

SIouxLAND REGIONAL  
TRANSPORTATION PLANNING  
ASSOCIATION  
REGION 4

**DRAFT FY 2025**

(JULY 1, 2024 - JUNE 30, 2025)

TRANSPORTATION  
PLANNING WORK PROGRAM

SIouxLAND INTERSTATE METROPOLITAN  
PLANNING COUNCIL

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ADMINISTRATION, AND/OR FEDERAL TRANSIT ADMINISTRATION

***Draft March 29, 2024***

# ACKNOWLEDGMENTS

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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 Infrastructure Investment and Jobs Act (IIJA) of 2021. The IIJA Act was signed by the President on November 15, 2021. The IIJA Act provides federal funding authorizations for the highway network, highway safety, alternative modes, and mass transportation through Fiscal Year 2026. The IIJA 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) Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) and Fixing American’s Surface Transportation Act (FAST).

The purpose of the *SRTPA Transportation Planning Work Program FY 2025* 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 2025. 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 input period were held throughout the development of the *SRTPA Transportation Planning Work Program FY 2025* to encourage and receive a diversity of information and participation. Some highlights of the FY 2025 TPWP include working on the SRTPA Long Range Transportation Plan, assisting rural communities with bicycle/pedestrian planning, updating planning boundaries and reviewing the Federal Functional Classification system as census data is released.

## PLANNING FACTORS

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The IIJA continues previous planning requirements by specifying ten factors that must be considered in the IIJA, 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. The chart below shows which elements of this TPWP support these ten planning factors:

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, housing, 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.

TPWP Element	Planning Factor									
	1	2	3	4	5	6	7	8	9	10
Element A: TPWP										
Element B: TIP		x	x	x		x	x	x	x	
Element C: Public Participation										
Element D: Long Range Planning	x	x	x	x	x	x	x	x	x	x
Element E: Short Range Planning		x	x	x	x	x				x
Element F: Administration										

## PLANNING EMPHASIS AREAS

Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) have jointly issued Planning Emphasis Areas. These topical areas are meant to provide emphasis to planning topics where FHWA and FTA want States and planning agencies to focus their planning efforts. The chart below shows which elements of this TPWP support these eight Planning Emphasis Areas:

### 1. Tackling the Climate Crisis – Transition to a Clean Energy Resilient Future

The SRTPA Transportation Planning Work Program (TPWP) supports this emphasis area by incorporating short and long-term activities to reduce emissions and support a transition to clean energy alternative. A few notable examples of such activities including supporting the exploration of electric vehicles by Siouxland Regional Transit System, supporting active transportation initiatives through bicycle infrastructure planning and working with the DOT on a Statewide Electric Vehicle Infrastructure Deployment Study.

### 2. Equity and Justice in Transportation Planning

The SRTPA TPWP supports this emphasis by developing and maintaining the Public Participation Plan and communicating SIMPCO documents, studies, activities, amendments, etc, to be inclusive in nature. A few notable examples of various ways to support inclusion include maintaining a list serve that includes metro-wide service organizations that cater to underserved, underrepresented populations

to ensure SIMPCO is reaching a full representation from SRTPA communities, making them aware of pertinent discussions, public input opportunities, and options to participate.

### **3. Complete Streets**

The SRTPA Transportation Planning Work Program supports this emphasis area by supporting the adoption of complete streets policies by SRTPA communities, and by participating in various city committees to monitor and encourage the implementation of such policies.

### **4. Public Involvement**

The SRTPA Transportation Planning Work Program supports this emphasis area by developing and maintaining the Public Participation Plan. Example activities to support public input include in-person and written communication, virtual/electronic public input options, and can include language interpretation assistance when requested. Due to safety concerns during the COVID-19 pandemic, SIMPCO moved all committee and board meetings to be held virtually and a hybrid virtual option is still readily available and offers greater accessibility to the public.

### **5. Strategic Highway Network/U.S. Department of Defense Coordination**

N/A

### **6. Federal Land Management Agency Coordination**

N/A

### **7. Planning and Environment Linkages**

The SRTPA Transportation Planning Work Program supports this emphasis area by including an environmental chapter in the SRTPA Long Range Transportation Plan which includes environmental mitigation activities centered around threatened and endangered species, conservation recreational lands and cultural areas, conservation wetlands, and protected streams and rivers. The chapter also identifies the coordination efforts of the SRTPA staff to work with state and local agencies responsible for land use management, natural resources, environmental protection and historic preservation.

### **8. Data in Transportation Planning**

The SRTPA Transportation Planning Work Program supports this emphasis area by maintaining a robust database of transportation network, economic, demographic, and geographic information system information. SRTPA staff participates in a wide range of geographic information system work groups and associations and takes full advantage of trainings by several organizations to further learn and share new skills. Data and analysis tools are available to SRTPA members.

TPWP Element	Emphasis Areas							
	1	2	3	4	5	6	7	8
Element A: TPWP								
Element B: TIP		X	X	X				X
Element C: Public Participation		X		X				
Element D: Long Range Planning	X	X	X	X			X	X
Element E: Short Range Planning		X	X	X				X
Element F: Administration		X		X				

## PLANNING GOALS

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.

## **TRANSPORTATION SYSTEM STRENGTHS & WEAKNESSES**

The 2045 Long Range Transportation Plan identified the following strengths and limitations in the existing transportation system. This assessment offers an understanding of future needs that can be used for consideration during development of the Transportation Planning Work Program.

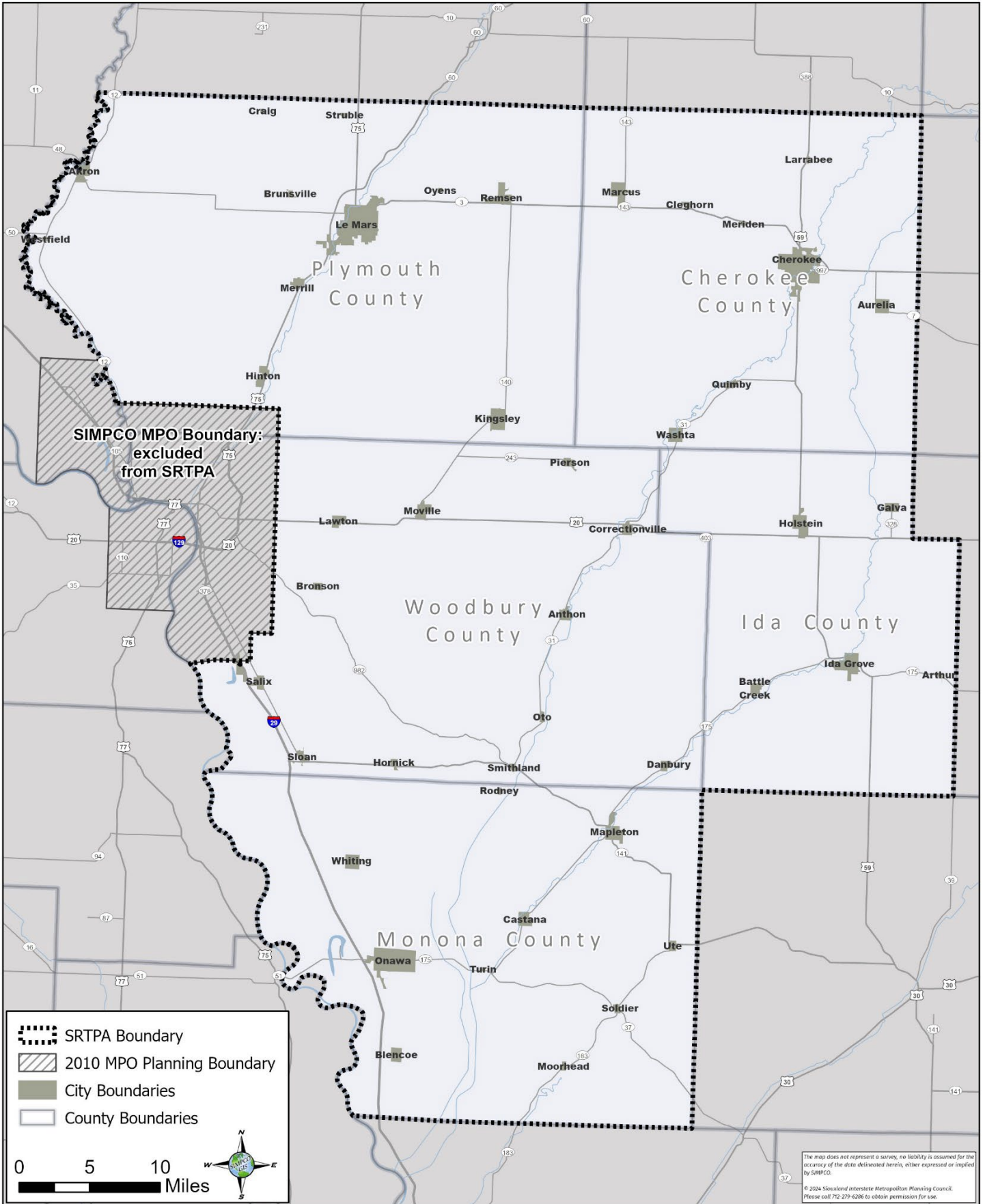
### **Strengths:**

- High mileage amongst SRTPA's major four-lane roads exists, which majority are new and/or in good condition.
- SRTPA has good rail capacity with expansion and upgrade (higher speeds for example) being feasible at a moderate cost.
- General and Local Service airports are adequately distributed throughout the SRTPA region. Several Commercial Service airports are in close vicinity to the region as well.
- Dependent on water levels, SRTPA has moderate access to waterborne transportation to facilitate commerce.

### **Weaknesses:**

- The region has a lot of bridges, many in need of replacement or rehabilitation.
- The region has a lot of low volume county roads and state roads many in need of rehabilitation.
- The trail system is extensive within towns but connectivity could be improved.





## S RTPA WORK ELEMENTS

The IJA 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 Affiliation 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 SRTPA 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 SRTPA 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 SRTPA.

#### FY 2024 ACCOMPLISHMENTS:

- SRTPA Transportation Planning Work Program FY 2025 produced and approved in May 2024; and
- Prepared quarterly progress reports and associated reimbursement requests to the Iowa DOT.

#### FY 2025 ACTIVITIES:

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

- Maintaining and monitoring the FY 2025 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 2025 work elements; and
- Preparing a FY 2026 Transportation Planning Work Program and budget.

#### ANTICIPATED FY 2025 WORK PRODUCTS:

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

- Quarterly progress reports and reimbursement requests to the Iowa DOT (ongoing); and
- SRTPA Transportation Planning Work Program FY 2026 to be produced and approved by June 2025.

**Total Hours: 18**

**Total Federal: \$1,124**

**Total Local: \$281**

**Total Budget: \$1,405**

### ELEMENT B: TRANSPORTATION IMPROVEMENT PROGRAM (TIP) 20%

- 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 adjusting as priorities and resource availability changes.

**FY 2024 ACCOMPLISHMENTS:**

- The production of the SRTPA Transportation Improvement Program FY 2024-2027;
- Amended and revised the SRTPA Transportation Improvement Program FY 2024-2027;
- 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 2025-2028 Transportation Improvement Program;
- Monitored eligible projects from STBG funding to the Iowa DOT SWAP program;
- Utilized the TPMS system to develop the SRTPA Transportation Improvement Program FY 2025-2028;
- Monitor and maintain the FY 2024-2027 TIP and the FY 2025-2028 TIP; and
- Incorporated any new requirements and language into our documents and practice respective to the new IIJA Act implementation.

**FY 2025 ACTIVITIES:**

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

- Continue to monitor the STBG/TAP/Iowa SWAP 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 2025-2028 TIP;
- Solicitation, project review, and project funding recommendations for the STBG and TAP Request for Proposals for the FY 2026-2029 Transportation Improvement Program;
- Preparing a FY 2026-2029 TIP, coordinating and being consistent with the Iowa DOT's Statewide Transportation Improvement Program (STIP) using the Transportation Program Management System (TPMS); and
- Continue to incorporate any new requirements and language into our documents and practice respective to the new IIJA Act implementation.

**FY 2025 WORK PRODUCTS:**

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

- Evaluate status of FY 2025 transportation improvement projects (ongoing);
- Finalize SRTPA Transportation Improvement Program FY 2025-2028 using TPMS (July 2024);
- Prepare SRTPA Transportation Improvement Program FY 2026-2029 using TPMS (April 2024);
- Review Statewide Transportation Improvement Program FY 2025-2028 and make comments;
- Amend and revise SRTPA Transportation Improvement Program FY 2025-2028 using TPMS (ongoing);
- Administer STBG and TAP candidates (January/February 2025);
- Monitor eligible projects from STBG funding to the Iowa DOT SWAP program;
- Incorporate the FY 2029-funded STBG and TAP projects in the draft FY 2026-2029 TIP (April 2025); and
- Evaluate status of FY 2025 transportation improvement projects (ongoing).

**Total Hours: 360**

**Total Federal: \$22,485**

**Total Local: \$5,621**

**Total Budget: \$28,106**

**ELEMENT C: PUBLIC PARTICIPATION PROCESS (PPP) 14%**

- Public Involvement

**OBJECTIVE:**

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

## **FY 2024 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 virtual and in-person meetings, posted notices in the news media regarding transportation planning activities, encouraged comment via website, newsletters, social media etc.;
- Held focus group meetings throughout the region to gather feedback about improvements to the transportation system for the 2050 Long Range Transportation Plan;
- Circulated a survey to gain public input on the development of the 2050 Long Range Transportation Plan;
- Conducted a 30-day comment period for the Siouxland Regional Transportation Planning Association (SRTPA) 2025-2029 Passenger Transportation Plan (PTP);
- Conducted a 15-day comment period for the SRTPA Planning Work Program FY 2025 (March–May 2024); and
- Conducted a 15-day comment period for the SRTPA Transportation Improvement Program FY 2025-2028 (June 2024).

## **FY 2025 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 2026 (February-May 2025);
- Conduct a public hearing and 15-day comment period and public meeting for the SRTPA Transportation Improvement Program FY 2026-2028 (April-June 2025);
- Conduct a public input meeting and 30-day comment period and public meeting for the SRTPA 2050 Long Range Transportation Plan (September–October 2024);
- 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 (continuous).

## **ANTICIPATED FY 2025 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 and social media (ongoing);
- SIMPCO newsletters (ongoing); and
- Update and maintain current SRTPA list serve (ongoing).

**Total Hours: 252**

**Total Federal: \$15,741**

**Total Local: \$3,935**

**Total Budget: \$19,676**

## **ELEMENT D: LONG-RANGE PLANNING 23%**

- 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. Finalize the 2050 Long Range Transportation Plan for approval by the SRTPA Transportation Advisory Committee and Policy Board; and maintain the approved 2050 SRTPA Long Range Transportation Plan.

### **FY 2024 ACCOMPLISHMENTS:**

- Continual work on data collection and upkeep such as land use changes, socioeconomic changes etc. in the SRTPA's planning area;
- Completed planning boundaries for the cities of Cherokee and Le Mars;
- Drafted outline, chapter summary and approval schedule for the update to the 2050 Long Range Transportation Plan, and
- Collected data, created maps, summarized public input information, drafted text and presented chapters to the Transportation Advisory Committee and Policy Board for review and comments.

### **FY 2025 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);
- 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;
- Make any additional updates as needed for performance measures; and
- Final approval of the SIMPCO SRTPA 2050 Long Range Transportation Plan (November 2024).

### **ANTICIPATED FY 2025 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*);
- Completed and approved 2050 Long Range Transportation Plan;
- Updating the various socio-economic data variables needed for long-range transportation planning (*ongoing*);
- Gather traffic flow data, etc. which are later to be utilized in the SRTPA LRTP updates (*ongoing*);
- Amendments or revisions to the 2045 SRTPA Long Range Transportation Plan (as necessary); and
- Amendments or revisions to the 2050 SRTPA Long Range Transportation Plan (as necessary).

**Total Hours: 414**  
**Total Federal: \$25,858**  
**Total Local: \$6,464**  
**Total Budget: \$32,322**

**E L E M E N T E : S H O R T - R A N G E P L A N N I N G 2 7 %**

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

**O B J E C T I V E :**

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

**F Y 2 0 2 4 A C C O M P L I S H M E N T S :**

- Continued 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;
- Assisted Siouxland Regional Transit System with data collection, maps as requested;
- Assisted member communities with statewide and regional 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;
- Completed the 2025-2029 Passenger Transportation Plan;
- Worked with Iowa DOT on a Statewide Electric Vehicle Infrastructure Deployment Study;
- Worked with communities on trail/sidewalk applications and inquires, including the cities of Marcus, and Sloan;
- Worked with Correctionville on TAP project;
- Administration and close-out of the Monona County U.S. EDA award to match RISE funds;
- Assisted Ida County communities on updating sidewalk and infrastructure GIS files;
- Assisted Monona County with a U.S. DOT Maritime grant application;
- Assisted Ida Grove with a Safe Streets and Roads for All grant application;
- Assisted Cherokee and Woodbury Counties with water trail planning; and
- Assisted Siouxland Regional Transit System with planning activities related to new building facility.

**F Y 2 0 2 5 A C T I V I T I E S :**

*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);
- Continue working with the Iowa DOT on updating the statewide trail map;
- Continue to work on regional bicycle/trail projects;
- Continue to work on water trail planning;
- 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;
- Continue to 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 as requested;
- Work with member communities/counties on bicycle/pedestrian/active living transportation planning studies (as requested);
- Assist member communities and counties with statewide applications for funding such as RISE, Federal Recreation Trails Program, RAISE, and Statewide TAP program (ongoing and as requested);
- Submit TAG advisory committee meeting minutes (June 2024);
- Administration of the the Monona County U.S. DOT Maritime grant award;
- Work with member communities on corridor planning (as requested);
- Continue to work on regional trail connections as requested (ongoing); and
- Assist with developing member community’s Comprehensive Plan updates (ongoing).

**ANTICIPATED FY 2025 WORK PRODUCTS:**

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

- Current and relevant short range plans (ongoing); and
- Data/Maps related technical assistance to RPA entities that such as with traffic counts, GIS, census data, etc. (ongoing).

**Total Hours: 486**  
**Total Federal: \$30,355**  
**Total Local: \$7,589**  
**Total Budget: \$37,944**

**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 2024 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’ with the Iowa DOT;

- Held two Transportation Advisory Group (TAG) meetings, including preparing agendas and supporting documents;
- Attended various training workshops including the Upper Midwest American Planning Association Conference, ISU Extension ArcPro training, U.S. DOT Discretionary Funding webinar and Smart Growth American Equity Online Summit;
- Attended ESRI training workshops/classes;
- Organized meetings with members to talk about transportation services;
- Attended and gave updates at Live Healthy Siouxland meetings;
- Attended the Iowa Association of Councils of Governments (ICOG) staff retreat and participated in sessions relating to transportation;
- Attended several meetings related to the Missouri River including the U.S. Army Corps of Engineers public meetings; and
- Attended Siouxland Regional Transit System meetings.

**FY 2025 ACTIVITIES:**

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

- Attend RPA Directors' meeting with the Iowa DOT;
- 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;
- Continue to participate in Siouxland District Health Wellness Committee and Live Healthy Siouxland meetings;
- Attend various, classes, training, conferences, and workshops;
- Continue to attend Safe Route to School Coalition meetings; and
- Continue to attend Siouxland Regional Transit System Board of Directors meetings.

**ANTICIPATED FY 2025 WORK PRODUCTS:**

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

- Meeting agendas, meeting minutes (ongoing); and
- Administration of SRTPA TAC and Policy Board meetings and activities.

**Total Hours: 270**  
**Total Federal: \$16,864**  
**Total Local: \$4,216**  
**Total Budget: \$21,080**



## **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, four Regional Planners, Executive Assistant and Administrative Assistant.

### **DUTIES**

The Executive Director with assistance from the Finance Director, Regional Planning Director, 4 regional planners, Executive Assistant and Administrative Assistant, is responsible for the development and management of transportation activities as outlined in the IJJA 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 New	New STBG	FHWA SPR New	FTA 5311 Carryover	FHWA SPR Carryover	Total Federal Funds	Local Match	Total (Total Federal + Local Match)
TPWP	3	6	3	0	3	14	4	18
TIP	51	120	51	0	66	288	72	360
PPP	36	84	36	0	46	202	50	252
L RTP	59	138	59	0	76	332	83	414
Short Range Planning	69	162	69	0	89	389	97	486
Administration/Systems Management	38	90	38	0	49	216	54	270
Totals	256	600	256	0	329	1,441	360	1,802
Expenditures								
Activity/Work Element	FTA 5311 New	New STBG	FHWA SPR New	FTA 5311 Carryover	FHWA SPR Carryover	Total Federal Funds	Local Match	Total
TPWP	\$200	\$468	\$200	\$0	\$256	\$1,124	\$281	\$1,405
TIP	\$4,000	\$9,360	\$4,000	\$0	\$5,125	\$22,485	\$5,621	\$28,106
PPP	\$2,801	\$6,552	\$2,801	\$0	\$3,587	\$15,741	\$3,935	\$19,676
L RTP	\$4,600	\$10,764	\$4,600	\$0	\$5,894	\$25,858	\$6,464	\$32,322
Short Range Planning	\$5,400	\$12,636	\$5,400	\$0	\$6,919	\$30,355	\$7,589	\$37,944
Administration/Systems Management	\$3,000	\$7,020	\$3,000	\$0	\$3,844	\$16,864	\$4,216	\$21,080
Totals	\$20,001	\$46,800	\$20,001	\$0	\$25,625	\$112,427	\$28,106	\$140,533

Notes:

All FHWA (SPR/STBG) and FTA (5311) planning funds received by SIMPCO through the Iowa DOT require a 20% local match. Overhead costs, estimated at 61.51% of salaries & fringe benefits, are applied consistently to each element and funding source. The average hourly cost of \$78.00 includes wages, benefits, expenses and overhead.

FHWA Statewide Planning & Research program funding is transferred to FTA 5305e funding in a consolidated planning grant application

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

## SIOUXLAND INTERSTATE METROPOLITAN PLANNING COUNCIL (SIMPCO) As of 03/05/24      FY 25 INDIRECT COST ALLOCATION PLAN

	<u>% of Time</u>		<u>FY 25 Salary &amp; Fringe</u>	
<b>INDIRECT LABOR</b>				
Executive Director	20%		42,776	agency & financial management
Finance Director	100%		127,777	purchasing, computer, accounting, hr
Staff Accountant II	100%		86,046	A/P, A/R & general ledger
Senior Accountant	100%		88,925	A/P, A/R & general ledger
Administrative Assistant	100%		86,289	Payroll, Exec Assistant
Administrative Assistant	100%		65,102	Marketing, Exec Assistant
Receptionist / Secretary	100%		53,337	phone, mail, word processing
<b>Total Indirect Labor</b>	<b>6.20</b>	<b>FTE</b>	<b>550,250</b>	<b>( a )</b>
 <b>INDIRECT NON-LABOR</b>				
Board Meetings			10,000	monthly board meeting costs
Building Lease			7,000	quarter of the land lease payment for new building
Building Rent			33,000	% of utilities, lawn/snow, custodian, facility manager
Travel & Training			10,500	travel/training for admin staff
Professional Services			18,000	annual audit & consultant fees
Postage			500	postage machine / fees & mail
Telephone			13,000	phone lines, long dist, & internet
Printing			10,000	copy machine & printers
Office Supplies			13,000	office & computer supplies
Insurance			23,000	liab, fire, auto, errors/omiss insurance
Dues & Subscriptions			8,500	prof. memberships & literature
Purchased Services			55,000	computer software fees / licenses / consult
Advertising			4,000	notices & ads for admin staff
<b>Total Indirect Non-labor</b>			<b>205,500</b>	<b>( b )</b>
<b>TOTAL INDIRECT LABOR &amp; NON-LABOR (a &amp; b)</b>			<b>755,750</b>	
<b>Less: Amount Paid by Other Agencies (SRTS &amp; IWCI)</b>			<b>336,300</b>	
<b>Total Indirect Labor &amp; Non-Labor</b>			<b>419,450</b>	<b>( c )</b>
<b>FY 23 Excess Indirect Expense (per FY 23 audit) - Carry Forward</b>			<b>-</b>	<b>( d )</b>
<b>Total Salaries &amp; Benefits (All)</b>			<b>681,880</b>	<b>( e )</b>
<b>FY 25 Calculated Indirect Cost rate =(c+d) / e)</b>			<b>61.51%</b>	

Indirect costs are allocated to projects, grants, and contracts based on a percentage of salaries and fringe benefits. The total FY 2025 budgeted indirect costs are \$755,750. The amount used for this calculation is the total indirect costs less the amount paid by other agencies or \$419,450. The salaries and fringe benefits are \$681,880. This calculation doesn't include carryforward costs from the FY23 audit conducted by King, Reinsch, Prosser & Co. L.L.P. even though a carryforward balance was identified.

As shown above, the amount needed to cover both the indirect labor and indirect non-labor amounts to \$419,450 which when allocated over the total salaries and benefits equates to an indirect rate for FY 25 of 61.51%. This is a decrease from the indirect of 66.33% approved for FY 24.

## **AMENDMENTS AND REVIEW**

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The SRTPA Transportation Planning Work Program FY 2025 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 and procedures documented in FTA Circular 5010.1E, which apply to all applicable FTA program grants. Iowa uses a Consolidated Planning Grant (CPG) where FHWA and FTA planning funds are combined into a single grant managed through FTA's TrAMS system. The uses of these funds are documented in the work programs of the Iowa DOT, MPOs, and RPAs. FTA is the lead agency administering the CPG.

### **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 on prior approvals](#) summarizes revisions that require prior Federal approval, as well as other miscellaneous actions and allowable costs that require prior Federal approval.

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

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

Types of revisions that require Iowa DOT approval include:

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

Types of revisions that require MPO/RPA approval include:

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

## REVISION AND APPROVAL PROCEDURES

- All revision requests from MPOs and RPAs should be submitted electronically to the Iowa DOT Systems Planning Bureau and the agency's Iowa DOT District Planner. If all necessary information is provided, the request will then be forwarded to the FHWA and FTA for review and any necessary approvals.
  - Revision requests shall, at a minimum, include:
    - A letter detailing the work program revision(s)
    - A resolution or meeting minutes showing the revision's approval.
    - Budget summary table with changes highlighted.
    - Amended work program with any modified section(s) highlighted.
- 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 Systems Planning Bureau** is the designated approving agency shall require written approval by the Iowa DOT Systems Planning Bureau prior to commencement of activity, purchasing of equipment, or request for reimbursement.
- 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.

## SUMMARY

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The SRTPA has developed this *SRTPA Transportation Planning Work Program FY 2025* 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

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 23,2024 to establish a:

Cost Allocation Plan

Indirect Cost Rate

for July 1, 2024 – June 20, 2025 are allowable in accordance with the requirements of the Federal awards to which they apply and with Subpart E—Cost Principles of Part 200 as they apply to my:

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)

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

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

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

May 23, 2024  
\_\_\_\_\_  
(Date Signed)

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

# 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 Systems Planning Bureau, through email or hard copy, invoices documenting the expenditure(s) and proof of payment 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 23, 2024  
\_\_\_\_\_  
(Date Signed)

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

## Local Match

I hereby certify that the local match of \$28,106 for the SRTPA Transportation Planning Work Program FY 2025 has been committed by the Siouxland Interstate Metropolitan Planning Council (SIMPCO), and will be available on July 1, 2024.

Signed this 23<sup>rd</sup> day of May 2025

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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 SRTPA Transportation Planning Work Program FY 2025 and has been approved by the SIMPCO Board of Directors.

Signed this 23<sup>rd</sup> day of May 2025

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Executive Director





**S RTPA RESOLUTION 2024-2**  
APPROVAL OF THE FY 2025 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 2025, covering the period of July 1, 2024 to June 30, 2025 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 2025.

**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 23, 2024.

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Gary Horton,  
SRTPA Policy Board Chair

ATTEST

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Michelle Bostinelos  
Executive Director