

FINAL



FY 2024 TRANSPORTATION PLANNING WORK PROGRAM

April 26, 2023

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

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FY 2024 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)

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 2020 U.S. Census reported the Region’s total population as 487,106 residents. The Region contains 73 municipalities, with more than 69 percent of the area’s total population residing within the 16 urban communities with

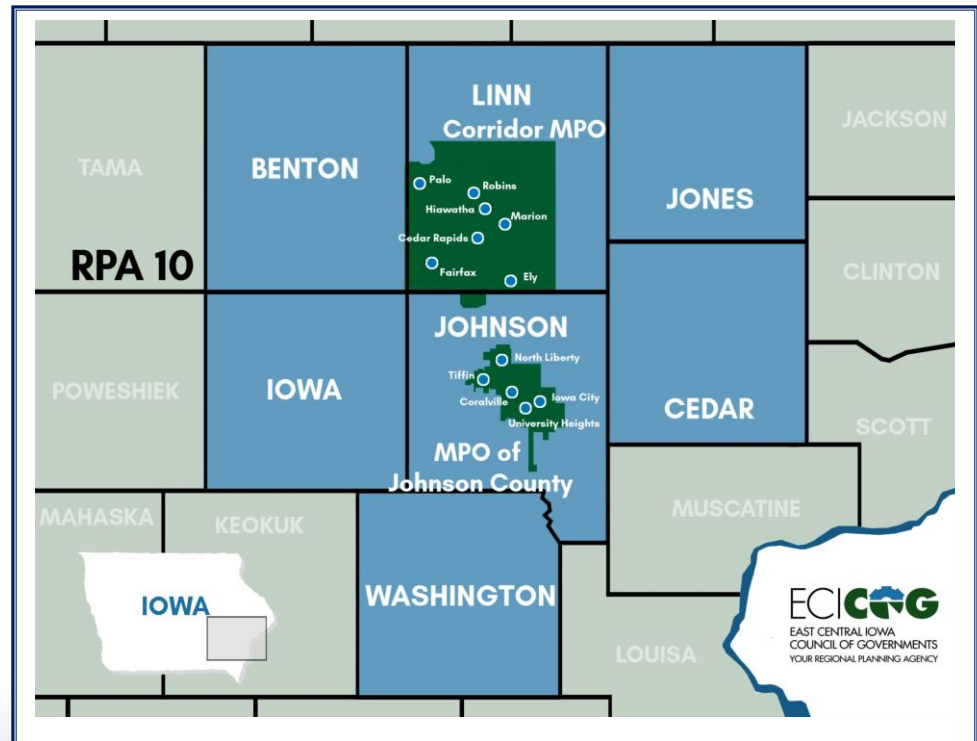
populations exceeding 2,500 persons. Almost 63 percent of this urban population, however, is concentrated in the Cedar Rapids and Iowa City.

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:

Figure 1: Map of RPA 10



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, Palo, and Robins. Corridor MPO is responsible for the preparation of the TPWP 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.

Region 10 Planning Priorities and Challenges

The current federal transportation legislation (23 CFR 450.306(b)) notes that the transportation planning process shall be continuous, cooperative, and comprehensive, and provide for consideration and implementation of projects, strategies, and services that address the planning factors. These planning factors include projects and strategies that will:

- Support economic vitality
- Increase safety of the transportation system
- Increase the security of the transportation system
- Increase the accessibility and mobility of people and freight
- Protect and enhance the environment and promote conservation
- Enhance the integration and connectivity of the system access and between modes
- Promote efficient system management and operation
- Emphasize the preservation of the existing transportation system.

The RPA 10 Long Range Transportation Plan 2022-2050 (LRTP), approved in July 2022, identified the planning challenges and priorities cited below.

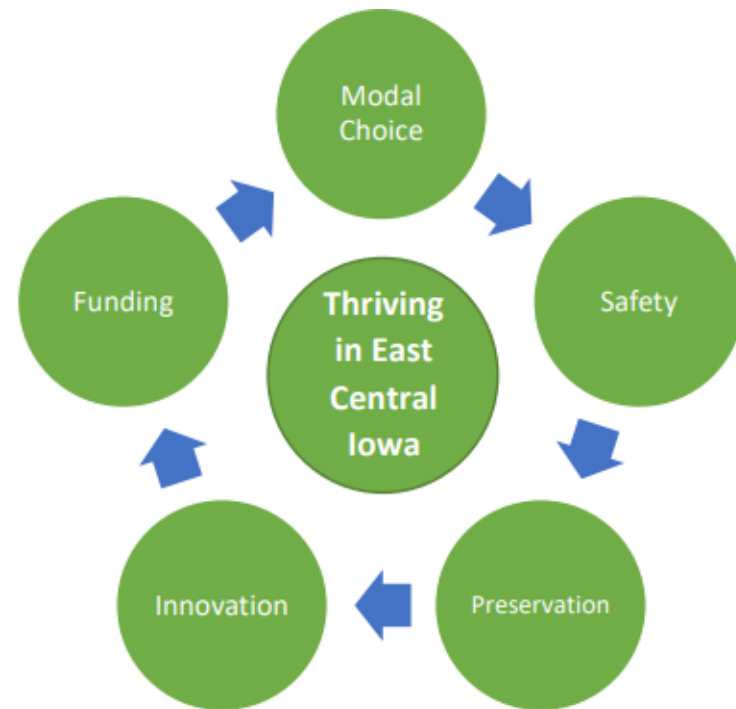
Assessment of Regional Transportation Challenges and Summary of Priorities

LRTP noted that the movement of freight in the region is relatively good, however, maintenance of the roadway system requires attention. In addition, the plan noted the need to develop new revenue sources and advocate for new state and federal revenues to address current and future needs. LRTP also noted the aging population and a need for alternative modes of transportation, including public transit, passenger rail, and walking and biking facilities. In addition, the plan recognized that a diverse transportation system is critical to keeping the region competitive and maintaining its quality of life.

To ensure the vision of “Thriving in East Central Iowa,” the LRTP identified the following transportation priorities.

The transportation network will:

- enrich the regional quality of life by offering multiple transportation choices,
- make the system safe for all users,
- preserve the existing transportation system,
- protect and sustain the region’s natural resources,
- embrace innovation to enhance the network, and
- maximize available financial resources.



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 by Iowa DOT following ensuing authorizations, and with the most recent reauthorization known as the Bipartisan Infrastructure Law. 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, or someone directly responsible to elected officials, 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
Chris Montross	County Supervisor	Iowa County
Tom Brase	Johnson County SEATS Director	Johnson County
Jon Green	County Supervisor	Johnson County
Jon Zirklebach	County Supervisor	Jones County
Dave Goedken	Monticello Mayor	Jones County
Adam Griggs	Central City Mayor	Linn County
Kirsten Running-Marquardt	County Supervisor	Linn County
Bob Yoder, Vice Chair	County Supervisor	Washington County
Jaron Rosien	Washington Mayor	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
vacant		Benton County
vacant		Benton County
Rob Fangmann	County Engineer	Cedar County
Alex Anderson	Assistant to County Engineer	Cedar County
Steve Nash	City of Tipton	Cedar County
Nick Amelon, Chair	County Engineer	Iowa County
Matt Amelon, Vice Chair	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
Jon Green	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
Carter Baldwin	Linn County LIFTS	Linn County
Garret Reddish	Assistant to County Engineer	Linn County
Jacob Thorius	County Engineer	Washington County
Jaron Rosien	Washington Mayor	Washington County
Dennis Murray	Assistant to the County Engineer	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
Dean Vrba	Benton County Transportation	Benton County
Jessica Meyer	Benton County Social Services	Benton County
Jon Bell	Board of Supervisors	Cedar County
Julie Tischuk	Cedar County Social Services	Cedar County
Becky Fry	Iowa County Transportation	Iowa County
Alan Schumacher	Iowa County Board of Supervisors	Iowa County
Tom Brase	Johnson County SEATS Director	Johnson County
Kelly Schneider	Mobility Coordinator	Johnson County
Jamie Ginter	Jones County JETS	Jones County
Lucia Herman	Jones County Social Services	Jones County
David Thielen	Linn County Community Services	Linn County
Carter Baldwin	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, Vice Chair	Conservation	Johnson County
Becky Soglin	Sustainability Office	Johnson County
Brad Mormann, Chair	County Conservation Director	Jones County
Lisa McQuillen	Citizen	Jones County
Randy Burke	Linn County Conservation	Linn County
Ted Doscher	Linn County Conservation	Linn County
Zach Rozmus	County Conservation Director	Washington County
Richard Young	County Supervisor	Washington County
Cathy Cutler	Iowa DOT	Ex Officio
Darla Hugaboom	FHWA – Iowa Division	Ex Officio
Daniel Nguyen	FTA – Region 7	Ex Officio

TPWP Development

On December 30, 2021, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) Offices of Planning jointly issued Planning Emphasis Areas (PEAs), noted to the right, which should be considered in the development of the TPWP.

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 2024. The work programmed was developed in consideration of the PEAs and 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, with assistance from the Executive Director, Administrative Assistant, Transit Planner, ECICOG Planning Fellow, and Communications Specialist.

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.

Planning Emphasis Areas (PEAs)

Tackling the Climate Crisis-Transition to a Clean Energy, Resilient Future: use the transportation planning process to accelerate the transition toward electric and other alternative fueled vehicles, plan for a sustainable infrastructure system that works for all users, and undertake actions to prepare for and adapt to the impacts of climate change

Equity and Justice in Transportation Planning: advance racial equity and support for underserved and disadvantaged communities to ensure public involvement in the planning process and plans and strategies reflect various perspectives, concerns, and priorities from impacted areas

Complete Streets: plan, develop, and operate streets and networks that prioritize safety, comfort, and access to destinations for pedestrians, bicyclists, transit riders, micro-mobility users, freight delivery services, and motorists

Public Involvement: increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices

Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination: coordinate with representatives from the DOD in the transportation planning and project programming process on infrastructure and connectivity needs for STRAHNET routes and other public roads that connect to DOD facilities 3

Federal Land Management Agency (FLMA) Coordination: coordinate with FLMAs in the transportation planning and project programming process on infrastructure and connectivity needs related to access routes and other public roads and transportation services that connect to Federal lands

Planning and Environment Linkages (PEL): implement collaborative and integrated approach to transportation decision-making that considers environmental, community, and economic goals early in the transportation planning process to avoid and minimize the impacts on human and natural resources

Data in Transportation Planning: incorporate data sharing and consideration into the transportation planning process for efficient use of resources and improved policy and decision-making

Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation

Enhance travel and tourism

Administration

Transportation Planning Work Program (TPWP)

Time Allocation: 2% (45 hours); Fund Allocation: \$3,375 Direct Expense: \$3,044 Indirect Expense: \$331

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 2024 TPWP and develop FY 2025 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, with assistance from the Executive Director and Administrative Assistant.

Products

Prepare *FY 2025 TPWP* for RPA approval and submittal to the Iowa Department of Transportation (Iowa DOT) – January-April 2024.

Prepare FY 2024 quarterly reimbursement requests – July 2023-June 2024.

Administration of Overall RPA 10 Activities

Time Allocation: 825% (700 hours); Fund Allocation: \$52,500 Direct Expense: \$47,345 Indirect Expense: \$5,156

Task Objective

Provide ongoing management, administrative duties, and financial record keeping for RPA 10 transportation and transportation-related activities.

Previous Work

Ongoing support of board and committees; prepare materials for, attend, and facilitate RPA meetings, and complete DOT reporting.

Project Description

RPA 10 staff will provide office and administrative support to the Policy Committee and its advisory committees. In addition, financial and activity records are maintained and monitored as needed and/or required. Staff members attend RPA and other DOT-sponsored meetings. Staff will maintain membership in relevant professional organizations and attend conferences and trainings that build the necessary knowledge and capacity to support multimodal transportation planning and technical assistance in the region. The Transportation Director will perform this work, with assistance from the Executive Director and Administrative Assistant.

Products

All activities are ongoing. Products vary, but include meeting agendas and minutes, press releases and notifications, DOT quarterly reporting, invoices, and other financial documentation, including a budget and annual audit.

Regional Transportation Improvement Program (TIP)

Time Allocation: 10% (300 hours); Fund Allocation: \$22,500 Direct Expense: \$20,291 Indirect Expense: \$2,210

Task Objective

Prepare a prioritized list of all eligible Federal Aid and SWAP 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 and SWAP 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 2023-2026 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 Communications Specialist will perform this work jointly.

Products

- Distribute STBG and TAP applications to cities and counties – September 1, 2023
- Pre-Application Workshop for potential applicants – October 2023
- Prepare the FY 2025-2028 TIP for RPA approval and submittal to the Iowa DOT during April 2024. 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 2024
- Staff assistance to applicants/potential applicants – September 2023-April 2024

Transportation Planning

Regional Public Participation Plan (PPP)

Time Allocation: 2% (60 hours); Fund Allocation: \$4,500 Direct Expense: \$4,058 Indirect Expense: \$442

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

Implemented public input plan, including development and distribution of agency newsletter, and maintenance of social media sites. Staff completed an update to the PPP in FY 2023.

Project Description

The public participation activities outlined below will be completed by the Communications 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. 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 PPP, PTP, and TIP review period – January-March 2024
- Maintain *Title VI Plan* – Ongoing

Long Range Transportation Planning

Time Allocation: 8% (236 hours); Fund Allocation: \$17,700 Direct Expense: \$15,962 Indirect Expense: \$1,738

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 January 2023, ECICOG began work on an Active Transportation Plan. A variety of public input opportunities will be completed in April-June 2023. The public can monitor the progress of the plan on the Talk to ECICOG site. The plan is scheduled for completion in December 2023.

Project Description

The region values the previously established unified planning process. Accordingly, the intent is to continue to work with regional partners to monitor and assess progress toward the established planning objectives. The Transportation Director, Executive Director, Transit Planner, Planning Fellow, and Communications Specialist will perform this work jointly.

Products

Draft Active Transportation Plan – July-October 2023.
Public Comment Period for Active Transportation Plan – November 2023.
Adopt Active Transportation Plan – December 2023

Passenger Transportation Plan

Time Allocation: 3% (100 hours); Fund Allocation: \$7,500 Direct Expense: \$6,764 Indirect Expense: \$737

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

The PTP was completed in February 2021.

Project Description

The next PTP update will be due in 2026, however, in the interim staff will submit complete the work described below. The work will be completed by the Transit Planner, with support from the Transportation Director.

Products

- 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 2024

Regional Planning

Time Allocation: 14% (400 hours); Fund Allocation: \$30,000 Direct Expense: 27,054 Indirect Expense: \$2,946

Task Objective

To engage in state and regional transportation-related initiatives which complement and support the region's long- and short-range transportation goals and bring new partnerships, knowledge and resources to the state, region, and RPA 10 communities.

Previous Work

Previous work includes comprehensive planning in the region, including the communities of Lisbon and Bertram. In addition, the RPA 10 staff have coordinated with local trails groups and participated in regional economic development initiatives including the development of *Envision East Central Iowa*, the regional economic development strategy and related implementation groups.

Project Description

The transportation planning staff will continue to engage in the initiatives listed above and be open to participating in new initiatives as they relate to transportation in the region. The activities will be completed by the Transportation Director.

Products

Projects may include:

- Completing public outreach and transportation-related portions of comprehensive plans for the Cities of Oxford, Swisher, and Anamosa.
- Assisting with transportation-related projects for regional Hometown Pride communities, including Shellsburg, Center Point, Hills, Walker, and Springville.
- 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

Technical Assistance

Time Allocation: 35% (1,000 hours); Fund Allocation: \$75,000 Direct Expense: \$67,635 Indirect Expense: \$7,365

Task Objective

Carry out short range planning activities like mapping, data collection, conference attendance, committee support, MDST support, coordination with area MPOs, provide for the overall management and support of ECICOG's programs, and technical assistance to member governments.

Previous Work

In the past year, this work has included participation on county trail committees, grant writing services (State Recreational Trail, Federal Recreational Trail, Wellmark grants), 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. In addition, the staff has supported the development of CorridorRides vanpool and ridesharing programs, as well as the re-branding of the regional transit system.

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
- 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, as necessary, 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.
- Continue to monitor and consider applications for funding, such as the Safe Streets for All (SS4A) planning grant program.

The Transportation Director, Executive Director, Administrative Assistant, Transit Administrator, and Communications 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 2023-June 2024
- Work with area MPOs to update Urban Area Planning Boundary maps
- Coordinate with counties and communities to update Federal Functional Classification maps
- Monitor and assist local governments to understand new funding programs under IIJA – Ongoing

Budget and Funding Sources

Funding Sources	
New FTA 5305e	\$25,811
FHWA STBG	\$92,000
New FTA 5311	\$13,412
FHWA STBG Carryover	\$0
New FHWA SPR	\$39,223
Total Federal (80%)	\$170,446
Total Local (20%)	\$42,629
TOTAL	\$213,075

Funding by Work Element									
Work Element	Subtask	Work Hours	FHWA STBG	FHWA SPR New	FTA 5311 New	FTA 5305e	Total Federal Funds	Local Match	TOTALS
Administration	<i>TPWP</i>	45	\$0	\$0	\$2,700	\$0	\$2,700	\$675	\$3,375
	<i>Admin. Overall</i>	700	\$29,000	\$10,000	\$0	\$3,000	\$42,000	\$10,500	\$52,500
	Subtotal	745	\$29,000	\$10,000	\$2,700	\$3,000	\$44,700	\$11,175	\$55,875
TIP		300	\$8,000	\$8,000	\$0	\$2,000	\$18,000	\$4,500	\$22,500
Transportation Planning	<i>PPP</i>	60	\$0	\$0	\$3,600	\$0	\$3,600	\$900	\$4,500
	<i>PTP</i>	100	\$0	\$0	\$6,000	\$0	\$6,000	\$1,500	\$7,500
	<i>L RTP</i>	236	\$0	\$0	\$0	\$14,146	\$14,146	\$3,554	\$17,700
	<i>Regional Planning</i>	400	\$10,000	\$12,335	\$0	\$1,665	\$24,000	\$6,000	\$30,000
	Subtotal								
Technical Assistance		1,000	\$45,000	\$8,888	\$1,112	\$5,000	\$60,000	\$15,000	\$75,000
TOTALS		2,841	\$92,000	\$39,223	\$13,412	\$25,811	\$170,446	\$42,629	\$213,075

Resolution

A signed resolution, or meeting minutes, verifying TPWP approval shall be included within the final TPWP. The RPA 10 Policy Committee met on April 26, 2023 to approve the FY 2024 TPWP.

**Region 10 Regional Planning Affiliation
Resolution 2023- _____**

A resolution assuring availability of local match for FHWA STBG, FHWA SPR, and STA Section 5311/5305e funds programmed for planning purposes in FY 2024.

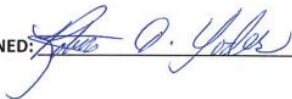
WHEREAS, the Region 10 Regional Planning Affiliation (RPA) has adopted a Transportation Planning Work Program (TPWP) for FY 2024, and


WHEREAS, the Region 10 RPA has programmed FHWA STBG/SPR, FTA Section 5311/5305e, and local funds in its FY 2024 TIP for the purposes of transportation planning and as outlined in the adopted FY 2024 TPWP, and

WHEREAS, the East Central Iowa Council of Governments has adopted a FY 2024 operating budget that includes such federal and local funds for the purposes outlined above,

BE IT RESOLVED, that the Region 10 RPA assures the availability of a minimum of \$42,629 in local funds to match the federal funds programmed in the FY 2024 TIP and outlined in the FY 2024 TPWP for transportation planning.

Passed this 26th day of April, 2023, and signed this 26th day of April, 2023, by the Policy Committee Chairperson.

SIGNED:  _____

ATTESTED:  _____

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 Native American 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, 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. 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 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 regard to the procurement of equipment and services, there should be no notification of award, signed contract, placement of an order, or agreement with a contractor prior to receiving the necessary TPWP approvals.

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.

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.



(Signature)

Karen Kurt

(Please Print Name)

Executive Director

(Title)

East Central Iowa Council of Governments

(Name of Organization)

May 1, 2023

(Date Signed)

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

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.

East Central Iowa Council of Governments (ECICOG)
Cost Allocation Plan
(July 1, 2023-June 30, 2024)

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 departments' personnel costs represent of total personnel costs. Allocated costs identified through a determination of costs pools and are allowable and allocable according to 2 CFR Part 225.

Determination of Cost Pools (Indirect and Direct)

Department	Salaries and Benefits	All Other	Total	Unallowable	Indirect	Direct
Administration	\$99,040	\$160,820	\$259,860	\$0	\$259,860	\$0
Housing	\$455,459	\$28,364	\$483,823	\$0	\$0	\$483,823
Community Development	\$0	\$0	\$0	\$0	\$0	\$0
EDA	\$114,656	\$8,441	\$123,097	\$0	\$0	\$123,097
Environmental Services	\$235,748	\$73,074	\$308,822	\$19,440	\$0	\$289,382
RLF2	\$106,430	\$6,203	\$112,633	\$0	\$0	\$112,633
CED	\$108,484	\$10,824	\$119,308	\$0	\$0	\$119,308
Transportation	\$143,706	\$9,140	\$152,846	\$0	\$0	\$152,846
Transit	\$164,479	\$3,631,755	\$3,796,234	\$3,613,742	\$0	\$182,492
Regional Benefit	\$133,893	\$17,007	\$150,900	\$0	\$0	\$150,900
Total	\$1,561,895	\$3,945,627	\$5,507,523	\$3,633,182	\$259,860	\$1,614,480

Determination of Allocation Rates

Department	Salaries and Benefits	% of Total Salaries/ Benefits
Housing	\$455,459	31.13%
Community Development	\$0	0%
EDA	\$114,656	7.84%
Environmental Services	\$235,748	16.12%
Transportation	\$143,706	9.82%
Transit	\$164,479	11.24%
CED	\$108,484	7.42%
RLF2	\$106,430	7.28%
Regional Benefit	\$133,893	9.15%
Total	\$1,462,855	100.0%

Allocation of Indirect Costs

Department	% of Total Salaries and Benefits	Indirect Allocation
Housing	31.13%	\$80,907
Community Development	0%	\$0
EDA	7.84%	\$20,367
Environmental Services	16.12%	\$41,878
Transportation	9.82%	\$25,528
Transit	11.24%	\$29,218
CED	7.42%	\$19,271
RLF2	7.28%	\$18,906
Regional Benefit	9.15%	\$23,785
Total	100.0%	\$259,860

*EDA indirect costs are allocated monthly as direct cost to that department.

Fiscal Year 2024 Cost Allocation Plan

East Central Iowa Council of Governments (EIN: 42-1023296)

700 16th Street NE, Suite 301

Cedar Rapids, Iowa 52402

Tel. (319) 365-9941, Fax (319) 365-8891

Contact Person(s): Karen Kurt, Executive Director, Email: karen.kurt@ecicog.org

Mary Rump, Transportation Director, Email: mary.rump@ecicog.org

A. INTRODUCTION

“East Central Iowa Council of Governments” is a public agency that provides planning and technical assistance to city and county governments within a seven-county region, and is located in Cedar Rapids, Iowa. The organization administers a variety of programs funded by Federal, State, and Local agencies. These programs include Community Development Block Grants, planning and business assistance funds from the Economic Development Administration – Department of Commerce, IDNR SWAP grants, planning and programming for federal transportation funds, and federal and state transit assistance funds, among others.

B. COST ALLOCATION METHODOLOGY

This proposal is for a Cost Allocation Plan (Plan) to cover the period beginning July 1, 2023 and ending June 30, 2024. This proposal is based on the Organization's actual costs reconcilable to the audited financial statements for its fiscal year ending June 30, 2024. The status of our cost allocation plan is (please select one):

- (a) This is our initial request for the approval of our cost allocation plan. None of the federal agencies have ever officially approved of our cost allocation plan.
- (b) We have received an official written approval of our cost allocation plan from Department of _____ Federal funding agency (other than National Business Center, Department of Interior).
- (c) We have received an official written approval of our cost allocation plan from National Business Center, Department of the Interior.

This proposal addresses all elements of cost incurred by the Organization and identifies shared costs that require allocation. The Organization treats all costs as direct costs except general administration and general expenses. Joint costs are prorated individually as direct costs to each category and to each award using a base most appropriate to the particular cost being prorated. Therefore, the direct allocation method has been used in allocating indirect costs.

The organization maintains adequate internal controls to insure that no cost is charged both directly and indirectly to Federal contracts or grants.

C. DIRECT COSTS

Direct costs are costs that can be identified specifically with a project and therefore are charged to that project. The accounting system records these costs as they are incurred within the series of accounts assigned for that purpose. Further distribution is not required.

D. INDIRECT COSTS

Indirect costs are costs incurred for common or joint objectives and therefore cannot be readily and specifically identified with a particular project or activity. Indirect costs are (please select one)

- (a) direct charged to all programs and grants, or
- (b) grouped into common pool(s) and then distributed to benefiting activities by a cost allocation process.
- (c) none of the above. Indirect costs are _(fill in the blank)_____.

E. COST POOL AND BASE FOR DISTRIBUTION

ECICOG utilizes a cost allocation plan for purposes of costing out indirect expenses across agency programs. Personnel costs (salaries & 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 departments' personnel costs represent of total personnel costs. Allocated costs are identified through a determination of cost pools and are allowable and allocable according to 2 CFR Part 225. Each category of non-salary expenditures has been analyzed based on the facts, and the **Elements of Cost (Schedule A)** explains the allocation between Direct and Administrative Services (Indirect) Costs.

F. SUPPORTING FINANCIAL STATEMENTS, SUMMARY SCHEDULE AND UNALLOWABLE COSTS

The **Budgeted Expenditures (Schedule B)** contained in this proposal agrees with the Organization's audit report and/or Statement of Functional Expenses. Any differences must be explained. Unallowable and Excludable Costs – The following costs have been excluded from the allocation process: pass through funds including transit operating assistance and transit capital grants, \$3,641,964

G. DESCRIPTION OF ACCOUNTING SYSTEM

ECICOG uses a modified accrual system of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e. when they become both measurable and available). "Measurable" means the amount of the transaction can be determined, and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. A one-year availability period is used for revenue recognition for all federally-funded revenue. Expenditures are recorded when the related liability is incurred.

We have not made any significant changes during the proposal fiscal year (1) to our accounting system, or (2) to the definition or to the accounting treatment of any expense category (e.g. a change in building/equipment costing methodology, capitalization level, or a change in charging an expense from direct to indirect or visa versa).

H. INDIRECT SALARIES

Listed below are the positions, functions, and annual salaries for the people who comprise the Administrative Services Pool. These positions are charged the applicable percentage to Administrative Services.

Position and % Indirect*	Function	Salary
Executive Director (25%)	General Management	\$137,904
Merit Increase Allocation Pool (100%)	Merit Increases for Programmatic Staff	\$46,578
Executive Assistant (50%)	General Management	\$78,563
Total Administrative Service Pool Salaries		\$263,045

^aThe agency budgets a merit increase pool based on a percentage of total budgeted salary costs for the year. Because distribution of the merit pool by position or department is unknown at the time of approval of the budget, the merit pool is allocated as an indirect expense. Since indirect costs are allocated by total departmental personnel costs, the net result is an appropriate distribution of the pool through the cost allocation plan.

* If the indirect percentage for any employee is less than 100%, please include a description of the state entity's timekeeping system to support compliance with the standards of 2 CFR 225 Appendix B Subsection 8.h.(4). Also, please provide a recently completed time sheet.

I. INDIRECT FRINGE BENEFITS

Fringe benefits associated with the positions within the Administrative Services (Indirect) Pool are as follows:

Payroll taxes:

Tax	Amount
FICA/WC	\$6,057
State Unemployment	\$243
Health and Life Insurance	\$8,529
Retirement Plan	\$7,102
TOTAL	\$21,931

Note: Based on 25% of Executive Director and 50% of Executive Assistance Benefits

The Organization's fringe benefit policies should be included with initial proposal submission and only when updated thereafter.

J. SCHEDULE OF FINANCIAL ASSISTANCE

Schedule C – See “Budgeted Revenues by Source”

K. ORGANIZATION CHART

Schedule D –See “Staff Organizational Chart”

L. COST ALLOCATION PLAN CERTIFICATION

See Attached

East Central Iowa Council of Governments
Indirect Charges
Chart of Accounts

Account Number	Title	Indirect/Direct
4100	Advertising	Indirect/Direct
4140	Contracted Services	Indirect/Direct
4147	Contracted Services - Enviro	Direct
4150	Contracted Services – IT Services	Indirect/Direct
4152	Contracted Services- Transit	Direct
4154	Contracted Services - RLF	Direct
4170	Depreciation	Direct
4180	Dues and Subscriptions	Indirect/Direct
4200	Education and Training	Indirect/Direct
4220	Freight and Postage	Indirect
4225	Summer Library Reading Program	Direct
4240	Fuel Tax	Direct
4260	Insurance – General	Indirect/Direct
4280	Insurance – Health and Dental	Indirect/Direct
4290	HRA Expense	Indirect/Direct
4300	IPERS	Indirect/Direct
4340	Legal and Accounting	Indirect
4343	Special Legal	Direct
4360	Office Expense	Indirect
4370	Software Expense	Indirect/Direct
4400	Payroll	Indirect/Direct
4420	Payroll Taxes	Indirect/Direct
4460	Printing and Copying	Indirect
4480	Pass-Thru	Direct
4490	Equipment Purchase	Direct
4510	Rent	Indirect
4515	ECICOG RLF2 EXPENSE	Direct
4540	Telephone and Utilities	Indirect
4560	Repairs and Maintenance	Indirect
4600	Travel	Indirect/Direct
4610	Travel – Professional Development	Indirect/Direct

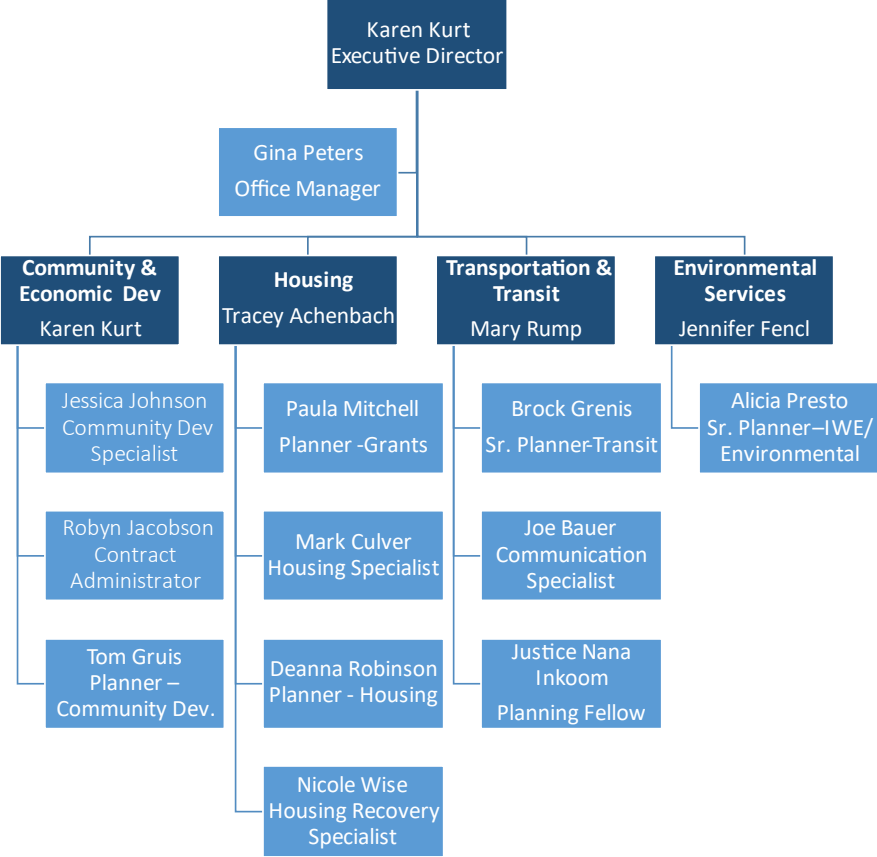
**East Central Iowa Council of Governments
FY 2024 Budgeted Expenditures**

Categories/Line Items	Expense Amount
Personnel	
FT Salaries	\$1,164,458
Insurance - General	\$18,600
IPERS	\$109,925
Insurance Health and Dental	\$176,850
Unallocated Merit Increase	\$46,578
Payroll Taxes	\$107,712
Subtotal Personnel	\$1,624,123
Overhead	
Building Expense/Rent	\$50,000
Accounting/Audits/Legal	\$22,650
Advertising/Promotional	\$2,350
Special Legal	\$1,000
Office Supplies	\$5,500
Equipment Purchase	\$3,000
Equipment Repair/Maintenance	\$1,100
Telephone/Utilities	\$13,100
Printing	\$7,800
Freight/Postage	\$3,200
Software Licenses	\$21,200
Subtotal Overhead	\$130,900
Departmental	
Travel	\$30,550
Travel – Professional Development	\$15,000
Education/Training	\$8,650
Dues/Subscriptions	\$15,875
Contracted Services	\$40,460
Subtotal Departmental	\$110,535
TOTAL OPERATING EXPENDITURES	\$1,865,558
PASS THROUGH BUDGET	
Agency Reserves	\$67,680
Pass Through Expenditures	\$3,641,964
TOTAL PASS THROUGH AND RESERVES EXPENDITURES	\$3,709,644
TOTAL AGENCY EXPENDITURES	\$5,575,202

**East Central Iowa Council of Governments
FY 2024 Budgeted Revenues by Source**

Categories/Line Items	Revenue Amount
Federal	
Grant Administration (5310, 5311, Express Bus)	
Planning Services (STBG, SPR, Capital, EDA Planning Partnership)	
Transit Pass Through (service contracts/capital)	
Subtotal Federal	\$3,220,315
State	
Grant Administration (Transit Fuel Tax)	
Planning Services (IEDA COG Assistance, IDNR IWE, IEDA Resiliency, State Transit Assistance)	
Transit Pass Through (service contracts/capital)	
Subtotal State	\$853,312
Local	
General Assessment	
Non-Metro Assessment	
Solid Waste Assessment	
Contracts – Planning and Admin	
Transit Pass Through (service contracts/capital)	
Subtotal Local	\$1,395,569
Other	
RLF Late Fees	\$0
Interest Income	\$1,400
Interest – ECICOG RLF	\$104,607
Subtotal Other	\$106,007
TOTAL AGENCY REVENUES	\$5,575,203

**East Central Iowa Council of Governments
Organizational Chart (FY 2024)**



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 April 27, 2023 to establish a: Cost Allocation Plan Indirect Cost Rate for FY 2024 are allowable in accordance with the requirements of the Federal awards to which they apply and with Subpart E—Cost Principles of Part 200 as they apply to my: Governmental Organization Non-Profit Organization

(2) This proposal does not include any costs which are unallowable under Subpart E—Cost Principles of Part 200 such as (without limitation): public relations costs, contributions and donations, entertainment costs, fines and penalties, lobbying costs, and defense of fraud proceedings; and

(3) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the Federal awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986, (31 USC 3801 et seq.), and the Department of Labor's implementing regulations, (29 CFR Part 22), the False Claims Act (18 USC 287 and 31 USC 3729); and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.



Signature

Karen Kurt

Print Name

Executive Director

Title

East Central Iowa Council of Governments

Name of Organization

4/27/2023

Date Signed

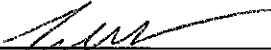
MPO/RPA Self-Certification of Procurement and Consultant Selection Procedures

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.



(Signature)

Karen Kurt

(Please Print Name)

Executive Director

(Title)

East Central Iowa Council of Governments

(Name of Organization)

May 1, 2023

(Date Signed)

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

Attachment 3 – Carryover Policy

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.

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 balances¹ totaling more than this average, the following will apply.

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

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.

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.

Note: RPA 10's Title VI Documentation was most recently submitted on December 29, 2020.

Attachment 5 – Glossary

ECICOG – East Central Iowa Council of Governments

FHWA – Federal Highway Administration

FTA – Federal Transit Administration

IJA – Infrastructure Investment and Jobs Act, also known as the Bi-partisan Infrastructure Law (BIL)

Iowa DOT – Iowa Department of Transportation

LRTP – Long Range Transportation Plan

MPO – Metropolitan Planning Organization

PPP – Public Participation Plan

PTAC – Public Transit Advisory Committee

PTP- Passenger Transportation Plan

RPA – Regional Planning Affiliation

RTAC – Regional Trails Advisory Committee

TIP – Transportation Improvement Program

TPMS – Transportation Program Management System

TPWP – Transportation Planning Work Program

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