



# Regional Planning Affiliation Region 18

State Fiscal Year 2023  
Transportation Planning Work Program (TPWP)

**May 11, 2022**

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

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## 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



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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 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).

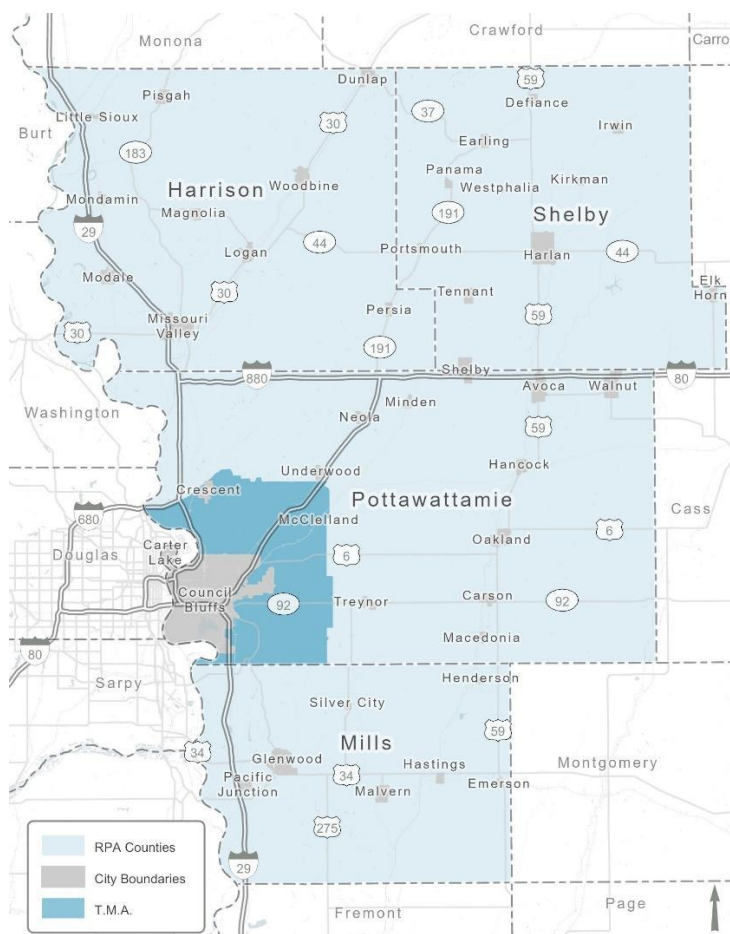


Figure 1: RPA-18 Region



## WORK PROGRAM

The RPA-18 Transportation Planning Work Program (TPWP) identifies tasks for the continued transportation planning process work for the fiscal year (FY) 2023, 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 comprehensive planning.

During the development of the FY 2023 Unified Work Program (UWP), 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](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 (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 2023 one of the priorities will be to leverage regional priorities and funding opportunities from the new Infrastructure Investment and Jobs Act (IIJA). The IIJA is anticipated to provide additional apportionment and new discretionary funding opportunities for local communities to advance regionally significant projects. This will necessitate a review of the project selection criteria to ensure new priorities emphasized by the IIJA align with the RPA-18 Long-Range Transportation Plan's goals of maintenance, bridges, and safety. MAPA will initiate preparation 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 programming process. Additionally, with the large increases to federal-aid programs in the IIJA, our county officials have expressed concerns about the more limited applicability of the federal-aid swap program. MAPA staff anticipate close coordination with our member agencies as more matching



funds for projects are required and other details about the impacts of the IIJA are better understood.

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.**

As local communities emerge from the global COVID-19 pandemic and recent flooding impacts, many of the long term changes in commuting behavior, demographic shifts, and economic development continue to ripple throughout communities today. The MAPA will work with the RPA-18 Policy and Technical Committees to leverage available funding to support economic development of local communities through regionally significant infrastructure and economic development opportunities.

Better understanding the impacts of the recent flooding to infrastructure and economic development priorities in the region will be a major priority. By facilitating an inclusive project selection process, counties, cities and other agencies will be encouraged to apply for funding which supports their infrastructural and economic development needs and enhances community vitality.

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

Through the recent flooding events, resiliency will continue to be a priority and a topic that will resonate with local communities. The policy and Technical Committees will have to manage the needs of system preservation and developing new resilient infrastructure that is less susceptible to flooding events. The 2019 flooding in the RPA-18 region shifted many priorities to more urgent concerns. 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. The Policy and Technical Committees will review the project selection criteria and work to align local interests and priorities mentioned in the new IIJA.

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

Engage the Policy and Technical Committee members to engage in identifying and leveraging funding for trail development, encouraging safe routes to school projects, and working with MAPA to facilitate virtual block talks or walk audits in communities interested in enhancing walking. Additionally, MAPA will be working on the Coordinated Transit Plan which will provide an opportunity to coordinate and leverage Southwest Iowa Transit Agency (SWITA) resources through the regional Transportation Advisory Group. Continued conversations about funding opportunities such as RISE with Policy and Technical Committee members will help identify potential projects to leverage funding from these important programs. MAPA will continue to facilitate a forum about recovery efforts in the region to ensure that all available resources are provided to our community partners.

**Provide a clean and healthy environment for our citizens.**

MAPA will work with Pottawattamie County Geographic Information System (GIS) to develop a new framework to inventory sidewalks in local communities. This will help MAPA identify opportunities to provide “block talks” or walk audits in communities interested in enhancing walkability and leverage funding to enhance walking and biking within local communities. MAPA will work with the Frontier Iowa Trails Group (FIT) to develop regional trail facilities that serve to



connect local communities. MAPA will work with partners such as Golden Hills RC&D to implement the Loess Hills Parks to People recreation plan– a key component of which is the preservation of the rich natural resources in the RPA-18 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. 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, adding the new sidewalk layer in Pottawattamie County will help facilitate and identify gaps in complete street implementation,

**Meet requirements of the IIJA as they pertain to the RPA system in Iowa.**

MAPA will continue to coordinate closely with Iowa DOT for the implementation of rulemakings as part of the new federal legislation the Infrastructure Investment and Jobs Act IIJA. Additionally, MAPA will work with local communities to leverage any additional funding that may arise.



## 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
<b>Planning Factors</b>	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
<b>New Planning Areas of Emphasis</b>	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
<b>Heartland 2050 Guiding Principles</b>	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	
<b>Iowa</b>	Transportation Asset Management Plans	X	X	X		X	X
	Strategic Safety Plans		X		X	X	
	State Freight Plans		X		X		X
<b>Transit Providers</b>	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 2010 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 2023 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 2023 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 FY2021 TPWP and complete quarterly reimbursement requests. Develop and adopt the FY2022 TPWP.

#### *Work Activities*

Implement and revise the RPA-18 FY 2022 TPWP. Develop and adopt the FY 2023 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
\$4,117	\$3,293	\$823	74



## **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 2023 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
\$12,350	\$9,880	\$2,470	221



## **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*

Continue implementation of the RPA-18 2040 LRTP 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 Golden Hills RC&D to implement the Loess Hills recreation plan– a key component of which is the preservation of the rich natural resources in the RPA-18 region.

Work with transportation service providers, 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.

### *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.

220 Total Staff Budget & Hours			
Total	Federal	Local	Hours
\$20,584	\$16,467	\$4,117	368



## **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 FY2022-2025 Transportation Improvement Program. Development and adoption of the FY2023-FY2026 RTIP. Coordination with Iowa DOT and local officials on continued use of the new TPMS system.

### *Work Activities*

Implementation of the FY2022 and FY2023 Transportation Improvement Programs. Develop a 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 FY2023 will be included. Solicitation for project information begins in January 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 the Federal-Aid Swap 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 January with a draft completed by the end of June and the final FY 2023-2026 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
\$16,467	\$13,174	\$3,293	294



## **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.

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
\$8,234	\$6,587	\$1,647	147



## **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.

### *Product*

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

250 Total Staff Budget & Hours			
Total	Federal	Local	Hours
\$8,234	\$6,587	\$1,647	147



## **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 Close the Gap materials.

270 Total Staff Budget & Hours			
Total	Federal	Local	Hours
\$6,175	\$4,940	\$1,235	110



## **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
\$2,470	\$1,976	\$494	44





## **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.

### *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
\$3,705	\$2,964	\$741	66



## 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 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 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 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, 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 2023 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>2021</u>	<u>2022</u>	<u>2023</u>
Staff	\$49,370	\$50,505	\$74,668
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>\$57,038</u>	<u>\$58,173</u>	<u>\$82,336</u>
<b>REVENUES</b>			
80% Federal, 20% Local share of costs			
Federal	\$45,630	\$46,538	\$65,869
Local - Contract Services	\$0	\$0	
Local - Dues	<u>\$11,408</u>	<u>\$11,635</u>	<u>\$16,467</u>
Total	<u>\$57,038</u>	<u>\$58,173</u>	<u>\$82,336</u>
<u>Federal</u>			
FTA Sec 5311 Funds	\$22,815	\$23,269	\$27,129
FHWA SPR	\$22,815	\$23,269	\$27,129
Subtotal New	<u>\$45,630</u>	<u>\$46,538</u>	<u>\$54,258</u>
FHWA SPR Carryover Funds	\$0	\$0	\$11,611
Subtotal Carryover	<u>\$0</u>	<u>\$0</u>	<u>\$11,611</u>
Total Federal	<u>\$45,630</u>	<u>\$46,538</u>	<u>\$65,869</u>
<u>Local</u>			
Carryover Match	\$11,408		\$2,903
NIROC Aerial Photography			
Harrison (26.0%)	\$3,080	\$3,141	\$3,527
Mills (25.8%)	\$2,852	\$2,909	\$3,500
Pottawattamie (27.2%)	\$2,966	\$3,025	\$3,690
Shelby (21.0%)	\$2,510	\$2,560	\$2,849
Total	<u>\$11,408</u>	<u>\$11,635</u>	<u>\$16,467</u>

#### ESTIMATED STAFF TIME BY WORK ACTIVITY FOR FY 2023

	<b>Expenditures</b>	<b>Staff Hours</b>
200 UPWP & Administration	<b>\$4,117</b>	<b>74</b>
210 Board & Committee Support	<b>\$12,350</b>	<b>221</b>
220 Regional Transportation Planning	<b>\$20,584</b>	<b>368</b>
230 TIP & Local Projects	<b>\$16,467</b>	<b>294</b>
240 Communication & Public Involvement	<b>\$8,234</b>	<b>147</b>
250 Regional Data, Mapping & Forecasting	<b>\$8,234</b>	<b>147</b>
270 H2050 - Transportation Related	<b>\$6,175</b>	<b>110</b>
280 Training & Education	<b>\$2,470</b>	<b>44</b>
290 Transportation Management	<b>\$3,705</b>	<b>66</b>
Total	<b><u>\$82,336</u></b>	<b><u>1,471</u></b>



## Work Program Budget: Summary

### FY 2023 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	\$1,356	\$1,356	\$581	\$823	<b>\$4,117</b>
210	Board & Committee Support	\$4,069	\$4,069	\$1,742	\$2,470	<b>\$12,350</b>
220	Regional Transportation Planning	\$6,782	\$6,782	\$2,903	\$4,117	<b>\$20,584</b>
230	TIP & Local Projects	\$5,426	\$5,426	\$2,322	\$3,293	<b>\$16,467</b>
240	Communication & Public Involvement	\$2,713	\$2,713	\$1,161	\$1,647	<b>\$8,234</b>
250	Regional Data, Mapping & Forecasting	\$2,713	\$2,713	\$1,161	\$1,647	<b>\$8,234</b>
270	H2050 - Transportation Related	\$2,035	\$2,035	\$871	\$1,235	<b>\$6,175</b>
280	Training & Education	\$814	\$814	\$348	\$494	<b>\$2,470</b>
290	Transportation Management	\$1,221	\$1,221	\$522	\$741	<b>\$3,705</b>
	<b>Totals</b>	<b>\$27,129</b>	<b>\$27,129</b>	<b>\$11,611</b>	<b>\$16,467</b>	<b>\$82,336</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
- Signed Resolution Approving TPWP

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## 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 3/31/2022 to establish a:

Cost Allocation Plan

Indirect Cost Rate

for State Fiscal Year 2023 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)

3/31/2022

(Date Signed)



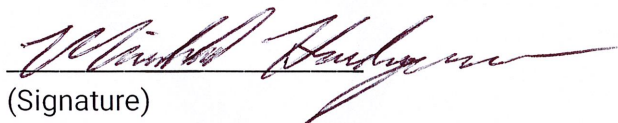
## **RPA Self-Certification of Procurement and Consultant Selection Procedures**

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)

3/31/2022

(Date Signed)

