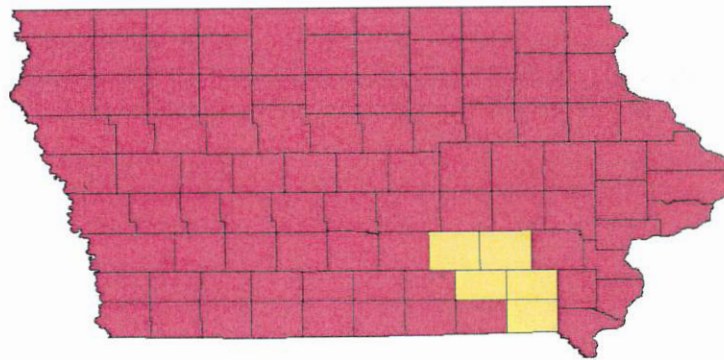


RPA 15 Regional Planning Affiliation

FINAL - FY2025  
Transportation Planning  
Work Program

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



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

May 2024

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


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

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

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

NOW, THEREFORE, BE IT RESOLVED that the AREA 15 REGIONAL PLANNING AFFILIATION adopts the Area 15 Transportation Planning Work Program for FY 2024 as its official planning work program.

Passed this 23 day of May 2024.

  
\_\_\_\_\_  
Chairperson  
Area 15 Regional Planning Affiliation

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

## **FY23 TRANSPORTATION PLANNING WORK PROGRAM**

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

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

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

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

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

The Area 15 Regional Planning Commission developed the FY25 TPWP for RPA 15. The TPWP follows the Iowa Department of Transportation's "Transportation Planning Work Program Requirements and the RPA 15 Public Participation Process. Activities included in the work program are identified through: IDOT requirements, solicitation of member jurisdictions, technical committee and policy board, and requests for assistance from member governments. The budget of the annual work program is based on a review of past years' time and efforts, and any new projects for the upcoming fiscal year.

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

### III. MAJOR TRANSPORTATION CHALLENGES/PRIORITIES

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

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

**1. Implementing the Long-Range Transportation Plan:** The RPA has completed its Long-Range Transportation Plan; this document has a 20-year horizon and will be updated in five years. Identifies goals for the region, and specific projects and improvements for the short-term (5 years). The RPA will work to develop tools to monitor the implementation of the LRTP. This will focus on tracking the status of projects and improvements recommended in the plan and creating visualizations to show progress.

One of the goals of the LRTP is to develop a regional trail system, and there have been repeated discussions about trails that connect communities together. The RPA will work with stakeholders, including trails groups, communities, counties, to help determine the feasibility of long-distance trails between communities.

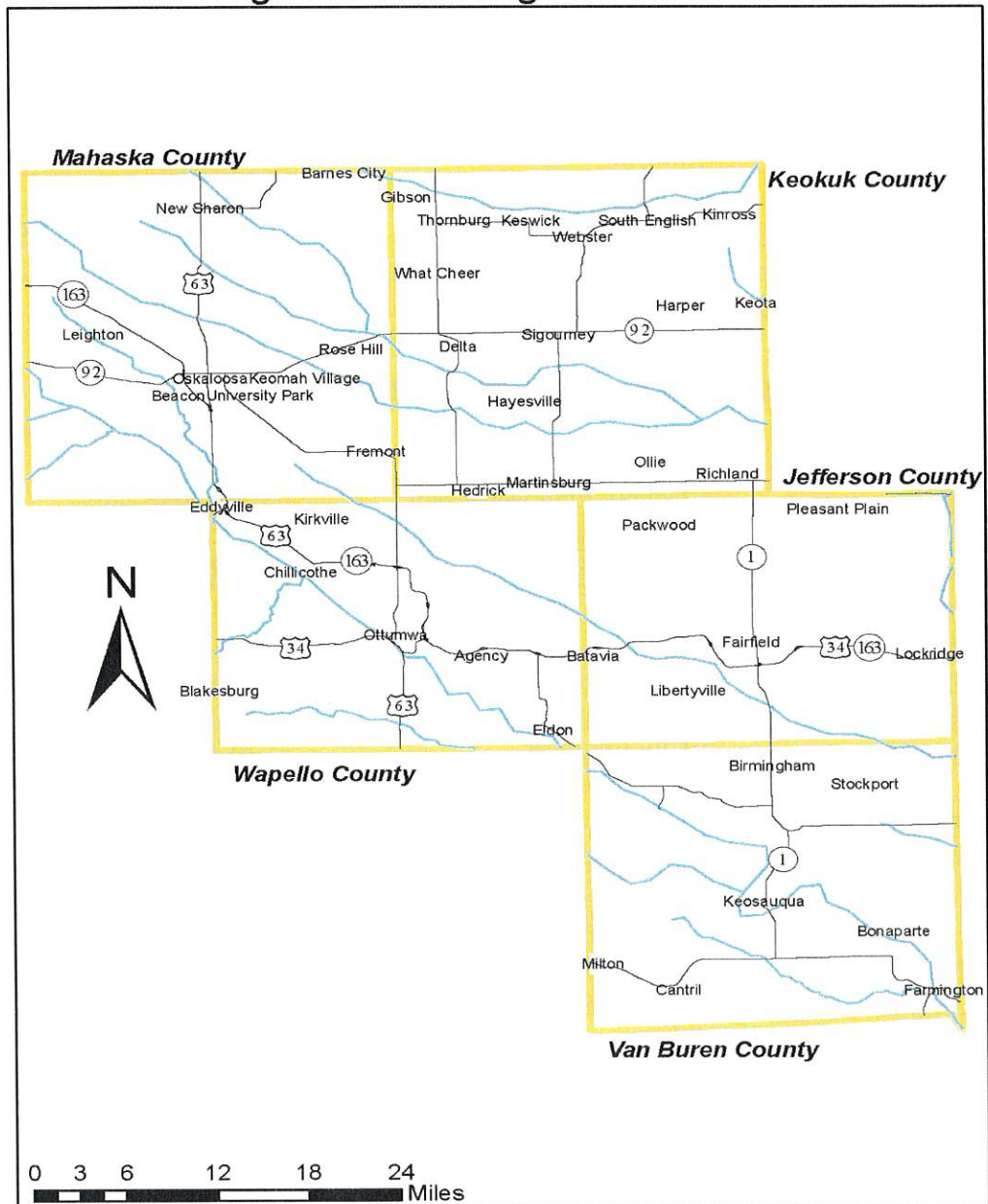
**2. Providing Transportation Planning Assistance to Members:** The RPA 15 covers five counties and forty-six communities. The RPA will continue to provide services to member jurisdictions as available and requested, this includes on-going assistance from the previous year and new projects that may be identified during the upcoming year. Assistance may include research, data gathering, mapping, grant writing, involvement and/or support of with local/regional transportation groups.

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

The RPA is required to have an updated Title IV Plan every three years and the document will be updated this year. Related documents, such as the Title VI notice and LEP Plan will be reviewed and updated if necessary.

IV. RPA 15 PLANNING AREA

The Regional Planning Affiliation 15 Area



## V. MEMBERSHIP – RPA 15

### Policy Board – Voting Members

Name	Title	County, City Or Agency Represented
Steve Wanders	County Supervisor	Mahaska County
Bryan Ziegler	County Supervisor	Wapello County
Lee Dimmit	County Supervisor	Jefferson County
Dale House	County Supervisor/ Chair	Van Buren County
Rick Johnson	Mayor	City of Ottumwa
Amal Eltahir	City Administrator	City of Oskaloosa
OPEN	Elected Official	City in Van Buren County
Daryl Wood	County Supervisor/ Vice Chair	Keokuk County
Jim Morlan	Mayor	City of Sigourney
Doug Reinhert	City Administrator	City of Fairfield

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

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

### Other – Non Voting

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

**VI. PLANNING ACTIVITY/WORK ELEMENT**

**1. Administration**

- a. **Task Objective.** To perform the general accounting activities for the RPA for FY25 and prepare a budget for FY26.
- b. **Previous Work.**
  - 1) Accounting for the RPA for FY24.
  - 2) Development of the FY25 RPA Budget.
- c. **Project Description.** Administration will be from July 1, 2024 to June 30, 2025. This activity is expected to take approximately 130 person hours and to cost \$7,099.44. The Elements of Administration will be performed by the executive director and program coordinator and include general accounting, bi-weekly payrolls, monthly revenue and expense accounting, budgeting, quarterly expense reporting.
- d. **Product.**
  - 1) FY25 Accounting.
  - 2) FY26 Budget.
- e. **Completion Date.** The FY25 Administration will be completed by June 30<sup>th</sup>, 2025.

<b>Position</b>	<b>Hours</b>	<b>Pct Allocation</b>
Executive Director	91	70%
Transportation Director	0	0%
Regional Planner	0	0%
Program Coordinator	39	30%
<b>Administration Total</b>	<b>130</b>	<b>100%</b>

**2. Transportation Planning Work Program FY24**

- a. **Task Objective.** To report on annual transportation work program activities for FY25 and prepare the FY26 TPWP.
- b. **Previous Work.**
  - 3) Implementation of the FY24 TPWP.
  - 4) Quarterly Reports.
  - 5) Development of the FY25 TPWP.
- c. **Project Description.** The Transportation Planning Work Program (TPWP) for FY25 will be from July 1, 2024 to June 30, 2025. This activity is expected to take approximately 182 person hours. The total cost for this activity is \$9,939.21 and will include preparing FY25 quarterly reports and the FY26 TPWP. Quarterly reports and the FY26 TPWP will be prepared by the executive director and transportation director. A draft TPWP will be prepared and submitted to Iowa DOT for review. Upon receiving comments from Iowa DOT and FHWA, the TPWP will be revised prior to being submitted for final approval.

- d. **Product.**
  - 3) FY26 TPWP.
  - 4) Quarterly Reports.
  - 5) Quarterly Pay Requests.
- e. **Completion Date.** The draft TPWP will be completed by March 31<sup>st</sup>, 2025, and the final TPWP will be completed May 31<sup>st</sup>, 2025.

Position	Hours	Pct Allocation
Executive Director	18	10%
Transportation Director	164	90%
Regional Planner	0	0%
Program Coordinator	0	0%
<b>Administration Total</b>	<b>182</b>	<b>100%</b>

3. **Public Participation Process (PPP)**

- a. **Task Objective.** To implement the FY25 Public Participation Process.
- b. **Previous Work.**
  - 1) Facilitated 4 TAC and 4 Policy Board meetings in FY24.
  - 2) Completed FY24 Public Participation Process.
- c. **Project Description.** The FY25 Public Participation Process will be from July 1, 2024 to June 30, 2025. This activity is expected to take approximately 700 person hours. The total cost for this activity is \$38,336.96. Elements of the Public Participation Process will be performed by the executive director, transportation director, and program coordinator. Activities will address the challenges and priorities identified in section III related to [reviewing public involvement](#) and include the following:
  - 1) Review and evaluate the performance of the past year's effort and the Public Participation Process, and implementation of the Process.
  - 2) Set up Technical Advisory Committee and Policy Board meetings and public hearings; mail agendas to the committee(s) and Board and provide notices of public hearings.
  - 3) Act as Secretary for the TAC and Policy Board, prepare minutes at all meetings and public hearings.
  - 4) Provide technical assistance to the TAC, Policy Board, RPA members/stakeholders, and public.
  - 5) Involve all segments of the population (e.g. minority, elderly, low-income) to ensure environmental justice principles are met.



- 6) Provide translated copies of RPA transportation planning documents on the website as described in the Limited English Proficiency Plan.
  - 7) Attend IDOT training meetings as available.
  - 8) Publish and distribute transportation planning articles in the newsletter and distribute it region-wide on a quarterly basis.
  - 9) Update the Title VI Plan.
  - 10) Develop new committee/board member packet.
- d. **Product.**
- 1) FY25 Public Participation Process.
  - 2) new committee/board member materials.
- e. **Completion Date.**
- 1) The FY25 Public Participation Process will be completed by June 30<sup>th</sup>, 2025.
  - 2) The Title VI Plan will be completed by November 1<sup>st</sup>, 2024.
  - 3) The New committee/board member packet will be completed by January 31<sup>st</sup>, 2025.

Position	Hours	Pct Allocation
Executive Director	21	3%
Transportation Director	644	92%
Regional Planner	0	0%
Program Coordinator	35	5%
<b>Administration Total</b>	<b>700</b>	<b>100%</b>

**4. Transportation Improvement Program (TIP)**

- a. **Task Objective.** To prepare, develop and monitor Transportation Improvement Program.
- b. **Previous Work.**
  - 1) Maintenance of the FY24-27 TIP.
  - 2) TIP Revisions.
  - 3) Development and maintenance of the FY25-28 TIP.
- c. **Project Description.** Development and management of the Transportation Improvement Program (TIP) will be from July 1, 2024 to June 30, 2025. This activity is expected to take approximately 208 person hours to complete. The total cost for completing the TIP is \$11,359.10.

The FY25-28 TIP will be maintained by the transportation director working with the TAC to identify necessary revisions. The FY26-29 TIP document will be prepared by the transportation director with assistance from the TAC and will include all STBG/SWAP, NHS, Bridge, Transit, and Transportation Alternative projects and requested funding dollars. The TIP will also include all elements required by the Iowa Department of Transportation's Guidelines for Development – Transportation Improvement Programs and the Iowa Statewide Transportation Improvement Program.

Elements of this activity will include:

- 1) Updating and maintaining STBG/SWAP and TAP applications.

- 2) Making STBG/SWAP and TAP applications available, receiving completed applications, and answering questions.
- 3) Reviewing applications for eligibility.
- 4) Preparing the regional Transportation Improvement Program.
- 5) Maintaining the balance of funds STBG/SWAP and TAP funds available.
- 6) Monitoring the status of last year’s funded STBG/SWAP and TAP projects.
- 7) Providing assistance for TIP revisions.

d. **Product.** FY26-29 TIP, FY25-28 and FY26-29 TIP revisions as needed.

e. **Completion Date.**

- 1) Applications for inclusion in the TIP be available in September 2024 and will be due April 1<sup>st</sup>, 2025.
- 2) The draft FY26-29 TIP will be developed in May 2025 and submitted by June 15, 2025. The final FY26-29 TIP will be approved by July 15, 2025.

Position	Hours	Pct Allocation
Executive Director	0	0%
Transportation Director	208	100%
Regional Planner	0	0%
Program Coordinator	0	0%
<b>Administration Total</b>	<b>208</b>	<b>100%</b>

**5. Long Range Transportation Plan (LRTP)**

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

b. **Previous Work.**

- 1) Long-Range Transportation Plan DRAFT, stakeholder and public review, and FINAL document.
- 2) Assisted City of Ottumwa and Wapello County with identifying a low-cost solution for delays at the Quincy Avenue CPKC rail crossing.
- 3) Assisted district planner with urban area boundary updates for Fairfield Oskaloosa, and Ottumwa.

c. **Project Description.** Implementation of the Long-Range Transportation Plan will be from July 1, 2024, to June 30, 2025. This activity is expected to take 1,193 person hours to complete. The total cost for completing the activity is \$65,314.83. Elements of this activity will address challenges and priorities in section III related to [providing transportation planning assistance to members](#) and [implementing the long-range transportation plan](#) and include:

- 1) The transportation director will have consultations with local jurisdictions and trails groups to determine the interest and feasibility in a regional trail.
- 2) The transportation director will begin updating the Regional Trails Plan by developing an outline, identifying areas to update from the previous plan, and starting discussions with local stakeholders.

- 3) The transportation director will provide technical assistance to local jurisdictions and transportation stakeholders as requested for:
  - a. Research, data gathering and mapping.
  - b. Grant assistance for Iowa DOT, other federal and state transportation related grants.
  - c. Participation and/or technical assistance in local or regional transportation groups.
- 4) The transportation director will work with the TAC on implementing the LRTP. This will include maintaining an updated project list from projects identified in the LRTP with project status and creating annual map of current projects by type or status.

**d. Product.**

- 1) Regional Trails Plan outline.
- 2) LRTP Project status list and map.

- e. **Completion Date.** The Regional Trails Plan outline will be completed by May 2025. The project status list and map will be completed by June 2025 and then revised every year.

Position	Hours	Pct Allocation
Executive Director	0	0%
Transportation Director	1074	90%
Regional Planner	119	10%
Program Coordinator	0	0%
<b>Administration Total</b>	<b>1193</b>	<b>100%</b>

**6. Passenger Transportation Plan (PTP)**

- a. **Task Objective.** To implement the FY25 Passenger Transportation Planning process.
- b. **Previous Work.** FY23-4 TAG meetings, agendas and minutes. Passenger Transportation Chapter of Long-Range Transportation Plan.
- c. **Project Description.** Implementation of the Passenger Transportation Plan will be from July 1, 2024, to June 30, 2025. It is expected to take 182 person hours to complete. The total cost for completing the PTP is \$9,939.21.

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

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

- d. **Product.** 2024-5 Transit Advisory Group agendas, minutes.
- e. **Completion Date.** One Transit Advisory Group meeting will be held before December 1<sup>st</sup>, 2024, and the second Transit Advisory Group meeting will be held before May 1<sup>st</sup>, 2025.

<b>Position</b>	<b>Hours</b>	<b>Pct Allocation</b>
Executive Director	0	0%
Transportation Director	182	100%
Regional Planner	0	0%
Program Coordinator	0	0%
<b>Administration Total</b>	<b>182</b>	<b>100%</b>

## VII. BUDGET AND FUNDING SOURCES

### TASK COST (FUNDING SOURCE BREAKDOWN)

TASK	FHWA STBG CARRYOVER	FHWA SPR CARRYOVER	FTA 5311 CARRYOVER	FHWA STBG	FHWA SPR	FTA 5311	TOTAL FEDERAL	RPA LOCAL	TOTAL COST	%
1. TPWP	700.00	0.00	478.17	2,450.00	2,161.60	2,161.60	7,473.20	1,987.84	9,939.21	0.070
2. PPP	2,700.00	0.00	1,844.37	9,450.00	8,337.60	8,337.60	28,825.20	7,667.39	38,336.96	0.270
3. TIP	800.00	0.00	546.48	2,800.00	2,470.40	2,470.40	8,540.80	2,271.82	11,359.10	0.080
4. LRTP	4,600.00	0.00	3,142.26	16,100.00	14,204.80	14,204.80	49,109.60	13,062.97	65,314.83	0.460
5. PTP	700.00	0.00	478.17	2,450.00	2,161.60	2,161.60	7,473.20	1,987.84	9,939.21	0.070
6. Administration	500.00	0.00	341.55	1,750.00	1,544.00	1,544.00	5,338.00	1,419.89	7,099.44	0.050
TOTAL	10,000.00	0.00	6,831.00	35,000.00	30,880.00	30,880.00	113,591.00	28,397.75	141,988.75	1.000

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

*FHWA Surface Transportation Block Grant (STBG) program funding is transferred to FTA 5311 program funding in a separate FTA transfer grant application.*

## VIII. ADDITIONAL REQUIRED ITEMS

### 1. Cost Allocation Methodology

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

#### Definitions

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

#### Cost Allocation to Projects

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

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

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

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

Supporting Data

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

**Schedule A - Direct Personnel Activities**

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

**Schedule B - Direct Non-Personnel**

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

**Schedule C - Indirect Personnel Activities**

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

**Schedule D Indirect Non-Personnel**

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

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

## 2. TPWP Revisions

### Overview

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

### Waiver of approvals

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

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

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

Types of revisions that require Iowa DOT approval include:

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

Types of revisions that require MPO/RPA approval include:

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

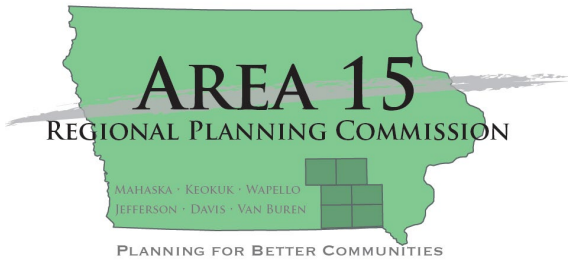


### **Revision and Approval Procedures**

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

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





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(P) 641.684.6551 • (F) 641.684.4894  
Chris.bowers@area15rpc.com  
www.area15rpc.com


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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 **3/26/24** to establish a:
  - Cost Allocation Plan
  - Indirect Cost Ratefor **July 1<sup>st</sup> 2024 – June 30<sup>th</sup>, 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.

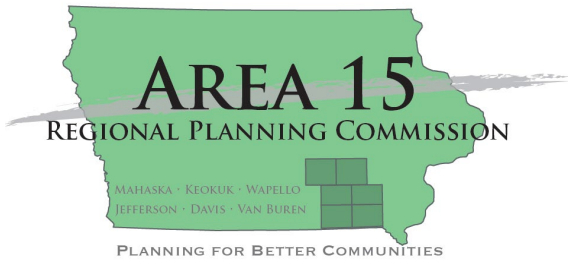
  
3/26/2024  
\_\_\_\_\_  
(Signature)

Chris Bowers  
\_\_\_\_\_  
(Please Print Name)

Executive Director  
\_\_\_\_\_  
(Title)

Area 15 Regional Planning Commission (for RPA 15)  
\_\_\_\_\_  
(Name of Organization)

(Signed by the official having the authority to negotiate indirect cost rates for the organization or by a higher level official.)



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## MPO/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.

 3/26/2024

(Signature)

Chris Bowers

(Please Print Name)

Executive Director

(Title)

Area 15 Regional Planning Commission (for RPA 15)

(Name of Organization)

3/26/2024

(Date Signed)

(Signed by the official having the authority to initiate procurements or consultant selection for the organization or by a higher level official.)