

Final Draft FY2026 Region 16 Transportation Planning Work Program

Last Approved: May 22, 2025



Prepared By:

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RESOLUTION #190-2025

INTRODUCED BY: SEIRPC

INTENT: A RESOLUTION ADOPTING THE FY2026 TRANSPORTATION PLANNING WORK PROGRAM, AUTHORIZING FILING OF GRANT APPLICATION AND EXECUTION OF GRANT CONTRACTS CONSISTENT WITH THE WORK PROGRAM.

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

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

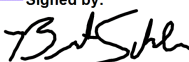
WHEREAS, the Southeast Iowa Regional Planning Commission annually develops a regional transportation planning work program which describes all major transportation planning work tasks to be performed by its staff during the coming fiscal year in Region 16; and

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

BE IT RESOLVED by the Southeast Iowa Regional Planning Commission on this 22nd day of May, 2025 as follows;

- 1 That the FY2026 Region 16 Transportation Planning Work Program contains major transportation work activities that are consistent with the purpose and objectives of the Commission;
- 2 That the Commission Chairperson and Executive Director, as appropriate, are hereby authorized to submit the necessary applications to the State of Iowa, Department of Transportation;
- 3 That the appropriate Commission officials are authorized to execute the planning grants resulting from the above stated applications; and
- 4 That the appropriate Commission officials are authorized to furnish all assurances and additional information as may be required in connection with all grant applications and contracts.


Signed by:



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Brent Schleisman, Chairman

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Mike Norris, SEIRPC Executive Director

RESOLUTION #191-2025

INTRODUCED BY: SEIRPC

INTENT: A RESOLUTION ASSURING THE REQUIRED LOCAL MATCH FOR FHWA STBG,
SS4A, FHWA SPR, AND FTA 5311 FUNDS

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

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

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


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

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

Funding Source	Amount Allocated	Local Match Requirement
FHWA SPR	\$ 31,446	\$ 7,862
FTA 5311	\$ 31,446	\$ 7,862
FTA5311 C/O	\$ -	\$ -
FHWA STBG C/O	\$ -	\$ -
FHWA STBG	\$ 248,126	\$ 62,032

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Brent Schleisman, Chairman

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Mike Norris, SEIRPC Executive Director

Introduction

Purpose

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

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

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

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

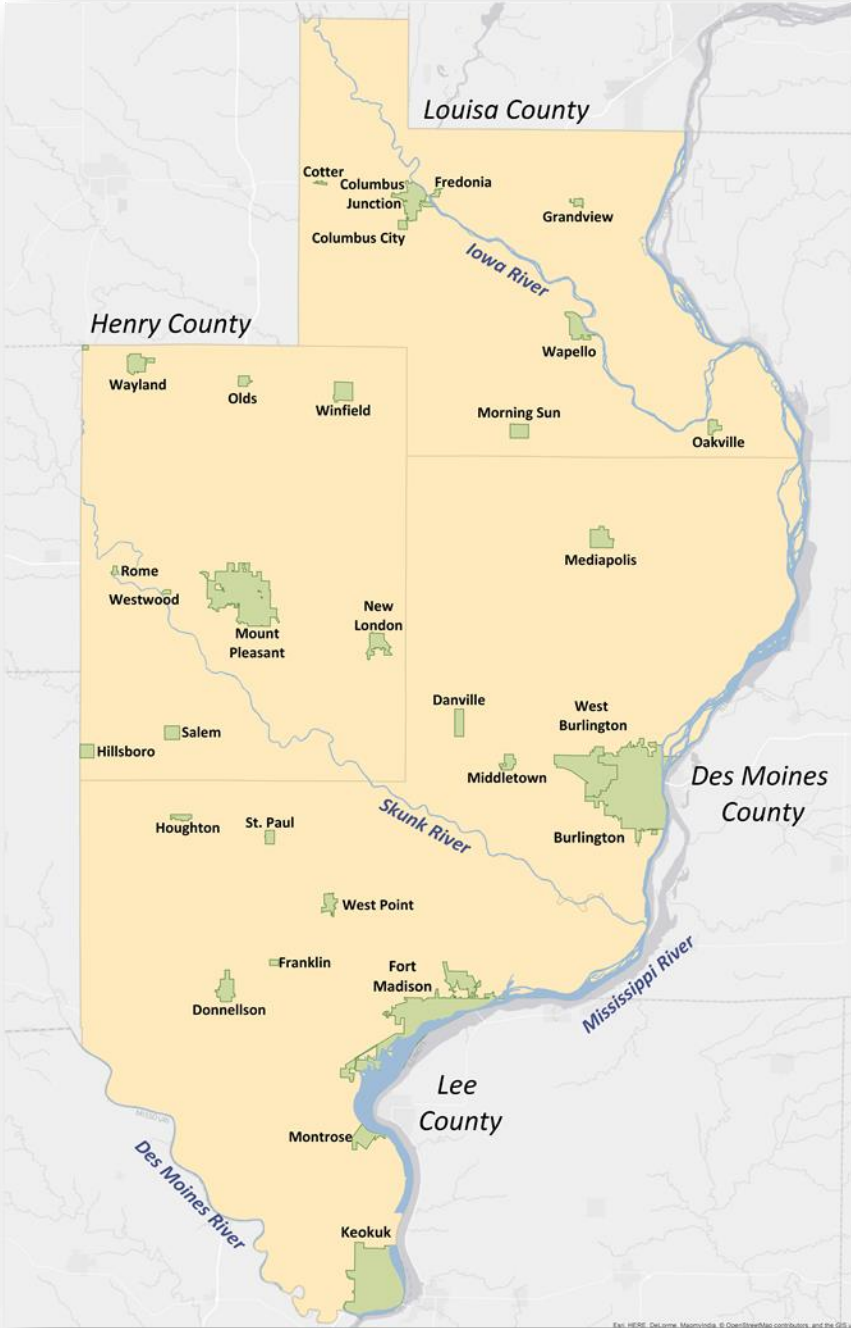
Planning Factor Consideration

The transportation planning process shall be continuous, cooperative, and comprehensive. Consideration and implementation of regional projects, strategies, and services will address the following planning factors and be considered through the planning process of transportation planning activities:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase accessibility and mobility of people and freight;
5. 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;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

Description of Region 16 Planning Area

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



Description of Planning Priorities

In July of 2023, a new regional long-range transportation plan was adopted that identified several regional challenges and priority projects, as listed below. This LRTP was just updated in February 2025, which included the addition of Regionally Significant Projects. These challenges and priorities from our most recent long-range transportation planning effort provide the foundation of work listed within this program for SEIRPC to work on in FY2026.

Challenges

- Road systems are in dire need of repair and/or replacement.
- The streets and sidewalks are in poor condition.
- Better strategy for road work needed – communities pay to repair the same roads every year.
- Not enough safe biking areas.
- Bike trails need better connectivity in towns and between towns and recreational destinations.
- Expanded Bus routes and schedules needed.
- More public transportation needed.
- Insufficient bike and hiking trails.
- Bridges need better maintenance.
- Antiquated Mississippi River Rail Bridge.
- Antiquated lock and dam system.
- Make communities multimodal and walkable; build streets designed for people.
- Many lower-traffic local roads are in very poor condition.
- The timeframe for upgrading Highway 34 to four lanes in neighboring Illinois is still unclear.
- While funding is allocated, gaps remain in upgrading Highway 61 to four lanes throughout the region.
- Despite multiple options available, most freight movement in Southeast Iowa is accounted for by trucks.
- Traveling from one community to another or within communities by walking and biking is a challenge, as there are few dedicated trails or routes for pedestrian transportation.
- The plentiful presence of wetlands, floodplains, and archaeological/historical sites creates regulatory challenges for transportation and economic development projects.
- The region is home to several of the most crash-prone intersections in the State.
- Two of the three locks on the Mississippi River are over 20 years past their design life and tend to cause significant delays in barge movement.

Priorities

- Highway and local road maintenance - Four lane highways – Highway 61 North and Highway 34 East.
- Bridge maintenance and replacement - Lobby for more money for bridge replacement and road maintenance grants
- Utilize the Mississippi River for tourism and recreational services.
- Maintain Amtrak services and improve depots.
- Mississippi River bridges provide connections to adjacent states.
- On-demand ride services.
- Uber and taxi services with a reliable time schedule and technology assistance.
- Need more ADA compliant vehicles that are patient friendly.
- Employee busing system for smaller communities.
- Secure additional funding for trail connectivity.
- Develop a regionally connected trails system connecting communities and regional amenities, such as Big Hollow and Lake Geode.
- Work with communities to create local trail systems connecting residential areas with amenities and employment.
- Assist with local communities in applying for transportation funding.

While these challenges and priorities set the foundation for our transportation planning priorities and have made up the focus of the TPWP since the completion of the LRTP, SEIRPC can adapt to any emerging needs, new priorities, or challenges that present themselves. While we have not made any major changes to our FY2025 Transportation Planning Work Program from years past, we are still following the impacts of COVID-19 on our planning projects. For this reason, we have several things we are evaluating to determine how it may impact our work program, how we operate, or how it may shift our priorities, including the following items.

- There were short-term funding impacts at the local, state, and federal levels due to decreases in fuel tax revenues, sales tax revenues, gambling revenues, and hotel/motel tax revenues. This had little impact on our local communities and should continue to see normal and steady local tax revenues.
- State legislation that changes property tax collections will impact local government budgets and could impact local governments' abilities to pay for transportation planning efforts or transportation construction projects.
- With the Bipartisan Infrastructure Law being passed, we have seen a larger and stronger focus on grant writing to address failing transportation infrastructure regionally. The BIL has provided additional funding through past funding programs, but also created new funding opportunities that we have and will continue to evaluate as they become available. Programs currently focus primarily on roads, rail, and bridges, with anticipation of more funding opening for these purposes, along with recreational trails.
- While these funding opportunities may shift our priorities to grant writing or assisting in funding requests, it may also generate new opportunities for planning studies, data collection, and mapping to justify or support needed transportation improvements.
- As COVID-19 impacted how people work, shop, recreate, etc., it has led to some additional evaluation of impacts on how people are using our transportation system on a regional level, specifically seeing increased requests for bike and pedestrian counts. We may continue to see new requests from our local communities to perform targeted studies related to these changes in transportation mobility and safety.
- The pandemic has led to changes in how we communicate, how we hold meetings, and will also impact how we gather public input in the future. We will continue to evaluate ways to utilize communication tools to provide the most flexibility and accessibility for meetings we hold and for gathering public input from the public. Additionally, this has led to a reevaluation of other items as well, including the evaluation of online reviews for STBG and TAP applications as one example.

Transportation Work Program Development Process

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

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

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

Public Notices

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

Annual TIP Project Request Notifications

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

Public Comment

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

Public Hearings

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

Newsletter

SEIRPC publishes an agency-wide newsletter every month, which includes transportation planning activities.

Web

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

Transportation Work Program Revision Process

2 CFR 200 describes the uniform administrative rules for Federal grants and cooperative agreements and subawards to State, local, and Indian tribal governments. These requirements apply to metropolitan planning (PL) and State Planning and Research (SPR) grants. FTA has similar requirements documented in FTA Circular 5010.1C, which apply to FTA metropolitan planning grants. Iowa uses a Consolidated Planning Grant where FHWA and FTA planning funds are combined into a single fund managed through FTA's TrAMS system. The uses of these funds are documented in the work programs of the Iowa DOT, MPOs, and RPAs.

Waiver of Approvals

All work program changes 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, and this FHWA memo summarizes revisions that require prior Federal approval, as well as other miscellaneous actions and allowable costs that require prior Federal approval.

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 that 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 purchase 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 that 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 MPO/RPA approval include:

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

Revision and Approval Procedures

All revision requests from MPOs and RPAs should be submitted electronically to the Iowa DOT Systems Planning Bureau and the agency's District Planner. If all necessary information is provided, the request will then be forwarded to the FHWA and FTA for review and any necessary approvals.

Revision requests shall, at a minimum, include:

- A resolution or meeting minutes showing the revision's approval.
- 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 before commencement of activity, purchasing of equipment, or request for reimbursement.

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

Revisions where the **MPO or RPA** is the approving agency shall be approved by the Policy Board. Notification by the approving agency will be in writing.

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

Regional Planning Commission Board and Committee Membership

Board of Directors

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

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

Figure 1: Board of Directors Membership

Name	Professional Title	Agency Represented
Cori Milan	Louisa Development Group	Louisa County - Private Sector
Jim Cary, Treasurer	County Supervisor	Des Moines County
Barb Smidt, Executive Board	Market President	Lee County – Private Sector
Jon Billups	Mayor	City of Burlington
Chad Hudson	Executive VP	Henry County – Private Sector
Gary Seyb	County Supervisor	Lee County
Kirk Miller	Mayor	City of New London
Hans Trousil	Retired CNH	Des Moines County – Private Sector
Kevin Hardin	County Supervisor	Louisa County
Mark Huston, Secretary	City Council Member	City of Columbus Junction
Vacant		City of Keokuk
Brent Schleisman, Chairman	City Administrator	City of Mount Pleasant
Laura Liegois	City Manager	City of Fort Madison
Dr. Michael Ash, Vice Chair	President	Southeastern Community College
Brett Shafer	Mayor	City of Wapello
Ron Teater	Mayor	City of West Burlington
Steve Detrick	County Supervisor	Henry County

Technical Advisory Committee

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

The nine positions hold three-year terms to ensure continuity from year to year. All members participate equally in the scoring process and meetings, with no specific officers for the committee. As positions expire, each position moves down the alphabetical county list. The TAC reviews both Surface Transportation Block Program (STBG) and Transportation Alternatives Program (TAP) applications. The TAC structure has changed from the previous structure it employed between 1995 -2004. The SEIRPC Policy Board voted to change the makeup of the TAC to employ a more regional and diverse perspective when reviewing STBG and TAP applications.

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

Figure 2: Technical Advisory Committee Membership

Name	Position	Agency Represented
Jake Hotchkiss (Voting)	County Engineer	Henry County
Jason Hutcheson (Voting)	Business Professional	Great River Health
Dennis Fraise (Voting)	Economic Development Professional	Lee County Economic Development Group
Ron Teater (Voting)	SEIRPC Board Member	City of West Burlington
Todd Salazar (Voting)	Public Works Official	City of Columbus Junction
Casey Kaska (Voting)	City Under 5,000	City of Grandview
Darren Cady (Voting)	Agriculture Professional	Nutrient Ag Solutions
Ted Wiley (Voting)	Business Professional	Wiley and Sons
Barb Smidt (Voting)	At-large SEIRPC Board Member	Two Rivers Bank and Trust/SEIRPC Board of Directors
Hèctor Torres-Cacho (Non Voting)	Transportation Planner	Iowa DOT – District 5
Gerri Doyle (Non Voting)	Community Planner	Federal Transit Administration
Sean Litteral (Non Voting)	Planning and Development Team Leader	Federal Highway Administration

Description of Transportation Planning Activities

The Transportation Planning Work Program (TPWP) documents anticipated planning activities during fiscal year 2026 (July 1, 2025–June 30, 2026). These activities may be ongoing or newly initiated during the fiscal year. The following pages briefly describe the proposed planning activities to be accomplished over the course of the one-year program period, which include:

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

These identified planning activities, projects, and strategies are intended to fulfill the objectives identified under the Infrastructure Investment and Jobs (IIJA), also known as the Bipartisan Infrastructure Law (BIL). Specifically, these projects are intended to align with the BIL goals, including:

- Improving the condition, resilience, and safety of road and bridge assets consistent with asset management plans;
- Promoting and improving safety for all road users, particularly vulnerable users, and supporting major actions and goals consistent with the U.S. Department of Transportation's January 2022 National Roadway Safety Strategy for safer people, safer roads, safer vehicles, safer speeds, and enhanced post-crash care;
- Supporting accelerated project delivery and an efficient review process and by continuing to coordinate with other Federal partners to ensure that the benefits of projects are realized as soon as possible;
- Making streets and other transportation facilities accessible to all users and compliant with the Americans with Disabilities Act;
- Prioritizing infrastructure that is less vulnerable and more resilient;
- Future-proofing our transportation infrastructure by accommodating new and emerging technologies like electric vehicle charging stations, renewable energy generation, and broadband deployment in transportation rights-of-way; and
- Reconnecting communities and reflecting the inclusion of disadvantaged and under-represented groups in the planning, project selection, and design process.

Transportation Planning Work Program

Staff Time Allocation:	11%
Staff Hours Allocation:	526
Total Funding Allocation:	\$ 42,765

Task Objective

The preparation of the TPWP is a yearlong development process, evaluating current-year projects and future transportation planning projects. Elements that are included in the TPWP are continually discussed and developed through meetings, discussions with SEIRPC staff, regional member cities and counties, Iowa DOT, FHWA, other stakeholders, and literature reviews. SEIRPC utilizes input from these meetings to continually evaluate what services are being provided to the region, what projects are a priority, and how it could improve its transportation planning program for the Southeast Iowa Region.

The TPWP is a working document that reflects what the RPA intends to do, what it has accomplished, and what projects are planned. While it provides the framework for the work to be completed during the year, projects continually change as new opportunities and priorities arise across the region. Time allocated to developing the TPWP is spread throughout the year, as meetings and discussions happen every week, which ultimately dictates the transportation planning work throughout the year. The time dedicated to the TPWP may spill over into other work element areas throughout the year.

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

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

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

Previous Work

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

- Regional trails planning and development
- Southeast Iowa Regional Economic and Port Authority administration
- Fort Madison, Burlington, and Keokuk Depot Planning and Development
- Fort Madison and Keokuk Mississippi River Bridge Planning and Development
- Regional Traffic and Trail Data Collection and Traffic Speed Indicator Programs
- Technical Assistance, including data collection and analysis, targeted or specialized studies (traffic impacts, corridor traffic counting, etc.), mapping, and grant writing
- Complete Streets and other active transportation efforts to improve community health
- Planning activities, including parking studies, safety studies, and wayfinding signage studies

Project Description

In FY2026, SEIRPC will continue to utilize the TPWP to develop effective transportation planning activities. The TPWP task will evaluate the effectiveness of each activity in the work program and identify new activities. The specific work items will be identified and evaluated throughout the year. General categories that will be included in the TPWP are listed below.

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

Staff working on the TPWP will be Zach James, Mike Norris, Jarred Lassiter, Sam Avery, a new planner, and a summer intern. Zach James directs the Planning Department daily. He manages staff and projects, provides project leadership, and gives policy input to the Executive Director and Board of Directors. He also includes information about various needs around the region for services and the status of several projects currently in the work plan. Mike Norris is the Executive Director of the Planning Commission. He works closely with Mr. James on transportation planning activities for the planning commission and will work with him on the development and execution of projects listed in the TPWP. Jarred Lassiter, Sam Avery, Joey Grabowski, and a summer intern will provide input and guidance on the development of the TPWP and continual updates on the status of projects listed in the TPWP during weekly meetings. They all work closely with Mr. James and Mr. Norris in implementing projects listed in the agency's transportation work program. The chart below outlines the amount of transportation planning staff time allocated towards evaluation and development of the TPWP.

Name, Title	Time Allocation	Hours Allocation
Mike Norris, Executive Director	25%	5
Zach James, Assistant Director	10%	112
Jarred Lassiter, Senior Planner	6%	75
Sam Avery, Regional Planner	5%	78
Joey Grabowski, Regional Planner	10%	208
Summer Planning Intern	10%	48

Product

The TPWP work element should be an effective plan for annual regional transportation planning projects. The annual TPWP process will begin in February, with the document finalized in May. The TPWP will constantly be evaluated for accomplishments through the year (through staff meetings, quarterly reports, and other means as necessary) and for the next year's program. Specific deliverables throughout the year will include an approved TPWP document, biweekly timesheets, Quarterly Reports, Reimbursement requests, and weekly/monthly meetings amongst staff and with regional members to discuss projects within the work program or identifying emerging transportation priorities in the region. The end product by the end of the fiscal year will be a fiscally constrained TPWP that implements required documents and regional priorities, including continuous evaluation for additional work items, progress of included items, and planning for the future year's work program.

Transportation Improvement Program (TIP)

Staff Time Allocation:	8%
Staff Hours Allocation:	461
Total Funding Allocation:	\$ 31,102

Task Objective

TIP development is a yearlong process. Project sponsors often develop their projects throughout the year in anticipation of applying for an STBG or TAP grant. Staff work with project sponsors to make sure submitted applications are eligible for funding, projects meet minimum requirements, and may provide guidance in completing applications.

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

- Meet all Iowa DOT and FHWA requirements.
- Develop a fiscally constrained program.
- Assist project sponsors in application development, project development, and programming guidance in TPMS.
- Evaluate STBG and TAP applications with the assistance of the Technical Advisory Committee.
- Monitor existing programmed projects to ensure completion.
- Working through the transition of swapping federal funds with state funds for STBG projects.

Previous Work

SEIRPC staff has successfully prepared a fiscally constrained TIP, meeting all DOT, FHWA, and FTA requirements since 1995. A revised STBG and TAP application process in 2005 has been beneficial for SEIRPC in meeting these objectives, along with recent changes in the TAP program process. Staff have annually:

- Maintained a competitive application process for TAP and STBG funds
- Coordinated all TAC Review Committee meetings
- Provided information to the SEIRPC Board about the STBG and TAP projects
- Assisted SEIRPC Board in evaluating STBG and TAP application and funding process
- Work with local governments to develop and program projects with federal dollars
- Working with local governments on TIP project amendments and modifications in TPMS

Project Description

SEIRPC will continue to work towards achieving objectives regarding the TIP as in previous years listed above. Additionally, staff will continue to provide education on Surface Transportation Block Program funding and Transportation Alternatives funding due to some additional changes in how these funds are distributed or programmed. Staff has started a digital application and scoring processes and will evaluate this in FY2026.

Zach James and Jarred Lassiter will serve as the lead staff in the TIP project category, while all other staff will also help. Zach James directs the Planning Department daily, leading staff, managing projects, and giving policy input to the Executive Director and Board of Directors. Mr. James provides daily project leadership on the TIP, works with regional members, TIP policy development and implementation. Jarred Lassiter will be involved daily in TIP education, assisting regional members with applications, organizing TAC meetings, document development, and implementation, as well as working with the TAC and TPMS maintenance. Sam Avery and Joey Grabowski will help Mr. James and Mr. Lassiter in TIP development throughout the year as needed. Mike Norris serves as the Executive Director of the planning commission and will assist Mr. James in policy input provided to the Board of Directors and guidance to planning department staff. The chart below outlines the amount of transportation planning time allocated towards TIP development for transportation planning staff.

Name, Title	Time Allocation	Hours Allocation
Mike Norris, Executive Director	10%	2
Zach James, Assistant Director	12%	135
Jarred Lassiter, Senior Planner	26%	324
Sam Avery, Regional Planner	0%	0
Joey Grabowski, Regional Planner	0%	0
Summer Planning Intern	0%	0

Product

The final TIP will be a document developed through an inclusive regional process containing regionally significant projects that advance local, regional, and state priorities. This product will involve utilizing TPMS as a project management and tracking tool. A notification that applications for STBG and TAP funding can be submitted for funding will go out to members in September or October each year. Applications for regional STBG and TAP funds are due each year at the end of December to SEIRPC staff. SEIRPC staff will begin scoring projects using objective criteria in January or February each year, with a Technical Advisory Committee meeting held in March or April each year to score the subjective portions of the applications. A draft of the TIP will be submitted in May, with the final TIP completed in July, with ongoing TPMS maintenance, project development, and project amendments throughout the year. In FY2026, SEIRPC will continue evaluating a transition in the application and scoring process to a digital process to create efficiencies for applicants filling out the application, SEIRPC staff in evaluating applications, and TAC members in reviewing applications. Additionally, staff will complete a review of existing STBG and TAP scoring criteria that will look to align the scoring with regional funding priorities.

Public Participation Process

Staff Time Allocation:	6%
Staff Hours Allocation:	466
Total Funding Allocation:	\$ 23,326

Task Objective

Public participation is an important element in any planning document or process. SEIRPC holds public meetings and meets the requirements of FHWA, FTA, and Iowa DOT for all its planning and programming documents. In FY2026, SEIRPC will continue its public outreach and hopes for increased content and quality of public comments, ensuring compliance with Title VI.

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

Previous Work

SEIRPC has held all required public meetings, notices, and hearings during the last year for its planning, programming, and reporting documents, in addition to posting all transportation plans and required state and federal documents on the SEIRPC website. Other activities include presenting for regional community groups (Kiwanis, Rotary, Lions Club, etc.), facilitating input on regional transportation issues, and gathering information on transportation-related topics for the SEIRPC newsletter and social media pages. Other project-specific outreach included developing and maintaining an informational website for the Flint River Trail and Snake Alley Criterium.

Project Description

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

- Follow objectives outlined in the regional PPP updated in 2023 and will update the document, if needed, to meet new guidelines
- Travel to local government and regional interest meetings and provide information on planning, programming, funding, and transportation information;
- Updating and utilizing the SEIRPC website and Facebook page for news, public notices, and informational purposes;
- Assisting with public notices and public meetings regarding urban area boundary adjustments regionally;
- Prepare monthly newsletters and press releases (as needed);
- Conduct general outreach on regional transportation planning activities;
- Maintaining and updating the Flint River Trail and Snake Alley Criterium websites;
- Writing articles and columns for reports, news releases, newsletters, and websites;
- Utilizing technology such as cameras, video recordings, or other technology to provide opportunities to educate and/or gather public feedback regarding planning documents or regional transportation projects.
- Ensuring and reviewing FTA/FHWA Title VI documentation to ensure it is current, including Title VI (for FTA), Title VI plans (for FHWA), and Title VI assurances.

All transportation planning staff will play an important role in the Public Participation Process. Zach James directs the Planning Department daily, leading staff, managing projects, and giving policy input to the Executive Director and Board of Directors. Mr. James will be engaged in public outreach efforts, including public education meetings, outreach meetings, newsletter development, website and social media development, update of PPP document, and other efforts as needed. Mr. Norris is engaged in all public participation efforts regarding transportation, including public meetings and public relations, including newsletter, website, and social media development. Sam Avery will lead the efforts in implementing a variety of public participation projects that will involve website updates, Facebook posts or development, newsletter preparation, public meetings, and general regional outreach. Jarred Lassiter and Joey Grabowski will assist as needed. The chart below outlines the amount of transportation planning time allocated towards the public participation process for transportation planning staff.

Name, Title	Time Allocation	Hours Allocation
Mike Norris, Executive Director	5%	1
Zach James, Assistant Director	8%	90
Jarred Lassiter, Senior Planner	3%	37
Sam Avery, Regional Planner	15%	234
Joey Grabowski, Regional Planner	5%	104
Summer Planning Intern	0%	0

Product

The product of the public participation process will be creating awareness of and involving public participation within transportation planning efforts and programming of federal transportation dollars. Additionally, we will ensure that all public participation follows Title VI requirements of FHWA and FTA. A new Public Participation Plan was completed in March 2023, but it will be evaluated to identify opportunities to improve our public participation process, adapt to new technologies, or meet any new requirements.

Long Range Transportation Plan (LRTP)

Task Objective

SEIRPC plans to maintain and review performance measures identified in the most recent update of the Great River Region Transportation and Development Plan (serves as the LRTP and Comprehensive Economic Development Strategy for EDA) and work towards regional priorities identified within.

Staff Time Allocation:	5%
Staff Hours Allocation:	360
Total Funding Allocation:	\$ 19,439

Previous Work

SEIRPC adopted the Great River Region Transportation and Development Plan in July of 2018. This document, which serves as the region's LRTP and CEDs, is a plan that contains regionally significant projects to be completed not only in transportation, but also in economic and community development. Also, included in this plan is detailed information on the existing transportation system, demographics, housing, and economics of the region. In the past year, staff have reviewed the LRTP for priority projects, utilized the document to assist in the preparation/support of submitted grant applications, and presented an update on how SEIRPC is utilizing the LRTP to guide their priorities to the SEIRPC Board of Directors.

Project Description

SEIRPC will update the LRTP as part of an annual update with our regional CEDS to include regionally significant projects. In addition, staff will also continue work towards implementing specific projects and strategies outlined in the LRTP. We will look to identify projects that may be supported by funding through normal funding programs, new BIL programs, or other COVID relief programs. All transportation planning staff will play a role in the LRTP. Zach James directs the Planning Department daily, leading staff, managing projects, and giving policy input to the Executive Director and Board of Directors. Mr. James will be engaged in a review of the LRTP and overall project oversight. Mr. Norris and Mr. James will perform general management of the process. Jared Lassiter, Sam Avery, and Joey Grabowski will be engaged in LRTP document preparation and input, implementation of tasks identified in the LRTP, and ongoing review of priorities and performance measures. The chart below outlines the amount of transportation planning time allocated towards the LRTP development for transportation planning staff.

Name, Title	Time Allocation	Hours Allocation
Mike Norris, Executive Director	5%	1
Zach James, Assistant Director	8%	90
Jarred Lassiter, Senior Planner	7%	87
Sam Avery, Regional Planner	5%	78
Joey Grabowski, Regional Planner	5%	104
Summer Planning Intern	0%	0

Product

A final product will include an updated LRTP with regionally significant projects. Throughout the year, a review of the plan will be conducted to ensure focus on regional priorities, review of potential projects for grant applications, and references to the plan in grant applications.

Staff Time Allocation:	12%
Staff Hours Allocation:	1,087
Total Funding Allocation:	\$ 46,653

Passenger Transportation Plan (PTP)

Task Objective

The PTP is currently used to help public transportation agencies improve transportation services, to prioritize needs and funding requests to federal, state, and local agencies, and to identify opportunities for coordination amongst multiple transportation providers. The PTP will guide regional private and public passenger transportation service, based on stakeholder, general public, and decision maker input.

The objective within this planning activity is to assist with regional passenger transportation issues and to prepare any needed updates of the PTP to reflect current conditions, future needs, and implementation steps. Specific efforts throughout the year for this work item may include:

- Holding quarterly TRAC meetings
- Assisting Burlington Urban Service and SEIBUS with planning efforts and evaluation of their system performance, as needed
- Review and assistance of priorities from the recent PTP document update in FY2022
- Gathering and analyzing transit data to evaluate trends in services and evaluating possible improvements for public transit services in Southeast Iowa
- Analyzing public comments and service logs to further understand service gaps and discussing the service needs with the Transit Advisory Committee (TRAC) and how to address them
- Working to perform education, outreach, and promote/market known passenger transportation services in Southeast Iowa to community groups and businesses, including input gathering on system performance
- Providing guidance and assistance in the implementation of projects that can improve regional passenger transportation services, specifically investigating the feasibility of a Southeast Iowa one-call transit system framework
- Meeting with regional transportation providers, passengers, and businesses to determine how current services are meeting regional needs

Previous Work

In FY2014, SEIRPC developed a full PTP update, which was adopted by the SEIRPC board in March 2014. Public comment was solicited, and comments received were addressed in the final plan. Precursors to the PTP were the Mobility Action Plan workshops, first held in May 2006, in Burlington, and past PTPs in 2007, 2008, 2009, 2010, 2011, 2012, and 2013. In January 2014, SEIRPC held a regional Passenger Transportation Coordination Workshop. Quarterly Transit Advisory Committee meetings are also held to solicit input, identify steps to meet identified needs, and implement priorities identified as outlined in the final PTP. In the spring of 2020, SEIRPC planning staff started work on an updated PTP to be completed in the spring of 2022. Staff has been assisting SEIBUS with some evaluation of transit facility upgrades related to location, size, general needs, cost analysis, and grant writing.

Project Description

SEIRPC will hold quarterly TRAC meetings and assist in efforts to improve regional passenger transportation. Staff will specifically work with the TRAC to focus on discussions of emerging passenger transportation needs/issues and foster discussions on implementing priorities as identified in the most recently completed PTP document (spring 2022) and as identified through the PTP update process. Staff will also assist the organization through information sharing, data analysis, or other assistance that is requested related to passenger transportation.

Zach James directs the Planning Department daily, leading staff, managing projects, and giving policy input to the Executive Director and Board of Directors. Mr. James will be engaged in overseeing the PTP work program. Joey Grabowski will lead the process to update the PTP in FY2026. Sam Avery, Jarred Lassiter, and a summer planning intern on staff will assist as needed in direct communication and organization of TRAC meetings, regional services providers, assist with data collection and analysis, regional surveys, project implementation, and PTP document updates. Mike Norris will provide assistance and direction to PTP-related activities as necessary. The chart below outlines the amount of transportation planning time allocated towards PTP development for transportation planning staff.

Name, Title	Time Allocation	Hours Allocation
Mike Norris, Executive Director	5%	1
Zach James, Assistant Director	14%	157
Jarred Lassiter, Senior Planner	5%	62
Sam Avery, Regional Planner	10%	156
Joey Grabowski, Regional Planner	33%	686
Summer Planning Intern	5%	24

Product

The focus of this work element will be holding quarterly TRAC meetings, with a focus on diving deeper into and possibly implementing projects identified in the most recent PTP update. TRAC meeting minutes will be submitted to Iowa DOT at the end of the Fiscal Year. Additionally, SEIRPC staff will continue to assist Burlington Urban Service with evaluation of their transit system as needed on route evaluation and Consolidated Transit Application assistance. Staff will also continue to assist SEIBUS staff as needed with data collection and analysis requests.

Staff Time Allocation:	30%
Staff Hours Allocation:	1,971
Total Funding Allocation:	\$ 116,632

Special Planning Activities

Task Objective

SEIRPC has identified a host of planning activities that deserve their own TPWP category. Regional members are periodically involved in projects, studies, or other activities that require SEIRPC participation. SEIRPC has also identified some regionally significant issues that deserve transportation planning resources including improving health through active transportation (development of bicycle and pedestrian facilities, 4 to 3 lane conversions, complete streets, etc.), maintaining historic rail transportation facilities, parking in developing downtown districts, movements of regional freight, airport zoning ordinance development as well as other issues that arise during the year.

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

The main objective for this work element is to provide comprehensive transportation planning services that provide a positive impact for regional members, apart from the conventional TIP, PTP, and LRTP roles. SEIRPC can be flexible in its transportation planning activities due to the flexibility of STBG planning dollars. By utilizing a portion of regional STBG funds, we can maximize our services to the region, including performing duties relating to various modes of transportation apart from highway and street planning. This work may include safety studies, traffic impact studies, parking studies, and other similar activities; it may also include developing multimodal projects, such as passenger rail or air assistance, recreational trails, bike and pedestrian facilities, airport facilities, and port facilities.

Previous Work

During the past year, SEIRPC has worked with a wide range of special transportation planning projects, including, but not limited to, the following projects:

Completed in FY2025

- Assistance to the City of Keokuk on opportunities for improvements to the Mississippi River Rail Bridge;
- Staff time dedicated to completing a Safe Streets 4 All Community Safety Action Plan

Worked on in FY2025 and will continue in FY2026

- Complete transportation-related components of the Danville Comprehensive Plan,
- SEIRPC maintained contact with local bicycle/pedestrian interest groups and helped with planning facilities/documents, fundraising/grants, and promoting trails in Fort Madison, Burlington, West Burlington, Des Moines County, New London, Mount Pleasant, West Point, Keokuk, Donnellson, Louisa County, and Columbus Junction;
- Work with Burlington to implement projects from their Downtown Parking Study, with an update planned to start in FY2026; and
- Perform a study and analysis of the Burlington Urban System.

Project Description

SEIRPC intends to continue work on previous year’s activities that are ongoing as listed above, in addition to:

- Assisting regional members with comprehensive plan updates and city code updates, which will include specific components on the local transportation systems (Columbus Junction, Keokuk).
- Ongoing trail planning activity, mostly devoted to the Flint River Trail, Mount Pleasant trails, Fort Madison trails, West Burlington trails, West Point trail, Donnellson trails, riverfront trail in Keokuk, and updating City/County Trails Plans, as necessary.

SEIRPC will likely take on new projects that are currently unknown but are deemed regional priorities. Region 16 consistently has projects arise with all transportation modes in which regional members come to SEIRPC for assistance.

Zach James directs the Planning Department daily, leading staff, managing projects, and giving policy input to the Executive Director and Board of Directors. He will be involved in identifying potential special planning projects and providing leadership with all special planning activities, being directly engaged in projects as needed. Mike Norris is the Executive Director and will assist in providing development of new projects and guidance on special transportation planning projects. Mr. Norris will also be engaged in specific projects as needed. Jarred Lassiter, Sam Avery, Joey Grabowski, and a summer intern on staff will be engaged in regional trail development and promotion, multi-modal transportation development, transportation safety planning, complete streets, parking studies, freight planning, and other projects as needed. Below is a chart outlining specific time allocations for each staff member:

Name, Title	Time Allocation	Hours Allocation
Mike Norris, Executive Director	15%	3
Zach James, Assistant Director	26%	292
Jarred Lassiter, Senior Planner	28%	349
Sam Avery, Regional Planner	35%	546
Joey Grabowski, Regional Planner	26%	541
Summer Planning Intern	50%	240

Product

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

Technical Assistance

Staff Time Allocation:	28%
Staff Hours Allocation:	1,639
Total Funding Allocation:	\$108,856

Task Objective

Technical Assistance will be related to tasks that do not fit into the programmatic categories (TPWP, TIP, PTP, PPP) and are not planning activities, but provide great assistance to our regional members. This includes items such as grant writing, grant administration, research, data collection, project development, GIS mapping assistance, involvement with regional/state/federal transportation groups, attending transportation conferences or training, traffic and trail counting, speed indicator sharing program, staff support or other 'technical' types of assistance. The main objective is to allow regional members to utilize SEIRPC's staff for technical support for transportation projects and efforts that their staff do not have time to complete or do not have the expertise in. The transportation planning staff at SEIRPC has a wide range of experience working with federal, state, and local governments and private entities. The objective will be complete if regional members know about, utilize, and see a benefit from the services offered by SEIRPC.

Previous Work

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

- Staff have continued in an administrative role for the Southeast Iowa Regional Economic and Port Authority (SIREPA).
- SEIRPC has a traffic and trail data collection program. The program is free to regional governments and provides a valuable information collection and analysis service.
- SEIRPC has continued the regional traffic speed indicator sharing program.
- Researched many new federal transportation grant programs formed from the BIL
- Performed grant writing through Iowa DOT RISE, State and Federal Recreational Trails program, Iowa Statewide TAP, Iowa DNR LAWCON and REAP programs (trail-related), Rural STBG, Thriving Communities, RAISE, and a variety of other state or federal grants.
- Other grant writing through CDBG, EDA, FEMA, and private foundations for projects related to transportation.
- Technical assistance, research, education, and data collection regarding sidewalks, trails, on-road bike facilities, Complete Streets policy and implementation; and
- General transportation-related data collection and mapping requests, including those related to economic development in the region.

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

- Iowa DOT Freight Advisory Committee
- Iowa DOT Bicycle and Pedestrian Long-Range Plan Policy Committee
- Highway 34 and 61 Coalitions
- Lee County Economic Development Group
- Great River Region Partnership
- Iowa Association of Regional Councils
- Flint River Trail Advisory Committee
- Friends of the Burlington Depot Committee
- Louisa County Trails Council
- Greater Burlington Partnership
- Promoting Outdoor Recreational Trails of Fort Madison
- Healthy Henry County Communities

Project Description

SEIRPC intends to continue providing the same services (data collection, grant writing, grant administration, traffic and trail counting) and participating in the same regional, state, and federal organizations worked on in the previous year, as listed above. New projects may include those in the categories listed above, but will likely take on new projects that are currently unknown. Region 16 consistently has new issues arise related to all transportation modes, and often regional members contact SEIRPC for assistance. Staff will also attend transportation planning conferences and trainings, as in past years, such as the NADO transportation planning conference, Iowa Trails Summit, Iowa Bike Summit, and other similar training courses. Specifically, staff will be completing post-TIGER grant performance measure reporting for the City of Burlington, which will include the need to gather pedestrian count data. As part of this, SEIRPC plans to purchase up to 20 new trail counters (~\$12,500) to allow the data collection to happen all at one time, as SEIRPC currently has only 5 trail counters.

Zach James directs the Planning Department daily, leading staff, managing projects, and giving policy input to the Executive Director and Board of Directors. He will be involved in identifying technical assistance projects, engaged in working with local, state, and federal committees, SIREPA assistance, grant writing, grant administration, federal fund requests, communicating with regional members, and other duties as needed. Mike Norris is the Executive Director and will be directly involved in identifying technical assistance projects and providing technical assistance to regional members. Mr. Norris will specifically be engaged in activities with the SIREPA, working with local, state, and federal committees and other duties as needed. Jarred Lassiter, Sam Avery, Joey Grabowski, and a summer intern will be engaged in all aspects of technical assistance, including grant writing, grant administration, trail assistance, data collection, GIS Mapping, and assisting staff with management of projects as needed. The chart below outlines the amount of transportation planning time allocated towards technical assistance for transportation planning staff.

Name, Title	Time Allocation	Hours Allocation
Mike Norris, Executive Director	35%	7
Zach James, Assistant Director	22%	247
Jarred Lassiter, Senior Planner	25%	312
Sam Avery, Regional Planner	30%	468
Joey Grabowski, Regional Planner	21%	437
Summer Planning Intern	35%	168

Product

The end product will again be providing the best possible transportation technical assistance to regional members. This will include completing projects currently in the works, initiating new projects, and maintaining the potential to provide responsive service to regional members' requests. There is no estimated completion date, as this is an ongoing work element throughout the entire year.

Planning, Budget, and Funding Sources

Work Element	FTA 5311	FHWA STBG	FHWA STBG C/O	FHWA SPR	Local Match	Total
TPWP (11%)	\$3,459	\$27,294	\$0	\$3,459	\$8,553	\$42,765
TIP (8%)	\$2,516	\$19,850	\$0	\$2,516	\$6,220	\$31,102
PPP (6%)	\$1,886	\$14,888	\$0	\$1,887	\$4,665	\$23,326
LRTP (5%)	\$1,572	\$12,406	\$0	\$1,572	\$3,889	\$19,439
PTP (12%)	\$3,774	\$29,775	\$0	\$3,773	\$9,331	\$46,653
Special Activities (30%)	\$9,434	\$74,438	\$0	\$9,434	\$23,326	\$116,632
Technical Assistance (28%)	\$8,805	\$69,475	\$0	\$8,805	\$21,771	\$108,856
Totals	\$31,446	\$248,126	\$0	\$31,446	\$77,755	\$388,773

Funding Sources	
Total Transportation Planning Budget	\$ 388,773
Total Federal Funding (80%)	\$ 311,018
FHWA SPR	\$ 31,446
FTA 5311	\$ 31,446
FHWA STBG C/O	\$ 0
FHWA STBG	\$ 248,126
Total Local (20%)	\$ 77,755

Federal Funding Notes

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 in a separate FTA transfer grant application.

Direct Salary and Fringe Benefit Costs

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

Indirect Costs

The SEIRPC allocates indirect costs to projects, grants, and contracts based on direct labor dollars using a percentage allocation rate. This indirect cost allocation rate is set and approved by SEIRPC's approving federal agency, the U.S Department of Commerce (DOC). The current letter approving an indirect cost allocation rate from the DOC for FY2024 is included in Appendix A. An updated indirect cost proposal for FY2026 will be submitted to DOC before the end of FY2025, with approval likely in early FY2026.

The SEIRPC treats all costs as direct costs except general administration and general expenses. Indirect costs (shared costs) are charged to a cost center identified as the Indirect Cost Pool. The Indirect Cost Pool includes the indirect costs for administrative services. The costs are distributed to the various program activities based on direct labor and benefits, with each program. Direct labor includes salaries, paid time off (PTO), and fringe benefits.

SEIRPC has created an Indirect Cost Pool consisting of salaries, fringe benefits, and non-salary costs for administrative services. The commission allocates indirect costs (shared costs) to each of the cost centers (direct programs). This cost pool is allocated to the other cost centers based on the proportion of direct labor and benefits using a percentage allocation rate.

Direct Other Costs

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

Annual Audit

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

DBE

While SEIRPC at this time does not plan to spend any or a limited amount of federal funds on DBE enterprises, SEIRPC staff will make a good faith effort to identify and utilize DBEs where possible. SEIRPC completes two DBE forms biannually, one for the Office of Public Transit and one for the Office of Systems Planning. The latest report may be obtained by contacting SEIRPC.

Appendix A – Indirect Cost Allocation Approved by the Department of Commerce



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

August 13, 2024

Mike Norris, Executive Director
Southeast Iowa Regional Planning Commission
211 N Gear Avenue, Suite 100
West Burlington, IA 52655

Re: Indirect Cost Rate Certificate

Mike Norris:

With this letter, the Interior Business Center (IBC), on behalf of the Economic Development Administration (EDA), a component of the Department of Commerce and your cognizant agency, acknowledges receipt of your Certificate of Indirect Costs for FY 2025 dated August 13, 2024. As a unit of state or local government that receives less than \$35 million in annual cumulative direct Federal funding, you are not required to submit an indirect cost rate proposal to EDA and, consequently, EDA will not review your submission at this time. For more information on this requirement, see 2 C.F.R. part 200, App. VII §D.1.b.

Your organization is required to develop an indirect cost rate proposal or cost allocation plan in accordance with 2 C.F.R. part 200 and retain it with related supporting documentation for audit. For more information on this requirement, see 2 C.F.R. part 200, App. VII §D.1.b. and 2 C.F.R. §200.333. EDA reserves the right to review this or future indirect cost rate proposals at a later time to ensure conformity with the requirements of 2 C.F.R. part 200. Typically, EDA will exercise this right if there is a relevant audit finding, a concern is raised by another government agency concerning a particular indirect cost rate, and/or if EDA finds an anomaly in an indirect cost rate proposal. In such circumstances EDA may review such an indirect cost rate proposal itself or through another Federal agency.

IBC is a shared service provider operating under the Department of the Interior. EDA has entered into an agreement with IBC to review and process Certificates of Indirect Costs on their behalf. EDA remains your cognizant agency and this letter, although issued from IBC, is EDA's acknowledgment of receipt.

Please contact IBC if you have any questions or concerns.

Sincerely,

Craig A. Wills
Indirect Cost & Contract Audit Division Chief

Enclosure: Certificate of Indirect Costs

U.S. Department of Commerce, Economic Development Administration
1401 Constitution Avenue, NW
Washington, DC 20230

CERTIFICATE OF INDIRECT COSTS

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

(1) All costs included in this proposal dated 06/15/2024 **[identify date indirect cost rate proposal was finalized]** to establish indirect costs rate(s) for 7/1/2024-6/30/2025 **[identify start/end dates for the fiscal year covered by the indirect cost rate]** are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (codified at 2 C.F.R. Part 200) Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) 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 agreements 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 and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

(3) The indirect cost rate calculated within the proposal is 32% **[identify rate(s)]**, which was calculated using a direct cost base type of salary & benefits **[identify type of direct cost base – Salary & Fringe, MTDC, etc.]**. The calculations were based on actual costs from fiscal year 23 to obtain a federal indirect cost billing rate for fiscal year 6/30/2025.

(4) All documentation supporting the indirect cost rate identified above must be retained by the Recipient. This rate should be reviewed and validated as part of the Recipient's annual financial audit.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986, (31 USC 3801 et seq.), 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.

Organization Name: Southeast Iowa Regional Planning Commission

Signature: 

Name of Authorized Official: Mike Norris

Title: Executive Director

Email Address and Phone: mnorris@seirpc.com 319-753-4310

Date of Execution: 8/13/2024

BUDGET

TOTAL
FY25
BUDGET

INDIRECT
FY25
BUDGET

draft 7

Expense

700.00 · Personnel Expenses		
701.00 · Salaries	1,446,373	214,217
702.00 · FICA - Employer's Share	105,649	15,211
703.00 · IPERS - Employer's Share	135,631	20,222
704.00 · Unemployment	-	-
705.00 · Employee Benefits	207,421	42,133
Total 700.00 · Personnel Expenses	<u>1,895,074</u>	<u>291,783</u>
706.00 · Physicals	1,500	
707.00 · Uniform Expense	5,500	1,000
708.00 · Drug Testing	2,000	
709.00 · Personnel Expenses - Other	300	
710.00 · Payroll Services	8,000	8,000
712.00 · Advertising	1,500	
717.00 · Audit	18,500	18,500
725.00 · Consulting	-	
726.00 · Contractual Expenses-Other	78,500	
728.00 · Information Technology	48,700	20,000
729.00 · Copier Expense	6,000	6,000
730.00 · Legal Expense	2,000	
738.00 · Depreciation Expense	-	
740.00 · Dues/Subscriptions/Conferences	15,860	2,500
741.00 · Public Notices	1,300	500
745.00 · Land, Structures, Rights-of-way, etc.	-	
746.00 · Leased Equipment	2,800	1,000
747.00 · Equipment under \$5000	119,552	12,616
748.00 · Capital Equipment	423,940	
749.00 · Principle Expense	37,175	
750.00 · Lead Testing Expense	1,000	
751.00 · Housing Expense	-	
752.00 · Grant Adm. Expense	-	
753.00 · HUD Inspections	-	
754.00 · Insurance	189,600	90,000
755.00 · HUD Housing Asst. Payments	-	
756.00 · Mortgage Filing Expenses	500	
757.00 · Interest Expense	4,782	
758.00 · Loan Closing Expenses	-	
759.00 · Credit Report Expense	-	
760.00 · Hsng Relocation Expense	-	
766.00 · Bldg. Maintenance & Repairs	32,500	
767.00 · Vehicle Maintenance & Repair	140,000	
768.00 · Marketing	11,000	500
769.00 · Meeting Expense	2,600	1,000
782.00 · Printing/Postage	8,850	6,000
791.00 · Rent	-	
806.00 · Supplies	21,840	7,500
807.00 · Bank Charges	-	
808.00 · Fuel/Oil	143,750	
810.00 · Telecommunications	35,000	15,000
811.00 · Utilities	30,000	
812.00 · Bldg Operation Allocation	-	106,782
813.00 · Real Estate Taxes	20,000	
814.00 · Architectural & Engineering Fees	-	
815.00 · Mileage	750	
816.00 · Travel	12,224	100
817.00 · Conferences/Training	24,100	1,500
820.00 · Use Allowance	10,250	1,000
829.00 · Down Payment Assistance		
830.00 · Participant Loans & Grants		
890.00 · Matching Expenditures	150,004	(4,950)
900.00 · Indirect Costs		
PY over allocated indirect expenses (audited #)	-	23,853
Total Expense	<u>3,506,951</u>	<u>610,184</u>
Total FY25 Budget Indirect Expenses		610,184
Total FY25 Budget Salaries & Benefits		1,895,074
FY25 ICR %		32%

Appendix B – RPA Self-Certification of Procurement and Consultant Selection Procedures

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)

Mike Norris

(Please Print Name)

Exec Dir

(Title)

SEURPC

(Name of Organization)

6-7-21

(Date Signed)