

# NOTICE OF RPA 15 POLICY BOARD MEETING

Thursday, May 25<sup>th</sup> at 11:15am  
Transit Office, 612 S Madison, Ottumwa  
Or by phone 551-258-5668

## Board Members

Chairperson: \_\_\_\_\_ Dale House      Van Buren County Supervisor  
Vice-Chair:    \_\_\_\_\_ Daryl Wood      Keokuk County Supervisor  
Secretary:     \_\_\_\_\_ RPC Staff

\_\_\_\_\_ Amal Eltalhir, Oskaloosa City Manager  
\_\_\_\_\_ Melanie Carlson, Fairfield City Engineer  
(Alternate)  
\_\_\_\_\_ Jim Morlan, Sigourney City Mayor  
\_\_\_\_\_ OPEN, City Rep/Van Buren County

\_\_\_\_\_ Rick Johnson, Ottumwa City Mayor  
\_\_\_\_\_ Steve Wanders, Mahaska County Supervisor  
\_\_\_\_\_ Bryan Ziegler, Wapello County Supervisor  
\_\_\_\_\_ Lee Dimmit, Jefferson County Supervisor

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## 1. Call to Order.

## Action Items

1. **Minutes.** Review/approve April 27<sup>th</sup>, 2023 minutes.
2. **Approve Transportation Planning Work Program.**

## Discussion Items

2. **Status updates on active STBG/SWAP and TAP projects.** Project sponsors may discuss the status of current projects.

## Other

3. **Next Meeting.** June 22<sup>nd</sup>.
4. **Adjourn.**

**If you are unable to attend this meeting, please call Area 15 RPC at 641-684-6551 by 10 AM Wednesday, May 24<sup>th</sup>, 2023** This courtesy will assist the RPC in determining if a quorum will be present. If it is determined that a quorum will not be present, the RPC can then advise other Policy Board members.

Minutes of the RPA 15 Policy Board meeting  
Tuesday April 27<sup>th</sup>, 2023

Policy Board Members Present:

Dale House  
Daryl Wood  
Amal Eltalhir  
Jim Morlan

Rick Johnson  
Steve Wanders  
Bryan Ziegler  
Lee Dimmit

Others Present

Chris Kukla – RPA 15

**Call to Order.** House called the Policy Board to order at 11:22am.

Action Items

**Approve Minutes.** *Wanders made a motion to approve, Johnson seconded the motion.* All present voted aye; motion passed.

**Approve New Applications**

**Ottumwa – Mary Street Reconstruction.** City originally applied and awarded \$2,055,354 to reconstruct Mary Street from Ferry to Shaul. Applying for additional \$842,477 in funding due to increased costs. Project will be moved to FY24 as letting will be in December 23 or Jan 24. Wood made a motion to approve, Wanders seconded the motion. All present voted aye, motion approved.

**Wapello County – Kirkville Road.** County applied for \$1,200,000 for Kirkville Road from US 63/IA 163 north to Kirkville NCL. Project will be programmed in FY25. Wanders made a motion to approve, Morlan seconded the motion. All present voted aye, motion approved.

**Wapello County – Monroe-Wapello Road.** County applies for \$1,500,000 for Monroe-Wapello Road from CP railroad tracks to US 34. Project will be programmed in FY25. Wood made a motion to approve, Dimmit seconded the motion. All present voted aye, motion approved.

**Van Buren County – J40.** County originally applied and awarded \$1,520,000 to resurface J40 from Davis CL to V64. Applying for additional \$351,607 in funding due to increased costs. Project will remain in FY23. Johnson made a motion to approve, Dimmit seconded the motion. All present voted aye, motion approved.

**Approve Passenger Transportation Plan.** Kukla discussed the Passenger Transportation Plan document. Dimmit made a motion to approve, Ziegler seconded the motion. All present voted aye, motion approved.

Discussion Items

**Status updates on 2022 TAP applications.** Kukla provided an update on the three TAP projects awarded partial TAP funding last year.

**Keosauqua Lower Des Moines River Water Trail.** Has Iowa Destination Grant and local funds, will be ready to start in 2024.

**Ottumwa Oxbow Lagoon Link Trail.** Started building along Wapello Street extension, has access to City owned parcels for trail, working to acquire easements on 19 privately owned parcels. Applied for Wellmark grant.

**Jefferson County Cedar View Trail Paving.** In holding pattern to apply for other grants as project is programmed in FY26. If cannot secure other funding considering changing surface or reduce width to reduce cost.

Long-Range Transportation Plan Update. Kukla discussed the LRTP update, and the Policy Board's involvement. There was then open discussion on board member views of the region's transportation system. Much of the discussion focused on difficulty maintaining bridges.

Dimmit (Jefferson Co) Bridge problems all over county, county trying to keep up by reducing weigh limits, taking out bridges and replacing with culverts or tank cars. Even doing this struggling to keep up with bridges.

Wood (Keokuk Co) County had similar problem 10 years ago backlog of bridges. Will be facing a large bridge replacement over Sunk River in next few years \$10m. Wanders (Mahaska Co) County also will need to replace bridge over N Skunk, bridge experiences heavy truck traffic wears on bridge.

Dimmit. Amish off main routes bring trucks over bridges on low traffic routes wear on bridges that have limited access to funding. State need to revisit bridge formula allow counties to bond.

Johnson (Ottumwa). Ottumwa looking will be looking at replacing Jefferson St viaduct in 5-10 years, \$20m to replace. Zeigler (Wapello Co). County working to replace bridge in Eldon. Have been discussions about bridge over CP rr on Quincy, also long term vision for bridge over DM River on w/ side of Ottumwa.

Johnson discussed Ottumwa will be starting roundabout at Quincy and Albia Road.

**Status updates on active STBG/SWAP and TAP projects.** House said VB County is starting the overlay on J40.

### **Other**

**Next Meeting.** May 25<sup>th</sup>.

**Adjourn.** With no further business to discuss, meeting adjourned at 12:10pm.

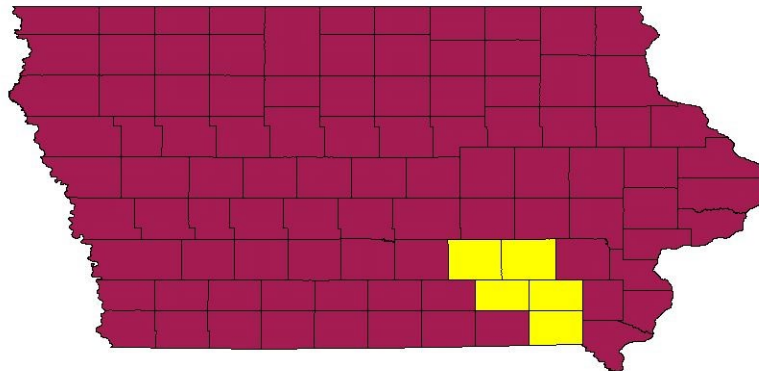
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Chris Kukla, Area 15 RPC

RPA 15 Regional Planning Affiliation

# FINAL - FY2024 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

April 2023

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 2023 as its official planning work program.

Passed this \_\_\_ day of \_\_\_\_\_ 2023.

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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 FY24 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 IDOT and FTA review and comment. Any suggested changes and recommendations are considered and included into 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 IDOT.

### III. MAJOR TRANSPORTATION CHALLENGES/PRIORITIES

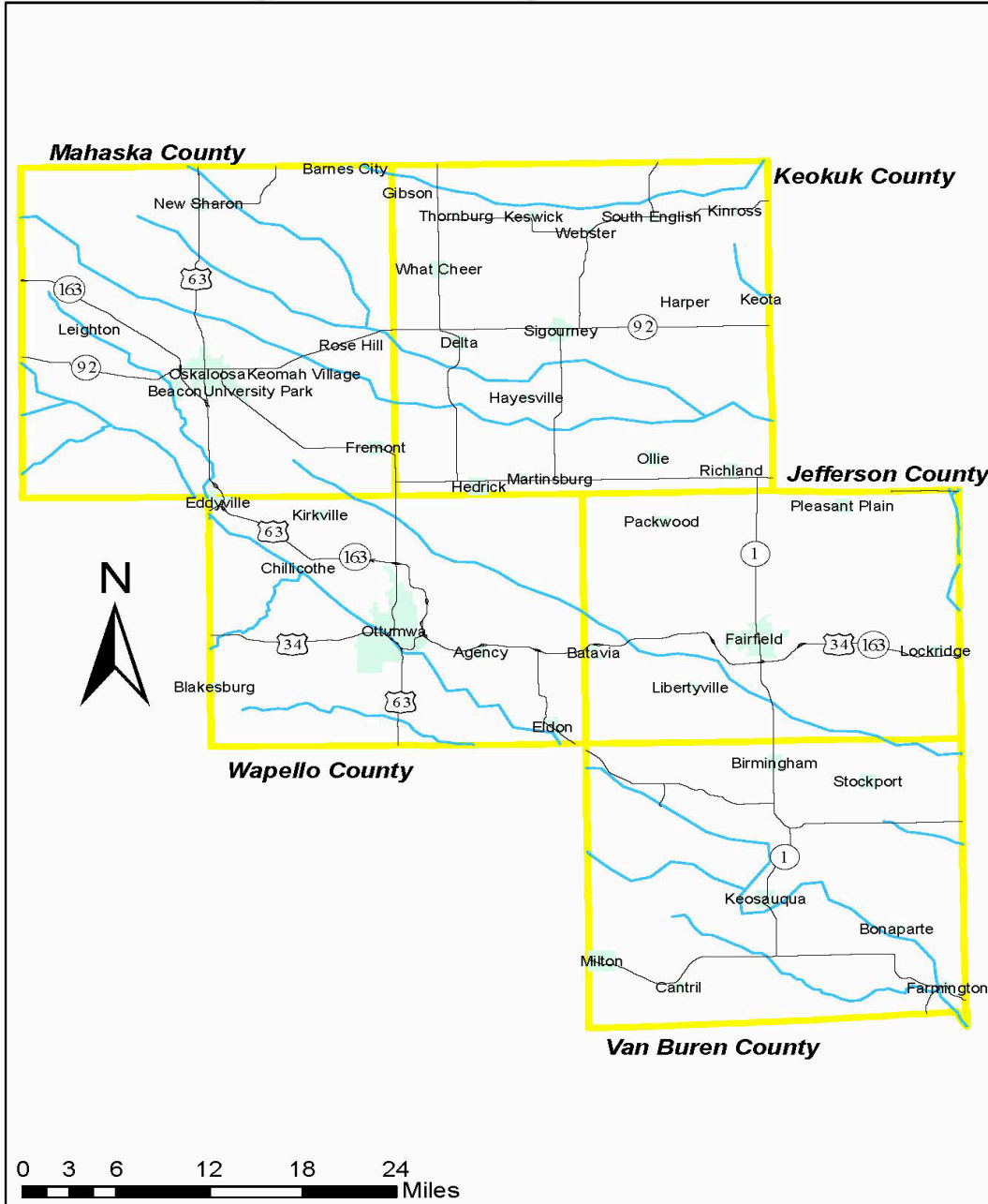
A multimodal transportation system is necessary to maintain and improve the livability and economic well-being of the region. Funds available for transportation needs are limited on the local, state, and federal levels. Because of this it is important that funds are used in a cost-effective manner. Planning 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. Updating the Long-Range Transportation Plan:** The Long-Range Transportation Plan for the region was adopted in 2019 and is due to be updated in 2024. The RPA is updating the plan this year so that the LRTP can continue to be used as a resource for monitoring the region's transportation network and developing future projects. The LRTP is a tool used by the region for guiding regional Surface Transportation Block Grant Program and Transportation Alternative Program investments.
- 2. Understanding the Infrastructure and Jobs Act:** The Infrastructure and Jobs Act (IJA) reauthorizes surface transportation for five years, invests additional funding and creates new programs. The RPA, with the help of Iowa DOT will interpret the IJA in order to provide information to local governments in the region. The RPA will also assist governments within the region in accessing these funds through grant applications and the Transportation Improvement Program.
- 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.

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
Melanie Carlson	City Engineer (Temporary)	City of Fairfield

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

Name	Title	County, City Or Agency Represented
Jeff Skalberg	County Engineer/ Vice 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
Larry Seals	Public Works Director	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	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
Varsha Borde	Senior Planner	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. Transportation Planning Work Program FY24

- a. **Task Objective.** To report on annual transportation work program activities for FY24 and prepare the FY25 TPWP.
  1. **Previous Work.**
    - 1) Implementation of the FY23 TPWP.
    - 2) Quarterly Reports.
    - 3) Development of the FY24 TPWP.
- b. **Project Description.** The Transportation Planning Work Program (TPWP) for FY24 will be from July 1, 2023 to June 30, 2024. This activity is expected to take approximately 151 person hours. The total cost for this activity is \$9,644.60 and will include preparing FY24 quarterly reports and the FY25 TPWP. Quarterly reports and the FY25 TPWP will be prepared by executive director and transportation director. 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.
- c. **Product.**
  - 1) FY25 TPWP.
  - 2) Quarterly Reports.
  - 3) Quarterly Pay Requests.
- d. **Completion Date.** The draft TPWP will be completed by March 31<sup>st</sup>, 2024, and the final TPWP will be completed May 31<sup>st</sup>, 2024.

### 2. Public Participation Process (PPP)

- a. **Task Objective.** To implement the FY24 Public Participation Process.
- b. **Previous Work.**
  - 1) Facilitated 3 TAC and 7 Policy Board meetings in FY23.
  - 2) Updated Public Participation Plan.
- c. **Project Description.** The FY24 Public Participation Process will be from July 1, 2023 to June 30, 2024. This activity is expected to take approximately 780 person hours. The total cost for this activity is \$44,089.60. Elements of the Public Participation Process will be performed by the executive director, transportation director, and office manager. 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) in an effort 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 a transportation planning articles in the newsletter and distribute it region-wide on a quarterly basis.
  - 9) Develop new committee/board member materials.
- d. **Product.**
- 1) FY24 Public Participation Process.
  - 2) new committee/board member materials.
- e. **Completion Date.**
- 1) The FY22 Public Participation Process will be completed by June 30, 2024.

### 3. **Transportation Improvement Program (TIP)**

- a. **Task Objective.** To prepare develop and monitor Transportation Improvement Program.
- b. **Previous Work.**
  - 1) Adoption and maintenance of the FY23-26 TIP.
  - 2) TIP Revisions.
  - 3) Development of the FY24-27 TIP.
- c. **Project Description.** Development and management of the Transportation Improvement Program (TIP) will be from July 1, 2023 to June 30, 2024. This activity is expected to take approximately 151 person hours to complete. The total cost for completing the TIP is \$9,644.60.

The FY25-28 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.** FY25-28 TIP, TIP revisions.

e. **Completion Date.**

- 1) Applications for inclusion in the TIP be available in September 2023 and will be due April 1<sup>st</sup>, 2024.
- 2) The draft FY25-28 TIP will be developed in May 2024 and submitted by June 15, 2024. The final FY25-28 TIP will be approved by July 15, 2024.

#### 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.**

- 1) Area 15 RPC Comprehensive Economic Development Strategy.
- 2) LRTP outline and timeline.
- 3) Worked with City of Ottumwa and Wapello County to address Quincy Avenue CP rail crossing.
- 4) Assistance to Keokuk County with Community Project Funding request for G13.

c. **Previously Identified projects not completed/carried forward.**

- 1) The RPA did not determine requirements for speed feedback signs, funding sources that may be used for purchasing and installation or identify cities. This was due to other projects taking priority, this project may be revisited in the future when time allows.

e. **Project Description.** Implementation of the Long-Range Transportation Plan will be from July 1, 2023, to June 30, 2024. This activity is expected to take 1,309 person hours to complete. The total cost for completing the activity is \$62,001.00. Elements of this activity will address challenges and priorities in section III related to and [understanding the Infrastructure and Jobs Act](#) and [updating the long-range transportation plan](#) and include:

- 1) The transportation director will work with IDOT staff to interpret the Infrastructure and Jobs Act and to provide information to jurisdictions within the region. The transportation director will assist cities and counties in accessing funds and programs through the Infrastructure and Jobs Act.
- 2) The transportation director will continue to work with the City of Ottumwa and Wapello County to address the Quincy Avenue CP rail crossing, and to discuss other transportation items as needed.
- 3) The transportation director will work with Iowa DOT to determine the requirements for and funding sources that may be used, and small cities to determine the interest in preparing a grant application to purchase speed feedback signs for multiple small cities.
- 4) The transportation director and the summer intern will update the RPA's Long-Range Transportation Plan. This will involve gathering data, input from stakeholders,

creating maps and figures, developing first draft chapters, gathering public input, and developing a final draft.

- 5) The transportation director will assist urban areas (Fairfield, Oskaloosa, Ottumwa) with boundary updates. The transportation director will facilitate between the cities and IDOT, assist with meetings, provide technical assistance.
- f. **Product.**
- 1) Long-Range Transportation Plan DRAFT, Long-Range Transportation Plan FINAL draft.
  - 2) Updated signed urban boundary maps for Fairfield, Oskaloosa and Ottumwa.
- g. **Completion Date.** Long-Range Transportation Plan DRAFT chapters will be submitted to IDOT for review as they are completed, it is intended to have all of the draft completed by the end of February 2024 and begin the Public review and comment period by May 2024.

## 5. Passenger Transportation Plan (PTP)

- a. **Task Objective.** To implement the FY22 Passenger Transportation Planning process.
- b. **Previous Work.** FY22-3 TAG meetings, agendas and minutes. 2023 Passenger Transportation Plan.
- c. **Project Description.** Implementation of the Passenger Transportation Plan will be from July 1, 2023, to June 30, 2024. It is expected to take 126 person hours to complete. The total cost for completing the PTP is \$12,400.20.

The transportation director 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 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.** 2023-4 Transit Advisory Group agendas, minutes.
- e. **Completion Date.** One Transit Advisory Group meeting will be held before December 1<sup>st</sup>, 2023, and the second Transit Advisory Group meeting will be held before May 1<sup>st</sup>, 2024.

**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	589.12	6.93	6.93	2,800.00	2,156.35	2,156.35	7,715.68	1,928.92	9,644.60	0.070
2. PPP	2,693.12	31.68	31.68	12,800.00	9,857.60	9,857.60	35,271.68	8,817.92	44,089.60	0.320
3. TIP	589.12	6.93	6.93	2,800.00	2,156.35	2,156.35	7,715.68	1,928.92	9,644.60	0.070
4. LRTP	3,787.20	44.55	44.55	18,000.00	13,862.25	13,862.25	49,600.80	12,400.20	62,001.00	0.450
5. PTP	757.44	8.91	8.91	3,600.00	2,772.45	2,772.45	9,920.16	2,480.04	12,400.20	0.090
<b>TOTAL</b>	<b>8,416.00</b>	<b>99.00</b>	<b>99.00</b>	<b>40,000.00</b>	<b>30,805.00</b>	<b>30,805.00</b>	<b>110,224.00</b>	<b>27,556.00</b>	<b>137,780.00</b>	<b>1.000</b>
<i>FHWA Statewide Planning &amp; Research (SPR) program funding is transferred to FTA 5305e funding in a consolidated planning grant application.</i>										
<i>FHWA Surface Transportation Block Grant (STBG) program funding is transferred to FTA 5311 program funding in a separate FTA transfer grant application.</i>										

## 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.***