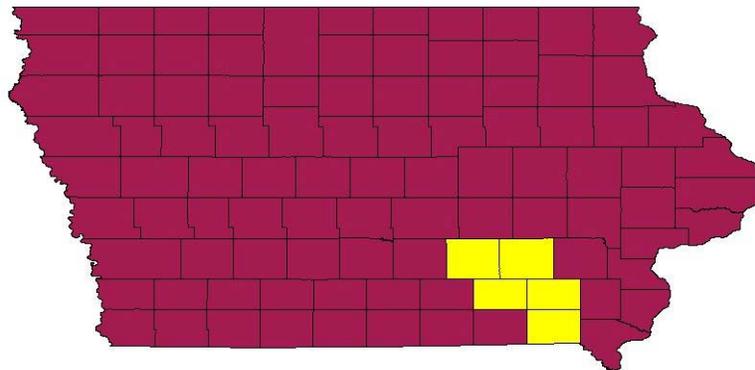


RPA 15 Regional Planning Affiliation

FY2014
Transportation Planning
Work Program

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



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

Prepared May, 2013

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

A RESOLUTION ADOPTING THE FY 2014 TRANSPORTATION PLANNING WORK PROGRAM
AS THE OFFICIAL PLANNING WORK PROGRAM FOR THE AREA 15 REGIONAL PLANNING
AFFILIATION

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

WHEREAS, it is a requirement of the Moving Ahead for Progress in the 21st Century (MAP-21) of 2012 that all Regional Planning Affiliations prepare a Transportation Planning Work Program to serve as a guide for planning, development, and implementation of programs;

NOW, THEREFORE, BE IT RESOLVED that the AREA 15 REGIONAL PLANNING AFFILIATION adopts the Area 15 Transportation Planning Work Program for FY 2014 as its official planning work program.

Passed this 23 day of May 2013.



Chairperson
Area 15 Regional Planning Affiliation

RPA 15 TRANSPORTATION PLANNING WORK PROGRAM (TPWP)

FY14 TRANSPORTATION PLANNING WORK PROGRAM

I. PURPOSE OF A TRANSPORTATION PLANNING WORK PROGRAM

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

- Transportation Planning Work Program
- Public Participation Process
- Transportation Improvement Program
- Long-Range Transportation Plan
- Passenger Transportation Plan

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

II. DESCRIPTION OF TPWP DEVELOPMENT PROCESS

The Area 15 Regional Planning Commission developed the FY14 TPWP for RPA 15. The TPWP follows the Iowa Department of Transportation's "Transportation Planning Work Program Requirements for SFY14" and the RPA 15 Public Participation Process. Activities included in the work program are annual items that are required to be completed each year, and projects that are of interest to the region and approved by the RPA 15 Policy Board. The budget of the annual work program is based on a review of past year's time and efforts, and any new plans for the upcoming fiscal year.

Upon completion of the draft TPWP, it is then forwarded to IDOT for State and Federal review and comment. Any suggested changes and recommendations are considered and included into the plan. Upon receiving comment, the draft TPWP is revised and then the RPA 15 Policy Board reviews the final draft. The general public is invited by the RPA 15 Policy Board to comment on the draft TPWP at a public hearing where it is presented for comment. Upon recommendation and approval by the Policy Board, a final TPWP document is then sent by RPA staff to the IDOT for final approval.

III. MAJOR TRANSPORTATION CHALLENGES/PRIORITIES

A multimodal transportation system is necessary to maintain and improve the livability and economic well being of the region. Funds available for transportation needs are limited on the local, state, and

federal levels. Because of this it is important that funds are used in a cost effective manner. Planning ensures that transportation funds are spent efficiently and where most needed. Activities described in the TPWP under the categories of PPP, TIP, LRTP, and PTP are directed towards accomplishing this. These activities identify issues or needs with the transportation system, develop projects to address the identified needs, and recommend funding mechanisms.

In recent years the following major transportation issues have been identified:

Developing, using, and protecting major highways for economic development: The region is served by several major two-lane highways and one four-lane highway. These highways provide important access to the region for people, goods, and services. There are several groups within the region working towards developing the highways so they provide a higher capacity and reduced travel time in order to promote economic development. One is the East Central Iowa Transportation Coalition and US 63 north of Oskaloosa, another is the US 63 Coalition and US 63 south of Ottumwa. Following the completion of the four-lane from Des Moines to Burlington, the RPA along with its counterparts in Des Moines created the Heartland Highway Corridor Consortium, which works to promote the four-lane and protect it as long-distance through highway. The RPA will continue to work with these highway groups regarding planning and promoting the further development of the two-lane highway and the use and protection of the four-lane.

Maintaining Bridges: The region is located along the Des Moines River, and also a number of larger and smaller rivers. These rivers provide natural resources, recreation, natural beauty and support wildlife. They also act as obstacles to the transportation network that requires the use of bridges to cross the river. Because of the number and size of the rivers within the region, there are a large number of bridges, including on the secondary and local road systems. A bridge project is a significant cost to a city or county and places a strain on available funding. The cities and counties within the region are considered rural making it more difficult for these entities to repair and replace bridges compared to urban areas that have more resources to draw on for these costly projects.

Providing Passenger Transportation Services: Public transportation in the region is provided by a fixed route service in the City of Ottumwa and a demand response service in the each of the counties. Recent changes to federal transportation funding under the Moving Ahead for Progress in the 21st Century (MAP-21) legislation eliminated the JARC and New Freedom programs and reduced the funding available for capital replacement. The result of the loss of JARC and New Freedom programs is that some passenger transportation services provided by public transit agencies will have to be funded with local money or FTA/STA if those services are to continue. This loss will also make it more difficult for public transit agencies to expand or start up new services due to the lag in any new funding. The reduction of funding for capital replacement will mean that there will be less vehicles being replaced each year and public transit agencies throughout the state will continue to use older vehicles that accumulate more miles.

Updating and implementing the Long-range Transportation Plan: An update of the region's Long-Range Transportation Plan is currently underway. The update will include information on the region's population, income, employment, transportation infrastructure, its age/condition, usage, and planned improvements. An analysis of the strengths, weaknesses, opportunities, and threats of the region and its transportation system will be part of the update and help develop goals and objectives. The development process will include an outreach to stakeholders, transportation professionals, elected

officials, and the public. When completed the plan will be available online and issues identified in the plan will be discussed in newsletters. The completed LRTP update will be used as a tool for developing future projects and scoring STP and TAP project applications.

Implementing the Transportation Alternatives Program: The Transportation Alternatives Program (TAP) was created when the Moving Ahead for Progress in the 21st Century (MAP-21) legislation was enacted. This program combination and consolidation of the Federal Recreational Trails, Safe Routes to School, Scenic Byways, and Transportation Enhancements that existed under SAFETEA-LU from multiple programs into one. A majority of the activities previously eligible for funding under these programs are now eligible activities under the Transportation Alternatives Program. The funding available through TAP is significantly less than the funding that was available through the combination of the programs that existed under SAFETEA-LU. In implementing these changes, the Iowa Department of Transportation has shifted a majority of the funding and responsibilities, with the exception of the Federal Recreational Trails program, to the regional level and the MPOs/RPAs. The RPA will be responsible for making changes to its application process to accommodate the combination and consolidation of programs into TAP and monitoring the new program as it relates to transportation planning and programming.

II. MEMBERSHIP – RPA 15

Policy Board

Name	Title	County, City Or Agency Represented
Mark Doland	County Supervisor	Mahaska County
Greg Kenning	County Supervisor	Wapello County
Lee Dimmit	County Supervisor	Jefferson County
Ted Nixon	County Supervisor/Vice Chair	Van Buren County
Joe Helfenberger	City Administrator	City of Ottumwa
Michael Schrock	City Administrator	City of Oskaloosa
OPEN/City Representative	Elected Official	City in Van Buren County
Daryl Wood	County Supervisor	Keokuk County
Pat Miletich	Mayor/Chairperson	City of Sigourney
Ed Malloy	Mayor	City of Fairfield

Transportation Advisory Committee (TAC)

Name	Title	County, City Or Agency Represented
Brian Moore	County Engineer/Chairperson	Wapello County
Dave Silverio	Transit Administrator	Ottumwa Transit 10-15 Regional Transit Agency
Dave Barrett	County Engineer	Van Buren County
Scott Cline	County Engineer	Jefferson County
Andrew McGuire	County Engineer	Keokuk County
Akhilesh Pal	City Engineer/Vice-Chair	City of Oskaloosa
Jerry Nusbaum	County Engineer	Mahaska County
Larry Seals	Public Works Director	City of Ottumwa
Brent Gilliland	Public Works Director	City of Sigourney
Dennis Lewiston	Conservation Director	Jefferson County
Dave Sedivec	Conservation Director	Mahaska County
Kurt Baker	Conservation Director	Wapello County
Detra Dettmann	Regional Representative	Pathfinders RC&D
John Meyer	Appointed Representative	City of Fairfield
OPEN	OPEN	City in Van Buren County

Other

Name	Title	County, City Or Agency Represented
Jason Huddle	Transportation Planner	Iowa DOT
Ellen Foudree	Executive Director	Area 15 Regional Planning
Chris Kukla	Transportation Planner	Area 15 Regional Planning
Chris Bowers	Deputy Director	Area 15 Regional Planning
Matt Bauman	Regional Planner	Area 15 Regional Planning

III. PLANNING ACTIVITY/WORK ELEMENT

1. Transportation Planning Work Program FY14

- a. **Task Objective.** To report on annual transportation work program activities for RPA 15 for FY14 and prepare the FY15 TPWP.
- b. **Previous Work.** FY13 TPWP, FY13 Quarterly Reports.
- c. **Project Description.** The Transportation Planning Work Program (TPWP) for FY14 will be from July 1, 2013 to June 30, 2014. This project is expected to take approximately 260 person hours. The total cost for completing is \$9,438 and will include preparing FY14 quarterly reports and the FY15 TPWP. Quarterly reports and the FY15 TPWP will be prepared by Ellen Foudree, Chris Bowers, and Chris Kukla. A draft TPWP will be prepared and submitted to IDOT for review. Upon receiving comments from IDOT and FHWA, the TPWP will be revised prior to being submitted for final approval.
- d. **Product.** FY15 TPWP, Quarterly Reports, Quarterly Pay Requests
- e. **Completion Date.** The draft TPWP will be completed by March 31st 2014, and the final TPWP will be completed May 31st, 2014.

2. Public Participation Process (PPP)

- a. **Task Objective.** To implement the FY14 RPA 15 Public Participation Process.
- b. **Previous Work.** FY13 Public Participation Process.
- c. **Project Description.** The FY14 Public Participation Process will be continuous throughout the year, from July 1, 2013 to June 30, 2014. This project is expected to take approximately 650 person hours. The total cost is \$23,594. Elements of the Public Participation Process will be performed by Chris Bowers and Chris Kukla.
- d. **Product.** FY14 Public Participation Process.
 - 1) Review and evaluate the performance of the past year's effort and the Public Participation Process, and implementation of the Process
 - 2) Set up all meetings and public hearings, including meetings of the Transportation Advisory Committee, Policy Board, and special committees; mailing of agendas to the committee(s) and Board and providing notices of public hearings.
 - 3) Act as Secretary for the TAC and Policy Board, prepare minutes at all meetings and public hearings
 - 4) Provide technical assistance to the committee(s), Policy Board, and general public
 - 5) Involve all segments of the population (e.g. minority, elderly, low-income) in an effort to ensure environmental justice principles are met
 - 6) Attend IDOT training meetings as available.
 - 7) Publish and distribute a transportation planning newsletter and distribute it region-wide on a quarterly basis.

- e. **Completion Date.** The FY14 Public Participation Process will be completed by June 30, 2014.

3. Transportation Improvement Program (TIP)

- a. **Task Objective.** To prepare the FY15-18 Transportation Improvement Program.
- b. **Previous Work.** FY14-17 TIP.
- c. **Project Description.** Development and management of the Transportation Improvement Program (TIP) will be from July 1, 2013 to June 30, 2014. This project is expected to take approximately 312 person hours to complete. The total cost for completing the TIP is \$11,325.

The FY15-18 TIP document will be prepared by Chris Kukla with assistance from the TAC and will include all STP, NHS, Bridge, Transit, and Transportation Alternative projects and requested funding dollars. The TIP will also include all elements required by the Iowa Department of Transportation's Interim Guidelines for Development of the Statewide Transportation Improvement Program

Activities of this element will include:

- 1) develop STP and TAP applications
- 2) send and receive STP and TAP applications
- 3) review applications for eligibility
- 4) gather all information necessary for the development of the TIP
- 5) compile rankings/ratings of projects
- 6) maintain a balance of funds available to the Region
- 7) maintain the status of past year's funded Regional STP and TAP projects
- 8) provide on-going assistance for amendments and revisions on TIP's

- d. **Product.** FY15-18 TIP, Revisions and Amendments
- e. **Completion Date.** The draft FY15-18 TIP will be completed by June 15, 2014, and the final FY15-18 TIP will be completed by July 15, 2014.

4. Long Range Transportation Plan (LRTP)

- a. **Task Objective.** Conduct studies and collect information to be used to update the long-range plan and assist with implementing goals and objectives of the plan.
- b. **Previous Work.** 2011 Trails Plan update, Heartland Highway Freight Corridor Consortium, East Central Iowa Transportation Coalition.
- c. **Project Description.** The activities for the Long Range Transportation Plan from July 1, 2013, to June 30, 2014. The project is expected to take 910 person hours to complete. The total cost for completing the Long Range Plan is \$33,032.

Long range planning activities will include completing the 5-year update to the Long Range Transportation Plan, finalizing the Heartland Highway access management agreement, promoting the identity of the Heartland Highway.

Chris Kukla, Chris Bowers, and Matt Bauman will develop the update to the RPA 15 LRTP. The update will include reviewing the current plan, gathering updated information and discussing needs and strengths, weaknesses, opportunities and threats with stakeholders. This information will be used to revise the goals and objectives of the plan and to identify projects of regional significance.

Chris Kukla will work with staff from RPA 16 and the Des Moines MPO for full adoption of the Heartland Highway access management agreement by all cities and counties along the corridor. Chris Kukla will also work with the Heartland Highway Corridor Consortium to promote the identity of and market the highway.

- d. **Product.** Heartland Highway access management agreement, Long-range Transportation Plan Update.
- e. **Completion Date.** The Long-range Transportation Plan update will be completed by November 1st, 2013.

5. Passenger Transportation Plan (PTP)

- a. **Task Objective.** Prepare the FY15-18 Passenger Transportation Plan for the Ottumwa Transit Authority, and 10-15 Regional Transit Agency.
- b. **Previous Work.** FY14-17 Ottumwa Transit Authority and 10-15 Regional Transit Agency Transit Improvement Programs and Passenger Transportation Plan.
- c. **Project Description.** The activities for the Passenger Transportation Plan are from July 1, 2013, to June 30, 2014. It is expected to take 468 person hours to complete. The total cost for completing this activity is \$16,988.

Chris Kukla will coordinate and participate in at least two Transit Advisory Group meetings according to guidelines provided by IDOT. These meetings will provide a review of previous efforts, current activities; identify future plans, and unmet needs. Information discussed at the meetings will be summarized in the minutes.

Chris Kukla will continue participate in city, county and regional stakeholder meetings relating to public passenger transportation as requested.

Chris Kukla will work with health and human service and economic development organizations in Oskaloosa to develop a fixed route service within the city. Assistance being provided to Oskaloosa includes providing information, assisting in developing a route, and creating maps.

- d. **Product.** TAG meeting minutes, Oskaloosa fixed route service maps.
- e. **Completion Date.** A Transit Advisory Group meeting will be held before February 1st, 2014, and the second Transit Advisory Group meeting will be held before May 1st, 2014.

IV. BUDGET AND FUNDING SOURCES

TASK COST (FUNDING SOURCE BREAKDOWN)									
TASK	FHWA STP CARRYOVER	FHWA SPR CARRYOVER	FHWA STP	FHWA SPR	FTA 5311	RPA LOCAL	TOTAL COST	%	
1. TPWP	57	490	2000	2502	2502	1,888	9,438	0.100	
2. PPP	143	1225	5000	6254	6254	4,719	23,594	0.250	
3. TIP	68	588	2400	3002	3002	2,265	11,325	0.120	
4. LRTP	200	1714	7000	8756	8756	6,606	33,032	0.350	
5. PTP	103	882	3600	4503	4503	3,398	16,988	0.180	
TOTAL	570	4,898	20,000	25,017	25,017	18,876	94,378	1.000	

V. ADDITIONAL REQUIRED ITEMS

1. Cost Allocation Methodology

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

Definitions

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

Cost Allocation To Projects

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

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

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

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

Supporting Data

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

Schedule A - Direct Personnel Activities

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

Schedule B - Direct Non-Personnel

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

Schedule C - Indirect Personnel Activities

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

Schedule D Indirect Non-Personnel

- Overall Agency Office Supplies
- Overall Agency Materials, Books
- Overall Agency Conference and Training Expenses
- Overall Agency Business Expense,

- Overall Agency Printing and Binding of publications
- Overall Agency Insurance and Bonds
- Overall Agency Professional Memberships
- Base Telephone and Overall Agency Long Distance Services
- Overall Agency Postage and Shipping
- Overall Agency Advertising
- Overall Agency Professional Services
- Overall Agency Equipment/Depreciation

2. Disadvantaged Business Enterprises.

The Area 15 Regional Planning Commission will make every attempt to solicit proposals from Disadvantaged Business Enterprises (DBEs) for all service and purchases of goods when possible. This effort is made to assist the Iowa Department of Transportation in meeting its DBE goals. A DBE Projection Worksheet for Planning Fund Recipients for SFY13 is attached.

3. TPWP Revisions

Revision and Approval Procedures.

49 CFR 18 describes the uniform administrative rules for Federal grants and cooperative agreements and subawards to State, local and Indian tribal governments. These requirements apply to metropolitan planning (PL) and State Planning and Research (SPR) grants. FTA has similar requirements documented in FTA Circular 5010.1C, which apply to FTA metropolitan planning grants. Iowa uses a Consolidated Planning Grant where FHWA and FTA planning funds are combined into a single fund managed through FTA’s TEAM system. The use of these funds are documents in the work programs of the Iowa DOT, MPO’s and RPAs.

Waiver of approvals.

All work program changes require prior written Federal approval, unless waived by the awarding agency. The following table denotes the approving agency for various changes to work programs.

Revision Type	Approving Agency
Request for additional Federal funding [49 CFR 18.30(c)(1)(i) and FTA Circular 5010.0C,I.6.e(1)].	FHWA/FTA
Transfer of funds between categories, projects, functions, or activities which exceed 10 percent of the total work program budget when the Federal award share of the total work program budget exceeds \$100,000 [49 CFR 18.30(c)(1)(ii)].	FHWA/FTA

Revision of the scope or objectives of the activities (i.e. adding or deleting of activities or major change in scope of activity) [49 CFR 18.39(d)(1)].	FHWA/FTA
Transferring substantive programmatic work to a third party (i.e. consultant) [49 CFR 18.30(d)94].	FHWA/FTA
Capital expenditures including the purchasing of equipment [OMB Circular A-87].	FHWA/FTA
Transfer of funds between categories, projects, functions, or activities which do not exceed 10 percent of the total work program budget or when the Federal award share of the total work program budget exceeds \$100,000 [49 CFR 18.30(c)(1)(ii)].	Iowa DOT
Transfer of funds allotted for training allowances [49 CFR 18.30(c)(1)(iii)].	Iowa DOT
Extending the period of performance past the approved work program period [49 CFR 18.30(d)(2)].	MPO/RPA
Changes in key persons in cases where specified in an application or a grant award (i.e. change in lead consultant for a project) [49 CFR 18.30(d)(3)].	MPO/RPA

Revision and Approval Procedures.

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. Requests from the MPOs and RPAs shall be submitted in writing [four (4) hard copies of the updates to the work program] to the Iowa DOT Office of Systems Planning through the District Planner, and then forwarded to FHWA and FTA for approval. Notification by the approving agency will be in writing in reverse order.

Revisions where the **Iowa DOT Office of Systems Planning** is the designated approving agency shall require written approval by the Iowa DOT Office of Systems Planning prior to commencement of activity, purchasing of equipment, or request for reimbursement. Requests from the MPOs and RPAs shall be submitted in writing [four (4) hard copies of the updates to the work program] to the Iowa DOT Office of Systems Planning through the District Planner. Copies will be forwarded to FHWA/FTA. Notification by the approving agency will be in reverse order.

Revisions where the **MPO or RPA** is the approving agency shall be approved by the Policy Board. Hard copy updates to the work program shall be provided to the District Planner, Iowa DOT Office of Systems Planning, FHWA and FTA.