Draft transportation planning work program review

State Fiscal Year 2025

**NOTE: The following review and comments are either recommended to be addressed, or must be addressed, prior to submitting the final copy of the Transportation Planning Work Program (TPWP) for State Fiscal Year (SFY) 2025. This will guarantee standardized information, assist in improved monitoring and auditing of federal transportation funds, and ensure the TPWP meets the requirements of unified planning work programs as described in** [**23 CFR § 450.308**](https://www.ecfr.gov/cgi-bin/text-idx?SID=55ead7a7dbeb7dcbeb7637585a65ed27&mc=true&node=se23.1.450_1308&rgn=div8)**.**

**A signed resolution approving the TPWP, or meeting minutes verifying its approval, is required to be submitted as part of the final TPWP. Please include “FINAL”, the state fiscal year covered, and the date the TPWP was approved on the front cover when submitting an electronic final copy. In addition to submitting an electronic copy to the Iowa DOT, FHWA, and FTA, please submit one (1) hard copy of the final TPWP to the Iowa DOT Systems Planning Bureau.**

**TPWPs are considered Federal grant agreements which are approved and authorized by FHWA and FTA. The Iowa DOT will receive an approval letter from FHWA and FTA upon acceptance of the TPWPs.**

**A board-approved final TPWP is due to the Iowa DOT, FHWA, and FTA no later than May 31, 2024.**

**The required TPWP components listed below are in order as they appear in the TPWP Requirements document. An agency is not required to develop their TPWP in this order.**

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| Agency: |  |
| Reviewer: |  |
| Date: |  |

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| Component 1: Planning area background and description of the TPWP development process. |
| Item  | **Comments** | **Must be addressed** | **Recommended to be addressed** |
| Introduction/Summary |  | [ ]  | [ ]   |
| Map of planning area |  | [ ]  | [ ]   |
| Description of how the TPWP was developed |  | [ ]  | [ ]   |
| Description of planning priorities/challenges |  | [ ]  | [ ]   |
| Discussion of planning factors (MPO) |  | [ ]  | [ ]   |
| If applicable, PEAs discussion |  | [ ]  | [ ]   |

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| Component 2: Policy Board, Technical Committee, and other committee membership lists. |
| Item  | **Comments** | **Must be addressed** | **Recommended to be addressed** |
| List of Policy Board, Technical Committee and other committee membership |  | [ ]  | [ ]   |
| Identification of committee officers |  | [ ]  | [ ]   |

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| Component 3: Description of each transportation planning work element and its activity(ies). |
| Item  | **Comments** | **Must be addressed** | **Recommended to be addressed** |
| Include, at the least, the five core planning products for development or maintenance. * TPWP
* TIP
* PPP
* LRTP
* PTP
 |  | [ ]  | [ ]   |
| Discuss in sufficient detail under each planning activity/task as follows.* Objective
* Activity(ies)
* Previous work
* Work element cost
* Responsible entity
* Project description
* Product

Schedule |  | [ ]  | [ ]   |
| Identify activities carried forward |  | [ ]  | [ ]   |
| Identify activities not completed |  | [ ]  | [ ]   |

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| Component 4: Budget and funding sources. |
| Item  | **Comments** | **Must be addressed** | **Recommended to be addressed** |
| Include employee time  |  | [ ]  | [ ]   |
| List any special projects |  | [ ]  | [ ]   |
| List/note consultant activities/services as separate line-item |  | [ ]  | [ ]   |
| Note and line-item procurements over $5,000 |  | [ ]  | [ ]   |
| Identify funding sources in budget |  | [ ]  | [ ]   |
| Account for carryover funding first in budget |  | [ ]  | [ ]   |
| Note about transfer |  | [ ]  | [ ]   |

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| Component 5: Resolution/meeting minutes documenting Policy Board approval. |
| Item  | **Comments** | **Must be addressed** | **Recommended to be addressed** |
| Placeholder for signed resolution, or meeting minutes verifying approval. | N/A for draft; please ensure this is included in the final TPWP. | [x]  | [ ]   |

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| Component 6: Additional required items. |
| Item  | **Comments** | **Must be addressed** | **Recommended to be addressed** |
| Incorporate revisions section |  | [ ]  | [ ]   |
| (MPOs only) Include Performance management agreement |  | [ ]  | [ ]   |
| Include indirect cost allocation rate proposal or indirect cost allocation plan, if applicable | Your agency’s cost allocation methodology will be reviewed by Iowa DOT’s External Audits before your final TPWP can be fully approved. | [ ]  | [ ]   |
| Include signed Certificate of Indirect Cost Proposals/Indirect Costs, if applicable |  | [ ]  | [ ]   |
| Include Self-Certification of Procurement and Consultant Selection Certification, if applicable |  | [ ]  | [ ]   |

**ADDITIONAL REMINDERS/COMMENTS:**

* Please remember that comments from the Iowa DOT, FHWA, and FTA are to be addressed in the final TPWP prior to its approval by the Policy Board. Note all comments that are labeled “must be addressed”.
* Prior to submitting the final document, obtain all signatures necessary for the TPWP. A signed final resolution approving the final work program, or minutes verifying its approval, is required to be submitted as part of the final TPWP.
* As part of the TPWP development process, agencies are encouraged to review and update their Title VI documentation to ensure appropriate components are current. This would include Title VI programs (for FTA), Title VI plans (for FHWA), and Title VI assurances.
* **Your final board-approved work program is due to the Iowa DOT, FHWA, and FTA no later than May 31, 2024.**