

# 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 2024 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 2023

**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 the formation of all pertinent committee and FAST ACT documents. This committee will typically meet monthly, 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 the formation of all pertinent committee and FAST ACT documents. This committee typically meets 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 is also 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 2024 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 2024 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 (see Attached regional map). 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 2024 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 STBG/Swap 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 2023, Region 3 completed/worked on the TPWP, PTP, TAC meeting process, TIP, PPP maintenance/update, regional Transportation Alternatives project programming utilizing existing unused funding, LRTP update, worked on long-range trails plans for Clay County, Palo Alto, Emmet, Buena Vista Counties, began work with O'Brien County and Wellmark on a long range trails plan, attended and/or held 4 RPA quarterly meetings, 8 RTA meetings, 8 TPC meetings, worked on funding and trail activities in Clay, Palo Alto and Buena Vista Counties, worked with County Conservation Boards and began re-planning the Little Sioux River Water Trail through the Region and in cooperation with another RPA containing Harrison, Cherokee and Woodbury Counties, and continued implementing a regional 6 county recreational marketing consortium that promotes the regional trails, trail development and recreational amenities. In addition, RPA 3 continued attendance of the trails groups meetings in those respective counties, and Sioux County as well.

For FY 2024 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 2024:

A) FY 2025 TPWP

As required by the IDOT, the RPA shall develop and adopt the FY 2025 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 on or around 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 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 FY 2024 the PPP will continue to be reviewed for effectiveness and any changes needed to improve public participation or awareness of existing transportation issues within the region will be made to the process and the subsequent documentation.

## C) TRANSPORTATION IMPROVEMENT PROGRAM

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

FY 2024 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 STBG, SWAP, 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 2025-2028 TIP which shall be completed in June 2024.

### Transportation Alternatives Program

In FY 2024 the RPA staff will work with the Alternatives Committee to receive project applications in March/April of 2024, disseminate applications to the IDOT and TAC in April 2024, schedule annual project review meeting (if necessary) in April 2024, and place all funded projects, through TPMS system, into draft 2025-



2028 TIP. This process is conducted in tandem with the STBG projects and follows the same timelines 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.

In FY 2024, Planning staff will review and update sections as necessary since the document was completely updated the previous year. Staff will incorporate new trails planning into the document as work proceeds with the aforementioned counties trails work. As sections are updated or added, public notification, in accordance with the PPP, will be undertaken and the draft will be presented at a series of no less than two meetings to the region.

E) PASSENGER TRANSPORTATION PLAN

For FY 2024, the region will hold a minimum of two (2) Transit Advisory Committee meetings and complete necessary revisions to the plan as adopted last year.

F) ADMINISTRATION

For FY 2024, planning staff will hold TTC, TPC, RTA, TAP regional meetings, attend RPA meetings, and trainings. Provide technical assistance, mapping, and other related services to regional cities/counties and work with county trails committees on updating and developing trails planning mapping and documentation, with hope that they lead to project development and regional trails creation.

## TRANSPORATION POLICY COUNCIL MEMBERS

Kelly Snyder, County Supervisor, Buena Vista County– **Chairman**  
Keri Navatril, City Manager, City of Storm Lake  
Dale Arends, Buena Vista County Private Sector Representative  
Art Hamrick, County Supervisor Clay County  
Open, City Council, City of Spencer  
George Moriarity, Clay County Private Sector Representative  
Tim Schumacher, County Supervisor, Emmet County  
Penny Clayton, City Administrator City of Estherville  
Open, Emmet County Private Sector Representative  
W.C. Leopold, County Supervisor, Dickinson County  
Gregg Owens, City Administrator, Spirit Lake  
Clark Reekers, Dickinson County Private Sector Representative  
Doug Vanden Bosch, County Supervisor, Lyon County  
Jordan Kordahl, Lyon County Cities  
Steve Simons, Lyon County Private Sector Representative  
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  
Stephanie Neppl, Osceola County Private Sector Representative – **Vice Chairperson**  
Roger Faulstick, County Supervisor, Palo Alto County  
Kim Kibbie, City Administrator, City of Emmetsburg  
Open Position, Palo Alto County Private Sector Representative  
Al Bloemendaal, County Supervisor, Sioux County  
Open, Sioux County City Representative  
Open, Sioux County Private Sector Representative  
Dakin Schultz, Iowa Department of Transportation (ex-officio)  
Hugh Lively, RTA Director (ex-officio)

## TRANSPORTATION TECHNICAL COMMITTEE MEMBERS

Bret Wilkinson, Buena Vista County Engineer  
Keri Navatril, City of Storm Lake  
William Rabenberg, Clay County Engineer  
Mark White, City of Spencer Public Works Director  
Cole Budach, Dickinson County Engineer  
Gregg Owens, City Administrator City of Spirit Lake  
Dan Burton, Emmet County Engineer Office  
Penny Clayton, City Administrator City of Estherville  
Daryl Albertson, Lyon County Engineer  
Jordan Kordahl, City Administrator, Rock Rapids  
Scott Rinehart, O'Brien County Engineer  
Todd Uhl, Public Works Director, City of Sheldon  
Keith Brann, Osceola County Engineer  
Open, Osceola County Cities  
Walter Davis-Oeth, Palo Alto County Engineer  
Kim Kibbie, Emmetsburg Iowa Representative  
Joel Sikema, 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)  
Daniel Nguyen, FTA Representative (ex-officio)

## TRANSPORTATION ALTERNATIVES COMMITTEE MEMBERS

Kelly Snyder, Buena Vista County Supervisor  
Greg Johnson, Buena Vista County Conservation Board  
Open Position, 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  
Jordan Kordahl, Lyon County Appointee  
Barb Rohwer, O'Brien County Appointee  
Brian Schimmer, O'Brien County Conservation Board  
Open Position, Osceola County Appointee  
Nick Schmalen, Osceola County Conservation Board  
Mary Barrick, Palo Alto County Conservation Board  
Open Position, Palo Alto County Appointee  
Robert Klocke, Sioux County Conservation Board  
Glenda De Koster, Sioux County Appointee  
Randy Swanson, Clay County Board of Supervisors  
Will Horsley, 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 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. 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.
3. Client Specific Costs -- Costs that are directly of benefit to clients in various programs will be allocated based upon the same formula of  $\text{item cost} \times \text{program caseload} / \text{total caseload} = \text{program allocation amount}$ . An examples of this type of allocation is the agency insurance policy for clients.

At this time there are no exceptions to the three 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 NWIPDC management the Policy Council.

## **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.

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.

**FAST Act BUDGET FOR FISCAL YEAR 2024**

<b>FAST Act BUDGET FOR FISCAL YEAR 2024</b>			
Agency Breakdown			
PERSONNEL	\$108,317		
FRINGE	\$32,690		
TRAVEL	\$4,000		
SUPPLIES	\$3,103		
TOTAL	\$148,110		
TPWP REVENUE	\$148,110		
BALANCE	(\$0)		
POSITION	SALARY	FAST Act PERCENT	FAST Act SALARY
EXECUTIVE DIRECTOR	105,040	50.00%	\$52,520
FINANCE OFFICER	78,090	25.00%	\$19,523
PLANNER	57,579	63.00%	\$36,275
TOTAL	\$240,709		\$108,317

REGION III TRANSPORTATION PLANNING WORK PROGRAM BUDGET FY 2024

BUDGET TOTAL \$ 148,485.00

BUDGET SUMMARY:		
AGENCY	FEDERAL COSTS	PERCENTAGE
FHWA STBG	\$ 38,000.00	26%
FHWA SPR	\$ 40,394.00	27%
FTA 5311	\$ 40,394.00	27%
RPA	\$ 29,697.00	20%

TOTAL FTA/FHWA REGIONAL PLANNING BUDGET:					
TASK	DIRECT COSTS	LOCAL MATCH	TOTAL HOURS	%	TOTAL COSTS
1. TPWP * Develop annual work plan * Monitor-update plan	\$2,376	\$594	58	2.0%	\$2,970
2. PPP * Monitor and revise as needed	\$2,376	\$594	58	2.0%	\$2,970
3. TIP * Develop annual application * Send out applications to region * Collect, review and program projects * Work TPMS for TIP development including both STBG, SWAP, and TAP/TAP FLEX funding streams * conduct adoption, maintenance, revisions and amendments to current TIP	\$43,952	\$10,987	1,077	37%	\$54,939
4. LRTP * Annual plan review and updating goals and objectives with TPC, TTC, and TAP committees	\$35,635	\$8,910	874	30%	\$44,545
5. PTP * Update as necessary according IDOT and other guidelines. Hold minimum of two TAC meetings Begin plan revision process.	\$11,879	\$2,970	291	10%	\$14,849
6. Administrative Activities * Holding TTC, TPC, TAP regional meetings. Attending RPA meetings, trainings, and RTA meetings. Provide technical assistance, mapping services, and other related activities to regional counties/cities. FTA Title VI program update review	\$22,570	\$5,642	553	19%	\$28,212
<b>Total</b>	<b>\$118,788</b>	<b>\$29,697</b>	<b>2,912</b>	<b>100%</b>	<b>\$148,485</b>

FHWA Statewide Planning & Research (SPR) program funding is transferred to FTA 5305e funding in a consolidated planning grant application. FHWA Surface Transportation Block Grant (STBG) program funding is transferred to FTA 5311 program funding via a FTA transfer grant application.



ATTACHMENT 1  
CERTIFICATIONS  
FY 2024



## NORTHWEST IOWA PLANNING & DEVELOPMENT COMMISSION

217 West 5<sup>th</sup> 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](http://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, 2023 to establish a:

Cost Allocation Plan

For July 1, 2023 through June 30, 2024 are allowable in accordance with requirements of the Federal awards to which they apply and with Subpart E—C 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)



# NORTHWEST IOWA PLANNING & DEVELOPMENT COMMISSION

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www.nwipdc.org

## 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)

\_\_\_\_\_  
(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 Systems Planning Bureau. Four (4) hard copies of the revision shall also be sent to Systems Planning Bureau, 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.**

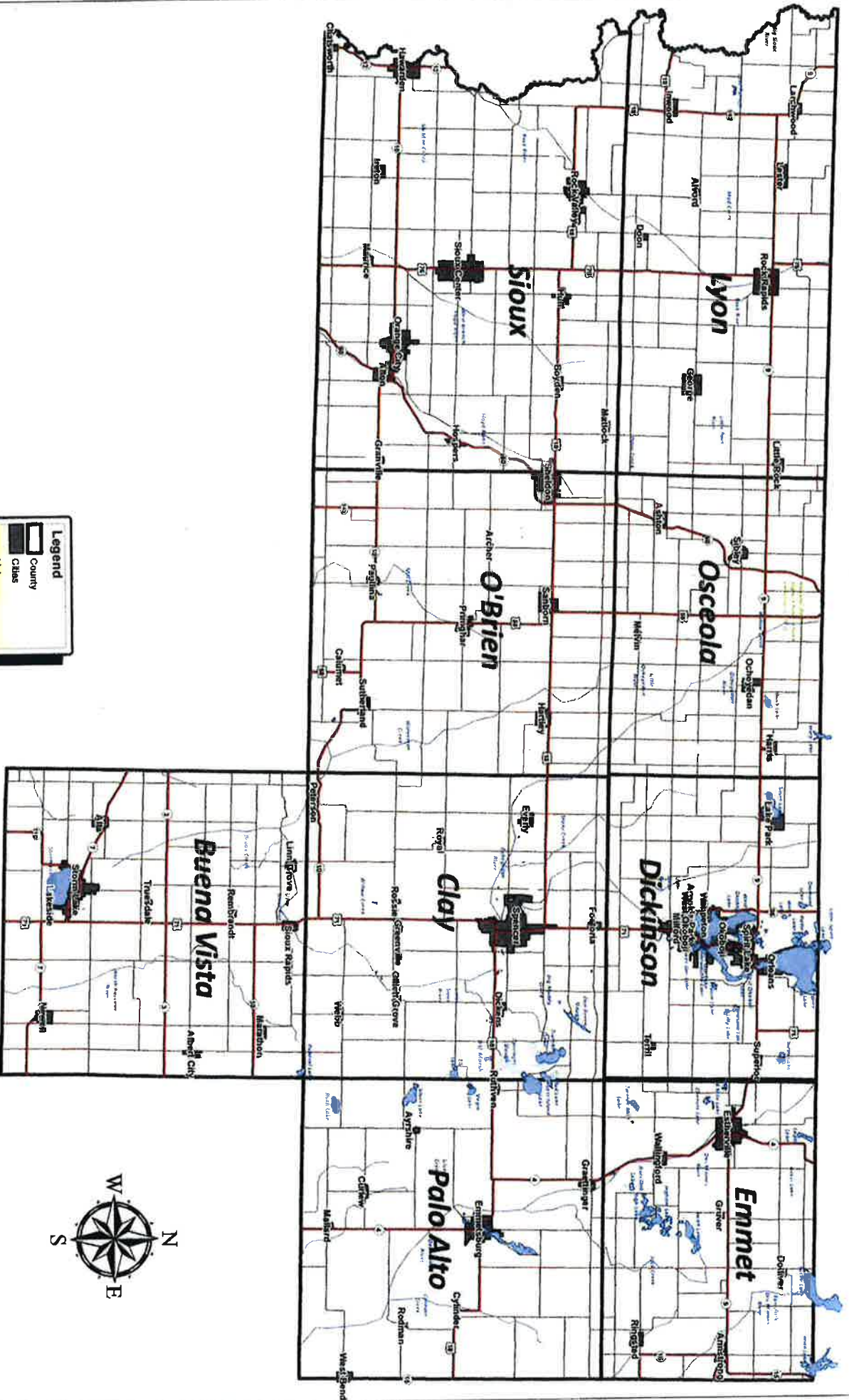
ATTACHMENT 3  
ADOPTION MINUTES

ATTACHMENT 4

REGIONAL MAP



# Northwest Iowa Planning & Development Commission



**Legend**

- County
- Cities
- Highways
- Wetlands
- Lakes & Water
- Major Rivers/Creeks/Roads

