

ADOPTED BY RPA-14/ATURA POLICY BOARD ON  
FINAL MAY 11, 2021



**RPA 14/ATURA**  
Transportation Planning Affiliation

**TRANSPORTATION PLANNING WORK  
PROGRAM**

FY 2022



The preparation of this Transportation Planning Work Program was financed in part through federal funds provided by the U.S. Department of Transportation, Federal Highway Administration, and/or Federal Transit Administration.

## RESOLUTION

### ADOPTION OF FISCAL YEAR 2022 TRANSPORTATION PLANNING WORK PROGRAM

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

WHEREAS, the RPA-14/ATURA Policy Board has reviewed and approved the Fiscal Year 2022 Transportation Planning Work Program;

THEREFORE, BE IT RESOLVED, that the RPA-14/ATURA Transportation Planning Affiliation adopts Fiscal Year 2022 Transportation Planning Work Program (TPWP).

Adopted by the RPA-14/ATURA Policy Board on May 11, 2021.

Signed: \_\_\_\_\_

**Merlin Dixon, Supervisor Adams County**  
**RPA-14/ATURA Chairperson**

Attest: \_\_\_\_\_

**Colby Holmes, Supervisor Ringgold County**  
**RPA-14/ATURA Vice-Chair/Secretary**

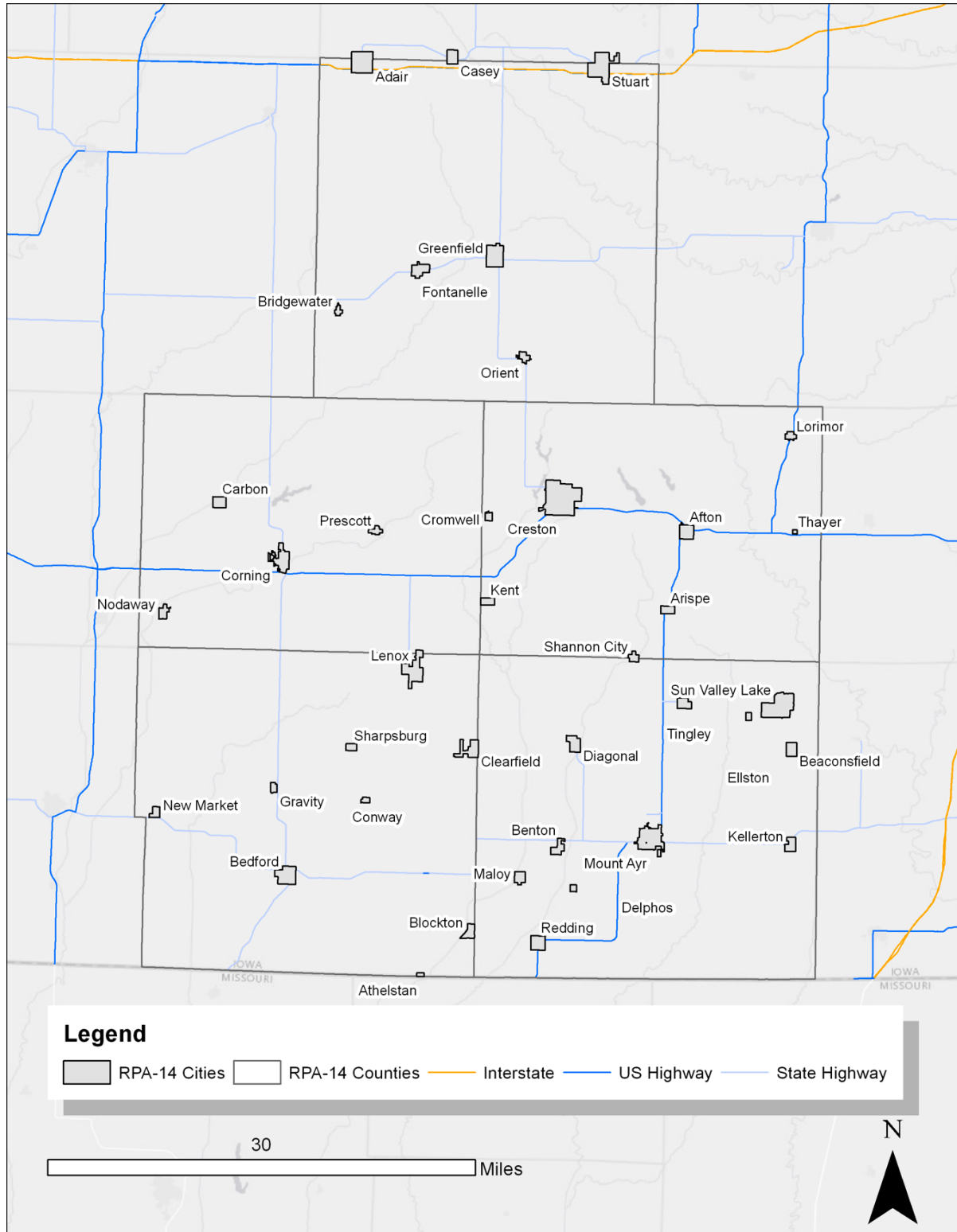
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# AREA BACKGROUND AND TPWP DEVELOPMENT PROCESS

## MAP OF RPA-14/ATURA



## MAJOR PLANNING PRIORITIES AND CHALLENGES

### BACKGROUND

The RPA-14/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 ISTEA: 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 21<sup>st</sup> 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 RPA-14/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 RPA-14/ATURA Transportation Technical Committee (TTC) is composed of each county's engineer, the public works director from the City of Creston and the Director of the Southern Iowa Trolley (SIT). The Iowa DOT has one ex-officio, non-voting representative. The TTC provides technical recommendations on transportation planning and programming for the region to the RPA-14/ATURA Policy Board.

### PRIORITIES

The RPA-14/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:

- Support the economic vitality of the region, state and United States especially by enabling global competitiveness, productivity, and efficiency.
  - Promote accessibility to transportation network when economic development opportunities are present.
- Increase the safety and security of the transportation system for motorized and non-motorized users.
  - Emphasize safety improvements in all modes of transportation when rehabbing existing or constructing new portions of the transportation system.
- Increase the accessibility and mobility of people and for freight.
  - 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.

- Promote accessibility to transportation network when economic development opportunities are present.
- Protect and enhance the environment, promote energy conservation, and improve quality of life.
  - Consider environmentally friendly alternatives when constructing, rehabbing, or upgrading the transportation system.
  - Enhance the quality of our communities through transportation.
- Enhance the integration and connectivity of the transportation system, across and between modes throughout the region and state, for people and freight.
  - Focus attention to safety improvements where various transportation facilities converge.
- Promote efficient system management and operation.
  - Support allocation of regional transportation funding to ensure adequate funds are available for local transportation network links.
  - Maintain safe and reasonable levels of service on highway, rail, transit, trail, and aviation facilities.
- Emphasize the preservation of the existing transportation system.
  - Limit unnecessary expansion of the transportation network; emphasize the preservation of existing facilities.

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## CHALLENGES

The challenges of limited funding and the need for fiscal constraint restrict the region from reaching these goals to the degree desired. As a result, preservation of existing facilities has often become the main focus in the region. The rural nature of the region with its small population, combined with the large number of aging bridges, has resulted in a much greater need for transportation funding than what is currently available. Row crop farming is very prevalent in the region and thus many roads are subject to the wear and tear of large, heavy grain trucks and farm implements.

## TPWP DEVELOPMENT PROCESS

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### PLANNING PROCESS

The Southern Iowa Council of Governments (SICOG) will provide professional staff for the development and maintenance of RPA-14/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 RPA-14/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 Planning Tech/Support staff. At present, the SICOG Project Manager/Planner assigned to take the lead in transportation related activities is Timothy Ostroski until a new Transportation planner is hired.

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#### TRANSPORTATION PLANNING WORK PROGRAM PROCESS

The Transportation Planning Work Program (TPWP) is updated each fiscal year. The TPWP is the guide through which RPA-14/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 RPA-14/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, 2021 for their review and comments. Their input is incorporated into the document. The Draft FY 2022 TPWP is also presented to the RPA-14/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 2022 planning budget that addresses staff time, direct and indirect costs, and funding sources. The Draft TPWP is posted on the RPA-14/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 FY 2022 TPWP and voice any concerns or ask for clarifications.

The Final FY 2022 TPWP will consider all comments received on the draft document. The RPA-14/ATURA Policy Board holds a Public Hearing prior to adopting a Resolution approving the Final FY2022 TPWP. After the public hearing, the Final FY 2022 TPWP will be submitted to the Policy Board for their adoption and approval before submission to the Iowa DOT on or before June 1, 2021. Likewise, a FY 2022 TPWP will be prepared and approved on a similar timeline for the following year.



## POLICY BOARD AND TECHNICAL COMMITTEE MEMBERSHIP

### POLICY BOARD ROSTER

The RPA-14/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 RPA-14/ATURA Policy Board consists of six members:

Name	Title	Representing
<b>John Twombly</b>	County Supervisor	Adair County
<b>Merlin Dixon, Chairman</b>	County Supervisor	Adams County
<b>Colby Holmes, Vice-Chair/Secretary</b>	County Supervisor	Ringgold County
<b>Ron Fitzgerald</b>	County Supervisor	Taylor County
<b>Ron Riley</b>	County Supervisor	Union County
<b>Gabe Carroll</b>	Mayor	City of Creston

### TECHNICAL COMMITTEE ROSTER

The RPA-14/ATURA Transportation Technical Committee (TTC) will provide data and technical assistance necessary for the development of the FY 2022 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 the 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:

Name	Title	Representing
<b>Nick Kauffman, Chairman</b>	County Engineer	Adair County
<b>Travis Malone, Vice-Chairman</b>	County Engineer	Adams County
<b>Jared Johnson</b>	County Engineer	Ringgold County
<b>J. D. King</b>	County Engineer	Taylor County
<b>Christian Boehmer</b>	County Engineer	Union County
<b>Keith Wieland EIT</b>	County Engineer	Union County
<b>Greg Maggard</b>	Public Works Director	City of Creston
<b>Leesa Lester</b>	Transit Manager	Southern Iowa Trolley
<b>Scott Suhr – ex-officio/non-voting</b>	District Planner	Iowa DOT

## DESCRIPTION OF PLANNING ACTIVITIES/WORK ELEMENTS

### TRANSPORTATION PLANNING WORK PROGRAM (TPWP)

- Transportation Planning Work Program document and related work
- Progress Reports/Reimbursements

### TASK OBJECTIVE

Develop a working framework that serves the needs of the region. Identify expected RPA-14 activities and associated costs. Prepare the TPWP on an annual basis for the RPA.

### PREVIOUS WORK

- Developed and executed current TPWP
- Prepared and submitted Quarterly Progress Reports and DBE's to the Iowa DOT
- Updated the public and member governments and agencies on policies and programs
- Involved in Statewide RPA and Iowa DOT meetings concerning the development, maintenance, information, requirements, and format of the TPWP

### PROJECT DESCRIPTION

RPA-14/ATURA staff will identify activities that are necessary to carry out the goals and objectives of the LRTP and develops an associated budget in the TPWP document. RPA-14/ATURA staff will submit a quarterly progress report on all work elements to the Iowa DOT along with a reimbursement request. Staff will also work with the Transportation Technical Committee and Policy Board to obtain approval of the annual TPWP by the Policy Board. Staff will also identify opportunities to be involved in Statewide RPA and Iowa DOT meetings concerning the TPWP and participate whenever possible.

### PRODUCT

An annual TPWP that gives a general framework of the expected RPA-14 activities for the fiscal year for which it was written.

### SCHEDULE (IN CALENDAR YEAR)

- Begin FY22 TPWP process in February 2021
- Hold public hearing and obtain Draft FY22 TPWP approval from RPA-14/ATURA TTC in May 2021
- Submit Draft FY22 TPWP to IDOT no later than April 1<sup>st</sup>, 2021
- Hold public hearing and obtain Final FY22 TPWP approval from RPA-14/ATURA Policy Board in May 2021
- Submit Final FY22 TPWP to IDOT no later than June 1<sup>st</sup>, 2021
- Submit progress reports and reimbursement requests to the Iowa DOT on a quarterly basis
- Utilize the TPWP as a work planning tool continuously
- Attend meetings and trainings regarding the TPWP continuously or as needed
- Make amendments to the TPWP as needed

## TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

- Surface Transportation Block Grant program (STBG)
- Transportation Alternatives Program (TAP)
- Transportation Improvement Program document and related work
- Amendments and revisions to the Transportation Improvement Program document

### TASK OBJECTIVE

Develop a list of federal-aid (or state swapped) surface transportation improvement projects that accomplish the goals and objectives of the LRTP. Identify planned transportation improvements within the region. Monitor and assist in completion of region Surface Transportation Block Grant (STBG) projects. 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. Prepare the TIP on an annual basis for the RPA.

### PREVIOUS WORK

- Development of the current TIP
- Amendments were made as necessary – including preparation of materials and notices for public hearings and Resolutions
- Oversaw the Regional TAP and STBG Application processes
- Provided technical assistance to potential TAP and STBG applicants
- Assisted TAP and STBG grantees with general project development, conducted onsite reviews as needed, and worked to reduce delays in the TAP and STBG project process
- Involved in Statewide RPA and Iowa DOT training and meetings concerning TPMS, TIP development, maintenance, DOT guidelines, and format of the TIP

### PROJECT DESCRIPTION

RPA-14/ATURA staff will consult with the Transportation Technical Committee on projects included in the TIP. Staff will also prepare and develop the RPA-14/ATURA TIP for FY2022-2025, which will include ensuring that the RPA-14/ATURA TIP for FY2022-2025 is fiscally constrained. Approval of the Draft FY2022-2025 TIP from the Transportation Technical Committee will be obtained in May with final approval in July by the Policy Board. Supporting these efforts, the RPA staff will prepare materials and notices, assist STBG and TAP applicants and grantees, execute necessary amendments, and all other general work needed to ensure the success of the TIP process.

### PRODUCT

An RPA-14/ATURA Policy Board-approved annual TIP submitted to DOT by mid-July 2021. This TIP will be accompanied by amendments and modifications as necessary along with public input as needed.

## SCHEDULE (IN CALENDAR YEAR)

- Hold public hearing and obtain RPA-14/ATURA TTC and Policy Board approval of Final FY 2022-2025 TIP in July 2021
- Publicize upcoming August 15<sup>th</sup> TAP deadline in the SICOG newsletter in July 2021
- Application deadline for first TAP cycle on or about August 15<sup>th</sup> 2021
- Score TAP applications with RPA-14/ATURA TTC in August/September 2021 and send to the Iowa DOT
- Publicize upcoming February 15<sup>th</sup> STBG and TAP deadline in the SICOG newsletter in October 2021
- Send STBG application to SIT in November 2021
- Publicize upcoming February 15<sup>th</sup> STBG and TAP deadline in the SICOG newsletter in November/December 2021/January 2022
- Begin FY 2022-2025 TIP process in January/February 2022
- Application deadline for second TAP and STBG cycle on or about February 15, 2022
- Score STBG applications with RPA-14/ATURA TTC in February/March 2022
- Obtain approval of Draft 2022-2025 TIP from RPA-14/ATURA TTC in May 2022
- Submit Draft 2022-2025 TIP to Iowa DOT by June 15<sup>th</sup>, 2022
- Utilize the regional STBG fund, TAP fund, and TIP to advance the goals of the LRTP continuously
- Schedule training sessions for newly hired Transportation Planner
- Attend meetings and trainings regarding the TIP continuously or as needed
- Make amendments to the TIP as needed

## PUBLIC PARTICIPATION PLAN (PPP)

- Public Participation Plan document and related work
- Update Title VI Plans and Assurances along with new PPP
- Agendas, notices, and minutes for RPA-14/ATURA Policy Board meetings and plan adoptions

## TASK OBJECTIVE

Develop and utilize the Public Participation Plan 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 public participation in regional transportation planning reflects FAST Act compliance requirements. Prepare the PPP on a 5-year cycle or as needed. Next PPP is needed by July of 2021.

## PREVIOUS WORK

- Development of the current PPP
- Prepared agendas for and held public hearings and regularly scheduled RPA-14/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 RPA-14/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 were made available to public for review and comments and are available for download; RPA-14/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 RPA-14/ATURA website and provide technical assistance to applicants
- Attended PTP Advisory Group meetings 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 RPA-14/ATURA Transportation Technical Committee, RPA-14/ATURA Policy Board, TAG/PTP Advisory Groups, Iowa DOT, Cities, Counties, and others to assure PPP was being followed
- Considered the needs of and sought input from minority populations and low-income residents whenever applicable

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#### PROJECT DESCRIPTION

RPA-14/ATURA staff will continue to attend various meetings and public hearings and encourage the public to participate in the transportation planning process. Staff will also 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. “*The Windmill*” is used to inform recipients of transportation planning activities within the region and invite public participation. RPA-14/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. RPA-14/ATURA will publish notices of its Policy Board meetings, send announcements about public meetings to local radio stations, conduct public hearings as needed, and request input on draft documents. A new PPP will be developed every five years or as needed. The PPP was submitted to the Iowa DOT in June 2020. A final PPP was approved and adopted by the RPA-14/ATURA Policy Board in July of 2020.

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#### PRODUCT

An RPA-14/ATURA Policy Board-approved PPP developed on a five-year cycle or as needed. Implementation of activities involved in the Public Participation Plan (PPP) overlap under the other elements of this plan and includes all aspects of public participation for regional transportation planning.

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## SCHEDULE (IN CALENDAR YEAR)

- Hold public hearing and obtain approval of Final PPP from RPA-14/ATURA Policy Board in July 2021
- Submit Final PPP to Iowa DOT by end of July 2021
- Utilize PPP as a public participation guide for transportation documents continuously or as needed
- Schedule training sessions for newly hired Transportation Planner
- Attend meetings and trainings regarding the PPP continuously or as needed
- Publish notices of public meetings as needed
- Update the PPP as needed or every five years

## LONG-RANGE TRANSPORTATION PLAN (LRTP)

- Long-Range Transportation Plan document and related work

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## TASK OBJECTIVE

Utilize the existing Long-Range Transportation Plan (LRTP) as a resource and guide for future transportation planning and activities. Develop an LRTP on a five-year cycle beginning with the adoption of a PPP. Next LRTP to be adopted by November of 2021.

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## 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
- Final LRTP 2045 was adopted by RPA 14/ATURA Policy Board on November 8, 2016 and submitted to Iowa DOT
- Identified useful information and assembled demographic, employment and transportation data useful for the LRTP
- Utilized the LRTP Goals established by the organization in TAP and STBG Applications
- Consulted with and gathered input from RPA-14/ATURA Policy Board, RPA-14/ATURA Transportation Technical Committee, RPA-14/ATURA TAG/PTP Advisory Groups, Southern Iowa Trolley, area businesses, residents, resource agencies, and elected officials
- Involved in Statewide RPA and Iowa DOT meetings concerning the development, maintenance, information, and format of the LRTP

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## PROJECT DESCRIPTION

RPA-14/ATURA staff will utilize the existing LRTP as a guiding document containing information on existing transportation related systems. This will involve researching and updating relevant data as needed, gathering public input from other transportation planning documents and processes, consulting with various stakeholders throughout the region, and other general work related to advancing the goals and objectives described in the current LRTP. The next LRTP will be due November of 2021. This process began with the adoption of the PPP in July 2020. Lastly, staff will continually participate in Statewide RPA and Iowa DOT meetings regarding the LRTP.

## PRODUCT

An RPA-14/ATURA Policy Board-approved LRTP developed on a five-year cycle immediately preceded by the PTP and the PPP. 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. Public input will be utilized throughout the development process.

## SCHEDULE (IN CALENDAR YEAR)

- Conduct LRTP-specific data gathering and analysis in May 2020 through October 2020
- Hold public hearing and obtain approval of Final PPP from RPA-14/ATURA Policy Board in July 2021
- Conduct a qualitative SWOT analysis with regional stakeholders in November 2020
- Conduct an online survey and focus groups. Develop goals, objectives, and actions from December 2020 through June 2021
- Utilize the LRTP as the primary guiding document for regional transportation planning continuously
- Attend meetings and trainings regarding the LRTP continuously or as needed
- Update the LRTP every five years

## PASSENGER TRANSPORTATION PLAN (PTP)

- Passenger Transportation Plan and related work
- Transportation Advisory Group (TAG) meetings
- Technical assistance for SIT

## TASK OBJECTIVE

Utilize the existing Passenger Transportation Plan (PTP) as a resource and guide for future passenger transportation planning and activities. Develop a PTP on a five-year cycle with continuous meetings and consultation with health and human services professionals, the public, and other stakeholders. Next PTP to be adopted in March of CY 2025.

## PREVIOUS WORK

- Prepared and developed Final FY 2021-2026 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 FY 2021-2026 PTP from the RPA-14/ATURA TTC.
- Obtained approval of the RPA-14/ATURA Policy Board and submitted final FY 2021-2026 PTP to Iowa DOT and FTA on or before May 1, 2020. The document was accepted by the Iowa DOT.
- Attended and participated in meetings of the TAG/PTP Advisory Groups and with Southern Iowa Trolley
- Attended Southern Iowa Trolley (SIT) Board of Directors meetings
- Coordinated with SIT as needed regarding grant opportunities

- Identified service needs and service gaps as well as provided technical assistance to try to better meet those needs
- Worked with SIT on planning and preparation of Transit Element for TIP, together with needed Amendments
- Involved in Statewide RPA and Iowa DOT training and meetings concerning passenger transportation planning, PTP development, and DOT guidelines was done.

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#### PROJECT DESCRIPTION

RPA staff will continue to attend and participate in meetings of the TAG/PTP Advisory Groups and with SIT. They will also attend SIT Board of Directors meetings when possible and coordinate with SIT regarding grant opportunities and planning needs. Continuous efforts to identify service needs and service gaps will be made. Assistance will be provided to SIT as needed regarding the Transit Element of the TIP. Involvement in Statewide RPA and Iowa DOT training and meetings concerning passenger transportation planning, PTP development, or DOT guidelines will be done.

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#### PRODUCT

An RPA-14/ATURA Policy Board approved PTP developed on a five-year cycle with a minimum of two TAG meeting minutes submitted to the Iowa DOT before July 31<sup>st</sup> on the years between full PTP updates. The document will serve as the guiding document for Passenger Transportation Planning and will provide for a framework in which the RPA will work to improve passenger transportation in the region. This will be accompanied by continuous consultation and collaboration with the health and human services industry. Next PTP to be adopted by May 1<sup>st</sup> of 2025.

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#### SCHEDULE (IN CALENDAR YEAR)

- Provide at least two sets of meeting minutes from TAGs to the Iowa DOT by July 31, 2021
- Provide technical assistance to SIT continuously or as needed
- Utilize the PTP as a guiding document for regional passenger transportation planning continuously
- Attend meetings and trainings regarding the PTP continuously or as needed
- Update the PTP every five years

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#### ADMINISTRATION

- General office work and technical assistance related to transportation
- Transportation planning work that does not fit neatly into other work elements



## TASK OBJECTIVE

Maintain an RPA 14/ATURA office location, complete with office equipment, communications equipment, and office supplies. Facilitate RPA-14/ATURA Transportation Technical Committee and Policy Board meetings through agenda and material preparation. Publish notices of public hearings in accordance with the current PPP and all applicable laws. Submit meeting information to the Iowa DOT. Provide executive, financial, planning, GIS, and administrative support to the RPA. Involvement in Statewide RPA and Iowa DOT trainings and meetings concerning regional transportation. Write articles regarding deadlines and transportation-related topics in the SICOG newsletter. Serve as an information resource for transportation-related topics, grants, and projects in the region. Update RPA-14/ATURA bylaws as needed.

## PREVIOUS WORK

- Maintained an RPA-14/ATURA office location, complete with office equipment, communications equipment, and office supplies
- Made necessary meeting arrangements for RPA-14/ATURA policy board and TTC meetings
- Prepared RPA-14/ATURA policy board meeting agendas and send notifications to policy board and TTC members
- Prepared RPA-14/ATURA TTC meeting agendas, supporting documentation and distributed to members
- Prepared meeting minutes of RPA-14/ATURA Policy Board and TTC meetings
- Prepared and distributed public notices of policy board meetings in accordance with the PPP, any applicable open meeting laws, ATURA By-Laws and FAST Act legislation
- Published minutes of RPA-14/ATURA policy board meetings in local newspaper
- Submitted RPA meeting information to the Iowa DOT
- Provided executive, financial, planning, GIS, and administrative staff to the RPA
- Attended various statewide RPA and Iowa DOT meetings concerning regional transportation
- Wrote articles for the SICOG newsletter regarding transportation-related topics and transportation deadlines
- Provided technical assistance to governments and agencies in completing transportation-related grant applications
- Updated the RPA-14/ATURA Bylaws as needed

## PROJECT DESCRIPTION

Maintain an RPA 14/ATURA office location, complete with office equipment, communications equipment, and office supplies. Facilitate RPA-14/ATURA Transportation Technical Committee and Policy Board meetings through agenda and material preparation. Publish notices of public hearings in accordance with the current PPP and all applicable laws. Submit meeting information to the Iowa DOT. Provide executive, financial, planning, GIS, and administrative support to the RPA. Provide technical assistance to Southern Iowa Trolley when needed. Involvement in Statewide RPA and Iowa DOT trainings and meetings concerning regional transportation. Write articles regarding deadlines and transportation-related topics in the SICOG newsletter. Serve as an information resource for transportation-related topics, grants, and projects in the region. Update RPA-14/ATURA bylaws as needed.

## PRODUCT

An RPA that is well maintained, consistently and adequately staffed, knowledgeable, and well-known to local government leaders in the region.

## SCHEDULE (IN CALENDAR YEAR)

- Facilitate all aspects of RPA-14/ATURA Policy Board meetings on a bimonthly basis or as needed
- Facilitate all aspects of RPA-14/ATURA Transportation Technical Committee meetings bimonthly basis or as needed
- Provide technical and administrative assistance to the RPA and local governments/agencies continuously or as needed
- Update internal accounting sheets continuously or as needed
- Write transportation-related articles in the SICOG newsletter as needed
- Update the RPA-14/ATURA Bylaws as needed

## BUDGET AND FUNDING SOURCES

### 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 approximately 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, 2021, to June 30, 2022.

### 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 2021, it is anticipated that staff time will be somewhat consistent through the planning year. Total expenditures are estimated at approximately \$21,878.50 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 insurance and retirement benefits, sick leave, vacation, and holiday pay. For the purpose of this agreement, hourly payroll costs are as follows:

Executive Director	\$103.52
Fiscal Officer	\$50.46
Regional Planner 1	\$41.55
Transportation Planner	\$29.53
Regional Planner 2	\$32.16
Planning Tech	\$23.69

The amounts will be computed on an hourly payroll cost multiplied by a factor of 1.16 for all SICOG employees through September 30, 2020 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 appendix for SICOG Cost Allocation Plan for additional information on direct and indirect costs.

RPA-14/ATURA shall pay SICOG for direct and indirect costs incurred in connection with transportation planning services covered by this document.

## WORK ELEMENT SUMMARY

<b>Transportation Planning Work Program (TPWP)</b>	<b>Hours</b>	<b>Costs Incurred</b>
Staff Hours	190	\$9,631.00
Support Hours	30	\$825.00
Expenses*		\$500.00
<i>SUB-TOTAL</i>	<i>220</i>	<i>\$10,956.00</i>
<b>Transportation Improvement Program (TIP)</b>	<b>Hours</b>	<b>Costs Incurred</b>
Staff Hours	340	\$15,201.00
Support Hours	25	\$687.00
Expenses*		\$500.00
<i>SUB-TOTAL</i>	<i>365</i>	<i>16,388.00</i>
<b>Public Participation Plan (PPP)</b>	<b>Hours</b>	<b>Costs Incurred</b>
Staff Hours	210	\$11,110.00
Support Hours	40	\$1,100.00
Expenses*		\$500.00
<i>SUB-TOTAL</i>	<i>250</i>	<i>\$12,710.00</i>
<b>Long Range Transportation Plan (LRTP)</b>	<b>Hours</b>	<b>Costs Incurred</b>
Staff Hours	330	\$15,102.00
Support Hours	30	\$825.00
Expenses*		\$2,000.00
<i>SUB-TOTAL</i>	<i>360</i>	<i>\$17,927.00</i>
<b>Passenger Transportation Plan (PTP)</b>	<b>Hours</b>	<b>Costs Incurred</b>
Staff Hours	220	\$10,472.00
Support Hours	35	\$962.00
Expenses*		\$300.00
<i>SUB-TOTAL</i>	<i>255</i>	<i>\$11,734.00</i>
<b>Administrative Activities (AA)</b>	<b>Hours</b>	<b>Costs Incurred</b>
Staff Hours	310	\$15,761.00
Support Hours	45	\$1,237.00
Expenses*		\$800
<i>SUB-TOTAL</i>	<i>355</i>	<i>\$17,798.00</i>
<b>TOTAL HOURS</b>	<b>1,805</b>	
<b>CONTRACT TOTAL</b>		<b>\$87,513.00</b>

Figure 1. \*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.

## BUDGET SUMMARY

	<b>FTA 5311 Federal (80%)</b>	<b>FTA 5311 Local (20%)</b>	<b>FHWA STBG Federal (80%)</b>	<b>FHWA STBG Local (20%)</b>	<b>FHWA SPR Federal (80%)</b>	<b>FHWA SPR Local (20%)</b>	<b>Total</b>
<b>TPWP</b>	\$2,799	\$700	\$3,166	\$791	\$2,799	\$700	\$10,956
<b>TIP</b>	\$4,187	\$1,047	\$4,736	\$1,184	\$4,187	\$1,047	\$16,388
<b>PPP</b>	\$3,248	\$812	\$3,673	\$918	\$3,248	\$812	\$12,710
<b>L RTP</b>	\$4,581	\$1,145	\$5,180	\$1,295	\$4,581	\$1,145	\$17,927
<b>PTP</b>	\$2,998	\$750	\$3,391	\$848	\$2,998	\$750	\$11,734
<b>AA</b>	\$4,548	\$1,137	\$5,143	\$1,286	\$4,548	\$1,137	\$17,798
<b>Total</b>	\$22,361	\$5,590	\$25,289	\$6,322	\$22,361	\$5,590	\$87,513

New (Federal) FTA 5311:	\$22,361	FTA 5311 Local Match:	\$5,590.25
Carryover FTA 5311:	\$0	Carryover FTA Local Match:	\$0
New (Federal) STBG*:	\$25,289	FHWA STBG Local Match:	\$6,322.18
New (Federal) FHWA SPR:	\$22,361	FHWA SPR Local Match:	\$5,590.25
Carryover FHWA SPR:	\$0	Carryover SPR Local Match:	\$0
<b>Total New (Federal) Funds (80%):</b>	<b>\$70,011</b>	<b>  Total Local Match (20%):</b>	<b>\$17,503</b>

\*Difference between the Total Contract Amount and the sum of FTA 5311 and FHWA SPR

Total New (Federal) Funds	\$70,011	80%
Total Local Match	\$17,502	20%
<b>Total Budget/Contract</b>	<b>\$87,513</b>	<b>100%</b>

## LOCAL MATCH ALLOCATION BREAKDOWN

Adair County	\$2,917.00
Adams County	\$2,917.00
Ringgold County	\$2,917.00
Taylor County	\$2,917.00
Union County	\$2,917.00
City of Creston	\$2,917.00
<b>Total</b>	<b>\$17,502.00</b>

FHWA Statewide Planning & Research (SPR) program funding is transferred to FTA 5305e funding in a consolidated planning grant application.

FHWA Surface Transportation Block Grant (STBG) program funding is transferred to FTA 5311 program funding in a separate FTA transfer grant application.

## APPENDIX

### REVISIONS

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 RPA-14/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:

#### 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 Systems Planning Bureau 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 Systems Planning Bureau is the designated approving agency shall require written approval by the Iowa DOT Systems Planning Bureau prior to commencement of activity, purchasing of equipment, or request for reimbursement. A request shall be submitted electronically to Iowa DOT Systems Planning Bureau 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

Systems Planning Bureau and to the District Planner, at which point it is forwarded to FHWA and FTA.

## COST ALLOCATION METHODOLOGY AND CERTIFICATION

### **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](mailto:sicog@sicog.com)**

#### 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)

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## COST ALLOCATION TO PROJECTS

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

- 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.

See Schedule E for Certificate of Indirect Costs.

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## 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

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## 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

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## 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

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#### 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

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#### 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  
email SICOG@sicog.com

Dan Christensen,  
Chairperson  
Decatur County

John Twombly,  
Vice-Chairperson  
Adair County

Karen Zabel,  
Secretary  
City of Lenox  
representing  
Taylor County

Ron Riley,  
Treasurer  
Union County

Doug Birt  
Adams County

Marvin McCann  
Clarke County

Diane Fitch  
Madison County

Lyle Minnick  
Ringgold County

Doug Davidson  
Private Sector Representative

Brooke Florea  
Private Sector Representative

William Trickey  
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 1, 2021** to establish a:

- ☒ Cost Allocation Plan  
☒ Indirect Cost Rate


~~for~~ **July 1, 2021 through June 30, 2022** 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 classified 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)

\_\_\_\_\_  
February 22, 2021  
(Date Signed)

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



See page 32

Grantsmanship

Planning

Technical Assistance

## PROCUREMENT AND CONSULTANT SELECTION CERTIFICATION



# SOUTHERN IOWA COUNCIL OF GOVERNMENTS

Southern Iowa Development Group, Inc.  
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101 East Montgomery St.  
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Adams County

Marvin McCann  
Clarke County

Diane Fitch  
Madison County

Lyle Minnick  
Ringgold County

Doug Davidson  
Private Sector Representative

Brooke Florea  
Private Sector Representative

William Trickey  
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 Ostroski  
(Please Print Name)

Executive Director  
(Title)

Southern Iowa Council of Governments  
(Name of Organization)

February 22, 2021  
(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

## TITLE VI

As part of the TPWP process, RPA-14/ATURA reviews the currentness of the agency's Title VI documentation.

### TITLE VI PROGRAM (FTA)

The Title VI Program for RPA-14/ATURA was last updated in 2018. An update of the program will be required in CY 2021. If the agency's Executive Director changes or the agency's Title VI coordinator changes, an update will also be required.

### TITLE VI PLANS (FHWA) AND ASSURANCES

The Title VI Plans and Assurances for RPA-14/ATURA was last updated in 2018. An update of the program will be required in CY 2021. However, if the agency's Executive Director changes or the agency's Title VI coordinator changes, an update will be required. Additionally, an update is required when the RPA adopts a new PPP.

## TRANSPORTATION PLANNING SCHEDULE

### JULY 2021

- Hold public hearing and obtain RPA-14/ATURA TTC and Policy Board approval of Final FY 2022-2025 TIP in July 2021
- Publicize upcoming August 15<sup>th</sup> TAP deadline in the SICOG newsletter in July 2021
- Hold public hearing and obtain approval of Final PPP from RPA-14/ATURA Policy Board in July 2021
- Submit Final PPP to Iowa DOT by end of July 2021
- Provide at least two sets of meeting minutes from TAGs to the Iowa DOT by July 31, 2021
- Continue efforts of the PTP, LRTP, TIP, PPP, and TPWP processes as described in the TPWP
- Perform general RPA-14/ATURA administration duties including facilitation of RPA-14/ATURA meetings as needed
- Prepare quarterly progress report and submit reimbursement request to Iowa DOT for Quarter 4 of FY 2021

### AUGUST 2021

- Application deadline for first TAP cycle on or about August 15, 2021
- Score TAP applications with RPA-14/ATURA TTC in August/September 2021 and send to the Iowa DOT
- Continue efforts of the PTP, LRTP, TIP, PPP, and TPWP processes as described in the TPWP
- Perform general RPA-14/ATURA administration duties

### SEPTEMBER 2021

- Score TAP applications with RPA-14/ATURA TTC in August/September 2021 and send to the Iowa DOT
- Continue efforts of the PTP, LRTP, TIP, PPP, and TPWP processes as described in the TPWP
- Perform general RPA-14/ATURA administration duties including facilitation of RPA-14/ATURA meetings as needed
- Attend quarterly Iowa DOT meeting

### OCTOBER 2021

- Publicize upcoming February 15<sup>th</sup> STBG and TAP deadline in the SICOG newsletter in October 2021
- Continue efforts of the PTP, LRTP, TIP, PPP, and TPWP processes as described in the TPWP
- Perform general RPA-14/ATURA administration duties
- Prepare quarterly progress report and submit reimbursement request to Iowa DOT for Quarter 1 of FY 2022



## **NOVEMBER 2021**

- Send STBG application to SIT in November 2021
- Publicize upcoming February 15<sup>th</sup> STBG and TAP deadline in the SICOG newsletter in November/December 2021 (apply for Transportation Planning award)
- Continue efforts of the PTP, LRTP, TIP, PPP, and TPWP processes as described in the TPWP
- Perform general RPA-14/ATURA administration duties including facilitation of RPA-14/ATURA meetings as needed

## **DECEMBER 2021**

- Publicize upcoming February 15<sup>th</sup> STBG and TAP deadline in the SICOG newsletter in November/December 2021/January 2022 (apply for Transportation Planning award)
- Continue efforts of the PTP, LRTP, TIP, PPP, and TPWP processes as described in the TPWP
- Perform general RPA-14/ATURA administration duties
- Attend quarterly Iowa DOT meeting

## **JANUARY 2022**

- Begin FY 2022-2025 TIP process in January/February 2022
- Publicize upcoming February 15<sup>th</sup> STBG and TAP deadline in the SICOG newsletter in November/December 2021/January 2022 (apply for Transportation Planning award)
- Continue efforts of the PTP, LRTP, TIP, PPP, and TPWP processes as described in the TPWP
- Perform general RPA-14/ATURA administration duties including facilitation of RPA-14/ATURA meetings as needed
- Prepare quarterly progress report and submit reimbursement request to Iowa DOT for Quarter 2 of FY 2022

## **FEBRUARY 2022**

- Begin FY23 TPWP process in February 2022
- Begin FY 2022-2025 TIP process in January/February 2022
- Application deadline for second TAP and STBG cycle on or about February 15, 2022
- Score STBG applications with RPA-14/ATURA TTC in February/March 2022
- Continue efforts of the PTP, LRTP, TIP, PPP, and TPWP processes as described in the TPWP
- Perform general RPA-14/ATURA administration duties

## **MARCH 2022**

- Score STBG applications with RPA-14/ATURA TTC in February/March 2022
- Hold public hearing and obtain Draft FY23 TPWP approval from RPA-14/ATURA TTC in March 2022
- Submit Draft FY23 TPWP to IDOT no later than April 1, 2022
- Continue efforts of the PTP, LRTP, TIP, PPP, and TPWP processes as described in the TPWP
- Perform general RPA-14/ATURA administration duties including facilitation of RPA-14/ATURA meetings as needed

- Attend quarterly Iowa DOT meeting

#### APRIL 2022

- Submit Draft FY23 TPWP to IDOT no later than April 1, 2022
- Continue efforts of the PTP, LRTP, TIP, PPP, and TPWP processes as described in the TPWP
- Perform general RPA-14/ATURA administration duties
- Prepare quarterly progress report and submit reimbursement request to Iowa DOT for Quarter 3 of FY 2022

#### MAY 2022

- Obtain approval of Draft 2022-2025 TIP from RPA-14/ATURA TTC in May 2022
- Hold public hearing and obtain Final FY22 TPWP approval from RPA-14/ATURA Policy Board in May 2022
- Submit Final FY23 TPWP to IDOT no later than June 1, 2022
- Continue efforts of the PTP, LRTP, TIP, PPP, and TPWP processes as described in the TPWP
- Perform general RPA-14/ATURA administration duties including facilitation of RPA-14/ATURA meetings as needed

#### JUNE 2022

- Submit Final FY23 TPWP to IDOT no later than June 1, 2022
- Submit Draft 2022-2025 TIP to Iowa DOT by June 15, 2022
- Continue efforts of the PTP, LRTP, TIP, PPP, and TPWP processes as described in the TPWP
- Perform general RPA-14/ATURA administration duties
- Attend quarterly Iowa DOT meeting





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**External Audits**

800 Lincoln Way | Ames, IA., 50010

Phone: 515-239-1161 | Email: [scott.anderson@iowaDOT.us](mailto:scott.anderson@iowaDOT.us)

August 26<sup>th</sup>, 2020

Judy Brimm  
Southern Iowa COG  
101 E. Montgomery St., PO Box 102  
Creston, IA., 50801-0102

RE: Southern Iowa Council of Governments (SICOG), FY'2021 Indirect Cost Proposal (ICP).

Dear Ms. Brimm,

This letter is to inform you that the Iowa Department of Transportation (Iowa DOT) has accepted the indirect cost proposal and allocation plan methodology proposed by SICOG. The proposed allocation method may be applied to Iowa DOT provided funding applications, projects, and awards effective July 1<sup>st</sup>, 2020 through June 30<sup>th</sup>, 2021 so that costs may be recovered during SICOG's Fiscal Year 2021 after they are incurred. This letter is not intended for use as a Cognizant approval and the Iowa DOT is not claiming Cognizant responsibility. In accordance with 2 CFR Part 200 Subpart C section 2.a, "Unless different arrangements are agreed to by the agencies concerned, the Federal agency with the largest dollar value of awards with an organization will be designated as the cognizant agency for the negotiation and approval of the indirect cost rates".

Based on our initial review of the FY'2021 ICP for SICOG, the Iowa DOT has received documents indicating that the allocation methodology meets the standards prescribed by 2 CFR Part 200 subpart E, Cost Principles. SICOG's assurances form indicates a cost allocation plan for the purposes of costing out indirect expenses across all programs. If the subrecipient wishes to make any changes to either the methodology or rate(s) included in this proposal during the year, they are required to be resubmitted for review and negotiation. Additionally, the Iowa DOT may, at its discretion, select the organization's plan and/or claims for further review at a later time.

The proposed cost allocation plan and related supporting documentation must be maintained by the sub-recipient for audit for a minimum of 3 years after the date of issuance per 2 CFR 200.333 "Record Retention". Organizations that expend \$750,000 or more in federal funds are also required to have their independent auditor provide an opinion on the allowability of direct costs and the organization's cost allocation methodology per 2 CFR 200 Subpart F, "Audit Requirements".

Again, this letter is not intended for use as a Cognizant approval. If you have any questions, please contact Scott G. Anderson at 515-239-1161 or email at [scott.anderson2@dot.iowa.gov](mailto:scott.anderson2@dot.iowa.gov).

Sincerely,

Scott Anderson  
Field Auditor  
External Audits