, training, workshop and conference attendance, monitor the Civil Rights programs	OE1	Complete	200	264
CR Procedures Manual	OE1	On Schedule	60	12
DBE Program Assessment performed based on OCR guidance	OE1	Not Started/Deferred	100	4
Develop DOT/FHWA process for DBE attainment with EWOs	OE1	Complete	88	127
Monitor DBE Program, Monitor the monthly attainment reports, semiannual and annual reports, training, workshops, reviewing regulations, interpreting regulations for Iowa DOT applications, address questions	OE1	Complete	400	496
Participate in the DOT Development Team for the 116 Form	OE1	Complete	38	43
Work with Iowa DOT to enhance EEO Contract Compliance Review reporting	OE1	Not Started/Deferred	60	23
PR\PE of the regional TE eligibility process (Completion in FY 2008 - Initiate in FY 2007)	OE1	On Schedule	40	45
Redevelop the TE funds agreement	OE1	Complete	10	8
Stewardship of Small Federal Programs: technical assistance, address eligibility questions, review program materials, review project applications for eligibility, authorize projects, program administration oversight-including monitoring funding balance, review/interpret regulations, meetings, training, workshops, conferences, public outreach	OE1	Complete	220	253
Participate in Career Fair	OE2	Complete	58	60
Participation on HR team	OE2	Complete	80	77
Follow-up on process and project findings/issued identified in the FY2006 Billings Transaction review (AC Conversions)	OE1	Complete	275	292
CPI - 3R agreement Development: Finalize and approve the 3R agreement and the Design Exception process	OE1	On Schedule	210	209

<b>Stewardship Design Program: Program Activities include approval of standard plans, standard details and design manual, participation in design office activities, monthly meetings with design office, and training such as access management, Attend National Design Meeting and report back to the Division Office and DOT, Answer Design Program Questions Develop Division Office Procedure on design approvals</b>	OE1	Complete	200	167
<b>Stewardship - Design/Project Development: Project Development Monitoring Plan Activities for all projects (except those listed below) Some Projects are 105th Street/Alice Road Interchange in Waukee, 1st and 36th streets interchanges in Ankeny, I-80/380 system interchange, Iowa 945/1st Street Interchange in Ankeny, Tower Terrace Interchange in Cedar Rapids and 1st Avenue Interchange in Coralville, JD bridge.</b>	OE1	Complete	540	589
<b>Major Projects: Begin joint development of procedures for administration of major projects</b>	OE1	Complete	562	533
<b>Stewardship I-74: Activities per Project Monitoring Plan</b>	OE1	Complete	450	404
<b>Internal office operations/processes: Provide phone &amp; reception services, mail distribution, GovTrip, travel authorization and voucher examination, memo and letter preparation, training materials &amp; resources preparation and assistance, filing and records disposition</b>	OEX1	Complete	1,572	1678
<b>NHI Activities-Serve as instructor for Federal-Aid 101 and as a Master Trainer</b>	OE1	Complete	176	102

## Organizational Excellence Accomplishment Highlights

### Civil Rights

Provided technical assistance as well as review and approval for major civil rights programs:

- Title VI Program and Internal/External EEO/AA Program annual updates and goals approved for FY 2007.
- DBE goal attainment for FY 2007 was 5.9%, exceeding the established goal of 4.5%.
- Review and approval of the DBE goal methodology for a goal of 4.6% for FY 2008.
- Other annual reporting reviewed and forwarded to HQ; i.e., PR-1392, EEO-4, Federal funding to MIHE's, etc.

ADA awareness, with a focus on ADA during construction, continued through training and an article in the Iowa DOT's Civil Rights newsletter. Technical assistance was provided during Iowa DOT's review of an ADA complaint of a subrecipient.

The Iowa DOT's processes for assuring DBE commitments are being attained and assurance DBE's are considered when extra work is added to a contract were reviewed and documented.

Technical assistance was provided during development and review of the civil rights component of a major project management plan.

### Small Programs

Provided technical assistance, monitored application processes and reviewed an Iowa DOT project file for compliance for the Federal "small programs" (Transportation Enhancements, National Recreational Trails, National Scenic Byways). Data collection for a PR/PE of the RPA/MPO TE eligibility process was completed, with completion of the report in FY 2008.

## Finance

### Oversight/Funds Mgmt for Earmarks

Successfully implemented the newly established process for data sharing and reconciling Iowa FHWA earmarked funds. This involved performing monthly reconciliations between the Iowa earmark spreadsheets and the FMIS for earmarked funds and obligation limitation as allocated, obligated, transferred, and expended. All discrepancies were properly noted and resolved.

### 2. FHWA/FTA transfers

Revised and updated the current Division procedure for processing FHWA/FTA transfers; it is now entirely electronic. Throughout the year, we reviewed and processed FHWA/FTA transfers as requested by the Iowa DOT in a timely and efficient manner. All transfers were properly documented and routed prior to being sent to the general file. In addition, worked with the Iowa DOT to research and resolve issues with a number of old FTA projects; reconciliation of these balances was coordinated with the Iowa DOT and information relating to "problem" FTA balances was provided to HQ for their information and action.

### 3. Final Voucher Process – full oversight projects

Collected and documented questions/concerns regarding Final Voucher source documentation and Division procedure issues for full oversight projects; this involved discussions with both Iowa DOT and Division staff regarding potential procedure changes and needs. Worked closely with Iowa DOT Finance to help them understand/become aware of various shortfalls in the Iowa DOT process for providing adequate substantiating documentation for full Federal oversight FMIS final voucher requests. While this initiative is on-going, there was considerable progress over the past year in establishing and communicating the need for improvement in this area.

### 4. FY2006 Billing Review

Completed follow-up work relating to/resulting from the FY2006 Billing Review (AC transactions) recommendations. A follow-up report detailing the Iowa DOT responses and Division concurrence/comments was issued on July 31, 2007. The review and follow-up work were critical/essential in substantiating and demonstrating to the Iowa DOT that significant improvements are needed to their Federal-aid accounting and billing processes.



#### 5. Iowa IDP process

At the direction of the Assistant Division Administrator, developed and implemented a Microsoft Word table form to enable Iowa Division employees to prepare an Individual Development Plan (IDP); as a part of this, a step-by-step guide to completing an IDP was developed and distributed to employees. Iowa Division IDP plans were prepared and approved by their supervisors by required due date. The IDP data was then used to prepare a list of training needs for Division leadership.

#### 6. Documentation of Administration Procedures

The following is a status listing of the Administrative procedures either completed or underway as of the end of the FY:

- Draft Division Inventory mgmt Procedure: underway and on target
- Reconciliation of Office Expenditures procedure: completed
- Purchase order-Invoice transmittal to FAA: completed
- Hard copy USPS and Iowa DOT Interoffice Mail: completed
- Preparing FedEx and USPS Mail: completed
- Annual Physical Inventory: completed
- Inventory Excess Procedures: completed
- Donating Excess Computer Equipment to Schools: completed
- Reporting Excess Equipment: completed
- Personal Digital Assistants Procedure: completed
- Annual Property Reports: completed
- Home Use of Excess Computer Equipment by Employees: completed
- Inventory Control: in progress
- Policy and Procedure #9 amended draft has been prepared

#### 7. GOE Funds Management

Monthly reconciliations were performed between Division GOE budget sheet data and Delphi; all variances were researched and resolved in a timely manner. Appropriate supporting documentation prepared, routed, and filed.

Timely and accurate budget sheets were issued to the DLT for their review; questions and changes to the sheets were addressed and processed in a timely and professional manner.

A number of analyses and reports were prepared for various initiatives of the Northern Field Services Director.

Obligations and invoices forwarded to FAA for entry into Delphi have been tracked by the division office, and all have been performed in a timely manner.

All outstanding obligations for FY06 and all prior years have been researched, reconciled, and unneeded funds de-obligated.

#### 8. Finance Team Development

Considerable time, effort, and priority was placed this year on training a financial PDP. The results of this effort are proving to be very successful in that over the past year the financial PDP has begun to assume primary responsibility for a number of key finance team responsibilities such as the review and reporting of inactive projects, A-133 Audit compliance, approval of FMIS state administered project authorizations, modifications, and final vouchers. Pertinent PDP training, required assignments, and reporting has been completed on time.

#### 9. FIRE – IPIA reviews; Iowa DOT Billing System

FY2006: Outstanding follow-up work remaining from the FY2006 IPIA review recommendations was completed. The Division received Iowa DOT responses to the FY2006 report and recommendations during FY2007; a Division response report was issued on September 20, 2007.

**Key accomplishment:** As a result of the review work performed and findings identified in the FY2006 IPIA and AC Billing reviews, the Iowa DOT has acknowledged the need for improvements to its billing systems/process(es). The Iowa DOT has developed a conceptual billing plan to address FHWA concerns regarding the ability of its billing system/process to properly bill multi-funded projects through-out the life-cycle of a project. The Division Finance team is working closely with the Iowa DOT Finance Division to assist in the assessment and correction of the billing integrity issues identified. Significant Iowa DOT IT funding and time have been committed over the next several years to addressing billing system and related issues.

#### 10. FIRE - Inactive Project review

A key FY2007 finance team initiative involved evaluating and updating the joint State-Division inactive project review process. Improvements included an increased emphasis on verifying the validity of inactive project obligations and a higher level of involvement/responsibility by the Iowa DOT in performing a project by project review and justification of inactive project obligations. During the year, the Finance PDP assumed primary responsibility for the Division's review, analysis and reporting of Iowa inactives. On average, ~130 project obligations were reviewed each quarter.

#### 11. FIRE - A-133 Compliance

While this effort is ongoing, there was significant progress during FY2007 in helping the Iowa DOT become aware of and understanding its sub-recipient monitoring responsibilities relating to Single Audit compliance, especially the review of pertinent audit findings and issuance of management decision letters (OMB Circular A-133 and 49 CFR part 18). The Iowa DOT has developed a process for the review of all Iowa Single Audit reports submitted to the Auditors of State. They also have drafted a written procedure for the handling of sub-recipient Single Audit findings requiring a management decision.

**Other Key FY 2007 Division Accomplishments/Activities:**

1. Stewardship Agreement based on national framework is underway.
2. FY 08 Unit Plan developed that will balance customer service, risk assessments & strategic FHWA priorities.
3. 1<sup>st</sup> contract for Council Bluffs Interstate Reconstruction Major Project to be let this winter. Financial and Management Plans under development.
4. New electronic tracking system for reviews.
5. Facilitated numerous training activities for state such as ADA Workshops, Iowa TMC Scanning Tour and PPP Workshop held in Kansas City.
6. Office Improvement Team established to address internal survey responses with action plan.
7. LPA Program assigned to champion (GS-13 level).

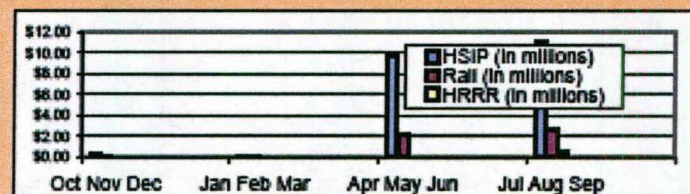
IOWA DIVISION OFFICE MONTHLY DASHBOARD REPORT  
Fiscal Year 2007

Last Updated: 9/30/2007

**SAFETY**

Safety Funds Tracking (Cumulative for FY 2007)												
	2006			2007								
Federal Funds Obligated	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
HSIP (in millions)			\$0.27			\$0.13			\$9.74			\$11.19
Rail (in millions)			\$0.15			\$0.13			\$2.24			\$2.60
HRRR (in millions)			\$0.00			\$0.00			\$0.00			\$0.47

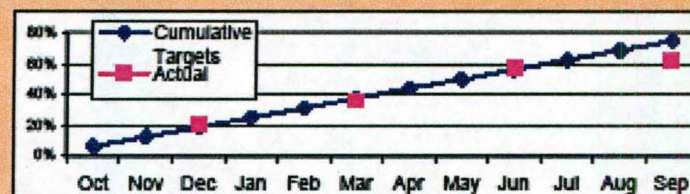
**SAFETY**



**PLANNING**

Percent of STIP Projects Let (Not including Amendments)												
	2006			2007								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Cumulative Targets	6%	13%	19%	25%	31%	38%	44%	50%	56%	63%	69%	75%

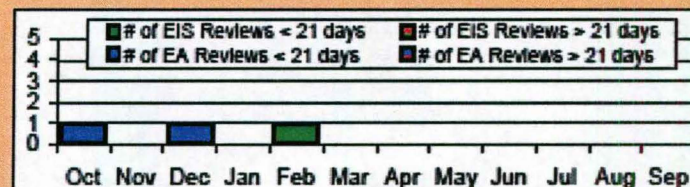
**PLANNING**



**ENVIRONMENTAL TIMELINESS**

EIS Project Status (Streamlining)						
	NOI	P&N	Altans	Draft	Final	ROD
NW 26th Street						
I-74 Mississippi River Crossing						
Iowa 100 Cedar Rapids						
US 34 Bellevue Bridge						
I-29 Sioux City						
NE Beltway						

**ENVIRONMENT**



**ENVIRONMENT**

Environmental Review Timeliness												
	2006			2007								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
# of EIS Reviews < 21 days						1						
# of EIS Reviews > 21 days												
# of EA Reviews < 21 days	1		1									
# of EA Reviews > 21 days												

**FINANCE**

Inactive Obligations (Unexpended Balances in Millions)												
	2006			2007								
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Tier I Unexpended Balance	\$15			\$11				\$11		\$8		\$15
Tier I Dollars as a % Apportion	3.4%			3.0%				2.9%		1.6%		4.0%
FMIS Q03 for Projects > 12 mos.	8.12%			8.13%				7.84%		6.93%		7.0%

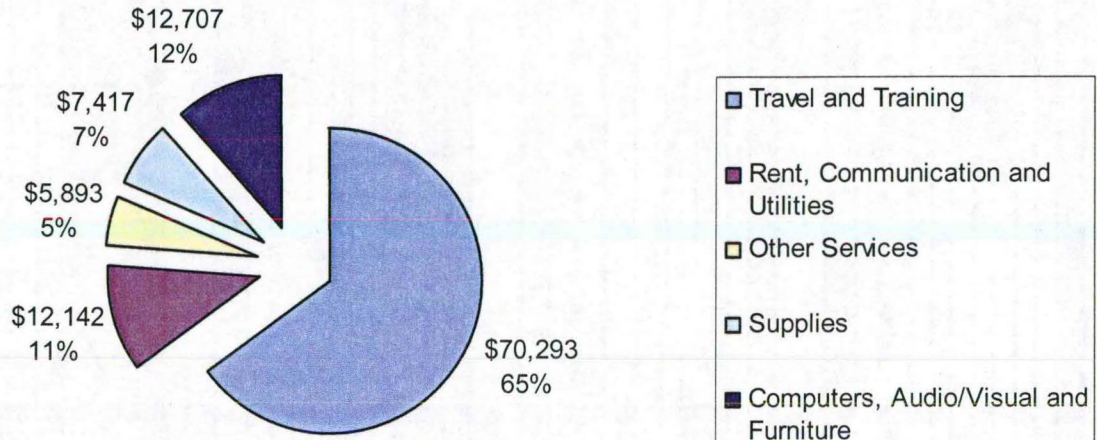
**FINANCE**

FMIS Signature Activity (Running Averages-Per Month)						
<b>As of 9/30/2007</b>	Project Close: PV	Project Change	Project Change: AC Convert	Project re-opened/withdrawn	New Project	Total # Projects
2003-06 AVG	37	23	31	2	41	132
Prior Year	43	22	20	1	38	125
Current Year to Date	60	16		2	37	115
<b>As of 9/30/2007</b>	# State Oversight	# Federal Oversight	Other	Totals	Federal Oversight	# Hours Worked
2003-06 AVG	114	17	2	132	12.98%	N/A
Prior Year	105	14	6	125	10.81%	N/A
Current Year to Date	104	10	1	115	8.70%	1900

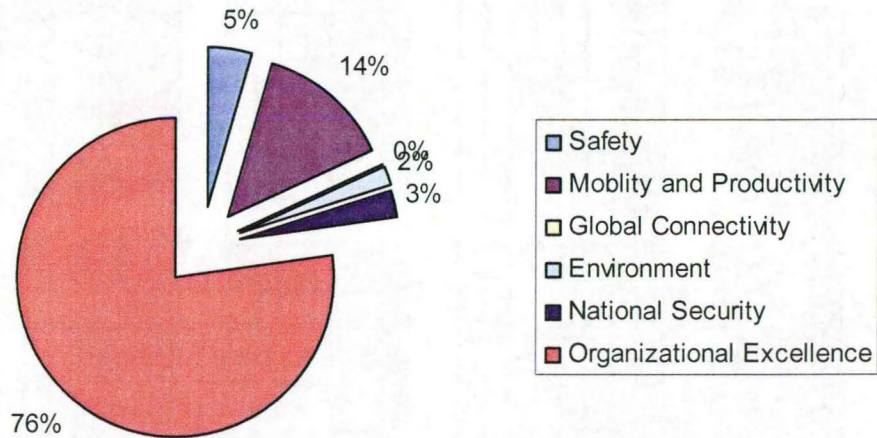
**UNIT PLAN**

% of Unit Plan Activities Complete	0%	% of Unit Plan Activities On Schedule	7%	% of Unit Plan Activities Behind Schedule	1%	% of Unit Plan Activities Not Started/Deferred	7%
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### FY 2007 Iowa Division Expense Summary



### FY 2007 Hours by Goal Area



### Organizational Excellence Accomplishments

STATE LIBRARY OF IOWA



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