

REGION XII
TRANSPORTATION PLANNING AFFILIATION



***FY 2021 TRANSPORTATION
PLANNING WORK PROGRAM***

Adopted May 14, 2020



REGION XII
COUNCIL OF GOVERNMENTS

Region XII Council of Governments Policy Council

AUDUBON COUNTY

Rick Thompson, County Supervisor
Peggy Toft, Exira Councilperson

Gary VanAernam, County Supervisor
Gene Karstens, Conservation Board Member

CARROLL COUNTY

Rich Ruggles, County Supervisor
Neil Bock, County Supervisor

Stephanie Hausman, County Supervisor
Donna Pudenz, Realtor

CRAWFORD COUNTY

Eric Skoog, County Supervisor, Chair
Loren Schultz, Retired

Rachel Desy, CDC, Denison
Jean Heiden, Banker, Denison

GREENE COUNTY

John Muir, County Supervisor, Treasurer
Peter Bardole, County Supervisor

Jane Heun, County Auditor
Victoria Riley, Business Owner

GUTHRIE COUNTY

Jack Lloyd, County Supervisor, Vice-Chair
Everett Grasty, County Supervisor

Marci McClellan, County Auditor
Lisa Grossman, Panora City Administrator

SAC COUNTY

Ranell Drake, County Supervisor, Secretary
Steve Druivenga, Mayor of Wall Lake

Lisa Jacobsen, Resident
Joan Godbersen, Resident

Region XII Technical Advisory Committee

Josh Sebern, Guthrie County Engineer, Chair
Randy Krauel, City of Carroll Public Works Director, Vice Chair
Zac Andersen, Carroll County Engineer
Paul Assman, Crawford County Engineer
Nick Buse, Sac County Engineer
Terry Crawford, Denison City Administrator
Tom Feldman, Western Iowa Transit Director
Mitch Rydl, Audubon County Engineer
Wade Weiss, Greene County Engineer
Daniel Nguyen, FTA, Ex-Officio
Darla Hugaboom, FHWA, Ex-Officio
Dakin Schultz, IDOT District 3 Planner, Ex-Officio

Region XII Council of Governments Staff

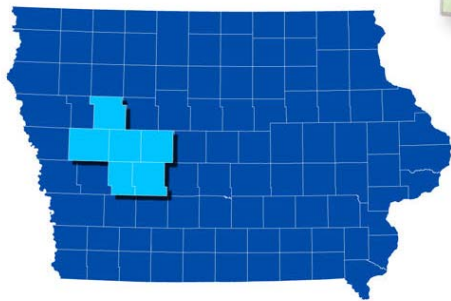
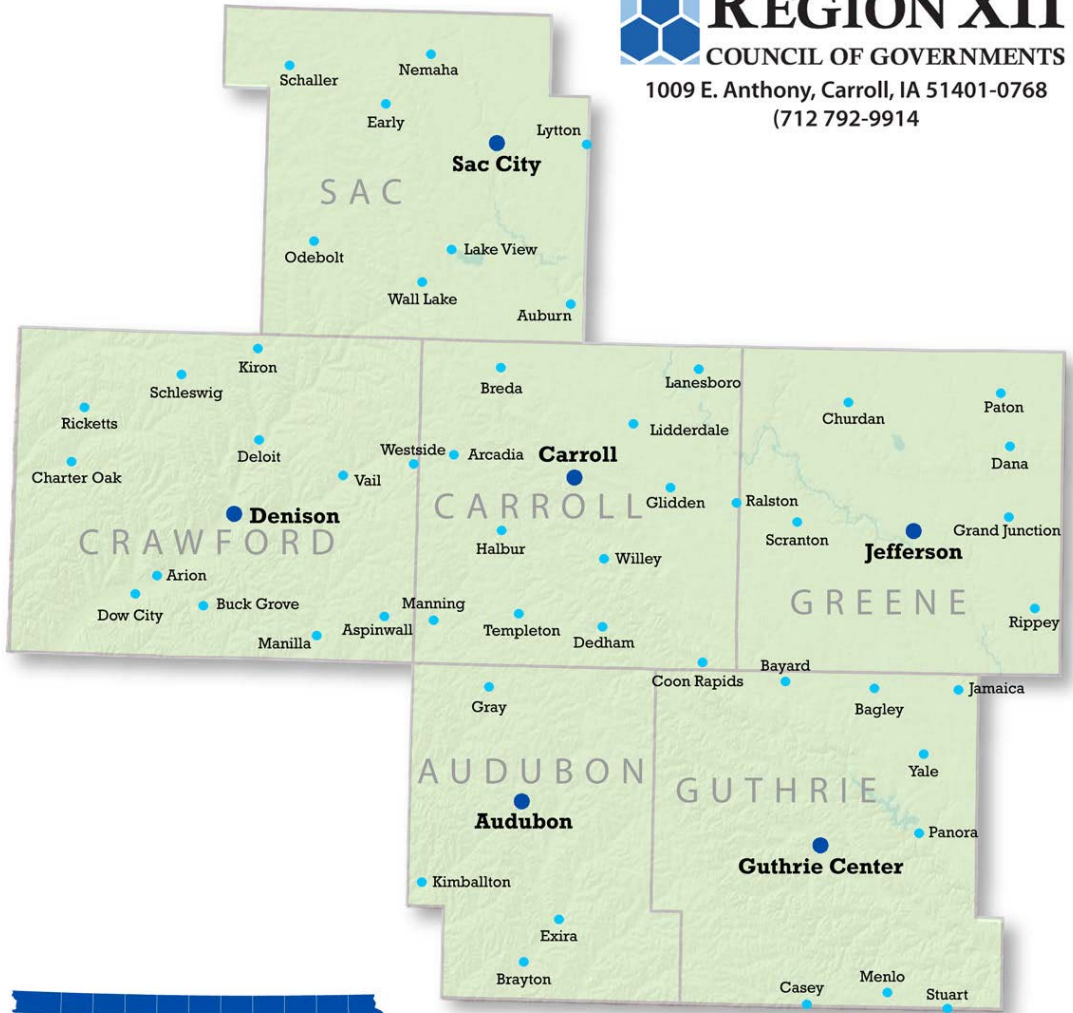
Richard T. Hunsaker, Executive Director
Chris Whitaker, Local Assistance Director

This report was funded in part through a grant from the Federal Highway Administration, Federal Transit Administration, and the U.S. Department of Transportation. The views and opinions expressed herein do not necessarily state or reflect those of the U. S. Department of Transportation



REGION XII

COUNCIL OF GOVERNMENTS
 1009 E. Anthony, Carroll, IA 51401-0768
 (712) 792-9914



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 FY2021 (July 1, 2020 - June 30, 2021).

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. A public hearing is held during a Region XII Policy Council meeting to obtain public comments on the TPWP before the plan is adopted.

FAST Act

Fixing America's Surface Transportation Act (FAST Act) was signed into law December 4, 2015. The FAST act is the first Federal law in over 10 years to provide long-term transportation funding. The FAST Act authorizes \$305 billion over fiscal years 2016-2020 for FHWA's highway, highway and motor vehicle safety, public transportation, motor carrier safety, hazardous materials safety, rail, and research, technology and statistics programs.

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 Smithfield, Pella Corporation, Collins Aerospace, ET Products, CoreMark MidContinent, AMVC, American Home Shield, Amanco, Scranton Manufacturing, AAI, Conner Athletic, Puck Entreprises, Evapco, Quality Food Processors, 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, 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.

Plan Goals and Objectives

Region XII adopted the transportation planning goals:

1. Support economic vitality of the region, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase accessibility and mobility of people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation; and
8. Emphasize the preservation of the existing transportation system.

Aging infrastructure combined with finite resources and increased demands on the transportation system create significant challenges to reach the desired transportation planning goals for the region. Roads and bridges are deteriorating at a faster rate due to increased volumes of freight and heavy agricultural equipment and a significant number of bridges in the region require repair or replacement as they are load weight restricted. The increasing age of the population presents the need for additional transit service. Multimodal facilities are needed to enhance the flow of freight between modes. There is a demand for bicycle facilities, trails, and sidewalks to improve the walking and bicycling opportunities for recreation and safe routes to schools. Preservation of existing facilities has become the main focus in the region.

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, 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 be the lead contact for transportation-related projects and is responsible for data collection and development of work products related to transportation planning and the transit planning process. The Regional Planners will assist with data collection and other planning-related projects. The Transit Director is responsible for the overall operations and management of Western Iowa Transit.

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 Western Iowa Transit. The TAC also has ex-officio members representing IDOT, FHWA and FTA.

Transit Roundtable XII Committee

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 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, scenic by-way organizations, shippers, development officials, and like organizations. Private individuals are also invited to participate. Ex-officio representation is extended to the transit authority and IDOT.

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 2021 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 Plan (PTP), 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. COG staff implemented the activities outlined in the FY 2020 TPWP and developed the FY 2021 TPWP.

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 the FAST Act in the region. The FAST Act 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, PTP and TIP for the Region XII RPA.

Previous Accomplishments:

This document was originally developed in FY1994 but continues to be updated as required. An updated PPP will be drafted in FY2020. Adoption will occur in FY 2021.

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. Region XII will review and update the Title VI Plan as needed.

Regional Transportation Improvement Program (TIP)

Objective:

The TIP is a document containing a listing of proposed regional federal-aid projects per regional funding targets of Surface Transportation Block Grant Program (STBG), federal-aid SWAP funded projects, Transportation Alternatives, 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 and updated and adopted in December of 2012. COG staff began to update the LRTP in FY 2017 and completed the S.W.O.T. Analysis with regional transportation stakeholders, and began drafting the social and economic background chapters. The plan was completed in FY 2018 and was adopted by the COG Policy Council in December 2017.

Description and End Product:

Region XII COG will assist the Policy and Technical Advisory Committees in the update and maintenance of the LRTP as needed during FY 2021.

Passenger Transportation Plan (PTP)

Objective:

The PTP is the planning document that will contain future needs and objectives for Western Iowa Transit and other passenger transportation providers in the region.

Previous Accomplishments:

The COG's Passenger Transportation Plan was adopted in April 2012. Previously, the COG worked with Crawford County, Midwest Industries and the Iowa Economic Development Authority to implement the two CDBG funded CareerLink Programs. This program provides commuter service for Denison and Crawford County residents to Midwest Industries in Ida Grove.

Description and End Product:

Western Iowa Transit staff recognizes that one of the key ingredients of operating a successful transit system is strategic planning.

The PTP assists WIT to identify service issues and needs. In FY 2021, 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. COG staff will conduct TRXII Committee meetings and submit meeting documentation to IDOT.

COG staff will begin to update the COG's Passenger Transportation Plan which is due May 1, 2021. The first phase of this update will be a transit ridership survey to be completed in the summer and fall of 2020.

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, and other related equipment.

C. TRANSPORTATION PLANNING ACTIVITIES SCHEDULE

Planning Elements

The following planning elements will be completed during FY2021:

- ☞ IDOT-executed FY2021 contracts with Region XII COG for STBG, SPR and Section 5311 funded activities
- ☞ Complete TPWP for FY2022
- ☞ Programmed funding targets for the preparation of the FY2022-FY2025 TIP
- ☞ Regional Public Participation Process updated
- ☞ Updates to the Long Range Transportation Plan as needed
- ☞ Begin and complete 2021 Passenger Transportation Plan
- ☞ Western Iowa Transit Ridership survey as part of the 2021 PTP
- ☞ Amendments to the FY2021-2024 TIP as needed
- ☞ Technical assistance regarding transportation projects and issues
- ☞ Public outreach and participation with highway corridor associations
- ☞ Transportation data collection
- ☞ Review and Update Title VI Plan as needed
- ☞ DBE Management, data gathering, and reporting

2020-2021 Project Schedule

1st Quarter	Ongoing Public Participation and Outreach Meetings Transportation Data Collection Begins and continues as weather dictates Transit Coordination and Outreach WIT Ridership Survey Public Participation Plan Draft
2nd Quarter	Begin accepting regional STBG and Transportation Alternative fund applications TR XII Committee Meeting Public Participation Plan Update
3rd Quarter	County Transportation Stakeholder Meetings Adopt Public Participation Plan Update Draft of the 2022 TPWP TAC review of applications TR XII Committee Meeting
4th Quarter	TAC recommendations for FY2022-2025 TIP Final FY 2022 TPWP Approval Review of Draft of FY2022-2025 TIP Final revisions FY2021-FY2024 TIP Adoption of FY 2022-2025 TIP

SECTION II: REGION XII COG RPA ANNUAL BUDGET

July 1, 2020 to June 30, 2021

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 United States Department of Agriculture is anticipated to be the COG's cognizant federal agency for FY 2021.

Region XII COG will have three sources of funding for the purposes of transportation planning: RPA targets from FHWA Surface Transportation Program (STBG); 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 65 hours of staff time will be dedicated to the activities of transportation planning each week. 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, SAFETEA-LU, MAP-21, and the FAST Act 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 STBG 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, and TDC. 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 \$55,000 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 FY2021 is provided as a separate attachment.

FIGURE 2: ADMINISTRATION FUND SOURCES

July 1, 2020 - June 30, 2021

SOURCES

Agency/Source	TOTAL	Percent of Total
FHWA STBG	\$124,074*	57.6
FTA 5311	\$25,789	11.2
SPR Funds	\$25,789	11.2
COG FHWA Match	\$31,019	14.4
COG FTA Match	\$6,448	2.8
COG SPR Match	\$6,448	2.8
TOTAL	\$219,567	100

**Includes \$80,000 in FY 2021 STBG funds and \$44,074 STBG carry-over funds.*

FIGURE 3: FUNDING SOURCE BREAKDOWN BY TASK

Task	Task Total	FHWA (STBG)	FTA 5311	FHWA SPR	COG FHWA Match	COG FTA Match	COG SPR Match	Task Hours
TPWP	\$12,000	\$8,000	\$1,500	\$0	\$2,000	\$500	\$0	200
PPP	\$84,000	\$57,600	\$4,800	\$4,800	\$14,400	\$1,200	\$1,200	1400
TIP	\$43,567	\$30,474	\$1,489	\$2,989	\$7,619	\$248	\$748	725
LRTP	\$10,000	\$4,000	\$2,000	\$2,000	\$1,000	\$500	\$500	165
PTP	\$40,000	\$0	\$16,000	\$16,000	\$0	\$4,000	\$4,000	670
TDC	\$30,000	\$24,000	\$0	\$0	\$6,000	\$0	\$0	500
TOTALS	\$219,567	\$124,074	\$25,789	\$25,789	\$31,019	\$6,448	\$6,448	3,660

*TPWP: Transportation Planning Work Program
 PPP: Public Participation Plan
 TIP: Transportation Improvement Program*

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

TPWP Revisions

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

Waiver of approvals

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

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

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

Types of revisions that require Iowa DOT approval include:

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

Types of revisions that require MPO/RPA approval include:

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

Revision and Approval Procedures

- All revision requests from MPOs and RPAs should be submitted electronically to the Iowa DOT Office of Systems Planning and the agency's District Planner. If all necessary information is provided, the request will then be forwarded to the FHWA and FTA for review and any necessary approvals.
 - Revision requests shall, at a minimum, include:
 - A resolution or meeting minutes showing the revision's approval.
 - Budget summary table with changes highlighted/noted.

- Modified section(s) of the plan's work elements with changes highlighted/noted.
- Revisions where FHWA/FTA is the designated approving agency shall require written approval by FHWA/FTA prior to commencement of activity, purchasing of equipment, or request for reimbursement.
- Revisions where the Iowa DOT Office of Systems Planning is the designated approving agency shall require written approval by the Iowa DOT Office of Systems Planning prior to commencement of activity or request for reimbursement.
- Revisions where the MPO or RPA is the approving agency shall be approved by the Policy Board.
- Notification by the approving agency will be in writing.

**RESOLUTION APPROVING REGION XII FY2021 TRANSPORTATION PLANNING
WORK PROGRAM**

WHEREAS, Region XII Council of Governments (COG) has been designated the administrative entity for the Region 12 Regional Transportation Planning Affiliation (RPA) for the Counties of Audubon, Carroll, Crawford, Greene, Guthrie and Sac and as such is charged with transportation planning activities for the region; and,

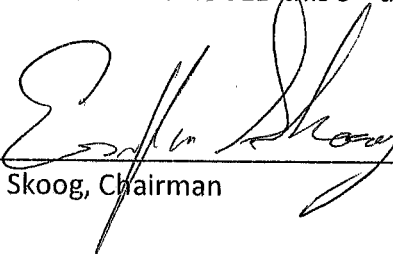
WHEREAS, the COG is required, as a condition of its receipt of Federal funds for its administration of the RPA, to supply an annual Transportation Planning Work Program (TPWP) that discusses various aspects of the COG's planned activities including sources of funding and identified local match; and,

WHEREAS, the RPA12 Technical Advisory Committee (TAC) has reviewed the proposed FY2021 TPWP and recommended to the Policy Council of Region XII COG that this document be accepted.


BE IT RESOLVED by the Region XII COG Policy Council that:

1. It approves the RPA 12 Fiscal Year 2021 Transportation Planning Work Program, as recommended.
2. It directs the document's submission to the Iowa Department of Transportation.

PASSED AND APPROVED this 9th day of April, 2020.



Eric Skoog, Chairman



Ranell Drake, Secretary

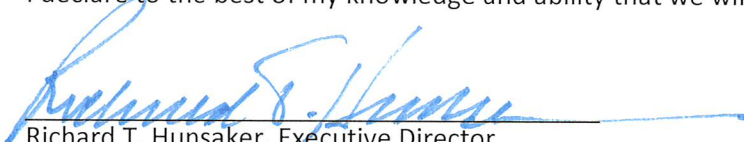
MPO/RPA Self-Certification of Procurement and Consultant Selection Procedures

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 Iowa DOT District Planner and the Systems Planning Bureau, through email or hard copy, invoices documenting the expenditure(s) 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.



Richard T. Hunsaker, Executive Director
Region XII Council of Governments

3-16-2020
(Date)