

Transportation Planning Work Program Fiscal Year 2018

FINAL – May 9, 2017

Adopted by Resolution on May 9, 2017

Prepared by
Southern Iowa Council of Governments
 and
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RESOLUTION

Adoption of Fiscal Year 2018 Transportation Planning Work Program

WHEREAS, The ATURA Transportation Planning Affiliation is organized to provide transportation planning recommendations for Region 14, and;

WHEREAS, the ATURA Policy Board has reviewed and approved the Fiscal Year 2018 Transportation Planning Work Program;

THEREFORE, BE IT RESOLVED, that the ATURA Transportation Planning Affiliation adopts Fiscal Year 2018 Transportation Planning Work Program (TPWP).

Adopted by the RPA 14/ATURA Policy Board on May 9, 2017.

Signed: 

Charles Ambrose, Supervisor Taylor County
RPA 14/ATURA Chairperson

Attest: 

John Twombly, Supervisor Adair County
RPA 14/ATURA Vice-Chair/Secretary

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INTRODUCTION

The RPA 14/ATURA Transportation Planning Work Program was prepared on behalf of member counties in collaboration with the RPA 14/ATURA Transportation Technical Committee and Policy Board, and with the assistance of the SICOG staff. The Federal Highway Administration, Federal Transit Administration, and Iowa Department of Transportation provided a portion of the funding and technical assistance required to complete this document.

This document serves to outline the transportation planning activities that the Southern Iowa Council of Governments (SICOG) will perform for the RPA14/ATURA Transportation Planning Affiliation. The Transportation Planning Work Program (TPWP) provides an overview of the ATURA planning area, identifies planning issues and requirements, and outlines the activity schedule for document preparation and submissions in Fiscal Year 2018 (July 1, 2017, through June 30, 2018).

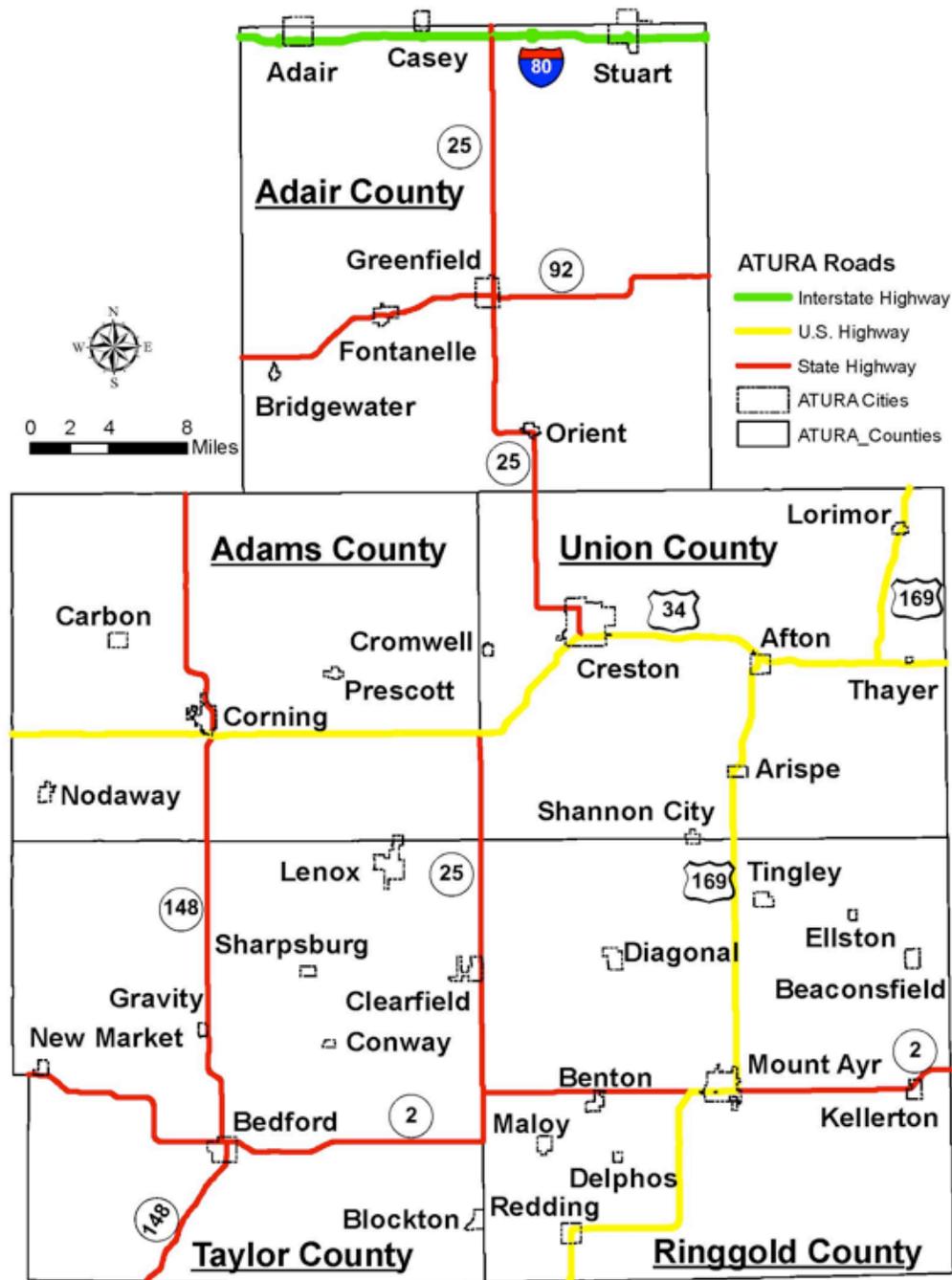
Service Region

The ATURA service region covers 2,489 square miles in southwest central Iowa and includes Adair, Adams, Ringgold, Taylor, and Union counties. The 2010 US Census reports total population for the region as 35,693 persons. 71.8% of the five-county region's population lives within one of the thirty-six municipalities. 22% of the region's population resides in the City of Creston (Union County).

The RPA 14/ATURA region is very rural, with a sparse population. The area has shown population declines over the last decades, and its population is aging. The topography of the area results in a very high number of bridges. Since many funding sources for road and bridge maintenance are based on population, this region receives less funding than other, more heavily populated regions receive and it has a higher number of bridges to maintain. As a result, it has been a challenge to maintain the existing transportation system for many decades. The backlog of deficient bridges needing attention has steadily grown over the years, as funding has been unable to keep up with the need.

Map of RPA 14/ATURA Region

Regional Planning Affiliation 14 / ATURA (Adams, Taylor, Union, Ringgold and Adair Counties) is located in southwestern Iowa.



Background

The ATURA Transportation Planning Affiliation was created in February 1994 to implement transportation planning requirements as directed under the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA). Subsequent Acts have since replaced ISETEA: the Transportation Equity Act for the 21st Century (TEA-21) in 1998, Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) in 2005, Moving Ahead for Progress in the 21st Century Act (MAP-21) in 2012, and most recently the Fixing America’s Surface Transportation Act (FAST Act) was signed into law in December of 2015.

The six-member ATURA Policy Board is composed of one supervisor from each county and one representative from the city of Creston. The Policy Board directs the implementation of all-regional transportation planning and programming activities required under the FAST Act.

The ATURA Transportation Technical Committee (TTC) is composed of each county’s engineer and the public works director from the City of Creston. The Southern Iowa Trolley (SIT) and the Iowa DOT have one ex-officio, non-voting representative each. The TTC provides technical recommendations on transportation planning and programming for the region to the ATURA Policy Board.

ATURA Goals

The ATURA Policy Board has the power and duty to make comprehensive transportation studies and master plans for the uniform and efficient development of surface transportation facilities within its service area. It also has the power to make policy decisions concerning the development of safe, fast, efficient, and coordinated transportation systems subject to the approval of the respective governing bodies of the service area. Annually it adopts a four-year Transportation Improvement Program (TIP), Transportation Planning Work Program (TPWP), and once every five years it adopts a new Long Range Transportation Plan (LRTP) and a Passenger Transportation Plan (PTP), with amendments to these documents as required. The following goals for the region were adopted through the most recent LRTP process:

- 1. Support the economic vitality of the region, state and United States especially by enabling global competitiveness, productivity, and efficiency.**
 - a. Promote accessibility to transportation network when economic development opportunities are present.
- 2. Increase the safety and security of the transportation system for motorized and non motorized users.**
 - a. Emphasize safety improvements in all modes of transportation when rehabbing existing or constructing new portions of the transportation system.
- 3. Increase the accessibility and mobility of people and for freight.**
 - a. Expand services when necessary, without jeopardizing continuity of existing services. Encourage use of alternative transportation modes, and support improvements to infrastructure for pedestrians, bicyclists and people with disabilities when feasible.

SECTION I. – Organization, Guidance and Activities

ORGANIZATIONAL STRUCTURE OF THE ATURA TRANSPORTATION PLANNING AFFILIATION

ATURA Policy Board

The ATURA Policy Board is responsible for establishing and implementing transportation planning and programming policy for the region’s transportation network. The Policy BOARD approves all planning and programming elements prior to submittal to the Iowa DOT. The Policy Board generally meets bi-monthly and will be responsible for the month-to-month oversight and decision-making associated with the FAST Act process. The ATURA Policy Board consists of six members:

Name	Title	County, City or Agency Represented
John Twombly, Vice-Chair/Secretary	County Supervisor	Adair County
Merlin Dixon	County Supervisor	Adams County
Gary Lybarger	Mayor	City of Creston
Lyle Minnick	County Supervisor	Ringgold County
Charles Ambrose, Chairman	County Supervisor	Taylor County
Ron Riley	County Supervisor	Union County

ATURA Transportation Technical Committee

The ATURA Transportation Technical Committee (TTC) will provide data and technical assistance necessary for the development of the FY 2017 Transportation Planning Work Program (TPWP). The TTC will provide similar assistance for the creation and maintenance of the Long Range Transportation Plan (LRTP), the Public Participation Plan (PPP), and the Passenger Transportation Plan (PTP) and FY Transportation Improvement Program (TIP). The TTC will serve as the advisory committee for the implementation of FAST Act planning and programming responsibilities. The TTC Committee consists of eight members:

Nick Kauffman	County Engineer	Adair County
Eldon Rike, Chairman	County Engineer	Adams County
Kevin Kruse	Public Works Director	City of Creston
Vacant	County Engineer	Ringgold County
Eldon Rike	County Engineer	Taylor County
Zachary Gunsolley, Vice-Chair	County Engineer	Union County
Scott Suhr – ex-officio/non-voting	District Planner	Iowa DOT
Leesa Lester– ex-officio/non-voting	Transit Manager	Southern Iowa Trolley

PLANNING GUIDANCE AND DOCUMENTS

Planning Process

The Southern Iowa Council of Governments (SICOG) will provide professional staff for the development and maintenance of ATURA planning and programming responsibilities. SICOG will be the coordinating body responsible for the submission of various transportation documents to the Iowa DOT and for public distribution. SICOG will work with the ATURA Policy Board and TTC to fulfill the transportation planning and program requirements of the FAST Act. 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. SICOG will facilitate the development of all planning elements. A SICOG Project Manager/Planner is assigned to perform transportation planning activities and to develop and prepare all planning documents. Other SICOG planning staff members often collaborate in this effort and do so regularly in GIS mapping. Oversight and administration by the Executive Director and Project Finance staff will be performed when needed and/or required throughout this process. Clerical support will be provided as needed by the Office Manager/Support staff. At present, the SICOG Project Manager/Planner assigned to take the lead in transportation related activities is Becky Nardy.

Transportation Planning Work Program

The Transportation Planning Work Program (TPWP) is updated each fiscal year. The TPWP is the guide through which ATURA will complete the FAST Act planning and programming responsibilities. The TPWP acknowledges actions taken in previous TPWPs and incorporates new components as federal or state legislation dictates. The Draft TPWP is developed through a collaboration of the ATURA Transportation Technical Committee (TTC) and the staff at Southern Iowa Council of Governments.

A Draft TPWP is forwarded to the Iowa DOT, the Federal Transit Administration, and the Federal Highway Administration on or before April 1, 2017 for their review and comments. This input is incorporated into the document. The Draft FY 2018 TPWP is also presented to the ATURA TTC for review, comments, and a recommendation of approval. The TPWP is a document incorporating a description of the transportation issues to be addressed, planning and programming activities, schedules, and the products that will be produced. The TPWP also provides a FY 2018 planning budget that addresses staff time, direct and indirect costs, and funding sources. The Draft TPWP is posted on the ATURA website and is made available for public review and comments at the offices of the Southern Iowa Council of Government. Notice of the opportunity to review and comment on the Draft TPWP is also distributed via the "*The Windmill*", the monthly newsletter distributed by the Southern Iowa Council of Governments to cities, counties, economic development organizations, businesses and other interested parties within the region. The Policy Board also has ample opportunity to review the Draft FY2018 TPWP and voice any concerns or ask for clarifications.

The Final FY 2018 TPWP will consider all comments received on the draft document. The ATURA Policy Board holds a Public Hearing prior to adopting a Resolution approving the Final FY2018 TPWP. After the public hearing, the Final 2018 TPWP will be submitted to the Policy Board for their

adoption and approval before submission to the Iowa DOT on or before June 1, 2017. Likewise, a FY 2019 TPWP will be prepared and approved on a similar timeline for the following year.

Transportation Improvement Program

The Transportation Improvement Program (TIP) is the listing of proposed regional federal-aid projects per regional funding targets for the next four fiscal years. Funding sections are included for projects in the following categories: Surface Transportation Block Grant (STBG), Primary Highways, National Highway System (NHS), National Highway Performance Program (NHPP), other State Projects, Bridge Projects, STBG Transportation Alternatives Program (TAP), and Transit Programs.

Each TTC member is responsible for proposing and prioritizing TIP projects for their county, city or agency. The TTC is also responsible for prioritizing small city and transit projects submitted to the RPA through the STBG funding application process. The ATURA administrator will oversee this process. A draft FY 2018-2021 TIP is presented to the TTC for a recommendation of approval and will be forwarded to the Iowa DOT for review on or before June 15, 2017. A public comment period will be held on the draft TIP, followed by a public hearing and final approval by the Policy Board. The final FY 2018-2021 TIP will then be submitted to the Iowa DOT for approval on or before July 15, 2017. Revisions or amendments may be made, if absolutely necessary, according to Iowa DOT procedures. Likewise, a FY 2019-2022 TIP will be prepared and approved on a similar timeline for the following year.

Long Range Transportation Plan

The Long Range Transportation Plan (LRTP) addresses future needs, expectations, potential activities, and suggestions for all modes of transportation within the ATURA region. Highway, rail, public transit, bicycle and pedestrian, intermodal systems, and air transportation modes are discussed in the LRTP. The LRTP provides transportation related demographic data and its potential impact on the regional transportation system in the next 20 years. Initial research, public input, and GIS development for the last update of the region's LRTP began during 2014. Development of the LRTP was a multi-year process involving public input and compilation of data and development of the plan during 2014 through 2016. Following a 45-day public comment period, official approval and adoption of the RPA 14/ATURA Long Range Transportation Plan – Looking Ahead to 2045 was accomplished on November 8, 2016. This document is not expected to be a static document that once completed simply sits on a shelf. The RPA 14/ATURA LRTP 2045 will be used as a reference document and will guide the transportation planning processes undertaken throughout the following five years. The data and information gathered for this plan will prove useful while undertaking transportation planning and development activities.

Public Participation Plan

The Public Participation Plan (PPP) is the description of ATURA's efforts to include the public in the planning and decision-making process throughout the implementation of the Act. The PPP provides for public meetings and hearings, news releases, solicitation of public input, and other methods of outreach to the public served. ATURA will include all segments of the region's population including minority, elderly, and low-income groups. Amendments or revisions to the PPP, in accordance with all applicable federal and state laws, are the responsibility of the Policy Board. An updated PPP was

approved and adopted by the Policy Board in July of 2015 and also reaffirmed on November 8, 2016 when the LRTP that contained this PPP was adopted. This PPP will be followed in the creation of all major documents. Updates to the PPP are made as needed.

Passenger Transportation Plan

The federal Fixing America's Surface Transportation Act (FAST Act) adopted in 2015 requires some sub-recipients to prepare a coordinated public transit – human services plan with a goal of improving transportation services for persons with disabilities, the elderly and individuals with lower incomes. The Iowa DOT has streamlined their guidance and requires RPAs in the state to prepare a Passenger Transportation Plan (PTP). The PTP is a five-year plan that seeks to incorporate coordinated planning provided through multiple federal programs, enhance transportation access, minimize duplication of services and facilitate cost effective transportation. This plan provides the basis for efficient and effective passenger transportation resource allocation for operations, maintenance, and service development; as well as determining/addressing service duplication and gaps in the provision of needed services. The Final FY 2015 PTP, a full update of the plan, was approved by the RPA 14/ATURA Policy Board on March 11, 2014 and submitted to the DOT before April 1, 2014. In 2020 an updated full document will again be prepared and submitted. Development of the PTP and participation in the process is ongoing and involves public input, regular stakeholder meetings, and provision of technical services as needed.

PLANNING ACTIVITIES FOR FISCAL YEAR 2018

The following is a list of the ATURA transportation planning activities to be accomplished during fiscal year 2018.

Transportation Planning Work Program (TPWP)

Task Objective

- Execute the FY 2018 TPWP
- Development of the FY 2019 TPWP

Previous Work

- Executed elements of the FY 2017 TPWP
- Researched and reviewed new transportation policies and programs
- Updated the public and member governments and agencies on policies and programs
- Developed the FY 2018 TPWP
- Involved in Statewide RPA and Iowa DOT meetings concerning the development, maintenance, information, requirements, and format of the TPWP
- Prepared and submitted Quarterly Progress Reports and DBE's to the Iowa DOT
- Conducted accounting functions
- Conducted human resources functions
- Processed timesheets and payroll

- Accounting, records maintenance and audit activities conducted
- Housed, insured, coordinated lending, and purchased supplies for traffic counters
- Facility and equipment management
- Implemented Title VI Plan and Programs and related activities as required by FHWA and the FTA, ensuring commitment to nondiscrimination
- Developed and updated Title VI Plan that meets federal guidance; Adopted the updated Title VI Plan

Project Description

- Preparation and development of the TPWP for FY 2019
- Obtain approval of the Draft FY 2019 TPWP by the RPA 14/ATURA Transportation Technical Committee and submit draft to Iowa DOT (draft submitted to DOT on or about April 1, 2018 and final, on or about June 1, 2018)
- Execute any necessary revisions or amendments to the FY 2018 TPWP
- Preparation and submission of Quarterly Progress Reports and DBE's to the Iowa DOT
- Conduct accounting functions
- Conduct human resources functions
- Process timesheets and payroll
- Accounting, records maintenance and audit activities
- House, insure, coordinate lending, and purchase of supplies for traffic counters
- Facility and equipment management
- Follow Title VI plan and program as required by FHWA and FTA; Conduct activities in an effort to ensure nondiscrimination by RPA 14/ATURA; Assure that Title VI policies are posted and followed

Product

- RPA 14/ATURA Project Board approved Final FY 2019 TPWP submitted to DOT on or before June 1, 2018
- Update Title VI Plan & Program and Assurances as needed

Transportation Improvement Program (TIP)

Task Objective

- Execute the FY 2017-2020 TIP
- Adopt/maintain the FY 2018-2021 TIP
- Develop FY 2019-2022 TIP
- Monitor and assist in completion of regional Transportation Alternatives Program (TAP) projects
- Provide technical assistance to RPA 14/ATURA Transportation Technical Committee members related to TIP approvals, amendments, modifications, and other needs that may arise

Previous Work

- Executed the FY 2017-2020 TIP
- Developed the FY 2018-2021 TIP

- Amendments as necessary – including preparation of materials and notices for public hearings and Resolutions
- Oversee the Regional Transportation Alternatives Program (TAP) and Surface Transportation Block Grant (STBG) Application processes
- Assist Transportation Alternatives Program (TAP) and Surface Transportation Block Grant (STBG) grantees with general project development, conduct onsite reviews as needed, and work to reduce delays in the TAP and STBG project process; provide technical assistance
- Involvement in Statewide RPA and Iowa DOT training and meetings concerning TPMS, TIP development, maintenance, DOT guidelines, and format of the TIP

Project Description

- Consult with the Transportation Technical Committee on projects included in the TIP
- Preparation and development of the RPA 14/ATURA TIP for FY 2019-2022
- Assure that the RPA 14/ATURA TIP for FY2019 – 2022 is fiscally constrained
- Obtain approval of the Draft FY 2019-2022 TIP from the Transportation Technical Committee
- Preparation of materials and notices for public hearing on Final FY 2019-2022 TIP
- Obtain approval of the Final FY 2019-2022 TIP from the Policy Board
- Submission of the FY 2019-2022 TIP to the Iowa DOT
- Execute any necessary revisions or amendments to the FY 2018-2021 TIP
- Assist TAP grantees with general project development technical assistance
- Conduct onsite TAP project reviews as needed
- Utilize and monitor the TPMS system as needed

Product

- Approved FY 2019-2022 TIP submitted to DOT by due date – on or about July 2017
- Amendments and modifications as needed, including public input as required

Public Participation Plan (PPP)

Task Objective

The Public Participation Plan is developed as a guiding document to assist in the dissemination of regional transportation related information and the gathering of public input and comments into this process. The plan assures that PPP reflects FAST Act compliance requirements.

Previous Work

- Prepared Agendas for and held public hearings and regularly scheduled ATURA Policy Board Meetings (open, public meetings)
- Issued Public meeting and hearing notices for the RPA 14/ATURA Policy Board meetings
- Published minutes of the ATURA Policy Board meetings
- Southern Iowa Council of Governments (SICOG) Newsletter “*The Windmill*” – preparation and dissemination of transportation information and articles related to documents, processes

and meetings (distributed to all cities and counties in the region as well as to other interested parties and groups)

- SICOG website – transportation documents are made available to public for review and comments and are available for download; ATURA Policy Board Agendas and Minutes are posted
- Distributed Transportation Alternatives Program (TAP) and Surface Transportation Block Grant (STBG) grant application availability notices; Posted applications on ATURA website and provide technical assistance to applicants
- Attended PTP Advisory Group meetings (Family Ties, Ringgold County Interagency, and Iowa Workforce Partners) which act as the region’s Transit Advisory Group (TAG)
- Provided information to the public regarding transportation funding, plans and projects
- Received and considered input from the public on transportation related matters
- Worked with the ATURA Transportation Technical Committee, ATURA Policy Board, TAG/PTP Advisory Groups, Iowa DOT, Cities, Counties, and others to assure PPP is being followed.
- Considered the needs of and sought input from minority populations and low-income residents whenever applicable

Project Description

Through numerous meetings and public hearings, the public is encouraged to participate in the transportation planning process. ATURA will continue to distribute relevant transportation information and invite comments from the public. The TAG/PTP Advisory Group meetings will continue to address the transportation needs of the consumers of human service agencies, disabled individuals, students, and elderly as well as the general public. SICOG has a monthly newsletter “*The Windmill*” distributed to over three hundred area cities, counties, organizations, elected officials and other interested parties that is used to inform “*The Windmill*” recipients of transportation planning activities within the region and invite public participation. ATURA will create and distribute transportation planning documents, make them available for public comment, and will hold public hearings and round table discussions as needed. Survey development and implementation may also be conducted as a means of obtaining public input and information relative to required planning documents. ATURA publishes notices of its Policy Board meetings, sends announcement about public meetings to local radio stations, conducts public hearings as needed, and requests input on draft documents.

Product

Implementation of activities involved in the Public Participation Plan (PPP) may overlap under the other elements of this plan. Approval and adoption of the current PPP was accomplished in July, 2015, in preparation of an updated LRTP adoption process. This PPP was reaffirmed by the RPA 14/ATURA Policy Board when it adopted its most recent LRTP 2045 in November 8, 2016.

The PPP process is followed in the development of planning documents by RPA 14/ATURA. Future updates to the PPP will be accomplished as may be as required by law or on an as-needed basis.

Long Range Transportation Plan (LRTP)

Task Objective

Utilize the existing Long Range Transportation Plan (LRTP) as a resource and guide for future transportation planning and activities. Begin gathering and updating information and data for input into the next full LRTP due in 2021. Coordinate all public involvement activities prescribed in the Public Participation Plan during the development of planning documents.

Previous Work

- RPA 14/ATURA Public Participation Plan 2016 was approved in July of 2015 in anticipation of and to guide the LRTP 2045 planning process underway
- Involved in Statewide RPA and Iowa DOT meetings concerning the development, maintenance, information, and format of the LRTP
- Identified useful information and assembled demographic, employment and transportation data useful for the LRTP
- Gathered GIS information and created GIS Maps
- Utilized the LRTP Goals established by the organization in drafting the document
- Consulted with and input from ATURA Policy Board, ATURA Transportation Technical Committee, ATURA TAG/PTP Advisory Groups, Southern Iowa Trolley, area businesses, residents, resource agencies, and elected officials
- Conducted annual online survey of cities, counties and economic development groups regarding regional priorities (including transportation)
- Conducted Strengths, Weaknesses, Opportunities & Threats (SWOT) Analysis
- Followed an agency outreach plan and drafted the Draft LRTP 2045
- Submitted Draft LRTP 2045 to Iowa DOT for review and comment.
- Draft LRTP 2045 was made available for 45-day review and public comment
- Final LRTP 2045 was adopted by RPA 14/ATURA Policy Board on November 8, 2016 and submitted to Iowa DOT

Project Description

- Utilize existing LRTP as a guiding document containing information on existing transportation related systems
- Research and assemble updated relevant data
- Gather information and receive input from the public (surveys & Strengths, Weaknesses, Opportunities & Threats (SWOT) Analysis)
- Consult with various stakeholders and entities
- Analyze and update data, input and feedback in order to project and revise future goals, objectives, key trends, and important issues
- Update project specific information contained in the LRTP

- Rely upon and use the LRTP for planning activities and projects within the region

Status of LRTP document at beginning of FY2018:

- New Public Participation Plan was updated in July of 2015; reaffirmed November 8, 2016
- Final LRTP – 2045 adopted by RPA 14/ATURA Policy Board on November 8, 2016

Product.

- This document will serve as a guiding document containing information on existing transportation related systems and used for projection of future needs, goals, and objectives of the region. The document is project specific during the first four years but will not be project specific beyond that time. It will be used as a tool for identifying areas of need and developing a means of addressing such needs. Updates to the data used in the document will be collected or acquired as needed.

Passenger Transportation Plan

Task Objective

- Continue information gathering and analysis for a full Update of the RPA 14/ATURA in 2020
- Update full Passenger Transportation Plan (PTP) every five years, with ongoing meetings and consultation
- Identify service needs and gaps through the PTP process; make recommendations as needed
- Provide technical assistance to those involved that may lead to ways to better meet the transportation needs of the region
- Meet together with stakeholders (TAG/PTP Advisory Groups) from the region at least twice annually to discuss passenger transportation service needs, identify gaps in service, and to receive updates on projects and activities
- Collaborate with ATURA Technical Committee, ATURA Policy Board, Southern Iowa Trolley, TAG/PTP Advisory groups, Human service organizations, and others as needed in the ongoing process and development of a new PTP – anticipated being completed in FY2020.
- Provide technical assistance to Southern Iowa Trolley, particularly in the planning and development of projects for inclusion in the Transit Element of the annual TIP and in the PTP.

Previous Work

- Attendance and participation in meetings of the TAG/PTP Advisory Groups and with Southern Iowa Trolley
- Attendance at quarterly RPA and other training meetings for guidance in preparation of PTP
- Met regularly with and gathered information from Southern Iowa Trolley
- Met and consulted with area health and human service organizations regarding the PTP process; individually as needed, and through the TAG/PTP Advisory Groups
- Consideration of public input was given in the development of the latest full PTP Plan

- Identified service needs and service gaps as well as provided technical assistance to try to better meet those needs
- Worked with Southern Iowa Trolley on planning and preparation of Transit Element for TIP, together with needed Amendments
- Prepared and developed Final FY2015-2020 PTP, taking into consideration comments received from the DOT, Southern Iowa Trolley, TAG/PTP Advisory groups, and others
- Obtained a recommendation for approval of the Final FY2015 PTP from the ATURA TTC.
- Obtained approval of the ATURA Policy Board and submitted final FY2015 PTP to Iowa DOT and FTA on or before May 1, 2014. The document was accepted by the DOT.
- Revised due date of next full PTP to 2020 upon the recommendation of DOT in order to better coordinate with preparation of the next LRTP.

Project Description

- Continue the process of coordination of services with transit providers and riders
- Gather input from health and human service agencies, organizations serving the elderly, cities, counties, elected officials, and other interested parties
- Gather data and consult with Southern Iowa Trolley and other transit providers
- Obtain data and input from DOT
- Update census and other data as needed
- Attend meetings of the TAG/POTP Advisory Groups, Southern Iowa Trolley, and other meetings as needed
- Ongoing participation in the PTP process, provision of technical assistance, and continuation of information gathering
- Attend training meeting relevant to the PTP process

Product

- Provide DOT with written annual updates of meetings attended and summary of participation in the PTP Process on or before July 31 each year
- Board approved FY 2021-2026 Final PTP on or about April 1, 2020

Administration

- Maintain an RPA 14/ATURA office location, complete with office equipment, communications equipment, and office supplies
- Facilitate ATURA meetings:
 - Make necessary meeting arrangements for ATURA policy board and TTC meetings
 - Prepare ATURA policy board meeting agendas and send notifications to policy board and TTC members
 - Prepare ATURA TTC meeting agendas, supporting documentation and distribute to members
 - Prepare meeting minutes of ATURA policy board and TTC meetings
 - Prepare and distribute public notices of policy board meetings in accordance with the PPP, any applicable open meeting laws, ATURA By-Laws and FAST Act legislation

- Publication of minutes of ATURA policy board meetings in local newspaper
- Provide executive, financial, planning, GIS, and administrative staff to the RPA
 - Provide technical assistance to Southern Iowa Trolley, in completing Federal and State funding applications (Regional STBG funds applications, Consolidated Transit Applications, transit element of TIP, etc.)
 - Provide technical assistance to Southern Iowa Trolley regarding a building feasibility study and funding if requested
 - Provide technical assistance to governments and agencies in completing Federal and State funding applications, including regional TAP and STBG applications, RISE applications, Safety Fund Program applications, etc.
 - Provide technical assistance to grantees of Regional TAP and STBG funds
 - Submit ATURA policy board and TTC approved documents to DOT
 - Participation in statewide transportation meetings with other RPAs and the Iowa DOT
 - Attendance at meetings and conferences and involvement with regional transportation organizations.
 - Maintain accounting of STBG funds for the region and distribute accounting information to ATURA policy board and TTC members
 - Bookkeeping and maintaining records related to ATURA activities and expenses
 - Research and review of new transportation policies and programs
 - Update member governments and agencies on policies and programs through various means, including SICOG newsletter “*The Windmill*” and SICOG/ATURA website
 - Provide information, technical assistance, and referrals to the general public relative to transportation issues and programs
 - Additional duties as may be required related to planning documents and programs
 - Update ATURA By-Laws as needed

PLANNING SCHEDULE

July 2017

- Hold Public Hearing and obtain TTC and Policy Board approval of Final FY2018-2021 TIP, Submit to DOT by July 15, 2017
- Prepare meeting notices and agendas for and attend ATURA Policy Board and Transportation Technical Committee (TTC) meetings as needed
- Continue ongoing efforts of the PTP, LRTP, TIP, PPP & TPWP processes
- RPA 14/ATURA administration duties
- Prepare Quarterly Progress Report and Reimbursement Request

August 2017

- Continue ongoing efforts of the PTP, LRTP, TIP, PPP & TPWP processes

September 2017

- Continue ongoing efforts of the PTP, LRTP, TIP, PPP & TPWP processes
- Prepare meeting notices and agendas for and attend ATURA Policy Board and Transportation Technical Committee (TTC) meetings as needed
- RPA 14/ATURA administration duties

October 2017

- Application deadline for ATURA TAP funding; Ranking applications
- Continue ongoing efforts of the PTP, LRTP, TIP, PPP & TPWP processes
- Survey cities, counties and economic development entities regarding priorities for the region
- RPA 14/ATURA administration duties

November 2017

- Prepare meeting notices and agendas for and attend ATURA Policy Board and Transportation Technical Committee (TTC) meetings as needed
- Continue ongoing efforts of the PTP, LRTP, TIP, PPP & TPWP processes
- RPA 14/ATURA administration duties

December 2017

- Provide notice to small communities of the availability of funds and applications for STBG funds
- Continue ongoing efforts of the PTP, LRTP, TIP, PPP & TPWP processes
- RPA 14/ATURA administration duties

January 2018

- STBG and Transportation Alternatives Targets Distributed to MPOs/RPAs
- Application deadline and ranking for Regional STBG and TAP Applications
- Begin FY 2019 TIP process
- Distribution of new FTA 5311 and FHWA SPR targets

Final TPWP – May 9, 2017

- Begin preparation of Draft FY 2019 TPWP
- Meet with Southern Iowa Trolley staff to assist with planning activities
- Continue ongoing efforts of the PTP, LRTP, TIP, PPP & TPWP processes
- RPA 14/ATURA administration duties
- Prepare meeting notices and agendas for and attend ATURA Policy Board and Transportation Technical Committee (TTC) meetings as needed

February 2018

- Begin Development of draft ATURA FY2019-2022 TIP
- Provide technical assistance to Southern Iowa Trolley in preparation of their Transit Element
- Continue ongoing efforts of the PTP, LRTP, TIP, PPP & TPWP processes
- RPA 14/ATURA administration duties

March 2018

- Obtain ATURA Technical Committee approval of draft FY2019 TPWP
- Begin inputting RPA 14 entered projects into TPMS
- Provide technical assistance to Southern Iowa Trolley on entry of projects into TPMS Transit
- Continue ongoing efforts of the PTP, LRTP, TIP, PPP & TPWP processes

April 2018

- Submit Draft FY2019 TPWP to DOT on or before April 1, 2018
- Provide assistance to Southern Iowa Trolley regarding submission of Consolidated Transit Funding Application to Iowa DOT on or before May 1, 2018
- Continue ongoing efforts of the PTP, LRTP, TIP, PPP & TPWP processes
- Enter City & County Bridge, TAP, STBG, Planning, etc. projects into TPMS
- All federal aid projects entered into TPMS by counties

May 2018

- Continue ongoing efforts of the PTP, LRTP, TIP, PPP & TPWP processes
- Submit final FY2019 TPWP to DOT on or before June 1, 2018
- Prepare Draft FY2019-2022 TIP and Review by ATURA TTC

June 2018

- Submission of Draft FY2019-2022 TIP to DOT on or before June 15, 2018
- Continue ongoing efforts of the PTP, LRTP, TIP, PPP & TPWP processes
- Prepare to seek approval of Final FY2019-2022 TIP from ATURA TTC and Policy Board at July meeting
- Submit Final FY2019-2022 TIP to DOT by July 15, 2017
- Submit PTP Advisory Group Minutes to DOT by July 31, 2017

Quarterly

- Prepare summary of STBG and TAP activity for RPA
- Preparation and submission of Quarterly Progress Reports/Pay Requests to Iowa DOT
- Meet with Southern Iowa Trolley to discuss planning needs
- Attend ATURA PTP Advisory Group meetings
- Participate in Quarterly DOT RPA meetings

Monthly

- Process SICOG staff time-sheets and related accounting activities
- Prepare transportation related articles for SICOG newsletter “*The Windmill*”
- Attend ATURA PTP Advisory Group meetings
- Update ATURA website as needed

REVISIONS TO THE TRANSPORTATION PLANNING WORK PLAN (TPWP)

Revisions to the TPWP may be made when necessary. Major revisions follow a prescribed process that includes an Amendment to the TPWP with a public hearing, approval by the ATURA Policy Board, Iowa DOT and FHWA. Minor revisions may be made at the RPA level as administrative modifications.

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.

The following Procedures will be followed for revisions to the TPWP:

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. A request for a revision shall be submitted electronically to the Iowa DOT Office of Systems Planning and to the District Planner and then forwarded to FHWA and FTA for review and any necessary approvals. 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

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. A request shall be submitted electronically to Iowa DOT Office of Systems Planning and to the District Planner and then forwarded to FHWA and FTA for review and any necessary approvals. 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.

The Policy Board shall approve revisions related to work that does not involve federal funding. Electronic copies of the revision to the work program shall be provided to the Iowa DOT office of Systems Planning and to the District Planner and then forwarded to FHWA and FTA.

SECTION II. – Planning Budget and Funding Sources

FISCAL YEAR 2017 PLANNING BUDGET

Background

The Southern Iowa Council of Governments (SICOG) 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 based on staff time. In this manner, all contracts that receive benefits from SICOG 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 SICOG's auditing firm, submitted to the Department of Commerce, submitted to the Iowa Department of Transportation, and also approved by the SICOG Executive Board.

Estimated Staff Time

It is estimated that a minimum of two thirds of the Project Manager's time will be dedicated to the activities of transportation planning each week. 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 are further described in the "Agency Cost Allocation Plan" below. It is also acknowledged that there will be certain time frames and workloads that will require more than the average staff contact time. SICOG is committed to ensuring adequate staff availability so as to not inhibit the transportation planning process.

Project Time Frame

Fixing America's Surface Transportation Act (FAST Act), Federal Transit Administration (FTA), Federal Highway Administration (FHWA) and local matching planning funds will follow the State fiscal year of July 1, 2017, to June 30, 2018.

Estimated Quarterly Expenses

SICOG anticipates that quarterly expenses will be driven by the workload surrounding established deadlines in the FAST Act planning process. Considering a review of activities for fiscal year 2018, it is anticipated that staff time will be somewhat consistent through the planning year. Total expenditures are estimated at approximately \$22,363 per quarter.

SICOG Cost Allocation Plan

Staff charge rates are based on the combination of actual costs for staff salaries, benefits, and overhead costs that are allocated to each contract served during each month. The costs are based on actual hours worked and actual overhead costs for that month. SICOG overhead includes certain positions that are not directly related to transportation planning. These positions are essential to SICOG operation and their costs are necessarily a part of SICOG overhead.

The payroll costs used as a basis for payment are indicative of the salaries and benefits paid to all personnel directly engaged in transportation planning activities. Statutory and customary benefits include, but are not limited to, social security, unemployment, excise and payroll taxes, workman's

compensation, health and retirement benefits, sick leave, vacation, and holiday pay. For the purpose of this agreement, hourly payroll costs are as follows:

Executive Director	\$86.36
Project Manager/Planner	\$31.73
GIS/Planner 1	\$34.06
GIS/Planner 2	\$25.68
Project Finance	\$40.67
Program Support	\$23.65

The amounts will be computed on an hourly payroll cost multiplied by a factor of 1.18 for all SICOG employees through September 30, 2015 and shall thereafter be adjusted to reflect actual audited expenditures.

Direct expenses are costs incurred in connection with transportation planning activities covered by this plan. These costs include: telephone calls and faxes; transportation and subsistence; reproduction of file material; supplies; conference and training expenses; and similar project related items incurred in connection with transportation planning activities.

See attached Appendix “A” SICOG Cost Allocation Plan for additional information on direct and indirect costs.

ATURA shall pay SICOG for direct and indirect costs incurred in connection with transportation planning services covered by this document.

ESTIMATED TIME COMMITMENT & EXPENSE BUDGET

	<u>Hours</u>	<u>Costs Incurred</u>
Transportation Improvement Program (TIP)		
Staff Hours:	330	\$14,520.54
Support Hours:	50	\$1,240.97
Expenses*		<u>\$800.00</u>
SUB-TOTAL	380	\$16,561.51
Transportation Planning Work Program (TPWP)		
Staff Hours:	260	\$12,227.13
Support Hours:	25	\$562.41
Expenses*		<u>\$800.00</u>
SUB-TOTAL	285	\$13,589.54
Long Range Transportation Plan (LRTP)		
Staff Hours:	240	\$10,650.01
Support Hours:	30	\$826.09
Expenses*		<u>\$800.00</u>
SUB-TOTAL	270	\$12,276.10
Public Participation Plan (PPP)		
Staff Hours:	210	\$9,715.54
Support Hours:	30	\$674.89
Expenses*		<u>\$800.00</u>
SUB-TOTAL	240	\$11,190.43
Administrative Activities (AA)		
Staff Hours:	350	\$16,554.07
Support Hours:	45	\$1,012.34
Expenses*		<u>\$1,600.00</u>
SUB-TOTAL	395	\$19,166.41
Passenger Transportation Plan (PTP)		
Staff Hours:	330	\$14,520.01
Support Hours:	70	\$1,349.79
Expenses*		<u>\$800.00</u>
SUB-TOTAL	400	\$16,669.80
TOTAL HOURS	1,970	
CONTRACT TOTAL		\$89,453.79

*DIRECT & INDIRECT EXPENSES (Expenses other than payroll related costs): costs of postage, travel, publication of public notices, copying, equipment, supplies, traffic counter expenses, conferences, insurance, utilities, etc.

PLANNING FUNDING SOURCES

Budget Summary

	FTA 5311 NEW	FTA LOCAL	FHWA STP	FHWA STP LOCAL	FHWA SPR NEW	FHWA SPR LOCAL	TOTAL
TIP	\$ 3,967	\$ 992	\$ 5,314	\$ 1,328.62	\$ 3,967	\$ 992	\$ 16,562
TPWP	\$ 3,255	\$ 814	\$ 4,361	\$ 1,090	\$ 3,255	\$ 814	\$ 13,590
L RTP	\$ 2,941	\$ 735	\$ 3,939	\$ 985	\$ 2,941	\$ 735	\$ 12,276
AA	\$ 4,591	\$ 1,148	\$ 6,150	\$ 1,538	\$ 4,591	\$ 1,148	\$ 19,166
PPP	\$ 2,681	\$ 670	\$ 3,591	\$ 898	\$ 2,681	\$ 670	\$ 11,190
PTP	\$ 3,993	\$ 998	\$ 5,349	\$ 1,337	\$ 3,993	\$ 998	\$ 16,670
TOTAL	\$ 21,429	\$ 5,357	\$ 28,705	\$ 7,176	\$ 21,429	\$ 5,357	\$ 89,454

New FTA 5311	\$21,429	20% FTA 5311 Local Match	\$5,357
Carryover FTA 5311	\$ 0	20% Carryover FTA Local Match	\$ 0
New FHWA STBG	\$28,705	20% FHWA STBG Local Match	\$7,176
New FHWA SPR	\$21,429	20% FHWA SPR Local Match	\$5,357
Carryover FHWA SPR	\$ 0	20% Carryover SPR Local Match	\$ 0
Total New Funds	\$71,563	20% Total Local Match	\$17,891

Total New Funds	\$71,563	80%
Total Local Match	<u>\$17,891</u>	<u>20%</u>
Total Budget/Contract	\$89,454	100%

Local Allocation Breakdown

Adair County	\$2,981.79
Adams County	\$2,981.79
Ringgold County	\$2,981.79
Taylor County	\$2,981.79
Union County	\$2,981.79
City of Creston	\$2,981.79
Total	\$17,890.76

Please note: The FY 2017 STBG Allocation for planning is comprised of \$28,705 in FY 2018 Regional STBG Funds.

APPENDIX “A” (Cost Allocation Plan for Southern Iowa Council of Governments)

<p style="text-align: center;">Cost Allocation Plan For the Southern Iowa Council of Governments 101 East Montgomery Street Creston, Iowa 50801 Phone (641) 782-8491 Fax (641) 782-8492 E-Mail sicog@sicog.com</p>
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General

The Cost Allocation Plan is the basis of assigning costs equitably to all projects during each fiscal year. Under the plan, the total costs assigned to each project are comprised of both direct and indirect costs. All direct and indirect costs are further identified as to personnel and non-personnel costs. The distinctions of cost allocation are described in the following definitions.

Definitions

Direct Personnel Costs are costs of all personnel activities identifiable to specific projects. Examples of Direct Personnel Costs include personnel time spent on planning activities, administration of housing assistance, and Community Development Block Grant Programs. (See Schedule A)

Direct Non-Personnel Costs are the costs of non-personnel items or service clearly incurred by specific projects. Direct Non-Personnel costs include project related items such as contracted services, mass mailings, project report publishing, reproductions, travel, supplies, reference materials, staff development, long distance and conference telephone calls, advertising, memberships, and other costs similarly identifiable to specific projects. (See Schedule B)

Indirect Personnel Costs are costs of all personnel activities that are not identifiable to specific projects but support all project activities. Examples of Indirect Personnel Costs include personnel time spent on producing the Comprehensive Economic Development Strategy, policy meetings, and agency general and fiscal management of the organization. (See Schedule C)

Indirect Non-Personnel 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 organization including all projects. Indirect Non-Personnel costs include such items as office rent, equipment rental, base telephone and overall agency long distance calls, postage, advertising, travel, staff development, insurance/bonds, office supplies, reproductions/publications, agency memberships, reference materials, agency audit, and other such costs similarly attributed to total agency and all project support. (See Schedule D)

Cost Allocation to Projects

Each project that is active during the fiscal year receives an allocation of costs as follows:

Final TPWP – May 9, 2017

- A. Direct Personnel Activities
- B. Direct Non-Personnel Costs
- C. Indirect Personnel Activities
- D. Indirect Non-Personnel Costs

The monthly share of indirect costs charged to each project is determined by the ratio of each respective project's direct personnel costs relative to the total direct personnel costs of all projects. Monthly timesheets are maintained by all agency personnel and serve as the basis for such allocations.

Certificate of Indirect Costs

See Schedule E.

Supporting Data

Attached hereto are the following schedules, which clarify all cost items, embraced by the Cost Allocation Plan:

Schedule A - Direct Personnel Activities

Schedule B - Direct Non-Personnel Costs

Schedule C - Indirect Personnel Activities

Schedule D - Indirect Non-Personnel Costs

Schedule E – Certificate of Indirect Cost Proposal/Indirect Costs

Schedule A

Direct Personnel Activities

Transportation Planning and Grant Administration

Regional Development

Housing Assistance Programs

Community Development Block Grant Contract Administration

Community Technical Assistance Programs

Contracted Services

Revolving Loan Funds

Grantsmanship Programs

Economic Development Assistance Programs

Schedule B

Direct Non-Personnel Cost

- Project Related Office Supplies
- Project Related Operating Materials, Books
- Project Related Conference and Training Expenses
- Project Related Business Expense
- Project Related Printing and Binding of Publications
- Project Related Professional Memberships
- Project Related Telephone Expense
- Project Related Postage and Shipping
- Project Related Advertising
- Project Related Professional Services
- Project Related Equipment

Schedule C

Indirect Personnel Activities

Comprehensive Economic Development Strategy

Project Notification and Review

Policy Meetings

Filing and Library System

Information Maintenance

Newsletter

Fiscal Management

General Management

Schedule D

Indirect Non-Personnel Cost

- Organizational Office Supplies
- Organizational Operating Materials and Books
- Organizational Conference and Training Expense
- Organizational Business Expense
- Organizational Printing and Binding of Publications
- Organizational Equipment Rent and Maintenance
- Organizational Insurance and Bonds
- Organizational Professional Memberships
- Organizational Base Telephone
- Organizational Long Distance Services
- Organizational Postage and Shipping
- Organizational Office Rent
- Organizational Advertising
- Organizational Professional Services
- Organizational Equipment/Depreciation

Schedule E

Certificate of Indirect Cost Proposal/Indirect Costs



SOUTHERN IOWA COUNCIL OF GOVERNMENTS

Southern Iowa Development Group, Inc.
Southern Iowa COG Housing Trust Fund, Inc.

101 East Montgomery St.
Creston, Iowa 50801-2406

Telephone 641.782.8491
Facsimile 641.782.8492
e-mail SICOG@sicog.com

Marvin McCann,
Chairperson,
Clarke County

Aaron Price,
Vice-Chairperson,
Madison County

John Twombly,
Secretary,
Adair County

Ron Riley,
Treasurer,
Union County

Linda England
Adams County

J. R. Cornett
Decatur County

Royce Dredge
Ringgold County

Karen Zabel,
City of Lenox

Doug Davidson
Private Sector Representative

William Trickey
Private Sector Representative

Michelle Tullberg
Private Sector Representative

Beth Waddle
Private Sector Representative

Tom Lesan
Member-At-Large

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 of **March 3, 2017** to establish a:
- Cost Allocation Plan
 - Indirect Cost Rate

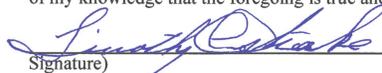
for **July 1, 2017 through June 30, 2018** are allowable in accordance with the requirements of the Federal awards to which they apply and with Subpart E—Cost Principles of Part 200 as they apply to my:

- Governmental Organization
- Non-Profit Organization

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

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

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



Signature)

Timothy J Ostroski

(Please Print Name)

Executive Director

(Title)

Southern Iowa Council of Governments

(Name of Organization)

3/4/17

(Date Signed)

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



Grantsmanship Planning Technical Assistance

APPENDIX “B” (Self-Certification of Procurement and Consultant Selection Procedures)



SOUTHERN IOWA COUNCIL OF GOVERNMENTS

Southern Iowa Development Group, Inc.
Southern Iowa COG Housing Trust Fund, Inc.

101 East Montgomery St.
Creston, Iowa 50801-2406

Telephone 641.782.8491
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e-mail SICOG@sicog.com

- Marvin McCann,
Chairperson,
Clarke County
- Aaron Price,
Vice-Chairperson,
Madison County
- John Twombly,
Secretary,
Adair County
- Ron Riley,
Treasurer,
Union County
- Linda England
Adams County
- J. R. Cornett
Decatur County
- Royce Dredge
Ringgold County
- Karen Zabel,
City of Lenox
- Doug Davidson
Private Sector Representative
- William Trickey
Private Sector Representative
- Michelle Tullberg
Private Sector Representative
- Beth Waddle
Private Sector Representative
- Tom Lesan
Member-At-Large

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)

Timothy J Ostroski

(Please Print Name)

Executive Director

(Title)

Southern Iowa Council of Governments

(Name of Organization)

3/4/17

(Date Signed)

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



Grantsmanship

Planning

Technical Assistance