

FINAL

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**FISCAL 2012 REGIONAL TRANSPORTATION  
PLANNING WORK PROGRAM**

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**June 1, 2011**

**Prepared by**

**Upper Explorerland Regional Planning Commission  
Transportation Policy Board**



**RPA 1**

**For the**

**Iowa Department of Transportation**

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**Upper Explorerland Regional Planning Commission  
Offices located at:**

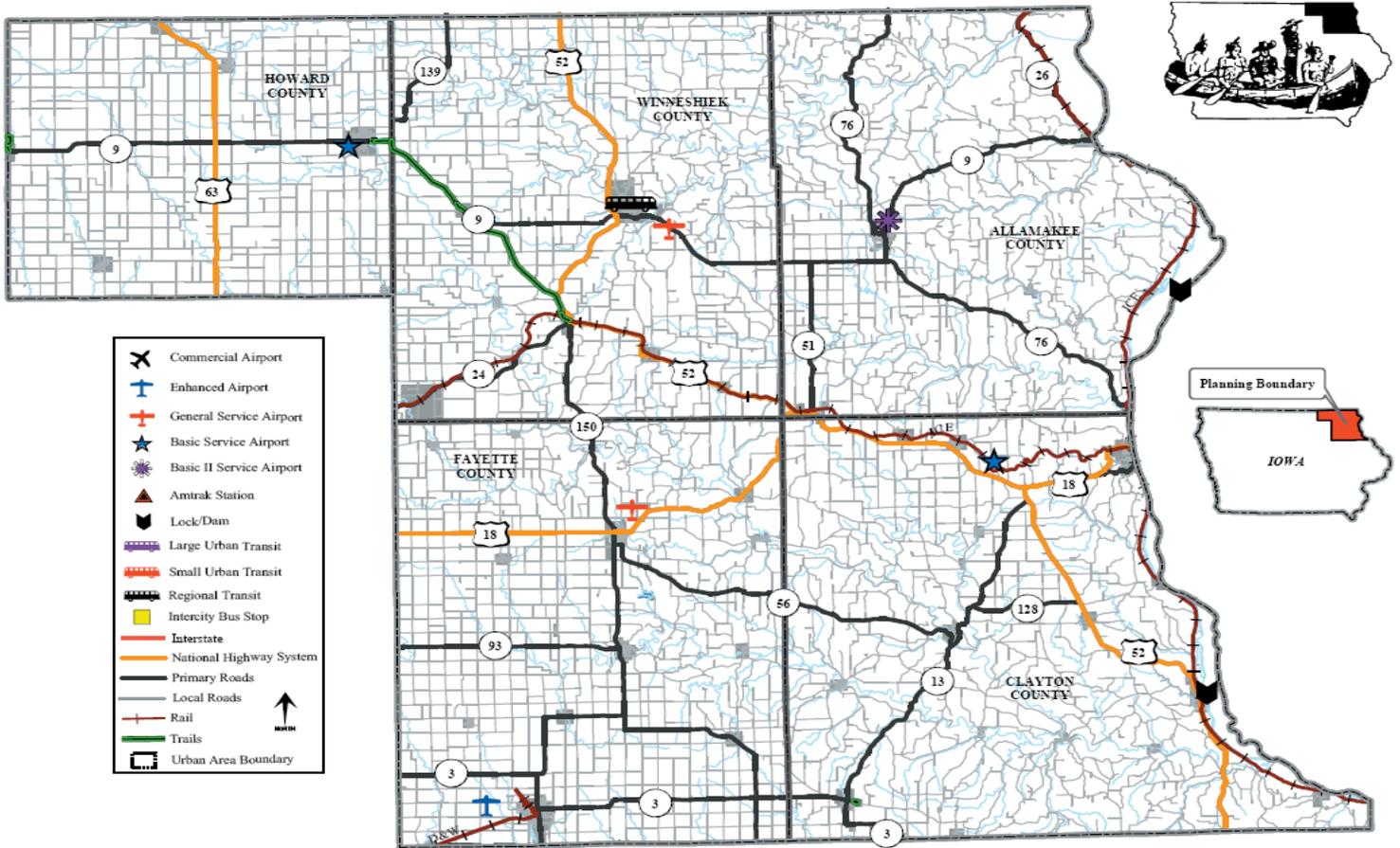
**134 W. Greene Street, P.O. Box 219  
Postville, Iowa 52162-0219**

**325 Washington Street, Suite A  
Decorah, Iowa 52101**

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## RPA 1 - Upper Explorerland Regional Planning Commission



<b>RPA 1 Population</b> (source - U.S. Census Bureau)	<b>Year 2000</b>	<b>Year 2010</b>
Allamakee County	<b>14,675</b>	<b>14,330</b>
Clayton County	<b>18,678</b>	<b>18,129</b>
Fayette County	<b>22,008</b>	<b>20,880</b>
Howard County	<b>9,932</b>	<b>9,566</b>
Winneshiek County	<b>21,310</b>	<b>21,056</b>
<b>Total RPA 1 Population</b>	<b>86,603</b>	<b>83,961</b>

# INTRODUCTION

## **Major Considerations in the Development of the FY 2012 TPWP**

RPA 1 Planning Commission's Transportation Planning Work Program will serve as a guide by which it will carry out SAFETEA-LU activities. This document contains descriptions of the organizational structure and a matrix of committee members. It includes information about the five-county area and its demographics, a descriptive list of tasks, staff information, and budget documentation. To prepare this document, RPA 1 incorporated lessons learned from prior years and looked ahead to potential programs and activities needed for future regional needs. This work program includes components as federal or state policy dictates. RPA 1 drafted the document and obtained comments from the public.

In order to be eligible for, and to use federal-aid funds for planning, Regional Planning Affiliations (RPAs) need to prepare a comprehensive Transportation Planning Work Program (TPWP). The TPWP will identify and direct the transportation activities for the funding period. The purpose of the TPWP is to provide documentation of the specific planning activities for the coming fiscal year.

## **Organizational Structure of the Regional Planning Commission/Regional Planning Affiliation**

RPA 1 consists of five NE Iowa counties (Allamakee, Clayton, Fayette, Howard and Winneshiek). These counties are their respective jurisdictions with the counties are closely linked to Upper Explorerland Regional Planning Commission (UERPC). The link is established by members of the governing bodies of all five counties belonging to the UERPC Commission, which is the governing body of UERPC. Additionally, each member county and each city with a population over 5,000 is represented by additional public and private sector individuals.

To carry out the regional transportation process, UERPC has been designated as the Regional Planning Affiliation (RPA 1). At the present time, the Transportation Planner of UERPC performs a majority of the transportation planning facilitation process, along with overview of the Executive Director and assistance of additional planning and administrative staff members.

The Transportation Planner and Executive Director of UERPC participate in a regional informal meeting process involving all county supervisors and RPA 1 engineers, known as the "Five County Meetings". Each county takes a turn as host for these meetings, with five taking place annually. This format allows for everyone to get an opportunity to visit the entire region, and experience road conditions and make observations that assist decision making when prioritization of regional projects takes place. These meetings are in addition to all required RPA 1 meetings, and do not take the place of formal Transportation Policy Board Meetings. This informal meeting process, as opposed to a formal public meeting, is meant to keep all county supervisors and engineers abreast of current happenings and includes a myriad of topics of interest within the region; including transportation.

Our Region has a high degree of connectivity as demonstrated by the number of meetings that public officials have on a formal and informal basis. This type of setting for meetings has been a standing tradition in the rural setting of RPA 1.

Following is a description of the regional groups which have been established to carry out the Regional Transportation Planning process.

RPA 1 is governed by a **Transportation Policy Board**, established and delegated the authority to maintain an ongoing transportation planning program. This group consists of one representative Board Supervisor from each county of the service area and one representative designated by the Mayor of each city with a population of 5,000 or more people (Decorah and Oelwein). Ex-Officio members are the IDOT District Transportation Planner, the UERPC Transportation Planner and the Executive Director of UERPC. Policy Board members shall be appointed by their respective Boards of Supervisors or Mayor and are the final RPA decision-making authority. The Policy Board guides and sets policy of the local transportation planning affiliation on matters necessary to comply with state and federal legislation. The Policy Board also has the power to conduct comprehensive transportation studies and master plans for the uniform and efficient development of surface transportation facilities within its service area. It allocates federal-aid funds to eligible projects within its service area. The Transportation Policy Board meets at a minimum of four times per year in addition to the informal meetings that the Transportation Planner and Executive Director of UERPC attends as noted above.

The **Transportation Technical Committee** is recognized by UERPC as a technical advisory group to the Policy Board and consists of the five County Engineers, and one representative from the cities with population over 5,000 persons (Decorah and Oelwein), as designated by the city's Mayor. Ex-Officio members are the IDOT District Transportation Planner, the UERPC Transportation Planner and the Executive Director of UERPC. There shall be one Transportation Technical Committee vote for each member, with the exception of Iowa DOT and the RPA 1 staff members.

The **Transportation Enhancement Committee** is comprised of three public sector and private sector members from each county in RPA 1, whose participation will be approved by the Policy Board. The membership of this committee will reflect a diverse background to include conservation, economic development, parks and recreation, transit, public transit and local government. This committee will work together to identify the regional needs for enhancement projects, collect, review and rank annual candidate projects, meet at UERPC's office locations to make final decisions on project awards and forward recommendations to the Technical Committee and Policy Board on the funding of regional projects. Members of the Enhancement committee are listed in the below.

The **Long Range Transportation Plan (LRTP) Advisory Group** discusses issues of interest related to transportation needs and services in the region. They provide useful and valuable input into the preparation of the planning documents. Those involved in this group include the members of the Policy Board, Technical Committee, Enhancement Committee, and Advisory Committee, as well as interested parties from human service organizations, regional transit, local freight shippers, private interest groups and partners with Iowa Workforce Development for input and consultation on these matters.

The **Transportation Advisory Committee (TAC)** is a direct advisory committee to the Policy Board in addition to the Transportation Technical Committee. In connection with the Mobility Action Plan developed by the Region in FY 07, a group of public and private citizens have been brought together to form the Transit Advisory Committee or TAC. The TAC is comprised of a transit representative, consumers, private/public sector representatives, and agencies contracting or coordinating services. It is planned that the TAC group membership will be updated and will meet as needed through

2011/2012. Work will continue in planning for our regional Passenger Transportation Plan. Our needs have changed, especially in light of statistics and data that reveal the social and economic hardships in our region. The end goals of the TAC is to better serve the public of RPA 1 in the most efficient and fair manner for all of the citizens within the region. Additionally, RPA 1 recognizes the importance of Environmental Justice with the use of Federal funding used for these Transit Transportation programs. The TAC membership is listed in this document.

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## TRANSPORTATION POLICY BOARD 2011

COUNTY	NAME/TITLE	ADDRESS		PHONE #
Allamakee	Larry Schellhammer County Supervisor	304 W. Main Street <a href="mailto:cid@mchsi.com">cid@mchsi.com</a>	Waukon	(563) 568-4458(H) (563) 568-3522(O)
Clayton	Larry Gibbs County Supervisor	603 S. Washington Street <a href="mailto:lgibbs@claytoncountyia.gov">lgibbs@claytoncountyia.gov</a>	Garnavillo	(563) 964-2178(H) (563) 245-2166(O)
Fayette	Vicki Rowland County Supervisor	64 Pine Street <a href="mailto:vrowland@co.fayette.ia.us">vrowland@co.fayette.ia.us</a>	Clermont	(563) 423-5154(H) (563) 422-3538(O)
Howard	Jan McGovern* County Supervisor	12063 Crescent Ave. <a href="mailto:jmcgovern@co.howard.ia.us">jmcgovern@co.howard.ia.us</a>	Riceville	(641) 985-2203(H) (563) 547-3404(O)
Winneshiek	Bill Ibanez County Supervisor	303 Upper Broadway St. <a href="mailto:bibanez@co.winneshiek.ia.us">bibanez@co.winneshiek.ia.us</a>	Decorah	(563) 382-6222(H) (563) 382-2370(O)
Decorah(city)	Don Arendt, Mayor Mayor	PO Box 138 <a href="mailto:mayor@decorahia.org">mayor@decorahia.org</a>	Decorah	(563) 382-3651(O)
Oelwein(city)	Duane Brandt Mayor Pro-tem	721 1st Avenue NE <a href="mailto:brandt111@mchsi.com">brandt111@mchsi.com</a>	Oelwein	(319) 283-1495(H)
IDOT	Krista Rostad (ex-officio)	District 2 Planner <a href="mailto:Krista.Rostad@dot.iowa.gov">Krista.Rostad@dot.iowa.gov</a>	Mason City (Non-voting)	(641) 422-9447(O)

\*Chairperson

The Transportation Policy Board has seen several changes due to the local elections of 2010. Mike Kennedy, Chairperson in 2010, was not re-elected as a supervisor in Fayette County. Supervisor Vicki Rowland now represents Fayette County on the Policy Board. Dean Darling, Winneshiek County representative, was not re-elected and has been replaced by Supervisor Bill Ibanez. Cloy Kuhse, representing Allamakee County, passed away unexpectedly and has been replaced by newly elected Allamakee Supervisor Larry Schellhammer.

Jan McGovern of Howard County has been elected to serve as Chairperson, Larry Gibbs as Vice-Chair and the position of Secretary of the Transportation Policy Board was vacated due to the loss of Cloy Kuhse. At the May 17<sup>th</sup> Policy Board meeting, Vicki Rowland was unanimously voted in as Secretary. Education for the new members as to their role on the board and responsibilities of the Transportation Policy Board has been a focus of meetings in January and February 2011, and will continue into the fall of 2011 in light of recent changes as well.

## TRANSPORTATION TECHNICAL COMMITTEE

COUNTY	NAME	ADDRESS	PHONE #
Allamakee	Brian Ridenour	PO Box 493 <a href="mailto:bridenour@co.allamakee.ia.us">bridenour@co.allamakee.ia.us</a>	Waukon (563) 568-4574(O)
Clayton	Rafe Koopman	Courthouse <a href="mailto:rkoopman@claytoncountya.gov">rkoopman@claytoncountya.gov</a>	Elkader (563) 245-1782(O)
Fayette	J.D. King	PO Box 269 <a href="mailto:jdking@co.fayette.ia.us">jdking@co.fayette.ia.us</a>	West Union (563) 422-3552(O)
Howard	Nick Rissman	114 7th Street West <a href="mailto:nrissman@co.howard.ia.us">nrissman@co.howard.ia.us</a>	Cresco (563) 547-2620(O)
Winneshiek	Lee Bjerke*	609 Broadway Street <a href="mailto:lbjerke@co.winneshiek.ia.us">lbjerke@co.winneshiek.ia.us</a>	Decorah (563) 382-2951(O)
Decorah(city)	Lindsay Erdman	PO Box 246 <a href="mailto:lindsay@erdmanengineering.com">lindsay@erdmanengineering.com</a>	Decorah (563) 382-4194(O)
Oelwein(city)	Tom Stewart	20 2 <sup>nd</sup> Avenue SW <a href="mailto:tstewart@cityfoelwein.org">tstewart@cityfoelwein.org</a>	Oelwein (319) 283-5440(O)
IDOT	Krista Rostad (ex-officio)	District 2 Planner <a href="mailto:Krista.Rostad@dot.iowa.gov">Krista.Rostad@dot.iowa.gov</a>	Mason City (641) 422-9447 (Non-voting)

\*Chairperson

There have been no changes to report over the past year for members serving on the Transportation Technical Committee. This does provide stability in the fact that this group's input, guidance and recommendations are being submitted to a Policy Board that has seen its share of changes over the past year.

## TRANSPORTATION ADVISORY COMMITTEE

COUNTY	NAME	ADDRESS	PHONE #
<b>Supervisors:</b>			
Allamakee	To be determined	by 7/1/2011	(563) 568-3522
Clayton	Ron McCartney	16753 Bixby Avenue	Elgin (563) 423-5998
Fayette	Jeanine Tellin	P.O. Box 267	West Union (563) 422-3538
Howard	Don Burnikel	5881 Timber Av.	Lime Springs (563) 547-3793
Winneshiek	John Logsdon	236 Jessie Street	Ossian (563) 382-2370
<b>Other Representatives:</b>			
NRTS Transit - Earl Henry, Transit Director and Mary Ann Humpal, Exec. Director NEICAC		305 Montgomery St.	Decorah (563) 382-8436
Allamakee County Economic Development Commission – Laura Olson		110 Allamakee St.	Waukon (563) 568-2624
Fayette County Economic Development – Robin Bostrom		101 N. Vine	West Union (800) 477-5073
Winneshiek County Economic Development – Randy Uhl		PO Box 288	Decorah (563) 382-6061
Clayton County Economic Development - Darla Kelchen		120 South Main	Elkader (563) 245-2201
Monona Airport	Jackson Turner	416 N. Page	Monona (563) 539-2769
Oelwein Airport	Larry Lundrey	9453 Neon Road	Maynard (563) 637-2239
West Union Airport	Jeff Miller	PO Box 352	West Union (563) 422-6174
Decorah Airport	Mike Connell	1705 State Hwy 9	Decorah (563) 382-8338
Cresco Airport	Norman Helmke	817 Crescent Drive	Cresco (563) 547-1037
Waukon Airport	Frank Byrnes	504 Allamakee St.	Waukon (563) 568-4356
Consolidated Grain & Barge–Mississippi Access, Charlie Schultz		Clayton	(563) 964-2651
School Superintendent - Michael Hulaska		Decorah Public Schools – Decorah	(563) 382-4208
* Group called upon as needed.			

## ENHANCEMENT COMMITTEE 2011

NAME	ADDRESS	PHONE #
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### ALLAMAKEE COUNTY

Jim Janett, Allamakee Co. Cons., 427 N. 1st St., Harpers Ferry, IA 52146	(563) 586-2996
Laura Olson, Allamakee Co. Tour. & Ec. Dev., 101 W. Main, Waukon, IA 52172	(563) 568-2624
Bruce Palmborg, 279 Center Street, Lansing, IA 52151	(563) 538-4658

### CLAYTON COUNTY

Tim Engelhardt, Clayton Co. Cons. Bd, 29973 Osborne Road, Elkader, IA 52043	(563) 245-1516
Dean Hilgerson, City Mgr, Marquette, P.O. Box 7, Marquette, IA 52158-0007	(563) 873-3735
Darla Kelchen, Clayton Co. Econ. Dev., PO Box 778, Elkader, IA 52043-0778	(563) 245-2201

### FAYETTE COUNTY

Rod Marlatt, Fayette Co. Cons. Board, 18673 Lane Road, Fayette, IA 52142	(563) 422-5146
Robin Bostrom, Fayette Co. Econ. Dev., 101 N.Vine, West Union, IA 52175	(563) 422-5073
Durango Stegall, Oelwein Park and Rec., 20 2nd Avenue SW, Oelwein, IA	(319) 283-5440

### HOWARD COUNTY

Harold Chapman, Howard Co. Cons., 11562 Valley Avenue, Cresco, IA 52136	(563) 547-3434
Elaine Govern, P.O. Box 116, Riceville, IA 50466-0116	(515) 985-4030
Darrel Knecht, Howard Co. Emer. Mgmt, 124 S. Park Place, Cresco IA 52136	(563) 547-1165

### WINNESHIEK COUNTY

Barb Schroeder, Winn. Co. Cons., 2546 Lake Meyer Rd., Ft. Atkinson, IA 52144	(563) 534-7145
Randy Uhl, Winneshiek Co. Econ. Dev., PO Box 288, Decorah, IA 52101-0288	(563) 382-6061
Rick Edwards, Decorah Park and Rec., Box 513, Decorah, IA 52101-0513	(563) 382-4158

### OTHERS

Krista Rostad, DOT Planner, 1420 Fourth Street SE, Mason City, IA 50401	(641) 422-9447
Lora Friest, RC & D, P.O. Box 916, Postville, IA 52162	(563) 864-7112
Aaron Burkes, UERPC, 134 W. Greene St., Postville, IA 52162	(563) 864-7551
Larry Liefeld, UERPC, 325 Washington St, Suite A, Decorah, IA 52162	(563) 382-6171

## Transportation Planning Work Program (TPWP) Development Process

The TPWP development process is a dynamic and ongoing process. It is constantly evolving in RPA 1 Transportation Policy Board meetings, in conversations with regional members and Iowa DOT, and reviews of literature. RPA 1 is constantly looking to improve its service to members, and this is reflected annually in its TPWP.

The public has ample opportunity to view transportation documents posted on our website and comment on the TPWP during the final evaluation period with the RPA 1 Transportation Policy Board. Copies of the draft TPWP are also available to the public upon request and public notices are made throughout in order to encourage public participation in the process. RPA 1 staff usually develops the TPWP from reviewing the previous year's document in the spring of the calendar year. Staff submits a draft copy of the TPWP to Iowa DOT and then takes comments from the Iowa DOT, FHWA and FTA into consideration when it prepares its FY2012 Transportation Planning Work Program final draft for Transportation Policy Board review and approval. Staff will also post the updated RPA 1 document on the UERPC website for public review and comment.

### Waiver of approvals

All TPWP changes require prior written Federal approval, unless waived by the awarding agency. Federal approval is required prior to the following changes:

- Request for additional funding
- Transfer of funds between categories, projects, functions or activities **exceeding 10%** when the Federal share exceeds \$100,000
- Revision of the scope or objectives of the activities
- Transferring substantive programmatic work to a third party (consultant)
- Capital expenditures, including the purchase of equipment

Iowa DOT has been delegated approval for the following:

- Transfer of funds between categories, projects, functions or activities which **do not exceed 10%** when the Federal share exceeds \$100,000
- Transfer of funds allotted for training allowances
- Extending the period of performance past the approved work program period
- Changes in key personnel in cases where specified in an application or a grant award

### Revision and Approval Procedures

Revisions where FHWA/FTA is the designated approving agency shall require written approval by FHWA/FTA prior to commencement of activity, purchasing of equipment, or request for reimbursement. Requests from RPA 1 shall be submitted in writing (four hard copies of the updates to the work program) to the Iowa DOT Office of Systems Planning (OSP) through the District Planner, and then forwarded to the FHWA/FTA for approval. Notification by the approving agency will be in writing in reverse order.

Revisions where the Iowa DOT OSP is the designated approving agency requires written approval from

Iowa DOT OSP in the same fashion. Requests will be submitted in writing (four hard copies of the updates to the work program) to the Iowa DOT OSP through the District Planner. Copies will be forwarded to the FHWA/FTA. Notification by the approving agency will be in reverse order.

Revisions where RPA 1 is the approving agency shall be approved by the Policy Board. Hard copy updates to the work program shall be provided to the District Planner, Iowa DOT OSP, FHWA and FTA.

The TPWP draft work plan was discussed with the Transportation Technical Committee and Policy Board for at the March 10<sup>th</sup>, 2011 meeting. A public review is to be held on May 17th, 2010. Input obtained from DOT officials and technical committee members has been incorporated in this report.

## **Description of Transportation Planning Activities**

The Transportation Planning Work Program (TPWP) documents anticipate planning activities during fiscal year 2011-2012 (July 1, 2011–June 30, 2012). These activities may be ongoing or newly initiated during the fiscal year. The intent of the planning process under SAFETEA - LU is to provide for projects and strategies that will:

- 1) support the economic vitality of the United States, the States, and regional areas, such as RPA 1, especially by enabling global competitiveness, productivity, and efficiency;
- 2) increase the safety and security of the transportation system for motorized and non-motorized users;
- 3) improve the accessibility and mobility options available for people, especially those people that have special needs and income limitations.
- 4) protect and enhance the environment, promote energy conservation, and improve the quality of life;
- 5) enhance the integration and connectivity of the transportation system, across and between modes throughout the State and RPA 1 area, for people and freight;
- 6) promote efficient systems management and operation;
- 7) emphasize the preservation of the existing transportation system.

The following pages briefly describe the proposed planning activities to be accomplished over the course of the one-year program period.

# **WORK ELEMENTS OF THE TPWP**

## **Transportation Planning Work Program (TPWP)**

The preparation of the TPWP is a year-long process. Separate applications and contracts are prepared for each funding source and program monitoring, including auditing, is undertaken on an annual basis. Elements that are included in the TPWP are continually developed through meetings, discussions with RPA 1 staff, regional member cities and counties, Iowa DOT, FHWA and other stakeholders and literature reviews. RPA 1 staff is continually evaluating what service is being provided to the region and how it could improve. The TPWP strives to be a working document that reflects what RPA 1 intends to do, what has been accomplished and what projects are planned for the future. Time allocated to developing the TPWP is spread throughout the year.

### **Work Elements**

The main objective for the TPWP work element is developing a project list that best serves the current needs of RPA 1 and provides for future decision making. RPA 1 works to ensure the program is fiscally constrained and relates to the goals as presented in the TPWP. The development of the TPWP may include input from other work areas in the overall TPWP:

- Transportation Planning/Public Participation Process
- Transportation Improvement Program
- Passenger Transportation/Transit Planning
- Technical Assistance/Program Administration
- Long Range Transportation Planning

RPA 1 staff will evaluate each of these areas during the course of the year and document any perceived deficiencies in any of the main work elements. Any deficiencies or duplicative efforts will be discussed with the Transportation Policy Board and RPA 1 staff.

### **Previous Work**

Work that was completed this year included updating the TPWP, monitoring the TPWP and assuring this element was followed. RPA 1 has continued to monitor work products as outlined in previous TPWPs for accuracy and need within the Region and the State of Iowa. This monitoring and measuring of work activities will lead to a more reflective TPWP for the Region.

### **Product**

The end product of the TPWP work element should be effective evaluations of all other work elements to ensure that federal planning dollars are being used efficiently and useful service is provided to regional members. Completion will be in the fourth quarter of FY 12.

## **Passenger Transportation Plan (PTP)**

The PTP should ideally guide passenger transportation service in a region. The PTP should be developed with as much information and public input as possible, in order to make the most informed decisions possible. In this manner, federal and state dollars will be used as efficiently as possible with a high return on investment. The PTP is also used as a document to help public transportation agencies plan for the future and to explain needs to federal, state, and local agencies. These needs are explained mostly by looking at current conditions, analyzing trends and producing an action plan to meet needs.

### **Task Objective**

The main objective within this planning activity is to continually maintain the PTP to reflect current conditions, goals and objectives. Maintenance of the plan will include:

- Holding public meetings to continually understand needs and conditions in the region which affect passenger transportation;
- Working with passenger transportation providers to explain their current and future needs for capital, equipment and new funding
- Analyzing public comments and service logs to further understand service gaps and how to address them
- Utilize the newly set up TPMS system for Transit to monitor transit projects
- Annual update and Transportation Policy Board adoption

### **Previous Work**

In FY2010 RPA 1 developed and adopted the FFY2011-2014 PTP. Public comments were solicited and comments were addressed and included in the final plan. Precursors to the PTP included a survey that was distributed and completed on line. All individual organizations receiving the survey were invited to a meeting held on January 20, 2010. For FY 2012, an annual update of the PTP plan was prepared and included several meetings with regional transit representatives and ongoing communication with regional officials and TAC members.

### **Project Description/Person Responsible**

RPA 1 will continue to update and work on the PTP document, goals and objectives. Continued work must include continued meetings with stakeholders; collection and analysis of data to monitor progress and Transportation Policy Board communication. Transportation Advisory Committee (TAC) members are available upon request for meetings, and information will be gathered by meetings, conversations, surveys and research. Larry Leliefeld is in his second year as Transportation Planner, and will be coordinating this process with Earl Henry, Regional Transit Manager with NEICAC.

### **Product**

The final product for the PTP in FY2012 includes updating the plan and implementing the goals and objectives of the plan. The plan update will be a continuing process that must involve local transportation providers, consumers and private and public decision makers. The plan update will include data collection, evaluating goals and objectives and coordination among transportation providers, consumers and decision makers. Completion will be in the fourth quarter of FY 12.

# Transportation Planning / Public Participation Planning

## Task Objective

The main objective is to have public input before, during and after planning and programming decisions have been made. Communication and outreach are essential parts of our transportation planning process. Public participation is a key element to any transportation, land use or other planning document. Public involvement in transportation decision-making is central to accomplishing the vision of SAFETEA-LU (Safe Accountable Flexible Efficient Transportation Equity Act – A Legacy for Users). This legislation recognizes that transportation investment decisions have far reaching effects and thus require that regional, metropolitan and statewide decisions consider a wide array of factors including land use impacts and the overall social, economic, safety, energy, and environmental effects of transportation decisions.

## Project Description/Persons Responsible

RPA 1's Public Participation Process will have two basic objectives: a.) to disseminate the maximum amount of information about the transportation planning process to as many interested members of the general public as possible; and b.) to actively seek responses from the region regarding transportation problems, priorities, and potential solutions. RPA 1 consists of 52 incorporated cities, of which only 2 have population over 5,000. For this reason, contacts for all 52 cities are maintained for email and postal service distribution. Every city is included in City Administrator/Clerk regular meetings, is sent applications annually for regional road and enhancement projects and is provided with current lists of Policy Board and Technical Committee members to ensure every jurisdiction has a voice and is informed on the methods and persons to access.

The public involvement process is to be proactive and provide complete information, timely public notice, full public access to key decisions, and opportunities for early and continuing involvement. The process should meet the following requirements:

- Provide adequate public notice of public participation activities and time for public review and comment at key decision points and notify interested and affected individuals and agencies.
- Provide timely notice and reasonable access to information about transportation issues and processes.
- Hold public meetings at convenient and accessible locations and times.
- Seek out and consider the needs of those traditionally underserved by existing transportation systems, such as low- income and minority households.
- Review the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process at least every five years.
- Work to ensure that no person is excluded from participation in, denied the benefit of, or subjected to discrimination under any program or activity receiving Federal financial assistance on the basis of race, color, national origin, age, sex, disability, or religion.
- Written and oral comments will be provided to the Policy Board prior to action being taken.

Programs, policies, and activities that affect human health or the environment should identify and avoid disproportionately high and adverse effects on minority and low-income populations. Environmental Justice aims to ensure that no racial, ethnic, or socioeconomic group bears a disproportionate share of negative environmental consequences resulting from government programs and policies.

Should the need arise, RPA 1 will make special efforts to offer translation for people who use languages other than English. Meeting facilities will be accessible, and interpretation for the hearing impaired will be provided upon request, when feasible.

RPA 1 does hold public meetings and meets the requirements of FHWA, FTA and Iowa DOT for all of its planning and programming documents. It is the intent of RPA 1 to provide the maximum feasible participation by the public in the regional planning process within the limitations of staff time and financial resources currently available. In FY2012, RPA 1 will continue to expand its public outreach and strives for increased content and quality of public comment. Aaron Burkes, Larry Liefeld and Mary Jungblut will be responsible for the transportation planning and public participation process.

### **Public Comment and Records**

The general public shall be afforded the opportunity to provide comments on the annual development of RPA 1 Transportation Documents and programs. The RPA will consider input from the public and incorporate it into the decision making process when appropriate. To ensure that the public input is valued and considered, UERPC will maintain records of its public involvement activities, and the input, comments, and issues identified by the public. UERPC will reply to requests for written documentation or published information within a reasonable time frame and, where feasible, will respond to input received during the public participation phase of information gathering.

### **Annual TIP Project Request Notifications**

Individual jurisdictions and the media shall be informed as to when RPA 1 is seeking projects for inclusion in the annual TIP, and application forms shall be available online on the RPA 1 website from the first week of December until applications are due at the end of January or as identified by the policy board. RPA 1 emails individual TIP project applications to all of the jurisdictions within RPA 1, and also makes the application available online as a download from the UERPC.org website.

### **Public Hearings**

Prior to approval of the final TIP, the Transportation Policy Board shall hold a public hearing on all the projects being considered for approval in the TIP. The Policy Board shall also hold public hearings as deemed necessary for TIP amendments. The Policy Board periodically adopts a Long Range Transportation Plan (LRTP) and Public Participation Plan (PPP) in accordance with Federal and state transportation planning guidelines. Prior to adoption of or an amendment to the TIP or LRTP the RPA will hold a public hearing. The hearing will be publicly advertised in newspapers of general circulation as well as posted on the UERPC website no less than one week before the hearing. Requests for information from sight or hearing impaired persons, non-English speakers or persons with disabilities will be handled on a case by case basis to transmit information in the best method possible. At the public hearing, residents will be given the opportunity to express their ideas and offer input for consideration by the Policy Board.

### **Policy Board Regular Meetings**

The RPA is a public body as defined in the Iowa State Open Meetings Law and are therefore subject to the requirements of that law. Meeting notices of regularly scheduled meetings are sent out to policy board and transportation technical committee members at least one week prior to a regularly scheduled

meeting. Public notices include the date, time, and location of the meeting, as well as the agenda to be covered, and are posted at the UERPC office and on the UERPC website prior to the meeting. The public is invited and encouraged to attend RPA meetings through notices published in area newspapers, through periodic UERPC newsletter articles distributed to cities and counties and other interested parties, and through contacts made by UERPC staff. The public is notified that information pertaining to the meeting topics is available at the UERPC office and on its website. Meeting notices are also regularly posted on the UERPC website and at the UERPC office. Additionally, notice of meetings is included in the UERPC newsletter whenever feasible.

### **Electronic Newsletter/Website**

UERPC distributes a newsletter, *The Explorer*, which may include, but is not limited to: upcoming grant opportunities, activities of RPA 1 transportation planning staff, meeting schedules and other relevant transportation information. The newsletter is primarily distributed electronically but is also available in hardcopy and on the UERPC website. Copies are distributed to an established mailing list that includes all cities and counties in the region, elected officials, and to other interested public.

UEPRC has a website ([www.UERPC.org](http://www.UERPC.org)), an email address and can be reached via telephone, fax, direct mail or in person at their offices. UERPC maintains the website to better inform the public and has updated information including: UERPC contact information, copies of “*The Explorer*”, notification of plans, open forums, priorities of our transportation planning and a link for RPA 1 Transportation related information. Also included is RPA 1 Policy Board Meeting Agendas and Minutes, an overview of the RPA, a listing of Policy Board and Technical Committee members and their duties, copies of Regional Transportation Planning Documents (TIP, TPWP, PPP, PTP, LRTP), regional transportation enhancement applications, and other transportation related information.

### **Public Participation Plan (PPP)**

This document is a plan for the implementation of the guidelines and procedures for public involvement, participation and outreach in the transportation planning process, as established in SAFETEA-LU; the federal legislation that establishes federal transportation funding programs for surface transportation modes. This document outlines what techniques RPA 1 will employ as standard public participation procedures and in outreach efforts.

The process for developing such plans and programs must provide for consideration of all modes of transportation and shall be continuing, cooperative, and comprehensive to the degree appropriate, based on the complexity of the transportation problems. The legislation also recognizes the diversity of views on transportation problems and investment options, and states that, prior to adopting plans or programs all citizens, affected public agencies, representatives of transportation agency employees, private providers of transportation, other effected employee representatives, and other interested parties must be provided a reasonable opportunity to comment. These regulations provide a basic set of performance standards indicating what the Federal Highway Administration and Federal Transit Administration expect from public involvement with respect to plans, programs, and major transportation investments.

RPA 1 is charged with the responsibility of gathering input from the public and involving the public in setting priorities in the planning process. Developing an effective public involvement program is a strategic effort that requires assembling a variety of techniques to meet the needs of the given transportation plan, program, or project.

UERPC staff is responsible for performing the administrative and technical services necessary to operate RPA 1. Periodically, UERPC may generate documents from staff or consultant-based transportation planning studies. When appropriate, a specific schedule and plan for public participation will be developed for these studies.

## **Previous Work**

RPA 1 has held all required public meetings during the course of the last year for its programming, planning and reporting documents. RPA 1 has also sent to local jurisdictions information regarding transportation and socio-economic data and will continue to expand the opportunities for enhanced communication. As previously noted, an electronic quarterly newsletter, website updates and participation from several organizations have occurred in the last year to assure large scale public input from all interested parties. In addition, RPA 1 initiatives include:

- Conduct numerous training sessions and outreach meetings regarding Smart Planning and the components related to transportation planning.
  - Planning and resource management to promote expanded options for all residents.
  - Considerations given to options that maximize mobility, reduce congestion, conserve fuel and improve air quality.
- Travel to local government meetings and conduct training sessions on STP and TE funding.
  - Present to city councils and boards of supervisors as officials deem necessary
- Utilize the RPA 1 website for public notices and informational purposes.
- News releases, mail communication and public hearing notices will be sent out in conformance with the prescribed publications rules (see below) and website maintenance procedures. All meeting notes will be documented and made available to the public.
- Participate in continuing human service, Mobility Action Plan or other Human Services transportation workshops
- Present at and participate in community organization meetings for SRTS, Food & Fitness, Hazard Mitigation Planning as it relates to transportation and other organization as completed.

## **Product**

The end product of the public participation and transportation planning processes will be increased awareness and public participation about planning and programming federal transportation dollars. Product will be an ongoing effort during FY 12.

During the past program year, RPA 1 continued their commitment to follow their process that was updated in FY 2010 which made significant efforts to modify their Public Participation Process to meet regulation guidelines under section 23 CRF 450.316(a) and strengthen the relationship with the IDOT.

- Agency developed a Public Participation Plan in consultation with interested parties
- Minimum 45-day comment period
- Adequate, timely public notice and reasonable access
- Employ visualization techniques

## **Transportation Improvement Program (TIP)**

A TIP is prepared according to annual DOT, FTA and FHWA guidelines. Staff works with Iowa DOT, FTA, FHWA, local governments, the RPA 1 Transportation Policy Board and review committees to produce a document that reflects federal and state transportation investment in the region. The TIP development is a year-long process. Project sponsors often develop their projects throughout the year in anticipation of applying for a STP or TE grant. Staff works with project sponsors to make sure submitted applications are eligible for funding and projects meet minimum requirements. Staff may also coordinate multiple project sponsors to develop priority projects. Examples of potential multi-jurisdictional projects where collaboration is involved are the Mississippi River Trail (MRT) and Turkey River Recreational Corridor (TRRC). RPA 1 staff has been actively involved in the planning phases of these trail systems.

### **Task Objective**

The main objective is to develop and maintain a TIP that meets Iowa DOT, FTA and FHWA requirements and is an efficient use of regional transportation funding. During the TIP development period, RPA 1 staff is communicating with Iowa DOT staff, FHWA staff, local project sponsors and the RPA 1 Policy Transportation Policy Board. Staff will also be using TPMS to track and organize all programmed projects. The TIP will provide a spreadsheet that contains supported regional projects that intend to use federal-aid programs such as (STP), enhancements, and transit for the four-year, federal fiscal schedule.

The main TIP objectives:

- Meet all Iowa DOT and FHWA requirements
- Program all federal dollars efficiently and responsibly
- Assist project sponsors in application development
- Monitor existing programmed projects and respond to the Iowa DOT personnel with questions relating to programmed projects

### **Previous Work**

RPA 1 staff has previously worked to meet the historical objectives. During the past year, staff has: made frequent phone calls to project sponsors to answer project development and programming questions; scheduled numerous meetings with current and potential project sponsors; made numerous inquiries to Iowa DOT staff regarding programming and project development; and made efforts to program dollars efficiently.

RPA 1 staff has worked with the Technical Committee members over the past year to continue the historical analysis of funding for RPA 1 projects. Mid-year target adjustments necessitated meeting and communications to determine priorities throughout the region and to identify where additional funds could be most effectively utilized to benefit the largest number or regional residents. While RPA 1 does not technically sub-allocate, funding percentages are tracked for each recipient county and two eligible communities (with populations over 5,000) within our region. This tracking of historical project funding has led to a better understanding with the Technical Committee members as to where regional STIP dollars have been invested. This assists in the review of applications from the region each January when assistance is desired for any federal aid eligible route project.

RPA 1 staff has continued its active participation with meetings and correspondence with Enhancement Committee members this past year. After a thorough review historical funding of RPA 1 enhancement projects, committee members were tasked to review the revised funding targets and be aware of the additional funds potentially available for the FY 2015 TIP. Enhancement committee members were approved for participation by their respective boards of supervisors per Policy Board bylaws, and reviewed recommendations for distributing the regional ENH application and selection criteria. The regional enhancement application was updated, posted on the UERPC website, and distributed electronically for the second year. Applications were also made available in hard copy and mailed as requested. The ranking of applications was performed utilizing the revised scoring criteria as approved last year, and each respective county scored each component of the narrative responses as well.

RPA 1 staff continually reviews with the Transportation Policy Board the percentages of funds that each jurisdiction has received historically through program. Review and analysis of financial reports from the State and RPA 1 are conducted to ensure any discrepancies between the state and regional financial reports are investigated and resolved. During FY2011 revised funding targets in July resulted in increased funding levels for RPA 1 for both STP and ENH programs. These funds were be added to the program for consideration of potential projects, and adjusting the current TIP to move forward any projects which are ready.

Staff also performed the following:

- Promoted a competitive application process through education and assistance
- Coordinate all Transit, Technical, Enhancement and Policy Board meetings
- Provide information to RPA 1 Transportation Policy Board
- Assisted RPA 1 Transportation Policy Board evaluate TIP application and funding process
- Held special public hearings to add 2 State Enhancement projects to current year TIP.

### **Project Description/Persons Responsible**

RPA 1 will continue to work towards achieving outlined objectives regarding the TIP. In addition to the objectives outlined above, staff would like to make additional efforts to educate the RPA 1 Transportation Policy Board on the TIP process. Included in this education process will be the importance of region wide planning of transportation projects regarding their impact on all modes of transportation. It is important to make it known that regional dollars can help leverage other transportation dollars and meet statewide or national transportation objectives. The education of the Transportation Policy Board and the public sector is an ongoing process and undoubtedly will continue in future work program for years to come. Larry Lelifeld, Mary Jungblut and Aaron Burkes will assist the policy, technical and enhancement committees, through providing technical assistance, setting up agendas, taking minutes, updating the UERPC website, sending out newsletters, responding to questions/concerns, conducting city clerk meetings and sending out emails.

### **Product**

The final products of the TIP work element will ultimately be a document that was developed through an inclusive and educated process that includes regionally significant projects that advance state, regional and local plans. This product will involve utilizing TPMS as a project management and tracking tool. Product will be an ongoing effort during FY 2011 culminating in a TIP in the fourth quarter of FY 2011.

## **Long Range Transportation Plan (LRTP)**

Work on the Long Range Transportation Plan continued through FY2011. The plan is a comprehensive, twenty-five year planning document that reviews existing demographics, economic deficiencies, and transportation needs and anticipates changes that will affect the regions needs for bridges, trails, public transit, pedestrian and bicycle facilities and highways. The plan is also to address safe routes to schools throughout our communities in this plan. The plan will document and illustrate the challenges and opportunities that paint a picture so it is accessible and easily understood by the public. To accomplish our plan multiple meetings will be held with stakeholders and open forums with GIS mapping of the region available at all meetings to aid in understanding the complexity of the region.

### **Task Objective**

The main focus is to develop a document/process that illustrates the challenges and opportunities for region one and determines the road blocks that are most critical to be taken care of first.

### **Previous Work**

RPA 1 has used the previous long range year plan to help guide transportation initiatives throughout the past years. It has been explained to the new administration of UERPC that the LRTP is overdue and development needs to be prioritized to complete the updated LRTP document. Staff and resources will be dedicated to ensure that plan development and implementation will occur this fiscal year.

### **Project Description/Staff Responsible**

RPA 1 will follow the updated LRTP guidelines which describe this planning process. Aaron Burkes, Executive Director and Larry Liefeld, Transportation Planner are responsible for the following elements and will be emphasized with a final LRTP done by late fall 2011.

- Outreach emphasis will include minorities, elderly, and under-represented populations
- Identification of target populations, groups and organizations
- Work with health and human services organizations
- Determine transportation challenges and opportunities and prioritize most at risk
- Collect data on multi-modal facilities and equipment needs
- Evaluation of transit data, projections, needs, goals/objectives
- Incorporate the Smart Planning principles and sustainability goals in long range planning; including economic development, land use, trail needs and quality of life objectives
- Project transportation demands and incorporate county/city/agency transportation study conclusions
- Open forums will be held and public information will be disseminated on the UERPC website and a the UERPC newsletter will distributed, along with minutes published from public meetings
- Electronic information distribution and database generation surveys/information will be developed to gain additional insight from community at large
- Communication and recommendations of public comments will be incorporated in the document.
- Coordinate RPA inclusions and report conclusions to IOWA DOT, FHWA, FTA

## Product

The final products of the LRTP work element will ultimately be a document that has been developed through a collaborative process involving the input from representative of all counties, assessing the needs of all modes of transportation, and establishing short and long term goals to ensure projects planned for the region through the TIP coincide with the LRTP. Activities include:

- Newsletters, updated information on UERPC website [www.uerpc.org](http://www.uerpc.org)
- Develop and maintain database of participant groups
- Convene public input meetings
- Coordinate input from public groups and interested parties
- Acquire GIS software and related equipment to provide mapping products
- Develop a GIS Mapping of the region determine transportation needs
- Provide a simple document illustrating the region's status for current and future transportation needs.

Product update has begun and will be an ongoing effort during FY 2011 with a completion goal by end of the first quarter of FY 2012.

## Technical Assistance / Program Administration

Technical Assistance will be related to assistance with transportation projects for RPA 1 jurisdictions, assistance with transportation grant applications and general staff technical support for RPA 1 projects. RPA 1 administration will be related to accounting of programs under RPA 1 and general administration of the RPA 1 Transportation program.

### Task Objective

The main objective for this work element is to give regional members the opportunity to utilize UERPC's staff for technical support. The transportation planning staff at UERPC has a wide range of experience working with federal, state and local governments and private entities. The objective will be met if regional members know about the services and utilize UERPC to take advantage of the services.

The main focus of administration will be to have a more detailed and accurate accounting of the transportation program within RPA 1 as well as better program management.

### Previous Work

Contacts from regional cities and counties have grown tremendously over the past year. With dwindling city budgets and shrinking funding opportunities, the region's officials are faced with discovering creative ways to provide for the transportation and infrastructure needs of their residents. Whether it is for a recreational trail, a sidewalk project, street repair and lighting the potential business expansion of a rail spur, RPA 1 is receiving more calls and providing greater feedback than has been experienced in recent years. During the past year UERPC has performed various technical assistance projects for regional members:

- Staff has performed research on the behalf of elected officials regarding regional projects that they are interested in.
- Technical assistance regarding trails either being planned or under construction.
- Provided information regarding a potential rail spur construction project in our region.
- Technical assistance to members of the RPA 1 Technical Committee regarding projects which they have programmed and perhaps need to modify, move up or postpone.
- Technical assistance to members of the RPA 1 jurisdictions regarding projects that are programmed for their entity and assistance to IDOT personnel inquiring about RPA 1 projects.
- RPA 1 Administration proceeded in an orderly basis, considering the transition of UERPC executive director position and dozens of changes in city/county officials as a result of elections.
- The goal will be to continue providing the best possible transportation planning services, focusing on technical assistance for all regional members. Efforts are ongoing, and completion of activity will be in the Fourth Quarter of FY2012.
- Renewed and active participation in the 5 county meetings, which includes all board of supervisor members and county engineers. Consistent delivery of programs and information that impact the entire region take place in this format, and hosted once by each county annually.
- City Clerks meeting held to update on TIP process, smart planning, 2010 Census results and how population impacts road funding, and IJOBS programs.
- Participated in several meetings and coordinated efforts for hazard mitigation planning with respect to potential exposures in transportation infrastructure and passenger transportation.

- Assisted ISU Extension and Luther College with Food & Fitness initiatives and administration for the SRTS non-infrastructure grant awarded to the 6 county region.
- Support letters for trails and local projects, including the TRRC, Wapsi Great Western, Monona Butterfly Trail, Volga River to Fayette trail and other communities.

### **Project Description/Staff Responsible**

UERPC intends to maintain the level of participation and grow the confidence in our region to be the source for inquiry and solutions for transportation needs. Staff members responsible for this work element are Lisa Lensing, Fiscal manager, Aaron Burkes, Executive Director and Larry Liefeld, Transportation planner.

New projects will include work categories as listed below:

- Technical assistance regarding trails either being planned or in construction.
- Technical assistance for the SRTS non-infrastructure grant received by NE Iowa's Food & Fitness Initiative - Active Living group.
- Technical assistance to members of the RPA 1 Technical Committee regarding projects which they have programmed or wish to have programmed.
- Technical assistance to members of the RPA 1 jurisdictions regarding projects that are programmed for their entity.
- General Technical Assistance to members of the public that make inquiry about transportation subjects within and outside the region as well as IDOT personnel.
- Accounting staff as well as transportation planning staff will maintain a more detailed and meaningful accounting system for the RPA 1 transportation program. Transportation planning staff will administer the overall RPA 1 program. More detailed accounting and work flow tracking will be accomplished as well as better program management. Completion of activity will be in the Fourth Quarter of FY 10.

# TRANSPORTATION PLANNING WORK PROGRAM

**BUDGET TOTAL:** \$ 100,651

**BUDGET SUMMARY OF ESTIMATED DIRECT & INDIRECT COSTS:**

<b>AGENCY</b>	<b>DIRECT COSTS</b>	<b>INDIRECT COSTS</b>	<b>TOTAL</b>	<b>% of funding</b>
FHWA (STP) Carryover	\$8,958	\$1,603	\$10,561	10%
FHWA (STP)	\$19,314	\$3,686	\$23,000	23%
FHWA (SPR)	\$19,713	\$3,767	\$23,480	23.5%
FTA (5311)	\$19,713	\$3,767	\$23,480	23.5%
Local Match	\$16,925	\$3,205	\$20,130	20%
<b>TOTAL</b>	<b>\$84,623</b>	<b>\$16,028</b>	<b>\$100,651</b>	<b>100%</b>

**RPA 1 Personnel and Salary ranges**

<b>POSITION</b>	<b>ANNUAL SALARY RANGE*</b>
1. Executive Director	\$79,300 - \$89,300
2. Lead Transportation Planner	\$45,770 - \$59,500
3. Administrative Assistant(s)	\$27,600 - \$36,700
3. Finance Manager	\$45,770 - \$59,500

\*Estimated salary range for FY12

## **FY2012 Work Element Budget Summary By Task**

<b>Work Element</b>	<b>FHWA STP Carry- Over 10,561</b>	<b>FHWA STP 23,000</b>	<b>FHWA SPR 23,480</b>	<b>FHWA 5311 23,480</b>	<b>Local Match (20%) 20,130</b>	<b>Estimated Total Costs</b>
Transportation Planning Work Program (TPWP)		\$3,200	\$7,872		\$2,768	\$13,840
Passenger Transportation Plan (PTP)		\$3,200		\$7,872	\$2,768	\$13,840
Transportation Planning/ Public Participation Process (TP/PPP)		\$3,950	\$10,090		\$3,510	\$17,550
Transportation Improvement Program (TIP)		\$2,990		\$7,490	\$2,620	\$13,100
Long Range Plan (LRP)	\$10,561	\$5,060	\$2,182		\$4,451	\$22,254
Program Administration/ Technical Assistance		\$4,600	\$3,336	\$8,118	\$4,013	\$20,067
<b>Total</b>	<b>\$10,561</b>	<b>\$23,000</b>	<b>\$23,480</b>	<b>\$23,480</b>	<b>\$20,130</b>	<b>\$100,651</b>

## **FY2012 Work Element Activity Summary (Estimated) by Task**

<b>Work Elements</b>	<b>Staff Hours</b>	<b>% of Program</b>	<b>Staff assigned to work project</b>
<b>TPWP</b>	280	14%	Executive Dir., Transportation/ Comm. Planner(s) and support staff
<b>PTP</b>	280	14%	Executive Dir., Transportation/ Comm. Planner(s) and support staff
<b>TP/PPP</b>	355	17%	Executive Dir., Transportation/ Comm. Planner(s) and support staff
<b>TIP</b>	265	13%	Executive Dir., Transportation/ Comm. Planner(s) and support staff
<b>LRP</b>	450	22%	Executive Dir., Transportation/ Comm. Planner(s) and support staff
<b>Program Admin/ Technical Assistance</b>	403	20%	Executive Dir., Transportation/ Comm. Planner(s) and support staff
<b>Total</b>	<b>2,033</b>	<b>100%</b>	

## UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION COST ALLOCATION PLAN

*Effective July 1, 2010—update will be done on July 15<sup>th</sup>, 2011*

The Cost Allocation Plan of Upper Explorerland Regional Planning Commission (hereinafter referred to as the Planning Commission) has been established as a means of providing an adequate and equitable allocation of costs to the programs administered by the Planning Commission. The allocation of costs is performed on a monthly basis. Formal accounting records are maintained to support the cost allocation plan set forth below. For effective cost allocating, programs with administrative dollars equal to or less than \$2,500 will not be included as part of the allocation plan outlined below. Rather, these fees will be deemed “technical assistance” and will follow the guidelines established for technical assistance fees of the Planning Commission.

### **Payroll**

Semi-monthly, employees of the Planning Commission will be required to submit to the Finance Manager a time record documenting the number of hours worked in the individual grant/program areas. Gross salaries will be distributed and posted to each grant/program area according to time sheet percentages.

*Administrative Salaries* will determine the basis of the direct salary percentage and will be used to distribute costs as described in the “Indirect Costs” section of this plan. For purposes of this plan, administrative staff salaries are derived from those employees in direct control of a grant/program including but not limited to the salaries of the director and those employees in a supervisory capacity.

*Pool Salaries* are defined as those salaries chargeable to more than one grant/program area. For purposes of this plan, pool salaries will include but are not limited to the hours worked by Planning Commission support staff. The director will report “pool hours” as deemed necessary. The Planning Commission will distribute “pool salaries” to the various grant/program areas according to the direct salary percentage determined above.

### **Fringe Benefits**

The Planning Commission has a formal written policy regarding the fringe benefits provided to its employees.

The cost of employer contributions to social security, Medicare and the Planning Commission’s retirement plan are distributed based on the total payroll percentages calculated in any given month for the various grant/program areas. Employer contributions to health and life insurance premiums are also distributed in accordance with total payroll percentages.

Leave costs, including annual leave, sick leave, holidays, and compensatory time will be distributed monthly to the grant/program areas according to each individual employee’s time record percentages. Formal leave records are maintained for each employee of the Planning Commission.

Additional benefits provided by the Planning Commission, including but not limited to workman's compensation and unemployment insurance, will be distributed as an indirect cost (see below) provided the costs for these benefits are reasonable and are allowable.

### **Indirect Costs**

Indirect costs (hereby referred to as allocated costs) are defined as those costs incurred that benefit more than one grant/program area and cannot be directly assigned to one specific grant/program area. To allow for equitable distribution, allocated costs will be distributed according to the direct salary percentage as determined above (see also footnote<sup>1</sup> below). Allocated costs will include but are not limited to capital improvements, dues & subscriptions, equipment leases, janitorial, maintenance & repair, marketing, miscellaneous, office insurance, office supplies, printing & reproduction, postage, professional services, service contracts, telephone, travel, and utilities.

<sup>1</sup>To maintain reasonable and fair distribution of indirect costs such as janitorial and utilities, the floor plan and square footage ratios of the office building will be reviewed no less than bi-annually and changes to the indirect cost method in place will be made as deemed necessary to accommodate equitable cost sharing.

### **Direct Costs**

Direct costs are defined as costs incurred that can be specifically identified with a particular grant/program area. Direct costs will include but are not limited to advertising, car replacement, conference fees/training, dues & subscriptions, equipment purchases\*, maintenance agreements, office supplies, postage, printing & reproduction, professional services, and travel & per diem.

\* Equipment and other capital expenditures will be allowable as a direct cost provided that specific approval of such expenditures has been granted by the grant/program area and equipment is purchased in accordance with the Planning Commission's procurement policy.

The Cost Allocation Plan of Upper Explorerland Regional Planning Commission will be reviewed on a regular basis but no less than annually to determine that a fair and reasonable allocation of expenses is maintained and that such expenses are allowable in accordance with the provisions of each grant/program contract. The Cost Allocation Plan will be presented annually to the Board of Commissioners and submitted to the Planning Commission's cognizant agency as required.

### **Disadvantaged Business Enterprise (DBE) information**

For FY 2012, Upper Explorerland Regional Planning Commission does not anticipate contracting with external organizations, including DBE entities.

The following GIS map is available for review on the UERPC website, under the Planning/ Transportation Section.

## Northeast Iowa Regional Transportation Map [DRAFT]

