

# NOTICE OF RPA 15 POLICY BOARD MEETING

Thursday, May 26<sup>th</sup> at 11:30am  
Transit Office, 612 S Madison, Ottumwa  
Or by phone 551-258-5668

## Board Members

Chairperson: \_\_\_\_\_ Dale House      Van Buren County Supervisor  
Vice-Chair: \_\_\_\_\_ Daryl Wood      Keokuk County Supervisor  
Secretary: \_\_\_\_\_ RPC Staff

\_\_\_\_\_ Sean Murphy, Oskaloosa City Rep      \_\_\_\_\_ Rick Johnson, Ottumwa City Mayor  
\_\_\_\_\_ Aaron Kooiker, Fairfield City Administrator      \_\_\_\_\_ Steve Wanders, Mahaska County Supervisor  
\_\_\_\_\_ Jim Morlan, Sigourney City Mayor      \_\_\_\_\_ Wayne Huit, Wapello County Supervisor  
\_\_\_\_\_ OPEN, City Rep/Van Buren County      \_\_\_\_\_ Susie Drish, Jefferson County Supervisor

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## 1. Call to Order.

## Action Items

2. **Minutes.** Review/approve March 24<sup>th</sup>, 2022 minutes.
3. **Review and take action on TAP applications.** Committee will listen to applicants, score projects (projects must score 60 points average to be eligible), then recommend projects for funding.
  - a. **Jefferson County.** Requesting \$576,000 in TAP funding to pave the Cedar View Trail in FY26.
  - b. **Keosauqua.** Requesting \$476,840 in funding to construct accessible boat launch on the lower Des Moines River Water Trail in FY24. Note: This project is within a scenic byway corridor, the RPA may fund this project at 50% (\$298,025) and encourage applicant to apply to statewide TAP in October for remaining 30%.
  - c. **Ottumwa.** Requesting \$654,171 in funding to construct the Oxbow Lagoon trail in FY25.

*TAC Recommendation: splitting the \$956,053 evenly between the three applications so each project receives \$318,684. Requiring applicants to report back in 2024 on their progress in securing other funds or ability to reduce scope.*

*Staff Recommendation: funding one project fully (80%) to ensure it has the funding and increase the likelihood of completion. Or fund Jefferson or Ottumwa fully (80%) and Keosauqua 50% and encourage their application for statewide (30%), where they are not guaranteed funding but likely to be approved.*

4. **Review and take action on STBG applications.** Committee will listen to applicants and then recommend projects for funding.
  - a. **Keswick.** Requesting \$400,000 in funding in FY25 for North Irons Street from the NCL to 800 ft South.
  - b. **Sigourney.** Requesting \$400,000 in funding in FY25 for E Pleasant Valley from Hwy 149 to Pershing Blvd.

*TAC Recommendation: approve Keswick due to higher score than Sigourney, not approve Sigourney.*

*Staff Recommendation: Same as TAC, approve Keswick, not approve Sigourney.*

**If you are unable to attend this meeting, please call Area 15 RPC at 641-684-6551 by 10 AM Wednesday, May 25<sup>th</sup> 2022** This courtesy will assist the RPC in determining if a quorum will be present. If it is determined that a quorum will not be present, the RPC can then advise other Policy Board members.

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- c. **Fairfield.** Requesting \$140,000 in funding in FY23 for E Burlington Ave (Business 34) over Crow Creek.

*TAC Recommendation: Approve as presented.*

*Staff Recommendation: Approve as presented.*

- d. **Jefferson Co.** Requesting \$2,080,000 funding in FY26 for W40 (Germanville Rd) from 150<sup>th</sup> to Vetch Blvd.

*TAC Recommendation: Approve as presented.*

*Staff Recommendation: Approve as presented.*

- e. **Mahaska Co.** Requesting \$1,557,000 in funding in FY26 for G29 from Hickory Ave to Oxford Ave.

*TAC Recommendation: Approve as presented.*

*Staff Recommendation: Approve as presented.*

### 5. Review and take action on Transportation Planning Work Program.

*Staff recommendation: Approve as presented.*

### Review Items

6. **Status updates on active STBG/SWAP and TAP projects.** Project sponsors may discuss the status of current projects.

### Other

7. **Next Meeting.** June 23<sup>rd</sup> @ 11:30am
8. **Adjourn.**

If you are unable to attend this meeting, please call Area 15 RPC at 641-684-6551 by 10 AM Wednesday, May 25<sup>th</sup> 2022. This courtesy will assist the RPC in determining if a quorum will be present. If it is determined that a quorum will not be present, the RPC can then advise other Policy Board members.

Minutes of the RPA 15 Policy Board meeting  
Thursday March 24<sup>th</sup>, 2022

Policy Board Members Present:

Dale House  
Sean Murphy  
Aaron Kooiker

Jim Morlan  
Steve Wanders  
Susie Drish

Others Present

Chris Kukla – RPA 15

**Call to Order.** House called the Policy Board to order at 11:33am.

Action Items

**Approve Minutes.** *Morlan made a motion to approve, Wanders seconded the motion.* All present voted aye; motion passed.

**Approve Agenda.** *Wanders made a motion to approve, Morlan seconded the motion.* All present voted aye; motion passed.

**Election of Officers.**

*Drish keep House as Chair Wood as Vice Chair, Morlan seconded the motion.* All present voted aye. Motion passed.

Review Items

**Discuss STBG/SWAP and TAP Targets.** Kukla discussed the 2026 Targets and increased funding due to the Infrastructure and Jobs Act. DOT will need to move away from SWAP for many programs as there is not the state money to exchange \$ for \$.

- City and Co Bridge will change back to federal aid.
- ICAAP back to federal aid
- STBG for Counties back to federal aid
- STBG/SWAP for cities will remain SWAP
- HSIP Secondary will remain SWAP.

Programs transitioning back to federal aid will require match, for example STBG will reimburse up to 80% and require 20% match, no longer reimburse up to 100%.

County STBG road projects will be limited to major collectors and above, projects on minor collectors will not be eligible. Projects currently approved on minor collectors will be allowed to continue however as STBG projects.

Small cities will be to do road projects on minor collectors and above as SWAP.

This is not final yet, Iowa DOT is still discussing with committee and will then need to be approved by Commission.

**Status updates on active STBG/SWAP and TAP Projects.** No updates were discussed.

**Other**

**Next Meeting.** April 28 @ 11:30am

**Adjourn.** *Kooiker made a motion to adjourn at 11:50am, Drish seconded the motion. All present voted aye, motion approved.*

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Chris Kukla, Area 15 RPC

**RPA 15 Summary of Funds**  
Moving Ahead for Progress in the 21st Century

**Surface Transportation Program**

Organization	FY23			FY24			FY25			FY26		
	Target	Program	Balance	Target	Program	Balance	Target	Program	Balance	Target	Program	Balance
10-15 Transit	50,000	0	98,042	50,000	0	148,042	50,000	0	198,042	50,000	0	248,042
Planning	35,000	10,000	109,929	35,000	35,000	109,929	35,000	35,000	109,929	35,000	35,000	109,929
Special Projects	100,000	0	-174,773	100,000	0	-74,773	100,000	0	25,227	100,000	0	125,227
Fairfield	224,979	0	399,393	230,566	0	629,959	236,269	0	866,228	242,074	0	1,108,301
Oskaloosa	272,500	0	298,489	279,266	1,400,000	-822,245	286,174	0	-536,071	293,205	0	-242,865
Ottumwa	594,849	2,055,354	123,814	609,621	0	733,435	624,700	0	1,358,135	640,048	0	1,998,183
Jefferson	292,518	0	406,451	297,726	0	704,176	303,042	0	1,007,218	308,453	0	1,315,671
Keokuk	318,314	0	-1,125,746	323,981	0	-801,765	329,765	0	-472,000	335,653	0	-136,347
Mahaska	338,591	0	105,269	344,618	0	449,888	350,772	0	800,659	357,035	0	1,157,694
Van Buren	289,160	0	-426,041	294,308	0	-131,733	299,563	0	167,830	304,912	0	472,741
Wapello	319,231	0	1,416,042	324,914	0	1,740,956	330,715	2,000,000	71,671	336,620	0	408,291
<b>Total</b>	<b>2,835,142</b>	<b>2,065,354</b>	<b>1,230,868</b>	<b>2,890,000</b>	<b>1,435,000</b>	<b>2,685,868</b>	<b>2,946,000</b>	<b>2,035,000</b>	<b>3,596,868</b>	<b>3,003,000</b>	<b>35,000</b>	<b>6,564,868</b>

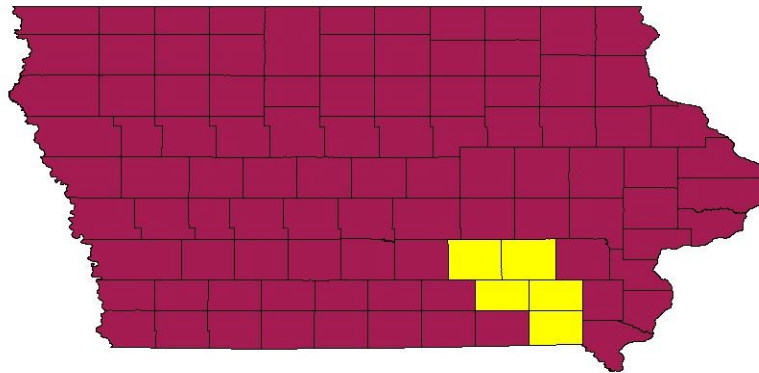
**Transportation Alternatives Program**

	FY23			FY24			FY25			FY26		
	Target	Program	Balance	Target	Program	Balance	Target	Program	Balance	Target	Program	Balance
<b>Total</b>	<b>261,539</b>	<b>320,000</b>	<b>137,053</b>	<b>267,000</b>	<b>0</b>	<b>404,053</b>	<b>273,000</b>	<b>0</b>	<b>677,053</b>	<b>279,000</b>	<b>0</b>	<b>956,053</b>

RPA 15 Regional Planning Affiliation

# FINAL - FY2023 Transportation Planning Work Program

Serving the following Iowa Counties:  
Jefferson, Keokuk, Mahaska, Van Buren, and Wapello



This plan was developed in coordination with the  
Area 15 Regional Planning Commission, Ottumwa, Iowa

May 2022

The preparation of this document was financed in part through federal funds provided by the US Department of Transportation, Federal Highway Administration, and Federal Transit Administration.

A RESOLUTION ADOPTING THE FY 2023 TRANSPORTATION PLANNING WORK PROGRAM  
AS THE OFFICIAL PLANNING WORK PROGRAM FOR THE AREA 15 REGIONAL PLANNING  
AFFILIATION

WHEREAS, the Area 15 Regional Planning Commission did prepare a Transportation Planning Work Program that identifies the specific work program for the AREA 15 REGIONAL PLANNING AFFILIATION (RPA 15); and

WHEREAS, it is a requirement of the Iowa Department of Transportation, pursuant to the Infrastructure Investment and Jobs Act (IIJA Act) of 2021 that all Regional Planning Affiliations prepare a Transportation Planning Work Program to serve as a guide for planning, development, and implementation of programs;

NOW, THEREFORE, BE IT RESOLVED that the AREA 15 REGIONAL PLANNING AFFILIATION adopts the Area 15 Transportation Planning Work Program for FY 2023 as its official planning work program.

Passed this \_\_\_ day of \_\_\_\_\_ 2022.

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Chairperson  
Area 15 Regional Planning Affiliation

# **RPA 15 TRANSPORTATION PLANNING WORK PROGRAM (TPWP)**

## **FY23 TRANSPORTATION PLANNING WORK PROGRAM**

### **I. PURPOSE OF A TRANSPORTATION PLANNING WORK PROGRAM**

The Transportation Planning Work Program or TPWP is a document that provides a description of transportation planning activities for the upcoming fiscal year. These activities are determined by local, state, and federal input. Activities are listed in the TPWP under one of the five standard planning categories, which include:

- Transportation Planning Work Program (TPWP)
- Public Participation Process (PPP)
- Transportation Improvement Program (TIP)
- Long-Range Transportation Plan (LRTP)
- Passenger Transportation Plan (PTP)

The TPWP contains a description of each activity under the planning category that it is a part of. This description includes an estimate of the time involved in completing the activity and cost, milestones towards completion, and expected product. The TPWP aids in the distribution of federal and state funds used for transportation planning and provides a tool for measuring the progress of transportation planning activities towards local, state, or federal goals.

### **II. DESCRIPTION OF TPWP DEVELOPMENT PROCESS**

The Area 15 Regional Planning Commission developed the FY23 TPWP for RPA 15. The TPWP follows the Iowa Department of Transportation’s “Transportation Planning Work Program Requirements and the RPA 15 Public Participation Process. Activities included in the work program are identified through: IDOT requirements, solicitation of member jurisdictions, technical committee and policy board, and requests for assistance from member governments. The budget of the annual work program is based on a review of past years’ time and efforts, and any new projects for the upcoming fiscal year.

Upon completion of the draft TPWP, it is then forwarded to IDOT and FTA review and comment. Any suggested changes and recommendations are considered and included into the plan. Upon receiving comment, the TPWP is revised and then made available for public review and comment. After the public comment period, and after a public hearing, the RPA 15 Policy Board reviews any comments received and approves the document. Upon approval by the Policy Board, the final TPWP is sent to IDOT.



### III. MAJOR TRANSPORTATION CHALLENGES/PRIORITIES

A multimodal transportation system is necessary to maintain and improve the livability and economic well-being of the region. Funds available for transportation needs are limited on the local, state, and federal levels. Because of this it is important that funds are used in a cost-effective manner. Planning ensures that transportation funds are spent efficiently and where most needed. Activities described in the TPWP under the categories of PPP, TIP, LRTP, and PTP are directed towards accomplishing this. These activities identify issues or needs with the transportation system, develop projects to address the identified needs, and recommend funding mechanisms.

For the upcoming year the following major transportation challenges/priorities have been identified:

**1. Reviewing Public Involvement:** The RPA regularly reviews its public involvement policies and reviewed the region's Public Participation Plan last year as part of a normal 5-year process. Iowa DOT also provided new guidance for Public Participation Plans late last year. The Public Participation Plan is a document that encompasses outreach for all areas of transportation planning. It provides guidance on how the RPA will conduct outreach and perform public participation for general planning and specific documents. The RPA will complete an update of Public Participation Plan based on the new guidance.

The RPA will also develop materials for new Technical Committee and Policy Board members. These materials will provide new committee/board members with an overview of the RPA, the organization's role, purpose of major documents, and the committee/board's role.

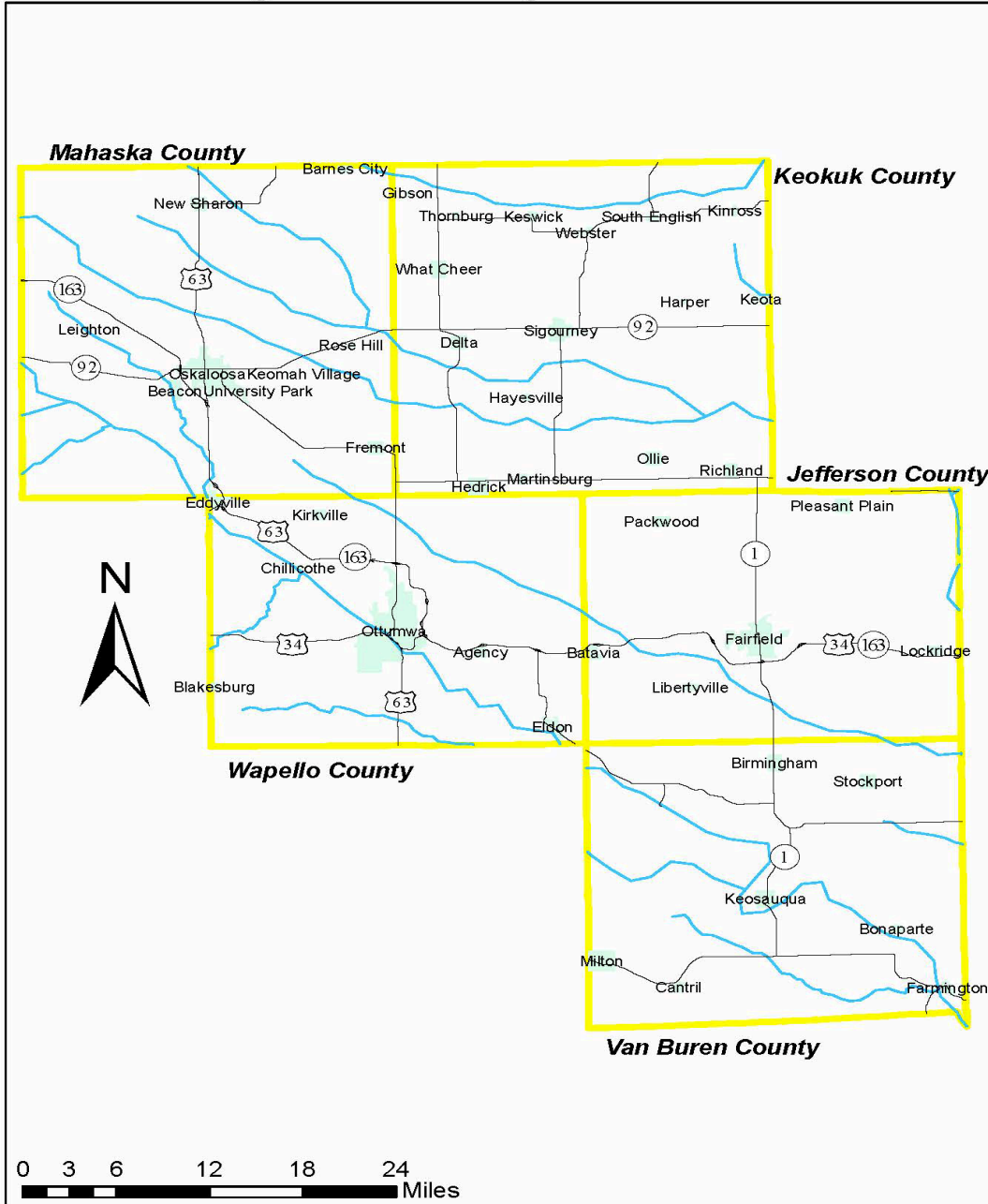
**2. Understanding the Infrastructure and Jobs Act:** The Infrastructure and Jobs Act (IJA) reauthorizes surface transportation for five years, invests additional funding and creates new programs. The RPA, with the help of Iowa DOT will interpret the IJA in order to provide information to local governments in the region. The RPA will also assist governments within the region in accessing these funds through grant applications and the Transportation Improvement Program.

**3. Improving Freight Movement:** The RPA is working with Greater Ottumwa Partners, City of Ottumwa Burlington Junction Railway to relocate the BJRY's rail port from the edge of downtown. At the current location truck movements in and out of the facility have become limited due to quality-of-life improvements and will be further restricted by the planned redevelopment of the downtown riverfront.

**4. Updating the Long-Range Transportation Plan:** The Long-Range Transportation Plan for the region was adopted in 2019 and is due to be updated in 2024. The RPA will begin the process of updating the plan this year so that the LRTP can continue to be used as a resource for monitoring the region's transportation network and developing future projects. It is also a tool for guiding regional Surface Transportation Program and Transportation Alternative Program investments by being used for the review and scoring of project applications.

IV. RPA 15 PLANNING AREA

### The Regional Planning Affiliation 15 Area



## V. MEMBERSHIP – RPA 15

### Policy Board – Voting Members

Name	Title	County, City Or Agency Represented
Steve Wanders	County Supervisor	Mahaska County
Wayne Huit	County Supervisor	Wapello County
Susie Drish	County Supervisor	Jefferson County
Dale House	County Supervisor/ Chair	Van Buren County
Rick Johnson	Mayor	City of Ottumwa
Michael Schrock	City Administrator	City of Oskaloosa
OPEN	Elected Official	City in Van Buren County
Daryl Wood	County Supervisor/ Vice Chair	Keokuk County
Jim Morlan	Mayor	City of Sigourney
Ed Malloy	Mayor	City of Fairfield

### Transportation Advisory Committee (TAC) – Voting Members

Name	Title	County, City Or Agency Represented
Jeff Skalberg	County Engineer/ Chair	Wapello County
Jay Allison	Transit Administrator	10-15 Regional Transit
Ryne Thornburg	County Engineer/ Vice Chair	Van Buren County
DeWayne Heintz	County Engineer	Jefferson County
Andrew McGuire	County Engineer	Keokuk County
Sean Murphy	Engineering Tech	City of Oskaloosa
Andrew McGuire	County Engineer	Mahaska County
Larry Seals	Public Works Director	City of Ottumwa
OPEN	Appointed Representative	Keokuk County
Shawn Morrissey	Conservation Director	Jefferson County
Dave Sedivec	Conservation Director	Mahaska County
Rick Tebbs	Conservation Director	Wapello County
Ashley Utt	Regional Representative	Pathfinders RC&D
Melanie Carlson	City Engineer	City of Fairfield
Kim Steele Blair	Appointed Representative	Van Buren County

### Other – Non Voting

Name	Title	County, City Or Agency Represented
Hector Torres-Cacho	Transportation Planner	Iowa DOT
Chris Bowers	Executive Director	Area 15 Regional Planning
Chris Kukla	Transportation Director	Area 15 Regional Planning
Brad Grefe	Senior Planner	Area 15 Regional Planning
Matt Naumann	Program Coordinator	Area 15 Regional Planning

## VI. PLANNING ACTIVITY/WORK ELEMENT

### 1. Transportation Planning Work Program FY22

- a. **Task Objective.** To report on annual transportation work program activities for FY23 and prepare the FY24 TPWP.
  1. **Previous Work.**
    - 1) Implementation of the FY22 TPWP.
    - 2) Quarterly Reports.
    - 3) Development of the FY23 TPWP.
- b. **Project Description.** The Transportation Planning Work Program (TPWP) for FY23 will be from July 1, 2022 to June 30, 2023. This activity is expected to take approximately 143 person hours. The total cost for this activity is \$7,835.71 and will include preparing FY23 quarterly reports and the FY24 TPWP. Quarterly reports and the FY24 TPWP will be prepared by executive director and transportation director. A draft TPWP will be prepared and submitted to IDOT for review. Upon receiving comments from IDOT and FHWA, the TPWP will be revised prior to being submitted for final approval.
- c. **Product.**
  - 1) FY24 TPWP.
  - 2) Quarterly Reports.
  - 3) Quarterly Pay Requests.
- d. **Completion Date.** The draft TPWP will be completed by March 31<sup>st</sup>, 2023, and the final TPWP will be completed May 31<sup>st</sup>, 2023.

### 2. Public Participation Process (PPP)

- a. **Task Objective.** To implement the FY23 Public Participation Process.
- b. **Previous Work.**
  - 1) Facilitated 2 TAC and 4 Policy Board meetings in FY22.
  - 2) Updated Title VI Program.
  - 3) Reviewed Public Participation Plan.
- c. **Project Description.** The FY23 Public Participation Process will be from July 1, 2022 to June 30, 2023. This activity is expected to take approximately 655 person hours. The total cost for this activity is \$35,820.40. Elements of the Public Participation Process will be performed by the executive director, transportation director, and office manager. Activities will address the challenges and priorities identified in section III related to [reviewing public involvement](#) and include the following:
  - 1) Review and evaluate the performance of the past year's effort and the Public Participation Process, and implementation of the Process.
  - 2) Complete update of Public Participation Plan.
  - 3) Set up Technical Advisory Committee and Policy Board meetings and public hearings; mail agendas to the committee(s) and Board and provide notices of public hearings.

- 4) Act as Secretary for the TAC and Policy Board, prepare minutes at all meetings and public hearings.
  - 5) Provide technical assistance to the TAC, Policy Board, RPA members/stakeholders, and public.
  - 6) Involve all segments of the population (e.g. minority, elderly, low-income) in an effort to ensure environmental justice principles are met.
  - 7) Provide translated copies of RPA transportation planning documents on the website as described in the Limited English Proficiency Plan.
  - 8) Attend IDOT training meetings as available.
  - 9) Publish and distribute a transportation planning articles in the newsletter and distribute it region-wide on a quarterly basis.
  - 10) Develop new committee/board member materials.
- d. **Product.**
- 1) FY23 Public Participation Process.
  - 2) Public Participation Plan.
  - 3) new committee/board member materials.
- e. **Completion Date.**
- 1) The FY22 Public Participation Process will be completed by June 30, 2023.
  - 2) The Public Participation Plan will be updated by September 30<sup>th</sup>, 2022.
  - 3) New committee/board member materials will be prepared by November 30<sup>th</sup>, 2022.

### 3. **Transportation Improvement Program (TIP)**

- a. **Task Objective.** To prepare develop and monitor Transportation Improvement Program.
- b. **Previous Work.**
  - 1) Adoption and maintenance of the FY22-25 TIP.
  - 2) TIP Revisions.
  - 3) Development of the FY23-26 TIP.
- c. **Project Description.** Development and management of the Transportation Improvement Program (TIP) will be from July 1, 2022 to June 30, 2023. This activity is expected to take approximately 143 person hours to complete. The total cost for completing the TIP is \$7,835.71.

The FY24-27 TIP document will be prepared by the transportation director with assistance from the TAC and will include all STBG/SWAP, NHS, Bridge, Transit, and Transportation Alternative projects and requested funding dollars. The TIP will also include all elements required by the Iowa Department of Transportation's Guidelines for Development – Transportation Improvement Programs and the Iowa Statewide Transportation Improvement Program.

Elements of this activity will include:

- 1) Updating and maintaining STBG/SWAP and TAP applications.
- 2) Making STBG/SWAP and TAP applications available, receiving completed applications, and answering questions.
- 3) Reviewing applications for eligibility.

- 4) Preparing the regional Transportation Improvement Program.
- 5) Maintaining the balance of funds STBG/SWAP and TAP funds available.
- 6) Monitoring the status of last year's funded STBG/SWAP and TAP projects.
- 7) Providing assistance for TIP revisions.

d. **Product.** FY24-27 TIP, TIP revisions.

e. **Completion Date.**

- 1) Applications for inclusion in the TIP be available in September 2022 and will be due April 1<sup>st</sup>, 2022.
- 2) The draft FY24-27 TIP will be developed in May 2023 and submitted by June 15, 2022. The final FY24-27 TIP will be approved by July 15, 2023.

#### 4. **Long Range Transportation Plan (LRTP)**

a. **Task Objective.** Conduct studies and collect information to be used to update the long-range plan and assist with implementing goals and objectives of the plan.

b. **Previous Work.**

- 1) Regional Trails Plan
- 2) Assistance with Mahaska County wood products USDA RBDG application for access improvements.
- 3) Ottumwa IDNR REAP application for section of Oxbow Lagoon Trail.
- 4) Assistance to City of Ottumwa and Wapello Co Trails Council for Oxbow Lagoon Trail in Ottumwa.

c. Previously Identified projects not completed/carried forward.

- 1) RPA did not work with Cardinal Schools and Wapello County to pursue funds for a right turn lane from IA 16 into Cardinal Elementary. The school had other priorities and did not wish to pursue.
- 2) RPA did not prepare a RAISE grant for the City of Ottumwa. After discussions with the City it was agreed that due to the changes in the project area and with stakeholders it was best not to pursue the application in its current form.

e. **Project Description.** Implementation of the Long-Range Transportation Plan will be from July 1, 2022, to June 30, 2023. This activity is expected to take 921 person hours to complete. The total cost for completing the activity is \$50,372.44. Elements of this activity will address challenges and priorities in section III related to and [understanding the Infrastructure and Jobs Act, improving freight movement](#) and [updating the long-range transportation plan](#) and include:

- 1) The transportation director will work with IDOT staff to interpret the Infrastructure and Jobs Act and to provide information to jurisdictions within the region. The transportation director and senior planner will assist cities and counties in accessing funds and programs through the Infrastructure and Jobs Act.
- 2) The senior planner and transportation director will assist the City of Ottumwa, Greater Ottumwa Partners in Progress and Burlington Junction Railway with identifying and pursuing funding options for the Ottumwa Rail Port Relocation.

- 3) The transportation director will work with Iowa DOT to determine the requirements for and funding sources that may be used, and small cities to determine the interest in preparing a grant application to purchase speed feedback signs for multiple small cities.
  - 4) The transportation director will review the guidance for the Long-Range Transportation Plan and review the region's current plan. The transportation director will have discussions with stakeholders, TAC and Policy Board, and set initial goals. The transportation director will develop an outline for the LRTP.
  - 5) The transportation director will assist urban areas (Fairfield, Oskaloosa, Ottumwa) with boundary updates. The transportation director will facilitate between the cities and IDOT, assist with meetings, provide technical assistance.
- f. **Product.**
- 1) Initial goals for the Long-Range Transportation Plan, LRTP Outline.
  - 2) Funding for Ottumwa Rail Port Relocation.
  - 3) Updated signed urban boundary maps for Fairfield, Oskaloosa and Ottumwa.
- g. **Completion Date.** Initial goals for the Long-Range Transportation Plan will be determined by September 30<sup>th</sup>, 2022, an outline for the LRTP will be developed by November 30<sup>th</sup>, 2022.

## 5. Passenger Transportation Plan (PTP)

- a. **Task Objective.** To implement the FY22 Passenger Transportation Planning process.
- b. **Previous Work.** FY22 TAG meetings, agendas and minutes.
- c. **Project Description.** Implementation of the Passenger Transportation Plan will be from July 1, 2022, to June 30, 2023. It is expected to take 184 person hours to complete. The total cost for completing the PTP is \$10,074.49.

The transportation director will coordinate and participate in at least two Transit Advisory Group meetings according to guidelines provided by IDOT. These meetings will provide a review of previous efforts, current activities; identify future plans, and unmet needs. Information from these meetings will be used to develop the PTP, which will provide a review of previous efforts, current activities and services, identify future plans and unmet needs, and suggest improvement strategies.

The transportation director will also participate in public transit agency, city, county and regional stakeholder meetings relating to public passenger transportation as requested and provide technical assistance to these groups.

- d. **Product.** 2023 Passenger Transportation Plan
- e. **Completion Date.** The draft Passenger Transportation Plan will be completed by February 1<sup>st</sup>, 2023. The final Passenger Transportation Plan will be completed by May 1<sup>st</sup>, 2023.

**VII. BUDGET AND FUNDING SOURCES**

TASK COST (FUNDING SOURCE BREAKDOWN)										
TASK	FHWA STBG CARRYOVER	FHWA SPR CARRYOVER	FTA 5311 CARRYOVER	FHWA STBG	FHWA SPR	FTA 5311	TOTAL FEDERAL	RPA LOCAL	TOTAL COST	%
1. TPWP	1,285.69	0.00	0.00	700.00	2,141.44	2,141.44	6,268.57	1,567.14	7,835.71	0.070
2. PPP	5,877.44	0.00	0.00	3,200.00	9,789.44	9,789.44	28,656.32	7,164.08	35,820.40	0.320
3. TIP	1,285.69	0.00	0.00	700.00	2,141.44	2,141.44	6,268.57	1,567.14	7,835.71	0.070
4. LRTP	8,265.15	0.00	0.00	4,500.00	13,766.40	13,766.40	40,297.95	10,074.49	50,372.44	0.450
5. PTP	1,653.03	0.00	0.00	900.00	2,753.28	2,753.28	8,059.59	2,014.90	10,074.49	0.090
<b>TOTAL</b>	<b>18,367.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>30,592.00</b>	<b>30,592.00</b>	<b>89,551.00</b>	<b>22,387.75</b>	<b>111,938.75</b>	<b>1.000</b>
<i>FHWA Statewide Planning &amp; Research (SPR) program funding is transferred to FTA 5305e funding in a consolidated planning grant application.</i>										
<i>FHWA Surface Transportation Block Grant (STBG) program funding is transferred to FTA 5311 program funding in a separate FTA transfer grant application.</i>										



## VIII. ADDITIONAL REQUIRED ITEMS

### 1. Cost Allocation Methodology

The Area 15 Regional Planning Commission Cost Allocation Plan, as approved by the Executive Board, is the basis of assigning costs equitably to all projects during each fiscal year. Under the plan the total costs assigned to each project are comprised of both direct and indirect costs. All direct and indirect costs are further identified as to personnel and non-personnel costs. The distinctions of cost allocation are described in the following definitions.

#### Definitions

- a. **Direct Personnel Costs** are costs of all personnel activities identifiable to specific projects. Examples of Direct Personnel Costs include personnel time spent on planning activities, administration of housing assistance and Community Development Block Grant Programs. (See Schedule A).
- b. **Direct Non-Personnel Costs** are the costs of non-personnel items or service clearly incurred by specific projects. Direct non personnel costs include project related items such as contracted services, mass mailings, project report publishing, reproductions, travel, supplies, reference materials, staff development, long-distance and conference telephone calls, advertising, memberships, and other costs similarly identifiable to specific projects. (See Schedule B).
- c. **Indirect Personnel Costs** are costs of all personnel activities that are not identifiable to specific projects but support all project activities. Examples of indirect Personnel Costs include personnel time spent on producing the Unified Work Program, policy meetings, and agency general and fiscal management. (See Schedule C). The RPS uses a provisional rate to determine indirect costs.
- d. **Indirect Non-Personnel Costs** are the costs of all non-personnel items or service that are not directly attributed to specific projects but rather are attributed to overall operations of the agency including all projects. Indirect non-personnel costs include such items as office rent, equipment rental, base telephone and overall agency long distance calls, postage, advertising, travel, staff development, insurance-bonds, office supplies, reproductions, publications, agency memberships, reference materials, agency audit, and other such costs similarly attributed to total agency and all project support. (See Schedule D).

#### Cost Allocation to Projects

Each project that is active during the fiscal year receives an allocation of costs as follows:

- A Direct Personnel costs for the month
- B Direct non-personnel costs for the month
- C A share of all indirect costs for the month

The monthly share of indirect costs charged to each project is determined by the ratio of each respective project direct personnel costs relative to the total direct personnel costs of all projects.

Monthly timesheets are maintained by all agency personnel and serve as the basis for such allocations.

### Supporting Data

Attached hereto are the following schedules that clarify all cost items embraced by the Cost Allocation Plan:

#### **Schedule A - Direct Personnel Activities**

- Transportation Planning and Grant Administration
- Transit Planning and Grant Administration
- Regional Development
- Housing Assistance Programs
- Community Development Block Grant Contract Administration
- Community Technical Assistance
- Contracted Services
- Business Growth Program Administration

#### **Schedule B - Direct Non-Personnel**

- Project Related Office Supplies
- Project Related Operating Materials, Books
- Project Related Conference and Training Expenses
- Project Related Business Expense,
- Project Related Printing and Binding of publications
- Project Related Insurance and Bonds
- Project Related Professional Memberships
- Project Related Telephone Expense
- Project Related Postage and Shipping
- Project Related Advertising
- Project Related Professional Services
- Project Related Equipment

#### **Schedule C - Indirect Personnel Activities**

- Unified Work Program
- Project Notification and Review
- Policy Meetings
- Filing and Library system
- Agency information Maintenance
- Agency Newsletter
- Agency Fiscal Management
- Agency General Management

#### **Schedule D Indirect Non-Personnel**

- Overall Agency Office Supplies
- Overall Agency Materials, Books
- Overall Agency Conference and Training Expenses
- Overall Agency Business Expense,
- Overall Agency Printing and Binding of publications

Overall Agency Insurance and Bonds  
Overall Agency Professional Memberships  
Base Telephone and Overall Agency Long Distance Services  
Overall Agency Postage and Shipping  
Overall Agency Advertising  
Overall Agency Professional Services  
Overall Agency Equipment/Depreciation

## 2. **TPWP Revisions**

### **Overview**

2 CFR 200 describes the uniform administrative rules for Federal grants and cooperative agreements and subawards to State, local and Indian tribal governments. These requirements apply to metropolitan planning (PL) and State Planning and Research (SPR) grants. FTA has similar requirements documented in FTA Circular 5010.1C, which apply to FTA metropolitan planning grants. Iowa uses a Consolidated Planning Grant where FHWA and FTA planning funds are combined into a single fund managed through FTA's TrAMS system. The uses of these funds are documented in the work programs of the Iowa DOT, MPOs, and RPAs.

### **Waiver of approvals**

All work program changes require prior written Federal approval, unless waived by the awarding agency. [2 CFR 200.308](#) outlines different types of revisions for budget and program plans, and this [FHWA memo](#) summarizes revisions that require prior Federal approval, as well as other miscellaneous actions and allowable costs that require prior Federal approval.

Types of TPWP revisions that require Federal approval include, but are not limited to, the following:

- Request for additional Federal funding.
- Transfers of funds between categories, projects, functions, or activities which exceed 10% of the total work program budget when the Federal share of the budget exceeds \$150,000.
- Revision of the scope or objectives of activities.
- Transferring substantive programmatic work to a third party (consultant).
- Capital expenditures, including the purchasing of equipment.
- Transfer of funds allotted for training allowances.

Types of revisions that require Iowa DOT approval include:

- Transfers of funds between categories, projects, functions, or activities which do not exceed 10% of the total work program budget, or when the Federal share of the budget is less than \$150,000.

Types of revisions that require MPO/RPA approval include:

- Revisions related to work that does not involve federal funding.

### **Revision and Approval Procedures**

- All revision requests from MPOs and RPAs should be submitted electronically to the Iowa DOT Systems Planning Bureau. If all necessary information is provided, the request will then be forwarded to the FHWA and FTA for review and any necessary approvals.
  - Revision requests shall, at a minimum, include:
    - A resolution or meeting minutes showing the revision's approval.
    - Budget summary table with changes highlighted/noted.
    - Modified section(s) of the plan's work elements with changes highlighted/noted.
- Revisions where **FHWA/FTA** is the designated approving agency shall require written approval by FHWA/FTA prior to commencement of activity, purchasing of equipment, or request for reimbursement.
- Revisions where the **Iowa DOT Systems Planning Bureau** is the designated approving agency shall require written approval by the Iowa DOT Systems Planning Bureau prior to commencement of activity or request for reimbursement.
- Revisions where the **MPO or RPA** is the approving agency shall be approved by the Policy Board.
- Notification by the approving agency will be in writing.

***NOTE: All necessary TPWP approvals shall be in place prior to the commencement of activity, purchasing of equipment, or request for reimbursement. More specifically in regards to the procurement of equipment and services, there should be no notification of award, signed contract, placement of an order, or agreement with a contractor prior to receiving the necessary TPWP approvals.***