Final

FISCAL YEAR 2020
REGIONAL
TRANSPORTATION PLANNING WORK PROGRAM
(TPWP)

Due June 1, 2019
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Prepared by
Upper Explorerland Regional Planning Commission
Transportation Policy Board
(RPA-1)

For the
Iowa Department of Transportation

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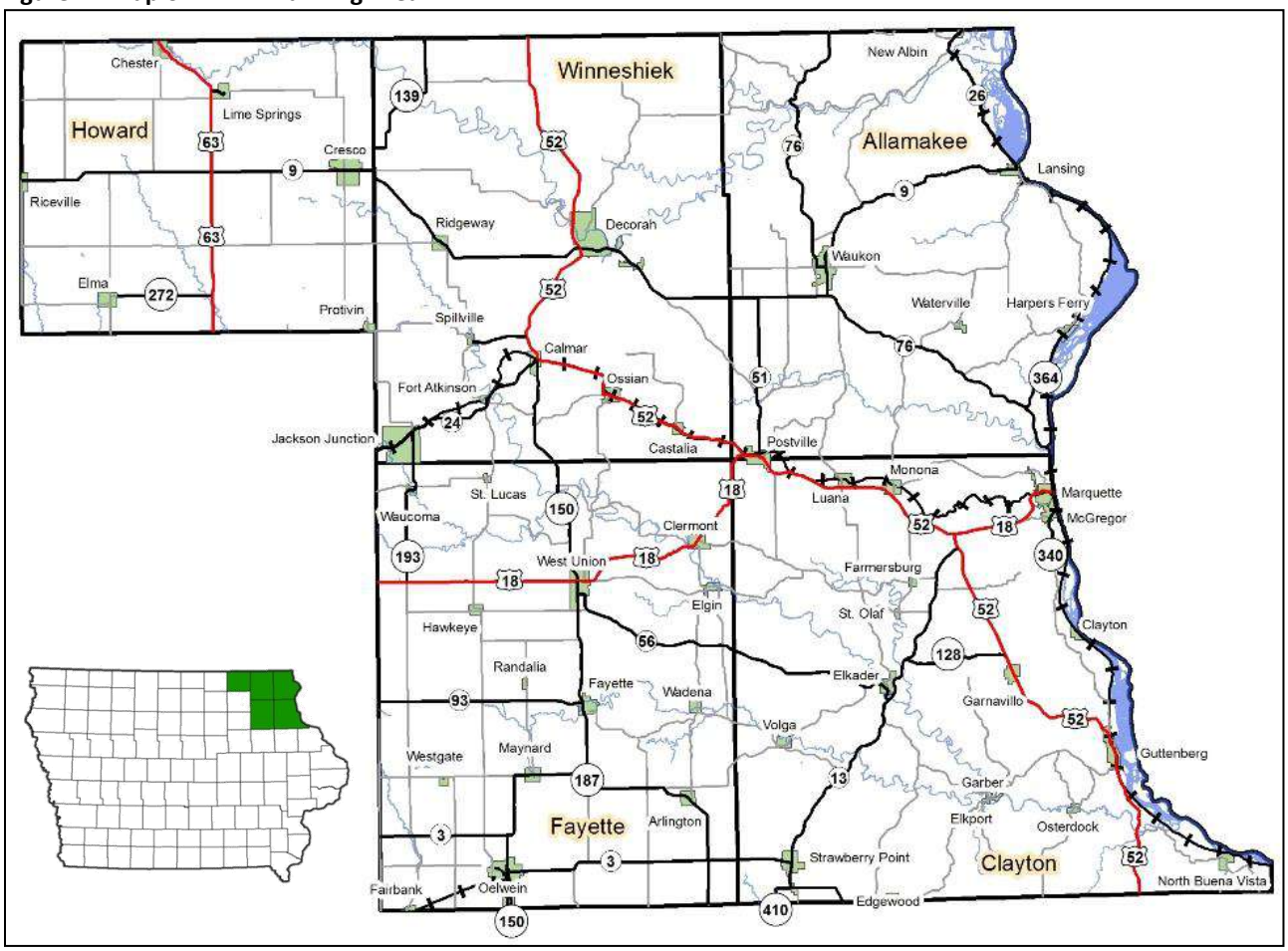
Section I: Area Background and Description of the TPWP Development Process

Upper Explorerland Regional Planning Commission (UERPC) serves as the Regional Planning Affiliate (RPA-1) for the counties of Allamakee, Clayton, Fayette, Howard and Winneshiek in Northeast Iowa (see Figure 1). In this capacity, RPA-1 is responsible for ensuring that transportation planning and activities are carried out in a manner consistent with federal transportation legislation or reauthorization, with guidance from the Iowa DOT.

The five counties in RPA-1 cover an area of 3,313 square miles. There are 52 incorporated communities within the region, with only four cities having populations over 2,500 and eight other communities with populations over 1000. The 2010 population for the five counties is 83,961 persons, a decrease of 3.05% since the 2000 census. On average, there are just over 25 persons per square mile, which is less than half the statewide average of 54. As a result, residents across the region spend a considerable amount of time traveling for employment, healthcare and shopping. Because of the small and scattered nature of the region's cities and population, a safe and efficient rural transportation system is essential to travel-dependent residents in RPA-1.

Figure 1: Map of RPA-1 Planning Area



Planning Priorities/Challenges

Planning priorities during the fiscal year will include the day-to-day administration and technical assistance provided by the RPA to our cities, counties and transportation committees. Ensuring timely Policy Board and committee meetings, maintaining documentation of the meetings, and ensuring the implementation of decisions made at transportation meetings are priorities of the RPA. With additional RPA-1 transportation planning staff, more time will be spent learning the background and attending trainings to ensure the proper information is being educated.

In the coming fiscal year RPA-1 planners will assist the Transportation Advisory Group (TAG) in continuing to implement goals from the 2018 Passenger Transportation Plan (PTP). PTP goals discussed for FY 2020 at recent TAG meetings include:

- Better communication between all entities (housing, economic development, tourism, etc.). Related strategies include engaging speakers on key issues and planning for future summits, conferences and round tables to engage stakeholders.
- Develop a Transportation Stakeholder Map.
- Establish connections to neighboring transit systems to better serve commuters.
- Consider opportunities for improving technology for public transit.

RPA-1 planners will continue to assist the Enhancement Committee in completing the trail routing and economic impact study for their priority of establishing a “backbone” trail across the region from Minnesota north of Riceville, to the Mississippi River Trail near Guttenberg. Methodology for the study will draw on a similar trail study completed by University of Iowa students for Decorah’s Trout Run Trail in 2016 and will involve working closely with five county conservation directors and other county stakeholders.

Multiple jurisdictions in the RPA-1 region have expressed interest in improved transportation planning through the establishment of a local transportation plan. Currently RPA-1 planners are assisting the City of Oelwein with a local transportation plan, which began in FY 2019 and will continue into FY 2020. These plans provide research on existing transportation system conditions, provide a public engagement process around concerns and opportunities for the transportation system, and guide the community in identifying goals and methods for maintenance, management, improvement, and policy related to the transportation system. Planners will continue to communicate with communities in the region that may be interested in working on a local transportation plan. The framework used in the Oelwein Transportation Plan will inform and be built on in future planning.

TPWP Development

The Transportation Planning Work Program (TPWP) is documentation of the planning and technical assistance activities that RPA-1 intends to carry out in order to support the work of the region’s stakeholders in maintaining and developing safe and efficient travel opportunities throughout the region. The TPWP will identify specific work elements that will occur in FY 2020 as they pertain to administration, transportation improvement programming, long and short

range planning, and technical support. In addition, budgetary requirements and funding sources are addressed in detail.

TPWP activities are developed and discussed with the assistance of the Policy Board and its committees. Prior to submission, the TPWP is reviewed by the Transportation Policy Board, transportation committees, and the Transit Agency, and is posted on the UERPC website. A review of the Final TPWP is part of the Policy Board's agenda for discussion and comment, and a 15-day public comment period will be provided prior to adoption by the Board. These meetings are open to the public and notice is provided through online postings and physical postings in both Postville and Decorah.

Section II: Policy Board and Committee Lists

RPA-1 is fortunate to have a fully engaged **Policy Board** with representation from each of the five counties and the two communities within the region with populations over 5000, Decorah and Oelwein. Supporting the Policy Board are three committees whose memberships represent expertise and/or passion for the tasks undertaken and assigned. The Technical Committee, which consists of the five county engineers and two additional members that represent the street departments from Decorah and Oelwein, serves as the Policy Board's technical advisory group. The **Technical Committee** initiates, reviews and recommends regional transportation programming to the Policy Board. The **Transportation Enhancement Committee** consists of the five county conservation directors and other regional stakeholders with interest in transportation alternatives. The **Public Transportation Advisory Group (TAG)** works to build an improved passenger transportation system for regional residents who do not have access to personal transportation options or who would like to make use of public transportation options. This group consists of local transit representatives, private transportation providers, human service providers, workforce, economic development and others concerned about transportation for non-drivers.

Transportation Policy Board

NAME	TITLE	REPRESENTING
Larry Schellhammer	County Supervisor	Allamakee
Ray Peterson	County Supervisor	Clayton
*Janell Bradley	County Supervisor	Fayette
Jerry Steven	County Supervisor	Howard
Dean Thompson	County Supervisor	Winneshiek
Lorraine Borowski	Mayor	City of Decorah
Peggy Sherrets	Mayor	City of Oelwein
Non-voting and ex-officio members:		
Krista Rostad	District 2 Planner	IDOT
Maura Jones	Region 1 Transit Director	NEICAC
Rachelle Howe	Executive Director	UERPC
Michelle Barness	Regional Planner	UERPC
Aaron Detter	Regional Planner	UERPC

*Chairperson

Transportation Technical Committee

NAME	TITLE	REPRESENTING
Brian Ridenour	County Engineer	Allamakee
Rafe Koopman	County Engineer	Clayton
Joel Fantz	County Engineer	Fayette
*Nick Rissman	County Engineer	Howard
Lee Bjerke	County Engineer	Winneshiek
Jeremy Brill	Engineer	City of Decorah
Victor Kane	Utility Superintendent	City of Oelwein

Non-voting and ex-officio members:		
Krista Rostad	District 2 Planner	IDOT
Rachelle Howe	Executive Director	UERPC
Michelle Barness	Regional Planner	UERPC
Aaron Detter	Regional Planner	UERPC

*Chairperson

Transportation Enhancement Committee

NAME	TITLE	COUNTY/CITY/AGENCY
Jim Janett	Director	Allamakee Co. Conservation
Val Reinke	Director	Allamakee Co. Tourism and Ec. Dev.
Jenna Pollock	Director	Clayton Co. Conservation
Russ Loven	City Mayor	City of Guttenberg, Clayton County
Darla Kelchen	Director	Clayton Co. Economic Development
*Rod Marlatt	Director	Fayette Co. Conservation
Sheryl Struthers	Resident	Fayette County
Dylan Mulfinger	City Administrator	City of Oelwein
Joshua Johnson	Park Superintendent	City of Oelwein
Harold Chapman	Director	Howard Co. Conservation
Craig Fencl	Park Ranger	Howard Co. Conservation
Elaine Govern	Resident	City of Riceville
Darrel Knecht	Director	Howard Co. Emergency Mgmt.
Barb Schroeder	Director	Winneshiek Co. Conservation
Harlan Satrom	Resident	City of Decorah
Stephanie Fromm	Director	Winneshiek County Development Inc.
Non-voting and ex-officio members:		
Krista Rostad	District 2 Planner	DOT
Lora Friest	Director	NEI RC&D
Mallory Marlatt	Project Coordinator	NEI RC&D
Jared Nielsen	Marketing & Design Specialist	NEI RC&D
Michelle Barness	Regional Planner	UERPC
Aaron Detter	Regional Planner	UERPC
Ashley Christensen	Safe Routes to School Liason	UERPC

*Chairperson

Public Transportation Advisory Group

NAME	TITLE	COUNTY/CITY/AGENCY
Heather Homewood	Director	Allamakee County Veterans Affairs
Deana Hageman		Choice Employment
Jean Gage	CPC Administrator	Clayton County
Kate Lower	Director	Elkader Dev Corp/Main Street Elkader
Bethany Ellingson	NE Iowa Program Supervisor	Families First Counseling
Carol Kuene	CPC Administrator	Fayette County
Rachel Jaster	Employment Services QIDP	G & G Living Centers

Ashley Eckenrod		Grandview Healthcare
Kathleen Davis	Housing Coordinator	Helping Services for Northeast Iowa
Stacie Cooper	Housing Coordinator	Helping Services for Northeast Iowa
Spiff Slifka	Development Coordinator	Howard Co. Business and Tourism
Lori Matter	Director Facility Support Services	Howard Co. Residential Care Facility
Lynda Springer	IM Supervisor	Iowa Department of Human Services
Mary Ott		Iowa Vocational Rehab Services
Judy Holthaus		NEI Behavioral Health
Marcia Oltrogge	Regional Transit Director	NEI Behavioral Health
Maura Jones	Transportation Director	NEICAC – Regional Transit
Stacie Schroeder	Director	NFV Community Coalition
Janna Diehl		Northeast Iowa Area Agency on Aging
Troy Vande Lune	Asst. Dir. of Stud. Life, Diversity & Leadership	Northeast Iowa Community College
Shanna Hale	Director of Community Based Services	Opportunity Homes
Megan Stammeyer	Director of Student Activities	Upper Iowa University
Lisa Curtin	WIOA Director	WIOA/IowaWORKS
Rachelle Howe	Executive Director	UERPC
Michelle Barness	Regional Planner	UERPC
Aaron Detter	Regional Planner	UERPC

Section III: Description of Work Elements

Administration

- Transportation Planning Work Program (TPWP)
  - TASK OBJECTIVE:

    Implement the FY 2020 TPWP. Identify expected RPA-1 activities and determine the associated costs for those activities for the coming fiscal year and prepare the FY 2021 TPWP document.

  - PREVIOUS WORK:

    Implement the FY 2019 TPWP and prepare the FY 2020 TPWP, with revisions as requested.

  - PROJECT DESCRIPTION:

    UERPC transportation planning staff identifies activities necessary to carry out RPA-1 duties and responsibilities for the coming FY and develops a corresponding budget. In addition, board, committee and public input is collected and incorporated. Staff also works with the Policy Board to obtain approval of TPWP through resolution.

  - PRODUCT/SCHEDULE:

    Draft TPWP submitted April 1, 2020 and Final TPWP submitted June 1, 2020.

  - BUDGET:

	Staff Hours:	Cost:	Funding Source:	Amount:
Personnel	25	$1,296.5	Carryover FHWA-SPR	
Direct Expense		$39.41	Carryover FHWA-STBG	
Indirect Expense		$151.69	FHWA-SPR New	
			FTA-5311 New	
			STBG New	$1,190.08
Total:		$1,487.6	Local-UERPC	$297.52

- Administration of overall RPA-1 activities
  - TASK OBJECTIVES:

    Provide ongoing management, administrative duties and financial record keeping for RPA-1 transportation and transportation related activities.

  - PREVIOUS WORK:

    Ongoing support of board and committees, attend RPA and DOT meetings, and complete DOT reporting. Other meetings or trainings of regional or statewide significance with relevance to transportation issues and discussion (e.g. Iowa Councils of Government (ICOG) meetings/trainings, 6-county engineer/supervisor meetings, legislative events, etc.).

- PROJECT DESCRIPTION:

  UERPC transportation planning and finance staff will provide office and administrative support to the Policy Board and Transportation Committees. In addition, financial and activity records are maintained and monitored as needed and/or required. Staff members attend RPA and other DOT-sponsored meetings. As available and appropriate, staff will maintain membership in professional organizations and attend conferences and trainings that build the necessary knowledge and capacity to support transportation work in the region.

- PRODUCT/SCHEDULE:

  Most activities are ongoing. Products vary, but include: meeting agendas and minutes, press releases and notifications, DOT quarterly reporting (due Oct. 2018, and Jan., April, & July 2019), invoices and other financial documentation as required or requested.

- BUDGET:

	Staff Hours:	**Cost:**	**Funding Source:**	**Amount:**
Personnel	650	$31,116	Carryover FHWA-SPR	$152
Direct Expense		$945.93	Carryover FHWA-STBG	$5,000
Indirect Expense		$3,640.57	Carryover FTA 5311	
			New FHWA-SPR	$5,000
			New FTA-5311	
			New STBG	$18,410
Total:		$35,702.5	Local-UERPC	$7,140.5

Equipment and Supplies

- TASK OBJECTIVE:

  Ensure that computer hardware, software and other equipment and supplies fulfill the needs of staff in carrying out the functions detailed in this document (TPWP).

- PREVIOUS WORK:

  Necessary supplies and equipment were purchased as needed. TRAFx trail counter system purchase, completed by RPA-1 and trail partners in FY 2019.

- PROJECT DESCRIPTION:

  In addition to office supplies, UERPC maintains GIS software and subscription service for community data, with upgrades as needed. Other possible technology / equipment purchases include:

  - Adobe Illustrator, Photoshop, and InDesign are being considered as a purchase (these programs are available for an annual purchase/subscription). These Adobe programs can assist with better presentation of graphic and

written materials for transportation plans, and the majority of their use will be for transportation planning purposes.
- Office equipment

- PRODUCT/SCHEDULE:
  UERPC will maintain up-to-date software and sufficient supplies and equipment to carry out RPA-1 duties. These activities are ongoing as needed.

- BUDGET:

	Staff Hours:	**Cost:**	**Funding Source:**	**Amount:**
Personnel	0		Carryover FHWA-SPR	
Direct Expense	-	$5,246.91	Carryover FHWA-STBG	
Indirect Expense	-		Carryover FTA 5311	
			New FHWA-SPR	$4,197.53
			New FTA-5311	
			New STBG	
Total:	0	$5,246.91	Local-UERPC	$1,049.38

Transportation Improvement Program (TIP)

- TASK OBJECTIVE:
  Develop a prioritized list of federal aid projects that distributes funds to vital projects within the region through an open, consistent and fiscally constrained process.

- PREVIOUS WORK:
  UERPC staff managed the development process and ongoing oversight of the FFY 2019-2022 TIP. Development of the FFY 2020 – 2023 TIP.

- PROJECT DESCRIPTION:
  UERPC transportation planning staff works with the Policy Board and its committees to produce a four-year fiscally constrained plan that identifies the use of federal funds for highway, bridge, enhancement and transit projects. Specific tasks include:
  - Management of the application process for highway and transportation alternatives funds.
  - Coordinate the project selection process, ensuring adequate opportunity for public participation.
  - Maintain and reconcile financial spreadsheets, both DOT and local project tracking
  - Prepare the FY 2021-2024 TIP for approval and submission to the Iowa DOT.
  - Facilitate the procedure for approving revisions and amendments to the TIP.
  - Attend TPMS trainings and update TPMS as required.

- PRODUCT/SCHEDULE:

  Draft TIP submitted by June 15, 2020. Final TIP submitted by July 15, 2020. Other final products will include: project application cycle (TAP and STBG); minutes, agendas and public notices for TIP amendments; project reviews; documentation of public engagement, updates to TPMS (modifications and amendments completed as necessary) and local project tracking spreadsheets.

- BUDGET:

	Staff Hours:	**Cost:**	**Funding Source:**	**Amount:**
Personnel	360	$14,810.4	Carryover FHWA-SPR	
Direct Expense		$309.54	Carryover FHWA-STBG	$5,000
Indirect Expense		$1,506.22	Carryover FTA 5311	
			New FHWA-SPR	$8,300.93
			New FTA-5311	
			New STBG	
Total:		$16,626.16	Local-UERPC	$3,325.23

Transportation Planning

Public Participation Plan (PPP)

- TASK OBJECTIVE:

  The goals of the public participation plan are to (1) inform and educate the public about transportation planning and activities within the region and (2) engage the public in a meaningful way throughout the decision-making process.

- PREVIOUS WORK:

  Reviewed the Public Participation Plan. Held public hearings and public input meetings during the development of the TIP and Long-Range Transportation Plan. Created and conducted surveys to collect input on various transportation planning efforts. Ensured appropriate public notification of meetings. Expanded educational efforts through speaking engagements as opportunities arose.

- PROJECT DESCRIPTION:

  UERPC transportation planning staff, in coordination with the Policy Board, will monitor and begin a comprehensive update to the current Public Participation Plan. May Policy Board and Committee meetings will consist of the review and discussion of the current plan, along with the recommendation of any changes. The remainder of the PPP will be updated in fiscal year 2021, which will include a review of the draft plan and approval of a final plan no later than January of 2021. In addition, efforts to educate and engage the public in the decision-making process will continue through public hearings and meetings, speaking opportunities, online tools and surveys.

- PRODUCT/SCHEDULE:

  Adherence to the Public Participation Plan. Documentation and fulfillment of the goals and activities outlined within will ensure an open and compliant process in the region's transportation decision-making. These activities are ongoing.

- BUDGET:

	Staff Hours:	Cost:	Funding Source:	Amount:
Personnel	40	$1,636.8	Carryover FHWA-SPR	
Direct Expense		$65.47	Carryover FHWA-STBG	
Indirect Expense		$197.4	Carryover FTA 5311	
			New FHWA-SPR	
			New FTA-5311	$1519.74
			New STBG	
Total:		$1,899.67	Local-UERPC	$379.93

Passenger Transportation Plan (PTP)

- TASK OBJECTIVE:

  To develop plans and strategies to address the transportation needs of the region's non-driving population.

- PREVIOUS WORK:

  Convened quarterly meetings of the Public Transportation Advisory Group (TAG); conducted survey of employers and employees regarding image and commuter routes for pilot projects; worked with TAG to put on a regional transportation summit; worked with Mobility Manager and Director of Regional Transit on the planning and development of improved passenger transportation.

- PROJECT DESCRIPTION:

  UERPC transportation planning staff coordinates quarterly TAG meetings and assists EARL Public Transit as needed to develop new products and services. In fiscal year 2020 RPA-1 will assist public transit on work related to several 2018-2022 PTP goals, including:

  - Support and collaborate on transportation strategies identified for the region in the 7 Rivers Alliance WISE Plan (2017).
  - Better communication between all entities (housing, economic development, tourism, etc.). Related strategies include engaging speakers on key issues and planning for future summits, conferences and round tables to engage stakeholders; better engaging service providers in RPA-1 Transportation Advisory Group (TAG) meetings and activities; better engaging medical representatives in planning for medical transportation services; and improving communication with elected officials and strengthening outreach efforts with city, county, region, state, and federal officials.

- Develop a Transportation Stakeholder Map.
- Establish connections to neighboring transit systems to better serve commuters.
- Consider opportunities for improving technology for public transit.

Other rural passenger transportation technical assistance will be offered as well to help improve the quality and accessibility of transportation for our region.

- PRODUCT/SCHEDULE:

  Agendas and minutes of TAG meetings submitted to DOT by July 1, 2020.
  Participation in Technical Assistance programs and opportunities.

- BUDGET:

	Staff Hours:	**Cost:**	**Funding Source:**	**Amount:**
Personnel	125	$5,115	Carryover FHWA-SPR	
Direct Expense		$204.6	Carryover FHWA-STBG	
Indirect Expense		$616.87	Carryover FTA 5311	
			New FHWA-SPR	
			New FTA-5311	$4,749.18
			New STBG	
Total:		$5,936.47	Local-UERPC	$1,187.29

Long-Range Transportation Plan (LRTP)

- TASK OBJECTIVE:

  Support the Policy Board and its committees to achieve the goals as identified in the Long-Range Transportation Plan. Ensure that the document is used as a guiding instrument by the Board and its committees as they consider projects and activities to improve all modes of transportation within the region. Also, continue work on the five-year update of the plan, LRTP 2045.

- PREVIOUS WORK:

  Utilize the LRTP as a resource for communities and stakeholders. Work on LRTP 2045 at approximately 70% completion.

- PROJECT DESCRIPTION/TIMELINE:

  UERPC transportation planning staff, along with the Policy Board and its committees, will use the document to guide project and activity decisions. UERPC staff will ensure that the plan is available to the public and utilized by regional stakeholders. Presentations to various stakeholder groups about the contents of the plan may be offered and letters of support for regional projects that support the goals of the plan will be provided as requested.

  In the spring of 2018 UERPC transportation planning staff, along with the Policy Board and its committees, initiated work on the RPA-1 2045 Long-Range

Transportation Plan (LRTP). On February 6, 2019, Iowa DOT granted a six-month extension, at which time, Phase 3 was partially complete. The new anticipated date of final submission to Iowa DOT is September 20, 2019. It is anticipated that the following work on the LRTP update will occur in SFY 202019 (Completion of Phase 3 work will occur in the last quarter of SFY 2019):

- Completion of Phase 3: Draft document development: April – June 2019
  - Draft segments submitted for Iowa DOT review throughout process as they become ready. All draft sections submitted to Iowa DOT by June 28, 2019
- Phase 4: Final document preparation: July-August 2019
  - Review and feedback by Policy Board and committees
- Phase 5: Public comment period, public hearing, and adoption by the Policy Board: September 2019
  - 15-day Public Comment Period beginning on or by September 2, 2019
  - Public hearing and adoption by Policy Board on or by September 20, 2019
  - Final submission to IDOT following Policy Board adoption

- PRODUCT/SCHEDULE:

  A living document that guides the regional transportation planning and project selections. Guidance to the Policy board, its committees, regional stakeholders and the public. Work on and complete the RPA-1 2045 LRTP update, with associated tasks of data collection and mapping, engagement with the RPA-1 transportation policy board and committees, regional stakeholders, and the public, and plan submission, revision and adoption by the end of the first quarter of SFY 2020.

- BUDGET:

	Staff Hours:	**Cost:**	**Funding Source:**	**Amount:**
Personnel	165	$6,751.8	Carryover FHWA-SPR	
Direct Expense		$270.07	Carryover FHWA-STBG	$2,000
Indirect Expense		$814.27	Carryover FTA 5311	
			New FHWA-SPR	
			New FTA-5311	$4,268.91
			New STBG	
Total:		$7,836.14	Local-UERPC	$1,567.23

State and Regional Planning Initiatives

- TASK OBJECTIVE:

  To engage in state and regional transportation-related initiatives which complement the region's long-range transportation goals and bring new partnerships, knowledge and resources to the area.

- PREVIOUS WORK:

  Previous work includes comprehensive planning in the region, Northeast Iowa Food & Fitness Initiative (Safe Routes to School – Active Living/Transportation Committee), Mississippi River Partnership, Turkey River Recreational Corridor, various trail groups and economic development initiatives.

- PROJECT DESCRIPTION:

  UERPC transportation planning staff will continue to engage in the initiatives listed above and be open to participating in new initiatives as they relate to transportation in the region. Other projects may include:

  - RPA-1 will serve as planner in developing a trail routing and economic impact study for the proposed "Backbone" trail system. The Backbone Trail is intended to connect four major trails in the region to create border-to-border trail connectivity, serving as the "backbone" for a greater regional trail system. The study began in FY 2019 and will continue into FY 2020. The study is anticipated to be approximately 40% complete as of the end of FY 2019.
  - RPA-1 has seen interest in local transportation plans from multiple communities in the region. In FY 2019 planners began a local transportation plan with the City of Oelwein. The planning process for the Oelwein plan will be half complete by the end of FY 2019, and will continue into the first half of FY 2020. Planners would like to assist at least one new community in the creation of a local transportation plan in the coming fiscal year, to address current conditions and future planning for road/bridge, sidewalk, bike, trail and public transportation in the selected community. Other planning topics may include safety and regional connections, or other tasks as developed in conversation with individual communities. If there is success with these initial local transportation plans the RPA would like to have a firm process in place by which one or two communities a year could be assisted in a similar manner.
  - RPA-1 will also continue to assist the regional trail counting project and user surveys.
  - There has been interest from regional stakeholders in looking at the establishment of bikeshares. The City of Decorah may be a pilot location for such a program. Planning staff will assist initial planning coordination as requested. Other potential research or grant writing assistance associated with this planning initiative will fall under technical assistance.

- PRODUCT/SCHEDULE:

  Various initiatives sustained, a study completed for the "backbone trail system," the Oelwein local transportation plan completed, and one new local transportation plan initiated (subject community to be determined). The drafts of the Backbone trail study and local transportation plan are anticipated to be completed in the first quarter of FY 2020, so by September of 2019, with final versions completed by

December of 2019. In addition, trail count and survey data will be collected, compiled, analyzed and maintained for long term use.

- BUDGET:

	Staff Hours:	Cost:	Funding Source:	Amount:
Personnel	500	$20,460	Carryover FHWA-SPR	
Direct Expense		$2,046	Carryover FHWA-STBG	$5,000
Indirect Expense		$2,467.48	Carryover FTA 5311	
			New FHWA-SPR	$7,558.54
			New FTA-5311	$7,420.24
			New STBG	
Total:		$24,973.48	Local-UERPC	$4,994.7

Technical Assistance

- TASK OBJECTIVE:

  To serve as the regional point of contact and resource for transportation and transportation-related issues, activities and questions.

- PREVIOUS WORK:

  Assisted communities, governmental and public service agencies, regional advocacy committees and citizens with transportation research, regional data collection, general transportation questions and grant support. Some examples of work over the last year include:

  - Attended FFI leadership or core partner meetings and FFI Active Living Work Group meetings.
  - Assistance with bike rodeos across the region.
  - Help with coordination of Walking School Buses around the region.
  - Meeting with regional transit director to discuss regional transit operations/programs
  - Responded to city or county requests for assistance regarding specific road and trail projects, and trail grant funding. Attended meetings upon request.
  - Worked with Transportation Enhancement Committee and communities to gather and submit information to the DOT for the states Bike Map updates
  - Corresponded with DOT staff to discuss transportation planning practices and requirements. Reviewed transportation planning information on DOT website and as received from the DOT.
  - Researched and relayed information on the TAP and STBG application process. Met or corresponded with communities in the region regarding TAP or STBG projects.
  - Worked with the regional Transportation Advisory Group (TAG) on several ongoing initiatives, including planning for the creation of a regional

transportation stakeholders map, and coordinating outreach and stakeholder communication around transit issues.

- Assisted Allamakee County stakeholders with grant information regarding re-use of the Blackhawk Bridge in Lansing.
- Corresponded with cities regarding potential local transportation plans.
- Assisted communities with researching and securing grant funding for pedestrian infrastructure projects in Waukon, IA.
- Organized transportation-related community visioning efforts in Decorah.
- Assisted community walk audits in several communities throughout the region.
- Began strategizing with UERPC/RPA-1 staff and city representatives from the region on how RPA-1 can do a better job assisting cities in improving facilities for walking and bicycling and how to ensure that municipalities are able to access state and federal transportation funding through the RPA. Coordinated meetings with stakeholders on issue. Conducted a brief survey and summarized results.
- Coordinated with trail partners in the region on the purchase of a regional trail counter system.
- Research regarding bikeshares. Correspondence with stakeholders regarding pilot bikeshare in Decorah.
- Assisted with transportation research and data collection, and general transportation questions from community members and local agency partners.
- Transportation mapping upon request from communities/regional partners
- Work with public transit to research potential Federal Transit Administration grants. Meeting with transit mobility manager to discuss transit project options for grants.

- PROJECT DESCRIPTION:

  UERPC transportation planning staff will continue to fulfill the region's role as transportation resource by providing ongoing assistance as requested from communities, agencies, committees and citizens, including:

  - Maintain regional transportation data.
  - Ongoing review and follow-up of DOT related email correspondence. Distribute transportation-related funding notices, programs, educational opportunities, etc. to regional stakeholders.
  - Correspondence with DOT staff to discuss transportation planning practices and requirements.
  - Transportation research and mapping related to regional enhancement opportunities.
  - Meet with RPA-1 transportation staff to discuss regional planning and technical assistance, timeframes, and delegation of responsibilities.
  - Transportation research in preparation for quarterly Transportation Enhancement Committee, Transportation Technical Committee, and Transportation Policy Board Meetings.

- Meet or correspond with communities in the region to discuss potential TAP/STBG projects, including addressing project development options, community needs and the application process and timeline. Other general project development assistance. Other general research and preparation for the STBG and TAP application processes.
- Work with regional transit and the Transportation Advisory Group (TAG) on ongoing passenger transportation planning and initiatives.
- Research transportation best practices and apply or share information as opportunities arise.
- Continue to work on regional bikeshare initiatives.
- Continue Walking School Bus, FFI, walk audit, and walking/biking infrastructure project and grant assistance.
- Coordinate trail counter system implementation, and ongoing trail count assistance.

- PRODUCT/SCHEDULE:

  UERPC will assist EARL Public Transit as needed. Will also continue to assist region with transportation research, data collection, along with general questions and grant writing/administrating support. This is continuing process with ongoing activities.
- BUDGET:

	Staff Hours:	**Cost:**	**Funding Source:**	**Amount:**
Personnel	740	$30,118	Carryover FHWA-SPR	
Direct Expense		$1,969.72	Carryover FHWA-STBG	$11,000
Indirect Expense		$3,535.85	Carryover FTA 5311	
			New FHWA-SPR	
			New FTA-5311	$7,098.93
			New STBG	$10,399.92
Total:		$35,623.57	Local-UERPC	$7,124.72

Section IV: Budget Summary and Funding Sources

			Federal Funds							
Work Element:	**Work Activity:**	**Work Hours:**	**FHWA SPR Carryover**	**FHWA STBG Carryover**	**FTA 5311 Carryover**	**FHWA-STBG New**	**FHWA-SPR New**	**FTA-5311 New**	**Local UERPC Match**	**TOTALS:**
Administration		**675 hrs.**	**$152**	**$5,000**	**-**	**$19,600.08**	**$9,197.53**	**-**	**$8,487.4**	**$42,437.01**
	TPWP	25 hrs.	-	-	-	$1,190.08	-	-	$297.52	$1,487.6
	Admin Overall	650 hrs.	$152	$5,000	-	$18,410	$5,000	-	$7,140.5	$35,702.5
	Equip / Supplies	N/A	-	-	-	-	$4,197.53	-	$1,049.38	$5,246.91
Transportation Improvement Program (TIP)		**360 hrs.**	**-**	**$5,000**	**-**	**-**	**$8,300.93**	**-**	**$3,325.23**	**$16,626.16**
Transportation Planning		**830 hrs.**	**-**	**$7,000**	**-**	**-**	**$7,558.54**	**$17,958.07**	**$8,129.15**	**$40,645.76**
	PPP	40 hrs.	-	-	-	-	-	$1,519.74	$379.93	$1,899.67
	PTP	125 hrs.	-	-	-	-	-	$4,749.18	$1,187.29	$5,936.47
	LRTP	165 hrs.	-	$2,000	-	-	-	$4,268.91	$1,567.23	$7,836.14
	Regional Planning	500 hrs.	-	$5,000	-	-	$7,558.54	$7,420.24	$4,994.7	$24,973.48
Technical Assistance		**740 hrs.**	**-**	**$11,000**	**-**	**$10,399.92**	**-**	**$7,098.93**	**$7,124.72**	**$35,623.57**
TOTALS:		**2,605 hrs.**	**$152**	**$28,000**	**$0**	**$30,000**	**$25,057**	**$25,057**	**$27,066.5**	**$135,332.5**

UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION
REGION 1 REGIONAL PLANNING AFFILIATION (RPA 1)
RESOLUTION 2019 - 01

RESOLUTION TO APPROVE
THE FY 2020 REGIONAL TRANSPORTATION PLANNING WORK PROGRAM

WHEREAS, the Upper Explorerland (RPA 1) Transportation Policy Board has reviewed the final version of the Regional Transportation Planning Work Program (TPWP) for fiscal year 2020; and

WHEREAS, RPA 1 has programmed Federal Highway Administration (FHWA) Surface Transportation Block Grant Program (STBGP) funds, FHWA State Planning and Research (SPR) funds, Federal Transit Administration (FTA) non-urbanized area (5311) funds and local funds for the purposes of transportation planning and related activities as outlined in the TPWP;

BE IT RESOLVED that the Transportation Planning Work Program is approved by the Upper Explorerland Transportation Policy Board.

Adopted this 30th day of May, 2019

Signed: Janell Bradley Date: 5-30-19
Janell Bradley, Chair
Upper Explorerland Transportation Policy Board

Attest: Aaron J. Detter Date: 5-30-19
Aaron Detter, Regional Planner
Upper Explorerland Regional Planning Commission

Section VI: Additional Required Items

TPWP Revisions

- Waiver of approvals

All work program changes require prior written Federal approval, unless waived by the awarding agency. The following table denotes the approving agency for various changes to work programs:

Revision Type:	Approving Agency:
Request for additional Federal funding	FTA/FHWA
Transferring substantive programmatic work to a third party (consultant)	FTA/FHWA
Capital expenditures, including the purchasing of equipment	FTA/FHWA
Transfer of funds allotted for training allowances	FTA/FHWA
Request for additional Federal funding	FTA/FHWA
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	FTA/FHWA
Revision of the scope or objectives of activities	FTA/FHWA
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	IDOT
Revisions related to work that does not involve federal funding	RPA

- Revision and Approval Procedures

All revision requests will be submitted electronically to the Iowa DOT Office of Systems Planning. Four hard copies of the revision shall also be sent to Systems Planning, which will be forwarded to the DOT District, 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.

NOTE: All necessary TPWP approvals shall be in place prior to the commencement of activity, purchasing of equipment, or request for reimbursement. More specifically in regards to the procurement of equipment and services, there will be no notification of award, signed contract, placement of an order, or agreement with a contractor prior to receiving the necessary TPWP approvals.

UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION
134 West Greene Street - Postville, IA 52162
325 Washington Street, Suite A - Decorah, IA 52101

COST ALLOCATION PLAN

A. INTRODUCTION

Upper Explorerland Regional Planning Commission (UERPC) is a "council of governments" serving the counties of Allamakee, Clayton, Fayette, Howard, and Winneshiek Iowa. UERPC's mission is to promote regional cooperation and meet the planning and economic development needs of local governments as noted in Chapter 28H of the Code of Iowa. UERPC's main office is located in Postville, Iowa.

UERPC administers a variety of programs with funding received from the Department of Commerce, Department of Transportation, Department of Labor, and Department of Housing and Urban Development.

B. COST ALLOCATION METHODOLOGY

This proposal is for a Cost Allocation Plan (Plan) to cover the period beginning July 1, 2019 and ending June 30, 2020. This proposal is based on UERPC's actual costs reconcilable to the audited financial statements for its fiscal year ending June 30, 2018. The status of our cost allocation plan is:

☐ (a) This is our initial request for the approval of our cost allocation plan. None of the federal agencies have ever officially approved of our cost allocation plan.

■ (b) We have received an official written approval of our cost allocation plan from Department of Commerce funding agency. The most recent acceptance letter was received on March 4th, 2019 for the reporting period ending June 30, 2018.

☐ (c) We have received written approval of our cost allocation plan from Iowa Department of Transportation multiple times. However, we have been unable to obtain formal Federal Cognizant approval of our Indirect Cost Proposal.

The Plan has been established as a means of providing an adequate and equitable allocation of costs to the programs administered by UERPC. 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 $3,000 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. UERPC maintains adequate internal controls to ensure that no cost is charged both directly and indirectly to Federal contracts or grants.

FY'20

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FY'20

C. DIRECT COSTS

Direct costs are defined as costs incurred that can be specifically identified with a particular grant/program area. These costs may be identified using employee time sheet data, square footage methodology, usage records, direct program approved costs, and other methods as allowable for direct cost distribution.

Salaries & Wages

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 timesheet percentages. Salaries and wages will be charged directly to the program for which work has been done. Costs that benefit all programs will be allocated to those programs based on the ratio of each program's salaries to the total of all direct salaries. See also "Indirect Labor" defined below.

Fringe Benefits - Direct

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 (IPERS and 457(b) option) are distributed based on each employee's individual payroll percentage calculated in any given month for the various grant/program areas.

Employer contributions to health, dental, vision, short term disability, long term disability and life insurance premiums are also distributed in accordance with each employee's individual payroll percentages. Fringe Benefits described within this section that benefit all programs will be allocated to those programs based on the ratio of each program's salaries to the total direct salaries. See also "Fringe Benefits – Indirect" defined below.

Leave Benefits -Direct

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.

Other Costs - Direct

Other direct costs will include but are not limited to advertising, car replacement, conference fees/training, consulting fees, contracted services, depreciation, dues & subscriptions, equipment purchases*, maintenance agreements, office rent, 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 UERPC's procurement policy.

The accounting system records these costs as they are incurred within the series of accounts assigned for that purpose. Further distribution is not required.

D. INDIRECT COSTS

Indirect costs are costs incurred for common or joint objectives and therefore cannot be readily and specifically identified with a particular project or activity. Indirect costs are:

☐ (a) direct charged to all programs and grants, or

■ (b) grouped into common pool(s) and then distributed to benefiting activities by a cost allocation process.

☐ (c) none of the above. Indirect costs are _____.

E. COST POOL AND BASE FOR DISTRIBUTION

UERPC has created an "Allocated Cost Pool" consisting of indirect labor, indirect fringe benefits, indirect leave benefits, and other indirect costs (also referred to as "Allocated Costs").

Indirect (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, the indirect (allocated) costs are distributed to the various program activities on the basis of total direct salaries and wages, including fringe benefits expended on those activities. See also footnote[1] below.

The Allocated Cost Pool consists of but is not limited to:

Indirect Labor

Indirect labor is defined as those salaries chargeable all grant/program areas. For purposes of this plan, indirect labor will include but is not limited to the hours worked by Planning Commission support staff. The director will report indirect labor hours as deemed necessary.

Fringe Benefits - Indirect

Indirect fringe benefits are defined in the same manner as noted above but apply only to indirect labor costs.

Leave Benefits - Indirect

Indirect leave costs are defined in the same manner as noted above but apply only to indirect labor costs. Formal leave records are maintained for each employee of the Planning Commission.

Other - Indirect

Indirect (allocated) costs may also include but are not limited to capital improvements, dues & subscriptions, equipment leases, janitorial, maintenance & repair, miscellaneous, office insurance, office supplies, printing & reproduction, postage, professional services, service contracts, telephone, travel, and utilities.

[1]To maintain reasonable and fair distribution of indirect (allocated) costs such as janitorial and utilities, the floor plan and square footage ratios of the office building(s) 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.

F. DESCRIPTION OF ACCOUNTING SYSTEM

UERPC uses a modified accrual system of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e. when they become both measureable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the related liability is incurred.

The Plan of UERPC 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 Plan will be presented annually to the Board of Commissioners and submitted to UERPC's cognizant agency as required.

G. ORGANIZATIONAL CHART

Attached

H. COST ALLOCATION PLAN CERTIFICATION

Attached

upper explorerland regional planning commission

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www.uerpc.org
kcooper@uerpc.org

CERTIFICATE OF INDIRECT COST PROPOSAL/INDIRECT COSTS

This is to certify that I have reviewed the indirect cost proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal dated March 29, 2019 to establish a:

■ Cost Allocation Plan
☐ Indirect Cost Rate

for **the Fiscal Year July 1, 2019 to June 30, 2020** are allowable in accordance with the requirements of the Federal awards to which they apply and with Subpart E—Cost Principles of Part 200 as they apply to my:

■ Governmental Organization
☐ Non-Profit Organization

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

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

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

Rachelle Howe
(Signature)

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

Rachelle Howe, Executive Director
(Please Print Name and Title)

Upper Explorerland RPC
(Name of Organization)

3/29/19
(Date Signed)

MPO / RPA Carryover Policy (Iowa DOT)

Each year, federal planning funds from both the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) are combined into a new consolidated planning grant (CPG) under the FTA. This includes all federal transportation funds that are utilized by metropolitan planning organizations (MPOs) and regional planning affiliations (RPAs) in Iowa for planning, including FHWA metropolitan planning (PL), state planning and research (SPR), and surface transportation block grant (STBG) funds and FTA 5305d, 5305e, and 5311 funds. The FHWA funding sources are transferred to FTA for inclusion in the CPG, and once funds are part of an awarded CPG they are unable to be deobligated for other purposes.

Carryover is defined as any unspent funding that has been targeted to the agency, but is not included in the agency's current state fiscal year (SFY) budget. During the Transportation Planning Work Program (TPWP) development cycle, carryover 'targets' that show the current balances of carryover funding are provided to the agency along with targets for new federal funding. However, it should be noted that an agency does not have to wait for the next TPWP cycle to utilize carryover funding if there are anticipated needs in the current fiscal year. Unbudgeted funding is available to the planning agency to be amended into its budget at any time. Unspent funding from the prior SFY is available to the planning agency to be amended into its budget following close-out of the prior SFY.

When developing the TPWP, agencies are required to program carryover funding before programming new funding. When reimbursement requests are submitted to the Iowa Department of Transportation (DOT), payments are made by utilizing the oldest funding source in the agency's planning agreement. Funding is drawn down first by age, then sequentially by source. This helps streamline bookkeeping and ensure that funding within older CPGs is utilized prior to funding within newer CPGs.

Since MPOs and RPAs are allowed to carry over unused federal planning funds rather than being required to draw them down within a fiscal year, multiple CPGs are open at any given time. FTA has asked Iowa DOT to ensure funds are being drawn down in a timely manner and to work to limit the number of CPGs that are open. Furthermore, the new grant management system FTA launched in 2016 requires additional documentation and justification to keep a grant open past its original end date.

In order to satisfy FTA while still providing flexibility to MPOs and RPAs, Iowa DOT has implemented internal steps to reduce the number of CPGs that are open, and has also developed the policy outlined below. Internal steps that Iowa DOT has taken include discussing the necessity of STBG transfers with individual agencies when substantial carryover balances exist, and evaluating planning agreements and amending them if necessary early in the SFY to ensure any older funding that was unspent in the previous SFY is utilized prior to newer funding. The MPO/RPA carryover policy, which is outlined below, took effect as part of the SFY 2018 TPWP cycle.

The internal changes and the MPO/RPA carryover policy will help Iowa DOT manage carryover balances that have become problematic for a small number of planning agencies. Over time, reduced carryover balances will allow Iowa DOT to maintain fewer open CPGs. In addition, the policy will prevent unnecessary funding transfers from FHWA to FTA, thus enabling SPR and STBG funding to be used more efficiently.

At the beginning of the calendar year, each planning agency's average annual federal transportation planning expenditures, based on the past five state fiscal years, will be calculated. If an agency has available carryover balances[1] totaling more than this average, the following will apply.

RPA: The agency will receive its FTA allocation of 5305e and/or 5311 funding. The agency will not receive an SPR allocation or be allowed to transfer STBG funds for planning unless it can substantiate anticipated budget needs tied to significant expenditures (e.g., LRTP update, equipment purchases, consultant services, etc.).

MPO: The agency will receive its FHWA PL allocation and FTA 5305d allocation. The agency will not be allowed to transfer STBG funds for planning unless it can substantiate anticipated budget needs tied to significant expenditures (e.g., LRTP update, equipment purchases, consultant services, etc.).

Every year prior to the distribution of annual targets, each agency will be provided with its average annual expenditures and carryover balances and informed whether or not its SPR and/or STBG funds will be constrained due to available carryover balances. The agency will be provided an opportunity to respond and substantiate any anticipated significant expenditures during the upcoming contract year that would necessitate the SPR and/or STBG funding transfer. Iowa DOT will consider these needs and provide a response to the agency prior to distributing final targets. Any STBG constrained through this process will remain part of the planning agency's STBG balance, and will be available for programming towards other projects. Any SPR constrained through this process will remain with Iowa DOT, and utilized as part of its SPR program.

[1] Carryover balances include any unspent funding that has been targeted to the agency, but is not included in the agency's current SFY budget.

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MPO/RPA Self-Certification of
Procurement and Consultant Selection Procedures

This is to certify that I have reviewed the Iowa DOT Purchasing Rules (Iowa Administrative Code 761, Chapter 20) and will ensure procurements or the selection of consultant firms for projects to be reimbursed with federal transportation planning funds will follow the policies and procedures outlined in the above-referenced purchasing rules.

Further, I certify that the following requirements will be adhered to for procurements and consultant services to be reimbursed with federal transportation planning funds.

- Capital expenditures, including the purchase of equipment, will be a separate line item in an approved Transportation Planning Work Program (TPWP) if the anticipated total cost exceeds $5,000.
- An approved TPWP will specify that a project will involve consultant services prior to initiating the consultant selection process.
- Our agency will document the procedures utilized for the procurement or consultant selection, and will retain this documentation on file for a minimum of three years.
- When reimbursement is requested for capital expenditures or consultant services, we will provide our District Planner and the Office of Systems Planning, through email or hard copy, invoices documenting the expenditure(s) at the time the associated reimbursement request is submitted.

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

Rachelle Howe
(Signature)

Rachelle Howe
(Please Print Name)

Executive Director
(Title)

Upper Explorerland Regional Planning Commission
(Name of Organization)

March 31, 2019
(Date Signed)

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