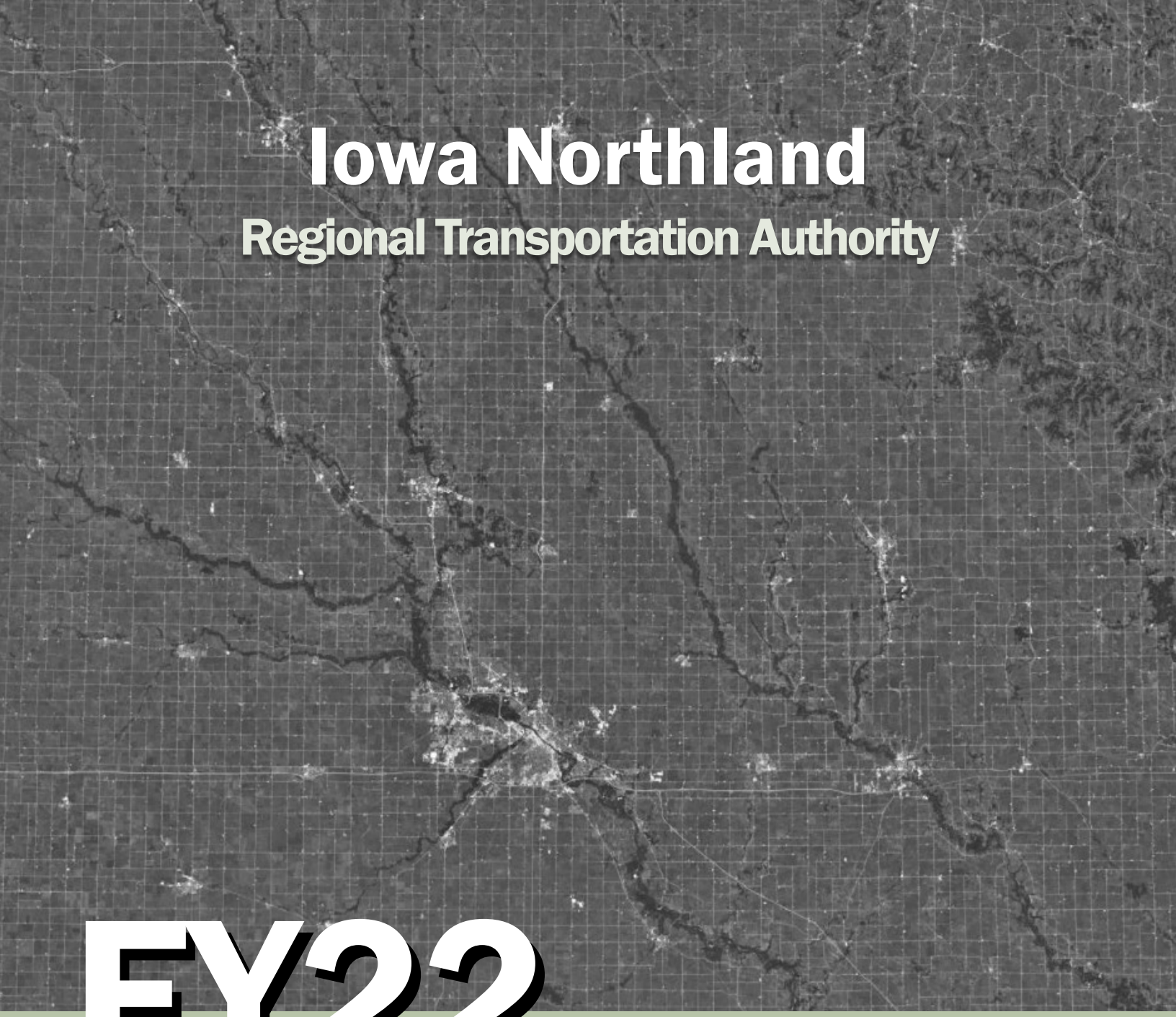


Iowa Northland
Regional Transportation Authority

FY22
Transportation Planning Work Program

May 20, 2021

INRCOG
Iowa Northland Regional Council of Governments

CONTENTS

Introduction **1**

Overview 1

RTA Organization 1

RTA Goals 7

Transportation Planning Process 7

Transportation Planning Issues 8

Planning Activities 9

TPWP Development **10**

Process 10

Public Involvement 10

Revisions 11

FY 2022 Work Elements **12**

Element A: Transportation Planning Work Program (TPWP) 12

Element B: Transportation Improvement Program (TIP) 13

Element C: Public Participation Process 14

Element D: Long-Range Transportation Planning 15

Task D-1: Long-Range Transportation Plan 15

Task D-2: Statewide Planning Initiatives 15

Task D-3: Transportation Related Studies 16

Task D-4: Coordinated Public Transit & Human Services Planning 16

Element E: Short-Range Planning 17

Task E-1: Administration of Overall RTA Activities 17

Task E-2: Data Collection & System Inventory 18

Task E-3: Project Development 18

Task E-4: Equipment & Supplies 19

Element F: Administration 19

Schedule of Activities **20**

FY 2022 Budget & Funding Sources **22**

INRCOG Cost Allocation Plan **23**

Appendix A – Resolution **29**

Appendix B – RTA Self-Certification **30**

Appendix C – SRTS Proposed Scope of Work **31**

Document Revision Summary **33**

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

INTRODUCTION

OVERVIEW

The Fiscal Year (FY) 2022 Transportation Planning Work Program (TPWP) is the work plan for the fiscal year beginning July 1, 2021 and ending June 30, 2022. The TPWP documents the transportation-related activities and projects that are anticipated to occur in the Iowa Northland Regional Transportation Authority (RTA) by major activity and task. Within each work element, specific tasks are identified by the objective, previous work performed, a description of the task, and the desired outcome or products.

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

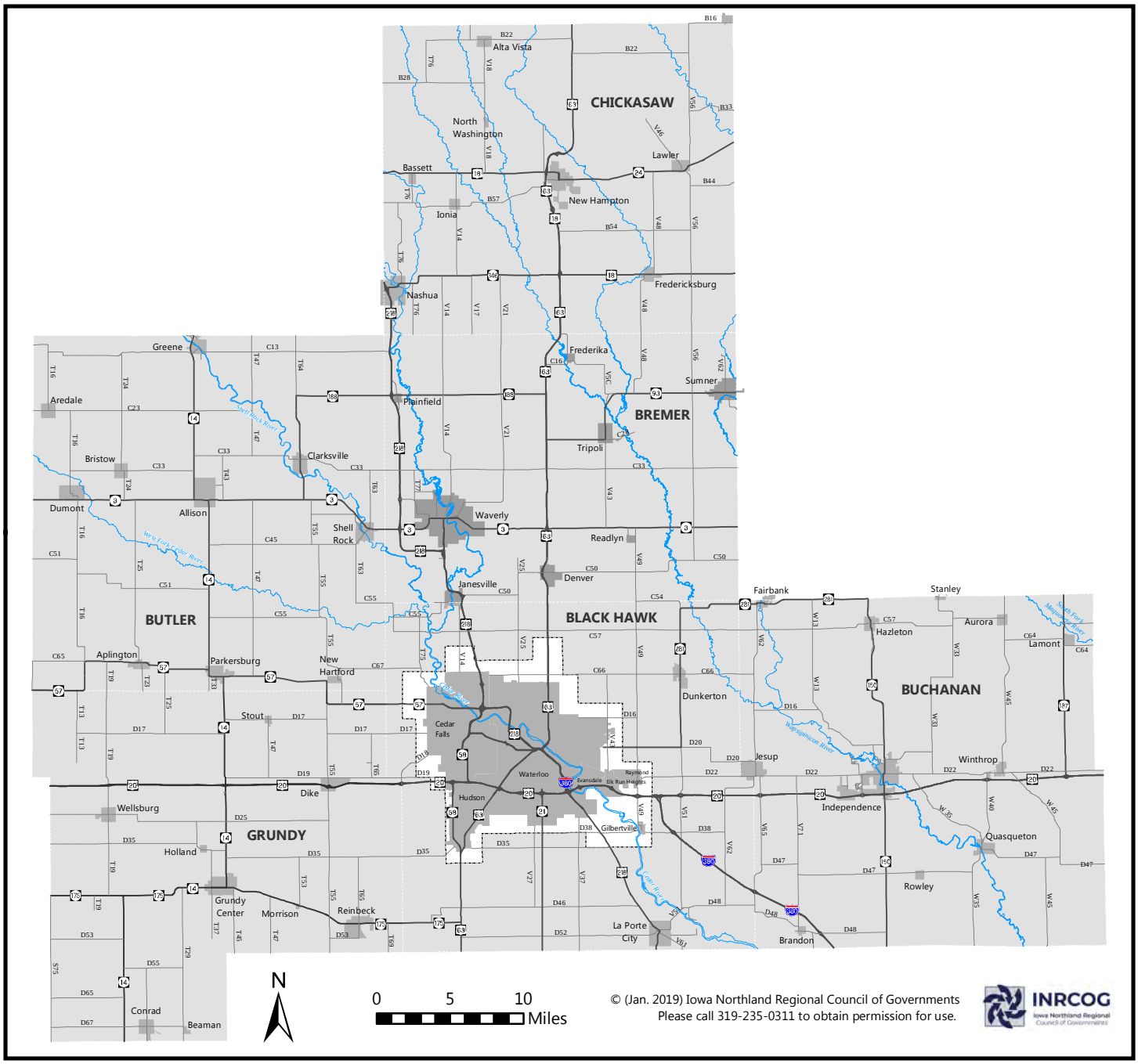
The Iowa Northland Regional Transportation Authority was established in 1993 to conduct transportation planning and programming for Black Hawk, Bremer, Buchanan, Butler, Chickasaw, and Grundy Counties (Map 1). The RTA was established under the umbrella of the Iowa Northland Regional Council of Governments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

RTA ORGANIZATION

While INRCOG provides staff and technical support, the decision-making and programming authority of the RTA lies within its two main branches, the Policy Board and Technical Committee. The Policy Board consists of local elected officials and is the governing body of the RTA. The Policy Board has the power to make policy decisions and conduct comprehensive transportation studies and plans. Voting Policy Board members include a member of the Board of Supervisors, or other elected official designee, for Black Hawk, Bremer, Buchanan, Butler, Chickasaw, and Grundy Counties, and a mayor, council member, or other elected official designee from two cities in each county as determined by a convention of cities in that county. In lieu of a convention, two cities may be selected by the County Board of Supervisors. To include the region's small urban areas, one city representative from Bremer County represents the City of Waverly, and one city representative from Buchanan County represents the City of Independence. Non-voting members of the Policy Board include representatives from INRCOG, the Iowa DOT, FHWA, and FTA.

The Technical Committee consists of local planners, engineers, and interested parties. The Technical Committee has extensive knowledge of the area's transportation system and advises the Policy Board but does not vote on policy issues. The Policy Board and Technical Committee generally meet jointly monthly. A subcommittee of the Technical Committee is the Transportation Alternatives Program (TAP) Committee which generally meets annually to discuss, rank, and program transportation alternatives projects.

Another standing committee utilized in the transportation planning process is the Transit Advisory Committee (TAC). This group meets at least twice annually to discuss passenger transportation and human service agency coordination, and to develop the Passenger Transportation Plan (PTP). The RTA also utilizes focus groups as needed.



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INRCOG
Iowa Northland Regional Council of Governments

Map 1

Iowa Northland Region

Metropolitan Planning Organization Study Area

City Boundary

Highways

County Roads

Policy Board

Representing	Name	Title
Black Hawk County	Linda Laylin	Supervisor
Bremer County	Duane Hildebrandt	Supervisor (Vice-Chair)
Buchanan County	Gary Gissel	Supervisor
Butler County	Greg Barnett	Supervisor (Chair)
Chickasaw County	Matt Kuhn	Supervisor
Grundy County	Mark Schildroth	Supervisor
City of Denver	Rod Diercks	Mayor
City of Dike	Mike Soppe	Mayor
City of Fairbank	Mike Harter	Mayor
City of Grundy Center	Alan Kiewiet	Mayor
City of Independence	Bonita Davis	Mayor
City of Janesville	Dave Beenblossom	Mayor
City of La Porte City	David Neil	Mayor
City of New Hampton	Bobby Schwickerath	Mayor
City of Parkersburg	Perry Bernard	Mayor
City of Shell Rock	Larry Young	Mayor
City of Waverly	Adam Hoffman	Mayor
INRCOG (non-voting)	Kevin Blanshan	Executive Director
Iowa DOT (non-voting)	Zac Bitting	Statewide Planning Coordinator
FHWA Iowa Division (non-voting)	Darla Hugaboom	Transportation Planner
FTA Region 7 (non-voting)	Gerri Doyle	Community Planner

Technical Committee

Representing	Name	Title
Black Hawk County	Ryan Brennan	Assistant County Engineer
Black Hawk County	Cathy Nicholas	County Engineer
Bremer County	Landon Moore	County Engineer
Buchanan County	Brian Keierleber	County Engineer
Butler County	John Riherd	County Engineer
Chickasaw County	Dusten Rolando	County Engineer
Grundy County	Gary Mauer	County Engineer
City of Denver	Larry Farley	City Administrator
City of Dunkerton	Daniel Loftus	Public Works Director
City of Grundy Center	Dan Bangasser	Public Works Director
City of Hazleton	Lisa Baych	City Clerk
City of Independence	Al Roder	City Manager
City of Janesville	Christa Kurtz	City Clerk
City of La Porte City	Jane Whittlesey	City Clerk
City of Nashua	John Ott	City Clerk
City of Parkersburg	Chris Luhring	City Clerk
City of Shell Rock	Mike Tellinghuisen	Public Works Director
City of Waverly	Mike Cherry	City Engineer
Iowa DOT, District 2	Krista Billhorn	Transportation Planner
INRCOG	Kevin Blanshan	Executive Director
INRCOG	Kyle Durant	Transportation Planner
INRCOG	Codie Leseman	Transportation Planner
OnBoard Public Transit	Ben Kvigne	Director of Transit

Transportation Alternatives Program Committee

Representing	Name	Title
Black Hawk County	Ryan Brennan	Assistant County Engineer
Black Hawk County	Cathy Nicholas	County Engineer
Bremer County	Landon Moore	County Engineer
Buchanan County	Brian Keierleber	County Engineer
Butler County	John Riherd	County Engineer
Chickasaw County	Dusten Rolando	County Engineer
Grundy County	Gary Mauer	County Engineer
Black Hawk County Conservation	Mike Hendrickson	Executive Director
Black Hawk County Conservation	Cherrie Northrup	Planning Administrator
Bremer County Conservation	Andrew Hockenson	Executive Director
Buchanan County Conservation	Dan Cohen	Executive Director
Butler County Conservation	Mike Miner	Director
Chickasaw County Conservation	Brian Moore	Director
Grundy County Conservation	Kevin Williams	Executive Director
City of Allison	Glenda Miller	City Clerk
City of Fairbank	Brittany Fuller	City Clerk
City of Grundy Center	Kristy Sawyer	City Clerk
City of La Porte City	Jane Whittlesey	City Clerk
City of New Hampton	Karen Clemens	City Clerk
City of Parkersburg	Chris Luhring	City Clerk
City of Reinbeck	Julie Wilkerson	City Clerk
City of Sumner	Lisa Oberbroeckling	City Clerk
City of Waverly	Garret Riordan	Leisure Services Director
Butler/Grundy County Development	Jeff Kolb	Executive Director
New Hampton Economic Development	Megan Baltes	Assistant Director
Silos & Smokestacks	Candy Streed	Director of Partnership
Cedar Valley Growth Fund	Linda Laylin	Executive Director
INRCOG	Kevin Blanshan	Executive Director
INRCOG	Kyle Durant	Transportation Planner
INRCOG	Codie Leseman	Transportation Planner
INRCOG	Brenda Vavroch	Safe Routes to School Coordinator

Transit Advisory Committee

Representing	Name
American Cancer Society	Kelly Angell
Black Hawk County Emergency Management	Lorie Glover
Black Hawk County Health Department	Nafissa Cisse
Black Hawk County Health Department	Lisa Sesterhenn
Butler County Public Health	Jennifer Becker
Bremer County CPC	Jan Heidemann
Cedar Valley United Way	Sheila Baird
Chickasaw County CPC	Sheila Kobliska
City of Cedar Falls	Thomas Weintraut
City of Reinbeck	Julie Wilkerson
City of Waterloo	Aric Schroeder
Community Foundation of Northeast Iowa	Kaye Englin
Comprehensive Systems Inc.	Kerri White
Country View	Mike Regan
Friendship Village Retirement Community	Velda Phillips
Goodwill Industries of Northeast Iowa	Steve Tisue
Grow Cedar Valley	Will Frost
Grundy County	Liz Williams
Grundy County CPC	Todd Rickert
House of Hope	Dusky Steele
Iowa DOT, District 2	Krista Billhorn
Iowa DOT	Jeremy Johnson-Miller
IowaWORKS Cedar Valley	Debra Hodges-Harmon
IowaWORKS Cedar Valley	Kyle Clabby-Kane
IowaWORKS Cedar Valley	Megan Jensen
League of Women Voters of Black Hawk-Bremer Counties	Cherie Dargan
MET Transit Authority	David Sturch
My Riders Club	Martin Wissenberg
Northeast Iowa Area Agency on Aging	Janna Diehl
North Star Community Services	Valeri Schwager
OnBoard Public Transit	Ben Kvigne
Pillars	Susan Backes
The Arc of the Cedar Valley	Becky Schmitz
The Larabee Center	John Lord
UnityPoint Health	Rick Newlon
University of Northern Iowa	Jose Luis San Miguel
University of Northern Iowa	James Hoelscher
West Village Center	Amber Hunt
Women's Center for Change	Amy Landers
General Public	Lon Kammeyer

Media Contacts

Bremer County Independent	KNWS
Butler County Tribune Journal	KQMG Radio Station
Citizen Herald	KUNI-KHKE
Cumulus Communications	KWLO-KFMW-KXEL-KOKZ
Denver Forum	KWWL-TV
Fredericksburg Review	Nashua Reporter
Greene Recorder	Parkersburg Eclipse News-Review
Grundy Register	Reinbeck Courier
Hudson Herald	Sumner Gazette
Independence Newspapers	The New Hampton Tribune
KBBG	The Progress Review
KCRG TV9	Tripoli Leader
KCVM	Waterloo/Cedar Falls Courier
KGAN-TV	Waverly Democrat
KHAK	

RTA GOALS

The FY 2022 TPWP outlines transportation planning activities to address the four goals of the 2045 Long-Range Transportation Plan which are to:

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

The RTA has adopted several objectives to help achieve these goals and performance measurements to track the progress toward meeting the objectives. Performance measurements are not federally required for Regional Planning Affiliations (only MPOs). However, the RTA felt it was important to identify performance measurements specific to the region to help inform future regional planning efforts and implement the state transportation plan. RTA goals, objectives, and performance measures can be found in **Table 1.1** of the **RTA 2045 Long-Range Transportation Plan**.

http://inrcog.org/pdf/RTA_LRTP_2045_Chapter_1_Overview.pdf

The TPWP also contains activities to assist in implementing provisions contained in surface transportation legislation. Planning factors identified in federal transportation legislation, Fixing America's Surface Transportation (FAST) Act, to be considered in the transportation planning process for the RTA include:

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

TRANSPORTATION PLANNING PROCESS

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

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

TRANSPORTATION PLANNING ISSUES

There are a wide variety of issues facing the region. Roads and bridges are deteriorating at a higher rate due to increased volumes of freight and heavy farm equipment; a significant number of bridges in the region require repair or replacement in the near future; the increasing age of the population presents roadway design challenges and the need for additional transit service; improved multimodal facilities are needed to enhance the flow of freight between modes; additional on-road bicycle facilities, trails, and sidewalks are needed to improve the walking and bicycling environment for recreation, commuting, and safe routes to schools and businesses; and the needs of the transportation and transit system far surpass the resources and funding available to address them

The Iowa Northland Regional Transportation Authority is committed to improving opportunities for walking, biking, and recreation. The region has an extensive recreational trail system which can provide non-motorized connections and exceptional recreational opportunities. However, due to the costs associated with constructing and maintaining off-road recreational trails, they cannot reasonably connect to every destination in the region. The Iowa Northland Region has developed a Regional Bicycle Accommodation Plan that incorporates off-road trails and on-road routes. The RTA will continue to program Iowa's Transportation Alternatives Program (TAP) funds towards non-motorized improvements, and provide planning assistance to communities to identify and plan for on- and off-road accommodations. The RTA will also continue implementation of a Safe Routes to School (SRTS) program in public and parochial schools throughout the region to increase bicycling and walking to school.

OnBoard Public Transit (formerly the Iowa Northland Regional Transit Commission) provides transit services in the region. Expanded service throughout the region is always considered a need. OnBoard Public Transit and RTA staff will continue to identify ways to improve services. Bus replacement is also an ongoing concern. OnBoard Public Transit's bus fleet was upgraded through the American Recovery and Reinvestment Act of 2009. However, these vehicles now face repair and replacement concurrently. With current federal, state, and local funding levels, OnBoard Public Transit faces difficulties in maintaining and replacing its bus fleet.

Other areas and of keen interest include the U.S. 218 corridor and the Iowa Highway 150 corridor. The RTA continues to focus on connectivity of and accessibility to the highway system, improved roadway safety, and long-term maintenance of the roadway and bridge network to ensure the economic viability of the region.

It is impossible to know for sure that will happen regarding transportation in the future. Regardless of whether the current trends in gas prices, vehicle miles traveled, legislation, weather, and vehicle technology are short- or long-term, personal vehicles will likely remain the dominant form of transportation in the region. Likewise, planning for maintenance of the existing road and bridge network will likely remain the foremost transportation concern for local officials. Maintaining and improving that system, along with other transportation modes, will be critical to ensure a positive future for the Iowa Northland Region.

PLANNING ACTIVITIES

This section details the planning activities that the Iowa Northland Regional Transportation Authority will be involved in throughout FY 2022. There are six main work tasks, each of which corresponds to the goals of the 2045 Long-Range Transportation Plan, one of the ten federal planning factors, or a Regional Planning Affiliation (RPA) requirement.

		Element A: TPWP	Element B: TIP	Element C: PPP	Element D: LRTP	Element E: SRTP	Element F: Admin
2045 LRTP Goals	Increase the safety of the transportation system	X	X	X	X	X	
	Strategically preserve the existing infrastructure	X	X		X	X	
	Support an efficient transportation system	X	X		X	X	
	Provide a high degree of multimodal accessibility and mobility	X	X	X	X	X	
Federal Planning Factors	Support economic vitality	X	X		X	X	
	Increase the safety of the transportation system	X	X		X	X	
	Increase the security of the transportation system	X	X			X	
	Increase the accessibility and mobility of people and for freight	X	X	X	X	X	
	Protect and enhance the environment and promote conservation	X	X	X		X	
	Enhance the integration and connectivity of the system across and between modes	X	X		X		
	Promote efficient system management and operations	X	X		X	X	
	Emphasize the preservation of the existing transportation system	X	X		X		
	Improve resiliency and reliability and reduce/mitigate stormwater impacts	X	X			X	
	Enhance travel and tourism	X	X			X	
RPA Requirements	Transportation Planning Work Program	X					
	Long Range Transportation Plan				X		
	Transportation Improvement Program		X				
	Public Participation Plan			X			
	Passenger Transportation Plan					X	
	Award Federal Funding		X				
	Decision Making Structure						X

TPWP DEVELOPMENT

PROCESS

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

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

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

- February 18, 2021: The draft FY 2022 TPWP was presented to the RTA Policy Board and Technical Committee for review and comment.
- February 18 to May 20, 2021: A public comment period was open for the draft FY 2022 TPWP. The draft document was made available on the INRCOG website and at the INRCOG Center. Comments were accepted via letter, email, phone, or in person.
- April 2021: The draft FY 2022 TPWP was submitted to the Iowa Department of Transportation, Federal Highway Administration, and Federal Transit Administration for compliance review and comments.
- May 20, 2021: The RTA Policy Board considered a summary of comments and appropriate responses and adopted the final FY 2022 TPWP.

PUBLIC INVOLVEMENT

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

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

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

REVISIONS

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

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

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

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

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

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

Federal Revision Approval
Revisions where FHWA/FTA is the designated approving agency shall require written approval by FHWA/FTA prior to commencement of activity, purchasing of equipment, or request for reimbursement.

Iowa DOT Systems Planning Bureau Revision Approval
Revisions where the Iowa DOT Systems Planning Bureau is the designated approving agency shall require written approval by the Iowa DOT Systems Planning Bureau prior to commencement of activity or request for reimbursement.

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

FY 2022 WORK ELEMENTS

ELEMENT A: TRANSPORTATION PLANNING WORK PROGRAM (TPWP)

Objective
To prepare the FY 2023 TPWP.

Previous Work

- Adoption and administration of the FY 2021 TPWP
- Prepared draft and final versions of the FY 2022 TPWP in accordance with the RTA Public Participation Plan, INRCOG Title VI Plan, and subject to comments from Iowa DOT, FHWA, and FTA staff

Project Description
Identify tasks to be performed in FY 2023 and prepare FY 2022 quarterly reports.

FY 2022 Activities and Products

- FY 2022 TPWP maintenance and budget monitoring
- Reimbursement submittals
- Draft FY 2023 TPWP submitted by April 1, 2022
- Final FY 2023 TPWP submitted by June 1, 2022
- RTA Self Certification

Personnel, Budget, and Funding

	Staff Hours	Cost ($)
Executive Director	5	
Transportation Planner II-1	11	
Personnel Total		950
Direct Expenses		50
Total	16	1,000

Funding Type	Amount ($)
Regional STBG	267
FTA 5305e	267
FHWA SPR	266
INRCOG Match	200
Total	1,000

ELEMENT B: TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Objective

To develop and maintain a TIP that is consistent with the goals, objectives, and performance measures established by the RTA Policy Board, and serves as an implementation tool of the 2045 Long-Range Transportation Plan.

Previous Work

- Prepared the final FY 2021-2024 TIP
- Processed revisions to the FY 2021-2024 TIP
- Developed a draft FY 2022-2025 TIP
- Held work sessions with the TAP Committee and Technical Committee to develop the draft FY 2022-2025 TIP
- Held two public input sessions relating to the draft TIP

Project Description

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

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

FY 2022 Activities and Products

- FY 2021-2024 TIP
  - Maintain program through formal amendments and administrative modifications (as required)
- FY 2022-2025 TIP
  - Final program adopted
  - Maintain program through formal amendments and administrative modifications (as required)
- FY 2023-2026 TIP
  - Resolution(s) supporting regional Iowa Clean Air Attainment Program (ICAAP) grant applications(s)
  - Solicit, rank, and program local Iowa's TAP projects for funding
  - Solicit and program STBG projects for funding
  - TAP and Technical Committee work sessions to develop draft program
  - Draft FY 2023-2026 TIP submitted by June 15, 2022
  - Public input sessions

Personnel, Budget, and Funding

	Staff Hours	Cost ($)
Executive Director	5	
Transportation Planner II-1	75	
Transportation Planner II-2	29	
Personnel Total		4,750
Direct Expenses		250
Total	109	5,000

Funding Type	Amount ($)
Regional STBG	1,333
FTA 5305e	1,333
FHWA SPR	1,334
INRCOG Match	1,000
Total	5,000

ELEMENT C: PUBLIC PARTICIPATION PROCESS

Objective

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

Previous Work

- Held public hearings relating to amendments to the FY 2021-2024 TIP
- Held a public hearing and public input sessions relating to the development of the FY 2022-2025 TIP
- Held a public hearing and public input sessions relating to the development of the 2045 Long-Range Transportation Plan (LRTP)
- Public input survey and report relating to the 2045 LRTP
- Participated in public meetings relating to various transportation studies and corridors in the region
- Presentations to local service clubs and organizations, and city councils
- Notices of opportunities for public input shared via MailChimp marketing program, and local media
- Publication of transportation articles in the INRCOG monthly e-newsletter
- Information, transportation plans, and notices of opportunities for public input shared on INRCOG's website and Facebook page

Project Description

This task includes conducting public input sessions, public hearings, and public outreach to obtain public input and feedback on ongoing activities and plans. The Public Participation Plan, along with other pertinent documents maintained and developed by the RTA, are posted online at www.inrcog.org. The Public Participation Plan, which was adopted in September 2017, will be evaluated for modifications to evolve with communication preferences as warranted.

FY 2022 Activities and Products

- Public hearing for the FY 2022-2025 TIP
- Public hearings for amendments to the FY 2022-2025 TIP (as needed)
- Materials and staffing for at least two public input sessions for the draft FY 2023-2026 TIP in June 2022
- Participation in meetings and committees related to transportation planning
- Marketing and outreach of RTA planning activities
  - Promote the RTA for public recognition
  - Content for the INRCOG website and Facebook page
  - Content for the INRCOG monthly e-newsletter
  - Advertised meetings, events, and notices of opportunities for public input in various outlets
  - Monitored outreach activities in accordance with the Public Participation Plan
- Maintain and update the PPP (as needed)

Personnel, Budget, and Funding

	Staff Hours	Cost ($)
Transportation Planner II-1	34	
Transportation Planner II-2	13	
Personnel Total		1,950
Direct Expenses		50
Total	47	2,000

Funding Type	Amount ($)
Regional STBG	533
FTA 5305e	533
FHWA SPR	534
INRCOG Match	400
Total	2,000

ELEMENT D: LONG-RANGE TRANSPORTATION PLANNING

TASK D-1: LONG-RANGE TRANSPORTATION PLAN

Objective
To maintain a Long-Range Transportation Plan (LRTP), provide planning and GIS services relating to regional long-range transportation initiatives, and develop ancillary long-range transportation planning documents as needed.

Previous Work
- Discussions about the 2045 LRTP
- Adopted the 2045 LRTP and Regional Bicycle Accommodation Plan in December 2020
- Planning and meetings for the regional wayfinding signage along the Rolling Prairie Trail
- Community planning assistance to implement the 2040 Bicycle Accommodation Plan

Project Description
The 2045 Long-Range Transportation Plan was adopted December 17, 2020. To support activities of the LRTP, the RTA will continue to monitor and update the document, as necessary. The LRTP incorporates all modes of transportation into the planning process. The document serves as a tool for identifying and prioritizing projects into the RTA's Transportation Improvement Program.

FY 2022 Activities and Products
- Maintain and update the 2045 LRTP (as needed)
- Non-motorized planning initiatives to implement the 2045 Regional Bicycle Accommodation Plan
- Rural city sidewalk audits relating to safe routes to school
- Various reports (as needed)
- Planning efforts and meetings for Rolling Prairie Trail regional wayfinding signage

TASK D-2: STATEWIDE PLANNING INITIATIVES

Objective
To remain actively involved in various statewide planning efforts.

Previous Work
Member of the Bicycle and Pedestrian Advisory Committee and Strategic Highway Safety Plan Advisory Committee

Project Description
Continued participation in the abovementioned committees.

FY 2022 Activities and Products
Enhanced coordination between the RTA and the state

TASK D-3: TRANSPORTATION RELATED STUDIES

Objective
To be an active participant in various transportation studies relating to all pertinent modes of transportation as supported by the 2045 LRTP.

Previous Work
- Discussions relating to the U.S. Highway 218 corridor between Cedar Falls and Waverly

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

FY 2022 Activities and Products
- Attend meetings relating to the U.S. Highway 218 corridor between Cedar Falls and Waverly
- Attend Iowa Highway 150 Coalition meetings

TASK D-4: COORDINATED PUBLIC TRANSIT & HUMAN SERVICES PLANNING

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

Previous Work
- Held two Transit Advisory Committee (TAC) meetings
- Monitored the FY 2021-2025 Passenger Transportation Plan (PTP)

Project Description
Concentrate on improving operating efficiencies of current services and eliminate service gaps where and when public transportation is not available.

FY 2022 Activities and Products
- Maintain and update the FY 2021-2025 PTP (as needed)
- Monitoring projects and initiatives identified in the FY 2021-2025 PTP
- Two TAC meetings (at minimum)
- Public outreach and marketing to increase public awareness of services provided by OnBoard Public Transit

Personnel, Budget, and Funding

	Staff Hours	Cost ($)
Executive Director	162	
Data Services Coordinator	179	
Transportation Planner II-1	195	
Transportation Planner II-2	228	
Personnel Total		39,500
Direct Expenses		500
Total	764	40,000

Funding Type	Amount ($)
Regional STBG	10,666
FTA 5305e	10,666
FHWA SPR	10,668
INRCOG Match	8,000
Total	40,000

ELEMENT E: SHORT-RANGE PLANNING

TASK E-1: ADMINISTRATION OF OVERALL RTA ACTIVITIES

Objective

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

Previous Work

- Grant writing assistance to member communities (two transportation-related grants)
- General planning assistance to communities
- Quarterly submittals for planning funding reimbursement
- Filing and reporting routine items required by the Iowa DOT, FTA, and FHWA
- Conducted ten joint Policy Board and Technical Committee meetings
- Conducted one Policy Board meeting, one Technical Committee meeting, and one TAP Committee meeting, and developed meeting materials and minutes
- Published transportation-related materials on the INRCOG website and Facebook page, and in the INRCOG monthly e-newsletter
- Updated meeting agendas, minutes, and materials on the INRCOG website
- Attended trainings and conferences specific to transportation
- Attended four statewide MPO/RPA Quarterly meetings, one via web conference

Project Description

This task includes all administrative work to support activities of the RTA including the following: prepare and submit required documents to the Iowa DOT, FTA, and FHWA; facilitate and provide staff support for RTA meetings; prepare budgets, maintain financial records, and ensure monies are spent appropriately; and coordinate activities with participating agencies and other public and private interests. This task also includes RTA staff participating in conferences, seminars, meetings, and other training opportunities to remain familiar with the latest regulations and techniques related to the transportation planning field. RTA staff planned to update the organization bylaws in FY 2021 but delayed the project until after the FY 2022 TIP programming sessions. The goal is to update the RTA Bylaws in FY 2022.

FY 2022 Activities and Products

- Monthly Policy Board and Technical Committee meeting minutes and materials
- Reports and other materials by Federal, State, or other governmental agencies
- Participation in regional and statewide coordination meetings
- Attend trainings and conferences specific to transportation
- General planning assistance to communities
- Grant writing assistance to member communities, as requested
- Transportation-related materials for the INRCOG website and Facebook page, and the INRCOG monthly e-newsletter
- RPA structure research, and attendance of meetings at other RPAs or MPOs
- Updated RTA Bylaws (carried forward from FY 2021)

TASK E-2: DATA COLLECTION & SYSTEM INVENTORY

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

Previous Work
- Performed data collection and GIS data maintenance, including traffic count and crash data
- Developed and printed maps
- Collected electronic trail count data in the region
- Collected pavement management, safety, and traffic count data for TIP project evaluation and prioritization

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

FY 2022 Activities and Products
- Data collection and GIS data maintenance, including traffic count and crash data
- Print and/or develop maps for member communities or partner agencies
- Interactive mapping, including web-based mapping and story maps
- Pavement management, safety, and traffic count data for TIP project evaluation and prioritization
- Electronic trail counts within the region, data maintenance, and reports on recreational trail use

TASK E-3: PROJECT DEVELOPMENT

Objective
To provide technical assistance and planning relating to the development and implementation of various projects including highway and bridge, land and water trails, pedestrian, and transit.

Previous Work
- General planning assistance to communities, as requested
- Assistance with STBG and Iowa's TAP applications
- SRTS efforts and initiatives at public and parochial schools throughout the region to increase bicycling and walking to school

Project Description
This task includes technical assistance relating to regional and statewide projects. This includes regional and statewide TAP projects, STBG and Iowa's TAP projects, and general land and water trail development. This task also includes continued implementation of a Safe Routes to School (SRTS) program in public and parochial schools throughout INRCOG's region. This is part of the SRTS Partnership with the Iowa Bicycle Coalition and Upper Explorerland. This position is funded through a Statewide TAP grant via the Iowa DOT, the RTA, and the MPO. The SRTS Coordinator will work with area schools on efforts and initiatives to increase bicycling and walking to school.

FY 2022 Activities and Products
- General planning assistance to communities, as requested
- Assistance with STBG and Iowa's TAP applications
- Safe Routes to School Program in public and parochial schools in the region

TASK E-4: EQUIPMENT & SUPPLIES

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

Previous Work
- Maintained ArcGIS licenses for two workstations
- Maintained license for Spatial Analyst and 3-D Analyst

Project Description
This task includes the purchasing and maintenance of computer equipment and software necessary to carry out the transportation planning effort.

FY 2022 Activities and Products
- ArcGIS licenses for two workstations
- Spatial Analyst and 3-D Analyst

Personnel, Budget, and Funding

	Staff Hours	Cost ($)
Executive Director	136	
Data Services Coordinator	179	
Transportation Planner II-1	125	
Transportation Planner II-2	202	
SRTS Coordinator	51	
Administrative	77	
Personnel Total		39,065
Direct Expenses		2,350
RPO America-Dues		1,000
Total	770	42,415

Funding Type	Amount ($)
Regional STBG	19,151
FTA 5305e	7,392
FHWA SPR	7,389
INRCOG Match	8,483
Total	42,415

ELEMENT F: ADMINISTRATION

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

Previous Work
Budget, audit, and other financial documents as required for the fiscal year ending June 30, 2021.

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

FY 2022 Activities and Products
- Quarterly progress reports and invoices
- Budget, audit, and other financial documents required for the fiscal year ending June 30, 2022.

Personnel, Budget, and Funding

Funding Type	Amount ($)
Regional STBG	8,050
FTA 5305e	8,050
FHWA SPR	8,050
INRCOG	6,038
Total	30,188

SCHEDULE OF ACTIVITIES

Description	1st Quarter (July – Sept.)	2nd Quarter (Oct. – Dec.)	3rd Quarter (Jan. – Mar.)	4th Quarter (April – June)	RTA LRTP Goals Supported
(A) Transportation Planning Work Program					
FY 2022 TPWP maintenance and budget monitoring	X	X	X	X	
Reimbursement submittals	X	X	X	X	
Draft FY 2023 TPWP submitted by April 1, 2022			X		1, 2, 3, 4
Final FY 2023 TPWP submitted by June 1, 2022				X	
RTA Self Certification			X		
(B) Transportation Improvement Program					
FY 2021-2024 TIP maintenance	X				
FY 2022-2025 TIP final program adopted	X				1, 2, 3, 4
FY 2022-2025 TIP maintenance	X	X	X	X	
Draft FY 2023-2026 TIP submitted by June 15, 2022		X	X	X	
(C) Public Participation Process					
Public hearing for the FY 2022-2025 TIP	X				
Public hearings for amendments to the FY 2022-2025 TIP (as needed)	X	X	X	X	
Materials and staffing for TIP public input sessions				X	1, 4
Participation in meetings and committees related to transportation planning	X	X	X	X	
Marketing and outreach of RTA planning activities	X	X	X	X	
Maintain and update the PPP (as needed)	X	X	X	X	
(D) Long-Range Transportation Planning					
Maintain and update the 2045 LRTP (as needed)	X	X	X	X	
Non-motorized planning initiatives to implement the 2045 Regional Bicycle Accommodation Plan	X	X	X	X	
Rural city sidewalk audits relating to safe routes to school	X	X	X	X	
Various reports (as needed)	X	X	X	X	
Planning efforts and meetings for Rolling Prairie Trail regional wayfinding signage	X	X			
Enhanced coordination between the RTA and the state	X	X	X	X	
Attend meetings relating to the U.S. Highway 218 corridor between Cedar Falls and Waverly	X		X		1, 2, 3, 4
Attend Iowa Highway 150 Coalition meetings	X	X	X	X	
Maintain and update the FY 2021-2025 PTP (as needed)	X	X	X	X	
Monitoring projects and initiatives identified in the FY 2021-2025 PTP	X	X	X	X	
Two TAC meetings (at minimum)	X	X	X	X	
Public outreach and marketing to increase public awareness of services provided by OnBoard Public Transit	X	X	X	X	

Description	1st Quarter (July – Sept.)	2nd Quarter (Oct. – Dec.)	3rd Quarter (Jan. – Mar.)	4th Quarter (April – June)	RTA LRTP Goals Supported
(E) Short-Range Transportation Planning					
Monthly Policy Board and Technical Committee meeting minutes and materials	X	X	X	X	
Reports and other materials by Federal, State, or other governmental agencies	X	X	X	X	
Participation in regional and statewide coordination meetings	X	X	X	X	
Attend trainings and conferences specific to transportation	X	X	X	X	
General planning assistance to communities	X	X	X	X	
Grant writing assistance to member communities, as requested	X	X	X	X	
Transportation-related materials for the INRCOG website and Facebook page, and the INRCOG monthly e-newsletter	X	X	X	X	
RPA structure research, and attendance of meetings at other RPAs or MPOs		X	X	X	
Updated RTA Bylaws (carried forward from FY 2021)		X			
Data collection and GIS data maintenance, including traffic count and crash data	X	X	X	X	1, 2, 3, 4
Print and/or develop maps for member communities or partner agencies	X	X	X	X	
Interactive mapping, including web-based mapping and story maps	X	X	X	X	
Pavement management, safety, and traffic count data for TIP project evaluation and prioritization			X	X	
Electronic trail counts within the region, data maintenance, and reports on recreational trail use	X	X	X	X	
General planning assistance to communities, as requested	X	X	X	X	
Assistance with STBG and Iowa's TAP applications			X		
Safe Routes to School Program in public and parochial schools in the region	X	X	X	X	
ArcGIS licenses for two workstations			X		
Spatial Analyst and 3-D Analyst			X		
(F) Administration					
Quarterly progress reports and invoices	X	X	X	X	
Budget, audit, and other financial documents required for the fiscal year ending June 30, 2022	X	X	X	X	

FY 2022 BUDGET & FUNDING SOURCES

FY 2022 Transportation Budget Summary

Work Element	STBG New ($)	5305e New ($)	FHWA SPR ($)	Federal Total ($)	INRCOG Match ($)	Total ($)
(A) TPWP	267	267	266	800	200	1,000
(B) TIP	1,333	1,333	1,334	4,000	1,000	5,000
(C) Public Participation Process	533	533	534	1,600	400	2,000
(D) Long-Range Transportation Planning	10,666	10,666	10,668	32,000	8,000	40,000
(E) Short-Range Transportation Planning	19,151	7,392	7,389	33,932	8,483	42,415
(F) Administration	8,050	8,050	8,050	24,150	6,038	30,188
Total	**40,000**	**28,241**	**28,241**	**96,482**	**24,121**	**120,603**

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

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

FY 2022 INRCOG Personnel Assignments Direct Planning Tasks

Work Element	Total Budget (100%) ($)	Direct Expense ($)	Salary and Fringe ($)
(A)	1,000	50	950
(B)	5,000	250	4,750
(C)	2,000	50	1,950
(D)	40,000	500	39,500
(E)	42,415	3,350	39,065
Total	**90,415**	**4,200**	**86,215**

FY 2022 Staff Time (in hours)

Work Element	Executive Director	Data Services Coordinator	Transportation Planner II-1	Transportation Planner II-2	SRTS Coordinator	Administrative Staff	Total
(A)	5	--	11	--	--	--	16
(B)	5	--	75	29	--	--	109
(C)	--	--	34	13	--	--	47
(D)	162	179	195	228	--	--	764
(E)	136	179	125	202	51	77	770
Total	**308**	**358**	**440**	**472**	**51**	**77**	**1,706**

INRCOG
Iowa Northland Regional
Council of Governments

INRCOG COST ALLOCATION PLAN

Contact: Kevin Blanshan, Executive Director kblanshan@inrcog.org

A. Introduction

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

A. Cost Allocation Methodology

This proposal is for a Cost Allocation Plan (Plan) to cover the period beginning July 1, 2021 and ending June 30, 2022. This proposal is based on INRCOG's actual costs reconcilable to the audited financial statements for its fiscal year ending June 30, 2022. The status of our cost allocation plan is:

☐ (a) This is our initial request for the approval of our cost allocation plan. None of the federal agencies have ever officially approved of our cost allocation plan.

☐ (b) We have received an official written approval of our cost allocation plan from the Economic Development Administration.

☐ (c) We have received written approval of our cost allocation plan from Iowa Department of Transportation multiple times. However, we have been unable to obtain Federal Cognizant approval of our Indirect Cost Proposal.

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

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

C. Direct Costs

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

Typical direct costs chargeable to programs include:

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

D. Indirect Costs

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

Indirect costs include:

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

E. Cost Pool and Base for Distribution

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

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

<u>Predetermined Fixed Rates</u>

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

Negotiated Lump Sum for Overhead

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

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

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

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

G. Description of Accounting System

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

INRCOG uses Quick Books per our accountant's recommendation.

H. Indirect Salaries

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

I. Indirect Fringe Benefits

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

J. Organization Chart

See Schedule B

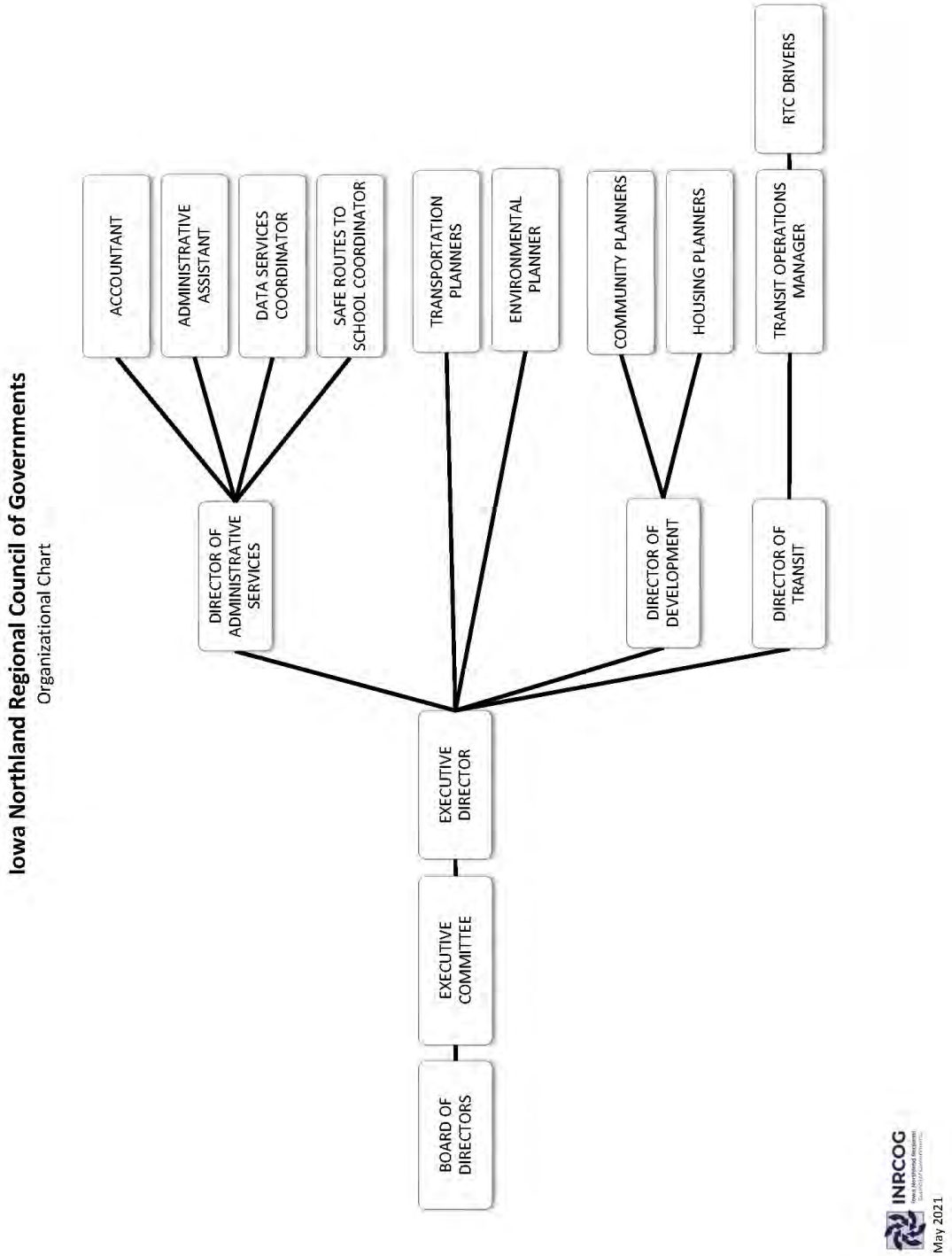
K. Cost Allocation Plan Certification

See attached

Schedule A – Elements of Cost

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

Schedule B – INRCOG Organization Chart (as of May 2021)



INRCOG
Iowa Northland Regional
Council of Governments

Certificate of Indirect Cost Proposal and Indirect Costs

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

1) All costs included in this proposal of May 20, 2021 to establish a:
   - ☐ Cost Allocation Plan
   - ☐ Indirect Cost Rate

   for July 1, 2021 to June 30, 2022 are allowable in accordance with the requirements of the Federal awards to which they apply and with Subpart E – Cost Principles of Part 200 as they apply to my:
   - ☐ Governmental Organization
   - ☐ Non-profit Organization

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

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

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

Signature

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

Kevin Blanshan
Printed Name

Executive Director
Title

Iowa Northland Regional Council of Governments
Name of Organization

May 20, 2021
Date Signed

APPENDIX A – RESOLUTION

RESOLUTION OF THE
IOWA NORTHLAND REGIONAL TRANSPORTAITON AUTHORITY
POLICY BOARD

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

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

WHEREAS, the Policy Board has reviewed the Transportation Planning Work Program (TPWP) for Fiscal Year 2022; and

WHEREAS, the Iowa DOT requires that the RTA commit a twenty (20) percent local share to the TPWP budget for FY 2022.

NOW, THEREFORE BE IT RESOLVED that the Iowa Northland Regional Transportation Authority Policy Board hereby approves the FY 2022 Transportation Planning Work Program for submittal to the Iowa DOT, and commits the required twenty (20) percent local share to the TPWP budget for FY 2022.

Passed and adopted this 20th day of May, 2021.

Greg Barnett, Chair

ATTEST:

Kevin Blanshan, INRCOG Executive Director

APPENDIX B – RTA SELF-CERTIFICATION

RTA Self-Certification of Procurement and Consultant Selection Procedures

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

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

- Capital expenditures, including the purchase of equipment, will be a separate line item in an approved Transportation Planning Work Program (TPWP) if the anticipated total cost exceeds $5,000.
- An approved TPWP will specify that a project will involve consultant services prior to initiating the Our agency will document the procedures utilized for the procurement or consultant selection, and will retain this documentation on file for a minimum of three (3) years.
- When reimbursement is requested for capital expenditures or consultant services, we will provide our District Planner and the Systems Planning Bureau, through email or hard copy, invoices documenting the expenditure(s) at the time the associated reimbursement request is submitted.

I declare to the best of my knowledge and ability that we will adhere to the above requirements.

Signature

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

Kevin Blanshan
Printed Name

Executive Director
Title

Iowa Northland Regional Council of Governments
Name of Organization

May 20, 2021
Date Signed

APPENDIX C – SRTS PROPOSED SCOPE OF WORK

Project Deliverables
Project Number: TAP-R-000T(113)--8T-00

Project Title: Safe Routes Partnership

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

Date Submitted: 8/19/2020

TASK(S) AND DELIVERABLE(S)		**Narrative** (includes short description of Task/Deliverable along with budget items charged, purchased, etc. These items should be easily assessed as accomplished or not accomplished for the project):
TASK 1	BUILD AND STRENGTHEN NEW AND EXISTING SAFE ROUTES RELATIONSHIPS WITHIN SCHOOL SYSTEM AND COMMUNITY	The goal of Task 1 is to maintain relationships the partnerships created while inviting interested stakeholders to support Safe Routes. Meetings with stakeholders will be held to ensure the Safe Routes message is shared. Students, families and Safe Routes partners will be educated on the benefits of Safe Routes to help promote throughout their respective communities. *Staff time, travel, booklets and training course materials will be budgeted.* **NOTE: Due to the pandemic, Safe Routes tasks and deliverables may be impacted.**
Deliverable 1: Collaborate with partners		Safe Routes Coordinators will interact with school, community, state and national partners to support on-going Safe Routes work. Safe Routes coordinators will attend 50 related in-person and virtual meetings to engage partners in Safe Routes programming and to expand Safe Routes involvement in Safe Routes related partner efforts.
Deliverable 2: Strengthen Safe Routes message		Coordinators will share Safe Routes messages, information and resources with schools, communities and partners using email, phone, flyers, social media, etc. IBC will utilize training course materials monthly.
Deliverable 3: Interact with students and famlies about Safe Routes benefits		Safe Routes Coordinators will communicate with families about Safe Routes activities, information and resources via social media, in newsletters, over the phone, via email, and so forth. IBC will share Walk/Bike Booklets with 2,500 students. IBC will utilize Learn Dash Learning Management System for student education.
TASK 2	SUPPORT NEW AND EXISTING SAFE ROUTES EFFORTS	The goal of Task 2 is to maintain programming success with proper equipment to perform duties of the program. Additionally, this task encourages program development in new communities, schools and with new families. By inviting new stakeholders and families into existing communities, Safe Routes coordinators can work towards sustainability of programs. Lastly, through data collection, Safe Routes coordinators can track and evaulate programs and participation. Data can be used to shape the future of active transportation for each community. *Staff time, travel, equipment and supplies will be budgeted.* **NOTE: Due to the pandemic, Safe Routes tasks and deliverables may be impacted.**
Deliverable 1: Acquire equipment and supplies to conduct programs		Equipment and supplies will be purchased to support Safe Routes activities and events. Bike Rodeo/in-class safety lesson supplies include sidewalk chalk/tape/ropes, signs and bases, markers, totes, bike helmets, pencils and erasers (encouragement materials at rodeos), eggs and ziplocks (helmet use demonstration), and bike blender supplies (dixie cups, wipes, measuring cups). Walking and Biking School Bus supplies include volunteer appreciation/recognition funds, volunteer tote bags, volunteer hand sanitizer, volunteer first aid kits, social distancing ropes, masks, foot tokens (big and small to incentivize student participation), foot token chains, and replacement clasps for foot token chains.
Deliverable 2: Conduct programs		Safe Routes Coordinators will organize and/or support Walking School Bus/Biking School Bus routes, Bike Rodeos, and community walks/bike rides as safety and comfort levels of participants allow, reaching at least 2,000 students. INRCOG will distribute 1,500 Walk/Bike Booklets during SRTS Bike Rodeos. Safe Routes programs will reach students through participation in Walking School Bus/Biking School Bus programs, Bike Rodeos, community walks, Mileage clubs, and walking and biking related events.
Deliverable 3: Expand Safe Routes efforts into new communities, schools and families		Expand Safe Routes efforts into 10 new schools, neighborhoods and communities through promotion using social media, newsletter articles, presentations, email, phone, and/or in person or virtual meetings. UERPC will continue its Iowa Cancer Consortium Membership (Physical Activity/Cancer Prevention) to collect new encouragement ideas for active school travel and promoting regular physical activity among youth.
Deliverable 4: Collect student data to support future Safe Routes efforts		Pertinent data will be collected from 30 participating schools regarding how students get to and from school. This data will be used to further promote and build Safe Routes efforts.

Project Deliverables
Project Number: TAP-R-000T(113)--8T-00

Project Title: Safe Routes Partnership

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

Date Submitted: 8/19/2020

TASK(S) AND DELIVERABLE(S)	Narrative (includes short description of Task/Deliverable along with budget items charged, purchased, etc. These items should be easily assessed as accomplished or not accomplished for the project):
TASK 3 SUPPORT ACTIVE TRANSPORTATION RELATED TO SAFE ROUTES	The goal of Task 3 is to ensure the active transportation message is evolving with current trends and applies to the needs of each Safe Routes community. By attending trainings, webinars, and other opportunities, coordinators can continue to learn best practices and identify new supporters of the program. *Staff time and travel. Contest materials, prizes, and postage will be budgeted.* **NOTE: Due to the pandemic, Safe Routes tasks and deliverables may be impacted.**
Deliverable 1: Safe Routes messaging and materials	As needed, Safe Routes Coordinators will create new flyers, informational sheets, newsletter articles and other messages to be distributed to relevant audiences to promote and build support for Safe Routes efforts. Social media will be used to promote current events, activity updates and share information.
Deliverable 2: Promote and support community efforts at all levels	Coordinators will assist communities in the research, development and application of projects related to Safe Routes, which include but are not limited to local, regional and national grant opportunities to fund both infrastructure and non-infrastructure projects. IBC will administer a statewide punch card contest (1,000 walking punch cards and 1,000 biking punch cards) to encourage walking and biking to school. IBC will send additional educational materials to schools and/or students upon request. IBC will purchase and ship postcards and/or educational materials as needed.
Deliverable 3: Attend trainings to support active transportation	Safe Routes Coordinators will lead and/or attend 50 stakeholder meetings or trainings as needed (both locally and statewide) to recruit and maintain key stakeholders and supporters of Safe Routes. Trainings may include, but are not limited to, seminars, webinars, council meetings, community meetings and public health meetings regarding relevant active transportation topics.
TASK 4 CONTINUE TO LEARN AND EXPAND ACTIVE TRANSPORTATION SKILLS	The goal of Task 4 is to grow active transportation knowledge and skills by identifying best practices through networking at all levels. Conferences will encompass both Safe Routes and active transportation and health promotion related to infrastructure and non-infrastructure Safe Routes efforts. *Staff time, travel, conference registration, airfare, mileage/car rental/gas, hotel, meals and parking will be budgeted.* **NOTE: Due to the pandemic, Safe Routes tasks and deliverables may be impacted.**
Deliverable 1: Attend conferences to grow active transportation and Safe Routes knowledge and skills	SRTS Coordinators will learn infrastructure and non-infrastructure best practices beyond Bike Rodeos and Walking School Buses to improve active transportation efforts on a broader level for schools and communities. Coordinators will attend (whether virtually or in-person, depending on situation at time of conference) the following conferences to gain new insight with the intention to utilize new best practices or new communication tools at a local level: National SRTS Conference or National Walking Summit (INRCOG, UERPC, IBC); Iowa Bike Summit (INRCOG, UERPC, IBC); Iowa SRTS Conference (INRCOG, UERPC, IBC); Iowa Governor's Conference on Public Health (INRCOG, UERPC, IBC); Healthiest State Conference (IBC); Iowa Council of Governments Conference/Staff Retreat (UERPC); Midwest Environmental Education Conference (UERPC). A detailed desciption of each conference is attached.

DOCUMENT REVISION SUMMARY

Date of Revision	Revised Section	Summary of Changes