

# Iowa Northland Regional Transportation Authority

# FY25

## Transportation Planning Work Program

**DRAFT**

May 16, 2024



**INRCOG**  
Iowa Northland Regional  
Council of Governments

## CONTENTS

<b>Introduction .....</b>	<b>1</b>
Overview.....	1
RTA Organization .....	1
RTA Goals.....	5
Transportation Planning Process.....	5
Transportation Planning Issues .....	6
Planning Emphasis Areas .....	7
Planning Activities .....	8
<b>TPWP Development .....</b>	<b>9</b>
Process .....	9
Public Involvement .....	9
Revisions.....	10
<b>FY 2025 Work Elements .....</b>	<b>11</b>
Element A: Transportation Planning Work Program (TPWP) .....	11
Element B: Transportation Improvement Program (TIP).....	12
Element C: Public Participation Process .....	13
Element D: Long-Range Transportation Planning.....	14
Task D-1: Long-Range Transportation Plan .....	14
Task D-2: Statewide Planning Initiatives .....	14
Task D-3: Transportation Related Studies.....	15
Element E: Short-Range Planning.....	16
Task E-1: Administration of Overall RTA Activities.....	16
Task E-2: Data Services.....	16
Task E-3: Multimodal Planning.....	17
Task E-4: Transit Planning.....	17
Task E-5: Transportation Safety.....	18
Task E-6: Equipment & Supplies.....	18
Element F: Administration.....	19
<b>Schedule of Activities.....</b>	<b>20</b>
<b>FY 2025 Budget &amp; Funding Sources.....</b>	<b>22</b>
<b>INRCOG Cost Allocation Plan.....</b>	<b>23</b>
<b>Appendix A – Resolution .....</b>	<b>29</b>
<b>Appendix B – RTA Self-Certification.....</b>	<b>30</b>
<b>Appendix C – SRTS Proposed Scope of Work.....</b>	<b>31</b>
<b>Document Revision Summary.....</b>	<b>32</b>

The Iowa Northland Regional Transportation Authority (RTA) prepared this document with funding from the U.S. Department of Transportation's Federal Highway Administration and Federal Transit Administration, and in part through local matching funds of the RTA member governments. These contents are the responsibility of the RTA. The U.S. government and its agencies assume no liability for the contents of this report or for the use of its contents.

# INTRODUCTION

## OVERVIEW

The Fiscal Year (FY) 2025 Transportation Planning Work Program (TPWP) is the work plan for the state fiscal year beginning July 1, 2024 and ending June 30, 2025. The TPWP documents the transportation-related activities and projects that are anticipated to occur in the Iowa Northland Regional Transportation Authority (RTA) by major activity and task. Within each work element, specific tasks are identified by the objective, a description of the task, previous work performed, and the desired outcome or products.

While federal law does not mandate specific transportation planning funding or requirements for non-metropolitan areas, the State of Iowa has developed a system of Regional Planning Affiliations (RPAs) to carry out this planning on a regional level. Iowa has 18 RPAs that cover all the area outside of Iowa's nine Metropolitan Planning Organizations (MPOs). The Iowa Department of Transportation (DOT) provides funding through Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) sources to the RPAs to finance planning and to program for projects. In return, the RPAs conduct regional planning activities that mirror those required of MPOs. This includes completing several planning documents and conducting a continuing, cooperative, and comprehensive (3-C) transportation planning process.

## RTA ORGANIZATION

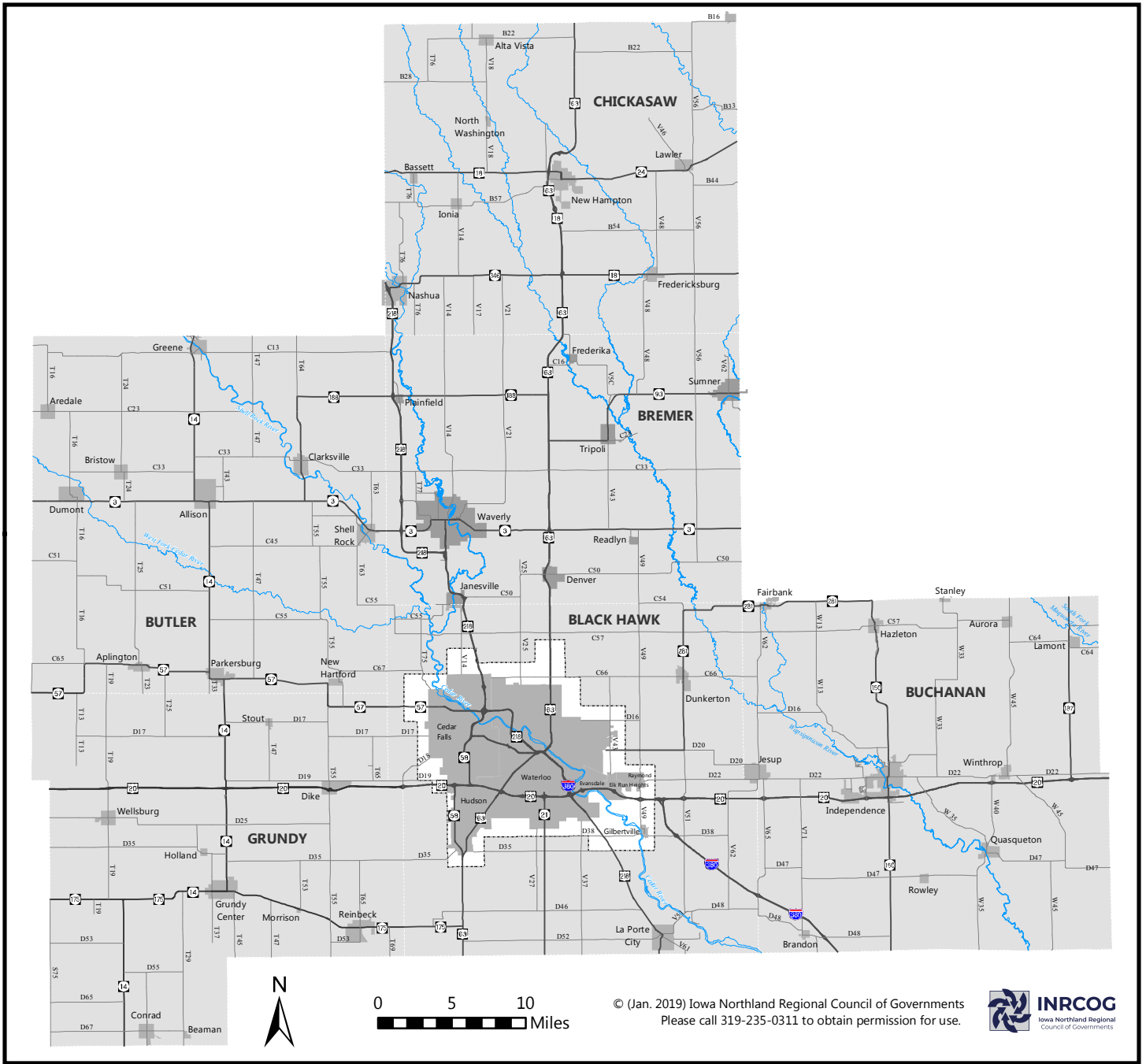
The Iowa Northland Regional Transportation Authority was established in 1993 to conduct transportation planning and programming for Black Hawk, Bremer, Buchanan, Butler, Chickasaw, and Grundy Counties (Map 1). The RTA was established under the umbrella of the Iowa Northland Regional Council of Governments (INRCOG) which has been a regional planning agency serving those same counties since 1973. INRCOG also serves as the umbrella organization for the Black Hawk County Metropolitan Planning Organization which serves the metropolitan area.

While INRCOG provides staff and technical support, the decision-making and programming authority of the RTA rests with its Policy Board. The Policy Board has the authority to make policy decisions and conduct comprehensive transportation studies and plans. Policy Board voting members include a member of the Board of Supervisors for Black Hawk, Bremer, Buchanan, Butler, Chickasaw, and Grundy Counties; a representative from Waverly and Independence, as designated by their respective mayor and/or city council; and a representative from four cities at-large. In December every two years, INRCOG staff contact mayors to solicit and accept nominations for cities at-large. The nominations are submitted to the mayors for a vote, and the nominations with the most votes are designated as the four representatives for cities at-large.





The standing committees of the RTA are the Transportation Technical Committee (TTC) and the Bicycle and Pedestrian Advisory Committee (BPAC). The TTC serves as the advisory body to the RTA on technical matters pertaining to the development of transportation planning documents and comprehensive long- and short-range transportation planning. The BPAC is directly responsible to the Policy Board to provide guidance and strategies on the planning and implementation of transportation projects related to bicycle and pedestrian travel.

TTC voting members include a county engineer from Black Hawk, Bremer, Buchanan, Butler, Chickasaw, and Grundy Counties; a representative from Waverly and Independence, as designated by their respective mayor and/or city council; and a representative from four cities at-large. BPAC voting members include a staff member from Black Hawk, Bremer, Buchanan, Butler, Chickasaw, and Grundy County Conservation; a representative from Waverly and Independence, as designated by their respective mayor and/or city council; and a representative from four cities at-large. In December every two years, INRCOG staff contact mayors to solicit and accept nominations for cities at-large for the TTC and BPAC. The nominations are submitted to the mayors for a vote, and the nominations with the most votes are designated as the four representatives for cities at-large.

Another committee utilized in the transportation planning process is the Transit Advisory Committee (TAC). This group meets at least twice annually to discuss passenger transportation and human service agency coordination, and to develop the Passenger Transportation Plan (PTP) for the INRCOG six-county region.



Map 1  
**Iowa Northland Region**

-  Metropolitan Planning Organization Study Area
-  City Boundary
-  Highways
-  County Roads

**Policy Board Members**

<b>Representing</b>	<b>Name</b>	<b>Title</b>
Black Hawk County	Dan Trelka	Supervisor
Bremer County	Duane Hildebrandt	Supervisor (Vice-Chair)
Buchanan County	Clayton Ohrt	Supervisor
Butler County	Greg Barnett	Supervisor (Chair)
Chickasaw County	Matthew Kuhn	Supervisor
Grundy County	Mark Schildroth	Supervisor
City of Waverly	Mike Cherry	City Engineer
City of Independence	Brad Bleichner	Mayor
City of Denver (Small City At Large)	Joel Wikner	Councilmember
City of Readlyn (Small City At Large)	Dan Wedemeier	Mayor
City of Plainfield (Small City At Large)	Tom Geise	Mayor
VACANT (Small City At Large)		

**Transportation Technical Committee (TTC) Members**

<b>Representing</b>	<b>Name</b>	<b>Title</b>
Black Hawk County	Cathy Nicholas	County Engineer
Bremer County	Landon Moore	County Engineer
Buchanan County	Brian Keierleber	County Engineer
Butler County	John Riherd	County Engineer
Chickasaw County	Roman Lensing	County Engineer
Grundy County	Gary Mauer	County Engineer
City of Waverly	Mike Cherry	City Engineer
City of Independence	Matthew Schmitz	City Manager
City of Denver (Small City At Large)	Joel Wikner	Councilmember
City of Readlyn (Small City At Large)	Dan Wedemeier	Mayor
City of Plainfield (Small City At Large)	Tom Geise	Mayor
City of Dunkerton (Small City At Large)	Michael Schares	Mayor

**Bicycle and Pedestrian Advisory Committee (BPAC) Members**

<b>Representing</b>	<b>Name</b>	<b>Title</b>
Black Hawk County Conservation	Mike Hendrickson	Executive Director
Bremer County Conservation	Andrew Hockenson	Director
Buchanan County Conservation	Ben Bonar	Executive Director
Butler County Conservation	Matt Morris	Executive Director
Chickasaw County Conservation	Chad Humpal	Director
Grundy County Conservation	Nick Buseman	Executive Director
City of Waverly	Mike Cherry	City Engineer
City of Independence	Matthew Schmitz	City Manager
City of Denver (Small City At Large)	Joel Wikner	Councilmember
City of Readlyn (Small City At Large)	Dan Wedemeier	Mayor
City of Plainfield (Small City At Large)	Tom Geise	Mayor
City of Dunkerton (Small City At Large)	Michael Schares	Mayor

**Transit Advisory Committee (TAC)**

<b>Representing</b>	<b>Name</b>
Black Hawk County Gaming Association	Emily Hanson
Black Hawk County Emergency Management	Mindy Benson
Black Hawk County Public Health	Bethany Fratzke
Black Hawk County Public Health	Lisa Sesterhenn
Black Hawk/Grundy Mental Health	Tom Eachus
Bremer County, East Central Region	Jan Heidemann
Butler County Public Health	Jennifer Becker
Cedar Valley United Way	Debbie Roth
Chickasaw County General Assistance	Karen Henry
City of Cedar Falls	Thomas Weintraut
City of Elk Run Heights	Lisa Smock
City of Evansdale	DeAnne Kobliska
City of Waterloo	Aric Schroeder
City of Waterloo	Britni Perkins
City of Waterloo	Wendy Bowman
Community Foundation of Northeast Iowa	Kaye Englin
Comprehensive Systems Inc.	Carolyn Repp
Exceptional Persons Inc.	Nicole Ericson
Goodwill Industries of Northeast Iowa	Steve Tisue
Grow Cedar Valley	Stephanie Detweiler
Grundy County CPC	Todd Rickert
Hawkeye Community College	Nina Grant
Hawkeye Community College	Norman Coley Jr.
House of Hope	Duskey Steele
House of Hope	Karin Rowe
House of Hope, Pillars	Susan Backes
Iowa DOT, District 2	Krista Billhorn
Iowa DOT, Public Transit Bureau	Emma Simmons
Iowa DOT, Public Transit Bureau	Rebecca Law
Iowa Works Cedar Valley	Karen Siler
League of Women Voters of Black Hawk-Bremer Counties	Cherie Dargan
McElroy Trust	Megan McKenzie
MET Transit	David Sturch
MET Transit Board	Lon Kammeyer
MET Transit Board	Rosalyn Middleton
My Riders Club	Martin Wissenberg
Northeast Iowa Area Agency on Aging (NEI3A)	Janna Diehl
North Star Community Services	Valerie Schwager
Northeast Iowa Food Bank	Shannon Bass
One City United	Dean Feltes
Otto Schoitz Foundation	Cathy Showalter
Otto Schoitz Foundation	Shelli Panicucci
The Arc of Cedar Valley	Becky Schmitz
The Larrabee Center	Bonnie Gesell
Tyson Fresh Meats	Katie Schoepske
UnityPoint Clinic Administration	Rick Newlon
Waterloo Community Foundation	Erin Tink
Waterloo Community School District	Sara Mayer
Waterloo Regional Airport	Sheila Combs
Women's Center for Change	Amy Landers
INRCOG	Aldina Dautović
INRCOG	Brenda Vavroch
INRCOG	Kyle Durant
INRCOG	Nick Fratzke

## RTA GOALS

The FY 2025 TPWP outlines transportation planning activities to address the four goals of the RTA *Long-Range Transportation Plan* which are to:

- Increase the safety of the transportation system.
- Strategically preserve the existing infrastructure.
- Support an efficient transportation system.
- Provide a high degree of multimodal accessibility and mobility.

The RTA has adopted several objectives to help achieve these goals and performance measurements to track the progress toward meeting the objectives. Performance measurements are not federally required for Regional Planning Affiliations (only MPOs). However, the RTA felt it was important to identify performance measurements specific to the region to help inform future regional planning efforts and implement the state transportation plan. The goals, objectives, and performance measures can be found in **Table 1.1** of the [RTA Long-Range Transportation Plan](#).

The TPWP also contains activities to assist in implementing provisions contained in surface transportation legislation. Planning factors identified in federal transportation legislation, Infrastructure Investment and Jobs Act (IIJA), to be considered in the transportation planning process for the RTA include:

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

## TRANSPORTATION PLANNING PROCESS

The RTA is responsible for completing the following transportation planning documents:

- Transportation Planning Work Program (TPWP) – Outlines the transportation planning activities RTA staff plan to conduct in the next fiscal year and sources of funding; updated annually.
- Transportation Improvement Program (TIP) – Includes all projects programmed for federal transportation funding in the RTA in the next four fiscal years; updated annually.
- Long-Range Transportation Plan (LRTP) – Reviews the current condition and future needs of the transportation system and provides guidance for transportation investment decisions; updated every five years.
- Passenger Transportation Plan (PTP) – Provides coordination between passenger transportation providers and human service agencies and recommends projects to improve passenger transportation; full document updated every five years; joint document with the Black Hawk County MPO.
- Public Participation Plan (PPP) – Details the process the RTA will follow to involve the public in the transportation planning and programming process; joint document with OnBoard Public Transit; updated every five years.

## TRANSPORTATION PLANNING ISSUES

Like much of rural America, many cities within the six-county RTA region are facing difficulties associated with maintaining aging infrastructure. Increased volumes of freight and heavy farm equipment on rural roadways outpaces available funding for road and bridge maintenance projects. This trend is coupled with a population demographic that is decreasing<sup>1</sup>, impacting federal funding levels. Even with the Infrastructure Investment and Jobs Act (also known as the “Bipartisan Infrastructure Law”) and Iowa DOT City Bridge Replacement funds, many local RTA road and bridge projects fall short of being eligible to apply. As a result, staff continuously seek alternative funding opportunities for jurisdictions to apply to.

A major focus from the U.S. Department of Transportation and the Federal Highway Administration (FHWA) has been to improve the safety and mobility of our roadway users through the implementation of Complete Streets. This policy addresses the simultaneous lack of and need for multimodal infrastructure across RPAs, MPOs, and the U.S. in general. Complete Streets is a planning tool that seeks to make multimodal infrastructure the default approach when designing and operating our transportation network. By its definition, all roadway users include pedestrians, bicyclists, public transportation riders, and motorists. The principles that guide Complete Streets align with the Iowa Northland Regional Transportation Authority’s (RTA) commitment to implement opportunities for walking, bicycling, and recreation through Transportation Alternatives Program (TAP). Every year, RTA staff programs TAP funds toward non-motorized improvement projects in the Iowa Northland region. In fiscal year 2023, the TAP Committee’s highest ranked project was a sidewalk infill project dedicated to providing students a safe path to walk to school, contributing to a small town’s overall pedestrian infrastructure.

Another major focus from the Bipartisan Infrastructure Law is Vision Zero, or the National Roadway Safety Strategy and U.S. DOT’s goal of achieving zero deaths and serious injuries on our nation’s roadways. In 2020 alone, nearly 40,000 people in our nation lost their lives in motor vehicle traffic crashes despite decreased vehicle miles traveled because of the pandemic; the main drivers for these traffic fatalities include speeding, impaired driving, and failure to wear a seatbelt<sup>2</sup>. In the past five years alone (2018-2022), 66 people lost their lives on roadways in the Northland RTA region<sup>3</sup>. To address the nation’s public health crisis, the Bipartisan Infrastructure Law established a discretionary grant program called Safe Streets and Roads for All (SS4A) to implement the goal of zero deaths. The six-county region collaborated with counties across Iowa to submit a comprehensive, 97-county wide action planning proposal that was successfully awarded. The 97 counties, including the Iowa Northland region, will utilize the upcoming fiscal year to implement enhanced safety precautions for county roads under each jurisdiction.

In addition to a push for multimodal and safety planning, federal programs are also encouraging cities and counties to implement electric vehicle (EV) infrastructure. Examples include the U.S. DOT’s and FHWA’s Carbon Reduction Program, the Iowa DOT’s Electric Vehicle Infrastructure Deployment<sup>4</sup>, and the Iowa Economic Development Authority’s Opportunities for Electric Vehicle Infrastructure report<sup>5</sup>. While the pace of EV infrastructure implementation is more modest in the Midwest, the progression of EV infrastructure is slower in rural areas. While the INRCOG Electric Vehicle Infrastructure survey shows a consensus for increasing EV infrastructure in communities, RTA city and engineering staff have noted that climate, distance, and costs in smaller towns may not be suitable for EV infrastructure at this time.

<sup>1</sup> <https://dailyiowan.com/2022/09/25/iowas-federal-delegation-aims-to-combat-rural-population-decline-through-federal-funds/#:~:text=Iowa's%20population%20rose%204.7%20percent,loss%20since%20the%202010%20census.>

<sup>2</sup> <https://www.nhtsa.gov/press-releases/2020-fatality-data-show-increased-traffic-fatalities-during-pandemic>

<sup>3</sup> <https://icat.iowadot.gov/#>

<sup>4</sup> [https://iowadot.gov/IowaEVPlan/docs/IowaNEVDI\\_Final.pdf](https://iowadot.gov/IowaEVPlan/docs/IowaNEVDI_Final.pdf)

<sup>5</sup> [https://www.iowaeda.com/UserDocs/IEDA\\_EVrpt\\_022019.pdf](https://www.iowaeda.com/UserDocs/IEDA_EVrpt_022019.pdf)



## PLANNING EMPHASIS AREAS

On December 30, 2021, the FHWA and FTA jointly issued updated Planning Emphasis Areas (PEAs). PEAs are intended to be used by metropolitan planning organizations, state departments of transportation, transit agencies, and federal land management agencies in their [Unified] Transportation Planning Work Programs and the Statewide Planning and Research Programs. The Planning Emphasis Areas include the following:

- A. Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future
- B. Equity and Justice40 in Transportation Planning
- C. Complete Streets
- D. Public Involvement
- E. Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination
- F. Federal Land Management Agency (FLMA) Coordination
- G. Planning and Environment Linkages (PEL)
- H. Data in Transportation Planning

Additional Information on Planning Emphasis Areas can be found using the link below.

<https://www.transit.dot.gov/regulations-and-programs/transportation-planning/2021-planning-emphasis-areas>

## PLANNING ACTIVITIES

This section details the planning activities that the Iowa Northland Regional Transportation Authority will be involved in throughout the upcoming state fiscal year. There are six main work tasks, each of which corresponds to the goals of the RTA *Long-Range Transportation Plan*, one of the ten federal planning factors, or a Regional Planning Affiliation (RPA) requirement. This table also details how planning elements address Planning Emphasis Areas (when applicable).

		Element A: TPWP	Element B: TIP	Element C: PPP	Element D: LRTP	Element E: SRTP	Element F: Admin
L RTP Goals	Increase the safety of the transportation system	X	X	X	X	X	
	Strategically preserve the existing infrastructure	X	X		X	X	
	Support an efficient transportation system	X	X		X	X	
	Provide a high degree of multimodal accessibility and mobility	X	X	X	X	X	
Federal Planning Factors	Support economic vitality	X	X		X	X	
	Increase the safety of the transportation system	X	X		X	X	
	Increase the security of the transportation system	X	X			X	
	Increase the accessibility and mobility of people and for freight	X	X	X	X	X	
	Protect and enhance the environment and promote conservation	X	X	X		X	
	Enhance the integration and connectivity of the system across and between modes	X	X		X		
	Promote efficient system management and operations	X	X		X	X	
	Emphasize the preservation of the existing transportation system	X	X		X		
	Improve resiliency and reliability and reduce/mitigate stormwater impacts	X	X			X	
	Enhance travel and tourism	X	X			X	
RPA Requirements	Transportation Planning Work Program	X					
	Long Range Transportation Plan				X		
	Transportation Improvement Program		X				
	Public Participation Plan			X			
	Passenger Transportation Plan					X	
	Award Federal Funding		X				
	Decision Making Structure						X
Planning Emphasis Areas (PEAs)	Tackling the Climate Crisis				X		
	Equity and Justice40		X		X	X	
	Complete Streets		X		X	X	
	Public Involvement	X	X	X	X	X	
	STRAHNET/U.S. DOD Coordination						
	FLMA Coordination						
	Planning and Environment Linkages						
	Data in Transportation Planning		X	X	X	X	

# TPWP DEVELOPMENT

## PROCESS

The Iowa Northland Regional Transportation Authority begins development of the TPWP in January of each year with internal staff discussions. These initial discussions include a review of required activities and goals of the Long-Range Transportation Plan. Proposals from RTA staff and member communities regarding priority activities for the coming year are also discussed. The draft TPWP is then presented to the RTA Policy Board at the March meeting for review and discussion. Proposals for additional activities are also requested from the Policy Board and Transportation Technical Committee, and the public at the meeting.

Following review and comments, the draft TPWP is forwarded to the Iowa DOT, FTA, and FHWA for review and comment. INRCOG staff make any changes necessary to the document and budget, and the final document is presented to the Policy Board for review and approval at the May meeting. The approved TPWP is then provided to the Iowa DOT, FTA, and FHWA for their records.

The following milestones describe the process in which the Transportation Planning Work Program was developed:

- March 21, 2024: The draft TPWP was presented to the RTA Policy Board and Transportation Technical Committee for review and comment.
- March 22 to May 16, 2024: A public comment period was open for the draft TPWP. The draft document was made available on the [RTA webpage of the Black Hawk County MPO website](#) and at the INRCOG Center. Comments were accepted via letter, email, phone, or in person.
- March 2024: The draft TPWP was submitted to the Iowa Department of Transportation, Federal Highway Administration, and Federal Transit Administration for compliance review and comments.
- May 16, 2024: The RTA Policy Board considered a summary of comments and appropriate responses and adopted the final TPWP.

## PUBLIC INVOLVEMENT

The public involvement process utilized for the development of this TPWP was guided by the 2017 Public Participation Plan (PPP) which was updated in 2020. The PPP sets minimum requirements for public involvement opportunities. Public involvement actions required include the following:

- Draft TPWP
  - The draft TPWP will be prepared by INRCOG staff with input from jurisdiction representatives and the Iowa DOT, and oversight by the RTA Policy Board and Transportation Technical Committee.
  - The draft document will be available for public review on the INRCOG website, at the INRCOG Center, and upon request.
- Public Comment Period
  - The public may comment on the draft TPWP during at least a 15-day comment period following completion of the draft TPWP and at a regularly scheduled RTA meeting where adoption of the TPWP will be considered. Comments will be accepted via letter, email, phone, or in person.
  - Notices and agendas of RTA meetings will be available through local media, at the INRCOG Center, and on the INRCOG website.
- Final TPWP
  - The RTA Policy Board will consider a summary of comments and appropriate responses and adopt the final TPWP.
  - The final TPWP will be submitted to the Iowa DOT, FHWA, and FTA and made available on the INRCOG website, at the INRCOG Center, and upon request.

- Revisions
  - Revisions to the TPWP will be made as needed.
  - Amendments will require a public hearing to be held at a regularly scheduled RTA meeting. A notice of the public hearing will be published no more than twenty days and no less than four days before the date of the hearing.

## REVISIONS

The Transportation Planning Work Program is developed annually. However, the document can be amended at any time. When doing so, the Iowa Northland Regional Transportation Authority will consider the administrative rules outlined by 2 CFR 200 and FTA Circular 5010.1C. The following table outlines the approving agency for various changes to work programs:

Revision Type	Approving Agency
Request for additional Federal funding	Federal
Transfer of funds between categories, projects, functions, or activities which exceeds ten percent of the total work program budget when the Federal share of the budget exceeds \$150,000	Federal
Revision to the scope or objectives of activities	Federal
Transferring substantive programmatic work to a third party (consultant)	Federal
Capital expenditures, including the purchasing of equipment	Federal
Transfer of funds allotted for training allowances	Federal
Transfer of funds between categories, projects, functions, or activities which do not exceed ten percent of the total work program budget, or when the Federal share of the budget is less than \$150,000	Iowa DOT Systems Planning Bureau
Revisions related to work that does not involve Federal funding	RTA Policy Board

All necessary TPWP approvals are required to be in place prior to the commencement of activity, purchasing of equipment, or request for reimbursement. As it relates to procurement of equipment and services, there should be no notification of award, signed contract, placement of an order, or agreement with a contractor prior to receiving the necessary approval.

All revision requests should be submitted electronically to the Iowa DOT Systems Planning Bureau and the agency's District Planner. Documentation for the revisions shall include the following:

- A resolution or meeting minutes showing the revision's approval
- Budget summary table with changes highlighted or noted
- Modified section(s) of the plan's work elements with changes highlighted or noted

If all necessary information is provided, the request will then be forwarded to the FHWA and FTA for review and any necessary approvals. Notification by the approving agency will be in writing.

### Federal Revision Approval

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.

### Iowa DOT Systems Planning Bureau Revision Approval

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 or request for reimbursement.

### RTA Revision Approval

Revisions where the Iowa Northland Regional Transportation Authority is the approving agency shall be approved by the Policy Board.

# FY 2025 WORK ELEMENTS

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

### Objective

To prepare the FY 2026 TPWP.

### Project Description

Identify tasks to be performed in FY 2026 and prepare FY 2025 quarterly reports.

### Previous Work

- Adoption and administration of the FY 2024 TPWP
- Prepared draft and final versions of the FY 2025 TPWP in accordance with the RTA Public Participation Plan, INRCOG Title VI Plan, and subject to comments from Iowa DOT, FHWA, and FTA staff

### FY 2025 Activities and Products

- FY 2025 TPWP maintenance and budget monitoring
- Reimbursement submittals
- Draft FY 2026 TPWP submitted by March 31, 2025
- Final FY 2026 TPWP submitted by June 1, 2025
- RTA Self Certification

### Personnel, Budget, and Funding

	Staff Hours	Cost (\$)	Funding Type	Amount (\$)
Executive Director	15	1,590		
Director of Transportation	5	294	RTA STBG-Carryover	750
Transportation Planner II	10	546	FTA 5305e	775
Personnel Total		2,430	FHWA SPR	775
Direct Expenses		445	INRCOG Match	575
Total	30	2,875	Total	2,875

## ELEMENT B: TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

### Objective

To develop and maintain a TIP that is consistent with the goals, objectives, and performance measures established by the RTA Policy Board, and serves as an implementation tool of the RTA Long-Range Transportation Plan.

### Project Description

The RTA is responsible for developing the funding program of transportation projects which use Federal funds or are regionally significant. The RTA carries out a process for soliciting and programming regional projects for the Surface Transportation Block Grant (STBG) Program and Transportation Alternatives Set-Aside (TASA). Projects eligible for Federal-aid Swap will follow the Iowa DOT's process. The RTA also reviews any regional projects seeking Iowa Clean Air Attainment Program (ICAAP) funds. The TIP includes four years of programming based on funding estimates provided by the Iowa DOT. Programming will include all pertinent modes of transportation, with emphasis placed on STBG, TASA, 5311, and 5339 funds. The TIP will be fiscally constrained utilizing year of expenditure dollars. The document will include operations and maintenance information, and a status report on projects in the first year of the current program.

The TIP is developed in coordination with local governments, the State of Iowa, and public transit providers. Submittal of projects and revisions will be conducted through the online program TPMS. To ensure a well-balanced public participation process, all work associated with the TIP will be performed in accordance with the RTA Public Participation Plan and INRCOG Title VI Plan.

### Previous Work

- Prepared the final FY 2024-2027 TIP
- Processed revisions to the FY 2024-2027 TIP
- Updated STBG and TASA Guidelines
- Held work sessions to program projects for the draft FY 2025-2028 TIP
- Developed a draft FY 2025-2028 TIP
- Assistance with STBG and TASA applications

### FY 2025 Activities and Products

- Assistance with STBG and TASA applications
- FY 2024-2027 TIP
  - Maintain program through formal amendments and administrative modifications (as required)
- FY 2025-2028 TIP
  - Final program adopted
  - Maintain program through formal amendments and administrative modifications (as required)
- FY 2026-2029 TIP
  - Resolution(s) supporting regional Iowa Clean Air Attainment Program (ICAAP) grant applications(s)
  - Solicit, rank, and program TASA projects
  - Solicit and program STBG projects
  - BPAC and Transportation Technical Committee work sessions to develop draft program
  - Draft FY 2026-2029 TIP submitted by June 15, 2025

### Personnel, Budget, and Funding

	Staff Hours	Cost (\$)
Director of Transportation	10	587
Transportation Planner II	60	3,275
Transportation Planner I	30	1,172
<b>Personnel Total</b>		<b>5,034</b>
<b>Direct Expenses</b>		<b>966</b>
<b>Total</b>	<b>100</b>	<b>6,000</b>

Funding Type	Amount (\$)
FTA 5305e	2,400
FHWA SPR	2,400
INRCOG Match	1,200
<b>Total</b>	<b>6,000</b>

## ELEMENT C: PUBLIC PARTICIPATION PROCESS

### Objective

To incorporate a public involvement process that fosters public participation throughout the transportation planning, programming, and decision-making process.

### Project Description

This task includes conducting public input sessions, public hearings, and public outreach to obtain public input and feedback on transportation planning activities and plans. The Public Participation Plan, along with other pertinent documents maintained and developed by the RTA, are available on the RTA webpage of the Black Hawk County MPO website, [www.bhcmmpo.org/rta-plans-programs](http://www.bhcmmpo.org/rta-plans-programs). The Public Participation Plan will be updated by December 19, 2024.

### Previous Work

- Created an RTA webpage on the Black Hawk County MPO website
- Published 5 public hearing notices (amendments to FY 2024-2027 TIP, FY 2025 TPWP, FY 2025-2028 TIP)
- Two public input sessions relating to the development of the FY 2025-2028 TIP
- Notices of opportunities for public input shared via INRCOG e-newsletter and local media
- Publication of transportation articles in the INRCOG monthly e-newsletter
- News and highlights, transportation plans, and notices of opportunities for public input shared on the Black Hawk County MPO website, INRCOG Facebook page, and INRCOG monthly e-newsletter

### FY 2025 Activities and Products

- Publish public hearing notices for state and federally required documents and TIP amendments
- Materials and staffing for two public input sessions for the draft FY 2026-2029 TIP in June 2025
- Public engagement via surveys, public hearings, public input sessions, public meetings, virtual public involvement, and other methods
- Content for the Black Hawk County MPO website and Facebook page
- Content for the INRCOG monthly e-newsletter
- Marketing and outreach of RTA planning activities through various outlets and mediums
- Update the Public Participation Plan by December 19, 2024
- Statistically significant mail out survey for the 2050 LRTP

### Personnel, Budget, and Funding

	Staff Hours	Cost (\$)
Director of Transportation	10	587
Transportation Planner II	25	1,365
Transportation Planner I	20	781
Personnel Total		2,733
Direct Expenses		267
Total	55	3,000

Funding Type	Amount (\$)
FTA 5305e	1,200
FHWA SPR	1,200
INRCOG Match	600
Total	3,000

## ELEMENT D: LONG-RANGE TRANSPORTATION PLANNING

---

### TASK D-1: LONG-RANGE TRANSPORTATION PLAN

**Objective**

To maintain a Long-Range Transportation Plan (LRTP) and develop ancillary long-range transportation planning documents as needed.

**Project Description**

The 2045 Long-Range Transportation Plan was adopted in December 2020. The LRTP incorporates all modes of transportation into the planning process. The document serves as the mechanism for identifying and prioritizing projects into the RTA's Transportation Improvement Program. To support activities of the LRTP, the RTA will continue to monitor the document. The RTA must adopt the 2050 LRTP update by December 18, 2025, and staff will begin work associated with the update.

**Previous Work**

- Maintained the 2045 LRTP
- Community planning assistance to implement the 2045 Bicycle Accommodation Plan
- 2020 U.S. Census Metropolitan Planning Area Boundary adjustment joint process between the MPO and RTA

**FY 2025 Activities and Products**

- Maintain and update the 2045 LRTP (as needed)
- Community planning assistance to implement the 2045 Bicycle Accommodation Plan
- Draft chapters for the 2050 LRTP

---

### TASK D-2: STATEWIDE PLANNING INITIATIVES

**Objective**

To remain actively involved in various statewide planning efforts.

**Project Description**

Participation in statewide planning initiatives and committees.

**Previous Work**

- Member of the Strategic Highway Safety Plan Advisory Committee
- Attended four statewide MPO/RPA Quarterly meetings

**FY 2025 Activities and Products**

- Attend MPO/RPA Quarterly meetings
- Participation in regional and statewide coordination meetings



TASK D-3: TRANSPORTATION RELATED STUDIES

**Objective**

To be an active participant in various transportation studies relating to all pertinent modes of transportation as supported by the RTA Long-Range Transportation Plan.

**Project Description**

Further the goals and objectives of the transportation planning process through studies undertaken by the RTA, consultants, or committees on behalf of communities in the region.

**Previous Work**

- Participation in the Iowa Highway 150 Planning and Environmental Linkages (PEL) Study
- Discussions relating to the 240<sup>th</sup> St road paving and trail construction project

**FY 2025 Activities and Products**

- Continue participation in the Iowa Highway 150 PEL Study, including efforts to identify potential funding opportunities
- Continue planning efforts for the 240<sup>th</sup> St road paving and trail construction project

**Personnel, Budget, and Funding**

	Staff Hours	Cost (\$)
Executive Director	39	4,134
Director of Transportation	274	16,092
Data Services Coordinator	188	9,759
Transportation Planner II	106	5,785
Transportation Planner I	59	3,481
New Position	125	4,883
Administrative	6	201
<b>Personnel Total</b>		<b>44,335</b>
Direct Expenses		1,165
TransCAD (Maintenance)		1,500
<b>Total</b>	<b>797</b>	<b>47,000</b>

Funding Type	Amount (\$)
RTA STBG-New	12,500
FTA 5305e	11,000
FHWA SPR	14,100
INRCOG Match	9,400
<b>Total</b>	<b>47,000</b>

## ELEMENT E: SHORT-RANGE PLANNING

---

### TASK E-1: ADMINISTRATION OF OVERALL RTA ACTIVITIES

#### **Objective**

To provide administration of the RTA activities to ensure a continuous, cooperative, and comprehensive transportation planning process in compliance with applicable State and Federal laws and regulations.

#### **Project Description**

This task includes all administrative work to support activities of the RTA including the following: prepare and submit required documents to the Iowa DOT, FTA, and FHWA; facilitate and provide staff support for RTA meetings; prepare budgets, maintain financial records, and ensure monies are spent appropriately; and coordinate activities with participating agencies and other public and private interests. This task also includes RTA staff participating in conferences, seminars, meetings, and other training opportunities to remain familiar with the latest regulations and techniques related to the transportation planning field.

#### **Previous Work**

- Grant writing assistance to member communities (one transportation-related grant)
- Filing and reporting routine items required by the Iowa DOT, FTA, and FHWA
- Conducted eight Policy Board meetings, and developed meeting materials and minutes
- Conducted one Transportation Technical Committee meeting, and developed meeting materials and minutes
- Conducted one Bicycle and Pedestrian Advisory Committee meeting, and developed meeting materials and minutes
- Attended webinars, trainings, and conferences specific to transportation

#### **FY 2025 Activities and Products**

- Grant writing assistance to member communities (as requested)
- Reports and other materials by Federal, State, or other governmental agencies
- Policy Board meeting materials, meetings, and minutes
- TTC and BPAC meeting materials, meetings, and minutes
- Attend webinars, trainings, and conferences specific to transportation
- General planning assistance to communities

---

### TASK E-2: DATA SERVICES

#### **Objective**

To collect, analyze, and distribute data necessary to sustain and enhance the overall transportation system.

#### **Project Description**

This task includes all data collection and analysis to support transportation planning activities.

#### **Previous Work**

- Performed data collection and GIS data maintenance, including traffic count and crash data
- Developed and printed maps
- Collected pavement management, safety, and traffic count data for TIP project evaluation and prioritization

#### **FY 2025 Activities and Products**

- Data collection and GIS data maintenance, including traffic count and crash data
- Print and/or develop maps for member communities or partner agencies
- Interactive mapping, including web-based mapping and story maps
- Pavement management, safety, and traffic count data for TIP project evaluation and prioritization

---

## TASK E-3: MULTIMODAL PLANNING

### **Objective**

To provide support to expand and improve multimodal transportation options in the region to increase the safety and mobility of people and freight.

### **Project Description**

This task includes technical assistance to develop and promote plans and projects to increase the safety and mobility of people and freight. This task also includes continued implementation of the Safe Routes to School (SRTS) program in public and parochial schools throughout the region. This is part of the SRTS Partnership with the Iowa Bicycle Coalition and Upper Explorerland. This position is funded through a Statewide TASA/TAP grant via the Iowa DOT, the RTA, and the Black Hawk County MPO. The SRTS Coordinator will work with area schools on efforts and initiatives to increase bicycling and walking to school. The RTA had to postpone the Iowa Data Bike pavement conditions and photography initiative in the region due to a shift in priorities and the emergence of other critical projects. This project has been moved to FY 2025.

### **Previous Work**

- General multimodal transportation planning assistance
- Rural city sidewalk audits and inventory
- Safe Routes to School Program in public and parochial schools in the region
- Expanded the Interactive Cedar Valley Trail Map to include facilities in the region
- Passenger Rail support and outreach efforts, including creating a petition for Iowa to rejoin the Midwest Interstate Passenger Rail Commission

### **FY 2025 Activities and Products**

- General multimodal transportation planning assistance
- Safe Routes to School Program in public and parochial schools in the region
- Iowa Data Bike pavement conditions and photography (moved from FY 2024 to FY 2025)
- Promotional materials for the Interactive Cedar Valley Trail Map
- Passenger Rail and Rail Safety community engagement

---

## TASK E-4: TRANSIT PLANNING

### **Objective**

To enhance a coordinated, accessible, and efficient transit system to ensure all citizens have access to effective and affordable transportation options.

### **Project Description**

Focus on improving operating efficiencies of current services and eliminate service gaps where and when public transportation is not available. The FY 2026-2030 Passenger Transportation Plan (PTP) will be adopted and submitted to the Iowa DOT by May 1, 2025.

### **Previous Work**

- Held two Transit Advisory Committee (TAC) meetings
- Monitored the FY 2021-2025 PTP
- Researched transit scheduling software for OnBoard Public Transit

### **FY 2025 Activities and Products**

- Maintain and update the FY 2021-2025 PTP (as needed)
- Monitoring projects and initiatives identified in the FY 2021-2025 PTP
- Two TAC meetings (at minimum)
- Public outreach and marketing to increase public awareness of services provided by OnBoard Public Transit
- Passenger transportation provider survey and public input survey for the FY 2026-2030 PTP
- Draft FY 2026-2030 PTP submitted by February 1, 2025
- Final FY 2026-2030 PTP submitted by May 1, 2025

---

**TASK E-5: TRANSPORTATION SAFETY**

**Objective**

To include traffic safety initiatives and designs in all aspects of the transportation planning and project selection process.

**Project Description**

Provide safety studies, design techniques, and other information to member jurisdictions. Black Hawk, Bremer, Buchanan, Butler, Chickasaw, and Grundy Counties participated in a successful multi-county Safe Streets and Roads for All (SS4A) Action Plan Grant application. The grant will aid in developing comprehensive Safety Action Plans for each county. The plans will include a safety assessment of high fatality and serious injury and implementation activities to enhance roadway safety for all. RTA staff will participate in the planning efforts upon request.

**Previous Work**

- Provided safety data using the Iowa Crash Analysis Tool

**FY 2025 Activities and Products**

- Safety data provided using the Iowa Crash Analysis Tool
- Crash-related charts and reports
- Participate in planning efforts for county SS4A Action Plans

---

**TASK E-6: EQUIPMENT & SUPPLIES**

**Objective**

To purchase and maintain computer software and equipment to support the transportation planning functions of the RTA.

**Project Description**

This task includes the purchasing and maintenance of computer equipment and software necessary to carry out the transportation planning effort. The RTA had to postpone the Iowa Data Bike pavement conditions and photography initiative in the region due to a shift in priorities and the emergence of other critical projects. Accordingly, the 360° camera purchase to utilize with the Iowa Data Bike has been moved to FY 2025.

**Previous Work**

- Maintained ArcGIS licenses for two workstations
- Maintained license for Spatial Analyst and 3-D Analyst
- SketchUp Pro license

**FY 2025 Activities and Products**

- ArcGIS licenses for three workstations
- Spatial Analyst and 3-D Analyst
- SketchUp Pro license
- 360° camera to utilize with the Iowa Data Bike for pavement conditions and photography

**Personnel, Budget, and Funding**

	Staff Hours	Cost (\$)
Executive Director	38	4,028
Director of Transportation	273	16,033
Data Services Coordinator	188	9,759
Transportation Planner II	105	5,731
Transportation Planner I	58	3,364
New Position	125	4,882
Administrative	43	2,947
<b>Personnel Total</b>		<b>46,744</b>
Direct Expenses		4,256
RPO America-Dues		1,000
<b>Total</b>	<b>830</b>	<b>52,000</b>

Funding Type	Amount (\$)
RTA STBG-New	17,500
RTA STBG-Carryover	14,147
FTA 5305e	4,950
FHWA SPR	5,000
INRCOG Match	10,403
<b>Total</b>	<b>52,000</b>

## ELEMENT F: ADMINISTRATION

### Objective

To provide for the overall management and support of INRCOG's programs.

### Project Description

This task includes overhead and indirect expenses which are not attributable to direct expenses reflected under individual work tasks. Administrative salaries and overhead expenses are charged on an indirect basis according to the agency's approved cost-allocation plan (attached).

### Previous Work

Budget, audit, and other financial documents as required for the fiscal year ending June 30, 2024.

### FY 2025 Activities and Products

- Quarterly progress reports and invoices
- Budget, audit, and other financial documents required for the fiscal year ending June 30, 2025.

### Personnel, Budget, and Funding

Funding Type	Amount (\$)
RTA STBG-New	10,000
FTA 5305e	7,900
FHWA SPR	7,900
INRCOG	6,450
Total	32,250

# SCHEDULE OF ACTIVITIES

Description	1 <sup>st</sup> Quarter (July – Sept.)	2 <sup>nd</sup> Quarter (Oct. – Dec.)	3 <sup>rd</sup> Quarter (Jan. – Mar.)	4 <sup>th</sup> Quarter (April – June)	RTA LRTP Goals Supported
<b>(A) Transportation Planning Work Program</b>					
FY 2025 TPWP maintenance and budget monitoring	X	X	X	X	
Reimbursement submittals	X	X	X	X	
Draft FY 2026 TPWP submitted by March 31, 2025			X		1, 2, 3, 4
Final FY 2026 TPWP submitted by June 1, 2025				X	
RTA Self Certification				X	
<b>(B) Transportation Improvement Program</b>					
Assistance with STBG and TASA applications			X	X	
FY 2024-2027 TIP maintenance	X				
FY 2025-2028 TIP final program adopted	X				1, 2, 3, 4
FY 2025-2028 TIP maintenance	X	X	X	X	
Draft FY 2026-2029 TIP submitted by June 15, 2025		X	X	X	
<b>(C) Public Participation Process</b>					
Publish public hearing notices for state and federally required documents and TIP amendments	X	X	X	X	
Materials and staffing for two public input sessions				X	
Public engagement via surveys, public hearings, public input sessions, public meetings, virtual public involvement, and other methods	X	X	X	X	
Content for the Black Hawk County MPO website and Facebook page	X	X	X	X	1, 4
Content for the INRCOG monthly e-newsletter	X	X	X	X	
Marketing and outreach of RTA planning activities through various outlets and mediums	X	X	X	X	
Update the Public Participation Plan by December 19, 2024	X	X			
Statistically significant mail out survey for the 2050 LRTP		X	X		
<b>(D) Long-Range Transportation Planning</b>					
Maintain and update the 2045 LRTP (as needed)		X		X	
Community planning assistance to implement the 2045 Bicycle Accommodation Plan	X	X	X	X	
Draft chapters for the 2050 LRTP	X	X	X	X	
Attend MPO/RPA Quarterly meetings	X	X	X	X	1, 2, 3, 4
Participation in regional and statewide coordination meetings	X	X	X	X	
Continue participation in the Iowa Highway 150 PEL Study, including efforts to identify potential funding opportunities	X	x			
Continue planning efforts for the 240 <sup>th</sup> St road paving and trail construction project	X	X	X	X	

Description	1 <sup>st</sup> Quarter (July – Sept.)	2 <sup>nd</sup> Quarter (Oct. – Dec.)	3 <sup>rd</sup> Quarter (Jan. – Mar.)	4 <sup>th</sup> Quarter (April – June)	RTA LRTP Goals Supported
<b>(E) Short-Range Transportation Planning</b>					
Grant writing assistance to member communities (as requested)	X			X	
Reports and other materials by Federal, State, or other governmental agencies	X	X	X	X	
Policy Board meeting materials, meetings, and minutes	X	X	X	X	
TTC and BPAC meeting materials, meetings, and minutes			X		
Attend webinars, trainings, and conferences specific to transportation	X	X	X	X	
General planning assistance to communities	X	X	X	X	
Data collection and GIS data maintenance, including traffic count and crash data	X	X	X	X	
Print and/or develop maps for member communities or partner agencies	X	X	X	X	
Interactive mapping, including web-based mapping and story maps	X	X	X	X	
Pavement management, safety, and traffic count data for TIP project evaluation and prioritization			X	X	
General multimodal transportation planning assistance	X	X	X	X	
Safe Routes to School Program in public and parochial schools in the region	X	X	X	X	
Iowa Data Bike pavement conditions and photography	X	X			
Promotional materials for the Interactive Cedar Valley Trail Map		X	X		1, 2, 3, 4
Passenger Rail and Rail Safety community engagement	X	X	X	X	
Maintain and update the FY 2021-2025 PTP (as needed)		X		X	
Monitoring projects and initiatives identified in the FY 2021-2025 PTP	X	X	X	X	
Two TAC meetings (at minimum)	X		X		
Public outreach and marketing to increase public awareness of services provided by OnBoard Public Transit	X	X	X	X	
Passenger transportation provider survey and public input survey for the FY 2026-2030 PTP	X	X			
Draft FY 2026-2030 PTP submitted by February 1, 2025	X	X	X		
Final FY 2026-2030 PTP submitted by May 1, 2025			X	X	
Safety data provided using the Iowa Crash Analysis Tool	X	X	X	X	
Crash-related charts and reports	X	X	X	X	
Participate in planning efforts for county SS4A Action Plans	X	X	X	X	
ArcGIS licenses for three workstations			X		
Spatial Analyst and 3-D Analyst			X		
SketchUp Pro license		X			
360° camera to utilize with the Iowa Data Bike for pavement conditions and photography	X				
<b>(F) Administration</b>					
Quarterly progress reports and invoices	X	X	X	X	
Budget, audit, and other financial documents required for the fiscal year ending June 30, 2025	X	X	X	X	

# FY 2025 BUDGET & FUNDING SOURCES

**FY 2025 Transportation Budget Summary**

Work Element	RTA STBG Carryover (\$)	RTA STBG New (\$)	5305e New (\$)	FHWA SPR (\$)	Federal Total (\$)	INRCOG Match (\$)	Total (\$)
(A) TPWP	750	--	775	775	2,300	575	2,875
(B) TIP	--	--	2,400	2,400	4,800	1,200	6,000
(C) Public Participation Process	--	--	1,200	1,200	2,400	600	3,000
(D) Long-Range Transportation Planning	--	12,500	11,000	14,100	37,600	9,400	47,000
(E) Short-Range Transportation Planning	14,147	17,500	4,950	5,000	41,597	10,403	52,000
(F) Administration	--	10,000	7,900	7,900	25,800	6,450	32,250
<b>Total</b>	<b>14,897</b>	<b>40,000</b>	<b>28,225</b>	<b>31,375</b>	<b>114,497</b>	<b>28,628</b>	<b>143,125</b>

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

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

**FY 2025 INRCOG Personnel Assignments Direct Planning Tasks**

Work Element	Total Budget (100%) (\$)	Direct Expense (\$)	Salary and Fringe (\$)
(A)	2,875	445	2,430
(B)	6,000	966	5,034
(C)	3,000	267	2,733
(D)	47,000	1,165	44,335
(E)	52,000	4,256	46,744
<b>Total</b>	<b>110,875</b>	<b>7,099</b>	<b>101,276</b>

**FY 2025 Staff Time (in hours)**

Work Element	Executive Director	Director of Transportation	Data Services Coordinator	Transportation Planner II	Transportation Planner I	New Position	Administrative Staff	Total
(A)	15	5	--	10	--	--	--	30
(B)	--	10	--	60	30	--	--	100
(C)	--	10	--	25	20	--	--	55
(D)	39	274	188	106	59	125	6	797
(E)	38	273	188	105	58	125	43	830
<b>Total</b>	<b>92</b>	<b>572</b>	<b>376</b>	<b>306</b>	<b>167</b>	<b>250</b>	<b>49</b>	<b>1,812</b>





**INRCOG**

Iowa Northland Regional  
Council of Governments

# INRCOG COST ALLOCATION PLAN

Contact: Brian Schoon, Executive Director

[bschoon@inrcog.org](mailto:bschoon@inrcog.org)

## A. Introduction

Iowa Northland Regional Council of Governments (INRCOG) is a state/local government located in Waterloo, Iowa. The classification and allocation of direct and indirect costs of INRCOG are allowable in accordance with 2 CFR Part 225 (formerly OMB Circular A-87), "Cost Principles for State, Local and Indian Tribal Governments," or 2 CFR Part 230 (formerly OMB Circular A-122), "Cost Principles for Non-profit Organizations."

## A. Cost Allocation Methodology

This proposal is for a Cost Allocation Plan (Plan) to cover the period beginning July 1, 2024 and ending June 30, 2025. This proposal is based on INRCOG's actual costs reconcilable to the audited financial statements for its fiscal year ending June 30, 2025. The status of our cost allocation plan is:

- (a) This is our initial request for the approval of our cost allocation plan. None of the federal agencies have ever officially approved of our cost allocation plan.
- (b) We have received an official written approval of our cost allocation plan from the Economic Development Administration.
- (c) We have received written approval of our cost allocation plan from Iowa Department of Transportation multiple times. However, we have been unable to obtain Federal Cognizant approval of our Indirect Cost Proposal.

This proposal addresses all elements of cost incurred by INRCOG and identifies shared costs that require allocation. INRCOG treats all costs as direct costs except general administration and general expenses. Joint costs are prorated individually as direct costs to each category and to each award using a base most appropriate to the particular cost being prorated. Therefore, the direct allocation method has been used in allocating indirect costs.

INRCOG maintains adequate internal controls to ensure that no cost is charged both directly and indirectly to Federal contracts or grants.

**INRCOG | PARTNERS FOR PROGRESS**

*Developing Strong Local Government through Regional Cooperation*

### **C. Direct Costs**

Direct costs are those that can be identified specifically with a particular program. These costs may be charged directly to grants, contracts, or to other programs against which costs are finally lodged.

Typical direct costs chargeable to programs include:

- Compensation of employees for the time and effort devoted specifically to the execution of grant programs.
- Costs of materials acquired, consumed, or expended specifically for a particular program.
- Equipment and other approved capital expenditures.
- Other items of expense incurred specifically to carry out the program.
- Services furnished specifically for the program by other agencies.

### **D. Indirect Costs**

Indirect costs are those incurred for common or joint objectives and therefore cannot be readily and specifically identified with a particular project or activity. Indirect costs include salaries, fringe benefits, travel, utilities, rent, postage, office supplies, and printing not identified specifically with a program. Indirect costs are incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objectives specifically benefited without effort disproportionate to the results achieved. These costs are distributed equally to all programs against the base of direct time spent on specific programs which produces an equitable result in consideration of relative benefits derived.

Indirect costs include:

- Work relating to the project operation and general supervision of programs.
- Work activities conducted relating to the organizational functioning of the agency.

### **E. Cost Pool and Base for Distribution**

INRCOG uses two pools in the distribution of its indirect costs. The Fringe Benefit Pool consists of employee vacations, sick leave, holidays, health/life insurance, the employer's share of FICA and retirement costs, and reimbursable unemployment expense. The Administrative Pool consists of all other indirect costs as described above. These two pools are based on direct program salary expense and allocated to all agency programs equally as follows:

- Fringe Benefit Allocation = Total Fringe Pool / Total Direct Salaries x Direct Program Salaries
- Administrative Allocation = Total Administrative Pool / Total Direct Salaries x Direct Program Salaries

#### Predetermined Fixed Rates

A predetermined fixed rate for computing indirect costs applicable to a grant may be negotiated annually in situations where the cost experience and other pertinent facts available are deemed sufficient to enable the contracting parties to reach an informed judgement (1) as to the probable level of indirect costs in the grantee department during the period to be covered by the negotiated rate, and (2) that the amount allowable under the predetermined rate would not exceed actual indirect costs.

#### Negotiated Lump Sum for Overhead

A negotiated fixed amount in lieu of indirect costs may be appropriate under circumstances where the benefits derived from a grantee department's indirect services cannot be readily determined as in the case of small, self-contained or isolated activity. When this method is used, a determination should be made that the amount negotiated will be approximately the same as the actual indirect cost that may be incurred. Such amounts negotiated in lieu of indirect costs will be treated as an offset to total indirect expenses of the grantee department before allocation to remaining activities. The base on which such remaining expenses are allocated should be appropriately adjusted.

#### **F. Supporting Financial Statements, Summary Schedule, and Unallowable Costs**

NOTE: Organization must include a complete copy of the audited financial statements with their proposal submission.

Unallowable and Excludable Costs – The following costs are excluded from the allocation process: capital outlay over the threshold of \$500, awards and gifts, bad debts, and food costs.

#### **G. Description of Accounting System**

INRCOG uses an accrual system of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenditures are recorded when the related liability is incurred.

INRCOG uses Quick Books per our accountant's recommendation.

#### **H. Indirect Salaries**

The number of hours of work performed by INRCOG employees for the general supervision of programs and organization functioning of the agency (Administrative Pool) varies each month. Employees record the amount of time for work performed for the administration of the agency and also for work performed for a specific program. Administrative time is then distributed equally each month to all programs against the base of direct time spent on specific programs during that month (refer to Section E, Cost Pool and Base for Distribution).

#### **I. Indirect Fringe Benefits**

Refer to "Section E, Cost Pool and Base for Distribution" and "Section H, Indirect Salaries" for description of allocation of fringe benefits.

#### **J. Organization Chart**

See Schedule B

#### **K. Cost Allocation Plan Certification**

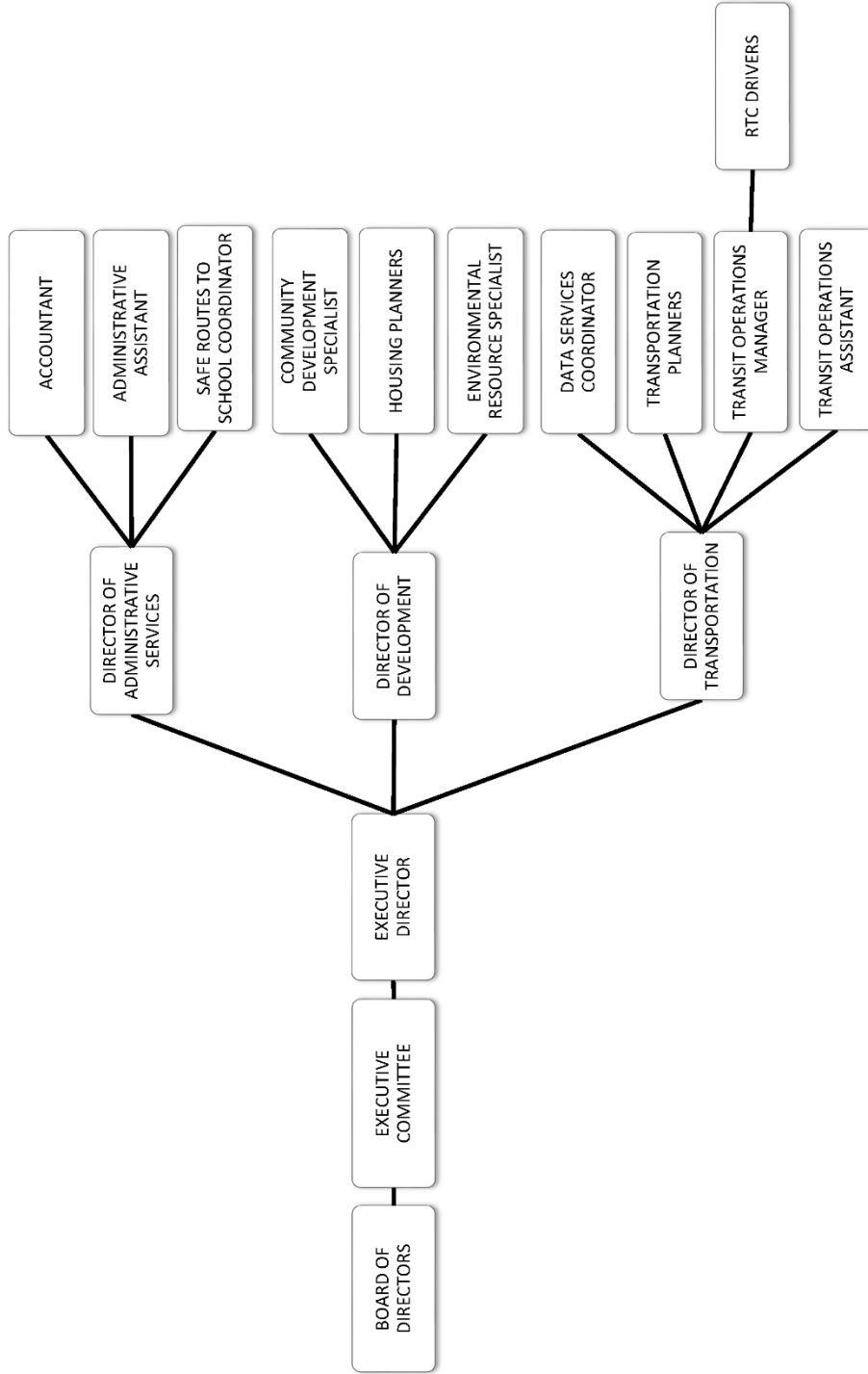
See attached

## Schedule A – Elements of Cost

Elements of Cost	Allocation Methodology	Item Description
Salaries & fringe benefits	Direct/Indirect	Direct when specific to program, indirect for general admin
Travel	Direct/Indirect	Direct when specific to program, indirect for general training and admin.
Meals	Direct	Program specific for allowable meals
Seminar	Direct/Indirect Cost	Direct when specific to program, indirect for general admin
Telephone/Internet	Direct/Indirect Cost	Direct when specific to program, indirect for general admin
Contracted Services	Direct/Indirect Cost	Direct when specific to program, indirect for general admin
Office Supplies	Direct/Indirect Cost	Direct when specific to program, indirect for general admin
Program Supplies	Direct	Direct when specific to program
Miscellaneous	Direct/Indirect Cost	Direct when specific to program, indirect for general admin
Postage	Direct/Indirect	Direct when specific to program, indirect for general admin
Bad Debt	Direct/Unallowable	Uncollectable notes receivable/accounts receivable
Copy	Direct/Indirect	Direct when specific to program, indirect for general admin
Advertising & Notices	Direct/Indirect	Direct when specific to program, indirect for general admin
Professional Memberships	Direct/Indirect	Direct when specific to program, indirect for general admin
Recording Fees	Direct	Program specific for recording liens on homeowner's notes
Administrative Overhead	Indirect	Costs that are not specific to direct programs, included as indirect allocation of all other elements of costs
Administrative expense – EDA RLF	Direct	Costs that are specific to operating the EDA RLF Fund
Provision for forgivable loan	Direct	Program specific for forgivable loans
Administrative expense – INRHC	Direct	Costs that are specific to operating the INRHC RLF Fund
Relocation	Direct	Expenses specific to the relocation of homeowner's
Insurance	Indirect	Bonding insurance, building insurance, etc.
Equipment maintenance/expense	Direct/Indirect Cost	Rental and maintenance on equipment used in administrative office or specific to programs.
Legal and Accounting	Direct/Indirect Cost	Direct when specific to program, indirect for general admin

**Schedule B – INRCOG Organization Chart (as of January 2023)**

**Iowa Northland Regional Council of Governments**  
Organizational Chart





## Certificate of Indirect Cost Proposal and 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 of May 16, 2024 to establish a:
  - Cost Allocation Plan
  - Indirect Cost Rate
 for July 1, 2024 to June 30, 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 relation 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

Brian Schoon  
Printed Name

Executive Director  
Title

Iowa Northland Regional Council of Governments  
Name of Organization

May 16, 2024  
Date Signed

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



## APPENDIX A – RESOLUTION

### **RESOLUTION OF THE IOWA NORTHLAND REGIONAL TRANSPORTATION AUTHORITY POLICY BOARD**

**WHEREAS**, the Iowa Northland Regional Transportation Authority (RTA) has been designated as the Regional Planning Affiliation for Black Hawk, Bremer, Buchanan, Butler, Chickasaw, and Grundy Counties; and

**WHEREAS**, the Policy Board, in cooperation with the state, is conducting a continuing, cooperative, and comprehensive (3-C) transportation planning process pursuant to 23 CFR 450 (b); and

**WHEREAS**, the Policy Board has reviewed the Transportation Planning Work Program (TPWP) for Fiscal Year 2025; and

**WHEREAS**, the Iowa DOT requires that the RTA commit a twenty (20) percent local share to the TPWP budget for FY 2025.

**NOW, THEREFORE BE IT RESOLVED** that the Iowa Northland Regional Transportation Authority Policy Board hereby approves the FY 2025 Transportation Planning Work Program for submittal to the Iowa DOT, and commits the required twenty (20) percent local share to the TPWP budget for FY 2025.

Passed and adopted this 16<sup>th</sup> day of May, 2024.

---

Greg Barnett, Chair

ATTEST:

---

Brian Schoon, INRCOG Executive Director

# APPENDIX B – RTA SELF-CERTIFICATION

## RTA 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 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 (3) 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) 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

Brian Schoon  
Printed Name

Executive Director  
Title

Iowa Northland Regional Council of Governments  
Name of Organization

May 16, 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



## APPENDIX C – SRTS PROPOSED SCOPE OF WORK

**Project Number:** TAP-R-000T()-8T-00

**Project Title:** Safe Routes Partnership

**Project Objective:** To assist communities with increasing the number of students choosing active transportation as their first choice for transportation and to increase overall health and safety.

### **Tasks and Deliverables:**

TASK 1: Build and strengthen new and existing Safe Routes relationships within school system and community. The goal of Task 1 is to maintain relationships while inviting new stakeholders to support Safe Routes. Meetings and discussions with stakeholders will be held to ensure the Safe Routes message is shared. Safe Routes partners will be educated on the benefits of Safe Routes to help promote throughout their respective communities and networks.

- Deliverable 1: Collaborate with partners
- Deliverable 2: Strengthen Safe Routes message
- Deliverable 3: Communicate about the benefits of Safe Routes

TASK 2: Support new and existing Safe Routes efforts. The goal of Task 2 is to maintain programming success with proper equipment to perform duties of the program. Additionally, this task encourages program development in new communities, schools and families. Safe Routes coordinators will work towards sustainability of programs. As necessary, data collection will be used to evaluate programs and shape future planning.

- Deliverable 1: Acquire necessary program equipment and supplies to conduct programs
- Deliverable 2: Conduct programming
- Deliverable 3: Expand Safe Routes efforts into new communities, schools and families
- Deliverable 4: Collect student data to support future Safe Routes efforts

TASK 3: Support active transportation efforts related to Safe Routes. The goal of Task 3 is to ensure that the Safe Routes message is evolving with current active transportation trends to meet the needs of each community. By attending trainings, webinars and other learning opportunities, coordinators can continue to stay up to date on Safe Routes related topics and identify new supporters of the program.

- Deliverable 1: Develop Safe Routes messaging and materials
- Deliverable 2: Promote and support community efforts at all levels
- Deliverable 3: Attend trainings to support active transportation i.e. webinars, seminars, council meetings, etc.

TASK 4: Continue professional development and networking opportunities. The goal of Task 4 is to grow active transportation knowledge and skills by identifying best practices through networking at all levels. Conferences will encompass active transportation and health promotion topics related to infrastructure and non-infrastructure Safe Routes efforts. Learning about current issues and best practices at conferences is important and needed to grow Safe Routes throughout the state. However, attending conferences with the focused purpose of networking and educating potential advocates on Safe Routes efforts is also a crucial component to long term success.

- Deliverable 1: Attend conferences to grow active transportation and Safe Routes knowledge and skill sets
- Deliverable 2: Attend conference as a sponsor/tables event to create more awareness and interest in Safe Routes

# DOCUMENT REVISION SUMMARY

<b>Date of Revision</b>	<b>Revised Section</b>	<b>Summary of Changes</b>