



Regional Planning Affiliation Region 18

DRAFT

State Fiscal Year 2024
Transportation Planning Work Program (TPWP)

March 31, 2023

Administered by
Metropolitan Area Planning Agency
2222 Cuming Street
Omaha, Nebraska 68102

The preparation of this report has been financed in part through grant(s) from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 [or Metropolitan Planning Program, Section 104(f)] of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.



Regional Planning Affiliation – Region 18

Policy Committee Members

Charles Parkhurst – Supervisor, Shelby County, Policy Committee Chair

Ron Kohn – Mayor, Glenwood

Gene Gettys, Jr. - City Administrator, City of Harlan

Richard Crouch - Supervisor, Mills County

Justin Schultz - Supervisor, Pottawattamie County

Walter Utman – Supervisor, Harrison County

Charles Parkhurst – Supervisor, Shelby County

Technical Committee Members

John Rasmussen – County Engineer, Pottawattamie County - Technical Committee Chair

Voting Members:

John McCurdy – Executive Director, SWIPCO

Jamey Clark– Public Works Director, City of Glenwood

Gene Gettys, Jr. – City Administrator, City of Harlan

Jacob Ferro – County Engineer, Mills County

Steven Struble – County Engineer, Harrison County

John Rasmussen – County Engineer, Pottawattamie County

Non-Voting Members:

Daniel Nguyen – Transportation Planner, Federal Transit Administration

Darla Hugaboom– Transportation Planner, Federal Highway Administration

Lance Brisbois – Golden Hills RC&D

Scott Suhr – District 4 Planner, Iowa DOT

MAPA Staff

Michael Helgerson - Executive Director

Carlos Morales – Transportation & Data Manager

Travis Halm – Associate Planner

Lindsey Button - Associate Planner



Table of Contents

Table of Contents	3
INTRODUCTION	4
ORGANIZATION AND MANAGEMENT	4
WORK PROGRAM	5
MAJOR PLANNING PRIORITIES AND CHALLENGES	5
Planning Emphasis Areas	8
PROPOSED BUDGET	9
IOWA REGIONAL TRANSPORTATION PLANNING	9
200 – WORK PROGRAM & FEDERAL ASSURANCES	9
210 – BOARD & COMMITTEE SUPPORT	10
220 - REGIONAL TRANSPORTATION PLANNING	11
230 - TRANSPORTATION IMPROVEMENT PROGRAM (RTIP) & LOCAL PROJECTS	12
240 – COMMUNICATION & PUBLIC INVOLVEMENT	13
250 – REGIONAL DATA, MAPPING & FORECASTING	14
270 – HEARTLAND 2050 – TRANSPORTATION RELATED	15
280 – TRAINING & EDUCATION	16
290 – TRANSPORTATION MANAGEMENT	17
REVISION AND APPROVAL PROCEDURES	18
OVERVIEW	18
WAIVER OF APPROVALS	18
REVISION / APPROVAL PROCEDURES	18
Work Program Budget: Expenditures	20
Work Program Budget: Summary	21
ATTACHMENTS	22

INTRODUCTION

ORGANIZATION AND MANAGEMENT

The Regional Planning Affiliation 18 (RPA-18) is the designated transportation planning organization for Harrison, Mills and Shelby Counties and approximately the eastern three quarters of Pottawattamie County in southwest Iowa. It is one of 18 Regional Planning Agencies organized by the Iowa Department of Transportation (DOT). The Metropolitan Area Planning Agency (MAPA) has been designated by the governing bodies of these counties to provide transportation and transportation-related planning functions for the RPA-18.

RPA-18's 2040 Long-Range Transportation Plan is the current policy document guiding transportation investments for the region. This plan identified significant maintenance needs in this region, priorities which are reflected in the projects programmed in the Regional Transportation Improvement Program (RTIP).

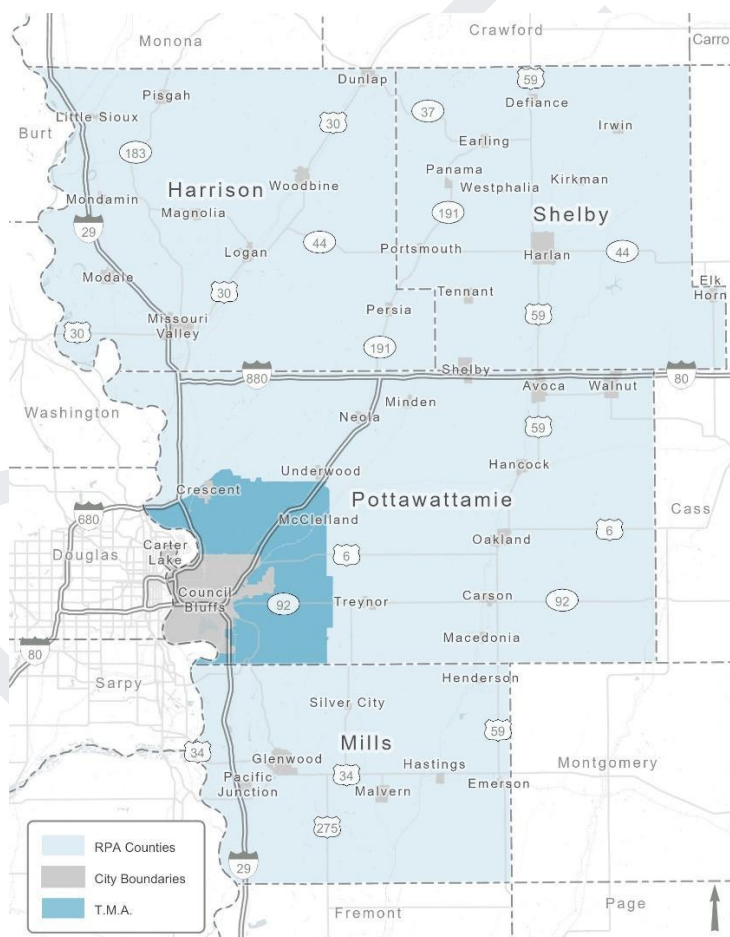


Figure 1: RPA-18 Region



WORK PROGRAM

The RPA-18 Transportation Planning Work Program (TPWP) identifies tasks for the continued transportation planning process work for the fiscal year (FY) 2024, and will serve as the basis for funding within the fiscal year.

The development of a TPWP, as prescribed by guidance from the Iowa DOT, is to serve as a means to promote the integration of planning coordination and to relate these activities to the 3C process: continuing, comprehensive, and cooperative planning.

During the development of the FY 2024 Transportation Planning Work Program (TPWP), a priority setting process was used to identify programs and projects that should be included in the work program.

Participants in this process included the senior MAPA Staff, MAPA's Council of Officials, RPA-18 Policy Committee, and RPA-18 Technical Advisory Committee (TAC). Results of this process are reflected by the tasks in this work program and the associated funding levels. The RPA-18 Transportation Technical Advisory Committee (TTAC) provides the direction for the development of the TPWP and monitors progress of the work.

Public comment and review of the TPWP is made available during the open meetings of the RPA-18 Policy and Technical Committees. Additionally, a copy of the draft and final TPWP is available on-line (www.mapacog.org) and at the MAPA office for review and comment.

A description of the specific transportation-related tasks to be performed, previous work accomplished, anticipated products, and financial estimates are contained in the following projects:

- TPWP Administration and Assurances
- Board and Committee Support
- Regional Transportation Planning
- Regional Transportation Improvement Program (RTIP) and Local Projects
- Communication and Public Involvement
- Regional Data, Mapping & Forecasting
- Heartland 2050 Related Activities
- Technical & Policy Education
- Transportation Management

MAJOR PLANNING PRIORITIES AND CHALLENGES

For FY 2024 one of the priorities will be to leverage regional priorities and funding opportunities from the new Infrastructure Investment and Jobs Act (IIJA). The first year of IIJA provided local communities new discretionary funding opportunities to advance regionally significant projects from bridges to safety planning. In FY 2024, MAPA staff will work with local communities to prepare for the upcoming update to the RPA-18 Long Range Transportation Plan which is anticipated to continue this progress and provide better links between long range goals and the Transportation Improvement Program. Along with the update to the LRTP, the coming year will necessitate additional review and coordination with the RPA-18 Policy and Technical Committees for the project selection criteria to ensure new priorities emphasized by the IIJA align with the RPA-18 Long-Range Transportation Plan's goals. Additionally, this past year the funding priorities



at Iowa Department of Transportation (DOT) changed the availability of federal-aid swap programs. Although the original changes took effect in January 2022, several projects in the RPA-18 program area were impacted by this action and projects had to convert to federal-aid projects. MAPA staff will continue to coordinate closely with our member agencies to identify and potentially advance more projects through the discretionary programs found in IIJA.

Additional planning challenges are detailed below, organized within the RPA-18 2040 Long Range Transportation Plan Goals:

Maintain a transportation system that supports economic vitality and promotes economic development.

For FY 2024, MAPA staff will work with the latest data to update the RPA-18 Long Range Transportation plan and identify critical areas of investment. This will include identification of the latest pavement management layers, and work with the Freight Analysis Framework 5 (FAF5) to provide new insights regarding freight movement in the region that will provide valuable insights into economic development opportunities in Mills, Pottawattamie, and other counties. This year Iowa DOT will provide the latest Federal performance metrics in the next four year cycle of performance metrics. This information will be used and incorporated in the development of the Long Range Transportation Plan. Additionally, Iowa DOT will be releasing the latest Strategic Highway Safety Plan that provides a focus on developing a systemic safety approach and places a greater emphasis on reducing crashes related to vulnerable road users. In the coming year, staff will work with the Policy and Technical Committees to review and update the project selection process to align with the new LRTP, and the latest State Plans. MAPA staff will continue to conduct outreach to counties, cities and other agencies to apply for funding which supports their infrastructural and economic development needs.

Maintain and/or construct road facilities that meet present needs and serve as the foundation for meeting future demands.

IIJA and the planning areas of emphasis seek to enhance the transportation infrastructure to meet the needs of local communities. MAPA staff will work with the Policy and Technical Committees to manage the needs of system preservation and developing new resilient infrastructure that provides for multimodal facilities that emphasize safety. MAPA will continue to work on developing a regional development report for its 5-county region (2 of the 4 RPA-18 counties) in which permit activity will be inventoried to better understand long-term and short-term growth trends in the region.

Identify funding sources for all modes in order that improvements for each mode can be made in an orderly manner.

As part of the update to the Long Range Transportation Plan, MAPA staff will engage and work closely with the RPA-18 Policy and Technical Committee members to prioritize, identify, and leverage funding opportunities to enhance sidewalk and trail development in the region. With the recent adoption of the Passenger Transportation Plan, MAPA staff will work with the Policy and Technical Committee to advance the strategies from the plan and identify potential funding opportunities. Staff will work closely with the Policy and Technical Committee to leverage and help local communities apply for discretionary funding opportunities.

Provide a clean and healthy environment for our citizens.

MAPA staff will work with Pottawattamie County Geographic Information System (GIS) to develop a new framework to inventory sidewalks in local communities. Staff will work closely with local communities to enhance walking and biking by developing safe routes to school projects, facilitate virtual block talks, and community walk audits. MAPA will continue to work with the



Frontier Iowa Trails Group (FIT) to program funding for the regional trail facilities that serve to connect local communities. MAPA will work with local community partners to expand and enhance trail infrastructure in the region. MAPA staff will work closely with local communities to advance the Safe Streets for all award for the 97 counties in Iowa.

Maintain the varied and valued recreational, cultural, and educational facilities.

County trail planning will continue to be a key priority, largely facilitated through the Frontier Iowa Trails Group. MAPA has helped bring partners from the FIT group together with Nebraska stakeholders to better understand opportunities for regional trail marketing and infrastructure improvements. Promotional mapping and data collection of trails will further enhance the trail experience and track its growth within the region. Additionally, the new sidewalk layer in Pottawattamie County will help facilitate and identify gaps in complete street implementation. The new Strategic Highway Safety plan, along with the Safe Streets for All funding will help identify and prioritize projects of regional significance. MAPA staff will work closely with local jurisdictions and the State to help enhance, and prioritize safety projects.

DRAFT



Planning Emphasis Areas

		RPA-18 Long Range Plan 2040 Goals					
		Goal 1: Preservation	Goal 2: Safety	Goal 3: Economic	Goal 4: Environment	Goal 5: Transportation Options	Goal 6: Land Use & Growth
Planning Factors	Support metro area economic vitality, especially by enabling global competitiveness, productivity, and efficiency.			X			X
	Increase the safety of the transportation system for motorized and non motorized users.		X			X	
	Increase security of transportation for motorized and non motorized users.		X	X	X	X	
	Increase accessibility and mobility options available to people and for freight.	X	X		X	X	X
	Protect/enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.	X		X	X		X
	Enhance the integration and connectivity of the transportation system across and between modes for people and freight.		X			X	X
	Promote efficient system management and operation.	X		X		X	X
	Emphasize the preservation of the existing transportation system.	X					
	Improve resiliency & reliability of the transportation system and reduce or mitigate stormwater impacts.	X			X		X
	Enhance travel and tourism			X	X	X	X
New Planning Areas of Emphasis	Tackle Climate Crisis - Transition to a Clean Energy, Resilient Future	X	X	X	X	X	X
	Equity and Justice40 in Transportation Planning	X	X	X	X	X	
	Complete Streets: A complete street is safe, and feels safe, for everyone using the street.		X		X	X	
	Public Involvement - Early, effective, and continuous public involvement to bring diverse viewpoints into the decision making process.	X	X	X	X	X	X
	Coordination with the Strategic Highway Network (STRAHNET)/US Department of Defense (DOD)		X		X		
	Coordinate with Federal Land Management Agency		X	X	X	X	
	Planning and Environment Linkages (PEL)		X	X	X	X	X
Heartland 2050 Guiding Principles	Equity	X	X	X	X	X	X
	Efficiency			X	X	X	
	Inclusivity		X	X	X	X	X
	Local Control/Regional Benefit	X	X	X	X	X	
Iowa	Transportation Asset Management Plans	X	X	X		X	X
	Strategic Safety Plans		X		X	X	
	State Freight Plans		X		X		X
Transit Providers	Transit Asset Management Plans		X	X	X		
	Transit Safety Plans		X	X	X		



PROPOSED BUDGET

Budget summary tables (pages 9 and 10) are attached which show estimated expenditures by project. Local dues are provided by each participating county to match the federal funds allocated for RPA-18’s planning activities.

The RPA-18 program is funded using Federal Highway Administration (FHWA) Surface Transportation Block Grant Program (STBG) funds, Federal Transit Agency (FTA) Section 5311 funds, FHWA State Planning and Research (SPR) funds, and local funding from each of the four member counties (based on the percentage of population of each county from the 2020 U.S. Census of the Population). RPA-18’s planning funds are spent according to the attached cost allocation methodology. RPA-18 does not use FHWA planning funds for outside purchases.

IOWA REGIONAL TRANSPORTATION PLANNING

The following sections detail the FY 2024 Work Program for the RPA-18 transportation planning and programming process for Harrison, Mills, Shelby Counties and the non-urbanized portion of Pottawattamie County. There are no contracting opportunities for FY 2024 nor do we anticipate any equipment purchases exceeding the \$5,000 threshold.

200 – WORK PROGRAM & FEDERAL ASSURANCES

Objective

To efficiently develop and implement RPA-18’s Transportation Planning Work Program (TPWP) in accordance with Iowa DOT requirements.

Previous Work

Implement and maintain the FY2022 TPWP and complete quarterly reimbursement requests. Develop and adopt the FY2023 TPWP.

Work Activities

Implement and revise the RPA-18 FY 2023 TPWP. Develop and adopt the FY 2024 TPWP. Develop and submit quarterly reports relating to transportation programs administered by MAPA and the RPA-18.

Product

Quarterly reports on transportation programs and a Work Program will be available for review, comment, and approval by the RPA-18 Policy and Technical Committees in April 2023.

200 Total Staff Budget & Hours			
Total	Federal	Local	Hours
\$2,698	\$2,158	\$540	48



210 – BOARD & COMMITTEE SUPPORT

Objective

Provide a forum for coordination and cooperation among the RPA-18, public, and private agencies, organizations, and stakeholders involved and interested in the multi-faceted efforts and disciplines needed to provide transportation services.

Previous Work

Maintain a schedule of Policy and Technical Committee meetings to facilitate the transportation planning process in the RPA-18.

Work Activities

Provide technical support to the RPA-18 Policy and Technical Committees and provide assistance to them in completing the RTIP and implementing the FY 2024 Work Program, updating and maintaining the LRTP, and other activities as necessary. This includes development of the draft and final RTIP and Work Program, providing meeting minutes, and working with them on special projects such as pavement management. These committees are scheduled to meet six times annually (March, April, May, June, July, and October), at a minimum. Additional meetings are often scheduled to perform amendments to the RTIP.

Attend, as required, relevant meetings of County Supervisors and City Councils to address issues of the RPA-18.

Product

Provide staff support and actions designed to provide transportation planning assistance on a regional basis. The RPA-18 Policy and Technical Committees meetings and actions taken will be documented. These committees are scheduled to meet six times annually.

210 Total Staff Budget & Hours			
Total	Federal	Local	Hours
\$10,791	\$8,633	\$2,158	193



220 - REGIONAL TRANSPORTATION PLANNING

Objective

Develop long-term, multi-modal, planning guidance and documentation to assist local jurisdictions in the planning, conceptual development, programming and implementation of current and future transportation improvements within the RPA-18- including human services transportation.

Previous Work

Adopted the 2040 RPA-18 LRTP and worked with transit providers, stakeholders, and the public to identify and coordinate mobility and human service transportation needs. RPA-18 has coordinated its efforts with the Southwest Iowa Transit Agency (SWITA) to provide rural transit service in the RPA-18 region including participation in quarterly TAG meetings. Participated in Frontier Iowa Trails group and coordinated with the implementation of the Loess Hills recreation plan. Coordination with Frontier Iowa Trails to implement the Lewis & Clark Trail project.

Work Activities

Develop and implement the RPA-18 Long Range Transportation Plan update for Harrison, Mills, and Shelby Counties and the non-urbanized portion of Pottawattamie County. Support local long range planning initiatives, including updates to comprehensive plans and other transportation studies. MAPA will continue to work with partners such as Frontier Iowa Trails - Golden Hills Resource Conservation & Development. Work with transportation service providers (SWITA), schools, human service agencies, and related stakeholders to encourage, coordinate, and implement plans, actions, and programs to enhance the transportation opportunities of the elderly, handicapped, and economically disadvantaged and incorporate elements of other related transit programs into the RPA-18 transportation planning activities.

Assist RPA Region 13 with the maintenance and implementation of the PTP for RPA-18 and coordination with other transportation services in the region. Work with local stakeholders for the Iowa secondary roads Safe Streets for All planning initiative.

Product

Provide staff support of on-going planning initiatives in the RPA-18 region. Coordinate transit activities and incorporate human service considerations into the RPA-18 planning process. Provide input and participate in maintenance and implementation of the SWITA PTP and related activities, which include holding two TAG meetings per year. Participation in bi-monthly Frontier Iowa Trails group meetings. Ongoing coordination regarding the Loess Hills recreation plan is anticipated semi-annually. Ongoing coordination with County engineers for the Safe Streets for all discretionary planning grant.

220 Total Staff Budget & Hours			
Total	Federal	Local	Hours
\$26,977	\$21,582	\$5,395	482



230 - TRANSPORTATION IMPROVEMENT PROGRAM (RTIP) & LOCAL PROJECTS

Objective

Develop short-term multi-modal planning guidance and documentation to assist local jurisdictions in the planning, conceptual development, programming, and implementation of current transportation improvements within the RPA-18.

Previous Work

Implementation of the FY2023-2026 Transportation Improvement Program. Development and adoption of the FY2024-FY2027 RTIP. Coordination with Iowa DOT and local officials on continued use of the TPMS system.

Work Activities

Implementation of the FFY2023 and FFY2024 Transportation Improvement Programs. Develop RTIP to provide a program of multi-modal transportation projects scheduled for implementation during fiscal years 2024 to 2027. The program will include a prioritized list of projects for the four-year period and a financial plan that will lead to project implementation. A progress report on the implementation of projects programmed for fiscal year 2024 will be included. Solicitation for project information begins in November with a draft RTIP completed by the end of May and the final RTIP approved in July.

Update, amend, and revise the Iowa DOT TPMS to reflect a verbatim representation of RPA-18 transportation and transportation-related projects and activities. Assist communities with implementation of Federal-Aid projects, discretionary funding, and process throughout the year.

Product

Provide an approved, staged, capital improvement document representing federally-funded transportation projects programmed for development and implementation within a four-year time frame. Project solicitation for the RTIP begins in November with a draft completed by the end of June and the final FY 2024-2027 RTIP approved in July. Provide an updated and current representation of transportation projects in the Iowa DOT TPMS. Draft FY2024-2027 RTIP will be developed in May.

230 Total Staff Budget & Hours			
Total	Federal	Local	Hours
\$25,628	\$20,503	\$5,126	458



240 – COMMUNICATION & PUBLIC INVOLVEMENT

Objective

Develop transportation activities by means of a concerted effort of public, as well as private participation.

Previous Work

Follow directives stated in the MAPA/RPA-18 PPP to announce policy and technical committee meetings, make the RPA-18 RTIP available for public comment, and forward public comments to the respective jurisdictions and committees. Maintenance of MAPA's website to make RPA-18 materials available to the public.

Work Activities

Implement update to the Public Participation Plan for the RPA-18 Region. Review and maintain the public participation process to ensure Title VI and Environmental Justice activities are incorporated. Solicitation of public input will be done in accordance with the MAPA PPP. Development and approval of revised Public Participation Plan for MAPA and RPA-18 planning activities. Announce policy and technical committee meetings, make RPA-18 documents available for public comment, maintain social media and website materials available to the public.

MAPA staff will maintain and amend, as needed, the MAPA PPP to reflect changes in FHWA and FTA policy regarding public input into the RPA-18 transportation planning process.

Product

Provide transportation information to the private sector and general public. This will be accomplished in accordance with the MAPA PPP. Maintenance of RPA-18 materials on the MAPA website. Updated Public Participation Plan for MAPA and RPA-18 planning activities.

240 Total Staff Budget & Hours			
Total	Federal	Local	Hours
\$6,295	\$5,036	\$1,259	112



250 – REGIONAL DATA, MAPPING & FORECASTING

Objective

Develop and maintain regional data resources to support the transportation planning process.

Previous Work

Develop and maintain regional data resources for RPA-18 communities, including datasets utilized in development of 2040 Long Range Transportation Plan. Maintenance of RPA-18 resources in MAPA's Regional Data Explorer and GOHub open data portal. Continued development of RPA-18 pavement management program, including supplemental pavement data development. Development of story maps and dashboards for RPA-18 Planning Products. Implementation of MAPA's drone aerial photography program in coordination with local communities.

Work Activities

Develop and maintain regional data resources for RPA-18 communities, including datasets utilized in development of sidewalk analysis and land use designation. Maintenance of RPA-18 resources in MAPA's Regional Data Explorer and GOHub open data portal. Continued development of RPA-18 pavement management program, including supplemental pavement data development. Development of story maps and dashboards for RPA-18 Planning Products. Implementation of MAPA's drone aerial photography program in coordination with local communities. Data development for Long Range Transportation Plan update and discretionary funding applications.

Product

Addition of RPA-18 resources to the GOHub regional open data portal. Development of Story Maps for RPA-18 Planning products. Data development for the Long Range Transportation Plan. MAPA aerial photography image library available for the transportation planning process and member communities.

250 Total Staff Budget & Hours			
Total	Federal	Local	Hours
\$6,295	\$5,036	\$1,259	112



270 – HEARTLAND 2050 – TRANSPORTATION RELATED

Objective

To coordinate the transportation planning process with the implementation of Heartland 2050 Regional Vision.

Previous Work

Participation in Frontier Iowa Trails Group meetings in support of the H2050 Action Plan. Developed updated Action Plan for the H2050 Vision. Created Regional Development Report in coordination with Greater Omaha Chamber of Commerce.

Work Activities

Support for the activities of Heartland 2050's Action Plan Implementation semi-annual workshops and focus groups on transportation-related issues. Refinement of Heartland 2050 Action Plan and coordination with community leaders in the RPA-18 region. Continued exploration of Heartland 2050 Mini-Grant Program with RPA-18 funding. Block Talks can be performed as requested by member jurisdictions. Support the county-wide trail planning activities in RPA-18 communities and continue to foster regional trail conversations with stakeholders in adjacent Nebraska counties.

Products

Semi-annual coordination meetings with community leaders in the Heartland 2050 Regional Planning Advisory Committee. On-going presentations of Regional Development Report and Heartland 2050 materials.

270 Total Staff Budget & Hours			
Total	Federal	Local	Hours
\$3,597	\$2,878	\$719	64



280 – TRAINING & EDUCATION

Objective

To provide ongoing technical and policy education for planning and research activities.

Previous Work

Attended Iowa DOT RPA quarterly meetings. Participated in training activities such as conferences and workshops to develop staff capacity and remain up-to-date with information necessary for planning activities. Participated in regular meetings of ICOG leadership.

Work Activities

Participate and travel to ongoing education and staff development activities such as workshops, conferences and webinars devoted to planning and research-related policy and technical information. Event sponsors include, but are not limited to, Federal Highway Administration, Federal Transit Administration, Iowa DOT, National Association of Development Organizations (NADO), Iowa Association of Councils of Government (ICOG) and other organizations.

Products

Maintain awareness of changes to state and federal policies and programs. Coordination of information with state and federal partners and other regional planning agencies in Iowa

280 Total Staff Budget & Hours			
Total	Federal	Local	Hours
\$3,147	\$2,518	\$629	56



290 – TRANSPORTATION MANAGEMENT

Objective

To provide for leadership and efficient administration of RPA-18's transportation programs.

Previous Work

Personnel management for transportation activities. Financial management of budget and contracts. General administrative activities related to organization support and operations.

Work Activities

Oversight and administrative support for RPA-18 staff activities. Ongoing activities related to personnel needs, recruitment, orienting and training and human resource activities. Monitoring and maintenance of MAPA's budget and development of dues schedule and associate member program. General administrative activities related to organization support and operations.

Products

Adequate staffing to support RPA-18 activities. Budget and agreements implemented in support of RPA-18 transportation planning programs. Efficient administration and management of RPA-18 projects and programs.

290 Total Staff Budget & Hours			
Total	Federal	Local	Hours
\$4,496	\$3,597	\$899	80



REVISION AND APPROVAL PROCEDURES

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 and procedures documented in [FTA Circular 5010.1E](#), which apply to all applicable FTA program grants. Iowa uses a Consolidated Planning Grant (CPG) where FHWA and FTA planning funds are combined into a single grant managed through FTA's TrAMS system. The uses of these funds are documented in the work programs of the Iowa DOT, MPOs, and RPAs. FTA is the lead agency administering the CPG.

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 on prior approvals](#) 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 / APPROVAL PROCEDURES

- All revision requests from MPOs and RPAs should be submitted electronically to the Iowa DOT Systems Planning Bureau and the agency's Iowa DOT District Planner. 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 letter detailing the work program revision(s)
 - A resolution or meeting minutes showing the revision's approval.
 - Budget summary table with changes highlighted.
 - Amended work program with any modified section(s) highlighted.
 - 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, purchasing of equipment, 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, with regard 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.



Work Program Budget: Expenditures

FY 2024 RPA-18 WORK PROGRAM BUDGET FOR HARRISON, MILLS, SHELBY COUNTIES AND THE NON-URBAN PROTION OF POTTAWATTAMIE CO.

EXPENDITURES

<u>Line Item Costs</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Staff	\$50,505	\$74,668	\$82,256
Travel	\$1,900	\$1,900	\$1,900
Printing/Postage	\$2,500	\$2,500	\$2,500
Computer	\$500	\$500	\$500
Telephone	\$400	\$400	\$400
Other (rent, insurance, supplies, etc.)	<u>\$2,368</u>	<u>\$2,368</u>	<u>\$2,368</u>
	<u>\$58,173</u>	<u>\$82,336</u>	<u>\$89,924</u>

<u>REVENUES</u>			
80% Federal, 20% Local share of costs			
Federal	\$46,538	\$65,869	\$71,939
Local - Contract Services	\$0	\$0	\$0
Local - Dues	<u>\$11,635</u>	<u>\$16,467</u>	<u>\$17,985</u>
Total	<u>\$58,173</u>	<u>\$82,336</u>	<u>\$89,924</u>

<u>Federal</u>			
FTA Sec 5311 Funds	\$23,269	\$27,129	\$27,230
FHWA SPR	\$23,269	\$27,129	\$27,230
Subtotal New	<u>\$46,538</u>	<u>\$54,258</u>	<u>\$54,460</u>
FHWA SPR Carryover Funds	\$0	\$0	\$17,479
FTA 5311 Carryover	<u>\$0</u>	<u>\$11,611</u>	<u>\$0</u>
Subtotal Carryover	<u>\$0</u>	<u>\$11,611</u>	<u>\$17,479</u>
Total Federal	<u>\$46,538</u>	<u>\$65,869</u>	<u>\$71,939</u>

<u>Local</u>			
Carryover Match	\$0	\$2,903	\$4,370
Harrison (26.0%)	\$3,141	\$3,527	\$3,540
Mills (25.8%)	\$2,909	\$3,500	\$3,513
Pottawattamie (27.2%)	\$3,025	\$3,690	\$3,703
Shelby (21.0%)	\$2,560	\$2,849	\$2,859
Total	<u>\$11,635</u>	<u>\$16,467</u>	<u>\$17,985</u>

ESTIMATED STAFF TIME BY WORK ACTIVITY FOR FY 2024

	<u>Expenditures</u>	<u>Staff Hours</u>
200 UPWP & Administration	\$2,698	<u>48</u>
210 Board & Committee Support	\$10,791	<u>193</u>
220 Regional Transportation Planning	\$26,977	<u>482</u>
230 TIP & Local Projects	\$25,628	<u>458</u>
240 Communication & Public Involvement	\$6,295	<u>112</u>
250 Regional Data, Mapping & Forecasting	\$6,295	<u>112</u>
270 H2050 - Transportation Related	\$3,597	<u>64</u>
280 Training & Education	\$3,147	<u>56</u>
290 Transportation Management	\$4,496	<u>80</u>
Total	<u>\$89,924</u>	<u>1,606</u>



Work Program Budget: Summary

FY 2024 RPA-18 WORK PROGRAM BUDGET FOR HARRISON, MILLS, SHELBY COUNTIES AND THE NON - URBAN PORTION OF POTTAWATTAMIE CO.

Activity/Work Element		FTA 5311 New*	FHWA SPR	FHWA SPR Carryover	Local Match	Total
200	UPWP & Administration	\$817	\$817	\$524	\$540	\$2,698
210	Board & Committee Support	\$3,268	\$3,268	\$2,097	\$2,158	\$10,791
220	Regional Transportation Planning	\$8,169	\$8,169	\$5,244	\$5,395	\$26,977
230	TIP & Local Projects	\$7,761	\$7,761	\$4,982	\$5,126	\$25,628
240	Communication & Public Involvement	\$1,906	\$1,906	\$1,224	\$1,259	\$6,295
250	Regional Data, Mapping & Forecasting	\$1,906	\$1,906	\$1,224	\$1,259	\$6,295
270	H2050 - Transportation Related	\$1,089	\$1,089	\$699	\$719	\$3,597
280	Training & Education	\$953	\$953	\$612	\$629	\$3,147
290	Transportation Management	\$1,362	\$1,362	\$874	\$899	\$4,496
Totals		\$27,230	\$27,230	\$17,479	\$17,985	\$89,924

**FHWA Statewide Planning & Research (SPR) program funding is transferred to FTA 5305e funding in a consolidated planning grant application.*

DRAFT



ATTACHMENTS

- Certificate of Indirect Cost Proposal / Indirect Costs
- MPO / RPA Self-Certification of Procurement and Consultant Selection Procedures
- Signed Resolution Approving TPWP

DRAFT