

REGION XII

TRANSPORTATION PLANNING AFFILIATION



FY 2012 TRANSPORTATION PLANNING WORK PROGRAM

FINAL
Adopted May 19, 2011



Region XII Council of Governments Policy Council

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INTRODUCTION

The Transportation Planning Work Program (TPWP) serves as an outline of the activities Region XII Council of Governments (Region XII COG) will be performing for transportation planning purposes in the Region XII Regional Planning Affiliation service area. This TPWP contains an overview of the Region XII COG area, discusses the planning agency structure, identifies issues to be addressed by the planning process, and describes the transportation planning activities, schedules and documents that will be completed during FY2012 (July 1, 2011 - June 30, 2012).

Transportation Planning Work Program Development

The TPWP has been developed by the Region XII COG staff with input from the Region XII Technical Advisory Committee, the Region XII Transit Roundtable Committee and the Region XII Bike-Ped Roundtable. Each committee discusses and suggests special transportation planning projects to be considered for inclusion in the annual TPWP. The Bike-Ped Roundtable was a new initiative in late FY2011 that will see further development in FY2012. A public hearing is held during a Region XII Policy Council meeting to obtain public comments on the TPWP before the plan is adopted.

SAFETEA-LU

The "Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users," known as SAFETEA-LU, was signed into law Aug. 10, 2005 (Public Law 109-59). Fiscal year 2004 was completed during the extensions; therefore, the final act is a five-year bill covering fiscal years 2005 through 2009. SAFETEA-LU continued to provide federal transportation funding via continuing resolutions as of the adoption of this plan.

The Region XII COG Service Area

The Region XII COG service area covers approximately 3,456 square miles and includes Audubon, Carroll, Crawford, Greene, Guthrie, and Sac Counties in Iowa. The 2010 US Census reported the Region's total population as 74,671 residents. The 2010 regional population decreased by 3,770 residents (4.8%) since 2000. The region contains 56 municipalities, with nearly 25% of the area's total population residing within the region's two largest communities, Carroll in Carroll County and Denison in Crawford County. For transportation planning purposes, these two cities are both considered an "urban area" in that they each have a population exceeding 5,000 persons. See Figure 1 for a breakdown of the RPA's population by county and city. The region's small urban communities and rural towns primarily serve as agricultural service centers and retail trade centers, but related small scale manufacturing activity is also found in many of these centers. Carroll serves as the US Economic Development Administration's designated regional economic development center and has a large retail trade area. While still maintaining a primary reliance on agriculture, the region's economy is diversified, sporting such

companies as Farmland, Pella Corporation, Goodrich, ET Video, Farner-Bocken, American Home Shield, Amanco, Scranton Manufacturing, AAI, Conner Athletic, Evapco, Tyson, Brokers International, and Agri-Drain.

Transportation Planning Within the Region

Region XII COG is the transportation planning authority in the region as designated by the boards of supervisors of the six counties located within its boundaries. Region XII COG was formed in 1973 by its member counties through the joint exercise of powers provision in Chapter 28E of the Code of Iowa. Aside from transportation planning, Region XII COG provides technical and professional support services to the governments in the region, and administers numerous workforce programs, the Western Iowa Transit System, various housing initiatives, the Housing Trust Fund through Council of Governments Housing, Inc., the Iowa Waste Exchange and the Region XII Development Corporation business loan funds.

Region XII COG Agency Structure and Policy

As the RPA, Region XII COG has come to be recognized as an ideal vehicle for addressing planning issues that require a regional perspective. Region XII COG offices are centrally located in Carroll which allows easy access to and from its client communities and counties. Cities and counties benefit from Region XII COG staff assistance in their efforts to promote community and economic development, improve the Region's housing stock and environment, provide affordable and efficient transit services, provide job training services, and, to meet the transportation needs of the six county area.

FIGURE 1: REGION XII 2010 POPULATION

Audubon County 6,119

Audubon	2,176
Brayton.....	128
Exira	840
Gray	63
Kimballton.....	322
Rural	2,590

Carroll County 20,816

Arcadia	484
Breda.....	483
Carroll.....	10,103
Coon Rapids	1,305
Dedham.....	266
Glidden	1,146
Halbur	246
Lanesboro	121
Lidderdale	180
Manning.....	1,500
Ralston	79
Templeton.....	362
Willey	88
Rural	4,453

Crawford County 17,096

Arion	108
Aspinwall	40
Buck Grove.....	43
Charter Oak.....	502
Deloit.....	264
Denison	8,298
Dow City	510
Kiron	279
Manilla	776
Ricketts.....	145
Schleswig.....	882
Vail.....	436
Westside	299
Rural	4,514

Greene County 9,336

Churdan	386
Dana.....	71
Grand Junction	824
Jefferson.....	4,345
Paton.....	236
Rippey	292
Scranton	557
Rural.....	2,625

Guthrie County 10,954

Bagley	303
Bayard	471
Casey.....	426
Guthrie Center	1,569
Jamaica.....	224
Menlo	353
Panora	1,124
Stuart	1,648
Yale.....	246
Rural.....	4,590

Sac County 10,350

Auburn.....	322
Early	557
Lake View	1,142
Lytton	315
Nemaha	85
Odebolt.....	1,013
Sac City.....	2,220
Schaller.....	772
Wall Lake	819
Rural.....	3,105

Gained Population between 2000 and 2010

Region XII RPA 74,671

Source: 2010 US Census

Staff

The Region XII COG's professional staff is available to aid local officials and concerned citizens in implementing various community improvement programs and in making the Region a better place in which to live. Staff members strongly encourage and promote the advantages of regional cooperation and coordination. The Region XII COG transportation planning staff comprises the Executive Director, the Local Assistance Director, a Transportation Planner II, an Economic Development Planner II, two Regional Planners and the Transit Director. In addition, agency management may at times direct additional staff support to insure timely completion of transportation-related tasks.

Duties

The Executive Director is responsible for the overall management and development of transportation activities related to transportation planning, its processes, and work products. The Executive Director is also the agency's Chief Executive Officer and is responsible for overseeing the operations of the entire agency, serving as its decision-maker and policy coordinator. The Executive Director sees to the coordination between transit and transportation activities and ensures cohesiveness in order to develop a positive approach to the Region XII COG transportation planning initiative. The Local Assistance Director will supervise the day to day transportation planning process. The Transportation Planner is responsible for data collection and development of work products related to transportation planning and the transit planning process. The Transportation Planner will be the lead contact for transportation-related projects. The Economic Development Planner and Regional Planners will assist with data collection and other planning-related projects. The Transit Director is responsible for the overall operations and management of the Western Iowa Transit System.

Region XII Policy Committee

The Region XII COG Policy Council has appointed itself as the RPA Policy Committee responsible for establishing local policy and transportation planning activities. The Policy Committee will conduct business during Policy Council meetings or Executive Board meetings. The Policy Committee comprises four (4) appointed representatives from each member county as well as ex-officio memberships from the Iowa Department of Transportation (IDOT), the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). Three members from each county are appointed by the boards of supervisors of the six counties, while the remaining member from each county is appointed by the Policy Council's Executive Board to maintain diversity among the Committee's members. The Executive Board consists of one (1) county supervisor from each member county who is also one of the three county-appointed Policy Council members.

Technical Advisory Committee

The RPA XII Technical Advisory Committee (TAC) was established by the Policy Committee and consists of one (1) representative from each member county, one (1)

member each from the cities of Carroll and Denison, and one (1) representative from the Western Iowa Transit System. The TAC also has ex-officio members representing IDOT, FHWA and FTA.

Transit Roundtable XII Committee

An outcome of the 2006 Mobility Action Workshop was the development of a new advisory group to discuss transit coordination and need for services. The Transit Roundtable XII Committee (TR XII) is made of up transit providers and users from across the region. TR XII is charged with the oversight of the Region XII Passenger Transportation Development Plan as well as ways to increase coordination among providers and improve service for riders.

Region XII Bike-Ped Roundtable

The Region XII Bike-Ped Roundtable was organized in 2011. The Roundtable will focus on long-range trail planning, trail development, trail maintenance, bicycle and pedestrian facilities, and promotion of walking and biking activities. The Region XII Bike-Ped Roundtable is composed of the six (6) county conservation directors, local government officials, trail advocates and developers, trail users, ex-officio members from IDOT, FHWA, and neighboring RPAs, and a representative from the City of Perry.

County Transportation Stakeholder Committees

The County Transportation Stakeholder Committees are composed of the county's representative(s) to the RPA XII TAC, a representative of the board of supervisors, and representatives from any groups interested in having a voice on the committee. Typically, these are transportation enhancement interests, small cities, aviation, significant employers, shippers, development officials, and like organizations. Private individuals are also invited to participate. Ex-officio representation is extended to the transit authority and IDOT. A list of involved organizations can be found in the document outlining the RPA's Public Participation Process.

Region XII COG transportation planning staff will facilitate the RPA XII Policy Committee, TAC, TR XII, Bike-Ped Roundtable and county meetings and offer assistance and recommendations throughout the regional planning process.

Overview of the TPWP

This introductory section of the TPWP is intended to familiarize the reader with the purpose of the TPWP, the extent and composition of the planning region, the responsible parties for Region XII COG's transportation planning, the decision-making network affecting transportation, and the structure and organization of the area-wide transportation agencies.

Section I outlines the planning functions Region XII COG will assume as the designated RPA. Included in this section is a description of the transportation issues

to be addressed, the agency's planning activities, schedules, and the resulting end products.

Section II reviews the personnel involved in the agency's transportation planning tasks. Also included in this section is the Fiscal Year 2012 Region XII COG transportation budget including staff time, direct and indirect costs, and funding sources. Estimated quarterly expenditures are also discussed.

SECTION I: TRANSPORTATION TASKS

A. RPA ORGANIZATION

Policy Committee

The Region XII Policy Committee will be responsible for establishing and setting policy for the entire region's transportation network objectives. The Policy Committee or its Executive Board will approve all planning elements prior to submittal to IDOT. The Executive Board meets monthly and will be responsible for the month-to-month oversight and decision-making associated with the transportation planning process.

Technical Advisory Committee (TAC)

The Region XII Technical Advisory Committee will provide data and technical assistance necessary for the maintenance of the Public Participation Process (PPP), the development of the Transportation Planning Work Program (TPWP), the Long-Range Transportation Plan (LRTP), the Regional Transportation Improvement Program (TIP), the Passenger Transportation Development Plan (PTDP), and all other planning documents that may be produced. The TAC will serve as the advisory board guiding the month-to-month implementation of the transportation planning process.

Region XII Council of Governments

Region XII COG will function as the RPA for the development and maintenance of an extensive LRTP, as directed by member constituents throughout the entire planning process. Periodic updates of the LRTP will be completed in order to maintain a current and responsive plan.

Region XII COG, as staff support, will be the coordinating body responsible for the submission of various transportation documents for the IDOT and public distribution. Region XII COG will work with and under the guidance of the region's Policy and Technical Advisory Committees. Public involvement will be encouraged and sought throughout the planning and development of the region's transportation plans and programs. Area citizens will be provided the opportunity to comment on every aspect of the transportation planning process through planning meetings, public hearings, and individual correspondence. Region XII COG will facilitate the development of all planning elements for the region.

B. PLANNING PROCESS: NARRATIVE DESCRIPTION, OBJECTIVES and END PRODUCTS

Administration

Administration will be conducted by the professional staff of the Region XII COG who are recognized as being extensively involved in a wide range of planning activities for

the Region XII area and its citizenry. This long-standing tradition of regional and community involvement will enable Region XII COG to continue as the vehicle for progressive planning and improvement for the entire region.

Transportation Planning Work Program (TPWP)

Objective:

The TPWP will be updated annually and will serve as the guide by which the RPA will carry out transportation planning activities.

Previous Accomplishments:

To complete this document, the RPA will incorporate lessons learned from the previous year and add components as federal or state legislation dictates.

Description and End Product:

Region XII COG will see to the drafting of the document and its review by the public. The document will be presented to the TAC for a recommendation of approval and to the Region XII Policy Council (or the COG Executive Board) for approval. From there, this document will be submitted to IDOT. The TPWP will contain descriptions of RPA boards, information about the six county area, a descriptive list of tasks, staff information, and budget documentation. The TPWP is drafted annually, typically in March.

Public Participation Process (PPP)

Objective:

The PPP contains a description of the RPA's efforts to include the public in the decision-making and planning processes related to the execution of SAFETEA-LU in the region. SAFETEA-LU requires public involvement throughout the planning and programming process. Region XII COG will provide citizens, affected public agencies, special interest groups, minorities, elderly, low-income, transportation agency employees, and other affected employees or parties with reasonable opportunity to comment on the proposed TPWP, LRTP, PTDP and TIP for the Region XII RPA.

Previous Accomplishments:

This document was originally developed in FY1994 but continues to be updated as required by SAFETEA-LU.

Description and End Product:

Work performed as part of this task includes solicitation of public opinion for the various transportation planning components, general public meetings, news releases, and other methods of outreach as described in the PPP. Public involvement opportunities will be provided through planning meetings and public hearings during the preparation of the plan and program, as well as other means outlined in the

Public Participation Process. When the plan and program have been completed, copies will be made available, at no charge, for public review and comment in predetermined locations and at www.region12cog.org.

Region XII COG will continue to expand and upgrade its Public Participation Process. Comments for improvement will be solicited at county committee meetings and by other methods as outlined in the Process. The TAC and Policy Committee will be responsible for approval of any changes to the process, which will then be submitted to IDOT. Public participation will continue to be encouraged and documented. A brief summary of the public participation process will be included as a segment of the L RTP.

Regional Transportation Improvement Program (TIP)

Objective:

The TIP is a spreadsheet of information containing a listing of proposed regional federal-aid projects per regional funding targets of Surface Transportation Program (STP), Enhancements, and Transit for the next four fiscal years. It may also include additional pertinent information, such as National Highway System (NHS), bridge, and various other projects which receive federal transportation funding.

Previous Accomplishments:

Region XII has prepared a TIP on an annual basis since being designated the RPA in 1995.

Description and End Product:

The TIP document will be prepared and amended as needed. This task will involve the application, dissemination, collection, and review process. County committees provide input on each of the applications which have been submitted from their county. The TAC is responsible for reviewing the applications, ranking them, and programming projects into the TIP. The TAC's programming recommendations are forwarded to the Policy Council for consideration and approval.

This program will include criteria and procedures for evaluating proposed projects in order to rate them and establish their relative priority in the TIP program. Public meetings will be held to provide the public with opportunities to comment on the projects to be included in the TIP. At least one public hearing on the TIP will be held prior to its approval by the Policy Committee and its submittal to IDOT. The TIP will identify funding sources and amounts to assure that the program of improvements is fiscally possible. The approved TIP will be prepared in a written report and submitted to the appropriate local, state, and federal agencies, as will all subsequent amendments. The approved TIP will be made available to the public through Region XII COG and its member governmental bodies.

Long-Range Transportation Plan (LRTP)

Objective:

The LRTP is the planning document which will contain future needs, expectations, and suggestions for all modes of transportation. Included in this document will be basic data and its implications relating to the transportation system in the Region over the next 20 years. Modes of transportation covered in this document include but are not limited to: roads, rail, water, air, public transit, pedestrian, and bicycle.

Previous Accomplishments:

The Long Range Transportation Plan was originally authored by Region XII COG staff and adopted in 1998. COG staff has completed draft sections of the LRTP and will continue to draft the document in FY 2012 with the expectation that a document for final approval will be considered in 2012.

Description and End Product:

Region XII COG will assist the Policy and Technical Advisory Committees in the update and maintenance of the LRTP. The LRTP will be constructed of several transportation related elements which in turn will provide a comprehensive plan for the entire region. The plan will be updated on a periodic basis with the assistance of the policy and technical boards, with opportunities provided for public input.

Passenger Transportation Plan (PTP)

Objective:

In FY 2012, the Federal Transit Administration will provide Region XII with \$24,394 in FTA Section 5311 funds for transit planning. Additionally, IDOT will provide Region XII with \$24,394 in SPR planning funds to assist with transit planning duties and other special projects. When matched by Region XII COG, a total of \$60,985 will be available for transit planning in the region. The PTP is the planning document that will contain future needs and objectives for Western Iowa Transit System and other passenger transportation providers in the region.

Previous Accomplishments:

Region XII coordinated a regional Mobility Action Workshop as part of the United We Ride effort in June 2006. COG staff has also drafted the Region XII PTP as part of this effort, as well as having organized the TR XII Committee.

Description and End Product:

During FY2012, Region XII COG staff will assist Western Iowa Transit System (WITS) staff and the TR XII Committee with updating the PTP as necessary. WITS staff recognizes that one of the key ingredients of operating a successful transit system is strategic planning.

The PTP assists WITS to identify service issues and needs. In FY2012, Region XII COG staff will work to improve transit coordination efforts amongst providers and expand service routes that have been identified through previous planning efforts.

Urban Area Boundary (UAB) Adjustment

Objective:

Small urban areas are defined as those areas with populations between 5,000 and 49,999. In the Region XII COG service area, this would include the Cities of Carroll and Denison. The FHWA Urban Area Boundary (UAB) typically represents an adjustment or revision to the Census Urban Area Boundary and is fixed by IDOT and local officials in coordination with each other. The reason Census Urban Area Boundaries are revised is to smooth out geographic irregularities, maintain administrative continuity, and encompass fringe areas having residential, commercial, industrial, and/or national defense significance. The FHWA UAB is fixed also to determine capital program funding and eligibility. The FHWA UAB must be approved by USDOT.

Previous Accomplishments:

Region XII coordinated the Urban Area Boundary adjustments upon the completion of the 2000 U.S. Census in the Cities of Carroll and Denison. This adjustment also included a review of the federal functional classification system.

Description and End Product:

Region XII COG will facilitate the Urban Area Boundary adjustment process between the Cities of Carroll and Denison and the IDOT. The end result will be an adjusted federal functional classification systems as needed.

Transportation Data Collection

Objective:

Transportation data is an integral component of transportation planning and project design. Transportation data includes a wide variety of information that includes traffic counts, turning movement studies, trail counts, sign inventories and retroreflectivity measurements. This data will be utilized for planning projects, funding recommendations and decisions, project design and compliance with federal and state guidelines.

Previous Accomplishments:

Traffic counters, trail counters and retroreflectometers have been successfully purchased that increase the data collection capacity of the counties and municipalities in the region. This data has been useful in roadway project selection by having recent traffic counts that include truck volume and speed. Trail count numbers provide accurate trail user numbers in the rural area. Retroreflectivity and

sign inventory data collection assists counties and cities in the region with new MUTCD requirement compliance and the development of high-tech sign inventories.

Description and End Product:

Transportation data will be collected for traffic and trail counts, sign inventories, and retroreflectivity measurements. Equipment that may be purchased to supplement this data collection effort includes specialized traffic counters, trail counters, GPS equipment, and other related equipment.

C. TRANSPORTATION PLANNING ACTIVITIES SCHEDULE

Planning Elements

The following planning elements will be completed during FY2012:

- ☞ IDOT-executed FY2012 contracts with Region XII COG for STP, SPR and Section 5311 funded activities
- ☞ Completed TPWP for FY2013
- ☞ Programmed funding targets for the preparation of the FY2013-FY2016 TIP
- ☞ Regional Public Participation Process updates submitted to the IDOT
- ☞ Finalized Long Range Transportation Plan
- ☞ Updated Passenger Transportation Plan
- ☞ Amendments to the FY2012-2015 TIP as needed
- ☞ Technical assistance regarding transportation and enhancement processes
- ☞ Public outreach and participation with highway corridor associations
- ☞ Urban Area Boundary adjustment and coordination
- ☞ Transportation data collection

2011-2012 Project Schedule

1st Quarter	Ongoing Public Participation and Outreach Meetings Transportation Data Collection Begins and continues as weather dictates Transit Coordination and Outreach Draft LRTP Presentation
2nd Quarter	Regional transportation applications due Begin accepting regional STP and Enhancement fund applications Final LRTP
3rd Quarter	County Transportation Stakeholder Meetings Draft of the 2012 TPWP TAC review of applications
4th Quarter	TAC recommendations for FY2013-2016 TIP Final FY 2013 TPWP Approval Review of Draft of FY2013-2016 TIP Transportation Data Collection Begins and continues as weather dictates Final revisions to FY2012-FY2015 & FY2013-FY2016 TIPs

SECTION II: REGION XII COG RPA ANNUAL BUDGET

July 1, 2011 to June 30, 2012

A. BACKGROUND

Region XII COG has developed a cost allocation system for the distribution of agency overhead, on an equitable basis, to service contracts. Overhead costs to the agency for any particular month are billed to the contracts on which time was charged by staff. In this manner, the contracts which received the benefits from staff work during that month become directly responsible for overhead costs associated with that work. The methodology used in the preparation of the agency cost allocation plan has been approved by the COG's auditing firm and the Region XII COG Policy Council, and has been submitted at various times to the US Department of Labor, the US Department of Commerce, and the US Department of Agriculture. The Department of Commerce or the Department of Agriculture will be the COG's anticipated cognizant federal agency for FY 2012.

Region XII COG will have three sources of funding for the purposes of transportation planning: RPA targets from FHWA Surface Transportation Program (STP); FTA Section 5311 funds; and, IDOT SPR funds. The cost allocation plan has been derived based on the cumulative total of all three funding sources and the activities that each will require.

B. ANNUAL RPA PLANNING ACTIVITIES BUDGET

Estimated Staff Time

It is estimated that an average of 50 hours of staff time will be dedicated to the activities of transportation planning each week. Figure 4 details the salary ranges of the positions that will be involved in the direct planning activities, as well as those positions that will be indirectly involved in the administration of this program (e.g. Executive Director). It is acknowledged that there will be certain time frames and workloads that will require more than the average staff contact time, and Region XII COG is committed to ensuring adequate staff availability so as to not slow or inhibit the transportation planning process. In such cases, Region XII COG management may redirect other staff members to transportation tasks as needed to insure timely completion of required tasks.

Project Time Frame

Transportation planning funding will follow the COG and State of Iowa fiscal year of July 1 to June 30.

Funding Sources

Even though ISTEA, TEA-21 and SAFETEA-LU have changed how transit and other transportation planning functions are conducted combining these two previously

separate functions, Region XII COG will separate out specific tasks targeted to specific funding sources since these remain segregated at the state level. Region XII COG has based its budget and cost allocation plan on a combination of FHWA STP planning funds, IDOT SPR funds and FTA 5311 planning funding, as shown on Figure 2. Figure 2 also breaks down the use of all transportation planning funds by specific task: PTP, PPP, TPWP, TIP, LRTP, TDC, and UAB. Figure 3 then combines the charts in Figure 2 and shows the cost of each activity and the specific source of funds to pay for each.

Estimated Quarterly Expenses

Region XII COG anticipates that quarterly expenses will be driven by the workload surrounding established deadlines in the transportation planning process. Expenditures will therefore be \$45,250 each quarter.

Agency Cost Allocation Plan

Staff charge rates are based on the combination of actual costs for staff salaries and benefits plus overhead costs, which are allocated to each contract served during a month, based on actual hours worked and actual costs of overhead for that month. The agency overhead also is inclusive of certain positions, which are not viewed as revenue generating because of the nature of the duties of the position (Administrative Assistant and Accountant). These positions are regarded as essential to the agency, however, and their costs are necessarily a part of the agency overhead. A copy of Region XII COG's Cost Allocation Plan for FY2011 is provided as a separate attachment.

A Disadvantaged Business Enterprise (DBE) data worksheet is provided as Attachment 1.

FIGURE 2: ADMINISTRATION FUND SOURCES

July 1, 2011 - June 30, 2012

SOURCES

Agency/Source	TOTAL	Percent of Total
FHWA STP	\$96,000	53
FTA 5311	\$24,107	14
SPR Funds	\$24,107	14
COG FHWA Match	\$24,000	13
COG FTA Match	\$6,027	3
COG SPR Match	\$6,027	3
TOTAL	\$180,268	100

FIGURE 3: FUNDING SOURCE BREAKDOWN BY TASK

Task	Task Total	FHWA (STP)	FTA 5311	FHWA SPR	COG FHWA Match	COG FTA Match	COG SPR Match	Task Hours
TPWP	\$10,000	\$6,000	\$2,000	\$0	\$1,500	\$500	\$0	190
PPP	\$50,000	\$34,000	\$2,000	\$4,000	\$8,500	\$500	\$1,000	945
TIP	\$35,268	\$12,000	\$8,107	\$8,107	\$3,000	\$2,027	\$2,027	680
LRTP	\$15,000	\$12,000	\$0	\$0	\$3,000	\$0	\$0	280
PTP	\$30,000	\$0	\$12,000	\$12,000	\$0	\$3,000	\$3,000	560
TDC	\$35,000	\$28,000	\$0	\$0	\$7,000	\$0	\$0	280
UAB	\$5,000	\$4,000	\$0	\$0	\$1,000	\$0	\$0	95
TOTALS	\$180,268	\$96,000	\$24,107	\$24,107	\$24,000	\$6,027	\$6,027	3,030

TPWP: Transportation Planning Work Program
PPP: Public Participation Plan
TIP: Transportation Improvement Program
UAB: Urban Area Boundary Adjustments

LRTP: Long Range Transportation Plan
PTP: Passenger Transportation Plan
TDC: Transportation Data Collection

FIGURE 4: REGION XII STAFF SALARY RANGES

Position	Salary Range
Executive Director	\$75,000 - \$100,000
Local Assistance Director	\$53,000 - \$75,000
Planner II	\$41,000 - \$57,000
Planner I	\$34,000 - \$47,000

ATTACHMENT 1: Region XII DBE Worksheet

DBE PROJECTION WORKSHEET FOR PLANNING FUND RECIPIENTS

Name of Planning Agency (MPO/RPA): Region XII Council of Governments

This worksheet should be used to calculate your agency's federally funded contracting opportunities. Your input will help us in establishing the SFY12 / FFY 11 DBE goal for Iowa's federal planning assistance program.

Step 1 Determine the percent of FTA/FHWA funding in your total operating expenses:

Budgeted Federal Assistance for SFY 11 (July 1, 2011 – June 30, 2012)	a =	\$599,374
Total Expenses	b =	8,452,174
Federal Share of Expenses	a/b =	7.09 %

(Divide Federal Assistance by Expenses = Federal Share)

Step 2 Determine your contracting opportunities:

Definition: Contracting Opportunity – any items or services to be procured by the planning agency or its umbrella agency (council of government, city department, etc.) during the State fiscal year July 1, 2011, through June 30, 2012 (major items not included are salaries and taxes).

Step 2.1 Planning Contracting Opportunities (Show full amount including federal and local dollars.)

EXPENSE OBJECT CLASS

I. Fringe Benefits

A. Pension Plan (including long-term insurance)	
B. Hospital, Medical, and Surgical Plans	
C. Dental Plan	
D. Life Insurance Plans	
E. Short-term Disability Insurance Plans	
F. Worker's Compensation Insurance	

II. Services

A. Management Service Fees	
B. Advertising Fees	\$6,300
C. Professional and Technical Services	
1. Attorney	\$8,100
2. Audit	\$17,700
3. Medical	
4. Data Processing	
5. Accounting/Bookkeeping/Payroll	
D. Temporary Help	
E. Contract Maintenance – Revenue Vehicles.....	
F. Contract Maintenance – Office Equipment, etc.	\$6,500
G. Custodial Services	\$50,500
H. Security Services	
I. Repairs and Other Maintenance – Staff Vehicles	\$63,000
J. Towing Expense.....	
K. Trash Removal	
L. Other Services (Please specify) <u>Radios and Lifts</u>	\$26,000

DBE WORKSHEET (Cont.)

III. Materials and Supplies Consumed <i>(Note: Exclude all taxes.)</i>		
A. Office Supplies (paper, ink, toner, pens, etc.).....		\$11,000
B. Office Furniture		\$5,000
C. Office Equipment		\$5,000
D. Fuel, Lubricants, Tires		\$235,000
E. Other Materials and Supplies (Please specify) _____		\$1,000
IV. Casualty and Liability Costs <i>(If self-insured, include only management fees paid.)</i>		
A. Premiums for Physical Damage Insurance		
B. Premiums for Public Liability and Property Damage		\$3,000
C. Premiums for Other Corporate Insurance		\$100,000
D. Other (please specify) _____		
V. Miscellaneous Expenses		
A. Dues and Subscriptions		\$8,750
B. Travel, Hotel, and Registration Fees.....		\$86,750
C. Entertainment Expenses		
D. Advertising/Promotion Media		\$1,000
E. Other Miscellaneous Expenses		\$1,000
VI. Interest Expense		
A. Interest on Long-Term Debt Obligations <i>(net of interest capitalized)</i>		
B. Interest on Short-Term Debt Obligations		
VII. Leases and Rentals		
A. General Administration Facilities		
B. Employee, Client, Visitor Parking Facilities		
C. Staff Vehicles		
D. Data Processing Equipment		
E. Other Lease/Rental Items		
VIII. Special Planning Studies/Services		
A. Feasibility Study		
B. Planning Study		
C. Subcontracted Administrative Duties		\$9,000
D. Other (Please specify) _____		
Step 2.1 Total Operating Contracting Opportunities		
<i>(Applicable to statewide DBE annual goal) Add I – VIII</i>		\$644,600

Attachment 2: TPWP Revision and Amendment Process

TPWP Revisions

Overview

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

Revision type	Approving Agency
Request for additional Federal funding [49 CFR 18.30(c)(1)(i) and FTA Circular 5010.0C,I.6.e(1)].	FHWA/FTA
Transfer of funds between categories, projects, functions, or activities which exceed 10 percent of the total work program budget when the Federal award share of the total work program budget exceeds \$100,000 [49 CFR 18.30(c)(1)(ii)].	FHWA/FTA
Revision of the scope or objectives of the activities (i.e. adding or deleting of activities or major change in scope of activity) [49 CFR 18.30(d)(1)].	FHWA/FTA
Transferring substantive programmatic work to a third party (i.e. consultant) [49 CFR 18.30(d)(4)].	FHWA/FTA
Capital expenditures including the purchasing of equipment [OMB Circular A-87)].	FHWA/FTA
Transfer of funds between categories, projects, functions, or activities which do not exceed 10 percent of the total work program budget or when the Federal award share of the total work program budget exceeds \$100,000 [49 CFR 18.30(c)(1)(ii)].	Iowa DOT

Revision type	Approving Agency
Transfer of funds allotted for training allowances [49 CFR 18.30(c)(1)(iii)].	Iowa DOT
Extending the period of performance past the approved work program period [49 CFR 18.30(d)(2)].	MPO/RPA
Changes in key persons in cases where specified in an application or a grant award (i.e. change in lead consultant for a project) [49 CFR 18.30(d)(3)].	MPO/RPA

Revision and Approval Procedures

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

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

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