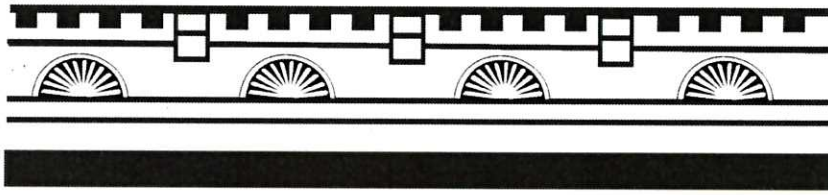


Fiscal Year 2017



Chariton Valley
PLANNING & DEVELOPMENT

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

The preparation of this report was financed in part through federal funds provided by the U.S. Department of Transportation, Federal Transit Administration and Federal Highway Administration. The findings, opinions, and conclusions expressed in this report are not necessarily those of these agencies. In accordance with Federal Law and Policy, Chariton Valley Planning & Development Council is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, and familial status.

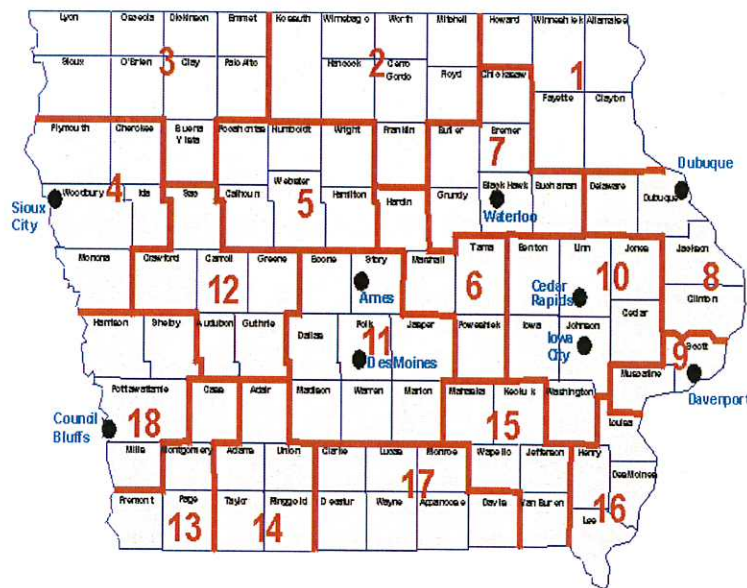
Final June 1, 2016

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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) 2017 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.

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 funding source. Those projects are programmed and funded partially through RPA17 approval and federal funding sources. Specific projects will be completed throughout the fiscal year. Fiscal 2017 will start July 1 and will be completed June 30, 2017.

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 2020, 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 resources that are allocated to the region. 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 requires 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 520 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 14, 5, and 2. 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, 3,948 miles are gravel and 1,915 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 Transportation Needs & Issues

The key findings for the RPA 17 transportation region have identified in the Long Range Transportation Plan and will 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 a total of 1,229 bridges in the RPA 17 region and of them 774 are identified by DOT as needing repair or structurally deficient. Approximately 63% 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.

- 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 and Objectives

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

Regional Organizational Structure

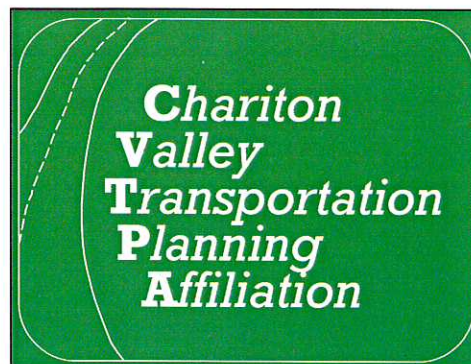
Both Technical Advisory and Policy boards were involved in the development of the regional STP funding planning, along with the programming of Transportation Alternative Program (TAP) that allows for enhancement type projects such as, trails, scenic byway and safe routes to school and environmental impacts. The application deadline for TAP funding is set annually on November 15 and May 15 with review and approval with programming completed in 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	Mayor	City of Centerville
Marvin McCann	Board of Supervisor	Clarke County
Ron Bride	Board of Supervisor	Davis County
JR Cornett	Board of Supervisor	Decatur County
Dennis Smith, Chair	Board of Supervisor	Lucas County
Vern Vogel	City Councilperson	City of Chariton
Dennis Amoss	Board of Supervisor	Monroe County
Tom Murphy	Mayor	City of Albia
John Sellers	Board of Supervisor	Wayne 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>
Matt Haden	County Engineer	Appanoose County
Bill Buss	Economic Development	Appanoose Co. Econ. Dev.
Dan Doerfler	County Engineer	Decatur County
David Dotts	Economic Development	Wayne County Econ. Dev.
David Grove	County Engineer	Davis County
Ted Henderson	Public Works Director	City of Bloomfield
Tom Andersen	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.
Trevor Wolf, Vice-Chair	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	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>
Jason Huddle	District 5 Planner	Iowa Department of Transportation

Planning Work Elements for FY 2017

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.

B. Previous Accomplishments

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

- Completed FY2016 TPWP work activities and reimbursement requests that were provided.
- Provided a budget for planning elements.
- Preparation of the FY17 TPWP.

C. Project Description

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

- Develop & Initiate FY2017 transportation planning activities
- Project justification and time scheduling
- 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

February, 2017 – Draft FY2018 TPWP prepared
 April, 2017- Draft TPWP submitted to TAC & Policy Committees for review
 April 1, 2017 – Draft TPWP due to IDOT
 June 1, 2017 – Final TPWP due to IDOT

TPWP Budget Summary

Personnel	Staff Hours	Cost
Staff	265	
Total CVPD	265	\$ 10,865

TPWP Funding Summary

Source	Funding Amount
Federal	\$ 8,692
Local Match	\$ 2,173

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 Program (STP), 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.

B. Previous Accomplishments

Identified and prioritized inter-modal transportation projects in the four-year program.

- CVPD collected and conveyed highway, bridge, transit, and transportation alternative projects with county engineers and regional committees.
- FY17-20 TIP was developed
- Implemented TIP amendment/modification requests during fiscal year.
- TIP Amendments/Modifications per requests – maintain fiscally constraint funding

C. Project Description

Identify and prioritize inter-modal transportation projects in the four-year program.

- CVPD will collect and convey highway, bridge, transit, and transportation alternative projects with county engineers to Policy Board. Review new FAST ACT funding requirements.
- Obtain comments and approval for advancement of prioritized projects.
- Engineers & Transit Directors will enter highway, bridge, transit, and TAP projects into FY'18-'21 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 STP.

D. Tentative Schedule

January, 2017 – Provide TAC/Policy with information from previous TIP
 March, 2017 – Provide draft TIP on project information to TAC Committee for review
 April/May, 2017 – TAC/Policy review draft TIP considered adoption of final
 July 2017- FINAL TIP due to IDOT

TIP Budget Summary

Personnel	Staff Hours	Cost
Staff	585	
Total CVPD	585	\$ 23,986

TIP Funding Summary

Source	Funding Amount
Federal	\$ 19,189
Local Match	\$ 4,797

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

CVPD facilitated methods of getting the public involved in the planning processes. Continue to assess the public needs for region.

- Provided Public Hearings for TIP Amendments, notifications for meetings, publication notices.
- Updated the PIP to a PPP document – for the requirements needed with the LRTP update.

C. Project Description

Methods for getting the public more involved in planning processes

- 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 published in newspaper or posts at public office space for general circulation.
- 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.
- Release of information related to public use of funds

D. Tentative Schedule

July 2016 to June 2017– Continue to review current PPP process with TAC & Policy Committees and implement the required publications and notices for meetings.

Continued outreach for public involvement – meetings, notices, publications when needed.

PPP Budget Summary

Personnel	Staff Hours	Cost
Staff	765	
Total CVPD	765	\$ 31,365

PPP Funding Summary

Source	Funding Amount
Federal	\$ 25,092
Local Match	\$ 6,273

Long Range Transportation Plan (LRTP)

A. Task Objective

The transportation planning process is intended to be comprehensive, collaborative, and continuing. The RPA has determined that a multi-modal plan and specific modal plans will be providing a comprehensive transportation plan for the region.

B. Previous Accomplishments

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

- Determined transportation issues of local governments
- Projected future transportation demands and encouraged county/city/agency transportation study processes for inclusion in the regional plan
- Collected data on facilities and equipment
- Evaluated individual county economic objectives

C. Project Description

Current approved plan dated 2012-2032. Start new plan development - Due on May 15, 2017.

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

- An evaluation of the existing plan and look for any challenges that area may have dealt with and progress on those. Establish a timeline to set goals and objectives. Review of current transportation services for the region, an analysis of existing and future activity in the region.
- Coordinate data collection with DNR, IEDA, Corps of Engineers, and local agencies.
- a projection of future demand for transportation services in the region and its impact on current and planned transportation facilities;
- Research opportunities for funding of transportation facilities in the region.
- Gather information for the inclusion of Scenic Byway, local and regional trails, development of comprehensive trails plan, Safe Routes to School, Regional TAP projects into plan update.
- Work on development of county regional trails information that will be incorporated into the updated LRTP.
- Hold public meetings identifying the need to update plan and what the plan is used for in the region.

D. Tentative Schedule

July 2016 to May 2017 - continue to update data from region regarding LRTP needs. Public updates and information when needed and continue to review needs, surveys, and development of plan with TAC & Policy Boards.

April 2017 - Review draft plan with TAC & Policy for submission to IDOT.

May 15, 2017 - Final plan submitted to IDOT.

LRTP Budget Summary

Personnel	Staff Hours	Cost
Staff	770	
Total CVPD	770	\$ 31,570

LRTP Funding Summary

Source	Funding Amount
Federal	\$ 25,256
Local Match	\$ 6,314

Project Administration/Management

A. Task Objective

A tactical process for affiliation support and outreach.

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

Related Administrative Activities

C. Project Description

- Interpret Congressional and state requirements under new FAST ACT & Fuel Tax funding.
- Interpret the New FAST ACT funding requirements and budget constraints.
- Assist in development of priorities for new funding in region.
- Identify rules and procedures for committee structures
- Reporting practices as determined by Iowa DOT
- Serve as clearinghouse for transportation planning resources
- Maintain balance for STP and TAP funding in region.
- Maintain balance and planning funding with program elements.
- Related Administrative Activities – collection of data for plans, filing, retention of financial records for financial auditing purposes.
- Develop Title VI compliance element per FTA requirements.

D. Tentative Schedule

- Monitor FY 2017 TPWP progress and gather information for FY18.
- Maintain the Chapter 28E Agreement in region.
- Contract preparation and monitoring
- Conduct a Financial Audit for CVPD during 2016.

Admin Budget Summary

Personnel	Staff Hours	Cost
Staff	652	
Total CVPD	652	\$ 26,732

Admin Funding Summary

Source	Funding Amount
Federal	\$ 21,386
Local Match	\$ 5,346

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. Minutes will be sent to DOT along with complete plan.

B. Previous Accomplishments

- Approved PTP update in 2015 and gathering information for complete plan update in 2016.
- Held TAG meetings to review the transit needs & identify providers.
- Discussion with Transit Directors to hold county meetings next fiscal year to clarify transit needs.

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 relational 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.
- Prepare and hold county meetings with 10-15 Transit to explain, review and explain transit options and use in each county.

D. Tentative Schedule

July 2016- June 2017 – Hold at least 2 meetings to review transit needs/concerns for update information with transit advisory group.

June 2017 - July 2017 –submit updated meeting minutes for PTP plan update with required resolution of approval.

PTP Budget Summary

Personnel	Staff Hours	Cost
Staff	235	
Total CVPD	235	\$ 9,635

PTP Funding Summary

Source	Funding Amount
Federal	\$ 4,832
Local Match	\$ 4,803

Supplies

A. Task Objective

Program supplies, software and computers needed for planning requirements.

B. Previous Accomplishments

- None

C. Project Description

- Office supplies, computer software and computers needed for planning requirements of the RPA needs.

D. Tentative Schedule

July 2016- June 2017 – Purchase office supplies, computer software and computers as needed for completion of work elements.

Supplies Budget Summary

Personnel	Staff Hours	Cost
Staff		
Total CVPD		\$ 5,000

Supplies Funding Summary

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

Work Element Percentage Estimates & Budget for FY 2017

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)	7%	265
Public Participation Plan (PPP)	24%	765
Transportation Improvement Programming (TIP)	18%	585
Long Range Transportation Plan (LRTP)	24%	770
Program Administration	20%	652
Passenger Transit Plan (PTP)	7%	235
Total	100%	3272

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 FY2017

- Executed contracts with IDOT and CVPD for funding activities.
- Complete TPWP for FY2018
- Program funding targets for the preparation of the FY 2018-2021TIP
- Review PPP for any needed changes and have board approval.
- Complete the LRTP plan update and submit to DOT by May 15, 2017.
- 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, PTP update and TIP projects.
- Data collection for LRTP, PTP update and TIP projects.

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 TEAM 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.

Revision and Approval Procedures

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

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

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

Budget Summary of Work Elements FY2017

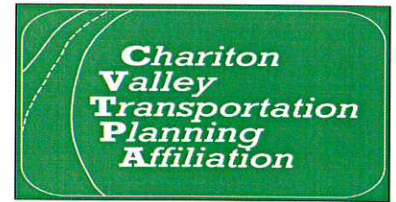
Work Element	Costs	FTA 5311 New	FTA 5311 c/o	FHWA SPR New	FHWA SPR c/o	Regional STP c/o	Local
TPWP	\$ 10,865	\$ 2173	\$ 0	\$ 2173	\$ 2173	\$ 2173	\$ 2173
TIP	\$ 23,986	\$ 4827	\$ 0	\$ 4827	\$ 3395	\$ 6140	\$ 4797
PPP	\$ 31,365	\$ 6303	\$ 0	\$ 6303	\$ 4872	\$ 7614	\$ 6273
LRTP	\$ 31,570	\$ 6345	\$ 0	\$ 6344	\$ 4913	\$ 7654	\$ 6314
Admin	\$ 26,732	\$ 5375	\$ 9	\$ 5375	\$ 3948	\$ 6679	\$ 5346
PTP	\$ 9,635	\$ 596	\$ 0	\$ 597	\$ 2038	\$ 1601	\$ 4803
Supplies	\$ 5,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 4,000	\$ 1,000
Total	\$ 139,153	\$ 25,619	\$ 9	\$ 25,619	\$ 21,339	\$ 35,861	\$ 30,706

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 STP, 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 2017 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-RPA 17); 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 2017; 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 2017 Transportation Planning Work Program.
2. To authorize CVPD to file all necessary work program documents required by U.S. DOT and Iowa DOT and to sign all necessary work program documents and grant agreements.

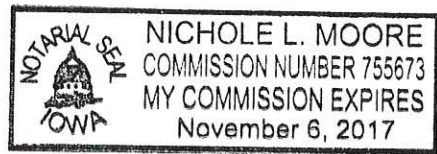
It was moved by Andersen and seconded by Woy the Resolution be adopted by the Technical Advisory Committee. The motion Passed/Failed.
Considered on this 19th day of May, 2016 in Appanoose County, Iowa.

Todd W. Folber
Technical Advisory Chairperson – CVTPA

It was moved by Amoss and seconded by N. Smith the Resolution be adopted by the Policy Board. The motion Passed/Failed.
Considered on this 19th day of May, 2016 in Appanoose County, Iowa.

Dennis Smith
Policy Board -CVTPA

Acknowledgment: Nichole Moore



Cost Allocation Plan

Chariton Valley Planning & Development Council (EIN: 45-0563445)

308 North 12th Street

Centerville, Iowa 52544

Tel. (641) 437-4359, Fax (641) 437-1161

Contact Person(s): Nichole Moore, Executive Director Email: nmoore@charitonvalleyplanning.com

A. INTRODUCTION

"Chariton Valley Planning and Development Council" is an Iowa Council of Governments located in Centerville, Iowa. The Council, empowered under Iowa Code (28H), administers a variety of programs funded by Federal, State, and Local agencies and serves as the service center for a multi-county transportation coalition assembled under the Iowa Code (28E). Program administration includes Federal Highway Administration, Federal Transit Authority, and other grant program administration for the Iowa Counties of Appanoose, Clarke, Davis, Decatur, Lucas, Monroe, and Wayne. The following assumes a June 30 year end.

B. COST ALLOCATION METHODOLOGY

This proposal is for a Cost Allocation Plan (Plan) to cover the period beginning July 1, 2014 and ending June 30, 2015. This proposal is based on the Organization's actual costs reconcilable to the audited financial statements for its fiscal year ending June 30, 2015. The status of our cost allocation plan is (please select one):

(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 Department of Transportation/Federal Highway Administration in the prior year and are applying for re-approval for the current year.

(c) We have received an official written approval of our cost allocation plan from our federally cognizant agency (Other than FHWA).

This proposal addresses all elements of cost incurred by the Organization and identifies shared costs that require allocation. The Organization treats all costs as direct costs except general administration and general expenses. Joint costs have not been allocated on the financials and are treated as indirect costs.

Chariton Valley Planning and Development Council maintains adequate internal controls to insure that no cost is charged both directly and indirectly to Federal contracts or grants.

C. DIRECT COSTS

Direct costs are costs that can be identified specifically with a project and therefore are charged to that project. The accounting system records these costs as they are incurred within the series of accounts assigned for that purpose. Further distribution is not required.

D. INDIRECT COSTS

Indirect costs are costs incurred for common or joint objectives and therefore cannot be readily and specifically identified with a particular project or activity. Indirect costs are (please select one)

(a) direct charged to all programs and grants, or

(b) grouped into common pool(s) and then distributed to benefiting activities by a cost allocation process.

(c) none of the above. Indirect costs are not allocated to individual programs

E. SUPPORTING FINANCIAL STATEMENTS, SUMMARY SCHEDULE AND UNALLOWABLE COSTS

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

The **Schedule of Total Expenditures (Schedule B)** contained in this proposal agrees with the Organization's audit report and/or Statement of Functional Expenses. Any differences must be explained.

Unallowable and Excludable Costs – The following costs have been excluded from the allocation process: {List specific costs, such as capital outlay over the threshold of \$5,000, entertainment, fines and penalties, bad debts, and food costs, etc.}

F. DESCRIPTION OF ACCOUNTING SYSTEM

Chariton Valley Planning and Development Council uses an accrual system of accounting. Under the accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e. when they become both measurable and available). "Measurable" means the amount of the transaction can be determined, and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. A one-year availability period is used for revenue recognition for all federally-funded revenue. Expenditures are recorded when the related liability is incurred.

We have not made any significant changes during the proposal fiscal year (1) to our accounting system, or (2) to the definition or to the accounting treatment of any expense category.

G. SALARIES

Listed below are the positions, functions, and annual salaries for paid staff. All, salaries are allocated directly to the programs that were worked on. Any general administration hours worked are posted as indirect costs.

Position	Function	Salary
Executive Director	General Management: % of Indirect time = %	\$ 53,497.20
Program Support	Program Support: % of Indirect time = %	\$ 49,382.60
Total Administrative Services Pool Salaries:	% Estimated Indirect - %	\$ 102,879.80

I. INDIRECT FRINGE BENEFITS

Fringe benefits associated with the positions listed above are shown below. All fringe benefits are posted as indirect costs.

Payroll taxes:

Health Insurance	\$ 12,000.00
Social Security	\$ 6,378.54
Medicare	\$ 1,493.75
SUTA	\$ 1,491.75
IPERS	\$ 9,187.24
TOTAL	\$ 30,551.28

J. SCHEDULE OF FINANCIAL ASSISTANCE

See Schedule C.

K. ORGANIZATION CHART

See Schedule D

L. COST ALLOCATION PLAN CERTIFICATION

See Attached

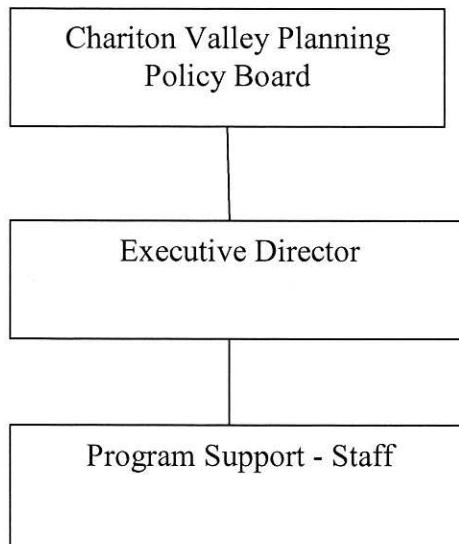
SCHEDULE A – Elements of Cost

Elements of Cost (must match Schedule B)	Allocation Methodology	Item Description
Dues & Subscriptions	Indirect Cost	Chamber of Commerce/newspapers/magazines
Health Insurance	Indirect Cost	Employee health insurance
Maintenance Contracts	Indirect Cost	General building maintenance
Insurance	Indirect Cost	Building and D&O insurance policies
Mortgage	Indirect Cost	Building mortgage
Meetings & Conferences	Indirect Cost	Board/Committee meeting expenses
Supplies	Indirect/Direct Costs	Office and janitorial supplies for administrative and program services and supplies expense incurred for specific programs
Postage Expense	Actual usage	Postage for materials/letters/billings
Professional fees	Indirect Cost	Accounting and audit services, payroll processing services, charged on work performed for administrative services
Consultants	Direct Cost	Project specific needs
Repairs/Maintenance	Indirect Cost	General repairs to building, machinery, etc.
Copy Machine Lease	Indirect Cost	Copy machine lease
Telephone/Internet	Indirect Cost	Utilities
Travel Expense	Direct/Indirect	Direct when specific to program, indirect for general training and admin.
Interest Expense	Indirect Cost	Payment on commercial loan
Public Hearing & Mtg. Notice	Indirect/ Direct Costs	Direct when specific to program, indirect for general training and/or admin.
Utilities	Indirect	Electricity, Gas, Water, Sewer, etc.

Schedule C – Schedule of All Funding by Source for fiscal year ended 6/30/16

Program Title	Funding
Federal Transit Administration (FTA)	
Pass Thru via: Iowa Department of Transportation	
FTA 5311 C/O	\$ 25,197
FHWA – SPR C/O	\$ 31,931
FTA 5311	\$ 25,519
FHWA SPR	\$ 25,519
FHWA STP	\$ 14,636
<hr/>	
Total Federal Funding	\$ 122,802

Schedule D – Organization chart as of June 2014-2015



DIRECT PROGRAMS and ACTIVITIES (6/30/16)										
Schedule B	A	B	C	D		E	F	G	H	I
ELEMENTS OF COSTS		FINANCIAL STATEMENT EXPENDITURES	ADJUSTMENTS/ UNALLOWABLE COSTS	CVTPA	CDBG	HAZARD MITIGATION	TECHNICAL SERVICES	(D)+(E)+(F)+(G) TOTAL DIRECT COSTS	INDIRECT COSTS	
Salaries and wages		\$102,880	0	\$39,329	\$6,823	\$17,432	\$10,926	\$74,510	\$28,370	
Fringe benefits		\$18,551	0	\$6,671	\$1,160	\$2,938	\$1,832	\$12,601	\$5,950	
Subtotal labor & fringes		\$121,431	\$0	\$46,000	\$7,983	\$20,370	\$12,758	\$87,111	\$34,320	
Bank Charges		\$240	0					\$0	\$240	
Consultants		\$11,079	0	\$1,447	\$7,898	916	\$411	\$10,672	\$407	
Dues and subscriptions		\$5,714	0					\$0	\$5,714	
Equipment rental and maintenance		\$7,025	0					\$0	\$7,025	
Public Hearing, meeting notice		\$3,828		\$2,264	\$216	\$87	\$1,219	\$3,786	\$42	
Insurance		\$3,378	0					\$0	\$3,378	
Interest		\$2,507	0					\$0	\$2,507	
Occupancy		\$6,817	0					\$0	\$6,817	
Office supplies		\$137	0					\$0	\$137	
Other expenses		\$0						\$0	\$0	
Postage		\$386	0					\$0	\$386	
Professional fees		\$8,613	0					\$0	\$8,613	
Supplies		\$3,088	0	\$1,010	\$103	\$509	\$436	\$2,058	\$1,030	
Printing		\$0	0					\$0	\$0	
Repairs		\$3,730	0					\$0	\$3,730	
Telephone		\$0	0					\$0	\$0	
Travel		\$4,816	0	\$2,189	\$60	\$385	\$875	\$3,509	\$1,307	
Subtotal other		\$61,360	\$0	\$6,910	\$8,277	\$1,897	\$2,941	\$20,025	\$41,335	
TOTAL		\$182,791	\$0	\$52,910	\$16,260	\$22,267	\$15,699	\$107,136	\$75,655	

Indirect Cost Rate
(Indirect / Direct)

70.62%

Chariton Valley Planning and Development
 Summary of Wages and Benefits
 7/1/15 to 6/30/16

Position	Annual	Vacation	Sick	IPERS	Social Security	Medicare	employme	Health Insurance	Total	Total Compensation	
	Salary	Salary	Salary						Benefits		
Julie Pribyl	49,382.60	-	-	4,409.92	3,061.72	716.05	716.05	-	8,903.74	58,286.34	
Nichole L Moore	53,497.20	-	-	4,777.32	3,316.82	777.70	775.70	-	9,647.54	63,144.74	
Wages	102,879.80			Benefits						18,551.28	

Subrecipient CAP/ICR Questionnaire

Sub Recipient: *Chariton Valley Planning & Development Council*

Date: *19-May-16*

Prepared By: *Nichole L. Moore*

Title: *Executive Director*

1. What **federal** agency is recognized as your Cognizant/Oversight Agency for indirect cost negotiation (i.e. the federal organization that provides you with the greatest source of federal funds)? Has the agency provided you with an approval for your plan/rate?

Iowa Department of Transportation - FHWA

2. What kind of Indirect Cost Proposal (Plan or Rate) are you proposing (e.g. Direct, Simplified, or Modified TDC, methodology)?

Simplified

3. What is the direct cost base you are proposing (e.g. Direct Salaries and Wages, Total Direct Costs, or Modified Total Direct Costs (TDC), multiple bases, etc.)?

Total Direct Costs

4. Did the indirect rate you calculated differ from previous years by more than 10% and/or has the allocation methodology changed? If yes, please explain the reason for the change.

Yes, the rate last year was 69.34%.

5. Have there been any changes in accounting or grant management staffing? If yes, please list changes.

No staff changes within the past year. Continue to work in a cash Basis.

6. Are you aware of any pending legal issues concerning your organization and could they affect DOT provided funds? If yes, please explain.

No

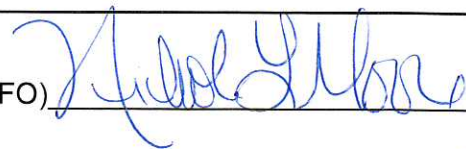
7. Have you removed all unauthorized expenses from any indirect rate calculations and are unallowable activities allocated their appropriate share of indirect costs by your plan/rate?

Yes

8. What is the date of your most recent completed financial audit and did this contain an A-133 compliance (single) audit?

We have completed our FY15 financial audit and it has been filed with the Auditor of State of Iowa.

Signature (not lower than CFO)

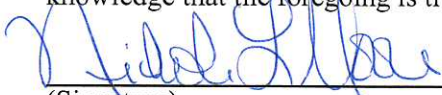


CERTIFICATE OF INDIRECT COST PROPOSAL/INDIRECT COSTS

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

- (1) All costs included in this proposal **7-1-16 to 6-30-17** to establish a:
 - Cost Allocation Plan
 - Indirect Cost Ratefor **7-1-16 to 6-30-17** 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)

Nichole L. Moore

(Please Print Name)

Executive Director

(Title)

Chariton Valley Planning & Development

(Name of Organization)

May 19, 2016

(Date Signed)

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

**Chariton Valley Transportation Planning Affiliation - RPA 17
FY 2017 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
nmoore@charitonvalleyplanning.com

The RPA-17 FY2017 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.