

FY 2016 East Central Intergovernmental Association Regional Planning Affiliation 8 Transportation Planning Work Program

Final

Amended on October 22nd, 2015

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Prepared as part of FY2016 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 Delaware County Dubuque County Jackson County	Clinton, Dewitt Manchester Maquoketa	Clinton MTA Great River Bend Region 8 RTA	Clinton County Delaware County Dubuque County Jackson County

DISCLAIMER

The preparation of this report was financed in part through a federal grant by the Federal Highway Administration under the provision of the 1964 Federal-Aid Highway Act, as amended

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 2016 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 \$92,035 in Surface Transportation Program dollars, \$25,465 in Federal Highway Administration SPR dollars, \$23,183 in 5305(e) Federal Transit Administration dollars and \$2,282 in 5311 Federal Transit Administration dollars for the continuing, comprehensive, and cooperative transportation planning process for the RPA8 region; and,

THEREFORE, NOW BE IT RESOLVED that the RPA8 Policy Board of the East Central Intergovernmental Association approves the FY 2015 Transportation Planning Work Program and authorizes the Executive Director to execute the contract with the Iowa Department of Transportation for fiscal year 2016.

Adopted this 28th of May 2015.



RPA8 Policy Board Chairperson

05/28/2015

Date

ATTESTED BY:



Kelley Deutmeyer
Executive Director, ECIA

05/28/2015

Date

Regional Planning Affiliation (RPA8)

The Regional Planning Affiliation (RPA8) is designated as a four-county region excluding the Dubuque Metropolitan Area Planning Organization (MPO.) The RPA8 region encompasses the counties of Clinton, Delaware, Dubuque and Jackson, which are located in the eastern-central portion of the State of Iowa. Three of the counties, Dubuque, Jackson and Clinton, are bordered on the eastern edges by the Mississippi River. Within this region, the RPA8 services 57 cities and all of the rural areas in all of their transportation needs. The sizes of the cities range from Durango's 24 in population to Clinton's 27, 772, giving the RPA8 a vast set of circumstances from which to work. For any federal funding to be applied for and sub-allocated to the various entities within the region, the RPA8 Policy Board, consisting of designated members representing each county, must make the final decisions.

Population

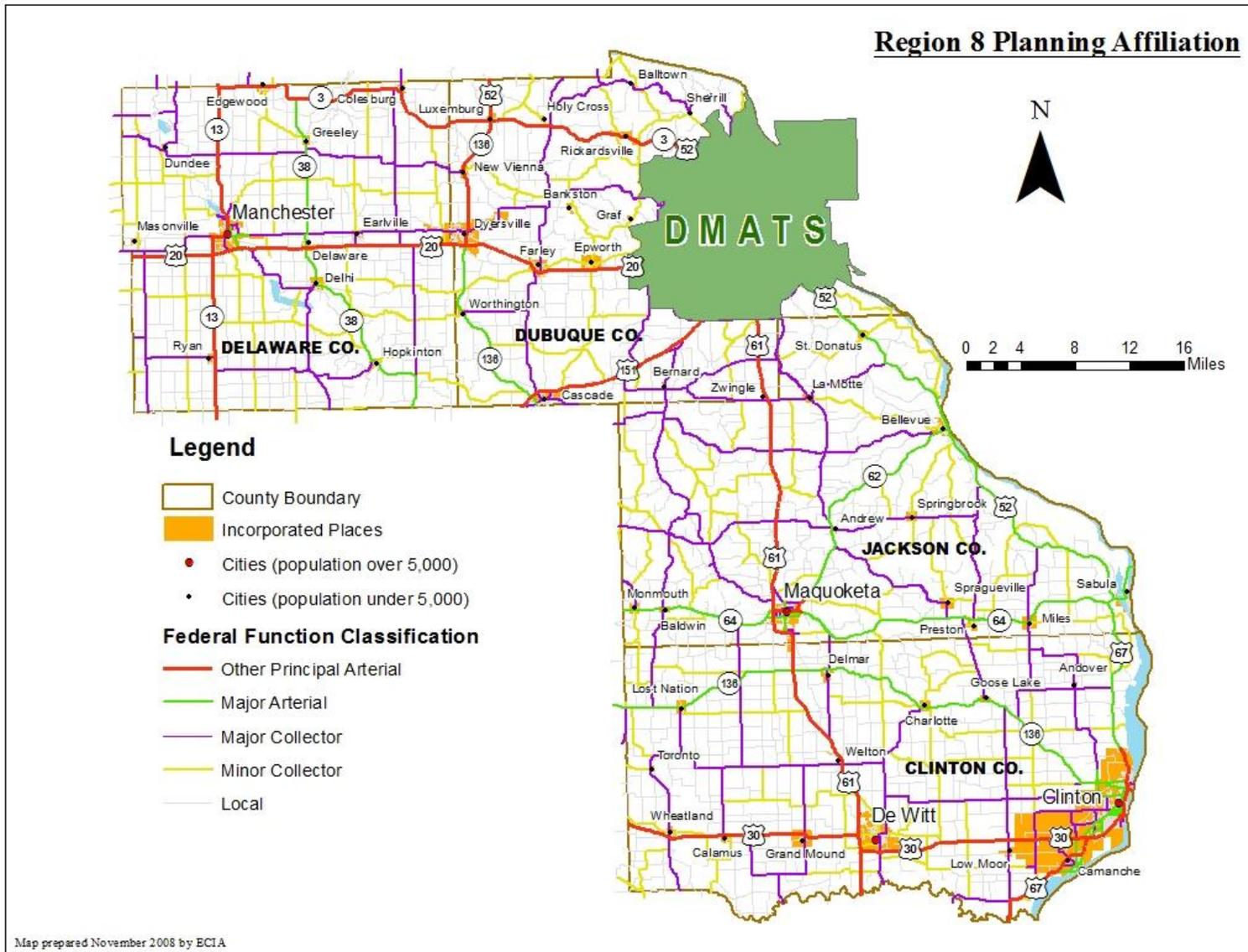
There are eight membership regions within the RPA8 area. These are broken down into regions represented by each county and the cities with 5,000 or greater population located in each county except for Dubuque County. In this region the counties include Clinton, Delaware, Jackson, and Dubuque with the 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	2010	County/City
Clinton County	16,909	
City of Clinton	26,885	
City of DeWitt	5,322	
Total for County		49,116
Delaware County	12,585	
City of Manchester	5,179	
Total for County		17,764
Jackson County	13,707	
City of Maquoketa	6,141	
Total for County		19,848
Dubuque County	18,567	
Total for County		18,567
Final Total		105,295

Data Source: 2010 Census Data

MAP of Regional Planning Affiliation (RPA8)



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, 2014 through June 30, 2015.

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 2012 Moving Ahead for Progress in the 21st Century Act (MAP-21) Act sets out the following guidelines for planning:

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

In addition, the current administration is promoting livability principles that are to be considered in the metropolitan planning process activities. These principles are:

- Provide more transportation choices
- Promote equitable, affordable housing
- Enhance economic competitiveness
- Support existing communities
- Coordinate policies and leverage investments, and
- Value communities and neighborhoods.

The Regional Planning process set up by Iowa DOT in the early 1990's was designed to address these provisions of the 1991 Intermodal Surface Transportation Efficiency Act (ISTEA), the then 1998 Transportation Equity Act for 21st Century (TEA 21) , 2005 Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-LU) and Current 2012 MAP 21. 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.

How is the TPWP Developed

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:

- 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 process.

RPA Organization and Management

The RPA 8 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.

Larry "Buck" Koos
Chair

Don Thiltgen
Vice-Chair

Kelley Deutmeyer
Secretary

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

Jackson County	Larry "Buck" Koos	(proxy Clark Schloz)
Clinton county	John Staszewski	(proxy Todd Kinney)
Delaware County	Jeff Madlom	(proxy Anthony Bardgett)
Dubuque County	Daryl Klein	

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

DeWitt	Don Thiltgen	(proxy Steve Lindner)
Clinton	Mark Vulich	(proxy Jason Craft)
Manchester	Milt Kramer	(proxy Tim Vick)
Maquoketa	Don Schwenker	(proxy Brian Wagner)

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

Clinton County	Tom Roth	(Camanche)
Delaware County	Margie Horstman	(Dundee)
Dubuque County	Mick Michel	(Dyersville)
Jackson County	Paul Konrardy	(LaMotte)

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

IA DOT	Craig Markely	(proxy Sam Shea)
FHWA	Karen Bobo	(proxy Tracy Troutner)
FTA	Mokhtee Ahmad	(proxy Mark Bechtel)

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	Shirley Helmsrich	(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
Chair

Tim vick
Vice-Chair

Kelley Deutmeyer
Secretary

County Engineers

Jackson County	Clark Schloz	(Proxy Larry “Buck Koos)
Clinton County	Todd Kinney	(Proxy John Staszewski)
Delaware County	Anthony Bardgett	(Proxy Jeff Madlom)
Dubuque County	Anthony Bardgett	

Designated Representative of cities with a population of at least 5000

DeWitt	Steve Lindner	(Proxy Don Thiltgen)
Clinton	Jason Craft	(Proxy Jacob Coupee)
Manchester	Tim Vick	(Proxy Milt Kramer)
Maquoketa	Brian Wagner	

Representatives of the Transit Systems

River Bend Transit	Randy Zorbist	(Clinton County)
MTA	Dennis Hart	(City of Clinton)
Regional Transit Authority	Lori McKinley	(Delaware, Dubuque, Jackson County)

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

IA DOT	Sam Shea
FHWA	Tracy Troutner
FTA	Mark Bechtel

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)
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Transportation Improvement Implementation Goals

The following general implementation goals have been established for ECIA's RPA staff by the RPA8 Policy Board. These goals do not necessarily indicate any particular 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 MAP-21 opportunities.

Transit

Maintain the Region's transit systems, i.e. Clinton MTA, Region 8 RTA, and Great River Bend Services, Inc., 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 MAP-21.
- Develop and implement a Long-Range Transportation Plan. Special emphasis should be placed on mainstreaming safety and maintenance of existing system in the Long-Range Transportation Plan and in the planning processes, which will 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 to the level 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 particularly local transit agencies in the area of 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.
- Maintenance of 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.

Work Program Elements

Program Support and Administration

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

Background/Previous Work:

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

Expected Accomplishments:

General overhead and administration activities will occur during the fiscal year in conformance with the policies and procedures of the East Central Intergovernmental Association, the Iowa Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration.

Total Cost: \$34,628

Staff Hours: 693

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

Back Ground/Previous Work:

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 MAP-21 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.
- Update the Public Participation Plan and implement by involving the public in the planning and programming of transportation funds by RPA8.
- 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.
- Prepare FY 2017 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.
- Coordinate activities pertaining to the regional transportation planning process as directed by the RPA8 Policy Board and Technical Advisory Committee.

Expected Accomplishments:

General coordination of the transportation planning process, staffing the two RPA8 committees, a public participation involvement process, interaction with state and federal agencies on behalf of RPA8, an annual work program, and reports resulting from special studies as directed by the RPA8 committees.

Total Cost: \$13,600

Staff Hours: 272

Long -Range Transportation Planning (System Level)

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

Background/Previous Work:

In April 2011, RPA8 adopted the 2031 Long-Range Transportation Plan (LRTP). The Plan is in compliance with SAFETEA-LU.

Program Objective:

- 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.
- Continue development of RPA8 Geographic Information System (GIS).
- 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 MAP-21 compliant.
- Staff will assist in integrating LRTP with state wide plans developed by the State DOTs.

Program Activities:

- Hire an Intern for summer of 2015 to start working on the following list of maps
 - RPA 8 regional maps
 - Demographic maps
 - Road maps
 - Bridge maps
 - Trail maps
 - Transit maps
 - Freight maps
 - Environmental maps
 - Safety & Security maps
- Data for RPA 8 LRTP update will be collected simultaneously when staff are in process of updating DMATS LRTP.
- Process amendments to LRTP 2031 as necessary.
- Update RPA 8 LRTP with recommendations from Regional Freight Study.

End Results:

- Create 2036 RPA8 Transportation Plan
- Maintain and amend Final 2031 RPA8 Transportation Plan.

Cost: \$25,584

Staff Hours: 512

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 collects and analyzes 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:

- Update existing LRTP
- 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:

- Collect data for RPA 8 2036 LRTP
- Process data collection from membership organizations.
- Monitor data sources.
- Maintain databases and documentation.
- Disseminate data and/or analysis to RPA8 member jurisdictions, other interested agencies and general public.
- Maintain the Transportation Department Library within ECIA.
- Maintain the GIS system with updated information for future analysis and graphical representation.

Expected Accomplishments:

- Miscellaneous research reports and analyses.
- 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.

Total Cost: \$7,109

Staff Hours: 142

Short-Range Transportation Planning (System Level)

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

Back Ground Previous Work:

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 Great River Bend Services.
- To prepare a FFY2017-2020 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.

- To assist the Iowa Department of Transportation with administration for projects under development.

Program Activities:

- ECIA staff will 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.
- 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.
- Prepare and manage a four-year (FFY 2017 – 2020) program of projects Regional Transportation Improvement Program (TIP) with descriptions and justifications of projects using federal, state, and local funds. The TIP will be approved in draft and final form by the Technical Committee and Policy Board with appropriate review time by the general public. All projects will be evaluated for project selection in relation to the policy framework developed by the Policy Board. The TIP will also be financially constrained in that all projects will have identified funding within the amounts available. The FFY 2017-2020 TIP process will start in month of January and end in month of June in calendar year 2016.
- 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.
- 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.
- 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.
- Provide GIS mapping services on contract to the municipalities and counties in the RPA8 to support transportation planning, and to facilitate coordination between transportation, land use, and public infrastructure.
- Serve as stakeholder on Transit Action Group (TAG) and help in printing and mailing agenda and meeting notices for quarterly TAG meetings.
- Beginning with FY2014 there will be no annual PTP update, although a minimum of two TAG meetings will be held by RPA8. RPA8 will submit the minutes of these

meetings to the Office of Systems Planning. A Full PTP will be submitted to Office of Systems Planning every five years and will continue on the same schedule. A full PTP update for RPA 8 is done in FY 2015.

- Update Clinton and Maquoketa Travel Demand Forecast models as needed.

Expected Accomplishments:

- Development of the Transportation Improvement Program (TIP) for FFY 2017-2020 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/coordination work with the transit operators.
- Prepare any reports needed throughout the development of the TIP each year; and amend the TIP as needed.

Total Cost: \$48,115

Staff Hours: 962

6. Freight Study (Will be completed by FY 2017)

Background/Previous Work:

The DMATS in partnership with Regional Planning Affiliation 8 (RPA 8) and Blackhawk Hills Regional Planning Council (RPC) in Illinois are planning to conduct a multimodal, intermodal freight plan for the eight county region that enhances the mobility of both people and goods while mitigating the negative impacts on mobility, safety, environment and quality of life. The DMATS, RPA 8 and Blackhawk Hills RPC Region is located in the states of Iowa and Illinois and includes Clinton, Delaware, Dubuque and Jackson Counties in Iowa; Carroll, Jo Daviess, Stephenson, and Whiteside counties in Illinois.

Staff will be hiring a consultant to help with the following activities listed below:

- Data Collection/Inventory
- Needs Assessment and Analysis
- Study Recommendations
- Final Report and Documentation

Program Objective:

- Collection of base freight data that will support an on-going regional freight planning function.
- Support the data needs necessary for Blackhawk Hills & ECIA region to move further towards the creation of a multimodal, intermodal freight component to the Regional Model.
- The Regional Model will develop a commodity flow database for existing and future freight flows in an easy to use/accessible format. The model will include key modes, freight corridors, commodities, tonnage, value and O&D at regional, state & national level. The model will provide characteristics and magnitude of current freight activity - volume, type, location

- Preparation of study reports that inventory, forecast, evaluate, and identify freight needs and challenges facing the Region.
- Development of solutions that address challenges and facilitate efficient freight movement within, to, from, and through the Region.
- Evaluation of the costs and benefits of proposed solutions.
- Prioritization of long, medium, and short-term improvements to improve freight movement.
- Development of a regional consensus on the priority of freight-related programs and projects.
- Inventory regional freight facilities and characteristics.

Program Activities:

- Data Collection/Inventory
- Need Assessment and Analysis
- Study Recommendations
- Final Report and Documentation

Program Budget:

Funding	
Source	Funding
Iowa	
DMATS STP (80%)	\$106,193
RPA 8 STP (80%)	\$39,735
IADOT (20%)	\$36,482
Subtotal	\$182,410
Illinois	
ILSPR (80%)	\$103,444
Local (20%)	\$25,861
Subtotal	\$129,306
Total Cost	\$311,716

End Results:

- Provide key recommendations for existing and future roadways, rail, river, intermodal, and other freight facilities to be included in the 2045 Update of the DMATS Area Long Range Transportation Plan and the 2040 Region 8 Long Range Transportation Plan in addition to other appropriate regional and local plans.
- Improve overall freight flow within the study area.

Total RPA 8 Cost for freight study: \$49,669

RPA8 Budget Summary FY 2016

ECIA RPA Budget Summary for FY 2016

								Final amended 10/22/2015		
Work Element	RPA STP Funds	FTA Sec. 5305(e) & 5311	FHWA State Planning & Research (SPR)	Total Federal Dollars	IADOT State Funds	Local Match ECIA	Total	Estimated Staff Hours	Number of Staff	
Planning Contracts with IDOT										
1599 Overhead and Administration	\$19,583	\$5,155	\$2,964	\$27,702		\$6,926	\$34,628	693	3	
5370 General Program Coordination	\$4,674	\$6,206		\$10,880		\$2,720	\$13,600	272	3	
<u>Long Range Transportation Planning</u>										
5372 Regional Transportation Planning	\$5,351	\$5,351	\$9,766	\$20,468		\$5,117	\$25,584	512	3	
5373 Transportation Research and Database Management	\$3,964	\$1,724		\$5,688		\$1,422	\$7,109	142	2	
<u>Short Range Transportation Planning</u>										
5377 Short Range Transportation Planning	\$18,728	\$7,029	\$12,735	\$38,492		\$9,623	\$48,115	962	2	
Freight Study	\$39,735			\$39,735	\$9,934		\$49,669			
TOTAL	\$92,035	\$25,465	\$25,465	\$142,965	\$9,934	\$25,807	\$178,706	2,581		
<u>Totals may not add due to rounding.</u>				Total Federal/State Funds (80%)					\$142,965	
				Local Match for Federal/State Funds (20%)					\$35,741	

Funding Source

RPA 8 STP : \$92,035
FTA Sec. 5305(e) : \$23,183
FTA Sec. 5311 : \$2,282
FHWA SPR : \$25,465
State funds : \$9,934
Local Match : \$25,807

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 Unified Work Program

Transit Planning and Grant Administration Project Notification and Review

Regional Development Policy Meetings

Local Comprehensive Planning Filing and Library System

Housing Assistance Programs Census Program

Community Development Block Grant Contract Administration Agency Information Maintenance Agency Newsletter

Community Technical Assistance Agency Fiscal Management

Contracted Services Agency General Management

Leaves for personnel involved in direct activities Leaves for personnel involved in indirect 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 Overall Agency Office Supplies

Project-related Conference and Training Expenses Overall Agency Conference and Training Expense

Training Expense

Project-related Business Expense Overall Agency Business Expense

Project-related Printing and Binding of Publications Overall Agency 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

Overall Agency Business Expense

Overall Agency Printing and Binding of Publications

Project-related Insurance and Bonds
Project-related Professional Memberships
Project-related Telephone Expense
Project-related Postage and Shipping
Project-related Advertising
and
Project-related Professional Services
Project-related Equipment

Equipment Rent and Maintenance
Overall Agency Insurance and Bonds
Overall Agency Professional Memberships
Office Utilities
Base Telephone and Overall Agency Cellular
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. These 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 week 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 DMATS 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 Office of Systems Planning. Four hard copies of the revision shall also be sent to Systems Planning, which will be forwarded to the DOT District, FHWA, and FTA for review and any necessary approvals.
- Revision requests shall, at a minimum, include:
- A resolution or meeting minutes showing the revision's approval.

- Budget summary table with changes highlighted/noted.
- Modified section(s) of the plan's work elements with changes highlighted/noted.
- Revisions where **FHWA/FTA** is the designated approving agency shall require written approval by FHWA/FTA prior to commencement of activity, purchasing of equipment, or request for reimbursement.
- Revisions where the **Iowa DOT Office of Systems Planning** is the designated approving agency shall require written approval by the Iowa DOT Office of Systems Planning prior to commencement of activity or request for reimbursement.
- Revisions where the DMATS 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 2016 TPWP**

Classification

Executive Director
Director Transportation
Transportation Planner
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 **May 8, 2015** to establish a:
 - a. Cost Allocation Plan
 - b. Indirect Cost Ratefor **July 1, 2015 – June 30, 2016** 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)

Lisa Weinhold
(Please Print Name)

Director of Finance and HR
(Title)

ECIA
(Name of Organization)

05/05/2015
(Date Signed)

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

**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 Office of Systems Planning, 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)

Kelley Deutmeyer

(Please Print Name)

Executive Director

(Title)

ECIA

(Name of Organization)

05/28/2015

(Date Signed)

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