

Fiscal Year 2021



TRANSPORTATION PLANNING WORK PROGRAM

Chariton Valley Transportation Planning Affiliation—RPA 17
Serving the counties of: Appanoose, Clarke, Davis, Decatur, Lucas, Monroe and Wayne
City of Centerville, 10-15 Transit and Southern Iowa Trolley

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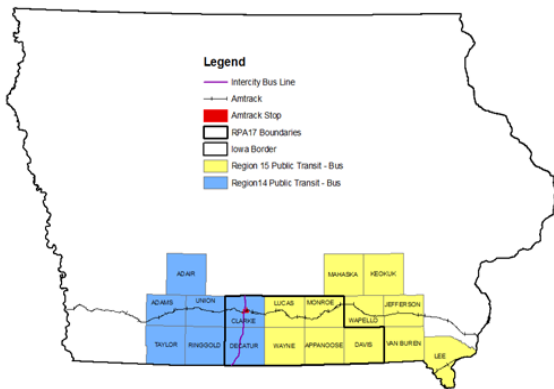
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INTRODUCTION: Transportation Planning Work Program Development



The information provided in the Chariton Valley Planning and Development Transportation Planning Work Program (TPWP) for State Fiscal Year (SFY) 2021 was developed through the cooperation of city and county governments in the counties of Appanoose, Davis, Decatur, Clarke, Lucas, Monroe, and Wayne Counties known as Regional Planning Affiliation (RPA) 17. Economic development organizations, transit providers, special interest groups, and the general public were also consulted through

a public participation process. Each year the planning agency compiles work elements that need to be completed for the fiscal year and presents to both TAC & Policy boards. Those elements include TIP completion of projects, TPWP for budgeting element, LRTP for plan update every 5 years or when needed for regional needs, PTP for transit plan updates every 5 years for full plan and every year for holding public meetings, PPP for any notices, meetings that would involve public comments and Admin for all administrative service needs from reimbursements, meeting planning, and meetings. All elements are discussed with both boards and approved for delivery of work elements.

The TPWP outlines projects supported and sponsored by the RPA 17. Projects included in the program include planning activities for fulfillment of the FAST Act & SWAP funding sources. Those projects are programmed and funded partially through RPA17 approval and federal funding sources. Specific projects will be completed throughout the fiscal year. Fiscal 2021 will start July 1, 2021 and will be completed June 30, 2021.

Funding History:

On December 4, 2015, President Obama signed into law the Fixing America's Surface Transportation Act, or "FAST Act." It is the first law enacted in over ten years that provides long-term funding certainty for surface transportation, meaning States and local governments can move forward with critical transportation projects, like new highways and transit lines, with the confidence that they will have a Federal partner over the long term.

Overall, the FAST Act largely maintains current program structures and funding shares between highways and transit. It is a down-payment for building a 21st century transportation system. The law also makes changes and reforms to many Federal transportation programs, including streamlining the approval processes for new transportation projects, providing new safety tools, and establishing new programs to advance critical freight projects.

The FAST Act authorizes \$305 billion over fiscal years 2016 to 2021, including \$225.2 billion for highways and \$48.7 billion for transit; providing a \$12.9 billion increase in contract authority over the House's Surface Transportation Reauthorization and Reform

Act (STRR Act) and a \$681 million increase over the Senate's Developing a Reliable and Innovative Vision for the Economy Act (DRIVE Act).

Regional Transportation Concerns

Just like many other regions in the state, CVTPA continues to be concerned with the limited or reduced capital funding and local resources that are allocated to the region and each county. The limited amount of funds are causing major concerns with bridge replacements, new construction, road maintenance and other transportation needs in the state.

Roadways form the backbone of the transportation network in the rural region of RPA 17/Chariton Valley Transportation Planning Affiliation, as well as the state and nation. The movement of goods and people require a road network to allow efficient transport from origin to destination. Even movement by other modes of transportation, such as air, rail, transit and trails, often require the use of roads to move between the airport, railhead, and trailhead and their original destination. Roads allow the transport of people and goods over long and short distances. Highways and Interstates that make up the National Highway System allow for high speed vehicle movement over long distances with few interruptions, which make up the primary road network. A system of major/minor arterials and collectors form the secondary road system and connect the primary roads to the local street system. The interconnection of these three networks allows for the seamless movement of goods and people from origin to destination in the region or beyond.

CVTPA has approximately 652 miles of county maintained hard surfaced roads. The major highways through the region are Interstate 35, U.S. Highways 69, 65, and 63, and Iowa Highways 34, 14, 5, 2 and 202. It is an asset to have state and/or federal highways that bisect all counties north to south and east to west. County roads throughout the RPA 17 region also follow this same grid pattern to provide good access to most regions in the area.

Along with hard surfaced roads there are also approximately 6,000 miles of Level A and Level B roads. These roads are predominately used to access fields and bring crops to market. Approximately 1,255 miles of roadway are highway, 3,967 miles are gravel and 1,942 miles are Farm-To-Market Roads. Increasingly larger and larger farm machinery is taking a toll on the condition of Level A and Level B roads throughout the area and will continue to be a mounting maintenance problem.

Regional RPA17 Population & Land Size

County/City	Population	Size
Appanoose	12,352	516 sq mi
Clarke	9,374	432 sq mi
Davis	8,966	505 sq mi
Decatur	7,950	533 sq mi
Lucas	8,534	434 sq mi
Monroe	7,845	434 sq mi
Wayne	6,476	527 sq mi
City of Centerville	5,446	4.89 sq mi

Source: US Census Survey - 2017

Regional Transportation Needs & Issues

The key findings for the RPA 17 transportation region have identified in the Long-Range Transportation Plan and will be updated during the plan update process. Those findings are as follows:

- Maintenance of the existing regional highway network is a critical need. As a complete network, preservation, reconstruction, and rehabilitation and safety improvements are a higher priority than capacity building and new facility construction.
- Obtaining adequate funding to maintain the existing roadways within the region is a great concern. A major surface concern is the lack of funding available in counties to allow for appropriate rock on secondary roadway systems.
- Obtaining funding to construct transportation facilities that enhance economic development or result in job creation or retention is desired.
- Highway Safety
- Bridges
 - CVTPA Long Range Technical Advisory Committee has identified the need for bridge replacement and repair as one of the primary concerns for this region. There are approximately 1,239 bridges in the RPA 17 region and of those 392 are identified by DOT as needing repair or structurally deficient. Approximately 32% of the bridges are in serious need of repair to allow continued travel in upcoming years.
- Railway
 - Rail lines see heavy use with considerable amounts of freight passing through the region. Rail access is important for large businesses and industry and should be preserved throughout the region and critical for economic stability or progress.

- Air
 - There are 5 categories for air. Commercial, Enhanced Service, General, Basic and Local. RPA 17 region has no commercial or enhanced services airports.
 - Chariton (Basic Service), Bloomfield (Basic Service), Osceola (General Service) and Centerville (General Service) as well as Lamoni (Local Service), and Albia (Local Service) Airports continue to pursue federal, state and local funds for planned improvements to their facilities. This will help them to continue to meet the needs of business and industry and to attract new aviation based services. Many smaller airports in the region struggle to fund the operations and improvements to their airports. The current LRTP update will identify these airports and general information for services.
 - However, there is a need to update the current zoning ordinances at each airport in the region. In 2018, Albia and Centerville Airports have updated the zoning ordinances.

- Public Transit
 - Public transit is primarily provided for within the regional by two transit providers – Southern Iowa Trolley (SIT) and 10-15 Transit. Obtaining new and replacement vehicles is a high priority for both transit agencies. The region’s transit providers must maximize the use of existing resources and coordinate services with human service agencies in order to provide the most public transit capability throughout the region.

- Trails
 - Funding assistance is essential for trails development and more funding is needed. Trails projects often lack the needed local match dollars due to sparse population and the high number of low-income residents in the region. Coordination among local jurisdictions, local trails committees, and the Iowa DOT in order to make further bicycle and pedestrian improvements is encouraged. A new regional trails plan will be developed and will be more comprehensive on what is located in the region.



Regional Goals

1. Support the economic vitality of the region, state and federal especially enabling global competitiveness, productivity, and efficiency;
2. Increase the safety & security of the transportation system for motorized and non-motorized users;
3. Increase accessibility and mobility of people and freight;
4. 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;
5. Enhance the integration and connectivity of the transportation system, across and between modes for people and freight;
6. Promote efficient system management and operations; and
7. Emphasize the preservation of existing transportation systems;
8. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts on surface transportation;
9. Enhance travel and tourism.

Regional Organizational Structure

Both Technical Advisory and Policy boards were involved in the development of the regional STBG funding planning, along with the programming of Transportation Alternative Program (TAP) that allows for enhancement type projects. Those may include trails, scenic byway and safe routes to school and environmental impacts. The application deadline for TAP funding to the regional RPA is set semi-annually for July 1 and December 1, with a review by local RPA and DOT. Final approval of the project will be programmed during the TIP development process for the next fiscal year.

Technical Advisory members contributed to projects elements of the draft TPWP which is reviewed with the Policy Board for approval. General information was distributed to the public via newsletters, press releases, and informational posts at www.charitonvalleyplanning.com. All meetings are open to the public.

EXECUTIVE POLICY BOARD MEMBERS

The Executive Policy Board is a group of elected officials appointed to CVTPA by member counties and cities within the region. This BOARD review and approves ALL documents that are prepared and necessary for the region. They determine all policy and make all decisions on behalf of the seven-county entity. The Executive Board meets on a quarterly basis throughout the year and when needed for documentation approval.

<i>Name</i>	<i>Title</i>	<i>County, City or Agency</i>
Neal Smith	Board of Supervisor	Appanoose County
Jan Spurgeon	City Councilperson	City of Centerville
Marvin McCann	Board of Supervisor	Clarke County
Ron Bride	Board of Supervisor	Davis County
Dan Christensen	Board of Supervisor	Decatur County
Dennis Smith, Chair	Board of Supervisor	Lucas County
Steve Fenton	City Councilperson	City of Chariton
Denny Amoss	Board of Supervisor	Monroe County
Richard Clark	Mayor	City of Albia
Tom Swearingin	Board of Supervisor	Wayne County
Larry Keller	Board of Supervisor	SIT – Clarke County



TECHNICAL ADVISORY COMMITTEE MEMBERS

The Technical Advisory Committee is composed of county engineers, economic development professionals, and transit directors from the seven-county region. The committee provides data and technical assistance to CVPD for the preparation of the Transportation Work Program (TPWP), the Passenger Transportation Plan (PTP), Long Range Transportation Plan (LRTP) and the fiscal Transportation Improvement Plan (TIP). The TAC committee will review and submit their recommendation to the Executive Policy Board for final approval and submission to IDOT. The Technical Advisory Committee meet on a monthly basis throughout the year. All members of TAC have a voting capacity.

<i>Name</i>	<i>Title</i>	<i>County, City or Agency</i>
Brad Skinner	County Engineer	Appanoose County
Bill Buss	Economic Development	Appanoose Co. Econ. Dev.
Dillon Davenport	Asst. County Engineer	Decatur County
David Dotts	Economic Development	Wayne County Econ. Dev.
Ryan Schock	County Engineer	Davis County
Christian Boehmer	County Engineer	Clarke County
Todde Folkerts, Chair	County Engineer	Lucas County
Jeremiah Selby	County Engineer	Monroe County
Dan Tometich	Economic Development	Monroe Co. Econ. Dev.
Randy Zerr	County Engineer	Wayne County
Jay Allison	Transit Director	10-15 Transit
Leesa Lester	Transit Director	Southern Iowa Trolley

RPA -17 PLANNING STAFF

The planning staff is provided by Chariton Valley Planning & Development Council as the planning administrators to the CVTPA region. They provide the professional staff to prepare all required documents for both TAC & Policy Boards to review and approve as well as submit to IDOT for final acceptance. Planning staff have no voting capacity.

<i>Name</i>	<i>Title</i>	<i>Agency</i>
Nichole L. Moore	Executive Director	Chariton Valley Planning & Development Council
Julie Pribyl	Program Support Specialist	Chariton Valley Planning & Development Council

IDOT District Planner provides regional support and guidance to CVPD and both TAC & Policy Boards on the requirements and programs that are requested. They may also provide information to the regional from the state and federal levels. DP has no voting capacity.

<i>Name</i>	<i>Title</i>	<i>Agency</i>
Hector Torres-Cacho	District 5 Planner	Iowa Department of Transportation

Planning Work Elements for FY 2021

Transportation Planning Work Programming (TPWP)

A. Task Objective

Activities included in the TPWP represent the commitment to develop, to monitor, to maintain, and to complete the work elements contained in the work program for the upcoming fiscal year. Annually prepare a program to identify and direct the RPA's transportation planning activities. Prepare the budget and cost allocation for approval.

B. Previous Accomplishments

Development and implementation of task goals and objectives for integration into local, area, and state, and nation-wide activities.

- Completed FY2020 TPWP work activities and reimbursement requests that were provided.
- Provided a budget for planning elements.
- Preparation of the FY21 TPWP and Cost Allocation

C. Project Description

Development and implementation of task goals and objectives for integration into local, area, and state and nation-wide activities.

- Develop & Initiate FY2021 transportation planning activities
- Project justification and time scheduling
- Meeting preparation & participation
- Draft Documents to be reviewed by committees and public
- Development of task budgets and benchmarks
- Secure Department of Transportation concurrence
- Launch public participation

Participate in regional, state and national forums related to transportation including Federal Transit workshops.

D. Tentative Schedule

May 2020- Draft TPWP submitted to TAC & Policy Committees for review
 April 1, 2020 – Draft TPWP due to IDOT
 June 1, 2020 – Final TPWP due to IDOT

TPWP Budget Summary

Personnel	Staff Hours	Cost
Total CVPD	100	\$ 6,431

TPWP Funding Summary

Source	Funding Amount
Federal	\$ 5,145
Local Match	\$ 1,286

Transportation Improvement Program (TIP)

A. Task Objective
Preparation of a comprehensive program of information that contains supported regional projects that intend to use federal-aid programs such as Surface Transportation Block Grant (STBG), Transportation Alternatives (TAP), and transit for a four-year, federal fiscal schedule. Also included in the TIP are National Highway System (NHS), bridge, and multi-modal projects targeting federal transportation dollars as well as SWAP requirements.
B. Previous Accomplishments
<p>Identified and prioritized inter-modal transportation projects in the four-year program.</p> <ul style="list-style-type: none"> • CVPD collected and conveyed highway, bridge, transit, and transportation alternative projects with county engineers and regional committee. • FY21-24 TIP was developed • Implemented TIP amendment/modification requests during fiscal year. • Started Small Community application process and STBG regional project identification process
C. Project Description
<p>Identify and prioritize inter-modal transportation projects in the four-year program.</p> <ul style="list-style-type: none"> • CVPD will collect information and convey any changes to highway, bridge, transit, and transportation alternative projects with TAC & Policy Boards. Review any new SWAP updates. • TPMS Management training with IDOT. • Public review of Draft/Final document • Obtain comments and approval for advancement of prioritized projects in TIP. • Complete TIP amendments for unforeseen project changes on eligible projects. • Collect project information forms and facilitate TAC & Policy discussions to determine which projects will be able to receive funding. Inclusion of projects in TPMS with Engineers & Transit Directors for highway construction, bridge, transit, and TAP projects into FY'22-'25 TIP for review. • Review plan with CVTPA Technical Committee and Policy Board and obtain Department of Transportation (DOT), Federal Transit (FTA) and Federal Highway Administration (FHWA) concurrence. • Provide funding targets for the region for STBG, TAP Flex and TAP.
D. Tentative Schedule
<p>April 2020 – Provide draft TIP/TPMS information on projects to TAC Committee for review for final programming April/May, 2020 – TAC/Policy review draft TIP considered adoption of final July 2020- FINAL TIP approval and submission to IDOT</p>

TIP Budget Summary

Personnel	Staff Hours	Cost
Total CVPD	100	\$ 6,431

TIP Funding Summary

Source	Funding Amount
Federal	\$ 5,145
Local Match	\$ 1,286

Public Participation Plan (PPP)

A. Task Objective
Outline of RPA 17's commitment to implement a viable, active, and productive public involvement process for transportation planning input and product development activities.
B. Previous Accomplishments
<p>CVPD facilitated methods of getting the public involved in the planning processes. Continue to assess the public needs for region.</p> <ul style="list-style-type: none"> • Provided Public Hearings for TIP Amendments, notifications for meetings, publication notices. • Continue to review PPP document – for the requirements needed with the planning updates.
C. Project Description
<p>Methods for getting the public more involved in planning processes</p> <ul style="list-style-type: none"> • Continue with outreach emphasis to minorities, elderly, and under-represented population in region. • Identification of target populations, groups and work with health and human service agencies • CVPD will have notification of transportation priorities and open forums with minutes available at the local public office for general circulation. • Attend general public meetings • Environmental Justice, Disseminate & Solicit Public input • CVPD will provide news releases, newsletter publication with CVPD, mail communications, submit public hearing notices for publication, website maintenance. • CVPD will continue to gather and update electronic information distribution and databases. • CVPD will continue to have communication and coordinate recommendations & comments to the CVTPA boards. • Title VI – post the updated information posters • Release of information related to public use of funds – via newspaper publication and postings. • Need to update PPP for any minor changes in the plan, board members, etc. • Provide trolley support for Centerville area.
D. Tentative Schedule
<p>July 2020 to June 2021– Continue to review current PPP process with TAC & Policy Committees and implement the required publications and notices for meetings.</p> <p>Continued outreach for public involvement – meetings, notices, publications when needed.</p>

PPP Budget Summary

Personnel	Staff Hours	Cost
Total CVPD	865	\$ 55,628

PPP Funding Summary

Source	Funding Amount
Federal	\$ 44,502
Local Match	\$ 11,126

Long Range Transportation Plan (LRTP)

A. Task Objective

The transportation planning process is intended to be comprehensive, collaborative, and continuing guidance for the document for project selection. The RPA has determined that a multi-modal plan and specific modal plans will be providing a comprehensive transportation plan for the region. It is a 20-year plan for future needs, projects and funding options. Update occurs every 5-years for revisions.

B. Previous Accomplishments

Reviewed and revised components of the twenty-year intermodal transportation plan.

- Collected data and information plan update.
- Continue to gather data for local trails as new projects are added include in regional trails plan.
- Refinement of TAP projects.
- TAC & Policy Boards may review the approved LRTP 2017-2040 for potential new projects and needs.
- Provide information in Comprehensive Plans, and other documents when needed.

C. Project Description

The plan elements will include, but may not be limited to:

- Work with Trails committees on continued updates for the Trails Plan.
- Review Prioritization, Feasibility, locations, concepts and basic costs
- Work with all regional airports in the RPA17 region on zoning updates & funding options.
- Research opportunities for funding of transportation facilities in the region.
- Hold public meetings identifying transportation needs and what the plan is used for in the region.
- Continued outreach in region on transportation elements.

D. Tentative Schedule

July 2010 to June 2021– Public updates and information when needed and continue to review needs, surveys, and any changes of plan with TAC & Policy Boards.

LRTP Budget Summary

Personnel	Staff Hours	Cost
Total CVPD	350	\$ 22,501

LRTP Funding Summary

Source	Funding Amount
Federal	\$ 18,001
Local Match	\$ 4,500

Project Administration/Management

A. Task Objective

A tactical process for affiliation support and outreach. Compile meeting packets and support documents for RPA regional meetings, outreach with DOT, submission of documentation of planning projects. Disseminate information that is needed for the region.

B. Previous Accomplishments

- Interpreted Congressional and state requirements
- Assisted in development of priorities
- Provided TAC & Policy meetings notices, documents and information.
- Filed all PTP updates, LRTP drafts documents, current FY TIP, TIP amendments, TPWP with IDOT.
- Identified rules and procedures for committee structures
- Served as clearinghouse for transportation planning resources
- Completed Fiscal Audit for FY19 with CVPD.
- Related Administrative Activities

C. Project Description

- Interpret Congressional and state requirements under FAST ACT & the new SWAP and budget constraints.
- Assist in development of priorities for new funding in region.
- Technical Assistance to cities/counties/agencies for transportation related projects, issues, and concerns.
- Provide transportation resource to the region for any activity related to the transportation planning areas. Programming, planning, publications, cooperating with IDOT on elements that may not fall in a specific category.
- Work with regional district office for local IDOT funded projects.
- Identify rules and procedures for committee structures
- Reporting practices as determined by Iowa DOT
- Serve as clearinghouse for transportation planning resources
- Maintain balance and planning STBG & TAP funding with program elements.
- Related Administrative Activities – collection of data for plans, filing, retention of financial records for financial auditing purposes. Attendance to Quarterly DOT meetings

D. Tentative Schedule

- Monitor FY 2021 TPWP progress and gather information for FY22
- Maintain the Chapter 28E Agreement in region.
- Contract preparation and monitoring
- Conduct a Financial Audit for CVPD.

Admin Budget Summary

Personnel	Staff Hours	Cost
Total CVPD	700	\$ 45,017

Admin Funding Summary

Source	Funding Amount
Federal	\$ 36,014
Local Match	\$ 9,003

Passenger Transit Plan (PTP)

A. Task Objective

Preparation and data collection of the passenger transit plan (PTP) for annual minutes with support of transit planning process and future needs & objectives. Improve transportation services, create a greater efficiency for transit services. Minutes will be sent to DOT along with complete plan.

B. Previous Accomplishments

- The approved complete plan update was completed in 2016 with follow-up meetings completed in future years. Next full update will be in FY21.
- Held public county meetings to review the transit needs & identify providers.
- Working on securing dedicated hours in other counties in region for 10-15 transit.
- Great public outreach for transit needs as well as unified an approach for those within the 10-15 counties to call the dispatch office with 10-15 for ALL scheduling and needs.
- Discussion with Transit Directors on information from county meetings that updates the transit needs.
- Provided outreach on what transit services are available in each county.
- Developed a monthly transit route with 10-15 and Veterans offices for appointments
- Worked with service providers and transit to establish times, routes, fees, etc for public flyers.

C. Project Description

- Data collection and direct outreach to public health and human service agencies to keep list updated.
- Host and/or attend public meetings to collect passenger transit related needs for plan update.
- Analysis of goals and objectives related to ridership.
- Hold public meetings with agencies, individuals and districts for transit needs and concerns.
- Outreach with 10-15 Transit & SIT to provide assistance on needs in region of service.
- Work on voucher system in other counties.
- Work with Centerville Trolley on routes and needs.
- Work on completing PTP update and needs

D. Tentative Schedule

July 2020- December 2020 – Hold 2 meetings to review transit needs/concerns for update information with transit advisory group.

February 1 – Draft PTP due to DOT for review

April 2021 – CVTPA review final PTP and approve

May 1 – Final approved PTP from region due to DOT for final approval.

PTP Budget Summary

Personnel	Staff Hours	Cost
Total CVPD	225	\$ 14,470

PTP Funding Summary

Source	Funding Amount
Federal	\$ 11,575
Local Match	\$ 2,895

Supplies

A. Task Objective
Program supplies, software and computers needed for planning requirements.
B. Previous Accomplishments
<ul style="list-style-type: none"> None
C. Project Description
<ul style="list-style-type: none"> Office supplies, computer software and computers needed for planning requirements of the RPA needs.
D. Tentative Schedule
July 2020- June 2021 – Purchase office supplies, computer software and computers as needed for completion of work elements.

Supplies Budget Summary

Personnel	Staff Hours	Cost
Total CVPD		\$ 5,000

Supplies Funding Summary

Source	Funding Amount
Federal	\$ 4,000
Local Match	\$ 1,000

Work Element Percentage Estimates & Planning Schedule

Programs and activities of the Chariton Valley Planning and Development are sponsored in part by the U.S. Department of Transportation, Federal Highway Administration and Federal Transit Administration. Project partners include the Iowa Economic Development Authority, Iowa Department of Cultural Affairs, regional tourism and economic development agencies and local governments from Appanoose, Clarke Davis, Decatur, Lucas, Monroe, Wayne and contiguous Iowa counties.

Elements	Percentage of Program	Staff Hours
Transportation Planning Work Program (TPWP)	4%	100
Public Participation Plan (PPP)	37%	865
Transportation Improvement Programming (TIP)	4%	100
Long Range Transportation Plan (LRTP)	15%	350
Program Administration	30%	700
Passenger Transit Plan (PTP)	10%	225
Total	100%	2340

No contractor hours will be required for planning elements at this time.

Transportation Planning Activities Schedule

Planning Elements

The following planning elements will be completed during FY2021.

- Executed contracts with IDOT and CVPD for funding activities.
- Complete TPWP for FY2021 with Cost Allocation.
- Program funding targets for the preparation of the FY 2022 -2025 TIP
- Review PPP for any needed changes and have board approval.
- Complete any TIP amendments/modifications that are requested by counties.
- Technical Assistance regarding the planning elements on projects and programs.
- Public outreach and participation on LRTP elements, PTP meeting updates – (2 public meetings) and TIP & TAP projects.
- Data collection for LRTP, PTP update and TIP & TAP projects.
- Complete a full update of the PTP.

TPWP Revisions

Overview

2 CFR 200 describes the uniform administrative rules for Federal grants and cooperative agreements and sub awards to State, local and Indian tribal governments. These requirements apply to metropolitan planning (PL) and State Planning and Research (SPR) grants. FTA has similar requirements documented in FTA Circular 5010.1C, which apply to FTA metropolitan planning grants. Iowa uses a Consolidated Planning Grant where FHWA and FTA planning funds are combined into a single fund managed through FTA's TrAMS system. The uses of these funds are documented in the work programs of the Iowa DOT, MPOs, and RPAs.

Waiver of approvals

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

Types of TPWP revisions that require Federal approval include, but are not limited to, the following:

- Request for additional Federal funding.
- Transfers of funds between categories, projects, functions, or activities which exceed 10% of the total work program budget when the Federal share of the budget exceeds \$150,000.
- Revision of the scope or objectives of activities.
- Transferring substantive programmatic work to a third party (consultant).
- Capital expenditures, including the purchasing of equipment.
- Transfer of funds allotted for training allowances.

Types of revisions that require Iowa DOT approval include:

- Transfers of funds between categories, projects, functions, or activities which do not exceed 10% of the total work program budget, or when the Federal share of the budget is less than \$150,000.

Types of revisions that require MPO/RPA approval include:

- Revisions related to work that does not involve federal funding.

Revision and Approval Procedures

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

Budget Summary of Work Elements FY2021

Work Element	Costs	FTA 5311 New	FHWA (SPR) New	Regional STBG c/o	Regional STBG New	Local
TPWP	\$ 6,431	\$ 4,365	\$ 780	\$ 0	\$ 0	\$ 1,286
TIP	\$ 6,431	\$ 4,365	\$ 780	\$ 0	\$ 0	\$ 1,286
PPP	\$ 55,628	\$ 4,367	\$ 13,378	\$ 13,378	\$ 13,379	\$ 11,126
L RTP	\$ 22,501	\$ 4,365	\$ 4,545	\$ 4,546	\$ 4,545	\$ 4,500
Admin	\$ 45,017	\$ 4,365	\$ 6,709	\$ 12,470	\$ 12,470	\$ 9,003
PTP	\$ 14,470	\$ 4,365	\$ 0	\$ 5,261	\$ 1,949	\$ 2,895
Supplies	\$ 5,000	\$ 0	\$ 0	\$ 4,000	\$ 0	\$ 1,000
Total	\$ 155,478	\$ 26,192	\$ 26,192	\$ 39,655	\$ 32,343	\$ 31,096

Cost Allocation

CVPD provides the cost allocation information based off previous expenses provided to the agency. Staff directs hours and expenses to each designated program element during the fiscal year based on actual costs. Those expenses are provided on a quarterly basis for reimbursement from IDOT for the federal portion of the funding contract using STBG, 5311 FTA, or SPR FHWA funding. Regional local match is invoiced to each entity at the beginning of the fiscal year. CVPD reflects the State of Iowa fiscal year as being July 1 to June 30.

Chariton Valley Transportation Planning Affiliation
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**RESOLUTION ADOPTING THE FY 2021 CVTPA TRANSPORTATION PLANNING
WORK PROGRAM (TPWP) – RPA 17**

WHEREAS, governmental bodies in the seven-county region have established the Chariton Valley Transportation Planning Affiliation (CVTPA-RPA17); and

WHEREAS, the Chariton Valley Transportation Planning Affiliation was organized by the seven-county (7) region to fulfill the requirements of the FAST ACT and subsequent legislation by granting greater public participation in the planning and programming of transportation projects; and

WHEREAS, the Chariton Valley Transportation Planning Affiliation has developed a Transportation Planning Work Program for FY 2021; and

WHEREAS, the Federal Highway Administration makes funds available for the purpose of carrying out the transportation planning process and the Federal Transit Administration provides a portion of funds for transit planning;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CHARITON VALLEY TRANSPORTATION PLANNING AFFILIATION.

1. To adopt the FY 2021 Transportation Planning Work Program.
2. To authorize CVPD to file all necessary work program documents required by U.S. DOT & Iowa DOT and to sign all necessary work program documents and grant agreements.

It was moved by Beerr and seconded by Selby the Resolution be adopted by the Technical Advisory Committee. The motion Passed/Failed.
Considered on this 28th day of May, 2020 in Appanoose County, Iowa.

Todd W. Felt
Technical Advisory Chairperson – CVTPA

It was moved by McCann and seconded by Dotts the Resolution be adopted by the Policy Board. The motion Passed/Failed.
Considered on this 28th day of May, 2020 in Appanoose County, Iowa.

Reynolds Smith
Policy Board Chairperson -CVTPA

Acknowledgment: Michael O'Boe

**Chariton Valley Transportation Planning Affiliation – RPA 17
FY 2021 Transportation Planning Work Program**

Submitted to:
Iowa Department of Transportation
800 Lincoln Way
Ames, Iowa 50010

By:
Chariton Valley Planning & Development Council
Nichole L. Moore, Executive Director
308 North 12th Street
Centerville, Iowa 52544
641-437-4359
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The RPA-17 FY2021 TPWP was prepared on behalf of the member counties, cities and transit agencies with assistance on the Technical Advisory Committee and Policy Board as well as, The Federal Highway Administration, Federal Transit Administration, and the Iowa Department of Transportation.