

ADOPTED BY RPA-14/ATURA POLICY BOARD ON

MAY 12, 2024

**DRAFT**



**RPA 14/ATURA**  
Transportation Planning Affiliation

**TRANSPORTATION PLANNING WORK PROGRAM**

FY 2025



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 2025 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 2025 Transportation Planning Work Program;

THEREFORE, BE IT RESOLVED, that the RPA-14/ATURA Transportation Planning Affiliation adopts Fiscal Year 2025 Transportation Planning Work Program (TPWP).

Adopted by the RPA-14/ATURA Policy Board on May 12, 2024.

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

Ron Fitzgerald, Supervisor Taylor County  
RPA-14/ATURA Chairman

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

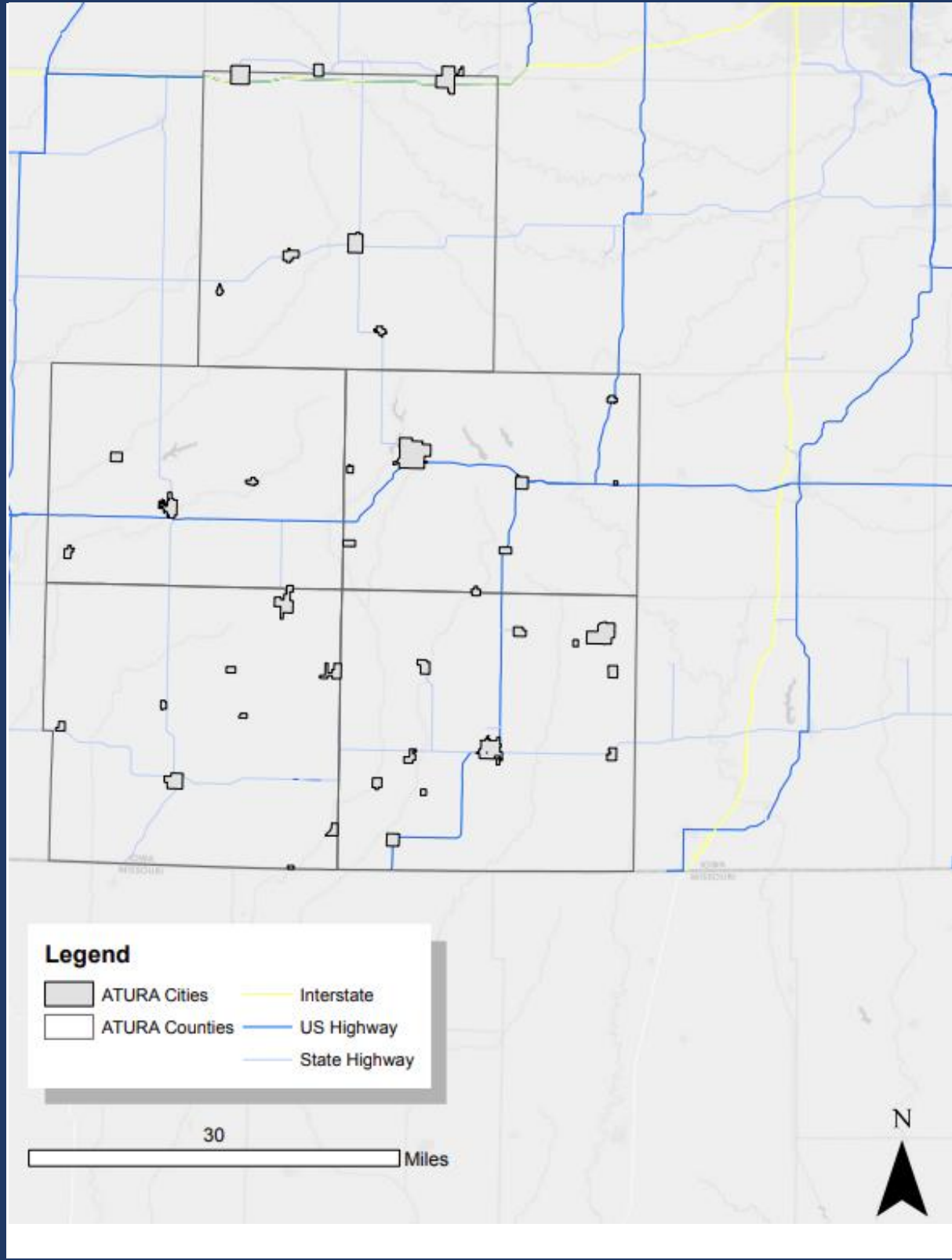
Tony Hardisty, Supervisor Adams County  
RPA-14/ATURA Vice Chair/Secretary

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# AREA, BACKGROUND, AND TPWP DEVELOPMENT PROCESS



# 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 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 21<sup>st</sup> Century Act (MAP-21) in 2012, Fixing America's Surface Transportation Act (FAST Act) in 2015, and most recently, the Infrastructure Investment and Jobs Act (IIJA Act) that was signed into law November 2021.

Serving Adair, Taylor, Union, Ringgold and Adams counties, 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 IIJA Act.

The RPA-14/ATURA Transportation Technical Committee (TTC) is composed of each county's engineer, the city administrator 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 networks 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 the 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 networks 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 on 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 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 farm implements.

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## PLANNING FACTORS

The Infrastructure Investment and Jobs Act (IIJA) expands previous planning requirements by specifying ten factors that must be considered in the TPWP, reinforce the link between policy goals and planning, and establish broader relationship between transportation planning and other planning activities, such as land use, growth management, and air quality compliance. The policies are also intended to expand the role of transportation planning, facilitate development of a more balanced transportation system, and increase the efficiency of the system. The chart below shows which elements of this TPWP support these ten planning factors:

1. Support the economic vitality of the region, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility options available to people for freight.
5. Protect and enhance the environment, promote energy conservation, improve quality of life, and promote consistency between transportation improvements and State and local planned growth, and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
10. Enhance Travel & Tourism.

TPWP Element	Planning Factors									
	1	2	3	4	5	6	7	8	9	10
TPWP	X	X			x					
TIP	X	X	X	X	X	X	X	X	X	
PPP	X	X			X	X	X			
LRTP	X	X	X	X	X	X	X	X	X	X
PTP	X	X			X	X	X			X

## PLANNING EMPHASIS AREAS

Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) have jointly

TPWP Element	Emphasis Areas							
	1	2	3	4	5	6	7	8
TPWP				X				
TIP		X	X	X	X			X
PPP		X		X				
LRTP	X	X	X	X	X	X	X	X
PTP	X	X		X				X

issued Planning Emphasis Areas. These areas are meant to provide emphasis to planning topics where FHWA and FTA want States and planning agencies to focus on their planning efforts. The chart below shows which elements of this TPWP support these eight Planning Emphasis Areas:

1. Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future
2. Equity and Justice<sup>40</sup> in Transportation Planning
3. Complete Streets
4. Public Involvement
5. Strategic Highway Network/U.S. Department of Defense (DOD) Coordination
6. Federal Land Management Agency Coordination
7. Planning and Environmental Linkages
8. Data in Transportation Planning



## TPWP DEVELOPMENT PROCESS

### 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 Technical Committee to fulfill the transportation planning and program requirements of the IJA 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 Planner is assigned to perform transportation planning activities and to develop and prepare all planning documents. Other SICOG planning staff members are able to collaborate in this effort. 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.

### 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 IJA 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 at least one staff member 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 March 29, 2024, for their review and comments. Their input is incorporated into the document. The Draft FY 2025 TPWP is also presented to the RPA-14/ATURA Technical Committee 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 an FY 2025 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 Governments. 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 2025 TPWP and voice any concerns or ask for clarifications.

The Final FY 2025 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 FY 2025 TPWP. After the public hearing, the Final FY 2025 TPWP will be submitted to the Policy Board for their adoption and approval before submission to the Iowa DOT on or before May 31, 2024. Likewise, a FY 2026 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 IJA Act process. The RPA-14/ATURA Policy Board consists of six members:

<b>Name</b>	<b>Title</b>	<b>Representing</b>
<b>John Twombly</b>	County Supervisor	Adair County
<b>Tony Hardisty, Vice Chairman/Secretary</b>	County Supervisor	Adams County
<b>Colby Holmes</b>	County Supervisor	Ringgold County
<b>Ron Fitzgerald, Chairman</b>	County Supervisor	Taylor County
<b>Dennis Brown</b>	County Supervisor	Union County
<b>Waylon Clayton</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 2025 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 IJA Act planning and programming responsibilities. The TTC Committee consists of eight members:

<b>Name</b>	<b>Title</b>	<b>Representing</b>
<b>Nick Kauffman, Chairman</b>	County Engineer	Adair County
<b>Charles Bechtold</b>	County Engineer	Adams County
<b>Jared Johnson, Vice-Chairman</b>	County Engineer	Ringgold County
<b>Justin Savage</b>	County Engineer	Taylor County
<b>Christian Boehmer</b>	County Engineer	Union County
<b>Mike Taylor</b>	City Administrator	City of Creston
<b>Leesa Lester</b>	Transit Manager	Southern Iowa Trolley
<b>Scott Suhr – ex-officio/non-voting</b>	District Planner	Iowa DOT

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## DESCRIPTION OF PLANNING ACTIVITIES/WORK ELEMENTS

### TRANSPORTATION PLANNING WORK PROGRAM (TPWP)

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

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### 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.

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### PREVIOUS WORK

- Developed and executed current TPWP.
- Prepared and submitted Quarterly Progress Reports and DBEs 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.

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### PROJECT DESCRIPTION

RPA-14/ATURA staff will identify activities that are necessary to carry out the goals and objectives of the LRTP and develop 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.

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### PRODUCT

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

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### SCHEDULE (IN CALENDAR YEAR)

- Begin FY26 TPWP process in February 2025
- Submit Draft FY26 TPWP to RPA-14 ATURA TTC & Policy Board for comments March 2025
- Submit Draft FY26 TPWP to IDOT, FTA, and FHWA no later than April 1, 2025.
- Hold public hearing and obtain Final FY25 TPWP approval from RPA-14/ATURA Policy Board on May 9, 2025.
- Submit Final FY26 TPWP to IDOT no later than June 1, 2025.
- 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 training 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

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### **TASK OBJECTIVE**

Develop a list of federal-aid 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.

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### **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 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.

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### **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 FY2026-2029, which will include ensuring that the RPA-14/ATURA TIP for FY2026-2029 is fiscally constrained. Recommendation of approval for the Draft FY2026-2029 TIP from the Transportation Technical Committee will be obtained in May/June 2025, 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.

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### **PRODUCT**

An RPA-14/ATURA Policy Board-approved annual TIP submitted to DOT by mid-July 2024. This TIP will be accompanied by amendments and modifications as necessary along with public input as needed.

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## **SCHEDULE (IN CALENDAR YEAR)**

- Hold public hearing and obtain RPA-14/ATURA TTC and Policy Board approval of Final FY 2025-2028 TIP in July 2024
- Publicize upcoming August 15 TAP deadline in the SICOG newsletter in July 2024 (pending available funding)
- Application deadline for first TAP cycle on or about August 15, 2024 (pending available funding)
- Score TAP applications with RPA-14/ATURA TTC in September 2024 and send to the Iowa DOT (pending available funding)
- Publicize upcoming February 15 STBG and TAP deadline in the SICOG newsletter in October 2024
- Send STBG application to SIT in November 2024
- Publicize upcoming February STBG and TAP deadline in the SICOG newsletter in November 2024/December 2024/January 2025
- Begin FY 2026-2029 TIP process in February 2025
- Application deadline for second TAP and STBG cycle on February 15, 2025
- Score STBG applications with RPA-14/ATURA TTC in March 2025
- Obtain approval of Draft 2026-2029 TIP from RPA-14/ATURA TTC in May 2025
- Submit Draft 2026-2029 TIP to Iowa DOT by June 15, 2025
- Utilize the regional STBG fund, TAP fund, and TIP to advance the goals of the LRTP continuously.
- Attend meetings and training 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

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## **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 2025.

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## **PREVIOUS WORK**

- 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.
- 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 public. SICOG has a monthly newsletter “*The Windmill*” distributed to over two 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, 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. The next PPP is due July 2025, unless needed sooner.

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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)**

- Utilize PPP as a public participation guide for transportation documents continuously or as needed.
- Attend meetings and training regarding the PPP continuously or as needed.
- Publish notices of public meetings as needed.
- Update the PPP as needed or every five years (Next update due July 2025)

## 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 2026.

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### PREVIOUS WORK

- RPA 14/ATURA Public Participation Plan 2020 was approved in May of 2020 in anticipation of and to guide the LRTP 2050 planning process.
- Final LRTP 2050 was adopted by RPA 14/ATURA Policy Board on November 9, 2021, 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 2026. This process will begin with the adoption of the PPP in July 2025. Lastly, staff will continually participate in Statewide RPA and Iowa DOT meetings regarding the LRTP.

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### 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.

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## **SCHEDULE (IN CALENDAR YEAR)**

- Hold public hearing and obtain approval of Final TPWP from RPA-14/ATURA Policy Board in May 2024
- Conduct a qualitative SWOT analysis with regional stakeholders in November 2025
- Conduct an online survey and focus groups. Develop goals, objectives, and actions from December 2025 through June 2026
- Conduct LRTP-specific data gathering and analysis in May 2025 through October 2025
- Utilize the LRTP as the primary guiding document for regional transportation planning continuously.
- Attend meetings and training 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

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## **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 May of 2025.

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## **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 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 in May 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, 2024
- 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 training regarding the PTP continuously or as needed.
- Begin efforts to update the PTP due in 2025.

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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 training 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.

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## **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 sent 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.

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## **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 training 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.

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## **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 on a 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 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 approved by the SICOG Executive Board.

## ESTIMATED STAFF TIME

It is estimated that approximately 55% 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 to not inhibit the transportation planning process.

## PROJECT TIME FRAME

Federal Transit Administration (FTA), Federal Highway Administration (FHWA) and local matching planning funds will follow the State fiscal year of July 1, 2024, to June 30, 2025.

## ESTIMATED QUARTERLY EXPENSES

SICOG anticipates that quarterly expenses will be driven by the workload surrounding established deadlines in the IJJA planning process. Considering a review of activities for the fiscal year 2023, it is anticipated that staff time will be somewhat consistent throughout the planned year. Total expenditures are estimated at approximately \$18,575.00 per quarter.

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## 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 this agreement, hourly payroll costs are estimated based on current rates for 3 months and include an anticipated 3% merit increase.

Executive Director	\$68.70
Finance Director	\$48.81
Senior Planner	\$46.97
Transportation Planner	\$27.01
Regional Planner	\$28.63
Planning Tech	\$25.27
Fiscal Assistant	\$25.00

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

Indirect expenses will be based on the direct salaries and benefits, times 68.94%. Based on the current FY24, as determined by SICOG's Indirect Cost Negotiation Agreement from the US Department of Interior.

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>
Transportation Planner	121	\$3,688
Support Staff	30.25	\$1,747
Indirect Expenses		\$4,892
<i>SUB-TOTAL</i>	<i>151.25</i>	<i>\$10,328</i>
<b>Transportation Improvement Program (TIP)</b>	<b>Hours</b>	<b>Costs Incurred</b>
Transportation Planner	131.87	\$3,562
Support Staff	32.9675	\$2,077
Indirect Expenses		\$4,994
<i>SUB-TOTAL</i>	<i>164.8375</i>	<i>\$10,633</i>
<b>Public Participation Plan (PPP)</b>	<b>Hours</b>	<b>Costs Incurred</b>
Transportation Planner	104.94	\$2,834
Support Staff	28.125	\$2,905
Indirect Expenses		\$4,837
<i>SUB-TOTAL</i>	<i>131.175</i>	<i>\$10,577</i>
<b>Long Range Transportation Plan (LRTP)</b>	<b>Hours</b>	<b>Costs Incurred</b>
Transportation Planner	112.5	\$3,039
Support Staff	28.125	\$1,546
Indirect Expenses		\$4,104
<i>SUB-TOTAL</i>	<i>140.625</i>	<i>\$8,688</i>
<b>Passenger Transportation Plan (PTP)</b>	<b>Hours</b>	<b>Costs Incurred</b>
Transportation Planner	171.07	\$5,121
Support Staff	42.7675	\$2,546
Indirect Expenses		\$6,876
<i>SUB-TOTAL</i>	<i>213.8375</i>	<i>\$14,542</i>
<b>Administrative Activities (AA)</b>	<b>Hours</b>	<b>Costs Incurred</b>
Transportation Planner	280.86	\$8,086
Support Staff	70.215	\$3,359
Indirect Expenses		\$8,086
<i>SUB-TOTAL</i>	<i>351.075</i>	<i>\$19,531</i>
<b>TOTAL PLANNER HOURS</b>	<b>922.24</b>	
<b>TOTAL SUPPORT HOURS</b>	<b>230.56</b>	
<b>TOTAL HOURS</b>	<b>1152.8</b>	
<b>CONTRACT TOTAL</b>		<b>\$74,300</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.

	FTA 5311 New	FTA 5311 C/O	FHWA SPR New	FHWA SPR C/O	FHWA STBG New	FHWA STBG C/O	Total Federal	Total Local Match	Total
AA	\$6,897	\$0	\$6,897	\$0	\$0	\$1,831	\$15,626	\$3,906	\$19,532
TPWP	\$3,647	\$0	\$3,647	\$0	\$0	\$968	\$8,262	\$2,066	\$10,328
PPP	\$3,735	\$0	\$3,735	\$0	\$0	\$991	\$8,462	\$2,115	\$10,577
LRTP	\$3,068	\$0	\$3,068	\$0	\$0	\$814	\$6,950	\$1,738	\$8,688
PTP	\$5,135	\$0	\$5,135	\$0	\$0	\$1,363	\$11,634	\$2,908	\$14,542
TIP	\$3,755	\$0	\$3,755	\$0	\$0	\$997	\$8,506	\$2,127	\$10,633
<b>Total</b>	<b>\$26,238</b>	<b>\$0</b>	<b>\$26,238</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,964</b>	<b>\$59,440</b>	<b>\$14,860</b>	<b>\$74,300</b>

New (Federal) FTA 5311:	\$26,238	FTA 5311 Local Match:	\$6,560
Carryover FTA 5311:	\$0	Carryover FTA Local Match:	\$0
New (Federal) STBG*:	\$0	STBG Local Carryover:	\$0
Carryover FHWA STBG	\$6,964	FHWA STBG Local Match:	\$1,741
New (Federal) FHWA SPR:	\$26,238	FHWA SPR Local Match:	\$6,560
Carryover FHWA SPR:	\$0	Carryover SPR Local Match:	\$0
<b>Total New (Federal) Funds (80%):</b>	<b>\$59,440</b>	<b>  Total Local Match (20%):</b>	<b>\$14,860</b>

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

Total New (Federal) Funds	\$59,440.00	80%
Total Local Match	\$14,860.00	20%
<b>Total Budget/Contract</b>	<b>\$74,300.00</b>	<b>100%</b>

## LOCAL MATCH ALLOCATION BREAKDOWN

Adair County	\$2,476.67
Adams County	\$2,476.67
Ringgold County	\$2,476.67
Taylor County	\$2,476.67
Union County	\$2,476.67
City of Creston	\$2,476.67
<b>Total</b>	<b>\$14,860.02</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 regarding 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 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 [director@sicog.com](mailto:director@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 the 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 the 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 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 services 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 multiplied by our current Indirect Cost Negotiation Rate (see attached). All agency personnel use Toggl Track software to maintain timesheets. Monthly reports are used as the basis for 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 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 and Internet Services
- Organizational Long-Distance Services
- Organizational Postage and Shipping
- Organizational Office Building Expenses
- Organizational Advertising
- Organizational Professional Services
- Organizational Equipment/Depreciation

**SCHEDULE E - CERTIFICATE OF INDIRECT COST PROPOSAL/INDIRECT COSTS**



**SOUTHERN IOWA COUNCIL OF GOVERNMENTS**

101 E. Montgomery St.  
Creston, Iowa 50801-2406

Telephone: 641.782.8491  
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Jerry Walker,  
Chairperson  
Adair County

Diane Fitch,  
Vice Chairperson  
Madison County

Karen Zabel,  
Secretary  
Taylor County

Scott Akin,  
Treasurer  
Adams County

Randy Dunbar,  
Clarke County

Sam Wengryn,  
Decatur County

Colby Holmes,  
Ringgold County

Rick Friday,  
Union County

Doug Davidson,  
Private Sector  
Representative

Jodie Geist,  
Private Sector  
Representative

Meggen Roan,  
Private Sector  
Representative

Raelynn Risser,  
Private Sector  
Representative

Wayne Pantini,  
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 March 29, 2024, to establish a:

- Cost Allocation Plan
- Indirect Cost Rate

For July 1, 2024, through June 30, 2025, 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:

- Government Organization
- Non-Profit Organization

(2) This proposal does not include any costs which are unallowable under Subpart E-Cost Principles 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 of casual relationship between the expenses incurred and the Federal awards to which they are allocated in accordance with applicable requirements. Further, the same 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 regulation (29 CFR 201.22), the False Claims Act (18 USC 287 and 31 USC 3729); and the False Information Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.

Jessica Hagen (hag

*Beth Waddle*  
\_\_\_\_\_  
(Signature)

**Beth Waddle**  
\_\_\_\_\_  
(Please Print Name)

**Executive Director**  
\_\_\_\_\_  
(Title)

**Southern Iowa Council of Governments**  
\_\_\_\_\_  
(Name of Organization)

**3-29-2024**  
\_\_\_\_\_  
(Date Signed)

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



# SOUTHERN IOWA COUNCIL OF GOVERNMENTS

101 E. Montgomery St.  
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Diane Fitch,  
Vice Chairperson  
Madison County

Karen Zabel,  
Secretary  
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Treasurer  
Adams County

Randy Dunbar,  
Clarke County

Sam Wengryn,  
Decatur County

Colby Holmes,  
Ringgold County

Rick Friday,  
Union County

Doug Davidson,  
Private Sector  
Representative

Jodie Geist,  
Private Sector  
Representative

Meggen Roan,  
Private Sector  
Representative

Raelynne Risser,  
Private Sector  
Representative

Wayne Pantini,  
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 the 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 costs exceed \$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 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 Systems Planning Bureau, through email or hard copy, invoices documenting the expenditure(s) and proof of payment at the time the associated request is submitted.

I declare to the best of my knowledge and ability that we will adhere to the above requirements.

*Beth Waddle*  
\_\_\_\_\_  
(Signature)

Beth Waddle  
\_\_\_\_\_  
(Print Name)

Executive Director  
\_\_\_\_\_  
(Title)

Southern Iowa Council of Governments  
\_\_\_\_\_  
(Name of Organization)

3-29-2024  
\_\_\_\_\_  
(Date Signed)

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

## TITLE VI

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

### TITLE VI PROGRAM (FTA)

The Title VI Program for RPA-14/ATURA was updated in 2022. An update of the program will be required in CY 2025. 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 2022. An update of the program will be required in CY 2025. 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 2024

- Hold public hearing and obtain RPA-14/ATURA TTC and Policy Board approval of Final FY 2025-2028 TIP in July 2024
- Provide at least two sets of meeting minutes from TAGs to the Iowa DOT by July 31, 2024
- 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 2024

### AUGUST 2024

- Continue efforts of the PTP, LRTP, TIP, PPP, and TPWP processes as described in the TPWP.
- Perform general RPA-14/ATURA administration duties.

### SEPTEMBER 2024

- 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 2024

- Publicize upcoming February 15 STBG and TAP deadline in the SICOG newsletter in October 2024
- 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 2025

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#### NOVEMBER 2024

- Send STBG application to SIT in November 2024
- Publicize upcoming February 15 STBG and TAP deadline in the SICOG newsletter in November/December 2023 (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.

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#### DECEMBER 2024

- Publicize upcoming February 15 STBG and TAP deadline in the SICOG newsletter in November 2024/December 2024/January 2025 (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.

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#### JANUARY 2025

- Begin FY 2026-2029 TIP process in January/February 2024
- Publicize upcoming February 15 STBG and TAP deadline in the SICOG newsletter in November 2024/December 2024/January 2025
- 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 2025

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#### FEBRUARY 2025

- Begin FY26 TPWP process in February 2025
- Begin FY 2026-2029 TIP process in January/February 2025
- Application deadline for second TAP and STBG cycle on or about February 15, 2025
- Score STBG applications with RPA-14/ATURA TTC in February/March 2025
- Continue efforts of the PTP, LRTP, TIP, PPP, and TPWP processes as described in the TPWP.
- Perform general RPA-14/ATURA administration duties.

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#### MARCH 2025

- Score STBG applications with RPA-14/ATURA TTC in February/March 2025
- Hold public hearing and obtain Draft FY24 TPWP approval from RPA-14/ATURA TTC in March 2025
- Submit Draft FY26 TPWP to IDOT no later than April 1, 2025
- 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.

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#### APRIL 2025

- Submit Draft FY26 TPWP to IDOT, FTA & FHWA no later than March 31, 2025
- 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 2025

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#### MAY 2025

- Obtain approval of Draft 2026-2029 TIP from RPA-14/ATURA TTC in May 2025
- Hold public hearing and obtain Final FY25 TPWP approval from RPA-14/ATURA Policy Board in May 2025
- Submit Final FY26 TPWP to IDOT no later than May 31, 2025
- 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.

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#### JUNE 2025

- Submit Final FY26 TPWP to IDOT no later than June 1, 2025
- Submit Draft 2026-2029 TIP to Iowa DOT by June 15, 2025
- 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.

# United States Department of Interior

OFFICE OF THE SECRETARY

Washington, DC 20240



## State and Local Governments Indirect

### Cost Negotiation Agreement

**EIN:** 42-1006150

**Date:** 08/30/2023

**Organization:**

Southern Iowa Council of Governments  
101 E. Montgomery Street  
Creston, IA 50801

**Report Number:** 2023-0604

**Filing Ref.:**

Last Negotiation Agreement  
dated: Initial Negotiation

The indirect cost rate contained herein is for use on grants, contracts, and other agreements with the Federal Government to which 2 CFR Part 200 applies subject to the limitations in Section II.A. of this agreement. The rate was negotiated by the U.S. Department of the Interior, Interior Business Center, and the subject organization in accordance with the authority contained in applicable regulations.

#### Section I: Rate

Start Date	End Date	Rate Type	Name	Rate	Base	Location	Applicable To
			10/01/2021	09/30/2022	Final	Indirect	52.30 %
10/01/2022	09/30/2023	Provisional	Indirect	68.94 %	(A)	All	All Programs
10/01/2023	09/30/2024	Provisional	Indirect	68.94 %	(A)	All	All Programs

**(A) Base:** Total direct salaries and wages, including fringe benefits. The rate applies to all programs administered by the non-federal entity. To determine the amount of indirect costs to be billed under this agreement, direct salaries and wages and related fringe benefits should be summed and multiplied by the rate. All other program costs should be eliminated from the calculation.

**Treatment of fringe benefits:** Fringe benefits applicable to direct salaries and wages are treated as direct costs; fringe benefits applicable to indirect salaries and wages are treated as indirect costs.



## Section II: General

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- A. **Limitations:** Use of the rate(s) contained in this agreement is subject to any applicable statutory limitations. Acceptance of the rate(s) agreed to herein is predicated upon these conditions: (1) no costs other than those incurred by the subject organization were included in its indirect cost rate proposal, (2) all such costs are the legal obligations of the grantee/contractor, (3) similar types of costs have been accorded consistent treatment, and (4) the same costs that have been treated as indirect costs have not been claimed as direct costs (for example, supplies can be charged directly to a program or activity as long as these costs are not part of the supply costs included in the indirect cost pool for central administration).
- B. **Audit:** All costs (direct and indirect, federal and non-federal) are subject to audit. Adjustments to amounts resulting from audit of the cost allocation plan or indirect cost rate proposal upon which the negotiation of this agreement was based will be compensated for in a subsequent negotiation.
- C. **Changes:** The rate(s) contained in this agreement are based on the accounting system in effect at the time the proposal was submitted. Changes in the method of accounting for costs which affect the amount of reimbursement resulting from use of the rate(s) in this agreement may require the prior approval of the cognizant agency. Failure to obtain such approval may result in subsequent audit disallowance.
- D. **Rate Type:**
1. **Fixed Carryforward Rate:** The fixed carryforward rate is based on an estimate of the costs that will be incurred during the period for which the rate applies. When the actual costs for such period have been determined, an adjustment will be made to the rate for a future period, if necessary, to compensate for the difference between the costs used to establish the fixed rate and the actual costs.
  2. **Provisional/Final Rate:** Within six (6) months after year end, a final indirect cost rate proposal must be submitted based on actual costs. Billings and charges to contracts and grants must be adjusted if the final rate varies from the provisional rate. If the final rate is greater than the provisional rate and there are no funds available to cover the additional indirect costs, the organization may not recover all indirect costs. Conversely, if the final rate is less than the provisional rate, the organization will be required to pay back the difference to the funding agency.
  3. **Predetermined Rate:** A predetermined rate is an indirect cost rate applicable to a specified current or future period, usually the organization's fiscal year. The rate is based on an estimate of the costs to be incurred during the period. A predetermined rate is not subject to adjustment.
- E. **Rate Extension:** Only final and predetermined rates may be eligible for consideration of rate extensions. Requests for rate extensions of a current rate will be reviewed on a case-by-case basis. If an extension is granted, the non-Federal entity may not request a rate review until the extension period ends. In the last year of a rate extension period, the non-Federal entity must submit a new rate proposal for the next fiscal period.
- F. **Agency Notification:** Copies of this document may be provided to other federal offices as a means of notifying them of the agreement contained herein.
- G. **Record Keeping:** Organizations must maintain accounting records that demonstrate that each type of cost has been treated consistently either as a direct cost or an indirect cost. Records pertaining to the costs of program administration, such as salaries, travel, and related costs, should be kept on an annual basis.
- H. **Reimbursement Ceilings:** Grantee/contractor program agreements providing for ceilings on indirect cost

## Section II: General

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rates or reimbursement amounts are subject to the ceilings stipulated in the contract or grant agreements. If the ceiling rate is higher than the negotiated rate in Section I of this agreement, the negotiated rate will be used to determine the maximum allowable indirect cost.

- I. **Use of Other Rates:** If any federal programs are reimbursing indirect costs to this grantee/contractor by a measure other than the approved rate(s) in this agreement, the grantee/contractor should credit such costs to the affected programs, and the approved rate(s) should be used to identify the maximum amount of indirect cost allocable to these programs.
  
- J. **Central Service Costs:** If the proposed central service cost allocation plan for the same period has not been approved by that time, the indirect cost proposal may be prepared including an amount for central services that is based on the latest federally-approved central service cost allocation plan. The difference between these central service amounts and the amounts ultimately approved will be compensated for by an adjustment in a subsequent period.
  1. The purpose of an indirect cost rate is to facilitate the allocation and billing of indirect costs. Approval of the indirect cost rate does not mean that an organization can recover more than the actual costs of a particular program or activity.
  2. Programs received or initiated by the organization subsequent to the negotiation of this agreement are subject to the approved indirect cost rate(s) if the programs receive administrative support from the indirect cost pool. It should be noted that this could result in an adjustment to a future rate.
  3. Indirect cost proposals must be developed (and, when required, submitted) within six (6) months after the close of the governmental unit's fiscal year, unless an exception is approved by the cognizant agency for indirect costs

Listed below are the signatures of acceptance for this agreement:

By the State and Local Governments  
Agency

By the Cognizant Federal Government

Southern Iowa Council of Governments

US Department of Commerce - EDA

DocuSigned by:  
  
FF8033552B044EC...

DocuSigned by:  
  
5F809670612D483...

Signature

Signature

Beth Waddle

Craig Wills Name:

Division Chief  
Indirect Cost & Contract Audit Division  
Interior Business Center

Executive Director

Title:

Title:

9/10/2023

8/30/2023

Date

Date

Negotiated by: Stacy Frost  
Telephone: (916) 930-3815

Next Proposal Due Date: 03/31/2024