

REGION 6 PLANNING COMMISSION

FY 2016

TRANSPORTATION PLANNING WORK PROGRAM

FINAL

June 2, 2015

The preparation of this report has been financed in part through grant[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Section 505 of Title 23, U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

RESOLUTION

**A RESOLUTION TO APPROVE THE FY 2016 REGION 6 PLANNING
COMMISSION TRANSPORTATION PLANNING WORK PROGRAM**

WHEREAS the Region 6 Planning Commission has prepared the FY2016 Transportation Planning Work Program and received the input of the Region 6 Planning Commission Transportation Committee, and IDOT/FHWA/FTA,

WHEREAS the work program budget totals \$74,128.00, with a Region 6 Planning Commission \$14,826.00 match.

NOW, THEREFORE, BE IT RESOLVED BY THE REGION 6 PLANNING COMMISSION:

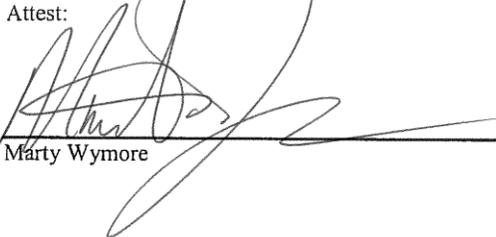
Section 1: The FY 2015 Transportation Planning Work Program is hereby approved.

Approved this 2nd day of June, 2015.



Gordon Canfield, Chair

Attest:



Marty Wymore

Regional Planning Area

Region 6 Planning Commission serves Hardin, Marshall, Tama and Poweshiek Counties. The four cities over 5,000 in population within the region are Iowa Falls, Marshalltown, Grinnell and the combined cities of Tama and Toledo. According to the 2010 US Census, the total regional population is 94,963. This is a slight decrease from the 2000 Census.

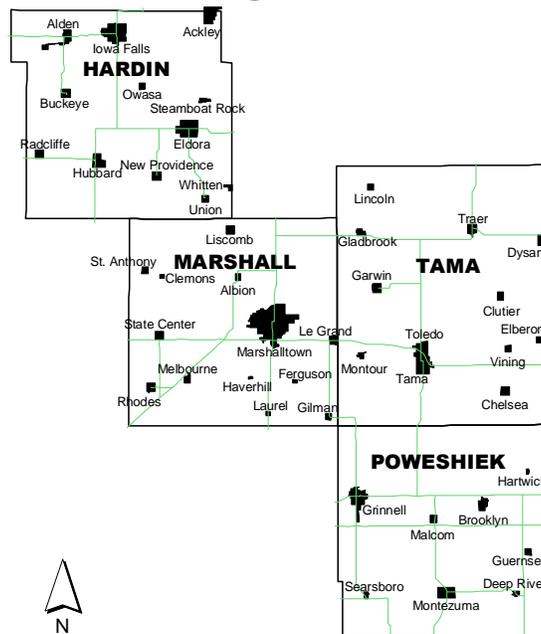
The Meskwaki Settlement is the only Native American Settlement in the State of Iowa, and it is located within the territory of Region 6.

The Region has a higher percentage of elderly persons than elsewhere in the state.

A map of the regional transportation network is illustrated below. The roads on the federal highway system passing through the region are Highways 30, 330 and 20. Interstate 80 bisects the south end of the region.

Region 6 Service Area

Region 6



The primary focus of transportation planning and resources in the region is the maintenance of the existing transportation system. Increasing efficiency and capacity to meet area needs are continuing challenges.

Especially in the most rural areas of the Region, someone without a driver's license or vehicle faces daily transportation challenges. The regional transit system is not designed to provide transportation for employment to non-disabled workers. For many disabled people, public transit is their only resource for transportation. However, the current system is expensive for non-locally supported rural rides. The federal transit assistance funds for transit services in Region 6 (Peoplerides and Marshalltown Municipal Transit) come from two federal transit assistance programs. FTA capital funds are not going to be readily available for vehicle replacements. Peoplerides may need to convert FTA operating funds to capital for vehicle replacements. Changes to the existing public transportation system will be needed to enable more people to access services and employment in the Region. Providing accessible and affordable transit options, and attracting people to use alternative modes, such as public transit, will be an ever-increasing challenge into the future.

The challenges of maintaining city streets and county roads and bridges are significant. The road use tax fund is not increasing at the level that costs are increasing. The federal transportation funding is also not increasing. The result will be a system that is unsafe and inefficient to move goods and services.

Incorporated cities across Region 6 are responsible for operating and maintaining 511 miles of roads, 89 of which are major roads that are eligible for federal aid assistance. If all the improvement work is limited to the federal aid system, that system could be resurfaced with current funding and expenditures about every 10 years. However, significant work is also needed on the local collector city streets. The local streets comprise 83% of the system. The surface of the federal aid network will be in very poor condition in 15-20 years.

Increasing the city general fund compensation area is not feasible. Improving the city road system in the future will likely require disinvesting in parts of the system, increasing property taxes, establishing special assessment districts, or increasing the gas taxes (federal and state).

Counties across Region 6 are responsible for maintaining 4,062 miles of roads, 1,365 of which are federal aid eligible miles. These are generally the paved, county-maintained roads. There is not enough funding in the counties to meet bridge replacement needs.

The future challenges of maintaining the county secondary road system are significant and steep. The road use tax fund and farm to market account is not increasing. The federal transportation funding is also not increasing. Increasing the county secondary road fund is not feasible. The property tax growth due to rollbacks will not be significant. The only option for counties to significantly increase revenues is to rely upon the debt service fund for major improvement projects. Counties may need to resort to converting some hard surfaced roads to granular because there is not sufficient revenue.

I. Description of TPWP Development Process

Region 6 Planning Commission's Transportation Planning Work Program (TPWP) serves as a guide by which to carry out MAP-21 activities. This document contains descriptions of the organizational structure and committee members. It includes information about the four-county region and its demographics, a descriptive list of tasks, staff information, and budget documentation. Region 6 incorporates lessons learned from the previous years in its TPWP. This work program includes components as federal or state policy dictates.

All Region 6 planning documents are interrelated and overlapping, and all are developed with input by community members from Hardin, Marshall, Tama and Poweshiek Counties. A Region 6 Public Participation Plan update will be reviewed and approved by the policy committee in April 2015. In December 2012, Region 6 Planning Commission completed and formally adopted a federal EDA Comprehensive Economic Development Strategy (CEDS), which included transportation planning as an integral part of the economic development strategy for the region. On February 24, 2014, a Long Range Transportation Plan 2014-2034 for Region 6 was formally adopted. A new Passenger Transportation Plan for Region 6 is scheduled to be completed and adopted in April 2015. In June 2015, Region 6 will adopt a Transportation Improvement Plan for FY 2016-2019. In May 2015, Region 6 Planning Commission will complete and adopt its Transportation Planning Work Program for FY 2016.

Community participation in the preparation of all planning documents follows the Region 6 Public Participation Plan. The public participation process involves public hearings, committee meetings, local forums, in-person interviews/surveys, and activity-related focus group sessions. A Regional Development Committee was developed in the fall of 2012 to identify goals and projects and provide direction for the Comprehensive Economic Development Strategy and the Long Range Transportation Plan. The Regional Development Committee is a collaboration of economic development, county, and city professionals. Participation and input of key stakeholders are crucial to the process and the projects.

Public participation in the planning process is invited through publicizing notices of public hearings in local newspapers and on the information board at the Region 6 Planning Commission office. Press releases also are provided to local newspapers and radio stations. Input from all of these activities is assembled and documented by Region 6 Planning Commission staff. Public input is also sought through online and hard copies of surveys regarding specific issues and designed for development of specific plans. Surveys were included in the planning process for the CEDS, the Passenger Transportation Plan (PTP), and the Long Range Transportation Plan. All Region 6 planning documents are available for public review at the Region 6 Planning Commission office and posted on the Region 6 website at www.region6planning.org. Public participation activities are summarized in subsequent sections of this document.

Region 6 is submitting a draft of the TPWP to Iowa Department of Transportation, the Federal Transit Administration, and the Federal Highway Administration for comments. The comments

of those agencies will be addressed in the final TPWP, and the Region 6 Policy Board will review and adopt the FY2016 TPWP before submitting on or before June 1, 2015.

II. Region 6 Organizational Structure

The Region 6 policy board reflects the region's population and business demographics and is representative of the various objectives of Region 6: economic and community development, transit, housing, and transportation. The Region 6 Board and Transportation Committee are outlined below. The Transportation Committee works under the Executive (Policy) Board of Region 6, which is responsible for the day-to-day operation of the Commission. The Executive Board of Region 6 reviews the direction of the Transportation Committee and makes any necessary final actions.

Region 6 Executive (Policy) Board

1. GOVERNMENT REPRESENTATIVES (51-65%)

Elected officials and/or employees of a general purpose unit of state, local or Indian tribal government who have been appointed to represent the government. Articles require seats noted below. 8 required (min).

NAME	GOVERNMENT	POSITION
Kendall Jordan, Vice Chair	Tama County	Board of Supervisors
Lance Granzow	Hardin County	Board of Supervisors
Lamoyne Gaard	Poweshiek County	Board of Supervisors
Jody Anderson	City of Iowa Falls	City Administrator
Michelle Spohnheimer	City of Marshalltown	City Housing Administrator
Gordon Canfield, Chair	City of Grinnell	Mayor

2. NON-GOVERNMENT REPRESENTATIVES (35-49%)

5 required minimum. 1 minority rep strongly preferred (public or private).

A. Private Sector Representatives: *Any senior management official or executive holding a key decision-making position, with respect to any for-profit enterprise. (At least one required).*

NAME	COMPANY/ENTERPRISE	POSITION
Mark Schoborg	Self-Employed	Independent Business Owner
Dave Thompson, Secty/Treas	Thompson True Value	Owner
Roger Luehring	Clapsaddle-Garber Associates	Finance Manager

B. Stakeholder Organization Representatives: *Executive directors of chambers of commerce, or representatives of institutions of post-secondary education, workforce development groups or labor groups. (At least one required).*

NAME	ORGANIZATION	POSITION
Cindy Schulte	Iowa Valley Community College Service Learning	Director, Governmental Affairs
Lynn Olberding	Marshalltown Chamber	Director

Region 6 has a transportation advisory committee that operates under the Executive Board.

Transportation Committee

The purpose of the Transportation Committee is to plan and program the Surface Transportation Program (STP) funds allocated for Region 6 counties. Three voting members from each of the four counties serve on the Committee. Peoplerrides, the regional transit system operated by Region 6, also has one vote. One of the two members from each county is the County Engineer. A second member is a city engineer or city administrator from a city with a population of over 5,000 people. A third member from each county represents Transportation Alternatives Program (TAP) interests. The two non-voting (ex officio) members on this committee represent the State of Iowa Department of Transportation and the Marshalltown Municipal Transit, the only municipal transit system serving the Region.

Transportation Technical Committee	Name	Title	County, City or Agency Represented
Voting Member	Daryl Albertson	County Engineer	Hardin County
Voting Member	Jody Anderson	City Administrator	City of Iowa Falls (Hardin County)
Voting Member	George Vest	TAP Rep.	Hardin County
Voting Member	Paul C. Geilenfeldt	County Engineer	Marshall County
Voting Member	Justin Nickel	Public Works Director	City of Marshalltown, Marshall County
Voting Member	Harold Lanning	TAP Rep.	Marshall County
Voting Member	Lyle Brehm	County Engineer	Tama & Poweshiek Counties
Voting Member	Russ Behrens	City Administrator	City of Grinnell, Poweshiek County
Voting Member	Mark Vavroch	TAP Rep.	Poweshiek County
Voting Member	Dan	Mayor of Tama	Tama/Toledo urbanized area (1

	Zimmerman Dave Svoboda	Mayor of Toledo	vote), Tama County
Voting Member	Bob Etzel	TAP Rep.	Tama County
Voting Member	Marty Wymore	Director	Region 6 Transit/Peoplerides
Non-Voting (ex officio)	Michael Clayton	IA DOT	State of Iowa
Non-Voting (ex officio)	Richard Stone	Municipal Transit Director	Marshalltown Municipal Transit
Non-Voting (ex officio)	Larry Lasley	Econ. Dev. Director	Meskwaki Tribe

Region 6 Staff

Region 6 staff also plays a key role in developing effective regional strategies. Region 6 benefits from a creative and talented staff with extensive experience in transportation planning, regional transit operations, project management, and grant administration. Region 6 staff stays abreast of project challenges and new potential projects that are a good fit for the regional program.

Other Representation

The Meskwaki Settlement is included on Region 6 Transportation Planning mailing lists. They are informed about meeting agendas and application deadlines. Periodically Region 6 staff consults with Meskwaki staff to discuss upcoming projects.

III. Description of Planning Activities/Work Elements

A. Transportation Planning Work Program (TPWP)

- Objective:** To ensure that all required transportation planning documents are completed and submitted to the IDOT in a timely manner.
- Previous Work:** TPWP 2015 was adopted on June 23, 2014, and submitted to IDOT, FHWA, and FTA. TPWP 2016 is being completed in FY2015, and the TPWP 2016 will be submitted in draft on April 1, 2015.
- Project Description:** The Transportation Planning Work Program is an annual document that requires the approval of the Region 6 Planning Board of Directors. This planning document is prepared in one fiscal year for the following fiscal year. During FY 2016, a draft TPWP for the coming FY 2017 shall be developed and reviewed by the Transportation Committee prior to full recommendation from the Board of Directors. Comments from the Transportation Committee will be forwarded to the Board of Directors. If the total aggregate TPWP budget changes more than 10%, it also requires approval of the Board of Directors. No public hearing is required for TPWP approval, but the public is allowed to provide comments at the Board of Directors and Transportation Committee meetings concerning the TPWP.
- Product:** Transportation Planning Work Program FY2017.
- Completion:** A draft will be prepared and submitted to IDOT, FHWA, and FTA for approval on or before April 1, 2016.
- Revisions to the TPWP will address the IDOT, FHWA and FTA comments, and a finalized document will be presented to the Region 6 policy board for approval and adoption. It is anticipated that the final version of the TPWP will be submitted by the June 1 deadline.

B. Transportation Improvement Program (TIP)

- Objective:** Develop a fiscally responsible Transportation Improvement Program of projects that will accomplish the Regional Transportation Planning Expectations of the Iowa DOT. The final TIP will be a program of projects for 2017-2020.
- Previous Work:** During FY 2015, Region 6 Planning Commission will have developed a 2016-2019 Transportation Improvements Program. Region 6 staff works with region communities to solicit, monitor, and assist in implementation

of regional enhancement assistance projects. Region 6 utilizes TPMS database for TIP Program development to achieve consistency and increase reliability in its planning efforts. The TIP is reviewed and updated annually.

Project Description: Using TPMS database to achieve consistency and increase reliability, develop an annual Transportation Improvement Program of projects for the next four years that will accomplish the Regional Transportation Planning Expectations of the Iowa DOT. Projects included in the Transportation Improvement Program will be monitored to ensure that they are fiscally responsible and completed on a timely schedule.

Product: Transportation Improvement Program 2017-2020.

Completion: A draft 2017-2020 TIP will be subject to a public review, approved by the Region 6 Transportation Committee, and submitted to the Office of Program Management on or before the June 15, 2015 deadline. A final Region 6 TIP will be submitted to the Office of Program Management for inclusion in the State TIP on or before the July 15, 2015 deadline.

C. Transportation Planning – General

Objective 1: **Long-Range Transportation Plan (LRTP).** Ensure the planning activities correspond to the Plan and that the Plan remains relevant to changing needs and opportunities. The LRTP is a twenty-year planning document that will be reviewed annually, and revised every five years.

Previous Work: Region 6 conducted a regional transportation planning needs assessment and interviewed key regional contacts to determine regional transportation needs. A five-year regional transportation goal was developed that anticipates future transportation problems and opportunities. Copies of the LRTP were provided to members of the Region 6 Executive/Policy Board and posted on the Region 6 Planning Commission website at www.region6planning.org. This LRTP was adopted by the R6 Policy Board on February 24, 2014.

Project Description: During FY 2016, Region 6 Planning staff will review the LRTP with the Policy Board to ensure that planning activities correspond to the Plan and that the Plan remains relevant to changing needs and opportunities and update if needed. Public participation/input will be a key component of this review process.

Product: Current and relevant Long Range Transportation Plan 2014-2034.

- Completion:** Ongoing. Because this is not a year for completing a full update of the LRTP, this element is included in the Transportation Planning – General element of the budget, below.
- Objective 2:** **Public Participation Plan.** Ensure the planning activities correspond to the Plan and that the Plan remains relevant to changing needs and opportunities. The PPP will be reviewed annually and updated as needed.
- Previous Work:** The PPP was last updated and adopted by the Region 6 Policy board on April 27, 2015. A copy of the PPP was provided to the Policy Board and posted on the Region 6 Planning Commission website at www.region6planning.org.
- Project Description:** During FY 2016, Region 6 Planning staff will review the PPP and update as needed. Public participation/input will continue to be a key component of all planning documents. The PPP is reviewed on a regular basis as it is adhered to when completing the TIP, LRTP, PTP and other projects.
- Product:** Current and relevant Public Participation Plan.
- Completion:** Annually. As there have not been any changes to the PPP document resulting from previous annual reviews by the policy board, the PPP is not listed as a separate planning element in the TPWP budget. The review is done as a part of the general Transportation Planning process. See budget below.
- Objective 3:** **Transportation Planning – General.** Maintain current transportation systems (Roads, Transit, Airports, etc.). Develop improved highways to encourage economic development, reduce congestion, and improve safety.
- Previous Work:** Assisted with the development of regional projects. Participated in Highway 30 Coalition and passenger rail advocacy group discussions and activities.
- Project Description:** Implement goals contained in Region 6 Long-Range Transportation Plan. Encourage public participation in planning and programming to reflect local needs. Continue to participate in passenger rail advocacy group discussions. Continue to participate in Highway 30 Coalition advocacy group activities.
- Product:** N/A.
- Completion:** Ongoing.

Objective 4: **Transportation Planning – General.** Encourage transportation planning as an integral part of comprehensive and land use planning of local jurisdictions.

Previous Work: Region 6 Planning Commission completed a 2-year regional comprehensive planning effort for Hardin County and the cities of Iowa Falls, Eldora, and Ackley in 2012. The planning and resulting documents followed Iowa’s “smart planning” guidelines, including a transportation and transit element. Region 6 Planning Commission completed a comprehensive plan for the City of State Center (Marshall County) in FY 2014 & 2015. The plan included transportation considerations. Goals and projects related to transportation and transit opportunities were included in the Comprehensive Economic Development Strategy adopted in 2012. Region 6 staff actively participated in the planning of local and regional trail systems in the region.

Project Description: Region 6 Planning Commission will continue to encourage its communities and counties to create or update existing comprehensive/land use plans according to smart growth principles. It is the goal of Region 6 transportation planning to emphasize transportation system, including all modes of transportation (e.g. transit and trail projects) in all comprehensive and land use plans.

Product: Comprehensive Plans for the region’s communities and counties, including all modes of transportation and transit planning policy and activities.

Completion: Ongoing

C. Passenger Transportation Plan (Objective 1) and Passenger Transportation Planning – General (Objective 2)

Objective 1: Review/Update the five-year Passenger Transportation Plan.

Previous Work: The FY 2016 5-year PTP was developed and adopted during FY 2015. This Plan included participation by community members from all four of the Region 6 counties through countywide public input meetings and an online survey. The survey was also printed out for distribution to Peoplerides drivers and staff, seniors, clients of participating social service agencies, and anyone who requested one. The PTP assesses current and future transit needs and identifies potential transit-related projects and activities. It also reviews data gathered over the preceding years. Information regarding transit inventories and transportation needs was assembled and documented by the Region 6 Planning Commission staff.

Region 6 Planning Commission and Peoplerides staff is involved in regular monthly or quarterly county-level passenger transportation discussions around the region. Region 6 transit staff participates in existing human service oriented group discussions.

Region 6 submitted its draft Passenger Transportation Plan (PTP) update for FY 2016 to the DOT Systems Planning and District Planner, Office of Public Transit, FTA, and Marshalltown Municipal Transit management. Upon comment, revisions were completed, and the final PTP was reviewed and approved by the Region 6 Policy Board on April 15, 2015, and submitted on or before the May 1, 2015.

Project Description: In lieu of monthly or quarterly regional TAG meetings, Peoplerides transit director and staff will attend local and regional social services group meetings that include passenger transportation discussions and attend WARTS (Western Alliance Regional Transit Systems) meetings. Region 6 planners and Peoplerides transit director and staff will hold one county-level TAG public input forum in each county. Region 6 planning staff will provide meeting notes of these meetings to the Office of Systems Planning by July 31st.

Product: The FY 2017 update of the current PTP will take place during FY 2016.

Completion: April 2016.

Objective 2:

- Increase ridership by making passenger transportation services more attractive and more accessible.
- Assist disabled people with access to jobs and needed services.
- Assist elderly and general public access to needed services.
- Provide affordable and available rides.
- Assist elderly and general public access to critical services – meal sites, grocery stores.
- Provide services that allow elderly to remain independent and in the home.

Previous Work: Region 6 worked to develop more scheduled routes with service on a consistent day of the week.

Region 6 worked to maintain and improve the existing fleet and update vehicles and equipment. Region 6 continued its effort to discover and address unmet transit needs through innovative methods. The regional transit system pursued funding sources to provide safe, efficient, and convenient services.

Project Description: Region 6 will continue to pursue enhanced services and increased funding for Peoplerides. Region 6 will continue to be proactive in enhancing

existing rural transit services, such as adding regularly-scheduled trips from smaller communities to employment centers and health care facilities.

Region 6 will work towards expanding its current central dispatch function to include other ride programs.

Region 6 will strive for public funding similar to what other regional transit programs have in order to provide lower fares for all, regardless of age or disability status.

Region 6 will increase its marketing efforts.

Region 6 will improve comfort of buses and improve negative perception of riding a bus.

Region 6 will attempt to expand its hours of service.

Region 6 will continue its efforts to develop more scheduled routes with service on a consistent day of the week.

Region 6 will continue to coordinate the existing vehicle fleet and to address unmet transit needs through innovative methods. The regional transit system also will continue to look at new markets for the increasing percentage of elderly in the Region's population and the potential for commuter routes to out-of-region employment centers. Funds for new vehicles will be sought.

Region 6 will work to coordinate van pool or car pool service in key locations such as urban employment or entertainment centers, airports, etc.

Product: Enhanced transit services and increased efficiencies.

Completion: Ongoing.

E. Trail Usage Counting

Objective 1: Assist trail groups around the region in obtaining trail usage counts.

Previous Work: None – new project.

Project Description: Purchase 17 infrared counters for use on recreational trails in Grinnell, Marshalltown, Marshall County, Iowa Falls, and Hardin County. Region 6 staff will assist with placing the equipment in the mounting boxes, retrieving data, and retrieving equipment at the end of the year, if needed.

Region 6 Planning Commission will own and insure the equipment, including the equipment boxes and locksets.

Product: Trail use counts for use in obtaining additional funding and for maintenance and construction planning.

Completion: Ongoing.

F. Transportation Alternatives Planning Assistance

Objective 1: Increase Region 6 Planning Commission's role in public health and public safety commitment. Recreational trails provide public health, transportation, and many other benefits. Increasing modal opportunities is a key goal of the transportation planning process.

Previous Work: Region 6 has supported public health and public safety through its trails funding. Region 6 has advocated for public policy changes that will increase recreational activities and safety for pedestrians and bicyclists. Region 6 has assisted community efforts in trail development and grant writing support for funding opportunities. Region 6 has actively recruited communities in the four-county area to develop Safe Routes to School programs and to apply for Safe Routes grant funding.

Project Description: Design and implement public health and public safety initiatives: e.g. Bicycle Safety Promotions; Strategic Highway Safety Plan; Multi-disciplinary Safety Team, etc. Region 6 will continue to assist communities in applying for trail funding. Region 6 will continue in its efforts to improve conditions for bicycling and walking in the region. Region 6 staff will continue to participate in trail planning and implementation.

Product: Increased public health and public safety through pedestrian/bike trails; enhanced community facilities.

Completion: Ongoing.

IV. Project Budget and Funding Sources

Budget Summary

Activity/Work Element	FTA 5305e New	FTA 5305e C/O	FHWA STP C/O	FHWA SPR	FHWA SPR C/O	Local Match	Total
Work Program	\$55	\$97	\$270	\$55	\$323	\$200	\$1,000
TIP	\$826	\$1,451	\$4,047	\$827	\$4,849	\$3,000	\$15,000
Transportation Planning – General (Includes LRTP Review and PTP Review)	\$1,275	\$2,237	\$6,240	\$1,275	\$7,476	\$4,626	\$23,128
Trail Usage Counting	\$110	\$193	\$540	\$110	\$647	\$400	\$2,000
Transit Planning	\$827	\$1,450	\$4,047	\$827	\$4,849	\$3,000	\$15,000
Transportation Alternatives Planning Assistance	\$992	\$1,741	\$4,856	\$992	\$5,819	\$3,600	\$18,000
Totals	\$4,085	\$7,169	\$20,000	\$4,085	\$23,963	\$14,826	\$74,128

Expenses

Salaries	\$35,100
Benefits	\$12,000
Travel	\$2,000
Legal Publications	\$100
Indirect Admin.	\$24,928
TOTAL	\$74,128

Project Expenses by Quarters

Q UARTER 1	\$18,532
QUARTER 2	\$18,532
QUARTER 3	\$18,532
QUARTER 4	\$18,532
TOTAL	\$74,128

Cost by Activity

ITEM	EMPLOYEE HOURS	COST
Work Program	34	\$1,000
TIP	517	\$15,000
Transportation Planning General	798	\$23,128
Trail Usage Counting	69	\$2,000
Transit Planning	517	\$15,000

Transportation Alternatives Program Assistance	621	\$18,000
TOTAL	2556	\$74,128

Project Staffing

Region 6 Planning Commission will utilize existing staff to meet the objectives in this Work Program. Primary project staff will include:

- Marty Wymore, Executive Director
- Donna Sampson, Planner
- LeAnn Lynch, Peoplerides Transit Director

Project staff will work together to coordinate and accomplish the projects as outlined in this Work Program.

V. Resolution/Board Approval

A finalized TPWP will be presented to the Region 6 policy board for approval and adoption.

VI. Additional Required Items

A. Cost allocation methodology.

See attached *Region 6 Planning Commission Administrative Cost Allocation Plan*.

B. Disadvantaged Business Enterprise (DBE) information

Region 6 Planning Commission does not foresee any occasions where it might be necessary to contract with outside vendors who would need to be DBE certified. If there are opportunities, Region 6 Planning Commission will solicit quotes or information from IDOT Certified DBE firms. Region 6 Planning Commission periodically reviews the DBE certified list to determine if there are available contracting opportunities for Region 6 Planning Commission services.

VII. Description of TPWP Revisions and Approval Procedures

Overview

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

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. Four hard copies of the updates to the work program will be submitted along with written requests from Region 6 Planning Commission 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. Four hard copies of the updates to the work program will be submitted along with written requests from Region 6 Planning Commission to the Iowa DOT Office of Systems Planning through the District Planner. Copies will then be forwarded to FHWA and FTA. Notification by the approving agency will be in writing in reverse order.

Revisions where Region 6 Planning Commission is the approving agency shall be approved by the Region 6 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.

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. Four hard copies of the revision shall also be sent to Systems Planning, which will be forwarded to the DOT District, FHWA, and FTA for review and any necessary approvals.
- Revision requests shall, at a minimum, include:

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

NOTE: All necessary TPWP approvals shall be in place prior to the commencement of activity, purchasing of equipment, or request for reimbursement. More specifically in regards to the procurement of equipment and services, there should be no notification of award, signed contract, placement of an order, or agreement with a contractor prior to receiving the necessary TPWP approvals.

Attachments

- Certificate of Indirect Cost Proposal/Indirect Costs – *page 23*
- MPO/RPA Self-Certification of Procurement and Consultant Selection Procedures
– *page 24*
- Region Six Planning Commission Administrative Cost Allocation Plan by
Program 11/25/2013 Amendment – *page 25*



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 **June 1, 2015** to establish a:
 - a. Cost Allocation Plan
 - b. Indirect Cost Rate
 for **July 1, 2015 - June 30, 2016** 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:
 - c. Governmental Organization
 - d. 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.

Marty Dymore

 (Signature)

Marty Dymore

 (Please Print Name)

Director

 (Title)

Region 6 Planning

 (Name of Organization)

5/11/15

 (Date Signed)

(Signed by the official having the authority to negotiate indirect cost rates for the organization or by a higher level official.)

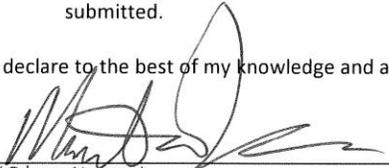
**MPO/RPA Self-Certification of
Procurement and Consultant Selection Procedures**

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 Office of Systems Planning, 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.



(Signature)
Marty Wymore

(Please Print Name)
Director

(Title)
Region 6 Planning

(Name of Organization)
5/11/15

(Date Signed)

(Signed by the official having the authority to initiate procurements or consultant selection for the organization or by a higher level official.)
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**REGION SIX PLANNING COMMISSION
ADMINISTRATIVE COST ALLOCATION PLAN
BY PROGRAM
11/25/2013 AMENDMENT**

GENERAL

The Cost Allocation Plan of Region Six Planning Commission is the basis of assigning costs equitably to all programs during the calendar year starting 1/1/2014. Under the administrative cost allocation plan, there are direct and indirect costs which shall be assigned to each program. All direct and indirect costs are further identified as either personnel or non-personnel costs.

DEFINITIONS

Direct Personnel Costs: are the costs of all personnel activities which are identifiable to specific projects. Examples of direct personnel costs include personnel time spent on planning activities, administration of the regional transit program, transportation planning, and community development block grant administration. (See Schedule A)

Direct Non-Personnel Costs: are the costs of non-personnel items or services clearly incurred by specific projects. Direct non-personnel costs include project-related items such as contracted services, project report publishing, reproductions, travel, supplies, staff development, postage memberships, and other costs similarly identifiable to specific projects. (See Schedule B)

Indirect Costs: are the costs of all non-personnel items or service that are not directly attributed to specific projects but rather are attributed to overall operations of the agency including all projects. Indirect non-personnel costs include such items as equipment rental, base telephone, advertising, staff development, insurance, reproductions, agency memberships, reference materials, agency audit, and other such costs similarly attributed to total agency and all project support. (See Schedule C)

GENERAL ADMINISTRATIVE COST ALLOCATION TO PROJECTS

The first allocation is a variable percentage to the Economic Development Planning Partnership program (account 195). For each direct general administrative cost there shall be an allocation to the other expense category (account 5100) for the variable EDA percentage and an allocation to the general administration pool (account 333). The EDA percentage will change each quarter and there will be quarterly reconciliations of the initial estimate. There shall be a set amount for the upcoming quarter and that amount shall be adjusted at the end of each quarter for the totals. The basis for allocations shall be total administrative and program salary for each cost center (100s and 200s) divided by total administrative and program salary costs.

General administration shall be allocated quarterly to all cost centers, except account 195, under planning & transit. The quarters shall be July-September, October-December, January-March, and April-June. Salaries will be printed off for those periods from our accounting software.

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SUPPORTING DATA

Attached hereto are the following schedules which shall clarify all cost items covered by the administrative cost allocation plan:

- Schedule A - Direct Personnel Activities
- Schedule B - Direct Non-Personnel Costs
- Schedule C - Indirect Costs

Schedule A

DIRECT PERSONNEL ACTIVITIES

Overall transit administration
Transit planning and grant administration
Grant administration activities
Transportation planning
Economic development planning
Other contracted services

Schedule B

DIRECT NON-PERSONNEL

Project related office supplies
Project related conference and training expenses
Project related printing and binding of publications
Project related postage and shipping
Project related equipment
Other project related items which may be directly attributed to a project

Schedule C

INDIRECT COSTS

General administration – management, administrative, accounting
Office cleaning
Employee holiday, vacation, and sick pay
Required benefits – IPERS, SUTA, FICA, Medicare
General business insurance
Health insurance
Payroll service
Contract accounting services
Audit services
Region 6 building loan payment
Office supplies
Postage

[Type text]

Telephone
Legal publications
State association membership
Marketing
Travel
Utilities
Repairs

TRANSIT ALLOCATION TO PROJECTS

Transit fuel and vehicle repairs shall be allocated quarterly on the basis of vehicle miles by program. Transit administration, driver wages and benefits, overtime, and vehicle insurance shall be allocated on the basis of driver hours by program on a quarterly basis. The quarters shall be July-September, October-December, January-March, and April-June.

Region 6 Planning Commission will set aside \$0.07/mile for vehicle replacements. This funding will be used for the 20-23% non-federal match.

State transit assistance (STA) and federal transit (FTA) operating assistance shall be allocated on the following basis – total estimated expenditures for the year by program minus farebox shared on a pro-rata share for the following services: Marshalltown medical demand (into Mtown), Marshall Route (focused on CDC, Special Focus, & MIW), Iowa Falls Taxi, Hardin Route (focused on route from N Hardin to Access and Marshalltown to Steamboat Rock), Grinnell Demand, Poweshiek Route (focused on route around county to CDC), Tama/Toledo Demand, Tama Routes (focused on route from Tama County to MIW in Mtown, and route around Tama County to CDC), and route from Region to Iowa City. A lesser amount than the above formula shall be allocated to the Tama Medical dialysis service program from Tama-Toledo area to Marshalltown.

No STA or FTA assistance shall be allocated to the following services: TMS, rural Marshall County medical, rural Poweshiek County medical, or other region (largely demand medical rides to Des Moines, Ames, etc...).

Note that the maximum share of FTA operating funding is 50% based upon the following formula = total actual cost – farebox * 50%. Some funding adjustments may be needed by staff to comply.