

**DRAFT**

# FY 2020 TRANSPORTATION PLANNING WORK PROGRAM

For the Region 10 Regional  
Planning Affiliation

April 1, 2019

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# FY 2020 Transportation Planning Work Program

*Outlining the East Central Iowa Council of Government's efforts to provide planning and programming technical support to the Region 10 Regional Planning Affiliation (RPA)*

## Introduction

### Description of Region 10 Planning Area

The Region 10 service area covers approximately 4,365 square miles and includes the counties of Benton, Cedar, Iowa, Johnson, Jones, Linn, and Washington (see Figure 1). The 2010 U.S. Census reported the Region's total population as 445,380 residents. The Region contains 73 municipalities, with more than 69 percent of the area's total population residing within the 16 urban communities with populations exceeding 2,500 persons. Almost 63 percent of this urban population, however, is concentrated in the Cedar Rapids and Iowa City.

The smaller urban communities located throughout the region are Belle Plaine and Vinton in Benton County; Tipton in Cedar County; Marengo and Williamsburg in Iowa County; Coralville and North Liberty in Johnson County; the City of Washington in Washington County; Anamosa and Monticello in Jones County; and Marion, Robins, Hiawatha and Mount Vernon in Linn County. The Region's small urban communities and rural towns primarily serve as agricultural service centers, but related small scale manufacturing activity is also found in many of these centers.

## Transportation Planning Within the Region

Three agencies, depicted in Figure 1, are responsible for transportation planning in Region 10: the East Central Iowa Council of Governments (ECICOG), the MPO of Johnson County, and the Corridor Metropolitan Planning Organization (MPO). These three agencies work together to coordinate transportation planning functions within the region; however, planning activities are divided among these agencies as follows:

### ECICOG

The East Central Iowa Council of Governments (ECICOG) works closely with the County Boards of Supervisors, Policy Committee members, and Transportation Technical Advisory Committee (TTAC) members from the seven participating counties. Most recently, the Regional Trails Advisory Committee (RTAC) was created to provide input regarding trail planning and regional Transportation Enhancement programming. In addition, the Passenger Transportation Planning Committee (PTAC) was created to provide input for the passenger transportation process. ECICOG prepares the *Transportation Planning Work Program (TPWP)*, the *Transportation Improvement Program (TIP)*, the *Long Range Transportation Plan*, the *Passenger Transportation Plan (PTP)*, and other special studies as appropriate. In addition, ECICOG is responsible for the preparation of the region's *Public Involvement Plan (PIP)*, the preparation of the public transit grant applications, and functions as the administrative agency for the regional transit system.



### MPO of Johnson County

This is the designated MPO to provide transportation planning services for the University of Iowa and the cities of Coralville, Iowa City, University Heights, North Liberty, and Tiffin. The transportation planning activities are conducted by the Transportation Planning Division and include the annual preparation of the TPWP, TIP, and specialized reports, which address relevant transportation issues confronting the Iowa City Urbanized Area. The MPO of Johnson County is also responsible for the preparation of all federal and state grant applications for the three urbanized transit systems in the area.

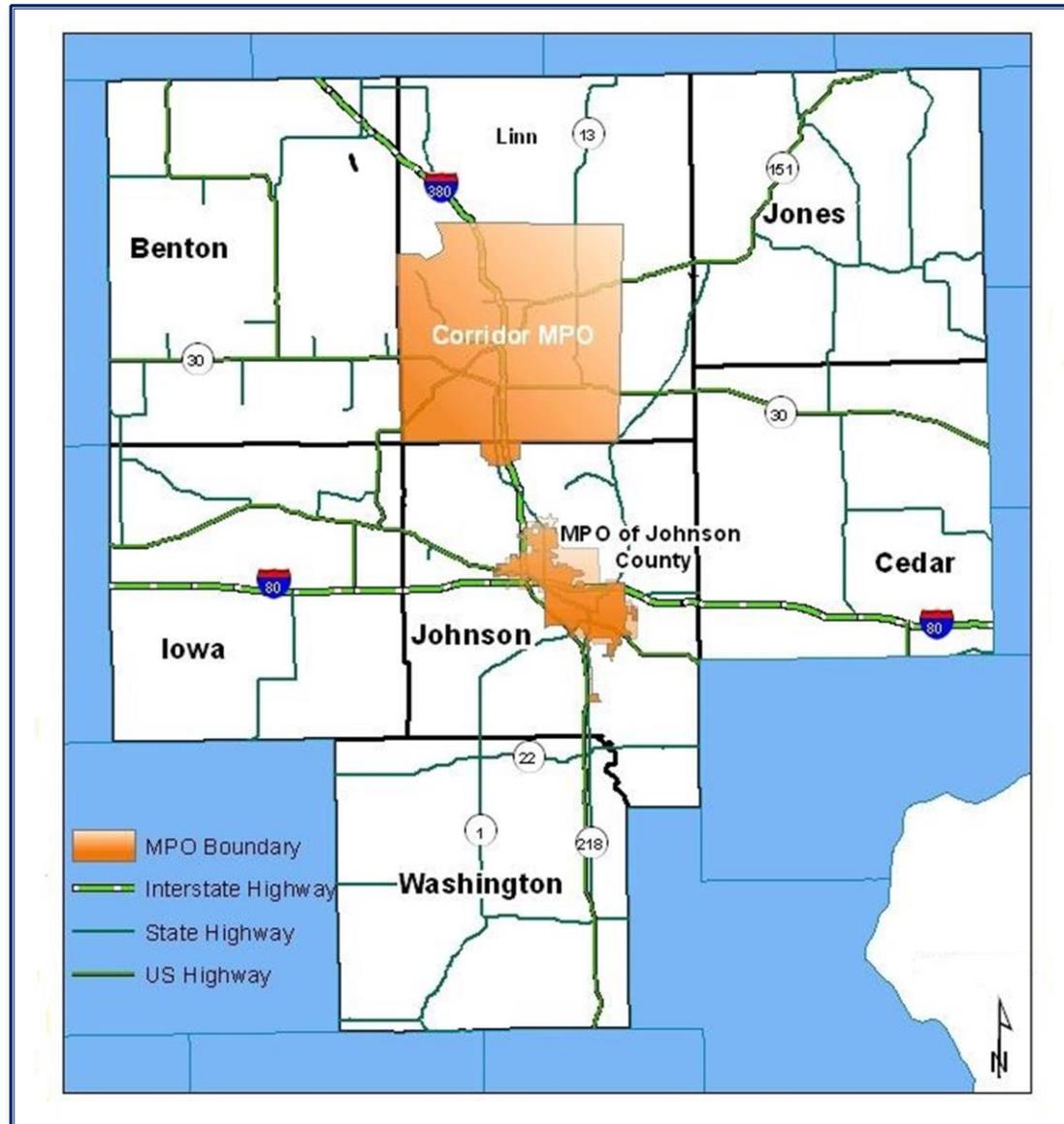


### Corridor MPO

This is the designated MPO for the Cedar Rapids Urbanized Area, which includes the Cities of Cedar Rapids, Marion, Ely, Fairfax, Hiawatha, and Robins. Corridor MPO is responsible for the preparation of the *Unified Work Plan Program* and the TIP for the metropolitan area. Corridor MPO is also responsible for coordinating public transit planning and grant activities with Cedar Rapids Transit, the urbanized public transit system.



Figure 1: Map of RPA 10



## Region 10 Planning Priorities and Challenges

The *Comprehensive Regional Development Strategy 2040* (CRDS 2040), a joint document that serves as the region's long range transportation plan was approved in 2017. The following were noted as planning priorities and challenges during the public input process.

### Assessment of Regional Transportation Challenges

CRDS 2040 noted that the movement of freight in the region as relatively good, however, maintenance of the roadway system requires attention. Accordingly, maintenance will be of particular concern as the network ages, or maintenance is deferred. The region will also need to develop new revenue sources and advocate for new state and federal revenues to address current and future needs. CRDS 2040 also noted a need for alternative modes of transportation, including public transit, passenger rail, and walking and biking facilities. A diverse transportation system is critical to keeping the region competitive and maintaining its quality of life. This is especially important as work begins to reconstruct the interchange at I-80 and I-380. The reconstructed interchange will improve safety and mobility in the corridor, but will significantly impact travel over multiple years as the work is completed.

### Summary of Transportation Priorities

CRDS 2040 outlined the following regional priorities:

Make Iowa's Creative Corridor a better place to travel, live, work and operate business by offering multiple transportation choices that are safe, accessible and convenient

- Continue work to implement the recommendations outlined in the Iowa Commuter Transportation Study, including express bus service between Cedar Rapids and Iowa City
- Maintain and market existing modal services, including public transit, carpool, and vanpool
- Promote [corridorrides.com](http://corridorrides.com) to inform residents and visitors about transportation options
- Complete construction of the trail connection between Cedar Rapids and Iowa City
- Coordinate with Jones County to designate and complete regional segments of the Grant Wood Loop Trail
- Coordinate with adjacent counties to complete a plan for the American Discovery Trail Eastern Iowa Parkway Plan
- Work with partners to maintain and enhance the Cedar Valley Nature Trail
- Work with regional partners to update the regional trails plan and assist with implementation of local trails plans
- Assist in the maintenance and enhancement of commercial air service at the Eastern Iowa Airport
- Work with regional airports to assist with implementation of master plans
- Continue to assist with rebranding of regional transportation services
- Develop annual Passenger Transportation Plan to identify regional transit needs and opportunities for collaboration/efficiencies
- Coordinate with Iowa DOT and area partners on passenger rail opportunities

### Improve the regional transportation system to make it a safe place to travel for all users

- Re-invigorate the Multi-Disciplinary Safety Team
- Participate in Iowa City Traffic Incident Management meetings to ensure effective coordination during Interstate 80/380 construction projects
- Identify and secure funding sources to implement needed safety improvements
- Participate in statewide traffic safety workshops and forums

### Preserve, improve and upgrade the regional transportation system for efficient movement of goods and services

- Coordinate with Iowa DOT on development and construction of new Intermodal Hub in the region
- Coordinate with Iowa DOT to ensure the timely completion of Highway 30 4-lane project in Benton County
- Coordinate with Iowa DOT on the completion of Interstate 80/380 interchange reconstruction
- Coordinate with Iowa DOT on the completion of Highway 100 from Edgewood Rd. to Highway 30 in Linn County
- Coordinate with Iowa DOT on the completion of Forevergreen Road interchange in Johnson County
- Coordinate with Iowa DOT on possible 6-lane expansion of I-80 in Johnson and Cedar Counties
- Coordinate with Iowa DOT on possible 4-lane expansion of Highway 30 in Linn and Cedar Counties
- Assist Iowa DOT with the associated mapping or other support needed for future autonomous vehicle efforts

### Preserve existing transportation infrastructure and maintain the system

- Educate regional partners on current best practices for transportation preservation
- Create plan for bridges that are fundamentally obsolete or structurally deficient
- Identify and secure funding sources to implement preservation projects
- Encourage regional partners to preserve, replace or upgrade existing infrastructure before building new infrastructure
- Prioritize regional funding applications for preservation/maintenance projects

### Maximize the use of available financial resources and identify new opportunities for funding transportation improvements

- Work with local governments and agencies to pursue eligible federal, state, and local funding sources as well as new funding sources that arise
- Maintain a regional process that ensures geographic equity in the programming of STBG funding
- Work with state and federal legislators to increase existing or establish alternative funding mechanisms for all transportation infrastructure and services
- Work with state and federal legislators to pass a stable, long range transportation bill that will provide adequate programs and funding for rural areas
- Educate regional agencies on all transportation funding opportunities that are currently available

## Region 10 Regional Planning Affiliation

In 1994, the Iowa Department of Transportation created the Regional Planning Affiliations (RPAs) to implement the provisions of the Intermodal Surface Transportation Efficiency Act (ISTEA). Specifically, RPAs were established to allow for local participation in the transportation planning and programming process. The RPA's role was renewed in ensuing authorizations, and with the most recent reauthorization known as the FAST Act. RPA 10, which is staffed by the East Central Iowa Council of Governments, was founded to serve the local governments of Benton, Cedar, Iowa, Johnson, Jones, Linn, and Washington Counties.

## Region 10 Transportation Policy Committee

The Policy Committee was established in 1994 with the membership comprised of representatives of Benton, Cedar, Iowa, Johnson, Jones, Linn, and Washington Counties. Members include two elected officials from each affiliated county, and are appointed by their respective Board of Supervisors.

Member	Title	Representation
Tracy Seeman	County Supervisor	Benton County
Mitch McDonough	Urbana Mayor	Benton County
Brad Gaul	County Supervisor	Cedar County
Rob Fangmann	County Engineer	Cedar County
Kevin Heitshusen	County Supervisor	Iowa County
Vicki Pope	County Supervisor	Iowa County
Tom Brase	Johnson County SEATS Director	Johnson County
Rod Sullivan	County Supervisor	Johnson County
Jon Zirklebach	County Supervisor	Jones County
Doug Herman	City Administrator	Jones County
Darrin Gage	Director of Policy and Administration	Linn County
Les Beck	Director of Planning and Development	Linn County
Bob Yoder	County Supervisor	Washington County
Brent Hinson	City Administrator	Washington County
Cathy Cutler	Iowa DOT	Ex Officio
Darla Hugaboom	FHWA - Iowa Division	Ex Officio
Daniel Nguyen	FTA - Region 7	Ex Officio

## Region 10 Transportation Technical Advisory Committee

The Transportation Technical Advisory Committee (TTAC) was formed by the RPA. Members include three representatives from each of the affiliated counties, and are appointed by their respective Board of Supervisors. The TTAC reviews all transportation plans and programs, and provides recommendations to the Policy Committee on all aspects of these plans and programs.

Member	Title	Representation
Myron Parizek	County Engineer	Benton County
Ben Vierling	Assistant to County Engineer	Benton County
Rick Erickson	City Engineer	Benton County
Rob Fangmann	County Engineer	Cedar County
Brian Meinsma	Assistant to County Engineer	Cedar County
Steve Nash	City of Tiffin	Cedar County
Nick Amelon	County Engineer	Iowa County
Matt Amelon	Assistant to County Engineer	Iowa County
Kevin Heitshusen	County Supervisor	Iowa County
Greg Parker	County Engineer	Johnson County
Rob Winstead	Assistant to County Engineer	Johnson County
Rod Sullivan	County Supervisor	Johnson County
Derek Snead	County Engineer	Jones County
Todd Postel	Assistant to County Engineer	Jones County
Brenda Leonard	Emergency Management	Jones County
Brad Ketels	County Engineer	Linn County
Randy Burke	Planner	Linn County
Jon Resler	Assistant to County Engineer	Linn County
Jacob Thorius	County Engineer	Washington County
David Patterson	Assistant to the County Engineer	Washington County
Leland Belding	Consultant to City of Washington	Washington County
Cathy Cutler	Iowa DOT	Ex Officio
Darla Hugaboom	FHWA – Iowa Division	Ex Officio
Daniel Nguyen	FTA – Region 7	Ex Officio

## Region 10 Passenger Transportation Advisory Committee

The Passenger Transportation Advisory Committee (PTAC) was formed by the RPA. Members include two representatives from each of the affiliated counties, and are appointed by their respective Board of Supervisors. The PTAC reviews all transit plans and programs, and provides recommendations to the Policy Committee on all aspects of these plans and programs.

Member	Title	Representation
Dana Burmeister	Benton County Transportation	Benton County
Carol Zander	Benton County Social Services	Benton County
Jon Bell	Board of Supervisors	Cedar County
Julie Tischuk	Cedar County Social Services	Cedar County
Aaron Sandersfeld	Iowa County Transportation	Iowa County
Marilyn Austin	Citizen	Iowa County
Tom Brase	Johnson County SEATS Director	Johnson County
Kelly Schneider	Mobility Coordinator	Johnson County
Kathy Koerperich	Jones County JETS	Jones County
Lucia Herman	Jones County Social Services	Jones County
Terry Bergen	Mobility Coordinator	Linn County
Tom Hardecopf	Linn County LIFTS	Linn County
Bobbi Wolf	Washington County Social Services	Washington County
Cris Gaughan	Washington County MiniBus	Washington County
Cathy Cutler	Iowa DOT	Ex Officio
Darla Hugaboom	FHWA – Iowa Division	Ex Officio
Daniel Nguyen	FTA – Region 7	Ex Officio

## Region 10 Regional Trails Advisory Committee

The Regional Trails Advisory Committee (RTAC) was formed by the RPA. Members include two representatives from each of the affiliated counties, and are appointed by their respective Board of Supervisors. The RTAC reviews all trails-related plans and programs, and TAP applications and provides recommendations to the Policy Committee on all aspects of these plans and programs.

Member	Title	Representation
Randy Scheel	Citizen	Benton County
Mark Pigenot	County Conservation Board	Benton County
Rob Fangmann	County Engineer	Cedar County
Mike Dauber	County Conservation Director	Cedar County
Nick Amelon	County Engineer	Iowa County
Matt Amelon	Assistant to County Engineer	Iowa County
Brad Freidhof	Conservation	Johnson County
Becky Soglin	Sustainability Office	Johnson County
Brad Mormann	County Conservation Director	Jones County
Dusty Embree	Citizen	Jones County
Randy Burke	Linn County Conservation	Linn County
Ryan Schlader	Linn County Conservation	Linn County
Zach Rozmus	County Conservation Director	Washington County
Mike Driscoll	Citizen	Washington County
Cathy Cutler	Iowa DOT	Ex Officio
Darla Hugaboom	FHWA – Iowa Division	Ex Officio
Daniel Nguyen	FTA – Region 7	Ex Officio

# TPWP Development

The TPWP summarizes ECICOG's efforts to provide planning and programming technical support to the RPA. It reflects the anticipated work activities with commensurate budget and assignment of personnel time for the contract period of FY 2020. The work programmed was developed with input provided by the Policy Committee, ECICOG Board of Directors, ECICOG Executive Director, and ECICOG Transportation Department staff. Their input is compiled into a draft work program, and reviewed for concurrence. Work activities will be performed by the Transportation Director.

All activities will be conducted in conformance with the requirements of the federal transportation legislation or any reauthorizing legislation, and with the guidance provided by the Iowa DOT.

This document should be referred to as necessary for information regarding the agency's budget and staffing and the relationship of regional transportation planning to MPO activities.

## Transportation Planning Work Program (TPWP)

**Time Allocation: 2% (56 hours); Fund Allocation: \$3,640**

### Task Objective

Annually prepare a program to identify and direct the RPA's transportation planning activities.

### Previous Work

Complete the work activities and reimbursement requests noted in the FY 2020 TPWP, and develop FY 2021 TPWP.

### Project Description

Prepare a document detailing the transportation planning activities for the coming year, including a project justification, schedule, budget, and staffing requirement for each activity. The Transportation Director will perform this work.

### Products

Prepare *FY 2021 TPWP* for RPA approval and submittal to the Iowa Department of Transportation (Iowa DOT) – January-April 2020.

Prepare FY 2020 quarterly reimbursement requests – July 2019-June 2020.

## Regional Public Involvement Plan (PIP)

Time Allocation: 10% (290 hours); Fund Allocation: \$18,850

### Task Objective

The RPA's public participation program will have two basic objectives: 1) to disseminate the maximum amount of information about the transportation planning process to as many interested members of the general public as possible; and 2) to actively seek responses from the region regarding transportation problems, priorities, and potential solutions.

### Previous Work

In August 2016 the RPA completed the process to review and update the PIP. New procedures for participation were outlined in the update.

### Project Description

The public involvement activities outlined below will be completed by the Public Information Specialist, with support from the Transportation Director.

### Products

- Prepare quarterly issues of *ECICOG Express*, ECICOG's newsletter that includes articles dedicated to issues of transportation, and distributed to established e-mail list (approximately 300). The list will be reviewed and updated to include all segments of the population (e.g. minorities, elderly, and low-income) – Quarterly
- Maintain agency website to educate and inform the public of transportation issues – As necessary
- Maintain agency Facebook page to educate and inform the public of planning and transportation issues – As necessary
- Hold public input opportunities in conjunction with PIP, PTP, and TIP review period – January-March 2020
- Maintain *Title VI Plan* – Ongoing
- Prepare monthly *ECICOG Area Grant Opportunities* newsletter

## Long Range Transportation Planning

**Time Allocation: 11% (319 hours); Fund Allocation: \$20,735**

### Task Objective

The transportation planning process is intended to be comprehensive, collaborative, and continuing. The RPA has determined that a multi-modal plan and specific modal plans will provide a comprehensive transportation plan for the region.

### Previous Work

In 2015, ECICOG agreed to partner with area leaders to hire a consultant to complete the Creative Corridor Regional Vision Strategy (RVS), and update to the Comprehensive Regional Development Strategy (CRDS). Although the RVS process has been delayed, the CRDS update, known as CRDS 2040, was completed in early FY 2017. Throughout the remainder of FY2019, ECICOG worked with area partners to complete the RVS process. To the degree that the final RVS addresses regional transportation, it may be submitted to Iowa DOT.

During 2014, ECICOG also participated in the Iowa DOT's effort to complete the *Iowa Commuter Transportation Study*, a commuter study of the I-380 Corridor and surrounding region. ECICOG also completed a full update to the *Passenger Transportation Plan (PTP)*. Throughout 2015, ECICOG worked with area partners to implement the recommendations outlined in these documents. In October 2016, ECICOG launched two new programs under the CorridorRides brand. These included a regional vanpool program and ridesharing program. ECICOG also worked to incorporate the regional public transit service, formerly known as East Central Iowa Transit, into the CorridorRides brand. Throughout FY 2019, ECICOG developed and implemented an extensive marketing effort to promote the CorridorRides brand and most significantly, the new transportation services. Marketing included billboard displays, paid Facebook advertising, television ads, and radio ads. The marketing efforts will continue into FY 2020.

In coordination with Iowa Northland Regional Council of Governments (INRCOG) and Bi-State Regional Planning Commission, ECICOG has also assisted area conservation departments in their strategic planning process for the American Discovery Trail in eastern Iowa.

### Project Description

The region values the previously established unified planning process. Accordingly, the intent is to complete an update to the unified document. When complete, ECICOG will begin work on a regional trail plan update. The Transportation Director, Transit Administrator, and Public Information Specialist will perform this work jointly.

### Products

#### **L RTP**

Participate in RVS process, and if necessary, amend CRDS 2040 to align the two processes – July 2019

Work with RTAC to develop regional trails plan update – draft complete August 2019

### **Transportation Related Studies**

Be an active participant in transportation/corridor studies:

- Continue to work with INRCOG and Bi-State to assist conservation departments in the area with their joint trail planning efforts along the American Discovery Trail in eastern Iowa – Ongoing
- Work with agency Solid Waste & Environmental Department staff to ensure that transportation impacts are considered in hazard mitigation and watershed planning activities – Ongoing
- Work with agency Housing & Community Development Department staff to ensure that noise sensitive development is kept a safe distance from busy highways – Ongoing
- Continue to work with Iowa DOT and the CorridorRides Steering Committee to implement the service enhancements outlined in the Iowa Commuter Transportation Study

### **PTP**

The due date for the PTP update has been moved to FY2021 to better align with the LRP process. In the interim, staff will submit complete the following work:

- Coordinate meetings with PTAC – Quarterly
- Meet with Corridor MPO and MPO of Johnson County to discuss opportunities for coordinated passenger transportation services in the Cedar Rapids-Iowa City Corridor – Ongoing
- Submit PTAC minutes and necessary documentation to Iowa DOT – June 2020

## Regional Transportation Improvement Program (TIP)

**Time Allocation: 10% (290 hours); Fund Allocation: \$18,850**

### Task Objective

Prepare a prioritized list of all eligible Federal Aid transportation projects throughout the region.

### Previous Work

Since 2015 the RPA has required potential applicants to attend a Pre-Application Workshop. The workshop provides an overview of the RPA, a review of federal funding programs and requirements, and a summary of the regional application process. Workshops have been held in October and applications are due in December. This is the process was used in the development of the FY 2020-2023 TIP.

### Project Description

Complete a four-year, fiscally-constrained program detailing the use of federal funds for highway, bridge, transit, and enhancement projects. The Transportation Director, Transit Administrator, and Public Information Specialist will perform this work jointly.

### Products

- Develop an application process for regional STBG funding, including a process to allow applicants to “borrow forward” – January-August, 2019
- Distribute STBG and TAP applications to cities and counties – September 1, 2019
- Pre-Application Workshop for potential applicants – October 2019
- Prepare the FY 2021-2024 TIP for RPA approval and submittal to the Iowa DOT during April 2020. The TIP will include: a regional program of transportation projects for the seven-county region; recommended STBG project priorities for targeted regional funds; recommended program priorities for other federally, state, or locally funded projects; and a program of TAP projects to be funded with regional targeted or statewide funds – January-April 2020
- Staff assistance to applicants/potential applicants – September 2019-April 2020

## Short Range Planning

**Time Allocation: 67% (1,845 hours); Fund Allocation: \$119,925**

### Task Objective

Carry out short range planning activities like mapping, data collection, conference attendance, committee support, MDST support, coordination with area MPOs, technical assistance to member governments, and general administrative support to the RPA.

### Previous Work

In the past years, this work has included participation on county trail committees, grant writing services (State Recreational Trail, Federal Recreational Trail, State Enhancement, Safe Routes to School), coordination with area MPOs (Corridor MPO and MPO of Johnson County), participation in RPA meetings hosted by Iowa DOT, administrative support for RPA committees, and technical assistance to local governments for earmarks, and/or project development. The most significant work in this area in the past couple of years has been staff support to implement the CorridorRides vanpool and ridesharing programs, as well as the re-branding of the regional transit system. The vanpool and carpool programs were launched in October 2016, and work continued throughout FY 2019 to market these new programs regionally. The regional re-branding of the transit system has resulted in the development and implementation of new vehicle signage in 2018 and 2019. On October 1, 2018, the 380 Express was launched to provide commuter bus service along the I-380 corridor.

### Project Description

ECICOG intends to maintain the previous year's contacts and will likely provide additional assistance as requested. Current known projects include:

- Participation in RPA meetings in Ames and/or online
- Administer RPA activities
- Continue work with area trail committees
- Provide grant writing services as requested
- Provide mapping assistance utilizing GIS regarding transportation planning and demographic information
- Maintain contact with local governments for dissemination of transportation planning and programming information
- Continue coordination with area MPOs
- Staff and support the CorridorRides Steering Committee and affiliated sub-committees toward implementation of the Iowa Commuter Transportation Study
- Continue to work with area advisory committees to enhance commuter services.

The Transportation Director, Transit Administrator, and Public Information Specialist will perform this work jointly.

### Products

- Continued, enhanced marketing of CorridorRides services - ongoing.
- Provision of effective transportation planning information and services to member governments – Ongoing, July 2019-June 2020

# Budget and Funding Sources

Funding Sources	
SPR Funds	\$32,675
FHWA STBG	\$80,000
FTA 5311	\$27,945
FTA 5305e	\$4,730
<b>Total Federal (80%)</b>	<b>\$145,350</b>
<b>Total Local (20%)</b>	<b>\$36,650</b>
<b>Total</b>	<b>\$182,000</b>

Budget Summary									
Work Element	Costs	Indirect Costs	Direct Costs	Federal FTA 5305e	Federal STBG	Federal SPR	Federal 5311	Local Match	Total Staff Hours
TPWP (2%)	\$3,640	\$385	\$3,255	\$0	\$2,912	\$0	\$0	\$728	56
PIP (10%)	\$18,850	\$1,998	\$16,852	\$0	\$0	\$15,080	\$0	\$3,770	290
Long-Range Planning (11%)	\$20,735	\$2,198	\$18,537	\$0	\$0	\$16,588	\$0	\$4,147	319
TIP (10%)	\$18,850	\$1,998	\$16,852	\$0	\$15,080	\$0	\$0	\$3,770	290
Short-Range Planning (67%)	\$119,925	\$12,712	\$107,213	\$4,730	\$62,008	\$1,007	\$27,945	\$24,235	1,845
<b>Total</b>	<b>\$182,000</b>	<b>\$19,291</b>	<b>\$162,709</b>	<b>\$4,730</b>	<b>\$80,000</b>	<b>\$32,675</b>	<b>\$27,945</b>	<b>\$36,650</b>	<b>2,800</b>

# Resolution

Resolution will be included in the final draft

# Other Required Items

## 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 Transportation Electronic Award Management System (TrAMS). 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 the following link, [www.fhwa.dot.gov/planning/priorapprovals.cfm](http://www.fhwa.dot.gov/planning/priorapprovals.cfm), 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 Office of Systems Planning. Four hard copies of the revision shall also be sent to Systems Planning, which will be forwarded to the DOT District, 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 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 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.***

# Attachment 1 - Self-Certification of Procurement and Consultant Selection Procedures

In the event that ECICOG purchases equipment or contracts for consultant services that will be reimbursed with federal transportation planning funds, the agency ensures that it shall adhere to the plans and procedures outlined in Iowa Administrative Code 761, Chapter 20.

Note: ECICOG does not intend to contract with a consultant in FY 2020 to complete the transportation planning work outlined in this document.

## Attachment 2 - Cost Allocation Plan

ECICOG utilizes a cost allocation plan for the purposes of costing out indirect expenses across agency programs. Personnel costs (salaries and benefits) are used for the allocation base. Each department, other than Administration (which is 100% indirect), is allocated a percentage of indirect costs equal to the percentage that the department's personnel costs represent of the total personnel costs. Allocated costs are identified through a determination of cost pools, and are allowable and allocable according to 2 CFR Part 225.

**Will be included in the final draft**

































## Attachment 3 – Carryover Policy

**Note:** In FY 2020, ECICOG does not have any carryover funds available, but the information provided conveys the current understanding between the RPA and Iowa DOT regarding the use of these funds.

### Background

Each year, federal planning funds from both the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) are combined into a new consolidated planning grant (CPG) under the FTA. This includes all federal transportation funds that are utilized by metropolitan planning organizations (MPOs) and regional planning affiliations (RPAs) in Iowa for planning, including FHWA metropolitan planning (PL), state planning and research (SPR), and surface transportation block grant (STBG) funds and FTA 5305d, 5305e, and 5311 funds. The FHWA funding sources are transferred to FTA for inclusion in the CPG, and once funds are part of an awarded CPG they are unable to be deobligated for other purposes.

Carryover is defined as any unspent funding that has been targeted to the agency, but is not included in the agency's current state fiscal year (SFY) budget. During the Transportation Planning Work Program (TPWP) development cycle, carryover 'targets' that show the current balances of carryover funding are provided to the agency along with targets for new federal funding. However, it should be noted that an agency does not have to wait for the next TPWP cycle to utilize carryover funding if there are anticipated needs in the current fiscal year. Unbudgeted funding is available to the planning agency to be amended into its budget at any time. Unspent funding from the prior SFY is available to the planning agency to be amended into its budget following close-out of the prior SFY.

When developing the TPWP, agencies are required to program carryover funding before programming new funding. When reimbursement requests are submitted to the Iowa Department of Transportation (DOT), payments are made by utilizing the oldest funding source in the agency's planning agreement. Funding is drawn down first by age, then sequentially by source. This helps streamline bookkeeping and ensure that funding within older CPGs is utilized prior to funding within newer CPGs.

Since MPOs and RPAs are allowed to carry over unused federal planning funds rather than being required to draw them down within a fiscal year, multiple CPGs are open at any given time. FTA has asked Iowa DOT to ensure funds are being drawn down in a timely manner and to work to limit the number of CPGs that are open. Furthermore, the new grant management system FTA launched in 2016 requires additional documentation and justification to keep a grant open past its original end date.

In order to satisfy FTA while still providing flexibility to MPOs and RPAs, Iowa DOT has implemented internal steps to reduce the number of CPGs that are open, and has also developed the policy outlined below. Internal steps that Iowa DOT has taken include discussing the necessity of STBG transfers with individual agencies when substantial carryover balances exist, and evaluating planning agreements and amending them if

necessary early in the SFY to ensure any older funding that was unspent in the previous SFY is utilized prior to newer funding. The MPO/RPA carryover policy, which is outlined below, took effect as part of the SFY 2018 TPWP cycle.

The internal changes and the MPO/RPA carryover policy will help Iowa DOT manage carryover balances that have become problematic for a small number of planning agencies. Over time, reduced carryover balances will allow Iowa DOT to maintain fewer open CPGs. In addition, the policy will prevent unnecessary funding transfers from FHWA to FTA, thus enabling SPR and STBG funding to be used more efficiently.

### **MPO/RPA Carryover Policy**

At the beginning of the calendar year, each planning agency's average annual federal transportation planning expenditures, based on the past five state fiscal years, will be calculated. If an agency has available carryover balances<sup>1</sup> totaling more than this average, the following will apply.

**RPA:** The agency will receive its FTA allocation of 5305e and/or 5311 funding. The agency will not receive an SPR allocation or be allowed to transfer STBG funds for planning unless it can substantiate anticipated budget needs tied to significant expenditures (e.g., LRTP update, equipment purchases, consultant services, etc.).

**MPO:** The agency will receive its FHWA PL allocation and FTA 5305d allocation. The agency will not be allowed to transfer STBG funds for planning unless it can substantiate anticipated budget needs tied to significant expenditures (e.g., LRTP update, equipment purchases, consultant services, etc.).

Every year prior to or during the distribution of annual targets, each agency will be provided with its average annual federal expenditures and carryover balances and informed whether or not its SPR and/or STBG funds will be constrained due to available carryover balances. The agency will be provided an opportunity to respond and substantiate any anticipated significant expenditures during the upcoming contract year that would necessitate the SPR and/or STBG funding transfer. Iowa DOT will consider these needs and provide a response to the agency prior to distributing final targets. Any STBG constrained through this process will remain part of the planning agency's STBG balance, and will be available for programming towards other projects. Any SPR constrained through this process will remain with Iowa DOT, and utilized as part of its SPR program.

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<sup>1</sup> Carryover balances include any unspent funding that has been targeted to the agency, but is not included in the agency's current SFY budget.

## Attachment 4 – Title VI

As part of the MPO/RPA TPWP development process, agencies are encouraged to review their Title VI documentation to ensure it is current, and update appropriate components if it is not. This includes Title VI programs (for FTA), Title VI plans (for FHWA), and Title VI assurances. Title VI programs need to be updated every three years and when the agency’s Executive Director and/or Title VI coordinator changes. Title VI plans and assurances need to be updated when the agency’s Public Participation Plan (PPP) is updated and when the agency’s Executive Director and/or Title VI coordinator changes. If PPP or personnel changes do not occur and trigger updates, Title VI plans and assurances need to be updated every five years.

RPA 10’s Title VI Documentation was most recently submitted on October 23, 2017.

# Attachment 5 – Glossary

CRDS 2040- Comprehensive Regional Development Strategy 2040

ECICOG – East Central Iowa Council of Governments

FHWA – Federal Highway Administration

Fast Act – Fixing America’s Surface Transportation Act

FTA – Federal Transit Administration

Iowa DOT – Iowa Department of Transportation

LRTP – Long Range Transportation Plan

MPO – Metropolitan Planning Organization

PIP – Public Involvement Plan

PTAC – Public Transit Advisory Committee

PTP- Passenger Transportation Plan

RPA – Regional Planning Affiliation

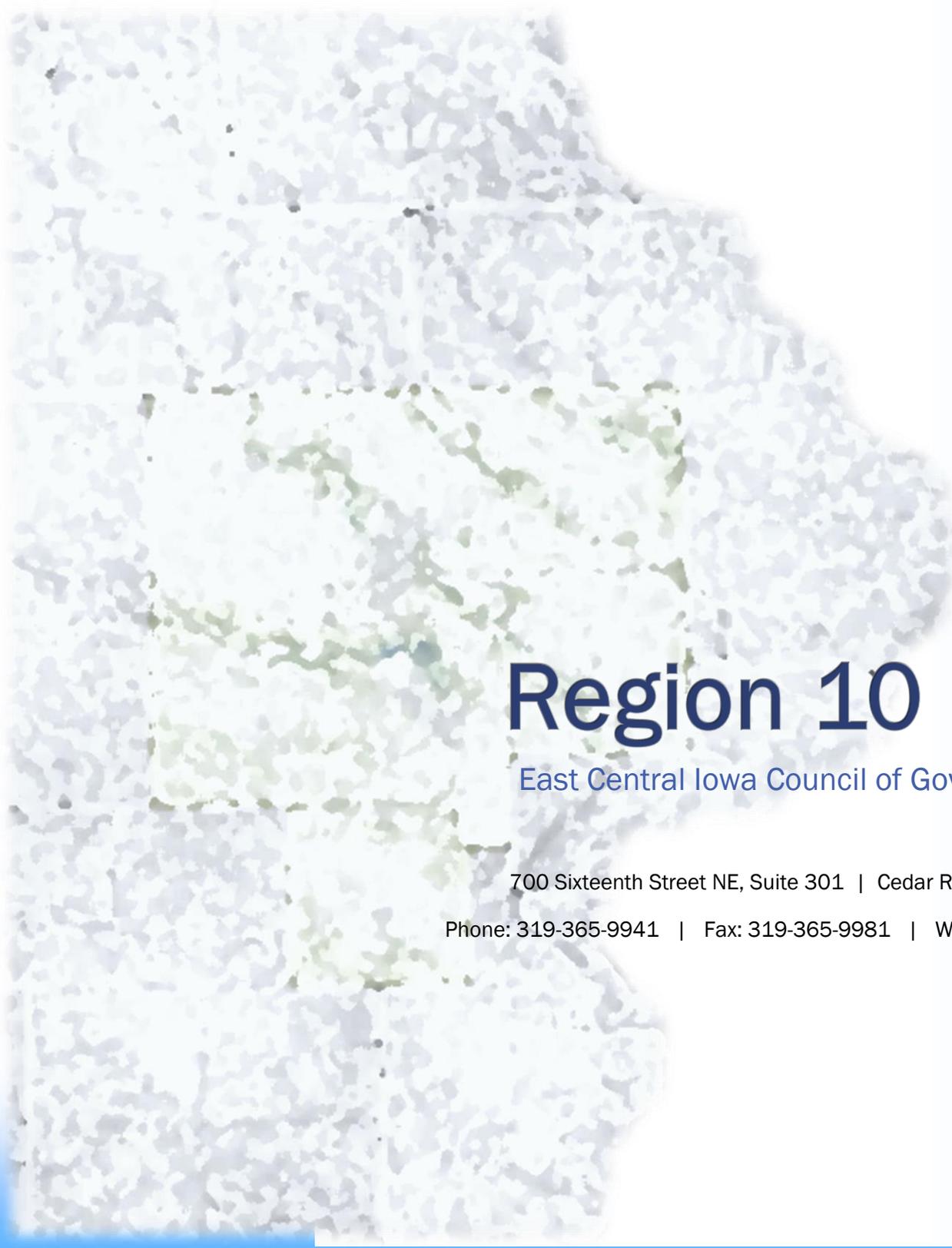
RTAC – Regional Trails Advisory Committee

TIP – Transportation Improvement Program

TPWP – Transportation Planning Work Program

TrAMS – Transportation Award Management System

TTAC – Transportation Technical Advisory Committee



# Region 10 RPA

East Central Iowa Council of Governments

700 Sixteenth Street NE, Suite 301 | Cedar Rapids, IA 52402

Phone: 319-365-9941 | Fax: 319-365-9981 | Website: [www.ecicog.org](http://www.ecicog.org)