

REGION XII

TRANSPORTATION PLANNING AFFILIATION



FY 2024 TRANSPORTATION PLANNING WORK PROGRAM

DRAFT



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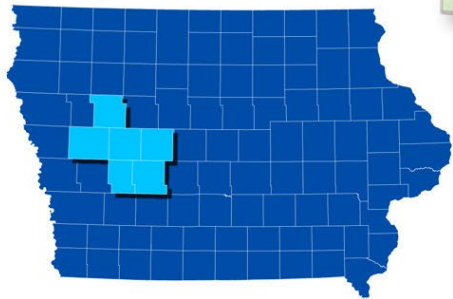
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 **REGION XII**
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INTRODUCTION

The Transportation Planning Work Program (TPWP) serves as an outline of the activities Region XII Council of Governments (Region XII COG) will be performing for transportation planning purposes in the Region XII Regional Planning Affiliation service area. This TPWP contains an overview of the Region XII COG area, discusses the planning agency structure, identifies issues to be addressed by the planning process, and describes the transportation planning activities, schedules and documents that will be completed during FY2024 (July 1, 2023 - June 30, 2024).

Transportation Planning Work Program Development

The TPWP has been developed by the Region XII COG staff with input from the Region XII Technical Advisory Committee, the Region XII Transit Roundtable Committee and the Region XII Bike-Ped Roundtable. Each committee discusses and suggests special transportation planning projects to be considered for inclusion in the annual TPWP. A public hearing is held during a Region XII Policy Council meeting to obtain public comments on the TPWP before the plan is adopted.

Infrastructure Investment and Jobs Act

The Infrastructure Investment and Jobs Act (IIJA Act) was signed into law November 15, 2021. The IIJA authorizes \$550 billion over fiscal years 2022-2026 for new Federal investment in infrastructure including roads, bridges, mass transit, water infrastructure, resilience, and broadband.

The Region XII COG Service Area

The Region XII COG service area covers approximately 3,456 square miles and includes Audubon, Carroll, Crawford, Greene, Guthrie, and Sac Counties in Iowa. The 2020 US Census reported the Region's total population as 72,167 residents. The 2020 regional population decreased by 2,504 residents (3.4%) since 2010. The region contains 56 municipalities, with over 25% of the area's total population residing within the region's two largest communities, Carroll in Carroll County and Denison in Crawford County. For transportation planning purposes, these two cities are both considered an "urban area" in that they each have a population exceeding 5,000 persons. See Figure 1 for a breakdown of the RPA's population by county and city. The region's small urban communities and rural towns primarily serve as agricultural service centers and retail trade centers, but related small scale manufacturing activity is also found in many of these centers. Carroll serves as the US Economic Development Administration's designated regional economic development center and has a large retail trade area. While still maintaining a primary reliance on agriculture, the region's economy is diversified, sporting such companies as Smithfield, Pella Corporation, Collins Aerospace, Continental Carbonics, Leer Inc, Core-Mark, AMVC, American Home Shield, Amanco, Scranton Manufacturing, AAI-Spaulding, Conner Athletic, Puck Entreprises, Evapco, Monogram Foods, and Agri-Drain.

Transportation Planning Within the Region

Region XII COG is the transportation planning authority in the region as designated by the boards of supervisors of the six counties located within its boundaries. Region XII COG was formed in 1973 by its member counties through the joint exercise of powers provision in Chapter 28E of the Code of Iowa. Aside from transportation planning, Region XII COG provides technical and professional support services to the governments in the region, and administers the Western Iowa Transit, various housing initiatives, the Housing Trust Fund through Council of Governments Housing, Inc., the Iowa Waste Exchange and the Region XII Development Corporation business loan funds.

Plan Goals and Objectives

Region XII adopted the transportation planning goals as during the development of the 2023 Region XII Long Range Transportation. These goals are reviewed annually during the development of the TPWP. The goals are as follows:

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

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

Region XII COG Agency Structure and Policy

As the RPA, Region XII COG has come to be recognized as an ideal vehicle for addressing planning issues that require a regional perspective. Region XII COG offices are centrally located in Carroll which allows easy access to and from its client communities and counties. Cities and counties benefit from Region XII COG staff assistance in their efforts to promote community and economic development, improve the Region's housing stock and environment, provide affordable and efficient transit services, and, to meet the transportation needs of the six county area.

FIGURE 1: REGION XII 2020 POPULATION

Audubon County 5,674

Audubon	2,053
Brayton	143
Exira	787
Gray.....	61
Kimballton	291
Rural.....	2,339

Carroll County 20,760

Arcadia	525
Breda	500
Carroll	10,321
Coon Rapids	1,300
Dedham	224
Glidden	1,151
Halbur	243
Lanesboro	119
Lidderdale	166
Manning	1,455
Ralston	81
Templeton	352
Willey.....	73
Rural.....	4,250

Crawford County 16,525

Arion.....	98
Aspinwall.....	33
Buck Grove.....	34
Charter Oak.....	535
Deloit	250
Denison.....	8,373
Dow City	485
Kiron	267
Manilla	775
Ricketts	109
Schleswig	830
Vail	396
Westside	285
Rural.....	4,055

Greene County 8,771

Churdan	365
Dana	38
Grand Junction	725
Jefferson	4,182
Paton	221
Rippey.....	220
Scranton.....	511
Rural	2,509

Guthrie County 10,623

Bagley.....	233
Bayard	405
Casey	387
Guthrie Center	1,593
Jamaica.....	195
Menlo.....	345
Panora	1,091
Stuart.....	1,782
Yale	267
Rural	4,325

Sac County 9,814

Auburn.....	265
Early	587
Lake View.....	1,113
Lytton	282
Nemaha	66
Odebolt.....	994
Sac City.....	2,063
Schaller	729
Wall Lake	755
Rural	2,960

Gained Population between 2010 and 2020

Region XII RPA 72,167

Source: 2020 US Census

Staff

The Region XII COG's professional staff is available to aid local officials and concerned citizens in implementing various community improvement programs and in making the Region a better place in which to live. Staff members strongly encourage and promote the advantages of regional cooperation and coordination. The Region XII COG transportation planning staff comprises the Executive Director, the Local Assistance Director, an Economic Development Planner II, three Regional Planners, planning interns, and the Transit Director. In addition, agency management may at times direct additional staff support to insure timely completion of transportation-related tasks.

Duties

The Executive Director is responsible for the overall management and development of transportation activities related to transportation planning, its processes, and work products. The Executive Director is also the agency's Chief Executive Officer and is responsible for overseeing the operations of the entire agency, serving as its decision-maker and policy coordinator. The Executive Director sees to the coordination between transit and transportation activities and ensures cohesiveness in order to develop a positive approach to the Region XII COG transportation planning initiative. The Local Assistance Director will be the lead contact for transportation-related projects and is responsible for data collection and development of work products related to transportation planning and the transit planning process. The Regional Planners will assist with data collection and other planning-related projects. The Transit Director is responsible for the overall operations and management of Western Iowa Transit.

Region XII Policy Committee

The Region XII COG Policy Council has appointed itself as the RPA Policy Committee responsible for establishing local policy and transportation planning activities. The Policy Committee will conduct business during Policy Council meetings or Executive Board meetings. The Policy Committee comprises four (4) appointed representatives from each member county as well as ex-officio memberships from the Iowa Department of Transportation (IDOT), the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). Three members from each county are appointed by the boards of supervisors of the six counties, while the remaining member from each county is appointed by the Policy Council's Executive Board to maintain diversity among the Committee's members. The Executive Board consists of one (1) county supervisor from each member county who is also one of the three county-appointed Policy Council members.

Technical Advisory Committee

The RPA XII Technical Advisory Committee (TAC) was established by the Policy Committee and consists of one (1) representative from each member county, one (1) member each from the cities of Carroll and Denison, and one (1) representative from Western Iowa Transit. The TAC also has ex-officio members representing IDOT, FHWA and FTA.

Transit Roundtable XII Committee

The Transit Roundtable XII Committee (TR XII) is made of up transit providers and users from across the region. TR XII is charged with the oversight of the Region XII Passenger Transportation Plan as well as ways to increase coordination among providers and improve service for riders.

Region XII Bike-Ped Roundtable

The Region XII Bike-Ped Roundtable was organized in 2011. The Roundtable will focus on long-range trail planning, trail development, trail maintenance, bicycle and pedestrian facilities, and promotion of walking and biking activities. The Region XII Bike-Ped Roundtable is composed of the six (6) county conservation directors, local government officials, trail advocates and developers, trail users, ex-officio members from IDOT, FHWA, and neighboring RPAs, and a representative from the City of Perry.

County Transportation Stakeholder Committees

The County Transportation Stakeholder Committees are composed of the county's representative(s) to the RPA XII TAC, a representative of the board of supervisors, and representatives from any groups interested in having a voice on the committee. Typically, these are transportation enhancement interests, small cities, aviation, significant employers, scenic by-way organizations, shippers, development officials, and like organizations. Private individuals are also invited to participate. Ex-officio representation is extended to the transit authority and IDOT.

Region XII COG transportation planning staff will facilitate the RPA XII Policy Committee, TAC, TR XII, Bike-Ped Roundtable and county meetings and offer assistance and recommendations throughout the regional planning process.

Overview of the TPWP

This introductory section of the TPWP is intended to familiarize the reader with the purpose of the TPWP, the extent and composition of the planning region, the responsible parties for Region XII COG's transportation planning, the decision-making network affecting transportation, and the structure and organization of the area-wide transportation agencies.

Section I outlines the planning functions Region XII COG will assume as the designated RPA. Included in this section is a description of the transportation issues to be addressed, the agency's planning activities, schedules, and the resulting end products.

Section II reviews the personnel involved in the agency's transportation planning tasks. Also included in this section is the Fiscal Year 2024 Region XII COG transportation budget including staff time, direct and indirect costs, and funding sources. Estimated quarterly expenditures are also discussed.

SECTION I: TRANSPORTATION TASKS

A. RPA ORGANIZATION

Policy Committee

The Region XII Policy Committee will be responsible for establishing and setting policy for the entire region's transportation network objectives. The Policy Committee or its Executive Board will approve all planning elements prior to submittal to IDOT. The Executive Board meets monthly and will be responsible for the month-to-month oversight and decision-making associated with the transportation planning process.

Technical Advisory Committee (TAC)

The Region XII Technical Advisory Committee will provide data and technical assistance necessary for the maintenance of the Public Participation Process (PPP), the development of the Transportation Planning Work Program (TPWP), the Long-Range Transportation Plan (LRTP), the Regional Transportation Improvement Program (TIP), the Passenger Transportation Plan (PTP), and all other planning documents that may be produced. The TAC will serve as the advisory board guiding the month-to-month implementation of the transportation planning process.

Region XII Council of Governments

Region XII COG will function as the RPA for the development and maintenance of an extensive LRTP, as directed by member constituents throughout the entire planning process. Periodic updates of the LRTP will be completed in order to maintain a current and responsive plan.

Region XII COG, as staff support, will be the coordinating body responsible for the submission of various transportation documents for the IDOT and public distribution. Region XII COG will work with and under the guidance of the region's Policy and Technical Advisory Committees. Public involvement will be encouraged and sought throughout the planning and development of the region's transportation plans and programs. Area citizens will be provided the opportunity to comment on every aspect of the transportation planning process through planning meetings, public hearings, and individual correspondence. Region XII COG will facilitate the development of all planning elements for the region.

B. PLANNING PROCESS: NARRATIVE DESCRIPTION, GOALS, TASKS and END PRODUCTS

This section details the planning activities that the Region XII COG will be involved in throughout FY 2024. There are 6 main work tasks, each of which corresponds to the goals of the 2050 Long-Range Transportation Plan or a Regional Planning Affiliation (RPA) requirement.

FIGURE 2: TRANSPORTATION PLANNING WORK ELEMENTS AND GOALS

		TPWP Work Element	PPP Work Element	TIP Work Element	L RTP Work Element	PTP Work Element	TDC Work Element
Long Range Transportation Plan Goals	Support the economic vitality of the area, especially by enabling global competitiveness, productivity, and efficiency	X	X	X	X	X	
	Increase the safety of the transportation system for motorized and non-motorized users	X	X	X	X	X	X
	Increase the security of the transportation system for motorized and non-motorized users			X			
	Increase accessibility and mobility of people and freight			X		X	
	Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns	X	X	X	X	X	X
	Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight		X	X	X	X	
	Promote efficient system management and operation		X	X	X	X	X
	Emphasize the preservation of the existing transportation system			X			X
	Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation				X		
	Enhance travel and tourism.		X	X		X	
RPA Requirements	Transportation Planning Work Program (TPWP)	X					
	Public Participate Plan (PPP)		X				
	Transportation Improvement Program (TIP)			X			
	Long Range Transportation Plan (LRTP)				X		
	Passenger Transportation Plan (PTP)					X	
	Award Funding			X			
	Decision Making Structure						X

Administration

Administration will be conducted by the professional staff of the Region XII COG who are recognized as being extensively involved in a wide range of planning activities for the Region XII area and its citizenry. This long-standing tradition of regional and community involvement will enable Region XII COG to continue as the vehicle for progressive planning and improvement for the entire region.

Transportation Planning Work Program (TPWP)

Objective:

The TPWP will be updated annually and will serve as the guide by which the RPA will carry out transportation planning activities.

Previous Accomplishments:

To complete this document, the RPA will incorporate lessons learned from the previous year and add components as federal or state legislation dictates. COG staff implemented the activities outlined in the FY 2023 TPWP and developed the FY 2024 TPWP.

Description and End Product:

Region XII COG will see to the drafting of the document and its review by the public. The document will be presented to the TAC for a recommendation of approval and to the Region XII Policy Council (or the COG Executive Board) for approval. From there, this document will be submitted to IDOT. The TPWP will contain descriptions of RPA boards, information about the six county area, a descriptive list of tasks, staff information, and budget documentation. The TPWP is drafted annually, typically in March.

Public Participation Process (PPP)

Objective:

The PPP contains a description of the RPA's efforts to include the public in the decision-making and planning processes related to the execution of the IIJA Act in the region. The IIJA Act requires public involvement throughout the planning and programming process. Region XII COG will provide citizens, affected public agencies, special interest groups, minorities, elderly, low-income, transportation agency employees, and other affected employees or parties with reasonable opportunity to comment on the proposed TPWP, LRTP, PTP and TIP for the Region XII RPA.

Previous Accomplishments:

This document was originally developed in FY1994 but continues to be updated as required. An updated PPP will be drafted in FY2023 and FY2024. Adoption will occur in FY 2024. Public participation included providing transportation updates and information to COG Boards, stakeholder groups, and highway coalitions. Public participation always included the develop of various transportation projects.

Description and End Product:

Work performed as part of this task includes solicitation of public opinion for the various transportation planning components, general public meetings, news releases, and other methods of outreach as described in the PPP. Public involvement opportunities will be provided through planning meetings and public hearings during the preparation of the plan and program, as well as other means outlined in the Public Participation Process. When the plan and program have been completed, copies will be made available, at no charge, for public review and comment in predetermined locations and at www.region12cog.org.

Region XII COG will continue to expand and upgrade its Public Participation Process. Comments for improvement will be solicited at county committee meetings and by other methods as outlined in the Process. The TAC and Policy Committee will be responsible for approval of any changes to the process, which will then be submitted to IDOT. Public participation will continue to be encouraged and documented. Region XII will review and update the Title VI Plan as needed.

Other public participation activities will include participation in highway coalition meetings, transportation updates to COG boards and committees, and various technical assistance for member governments including project development, grant writing, and project coordination.

Regional Transportation Improvement Program (TIP)

Objective:

The TIP is a document containing a listing of proposed regional federal-aid projects per regional funding targets of Surface Transportation Block Grant Program (STBG), federal-aid SWAP funded projects, Transportation Alternatives, and Transit for the next four fiscal years. It may also include additional pertinent information, such as National Highway System (NHS), bridge, and various other projects which receive federal transportation funding.

Previous Accomplishments:

Region XII has prepared a TIP on an annual basis since being designated the RPA in 1995. TIP amendments and revisions were reviewed, approved, and programmed. Applications for STBG and TAP projects were received, reviewed, and considered for inclusion in the TIP.

Description and End Product:

The TIP document will be prepared and amended as needed. This task will involve the application, dissemination, collection, and review process. County committees provide input on each of the applications which have been submitted from their county. The TAC is responsible for reviewing the applications, ranking them, and programming projects into the TIP. Surface Transportation Projects are selected for funding based

on roadway condition, traffic volume, percentage of truck traffic, cost per mile, and vehicle miles traveled, safety issues, and economic and community benefit. Regional Transportation Alternatives projects are selected for funding based upon community benefit, economic development impact, sustainability, tourism and travel, readiness to proceed and amount of local matching funds. The TAC's programming recommendations are forwarded to the Policy Council for consideration and approval.

This program will include criteria and procedures for evaluating proposed projects in order to rate them and establish their relative priority in the TIP program. Public meetings will be held to provide the public with opportunities to comment on the projects to be included in the TIP. At least one public hearing on the TIP will be held prior to its approval by the Policy Committee and its submittal to IDOT. The TIP will identify funding sources and amounts to assure that the program of improvements is fiscally possible. The approved TIP will be prepared in a written report and submitted to the appropriate local, state, and federal agencies, as will all subsequent amendments. The approved TIP will be made available to the public through Region XII COG and its member governmental bodies.

Long-Range Transportation Plan (LRTP)

Objective:

The LRTP is the planning document which will contain future needs, expectations, and suggestions for all modes of transportation. Included in this document will be basic data and its implications relating to the transportation system in the Region over the next 20 years. Modes of transportation covered in this document include but are not limited to: roads, rail, water, air, public transit, pedestrian, and bicycle. Amendments to the LRTP will be made as needed.

Previous Accomplishments:

The Long Range Transportation Plan was originally authored by Region XII COG staff and adopted in 1998 and updated and adopted in December of 2017. In FY 2022, COG staff began the data collection process for the 2050 LRTP update. The LRTP was adopted in FY2023.

Description and End Product:

Region XII COG will assist the Policy and Technical Advisory Committees in the update and maintenance of the LRTP as needed during FY 2024. Amendments to the LRTP may be made in FY2024.

Passenger Transportation Plan (PTP)

Objective:

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

Previous Accomplishments:

The COG's Passenger Transportation Plan was adopted in April 2021. Previously, the COG worked with Crawford County, Midwest Industries and the Iowa Economic Development Authority to implement the two CDBG funded CareerLink Programs. This program provides commuter service for Denison and Crawford County residents to Midwest Industries in Ida Grove.

Description and End Product:

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

The PTP assists WIT to identify service issues and needs. In FY 2024, Region XII COG staff will work to improve transit coordination efforts amongst providers and expand service routes that have been identified through previous planning efforts. COG staff will conduct TRXII Committee meetings and submit meeting documentation to IDOT. COG staff will distribute, collect, and tabulate a WIT ridership survey. A full update of the PTP is due in 2026.

Transportation Data Collection (TDC)

Objective:

Transportation data is an integral component of transportation planning and project design. Transportation data includes a wide variety of information that includes traffic counts, turning movement studies, trail counts, sign inventories and retroreflectivity measurements. This data will be utilized for planning projects, funding recommendations and decisions, project design and compliance with federal and state guidelines.

Previous Accomplishments:

Traffic counters, trail counters and retroreflectometers are utilized to collect a wide variety of transportation data. This data has been useful in roadway project selection by having recent traffic counts that include truck volume and speed. Trail count numbers provide accurate trail user numbers in the rural area. Retroreflectivity and sign inventory data collection assists counties and cities in the region with new MUTCD requirement compliance and the development of high-tech sign inventories.

Description and End Product:

Transportation data will be collected for traffic and trail counts, sign inventories, and retroreflectivity measurements.

Recreational Trail Counters (RTC)

Previous Accomplishments:

The recreational trail counters were previously purchase and utilized to document trail counts and usage. The counters are outdated and failing and no longer are reliable for accurate data collection. In FY 2022, seven (7) recreational trail counters were purchased to deploy. In FY 2023 additional trail counters were purchased. The activity will be discontinued in FY 2024.

Description and End Product:

The end product will be the purchase and deployment of 15-18 (depending on cost per unit) recreational trail counters. The counters will be utilized to collect bike and pedestrian usage on trails and walkways in the region. This data will be utilized to guide trail expansion and trail maintenance investments.

C. TRANSPORTATION PLANNING ACTIVITIES SCHEDULE

Planning Elements

The following planning elements will be completed during FY2023:

- ☞ IDOT-executed FY2024 contracts with Region XII COG for STBG, SPR and Section 5311 funded activities
- ☞ Complete TPWP for FY2024
- ☞ Programmed funding targets for the preparation of the FY2025-FY2028 TIP
- ☞ Regional Public Participation Process updated
- ☞ Amend the 2050 Long Range Transportation Plan as needed
- ☞ Update 2021 Passenger Transportation Plan as needed
- ☞ WIT Transit Ridership Survey
- ☞ Amendments to the FY2024-2027 TIP as needed
- ☞ Technical assistance regarding transportation projects and issues
- ☞ Public outreach and participation with highway corridor associations
- ☞ Transportation data collection
- ☞ Review and Update Title VI Plan as needed
- ☞ DBE Management, data gathering, and reporting
- ☞ Transportation Data Collection

2023-2024 Project Schedule

1st Quarter	Ongoing Public Participation and Outreach Meetings Transportation Data Collection Begins and continues as weather dictates Transit Coordination and Outreach Public Participation Plan Consideration LTRP Amendments Public Participation Plan Update
2nd Quarter	Begin accepting regional STBG and Transportation Alternative fund applications Adopt Public Participation Plan Update TR XII Committee Meeting Transit Ridership Survey
3rd Quarter	County Transportation Stakeholder Meetings Draft of the 2025 TPWP TAC review of applications TR XII Committee Meeting
4th Quarter	TAC recommendations for FY2025-2028 TIP Final FY 2025 TPWP Approval Review of Draft of FY2025-2028 TIP Final revisions FY2024-FY2027 TIP Adoption of FY 2025-2028 TIP

SECTION II: REGION XII COG RPA ANNUAL BUDGET

July 1, 2023 to June 30, 2024

A. BACKGROUND

Region XII COG has developed a cost allocation system for the distribution of agency overhead, on an equitable basis, to service contracts. Overhead costs to the agency for any particular month are billed to the contracts on which time was charged by staff. In this manner, the contracts which received the benefits from staff work during that month become directly responsible for overhead costs associated with that work. The methodology used in the preparation of the agency cost allocation plan has been approved by the COG's auditing firm and the Region XII COG Policy Council, and has been submitted at various times to the US Department of Labor, the US Department of Commerce, and the US Department of Agriculture. The United States Department of Commerce is anticipated to be the COG's cognizant federal agency for FY 2024.

Region XII COG will have three sources of funding for the purposes of transportation planning: RPA targets from FHWA Surface Transportation Program (STBG); FTA Section 5311 funds; and, IDOT SPR funds. The cost allocation plan has been derived based on the cumulative total of all three funding sources and the activities that each will require.

B. ANNUAL RPA PLANNING ACTIVITIES BUDGET

Estimated Staff Time

It is estimated that an average of 60 hours of staff time will be dedicated to the activities of transportation planning each week. It is acknowledged that there will be certain time frames and workloads that will require more than the average staff contact time, and Region XII COG is committed to ensuring adequate staff availability so as to not slow or inhibit the transportation planning process. In such cases, Region XII COG management may redirect other staff members to transportation tasks as needed to insure timely completion of required tasks.

Project Time Frame

Transportation planning funding will follow the COG and State of Iowa fiscal year of July 1 to June 30.

Funding Sources

Even though ISTEA, TEA-21, SAFETEA-LU, MAP-21, FAST Act, and IIJA have changed how transit and other transportation planning functions are conducted combining these two previously separate functions, Region XII COG will separate out specific tasks targeted to specific funding sources since these remain segregated at the state level. Region XII COG has based its budget and cost allocation plan on a combination of FHWA STBG planning funds, IDOT SPR funds, and FTA 5311 planning funding, as

shown on Figure 3. Figure 4 also breaks down the use of all transportation planning funds by specific task: PTP, PPP, TPWP, TIP, LRTP, and TDC. Figure 4 then combines the charts in Figure 3 and shows the cost of each activity and the specific source of funds to pay for each.

Estimated Quarterly Expenses

Region XII COG anticipates that quarterly expenses will be driven by the workload surrounding established deadlines in the transportation planning process. Expenditures will therefore be \$71,250 each quarter.

Agency Cost Allocation Plan

Staff charge rates are based on the combination of actual costs for staff salaries and benefits plus overhead costs, which are allocated to each contract served during a month, based on actual hours worked and actual costs of overhead for that month. The agency overhead also is inclusive of certain positions, which are not viewed as revenue generating because of the nature of the duties of the position (Administrative Assistant and Accountant). These positions are regarded as essential to the agency, however, and their costs are necessarily a part of the agency overhead. A copy of Region XII COG's Cost Allocation Plan for FY2024 is provided as a separate attachment.

FIGURE 3: ADMINISTRATION FUND SOURCES

July 1, 2023 - June 30, 2024

SOURCES

Agency/Source	TOTAL	Percent of Total
FHWA STBG	\$150,000*	52.5
FTA 5311	\$30,780	10.8
SPR Funds	\$47,729**	16.7
COG FHWA Match	\$37,500	13.1
COG FTA Match	\$7,695	2.7
COG SPR Match	\$11,933	4.2
TOTAL	\$285,637	100.0

**Includes \$70,000 in FY 2024 STBG funds and \$70,000 STBG carry-over funds.*

***Includes \$30,666 in FY 2023 SPR funds and \$16,949 SPR carry-over funds.*

FIGURE 4: FUNDING SOURCE BREAKDOWN BY TASK

Task	Task Total	FHWA (STBG)*	FTA 5311	FHWA SPR**	Total Federal Funds	Total Local Match	Task Hours
TPWP	\$16,000	\$8,000	\$2,400	\$2,400	\$12,800	\$3,200	210
PPP	\$80,000	\$50,000	\$4,000	\$10,000	\$64,000	\$16,000	800
TIP	\$77,637	\$47,200	\$4,380	\$10,529	\$62,109	\$15,528	792
LRTP	\$36,000	\$12,800	\$4,000	\$12,000	\$28,800	\$7,200	800
PTP	\$36,000	\$0	\$16,000	\$12,800	\$28,800	\$7,200	400
TDC	\$40,000	\$32,000	\$0	\$0	\$32,000	\$8,000	265
TOTALS	\$285,637	\$150,000	\$30,780	\$47,729	\$228,509	\$57,128	3,570

TPWP: Transportation Planning Work Program
 PPP: Public Participation Plan
 TIP: Transportation Improvement Program
 RTC: Recreational Trail Counter Purchase

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

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

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

TPWP Revisions

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

Waiver of approvals

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

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

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

Types of revisions that require Iowa DOT approval include:

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

Types of revisions that require MPO/RPA approval include:

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

Revision and Approval Procedures

- All revision requests from MPOs and RPAs should be submitted electronically to the Iowa DOT Office of Systems Planning and the agency's District Planner. If all necessary information is provided, the request will then be forwarded to the FHWA and FTA for review and any necessary approvals.
 - Revision requests shall, at a minimum, include:
 - A resolution or meeting minutes showing the revision's approval.
 - Budget summary table with changes highlighted/noted.
 - Modified section(s) of the plan's work elements with changes highlighted/noted.
- Revisions where FHWA/FTA is the designated approving agency shall require written approval by FHWA/FTA prior to commencement of activity, purchasing of equipment, or request for reimbursement.
- Revisions where the Iowa DOT Office of Systems Planning is the designated approving agency shall require written approval by the Iowa DOT Office of Systems Planning prior to commencement of activity or request for reimbursement.
- Revisions where the MPO or RPA is the approving agency shall be approved by the Policy Board.
- Notification by the approving agency will be in writing.

**RESOLUTION APPROVING REGION XII FY2024 TRANSPORTATION PLANNING
WORK PROGRAM**

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

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

WHEREAS, the RPA12 Technical Advisory Committee (TAC) has reviewed the proposed FY2024 TPWP and recommended to the Policy Council of Region XII COG this document be accepted.

BE IT RESOLVED by the Region XII COG Policy Council:

1. It approves the RPA 12 Fiscal Year 2024 Transportation Planning Work Program, as recommended.
2. It directs the document's submission to the Iowa Department of Transportation.

PASSED AND APPROVED this 6th day of April, 2023.

John Muir, Chairman

Rick Thompson, Secretary