

# **FY 2015 REGION V TRANSPORTATION PLANNING WORK PROGRAM**

## **FINAL**

This report was funded, in part, through federal funds provided by the Federal Highway Administration, Federal Transit Administration and the U.S. Department of Transportation.

Prepared by MIDAS Council of Governments for the Iowa Department of Transportation and the  
Region V MAP-21 TAC  
May 2013

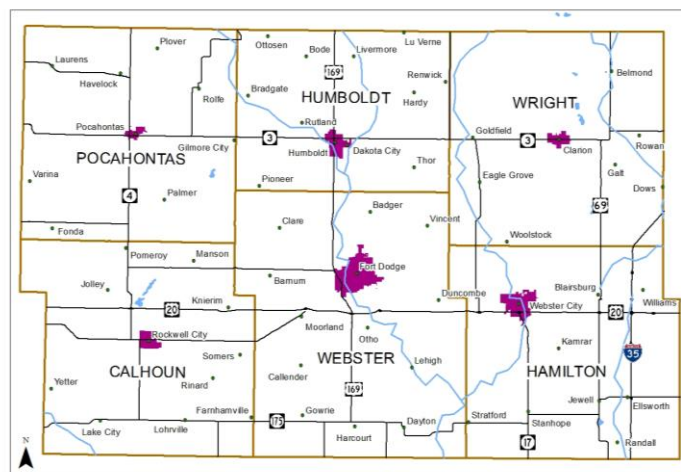
*Page intentionally left blank*

## I. DEVELOPMENT PROCESS

The Transportation Planning Work Program (TPWP) is a management tool to be used as a guide when identifying, developing and directing the different planning activities of Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) (i.e. Transportation Improvement Program, Long-Range Transportation Plan, Public Participation Process, etc.) and the time schedules for these activities. The plan will also establish a budget for the process. This plan is developed by the MIDAS Council of Governments staff and reviewed and approved by the MIDAS Executive Board. The TPWP is updated annually in order to keep up with the ever-changing needs of the region and program regulations of the State and Federal governments. The Transportation Planning Work Program is to be completed annually in May.

Region V includes the counties of: Calhoun, Hamilton, Humboldt, Pocahontas, Webster and Wright. Together these six counties cover an area of 3,459 square miles. The 2010 census lists the population for the region as 93,710. The region consists of 61 cities, only six have a population of 2,000 or greater with the largest being Fort Dodge with a population of 25,206.

Calhoun County	11,115
Hamilton County	15,673
Humboldt County	9,815
Pocahontas County	7,310
Webster County	38,013
Wright County	<u>13,229</u>
<b>Total Population</b>	<b>93,710</b>



### Regional Transportation Challenges

The challenge facing all modes of transportation in region is lack of funding. All modes struggle in keeping up with maintenance and replacing equipment let alone expanding service.

## II. POLICY BOARD AND TECHNICAL COMMITTEE

### **Policy Board**

Mid Iowa Development Association (MIDAS) Council of Governments was established in 1972. The Executive Board has eighteen voting members, with three members from each of the six counties, which represent county, city and Economic Development interests. Eleven of the representatives on the board are elected city and county officials; two are appointed city officials and the rest are appointed non-elected persons. The board meets the fourth Wednesday of each month. It was agreed that the MIDAS Executive Board would be the Policy Board for the MAP-21 program as cities, counties and economic development are all represented on the board.

The following are the members and officers of the MIDAS Executive Board:

NAME	TITLE	Agency
Scott Jacobs	County Supervisor	Calhoun County Cities
Richard Walters	Calhoun County Cities	Rockwell City
Pam Anderson	Executive Director	Calhoun County Economic Dev.
Wesley Sweedler	County Supervisor	Hamilton County
Rachel Cahill	City Clerk	City of Stratford
Sarah Thompson	Executive Director	SEED-Economic Dev.
Harlan Hanson	County Supervisor	Humboldt County
Walter Jensen	Mayor	City of Humboldt
Alisa Reinholdt	Executive Director	Humboldt Economic Dev.
Jeffrey Ives	County Supervisor	Pocahontas County
Eric List	Economic Dev	City of Pocahontas
Vince Triggs	County Supervisor	Pocahontas County-Economic Dev.
Robert Singer	County Supervisor	Webster County
Stephanie Sheetz	Senior Planner	City of Fort Dodge
Kelly Halsted	Economic Dev Director	Greater Fort Dodge Growth Alliance
Stan Watne	County Supervisor	Wright County
LeAnn Waltzing	City Administrator	City of Belmond
Brad Hicks	Executive Director	Wright County Economic Dev.

### **Transportation Advisory Committee**

In Region V each county and the cities of Fort Dodge and Webster City (5,000+ population) select a representative and an alternate to sit on the Region V MAP-21 Transportation Advisory Committee (TAC). The committee consists of eight voting members. Representatives from the Iowa Department of Transportation, the Federal Highway Administration, and the Federal Transit Administration are invited to all MAP-21 TAC meetings as non-voting members of the committee.

The following are the members and officers of the Region V MAP-21 TAC:

NAME	TITLE	AGENCY
Ron Haden	County Engineer	Calhoun County
Dan Waid	County Engineer	Hamilton County
Paul Jacobson	County Engineer	Humboldt County
Jack Moellering	County Engineer	Pocahontas County
Randy Will	County Engineer	Webster County
Adam Clemens	County Engineer	Wright County
Chad Schaeffer	City Engineer	City of Fort Dodge
Kent Harfst	Asst. City Manager	City of Webster City

### **III. PLANNING ACTIVITIES/WORK ELEMENTS**

#### **A. Transportation Planning Work Program**

1. Task Objective:
  - Develop the TPWP a management tool that guides Region V's MAP-21 planning activities and establishes a budget and time schedule for those activities
2. Previous Work:
  - Completed Quarterly Reports
  - Developed draft and final TPWP.
3. Project Description:
  - Solicit information necessary to complete TPWP.
  - Develop a draft and final TPWP which describes transportation planning elements for the coming fiscal year and submit to IDOT.
  - Complete quarterly reports.
4. Product(s):
  - Draft TPWP by April 1.
  - Final TPWP by June 1.
  - Quarterly reports

#### **B. Transportation Improvement Program**

1. Task Objective:
  - Develop a program that will contain a listing proposed federal aid transportation projects within the region for a four-year period of time.
2. Previous Work:
  - Developed a draft and final regional TIP.
  - Reviewed Criteria for project selection.
  - Updated the region's STP/Enhancement application.
3. Project Description:
  - Developing a four year program of federal funded projects which will be fiscally constrained. The development will include the solicitation of applications, review of applications, and prioritization of applications by subcommittees and the TAC.
  - Amending the regional TIP as needed.
4. Product(s):
  - Draft RTIP by June 1
  - Final RTIP by July 1

- Amended RTIP as needed

### **C. Public Participation Process**

1. Task Objective
  - Incorporate the public participation process into transportation planning process in order to keep the public informed and allow for comment on transportation planning activities within the region.
2. Previous Work
  - The regional public participation plan was updated reviewed.
  - Information on transportation planning events/documents were included in regional newspapers, put in the MIDAS newsletter, on the MIDAS web page, on the MIDAS face book page and sent to various individuals/groups.
  - Public information meetings were held on the TIP, LRTP, and consolidated transit application.
3. Project Description
  - Review the public participation plan to keep it updated.
  - Place notices of all public meetings in regional newspapers, in the MIDAS newsletter, on the MIDAS web page and face book page, and mailed to interested individuals/groups.
  - Hold public meetings prior to RTIP, LRTP, and Consolidated Transit applications
4. Product(s):
  - Updated the public participation policy (review annually)
  - Newsletter articles
  - Public meeting postings

### **D. Long-Range Transportation Plan**

1. Task Objective
  - The LRTP is a document which identifies the needs of the regional transportation network and serves as a tool to guide the future of the region's transportation system.
  - To be actively involved in statewide planning efforts
2. Previous Work
  - Attended Hwy 20 Association Meetings.
  - Serve as a representative on the Iowa Clean Air Attainment Program (ICAAP)
  - Gathered trails information
  - Distribute/Review pedestrian/trails survey data
3. Project Description

- Continue process to update the region's Bicycle and Pedestrian Plan to include gathering information/data, meeting with committee and updating plan.
  - Maintain the LRTP.
  - Update LRTP to encompass changes due to updated Bicycle and Pedestrian Plan.
  - Continue serving as a representative on the ICAAP
  - Continue to attend Hwy 20 Association meetings
4. Product(s) (contingent upon resource availability)
    - Bike/Ped plan update to be completed December 2015
    - Amended LRTP June 2015
    - ICAAP project recommendation list (November/December)

#### **E. Transit Coordination/Administration**

1. Task Objective
  - Provide transit coordination/planning to the region.
2. Previous Work
  - Distributed provider's survey.
  - Developed Laurens Transit Survey
  - Attended county human service providers meetings.
  - Various transit documents (Consolidated application, building feasibility study, grant preparation, etc.)
3. Project Description
  - Attending county human service providers meetings (at least 2), gathering transit data and developing maps needed.
  - Prepare various transit documents to include transit consolidated application, inventory update, transit data/funding reports, feasibility studies as needed and grant preparation.
  - Survey demand/response transit users
  - Survey Human Service Providers
  - Survey Transit Providers
  - Complete 2015 PTP full plan update.
  - Conduct Fixed Route Study
  - Begin Service Study
  - Begin Fare/Rate Study
4. Product(s):
  - Transit applications for funding. (May 1)
  - Quarterly and annual reports.
  - Payment/Reimbursement Requests
  - PTP June 2015
  - Route Study June 2015
  - Service Study December 2015



- Fare/Rate Study December 2015

#### **F. Program Administration/Technical Assistance**

##### **1. Task Objective**

- Provide administration for RTA activities and allow for staff to provide technical support to regional members to include grant writing, plans, research, etc.

##### **2. Previous Work**

- Provided staff support to regional TAC, subcommittees and MIDAS Executive Board including prepared for and attended meetings.
- Attended RPA meetings, safety meetings
- Attended Multi-Disciplinary Safety Team meetings.
- Attended various transportation meetings.

##### **3. Project Description**

- Provide staff support to regional TAC, subcommittees and MIDAS Executive Board including preparing for and attending meetings.
- Attend RPA meetings, safety meetings and trainings.
- Continue to be involved with the Multi-Disciplinary Safety Team
- Grant writing as requested
- Transportation mapping as requested
- Provide transportation information to local governments

##### **4. Product**

- Meeting agendas and minutes.
- Update the Region V TAC and Policy Board on the happenings in other regions in the state.
- Transportation presentations

## IV. BUDGET AND FUNDING SOURCES

### 1. Budget Summary

Activity/Work Element	FTA 5305€	FTA 5305(e) Carryover	FHWA SPR	FHWA SPR Carryover	FHWA STP Carryover	FHWA STP	Local Match	Total	Hours
TPWP	\$ 533	\$ 623	\$ 533	\$ 1,210	\$ 625		\$ 881	\$ 4,405	88
TIP	\$ 1,065	\$ 1,244	\$ 1,065	\$ 2,420	\$ 1,251		\$ 1,761	\$ 8,806	176
PPP	\$ 799	\$ 933	\$ 799	\$ 1,815	\$ 938		\$ 1,321	\$ 6,605	132
L RTP	\$ 9,319	\$ 10,883	\$ 9,319	\$ 21,172	\$ 10,944		\$ 15,410	\$ 77,047	1540
Transit Coordination/Admin	\$ 9,054	\$ 10,572	\$ 9,054	\$ 20,568	\$ 10,632		\$ 14,970	\$ 74,850	1496
TA-Administration	\$ 5,858	\$ 6,840	\$ 5,858	\$ 13,309	\$ 6,879		\$ 9,686	\$ 48,430	968
<b>TOTALS</b>	<b>\$ 26,628</b>	<b>\$ 31,095</b>	<b>\$ 26,628</b>	<b>\$ 60,494</b>	<b>\$ 31,269</b>	<b>\$ -</b>	<b>\$ 44,029</b>	<b>\$ 220,143</b>	<b>4400</b>

## V. REVISION AND APPROVAL PROCEDURES

Revisions where **FHWA/FTA** is the designated approving agency shall require written approval by FHWA/FTA prior to commencement of activity, purchasing of equipment, or request for reimbursement. Requests from the MPOs and RPAs shall be submitted in writing [four (4) hard copies of the updates to the work program] to the Iowa DOT Office of Systems Planning through the District Planner, and then forwarded to FHWA and FTA for approval. Notification by the approving agency will be in writing in reverse order.

Revisions where the **Iowa DOT 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, purchasing of equipment, or request for reimbursement. Requests from the MPOs and RPAs shall be submitted in writing [four (4) hard copies of the updates to the work program] to Iowa DOT Office of Systems Planning through the District Planner. Copies will be forwarded to FHWA/FTA. Notification by the approving agency will be in reverse order.

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

## **VI. MIDAS BOARD APPROVAL**

### **MIDAS Executive Board Meeting of 23 April, 2014**

Chairperson Singer called the meeting to order at 5:00 P.M.

A quorum consisted of: Sweedler, Treibel, Thompson, Cahill, Triggs, Hicks, Watne, Waltzing, Reinholdt, Jensen, Hansen, Anderson, Walters, Sheetz, Singer, and Halsted.

Motion by Anderson, second by Reinholdt, to approve the agenda. Ayes, all.

Motion by Watne, second by Sheetz, to approve minutes of March 26th, 2014 Executive Board meeting. Ayes, all.

Motion by Hansen, second by Triggs, to approve the consent agenda: March Financial Statements and Payables. Ayes, all.

Motion by Watne, second by Sweedler to approve and authorize Chairman Singer to sign EDA Grant 05-83-05336.01. Ayes, all.

Motion by Sheetz, second by Hansen, to approve FY15 DART Consolidated Transit Application. Ayes, all.

Motion by Sheetz, second by Anderson, to approve FY 15 Region 5 Consolidated Transit Application. Ayes, all.

Motion by Wane, second by Waltzing to write off \$2,441.28 on invoice 0114109, and all of invoices 0214119 and 0314105. Ayes, all.

Motion by Reinholdt, second by Halsted, to approve Amendment #1 to the Calhoun County Mitigation Plan. Ayes, all.

Motion by Walters, second by Waltzing, to approve FY15 Transportation Planning Work Program. Ayes, all.

Motion by Halsted, second by Anderson, to approve revised MIDAS Fee Schedule effective 1 July, 2015. Ayes, all.

Motion by Sweedler, second by Jensen, to add Map-21 Flexible Funding policy to May agenda. Ayes, all.

Next meeting set for May 28th, 2014.

Motion to adjourn by Sweedler, second by Anderson. Ayes, all.

*Respectfully submitted for Secretary Lee Ann Waltzing by staff member Clifford Weldon.*

## VII. MIDAS COST ALLOCATION PLAN

MIDAS Council of Governments

### **CERTIFICATE OF COST ALLOCATION PLAN**

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

- (1) All costs and information included in this proposal July 1, 2013 to establish cost allocations or billings for July 1, 2013 through June 30, 2014 are allowable in accordance with 2 CFR Part 225 (formerly OMB Circular A-87), "Cost Principles for State, Local and Indian Tribal Governments.", or 2 CFR Part 230 (formerly OMB Circular A-122), "Cost Principles for Non-profit Organizations."
- (2) All costs have been accorded consistent treatment in accordance with generally accepted accounting principles,
- (3) An adequate accounting and statistical system exists to support claims that will be made under the Plan,
- (4) The information provided in support of the Cost Allocation Plan is accurate, and
- (5) All federally unallowable costs have been excluded from allocations.

I declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Clifford Weldon  
Print Name

\_\_\_\_\_  
Executive Director  
Title

\_\_\_\_\_  
MIDAS Council of Governments  
Name of Organization

\_\_\_\_\_  
Date Signed

MIDAS Council of Governments

**CERTIFICATE OF INDIRECT COSTS**

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

- (1) All costs included in this proposal July 1, 2013 to establish billing or final indirect costs rates for July 1, 2013 through June 30, 2014 are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR Part 225 (formerly OMB Circular A-87), "Cost Principles for State, Local and Indian Tribal Governments.", or 2 CFR Part 230 (formerly OMB Circular A-122), "Cost Principles for Non-profit Organizations." All unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan or indirect cost rate proposal.
- (2) 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 agreements 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, and the Federal Government will be notified of any accounting changes that would affect the negotiated rate (if any).

I declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Clifford Weldon  
Print Name

\_\_\_\_\_  
Executive Director  
Title

\_\_\_\_\_  
MIDAS Council of Governments  
Name of Organization

\_\_\_\_\_  
Date Signed