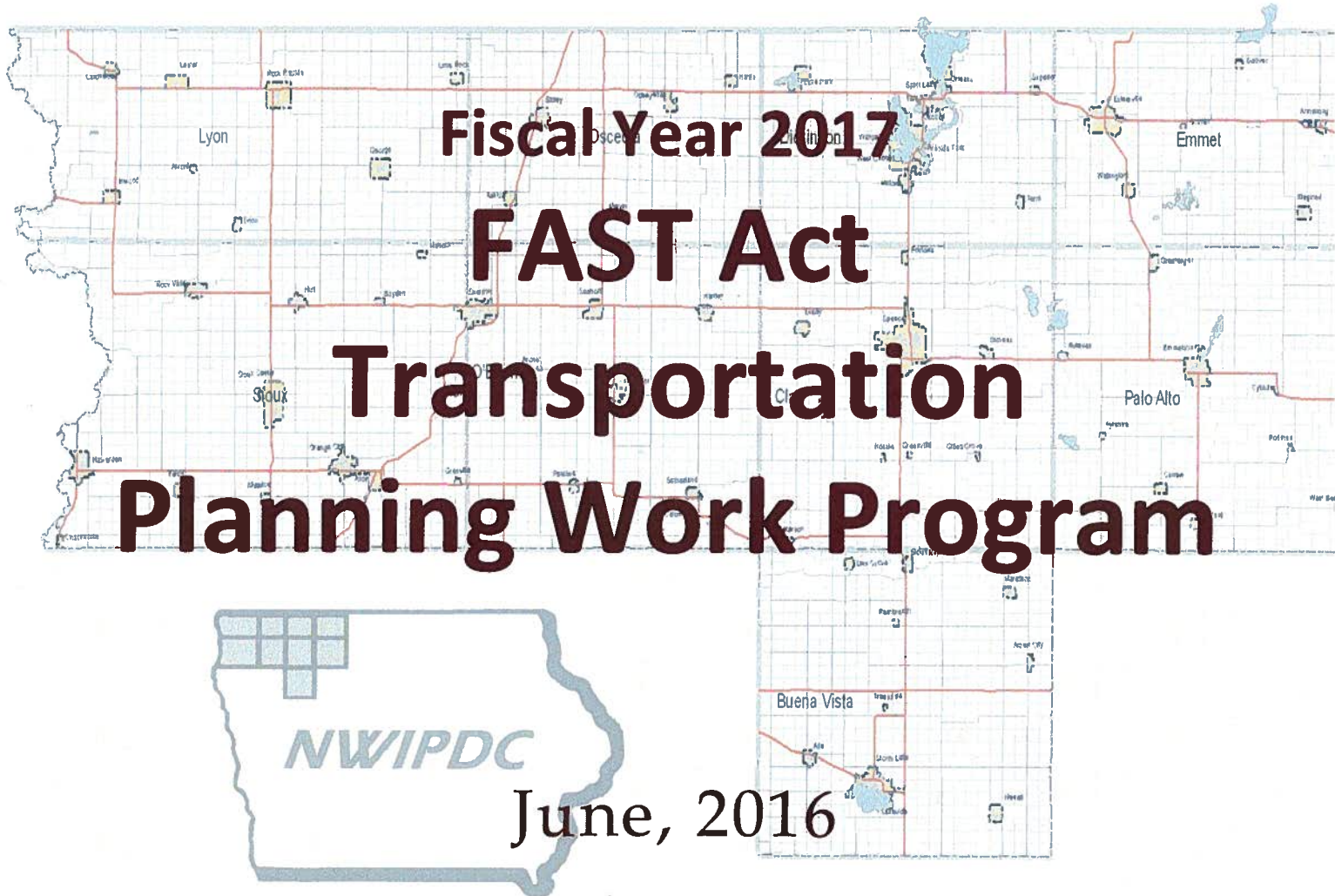


Region III Regional Planning Affiliation



The preparation of this program was financed in part through federal funds provided by the U.S. Department of Transportation, Federal Highway Administration, and (or) Federal Transit Administration.

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FISCAL YEAR 2017 FAST ACT TRANSPORTATION PLANNING WORK PROGRAM

For

**REGION III REGIONAL
PLANNING AFFILIATION**

The preparation of this program was financed in part through federal funds provided by the U.S. Department of Transportation, Federal Highway Administration, and (or) Federal Transit Administration.

Draft
April, 2016

REGION III REGIONAL PLANNING AFFILIATION

TRANSPORTATION POLICY COMMITTEE

(Member listing attached)

Representatives of:

1 Supervisor representing each of the 9 County Board of Supervisors

1 person representing the Cities of each County.

1 person appointed by each County representing non-elected officials

Iowa DOT - Ex-Officio

FHWA and FTA - Ex-Officio

TRANSPORTATION TECHNICAL COMMITTEE

(Member listing attached)

Representatives of:

Each County Engineer

1 person representing the Cities from each County. In the case the county contains a small urban city, then the representation from the cities shall come from the small urban. In the case that a county contains more than one small urban city, then the small urbans shall meet and select the representative.

Regional Transit Authority

IDOT - Ex-Officio

FHWA & FTA - Ex-Officio

NWIPDC Staff Member

TRANSPORTATION ALTERNATIVES COMMITTEE

(Member listing attached)

Representatives of:

1 person from each County Conservation Board

1 member appointed at large by each County Board of Supervisors

NWIPDC Staff Member

Explanation of Committee and RPA staff Duties

Transportation Policy Committee (TPC)

This committee mainly acts upon staff and technical committee recommendations. The Transportation Policy Committee (TPC) has final regional approval of all FAST ACT activities, procedures, and documents. RPA planning staff has secretarial and advisory duties to this committee. The staff is charged with formation of all pertinent committee and FAST ACT documents. This committee will typically meet on a monthly basis, but not less than 4 times per year.

Transportation Technical Committee (TTC)

The Technical Committee (TTC), which is composed of federal, state, county, local officials, public works personnel and engineers, provides analysis and advice to the policy committee. The TTC is the project review and TIP development committee. The RPA planning staff has secretarial and advisory duties to this committee. The staff is charged with formation of all pertinent committee and FAST ACT documents. This committee typically will meet 2 times per year or on an as needed basis

Transportation Alternatives Committee (TAC)

This committee provides the technical committee with specific project recommendations concerning the Transportation Alternatives funds. The TAC also is the body which develops the regional alternatives plan. RPA planning staff has secretarial and advisory duties to this committee.

I. INTRODUCTION

This plan presents the FY 2017 Transportation Planning Work Program (TPWP) for the northwestern portion of the State of Iowa, or Region III. Northwest Iowa Planning and Development Commission is the agency which has been chosen by the region to be the regional planning affiliate for FAST ACT planning purposes. The TPWP describes anticipated program activities during FY 2017 with all appropriate federal, state, and local jurisdictions and transportation agencies.

Region III's transportation affiliation is organized and consists of the following counties: Buena Vista, Clay, Dickinson, Emmet, O'Brien, Osceola, Sioux, Lyon, and Palo Alto. The policy committee is comprised of both city and county elected officials and representatives appointed at large from the respective counties that represent not only city and county interests and issues, but are also members of the regional transit authority board and thus represent RTA issues as well. In addition, this committee consists of ex-officio members from IDOT, FHWA, and FTA. The technical committee consists of city officials, and county engineers. Public transit is also represented on the technical committee, as are IDOT, FHWA, and FTA as ex-officio members. At this point only one sub-committee has been developed and it will cover the alternatives portion of the program. Constitution of this alternatives committee consists of members appointed at large by the various county boards of supervisors and members appointed by the county conservation boards as well.

II. OBJECTIVES

There are five major objectives, which have been categorized as high priority planning needs within Region 3. These are:

- 1) Transportation Planning Work Program (TPWP)
- 2) Transportation Improvement Program (TIP)
- 3) Public Participation Process (PPP)
- 4) Long-range Transportation Plan (LRTP)
(Includes long-range trails planning)
- 5) Passenger Transportation Plan (PTP)

TPWP

The Region III Transportation Planning Work Program (TPWP) for FY 2017 addresses current and projected transportation needs for the regional area from a planning standpoint. City and county officials, through the region's transportation technical committee, Regional Transit Authority Board, Policy Council, and Alternatives Committee have an important role in illustrating these needs. Their cooperative effort in the formation of the short range plans such as the Transportation Improvement Program (TIP) and Passenger Transportation Plan (PTP) and long-range regional transportation plans (LRTP) allows each to understand what priorities and needs other municipalities, agencies, and county governments have. With this kind of

cooperative effort, higher quality and better-organized transportation improvement programs can be developed.

Attention will be given to immediate planning needs as well as long-term system design. All work elements contain specific professional planning applications that are based on implementing community transportation projects from this plan or are part of the short range concerns of the Region III area.

Specific priorities for Region III include development of a fiscally responsible Transportation Improvement Program that maximizes local STP expenditures for regionally significant improvements. Additional challenges are encountered with trying to coordinate short-term projects with long-term planning, and to keep flexibility in that long-term planning to adjust for changes in transportation usage, infrastructure and regional priorities.

During FY 2016, Region 3 completed the TPWP, PTP annual update, TIP, PPP annual review process, regional Transportation Alternatives project programming, LRTP review and initiated complete revision, completed long-range trails plans for Sioux and Buena Vista Counties and began long-range trails planning in Clay County. In addition, RPA 3 worked to continue Sanctioned Water Trails plans for the Big Sioux, Little Sioux and West Fork Des Moines River corridors.

For FY 2017 the RPA shall perform specific work tasks as listed for each work element shown as an objective. Each task represents the RPA program activity to address the regional need.

This TPWP contains the following major projects for FY 2017:

A) FY 2018 TPWP

As required by the IDOT, the RPA shall develop and adopt the FY 2018 TPWP. This annual document shall indicate the RPA's goals for work in accordance with FAST ACT and IDOT planning requirements. The document shall also contain the budget and cost breakdown for each specified work objective.

For the TPWP specifically, the document will be prepared in draft form by April 1 of each year by the agency Executive Director. The draft will be placed on the agency's website and an electronic notification seeking public comment will be sent out to all cities and counties within the area before the April Policy Council meeting, plus a copy will be sent to the IDOT for review as well. Comments and critiques will be received and the TPWP will undergo a public hearing during the May Policy Council meeting and all comments, either verbal or written, will be made part of the public record. The final draft will be presented to the Policy Council in June for adoption.

B) PUBLIC PARTICIPATION PROCESS

The FAST ACT Act requires public involvement throughout the planning and programming process. All major documents and plans shall be subject to this process and the public's input in regards to their content and direction shall be sought.

The process is reviewed annually by all planning staff for areas of improvement. The listing of points of contact for information dissemination are also reviewed frequently and changes made accordingly. For the previous year no major changes in this process were undertaken. During FY 2017, the region's PPP will undergo a complete revision and adoption by fiscal years' end on or around June 30, 2017.

C) TRANSPORTATION IMPROVEMENT PROGRAM

Under FAST ACT regulations, each region will develop an annual regional transportation improvement program (TIP).

FY 2017 will see the continuation of this program. The RPA planning staff will develop the application for proposed projects and mail the application out to all cities, counties, IDOT, RTA, conservation boards, trails associations, and all other entities that may qualify for or have an interest in obtaining regional funding during late fall or early winter months. The RPA will collect the applications, review them for initial qualification, update funding total, balances and target amounts and send this information to the TTC and TAC for review sometime in mid March. The RPA will schedule the annual project application review for both the regional STP and TAP/TAP flex funding and provide all secretarial duties at this meeting during late March or early April. Once the draft of projects has been compiled the RPA will present this listing to the TPC for acceptance and prepare the draft TIP in April/May. Working through the TPMS system, the RPA will formulate the TIP and bring the draft copy before the TPC in May and after public review and comment for final review and approval in June.

The final document will be the FY 2018-2021 TIP which shall be completed in June, 2017.

Transportation Alternatives Program

The MAP-21 Act eliminated what was known as the enhancement program, which was primarily used by the region to fund city and county trail projects. These projects were bundled into what was renamed the Transportation Alternatives Program (TAP) and the dedicated funding stream was removed. However, MAP-21 did allow for regions to determine individually if they wished to continue dedicated funds to TAP projects, and the Region 3 Policy Council

determined they would continue this program at the base funding level provided during the last year of the SAFETEA-LU program. The newly adopted FAST Act has continued this process and the region remains unchanged in its approach to the TAP process.

In FY 2017 the RPA staff will work with the Alternatives Committee to receive project applications in March/April of 2017, disseminate applications to TAC in April 2017, schedule annual project review meeting (if necessary) in April 2017, and place all funded projects, through TPMS system, into draft 2018-2021 TIP. This process is conducted in tandem with the STP projects and follows the same time lines of application, programming, draft and final.

D) LONG RANGE TRANSPORTATION PLAN

The Region 3 Long-Range Plan is the document that provides the basis for the transportation planning and programming of projects in Region 3. The plan includes such items as transportation management system support, summaries and forecasts for all modes of transportation within the region. During FY 16 and 17, the RPA will be completing a full revision of this plan to be completed by January 2017

Trails Planning

In late CY 2016, planning staff will complete a long-range trails plan for the Clay County Trails Committee. In FY 2017, Planning staff will continue to provide all administrative assistance to these committees and work directly with committees on plan drafting or funding assistance preparation in accordance with long-range goals. Planning staff is also working hard to assist other regional counties in the formation of their own committees to develop similar plans in future years and hopes are to work with Palo Alto and Emmet Counties in FY 2017.

Water Trails

All background work water trail designation on portions of the West Fork of the Des Moines, Little Sioux, and Big Sioux Rivers is complete. Staff is awaiting IDNR to complete their respective portions of the planning before the final drafts and designations can be completed. This should be done within the FY 2017 timeframe.

E) PASSENGER TRANSPORTATION PLAN

For FY 2017, the region will hold a minimum of two (2) Transit Advisory Committee meetings to discuss the effect of the implementation of the plan. Any changes to the scope of the goals and objectives will be completed, approved through appropriate channels and provided to the IDOT.

TRANSPORATION POLICY COUNCIL MEMBERS

Dale Arends, County Supervisor, Buena Vista County
Jon Kruse, Mayor, City of Storm Lake
Dennis Weber, Buena Vista County Private Sector Representative
Linda Swanson, County Supervisor Clay County
George Moriarity, City Councilman, City of Spencer
Kristi Gross, Clay County Private Sector Representative
Tim Schumacher, County Supervisor, Emmet County - **Chairman**
Penny Clayton, City Administrator City of Estherville
Jim Jenson, Emmet County Private Sector Representative
W.C. Leopold, County Supervisor, Dickinson County
Ron Walker, City Administrator, Arnolds Park
Clark Reekers, Dickinson County Private Sector Representative
Merle Koedam, County Supervisor, Lyon County
Jordan Kordahl, Lyon County Cities
Steve Simons, Lyon County Private Sector Representative – **Vice Chairman**
John Steensma, County Supervisor, O'Brien County
Jim Zeutenhorst, City Administrator, City of Sanborn
Marjean Westerman, O'Brien County Private Sector Representative
Mike Schulte, County Supervisor, Osceola County
Glenn Anderson, City Administrator of Sibley
Mike Earll, Osceola County Private Sector Representative
Ed Noonan, County Supervisor, Palo Alto County
John Bird, City Administrator, City of Emmetsburg
Open Position, Palo Alto County Private Sector Representative
Al Bloemendaal, County Supervisor, Sioux County
Duane Feekes, City Administrator City of Orange City
Open, Sioux County Private Sector Representative
Dakin Schultz, Iowa Department of Transportation (ex-officio)

TRANSPORTATION TECHNICAL COMMITTEE MEMBERS

Bret Wilkinson, Buena Vista County Engineer
Jason Etnyre, City of Storm Lake
Scott Rinehart, Clay County Engineer
Mark White, City of Spencer Public Works Director
Dan Eckert, Dickinson County Engineer
Gregg Owens, City Administrator City of Spirit Lake
Dan Burton, Emmet County Engineer Office
Penny Clayton, City Administrator City of Estherville
Laura Sievers, Lyon County Engineer - **Chairman**
Jordan Kordahl, City Administrator, Rock Rapids
Tom Snyder, O'Brien County Engineer
Scott Wynja, City Administrator City of Sheldon
Charles Bechtold, Osceola County Engineer
Glenn Anderson, City of Sibley City Administrator
Walter Davis-Oeth, Palo Alto County Engineer
Bill Dickey, Emmetsburg Iowa Representative
Doug Julius, Sioux County Engineer
Murray Hulstein, City Public Works Director City of Sioux Center
Hugh Lively, RTA Director
Dakin Schultz, Iowa Department of Transportation (ex-officio)
Darla Hugaboom, FHWA Representative (ex-officio)

TRANSPORTATION ALTERNATIVES COMMITTEE MEMBERS

Dale Arends, Buena Vista County Supervisor
Greg Johnson, Buena Vista County Conservation Board
Eric Hoiem, Dickinson County Trails Association
Lee Sorenson, Dickinson County Conservation Board
Open Position, Emmet County Appointee
Eric Anderson, Emmet County Conservation Board
Craig Van Otterloo, Lyon County Conservation Board
Bernie Weier, Lyon County Appointee
Barb Rohwer, O'Brien County Appointee
Terry Boltjes, O'Brien County Conservation Board
Glenn Anderson, Osceola County Appointee
Nick Schmalen, Osceola County Conservation Board
Mary Barrick, Palo Alto County Conservation Board
Open Position, Palo Alto County Appointee
Don Brommer, Sioux County Conservation Board
Glenda De Koster, Sioux County Appointee
D.R. Brockshus, Clay County Board of Supervisors
Dan Heissel, Clay County Conservation Board

Northwest Iowa Planning and Development Commission

Service Delivery Region's 3 & 4

Methods of Allocating Expenditures

The Northwest Iowa Planning and Development Commission will make use of a multi-level process of allocating costs associated with the U.S. Department of Labor/WIOA (Workforce Innovation and Opportunities Act) Funds administered by the agency. The DOL is the federal cognizant entity for NWIPDC. This process is similar to ones utilized in previous funding cycles and has been audited by outside auditing sources and monitored on an ongoing basis by the fiscal section of Iowa Workforce Development for compliance with Generally Accepted Accounting Practices (GAAP).

ALLOCATION METHODS

The allocation methods to be utilized are as follows:

For NWIPDC Expenses Only:

1. General Agency Operation Costs -- The NWIPDC utilizes a direct allocation pool for all expenditures that relate to the overall operations of the agency. These expenditures include, but are not limited to, rent, utilities, telephone, office supplies, and any other costs that are used by all agency programs. Allocations from this pool are made based upon a ratio of each program's salary versus the total salary for the agency.

This allocation level may also be utilized for large capital purchases that are for items that are used agency-wide. This method of allocation is in keeping with Office of Budget and Management Circulars that requires that all agency programs pay an equable share of costs for equipment used in the conducting of those programs. In turn, this system could also be used, in reverse, to calculate a buy-out of any shared equipment if a given program terminates operation.

2. WIA -- Costs that are specific to the NWIPDC Training Division, and are general in nature, are allocated using the number of participants in a specific program compared to total training participants as determined by individual counselor's caseloads. The formula for this allocation is: $\text{item cost} \times \frac{\text{program caseload}}{\text{total caseload}} = \text{program allocation amount}$.
3. WIA Administrative Costs -- Costs which are strictly administrative in nature, are charged to the WIA administrative fund.

Costs which are agency-wide, but are only eligible to be charged to administrative categories in programs will incorporate Planning and Development Division salaries with Job Training Division salaries to determine an acceptable split

between the two divisions. The job training costs will then be allocated using the same formula as outlined in Item 2 except costs will only be charged to administrative funds in those programs that require this action.

4. Position Specific Costs -- Costs that are directly connected to a given WIA/PJ position, or individual, are directly charged to the titles and programs that the individual charged their time to during the month that the cost was either incurred or invoiced (depending on which item is available for documentation).
5. Program Specific Costs -- Costs that are directly incurred for a given program activity are charged to that program based upon eligibility criteria. This is the simplest of all NWIPDC allocation activities.
6. Client Specific Costs -- Costs that are directly of benefit to clients in various programs will be allocated based upon the same formula of item cost X program caseload/total caseload = program allocation amount. An examples of this type of allocation is the agency insurance policy for clients.

Shared Costs:

7. Shared Costs Across Agencies – Those costs that are shared by both NWIPDC and IWD, will be allocated based upon the then current Resource Sharing Agreement.

At this time there are no exceptions to the eight levels of allocation that are outlined above. However, on an individual cost basis, and from time to time, an exception may arise. These exceptions are only undertaken with direct consultation between the NWIPDC management and IWD field and financial staff.

ALLOCATION TRACKING (VERIFICATION OF PLAN)

In order to verify the allocation plan, the following methods are utilized:

1. Salaries -- Salaries are verified by reviewing the timesheets completed by each employee, comparing these sheets to the "Time Card Posting Report," and in turn, checking the posting report to the "Payroll Check Register."
2. Program costs – Individual program costs are verified with a comparison of the original invoice to the "Accounts Payable Preliminary Check Register."
3. Agency-Wide Costs -- Agency-wide costs are verified with the "Allocation Batch Report," which is checked against the total costs charged to the jobs assigned to the pooling of costs. Allocation amounts are checked from the "Allocation Batch Report" against the cost code assigned for the given pool in every job allocated to.
4. IWD/Fiscal Agent Costs – The primary source of confirmation of these costs is a review of the costs by the IWD Area Coordinator and her certification through

initialing, or signature, that these costs are allocated accurately and are consistent with the guidelines of those programs.

With the computerized financial system utilized by the NWIPDC fiscal staff, it is possible to verify almost any information required. In most cases more information is available from this system than will ever be utilized.

The Northwest Iowa Planning and Development Commission's management and fiscal staff has a tradition of being exact with allocations, while maintaining a level of innovation where possible. NWIPDC staff was the first in the state to adopt an administrative cost pool before changes in the Workforce Investment Act made this type of pooling nearly impossible. This philosophy will continue into the future, and the NWIPDC staff is always willing to work with IWD fiscal staff in trying both new allocation and general fiscal ideas and methods.

**NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION
STAFFING PLAN
POSITIONS SUPPORTED BY FAST Act PLANNING GRANT
FISCAL YEAR 2017**

NAME & POSITION	DATE HIRED	TOTAL SALARY	PERCENT CHARGED TO MAP-21	MAP-21 SALARY
Ted Kourousis Executive Director	June 1, 1989	\$87,970	57.5%	\$50,583
Jackie Huckfelt Finance Officer	June 19, 1989	\$64,107	15.0%	\$9,616
Cara Elbert Planner	Nov. 1, 2010	\$64,878	60%	\$38,927
TOTAL MAP-21 FTEs AND RELATED SALARY:			1.325	\$99,126

REGION III TRANSPORTATION PLANNING WORK PROGRAM BUDGET FY 2017

BUDGET TOTAL \$ 127,760.00

BUDGET SUMMARY:		
AGENCY	FEDERAL COSTS	PERCENTAGE
FHWA(STP)	\$ 35,981.00	28%
FHWA(SPR)	\$ 33,111.00	26%
FTA 5311	\$ 33,116.00	26%
RPA	\$ 25,552.00	20%

TOTAL FTA/FHWA REGIONAL PLANNING BUDGET:					
TASK	DIRECT COSTS	LOCAL MATCH	TOTAL HOURS	%	TOTAL COSTS
1. TPWP	\$2,044	\$511	55	2%	\$2,555
* Develop annual work plan					
* Monitor-update plan					
2. PPP	\$5,110	\$1,278	138	5%	\$6,388
* Complete revision					
3. TIP	\$51,104	\$12,776	1,378	50%	\$63,880
* Develop annual application					
* Send out applications to region					
* Collect, review and program projects					
* Work TPMS for TIP development including both STP and TAP/TAP FLEX funding streams					
* Related administrative activities					
4. LRTP	\$40,883	\$10,221	1,102	40%	\$51,104
* Complete Plan Revision by 1-2017					
* Continue work on Emmet County Trails plan					
* Continue work on Palo Alto County trails plan					
5. PTP	\$3,066	\$767	83	3%	\$3,833
* Update as necessary according IDOT and other guidelines. Hold minimum of two TAC meetings					
Total	\$102,208	\$25,552	2,756	100%	\$127,760

ATTACHMENT 1
CERTIFICATIONS
FY 2017



NORTHWEST IOWA PLANNING & DEVELOPMENT COMMISSION

217 West 5th Street • Box 1493
Governmental Services Center • Spencer, Iowa 51301
712/ 262-7225- Planning & SHIELD Division • 712/ 262-7662- Job Training Division
Toll Free: 1-855-262-7225 • Fax: 712/ 262-7665
www.nwipdc.org

Certificate of Indirect Cost Proposal/Indirect Costs

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

(1) All costs included in this proposal June 1, 2016 to establish a:

Cost Allocation Plan

For July 1, 2016 through June 30, 2017 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

(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)

Ted Kourousis

(Please Print Name)

Executive Director

(Title)

Northwest Iowa Planning & Development Commission

(Name of Organization)

June 1, 2016

(Date Signed)



NORTHWEST IOWA PLANNING & DEVELOPMENT COMMISSION

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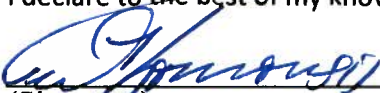
MPO/RPA Self-Certification of Procurement and Consultant Selection Procedures

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 years.
- When reimbursement is requested for capital expenditures or consultant services, we will provide our District Planner and the Office of Systems Planning, 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)

Ted Kourousis

(Please Print Name)

Executive Director

(Title)

Northwest Iowa Planning & Development Commission

(Name of Organization)

June 1, 2016

(Date Signed)

ATTACHMENT 2
TPWP REVISION PROCESS

TPWP Revision Process

Waiver of Approvals

All changes to this work program will require prior written Federal approval, unless waived by the awarding agency. 2 CFR 200.308 outlines different types of revisions for budget and program plans. The following information will outline the various items defined as revisions and the cognizant approving agency be it Federal, State or RPA.

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

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

Types of revisions that require Iowa DOT approval include

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

Types of revisions that require RPA approval include:

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

Revisions and Approval Procedures

- All revision requests from NWIPDC will be submitted electronically to the Iowa DOT Office of Systems Planning. Four (4) hard copies of the revision shall also be sent to Systems Planning, which will be forwarded to the Iowa DOT District Office, FHWA, and FTA for review and any necessary approvals.

These requests shall, at a minimum, include:

- A resolution or meeting minutes showing the revision's approval by the regional TPC.
- Budget summary table with changes highlighted/noted.
- Modified section(s) of the plan's work elements with changes highlighted/noted.
- Revisions where FHWA/FTA is the designated approving agency shall require written approval by FHWA/FTA prior to commencement of activity, purchasing of equipment, or request for reimbursement.
- Revisions where the Iowa DOT is the designated approving agency shall require written approval by the Iowa DOT prior to commencement of activity or request for reimbursement.

- Revisions where the RPA is the approving agency shall be approved by the RPA Policy Council.
- Notification by the approving agency will be in writing.

NOTE: All necessary TPWP approvals shall be in place prior to the commencement of activity, purchasing of equipment, or request for reimbursement. More specifically in regards to the procurement of equipment and services, there should be no notification of award, signed contract, placement of an order, or agreement with a contractor prior to receiving necessary TPWP approvals.

ATTACHMENT 3
ADOPTION MINUTES