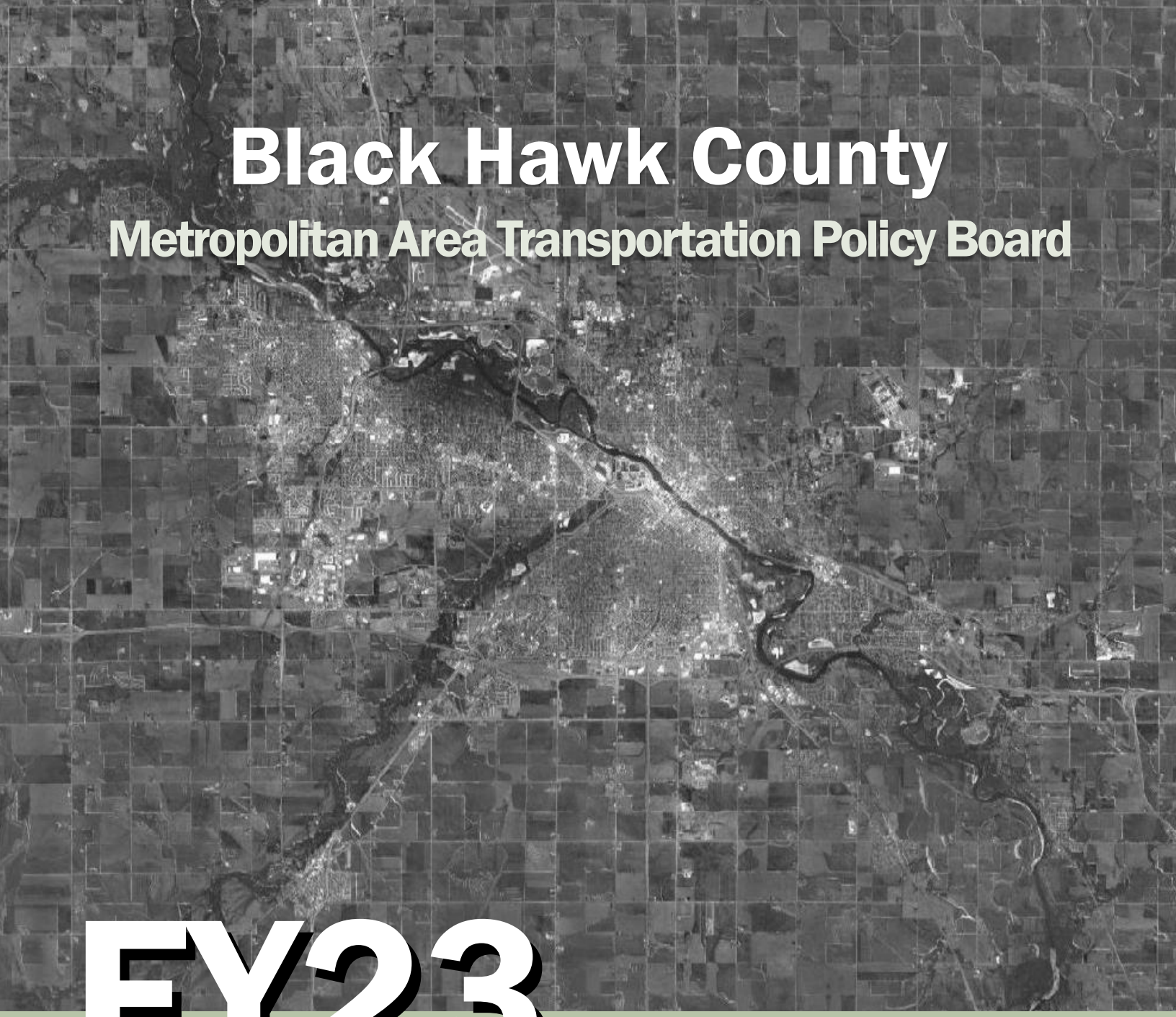

Black Hawk County

Metropolitan Area Transportation Policy Board

FY23

Transportation Planning Work Program

May 12, 2022

INRCOG
Iowa Northland Regional Council of Governments

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The Black Hawk County MPO 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 MPO member governments. These contents are the responsibility of the MPO. The U.S. government and its agencies assume no liability for the contents of this report or for the use of its contents.

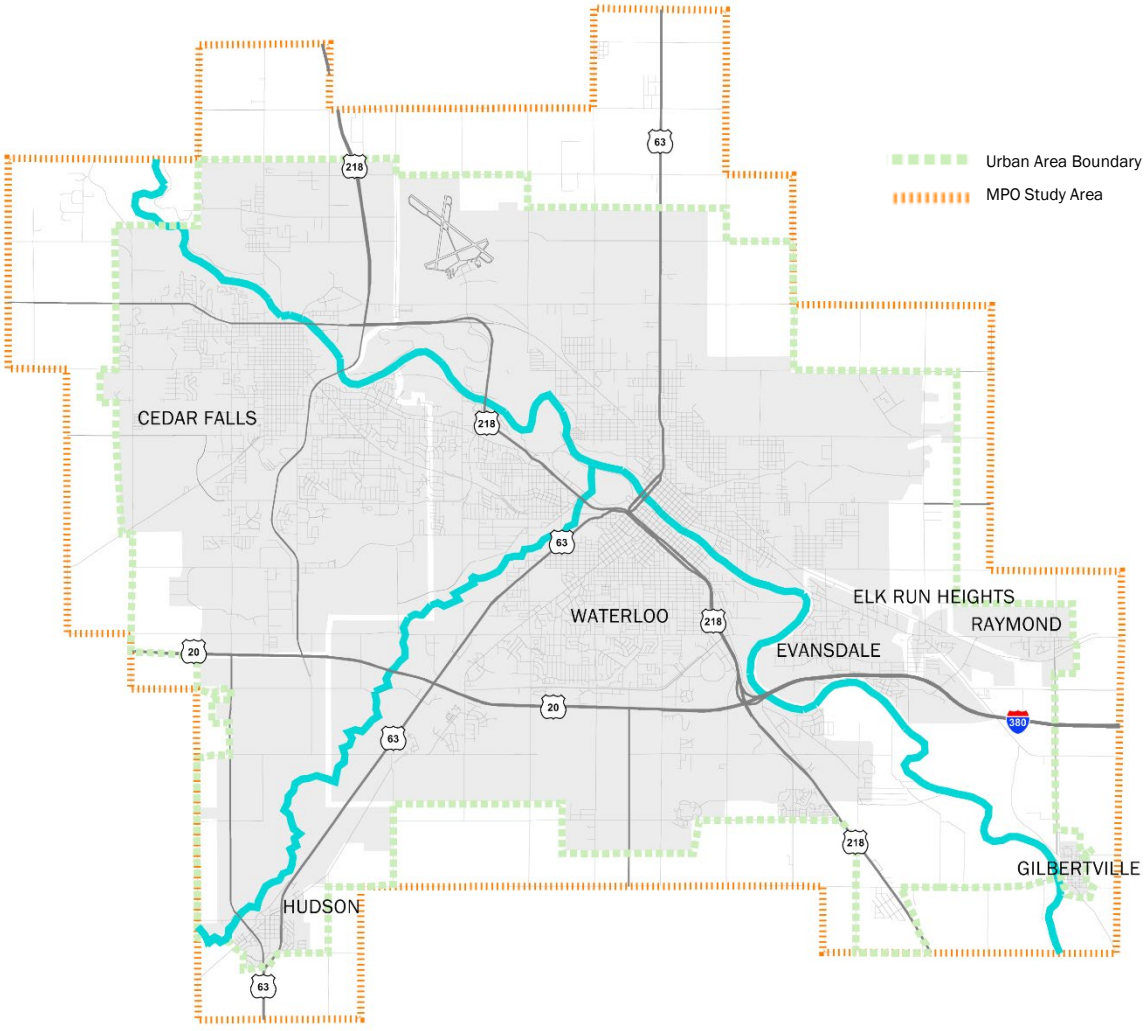
INTRODUCTION

OVERVIEW

The Fiscal Year (FY) 2023 Transportation Planning Work Program (TPWP) is the work plan for the fiscal year beginning July 1, 2022 and ending June 30, 2023. The TPWP documents the transportation-related activities and projects that are anticipated to occur in the Black Hawk County Metropolitan Area. The TPWP is a requirement of 23 CFR 450.308 (b) for metropolitan planning organizations (MPOs) to develop a document identifying work proposed for the next one-year period 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.

Federal law requires the formation of MPOs for urbanized areas with a population greater than 50,000. The role of an MPO is to oversee transportation planning and programming to ensure that existing and future federal expenditures on transportation projects are based on a continuing, cooperative, and comprehensive (3-C) transportation planning process. The Black Hawk County MPO consists of the contiguous urbanized area at the center of Black Hawk County, Iowa. The corporate boundaries included in this urbanized area are the cities of Cedar Falls, Elk Run Heights, Evansdale, Hudson, Raymond, and Waterloo. For the purposes of transportation planning, an urban area boundary and study area boundary have been designated (Figure 1). The Black Hawk County MPO study area includes the city of Gilbertville, and parts of unincorporated Black Hawk County.

Figure 1: Black Hawk County MPO Planning Area



BLACK HAWK COUNTY MPO ORGANIZATION

The Iowa Northland Regional Council of Government (INRCOG) has been designated by the State of Iowa as the MPO for the Black Hawk County Metropolitan Area. While INRCOG provides staff and technical support, the decision-making and programming authority of the MPO rests with its Policy Board. The Policy Board has the authority to make policy decisions and conduct comprehensive transportation studies and plans. Voting Policy Board members include the mayor or their designee from Cedar Falls, Elk Run Heights, Evansdale, Gilbertville, Hudson, Raymond, and Waterloo, a member of the Black Hawk County Board of Supervisors, and a representative from the Metropolitan Transit Authority (MET) and the Waterloo Airport Commission. Non-voting members of the Policy Board include representatives from INRCOG, the Iowa Department of Transportation (DOT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA). The Technical Committee consists of local planners, engineers, modal representatives, 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 meet jointly monthly. A subcommittee of the Technical Committee is the Transportation Alternatives Program (TAP) Committee which generally meets annually to discuss and rank 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 MPO also utilizes focus groups as needed.

Policy Board

Representing	Name	Title
Black Hawk County	Daniel Trelka	Supervisor (Vice-Chair)
City of Cedar Falls	Rob Green	Mayor (Chair)
City of Elk Run Heights	Lisa Smock	Mayor
City of Evansdale	DeAnne Kobliska	Mayor
City of Gilbertville	Mark Thome	Mayor
City of Hudson	George Wessel	Mayor
City of Raymond	Gary Vick	Mayor
City of Waterloo	Quentin Hart	Mayor
MET Transit Board	Rudy Jones	Chair
Waterloo Regional Airport Board	Arlene Humble	Chair
INRCOG (non-voting)	Carter Baldwin	Director of Transportation
Iowa DOT (non-voting)	Zac Bitting	Metropolitan & Regional Planning Coordinator
FHWA Iowa Division (non-voting)	Darla Hugaboom	Transportation Planner
FTA Region 7 (non-voting)	Daniel Nguyen	Community Planner

Technical Committee

Representing	Name	Title
Black Hawk County	Ryan Brennan	Assistant County Engineer
Black Hawk County	Cathy Nicholas	County Engineer
City of Cedar Falls	Stephanie Houk Sheetz	Director of Community Development
City of Cedar Falls	Thomas Weintraut	City Planner
City of Cedar Falls	David Wicke	City Engineer
City of Gilbertville	Rob Werner	Public Works Director
City of Hudson	Chrissi Wiersma	City Clerk, Zoning Administrator
City of Raymond	Jake Huck	Engineer, MSA Professional Services
City of Waterloo	Noel Anderson	Community Planning & Development Director
City of Waterloo	Mohammad Elahi	Traffic Engineer
City of Waterloo	Jamie Knutson	City Engineer
City of Waterloo	Aric Schroeder	City Planner
Cedar Valley Trails Partnership	Larry Buchholz	Vice President
Grow Cedar Valley	Carry Darrah	President & CEO
MET Transit	David Sturch	General Manager
Waterloo Regional Airport	Keith Kaspari	Director of Aviation
Iowa DOT, District 2	Krista Billhorn	Transportation Planner
University of Northern Iowa	Eric O'Brien	University Sustainability Coordinator
INRCOG	Carter Baldwin	Director of Transportation
INRCOG	Kyle Durant	Transportation Planner
INRCOG	Aldina Dautović	Transportation Planner
INRCOG	Brenda Vavroch	Safe Routes to School Coordinator

Transportation Alternatives Program Project Review Committee

Representing	Name	Title
Silos & Smokestacks	Candy Streed	Director of Partnership
INRCOG	Kevin Blanshan	Executive Director
Cedar Valley Trails Partnership	Larry Buchholz	Vice President
MET Transit	David Sturch	General Manager
Grow Cedar Valley	Lisa Rivera Skubal	VP of Economic Development

Transportation Alternatives Program Committee

Representing	Name	Title
Black Hawk County	Ryan Brennan	Assistant County Engineer
Black Hawk County	Cathy Nicholas	County Engineer
Black Hawk County Conservation	Mike Hendrickson	Executive Director
Black Hawk County Conservation	Cherrie Northrup	Planning Administrator
City of Cedar Falls	Stephanie Houk Sheetz	Director of Community Development
City of Cedar Falls	David Wicke	City Engineer
City of Cedar Falls	Thomas Weintraut	City Planner
City of Elk Run Heights	Lisa Smock	Mayor
City of Evansdale	DeAnne Kobliska	Mayor
City of Gilbertville	Rob Werner	Public Works Director
City of Hudson	Chrissi Wiersma	City Clerk
City of Raymond	Jake Huck	Engineer, MSA Professional Services
City of Waterloo	Noel Anderson	Community Planning & Development Director
City of Waterloo	Wayne Castle	Associate Engineer
City of Waterloo	Paul Huting	Leisure Services Director
City of Waterloo	Aric Schroeder	City Planner
Cedar Falls Tourism & Visitors Bureau	Jennifer Pickar	Manager
George Wyth Memorial State Park	Lori Eberhard	Park Manager
Grout Museum of History & Science	Billie Bailey	Director
Experience Waterloo	Tavis Hall	Executive Director
Iowa DOT, District 2	Krista Billhorn	Transportation Planner
INRCOG	Carter Baldwin	Director of Transportation
INRCOG	Kyle Durant	Transportation Planner
INRCOG	Aldina Dautović	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	Mindy Benson
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	Rob Green
City of Cedar Falls	Thomas Weintraut
City of Waterloo	Aric Schroeder
Community Foundation of Northeast Iowa	Kaye Englin
Comprehensive Systems Inc.	Kerri White
Country View	Mike Regan
Grow Cedar Valley	Danny Laudick
Grundy County CPC	Todd Rickert
House of Hope	Dusky Steele
House of Hope	Susan Backes
Iowa DOT, District 2	Krista Billhorn
Iowa DOT	Emma Borchers
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	David Sturch
MET Transit Board	Lon Kammeyer
MET Transit Board	Rosalyn Middleton
My Riders Club	Martin Wissenberg
Northeast Iowa Area Agency on Aging	Janna Diehl
North Star Community Services	Valeri Schwager
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
INRCOG	Carter Baldwin
INRCOG	Kyle Durant
INRCOG	Aldina Dautović
INRCOG	Brenda Vavroch

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Cumulus Communications	KUNI-KHKE
Hudson Herald	KWLO-KFMW-KXEL-KOKZ
KBBG	KWWL
KCVM	The Progress Review
KNWS	Waterloo/Cedar Falls Courier

MPO GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

The FY 2023 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 MPO has adopted several objectives to help achieve these goals and performance measurements to track the progress toward meeting the objectives. The goals, objectives, and performance measurements can be found in **Table 1.2** of the **MPO 2045 Long-Range Transportation Plan**.

www.inrcog.org/pdf/MPO_2045_LRTP.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 MPO 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 MPO is responsible for completing the following transportation planning documents:

- Transportation Planning Work Program (TPWP) – Outlines the transportation planning activities MPO 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 MPO 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 update every five years; joint document with the Iowa Northland Regional Transportation Authority.
- Public Participation Plan (PPP) – Details the process the MPO will follow to involve the public in the transportation planning and programming process; updated as needed.

TRANSPORTATION PLANNING ISSUES

As a result of Interstate Substitution, the metropolitan highway and roadway network experienced an overhaul with substantial capacity improvements in the 1980s and 1990s. The capacity improvements and new construction associated with this massive undertaking fostered a substantial amount of economic development. Specifically, areas that experienced significant job growth included the Cedar Falls Industrial Park, Waterloo's Northeast Industrial area, the commercial district located adjacent to San Marnan Drive in Waterloo, and the commercial area near the intersection of IA Hwy 58 and Viking Rd in Cedar Falls. These remain the largest job growth areas in the metropolitan area. This expansion in jobs has been accompanied by an increase in traffic on the roadway network. The MPO has a wealth of roadway capacity in the exiting transportation network, and there are relatively few deficiencies forecast to occur. Accordingly, the MPO can focus on strategically preserving the existing infrastructure while providing capacity improvements to the limited areas of congestion.

Other areas and planning studies of keen interest include the Northeast Industrial Access Study, the continued redevelopment of the U.S. Hwy 63 corridor, continued redevelopment of University Ave in Cedar Falls and Waterloo, and improvements within the U.S. Hwy 218 corridor. The MPO continues to focus on connectivity of and accessibility to the highway system as well as the long-term maintenance of the system to ensure the economic viability of the area.

Adequate federal, state, and local funding levels remains a priority for the MPO. Since the early 1990s, Black Hawk County has utilized a one cent local option sales tax. In Waterloo and Cedar Falls, this option tax is dedicated entirely to streets. This infusion of local dollars has allowed the MPO to be more efficient with federal Surface Transportation Block Grant funds it receives each year for transportation improvements. With the passage of the Infrastructure Investment and Jobs Act, additional local match monies will need to be identified for the increase in federal funds distributed to the MPO.

The Black Hawk County MPO continues to work towards a balance between providing for systematic growth at the fringe and redeveloping areas that have been economically depressed. This struggle is at the core of the smart growth debate for the MPO. Traditionally, it is easier and more cost effective to provide funding for transportation improvements at the fringe of the community, as the return on that investment is faster and relatively easy to define. Conversely, investing in brownfields can be more speculative, and there is no guarantee that such investments will be successful. The MPO makes a concerted effort to accommodate both types of growth. Efforts have proved successful with significant developments in downtown Cedar Falls and Waterloo, the Cedar Falls Industrial Park, and Waterloo's Northeast Industrial area. Surface Transportation Block Grant and Transportation Alternatives Program funds programmed towards the U.S. Hwy 63 corridor project have also promoted economic development as well as active living.

The metropolitan area continues to change. The population is aging and becoming more racially diverse, while Millennials make up the largest percentage of the population. Residents are seeking more choices for transportation and housing. The MPO has made it a goal to provide a high degree of multimodal accessibility and mobility to help support this demand for a greater array of transportation choices. Development of the 2045 MPO Bikeway Plan included reviewing roadways in greater detail to determine more feasible planned facility types (on-road vs. off-road). The plan also identifies low-volume residential streets that can be used by bicyclists without any additional treatments. The MPO is also finishing the Pedestrian Master Plan which will include pedestrian infrastructure projects as well as policies and procedures that benefit pedestrians in other ways. The Black Hawk County MPO will continue to pursue various non-motorized initiatives and projects to provide a high degree of multimodal accessibility and mobility. This includes this continued implementation of a Safe Routes to School (SRTS) program in public and parochial schools throughout the metropolitan area to increase bicycling and walking to school.

PLANNING EMPHASIS AREAS

On December 30, 2021, the FHWA and FTA jointly issued updated Planning Emphasis Areas (PEAs). PEAs are intended to be used by metropolitan planning organizations, state departments of transportation, transit agencies, and federal land management agencies in their [Unified] Transportation Planning Work Programs and the Statewide Planning and Research Programs. The 2021 Planning Emphasis Areas include the following:

A. Tackling the Climate Crisis – Transition to a Clean Energy, Resilient Future
B. Equity and Justice40 in Transportation Planning
C. Complete Streets
D. Public Involvement
E. Strategic Highway Network (STRAHNET)/U.S. Department of Defense (DOD) Coordination
F. Federal Land Management Agency (FLMA) Coordination
G. Planning and Environment Linkages (PEL)
H. Data in Transportation Planning

Additional Information on Planning Emphasis Areas can be found using the link below.

https://www.transit.dot.gov/regulations-and-programs/transportation-planning/2021-planning-emphasis-areas

PLANNING ACTIVITIES

This section details the planning activities that the Black Hawk County MPO will be involved in throughout FY 2023. 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 federal planning requirement. This table also details how planning elements address Planning Emphasis Areas (when applicable).

		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	
MPO 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
Planning Emphasis Areas (PEAs)	Tackling the Climate Crisis				X		
	Equity and Justice40		X		X	X	
	Complete Streets		X		X	X	
	Public Involvement	X	X	X	X	X	
	STRAHNET/U.S. DOD Coordination						
	FLMA Coordination						
	Planning and Environment Linkages						
	Data in Transportation Planning		X	X	X	X	

TPWP DEVELOPMENT

PROCESS

The Black Hawk County MPO begins development of the TPWP in January of each year with internal staff discussions. These initial discussions include a review of federally-required activities, the planning factors required by MPOs as outlined in U.S. Code, and goals of the Long-Range Transportation Plan. Proposals from MPO staff and member communities regarding priority activities for the coming year are also discussed. The draft TPWP is then presented to the MPO 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:

- March 10, 2022: The draft TPWP was presented to the MPO Policy Board and Technical Committee for review and comment.
- March 11 to May 12, 2022: A public comment period was open for the draft 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 2022: The draft TPWP was submitted to the Iowa Department of Transportation, Federal Highway Administration, and Federal Transit Administration for compliance review and comments.
- May 12, 2022: The MPO Policy Board considered a summary of comments and appropriate responses and adopted the final TPWP.

PUBLIC INVOLVEMENT

The public involvement process utilized for the development of this TPWP was guided by the MPO 2019 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 Policy Board and Technical Committee.
  - The draft document will be available at the INRCOG Center, on the INRCOG website, and upon request.
- Public Comment Period
  - The draft TPWP will be presented to the Policy Board and Technical Committee at a regularly scheduled meeting no later than April.
  - The public will have at least a 15-calendar-day comment period following completion of the draft TPWP and presentation to the Policy Board and Technical Committee to submit comments via letter, email, phone, or in person.
  - Notices and agendas of MPO meetings will be made available through local media sources, at the INRCOG Center, and on the INRCOG website and Facebook page. Notices may also be sent to organizations serving traditionally underserved populations.
  - All meetings will be held in accessible facilities.
  - Any person with sight, reading, or language barriers can contact the MPO (minimum 48 hours prior to the meeting) and arrangements will be made for accommodation.
- Final TPWP
  - The Policy Board will consider a summary of comments and responses and adopt the final TPWP.
  - The TPWP will be submitted to the Iowa DOT, FHWA, and FTA.
  - The final TPWP will be 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 MPO meeting. A notice of the public hearing will be published no more than twenty (20) calendar days and no less than four (4) calendar 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 Black Hawk County MPO 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	MPO 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.

Black Hawk County MPO Revision Approval
Revisions where the MPO is the approving agency shall be approved by the Policy Board.

FY 2023 WORK ELEMENTS

ELEMENT A: TRANSPORTATION PLANNING WORK PROGRAM (TPWP)

Objective
To prepare the FY 2024 TPWP.

Previous Work

- Adoption and administration of the FY 2022 TPWP
- Prepared draft and final versions of the FY 2023 TPWP in accordance with the MPO 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 2024 and prepare FY 2023 quarterly reports.

FY 2023 Activities and Products

- FY 2023 TPWP maintenance and budget monitoring
- Planning funding reimbursement submittals
- Draft FY 2024 TPWP submitted by April 1, 2023
- Final FY 2024 TPWP submitted by June 1, 2023
- MPO Self Certification

Personnel, Budget, and Funding

	Staff Hours	Cost ($)
Executive Director	5	
Director of Transportation	16	
Personnel Total	21	1,475
Direct Expenses		25
Total		1,500

Funding Type	Amount ($)
FHWA-PL New	600
FTA 5305d New	600
INRCOG Match	300
Total	1,500

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 MPO Policy Board, and serves as an implementation tool of the 2045 Long-Range Transportation Plan.

Previous Work

- Prepared the final FY 2022-2025 TIP
- Processed revisions to the FY 2022-2025 TIP
- Developed a draft FY 2023-2026 TIP
- Held work sessions with the TAP Project Review Committee, TAP Committee, and Technical Committee to develop the draft FY 2023-2026 TIP
- Held two public input sessions relating to the draft TIP

Project Description

The MPO is responsible for developing the funding program of transportation projects which use Federal funds or are regionally significant. The MPO 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 MPO also reviews 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, 5307, 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 MPO's Public Participation Plan and INRCOG's Title VI Plan.

FY 2023 Activities and Products

- FY 2022-2025 TIP
  - Maintain program through formal amendments and administrative modifications (as required)
- FY 2023-2026 TIP
  - Final program adopted
  - Maintain program through formal amendments and administrative modifications (as required)
- FY 2024-2027 TIP
  - Resolution(s) supporting regional Iowa Clean Air Attainment Program (ICAAP) grant application(s)
  - Solicit, rank, and program local Iowa's TAP projects for funding
  - Solicit and program STBG projects for funding
  - TAP Project Review Committee, TAP Committee, and Technical Committee work sessions to develop draft program
  - Draft FY 2024-2027 TIP submitted by June 15, 2023
  - Public input sessions

Personnel, Budget, and Funding

	Staff Hours	Cost ($)
Director of Transportation	27	
Transportation Planner II	120	
Transportation Planner I	50	
Personnel Total	197	8,700
Direct Expenses		300
Total		9,000

Funding Type	Amount ($)
FHWA-PL New	3,600
FTA 5305d New	3,600
INRCOG Match	1,800
Total	9,000

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 a public hearing related to the FY 2023 TPWP
- Held a public hearing related to an amendment to the FY 2022-2025 TIP
- Held a public hearing and public input sessions relating to the development of the FY 2023-2026 TIP
- Held a public hearing related to the MPO Pedestrian Master Plan
- Participated in public meetings relating to various transportation studies and corridors in the metropolitan area
- Presentations to local 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 input and feedback on ongoing activities and plans. The Public Participation Plan, along with other pertinent documents maintained and developed by the MPO, are posted online at www.inrcog.org. The 2019 Public Participation Plan will be updated by November 2022 to meet the Iowa DOT's requirements to update the document every five years, around one-year prior to the due date of the LRTP.

FY 2023 Activities and Products

- Public hearing for the FY 2024 TPWP
- Public hearing for the FY 2023-2026 TIP
- Public hearings for amendments to the FY 2023-2026 TIP (as needed)
- Materials and staffing for at least two public input sessions for the draft FY 2024-2026 TIP in June 2023
- Participation in meetings and committees related to transportation planning including:
  - Waterloo Complete Streets Committee
  - Cedar Falls Bicycle and Pedestrian Advisory Committee
  - Local organization and non-profit meetings
- Marketing and outreach of MPO planning activities
  - Promote the MPO 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
- Update the PPP

Personnel, Budget, and Funding

	Staff Hours	Cost ($)
Director of Transportation	10	
Transportation Planner II	30	
Transportation Planner I	25	
Personnel Total	65	2,750
Direct Expenses		250
Total		3,000

Funding Type	Amount ($)
FHWA-PL New	1,200
FTA 5305d New	1,200
INRCOG Match	600
Total	3,000

ELEMENT D: LONG-RANGE TRANSPORTATION PLANNING

TASK D-1: LONG-RANGE TRANSPORTATION PLAN

Objective
To maintain a Long-Range Transportation Plan (LRTP) including maintenance of the Travel Demand Model (TDM) utilizing TransCAD modeling software (annual maintenance fee included) and develop ancillary long-range transportation planning documents as needed.

Previous Work
- Maintained the 2045 LRTP
- Integrated FAST Act performance measures into the planning process
- Adopted the MPO Pedestrian Master Plan
- Traffic forecasts, model analysis, and select link analysis for corridor studies and project designs
- Safety targets adopted
- ISMS Model Planning Team meetings
- Travel demand model parcel data development

Project Description
The 2045 Long-Range Transportation Plan was adopted in November 2018. The LRTP incorporates all modes of transportation into the planning process. The document is fiscally constrained and serves as the mechanism for identifying and prioritizing projects into the MPO's Transportation Improvement Program. To support activities of the LRTP, the MPO will continue to monitor and update the document as needed. The MPO must adopt the 2050 LRTP by November 2023, and staff will continue work associated with the update including the travel demand model. The MPO may also provide traffic forecasts and model analysis for projects as needed. The MPO Pedestrian Master Plan was adopted in February 2022, and staff will monitor and update the document as needed.

FY 2023 Activities and Products
- Maintain and update the 2045 LRTP (as needed)
- Various reports, traffic projections, and traffic analysis (as needed)
- Maintain and update the MPO Pedestrian Master Plan (as needed)
- Adopt 2019-2023 safety targets by February 2023
- 2020 U.S. Census Urban Area Boundary review and adjustment

TASK D-2: STATEWIDE TRANSPORTATION PLANNING INITIATIVES

Objective
To remain actively involved in various statewide planning efforts.

Previous Work
- Member of the Strategic Highway Safety Plan Advisory Committee
- Member of the IIJA Working Group
- Attended and Chaired the Midwest Transportation Model User Group (MTMUG) meetings

Project Description
Continued participation in the abovementioned committees and meetings. MPO staff are no longer chairing MTMUG meetings.

FY 2023 Activities and Products
- Participation in the Strategic Highway Safety Plan Advisory Committee
- Participation in the IIJA Working Group
- Participation in MTMUG

TASK D-3: TRANSPORTATION SAFETY

Objective
To include traffic safety initiatives and designs in all aspects of the transportation planning and project selection process.

Previous Work
- Provided safety data using the Iowa Crash Analysis Tool
- Moderated the Vision Zero Webinar
- Continued the Safe Routes to School Program in public and parochial schools in the metropolitan area
- Researched Vision Zero programs throughout the nation

Project Description
Provide safety studies, design techniques, and other information to member jurisdictions. MPO staff also continue research on Vision Zero programs with the goal of establishing a Vision Zero Committee.

FY 2023 Activities and Products
- Enhanced safety planning for the MPO
- Crash-related charts and reports, as requested
- Safe Routes to School Program in public and parochial schools in the metro area
- Vision Zero Committee established.

TASK D-4: 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
- Served on the Advisory Committee for the La Porte Rd/Hess Rd project in Waterloo
- Served on the Waterloo Complete Streets Committee and Cedar Falls Bicycle and Pedestrian Advisory Committee
- Participated in planning meetings for the 4th 5th and 6th Streets project in Waterloo
- Participated in the Eastern Iowa Electric Vehicle Readiness planning initiative meetings

Project Description
Further the goals and objectives of the transportation planning process through studies undertaken by the MPO or consultants on behalf of communities in the metropolitan area.

FY 2023 Activities and Products
- Participation in transportation related studies and committees (as needed)

TASK D-5: 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)
- Analysis of MET's current fixed route system w/Remix software
- Meetings with MET Transit staff to discuss planning assistance and coordination of services opportunities

Project Description
Focus on improving operating efficiencies of current services and eliminate service gaps where and when public transportation is not available. The MPO will research the feasibility to conduct a transit study, including potential funding sources to conduct the match.

FY 2023 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)
- Research transit study for MET Transit
- Planning assistance for MET Transit, as requested

TASK D-6: ITS REGIONAL ARCHITECTURE

Objective
To monitor and provide updates to the MPO's Intelligent Transportation Systems (ITS) Regional Architecture.

Previous Work
Amended the ITS Regional Architecture (as needed)

Project Description
Update the ITS Regional Architecture, as needed, to ensure jurisdictional agreement and technical integration for the implementation of ITS projects in the metropolitan area.

FY 2023 Activities and Products
Maintain and update ITS Regional Architecture (as needed)

Personnel, Budget, and Funding

	Staff Hours	Cost ($)
Executive Director	34	
Director of Transportation	350	
Data Services Coordinator	620	
Transportation Planner II-1	800	
Transportation Planner II-2	500	
New Position	672	
Administrative	90	
Personnel Total	3,066	136,650
Direct Expenses		1,850
TransCAD (Maintenance)		1,500
Total		140,000

Funding Type	Amount ($)
FTA 5305d Carryover	1,109
FHWA PL-Carryover	70,685
FHWA PL-New	20,212
FTA 5305d-New	19,994
INRCOG Match	28,000
Total	140,000

ELEMENT E: SHORT-RANGE TRANSPORTATION PLANNING

TASK E-1: ADMINISTRATION OF OVERALL MPO ACTIVITIES

Objective
To provide administration of the MPO 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 (one transportation-related grants)
- Quarterly submittals for planning funding reimbursement
- Filing and reporting routine items required by the Iowa DOT, FTA, and FHWA
- Conducted 10 joint Policy Board and Technical Committee meetings, and developed meeting materials and minutes
- Conducted one Technical Committee meeting, one TAP Project Review 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
- Waterloo 5-2-1-0 project coordination; submitted 2022 Action Plan (last year of project)
- Developed draft MPO Bylaws

Project Description
This task includes all administrative work to support activities of the MPO including the following: prepare and submit required documents to the Iowa DOT, FTA, and FHWA; facilitate and provide staff support for MPO 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 MPO 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. MPO staff continued work to update the MPO Bylaws with the goal of adopting new bylaws in FY 2022. The project was delayed due to department restructuring. The goal is to update the MPO Bylaws in FY 2023.

FY 2023 Activities and Products
- Waterloo 5-2-1-0 project closeout
- Monthly Policy Board and Technical Committee meeting minutes and materials
- Reports and other materials by Federal, State, or other governmental agencies
- Monitored, coordinated, and implemented performance measures
- Participation in regional and statewide coordination meetings
- Attend trainings and conferences specific to transportation
- Grant writing assistance to member communities, as requested
- Transportation-related materials for the INRCOG website and Facebook page, and the INRCOG monthly e-newsletter
- Updated MPO Bylaws (carried forward from FY 2022)

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
- Electronic trail count program, data maintenance, and reports on recreational trail use
- Developed and printed maps
- Developed the Interactive Cedar Valley Trail Map
- Produced Travel Demand Model outputs based on scenarios
- 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 2023 Activities and Products
- Data collection and GIS data maintenance, including traffic count and crash data
- Electronic trail count program, data maintenance, and reports on recreational trail use
- Print and/or develop maps for member communities or partner agencies
- Interactive mapping, including web-based mapping and story maps
- Travel Demand Model outputs based on scenarios
- Pavement management, safety, and traffic count data for TIP project evaluation and prioritization

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 metropolitan area 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 the metropolitan area. 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 MPO, and the RTA. The SRTS Coordinator will work with area schools on efforts and initiatives to increase bicycling and walking to school.

FY 2023 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 metro area

TASK E-4: EQUIPMENT & SUPPLIES

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

Previous Work
- Maintained ArcGIS licenses for two workstations
- Maintained TransCAD license for one workstation
- 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 2023 Activities and Products
- ArcGIS licenses for two workstations
- TransCAD license for one workstation
- Spatial Analyst and 3-D Analyst

Personnel, Budget, and Funding

	Staff Hours	Cost ($)
Executive Director	35	
Director of Transportation	463	
Data Services Coordinator	414	
Transportation Planner II	322	
Transportation Planner I	757	
New Position	611	
Administrative	206	
Personnel Total	2,809	122,971
Direct Expenses		3,904
GIS Software Maintenance/Upgrades		1,400
Total		128,275

Funding Type	Amount ($)
FTA 5305d Carryover	1,109
FHWA PL-Carryover	61,075
FHWA PL-New	20,212
FTA 5305d-New	20,224
INRCOG-Match	25,655
Total	128,275

ELEMENT F: ADMINISTRATION

Objective

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

Previous Work

Budget, audit, and other financial documents required for the fiscal year ending June 30, 2022.

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 2023 Activities and Products

- Quarterly progress reports and invoices
- Budget, audit, and other financial documents required for the fiscal year ending June 30, 2023.

Personnel, Budget, and Funding

	Staff Hours	Cost ($)
Administration		96,421
Total		96,421

Funding Type	Amount ($)
FHWA-PL Carryover	35,821
FHWA-PL New	20,213
FTA 5305d New	19,994
FTA 5305d Carryover	1,109
INRCOG Match	19,284
Total*	96,421

*This budget reflects the estimated transportation program share of administrative expenses based on an estimated FY 2023 agency budget of $3,000,000.

SCHEDULE OF ACTIVITIES

Description	1st Quarter (July – Sept.)	2nd Quarter (Oct. – Dec.)	3rd Quarter (Jan. – Mar.)	4th Quarter (April – June)	MPO LRTP Goals Supported
(A) Transportation Planning Work Program					
FY 2023 TPWP maintenance and budget monitoring	X	X	X	X	
Planning funding reimbursement submittals	X	X	X	X	
Draft FY 2024 TPWP submitted by April 1, 2023			X		1, 2, 3, 4
Final FY 2024 TPWP submitted by June 1, 2023				X	
MPO Self Certification			X		
(B) Transportation Improvement Program					
FY 2022-2025 TIP maintenance	X				
FY 2023-2026 TIP final program adopted	X				1, 2, 3, 4
FY 2023-2026 TIP maintenance	X	X	X	X	
Draft FY 2024-2027 TIP submitted by June 15, 2023		X	X	X	
(C) Public Participation Process					
Public hearing for the FY 2024 TPWP				X	
Public hearing for the FY 2023-2026 TIP	X				
Public hearings for amendments to the FY 2023-2026 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 MPO planning activities	X	X	X	X	
Update the PPP	X	X			
(D) Long-Range Transportation Planning					
Maintain and update the 2045 LRTP (as needed)	X	X	X	X	
Various reports, traffic projections, and traffic analysis (as needed)	X	X	X	X	
Maintain and update the MPO Pedestrian Master Plan (as needed)	X	X	X	X	
Adopt 2019-2023 safety targets by February 2023			X		
2020 U.S. Census Urban Area Boundary review and adjustment		X	X		
Participation in statewide transportation related studies and committees (as needed)	X	X	X	X	
Participation in MTMG	X		X		
Enhanced safety planning for the MPO	X	X	X	X	
Crash-related charts and reports, as requested	X	X	X	X	
Safe Routes to School Program in public and parochial schools in the metro area	X	X	X	X	1, 2, 3, 4
Vision Zero Committee established			X	X	
Participation in transportation related studies and committees (as needed)	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	
MET Transit Study		X	X	X	
Planning assistance for MET Transit, as requested	X	X	X	X	
Maintain and update ITS Regional Architecture (as needed)	X	X	X	X	

Description	1st Quarter (July – Sept.)	2nd Quarter (Oct. – Dec.)	3rd Quarter (Jan. – Mar.)	4th Quarter (April – June)	MPO LRTP Goals Supported
(E) Short-Range Transportation Planning					
Waterloo 5-2-1-0 project closeout	X				
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	
Monitored, coordinated, and implemented performance measures	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	
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	
Updated MPO Bylaws (carried forward from FY 2022)		X			
Data collection and GIS data maintenance, including traffic count and crash data	X	X	X	X	
Electronic trail count program, data maintenance, and reports on recreational trail use	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	
Travel Demand Model outputs based on scenarios	X	X	X	X	
Pavement management, safety, and traffic count data for TIP project evaluation and prioritization			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 metro area	X	X	X	X	
ArcGIS licenses for two workstations			X		
TransCAD licenses for one workstation		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, 2023	X	X	X	X	

FY 2023 BUDGET & FUNDING SOURCES

FY 2023 Transportation Budget Summary

Work Element	PL Carryover ($)	PL New ($)	5305d Carryover ($)	5305d New ($)	Federal Total ($)	INRCOG Match ($)	Total ($)
(A) TPWP	--	600	--	600	1,200	300	1,500
(B) TIP	--	3,600	--	3,600	7,200	1,800	9,000
(C) Public Participation Process	--	1,200	--	1,200	2,400	600	3,000
(D) Long-Range Transportation Planning	70,685	20,212	1,109	19,994	112,000	28,000	140,000
(E) Short-Range Transportation Planning	61,075	20,212	1,109	20,224	102,620	25,655	128,275
(F) Administration	35,821	20,213	1,109	19,994	77,137	19,284	96,421
Total	**167,581**	**66,037**	**3,327**	**65,612**	**302,557**	**75,639**	**378,196**

FHWA Metropolitan Planning (PL) program funding is transferred to FTA 5305d program funding in a consolidated planning grant application

FY 2023 INRCOG Personnel Assignments Direct Planning Tasks

Work Element	Total Budget (100%) ($)	Direct Expense ($)	Salary and Fringe ($)
(A)	1,500	25	1,475
(B)	9,000	300	8,700
(C)	3,000	250	2,750
(D)	140,000	3,350	136,650
(E)	128,275	5,304	122,971
Total	**281,775**	**9,229**	**272,546**

FY 2023 Staff Time (in hours)

Work Element	Executive Director	Director of Transportation	Data Services Coordinator	Transportation Planner II	Transportation Planner I	New Position	Administrative Staff	Total
(A)	5	16	--	--	--	--	--	21
(B)	--	27	--	120	50	--	--	197
(C)	--	10	--	30	25	--	--	65
(D)	34	350	620	800	500	672	90	3,066
(E)	35	463	414	322	757	611	206	2,808
Total	**74**	**866**	**1,034**	**1,272**	**1,332**	**1,283**	**296**	**6,157**

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."

B. Cost Allocation Methodology

This proposal is for a Cost Allocation Plan (Plan) to cover the period beginning July 1, 2022 and ending June 30, 2023. This proposal is based on INRCOG's actual costs reconcilable to the audited financial statements for its fiscal year ending June 30, 2023. 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 costs 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

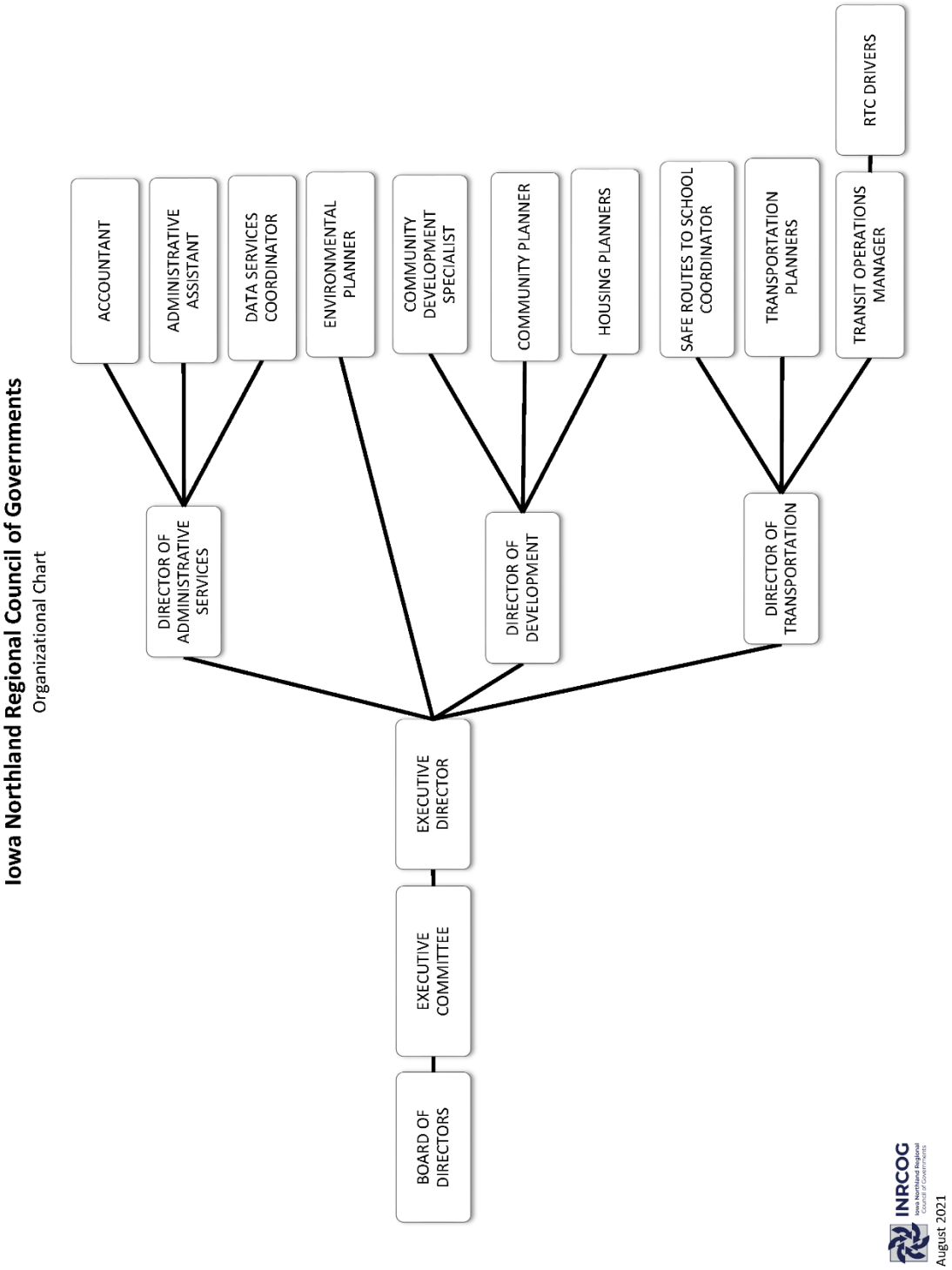
K. Cost Allocation Plan Certification

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 August 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 12, 2022 to establish a:
   - ☒ Cost Allocation Plan
   - ☐ Indirect Cost Rate

   for July 1, 2022 to June 30, 2023 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 relations costs, contributions and donations, entertainment costs, fines and penalties, lobbying costs, and defense of fraud proceedings; and

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

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

Signature

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

Kevin Blanshan
Printed Name

Executive Director
Title

Iowa Northland Regional Council of Governments
Name of Organization

May 12, 2022
Date Signed

APPENDIX A – RESOLUTION

RESOLUTION OF THE BLACK HAWK COUNTY METROPOLITAN AREA TRANSPORTATION POLICY BOARD

WHEREAS, the Black Hawk County Metropolitan Area Transportation Policy Board has been designated as the Metropolitan Planning Organization (MPO) for the Black Hawk County urbanized area; 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 (c); and

WHEREAS, the Policy Board has reviewed the Transportation Planning Work Program (TPWP) for Fiscal Year 2023; and

WHEREAS, the Iowa DOT requires that the MPO commit a twenty (20) percent local share to the TPWP budget for FY 2023.

NOW, THEREFORE BE IT RESOLVED that the Black Hawk County Metropolitan Area Transportation Policy Board hereby approves the FY 2023 Transportation Planning Work Program and execution of the INRCOG/Iowa DOT agreement, and commits the required twenty (20) percent local share to the TPWP budget for FY 2023.

Passed and adopted this 12th day of May, 2022.

Rob Green, Chair

ATTEST:

Kevin Blanshan, INRCOG Executive Director

APPENDIX B – MPO SELF-CERTIFICATION

MPO 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 (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 12, 2022
Date Signed

APPENDIX C – PERFORMANCE MANAGEMENT AGREEMENT

Performance Management Agreement between MPOs and the Iowa DOT

The Iowa DOT and the **Black Hawk County Metropolitan Area Transportation Policy Board** (**MPO**) agree to the following provisions. The communication outlined in these provisions between the MPO and Iowa DOT will generally be through the statewide planning coordinator in the Systems Planning Bureau.

1) **Transportation performance data**
   a. The Iowa DOT will provide MPOs with the statewide performance data used in developing statewide targets, and, when applicable, will also provide MPOs with subsets of the statewide data, based on their planning area boundaries.
   b. If MPOs choose to develop their own target for any measure, they will provide the Iowa DOT with any supplemental data they utilize in the target-setting process.
2) **Selection of performance targets**
   a. The Iowa DOT will develop draft statewide performance targets for FHWA measures in coordination with MPOs. Coordination may include in-person meetings, web meetings, conference calls, and/or email communication. MPOs shall be given an opportunity to provide comments on statewide targets and methodology before final statewide targets are adopted.
   b. If an MPO chooses to adopt their own target for any measure, they will develop draft MPO performance targets in coordination with the Iowa DOT. Coordination methods will be at the discretion of the MPO, but the Iowa DOT shall be provided an opportunity to provide comments on draft MPO performance targets and methodology prior to final approval.
3) **Reporting of performance targets**
   a. Iowa DOT performance targets will be reported to FHWA and FTA, as applicable. MPOs will be notified when Iowa DOT has reported final statewide targets.
   b. MPO performance targets will be reported to the Iowa DOT.
      i. For each target, the MPO will provide the following information no later than 180 days after the date the Iowa DOT or relevant provider of public transportation establishes performance targets, or the date specified by federal code.
         1. A determination of whether the MPO is 1) agreeing to plan and program projects so that they contribute toward the accomplishment of the Iowa DOT or relevant provider of public transportation performance target, or 2) setting a quantifiable target for that performance measure for the MPO's planning area.
         2. If a quantifiable target is set for the MPO planning area, the MPO will provide any supplemental data used in determining any such target.
         3. Documentation of the MPO's target or support of the statewide or relevant public transportation provider target will be provided in the form of a resolution or meeting minutes.
   c. The Iowa DOT will include information outlined in 23 CFR 450.216 (f) in any statewide transportation plan amended or adopted after May 27, 2018, and information outlined in 23 CFR 450.218 (q) in any statewide transportation improvement program amended or adopted after May 27, 2018.
   d. MPOs will include information outlined in 23 CFR 450.324 (f) (3-4) in any metropolitan transportation plan amended or adopted after May 27, 2018, and information outlined in 23 CFR 450.326 (d) in any transportation improvement program amended or adopted after May 27, 2018.
   e. Reporting of targets and performance by the Iowa DOT and MPOs shall conform to 23 CFR 490, 49 CFR 625, and 49 CFR 673.
4) **Reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO**
   a. The Iowa DOT will provide MPOs with the statewide performance data used in developing statewide targets, and, when applicable, will also provide MPOs with subsets of the statewide data, based on their planning area boundaries.
5) **The collection of data for the State asset management plans for the National Highway System** (**NHS**)
   a. The Iowa DOT will be responsible for collecting bridge and pavement condition for the State asset management plan for the NHS.

APPENDIX D – SRTS PROPOSED SCOPE OF WORK

Project Deliverables Project Number: TAP-R-000T(136)--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: 7-22-21	
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 STRENGTHN 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 atte nd 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 students across the state. 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 other consumable supplies listed within the budget will be purchased to support Safe Routes activities and events.
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. INRCOG will distribute 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 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 participating schools regarding how students get to and from school. This data will be used to further promote and build Safe Routes efforts.
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.

Initials _____ Date Approved _____

Project Deliverables
Project Number: TAP-R-000T(136)--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: 7-22-21

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)**:**
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 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 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 transportatio	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. 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. Potential conference list: Iowa Association for Health, Physical Education, Recreation and Dance (INRCOG); Iowa Trails Summit (UERPC, IBC); SRTS National Conference (INRCOG, UERPC 1 of 3 options, IBC 1 of 3 options); National Walking Summit (INRCOG 1 of 2 options, UERPC 1 of 3 options, IBC 1 of 3 options); Iowa Cancer Summit (UERPC); Iowa Bike Summit (INRCOG, UERPC, IBC); Iowa SRTS Conference (INRCOG, UERPC, IBC); Public Health Conference of Iowa (UERPC, IBC); Healthiest State Initiative Conference (IBC); Walk Bike Places (INRCOG 1 of 2 options, UERPC 1 of 3 options, IBC 1 of 3 options). A detailed desciption of each conference is attached.

Initials _____ Date Approved _____

DOCUMENT REVISION SUMMARY

Date of Revision	Revised Section	Summary of Changes