

# RPA18

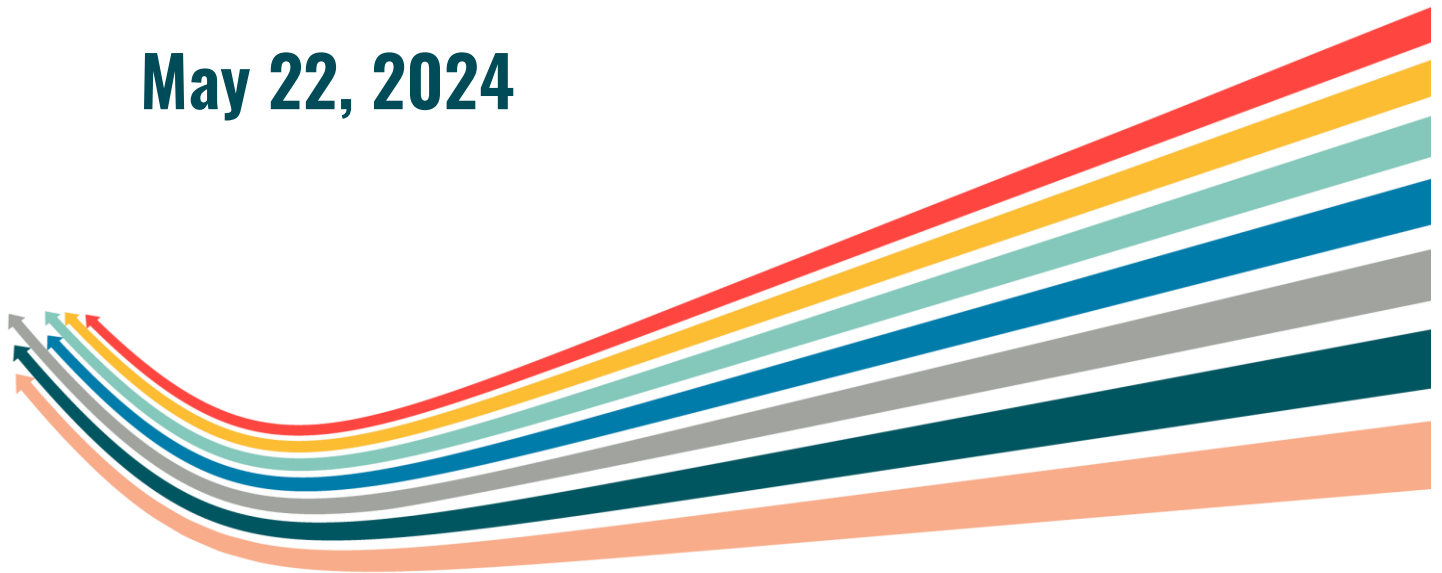
**Regional Planning Affiliation - 18**

**FINAL**

**State Fiscal Year 2025**

**Transportation Planning Work  
Program (TPWP)**

**May 22, 2024**



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

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**Regional Planning Affiliation – Region 18**

**Policy Board Members**

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Gene Gettys, Jr. - City Administrator, City of Harlan  
Richard Crouch - Supervisor, Mills County  
Susan Miller - Supervisor, Pottawattamie County  
Tony Smith – Supervisor, Harrison County  
Charles Parkhurst – Supervisor, Shelby County

**Technical Committee Members**

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*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  
Chris Fredericksen – County Engineer, Shelby County

*Non-Voting Members:*

Daniel Nguyen – Transportation Planner, Federal Transit Administration  
Sean Litteral – 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  
Lindsey Button - Associate Planner  
Rachel Goettsch - Associate Planner  
Mia Haschenburger - Associate Planner

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## 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 governing bodies designated the Metropolitan Area Planning Agency (MAPA) 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 (TIP).

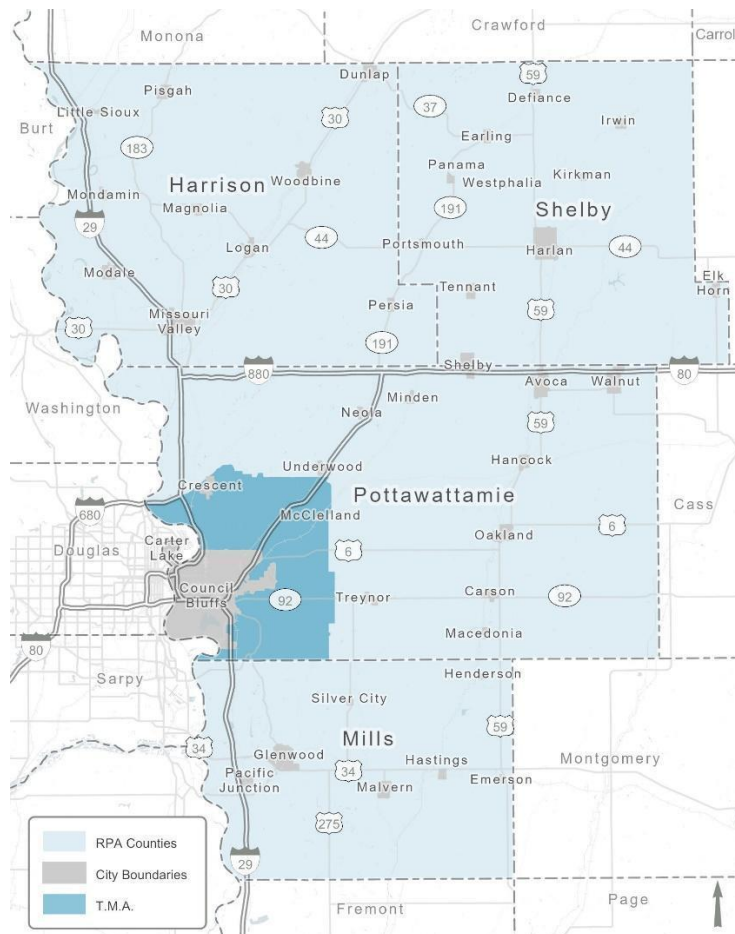


Figure 1: RPA-18 Region

## WORK PROGRAM

The RPA-18 Transportation Planning Work Program (TPWP) identifies tasks for the continued transportation planning process work for the fiscal year (FY) 2025, and will serve as the basis for funding within the fiscal year.

The development of a TPWP, as prescribed by guidance from 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 2025 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 senior MAPA Staff, MAPA's Council of Officials, RPA-18 Policy Board, and RPA-18 Technical Committee. Results of this process are reflected by the tasks in this work program and the associated funding levels. The RPA-18 Technical Committee 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 Board and Technical Committee. Additionally, a copy of the draft and final TPWP is available on-line ([www.mapacog.org](http://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 (TIP) 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 2025 one of the priorities for the region will be the development and coordination of safety planning efforts. The bulk of the work this year will be dedicated to administering the joint application from RPA 13 and 18 for the Safe Streets for All discretionary grant including the program agreement with federal highway and procurement of contract services. This project will be a significant work product for the year and MAPA will act as the lead administrator for the Safe Streets for All regional safety plan. This project will require additional outreach opportunities and coordination with Iowa DOT for crash data, and additional coordination with the County Safety Action Plans. Additionally, MAPA staff will work with local communities, county officials, trail groups, and RPA committees to prepare the update to the RPA-18 Long Range Transportation Plan. This year's long range plan is anticipated to continue exploring how to better link projects between the long range plan 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 Board and Technical Committee for the project selection criteria to ensure new priorities emphasized by the IIJA align with the RPA-18 Long-Range Transportation Plan's goals. Some continued work will be necessary to provide oversight and guidance to recent changes in funding opportunities at Iowa Department of Transportation (DOT) including the availability of federal-aid swap programs, Transportation Alternatives Program, NEVI, and Carbon Reduction Program. At this time there are still several projects in the RPA-18 Transportation Improvement Program that were converted to federal-aid projects and no longer qualify for swap funds. MAPA staff will continue to coordinate closely with 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 2025, 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 released 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. Staff will work with the Policy Board and Technical Committee to review and update the project selection process to align with the LRTP goals and outcomes, and the latest State Plans. MAPA staff will continue to conduct outreach to counties, cities and other agencies to apply for funding which support 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 Board and Technical Committee to manage the needs of system preservation and developing new resilient infrastructure that provides for multimodal facilities that emphasize safety. MAPA staff will work with county engineers on the development and coordination of safety action plans for the region. Many of the Farm-to-Market roads go through local communities where there is a disparity between regional mobility and providing access to local communities. 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 Board 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 Board and Technical Committee to advance the strategies from the plan and identify potential funding opportunities. Staff will work closely with the Policy Board and Technical Committee to leverage and help local communities apply for discretionary funding opportunities. The Safe Street for All project will help advance and allow local communities to pursue additional 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 continue to work with Mills County to enhance and expand trail plans in the area. MAPA will work with local community partners to expand and enhance trail infrastructure in the region.

**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, Mills County Trails, and others. 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.

### 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
	Data in Transportation Planning: incorporate data sharing and consideration into the transportation planning process, because data assets have value across multiple programs.	X	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 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 2025 Work Program for the RPA-18 transportation planning and programming process for Harrison, Mills, Shelby Counties and the non-urbanized portion of Pottawattamie County. This year RPA-18 will be seeking a contract opportunity for FY 2025 that is a direct funding opportunity from U.S. DOT for the Safe Streets for All for RPA-18 and RPA-13. RPA-18 will not seek any funding for 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 FY2024 TPWP and complete quarterly reimbursement requests. Develop and adopt the FY2025 TPWP.

*Work Activities*

Implement and revise the RPA-18 FY 2025 TPWP. Develop and adopt the FY 2026 TPWP. Develop and submit quarterly reports relating to transportation programs administered by MAPA and the RPA-18.

*Product*

Quarterly reports on transportation programs are developed and maintained internally, and a Work Program will be developed annually and made available for review, comment, and approval by the RPA-18 Policy Board and Technical Committee in March 2025.

200 Total Staff Budget & Hours			
Total	Federal	Local	Hours
\$1,893	\$1,515	\$378	34

**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 Board and Technical Committee meetings to facilitate the transportation planning process in the RPA-18.

*Work Activities*

Provide technical support to the RPA-18 Policy Board and Technical Committee and provide assistance in completing the RPA-18 TIP and implementing the FY 2025 Work Program, updating and maintaining the LRTP, and other activities as necessary. This includes development of the draft and final TIP and Work Program, provide meeting minutes, special projects such as pavement management, speed reduction, and discretionary funding. These committees are scheduled to meet a minimum of six times annually (March, April, May, June, July, and October). Additional meetings are scheduled to perform amendments to the TIP or for special projects. 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 Board and Technical Committee 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
\$6,630	\$5,304	\$1,326	118

## 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 coordinated with the Southwest Iowa Transit Agency (SWITA) to provide rural transit and participated in quarterly TAG meetings. Participated and coordinated with Frontier Iowa Trails group and coordinated with the implementation of the Loess Hills recreation plan.

### *Work Activities*

Develop and implement the RPA-18 Long Range Transportation Plan Update. Support local long range planning initiatives, including comprehensive plans and other transportation and multi-modal studies. MAPA will work with local trail and resources agencies, transportation service providers (SWITA), schools, human service agencies, and related stakeholders to encourage, coordinate, and implement plans, actions, and programs to enhance the multi-modal transportation opportunities of the elderly, people with disabilities, and economically disadvantaged and incorporate elements of other related transit programs into the RPA-18 transportation planning activities.

Maintain and implement the joint RPA -13/18 PTP through coordination with service providers in the region. Work with local stakeholders for the Iowa secondary roads Safe Streets for All planning initiative. Work to complete the joint RPA-13/18 Safe Street For all safety action plan.

### *Product*

Provide staff support for the development of the Long Range Transportation plan Update. 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 attending two TAG meetings per year. Participation in bi-monthly Trail meetings. Ongoing coordination with County engineers for the Safe Streets for all discretionary planning grant. Administer the RPA-13/18 Safe Streets for All safety action plan.

220 Total Staff Budget & Hours			
Total	Federal	Local	Hours
\$28,417	\$22,733	\$5,684	507

220 Safe Streets for all Budget				
Total	Federal	Iowa DOT Local HSIP SWAP RPA-18	Iowa DOT Local HSIP SWAP RPA-13	Local Match
\$125,000	\$100,000	\$12,000	\$12,000	\$1,000

**230 - TRANSPORTATION IMPROVEMENT PROGRAM (TIP) & 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 (TIP). Development and adoption of the FY2024-FY2027 TIP. Coordination with Iowa DOT and local officials on continued use of the TPMS system.

*Work Activities*

Implementation of the FFY2024 and development of the FFY2025 Transportation Improvement Programs. Develop TIP to provide a program of multi-modal transportation projects scheduled for implementation during fiscal years 2025 to 2028. 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 TIP completed by the end of May and the final TIP 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 TIP begins in November with a draft completed by the end of June and the final FY 2025-2028 TIP approved in July. Provide an updated and current representation of transportation projects in the Iowa DOT TPMS. Draft FY2026-2029 TIP will be developed in May.

230 Total Staff Budget & Hours			
Total	Federal	Local	Hours
\$29,364	\$23,491	\$5,873	524



**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 Board and Technical Committee meetings, make the RPA-18 TIP 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 the adopted 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 Board 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
\$2,841	\$2,273	\$568	51

**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
\$2,841	\$2,273	\$568	51

**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 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
\$3,789	\$3,031	\$758	68

**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
\$9,474	\$7,579	\$1,895	169

**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, orientation and training and human resource activities. Monitoring and maintenance of MAPA’s budget and development of dues schedule and associate member programs. General administrative activities related to organizational 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
\$9,474	\$7,579	\$1,895	169

## 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 2025 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>2023</u>	<u>2024</u>	<u>2025</u>
Staff	\$74,668	\$82,256	\$87,055
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>Sub-Total - MAPA Staff Activities</u>			<u>\$94,723</u>
<u>Safe Streets for All - Consultant Contract</u>			<u>\$125,000</u>
	<u>\$82,336</u>	<u>\$89,924</u>	<u>\$219,723</u>

**RFVFNIFIS**

<u>Overview</u>			
Federal	\$65,869	\$71,939	\$175,778
Local - Dues and Contract Match	<u>\$16,467</u>	<u>\$17,985</u>	\$19,945
State - HSIP SWAP Funding			<u>\$24,000</u>
<u>Sub-Total - MAPA Staff Activities</u>			<u>\$94,723</u>
Total	<u>\$82,336</u>	<u>\$89,924</u>	<u>\$195,723</u>

**Federal**

FTA Sec 5311 Funds	\$27,129	\$27,230	\$27,746
FHWA SPR	\$27,129	\$27,230	\$27,746
Subtotal New Funding	<u>\$54,258</u>	<u>\$54,460</u>	<u>\$55,492</u>
FHWA SPR Carryover Funds	\$0	\$17,479	\$20,286
FTA 5311 Carryover	<u>\$11,611</u>	<u>\$0</u>	<u>\$0</u>
Subtotal Carryover Funding	<u>\$11,611</u>	<u>\$17,479</u>	<u>\$20,286</u>
<u>Sub-Total - MAPA Staff Activities</u>			<u>\$75,778</u>
<u>USDOT SS4A - Consultant Contract</u>			<u>\$100,000</u>
Total Federal	<u>\$65,869</u>	<u>\$71,939</u>	<u>\$175,778</u>

**Non-Federal**

Carryover Match	\$2,903	\$4,370	\$5,072
Harrison (26.0%)	\$3,527	\$3,540	\$3,607
Mills (25.8%)	\$3,500	\$3,513	\$3,579
Pottawattamie (27.2%)	\$3,690	\$3,703	\$3,773
Shelby (21.0%)	\$2,849	\$2,859	\$2,913
<u>Sub-Total - MAPA Staff Activities</u>			\$18,945
State - HSIP SWAP - Match for Consultant Contract			\$24,000
Additional Non-federal Match for Consultant Contract			\$1,000
Total	<u>\$16,467</u>	<u>\$17,985</u>	<u>\$43,945</u>

**ESTIMATED STAFF TIME BY WORK ACTIVITY FOR FY 2025**

	<u>Expenditures</u>	<u>Staff Hours</u>
200 UPWP & Administration	\$1,893	<u>34</u>
210 Board & Committee Support	\$6,630	<u>118</u>
220 Regional Transportation Planning	\$28,417	<u>507</u>
230 TIP & Local Projects	\$29,364	<u>524</u>
240 Communication & Public Involvement	\$2,841	<u>51</u>
250 Regional Data, Mapping & Forecasting	\$2,841	<u>51</u>
270 H2050 - Transportation Related	\$3,789	<u>68</u>
280 Training & Education	\$9,474	<u>169</u>
290 Transportation Management	\$9,474	<u>169</u>
Total	<u>\$94,723</u>	<u>1,691</u>



### Work Program Budget: Summary

**FY 2025 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	\$555	\$555	\$405	\$378	<b>\$1,893</b>
210	Board & Committee Support	\$1,942	\$1,942	\$1,420	\$1,326	<b>\$6,630</b>
220	Regional Transportation Planning	\$8,324	\$8,324	\$6,085	\$5,684	<b>\$28,417</b>
230	TIP & Local Projects	\$8,601	\$8,601	\$6,289	\$5,873	<b>\$29,364</b>
240	Communication & Public Involvement	\$832	\$832	\$609	\$568	<b>\$2,841</b>
250	Regional Data, Mapping & Forecasting	\$832	\$832	\$609	\$568	<b>\$2,841</b>
270	H2050 - Transportation Related	\$1,110	\$1,110	\$811	\$758	<b>\$3,789</b>
280	Training & Education	\$2,775	\$2,775	\$2,029	\$1,895	<b>\$9,474</b>
290	Transportation Management	\$2,775	\$2,775	\$2,029	\$1,895	<b>\$9,474</b>
<b>Totals</b>		<b>\$27,746</b>	<b>\$27,746</b>	<b>\$20,286</b>	<b>\$18,945</b>	<b>\$94,723</b>

Activity/Work Element		USDOT Federal	Iowa DOT HSIP local Match RPA-18	Iowa DOT HSIP local Match RPA-13	Local Match	Total
220	Safe Streets for All	\$100,000	\$12,000	\$12,000	\$1,000	<b>\$125,000</b>

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

**ATTACHMENTS**

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

## Certificate of Indirect Cost Proposal/Indirect Costs

This is to certify that I have reviewed the indirect cost proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal 09/07/2023 to establish a:

- Cost Allocation Plan  
 Indirect Cost Rate

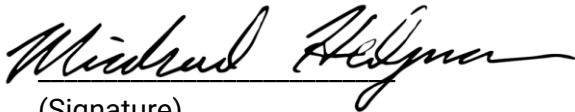
for State Fiscal Year 2025 are allowable in accordance with the requirements of the Federal awards to which they apply and with Subpart E—Cost Principles of Part 200 as they apply to my:

- Governmental Organization  
 Non-Profit Organization

(2) This proposal does not include any costs which are unallowable under Subpart E—Cost Principles of Part 200 such as (without limitation): public relations costs, contributions and donations, entertainment costs, fines and penalties, lobbying costs, and defense of fraud proceedings; and

(3) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the Federal awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986, (31 USC 3801 et seq.), and the Department of Labor's implementing regulations, (29 CFR Part 22), the False Claims Act (18 USC 287 and 31 USC 3729); and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.



(Signature)

Michael Helgerson

(Please print name)

Executive Director

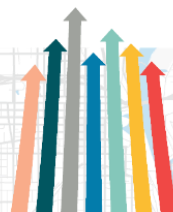
(Title)

Metropolitan Area Planning Agency

(Name of Organization)

5/22/2024

(Date Signed)



## **RPA Self-Certification of Procurement and Consultant Selection Procedures**

This is to certify that I have reviewed the [Iowa DOT Purchasing Rules](#) (Iowa Administrative Code 761, Chapter 20) and will ensure procurements or the selection of consultant firms for projects to be reimbursed with federal transportation planning funds will follow the policies and procedures outlined in the above-referenced purchasing rules.

Further, I certify that the following requirements will be adhered to for procurements and consultant services to be reimbursed with federal transportation planning funds.

- Capital expenditures, including the purchase of equipment, will be a separate line item in an approved Transportation Planning Work Program (TPWP) if the anticipated total cost exceeds \$5,000.
- An approved TPWP will specify that a project will involve consultant services prior to initiating the consultant selection process.
- Our agency will document the procedures utilized for the procurement or consultant selection, and will retain this documentation on file for a minimum of three years.
- When reimbursement is requested for capital expenditures or consultant services, we will provide our District Planner and the Systems Planning Bureau, through email or hard copy, invoices documenting the expenditure(s) and proof of payment at the time the associated reimbursement request is submitted.

I declare to the best of my knowledge and ability that we will adhere to the above requirements.



(Signature)

Michael Helgerson

(Please print name)

Executive Director

(Title)

Metropolitan Area Planning Agency

(Name of Organization)

5/22/2024

(Date Signed)



**OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY**  
**REGIONAL PLANNING AFFILIATION 18**

Adoption of FY2025 Transportation Planning Work Program (TPWP)

WHEREAS, MAPA is the designated Regional Planning Affiliation (RPA) for the Regional Planning Affiliation 18 Transportation Study Area (TSA); and,

WHEREAS, it is the responsibility of the RPA, in conjunction with the States, to certify that the transportation planning process complies with all applicable federal laws and regulations; and,

WHEREAS, the Transportation Planning Work Program (TPWP) for fiscal year 2025, covering the period of July, 1, 2024 to June 30, 2025, has been prepared and submitted to the Iowa Department of Transportation, made available for public comment for thirty (30) days and has been reviewed and recommended by the Policy Board and Technical Committee of RPA-18; and,

WHEREAS, these work elements are consistent with the regional priorities for transportation planning and the implementation of the Long Range Transportation Plan (LRTP); and therefore be it

RESOLVED, that RPA-18 Policy and Technical Committees approve and adopt the attached FY2025 Transportation Planning Work Program (TPWP) and recommend it be forwarded to the appropriate State and Federal agencies.

PASSED this 22nd day of MAY, 2024.

  
Charles Parkhurst, Chairman  
RPA-18 Policy Board

