

**FY 2012
TRANSPORTATION PLANNING WORK PROGRAM
OF THE**

**SIOUXLAND REGIONAL TRANSPORTATION
PLANNING ASSOCIATION**

**This program was prepared with funds provided through the
Safe, Accountable, Flexible, and Efficient Transportation Equity Act – A Legacy for
Users.**

Revised Final 5.25.11

SRTPA TPWP

ACKNOWLEDGMENTS

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INTRODUCTION

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), and the Iowa Department of Transportation (Iowa DOT), as a requirement of the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU). SAFETEA-LU was signed by the President on August 10, 2005. SAFETEA-LU provides federal funding authorizations for the highway network, highway safety, alternative modes, and mass transportation through Fiscal Year 2009. SAFETEA-LU 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 21st Century (TEA-21).

The purpose of the *SRTPA Transportation Planning Work Program FY 2012* 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 2012. Preparation of the TPWP consisted of compiling background information provided through the U.S. Census, U.S. DOT, Iowa DOT, and other named sources. The SRTPA was responsible for the preparation of this TPWP, with guidance given by local and county officials, the SRTPA Technical Advisory Committee (TAC), Policy Board, and through citizen input. The information in this program represents a continuing planning process that will be reviewed and modified annually. The purpose of a TPWP is to serve as a guiding document of information addressing current and projected transportation needs for Region 4 from a planning perspective. This TPWP will be used as a means of identifying areas of need and developing a means of addressing such.

The information contained in the following pages will provide a better understanding of the SRTPA transportation planning work program as it is today. Decisions made with this planning process utilize current transportation network characteristics, current and projected social, physical, environmental, and economic characteristics, as well as various local and county citizen participation, and local official involvement. Several local and regional meetings and a public hearing were held throughout the development of the *SRTPA Transportation Planning Work Program FY 2012* in order to encourage and receive a diversity of information and participation.

PLANNING FACTORS

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

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility options available to people and for freight;

5. Protect and enhance the environment, promote energy conservation, and improve quality of life and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation, and;
8. Emphasize the preservation of the existing transportation system.

PLANNING EMPHASIS AREAS

In FY 2006, five key planning themes were identified and are still relevant in FY 2012: (1) Consideration of safety and security in the transportation planning process; (2) Participation of transit operator in metropolitan & statewide planning; (3) Coordination of non-emergency human service transportation; (4) Planning for Transit System Management/Operations to Increase Ridership and; (5) Support Transit Capital Investment decisions through effective system planning.

1. **Safety and Security in the Transportation Planning Process:** SAFETEA-LU has expanded emphasis on safety and security by separating the two planning factors. This entails the communication and collaboration among safety professionals, emergency service providers, enforcement officers, and transportation planners in order to integrating safety and security into all stages of the transportation planning process.
2. **Participation of Transit Operators in Metropolitan and Statewide Planning:** SAFETEA-LU expands the mandate and opportunities for transit operator participation in multimodal transportation decision-making through Statewide and Metropolitan planning. This entails a set of strategies for realizing the full potential and benefits of multimodal decision-making.
3. **Coordination of Non-Emergency Human Service Transportation:** SAFETEA-LU provides expanded program authority and funding opportunities to provide transit service in individuals with job access and specialized transportation needs. This will require the preparation of a locally-developed coordinated human service-transportation plan.
4. **Planning for Transit Systems Management/Operations to Increase Ridership:** This includes a strategic approach to management and operating transportation systems in order to improve productivity, service cost effectiveness, and increase passenger miles. FTA has developed information and guidance in developing strategies that increase the use of their systems. This guidance is summarized in the report "Ridership Guidance Quick Study," and can be found on the web at http://www.fta.dot.gov/17525_ENG_HTML.htm.
5. **Support Transit Capital Investment Decisions Through Effective Systems Planning:** This includes an increased emphasis on system planning, recognizing that a higher quality of work performed at the systems planning level set the foundation for future planning.

S RTPA WORK ELEMENTS

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

Element A Transportation Planning Work Program (TPWP) 1%

- TPWP/Budget
- Progress Reports/Reimbursements

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

FY 2011 Accomplishments:

- *S RTPA Transportation Planning Work Program FY 2012* produced and approved in May, 2011.
- Prepared quarterly progress reports and associated reimbursement requests to the Iowa DOT.

FY 2012 Activities:

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

- Maintaining and monitoring the *FY 2012 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 2012 work elements; and
- Preparing a *FY 2013 Transportation Planning Work Program* and budget

Anticipated FY 2012 Work Products:

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

- Monitoring the *FY 2012 Transportation Planning Work Program* and budget (ongoing);
- Quarterly progress reports and reimbursement requests to the Iowa DOT (ongoing); and
- *S RTPA Transportation Planning Work Program FY 2013* to be produced and approved by June 2012.

Total Hours: 15

Total Budget: \$1,078

Element B Transportation Improvement Program (TIP) 29%

- Surface Transportation Program (STP)
- Surface Transportation Program Transportation Enhancement (STP-TE)
- Transportation Improvement Program Document
- Amendments and revisions to Transportation Improvement Program Document

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

FY 2011 Accomplishments:

- The production of the *S RTPA Transportation Improvement Program FY 2011 – 2014*;
- Amended and revised the *S RTPA Transportation Improvement Program FY 2011 – 2014*;
- Solicitation, project review, and project funding recommendations for the STP and TE Request for Proposals for the *FY 2012-2015 Transportation Improvement Program*;
- Utilized the TPMS system to develop the *S RTPA Transportation Improvement Program FY 2012 – 2015*; and
- Monitor and maintain the *FY 2011-2014 TIP* and the *FY 2012 -2015 TIP*.

FY 2012 Activities:

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

- Continue to monitor the STP Funds programmed in the TIP through project status reports and through communication with the Iowa DOT.
- Maintaining, revising, and amending, as necessary, the *S RTPA FY 2012-2015 TIP*;
- Solicitation, project review, and project funding recommendations for the STP and TE Request for Proposals for the *FY 2013 – 2016 Transportation Improvement Program*.
- Preparing a *FY 2013-2016 TIP*, coordinating and being consistent with the Iowa DOT's *Statewide Transportation Improvement Program (STIP)* using the Transportation Program Management System (TPMS).

FY 2012 Work Products:

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

- Evaluate status of FY 2012 transportation improvement projects (ongoing);
- Finalize *S RTPA Transportation Improvement Program FY 2012-2015* using TPMS (July 2011);
- Prepare *S RTPA Transportation Improvement Program FY 2013-2016* using TPMS (April 2011);
- Review *Statewide Transportation Improvement Program FY 2012-2015* and make comments;
- Amend and revise *S RTPA Transportation Improvement Program FY 2012 -2015* using TPMS (ongoing);
- Administer Surface Transportation Program (STP) and Transportation Enhancement Program Candidates;
- Incorporating the FY 2016-funded STP and STP TE projects in the draft *FY 2013 - 2016 TIP* (April 2012); and
- Evaluate status of FY 2013 transportation improvement projects (ongoing).

Total Hours: 481

Total Budget: \$31,268

Element C Public Participation Process (PPP) 5%

- Public Involvement

Objective: As per the requirements of the SAFETEA-LU; ensure that the public is kept duly informed and involved in regional transportation planning.

FY 2011 Accomplishments:

- Updating and improving S RTPA information on the SIMPCO website;
- Describe S RTPA activities through the *SIMPCO is Action* newsletter;
- Maintaining and updating the SRPTA list serve;
- Hosted meetings, posted notices in the news media regarding transportation planning activities, encouraged comment via website, newsletters etc.; and
- Developed and updated SIMPCO Facebook, Twitter and blog page to enhance the Public Participation Process.

FY 2012 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 2013*. (February – May 2012);
- Conduct a public hearing and 15-day comment period and public meeting for the *SRTPA Transportation Improvement Program FY 2013-2016* (April 2012);
- Conduct a 30-day comment period for the *FY 2012 – 2015 Passenger Transportation Plan Annual Update* (March – May 2012);
- 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 is Action* 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
- Develop materials for media use and dissemination.

Anticipated FY 2012 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 (ongoing);
- Continue to update SIMPCO Facebook, Twitter, and blog page (ongoing);
- SIMPCO is Action newsletters (ongoing); and
- A current SRTPA list serve (ongoing).

Total Hours: 83

Total Budget: \$5,392

Element D Long-Range Transportation Plan (LRTP) 30%

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

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

FY 2011 Accomplishments:

- Continual work on data collection and upkeep such as land use changes, socioeconomic changes etc. in the SRTPA’s planning area.

FY 2012 Activities:

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

- Analyze socioeconomic changes and land use proposals since the LRTP’s adoption (continuous);
- Analyze traffic pattern changes and construction proposals since the LRTP's adoption (continuous);
- Analyze traffic volumes for the past 12 years and incorporated the data into the SIMPCO Geographical Information System (GIS) (continuous);
- Assist each of the member communities with the development of priority lists for future planning of transportation improvements (continuous);
- Conduct public hearings and informational meetings for the purpose of gathering public input with particular attention given to minority and low-income individuals (continuous);
- Continue development of datasets for SIMPCO Geographical Information System including roads, traffic counts, trails, trails emergency numeration, and parks (continuous);
- Continue to upgrade mapping services and update maps for Region 4 with Geographic Information Systems (continuous);
- Utilize Geographical Information System for map production, land use planning, socio-economic data analysis, and traffic model interfacing (continuous);
- Utilize Global Positioning Systems (GPS) for map production and bicycle and pedestrian facility planning (continuous);
- Amend and revise the Long Range Transportation Planning Document as needed (continuous); and
- Assist Iowa DOT with the Iowa Long Range Transportation update/public meeting.

Anticipated FY 2012 Work Products:

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

- Update maps and continue to provide GIS support to local agencies (ongoing);
- Updating the various socio-economic data variables needed for long-range transportation planning (ongoing);
- Traffic flow data, etc. which are later to be utilized in the Siouxland Regional Transportation Planning Association LRTP updates (ongoing); and
- Participating in the Iowa DOTs Statewide Travel Model development.

Total Hours: 499

Total Budget: \$32,347

Element E Other (Short-Range Planning, Administration/Systems Management) 35%

- Interagency Coordination
- Passenger Transportation Development Plan
- Transit Planning
- Committee Support
- Administration
- Information Technology
- Travel and Training
- Special Projects

Objective: Carry out ongoing short range planning activities like mapping, ITS architecture implementation, transit planning and congestion mitigation and air quality planning, updating the passenger transportation development plan, attending training classes and conferences, committee support and general administration of the SRTPA.

FY 2011 Accomplishments:

- Developed GIS maps for RPA members;
- Provided technical assistance with traffic counts;
- Coordination of information with Iowa DOT and other relevant agencies etc.
- Administered the SRTPA;
- Attend relevant meetings such as RPA directors' in Ames;
- Organized and held several Coordinated Transportation Issues Committee meetings where the committee oversaw the development of the Passenger Transportation Plan Annual Update;
- Attended several meetings related to a Volunteer Transportation Program and drafted a Mobility Manager/Volunteer Transportation Coordinator business plan;
- Attended several training courses concerning safety and transportation coordination;
- Assisted the Tri-State Incident Management Committee with detour plans on I-29 in Monona County; and
- Assisted the Iowa DOT on the Lewis and Clark Multi-Modal Plan, including attending meetings and reviewing the draft plan.

FY 2012 Activities:

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

- Attend RPA Directors' meeting in Ames, Iowa;
- Organize and hold the Coordinated Transportation Issues Committee meetings as part of the federally required coordinated planning process with transit agencies and health/human service organizations;
- Prepare the Passenger Transportation Plan Annual Update {Coordinated Transit – Health/Human Service Agency Plan} – May 2012;
- 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;
- Provide technical assistance, and attend meetings for the Highway 20 Association;
- 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;
- Monitor and conduct traffic counts, turning movement counts, analyses, scenarios, and forecasts;
- Traffic analysis and studies, along with supplemental Census and state traffic counts may be performed as requested;
- Utilize Public Transportation Management System (PTMS);
- Participate in the Safe Routes to School Program;
- Update planning boundary based on census data;
- Review Federal Functional Classification (FFC) of roads and request changes as necessary;
- Assist SRTS in creating a LEP Plan;
- Begin to create a plan for a multi-use trail between LeMars and Sioux City
- Attend various workshops, training and conferences as necessary; and
- Update and assist with the rural portion of the Tri-State Traffic Management Team's – Incident Management Plan.

Anticipated FY 2012 Work Products:

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

- Current and relevant short range administrative plans (ongoing);
- Will administer RPA TAC and Policy Board meetings (ongoing);
- Timely technical assistance to RPA entities that require assistance such as with traffic counts, GIS, census data, etc. (ongoing); and
- FY 2013 – 2016 Passenger Transportation Plan Annual Update (May 2012).
- Updated planning boundary (June 2012)
- Updated FFC map (June 2012)

Total Hours: 581

Total Budget: \$37,738

PLANNING PROCESS

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 Co-Executive Directors, Transportation Planning Director, and two transportation planners.

Duties The Transportation Planning Director, with assistance from two transportation planners, is responsible for the development and management of transportation activities as outlined in the SAFETEA-LU. The Co-Executive Directors are the agency's Chief Administrative Officer and Chief Operating Officer and are responsible for the oversight of the agency's activities, acting as its decision-maker and policy coordinator. The Co-Executive Directors also coordinate activities of the entire staff and ensure 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).

FINANCING THE PROGRAM

Employee Hours							
Activity/Work Element	FTA 5311 Carry over	FTA 5311 New	FHWA STP Carry over	FHWA STP New	SPR New	Local Match	Total
TPWP		3		6	3	3	15
TIP		101		183	101	96	481
PPP		17		32	17	17	83
L RTP		105		189	105	100	499
Other -Administration / Systems Management/ Short Range Planning		122		221	122	116	581
Totals	0	348	0	631	348	332	1659
Expenditures							
Activity/Work Element	Federal Funds				SPR New	Local Match	Total
	FTA 5311 Carry over	FTA 5311 New	FHWA STP Carry over	FHWA STP New			
TPWP		\$226		\$410	\$226	\$216	\$1,078
TIP		\$6,562		\$11,890	\$6,562	\$6,254	\$31,268
PPP		\$1,132		\$2,050	\$1,132	\$1,078	\$5,392
L RTP		\$6,789		\$12,300	\$6,789	\$6,469	\$32,347
Other -Administration / Systems Management/ Short Range Planning		\$7,920		\$14,350	\$7,920	\$7,548	\$37,738
Totals	\$0	\$22,629	\$0	\$41,000	\$22,629	\$21,565	\$107,823

Notes: All FHWA (SPR/STP) and FTA (5311) planning funds received by SIMPCO through the Iowa DOT require a 20% local match. Overhead costs, estimated at \$22.00 per direct staff hour, are applied consistently to each element and funding source. The average hourly cost of \$65.00 includes wages, benefits, expenses and overhead.

SIouxLAND INTERSTATE METROPOLITAN PLANNING COUNCIL (SIMPCO)
INDIRECT COST ALLOCATION PLAN

July 1, 2011 – June 30, 2012

INDIRECT LABOR	Percent of Of Time	Salary & Fringe	Description
Co-Executive Director	17%	\$ 20,444	agency management
Co-Executive Director	90%	\$104,900	agency & financial mgmt, purchasing, computer network, human resources, building manager
Staff Accountant II	63%	\$ 32,651	A/P, A/R & payroll processing, acctg.
Secretary/Word Processor II	80%	<u>\$ 35,180</u>	word processing, mail, phone, acctg.
TOTAL INDIRECT LABOR	2.5 FTE	\$193,175 (a)	
INDIRECT NON-LABOR			
Office Building		\$ 70,400	debt, utility & maintenance costs
Travel & Training		\$ 12,000	travel/training for admin. staff
Professional Services		\$ 16,000	annual audit & consultant fees
Postage		\$ 2,500	postage machine/fees & mail
Telephone		\$ 12,000	phone lines, long dist. & internet
Printing		\$ 4,000	copy machines & printers
Office Supplies		\$ 10,500	office & computer supplies
Insurance		\$ 12,000	liab., fire, auto and e& o
Dues & Subscriptions		\$ 6,000	prof. memberships & literature
Purchased Service		\$ 35,000	computer software fee & consulting
Advertising		\$ 750	notices & ads for admin. staff
Office Equipment & Furniture		\$ 10,000	computer/office equipment
Office Equipment Repair		<u>\$ 475</u>	computer/office equipment repair
TOTAL INDIRECT NON-LABOR		<u>\$191,625</u> (b)	
TOTAL INDIRECT LABOR & NON-LABOR (a & b)		\$384,800	
LESS: AMOUNT PAID BY OTHER AGENCIES		<u>\$103,574</u>	
TOTAL INDIRECT LABOR & NON-LABOR LESS AMOUNT PAID BY OTHER AGENCIES		\$281,226	

Indirect costs are allocated to projects, grant and contracts based on direct labor hours. The total FY2012 budgeted indirect costs are \$384,800. The amount used for this calculation is the total indirect costs less the amount paid by other agencies or \$281,226. The direct labor hours total 12,783. The amount of \$281,226 divided by the direct labor hours of 12,783 equals the FY2012 calculated indirect cost rate of \$22.00 per direct labor hour.

AMENDMENTS AND REVIEWS

The *SRTPA Transportation Planning Work Program FY 2012* 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 SAFETEA-LU 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.

The Federal Highway Administration requires a waiver of approvals when necessary regarding any TPWP revisions. All work program changes require prior written Federal approval, unless waived by the awarding agency. The following table denotes the approving agency for various changes to the TPWP.

Revision type	Approving Agency
Request for additional Federal funding [49 CFR 18.30(c)(1)(i) and FTA Circular 5010.0C,I.6.e(1)].	FHWA/FTA
Transfer of funds between categories, projects, functions, or activities which exceed 10 percent of the total work program budget when the Federal award share of the total work program budget exceeds \$100,000 [49 CFR 18.30(c)(1)(ii)].	FHWA/FTA
Revision of the scope or objectives of the activities (i.e. adding or deleting of activities or major change in scope of activity) [49 CFR 18.30(d)(1)].	FHWA/FTA
Transferring substantive programmatic work to a third party (i.e. consultant) [49 CFR 18.30(d)(4)].	FHWA/FTA
Capital expenditures including the purchasing of equipment [OMB Circular A-87)].	FHWA/FTA
Transfer of funds between categories, projects, functions, or activities which do not exceed 10 percent of the total work program budget or when the Federal award share of the total work program budget exceeds \$100,000 [49 CFR 18.30(c)(1)(ii)].	Iowa DOT
Transfer of funds allotted for training allowances [49 CFR 18.30(c)(1)(iii)].	Iowa DOT
Extending the period of performance past the approved work program period [49 CFR 18.30(d)(2)].	RPA
Changes in key persons in cases where specified in an application or grant award (i.e. change in lead consultant for a project) [49 CFR 18.30(d)(3)].	RPA

Revision and Approval Procedures

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

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

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

SUMMARY

The SRTPA has developed this *SRTPA Transportation Planning Work Program FY 2012* 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.

ASSURANCE OF LOCAL MATCH AVAILABILITY

I hereby certify that the local match of \$21,565 for the *SRTPA Transportation Planning Work Program FY 2011* has been committed by the Siouxland Interstate Metropolitan Planning Council (SIMPCO), and will be available on July 1, 2011.

Signed this 25th day of May, 2011.



Co-Executive Directors



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 2012* and has been approved by the SIMPCO Board of Directors.

Signed this 25th day of May, 2011.



Co-Executive Directors


