



Josh Wuebker, City of Perry
Transportation Policy Committee Chair

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NOTICE OF MEETING

Central Iowa Regional Transportation Planning Alliance Transportation Policy and Technical Committees

9:30 a.m., January 16, 2025

Hybrid Meeting

420 Watson Powell Jr Way, Suite 200, Des Moines, IA 50309

1. **Call to Order**
2. **VOTE: Approval of Agenda**
3. **VOTE: Approval of Meeting Minutes**..... Page 3
 - Approve the September 19, 2024 meeting minutes.
4. **PRESENTATION and REPORT: FHU SS4A Update** Page 4
 - Presentation from FHU to provide an update on the SS4A Project.
5. **DISCUSSION: Opportunity for Regional Transportation Issues to be Discussed and Public Input**..... Page 5
 - Opportunity for communities or individuals to present regional transportation issues for discussion or provide comments on items on the agenda.
6. **REPORT and VOTE: CIRTPA Financial Statements**..... Page 6
 - Report on the financial statements; consider approval.
7. **REPORT and VOTE: Invoices and Contracts**..... Page 7
 - Report on invoices and contracts for CIRTPA; consider approval.
8. **REPORT and VOTE: CIRTPA Officers for Calendar Year 2025**..... Page 8
 - Report on the election of new officers for the calendar year; consider approval.
9. **REPORT and OPTIONAL VOTE: Fiscal Year 2025 Unified Planning Work Program and Budget Amendment #1**..... Page 9
 - Report on the proposed amendment to the CIRTPA FY 2025 UPWP; consider approval.
10. **REPORT and OPTIONAL VOTE: Federal Fiscal Year 2025-2028 Transportation Improvement Program Revision Requests** Page 10
 - Report on the requests to amend projects in the FFY 2025-2028 TIP; consider approval.
11. **REPORT: Fiscal Year 2026 Unified Planning Work Program and Budget Development**..... Page 11
 - Report on the process to develop the next FY 2026 UPWP.
12. **REPORT: Federal Fiscal Year 2026-2029 Transportation Improvement Program Development**..... Page 12
 - Report on the process to develop the FFY 2026-2029 TIP.
13. **REPORT: Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Grant Program**..... Page 13
 - Report on the open PROTECT Grant program.
14. **REPORT: CIRTPA Small Communities Fund Application and TAP Process Update** Page 14
 - Report on the CIRTPA STBG and TAP application processes.

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The CIRTPA receives federal funding and may not discriminate against anyone on the basis of race, color, or national origin, according to Title VI of the Civil Rights Act of 1964. For more information or to obtain a Title VI Complaint form, call 515-304-3524.

- 15. Other Non-Action Items of Interest to the Committee**
- 16. Next Meeting Date**
 - Approval of the next meeting date for 9:30 a.m., Thursday March 20, 2025, hybrid meeting.
- 17. Adjournment**

Virtual login information is available below.

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/137556989>

Meeting ID: 137556989

January 2025
Item No. 3

ISSUE: Approval of Meeting Minutes

VOTE: Report on the minutes of the November 21, 2024 Joint Committee Meeting meetings; consider approval.

BACKGROUND:

A copy of the November 21, 2024 meeting minutes will be provided prior to the meeting.

RECOMMENDATION:

Approve the minutes of the November 21, 2024 CIRTPA Joint Committee meeting.

STAFF CONTACTS:

Andrew Collings, acollings@midiowaplanning.org; and
Dawn Green, dgreen@midiowaplanning.org;

January 2025

Item No. 4

ISSUE: FHU SS4A Update

PRESENTATION and REPORT: Presentation from FHU to provide an update on the SS4A project.

BACKGROUND:

FHU will provide an update on the status of the SS4A compliant Safety Action Plan. A draft of the plan will be provided after the meeting for review. A future application for implementation funding will be discussed.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

Andrew Collings, acollings@midiowaplanning.org.

January 2025

Item No. 5

ISSUE: Opportunity for Regional Transportation Issues to be Discussed and Public Input

DISCUSSION: Opportunity for communities or individuals to present regional transportation issues for discussion.

BACKGROUND:

The CIRTPA sets aside time each month for individuals and non-CIRTPA communities within the CIRTPA planning area to come in and discuss regional transportation issues or provide comments on items on the agenda.

RECOMMENDATION:

None. Public discussion only.

STAFF CONTACT:

Andrew Collings, acollings@midiowaplanning.org

January 2025

Item No. 6

ISSUE: CIRTPA Financial Statements

REPORT AND VOTE: Report and approval of the Financial Statements.

BACKGROUND:

The CIRTPA staff continually tracks the CIRTPA's finances and prepares monthly and/or quarterly statements detailing all transactions.

[Click here for a copy of the financial documents.](#)

RECOMMENDATION:

Approve the Financial Statements.

STAFF CONTACTS:

Andrew Collings, acollings@mid-iowaplanning.org

January 2025
Item No. 7

ISSUE: Invoices and Contracts

REPORT AND VOTE: Report on invoices and contracts for CIRTPA.

BACKGROUND:

Contracts - FHU

The current contract with FHU for the SS4A compliant Safety Action Plan had an end date of September 2024. To ensure the completion of the SS4A Safety Action Plan and subsequent SS4A implementation grant application, the contract needs to be extended with the proposed end date being June 30, 2025.

[Click here for a copy of the proposed contract amendment with FHU](#)

Invoice - FHU

FHU was hired by CIRTPA to complete an SS4A compliant Safety Action Plan for the cities of CIRTPA. CIRTPA reviews and approves invoices which are then sent to the Des Moines Area MPO who will complete the drawdown and payment process.

CIRTPA staff has received invoices #12 and #13 from FHU that covers the period from October 1, 2024 to November 30, 2024 and is for \$5,156.96 and \$11,144.07 respectively.

[Click here for a copy of invoices #12 and #13 from FHU](#)

Invoice - MIPA

The MIPA bills the CIRTPA for work conducted on the CIRTPA's behalf on a bi-monthly basis. MIPA's November and December Fiscal Year 2025 invoices cover work conducted for the period beginning November 1, 2024 through December 31, 2024. If approved, CIRTPA staff will proceed with reimbursing MIPA.

[Click here for a copy of the November and December FY 2025 invoices](#)

RECOMMENDATION:

Approve the proposed invoices.

STAFF CONTACTS:

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January 2025
Item No. 8

CIRTPA Officers for Calendar Year 2025

REPORT AND VOTE: Report on the election of officers for Calendar Year 2025; consider approval.

BACKGROUND:

Every year, CIRTPA votes to elect calendar year officers. Officers required for the Policy Committee are a Chair, Vice-Chair, and a Secretary/Treasurer. Officers required for the Technical Committee are the Chair and Vice-Chair. The schedule for this officer election process is:

- **January 2025** – Vote on calendar year 2024 officers at the CIRTPA meeting
- **February 2025** – Elected officers will take over their new roles

Current officers:

Transportation Policy Committee		Transportation Technical Committee	
Chair	Josh Wuebker	Chair	Matt Ferrier
Vice-Chair	Kip Overton	Vice-Chair	John Peterson
Secretary/Treasurer	Mark Snell		

Recommended officers:

Transportation Policy Committee		Transportation Technical Committee	
Chair	Josh Wuebker	Chair	Matt Ferrier
Vice-Chair	Kip Overton	Vice-Chair	John Peterson
Secretary/Treasurer	Vacant		

RECOMMENDATION:

Approve of the proposed slate of officers for CY 2025 and solicit nominations for vacant seats at the meeting.

STAFF CONTACT:

Andrew Collings, acollings@mid-iowaplanning.org

January 2024
Item No. 9

ISSUE: *Fiscal Year 2025 Unified Planning Work Program and Budget Amendment #1*

REPORT AND OPTIONAL VOTE: Report on the proposed amendment to the CIRTPA FY 2025 UPWP.

BACKGROUND:

MIPA approved a budget amendment in December 2024 that incorporated additional income, expenses, and staffing for the organization. As part of that amendment, the fringe rates for employees and the indirect rate changed. The indirect rate increased from 20.68% to 26.39%.

The total budget for CIRTPA changed by less than \$400 and the cost for the bicycle and trails study approved in November has been added. Staffing costs and the number of hours dedicated by MIPA employees have been updated.

[Click here for copy of the amendment to the *Fiscal Year 2025 Unified Planning Work Program*](#) – Changes are highlighted in yellow.

RECOMMENDATION:

Approve the amendment to the *FY 2025 UPWP*

STAFF CONTACTS:

Andrew Collings, acollings@midiowaplaning.org

January 2025
Item No. 10

ISSUE: *Federal Fiscal Year 2025-2028 Transportation Improvement Program Amendment Requests*

REPORT AND OPTIONAL VOTE: Consider approval of the requests to the *Federal Fiscal Year 2025-2028 Transportation Improvement Program*.

BACKGROUND:

HIRTA has requested the following revisions to the *Federal Fiscal Year 2025-2028 Transportation Improvement Program* (FFY 2025-2028 TIP):

Sponsor: HIRTA

Project: Multiple

Federal Aid Amount: \$2,197,296

Federal Aid Type: 5539 and 5310 Funds

Total Cost: \$2,627,626

TIP Projects Modifications: None necessary

Change: Add project numbers 11544, 11609, 11610, 11612, 11614, 11616, 11618, 11619, 11624, 11625, and 11626 to FFY 2025.

RECOMMENDATION:

Approve proposed amendment to the FFY 2025-2028 TIP.

STAFF CONTACTS:

Andrew Collings, acollings@mid-iowaplanning.org

January 2025

Item No. 11

ISSUE: *Fiscal Year 2026 Unified Planning Work Program* and Budget Development

REPORT: Discussion of the process to develop the next work program and budget.

BACKGROUND:

CIRTPA staff is beginning to develop the Fiscal Year 2026 Unified Planning Work Program (FY 2026 UPWP) and budget, which will document all planning activities the CIRTPA will perform from July 1, 2025, through June 30, 2026. The Iowa Department of Transportation (DOT) requires the UPWP to describe the CIRTPA's proposed planning activities – including task objectives, previous work, project descriptions, and work products – as well as the budget and funding sources to carry out the planning activities. The Iowa DOT requires the CIRTPA to submit a draft UPWP by April 1, 2025, and a final UPWP by June 1, 2025.

The CIRTPA staff asks for input from member governments and participating agencies on planning tasks for FY 2026 throughout the development of the UPWP. CIRTPA staff would welcome any proposals for special studies, plans, or other activities, as well as requests for local planning assistance.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

Andrew Collings, acollings@mid-iowaplanning.org

January 2025

Item No. 12

ISSUE: *Federal Fiscal Year 2026-2029 Transportation Improvement Program Development*

REPORT: Report on the process to develop the *Federal Fiscal Years 2026-2029 Transportation Improvement Program*.

BACKGROUND:

The Iowa DOT requires that the CIRTPA annually develop a four-year Transportation Improvement Program (TIP) that details the use of federal funds for transportation projects in the Regional Planning Affiliation Planning Area.

The CIRTPA staff begins work on the *Federal Fiscal Years 2026-2029 Transportation Improvement Program* (FFY 2026-2029 TIP) by providing each CIRTPA member government and participating agency a listing of their current TIP projects and associated information from the Iowa Department of Transportation's Transportation Program Management System for review and update.

The CIRTPA staff requests that member governments and agencies determine if projects currently programmed for FFY 2025 will receive FHWA authorization to proceed with development before September 30, 2025. If a project does not receive FHWA authorization before September 30, 2025, then the project will need to "roll-over" to a future year in the TIP.

The CIRTPA staff distributes status reports to member governments that currently have projects programed in the TIP. Over the coming months, staff will contact each of these member governments to discuss the details of their respected projects.

[Click here for a copy of the TIP Development Schedule.](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACTS:

Andrew Collings, acollings@midiowaplanning.org

January 2025

Item No. 13

ISSUE: PROTECT Discretionary Grant Program Planning Application

REPORT: Report on the PROTECT grant program.

BACKGROUND:

Congress sets forth the high level policy and investment authorization for the surface transportation program in the IIJA; in essence, the updated guardrails and monies to build, operate, and maintain the nation's transportation system. It then is the task of the administration to translate the policy parameters of the IIJA into the specifics required to implement the program. Because this NOFO deals with the discretionary side of the PROTECT program, FHWA has wide leverage to design the program criteria.

The purpose of the PROTECT Program is to provide grants on a competitive basis for projects that seek to strengthen surface transportation to be more resilient to natural hazards, including climate change, sea level rise, heat waves, flooding, extreme weather events, and other natural disasters through support of planning activities, resilience improvements, community resilience and evacuation routes, and at-risk coastal infrastructure. The competitive portion of the program is split between four categories:

- 1) Planning
- 2) Resilience Improvement Grants
- 3) Community Evacuation Grants
- 4) At-Risk Coastal Infrastructure Grants

Applications are due **February 24**.

[Click here for a link to a funding breakdown by Transportation for America](#)

[Click here for a link to the FHWA PROTECT Program Webpage](#)

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

Andrew Collings, acollings@mid-iowaplanning.org

January 2025
Item No. 14

ISSUE: CIRTPA Small Communities Fund Application and TAP Process Update

REPORT: Report on the CIRTPA STBG and TAP application processes.

BACKGROUND:

FFY 2019 was the first year federal STBG funding was made available to small communities. The current process will solicit applications for FFY 2026 funding. The updated application materials can be found below:

[Click here for a copy of the FFY 2026 STBG Application Packet.](#)

[Click here for a link to the online application form.](#)

TAP application materials have been made available to eligible applicants. and can be found below:

[Click here for a copy of the FFY 2029 TAP Guidelines and Schedule.](#)

TAP and Small Community Fund applications are due February 14.

RECOMMENDATION:

None. Report and discussion only.

STAFF CONTACT:

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(515) 334-0075.