

Black Hawk County

Metropolitan Area Transportation Policy Board

FY24

Transportation Planning Work Program

May 11, 2023

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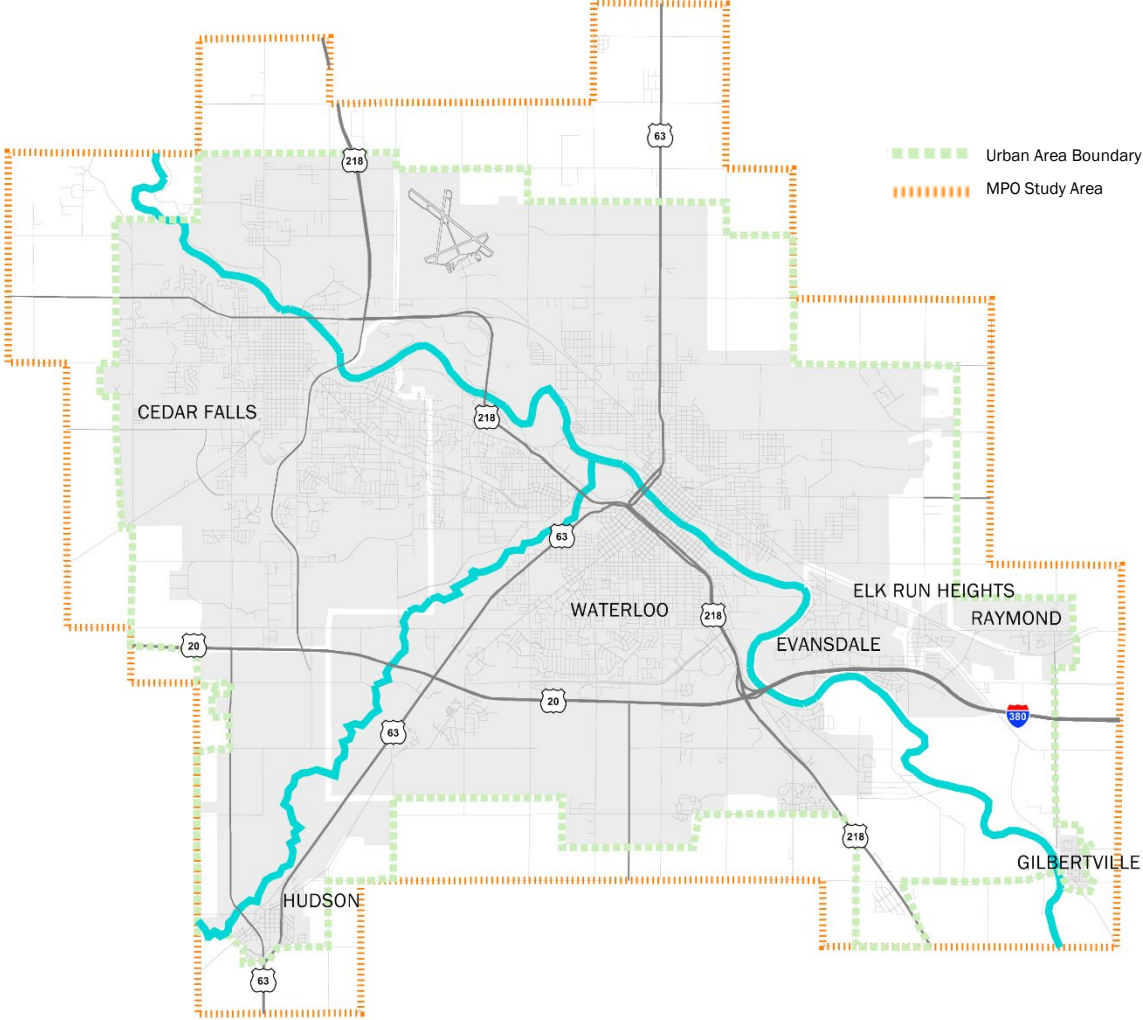
INTRODUCTION

OVERVIEW

The Fiscal Year (FY) 2024 Transportation Planning Work Program (TPWP) is the work plan for the fiscal year beginning July 1, 2023 and ending June 30, 2024. The TPWP documents the transportation-related activities and projects that are anticipated to occur in the Black Hawk County Metropolitan Area. The TPWP is a requirement of 23 CFR 450.308 (b) for metropolitan planning organizations (MPOs) to develop a document identifying work proposed for the next one-year period by major activity and task. Within each work element, specific tasks are identified by the objective, a description of the task, previous work performed, and the desired outcome or products.

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

Figure 1: Black Hawk County MPO Planning Area



BLACK HAWK COUNTY MPO ORGANIZATION

The Iowa Northland Regional Council of Government (INRCOG) has been designated by the State of Iowa as the MPO for the Black Hawk County Metropolitan Area. While INRCOG provides staff and technical support, the decision-making and programming authority of the MPO rests with its Policy Board. The Policy Board has the authority to make policy decisions and conduct comprehensive transportation studies and plans. Voting Policy Board members include Cedar Falls, Elk Run Heights, Evansdale, Gilbertville, Hudson, Raymond, Waterloo, Black Hawk County, the Metropolitan Transit Authority (MET Transit), and the Waterloo Regional Airport. Non-voting members of the Policy Board include representatives from INRCOG, the Iowa Department of Transportation (DOT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA). The Transportation Technical Committee (TTC) consists of local planners, engineers, modal representatives, and interested parties. The TTC has extensive knowledge of the area's transportation system and advises the Policy Board but does not vote on policy issues. The Policy Board and TTC meet jointly monthly. A subcommittee of the TTC is the Bicycle and Pedestrian Advisory Committee (BPAC) which generally meets annually to discuss, rank, and program transportation alternatives projects.

Another standing committee utilized in the transportation planning process is the Transit Advisory Committee (TAC). This group meets at least twice annually to discuss passenger transportation and human service agency coordination, and to develop the Passenger Transportation Plan (PTP). The MPO also utilizes focus groups as needed.

Policy Board

Representing	Name	Title	MPO Membership
City of Cedar Falls	Rob Green	Mayor	Member (Vice-Chair)
	Gil Schultz	Councilperson	1 st Alternate
	Simon Harding	Councilperson, Mayor Pro Tem	2 nd Alternate
City of Elk Run Heights	Lisa Smock	Mayor	Member
	Heather Sallis	Councilperson	1st Alternate
			2nd Alternate
City of Evansdale	DeAnne Kobliska	Mayor	Member (Chair)
	Justin Smock	Councilperson, Mayor Pro Tem	1st Alternate
	Jeff Bergman	Councilperson	2nd Alternate
City of Gilbertville	Mark Thome	Mayor	Member
	Scott Becker	Councilperson, Mayor Pro Tem	1st Alternate
			2nd Alternate
City of Hudson	George Wessel	Mayor	Member
	Gail Bunz	Councilperson, Mayor Pro Tem	1st Alternate
			2nd Alternate
City of Raymond	Gary Vick	Mayor	Member
			1st Alternate
			2nd Alternate
City of Waterloo	Quentin Hart	Mayor	Member
	Noel Anderson	Com. Planning & Dev. Director	1st Alternate
	Aric Schroeder	City Planner	2nd Alternate
Black Hawk County	Daniel Trelka	Supervisor	Member
	Tavis Hall	Supervisor	1st Alternate
			2nd Alternate
MET Transit Board	Rosalyn Middleton	Board Member	Member
	Rudy Jones	Chair	1st Alternate
	Bob Seymour	Vice-Chair	2nd Alternate
Waterloo Regional Airport Board	Scott Voight	Chair	Member
			1st Alternate
			2nd Alternate

Transportation Technical Committee (TTC)

Representing	Name	Title	MPO Membership
City of Cedar Falls	David Wicke	City Engineer	Member
	Ben Claypool	Civil Engineer II	1 st Alternate
			2 nd Alternate
City of Elk Run Heights	Julie Eastman	City Clerk	Member
	Mark McChane	Councilperson	1st Alternate
			2nd Alternate
City of Evansdale	Chris Schares	Public Works Director	Member
			1st Alternate
			2nd Alternate
City of Gilbertville	Rob Werner	Public Works Director	Member
	Al Even	City Maintenance	1st Alternate
			2nd Alternate
City of Hudson	Chrissi Wiersma	City Administrator/City Clerk	Member
	Jake Hovey	Public Works Director	1st Alternate
			2nd Alternate
City of Raymond	Becky Pint	Councilperson	Member
			1st Alternate
			2nd Alternate
City of Waterloo	Jamie Knutson	City Engineer	Member
	Wayne Castle	Associate Engineer	1st Alternate
	Matt Schindel	Associate Engineer	2nd Alternate
Black Hawk County	Ryan Brennan	Assistant County Engineer	Member
			1st Alternate
			2nd Alternate
MET Transit	David Sturch	General Manager	Member
			1st Alternate
			2nd Alternate
Waterloo Regional Airport	Keith Kaspari	Airport Director	Member
			1st Alternate
			2nd Alternate

Bicycle and Pedestrian Advisory Committee (BPAC)

Representing	Name	Title	MPO Membership
City of Cedar Falls	Stephanie Sheetz	Director of Community Dev.	Member
	Chris Sevy	City Planner	1 st Alternate
			2 nd Alternate
City of Elk Run Heights	Julie Eastman	City Clerk	Member
	Mark McChane	Councilperson	1st Alternate
			2nd Alternate
City of Evansdale	Chris Schares	Public Works Director	Member
			1st Alternate
			2nd Alternate
City of Gilbertville	Rob Werner	Public Works Director	Member
	Al Even	City Maintenance	1st Alternate
			2nd Alternate
City of Hudson	Chrissi Wiersma	City Administrator/City Clerk	Member
	Jake Hovey	Public Works Director	1st Alternate
			2nd Alternate
City of Raymond	Becky Pint	Councilperson	Member
			1st Alternate
			2nd Alternate
City of Waterloo	Jamie Knutson	City Engineer	Member
	Wayne Castle	Associate Engineer	1st Alternate
	Matt Schindel	Associate Engineer	2nd Alternate
Black Hawk County	Cathy Nicholas	County Engineer	Member
			1st Alternate
			2nd Alternate
MET Transit	David Sturch	General Manager	Member
			1st Alternate
			2nd Alternate
George Wyth State Park	Lori Eberhard	Park Manager	Member
			1st Alternate
			2nd Alternate

Transportation Alternatives Program Project Review Committee

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

Transit Advisory Committee

Representing	Name
American Cancer Society	Kelly Angell
Black Hawk County Emergency Management	Mindy Benson
Black Hawk County Gaming Association	Emily Hanson
Black Hawk County Health Department	Lisa Sesterhenn
Butler County Public Health	Jennifer Becker
Bremer County CPC	Jan Heidemann
Cedar Valley United Way	Debbie Roth
Chickasaw County CPC	Sheila Kobliska
City of Cedar Falls	Rob Green
City of Cedar Falls	Thomas Weintraut
City of Waterloo	Aric Schroeder
Community Foundation of Northeast Iowa	Kaye Englin
Comprehensive Systems Inc.	Kerri White
Grow Cedar Valley	Stephanie Detweiler
Grundy County CPC	Todd Rickert
House of Hope	Dusky Steele
House of Hope	Karin Rowe
House of Hope	Susan Backes
Iowa DOT, District 2	Krista Billhorn
Iowa DOT	Emma Borchers
IowaWORKS Cedar Valley	Karen Siler
IowaWORKS Cedar Valley	Megan Jensen
League of Women Voters of Black Hawk-Bremer Counties	Cherie Dargan
McElroy Trust	Megan McKenzie
MET Transit	David Sturch
MET Transit Board	Lon Kammeyer
MET Transit Board	Rosalyn Middleton
My Riders Club	Martin Wissenberg
Northeast Iowa Area Agency on Aging	Janna Diehl
Northeast Iowa Food Bank	Shannon Bass
North Star Community Services	Valeri Schwager
Otto Schoitz Foundation	Shelli Panicucci
The Arc of the Cedar Valley	Becky Schmitz
UnityPoint Health	Rick Newlon
University of Northern Iowa	James Hoelscher
Waterloo Community Foundation	Erin Tink
Women's Center for Change	Amy Landers
INRCOG	Nick Fratzke
INRCOG	Kyle Durant
INRCOG	Aldina Dautović
INRCOG	Brenda Vavroch

Media Contacts

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

MPO GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

The FY 2024 TPWP outlines transportation planning activities to address the four goals of the MPO *Long-Range Transportation Plan* which are to:

- Increase the safety of the transportation system.
- Strategically preserve the existing infrastructure.
- Support an efficient transportation system.
- Provide a high degree of multimodal accessibility and mobility.

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

The TPWP also contains activities to assist in implementing provisions contained in surface transportation legislation. Planning factors identified in federal transportation legislation, Infrastructure Investment and Jobs Act (IIJA), to be considered in the transportation planning process for the MPO include:

- Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
- Increase the safety of the transportation system for motorized and non-motorized users
- Increase the security of the transportation system for motorized and non-motorized users
- Increase the accessibility and mobility of people and for freight
- Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns
- Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
- Promote efficient system management and operation
- Emphasize the preservation of the existing transportation system
- Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts on surface transportation
- Enhance travel and tourism

TRANSPORTATION PLANNING PROCESS

The MPO is responsible for completing the following transportation planning documents:

- Transportation Planning Work Program (TPWP) – Outlines the transportation planning activities MPO staff plan to conduct in the next fiscal year and sources of funding; updated annually.
- Transportation Improvement Program (TIP) – Includes all projects programmed for federal transportation funding in the MPO in the next four fiscal years; updated annually.
- Long-Range Transportation Plan (LRTP) – Reviews the current condition and future needs of the transportation system and provides guidance for transportation investment decisions; updated every five years.
- Passenger Transportation Plan (PTP) – Provides coordination between passenger transportation providers and human service agencies and recommends projects to improve passenger transportation; full document update every five years; joint document with the Iowa Northland Regional Transportation Authority.
- Public Participation Plan (PPP) – Details the process the MPO will follow to involve the public in the transportation planning and programming process; updated every five years.

TRANSPORTATION PLANNING ISSUES

The nation has seen a shift in focus from primarily prioritizing motorists and roadway infrastructure to expanding multimodal planning and addressing high roadway fatalities. Various funding opportunities from the Infrastructure Investment and Jobs Act, also known as the “Bipartisan Infrastructure Law”, and the U.S. Department of Transportation encourage planning agencies to apply for projects to improve roadway safety and implement a Complete Streets approach to our planning processes. The Black Hawk County MPO has been exploring multiple opportunity areas in our region regarding equity, roadway, safety, and multimodal transportation options.

Addressing the community’s safety and social issues is a high priority for the MPO. In 2019, the City of Waterloo funded a preliminary study to assess relocating the Canadian National Railway Company’s (CN) railyard in downtown Waterloo. The railyard, situated between E 4th Street and Martin Luther King Jr. Drive, is CN’s largest rail yard in Iowa¹. The location of the rail yard poses longstanding issues related to environmental justice, community connection, and public safety. Stopped trains cause extensively blocked crossings that inhibit a disadvantaged proportion of the population. Public frustration with blocked crossings has led to serious injuries to pedestrians and motorists, resulting in civil lawsuits against CN. The social and safety issues associated with the rail yard’s proximity to residential homes and disadvantaged populations is a common thread across America, inhibiting and disconnecting entire communities. Two new funding resources, namely the Reconnecting Communities Pilot Program and the Railroad Crossing Elimination Program, offer solutions to reconnect communities and improve safety through track relocation projects. The City of Waterloo, with the assistance of the MPO, is exploring these funding sources to address these complex issues.

Another major focus of the Bipartisan Infrastructure Law is Vision Zero, or the National Roadway Safety Strategy, and the U.S. DOT’s goal of achieving zero deaths and serious injuries on our nation’s roadways. In 2020 alone, nearly 40,000 people in our nation lost their lives in motor vehicle traffic crashes despite decreased vehicle miles traveled because of the pandemic; the main drivers for these traffic fatalities include speeding, impaired driving, and failure to wear a seatbelt². In the past five years alone (2018-2022), 33 people lost their lives on roadways in the Black Hawk County MPO. To address the nation’s public health crisis, the Bipartisan Infrastructure Law established a discretionary grant program called Safe Streets and Roads for All (SS4A) to implement the goal of zero deaths. The SS4A discretionary grant program funds are to be awarded on a competitive basis to support planning, infrastructure, behavioral, and operational initiatives to improve roadway safety by significantly reducing or eliminating roadway fatalities and serious injuries through safety action plan development and refinement and implementation focused on all users.

The SS4A program provides funding for two main types of grants: Planning and Demonstration Grants for comprehensive safety action plans, and Implementation Grants. Planning and Demonstration Grants are used to develop, complete, or supplement a comprehensive safety action plan, as well as carry out demonstration activities that inform an Action Plan. Implementation Grants are used to implement strategies or projects that are consistent with an existing Action Plan. To apply for an Implementation Grant, an eligible applicant must have a qualifying Action Plan.

On February 1, 2023, the Black Hawk County MPO received a SS4A Action Plan grant award to complete a comprehensive Safety Action Plan for Waterloo’s Central Business District in the downtown area. The estimated cost to complete the Plan is \$60,000 of which the MPO was awarded \$48,000 in federal SS4A funds. A local match of no less than 20 percent of the total project cost is required. The Iowa Department of Transportation is not an eligible applicant but has committed to providing \$12,000 in HSIP-SWAP funding as a local match. The MPO will use an outside consultant to complete the comprehensive Safety Action Plan. Staff will conduct the consultant selection and will administer the project.

Following completion, the comprehensive Safety Action Plan will provide an opportunity for the MPO and the City of Waterloo to seek SS4A Implementation funding to implement strategies or projects that will improve and enhance safety.

An additional approach to improve the safety and mobility of our roadway users is to incorporate Complete Streets policies. Complete Streets means planning, designing, and operating our transportation network in a way that includes all roadway users – pedestrians, bicyclists, public transportation riders, and motorists³. MPO staff serve on the Waterloo Complete Streets Advisory Committee which is committed to making the streets a safe, comfortable, and convenient environment for all road users. The committee’s guiding policies pull from the MPO Pedestrian Master Plan⁴ and the City of Waterloo’s Complete Streets Policy. MPO staff also serve on the Cedar Falls Bicycle and Pedestrian Advisory Committee to improve the quality of life through the increased opportunity for safe walking and bicycling as viable means of transportation and physical activity. The committee is guided by the Cedar Falls Bike Network Plan, Cedar Falls’ Complete Streets Policy, and

the MPO Pedestrian Master Plan. The MPO's work affiliated with existing Complete Streets activities will aid in drafting an MPO-wide Complete Streets Policy and Project Prioritization Plan to be completed this fiscal year.

MET Transit is the primary mass transportation provider for Waterloo and Cedar Falls. As many transportation providers experienced with the start of the global pandemic, ridership numbers for MET Transit decreased significantly. The current route structure, travel times, and service hours do not meet many riders' needs, leaving gaps for residents who do not have access to a car in a primarily auto-oriented community. As a solution, MPO staff collaborated with MET Transit to implement a route restructuring project that integrates efficient out-and-back routes instead of a loop system. MET Transit plans to simultaneously implement the restructured routes and conduct a comprehensive transit study to analyze the new routes, hours of service, after-hours service, community needs, and overall efficiency. MPO staff will be directly assisting MET Transit with consultant interviews (completed), community and stakeholder input, and implementation of the study's findings.

¹ <https://iowadot.gov/iowarail/pdfs/cn.pdf>

² <https://www.nhtsa.gov/press-releases/2020-fatality-data-show-increased-traffic-fatalities-during-pandemic>

³ <https://www.transportation.gov/mission/health/complete-streets>

⁴ http://www.inrcog.org/pdf/MPO_Pedestrian_Master_Plan.pdf

PLANNING EMPHASIS AREAS

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

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

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

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

PLANNING ACTIVITIES

This section details the planning activities that the Black Hawk County MPO will be involved in throughout FY 2024. There are seven main work tasks, each of which corresponds to the goals of the MPO *Long-Range Transportation Plan*, one of the ten federal planning factors, or a federal planning requirement. This table also details how planning elements address Planning Emphasis Areas (when applicable).

		Element A: TPWP	Element B: TIP	Element C: PPP	Element D: LRTP	Element E: SRTP	Element F: Complete Streets	Element G: Admin
L RTP Goals	Increase the safety of the transportation system	X	X	X	X	X	X	
	Strategically preserve the existing infrastructure	X	X		X	X		
	Support an efficient transportation system	X	X		X	X		
	Provide a high degree of multimodal accessibility and mobility	X	X	X	X	X	X	
Federal Planning Factors	Support economic vitality	X	X		X	X	X	
	Increase the safety of the transportation system	X	X		X	X	X	
	Increase the security of the transportation system	X	X			X		
	Increase the accessibility and mobility of people and for freight	X	X	X	X	X	X	
	Protect and enhance the environment and promote conservation	X	X	X		X		
	Enhance the integration and connectivity of the system across and between modes	X	X		X		X	
	Promote efficient system management and operations	X	X		X	X		
	Emphasize the preservation of the existing transportation system	X	X		X			
	Improve resiliency and reliability and reduce/mitigate stormwater impacts	X	X			X		
	Enhance travel and tourism	X	X			X	X	
MPO Requirements	Transportation Planning Work Program	X						
	Long Range Transportation Plan				X		X	
	Transportation Improvement Program		X					
	Public Participation Plan			X				
	Passenger Transportation Plan					X		
	Award Federal Funding		X					
	Decision Making Structure							X
Planning Emphasis Areas (PEAs)	Tackling the Climate Crisis				X			
	Equity and Justice40		X		X	X	X	
	Complete Streets		X		X	X	X	
	Public Involvement	X	X	X	X	X		
	STRAHNET/U.S. DOD Coordination							
	FLMA Coordination							
	Planning and Environment Linkages							
	Data in Transportation Planning		X	X	X	X	X	

TPWP DEVELOPMENT

PROCESS

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

Following review and comments, the draft TPWP is forwarded to the Iowa DOT, FTA, and FHWA for review and comment. INRCOG staff make any changes necessary to the document and budget, and the final document is presented to the Policy Board for review and approval at the May meeting. The approved TPWP is then provided to the Iowa DOT, FTA, and FHWA for their records.

The following milestones describe the process in which the Transportation Planning Work Program was developed:

- March 9, 2023: The draft TPWP was presented to the MPO Policy Board and Transportation Technical Committee for review and comment.
- March 10 to May 11, 2023: A public comment period was open for the draft TPWP. The draft document was made available on the MPO website and at the INRCOG Center. Comments were accepted via letter, email, phone, or in person.
- March 2023: The draft TPWP was submitted to the Iowa Department of Transportation, Federal Highway Administration, and Federal Transit Administration for compliance review and comments.
- May 11, 2023: The MPO Policy Board considered a summary of comments and appropriate responses and adopted the final TPWP.

PUBLIC INVOLVEMENT

The public involvement process utilized for the development of this TPWP was guided by the MPO 2022 Public Participation Plan (PPP). The PPP sets minimum requirements for public involvement opportunities. Public involvement actions required include the following:

- Draft TPWP
 - The draft TPWP will be prepared by INRCOG staff with input from jurisdiction representatives and the Iowa DOT, and oversight by the Policy Board and Transportation Technical Committee.
 - The draft document will be made available at INRCOG, on the INRCOG website, and upon request.
- Public Comment Period
 - The draft TPWP will be presented to the Policy Board and Transportation Technical Committee at a regularly scheduled meeting no later than April.
 - The public will have at least a 15-calendar-day comment period following completion of the draft TPWP and presentation to the Policy Board and Transportation Technical Committee to submit comments via letter, email, phone, or in person.
 - Notices and agendas of MPO meetings will be made available through local media sources, at INRCOG, and on the INRCOG website and Facebook page. Notices may also be sent to organizations serving traditionally underserved populations.
 - All meetings will be held in accessible facilities.
 - Any person with special communication or accommodation needs (i.e., sight, reading, or language barriers, request for online or phone participation, etc.) can contact the MPO (minimum 48 hours prior to the meeting) and arrangements will be made.

- Final TPWP
 - The Policy Board will consider a summary of comments and responses and adopt the final TPWP.
 - The final TPWP will be submitted to the Iowa DOT, FHWA, and FTA.
 - The final TPWP will be made available on the INRCOG website, at INRCOG, and upon request.
- Revisions
 - Revisions to the TPWP will be made as needed.
 - Amendments will require a public hearing to be held at a regularly scheduled Policy Board meeting. A notice of the public hearing will be published no more than twenty (20) calendar days and no less than four (4) calendar days before the date of the hearing.

REVISIONS

The Transportation Planning Work Program is developed annually. However, the document can be amended at any time. When doing so, the Black Hawk County MPO will consider the administrative rules outlined by 2 CFR 200 and FTA Circular 5010.1C. The following table outlines the approving agency for various changes to work programs:

Revision Type	Approving Agency
Request for additional Federal funding	Federal
Transfer of funds between categories, projects, functions, or activities which exceeds ten percent of the total work program budget when the Federal share of the budget exceeds \$150,000	Federal
Revision to the scope or objectives of activities	Federal
Transferring substantive programmatic work to a third party (consultant)	Federal
Capital expenditures, including the purchasing of equipment	Federal
Transfer of funds allotted for training allowances	Federal
Transfer of funds between categories, projects, functions, or activities which do not exceed ten percent of the total work program budget, or when the Federal share of the budget is less than \$150,000	Iowa DOT Systems Planning Bureau
Revisions related to work that does not involve Federal funding	MPO Policy Board

All necessary TPWP approvals are required to be in place prior to the commencement of activity, purchasing of equipment, or request for reimbursement. As it relates to procurement of equipment and services, there should be no notification of award, signed contract, placement of an order, or agreement with a contractor prior to receiving the necessary approval.

All revision requests should be submitted electronically to the Iowa DOT Systems Planning Bureau and the agency's District Planner. Documentation for the revisions shall include the following:

- A resolution or meeting minutes showing the revision's approval
- Budget summary table with changes highlighted or noted
- Modified section(s) of the plan's work elements with changes highlighted or noted

If all necessary information is provided, the request will then be forwarded to the FHWA and FTA for review and any necessary approvals. Notification by the approving agency will be in writing.

Federal Revision Approval

Revisions where FHWA/FTA is the designated approving agency shall require written approval by FHWA/FTA prior to commencement of activity, purchasing of equipment, or request for reimbursement.

Iowa DOT Systems Planning Bureau Revision Approval

Revisions where the Iowa DOT Systems Planning Bureau is the designated approving agency shall require written approval by the Iowa DOT Systems Planning Bureau prior to commencement of activity or request for reimbursement.

Black Hawk County MPO Revision Approval

Revisions where the MPO is the approving agency shall be approved by the Policy Board.

FY 2024 WORK ELEMENTS

ELEMENT A: TRANSPORTATION PLANNING WORK PROGRAM (TPWP)

Objective

To prepare the FY 2025 TPWP.

Project Description

Identify tasks to be performed in FY 2025 and prepare FY 2024 quarterly reports.

Previous Work

- Adoption and administration of the FY 2023 TPWP
- Prepared draft and final versions of the FY 2024 TPWP in accordance with the MPO Public Participation Plan, INRCOG Title VI Plan, and subject to comments from Iowa DOT, FHWA, and FTA staff

FY 2024 Activities and Products

- FY 2024 TPWP maintenance and budget monitoring
- Planning funding reimbursement submittals
- Draft FY 2025 TPWP submitted by March 31, 2024
- Final FY 2025 TPWP submitted by June 1, 2024
- MPO Self Certification

Personnel, Budget, and Funding

	Staff Hours	Cost (\$)
Executive Director	5	510
Director of Transportation	16	904
Personnel Total		1,414
Direct Expenses		86
Total	21	1,500

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

ELEMENT B: TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Objective

To develop and maintain a TIP that is consistent with the goals, objectives, and performance measures established by the MPO Policy Board, and serves as an implementation tool of the MPO Long-Range Transportation Plan.

Project Description

The MPO is responsible for developing the funding program of transportation projects which use Federal funds or are regionally significant. The MPO carries out a process for soliciting, ranking, and programming regional projects for the Surface Transportation Block Grant (STBG) Program, Iowa's Transportation Alternatives Program (TAP), and the new Carbon Reduction Program. The MPO also reviews regional projects seeking Iowa Clean Air Attainment Program (ICAAP) funds. The TIP includes four years of programming based on funding estimates provided by the Iowa DOT. Programming will include all pertinent modes of transportation, with emphasis placed on STBG, Iowa's TAP, Carbon Reduction Program, 5307, and 5339 funds. The TIP will be fiscally constrained utilizing year of expenditure dollars. The document will include operations and maintenance information, and a status report on projects in the first year of the current program. The MPO will develop final Carbon Reduction Program guidelines in FY 2024.

The TIP is developed in coordination with local governments, the State of Iowa, and public transit providers. Project submittal and revision will be conducted through TPMS. To ensure a well-balanced public participation process, all work associated with the TIP will be performed in accordance with the Public Participation Plan and INRCOG's Title VI Plan.

Previous Work

- Prepared the final FY 2023-2026 TIP
- Processed revisions to the FY 2023-2026 TIP
- Updated STBG Guidelines
- Held work sessions to program projects for the draft FY 2024-2027 TIP
- Developed a draft FY 2024-2027 TIP
- Draft Carbon Reduction Guidelines
- Assistance with STBG applications

FY 2024 Activities and Products

- Develop final Carbon Reduction Guidelines
- Assistance with STBG, Iowa's TAP, and Carbon Reduction Program applications
- FY 2023-2026 TIP
 - Maintain program through formal amendments and administrative modifications (as required)
- FY 2024-2027 TIP
 - Final program adopted
 - Maintain program through formal amendments and administrative modifications (as required)
- FY 2025-2028 TIP
 - Resolution(s) supporting regional Iowa Clean Air Attainment Program (ICAAP) grant application(s)
 - Solicit, rank, and program local Iowa's TAP projects
 - Solicit, rank, and program STBG projects
 - Solicit, rank, and program Carbon Reduction Program projects
 - TAP Project Review Committee, BPAC, and TTC work sessions to develop draft program
 - Draft FY 2025-2028 TIP submitted by June 15, 2024

Personnel, Budget, and Funding

	Staff Hours	Cost (\$)
Director of Transportation	27	1,525
Transportation Planner II	120	6,289
Transportation Planner I	50	1,858
Personnel Total		9,672
Direct Expenses		328
Total	197	10,000

Funding Type	Amount (\$)
FHWA-PL New	4,000
FTA 5305d New	4,000
INRCOG Match	2,000
Total	10,000

ELEMENT C: PUBLIC PARTICIPATION PROCESS

Objective

To incorporate a public involvement process that fosters public participation throughout the transportation planning, programming, and decision-making process.

Project Description

This task includes conducting public input sessions, public hearings, and public outreach to obtain input and feedback on ongoing activities and plans. The Public Participation Plan, along with other pertinent documents maintained and developed by the MPO, are posted online at the new MPO website, www.bhcmpo.org. The 2022 Public Participation Plan was adopted in November 2022 and will be updated as needed.

Previous Work

- Developed the 2022 Public Participation Plan
- Published 11 public hearing notices (2022 Public Participation Plan, amendments to FY 2023-2026 TIP, FY 2024 TPWP, FY 2024-2027 TIP)
- Two public input sessions relating to the development of the FY 2024-2027 TIP
- Notices of opportunities for public input shared via INRCOG e-newsletter and local media
- Publication of transportation articles in the INRCOG monthly e-newsletter
- Information, transportation plans, and notices of opportunities for public input shared on the MPO website, INRCOG Facebook page, and INRCOG monthly e-newsletter
- Created a new website www.bhcmpo.org

FY 2024 Activities and Products

- Publish public hearing notices for federally required documents and TIP amendments
- Materials and staffing for two public input sessions for the draft FY 2025-2028 TIP in June 2024
- Public engagement via surveys, public hearings, public input sessions, public meetings, virtual public involvement, and other methods
- Content for the MPO website and INRCOG Facebook page
- Content for the INRCOG monthly e-newsletter
- Maintain and update the PPP (as needed)
- Marketing and outreach of MPO planning activities through various outlets and mediums

Personnel, Budget, and Funding

	Staff Hours	Cost (\$)
Director of Transportation	10	565
Transportation Planner II	30	1,572
Transportation Planner I	25	929
Personnel Total		3,066
Direct Expenses		184
Total	65	3,250

Funding Type	Amount (\$)
FHWA-PL New	1,300
FTA 5305d New	1,300
INRCOG Match	650
Total	3,250

ELEMENT D: LONG-RANGE TRANSPORTATION PLANNING

TASK D-1: LONG-RANGE TRANSPORTATION PLAN

Objective

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

Project Description

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

Previous Work

- Maintained the 2045 LRTP
- PM1, PM2, PM3, TAM, and PTASP targets adopted
- Traffic forecasts, model analysis, and select link analysis for corridor studies and project designs
- ISMS Model Planning Team meetings
- Travel demand model parcel data development
- Conducted a statistically significant mail out survey for the 2050 Long-Range Transportation Plan
- Draft 2050 Long-Range Transportation Plan

FY 2024 Activities and Products

- Maintain and update the 2045 LRTP (as needed)
- Various reports, traffic projections, and traffic analysis
- Adopt 2020-2024 safety targets (PM1) by February 2024
- 2020 U.S. Census Urban Area Boundary review and adjustment
- Draft and Final 2050 Long-Range Transportation Plan adopted by November 2023

TASK D-2: STATEWIDE TRANSPORTATION PLANNING INITIATIVES

Objective

To remain actively involved in various statewide planning efforts.

Project Description

Participation in statewide planning initiatives and committees.

Previous Work

- Member of the Strategic Highway Safety Plan Advisory Committee
- Participated in Midwest Transportation Model User Group (MTMUG) meetings
- Attended four statewide MPO/RPA Quarterly meetings

FY 2024 Activities and Products

- Participation in MTMUG meetings
- Attend MPO/RPA Quarterly meetings
- Participation in regional and statewide coordination meetings

TASK D-3: TRANSPORTATION RELATED STUDIES

Objective

To be an active participant in various transportation studies relating to all pertinent modes of transportation as supported by the MPO Long-Range Transportation Plan.

Project Description

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

Previous Work

- Participated in the Eastern Iowa Electric Vehicle Readiness planning initiative meetings

FY 2024 Activities and Products

- Participation in the Eastern Iowa Electric Vehicle Readiness planning initiative meetings
- Participation in transportation related studies and committees

TASK D-4: ITS REGIONAL ARCHITECTURE

Objective

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

Project Description

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

Previous Work

Amended the ITS Regional Architecture (as needed)

FY 2024 Activities and Products

Maintain and update ITS Regional Architecture (as needed)

Personnel, Budget, and Funding

	Staff Hours	Cost (\$)
Executive Director	40	4,086
Director of Transportation	350	19,764
Data Services Coordinator	620	31,552
Transportation Planner II	725	37,997
Transportation Planner I	435	16,169
New Position	342	13,519
Administrative	90	2,892
Personnel Total		125,979
Direct Expenses		4,271
TransCAD (Maintenance)		1,500
Total	2,602	131,750

Funding Type	Amount (\$)
FHWA PL-Carryover	74,400
FHWA PL-New	15,500
FTA 5305d-New	15,500
INRCOG Match	26,350
Total	131,750

ELEMENT E: SHORT-RANGE TRANSPORTATION PLANNING

TASK E-1: ADMINISTRATION OF OVERALL MPO ACTIVITIES

Objective

To provide administration of the MPO activities to ensure a continuous, cooperative, and comprehensive transportation planning process in compliance with applicable State and Federal laws and regulations.

Project Description

This task includes all administrative work to support activities of the MPO including the following: prepare and submit required documents to the Iowa DOT, FTA, and FHWA; facilitate and provide staff support for MPO meetings; prepare budgets, maintain financial records, and ensure monies are spent appropriately; and coordinate activities with participating agencies and other public and private interests. This task also includes MPO staff participating in conferences, seminars, meetings, and other training opportunities to remain familiar with the latest regulations and techniques related to the transportation planning field.

Previous Work

- Quarterly submittals for planning funding reimbursement
- Filing and reporting routine items required by the Iowa DOT, FTA, and FHWA
- Conducted 10 Policy Board meetings, and developed meeting materials and minutes
- Conducted one Transportation Technical Committee meeting, and developed meeting materials and minutes
- Attended webinars, trainings, and conferences specific to transportation
- Waterloo 5-2-1-0 project closeout
- Developed final 2023 MPO Bylaws

FY 2024 Activities and Products

- Grant writing assistance to member communities (as requested)
- Reports and other materials by Federal, State, or other governmental agencies
- Monthly Policy Board meeting materials, meetings, and minutes
- Attend webinars, trainings, and conferences specific to transportation
- Association of Metropolitan Planning Organizations (AMPO) membership

TASK E-2: DATA SERVICES

Objective

To collect, analyze, and distribute data necessary to sustain and enhance the overall transportation system.

Project Description

This task includes all data collection and analysis to support transportation planning activities.

Previous Work

- Performed data collection and GIS data maintenance, including traffic count and crash data
- Developed and printed maps
- Collected pavement management, safety, and traffic count data for TIP project evaluation and prioritization

FY 2024 Activities and Products

- Data collection and GIS data maintenance, including traffic count and crash data
- Print and/or develop maps for member communities or partner agencies
- Interactive mapping, including web-based mapping and story maps
- Pavement management, safety, and traffic count data for TIP project evaluation, ranking, and programming

TASK E-3: MULTIMODAL PLANNING

Objective

To provide support to expand and improve multimodal transportation options in the region to increase the safety and mobility of people and freight.

Project Description

This task includes technical assistance to develop and promote plans and projects to increase the safety and mobility of people and freight. This task also includes continued implementation of a Safe Routes to School (SRTS) program in public and parochial schools throughout the metropolitan area. This is part of the SRTS Partnership with the Iowa Bicycle Coalition and Upper Explorerland. This position is funded through a Statewide TAP grant via the Iowa DOT, the MPO, and the RTA. The SRTS Coordinator will work with area schools on efforts and initiatives to increase bicycling and walking to school. The MPO Pedestrian Master Plan was adopted in February 2022, and staff will monitor and update the document as needed.

Previous Work

- General multimodal transportation planning assistance
- Safe Routes to School Program in public and parochial schools in the metro area
- Served on the Waterloo Complete Streets Advisory Committee and Cedar Falls Bicycle and Pedestrian Advisory Committee
- Interactive Cedar Valley Trail Map and promotional materials
- 2023 Cedar Valley Trail Guide
- Iowa Data Bike pavement conditions and photography
- Passenger Rail and Rail Safety Memos for the Cedar Valley Coalition
- Coordination of QR code vinyl stickers for Interactive Cedar Valley Trail Map

FY 2024 Activities and Products

- Maintain and update the MPO Pedestrian Master Plan (as needed)
- General multimodal transportation planning assistance
- Safe Routes to School Program in public and parochial schools in the metro area
- Serve on the Waterloo Complete Streets Advisory Committee and Cedar Falls Bicycle and Pedestrian Advisory Committee
- Upkeep of the Interactive Cedar Valley Trail Map
- Passenger Rail and Rail Safety community engagement

TASK E-4: TRANSIT PLANNING

Objective

To enhance a coordinated, accessible, and efficient transit system to ensure all citizens have access to effective and affordable transportation options.

Project Description

Focus on improving operating efficiencies of current services and eliminate service gaps where and when public transportation is not available. MET Transit has hired a consultant to conduct a comprehensive Transit Study. MPO staff will serve on the advisory committee.

Previous Work

- Held two Transit Advisory Committee (TAC) meetings
- Monitored the FY 2021-2025 Passenger Transportation Plan (PTP)
- Meetings with MET Transit staff to discuss planning assistance and coordination of services opportunities
- Technical assistance developing a Request for Proposal for a comprehensive Transit Study, and consultant interviews
- Waterloo Transportation Task Force meetings

FY 2024 Activities and Products

- Maintain and update the FY 2021-2025 PTP (as needed)
- Monitoring projects and initiatives identified in the FY 2021-2025 PTP
- Two TAC meetings (at minimum)
- Planning assistance for MET Transit
- MET Transit Study Advisory Committee meetings

TASK E-5: TRANSPORTATION SAFETY

Objective

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

Project Description

Provide safety studies, design techniques, and other information to member jurisdictions. On February 1, 2023, the MPO received a SS4A Action Plan grant award to complete a comprehensive Safety Action Plan for Waterloo's Central Business District in the downtown area. The estimated cost to complete the plan is \$60,000 of which the MPO was awarded \$48,000 in federal SS4A funds. The Iowa DOT has committed to providing \$12,000 in HSIP-SWAP funding as the 20 percent local match. The plan will include a safety assessment of high fatality and serious injury corridors, community collaboration, and implementation activities for the metropolitan area to enhance roadway safety for all. The MPO will use an outside consultant to complete the comprehensive Safety Action Plan. Staff will conduct the consultant selection and will administer the project.

Previous Work

- Provided safety data using the Iowa Crash Analysis Tool
- Researched Vision Zero programs throughout the nation
- Applied for a Safe Streets and Roads for All (SS4A) Action Plan Grant

FY 2024 Activities and Products

- Safety data provided using the Iowa Crash Analysis Tool
- Crash-related charts and reports
- SS4A Action Plan consultant selection process and project administration

TASK E-6: EQUIPMENT & SUPPLIES

Objective

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

Previous Work

- Maintained ArcGIS licenses for two workstations
- Maintained TransCAD license for one workstation
- Maintained license for Spatial Analyst and 3-D Analyst

Project Description

This task includes the purchasing and maintenance of computer equipment and software necessary to carry out the transportation planning effort.

FY 2024 Activities and Products

- ArcGIS licenses for three workstations
- TransCAD license for one workstation
- Spatial Analyst and 3-D Analyst
- QR code vinyl stickers for Interactive Cedar Valley Trail Map

Personnel, Budget, and Funding

	Staff Hours	Cost (\$)
Executive Director	50	5,107
Director of Transportation	480	27,106
Data Services Coordinator	425	21,628
Transportation Planner II	325	17,033
Transportation Planner I	760	28,249
New Position	500	19,765
Administrative	225	14,531
Personnel Total		133,419
Direct Expenses		5,256
GIS Software Maintenance/Upgrades		2,000
Total	2,765	140,675

Funding Type	Amount (\$)
FHWA PL-Carryover	68,140
FHWA PL-New	19,000
FTA 5305d-New	25,400
INRCOG-Match	28,135
Total	140,675

ELEMENT F: COMPLETE STREETS

Objective

To develop and promote policies, plans, and projects that improve mobility and connectivity; improve health; increase safety; enhance neighborhoods, businesses, and institutions; and advance the quality of life for all users of the transportation system.

Project Description

Complete Streets are facilities designed and operated to enable safe use and support mobility for all users. Those include people of all ages and abilities, regardless of whether they are travelling as drivers, pedestrians, bicyclists, or public transportation riders. The concept of Complete Streets encompasses many approaches to planning, designing, and operating roadways and right-of-way with all users in mind to make the transportation network safer and more efficient.

The Black Hawk County MPO embraces the Complete Streets philosophy, and communities have been incorporating design elements in various planning activities. To further promote and advocate for Complete Streets, the MPO will develop an MPO Complete Streets Policy. The MPO will also develop an MPO Complete Street Prioritization Plan that identifies a specific list of Complete Streets projects and potential funding sources to improve safety, mobility, and accessibility.

Previous Work

N/A

FY 2024 Activities and Products

- Development of an MPO Complete Streets Policy
- Development of an MPO Complete Streets Prioritization Plan
- Planning technical assistance to improve the metropolitan network of active transportation facilities, including sidewalks, pedestrian and bicycle trails, and to connect neighborhoods with destinations

Personnel, Budget, and Funding

	Staff Hours	Cost (\$)	Funding Type	Amount (\$)
Director of Transportation	15	847		
Transportation Planner II	55	2,883		
Transportation Planner I	55	2,044	FHWA PL Set-aside	5,964
Personnel Total		5,774		
Direct Expenses		190		
Total	125	5,964	Total	5,964

ELEMENT G: ADMINISTRATION

Objective

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

Previous Work

Budget, audit, and other financial documents required for the fiscal year ending June 30, 2023.

Project Description

This task includes overhead and indirect expenses which are not attributable to direct expenses reflected under individual work tasks. Administrative salaries and overhead expenses are charged on an indirect basis according to the agency's approved cost-allocation plan (attached).

FY 2024 Activities and Products

- Quarterly progress reports and invoices
- Budget, audit, and other financial documents required for the fiscal year ending June 30, 2024.

Personnel, Budget, and Funding

	Staff Hours	Cost (\$)
Administration		100,000
Total		100,000

Funding Type	Amount (\$)
FHWA-PL Carryover	40,000
FHWA-PL New	20,000
FTA 5305d New	20,000
INRCOG Match	20,000
Total*	100,000

*This budget reflects the estimated transportation program share of administrative expenses based on an estimated FY 2024 agency budget of \$2,600,000.

SCHEDULE OF ACTIVITIES

Description	1 st Quarter (July – Sept.)	2 nd Quarter (Oct. – Dec.)	3 rd Quarter (Jan. – Mar.)	4 th Quarter (April – June)	MPO LRTP Goals Supported
(A) Transportation Planning Work Program					
FY 2024 TPWP maintenance and budget monitoring	X	X	X	X	
Planning funding reimbursement submittals	X	X	X	X	
Draft FY 2025 TPWP submitted by March 31, 2024			X		1, 2, 3, 4
Final FY 2025 TPWP submitted by June 1, 2024				X	
MPO Self Certification				X	
(B) Transportation Improvement Program					
Develop final Carbon Reduction Program guidelines	X				
Assistance with STBG, Iowa's TAP, and Carbon Reduction Program applications			X	X	
FY 2023-2026 TIP maintenance	X				1, 2, 3, 4
FY 2024-2027 TIP final program adopted	X				
FY 2024-2027 TIP maintenance	X	X	X	X	
Draft FY 2025-2028 TIP submitted by June 15, 2024		X	X	X	
(C) Public Participation Process					
Publish public hearing notices for federally required documents and TIP amendments	X	X	X	X	
Materials and staffing for two TIP public input sessions				X	
Public engagement via surveys, public hearings, public input sessions, public meetings, virtual public involvement, and other methods	X	X	X	X	
Content for the MPO website and INRCOG Facebook page	X	X	X	X	1, 4
Content for the INRCOG monthly e-newsletter	X	X	X	X	
Maintain and update the PPP (as needed)		X		X	
Marketing and outreach of MPO planning activities through various outlets and mediums	X	X	X	X	
(D) Long-Range Transportation Planning					
Maintain and update the 2045 LRTP (as needed)	X	X			
Various reports, traffic projections, and traffic analysis	X	X	X	X	
Adopt 2020-2024 safety targets (PM1) by February 2024			X		
2020 U.S. Census Urban Area Boundary review and adjustment	X	X			
Final 2050 Long-Range Transportation Plan adopted by November 2023	X	X			
Participation in MTMUG meetings	X		X		1, 2, 3, 4
Attend MPO/RPA Quarterly meetings	X	X	X	X	
Participation in regional and statewide coordination meetings	X	X	X	X	
Participation in the Eastern Iowa Electric Vehicle Readiness planning initiative meetings	X	X	X	X	
Participation in transportation related studies and committees	X	X	X	X	
Maintain and update ITS Regional Architecture (as needed)		X		X	

Description	1 st Quarter (July – Sept.)	2 nd Quarter (Oct. – Dec.)	3 rd Quarter (Jan. – Mar.)	4 th Quarter (April – June)	MPO LRTP Goals Supported
(E) Short-Range Transportation Planning					
Grant writing assistance to member communities (as requested)	X			X	
Reports and other materials by Federal, State, or other governments agencies	X	X	X	X	
Monthly Policy Board meeting materials, meetings, and minutes	X	X	X	X	
Attend webinars, trainings, and conferences specific to transportation	X	X	X	X	
Association of Metropolitan Planning Organizations (AMPO) membership	X				
Data collection and GIS data maintenance, including traffic count and crash data	X	X	X	X	
Print and/or develop maps for member communities or partner agencies	X	X	X	X	
Interactive mapping, including web-based mapping and story maps	X	X	X	X	
Pavement management, safety, and traffic count data for TIP project evaluation, ranking, and programming			X	X	
Maintain and update the MPO Pedestrian Master Plan (as needed)		X		X	
General multimodal transportation planning assistance	X	X	X	X	
Safe Routes to School Program in public and parochial schools in the metro area	X	X	X	X	
Serve on the Waterloo Complete Streets Advisory Committee and Cedar Falls Bicycle and Pedestrian Advisory Committee	X	X	X	X	1, 2, 3, 4
Upkeep of the Interactive Cedar Valley Trail Map	X	X	X	X	
Passenger Rail and Rail Safety community engagement	X	X	X	X	
Maintain and update the FY 2021-2025 PTP (as needed)		X		X	
Monitoring projects and initiatives identified in the FY 2021-2025 PTP	X	X	X	X	
Two TAC meetings (at minimum)	X		X		
Planning assistance for MET Transit	X	X	X	X	
MET Transit Study Advisory Committee meetings	X	X	X		
Safety data provided using the Iowa Crash Analysis Tool	X	X	X	X	
Crash-related charts and reports	X	X	X	X	
SS4A Action Plan consultant selection process and project administration	X	X	X		
ArcGIS licenses for three workstations			X		
TransCAD license for one workstation		X			
Spatial Analyst and 3-D Analyst			X		
QR code vinyl stickers for Interactive Cedar Valley Trail Map	X				
(F) Complete Streets					
Development of an MPO Complete Streets Policy		X	X		
Development of an MPO Complete Streets Prioritization Plan		X	X	X	1, 4
(G) Administration					
Quarterly progress reports and invoices	X	X	X	X	
Budget, audit, and other financial documents required for the fiscal year ending June 30, 2024	X	X	X	X	

FY 2024 BUDGET & FUNDING SOURCES

FY 2024 Transportation Budget Summary

Work Element	PL Carryover (\$)	PL New (\$)	5305d Carryover (\$)	5305d New (\$)	Federal Total (\$)	INRCOG Match (\$)	Total (\$)
(A) TPWP	--	600	--	600	1,200	300	1,500
(B) TIP	--	4,000	--	4,000	8,000	2,000	10,000
(C) Public Participation Process	--	1,300	--	1,300	2,600	650	3,250
(D) Long-Range Transportation Planning	74,400	15,500	--	15,500	105,400	26,350	131,750
(E) Short-Range Transportation Planning	68,140	19,000	--	25,400	112,540	28,135	140,675
(F) Complete Streets	--	5,964	--	--	5,964	--	5,964
(G) Administration	40,000	20,000	--	20,000	80,000	20,000	100,000
Total	182,540	66,364	--	66,800	315,704	77,435	393,139

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

FY 2024 INRCOG Personnel Assignments Direct Planning Tasks

Work Element	Total Budget (100%) (\$)	Direct Expense (\$)	Salary and Fringe (\$)
(A)	1,500	86	1,414
(B)	10,000	328	9,672
(C)	3,250	184	3,066
(D)	131,750	4,271	125,979
(E)	140,675	5,256	133,419
(F)	5,964	190	5,774
Total	293,139	10,315	279,324

FY 2024 Staff Time (in hours)

Work Element	Executive Director	Director of Transportation	Data Services Coordinator	Transportation Planner II	Transportation Planner I	New Position	Administrative Staff	Total
(A)	5	16	--	--	--	--	--	21
(B)	--	27	--	120	50	--	--	197
(C)	--	10	--	30	25	--	--	65
(D)	40	350	620	725	435	342	90	2,602
(E)	50	480	425	325	760	500	225	2,765
(F)	--	15	--	55	55	--	--	125
Total	95	898	1,045	1,255	1,325	842	315	5,775



INRCOG

Iowa Northland Regional
Council of Governments

INRCOG COST ALLOCATION PLAN

Contact: Brian Schoon, Executive Director

bschoon@inrcog.org

A. Introduction

Iowa Northland Regional Council of Governments (INRCOG) is a state/local government located in Waterloo, Iowa. The classification and allocation of direct and indirect costs of INRCOG are allowable in accordance with 2 CFR Part 225 (formerly OMB Circular A-87), "Cost Principles for State, Local and Indian Tribal Governments," or 2 CFR Part 230 (formerly OMB Circular A-122), "Cost Principles for Non-profit Organizations."

B. Cost Allocation Methodology

This proposal is for a Cost Allocation Plan (Plan) to cover the period beginning July 1, 2023 and ending June 30, 2024. This proposal is based on INRCOG's actual costs reconcilable to the audited financial statements for its fiscal year ending June 30, 2024. The status of our cost allocation plan is:

- (a) This is our initial request for the approval of our cost allocation plan. None of the federal agencies have ever officially approved of our cost allocation plan.
- (b) We have received an official written approval of our cost allocation plan from the Economic Development Administration.
- (c) We have received written approval of our cost allocation plan from Iowa Department of Transportation multiple times. However, we have been unable to obtain Federal Cognizant approval of our Indirect Cost Proposal.

This proposal addresses all elements of cost incurred by INRCOG and identifies shared costs that require allocation. INRCOG treats all costs as direct costs except general administration and general expenses. Joint costs are prorated individually as direct costs to each category and to each award using a base most appropriate to the particular cost being prorated. Therefore, the direct allocation method has been used in allocating indirect costs.

INRCOG maintains adequate internal controls to ensure that no cost is charged both directly and indirectly to Federal contracts or grants.

INRCOG | PARTNERS FOR PROGRESS

Developing Strong Local Government through Regional Cooperation

C. Direct Costs

Direct costs are those that can be identified specifically with a particular program. These costs may be charged directly to grants, contracts, or to other programs against which costs are finally lodged.

Typical direct costs chargeable to programs include:

- Compensation of employees for the time and effort devoted specifically to the execution of grant programs.
- Costs of materials acquired, consumed, or expended specifically for a particular program.
- Equipment and other approved capital expenditures.
- Other items of expense incurred specifically to carry out the program.
- Services furnished specifically for the program by other agencies.

D. Indirect Costs

Indirect costs are those incurred for common or joint objectives and therefore cannot be readily and specifically identified with a particular project or activity. Indirect costs include salaries, fringe benefits, travel, utilities, rent, postage, office supplies, and printing not identified specifically with a program. Indirect costs are incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objectives specifically benefited without effort disproportionate to the results achieved. These costs are distributed equally to all programs against the base of direct time spent on specific programs which produces an equitable result in consideration of relative benefits derived.

Indirect costs include:

- Work relating to the project operation and general supervision of programs.
- Work activities conducted relating to the organizational functioning of the agency.

E. Cost Pool and Base for Distribution

INRCOG uses two pools in the distribution of its indirect costs. The Fringe Benefit Pool consists of employee vacations, sick leave, holidays, health/life insurance, the employer's share of FICA and retirement costs, and reimbursable unemployment expense. The Administrative Pool consists of all other indirect costs as described above. These two pools are based on direct program salary expense and allocated to all agency programs equally as follows:

- Fringe Benefit Allocation = Total Fringe Pool / Total Direct Salaries x Direct Program Salaries
- Administrative Allocation = Total Administrative Pool / Total Direct Salaries x Direct Program Salaries

Predetermined Fixed Rates

A predetermined fixed rate for computing indirect costs applicable to a grant may be negotiated annually in situations where the cost experience and other pertinent facts available are deemed sufficient to enable the contracting parties to reach an informed judgement (1) as to the probable level of indirect costs in the grantee department during the period to be covered by the negotiated rate, and (2) that the amount allowable under the predetermined rate would not exceed actual indirect costs.

Negotiated Lump Sum for Overhead

A negotiated fixed amount in lieu of indirect costs may be appropriate under circumstances where the benefits derived from a grantee department's indirect services cannot be readily determined as in the case of small, self-contained or isolated activity. When this method is used, a determination should be made that the amount negotiated will be approximately the same as the actual indirect cost that may be incurred. Such amounts negotiated in lieu of indirect costs will be treated as an offset to total indirect expenses of the grantee department before allocation to remaining activities. The base on which such remaining expenses are allocated should be appropriately adjusted.

F. Supporting Financial Statements, Summary Schedule, and Unallowable Costs

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

Unallowable and Excludable Costs – The following costs are excluded from the allocation process: capital outlay over the threshold of \$500, awards and gifts, bad debts, and food costs.

G. Description of Accounting System

INRCOG uses an accrual system of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenditures are recorded when the related liability is incurred.

INRCOG uses Quick Books 2023 per our accountant's recommendation.

H. Indirect Salaries

The number of hours of work performed by INRCOG employees for the general supervision of programs and organization functioning of the agency (Administrative Pool) varies each month. Employees record the amount of time for work performed for the administration of the agency and also for work performed for a specific program. Administrative time is then distributed equally each month to all programs against the base of direct time spent on specific programs during that month (refer to Section E, Cost Pool and Base for Distribution).

I. Indirect Fringe Benefits

Refer to "Section E, Cost Pool and Base for Distribution" and "Section H, Indirect Salaries" for description of allocation of fringe benefits.

J. Organization Chart

See Schedule B

K. Cost Allocation Plan Certification

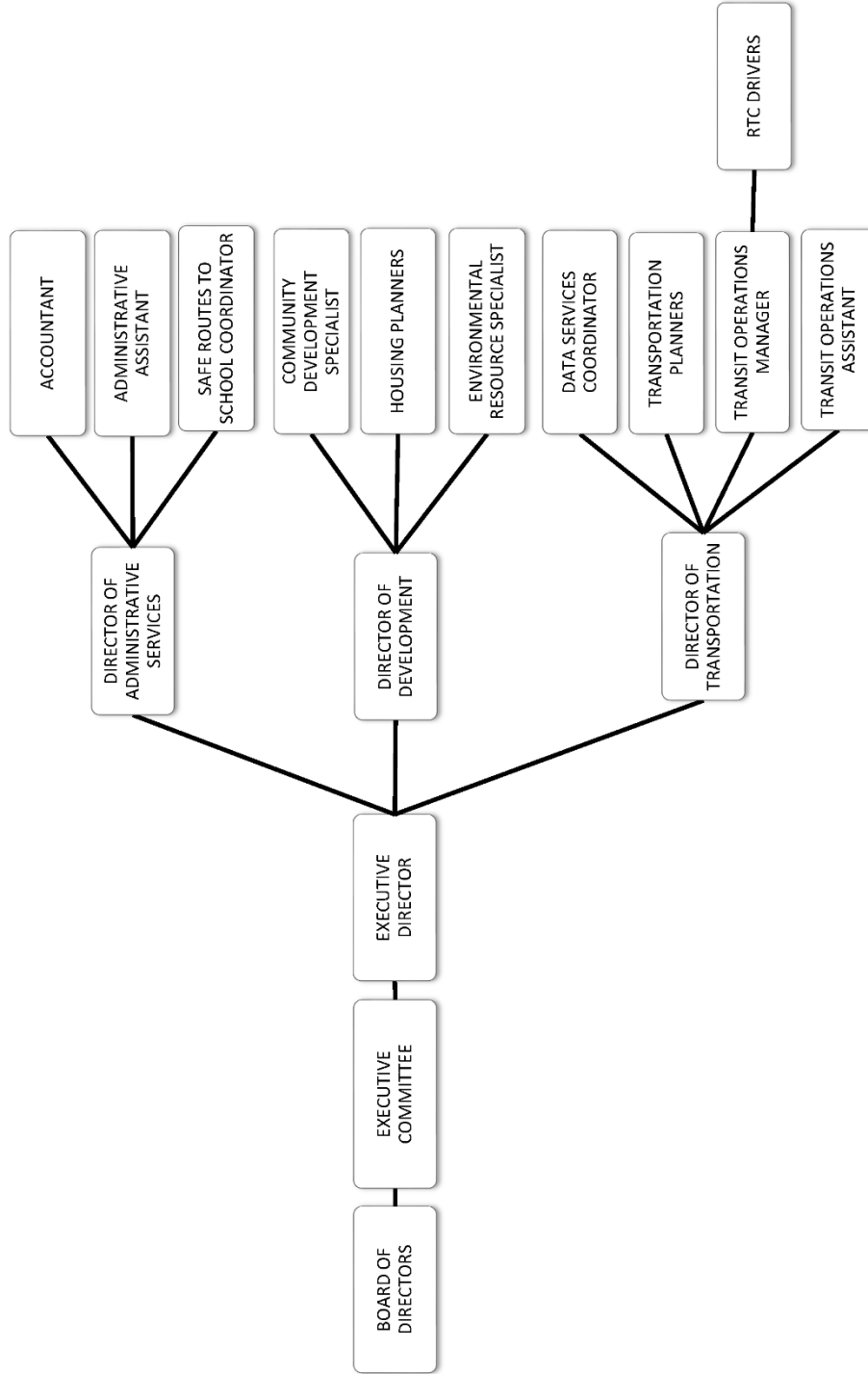
See attached

Schedule A – Elements of Cost

Elements of Cost	Allocation Methodology	Item Description
Salaries & fringe benefits	Direct/Indirect	Direct when specific to program, indirect for general admin.
Travel	Direct/Indirect	Direct when specific to program, indirect for general training and admin.
Meals	Direct	Program specific for allowable meals
Seminar	Direct/Indirect Cost	Direct when specific to program, indirect for general admin.
Telephone/Internet	Direct/Indirect Cost	Direct when specific to program, indirect for general admin.
Contracted Services	Direct/Indirect Cost	Direct when specific to program, indirect for general admin.
Office Supplies	Direct/Indirect Cost	Direct when specific to program, indirect for general admin.
Program Supplies	Direct	Direct when specific to program
Miscellaneous	Direct/Indirect Cost	Direct when specific to program, indirect for general admin.
Postage	Direct/Indirect	Direct when specific to program, indirect for general admin.
Bad Debt	Direct/Unallowable	Uncollectable notes receivable/accounts receivable
Copy	Direct/Indirect	Direct when specific to program, indirect for general admin.
Advertising & Notices	Direct/Indirect	Direct when specific to program, indirect for general admin.
Professional Memberships	Direct/Indirect	Direct when specific to program, indirect for general admin.
Recording Fees	Direct	Program specific for recording liens on homeowner's notes
Administrative Overhead	Indirect	Costs that are not specific to direct programs, included as indirect allocation of all other elements of costs
Administrative expense – EDA RLF	Direct	Costs that are specific to operating the EDA RLF Fund
Provision for forgivable loan	Direct	Program specific for forgivable loans
Administrative expense – INRHC	Direct	Costs that are specific to operating the INRHC RLF Fund
Relocation	Direct	Expenses specific to the relocation of homeowner's
Insurance	Indirect	Bonding insurance, building insurance, etc.
Equipment maintenance/expense	Direct/Indirect Cost	Rental and maintenance on equipment used in administrative office or specific to programs
Legal and Accounting	Direct/Indirect Cost	Direct when specific to program, indirect for general admin.

Schedule B – INRCOG Organization Chart (as of January 2023)

Iowa Northland Regional Council of Governments
Organizational Chart





Certificate of Indirect Cost Proposal and Indirect Costs


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

- 1) All costs included in this proposal of May 11, 2023 to establish a:
 - Cost Allocation Plan
 - Indirect Cost Rate
 for July 1, 2023 to June 30, 2024 are allowable in accordance with the requirements of the Federal awards to which they apply and with Subpart E – Cost Principles of Part 200 as they apply to my:
 - Governmental Organization
 - Non-profit Organization

- 2) This proposal does not include any costs which are unallowable under Subpart E – Cost Principles of Part 200 such as (without limitation): public relations costs, contributions and donations, entertainment costs, fines and penalties, lobbying costs, and defense of fraud proceedings; and

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

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



Signature

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

Brian Schoon

Printed Name

Executive Director

Title

Iowa Northland Regional Council of Governments

Name of Organization

May 11, 2023

Date Signed



APPENDIX A – RESOLUTION

RESOLUTION OF THE BLACK HAWK COUNTY METROPOLITAN AREA TRANSPORTATION POLICY BOARD

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

WHEREAS, the Policy Board, in cooperation with the state, is conducting a continuing, cooperative, and comprehensive (3-C) transportation planning process pursuant to 23 CFR 450 (c); and

WHEREAS, the Policy Board has reviewed the Transportation Planning Work Program (TPWP) for Fiscal Year 2024; and

WHEREAS, the Iowa DOT requires that the MPO commit a twenty (20) percent local share to the TPWP budget for FY 2024.

NOW, THEREFORE BE IT RESOLVED that the Black Hawk County Metropolitan Area Transportation Policy Board hereby approves the FY 2024 Transportation Planning Work Program and execution of the INRCOG/Iowa DOT agreement, and commits the required twenty (20) percent local share to the TPWP budget for FY 2024.

Passed and adopted this 11th day of May, 2023.


DeAnne Kobliska, Chair

ATTEST:


Brian Schoon, INRCOG Executive Director

APPENDIX B – MPO SELF-CERTIFICATION


MPO Self-Certification of Procurement and Consultant Selection Procedures

This is to certify that I have reviewed the Iowa DOT Purchasing Rules (Iowa Administrative Code 761, Chapter 20) and will ensure procurements or the selection of consultant firms for projects to be reimbursed with federal transportation planning funds will follow the policies and procedures outlined in the above-referenced purchasing rules.

Further, I certify that the following requirements will be adhered to for procurements and consultant services to be reimbursed with federal transportation planning funds:

- Capital expenditures, including the purchase of equipment, will be a separate line item in an approved Transportation Planning Work Program (TPWP) if the anticipated total cost exceeds \$5,000.
- An approved TPWP will specify that a project will involve consultant services prior to initiating the consultant selection process.
- Our agency will document the procedures utilized for the procurement or consultant selection, and will retain this documentation on file for a minimum of three (3) years.
- When reimbursement is requested for capital expenditures or consultant services, we will provide our District Planner and the Systems Planning Bureau through email or hard copy, invoices documenting the expenditure(s) at the time the associated reimbursement request is submitted.

I declare to the best of my knowledge and ability that we will adhere to the above requirements.



Signature

Brian Schoon

Printed Name

Executive Director

Title

Iowa Northland Regional Council of Governments

Name of Organization

May 11, 2023

Date Signed

Signed by the official having the authority to initiate procurements or consultant selection for the organization or by a higher-level official

APPENDIX C – PERFORMANCE MANAGEMENT AGREEMENT

Performance Management Agreement between MPOs and the Iowa DOT

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

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

APPENDIX D – SRTS PROPOSED SCOPE OF WORK

Project Number: TAP-R-000T()-8T-00

Project Title: Safe Routes Partnership

Project Objective: To assist communities with increasing the number of students choosing active transportation as their first choice for transportation and to increase overall health and safety.

Tasks and Deliverables:

TASK 1: Build and strengthen new and existing Safe Routes relationships within school system and community. The goal of Task 1 is to maintain relationships while inviting new stakeholders to support Safe Routes. Meetings and discussions with stakeholders will be held to ensure the Safe Routes message is shared. Safe Routes partners will be educated on the benefits of Safe Routes to help promote throughout their respective communities and networks.

- Deliverable 1: Collaborate with partners
- Deliverable 2: Strengthen Safe Routes message
- Deliverable 3: Communicate about the benefits of Safe Routes

TASK 2: Support new and existing Safe Routes efforts. The goal of Task 2 is to maintain programming success with proper equipment to perform duties of the program. Additionally, this task encourages program development in new communities, schools and families. Safe Routes coordinators will work towards sustainability of programs. As necessary, data collection will be used to evaluate programs and shape future planning.

- Deliverable 1: Acquire necessary program equipment and supplies to conduct programs
- Deliverable 2: Conduct programming
- Deliverable 3: Expand Safe Routes efforts into new communities, schools and families
- Deliverable 4: Collect student data to support future Safe Routes efforts

TASK 3: Support active transportation efforts related to Safe Routes. The goal of Task 3 is to ensure that the Safe Routes message is evolving with current active transportation trends to meet the needs of each community. By attending trainings, webinars and other learning opportunities, coordinators can continue to stay up to date on Safe Routes related topics and identify new supporters of the program.

- Deliverable 1: Develop Safe Routes messaging and materials
- Deliverable 2: Promote and support community efforts at all levels
- Deliverable 3: Attend trainings to support active transportation i.e. webinars, seminars, council meetings, etc.

TASK 4: Continue professional development and networking opportunities. The goal of Task 4 is to grow active transportation knowledge and skills by identifying best practices through networking at all levels. Conferences will encompass active transportation and health promotion topics related to infrastructure and non-infrastructure Safe Routes efforts. Learning about current issues and best practices at conferences is important and needed to grow Safe Routes throughout the state. However, attending conferences with the focused purpose of networking and educating potential advocates on Safe Routes efforts is also a crucial component to long term success.

- Deliverable 1: Attend conferences to grow active transportation and Safe Routes knowledge and skill sets
- Deliverable 2: Attend conference as a sponsor/tabling event to create more awareness and interest in Safe Routes

DOCUMENT REVISION SUMMARY

Date of Revision	Revised Section	Summary of Changes