

Application Guide for Region 16

Surface Transportation Block Grant Program (STBG) and Transportation Alternative Program (TAP) Funds

Updated: October, 2016

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DESCRIPTION OF SURFACE TRANSPORTATION BLOCK GRANT PROGRAM (STBG)

Surface Transportation Block Grant Program (STBG) funding in Region 16 comes from the federal transportation legislation, Fixing America's Surface Transportation Act (FAST Act). The FAST Act legislation brings federal dollars from fuel tax receipts and other sources back to states for use on surface transportation projects.

Region 16 currently receives between \$2 and \$3 million in STBG funds annually for federal-aid eligible projects. Of this amount in STBG funds, approximately \$150,000 to \$200,000 is used for transportation planning. After this money is taken from the total STBG amount for Region 16, the rest of the money is used for surface transportation projects annually in Region 16. The funds are allocated through a competitive application process, where cities and counties compete in separate pools.

In the competitive application process, projects are rated based on the following 6 factors:

- Economic Vitality
- System Preservation
- Safety
- Accessibility and Mobility
- Integration and Connectivity
- Local and Regional Factors

Projects are rated partially by SEIRPC staff, using objective data and calculated formulas. The remainder is evaluated subjectively, and rated by the Transportation Advisory Committee (TAC), made up of 9 public and private representatives from around the region. Combined together, these ratings are used to determine how the projects will impact the regional transportation system.

The TAC will score the projects and recommend projects for which funding should be allocated. These scores and recommendations are then passed on to the SEIRPC Policy Board for approval. The SEIRPC Policy Board will evaluate the scores and recommendations to construct a draft Transportation Improvement Program (TIP), which will list projects and federal-aid amounts organized by project date. The Region 16 TIP is then submitted to the Iowa DOT where it is combined with TIP's from all of the RPAs from the entire state. Once all of the TIPs have been compiled, the Statewide Transportation Improvement Program (STIP) is formed.

Please find application eligibility, evaluation criteria, and other detailed information in the Application Guide. Questions may be directed to Jarred Lassiter by phone at (319) 753-4321 or by e-mail at jlassiter@seirpc.com.

STBG PROJECT PROGRAMMING

Programming Periods

Transportation Improvement Programs in Iowa occur in four year increments, meaning projects are programmed four years in advance. For instance, in FFY2017, projects will be programmed for FFY2021. Projects are typically programmed for the last year in the programming period for planning purposes and to account for the time to develop a federal aid project.

Process

Projects requesting federal-aid funding are required to be first programmed in a regional TIP. Once a project has been included in the regional TIP, it is then included in the Statewide TIP once all eligibility and fiscal constraint information is verified. The general schedule for programming projects in the TIP is provided in the table below. As the table indicates, the entire process takes approximately 10 months to get a project programmed for federal-aid funds. The schedule may vary depending on various factors, including financial information from Iowa DOT and SEIRPC meeting schedules.

General Annual TIP/STIP Schedule

TARGET DATE	TASK
October	Surface Transportation Block Grant Program (STBG) and Transportation Alternatives Program (TAP) applications are distributed for Region 16
December	Projected funding targets are distributed to RPA for STBG and TAP
January	Completed STBG and TAP applications are due to RPA for review and scoring by SEIRPC staff and Technical Advisory Committee (TAC)
February	TAC meets to review, score, and recommend project applications to Transportation Policy Board
May	Submission of draft Transportation Improvement Program (TIP) to Iowa DOT
May	Draft TIP is presented to Transportation Policy Board and sent to the Iowa DOT
June	Iowa DOT responds with comments/corrections on draft TIP
July	Transportation Policy Board approves final TIP
July	Final TIP is submitted to the Iowa DOT for inclusion in the State Transportation Improvement Program (STIP)

STBG PROJECT ELIGIBILITY

Surface Transportation Block Grant Program funds have eligibility requirements attached to them. Projects will not be eligible for federal-aid funding without meeting **ALL** of these requirements.

Project Sponsor

Projects must be sponsored by an incorporated government entity, such as a city or county. No private or non-profit groups may sponsor a project. Private or non-profit groups may provide local match, project administration or other involvement, but they may not sponsor or apply for federal-aid funds.

Project Timeline

Region 16 requires that projects be completed within **TWO YEARS** of its program date (program fiscal year plus next fiscal year) outside of extenuating circumstances.

Eligibility Items

Please see the list below for a list of federal-aid eligible projects.

1. Projects eligible for STBG funds fall into at least one of the following categories:

Construction, restoration, preservation, and operational improvements:

- Highway construction, reconstruction, rehabilitation, resurfacing, restoration, preservation, or operational improvements
- Construction and operational improvements for any minor collector to enhance service on the National Highway System
- Construction of a new highway bridge or tunnel
- Construction of ferry boats and terminal facilities, surface transportation infrastructure modifications within a port terminal
- Truck parking facilities

Safety infrastructure improvements and programs:

- Highway and transit safety infrastructure improvements and programs
- Surface transportation infrastructure modifications within the boundaries of a port terminal
- Inspection and evaluation of bridges and tunnels and training of bridge and tunnel inspectors

Traffic management and control:

- Capital and operating costs for traffic monitoring, management, and control facilities and programs.
- Projects relating to highway intersections that have disproportionately high accident rates or high levels of congestion
- Infrastructure-based intelligent transportation systems capital improvements
- Development and establishment of management systems

Planning, technology transfer activities, and research and development:

- Surface transportation planning programs
- Workforce development, training, and education activities
- Highway and transit research and development and technology transfer programs.

Environmental Provisions:

- Most transportation control measures listed in the Clean Air Act.
- Environmental mitigation activities, environmental restoration, and pollution abatement
- Control of noxious weeds and aquatic noxious weeds and establishment of native species

Transportation Alternatives:

- Transportation alternatives
- Capital costs for transit projects
- Recreational trails projects
- Carpool projects, fringe and corridor parking facilities and programs, including electric vehicle and natural gas vehicle infrastructure, bicycle transportation and pedestrian walkways

2. Projects must have assured local (non-federal funds) match of at least 20 percent of the estimated total cost of the proposed project.

Signed resolution or resolutions approved by the participating local governments must clearly state the amount of commitment for local matching funds and maintenance of completed project in a manner acceptable by the Iowa DOT. View page 26 for a sample resolution.

3. Project applicant must assure they will operate and maintain the facilities funded with STBG for the useful life of the improvement and not change the use of any right-of-way acquired without prior approval from the Iowa Department of Transportation and the Federal Highway Administration.

The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of any right of way acquired without prior approval from the FHWA. View page 26 for a sample resolution.

4. Projects must be submitted through/by incorporated cities or counties.

All MAP-21 federal funds received in the State of Iowa will be received and disbursed by the Iowa Department of Transportation. With MAP-21, projects within smaller cities and towns may now be eligible for federal aid. STBG funds are available as a reimbursement program administered by the FHWA. Reimbursement will be received from federal highway funds for the federal portion up to 80 percent of total expenditures for the project.

5. Projects/project bundles must have an estimated total cost of at least \$25,000.

There are significant federal project processing requirements that come with federal funds. These requirements translate into expenditures of time and money on the parts of both the agency proposing/developing the project and the state agency administering the federal funds for the project.

6. Projects must be proposed on eligible roads.

The FAST Act requires STBG projects to occur only on roads with the proper Federal Functional Classification. These roads include those on the National Highway System, Principal Arterials, Minor Arterials, Major Collectors (counties), and Minor Collectors. Applicants should refer to the Federal Functional Classification maps (available at <http://www.iowadot.gov/maps/msp/pdfview/counties.html>), to see if a particular road is eligible.

STBG APPLICATION EVALUATION CRITERIA

This section will provide information specifically for the competitive rating section of the Region 16 STBG Application. The information is ordered by rating criteria developed from FAST Act planning factors that are meant to guide federal-aid projects funded by the FAST Act legislation. The Transportation Advisory Committee will rank the projects according to subjective and objective scoring factors. All scores will be sent to the Policy Board for review and TIP construction.

Economic Vitality

275 Total Points Available

The Economic Vitality section of the application is designed to measure the economic impact that a proposed project will have locally and regionally. All of the rating in this section is subjective. Members of the Transportation Advisory Committee will rate the effects that the proposed project will have on the rating criteria based on the merits of the project. Below illustrates how the 275 points are distributed for each project:

75 Points - Project promotes general economic development.

40 Points - Project specifically enhances or improves tourism.

40 Points - Project specifically improves or enhances movement of freight and services.

40 Points - Project improves or enhances movement of workers.

40 Points - Project improves access to jobs and business opportunities.

40 Points - Project improves access to other transportation facilities including air, water, rail, multimodal, etc.

System Preservation

200 Total Points Available

Points are awarded based on current surface type, current pavement condition, current AADT, and future AADT. The information for each of the previously mentioned categories is plugged into a formula and the point value is determined by where the formula solution fits into the points range. Below is an example of how the system preservation formula may be applied to a proposed project:

1) Surface Type: Portland Concrete 1

2) Facility Condition: 2

3) Existing AADT: 5,800

4) 10-year projected AADT: 6,400

Formula 1: $[(\text{Existing AADT} + 10 \text{ Year AADT})/1000/2]$

Formula 2: $[(\text{Formula 1 Answer}/2)*(\text{Surface Type})*(\text{Facility Condition})]$

Formula 1: $[(5,800 + 6,400)/1,000/2] = 6.1$

Formula 2: $[(6.1/2)*(1)*(2)] = 6.1 = \text{Project awarded 52 Points}$, as shown in the following table:

System Preservation Scoring Criteria

Range	Points	Range	Points
<.50	4	12.51-13.00	104
0.51-1.00	8	13.01-13.50	108
1.01-1.50	12	13.51-14.00	112
1.51-2.00	16	14.01-14.50	116
2.01-2.50	20	14.51-15.00	120
2.51-3.00	24	15.01-15.50	124
3.01-3.50	28	15.51-16.00	128
3.51-4.00	32	16.01-16.50	132
4.01-4.50	36	16.51-17.00	136
4.51-5.00	40	17.01-17.50	140
5.01-5.50	44	17.51-18.00	144
5.51-6.00	48	18.01-18.50	148
6.01-6.50	52	18.51-19.00	152
6.51-7.00	56	19.01-19.50	156
7.01-7.50	60	19.51-20.00	160
7.51-8.00	64	20.01-20.50	164
8.01-8.50	68	20.51-21.00	168
8.51-9.00	72	21.01-21.50	172
9.01-9.50	76	21.51-22.00	176
9.51-10.00	80	22.01-22.50	180
10.01-10.50	84	22.51-23.00	184
10.51-11.00	88	23.01-23.50	188
11.01-11.50	92	23.51-24.00	192
11.51-12.00	96	24.01-24.50	196
12.01-12.50	100	24.51-25.00	200

Safety

200 Total Points Available

Safety is designed to measure how accidents on the proposed facility compare with state rates and what proportion of the project cost will go towards safety improvements. The Transportation Advisory Committee will rank projects based on factual numbers supplied by applicants and their corresponding point ranges.

Data used in this section includes accident rates and cost of safety improvements of the proposed project. Applicants will acquire accident data from the previous five years, which will be used by SEIRPC to calculate the accident rate related to the proposed project. The formula will result in ratio in units of accidents per hundred million vehicle miles (HMVM) of the calculated rate for the proposed project to the state rate for cities or counties. Points will be awarded based on the accident rate as shown in the following table:

Accident Rate Scoring Criteria

Accident Ratio	Points
<0.49	0
0.50-0.99	20
1.00-1.99	40
2.00-2.99	60
3.00-3.99	80
4.00-<	100

The proportion of the total project cost to cost of safety improvements uses data from the applicant that should specifically describe what parts of the project are for safety improvements. All safety improvements must be located on the approved safety improvement list included at the end of this document and in the STBG Application. The cost for safety improvements should then be divided by the total cost for the safety improvement cost/total cost ratio. Points are awarded based on the proportion of funding put towards making safety improvements, as shown below:

Safety Improvement Scoring Criteria

Percent	Points
<15%	0
15-25%	20
25-35%	40
35-45%	60
45-55%	80
55-65%	100

Accessibility and Mobility

125 Total Points Available

Accessibility and Mobility is designed to measure how the proposed project will make users of the transportation system more mobile. The Transportation Advisory Committee will rank the projects based on factual numbers supplied by the applicants or SEIRPC and their corresponding point ranges.

SEIRPC will calculate volume/capacity ratios by dividing current and projected traffic volumes by a capacity table developed from the Highway Capacity Manual, displayed on the following page.

Points will be awarded based on Existing Volume/Capacity Ratio using the scoring criteria in the table below:

Existing Volume/Capacity Ratio Scoring Criteria

Volume/Capacity	Points
0.00-0.062	10
0.063-0.125	15
0.126-0.188	20
0.189-0.251	25
0.252-0.314	30
0.315-0.503	35
0.504-0.629	40
0.630-0.818	45
0.819-0.944	50
0.945-1.070	55
1.071-1.096	65

Points will be also awarded based on 10 year projected AADT. SEIRPC will calculate the projected AADT for all projects to ensure consistency for all projects. Points will be awarded based on the table below:

10 Year Projected AADT Scoring Criteria

10-Year Projected AADT	Points	10-Year Projected AADT (cont'd)	Points
<500	0	5500-6000	22
500-1000	2	6000-6500	24
1000-1500	4	6500-7000	26
1500-2000	6	7000-7500	28
2000-2500	8	7500-8000	30
2500-3000	10		
3000-3500	12		
3500-4000	14		
4000-4500	16		
4500-5000	18		
5000-5500	20		

Points will be awarded for projects in which the volume/capacity ratio is reduced due to the proposed project. Points will be awarded based on the following table:

Volume/Capacity Reduction Scoring Criteria

Volume/Capacity Ranges Change	Points
0	0
1	10
2	20
3	30

Volume Capacity Table

	AREA TYPE				
	Central Business District	Fringe	Residential	Other Business District	Rural/Other
Divided Arterial - 2 lanes	16,400	16,600	17,000	17,000	15,000
Divided Arterial - 4 lanes	32,000	33,200	34,000	34,000	30,000
Divided Arterial - 6 lanes	49,200	49,800	51,000	51,000	45,000
Expressway - 2 lanes	17,000	17,600	18,000	18,000	16,000
Expressway - 4 lanes	34,000	35,200	36,000	36,000	32,000
Expressway - 6 lanes	51,000	52,800	54,000	54,000	48,000
Undivided Arterial - 1 lane	6,300	7,500	7,500	7,500	6,500
Undivided Arterial - 2 lanes	12,600	15,000	15,000	15,000	13,000
Undivided Arterial - 3 lanes	18,900	22,500	22,500	22,500	19,500
Undivided Arterial - 4 lanes	25,200	30,000	30,000	30,000	26,000
Undivided Arterial - 5 lanes	31,500	37,500	37,500	37,500	32,500
Undivided Arterial - 6 lanes	37,800	45,000	45,000	45,000	39,000
Collector - 1 lane	5,300	6,500	6,500	6,500	5,700
Collector - 2 lanes	10,600	13,000	13,000	13,000	11,400
Collector - 3 lanes	15,900	19,500	19,500	19,500	17,100
Collector - 4 lanes	21,200	26,000	26,000	26,000	22,800
Local - 1 lane	4,800	6,000	6,000	6,000	5,200
Local - 2 lanes	9,600	12,000	12,000	12,000	10,400
Local - 3 lanes	14,400	18,000	18,000	18,000	15,600
Local - 4 lanes	19,200	24,000	24,000	24,000	20,800
Freeway	72,000	72,000	72,000	72,000	72,000

Integration and Connectivity

75 Points Total Points Available

Integration and Connectivity is designed to measure what impact the proposed project will have on connecting and integrating the transportation system. The Transportation Advisory Committee will rank projects based on factual numbers and on the committee member's feelings on how the proposed project will impact the transportation system in this category. Below illustrates how the 75 points are distributed for the integration and connectivity category.

25 Points - Project improves connectivity to a road classified as arterial or higher?

25 Points - Project improves connectivity for freight transportation (air, water, rail, and truck)?

25 Points - Project integrates multiple modes of transportation including transit, trail, and auto?

Local and Regional Factors

125 Total Points Available

Local and regional factors will evaluate the consistency between the proposed project and planning documents, the amount of local match involved, how the proposed project will impact the transportation system, and if more than one sponsor is involved.

The adopted planning document could include a long range transportation plan, comprehensive plan, capital improvements plan, or any other local, regional, or state planning document. 50 points will be awarded based on the number of planning documents in which a project conforms with and the significance of the planning document.

Projects will be awarded points based on the amount of local match ratio contributed to the project. Projects that have match ratios in between the ratios listed as point ranges will be grouped in the point range above the actual ratio. For instance, if a proposed project has a federal/local match of 72/28, that project will be grouped in the 80/20 range. A proposed project that has a federal/local match ratio of 68/32 will be grouped in the 70/30 range.

Local Match Ratio Scoring Criteria

Fed/Local Match	Points
80/20	0
70/30	8.25
60/40	16.75
50/50	25

In addition, points will be awarded based on the following questions:

25 Points - Project will contribute to the local *AND* regional transportation system.

25 Points - Proposed project involves more than one project sponsor.

DESCRIPTION OF TRANSPORTATION ALTERNATIVE PROGRAM (TAP)

Like STBG funds, Transportation Alternatives Program (TAP) funding in Region 16 comes from the federal transportation legislation, Fixing America's Surface Transportation Act (FAST Act). The FAST Act legislation brings federal dollars from fuel tax receipts and other sources back to states for use on surface transportation projects.

Region 16 historically has received approximately \$250,000 to \$300,000 in TAP funds annually for federal-aid eligible projects. Unlike STBG funds, TAP funding is not split into city and county pools.

Note: Starting this year with TAP applications submitted for funding in FFY2021, applications will continue to be submitted regionally to SEIRPC for prioritization. However, as changes with the FAST Act required a statewide competitive application process, regional applications will be submitted to Iowa DOT for their review and funding approval. This statewide competitive process will require each RPA to have the same application form, which is anticipated to be available in January of 2017.

While the new application is not yet available, we anticipate that the scoring criteria will remain similar to the criteria that has previously been used in our region. Applications will continue to be evaluated by the Transportation Advisory Committee (TAC), made up of 9 public and private representatives from around the Southeast Iowa region. The TAC scores will be used to determine the recommended projects and anticipated funding allocation of regional TAP projects. These scores and recommendations are then passed on to the SEIRPC Policy Board. The SEIRPC Policy Board will evaluate the scores and recommendations and formally submit our regional recommendations to the Iowa DOT. More details of the application process will be sent out to regional members as the process is finalized by Iowa DOT.

Please find application eligibility, evaluation criteria, and other detailed information in the Application Guide. Questions may be directed to Jarred Lassiter by phone at (319) 753-4321, or by e-mail at jlassiter@seirpc.com.

TAP PROJECT PROGRAMMING

Programming Periods

Transportation Improvement Programs in Iowa occur in four year increments, meaning projects are programmed four years in advance. For instance, in FFY2017, projects will be programmed for FFY2021. Projects are typically programmed for the last year in the programming period for planning purposes, and to account for the time needed to develop a federal aid project. There is some flexibility that allows entities to program projects for any year in the four year programming period; however, it is advised that entities have everything in place for the project if they plan on programming a federal-aid project less than four years in advance.

Process

Note: At present, the TAP schedule is in the process of a major change, to fit with the new, statewide evaluation process required by the FAST Act. A more detailed TIP schedule will be provided in a future edition of this document as the new statewide process is finalized.

TAP PROJECT ELIGIBILITY

Transportation Alternatives Program funds have certain eligibility requirements attached to them. Projects will not be eligible for federal-aid funding without meeting all of the requirements.

Project Sponsor

Under Title 23 U.S.C. 133(h)(4)(B), the eligible entities to receive TAP funds are:

- local governments;
- regional transportation authorities;
- transit agencies;
- natural resource or public land agencies;
- school districts, local education agencies, or schools;
- tribal governments
- nonprofit entities responsible for the administration of local transportation safety programs – i.e. design of infrastructure projects that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs; and
- any other local or regional governmental entity with responsibility for oversight of transportation or recreational trails (other than a metropolitan planning organization or a State agency) that the State determines to be eligible, consistent with the goals of subsection (h) of section 133 of Title 23.

Under TAP, nonprofits are not eligible as direct grant recipients of the funds, unless they fall into one of the categories listed above. Other nonprofits are eligible to partner with any eligible entity on an eligible TAP project, if State or local requirements permit.

Project Timeline

Region 16 requires that projects be completed within **TWO YEARS** of its program date (program fiscal year plus next fiscal year) outside of extenuating circumstances.

Eligibility Items

Please see the list below for a list of federal-aid eligible projects.

1. Projects eligible for the Transportation Alternatives Program funds as defined in the FAST Act fall into at least one of the following categories:

- Construction, planning, and design of on-road and off-road trail facilities; maintenance and restoration of existing recreational trails; development and rehabilitation of trailside facilities, trailhead facilities, and trail linkages.
- Conversion of abandoned railroad corridors to trails
- Purchase or lease of recreational trail construction and maintenance equipment
- Acquisition of easements and property for recreational trails or recreational trail corridors
- Transportation projects to achieve compliance with the Americans with Disabilities Act of 1990
- Sidewalk improvements, including: new sidewalks, repairs, widening, gap closures, curbs, gutters, and curb ramps
- Pedestrian and bicycle crossing improvements
- Secure bicycle parking facilities, including: bicycle parking racks, bicycle lockers, designated areas with safety lighting, and covered bicycle shelters
- On-street bicycle facilities, including: new or upgraded bicycle lanes, widened outside lanes or roadway shoulders, geometric improvements, turning lanes, channelization and roadway realignment, traffic signs, and pavement markings
- Non-infrastructure activities to encourage walking and bicycling to school; funding for training, volunteers, and managers and coordinators of safe routes to school programs;
- Separation of pedestrians and bicycles from vehicular traffic adjacent to school facilities; traffic diversion away from school zones or designated routes to a school.
- Traffic calming and speed reduction improvements; traffic diversion improvements
- Lighting and other safety-related infrastructure
- Construction of turnouts, overlooks, and viewing areas.
- Planning, design, or construction of boulevards and other roadways largely in the right-of-way of former Interstate routes or other divided highways.
- Inventory, control, or removal of outdoor advertising
- Historic preservation and rehabilitation of historic transportation facilities
- Vegetation management practices in transportation rights-of-way to improve roadway safety, prevent against invasive species, and provide erosion control
- Archaeological activities relating to impacts from implementation of a transportation project.
- Environmental mitigation activities related to highway construction or highway runoff, including: water pollution prevention or abatement and storm water management
- Mitigation of wildlife mortality caused by vehicles; restoration or maintenance of wildlife corridors.

2. Projects under the TAP program require a minimum of 20% local match.

- 3. Project applicant must assure they will operate and maintain the property and facility for the useful life of the improvement and not change the use of any right-of-way acquired without prior approval from the Iowa Department of Transportation and the Federal Highway Administration.**

The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of any right of way acquired without prior approval from the FHWA. For projects implemented with TAP funds this requirement should be applied to the project applicant

- 4. Projects/project bundles must have an estimated total cost of at least \$25,000.00.**

There are significant federal project processing requirements that come with federal funds. These requirements translate into expenditures of time and money on the parts of both the agency proposing/developing the project and the state agency administering the federal funds for the project.

TAP EVALUATION CRITERIA

Note: Due to changes with the FAST Act requiring a statewide competitive application process, all Iowa RPAs and MPOs will use the same, consistent evaluation criteria, established by the Iowa Department of Transportation. As of October 2016, this set of criteria has not been finalized, but is anticipated to be completed by January of 2017. In the interim, the following is a list of the general criteria used by SEIRPC in previous funding rounds. It is likely that the statewide criteria will be very similar to these, even if the overall structure or scoring system is somewhat different.

Transportation Alternative Relationship

What is this project's relationship with other modes of transportation, such as bicycles, pedestrians, transit, auto, rail, or water? How will it enhance the regional transportation system?

Local and Regional Factors

Has the project been identified as a local, regional, or statewide priority?

Economic Development and Tourism

What is the proposed project's impact on regional economic development and tourism?

Project Status

Have other private or grant funding sources been secured? Has any engineering work been completed? Have one or more construction phases already been completed?

Facility Need

What is the relative need for the project – locally or regionally? How will existing conditions be improved, and how does the project compliment efforts by other governments or organizations across the region, state, or nation?

DESCRIPTION OF REVISIONS

Occasionally, projects programmed in the TIP (including those that receive federal STBG and TAP funds) must be revised at some point in between annual updates. Such revisions could include a change to the program year, amount of funds, or scope of work for a given project, as well as the addition or removal of a project from the TIP. There are two basic types of revisions – amendments and administrative modifications, described in greater detail below:

- **Amendment**

An amendment is a revision which involves the addition or deletion of a project, or a substantial change in the design concept or scope of a given project. An amendment can include any of the following:

TYPE OF CHANGE	EXAMPLE(S)
Project Cost	Projects which increase the total amount of federal aid by more than 30%, or by more than \$2,000,000
Schedule Change	Adding or deleting a project from the first four years of the TIP
Funding Sources	Adding an additional federal funding source to a project
Scope Changes	Changes to any of the following: <ul style="list-style-type: none"> • Project termini • Project alignment • The amount of through traffic lanes • Altering the type of work performed, from overlay to reconstruction • The added inclusion of a roadway widening

There are two types of amendments – standard amendments and major amendments, all of which meet the above definition, but are differentiated as follows:

- A **Standard Amendment** is any which does not involve the components listed below for a Major Amendment. It may or may not involve regional STBG or TAP funding. A standard amendment only requires public comment, proof of fiscal constraint, a public hearing, and Policy Board approval.
- An amendment becomes a **Major Amendment**, if the project involves regional STBG or TAP funding, and the change involves any of the following:
 - A change in the amount of regional STBG/TAP funding requested
 - A change in project scope that would potentially impact the regional competitive scoring process.

Note: If such a change in project scope occurs, but only one project was submitted for that year and category (City STBG, County STBG, or TAP), then this revision may be processed as a Standard Amendment, as no other projects would be impacted by the project change.

A major amendment requires that the TAC review it, and recommend to the Policy Board whether or not it should be approved. In addition, it is subject to all of the requirements listed for a Standard Amendment (public comment, proof of fiscal constraint, public hearing, and Policy Board approval).

- **Administrative Modification**

An administrative modification is a revision which involves a minor change to a project included in the TIP. This can include any of the following:

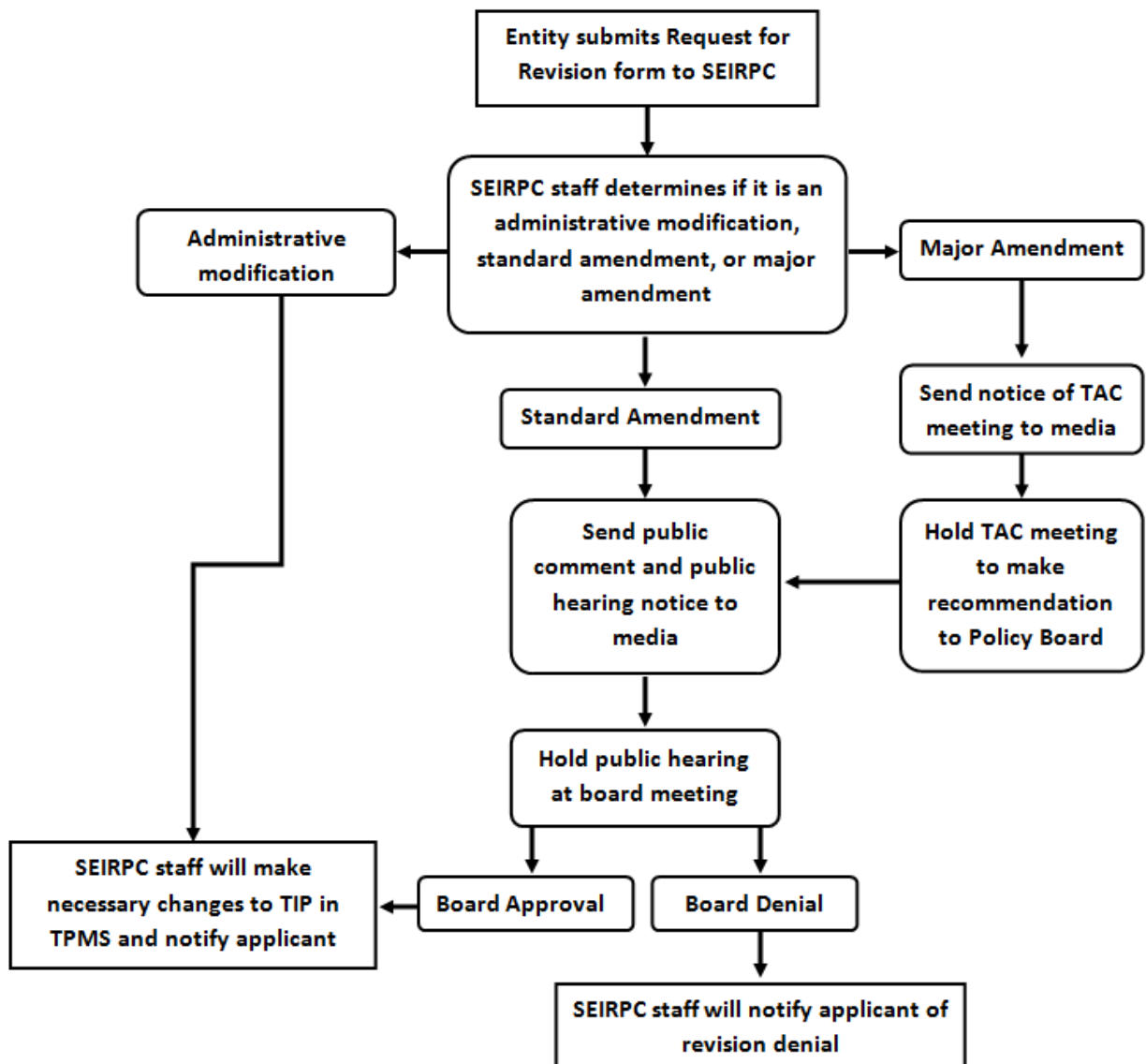
TYPE OF CHANGE	EXAMPLE(S)
Project Cost	Projects which increase the total amount of federal aid by less than 30%, or by less than \$2,000,000
Schedule Change	Any change to the schedule of a project included in the first four years of the TIP, such as the initiation date of a project or one of its phases.
Funding Sources	A change in funding from one source to another

Note: Any change in **project scope** requires an Amendment.

An administrative modification is a revision that does not require TAC review, public comment, proof of fiscal constraint, a public hearing, or Policy Board approval.

PROCESS FOR REQUESTING A REVISION

All revisions to the regional TIP must be done by filling out a “Request for Revision Application” and submitting it to SEIRPC. Upon receipt of the “Request for Revision Application” SEIRPC staff will make a determination of whether it is considered a standard amendment, major amendment, or administrative modification. The process for approving an amendment or administrative modification is outlined below:



The Request for Revision Application is available by contacting Jarred Lassiter by phone at 319-753-4321 or by e-mail at jlassiter@seirpc.com. The application is also available online at: <http://www.seirpc.com>.

APPROVED SAFETY IMPROVEMENTS LIST

1. Provide advance warning signs
2. Provide advance guide signs and street name signs
3. Provide all-red clearance at signalized intersections
4. Provide more protected left signal phases at busy intersections
5. Improve roadway delineation
6. Replace painted channelization with raised channelization
7. Improve lighting at intersections, horizontal curves, and railroad grade crossings
8. Reduce intersection skew angle
9. Remove, relocate, or shield driver from trees, utility poles, or other obstructions in hazardous locations
10. Modify roadside clear zone in the vicinity of trees
11. Install profiled thermoplastic stripes for centerlines
12. Provide center two way left turn lanes for two and four lane roads
13. Reallocate total two lane roadway width (lane and shoulder) to include a narrow “buffer median”
14. Use alternating passing lanes or four lane sections at key locations
15. Install median barriers for narrow width medians or multilane roads
16. Provide wider cross sections on two lane roads
17. Provide bypass lanes on shoulders at T-intersections
18. Restrict or eliminate turning maneuvers by signing
19. Restrict or eliminate turning maneuvers by providing channelization or closing median openings
20. Eliminate parking that restricts sight distance
21. Retime adjacent signals to create gaps at stop controlled intersections
22. Improve visibility of intersections by providing enhanced signing and delineation
23. Install larger regulatory and warning signs at intersections
24. Provide dashed markings (extended left edge lines) for major roadway continuity at divided highway intersections
25. Provide pavement markings with supplementary messages, such as Stop Ahead
26. Install flashing beacons at stop-controlled intersections
27. Provide all way stop control at appropriate intersections
28. Post appropriate speed limit on intersection approaches
29. Provide turn path markings
30. Provide a double yellow centerline on the median opening of a divided highway at intersections
31. Provide lane assignment signing or marking at complex intersections
32. Implement driveway closures, relocations, or turn restrictions
33. Provide left turn lanes at intersections
34. Provide longer left turn lanes at intersections
35. Provide offset left turn lanes at intersections
36. Provide right turn lanes at intersections

37. Provide longer right turn lanes at intersections
38. Provide offset right turn lanes at intersections
39. Provide full width paved shoulders in intersection areas
40. Convert offset T-intersections to four legged intersections
41. Realign intersection approaches to reduce or eliminate intersection skew
42. Use indirect left turn treatments to minimize conflicts at divided highway intersections
43. Improve pedestrian and bicycle facilities to reduce conflicts between motorists and non motorists
44. Install splitter islands on the minor road approach to an intersection
45. Provide traffic calming on intersection approaches through a combination of geometrics and traffic control devices
46. Close or relocate high risk intersections
47. Change horizontal and/or vertical alignment of approaches to provide more sight distance
48. Avoid signalizing on through roads
49. Provide roundabouts at appropriate locations
50. Provide enhanced delineation of sharp curves
51. Provide enhanced pavement markings
52. Remove/relocate objects in hazardous locations
53. Provide skid resistant pavements
54. Eliminate shoulder or edge drop offs
55. Provide should treatments or four lane sections at key locations
56. Design safer slopes and ditches
57. Improve roadside hardware
58. Improve barrier and attenuation systems
59. Improve horizontal curve geometry
60. Provide advance warning of unexpected changes in horizontal alignment
61. Install rumble strips on shoulder, centerline, midlane, or intersection approaches
62. Provide grooved pavement
63. Provide lighting of the curve
64. Provide dynamic curve warning system
65. Add or improve roadside hardware
66. Improve design and application of barrier and attenuation systems
67. Widen the roadway
68. Improve or restore super elevation
69. Install automated anti-icing systems
70. Design safer slopes and ditches to prevent rollovers
71. Apply traffic calming measures to reduce speeds
72. Place utilities underground
73. Provide crosswalk Alternatives Program
74. Implement road narrowing measures
75. Install signals to alert motorists that pedestrians are crossing
76. Install or upgrade traffic and pedestrian signals
77. Provide pedestrian refuge islands and raised medians
78. Provide vehicle restriction/diversion measures

79. Implement lighting/crosswalk illumination measures
80. Provide sidewalks/walkways with curb ramps
81. Install overpasses/underpasses
82. Clear sight triangles
83. Improve visibility of intersection on approaches
84. Improve visibility of signals and sign at intersections
85. Remove unwarranted signal
86. Restrict cross median access near intersections
87. Employ signal coordination
88. Provide/improve left turn channelization
89. Provide/improve right turn channelization
90. Improve drainage in intersection and on approaches
91. Provide skid resistance in intersection and on approaches
92. Redesign approaches

SAMPLE COST ESTIMATE

Mt. Pleasant Street & U.S. 61 Intersection

Detailed Cost Estimate - December 2005

	Units	Quantity	Unit Price	Total
P.C.C. Pavement (10 in.)	SY	3097.93	\$60.00	\$185,875.80
P.C.C. Pavement Widening (10 in.)	SY	998.40	\$70.00	\$69,888.00
P.C.C. Driveways (6 in.)	SY	2377.07	\$40.00	\$95,082.80
P.C.C. Sidewalk (4 in.)	SY	128.65	\$50.00	\$6,432.50
6" Doweled Median	SY	330.68	\$90.00	\$29,761.20
6" Standard Curb & Gutter	LF	243.25	\$23.00	\$5,594.75
Modified Subbase (6 in.)	CY	842.94	\$34.00	\$28,659.96
Traffic Signals	LS	1.00	\$125,000.00	\$125,000.00
Earthwork	CY	1400.00	\$10.00	\$14,000.00
Storm Sewer				
RA-40	EACH	3.00	\$2,900.00	\$8,700.00
RA-43	EACH	5.00	\$3,300.00	\$16,500.00
15" R.C.P.	LF	330.00	\$45.00	\$14,850.00
Removals & Adjustments				
Removal of Pavement	SY	4540.47	\$5.00	\$22,702.35
Removal of Curb	STA.	12.30	\$400.00	\$4,920.00
Remove/Relocate Signs	EACH	5.00	\$150.00	\$750.00
Remove/Relocate Luminaires	EACH	4.00	\$1,000.00	\$4,000.00
Remove/Relocate Fire Hydrants	EACH	1.00	\$2,500.00	\$2,500.00
Remove Intakes	EACH	3.00	\$500.00	\$1,500.00
Adjustment of Fixtures	EACH	3.00	\$1,000.00	\$3,000.00
Remove Traffic Signals	EACH	4.00	\$1,000.00	\$4,000.00
Remove Traffic Signal Handholes	EACH	4.00	\$500.00	\$2,000.00
Subtotal				\$645,717.36
Mobilization (3.5%)				\$22,600.11
Contingencies (10.0%)				\$64,571.74
Total (2005 dollars)				\$732,889.21
4 years inflation @ 3% per year				\$91,984.05
Total 2009 Estimated Cost				\$824,873.26
				12/27/2005

SAMPLE RESOLUTION

RESOLUTION 23-2005

A RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE SOUTHEAST IOWA REGIONAL PLANNING COMMISSION FOR REGIONAL TRANSPORTATION STP FUNDS FOR RECONSTRUCTION OF MAIN STREET FROM HARRISON STREET TO NORTHFIELD STREET ON BEHALF OF THE CITY OF MEDIAPOLIS

WHEREAS, funds are available under this program administered by the Iowa Department of Transportation for reconstruction of Main Street: and

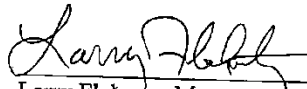
WHEREAS, in order to avail itself of possible receipt of funds pursuant to any grant under the said program, an application must be filed by the City of Mediapolis: and

WHEREAS, the filing of the application is in the best interests of the citizens of the City of Mediapolis, and should be approved:

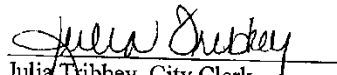
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEDIAPOLIS, THAT:

The City of Mediapolis authorizes the filing of an application for transportation enhancement funds, pledges 20% local match, and agrees to serve as the Sponsoring Agent. The Sponsoring Agent shall maintain, or cause to be maintained, the complete improvements in a manner acceptable to the IDOT and the FHWA, and hereby authorizes the Director of Public Works to submit an application for funding the improvements through Southeast Iowa Regional Planning.

PASSED and APPROVED this 19th day of December, 2005.


Larry Flaherty, Mayor

ATTEST:


Julia Tribbey, City Clerk

SEIRPC ADOPTED STBG AND TAP POLICIES

1. Competitive Application Policy – adopted December, 2004

**Note: all policies adopted at December, 2004 meeting unless described otherwise.*

The competitive application policy covers the application and ranking process for STBG funds in Region 16, consisting of Des Moines, Henry, Lee and Louisa counties. The policy covers: Technical Advisory Committee structure, funding structure, application ranking criteria, application timelines and policy transition.

A. Transportation Advisory Committee (TAC):

The TAC shall be made up of two representatives per county in Region 16, plus an active SEIRPC board member. The positions are as follows:

- Economic development professional
- Business professional (two)
- Public works official
- County engineer
- City under 5,000
- Ag professional
- SEIRPC Board Appointee (made by board of directors)
- SEIRPC At-large board member

Terms: No member shall serve more than two three year terms (November, 2005).

Position rotation: Positions shall descend after each term; initial positions were determined by random selection.

Position selection: SEIRPC board representatives from each county must jointly submit appointments to SEIRPC staff for eligibility determination and inclusion on the TAC.

Scoring: TAC members are encouraged to score applications before attending the TAC scoring meeting. TAC members are allowed to score applications from their own county or home jurisdiction. SEIRPC staff will remove high and low scores, and average the remaining scores to compile the final score for each application.

B. Regional Surface Transportation Funding Structure

Available Surface Transportation funds for competitive application shall be determined by the following formula:

Iowa DOT target
- Pavement management allocation
- SUDAS allocation
- SEIRPC transportation planning allocation
Funds available for competitive STBG application

Available STBG funds are calculated estimates until the federal program year figures are finalized in the Region 16 Transportation Improvement Program.

Available STBG funds shall be split among cities and counties in the following manner:

- Cities: 45 percent
- Counties: 55 percent

C. Application Ranking Criteria – Modified October 17, 2007

Application ranking criteria was developed based on the 6 planning factors as outlined in the Federal Transportation Bill TEA-21. Pages 8 – 13 of this document provides detailed information on the STBG application ranking criteria. The Technical Advisory Committee ranks all applications based on this criteria. The SEIRPC board cannot change the scores of the projects as done so by the TAC.

D. Application Timeline

Standard Application Schedule: Application availability shall be publicized and communities shall be notified of funding availability no later than the end of the second week in October of each calendar year. Applications shall be due the last day of December of each calendar year.

Special Application Schedules: Special applications, such as instances where a surplus of funds is available for application, shall be handled on a case by case basis.

E. Policy Transition

All suballocated funds are to be programmed by federal fiscal year 2008, or will be returned to the competitive pools by the set percentages between cities and counties. Entities with negative suballocation balances shall be returned to zero and no entities shall go in the negative with suballocation balances.

The 'Sunset Clause' remains in effect with the new competitive policy. Under the 'Sunset Clause' programmed projects must be completed in two fiscal years beginning with the project's program year, outside of extenuating circumstances.

The 'Flexibility Fund' shall expire in federal fiscal year 2008, and the excess funds shall be split among the competitive pools thereafter.

2. Excess Funds in Same Fiscal Year – adopted July, 2008

In the case of excess target funds determined by the positive increment between targets received in fall and spring of an application cycle or in the case of excess of funds from projects not completed, the following applies:

- The second-ranked project in a pool has the first right of refusal to use the incremental funds for their project if completed as originally submitted to the TAC in the respective application cycle.
- If the second-ranked project cannot use the funds to complete the project as submitted, the next highest ranked project has the first right of refusal to use the incremental funds for their project if completed as originally submitted to the TAC in the respective application cycle.
- If the second-ranked project cannot use the funds to complete the project as submitted, the process will repeat for the remaining applications, in order of rank.
- If the funds cannot be used by any project in the application cycle to complete the project as submitted to the TAC, the funds shall be carried over to the next application cycle and will remain in the competitive pool they originated from.