

SIOUXLAND REGIONAL  
TRANSPORTATION PLANNING  
ASSOCIATION

DRAFT

FY 2021  
*(JULY 1, 2020 - JUNE 30, 2021)*  
TRANSPORTATION  
PLANNING WORK  
PROGRAM

SIOUXLAND INTERSTATE METROPOLITAN  
PLANNING COUNCIL

THIS PROGRAM WAS PREPARED WITH FUNDS PROVIDED THROUGH THE FIXING AMERICA'S SURFACE TRANSPORTATION ACT  
(FAST Act)

## **ACKNOWLEDGMENTS**

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### **Policy Board Members**

Rhett Leonard, Chair	Supervisor	Ida County, Iowa
Gary Horton, Vice Chair	Supervisor	Plymouth County, Iowa
Mike Donlin	Council Member	City of Le Mars, Iowa
Wane Miller	Supervisor	Cherokee County, Iowa
Tammy Bramley	Supervisor	Monona County, Iowa
Keith Radig	Supervisor	Woodbury County, Iowa
Amy Loughlin	Council Member	City of Cherokee, Iowa

### **Technical Advisory Committee Members**

Curt Miller, Chair	Director	Siouxland Regional Transit System
Tom Rohe, Vice-Chair	Engineer	Plymouth County, Iowa
John Meis	Engineer	City of Cherokee, Iowa
Sarah Tracy	Engineer	Cherokee County, Iowa
Jeff Williams	Engineer	Ida County, Iowa
Jason Vacura	City Administrator	City of Le Mars, Iowa
Dustin Wallis	Engineer	Monona County, Iowa
Mark Nahra	Engineer	Woodbury County, Iowa

### **Policy Board & Transportation Advisory Committee Non-Voting Members**

Darla Hugaboom	Federal Highway Administration – Iowa
Daniel Nguyen	Federal Transit Administration – Region VII
Dakin Schultz	Iowa Department of Transportation

### **Siouxland Interstate Metropolitan Planning Council Staff**

Michelle Bostinelos	Executive Director
Erin Berzina	Regional Planning Director
Gabriel Appiah	Regional Planner
Dawn Kimmel	Regional Planner
Alejandra Quintana	Regional Planner
Curt Miller	Transit/Facilities Director
Bill Cole	Finance Director
Sharon Burton	Executive Assistant
Emily Coppock	Administrative Assistant

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## **INTRODUCTION**

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The Siouxland Interstate Metropolitan Planning Council (SIMPCO), as the Siouxland Regional Transportation Planning Association (SRTPA), has developed a **Transportation Planning Work Program** (TPWP) for the Regional Planning Affiliation 4 (hereinafter referred to as the “Region 4”) consisting of the cities of Le Mars and Cherokee, Iowa, and the counties of Cherokee, Ida, Monona, Plymouth, and Woodbury, Iowa. This TPWP was put together under the direction of the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), Iowa Department of Transportation (Iowa DOT), as a requirement of the Funding American’s Surface Transportation Act (FAST Act). The FAST Act was signed by the President on December 4, 2015. FAST Act provides federal funding authorizations for the highway network, highway safety, alternative modes, and mass transportation through Fiscal Year 2021. The Fast Act builds on the foundation set by the past transportation bills, the Intermodal Surface Efficiency Act of 1991 (ISTEA) and the Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21), the Safe Accountable Flexible Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) and Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21).

The purpose of the *SRTPA Transportation Planning Work Program FY 2021* is to provide all citizens of Region 4, the FHWA, FTA and Iowa DOT with the SRTPA multimodal and intermodal transportation planning work program, including the objectives and budget for fiscal year 2021. Preparation of the TPWP consisted of compiling background information provided through the U.S. Census, U.S. DOT, Iowa DOT, and other named sources. The SRTPA was responsible for the preparation of this TPWP, with guidance given by local and county officials, the SRTPA Technical Advisory Committee (TAC), Policy Board, and through citizen input. The information in this program represents a continuing planning process that will be reviewed and modified annually. The purpose of a TPWP is to serve as a guiding document of information addressing current and projected transportation needs for Region 4 from a planning perspective. This TPWP will be used as a means of identifying areas of need and developing a means of addressing such.

The information contained in the following pages will provide a better understanding of the SRTPA transportation planning work program as it is today. Decisions made with this planning process utilize current transportation network characteristics, current and projected social, physical, environmental, and economic characteristics, as well as various local and county citizen participation, and local official involvement. Several local and regional meetings and a public hearing were held throughout the development of the *SRTPA Transportation Planning Work Program FY 2021* in order to encourage and receive a diversity of information and participation.

## **PLANNING FACTORS**

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The FAST Act continues previous planning requirements by specifying ten factors that must be considered in the development of transportation plans and programs. The factors are formulated to reassert the policy goals of the FAST Act, reinforce the link between policy goals and planning, and establish broader relationships between transportation planning and other planning activities, such as land use, growth management, and air quality compliance. They are also intended to expand the role of transportation planning, facilitate the development of a more balanced transportation system, and increase the efficiency of the system.

1. Support the economic vitality of the United States, the States, metropolitan areas, and nonmetropolitan areas, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility options available to people and for freight;
5. Protect and enhance the environment, promote energy conservation, and improve quality of life and promote consistency between transportation improvements and State and local planned growth and economic development patterns;

6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
10. Enhance travel and tourism.

## **PLANNING GOALS**

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The 2045 Long Range Transportation Plan of the SRTPA outlined a series of goals and objectives and helps to provide guidance while developing this Transportation Planning Work Program. These goals include:

1. **Goal: Mobility** – Develop, maintain and enhance the most effective and efficient transportation system for the movement of people and freight in the RPA region.
2. **Goal: Safety** – Promote and implement transportation system improvements for all modes that minimize the occurrence of and potential crashes that might result in the loss of health, life and property.
3. **Goal: Security** – Promote and implement transportation system improvements for all modes maximizing security of the transportation system.
4. **Goal: Environment** – Preserve and enhance the Siouxland RPA regions unique and natural environmental features by protecting the integrity of air, land, water, energy, cultural, and aesthetic resources.
5. **Goal: Economic Development** – Promote the balance and sustained economic growth of the RPA region through the fast and efficient movement of goods and people in a safe, energy efficient, and environmentally sound manner.
6. **Goal: Fiscal Responsibility** – Utilize available personnel and financial resources efficiently, ensuring that the transportation system meets the users’ needs in a timely fashion and remains financially stable.
7. **Goal: Accessibility** - Develop a transportation system that is reliable and accessible to all potential users.
8. **Goal: Connectivity/Compatibility** - Encourage and implement system improvements which promote the efficient and effective movement of people and goods by integrating and linking various modes of transportation and plans, enabling users’ access to the entire planning area.

# SIMPCO MPO Planning Area & SRTPA

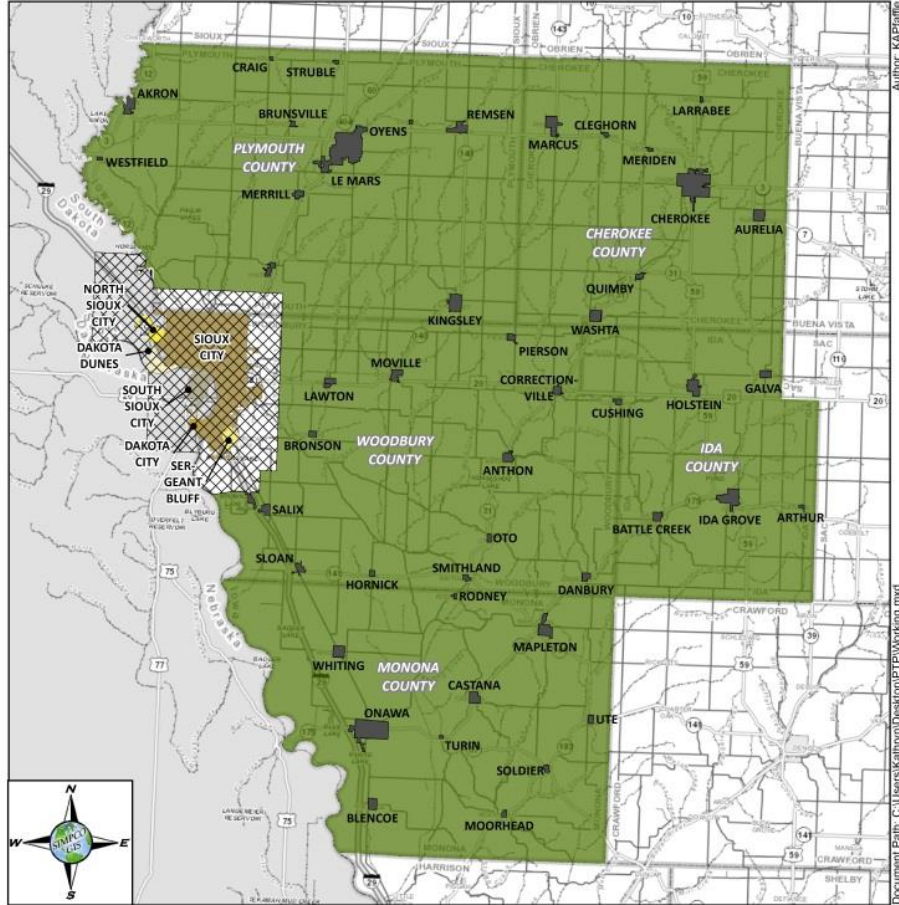
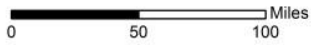


**MPO Communities**

- Dakota City
- Dakota Dunes
- North Sioux City
- Sergeant Bluff
- Sioux City
- South Sioux City

**Other Political Boundaries**

- RPA Communities
- Other Communities
- MPO Planning Boundary
- SRTPA Planning Area
- Counties
- Nebraska & Iowa



Author: KAPigallo  
Document Path: C:\Users\Kathym\Desktop\PTP\Working.mxd

## **S RTPA WORK ELEMENTS**

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The FAST Act emphasizes transportation planning activities at both the state and regional levels. There is a federal requirement for a statewide and non-metropolitan planning process, in which state of Iowa created the Regional Planning Association process to help carry out this federal requirement. Both state and Regional Planning Affiliations are required to prepare 20 year long-range transportation plans. The S RTPA developed objectives for the multimodal and intermodal transportation planning within Region 4. The objectives were developed from citizen participation, city and county representation, the Iowa DOT, FTA, FHWA, and from a list of transportation priorities developed by the Technical Advisory Committee. These S RTPA objectives were developed to provide a foundation of fully integrated, economically feasible, and efficient means of transportation planning within Region 4, and as it relates to Iowa.

### **ELEMENT A: TRANSPORTATION PLANNING WORK PROGRAM (TPWP)**

**1 %**

- TPWP/Budget
- Progress Reports/Reimbursements

#### **OBJECTIVE:**

Prepare, monitor and maintain a Transportation Planning Work Program for the S RTPA.

#### **FY 2020 ACCOMPLISHMENTS:**

- S RTPA Transportation Planning Work Program FY 2021 produced and approved in May 2020; and
- Prepared quarterly progress reports and associated reimbursement requests to the Iowa DOT.

#### **FY 2021 ACTIVITIES:**

*Unless otherwise noted, S RTPA performs the work on the listed tasks of each work element.*

- Maintaining and monitoring the FY 2021 Transportation Planning Work Program and budget, and amending the work program and budget as needed;
- Preparing quarterly progress reports that document activities accomplished and associated with the FY 2021 work elements; and
- Preparing a FY 2022 Transportation Planning Work Program and budget.

#### **ANTICIPATED FY 2021 WORK PRODUCTS:**

*Unless otherwise noted, S RTPA performs the work on the listed tasks of each work element.*

- Monitoring the FY 2021 Transportation Planning Work Program and budget (*ongoing*);
- Quarterly progress reports and reimbursement requests to the Iowa DOT (*ongoing*); and
- S RTPA Transportation Planning Work Program FY 2022 to be produced and approved by June 2022.

**Total Hours: 23**

**Total Budget: \$1,583**

**ELEMENT B: TRANSPORTATION IMPROVEMENT PROGRAM (TIP) 25%**

- Surface Transportation Block Grant Program (STBG)
- Transportation Alternatives Program (TAP)
- Iowa SWAP Program
- Transportation Improvement Program Document
- Amendments and revisions to Transportation Improvement Program Document

**OBJECTIVE:**

Keep the SRTPA Transportation Improvement Program accurately up to date. This implies getting the Policy Board and Technical Advisory Committees to continually allocate scarce transportation funds for planned upcoming projects on a yearly basis and making adjustments as priorities and resource availability changes.

**FY 2020 ACCOMPLISHMENTS:**

- The production of the *SRTPA Transportation Improvement Program FY 2020-2023*;
- Amended and revised the *SRTPA Transportation Improvement Program FY 2020-2023*;
- Updated the STBG/TAP Request for Proposals applications;
- Solicitation, project review, and project funding recommendations for the STBG and TAP Request for Proposals for the *FY 2021-2024 Transportation Improvement Program*;
- Utilized the TPMS system to develop the *SRTPA Transportation Improvement Program FY 2021-2024*;
- Monitor and maintain the *FY 2020-2023 TIP* and the *FY 2021-2024 TIP*; and
- Attend several stakeholder meetings with the Iowa DOT regarding the federal to state funding swap process.

**FY 2021 ACTIVITIES:**

*Unless otherwise noted, SRTPA performs the work on the listed tasks of each work element.*

- Continue to monitor the STBG/TAP Funds programmed in the TIP through project status reports and through communication with the Iowa DOT;
- Maintaining, revising, and amending, as necessary, the *SRTPA FY 2021-2024 TIP*;
- Solicitation, project review, and project funding recommendations for the STBG and TAP Request for Proposals for the *FY 2022-2025 Transportation Improvement Program*; and
- Preparing a *FY 2022-2025 TIP*, coordinating and being consistent with the Iowa DOT's *Statewide Transportation Improvement Program (STIP)* using the Transportation Program Management System (TPMS).

**FY 2021 WORK PRODUCTS:**

*Unless otherwise noted, SRTPA performs the work on the listed tasks of each work element.*

- Evaluate status of FY 2021 transportation improvement projects (*ongoing*);
- Finalize *SRTPA Transportation Improvement Program FY 2021-2024* using TPMS (*July 2020*);
- Prepare *SRTPA Transportation Improvement Program FY 2022-2025* using TPMS (*April 2021*);
- Review *Statewide Transportation Improvement Program FY 2021-2024* and make comments;
- Amend and revise *SRTPA Transportation Improvement Program FY 2021-2024* using TPMS (*ongoing*);
- Administer Surface Transportation Block Grant (STBG) and Transportation Alternatives Program (TAP) candidates (*January/February 2021*);
- Incorporating the FY 2025-funded STBG and TAP projects in the draft *FY 2022-2025 TIP* (*April 2021*); and
- Evaluate status of FY 2021 transportation improvement projects (*ongoing*).

**Total Hours: 574**

**Total Budget: \$39,575**



## **ELEMENT C: PUBLIC PARTICIPATION PROCESS (PPP) 9%**

- Public Involvement

### **OBJECTIVE:**

As per the requirements of the FAST Act; ensure that the public is kept duly informed and involved in regional transportation planning.

### **FY 2020 ACCOMPLISHMENTS:**

- Updating and improving SRTPA information on the SIMPCO website;
- Describe SRTPA activities through the SIMPCO newsletter;
- Maintaining and updating the SRTPA list serve;
- Hosted meetings, posted notices in the news media regarding transportation planning activities, encouraged comment via website, newsletters, social media etc.;
- Conducted a 15-day comment period for the *Siouxland Regional Transportation Planning Association (SRTPA) Transportation Planning Work Program FY 2021 (March – May 2020)*;
- Conducted a 15-day comment period for the Transportation Improvement Program FY 2021-2024 (June 2020);
- Conducted a 30-day comment period for the FY 2020-2024 SIMPCO Passenger Transportation Plan update; and
- Conducted a public hearing and 30-day comment period and public meeting for the *SRTPA 2045 Long Range Transportation Plan (October 24 & 30, 2019)*.

### **FY 2021 ACTIVITIES:**

*Unless otherwise noted, SRTPA performs the work on the listed tasks of each work element.*

- Attend public information meetings for transportation improvement studies (*as needed*);
- Conduct a 15-day comment period for the *SRTPA Transportation Planning Work Program FY 2022 (February-May 2021)*;
- Conduct a public hearing and 15-day comment period and public meeting for the *SRTPA Transportation Improvement Program FY 2022-2025 (April-June 2021)*;
- Continue to develop and expand SRTPA databases for public participation particularly low-income and minority groups and individuals to assess the benefits and burdens of transportation improvements (*continuous*);
- Amend and revise the SRTPA Public Participation Plan (*as needed*);
- Describe SRTPA activities through the SIMPCO newsletter (*continuous*);
- Develop SRTPA materials for posting on the SIMPCO web page for better information dissemination (*continuous*);
- Examine options for displaying SIMPCO Geographical Information System (GIS) data on the web page (*continuous*);
- Update SIMPCO Web Page to display TPWP, PPP, LRTP, TIP, SRTPA Policy Board and TAC meeting agendas and minutes, and various past and present plans and studies for SRTPA (*continuous*); and
- Continue to use social media to gain public participation in the transportation planning process.

### **ANTICIPATED FY 2021 WORK PRODUCTS:**

*Unless otherwise noted, SRTPA performs the work on the listed tasks of each work element.*

- Continue to update SRTPA information on the SIMPCO website, Facebook and Twitter (*ongoing*);
- SIMPCO newsletters (*ongoing*); and
- A current SRTPA list serve (*ongoing*).

**Total Hours: 206**

**Total Budget: \$14,247**

**ELEMENT D: LONG-RANGE TRANSPORTATION PLAN (LRTP) 20%**

- Long Range Transportation Plan
- GIS Based Data
- Federal Functional Classification
- Socioeconomic and Demographic Data

**OBJECTIVE:**

Maintenance of the 2045 SRTPA Long Range Transportation Plan, including committing resources for maintaining, updating databases and participation in the statewide travel demand modeling to ensure completing long-range transportation plan responsibility.

**FY 2020 ACCOMPLISHMENTS:**

- Continual work on data collection and upkeep such as land use changes, socioeconomic changes etc. in the SRTPA's planning area; and
- Completed the 2045 SRTPA Long Range Transportation Plan and approved by the Policy Board on November 21, 2019.

**FY 2021 ACTIVITIES:**

*Unless otherwise noted, SRTPA performs the work on the listed tasks of each work element.*

- Analyze socioeconomic changes and land use proposals since the LRTP's adoption (*continuous*);
- Analyze traffic pattern changes and construction proposals since the LRTP's adoption (*continuous*);
- Analyze traffic volumes for the past 12 years and incorporated the data into the SIMPCO Geographical Information System (GIS) (*continuous*);
- Assist each of the member communities with the development of priority lists for future planning of transportation improvements (*continuous*);
- Conduct public hearings and informational meetings for the purpose of gathering public input with particular attention given to minority and low-income individuals (*continuous*);
- Continue development of datasets for SIMPCO Geographical Information System including roads, traffic counts, trails, trails emergency numeration, and parks (*continuous*);
- Continue to upgrade mapping services and update maps for Region 4 with Geographic Information Systems (*continuous*);
- Utilize Geographical Information System for map production, land use planning, socio-economic data analysis, and traffic model interfacing (*continuous*);
- Utilize Global Positioning Systems (GPS) for map production and bicycle and pedestrian facility planning (*continuous*);
- Review any necessary changes to the Federal Functional Classification system; and
- Make any additional updates as needed for performance measures.

**ANTICIPATED FY 2021 WORK PRODUCTS:**

*Unless otherwise noted, SRTPA performs the work on the listed tasks of each work element.*

- Update maps and continue to provide GIS support to local agencies (*ongoing*);
- Updating the various socio-economic data variables needed for long-range transportation planning (*ongoing*);
- Traffic flow data, etc. which are later to be utilized in the SRTPA LRTP updates (*ongoing*); and
- Amended or revised 2045 SRTPA Long Range Transportation Plan (*as necessary*).

**Total Hours: 459**

**Total Budget: \$31,660**

## **ELEMENT E: SHORT-RANGE PLANNING 30%**

- Passenger Transportation Plan
- Transit Planning
- Information Technology
- Geographic Information Systems
- Traffic Counts
- Data Collection
- Air Quality
- Incident Management Planning
- Bike/Pedestrian Planning (Trails)
- Special Projects

### **OBJECTIVE:**

Carry out ongoing short range planning activities like mapping, ITS architecture implementation, transit planning and congestion mitigation and air quality planning, updating the passenger transportation plan.

### **FY 2020 ACCOMPLISHMENTS:**

- Continue to update and develop datasets for Geographic Information System (GIS) including roads, traffic counts, transit routes, trails and parks;
- Assisted the Iowa DOT in updating the statewide trail map;
- Assist Siouxland Regional Transit System with data collection, maps as requested;
- Worked with Siouxland District Health on Safe Routes to School/Complete Streets for the cities of Merville and Lawton;
- Assisted member communities with statewide trail applications;
- Worked with Siouxland District Health on projects related to walkability/bikeability and Safe Routes to School in Woodbury County communities;
- Updated and assisted with the rural portion of the Tri-State Traffic Management Team's-Incident Management Plan;
- Submitted the Transportation Advisory Group (TAG) minutes to the Iowa DOT;
- Worked with communities on trail/sidewalk applications and inquires, including the cities of Akron, Hornick, Salix, Ida Grove, Remsen and Marcus;
- Assisted Monona County with a RISE application;
- Developing a transportation safety study ;
- Worked with the City of Hinton to adopt a Safe Routes to School Plan; and
- Developed an Active Transportation Plan for the City of Remsen.

### **FY 2021 ACTIVITIES:**

*Unless otherwise noted, SRTPA performs the work on the listed tasks of each work element.*

- Monitor and conduct traffic counts, turning movement counts, analyses, scenarios, and forecasts;
- Traffic analysis and studies, along with supplemental Census and state traffic counts may be performed *(as requested)*;
- Utilize Public Transportation Management System (PTMS);
- Continue to work on regional bicycle/trail projects;
- Attend various workshops, training and conferences *(as necessary)*;
- Update and assist with the rural portion of the Tri-State Traffic Management Team's-Incident Management Plan;
- Assist Siouxland Regional Transit System with planning documents, maps, building facility planning and marketing materials as requested;
- Work with member communities on Walking School Bus and Safe Routes to School projects;

- Work with member communities/counties on bicycle/pedestrian/active living transportation planning;
- Assist member communities and counties with statewide applications for funding such as RISE, Federal Recreation Trails Program, CMAQ/ICAAP, BUILD, and Statewide TAP program (*ongoing and as requested*);
- Submit TAG advisory committee meeting minutes;
- Work with member communities on corridor planning (*ongoing*);
- Continue on regional trail connections as requested (*ongoing*); and
- Assist with developing member community's Comprehensive Plan updates (*ongoing*).

**ANTICIPATED FY 2021 WORK PRODUCTS:**

*Unless otherwise noted, SRTPA performs the work on the listed tasks of each work element.*

- Current and relevant short range administrative plans (*ongoing*); and
- Timely technical assistance to RPA entities that require assistance such as with traffic counts, GIS, census data, etc. (*ongoing*).

**Total Hours: 688**

**Total Budget: \$47,490**

## **ELEMENT F: ADMINISTRATION / SYSTEM MANAGEMENT 15 %**

- Interagency Coordination
- Committee Support
- Administration
- Travel and Training

### **OBJECTIVE:**

Carry out the Administrative duties of the SRTPA. Activities include organizing meetings, producing agenda, minutes, committee support, coordination of agencies, and the general administration of the SRTPA. In addition, attend various meetings, conferences, workshops and training.

### **FY 2020 ACCOMPLISHMENTS:**

- Coordination of information with Iowa DOT and other relevant agencies etc.;
- Administered the SRTPA;
- Held six SRTPA Technical Advisory Committee (TAC) meetings and Policy Board meetings; including preparing agendas, minutes and supporting documents;
- Attend relevant meetings such as RPA directors' in Ames;
- Held two Transportation Advisory Group (TAG) meetings, including preparing agendas and supporting documents;
- Attended various training workshops including the Iowa American Planning Association (APA) Conference, and the Iowa Bicycle Summit;
- Attended ESRI training workshops/classes;
- Organized meetings with members to talk about transportation services;
- Attended various workshops and trainings on transportation related topics including funding, complete streets, safety, pavement management, livability, freight and performance measures;
- Attended and gave updates at Live Healthy Siouxland meetings;
- Attended and gave updates at Grow Siouxland Taskforce meetings;
- Attended the Iowa Pavement Management Training meetings in Ames;
- Attended the Local Road Safety Workshop;
- Organized GIS Tri-State Users Group meetings;
- Attended the Iowa Association of Councils of Governments (ICOG) staff retreat and participated in sessions relating to transportation;
- Attended the Tri-State Governors Conference;
- Attended Safe Route to School Coalition meetings and
- Attended Siouxland Regional Transit System meetings.

### **FY 2021 ACTIVITIES:**

*Unless otherwise noted, SRTPA performs the work on the listed tasks of each work element.*

- Attend RPA Directors' meeting in Ames, Iowa;
- Organize and hold the Transportation Advisory Group meetings as part of the federally required coordinated planning process with transit agencies and health/human service organizations;
- Conduct Policy Board and Technical Advisory Committee meetings, providing materials, recording minutes, advocating public participation, and otherwise support. Staff will serve as staff to Policy Board and Technical Advisory Committee, and design advisory committees. Committees meet regularly with prepared agendas, minutes, and information needed. Meetings will be publicized through media notices, mailings to lists of interested citizens and associations, and postings on the Internet;
- Information Sharing: Conduct ongoing Policy Board and TAC intergovernmental discussion / coordination of transportation projects while staff conducts ongoing review of issues and data, attends informational meetings and training sessions as needed, and maintains highway facility inventory;

- Continue to attend regional trail meetings as requested;
- Attend various workshops, training and conferences as necessary;
- Continue to meet with member communities and talk about transportation services;
- Attend the Grow Siouxland Taskforce meeting;
- Continue to participate in Siouxland District Health Wellness Committee and Live Healthy Siouxland meetings;
- Attend the Iowa and/or the Upper Midwest APA, Iowa Association of Councils of Governments (ICOG), Iowa DOT, conferences and trainings;
- Attend various, classes, training, conferences, and workshops;
- Organize GIS Tri- State Users Group meetings;
- Continue to attend Safe Route to School Coalition meetings, and;
- Continue to attend Siouxland Regional Transit System Board of Directors meetings.

**ANTICIPATED FY 2021 WORK PRODUCTS:**

*Unless otherwise noted, SRTPA performs the work on the listed tasks of each work element.*

- Will administer RPA TAC and Policy Board meetings (ongoing);

**Total Hours: 344**

**Total Budget: \$23,745**

## **PLANNING PROCESS**

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### **SIouxLAND INTERSTATE METROPOLITAN PLANNING COUNCIL**

The Siouxland Interstate Metropolitan Planning Council (SIMPCO) functions as the Siouxland Regional Transportation Planning Association, responsible for the submission of transportation planning documents to the FHWA, FTA, Iowa DOT, and public distribution. SIMPCO will work with the SRTPA Policy Board and TAC. Meaningful public involvement will be encouraged and actively sought throughout the planning and development of the area's transportation plans and programs. Area citizens will be provided an opportunity and encouraged comment on every aspect of the transportation planning process through planning meetings, public hearings, and individual correspondence. SIMPCO will facilitate the development of all planning elements for Region 4.

### **STAFF**

The SIMPCO professional staff is available to aid local officials and concerned citizens in implementing various community improvement programs in an overall effort to enhance the area. Staff members encourage and assist local leaders in several programs, with strong emphasis on the benefits of regional cooperation and coordination. The SIMPCO staff involved with transportation planning includes the Executive Director, Finance Director, Regional Planning Director, 5 regional planners, Executive Assistant and Administrative Assistant.

### **DUTIES**

The Executive Director with assistance from the Finance Director, Regional Planning Director, 5 regional planners, Executive Assistant and Administrative Assistant, is responsible for the development and management of transportation activities as outlined in the FAST Act. The Executive Director is the agency's Chief Administrative Officer and Chief Operating Officer and is responsible for the oversight of the agency's activities, acting as its decision-maker and policy coordinator. The Executive Director also coordinates activities of the entire staff and ensures a cohesive outline in order to develop a positive approach to the area transportation planning initiative.

### **POLICY BOARD**

The SRTPA Policy Board will be responsible for establishing and setting policy for the regional planning area's transportation network objectives. The Policy Board will approve the Public Participation Plan (PPP), the Transportation Planning Work Program (TPWP), the Long-Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), and the Passenger Transportation Plan (PTP) planning elements prior to submittal to the FHWA, FTA, and Iowa DOT.

### **TECHNICAL ADVISORY COMMITTEE**

The SRTPA Technical Advisory Committee (TAC) is responsible for the month-to-month administration of the transportation planning process, providing data and technical assistance necessary for the development, maintenance, and recommendation to the Policy Board of the Public Participation Plan (PPP), the Transportation Planning Work Program (TPWP), the Long-Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP) and the Passenger Transportation Plan (PTP).

Employee Hours						
Activity/Work Element	FTA 5311	FHWA STP Carryover	FHWA STP New	SPR *	Local Match	Total
TPWP	4	5	7	4	5	23
TIP	88	113	170	88	115	574
PPP	32	41	61	32	41	206
LRTP	71	90	136	71	92	459
Short Range Planning	106	136	203	106	138	688
Administration/Systems Management	53	68	102	53	69	344
Totals	353	452	678	353	459	2,294

Expenditures						
Activity/Work Element	FTA 5311	FHWA STP Carryover	FHWA STP New	SPR *	Local Match	Total
TPWP	\$243	\$312	\$468	\$243	\$317	\$1,583
TIP	\$6,084	\$7,793	\$11,700	\$6,084	\$7,915	\$39,575
PPP	\$2,190	\$2,805	\$4,212	\$2,190	\$2,849	\$14,247
LRTP	\$4,867	\$6,234	\$9,360	\$4,867	\$6,332	\$31,660
Short Range Planning	\$7,301	\$9,351	\$14,040	\$7,301	\$9,498	\$47,490
Administration/Systems Management	\$3,650	\$4,676	\$7,020	\$3,650	\$4,749	\$23,745
Totals	\$24,335	\$31,170	\$46,800	\$24,335	\$31,660	\$158,300

Notes: All FHWA (SPR/STP) and FTA (5311) planning funds received by SIMPCO through the Iowa DOT require a 20% local match. Overhead costs, estimated at 49.75% of salaries & fringe benefits, are applied consistently to each element and funding source. The average hourly cost of \$69.00 includes wages, benefits, expenses and overhead.



# SIOUXLAND INTERSTATE METROPOLITAN PLANNING COUNCIL (SIMPCO) INDIRECT COST ALLOCATION PLAN

July 1, 2020 – June 30, 2021

INDIRECT LABOR	% of Time	FY 21 Salary & Fringe	
Executive Director	25%	45,106	agency & financial management
Finance Director	100%	130,628	purchasing, computer, accounting, HR
Staff Accountant II	80%	55,864	A/P, A/R & general ledger
Staff Accountant II	100%	70,512	A/P, A/R & general ledger
Administrative Assistant	90%	63,459	payroll, Executive Assistant
Building Superintendent	10%	12,955	management of building issues
Receptionist / Secretary	100%	50,351	phone, mail, word processing
<b>Total Indirect Labor</b>	<b>5.05 FTE</b>	<b>428,875 (a)</b>	
<b>INDIRECTOR NON-LABOR</b>			
Office Building		5,000	debt, utility & maintenance costs
Travel & Training		8,500	travel/training for admin staff
Professional Services		32,000	annual audit and consultant fees
Postage		1,000	postage machine / fees & mail
Telephone		14,000	phone lines, long distance & internet
Printing		10,000	copy machine & printers
Office Supplies		13,000	office & computer supplies
Insurance		18,000	liab, fire, auto, errors / omiss insurance
Dues & Subscriptions		7,000	prof. memberships & literature
Purchased Services		30,000	computer software fees / licenses / consultant
Advertising		4,000	notices & ads for admin staff
<b>Total Indirect Non-Labor</b>		<b>142,500 (b)</b>	
<b>TOTAL INDIRECT LABOR &amp; NON-LABOR (a &amp; b)</b>		<b>571,375</b>	
<b>Less: Amount Paid by Other Agencies (SEDC)</b>		<b>14,000</b>	
<b>Total Indirect Labor &amp; Non-Labor</b>		<b>557,375 (c)</b>	
<b>FY 19 Excess Indirect Expense (per FY 19 audit) - Carry Forward</b>		<b>- (d)</b>	
<b>Total Salaries &amp; Benefits (All)</b>		<b>1,120,349 (e)</b>	
<b>FY 20 Calculated Indirect Cost Rate = (c+d) / e)</b>		<b>49.75%</b>	

Indirect costs are allocated to projects, grant and contracts based on a percentage of salaries and fringe benefits. The total FY 2021 budgeted indirect costs are \$571,375. The amount used for this calculation is the total indirect costs less the amount paid by other agencies or \$557,375. The salaries and fringe benefits is \$1,120,349. The FY 19 Audit conducted by King, Reinsch, Prosser & Co. L.L.P. confirmed that all FY 19 indirect costs were covered by the cost rate in effect for FY 19, therefore no indirect cost is being carried forward from FY 19.

As shown above, the amount needed to cover both the indirect labor and indirect non-labor amounts to an amount of \$557,375 which when allocated over the total salaries and benefits equates to an indirect rate for FY 2021 of 49.75%. This was a reduction from the indirect of 54.90% approved for FY 20.

## **AMENDMENTS AND REVIEW**

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The SRTPA Transportation Planning Work Program FY 2021 is a working document and will be updated and revised as various local, regional, state, and national characteristics, factors, and requirements change, which ultimately affect the transportation network in and around Region 4. The TPWP will be reviewed at least once annually. The review and updating will insure continual citizen involvement and the TPWP's overall viability as Region 4's transportation planning work programming document.

This work program for the transportation planning in the FAST Act requirements of the SRTPA shall be subject to public review for no less than 15 days, announced in the regional newspapers via public notice, and available in every courthouse and city hall in the Regional Planning Affiliation 4. This process shall be approved by both the SRTPA Transportation Advisory Committee and the Policy Board. Amendments to this process shall be made in similar fashion.

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

### **WAIVER OF APPROVALS**

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

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

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

Types of revisions that require Iowa DOT approval include:

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

Types of revisions that require RPA approval include:

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

### **REVISION AND APPROVAL PROCEDURES**

- All revision requests from RPAs should be submitted electronically to the Iowa DOT Office of 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 **RPA** is the approving agency shall be approved by the Policy Board.
- Notification by the approving agency will be in writing.

## **S U M M A R Y**

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The SRTPA has developed this *SRTPA Transportation Planning Work Program FY 2021* utilizing cooperative involvement of various local, regional, state, and national transportation interests. The TPWP expresses the SRTPA objectives for achieving efficient transportation planning in Region 4. The document is multimodal and intermodal in its composition and will enable the transportation interests in Region 4 to utilize it as a guide for future transportation planning and programming.

The Transportation Planning Work Program is a working document and will continually be updated on an annual basis or as the need arises in order to serve as a guiding document of information addressing current and projected transportation needs for Region 4 from a planning perspective. This TPWP will be used as a means of identifying areas of need and developing a means of addressing such. It is also the intent of the document to allow and account for citizen participation and the needs of the various transportation interests of Region 4.

# CERTIFICATE OF INDIRECT COST PROPOSAL/INDIRECT COSTS

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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 May 2020 to establish a:
  - Cost Allocation Plan
  - Indirect Cost Ratefor July 1, 2020 – June 30, 2021 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.

\_\_\_\_\_  
(Signature)

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

Michelle Bostinelos  
\_\_\_\_\_  
(Please Print Name)

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

SIMPCO  
\_\_\_\_\_  
(Name of Organization)

May 2020  
\_\_\_\_\_  
(Date Signed)



# **MPO/RPA SELF-CERTIFICATION OF PROCUREMENT AND CONSULTANT SELECTION PROCEDURES**

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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 Iowa DOT District Planner and the Systems Planning Bureau, through email or hard copy, invoices documenting the expenditure(s) at the time the associated reimbursement request is submitted.

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

\_\_\_\_\_  
(Signature)

Michelle Bostinelos  
\_\_\_\_\_  
(Please Print Name)

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

SIMPCO  
\_\_\_\_\_  
(Name of Organization)

May 2020  
\_\_\_\_\_  
(Date Signed)

(Signed by the official having the authority to initiate procurements or consultant selection for the organization or by a higher level official.)
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I hereby certify that the local match of \$31,660 for the *S RTPA Transportation Planning Work Program FY 2021* has been committed by the Siouxland Interstate Metropolitan Planning Council (SIMPCO), and will be available on July 1, 2020.

Signed this day of May 2020

\_\_\_\_\_  
Executive Director

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**Cost *Allocation* Plan**

The primary state assistance agency has received a current copy of the SIMPCO cost allocation plan. This plan is used to distribute direct and indirect costs stated in the *S RTPA Transportation Planning Work Program FY 2021* and has been approved by the SIMPCO Board of Directors.

Signed this day of May 2020

\_\_\_\_\_  
Executive Director

**S RTPA RESOLUTION 2020-4**

APPROVAL OF THE FY 2021 TRANSPORTATION PLANNING WORK PROGRAM

**WHEREAS**, The Siouxland Regional Transportation Planning Affiliation (SRTPA) is the designated Regional Planning Affiliation for the counties of Cherokee, Ida, Monona, Plymouth and Woodbury, and;

**WHEREAS**, SRTPA, as required transportation planning activities performed with funds provided under title 23 U.S.C. and title 49 U.S.C. Chapter 53 shall be documented in a transportation planning work program (TPWP), or simplified statement of work in accordance with the provisions of this section and 23 CFR part 450 and must annually prepare a document that provides an overview of all purposed major work activities, funding levels and funding sources, and

**WHEREAS**, The Transportation Planning Work Program for fiscal year 2020, covering the period of July 1, 2020 to June 30, 2021 has been prepared, submitted to the Iowa Department of Transportation, made available for public comment for a fifteen (15) day period and has been reviewed and recommended for adoption by the Technical Advisory Committee of SRTPA, and now requires official approval from the Policy Board of SRTPA.

**NOW, THEREFORE, BE IT RESOLVED** that the Siouxland Regional Transportation Planning Association Policy Board approves the Transportation Planning Work Program for Fiscal Year 2021.

**BE IT FURTHER RESOLVED**, that the SIMPCO Board Chairman and the SIMPCO Executive Director are hereby authorized and directed to execute such agreements with Iowa Department of Transportation, on behalf of SRTPA.

Approved by the SRTPA Policy Board and signed this day of May, 2020.

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Rhett Leonard  
SRTPA Policy Board Chair

ATTEST

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Michelle Bostinelos  
Executive Director