

# Final Draft Region 16 Transportation Planning Work Program

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## Prepared By:

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**RESOLUTION #106-2014**

INTRODUCED BY: SEIRPC

INTENT: A RESOLUTION ADOPTING THE FY2015 TRANSPORTATION PLANNING WORK PROGRAM, AUTHORIZING FILING OF GRANT APPLICATION AND EXECUTION OF GRANT CONTRACTS CONSISTENT WITH THE WORK PROGRAM.

**WHEREAS**, the Southeast Iowa Regional Planning Commission serves local government within Des Moines, Henry, Lee, and Louisa Counties, Iowa; and

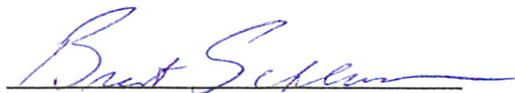
**WHEREAS**, the mission of the Southeast Iowa Regional Planning Commission is to provide quality direct and technical services, to promote intergovernmental cooperation and to effect a strengthening of the governmental units of the region; and

**WHEREAS**, the Southeast Iowa Regional Planning Commission annually develops a regional transportation planning work program which describes all major transportation planning work tasks to be performed by its staff during the coming fiscal year in Region 16; and

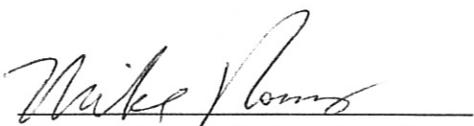
**WHEREAS**, the Federal and State agencies, which provide funding for the activities, described in the work program require submittal of grant applications and execution of contract;

**BE IT RESOLVED** by the Southeast Iowa Regional Planning Commission on this 22<sup>nd</sup> day of May, 2014 as follows;

- 1 That the FY 2015 Region 16 Transportation Planning Work Program contains major transportation work activities which are consistent with the purpose and objectives of the Commission;
- 2 That the Commission Chairperson and Executive Director, as appropriate, are hereby authorized to submit the necessary applications to the State of Iowa, Department of Transportation;
- 3 That the appropriate Commission officials are authorized to execute the planning grants resulting from the above stated applications; and
- 4 That the appropriate Commission officials are authorized to furnish all assurances and additional information as may be required in connection with all grant applications and contacts.



Brent Schleisman, Chairman



Mike Norris, SEIRPC Executive Director

**RESOLUTION #107-2014**

INTRODUCED BY: SEIRPC

INTENT: A RESOLUTION ASSURING REQUIRED LOCAL MATCH FOR FHWA STP, FHWA SPR  
AND FTA 5311 FUNDS

**WHEREAS**, the Southeast Iowa Regional Planning Commission serves local government within Des Moines, Henry, Lee, and Louisa Counties, Iowa; and

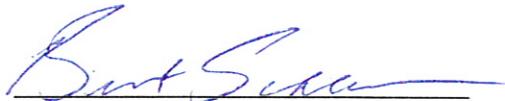
**WHEREAS**, the mission of the Southeast Iowa Regional Planning Commission is to provide quality direct and technical services, to promote intergovernmental cooperation and to effect a strengthening of the governmental units of the region; and

**WHEREAS**, the Southeast Iowa Regional Planning Commission annually develops a regional transportation planning work program which describes all major transportation planning work tasks to be performed by its staff during the coming fiscal year in Region 16; and

**WHEREAS**, the Federal and State agencies, which provide funding for the activities, described in the work program require submittal of grant applications and execution of contract;

**BE IT RESOLVED**, SEIRPC assures that the required local match has been committed by the SEIRPC for FTA 5311, FHWA STP, and SPR funding received to implement the TPWP. The funding and local match is committed as follows:

<b>Funding Source</b>	<b>Amount Allocated</b>	<b>Local Match Requirement</b>
<b>FHWA SPR</b>	\$ 25,166	\$ 6,292
<b>FTA 5311</b>	\$ 25,166	\$ 6,292
<b>FHWA STP C/O</b>	\$ 20,612	\$ 5,153
<b>FHWA STP</b>	\$ 136,877	\$ 34,219
<b>Total</b>	<b>\$ 207,821</b>	<b>\$ 51,955</b>

  
Brent Schleisman, Chairman

  
Mike Norris, SEIRPC Executive Director

# Introduction

## Purpose

The Region 16 Transportation Planning Work Program (TPWP) is intended to provide a description of the local, state, and federal transportation planning activities SEIRPC works on annually. SEIRPC assists member government with short and long-term planning needs, project development, grant writing, grant administration, technical assistance, mapping services, transit planning, and other services as needed related to transportation. Regionally, the work program serves to:

- Provide a forum for coordination among the many local units of government cooperating in the regional transportation planning effort.
- Establish continuing, comprehensive and cooperative region-wide planning within the four-county area, which includes the development of the Regional Long-Range Transportation Plan (LRTP), the Transportation Improvement Program (TIP), Passenger Transportation Plan (PTP) and ongoing planning activities (grant applications, transportation or corridor studies and plans, traffic data analysis, project development, etc.) in support of regional transportation issues and priorities.
- Assist in the development of budgets for transportation planning activities and in the preparation of requests for planning funds.
- Establish the products, purposes, and general methods to be initiated for specific transportation planning work elements.
- Conduct a comprehensive, coordinated and continuing Public Participation Process that involves the public in transportation related decision making.

Federal and state agencies use the TPWP for monitoring and evaluating:

- The progress of the regional transportation planning process.
- The effectiveness of the regional planning program in addressing key issues and problems.
- As an aid in allocating federal transportation planning funds.

## Description of Region 16 Planning Area

The SEIRPC planning area consists of the four counties of Des Moines, Henry, Lee, and Louisa, thirty-three municipalities and fifteen school districts located in the most southeastern portion of the state. The SEIRPC is a regional voluntary association of local governments and special purpose entities united for the purpose of promoting inter-governmental cooperation and strengthening local units of government. By working through SEIRPC, cities, counties, utilities, and schools can share professional assistance and resources to meet the challenges of the future.



# Transportation Work Program Development Process

The TPWP development process involves information sharing and discussions with SEIRPC Board members, regional public and private entities, general public, state/federal agencies, and through reviews of literature. Through these discussions, SEIRPC staff develops the TPWP from the previous year's document in the spring of the calendar year based on past and emerging regional transportation needs. SEIRPC is constantly looking to improve its service to members and this is reflected annually in its TPWP.

The public has an opportunity to comment on the TPWP during the evaluation period with the SEIRPC Board and throughout the entire year. Public notices and copies of the TPWP are made available throughout in order to encourage public participation in the process. Staff submits a draft copy of the TPWP for Iowa DOT, FHWA and FTA review in preparation of its final draft of the TPWP for Board review. Staff will also post the final document on the SEIRPC website for public comment and review.

SEIRPC has established the following public involvement process for its transportation planning process, which is also used in the TPWP development process.

## **Public Notices**

Public notices shall be published for Board meetings where final TIP, LRTP, TPWP, PTP and special studies or modal plans are adopted, concurrent with DOT, FTA and FHWA regulations. Public notices shall also be published when deemed necessary for meetings where amendments of the regional TIP shall be voted upon. Public notices shall be posted no less than four days before the hearing in the regional newspaper, the Burlington Hawkeye. Notices will also be posted on the SEIRPC website.

## **Annual TIP Project Request Notifications**

Individual jurisdictions and the media shall be informed as to when Region 16 is seeking projects for inclusion in the annual TIP, and application forms shall be available online on the SEIRPC website from the last week of October until applications are due in December.

## **Public Comment**

The general public shall be afforded the opportunity to provide comments on the annual development of the TIP, LRTP, PTP, TPWP and the Public Participation Process (PPP) through the process outlined herein. In the case of the TIP, LRTP, TPWP, and PTP, and the prioritization process for the Surface Transportation Program (STP) and the Transportation Alternative Program (TAP) Program, a minimum of a forty-five (15) day comment period shall be provided. For the PPP, a minimum 45 day public comment period shall be provided.

**Public Hearings**

Prior to approval of the final TIP, TPWP, PTP, LRTP, and PPP the Board shall hold a public hearing. Notices will be published no more than 20 days and no less than four days before the hearing. Requests for information from sight or hearing impaired persons, non-English speakers or persons with disabilities will be handled on a case by case basis to transmit information in the best method possible.

**Newsletter**

SEIRPC publishes an agency-wide newsletter every four months, including transportation planning activities.

**Web**

SEIRPC posts its TIP, TPWP, LRTP, PTP, and PPP, long range studies and other related activities on its website to give the public an opportunity to comment and for informational purposes.

## Transportation Work Program Revision Process

49 CFR 18 describes the uniform administrative rules for Federal grants and cooperative agreements and subawards 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.

### Revision Types and Approving Agencies

All work program changes require prior written Federal approval, unless waived by the awarding agency. The following table denotes the approving agency for various changes to work programs.

Revision Type	Approving Agency
Request for <b>additional Federal funding</b> [49 CFR 18.30(c)(1)(i) and FTA Circular 5010.0C,I.6.e(1)].	FHWA/FTA
<b>Transfer of funds</b> between categories, projects, functions, or activities <b>which exceed 10 percent</b> of the total work program budget when the Federal award share of the total work program budget exceeds \$100,000 [49 CFR 18.30(c)(1)(ii)].	FHWA/FTA
<b>Revision of the scope or objectives</b> of the activities (i.e. adding or deleting of activities or major change in scope of activity) [49 CFR 18.30(d)(1)].	FHWA/FTA
Transferring substantive programmatic work to a <b>third party</b> (i.e. consultant) [49 CFR 18.30(d)(4)].	FHWA/FTA
Capital expenditures including the <b>purchasing of equipment</b> [OMB Circular A-87)].	FHWA/FTA
<b>Transfer of funds</b> between categories, projects, functions, or activities <b>which do not exceed 10 percent</b> of the total work program budget or when the Federal award share of the total work program budget exceeds \$100,000 [49 CFR 18.30(c)(1)(ii)].	Iowa DOT
Transfer of funds allotted for <b>training</b> allowances [49 CFR 18.30(c)(1)(iii)].	Iowa DOT
<b>Extending</b> the period of performance past the approved work program period [49 CFR 18.30(d)(2)].	MPO/RPA
<b>Changes in key persons</b> in cases where specified in an application or a grant award (i.e. change in lead consultant for a project) [49 CFR 18.30(d)(3)].	MPO/RPA

### **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

# Regional Planning Commission Board and Committee Membership

## Board of Directors

The SEIRPC Board of Directors is representative of the four counties and thirty-three incorporated communities within the region. The Board is a nineteen-member policy-making body consisting of sixteen representatives from member governments or private industry and three others including a workforce representative and two regional post-secondary learning institutions. Representatives with the Iowa DOT, FTA and FHWA serve as non-voting members of the board as well. At least 51 percent of the board must consist of elected officials. Each county appoints four officials: one each from the two largest cities, one from the county board of supervisors and one private sector representative. The three other members are from: Southeastern Community College, Iowa Wesleyan College and a workforce representative. Members are appointed every four years.

The Board provides direction and final approval on projects, planning, and programming decisions, such as: fiscal resource allocations, project selection, Transportation Improvement Program (TIP) approval, Transportation Planning Work Program (TPWP) approval, Long Range Transportation Plan (LRTP) approval, Public Participation Process approval, Passenger Transportation Plan approval and assurance that multi-modal opportunities are fully considered and implemented when appropriate.

**Figure 1: Board of Directors Membership**

Name	Title	Agency Represented
Chris Ball	County Supervisor	Louisa County
Bob Beck	County Supervisor	Des Moines County
Steve Bisenius	New Business Development	Lee County Economic Development Group
Tim Scott	City Council Member	City of Burlington
Klay Edwards		Henry County – Private Sector
David File	Associate VP and Dean of Extended Learning	Iowa Wesleyan College
Gary Folluo	County Supervisor	Lee County
Sue Frice	Regional Manager	Iowa Vocational Rehab Services
Ron Sadler	City Council Member	City of New London
Bob Hesler		Des Moines County – Private Sector
Jim Howell		Louisa County – Private Sector
Mark Huston	City Council Member	City of Columbus Junction
Michael O'Connor	City Council Member	City of Keokuk
Brent Schleisman	City Administrator	City of Mount Pleasant
Byron Smith	City Administrator	City of Fort Madison
Michael Ash	President	Southeastern Community College
Andy Truitt	City Council Member	City of Wapello
Hans Trousil	Mayor	City of West Burlington
Greg Moeller	County Supervisor	Henry County

## Technical Advisory Committee

The purpose of the TAC is to provide recommendations to the SEIRPC Board for programming decisions, such as fiscal resource allocations, project selection and TIP development. The membership of the TAC is represented by Des Moines, Henry, Lee, and Louisa Counties. Each county’s representatives on the SEIRPC Board appoint two people to serve on the TAC. There are nine specific positions on the TAC, and each county’s representation picks two positions as needed in the positional rotation.

The nine positions hold three year terms to ensure continuity from year to year. As positions expire, each position moves down the alphabetical county list. The TAC reviews both Surface Transportation Program (STP) and Transportation Enhancement (TE) applications. The TAC structure has changed from the previous structure it employed between 1995 -2004. The SEIRPC Policy Board voted to change the makeup of the TAC to employ a more regional and diverse perspective when reviewing STP and TE applications.

The nine specific positions are: County Engineer, Public Works Official, Business Professional (2), Ag Professional, SEIRPC Board Member, Economic Development Professional, City under 5,000 and one at-large SEIRPC Board Member representative.

**Figure 2: Technical Advisory Committee Membership**

Name	Title	Agency Represented
Brian Carter	County Engineer	Des Moines County
Tim Scott	City Council	City of Burlington
Chris Boshart	Business Professional	Agri Way Partners
Chuck Reighard	Superintendant of Schools	City of New London
Larry Driscoll	Public Works Director	City of Fort Madison
Bill Richards	Professional Engineer	PSBA Associates
Chris Ball	County Supervisor	Louisa County
Bill Small	Business Professional	State Bank of Wapello
Gary Folluo	County Supervisor	Lee County and SEIRPC Board Member
Jason Huddle (Non Voting)	Transportation Planner	Iowa DOT – District 5
Mark Bechtel (Non Voting)	Transportation Planner	Federal Transit Administration
Tracy Troutner (Non Voting)	Transportation Planner	Federal Highway Administration

## Description of Transportation Planning Activities

The Transportation Planning Work Program (TPWP) documents anticipated planning activities during fiscal year 2015 (July 1, 2014–June 30, 2015). These activities may be ongoing or newly initiated during the fiscal year. The following pages briefly describe the proposed planning activities to be accomplished over the course of the one-year program period, which include:

- Transportation Planning Work Program (TPWP)
- Transportation Improvement Program (TIP)
- Public Participation Process (PPP)
- Long Range Transportation Plan (LRTP)
- Passenger Transportation Plan (PTP)
- Special Planning Activities (SPA)
- Technical Assistance (TA)

These identified planning activities, projects, and strategies are intended to fulfill the objectives identified under MAP-21, which include:

- Supporting the economic vitality of the United States, the States, and metropolitan (and regional) areas especially by enabling global competitiveness, productivity, and efficiency;
- Increasing the safety of the transportation system for motorized and non-motorized users;
- Increasing the security of the transportation system for motorized and non-motorized users;
- Increasing the accessibility and mobility options available for people and freight;
- Protecting and enhancing the environment, promote energy conservation, and improve the quality of life;
- Enhancing the integration and connectivity of the transportation system, across and between modes throughout the State and Region 16 Area, for people and freight;
- Promoting efficient system management and operation;
- Emphasizing the preservation of the existing transportation system.

## **Transportation Planning Work Program**

Staff Time Allocation:	5%
Staff Hours Allocation:	315 hours
Fund Allocation:	\$12,989

### **Task Objective**

The preparation of the TPWP is a year long, continuing process. Elements that are included in the TPWP are continually developed through meetings, discussions with SEIRPC staff, regional member cities and counties, Iowa DOT, FHWA and other stakeholders and literature reviews. SEIRPC staff is continually evaluating what service is being provided to the region and how it could improve.

The TPWP should ideally be a working document that reflects what the RPA intends to do, what it has accomplished and what projects are planned for the future. Time allocated to developing the TPWP is spread throughout the year and may spill over into other work element areas.

The main objective for the TPWP task is developing a framework that best serves the current needs of Region 16 and provides for future development and decision making. The work program also must be fiscally constrained and relate to goals, objectives and priorities outlined in the LRTP. The development of the TPWP may include input from other work areas in the overall TPWP:

- Public Participation Process
- Transportation Improvement Program
- Long Range Transportation Plan
- Other (special planning studies, technical assistance, administration, etc)

SEIRPC staff will evaluate each of these areas during the course of the year and note any perceived deficiencies in any of the main work elements. Any deficiencies or duplicative efforts will be discussed with the Board and Executive Director to help shape transportation planning activities at SEIRPC.

### **Previous Work**

SEIRPC has used the TPWP to identify regional priorities, such as:

- Heartland Highway Freight Corridor Study and Implementation
- Flint River Trail Planning and Development
- Fort Madison, Burlington, and Keokuk Depot Planning and Development
- Regional Safe Routes to School Initiatives
- Regional Traffic Safety Initiatives
- Regional Traffic Data Collection and Traffic Speed Indicator Programs
- Technical Assistance, including plans, studies, mapping, and grant writing
- Competitive STP and TE Allocation Process
- Wayfinding Signage Studies

SEIRPC will continue to utilize all available and relevant sources of information to continue delivering a TPWP that meets the needs of the region, both present and future.

## Project Description

In FY2015, SEIRPC will continue to utilize the TPWP to develop effective transportation planning activities. The TPWP task will evaluate the effectiveness of each activity in the work program and identify new activities. General categories that will be included in the TPWP are listed below. The specific work items will be identified and evaluated throughout the year as work progresses.

- TPWP
- TIP
- PPP
- PTP
- LRTP
- Special Projects
- Technical Assistance

Staff working on the TPWP will be Zach James, Travis Kraus, Mike Norris, Tracey Lamm, and two interns. Zach James directs the Planning Department on a daily basis. He manages projects, provides project leadership and gives policy input to the Executive Director and Board of Directors. He also provides information about various needs around the region for services and the status on a number of projects currently in the work plan. Mike Norris is Executive Director of the planning commission. He works closely with Mr. James on transportation planning activities for the planning commission and will work with him on the development and execution of projects listed in the TPWP. Travis Kraus, Tracey Lamm, and the interns will provide input and guidance into the development of the TPWP, as well as continual update on status of projects listed in the TPWP. They all work closely with Mr. James and Mr. Norris in implementing the agency's transportation program. The chart below outlines the amount of transportation planning time allocated towards program evaluation and development of the TPWP for transportation planning staff.

Name, Title	Time Allocation	Hours Allocation
<b>Zach James, Planning Director</b>	10%	187
<b>Travis Kraus, Regional Planner</b>	3%	56
<b>Mike Norris, Executive Director</b>	10%	21
<b>Tracey Lamm, Regional Planner</b>	3%	9
<b>Intern</b>	2%	21
<b>Intern</b>	2%	21

## Product

The TPWP work element should be an effective strategic plan for annual regional transportation planning projects. The annual TPWP process will begin in February with the document finalized in May. The TPWP will constantly be evaluated for accomplishments through the year and for the next year's program. The end product is a fiscally-constrained TPWP that implements required documents and regional priorities with continuous evaluation for additional work items, progress of include items, and planning for future work programs.

Staff Time Allocation:	10%
Staff Hours Allocation:	709 hours
Fund Allocation:	\$25,978

## **Transportation Improvement Program**

### **Task Objective**

TIP development is a year-long project. Project sponsors often develop their projects throughout the year in anticipation of applying for a STP or TAP grant. Staff works with project sponsors to make sure submitted applications are eligible for funding and projects meet minimum requirements. Staff may also coordinate multiple project sponsors to develop priority projects.

The main objective is to develop and maintain a TIP that meets Iowa DOT, FTA and FHWA requirements and is an efficient use of regional transportation funding. During the TIP development period, SEIRPC staff is communicating with Iowa DOT staff, FHWA staff, local project sponsors and the SEIRPC Board. Staff will also use TPMS to track and organize all programmed projects. The following points are a more detailed description of the main TIP objectives:

- Meet all Iowa DOT and FHWA requirements
- Develop fiscally constrained program
- Assist project sponsors in application development
- Monitor existing programmed projects

### **Previous Work**

SEIRPC staff has successfully prepared a fiscally constrained TIP, meeting all DOT, FHWA and FTA requirements since 1995. A revised STP and TAP application process has also helped SEIRPC meet these objectives. Staff has:

- Maintained competitive application process
- Coordinate all TAC and TE Review Committee meetings
- Provide information to SEIRPC Board
- Assisted SEIRPC Board evaluate STP application and funding process
- Work with local governments to develop and program projects with federal dollars

### **Project Description**

SEIRPC will continue to work towards achieving outlined objectives regarding the TIP. In addition to the objectives outlined above, staff will make additional efforts to educate the SEIRPC Board on the TIP process, how the TIP can be used to implement the Region 16 Long Range Transportation Plan, how regional dollars can help leverage other transportation dollars and meet statewide or national transportation objectives. The education process is continuous and will continue to future years and work programs. Furthermore, staff will work to provide additional education on Surface Transportation Program funding and the new Transportation Alternatives funding. With the change from Transportation Enhancements to Transportation Alternatives in the federal legislation MAP-21, it is essential for SEIRPC staff continues to notify and educate regional members of the changes to the program.

Zach James and Travis Kraus will serve as the lead staff in the TIP project category, while all other staff will also provide assistance. Zach James directs the Planning Department on a daily basis, leading staff, managing projects and giving policy input to the Executive Director and Board of Directors. Mr. James provides daily project leadership on the TIP, works with TIP policy, development and implementation. Travis Kraus will be involved daily in TIP education, development, and implementation, as well as working with the TAC and TPMS maintenance. Mike Norris serves as the Executive Director of the planning commission and will assist Mr. James in policy input provided to the Board of Directors and guidance to planning department staff. Planning interns will also provide assistance in developing the TIP document, TIP maintenance, and other TIP objectives as needed. The chart below outlines the amount of transportation planning time allocated towards TIP development for transportation planning staff.

<b>Name, Title</b>	<b>Time Allocation</b>	<b>Hours Allocation</b>
<b>Zach James, Planning Director</b>	14%	262
<b>Travis Kraus, Regional Planner</b>	20%	374
<b>Mike Norris, Executive Director</b>	15%	31
<b>Tracey Lamm, Regional Planner</b>	0%	0
<b>Intern</b>	2%	21
<b>Intern</b>	2%	21

**Product**

The final TIP will ultimately be a document developed through an inclusive and educated process containing regionally significant projects that advance state, regional and local plans. This product will involve utilizing TPMS as a project management and tracking tool. The final TIP will be completed in July, with ongoing maintenance and project development throughout the year.

## **Public Participation Process**

<b>Staff Time Allocation:</b>	3%
<b>Staff Hours Allocation:</b>	186 hours
<b>Fund Allocation:</b>	\$7,793

### **Task Objective**

Public participation is an important element to any planning document or process. SEIRPC holds public meetings and meets the requirements of FHWA, FTA and Iowa DOT for all its planning and programming documents. In FY2015, SEIRPC will continue its public outreach and hopes for increased content and quality of public comment.

The main objective is to facilitate public input before, during and after planning and programming decisions have been made. Facilitating public input at all stages in the planning and programming process is ideal, and is ultimately what SEIRPC strives to do with its public participation program.

### **Previous Work**

SEIRPC has held all required public meetings during the course of the last year for its planning, programming and reporting documents, in addition to posting all transportation plans and required state and federal documents on the SEIRPC website. Other activities include participating on regional committees and facilitating input on regional transportation issues. Other project-specific outreach included developing and maintaining an informational website for the Flint River Trail.

### **Project Description**

SEIRPC will strive to educate and notify the region on transportation planning and activities, while making efforts to increase public input received. SEIRPC plans the following activities throughout the year for gathering public input and educating the public:

- Travel to local government and regional interest meetings and provide information on planning, programming, funding and transportation information;
- Updating and utilizing the SEIRPC website and Facebook page for news, public notices, and informational purposes;
- Look into other social media opportunities such as Twitter or LinkedIn;
- Prepare monthly newsletters and press releases;
- Conduct general outreach on regional transportation planning activities;
- Maintaining and updating the Flint River Trail Website
- Utilizing the Des Moines County Living Well Facebook page for news, public notices, and informational purposes; and
- Writing articles and columns for regional reports, newsletters, and websites.

All transportation planning staff will play an important role in the Public Participation Process. Zach James directs the Planning Department on a daily basis, leading staff, managing projects and giving policy input to the Executive Director and Board of Directors. Mr. James will be engaged in public outreach efforts, including public education meetings, outreach meetings, newsletter development, website development, and other efforts as needed. Mr. Norris is engaged in all public participation efforts regarding transportation including public meetings and public relations. Travis Kraus and Tracey Lamm are regional planners on staff, implementing a variety of planning projects specifically engaging in website and Facebook development, newsletter preparation and general regional outreach. Planning interns will be involved in assisting with public notices, public meetings, and public relations efforts and assistance is needed. The chart below outlines the amount of transportation planning time allocated towards the public participation process for transportation planning staff.

<b>Name, Title</b>	<b>Time Allocation</b>	<b>Hours Allocation</b>
<b>Zach James, Planning Director</b>	3%	56
<b>Travis Kraus, Regional Planner</b>	3%	56
<b>Mike Norris, Executive Director</b>	3%	6
<b>Tracey Lamm, Regional Planner</b>	2%	6
<b>Intern</b>	3%	31
<b>Intern</b>	3%	31

**Product**

The end product of the public participation process will be increased awareness and public participation about planning and programming federal transportation dollars.

## **Long Range Transportation Plan**

<b>Staff Time Allocation:</b>	3%
<b>Staff Hours Allocation:</b>	180 hours
<b>Fund Allocation:</b>	\$7,793

### **Task Objective**

SEIRPC plans to maintain and review performance measures identified in the recent update of the Regional Comprehensive Economic Development Strategies, which also includes the LRTP. Additionally, staff will administer and annual survey used to identify new priorities regionally. The objective is to complete an annual update to the Regional CEDS that will highlight progress through performance measures, identify accomplishments, and specify any new projects that should be a part of the LRTP.

### **Previous Work**

SEIRPC adopted the Great River Region Comprehensive Economic Development Strategies in November of 2012. The CEDs, which is also the regional LRTP is a plan that contains regionally significant projects to be completed not only in transportation, but also in economic and community development. Also included in this plan was comprehensive information on existing transportation network, demographics, and economics of the region.

### **Project Description**

SEIRPC will complete an annual review of its LRTP. The review will identify accomplishments from the previous year, highlight progress through identified performance measure, and specify any new projects that should be a part of the LRTP.

All transportation planning staff will play an important role in the development of the LRTP. Zach James directs the Planning Department on a daily basis, leading staff, managing projects and giving policy input to the Executive Director and Board of Directors. Mr. James will be engaged in data collection, graphic presentations, public input facilitation, and overall project implementation. Mr. Norris and Mr. James will work with the steering committee' perform document review, and general management of the process. Travis Kraus is a regional planner on staff, implementing a variety of planning projects. He will be engaged in data collection, document preparation, information dissemination and other duties as needed. Planning interns on staff will be engaged in data collection, document preparation, information dissemination, GIS mapping, visualization tools, and other duties as needed. The chart below outlines the amount of transportation planning time allocated towards the LRTP development for transportation planning staff.

<b>Name, Title</b>	<b>Time Allocation</b>	<b>Hours Allocation</b>
<b>Zach James, Planning Director</b>	3%	56
<b>Travis Kraus, Regional Planner</b>	3%	56
<b>Mike Norris, Executive Director</b>	3%	6
<b>Tracey Lamm, Regional Planner</b>	0%	0
<b>Intern</b>	3%	31
<b>Intern</b>	3%	31

### **Product**

The final product will be a LRTP annual update document that will include results of a regional survey, data related to identified performance measures, regional accomplishments, and any new identified projects.

## **Passenger Transportation Plan (PTP)**

<b>Staff Time Allocation:</b>	5%
<b>Staff Hours Allocation:</b>	330 hours
<b>Fund Allocation:</b>	\$12,989

### **Task Objective**

The PTP currently is used to help public transportation agencies improve transportation services and to describe and prioritize needs and funding requests to federal, state, and local agencies. The PTP will ideally guide regional private and public passenger transportation service, based on stakeholder, general public and decision maker input.

The objective within this planning activity is to prepare any needed updates of the PTP to reflect current conditions, future needs and implementation steps. Furthermore, staff will plan to focus efforts on implementing priorities and strategies identified in the most recent PTP document. Specific efforts may include:

- Holding quarterly TRAC meetings
- Organizing meetings and complete surveys with transportation providers, consumers and potential consumers to update needs and conditions in the region which affect passenger transportation
- Working with passenger transportation providers to determine their future needs for capital and equipment, new funding opportunities, and how their needs fit in with the regional passenger transportation system
- Analyzing public comments and service logs to further understand service gaps and discussing the service needs with the Transit Advisory Committee (TRAC) and how to address them
- Working to promote and market known passenger transportation services in Southeast Iowa
- Meeting with regional transportation providers, passengers, and businesses to determine how current services are meeting regional needs

### **Previous Work**

In FY2014, SEIRPC has developed a full PTP update which was adopted by the SEIRPC board in March 2014. Public comment was solicited and comments received have been addressed in the final plan. Precursors to the PTP were the Mobility Action Plan workshops, first held in May, 2006, in Burlington, and past PTP's in 2007, 2008, 2009, 2010, 2011, 2012, and 2013. In January 2014, SEIRPC held a regional Passenger Transportation Coordination Workshop. Quarterly Transit Advisory Committee meetings are also held to solicit input, identify steps to meet identified needs, and to implement priorities identified as outlined in the PTP.

### **Project Description**

SEIRPC will gather additional data and public input to be utilized for the existing and future PTP documents. Staff will specifically focus much of the time on implementing priorities and strategies as identified in the recently completed PTP document.

Zach James directs the Planning Department on a daily basis, leading staff, managing projects and giving policy input to the Executive Director and Board of Directors. Mr. James and Mr. Norris will be engaged in direct communication with the TRAC, PTP document development and overall process facilitation. Travis Kraus and Tracey Lamm, regional planners on staff, will be engaged in direct communication with the TRAC, regional services providers, assist with data collection, and PTP document updates. Tracey Lamm will be heavily involved in implementing priorities identified in the most recent PTP update reaching out and meeting with entities to existing services, needs for new services, and to promote regional transportation services. The chart below outlines the amount of transportation planning time allocated towards PTP development for transportation planning staff.

<b>Name, Title</b>	<b>Time Allocation</b>	<b>Hours Allocation</b>
<b>Zach James, Planning Director</b>	2%	37
<b>Travis Kraus, Regional Planner</b>	2%	37
<b>Mike Norris, Executive Director</b>	3%	6
<b>Tracey Lamm, Regional Planner</b>	40%	250
<b>Intern</b>	0%	0
<b>Intern</b>	0%	0

**Product**

The final product for the PTP in FY2015 may include minor updates to the most recent PTP plan update through input from quarterly TRAC meetings. The main focus of this work element will be implementing the priorities and strategies of the most recent PTP update through data collection, surveys, meetings, and other methods as necessary.

Staff Time Allocation:	37%
Staff Hours Allocation:	2,327 hours
Fund Allocation:	\$96,117

## **Special Planning Activities**

### **Task Objective**

SEIRPC has identified a host of other activities that deserve their own TPWP category. Regional members are periodically involved in projects, studies or other activities that require SEIRPC participation. SEIRPC has also identified some regionally significant issues that deserve transportation planning resources.

SEIRPC is in a unique position to perform many different kinds of transportation planning, given the flexibility of federal planning funds. SEIRPC in the past year has participated in various modes of transportation, including: rail, trail, air, highway and water.

The main objective for this work element is to provide comprehensive transportation planning services for regional members apart from the conventional TIP, PTP and LRTP roles. SEIRPC is in the unique position to be flexible in its transportation planning activities due directly to the flexibility of STP planning dollars. Comprehensive transportation planning services may include performing duties relating to various modes of transportation apart from highway and street planning. This work may include GIS mapping, safety studies, traffic impact studies, or other similar activities; it may also include developing multi modal projects, such as passenger rail, air passenger assistance, recreational trails and port facilities.

### **Previous Work**

During the past year SEIRPC has worked with a wide range of transportation modes.

- SEIRPC maintained contact with local bicycle and pedestrian interest groups and helps plan such awareness events as “Bike to Work Day”, “Bike to School Day”, “Regional Bike Fleche”, Complete Streets Event, and Safe Routes to School Workshops;
- SEIRPC is active in regional transit planning for SEIBUS, which is operated out of SEIRPC office;
- SEIRPC completed a review of SEIBUS
- SEIRPC is planning and coordinating development of Flint River Trail, a 20-mile recreational trail in Des Moines County and a connecting trail in Burlington;
- SEIRPC has developed The Trans-Iowa/Illinois Freight Corridor Study (Now Heartland Highway) with Regions 11 and 15 between Galesburg, IL and Des Moines, IA along highways 34, 63, and 163 and is staffing a freight corridor consortium to foster coordinated decision making and assist in developing and preserving the corridor;
- SEIRPC has initiated a traffic data collection program that is ongoing. The program is free to regional governments and provides a valuable information collection and analysis service. SEIRPC uses traffic data collectors paid for by federal STP dollars;
- SEIRPC is planning and coordinating development with federal funding for a historic train depot in Fort Madison that involves moving Amtrak to the restored station;
- SEIRPC is planning and coordinating development with federal funding for a historic train depot in Burlington;
- SEIRPC has implemented the regional traffic speed indicator sharing program.

## **Project Description**

SEIRPC intends to maintain the previous year's activities as listed above, in addition to:

- Continue to work with the Heartland Highway initiative to implement the corridor plan
- Continuing regional Safe Routes to School planning process for southeast Iowa including technical assistance
- Transit system planning work including a multiyear review, contract review, statistical review and compilation, financial planning and projections, route planning, assistance on capital procurement and planning, mapping and analysis of SEIBUS
- Providing assistance for general planning and development for the Southeast Iowa Regional Airport Authority
- Ongoing trail planning activity, mostly devoted to the Flint River Trail, Oakland Mills Trail in Henry County, Mount Pleasant trails, Fort Madison Trails, Mississippi River Trail, County Trails Plans, Greater Burlington Trails Plan, and other trails planning as necessary
- Continue work on Fort Madison depot project and provide assistance with Burlington, Mount Pleasant, and Keokuk depot renovation projects;
- Working to create a Regional Freight Roundtable and creation of a regional freight plan;
- Work with regional entities to implement retro reflectivity requirements including sign inventories; and
- Working to create a Regional Multidisciplinary Safety Team and working with regional cities and counties to develop transportation safety plans.

SEIRPC will likely take on new projects that are currently not known about but are deemed regional priorities. Region 16 consistently has projects arise with all transportation modes and often regional members come to SEIRPC for assistance.

Zach James directs the Planning Department on a daily basis, leading staff, managing projects and giving policy input to the Executive Director and Board of Directors. He will be engaged in regional trail development, Safe Routes to School initiatives, traffic data collection, transit planning, air service development, Heartland Highway Initiative, multi-modal transportation development, and general involvement in all other projects. Mike Norris is the Executive Director and will assist in providing guidance on special transportation planning projects. Mr. Norris will also be engaged in specific projects related to transit planning, air service development, trails planning, as well as additional projects as needed. Travis Kraus and Tracey Lamm are regional planners on staff, implementing a variety of planning projects. They will be engaged in regional trail development, multi-modal transportation development, transit planning, safety planning, Safe Routes to School initiatives, complete streets, multi-modal transportation development, and other projects as needed. Planning interns will be involved in all special planning projects as needed..

<b>Name, Title</b>	<b>Time Allocation</b>	<b>Hours Allocation</b>
<b>Zach James, Planning Director</b>	34%	636
<b>Travis Kraus, Regional Planner</b>	35%	655
<b>Mike Norris, Executive Director</b>	33%	69
<b>Tracey Lamm, Regional Planner</b>	40%	31
<b>Intern</b>	45%	468
<b>Intern</b>	45%	468

**Product**

The end product will be providing the best possible transportation planning service to regional members. This will include completing projects currently on the docket, initiating new projects, assisting with current projects and maintaining the potential to provide responsive service to regional members’ requests. Since this element includes multiple planning activities, there is no set time for completion. This work element is ongoing throughout the year.

## **Technical Assistance**

<b>Staff Time Allocation:</b>	37%
<b>Staff Hours Allocation:</b>	2,308 hours
<b>Fund Allocation:</b>	\$96,117

### **Task Objective**

Technical Assistance will be related to grant writing, research, project development, staff support or other 'technical' types of planning support. The main objective is to give regional members the opportunity to utilize SEIRPC's staff for transportation planning technical support. The transportation planning staff at SEIRPC has a wide range of experience working with federal, state and local governments and private entities. The objective will be complete if regional members know about the services and utilize SEIRPC.

### **Previous Work**

During the past year SEIRPC has performed various technical assistance projects for regional members including:

- Staff has performed research on the behalf of elected officials regarding port authorities and foreign trade zones, specifically the Southeast Iowa Regional Economic and Port Authority (SEIREPA). SEIRPC was active in monitoring and planning activities for the SEIREPA in FY2014;
- Performed grant writing through Iowa DOT RISE, Iowa Rail Grant and Loan Program, Iowa State and Federal Recreational Trails program, Iowa Statewide Transportation Alternatives Program, Iowa DNR LAWCON and REAP programs (all trail related);
- Other grant writing through CDBG, EDA and FEMA as related to transportation;
- Presentation, process and research assistance for US 61 Coalition and US 34 Coalition;
- Technical assistance regarding direct federal appropriations for local governments;
- Technical assistance regarding sidewalks, trails, on road bike facilities, Complete Streets policy and implementation;
- Continuation of traffic data collection program and the regional traffic speed indicator sharing program;
- General transportation-related mapping requests;
- GIS mapping services related to transportation; and
- Transportation planning assistance with Des Moines County Living Well, Live Healthy Keokuk, Wapello Healthy Communities, Healthy Henry County Communities, and any other health related organization needing transportation planning assistance.

SEIRPC staff has also participated or provided technical assistance in several regional, state, and federal transportation groups and committees, including but not limited to:

- Iowa DOT Passenger Rail Advisory Committee
- Iowa DOT Freight Advisory Committee
- Iowa DOT Bicycle and Pedestrian Long Range Plan Policy Committee
- RPO American Committee (NADO)
- Highway 34 Coalition
- Highway 61 Coalition
- Greater Burlington Partnership Transportation Committee
- Lee County Economic Development Group

- Great River Region Partnership
- Iowa Association of Regional Councils
- Keokuk Downtown Improvement Committee
- Burlington and Fort Madison Enterprise Zone Commissions
- Flint River Trail Advisory Committee
- Heartland Highway Consortium
- Mississippi River Trail Executive Committee
- Burlington Depot Committee
- Louisa County Trails Council
- Des Moines County Living Well Committee
- Burlington Imagine Campaign

### Project Description

SEIRPC intends to maintain the previous year’s contacts and continue the projects started in the previous year, as listed above. New projects may include those in the categories listed above. SEIRPC will also likely take on new projects that are currently not known about. Region 16 consistently has issues with all transportation modes and often regional members come to SEIRPC for assistance. Specifically, SEIRPC plans to begin a new trail counting program in FY2015.

Zach James directs the Planning Department on a daily basis, leading staff, managing projects and giving policy input to the Executive Director and Board of Directors. He will be engaged in general mapping, Highway 61 Coalition, grant writing, federal funds requests and other duties as needed. Mike Norris is the Executive Director and will be directly involved in providing technical assistance to regional members. Mr. Norris will specifically be engaged in activities with the SEIREPA and US 34 Coalition as well as other projects as needed. Travis Kraus and Tracey Lamm are regional planners on staff, implementing a variety of planning projects. They will be engaged in grant writing, trail technical assistance, and other duties as needed. Planning interns will be involved in GIS Mapping, assisting other staff with grant writing, and assisting staff with management of projects as needed. The chart below outlines the amount of transportation planning time allocated towards technical assistance for transportation planning staff.

Name, Title	Time Allocation	Hours Allocation
<b>Zach James, Planning Director</b>	34%	636
<b>Travis Kraus, Regional Planner</b>	34%	636
<b>Mike Norris, Executive Director</b>	33%	69
<b>Tracey Lamm, Regional Planner</b>	15%	31
<b>Intern</b>	45%	468
<b>Intern</b>	45%	468

**Product**

The end product will again be providing the best possible transportation planning service, focusing on technical assistance, to regional members as possible. This will include completing projects currently on the docket, initiating new projects, assisting with current projects and maintaining the potential to provide responsive service to regional members' requests. There is not estimated completion date, as this is an ongoing work element throughout the entire year.

## Planning Budget and Funding Sources

Work Element	FTA 5311	FHWA STP	FHWA STP C/O	SPR Funds	Local Match	Total
TPWP (5%)	\$ 1,258	\$ 6,844	\$ 1,031	\$ 1,258	\$ 2,598	\$ 12,989
TIP (10%)	\$ 2,517	\$ 13,688	\$ 2,061	\$ 2,517	\$ 5,195	\$ 25,978
PPP (3%)	\$ 755	\$ 4,106	\$ 618	\$ 755	\$ 1,559	\$ 7,793
LRTP (3%)	\$ 755	\$ 4,106	\$ 618	\$ 755	\$ 1,559	\$ 7,793
PTP (5%)	\$ 1,258	\$ 6,844	\$ 1,031	\$ 1,258	\$ 2,598	\$ 12,989
Special Activities (37%)	\$ 9,311	\$ 50,644	\$ 7,627	\$ 9,312	\$19,223	\$ 96,117
Technical Assistance (37%)	\$ 9,312	\$ 50,645	\$ 7,626	\$ 9,311	\$ 19,223	\$ 96,117
<b>Totals</b>	<b>\$ 25,166</b>	<b>\$ 136,877</b>	<b>\$20,612</b>	<b>\$ 25,166</b>	<b>\$ 51,955</b>	<b>\$ 259,776</b>

Funding Sources	
<b>Total Transportation Planning Budget</b>	<b>\$ 259,776</b>
<b>Total Federal Funding (80%)</b>	<b>\$ 207,821</b>
FHWA SPR	\$ 25,166
FTA 5311	\$ 25,166
FHWA STP C/O	\$ 20,612
FHWA STP	\$ 136,877
<b>Total Local (20%)</b>	<b>\$ 51,955</b>

### Direct Salary and Fringe Benefit Costs

Direct salary and fringe benefits are programmed for each category listed in the TPWP. Staff time is allocated in increments of person-hours on the basis of past experience reflecting the time required to perform the same or similar tasks.

### Indirect Costs

The SEIRPC allocates indirect costs to projects, grants, and contracts on the basis of direct labor dollars using a percentage allocation rate. This indirect cost allocation rate is set and approved by SEIRPC's approving federal agency, the U.S Department of Commerce (DOC). The current approved letter from the DOC and associated indirect cost proposal materials are included in Appendix A. An updated indirect cost proposal has been submitted to DOC, with approval pending. A copy of the indirect cost proposal materials submitted to the DOC are included in Appendix B.

The SEIRPC treats all costs as direct costs except general administration and general expenses. Indirect costs (shared costs) are charged to a cost center identified as the Indirect Cost Pool. The Indirect Cost Pool includes the indirect costs for administrative services. The costs are distributed to the various program activities on the basis of direct labor and benefits with each program. Direct labor includes salaries, paid time off (PTO) and fringe benefits. SEIRPC has created an Indirect Cost Pool consisting of salaries, fringe benefits, and non-salary costs for administrative services. The commission allocates indirect costs (shared costs) to each of the cost centers (direct programs). This cost pool is allocated to the other cost centers based on the proportion of direct labor and benefits using a percentage allocation rate.

**Direct Other Costs**

The transportation program budget includes an estimate of direct other costs. Direct other costs consist of travel, printing, copying, and supplies, which can be identified with a given project. Such items as consultants, computer services, and membership and subscription fees are also directly identified with a project. In addition, knowledge of future substantial printing and consultant costs are considered.

**Annual Audit**

The SEIRPC fiscal year audit will be conducted by a certified public accountant. The SEIRPC has a fiscal year from July 1 through June 30, which should provide for a clear audit for the transportation program.

**DBE**

SEIRPC at this time does not plan to spend any or a limited amount of federal funds on DBE enterprises. SEIRPC completes a DBE form for the Office of Public Transit, which includes DBE costs associated for the Transportation Planning Department. The latest report may be obtained by contacting SEIRPC.