FY 2025 East Central Intergovernmental Association Regional Planning Affiliation 8 Transportation Planning Work Program

Final

Approved on April 25, 2024.

Prepared By: East Central Intergovernmental Association
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Prepared as part of FY2025 TPWP W.E. # 5370

The ECIA RPA (Region 8) consists of local jurisdictions including:

Counties of:	Cities over 5,000:	Transit Systems:	50 Small Cities in:
Clinton County	Clinton, Dewitt	Clinton MTA	Clinton County
Delaware County	Manchester	Great River Bend	Delaware County
Dubuque County		Region 8 RTA	Dubuque County
Jackson County	Maquoketa		Jackson County

DISCLAIMER

CAVEAT

THIS DOCUMENT DOES NOT CONSTITUTE A STANDARD, SPECIFICATION, OR REGULATION.

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Resolution to Adopt the Transportation Planning Work Program
and
Authorization to Execute a Planning Contract with the Iowa DOT

WHEREAS, the FY 2025 Transportation Planning Work Program has been reviewed and concurred with by the Policy Board of the East Central Intergovernmental Association, Regional Planning Affiliation (RPA8), the Iowa Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration; and,

WHEREAS, RPA8 has been formed in cooperation with the Iowa Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration to jointly plan and program federal and state transportation improvements in the Region; and,

WHEREAS, a contract is available from the Iowa Department of Transportation providing planning funds in the amount of $79,575 in Surface Transportation Program dollars, $31,413 in Federal Highway Administration SPR dollars and $31,413 in 5305(e) Federal Transit Administration dollars for the continuing, comprehensive, and cooperative transportation planning process for the RPA 8 region; and,

THEREFORE, NOW BE IT RESOLVED that the RPA8 Policy Board of the East Central Intergovernmental Association approves the FY 2025 Transportation Planning Work Program and authorizes the Executive Director to execute the contract with the Iowa Department of Transportation for fiscal year 2025.

Adopted this 23rd of May 2024.

_____   25th of April 2024
RPA8 Policy Board Chairperson   Date

ATTESTED BY:

_____   25th of April 2024
Chandra Ravada   Date
Interim Executive Director, ECIA

Regional Planning Affiliation (RPA8)

The Regional Planning Affiliation (RPA8) encompasses the eastern Iowa counties of Clinton, Delaware, Jackson, and Dubuque excluding the area of Dubuque County inside the Dubuque Metropolitan Area Transportation Study (DMATS) planning boundary. Three of the counties, Dubuque, Jackson and Clinton, are bordered on the eastern edges by the Mississippi River. In addition to the four Counties, the RPA8 services 57 cities. City populations range from Durango's 24 to Clinton's 27,772. This wide variation in community size gives the RPA8 a vast set of circumstances from which to work.

The RPA8 is governed by a board of twelve elected officials from the member jurisdictions. The Policy Board is responsible for establishing overall policy, making decisions related to transportation planning, project funding priorities, project programming, and monitoring the direction of studies of transportation conditions in the region.
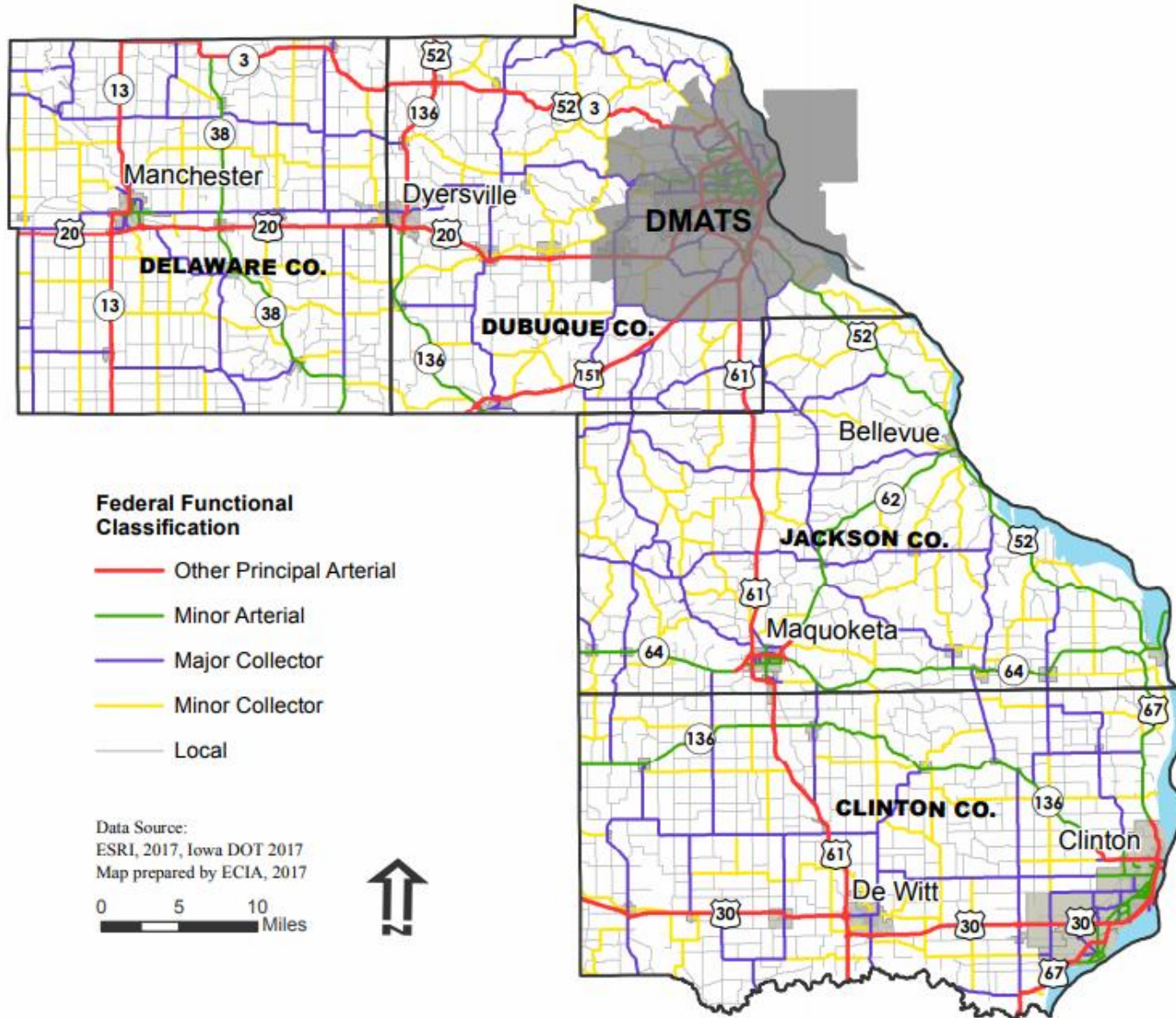
Population

There are eight membership regions with in the RPA8 area. These are broken down into regions represented by each county and the cities with 5,000 or greater population located in each county except for Dubuque County. In this region the counties include Clinton, Delaware, Jackson, and Dubuque with the city members consisting of the City of Clinton, the City of Dewitt, the City of Manchester and the City of Maquoketa. Table 1 lists the RPA8 members by county and includes the population of each member along with the total population of the RPA8 region.

Table 1   **Population by RPA8 Members**

RPA8 Members	2020	County/City
Clinton County	16,477	
City of Clinton	24,469	
City of DeWitt	5,514	
Total for County		46,460
Delaware County	12,423	
City of Manchester	5,065	
Total for County		17,488
Jackson County	13,357	
City of Maquoketa	6,128	
Total for County		19,485
Dubuque County	18,567	
Total for County		19,480
Final Total		102,913

Data Source: 2020 Census Data

MAP of Regional Planning Affiliation (RPA8)

Federal Functional Classification

— Other Principal Arterial
— Minor Arterial
— Major Collector
— Minor Collector
— Local

Data Source:
ESRI, 2017, Iowa DOT 2017
Map prepared by ECIA, 2017

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Transportation Planning Work Program
ECIA Regional Planning Affiliation

The Transportation Planning Work Program (TPWP) outlines various transportation planning activities to be conducted by the East Central Intergovernmental Association (ECIA) as the staff of the RPA8 from July 1, 2024 through June 30, 2025.

The TPWP is annually developed with input from the following:

- Regional Planning Affiliation 8 (RPA8) Policy Board
- Regional Planning Affiliation 8 (RPA8) Technical Advisory Committee
- Region 8 Regional Transit Authority (RTA)
- Clinton Municipal Transportation Administration (MTA)
- Iowa Department of Transportation (Iowa DOT)
- Federal Highway Administration (FHWA), Iowa Division
- Federal Transit Administration (FTA), Region VII

The Iowa DOT has designed the Regional Planning process to address the provisions of adopted federal transportation legislation including the 1991 Intermodal Surface Transportation Efficiency Act (ISTEA), the 1998 Transportation Equity Act for 21st Century (TEA 21), the 2005 Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU), 2012 Moving Ahead for Progress in the 21st Century Act (MAP-21), FAST ACT and the current Infrastructure Investment and Jobs Act (IIJA)

The Transportation Planning Work Program serves to:

- Document the procedures for carrying out a 3C (comprehensive, continuing, & cooperative) transportation planning process among local units of governments in the region.
- Aid in project development/selection and allocation of federal, state, and local funding sources.
- Establish the end results, purposes, and general methods to be employed in the conduct of specific work elements.
- Address issues and problems affecting the region's transportation system.
- Act as one mechanism where regional transportation issues can be addressed by transportation professionals, citizen transportation interest groups, and elected officials in an organized and meaningful manner.

The current federal transportation legislation

The current federal transportation legislation sets out the following guidelines for planning:

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 of people and for freight;
5. 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;
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.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation
10. Enhance travel and tourism

TPWP Development Process

The TPWP outlines various transportation planning activities to be conducted by the staff for the RPA8. The TPWP is prepared and adopted each year and contains transportation planning activities for the current fiscal year.

The TPWP process includes the following steps:

- RPA 8 specifically solicit its member jurisdictions for any special planning project requests as part of the TPWP development process in month of January.
- RPA8 staff develops the TPWP in month of February following rules and regulations adopted by the Iowa DOT.
- After the draft TPWP is finished, it is released for a 30-day public review process in March. RPA8 staff informs the public of the draft TPWP's availability by sending notice to the organizations on the RPA8 public participation process list and by publishing legal notices in local newspapers and ECIA website. Theses notices are printed 4 -20 days before the scheduled meeting.
- A public hearing is held with the RPA8 Policy Board meeting in March. The meeting will be opened for public input during the process.
- After the final TPWP is finished, it is released for a 30-day public review process in May. RPA staff informs the public of the final TPWP availability by sending notice to the organizations on the RPA8 public participation process list and by publishing legal notices in local newspapers and ECIA website. Theses notices are printed 4 -20 days before the scheduled meeting.
- A public hearing is held with the RPA8 Policy Board meeting in May. The meeting is opened for public input during the hearing.

RPA Organization and Management

The RPA8 was established on February 2, 1994 through the adoption of Articles of Agreement by the participating organizations in the region. It is one of the 18 RPA's in the state that were formed as part of the Iowa DOT's implementation of ISTEA, particularly in regard to meeting the statewide planning and programming aspects of the legislation.

At this time, the only standing committee is the Technical Advisory Committee, which was formed by the Policy Board at its first meeting on February 2, 1994. The Tech Committee forwards their recommendations to the Policy Board for consideration and final action. The Policy Board and Technical Advisory Committee's responsibilities are summarized below:

RPA Policy Board

The RPA8 is governed by a board of twelve elected officials from the member jurisdictions. The Policy Board is responsible for establishing overall policy, making decisions related to transportation planning, project funding priorities, project programming and monitoring the direction of studies of transportation conditions in the region. There is a board member from each of the four counties, and a board member from each of the four large urban areas. The remaining four Board members are from a non-urban city in each of the four counties which are elected by caucus every two years.

Scott Maddasion	_Jeff Madlom_	_Vacant_
Chair	**Vice-Chair**	**Secretary**

Section 1 (a) **County Board of Supervisors**

Jackson County	Don Schwenker	(proxy Todd Kinney)
Clinton County	Erin George	(proxy Todd Kinney)
Delaware County	Jeff Madlom	(proxy Rafe Koopman)
Dubuque County	Wayne Kenniker	(proxy Harley Pothoff)

Section 1 (b) **Mayor or designated Representative of cities with a population of at least 5000**

DeWitt	Steve Hasenmiller	(proxy Steve Lindner)
Clinton	Scott Maddasion	(proxy Matt Brooke, Jason Craft)
Manchester	Connie Behnken	(proxy Tim Vick)
Maquoketa	Tom Messerli	(proxy Josh Boldt)

Section 1 (c) **Mayors or formally designated representative of city governments chosen by caucus of cities under 5000 population,**

Clinton County	Andrew Kida	(Camanche)
Delaware County	Linda Gaul	(Earlville) (Proxy Donna Boss)
Dubuque County	Mary Ann Knapp	(Rickardsville)
Jackson County	Kelley Brown	(Jackson County Economic Alliance)

Section 1 (d) **Representation of the Iowa Department of Transportation, Federal Highway Administration and the Federal Transit Administration (non-voting members)**

IA DOT	Garrett Pedersen	(proxy Sam Shea)
FHWA	Timothy C.Marshall	(proxy Darla Hugaboom)
FTA	Mokhtee Ahmad	(proxy Daniel Nguyen)

Section 1 (e) **A formally designated representative of any other public board or commission having jurisdiction in the operation of transportation facilities: as such board or commission may hereafter become signatory to this Agreement at the consent of the Policy Board**

East Central Intergovernmental Association	Kelley Deutmeyer	(ECIA)
Transit Representative	Nin Flagel	(RTA)

RPA8 Technical Advisory Committee

The Technical Advisory Committee consists of professional staff persons from the RPA member jurisdictions. The Technical Committee reviews, studies, and makes recommendations to the Policy Board related to technical issues affecting spending and study priorities.

Todd Kinney	*Tim Vick*	*Kelley Deutmeyer*
Chair	Vice-Chair	Secretary

County Engineers

Jackson County	Todd Kinney	(Proxy Don Schwenker)
Clinton County	Todd Kinney	(Proxy Erin George)
Delaware County	Rafe Koopman	(Proxy Jeff Madlom)
Dubuque County	Russell Weber	(Proxy Harley Potoff)

Designated Representative of cities with a population of at least 5,000

DeWitt	Steve Lindner	(Proxy Steve Hasenmiller)
Clinton	Jason Craft	(Proxy Matt Brooke)
Manchester	Tim Vick	(Proxy Connie Behnken)
Maquoketa	Josh Boldt	(Proxy _____)

Representatives of the Transit Systems

River Bend Transit	Randy Zorbist	(Clinton County)
MTA	Dennis Hart	(City of Clinton)
Regional Transit Authority	Stacie Scott	(Proxy Gail Kuhl)

Representation of the Iowa Department of Transportation, Federal Highway Administration and the Federal Transit Administration (non-voting members)

IA DOT	Sam Shea
FHWA	Darla Hugaboom
FTA	Daniel Nguyen

A formally designated representative of any other public board or commission having jurisdiction in the operation of transportation facilities: as such board or commission may hereafter become signatory to this Agreement at the consent of the Technical Advisory Board

East Central Intergovernmental Association   Kelley Deutmeyer (ECIA)

Transportation Improvement Implementation Goals

The RPA8 Policy Board has established the following general implementation goals for ECIA's RPA staff by the RPA8 Policy Board. These goals do not necessarily indicate any actions, which will be taken during the course of the fiscal year. Rather, they describe the desired focus for staff activities. Specific work activities for the year are listed in the description of the work elements starting on page 9.

Financing Highway Network Projects
Continue working with federal, state, and local officials in pursuing funding mechanisms with emphasis on the current federal transportation legislation.

Transit

Maintain the Region's transit systems, i.e. Clinton MTA, Region 8 RTA, and River Bend Transit, and monitor the changing Federal Transit Administration funding programs and planning requirements.

Planning

- Provide a transportation planning program addressing major highway, city street, county road, and transit system issues with emphasis on the requirements of the IIJA.

- Develop and implement a Long-Range Transportation Plan (LRTP). RPA8 will place special emphasis on transportation safety and maintaining the existing system in the LRTP and in the projects and policies that result from the implementation of that plan.

- Stay current on efforts at the federal and state level to identify methods for streamlining the environmental process. ECIA will also support the Iowa DOT's "Can Do" early concurrence process for environmental clearance and participate if necessary, on specific projects.

- Assist local member jurisdictions and Iowa DOT in any corridor or subarea planning studies, which may be conducted.

- Provide support and technical assistance to local governments and local transit agencies in transportation system management.

- Develop strategies for transportation corridor preservation, road system continuity and spacing, and access control.

- Develop strategies for coordinating land use and transportation development.

- Maintain a program for increased citizen/public awareness and involvement in the transportation planning process. Compliance with Title VI of the Civil Rights Act will be accomplished.

- Continuation of a Transportation Improvement Programming process that provides for selecting and prioritizing projects based on objective planning criteria and funding capabilities.

TRANSPORTATION RELATED ISSUES

Transportation

Maintenance of the existing system is the largest future problem for RPA 8 members. RPA 8 members will need more funding than is available to maintain the existing system over the next twenty years. The demand for road maintenance will limit the region's ability to fund any new construction projects.

Bridges

Maintenance and replacement of bridges will be a major issue for RPA 8. RPA 8 has three Mississippi River bridge crossings: the US 52 bridge at Sabula and the US Highway 30 and Iowa Highway 36 bridges at Clinton. RPA 8 has 435 bridges in unincorporated areas and 27 bridges in incorporated areas that are not in IADOT right of way. Many of these bridges are approaching the end of their useful life and will need to be replaced in the next twenty years.

Trails

RPA 8 is committed to improving opportunities for walking, biking, and recreation by expanding its regional trails network. The RPA 8 Transportation Alternatives Program (TAP) awards trails funding to communities through a competitive application process. However, RPA 8 does not have sufficient funds to fill all requests in the area. Using its limited funds, RPA 8 is supporting projects that play a vital role in simulating the local economy and improving connectivity to regional bicycle and pedestrian networks.

One of the major trail systems in the area is the Mississippi River Trail (MRT). The MRT trail is a 10-state cycling route. It travels over 2000 miles along the Mississippi River from Minnesota to the Gulf of Mexico. The MRT plays a vital role in stimulating the local economy for small communities and improves connectivity with major urban areas. The RPA 8 area has several regional trails that connect to the MRT including the Heritage Trail in Dubuque County and the Discovery Trail in Clinton.

The RPA 8 partnered with DMATS, IADOT, and Dubuque and Jackson Counties to improve a section of the MRT route. The project added 6-foot paved shoulders on US Highway 52 from US Highway 151/61 in the City of Dubuque to Bellevue State Park. RPA 8 staff will be looking for funding to add paved shoulders from Bellevue State Park to the City of Clinton.

RPA 8 worked with DMATS to replace structurally deficient bridges on Heritage Trail. Heritage Trail is an important regional and improvements on Heritage Trail will help both DMATS and RPA 8 to improve regional trail connectivity.

Land Use and Transportation

Land Use and Transportation are closely linked. New development can result in additional traffic on a roadway, and a new transportation investment can open an area for new development. It is important for both local land use planners and local and regional transportation officials to understand this relationship, and coordinate planning efforts to prevent future issues. Safety is the most common issue that can result from a lack of land use and transportation coordination. For example, an intersection near a new development may see an increase in crashes if adequate improvements have not been made to accommodate additional traffic. RPA 8 will continue to look for ways to improve coordination between different agencies at the local, regional, and state level, with the goal of helping its communities grow in a way that is efficient and safe.

Transit

The Region 8 Regional Transit Authority (RTA 8), River Bend Transit, and Clinton Metropolitan Transit Authority (MTA) provide transit services within the RPA 8 area. Expanded hours & days of service including; later afternoon service, evening service, weekend service, and holiday service is the primary need for many transit riders in RPA 8. Many times, transit

dependent riders have to turn down job offers because they cannot work the hours requested, due to limited bus hours. If the transit providers provided service on evenings, weekends, and on holiday's residents would be able to search for employment through any employer at any shift. This service will also help employers by allowing them to search for qualified applicants throughout all shifts.

Freight

The transportation of goods in RPA 8 region plays a critical role in fostering economic vitality and enhancing competitiveness. Freight transportation systems, including roads, bridges, highways, railroads, pipelines, ports, factories, warehouses, and terminals are critical to supporting and growing jobs, regional domestic product, and a larger tax base.

The most significant freight issues facing rural areas are:

- There has been large growth in the amount of freight transported by the various components of the rural freight system.

- Since rail industry restructuring, the abandonment of many branch lines has led to a decline in rail service to many rural areas.

- Large-scale agriculture and increased trade resulting from the North America Free Trade Agreement (NAFTA) has increased truck traffic on many deficient rural roads.

- Rural freight needs emerge very rapidly due to changes in the economy. It is often difficult to respond to associated infrastructure needs rapidly.

Freight Projects

The largest ongoing freight project in the RPA 8 area is the Lincolnway Railport. The Lincolnway Railport is a multi-modal freight project being constructed west of Clinton on US Highway 30 south of the Clinton Municipal Airport. The project includes the construction of a 500-acre industrial park, and a rail spur with direct access to Union Pacific main line.

Other major issues in the area include:

- Maintain and improve the highway system to provide improved access and circulation around major transportation corridors.

- Coordinate needed improvements to meet the advancements of the RPA 8 freight hubs.

- Closely coordinate area roadway planning with freight objectives, including access and mobility in the context of other community planning objectives.

Freight Study

RPA in partnership with DMATS, Black Hawk Hills Council of Governments and Economic Development agencies conducted a freight study. The freight study developed a list of improvements that will help to accommodate existing and future freight demands through the region. The freight study will help the region develop public private partnerships to implement

the improvements as this help in retain/expand existing businesses and attract new business to the region.

Safe Streets for All (SS4A)
The Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law (BIL), established the new Safe Streets and Roads for All (SS4A) discretionary program with $1 billion in appropriated funds to be awarded each year over 5 years. The SS4A discretionary grant program funds are to be awarded on a competitive basis to support planning, infrastructure, behavioral, and operational initiatives to improve roadway safety by significantly reducing or eliminating roadway fatalities and serious injuries through safety action plan development and refinement and implementation focused on all users, including pedestrians, bicyclists, public transportation users, motorists, personal conveyance and micromobility users, and commercial vehicle operators.

The SS4A program provides funding for two main types of grants: Planning and Demonstration Grants for comprehensive safety action plans and Implementation Grants. Planning and Demonstration Grants are used to develop, complete, or supplement a comprehensive safety action plan, as well as carry out demonstration activities that inform an Action Plan. Implementation Grants are used to implement strategies or projects that are consistent with an existing Action Plan. To apply for an Implementation Grant, an eligible applicant must have a qualifying Action Plan.

On Feb. 1, 2023, the Dubuque Metropolitan Area Transportation Study (DMATS) received a SS4A Action Plan grant award to complete a comprehensive safety action plan for 58 cities within the Dubuque Metropolitan and Regional Planning Affiliation 8 (RPA 8) areas. The estimated cost to complete a comprehensive safety action plan is $492,733 and a local match of no less than 20 percent of the total project cost is required. The Iowa Department of Transportation is not an eligible applicant but has committed to provide $25,000($12,500 for Dubuque Metro and $12,500 for RPA 8) in HSIP-Swap funding as a local match. The DMATS will use Institute for Transportation (InTrans) to complete safety analysis and project recommendations of the comprehensive safety action plan.

Following completion and adoption of the comprehensive safety action plan, this plan will provide an opportunity for DMATS and RPA 8 members to seek SS4A Implementation funding to implement strategies or projects that will improve and enhance safety.

Work Program Elements

1. **Project #1599 - Overhead and Administration (Ongoing process)**

Background:

ECIA General Management has conducted association operations under direction of its governing council and committees since the origin of the association 30 years ago. Adequate and necessary administration support and overhead have been provided as part of this activity.

Program Objective:

Conduct ECIA operations in conformance with proper business practices and provide necessary overhead to conduct transportation planning for RPA8.

Program activities:

- Overhead and general administration will be provided by ECIA for RPA8. (continuous)
- Progress reports and reimbursement requests will be developed and submitted to the Iowa DOT on a quarterly basis. (continuous)
- An annual audit will be performed by an outside accounting firm per as ECIA needs to meet a federal requirement to conduct an A133 audit as it receives federal funds. (continuous)

Work Products:
- Progress reports
- Reimbursement requests
- Annual Audit

Cost FY 25: $60,356
Staff Hours: 1,166

Work done in FY 2024:

- Held seven Tech and Policy Committees meetings (July 2023-June 2024).
- Held one joint special meeting with DMATS.
- Staff meetings were held and timesheets were reviewed for accuracy.
- Office supplies, insurance, telephone expense, postage and equipment, agency fiscal management, utilities, rent, and data processing services.

Cost FY 24: $42,168
Staff Hours: 815

2. **Project # 5370 - RPA General Program Coordination (Ongoing process)**

Background:

Staff has served as liaison between RPA8 and state and federal agencies pertaining to specific transportation issues. Staff provides local support to the 3C process in the RPA8 area.

Program Objective:

To provide general regional transportation planning coordination for RPA8, and general administration of the IIJA program in the region.

Program Activities:

- Arrange, set agendas, and prepare materials for meetings of the RPA8 Policy Board and Technical Advisory Committee. Prepare minutes and follow up actions and correspondence based on meeting's activities (continuous).
- Update the Public Participation Plan and implement by involving the public in the planning and programming of transportation funds by RPA8 (Every two years).
- In cooperation with the Iowa DOT, FHWA, and FTA, provide general assistance to member governments in RPA8 as part of the "3C" transportation planning process (continuous).
- Coordinate activities pertaining to the regional transportation planning process as directed by the RPA8 Policy Board and Technical Advisory Committee.
- Monitor the changes effected by Congress (continuous).
- Attend and participate in meetings of national, state, and local organizations like Mississippi River Trail (MRT), Transit Action Group (TAG), etc. relating to transportation planning; and, apply knowledge to local planning program (continuous).
- Attend and participate in meetings of national, state, and local organizations that emphasizes Coordination of Human Service Transportation (continuous).
- Participate in Iowa DOT Quarterly RPA meetings (continuous).
- Participate in Clinton Semi Annual meetings (continuous).

Work Products:
- Meeting agendas
- Meeting Minutes
- Public Participation Plan
- FY 2026 Work program

Cost FY 25: $14,529
Staff Hours: 281

Work done in FY 2024:

- Facilitates implementation of current federal transportation legislation programs, educate the RPA8 tech and Policy committees on transition in core programs and other transportation related funding sources.
- Staff supervision.
- Monitored implementation of FY 2024 TPWP and facilitated revisions as needed
- Developed FY 2025 RPA8 budget and prepared FY 2025 TPWP
- Attending IADOT quarterly and annual meetings

Cost FY 24: $14,529
Staff Hours: 281

3. **Project #5372 - Regional Transportation Planning (Ongoing process)**

Background:

In May 2022, RPA8 adopted the 2045 Long-Range Transportation Plan (LRTP). Efforts in FY 2025 maintaining RPA8 2045 Long-Range Transportation Plan (LRTP).

Program Objective:

- Continue development of RPA8 Geographic Information System (GIS).
- Update existing LRTP
- To maintain the LRTP and to collect, update, analyze, and provide transportation data (e.g. socio-economic, land use) information to be used in the RPA8 region.
- RPA8 staff will also be involved in the coordination and collection of data on an as needed basis with IADOT.
- Staff will follow FHWA and IADOT guidelines to make the plan IIJA compliant.
- Staff will assist in integrating LRTP with state wide plans developed by the Iowa DOT.

Program Activities:

- Develop policy directions for the RPA8 region's 2050 Long Range Transportation Plan (continuous)
- Ensure the region's long-range planning process addresses the federal transportation planning factors (continuous)
- Assess impact of policy choices on regional transportation system, land use, development and the financial capacity to guide decision making (continuous)
- Process amendments to LRTP 2045 (as needed).
- Monitor the local land use plans and their implementation as they impact development on the RPA8 transportation system (as needed).
- Provided technical assistance to locals on implementing lands use plans (as needed)
- Monitor the local land use plans and their implementation as they impact development on the RPA8 transportation system (as needed).

Work Products:

- Maintain RPA 8 2045 LRTP

Cost FY 25: $26,888
Staff Hours: 520

Work done in FY 2024:
- Maintain RPA 8 2045 LRTP

Cost FY 24: $26,888
Staff Hours: 520

4. **Project #5373 - Transportation Research and Database Management (Ongoing process)**

Background/Previous Work:

To have a complete understanding of transportation and travel behavior in the region, RPA8 staff regularly collect and analyze data from various government organizations in the region. Data pertaining to transportation is routinely tracked and reported such as traffic counts, transit ridership, accidents data, and expenditure of funds for maintenance and expansion of transportation facilities are kept on databases at ECIA. Documents produced by the states and local jurisdictions that included data on transportation within the region are kept in the Transportation Department.

Program Objective:

- Data collection and analysis for LRTP update.
- To collect, maintain and analyze data on transportation within the region to facilitate transportation planning and decision making.
- To use information derived from analysis of data in modeling and other activities to promote rational transportation planning.
- To promote better understanding of transportation patterns and trends among member jurisdictions and general public.
- To maintain data on low-income and minority populations to support environmental justice outreach and analysis.
- To respond to requests for information from local, state and private agencies and members of the public.

Program Activities:

- Process data collection from membership organizations (continuous).
- Monitor data sources (continuous).
- Maintain databases and documentation (continuous).
- Disseminate data and/or analysis to RPA8 member jurisdictions, other interested agencies and general public (as needed).
- Maintain the Transportation Department Library within ECIA (continuous).
- Maintain the GIS system with updated information for future analysis and graphical

representation (continuous).

Work Products:
- Data analysis generated for local governments.
- Data analysis for LRTP update.

Cost FY 25: $7,110
Staff Hours: 137

Work done in FY 2024:

- Collected data for RPA8 small city applications.
- Created crash analysis for RPA 8 small city applications.
- Periodic reports detailing key transportation and trends.
- Usable transportation library.
- GIS map products will be prepared, as necessary, on behalf of counties and cities for coordination of transportation, land use, and infrastructure programs.

Cost FY 24: $7,110
Staff Hours: 137

5. **Project #5377 Short Range Transportation Planning (Ongoing process)**

Background:

Staff has worked with local, state, and federal staff and policy makers in the planning and funding development work for highway and bridge work projects. Staff has also written the grant applications used in the procurement of funds for Regional Transit Authority. Under direction of the RPA8 Policy Board and Technical Advisory Committee, staff annually prepares a priority list of short range (4 year) financially attainable multi-modal improvements which will be undertaken in RPA8 area using state, federal, local, and possibly private sector funds.

Program Objective:
- To provide technical support, grant administration, and planning assistance to the Clinton MTA, Region 8 RTA, and River Bend Transit.
- To prepare a FFY 2026-2029 multi modal Transportation Improvement Program (TIP) for RPA8 area consistent with federal and state guidelines and regulations. With prioritized transportation projects funded with federal, state, and local funds.
- Prepare FY 2026 Transportation Planning Work Program (TPWP) based on the specifications of Iowa DOT, FTA, the RPA8 Technical Advisory Committee, the RPA8 Policy Board, and the FHWA based on the funding available (will be completed by June of 2025).
- To assist the Iowa Department of Transportation with administration for projects under development.

Program Activities:

- Stay current on efforts at the federal and state level to identify methods for streamlining the environmental process. ECIA will also support the Iowa Department of Transportation's "Can Do" early concurrence process for environmental clearance and participate to the level necessary on specific projects (continuous).
- Work with local transportation agencies and in particular the rural transit providers to implement transportation system management and operations systems. Particular emphasis will be placed on assisting the Region 8 RTA with the implementation of ITS systems for communication, automated data collection and scheduling (as needed).
- Attend and participate in Transit Advisory Board meetings (continuous).
- Assist the transit operators in complying with all applicable federal requirements (continuous).
- Work with local transportation agencies to implement transportation management and operations systems (continuous).
- The development of the FFY 2026-2029 Transportation Improvement Program (TIP) will be done in cooperation with the member governments in the RPA 8 area. The program will be developed cooperatively by the RPA8 committees, the Iowa Departments of Transportation, local units of government, and participation from the public (completed by June 2025).
- The FY 2026 TPWP is developed by soliciting planning projects requests from member jurisdictions and following rules and regulations adopted by the Iowa DOT.
- Conduct transit research and planning work that will result in TIP programmable projects and/or as directed by the Policy Board. Assist the regional transit operators in meeting short-range planning requirements of the FTA and Iowa DOT. Particular emphasis will be placed on coordinating non-emergency transportation by Region 8 RTA and social service transportation providers (as needed).
- Coordinate the development of appropriate supporting documentation to merge the TIP with the State TIP (STIP) each year including all routine annual amendment / revision coordination through TPMS (continuous).
- Work with local elected and appointed officials within the framework of coalitions, associations, etc, in addressing regional transportation needs. An example would be the U.S. Highway 30 Coalition of Eastern Iowa (as needed).
- Work with Clinton County, small cities and consultant on an economic impact analysis study on US 30 within Clinton County (as needed)
- Provide GIS mapping services on contract to the municipalities and counties in RPA8 to support transportation planning, and to facilitate coordination between transportation, land use, and public infrastructure (as needed).
- Serve as stakeholder on Transit Action Group (TAG) and help in printing and mailing agenda and meeting notices for quarterly TAG meetings (as needed).
- Maintain and make amendments to Passenger Transportation Plan (PTP) by working with the TAG group.

- RPA 8 staff will be assisting local governments with route location designation, signing route segments, usage, and coordination with MRT Inc and the Iowa MRT Executive Committee (as needed).
- RPA 8 staff will be working with Bistate and IA DOT on Port Statical area.
- Provide technical assistance in the land use and environmental service area, including comprehensive land use planning, development ordinances (e.g. zoning, subdivision etc.), and environmental assessments and their impact on the transportation system (as requested).
- Provided technical assistance to locals on implementing lands use and zoning plans (as needed)
- Prepare or assist with Title VI compliance report (as needed).
- Help Cities and Counties in Iowa Clean Air Attainment (ICAAP) and Traffic Safety grants (as needed).
- Participate in ITS improvements and projects related to transportation technology (on going)
- Work with Grant Wood Loop in planning regional trial systems (on going)
- Help Small Cities with STBG and TAP funding applications (as needed)
- Facilitate Clinton MDST meetings.
- Host Small City meetings in four counties to provide education on small City STBG application process.
- Attend Clerks and Mayors group to address transportation issues.

Work Products:
- FFY 2026-2029 Transportation Improvement Program (TIP).
- FY 2026 Transportation planning Work Program (TPWP)
- Comprehensive plans, Zoning plans and Subdivision ordinance

Cost FY 25: $75,781
Staff Hours: 1,464

Work done in FY 24:
- Development of the Transportation Improvement Program (TIP) for FFY 2025-2028 and assist Iowa DOT in developing the STIP.
- Coordinate the TIP development with the RPA8 Policy Board and Technical Advisory committee and general public; planning AND coordination work with the transit operators.
- Prepare any reports needed throughout the development of the TIP each year; and amend the TIP as needed.
- Attended the county roundtable meetings.
- Worked with small cities on small city applications.
- Worked with small cities on STBG swap program
- Attended IADOT Quarterly meetings
- Attended Supervisors meetings on Transportation Issues
- Attended Clinton MDST group meeting
- Attended Mayors meetings in the RPA 8 region

Cost FY 24: $74,496
Staff Hours: 1,440

6. **Project #5379 – City of Clinton RAISE grant Administration (will be completed by July 2026)**

Note: The administration of this project is an activity that has been carried forward from the previous year.

Background:
The city of Clinton received Rebuilding American Infrastructure with Sustainability and Equity (RAISE) discretionary grant for Manufacturing Drive and Bluff Boulevard Reconstruction.

This project includes reconstructing two bridges, converting the roadway into a 3-lane section, adding a roundabout, interconnecting traffic signals, separating sewer and sanitary lines, and installing bio-swales to capture rainwater and filter storm water. The project will reduce runoff volume, improve water quality, improve and upgrade traffic signals, install sidewalks and a bicycle route, add transit shelters and will modify intersections along this vital artery of rural Clinton, Iowa. This project will provide safe and easy access to more than 300 expected students who use this road to travel from the Ashford campus to the high school.

The RPA 8 staff role is to help the City of Clinton maximize the effectiveness of the public investments by planning and programing the funds and assist the city with administrative elements of its management and monitoring responsibilities.

Program Objective:
- The project is designed to address the following:
- Addressing intersection improvements
- Sight distance improvements
- Horizontal and vertical alignment
- Lane width, and drainage
- Reduce the frequency and severity of crashes.
- Improve deteriorated pavement
- Reduce the impacts of flooding on the roadways, such as reducing pollutants entering the storm water system
- Preventing vehicles from traversing the flooded roadway.

Program Activities:
Staff will help the City of Clinton with the following activities:
- Providing reporting to FHWA through the following:
▪ Quarterly reports through UPACS system.
▪ Annual Outlays report

- ▪ Monthly reports before construction. FHWA staff gets a copy of biweekly construction meeting minutes once construction starts.
- • Develop RFPs for the City and helps the city with consultant selection process. Staff creates documents to IADOT for the selection process following I.M 3.310
- • Draft contracts and amendments to contracts working with FHWA and IADOT staff. The final drafts are provided to the city for approval through the City Council
- • Follow the following process for monthly reimbursements.
- ▪ Create drawdowns following IADOT process.
- ▪ Follow reimbursements from IADOT to the City and make sure the reimbursements from IADOT are accurate.
- • Attend City council meetings and construction meetings as required.

Cost FY 25: $ 12,500
Staff Hours: 242

Work done in FY 24:
- • Amended FHWA contract with changes made to the project.
- • Amended STBG-SWAP contract with IADOT Office of Local systems.
- • Working on reimbursements from IADOT
- • Providing progress reports to FHWA

Cost FY 24: $ 25,000
Staff Hours: 483

7. **Project #5380 – Safe Streets and Routes for All (SS4A) -Staff (will be completed by June 2025)**

Background:

On Feb. 1, 2023, the DMATS received a SS4A Action Plan grant award to complete a comprehensive safety action plan for DMATS and RPA 8 area.

Program Objective:

The funds will be used to develop, complete, or supplement a comprehensive safety action plan. The goal of an Action Plan is to develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries in a locality, Tribe, or region. Planning and Demonstration Grants also fund supplemental planning and/or demonstration activities that inform the development of a new or existing Action Plan. The Department encourages including demonstration activities in an application.

Program Activities:

1. Crash comparison data for data collection from 58 cities

- Data collected for input. The data will include Crash data (previous five years for cities with a population of 5,000 + population, previous ten years for cities with a population less than 5,000 population)
- Existing Safe Routes to School
- Existing walking and bike information
- Equity information
- Template
  - MAP with existing data
  - Information collected from the city.

2. Data collection from public
   - Data collection from the public through online surveys
   - Building an interactive map where the public can go and provide input on safety issue locations
   - RPA staff will update the interactive map with each city's input.

3. Data compilation for INTRANS
   - Data collected from each city will be provided to INTRANS

4. Creating a template
   - Staff will develop a template for the plan.

5. Formation of MDST groups at each county
   - Form MDST groups in each county. The MDST group includes EMS, County, Big city representation, Small city representation, safety teams (PD, sheriff, IADOT, etc.), School districts, and special groups (Bike and Ped, Parent groups, etc.)

6. Information on different types of safety issues and the cause of these issues
   - Update the website and ARC GIS online with this information.

7. Developing vision, Goals, and Objectives
   - Staff will conduct a work session with RPA 8 board and come up with Vision, Goals, Objectives, and performance measures based on data provided by INTRANS.
   - Staff will provide the draft Vision, Goals, Objectives, and performance measures to MDST groups at each county for their input.

8. Provide improvements and costs
   - Staff will provide all cities with approved project information and seek public input at council meetings and a resolution accepting the improvements.
   - Address any concerns expressed by cities on the improvements.
   - Update the website and ARC GIS online with this information.

9. Draft Plan
   - The draft plan will be open to the public for comments. Staff will seek input from

        o   Clerk groups
        o   Mayor groups
        o   MDST groups
        o   RPA 8

10. Final Plan
- Staff will get RPA 8 board to approve to adopt the Plan

11. Applications
- Staff will work with RPA 8, MDST groups and cities to get applications ready for SS4A implementation grant with the help of INTRANS staff.

12. Grant Administration and FHWA Reporting
- Staff will administer the grant.
- Provide monthly, quarterly, and semi-annual reports.

Cost FY 25: $ 54,563
Staff Hours: 563

Work done in FY 24:
- Executed agreement with FHWA.
- Executed contract with INTRANS.
- Created a survey for city staff to provide safety issues within their communities.
- Created a survey for the public to provide safety issues within the region.
- Creating videos on how to fill the survey.
- Collected safety issues from cities.

Cost FY 24: $ 83,610
Staff Hours: 862

8. **Project #5381 – Safe Streets and Routes for All (SS4A) -InTrans (will be completed by June 2025)**

Background:

On Feb. 1, 2023, the DMATS received a SS4A Action Plan grant award to complete a comprehensive safety action plan for DMATS and RPA 8 area. The DMATS and RPA 8 entered into a contract with Institute for Transportation (InTrans) for assistance with engineering.

Program Objective:

The funds will be used to develop, complete, or supplement a comprehensive safety action plan. The goal of an Action Plan is to develop a holistic, well-defined strategy to prevent roadway fatalities and serious injuries in a locality, Tribe, or region. Planning and Demonstration Grants also fund supplemental planning and/or demonstration activities that

inform the development of a new or existing Action Plan. The Department encourages including demonstration activities in an application.

Program Activities:

1. Crash comparison data for data collection from 58 cities
   - INTRANS staff will participate in all meetings. They will be remote for cities below 5,000 population and in persons or the rest of the cities.

2. Creating a template
   - ECIA and INTRANS staff will develop a template for the plan.

3. Information on different types of safety issues and the cause of these issues
   - Update the website and ARC GIS online with this information.

4. Developing vision, Goals, and Objectives
   - INTRANS staff will participate in these meetings and provide their input.

5. Developing improvements and cost estimates for each location
   - INTRANS staff will take the Vision, Goals, Objective, and performance measures and develop improvements to address safety issues and costs for each improvement.

6. Provide improvements and costs
   - INTRANS staff will provide improvements and costs for all locations to RPA 8 and MDSTs groups and seek their input.
   - The improvements will include engineering, education, enforcement, technology, etc.
   - INTRANS staff will work with ECIA staff to develop a ranking process and present it to DMATS and MDST groups for their input and approval.

7. Ranking and group projects
   - INTRANS staff will take the approved ranking, rank the locations, and group them based on the type of improvement or range of improvements.

8. Approval of Ranking and group projects
   - INTRANS staff presenting to RPA 8 board and MDST groups on project ranking and grouping and seeking their input and approval.

9. Draft Plan
   - INTRANS staff will be compiling a draft plan with the information provided by ECIA and INTRANS staff.
10. Applications
    - ECIA Staff will work with RPA 8, MDST groups and cities to get applications ready for SS4A implementation grant with the help of INTRANS staff.

   Cost FY 25: $ 50,432

Staff Hours: 520

Work done in FY 24:
- Executed contract with ECIA.
- Collected and analyzed safety issues for cities.

Cost FY 24: $ 57,960
Staff Hours: 598

Total Program Cost for RPA 8: $ 302,159

Relationship between TPWP projects and Federal Planning Emphasis areas

At the discretion of the Secretary of the Department of Transportation, FHWA and FTA may jointly establish planning emphasis areas (PEA) to advance national goals as established by federal law to reflect priorities and respond to congressional direction established through the appropriations process. PEAs are intended to highlight subjects that should be addressed in FHWA and FTA funded planning programs. PEAs are designed to encourage the application of planning assistance to studies addressing national goals and priorities, in addition to goals and priorities directly benefiting local transportation operations or otherwise serving state and local needs. In their letter dated December 30, 2021, FHWA and FTA jointly requested MPO"s, State DOT's, Public Transportation Agencies, and Federal Land Management Agencies to emphasize the planning emphasis areas (PEAs) in their work programs. These PEAs remain in effect until superseded by newer PEAs. Each PEA is shown below along with the specific actions included in the 2024 UPWP that address that PEA.

Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future – Ensure that transportation plans and infrastructure investments help achieve the national greenhouse gas reduction goals of 50-52 percent below 2005 levels by 2030, and net-zero emissions by 2050, and increase resilience to extreme weather events and other disasters resulting from the increasing effects of climate change.

- RPA 8 Regional Transportation plan focuses more on preserving existing infrastructure and focus future investment in areas that are already served by significant public infrastructure investments discouraging infrastructure expansion. All transportation improvement projects in the region are aimed at conserving and upkeeping the current system, thus ensuring the preservation of existing Vehicle Miles Traveled (VMT) and Vehicle Hours Traveled (VHT) (#5372 - Regional Transportation Planning – RPA 8 TPWP).

Complete Streets – Review current policies, rules, and procedures to determine their impact on safety for all road users. This effort should work to include provisions for safety in future transportation infrastructure, particularly those outside automobiles.

The RPA 8 addresses Complete Streets through the following activities:

- Special Projects - One of the goals of the RPA 8 Regional Transportation plan is to provide a high degree of multimodal accessibility and mobility for individuals. This should include better integration and connectivity between modes of travel. The projects funded through FHWA RAISE grants in Maquoketa and Clinton are designed as complete street projects in which RPA 8 is very actively involved (Project #5379—City of Clinton RAISE grant Administration—RPA 8 TPWP).
- SS4A -The Safe Routes and Streets for ALL plan for all cities in the RPA 8 region except for the City of Clinton (Project #5380 – Safe Streets and Routes for All (SS4A) -RPA 8 TPWP).
- Coordination - RPA 8 staff coordinates with Bike Groups, Multi-Disciplinary Safety Teams (MDST), and IADOT for regional projects and issues. The feedback and proposed

solutions contribute to the development of regional transportation plans. (Project #5377 Short Range Transportation Planning- RPA 8 TPWP).

Public Involvement – Increase meaningful public involvement in transportation planning by integrating Virtual Public Involvement (VPI) tools into the overall public involvement approach while ensuring continued public participation by individuals without access to computers and mobile devices.

The RPA 8 addresses Public Involvement through the following activities:

- TAG Group - Serve as a stakeholder on the Transit Action Group (TAG) and contribute to the production and distribution of agendas and meeting notifications for quarterly TAG meetings. (as needed) (Project #5377 Short Range Transportation Planning- RPA 8 TPWP).
- Small Cities -Host Small City meetings across four counties to offer guidance on the Small City Surface Transportation Block Grant (STBG) application process. (Project #5377 Short Range Transportation Planning- RPA 8 TPWP).
- Clerks and Mayors meetings – Attend Clerks and Mayors groups to discuss and tackle transportation-related issues. (Project #5377 Short Range Transportation Planning- RPA 8 TPWP).

Data in Transportation Planning – incorporate data sharing and consideration into the transportation planning process because data assets have value across multiple programs.

The RPA 8 addresses data in Transportation planning through the following activities

- Land-Use and Comprehensive Planning Activities – RPA 8 assists local communities with Land-Use and Comprehensive Planning Activities, while also gathering information from local agencies to inform the planning process for the RPA 8 region (Project #5377 Short Range Transportation Planning- RPA 8 TPWP).
- ITS improvements –
- RPA 8 engages in ITS improvements and transportation technology projects within the region, integrating this information into the regional planning process (Project #5377 Short Range Transportation Planning- RPA 8 TPWP).
- Passenger Transportation Plans – RPA 8 collaborates with transit systems in the region to evaluate transit needs through the Transportation Action Groups (TAG), incorporating this data into the regional planning process. (Project #5377 Short Range Transportation Planning- RPA 8 TPWP).
- Transportation Research and Database Management – RPA8 staff consistently gather and analyze data from numerous government entities in the region. This includes transportation related data such as traffic counts, transit ridership, accident statistics, and expenditure details for maintaining and expanding transportation infrastructure. These datasets are stored in databases at ECIA and play a vital role in the regional planning process. (Project #5373 - Transportation Research and Database Management – RPA 8 TPWP)

RPA8 Budget Summary FY 2025

											Final	4/25/2024
	Work Element	RPA STBG Funds	SS4A	FTA Sec. 5305e	FHWA SPR	Total Federal Dollars	IA HSIP-SWAP	Local Match SS4A	Local Match ECIA	**Total**	Estimated Staff Hours	Number of Staff
Planning Contracts with IDOT												
1599	Overhead and Administration	$25,616	$14,550	$5,155	$2,964	$48,285		$3,638	$8,434	$60,356	1166	3
5370	General Program Coordination	$4,674		$6,654	$295	$11,623			$2,906	$14,529	281	3
Long Range Transportation Planning												
5372	Regional Transportation Planning	$5,000		$13,118	$3,392	$21,510			$5,378	$26,888	520	3
5373	Transportation Research and Database Management	$3,964		$1,724		$5,688			$1,422	$7,110	137	2
Short Range Transportation Planning												
5377	Short Range Transportation Planning	$30,321		$5,152	$25,152	$60,625			$15,156	$75,781	1464	3
Special Projects												
5379	Clinton RAISE Grant Project Admin	$10,000				$10,000			$2,500	$12,500	242	2
5380	Safe Streets and Routes for All (SS4A) -Staff		$43,651			$43,651	$6,882	$4,031		$54,563	563	4
5381	Safe Streets and Routes for All (SS4A)-InTrans		$40,346			$40,346	$5,118	$4,968		$50,432	520	4
TOTAL		$79,575	$98,547	$31,803	$31,803	$241,727	$12,000	$12,637	$35,795	**$302,159**	4,892	

Totals may not add due to rounding.

Total Federal (80%)	**$241,727**
Local funds (20%)	**$48,432**

Funding Source

Available		Used	
FTA 5305e Carryover	$0	**FTA 5305e Carryover**	$0
FHWA SPR Carryover	$0	**FHWA SPR Carryover**	$0
FHWA STBG Carryover	$20,115	**FHWA STBG Carryover**	$20,115
RPA 8 STBG	$59,460	**RPA 8 STBG funds**	$59,460
SFY 20 FTA Sec. 5305e	$31,803	**FTA Sec. 5305e**	$31,803
SFY 20 FHWA State Planning & Research (SPR)	$31,803	**FHWA SPR**	$31,803
SS4A	$98,547	**SS4A**	$98,547
IADOT Funds (Traffic Safety)	$12,000	**IADOT Funds (Traffic Safety)**	$12,000
LOCAL FUNDS	$48,432	**Local funds**	$48,432
TOTAL	$302,159	TOTAL	$302,159

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

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

ECIA Cost Allocation Plan

General

The Cost Allocation Plan of ECIA is the basis of assigning costs equitably to all projects during each fiscal year. Under the plan, the total costs assigned to each project are comprised of both direct and indirect costs. All direct and indirect costs are further identified as to personnel and non-personnel costs. The distinctions of cost allocation are described in the following definitions:

Definitions

Direct Personnel Costs are costs of all personnel activities identifiable to specific projects. Examples of Direct Personnel Costs include personnel time spent on planning activities, administration of housing assistance and Community Development Block Grant Programs. (see Schedule A)

Direct Non-Personnel Costs are the costs of non-personnel items or service clearly incurred by specific projects. Direct non-personnel costs include project related items such as contracted services, data processing, project report publishing, reproductions, travel, supplies, reference materials, staff development, long-distance telephone calls, project audit fees, project inspection fees, advertising, postage, memberships, and other costs similarly identifiable to specific projects. (see Schedule B)

Indirect Personnel Costs are costs of all personnel activities that are not identifiable to specific projects but support all project activities. Examples of Indirect Personnel Costs include personnel time spent on producing the Unified Work Program, policy meetings, and agency general and fiscal management. (see Schedule C)

Indirect Non-Personnel Costs are the costs of all non-personnel items or service that are not directly attributed to specific projects but rather are attributed to overall operation of the agency including all projects. Indirect non-personnel costs include such items as office rent, equipment rental, base telephone and overall agency long-distance calls, postage, advertising, travel, staff development, insurance-bonds, office supplies, reproductions-publications, agency memberships, reference materials, agency audit, and other such costs similarly attributed to total agency and all project support. (see Schedule D)

Cost Allocation to Projects

Each project that is active during the fiscal year receives an allocation for costs as follows:

A. Direct personnel costs for the month
B. Direct non-personnel costs for the month
C. A share of all indirect costs for the month

The monthly share of indirect costs charged to each project is determined by the ratio of each respective project's direct personnel costs relative to the total direct personnel costs of all projects. Monthly timesheets are maintained by all agency personnel and serve as the basis for such allocations.

Cognizant Agency (Department of Commerce)
The Federal Agency from which the most direct federal funds are received. Responsible for establishing the accounting rules for the receipt and expenditure of federal funds and approving the cost allocation plan.

Supporting Data
Following are the schedules which clarify all cost items embraced by the Cost Allocation Plan:
Schedule A - Direct Personnel Activities
Schedule B - Direct Non-Personnel Costs
Schedule C - Indirect Personnel Activities
Schedule D - Indirect Non-Personnel Costs

Schedule A
Direct Personnel Activities
Transportation Planning and Grant Administration
Transit Planning and Grant Administration
Regional Development
Local Comprehensive Planning
Housing Assistance Programs
Community Development Block Grant
Contract Administration
Community Technical Assistance
Contracted Services
Leaves for personnel involved in direct activities

Schedule C
Indirect Personnel Activities
Unified Work Program
Project Notification and Review
Policy Meetings
Filing and Library System
Census Program
Agency Information Maintenance
Agency Newsletter
Agency Fiscal Management
Agency General Management
Leaves for personnel involved in indirect activities

Schedule B
Direct Non-Personnel
Project-related Office Supplies
Project-related Operating Materials, Books
Project-related Business Expense
Project-related Printing and Binding of Publications

Schedule D
Indirect Non-Personnel
Overall Agency Office Supplies
Overall Agency Operating Materials and Books
Overall Agency Conference and Training Expense

Project-related Insurance and Bonds

Project-related Professional Memberships

Project-related Telephone Expense

Project-related Postage and Shipping

Project-related Advertising

Project-related Professional Services

Project-related Equipment

Overall Agency Business Expense

Overall Agency Printing and Binding of Publications

Equipment Rent and Maintenance

Overall Agency Insurance and Bonds

Overall Agency Professional Memberships

Office Utilities

Base Telephone and Overall Agency Cellular and Long-Distance Services

Overall Agency Postage and Shipping

Office Rent

Overall Agency Advertising

Overall Agency Professional Services

Overall Agency Equipment

ECIA RPA8 Public Participation Program

Notification of Documents

The following describes the notification process for the materials that shall be made available, the process of documenting the input received, public hearings conducted as part of the development, updates, and amendment processes for the TIP, PTP, LRTP, TPWP and other public documents created by RPA8 that needs public hearing.

- *Public Notice*

    A public notice announcing a scheduled public hearing shall be published in a newspaper of general circulation in the RPA8 area. Theses notices will be printed 4-20 days before the scheduled meeting.

- *Press Releases*

    Press releases announcing scheduled public hearings shall be provided to community newspapers throughout the RPA8.

Printed – Graphical Material

Any printed or graphical material that is available shall be provided by either RPA8 staff or the appropriate agency upon request.

Public Comments

Copies of all public comments received prior to the hearing shall be provided by either the RPA8 staff at or before the public hearing. A summary, analysis, and report on the disposition of the comments received shall be prepared and made available upon request.

Accommodation:

Meetings, public hearings, and ECIA formal events are held in facilities that are accessible by persons with disabilities. Public notices of ECIA meetings and events include a notice of location for public. Individuals with disabilities will be provided with accommodations to attend the meetings on request with a minimum of a 3 days' notice. Individuals requiring special material or presentation formats will be asked to contact the staff at least a week before the meeting.

Amendments:

TPWP amendment will be necessary when a new work item is added.

An amendment will require the following steps:

- Staff will begin the amendment process by conducting public review at ECIA office. Staff will inform the public of the proposed amendment by sending notices to the organizations on the RPA8 Public Participation Process mailing list and by publishing a legal notice in the local newspapers and the ECIA website. These notices will be printed 4-20 days before the scheduled meeting.
- The public hearing will be held with the RPA8 Policy Board meeting. The meeting will be opened for public input during the process.
- The Iowa DOT will be provided with the updated amendment.

Revisions:

TPWP revisions will be necessary when there are minor changes to project description and dollar amounts.

- Staff will update the RPA8 Policy Board and Technical Advisory Committee on the revised item and provide the Iowa DOT with the change.

Waiver of approvals from FHWA & IADOT

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

Types of TPWP revisions that require Federal approval include, but are not limited to, the following:
- Request for additional Federal funding.
- Transfers of funds between categories, projects, functions, or activities which exceed 10% of the total work program budget when the Federal share of the budget exceeds $150,000.
- Revision of the scope or objectives of activities.
- Transferring substantive programmatic work to a third party (consultant).
- Capital expenditures, including the purchasing of equipment.
- Transfer of funds allotted for training allowances.

Types of revisions that require Iowa DOT approval include:
- Transfers of funds between categories, projects, functions, or activities which do not exceed 10% of the total work program budget, or when the Federal share of the budget is less than $150,000.

Types of revisions that require RPA 8 approval include:
- Revisions related to work that does not involve federal funding.

Revision and Approval Procedures

- All revision requests from MPOs and RPAs should be submitted electronically to the Iowa DOT Systems Planning Bureau. Four hard copies of the revision shall also be sent to Systems Planning Bureau, which will be forwarded to the DOT District, FHWA, and FTA for review and any necessary approvals.
- Revision requests shall, at a minimum, include:
- A resolution or meeting minutes showing the revision's approval.
- Budget summary table with changes highlighted/noted.
- Modified section(s) of the plan's work elements with changes highlighted/noted.
- Revisions where **FHWA/FTA** is the designated approving agency shall require written approval by FHWA/FTA prior to commencement of activity, purchasing of equipment, or request for reimbursement.
- Revisions where the **Iowa DOT 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.
- Revisions where the RPA 8 is the approving agency shall be approved by the Policy Board.
- Notification by the approving agency will be in writing.

ECIA Planning Agency Personnel
Assigned to Perform Work on the FY 2025 TPWP

<u>Classification</u>

Executive Director
Director Transportation
Senior Planner 1
Senior Planner 2
Finance Director
Support Service Manager

ECIA Certificate of Indirect Cost Proposal/Indirect Costs

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

(1) All costs included in this proposal **December 17, 2024,** to establish a:
    a. Cost Allocation Plan
    b. Indirect Cost Rate

    for **January 1, 2024 – December 31, 2024,** 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:
    c. Governmental Organization
    d. Non-Profit Organization

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

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

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

_____
(Signature)

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

Steve Stoffel
(Please Print Name)

Director of Finance and HR
(Title)

ECIA
(Name of Organization)

04/25/2024
(Date Signed)

ECIA Self-Certification of
Procurement and Consultant Selection Procedures

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

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

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

Chandra Ravada_____
(Please Print Name)

 Interim Executive Director_____
(Title)

 ECIA_____
(Name of Organization)

04/25/2024_____
(Date Signed)

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