

# Fiscal Year 2015



## TRANSPORTATION PLANNING WORK PROGRAM

Chariton Valley Transportation Planning Affiliation—RPA 17  
Serving the counties of: Appanoose, Clarke, Davis, Decatur, Lucas, Monroe and Wayne  
City of Centerville, 10-15 Transit and Southern Iowa Trolley

**Final May 22, 2014**

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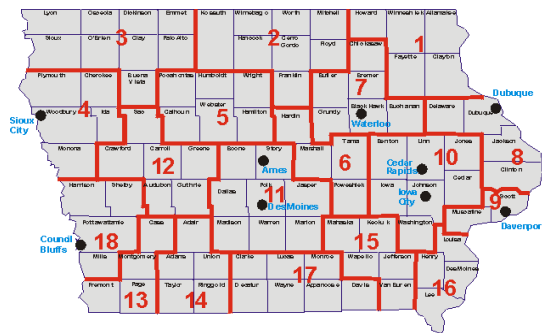
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## ***INTRODUCTION: TRANSPORTATION PLANNING WORK PROGRAM DEVELOPMENT***



The information provided in the Chariton Valley Planning and Development Transportation Planning Work Program (TPWP) for State Fiscal Year (SFY) 2015 was developed through the cooperation of city and county governments in the counties of Appanoose, Davis, Decatur, Clarke, Lucas, Monroe, and Wayne Counties known as Regional Planning Affiliation (RPA) 17. Economic development organizations, transit providers,

special interest groups, and the general public were also consulted through a public participation process.

The TPWP outlines projects supported and sponsored by the RPA 17. Projects included in the program include planning activities for fulfillment of the Moving Ahead for Progress in the 21<sup>st</sup> Century, known as MAP-21. This new program funding was signed into law on July 6, 2012 (Public Law 112-141). MAP-21 was intended to extend the SAFETEA-LU requirements, transit planning activities, and Transportation Enhancement projects for the remaining 3 months of FY12 that were sponsored directly by the RPA 17 and/or funded by federal dollars. FY14-FY15 would have restricted or limited funding for surface transportation programs. Those projects will be completed throughout the fiscal year and completed by June 30, 2015.

Both Technical Advisory and Policy boards were involved in the redevelopment of the regional STP funding, along with the New Transportation Alternative Program (TAP) that now allows for enhancement projects, trails, scenic byway and safe routes to school to apply for funding. The application deadline for TAP funding is set annually in November with review and approval January to March following year.

Members contributed to elements of the draft TPWP which in turn was submitted and reviewed with the Technical Advisory Committee. General information was distributed to the public via newsletters, press releases, and informational posts at [www.charitonvalleyplanning.com](http://www.charitonvalleyplanning.com). All meetings are open to the public.

The preparation of this report was financed in part through federal funds provided by the U.S. Department of Transportation, Federal Transit Administration and Federal Highway Administration. The findings, opinions, and conclusions expressed in this report are not necessarily those of these agencies. In accordance with Federal Law and Policy, Chariton Valley Planning & Development Council is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, and familial status.

## ***REGIONAL TRANSPORTATION CONCERNS***

Just like many other regions in the state, CVTPA is concerned with the limited or reduced capital funding resources that are allocated to the region. The reduced funds are causing major concerns with bridge replacements, new construction, road maintenance and other transportation needs in the state.

Roadways form the backbone of the transportation network in the rural region of RPA 17/Chariton Valley Transportation Planning Affiliation, as well as the state and nation. The movement of goods and people requires a road network to allow efficient transport from origin to destination. Even movement by other modes of transportation, such as air, rail, transit and trails, often require the use of roads to move between the airport, railhead, and trailhead and their original destination. Roads allow the transport of people and goods over long and short distances. Highways and Interstates that make up the National Highway System allow for high speed vehicle movement over long distances with few interruptions, which make up the primary road network. A system of major/minor arterials and collectors form the secondary road system and connect the primary roads to the local street system. The interconnection of these three networks allows for the seamless movement of goods and people from origin to destination in the region or beyond.

CVTPA has approximately 520 miles of county maintained hard surfaced roads. The major highways through the region are Interstate 35, U.S. Highways 69, 65, and 63, and Iowa Highways 14, 5, and 2. It is an asset to have state and/or federal highways that bisect all counties north to south and east to west. County roads throughout the RPA 17 region also follow this same grid pattern to provide good access to most regions in the area.

Along with hard surfaced roads there are also approximately 6,000 miles of Level A and Level B roads. These roads are predominately used to access fields and bring crops to market. Approximately 1,255 miles of roadway are highway, 3,948 miles are gravel and 1,915 miles are Farm-To-Market Roads. Increasingly larger and larger farm machinery is taking a toll on the condition of Level A and Level B roads throughout the area and will continue to be a mounting maintenance problem.

### **Regional Transportation Needs & Issues**

The key findings for the RPA 17 transportation region have identified in the Long Range Transportation Plan: Those findings are as follows:

- Maintenance of the existing regional highway network is a critical need. As a complete network, preservation, reconstruction, and rehabilitation and safety improvements are a higher priority than capacity building and new facility construction.

- Obtaining adequate funding to maintain the existing roadways within the region is a great concern. A major surface concern is the lack of funding available in counties to allow for appropriate rock on secondary roadway systems.
- Obtaining funding to construct transportation facilities that enhance economic development or result in job creation or retention is desired.
- Highway Safety
- Bridges
  - CVTPA Long Range Technical Advisory Committee has identified the need for bridge replacement and repair as one of the primary concerns for this region. There are a total of 1,229 bridges in the RPA 17 region and of them 774 are identified by DOT as needing repair. Figure 16 below details the conditions of the bridge inventory in the RPA 17 region. In this table, it is clear that approximately 63% of bridges are in serious need of repair to allow continued travel in upcoming years.
- Railway
  - Rail lines see heavy use with considerable amounts of freight passing through the region. Rail access is important for large businesses and industry and should be preserved throughout the region and critical for economic stability or progress.
- Air
  - Chariton and Centerville Airports should continue to pursue federal and state funds for planned improvements to their facilities. This will help them to continue to meet the needs of business and industry and to attract new aviation based services. Many smaller airports in the region struggle to fund the operations and improvements to their airports.
- Public Transit
  - Public transit is primarily provided for within the regional by two transit providers – Southern Iowa Trolley and 10-15 Transit. Obtaining new and replacement vehicles is a high priority for both transit agencies. The region’s transit providers must maximize the use of existing resources and coordinate services with human service agencies in order to provide the most public transit capability throughout the region.
- Trails
  - Funding assistance is essential for trails development and more funding is needed. Trails projects often lack the needed local match dollars due to sparse population and the high number of low-income residents in the region. Coordination among local jurisdictions, local trails committees, and the Iowa DOT in order to make further bicycle and pedestrian improvements is encouraged.

### ***EXECUTIVE POLICY BOARD MEMBERS***

The Executive Policy Board is a group of elected officials appointed to CVTPA by member counties and cities within the region to determine all policy and make all decisions on behalf of the seven-county entity.

<i><b>Name</b></i>	<i><b>Title</b></i>	<i><b>County, City or Agency</b></i>
Neal Smith	Board of Supervisor	Appanoose County
Jan Spurgeon	Mayor	City of Centerville
Larry Keller	Board of Supervisor	Clarke County
Ron Bride	Board of Supervisor	Davis County
Larry Moffett	City Councilperson	City of Leon
JR Cornett	Board of Supervisor	Decatur County
Dennis Smith, Vice-Chair	Board of Supervisor	Lucas County
Vern Vogel	City Councilperson	City of Chariton
Dennis Ryan, Chair	Board of Supervisor	Monroe County
Tom Murphy	Mayor	City of Albia
Bill Alley	Board of Supervisor	Wayne County
Marvin McCann	Supervisor/Clarke Co.	SIT-Board member
David Walkup	City Councilperson	City of Osceola

### ***TECHNICAL ADVISORY COMMITTEE MEMBERS***

The Technical Advisory Committee is composed of county engineers, economic development professionals, and transit directors from the seven-county region. The committee is responsible for prior reviewing and recommending policies and programs to the Executive Policy Board.

<i><b>Name</b></i>	<i><b>Title</b></i>	<i><b>County, City or Agency</b></i>
Gary Bishop	County Engineer	Appanoose County
Bill Buss	Economic Development	Appanoose Co. Econ. Dev.
Dan Doerfler	County Engineer	Decatur County
John Sellers	Economic Development	Wayne County Econ. Dev.
David Grove	County Engineer	Davis County
Ted Henderson	Public Works Director	City of Bloomfield
Tom Andersen	County Engineer	Clarke County
Todde Folkerts, Chair	County Engineer	Lucas County
Joe Gaa	City Manager	City of Chariton
Jeremiah Selby	County Engineer	Monroe County
Dan Tometich	Economic Development	Monroe Co. Econ. Dev.
Trevor Wolf, Vice-Chair	County Engineer	Wayne County
Jay Allison	Transit Director	10-15 Transit
Steve Bolie	Transit Director	Southern Iowa Trolley

***RPA -17 PLANNING STAFF***

<b><i>Name</i></b>	<b><i>Title</i></b>	<b><i>Agency</i></b>
Nichole L. Moore	Executive Director	Chariton Valley Planning & Development Council
Julie Pribyl	Program Support	Chariton Valley Planning & Development Council
Jason Huddle	District 5 Planner	Iowa Department of Transportation



## *Planning Work Elements for SFY 2015*

### **Transportation Planning Work Programming (TPWP)**

#### **A. Task Objective**

Activities included in the TPWP represent the commitment to develop, to monitor, to maintain, and to complete the work elements contained in the work program for the upcoming fiscal year. Annually prepare a program to identify and direct the RPA's transportation planning activities.

#### **B. Previous Work**

Development and implementation of task goals and objectives for integration into local, area, and state, and nation-wide activities.

- Completed FY2014 TPWP work activities and reimbursement requests that were provided.

#### **C. Project Description**

Development and implementation of task goals and objectives for integration into local, area, and state and nation-wide activities.

- Initiate FY2015 transportation planning activities
- Project justification and time scheduling
- Development of task budgets and benchmarks
- Secure Department of Transportation concurrence
- Launch public participation

Participate in regional, state and national forums related to transportation including Federal Transit workshops.

#### **D. Tentative Schedule**

February, 2015 – Draft FY2016 TPWP prepared

March, 2015- Draft TPWP submitted to TAC & Policy Committees for review

April 1, 2015 – Draft TPWP due to IDOT

June 1, 2015 – Final TPWP due to IDOT

#### **TPWP Personnel & Budget Summary**

<b>Personnel</b>	<b>Staff Hours</b>	<b>Cost</b>
<b>Staff</b>	265	
<b>Total CVPD</b>	265	\$ 10,865

#### **TPWP Funding Summary**

<b>Source</b>	<b>Funding Amount</b>
<b>Federal</b>	\$ 8,692
<b>Local Match</b>	\$ 2,173
<b>Regional</b>	\$ 0

## Transportation Improvement Program (TIP)

<b>A. Task Objective</b>
Preparation of a comprehensive spreadsheet of information that contains supported regional projects that intend to use federal-aid programs such as Surface Transportation Program (STP), Transportation Alternatives (TAP), and transit for a four-year, federal fiscal schedule. Also included in the TIP are National Highway System (NHS), bridge, and multi-modal projects targeting federal transportation dollars.
<b>B. Previous Work</b>
Identified and prioritized inter-modal transportation projects in the four-year program. <ul style="list-style-type: none"> <li>CVPD collected and conveyed highway, bridge, transit, and transportation alternative projects with county engineers and regional committees.</li> </ul>
<b>C. Project Description</b>
Identify and prioritize inter-modal transportation projects in the four-year program. <ul style="list-style-type: none"> <li>CVPD will collect and convey highway, bridge, transit, and transportation alternative projects with county engineers to Policy Board</li> <li>Obtain comments and approval for advancement of prioritized projects.</li> <li>Engineers &amp; Transit Directors will enter highway, bridge, transit, and TAP projects into FY 2015-2018 TIP for review.</li> <li>Review plan with CVTPA Technical Committee and Policy Board and obtain Department of Transportation (DOT), Federal Transit (FTA) and Federal Highway Administration (FHWA) concurrence.</li> <li>Provide funding targets for the region for STP.</li> </ul>
<b>D. Tentative Schedule</b>
January, 2015 – Provide TAC/Policy with information from previous TIP March, 2015 – Provide draft TIP on project information to TAC Committee for review April/May, 2015 – TAC/Policy review draft TIP considered adoption of final July 2015- FINAL TIP due to IDOT

### TIP Personnel and Budget Summary

Personnel	Staff Hours	Cost
<b>Staff</b>	585	
<b>Total CVPD</b>	585	\$ 23,985

### TIP Funding Summary

Source	Funding Amount
<b>Federal</b>	\$ 11,205
<b>Local Match</b>	\$ 4,797
<b>Regional</b>	\$ 7,983

## Public Involvement Plan (PIP)

<b>A. Task Objective</b>
Outline of RPA 17's commitment to implement a viable, active, and productive public involvement process for transportation planning input and product development activities.
<b>B. Previous Work</b>
CVPD facilitated methods of getting the public involved in the planning processes. Continue to assess the public needs for region.
<b>C. Project Description</b>
<p>Methods for getting the public more involved in planning processes</p> <ul style="list-style-type: none"> <li>• Continue with outreach emphasis to minorities, elderly, and under-represented population in region.</li> <li>• Identification of target populations, groups and work with health and human service agencies</li> <li>• CVPD will have notification of transportation priorities and open forums with minutes published in newspaper or posts at public office space for general circulation.</li> <li>• CVPD will provide news releases, newsletter publication with CVPD, mail communications, submit public hearing notices for publication, website maintenance.</li> <li>• CVPD will continue to gather and update electronic information distribution and databases.</li> <li>• CVPD will continue to have communication and coordinate recommendations &amp; comments to the CVTPA boards.</li> <li>• Release of information related to public use of funds</li> </ul>
<b>D. Tentative Schedule</b>
<p>July 2014 to June 2015– Continue to review current PIP process with TAC &amp; Policy Committees and implement the required publications and notices for meetings.</p> <p>Continued outreach for public involvement – meetings, notices, publications when needed.</p>

### PIP Personnel and Budget Summary

Personnel	Staff Hours	Cost
<b>Staff</b>	765	
<b>Total CVPD</b>	765	\$ 31,365

### PIP Funding Summary

Source	Funding Amount
<b>Federal</b>	\$ 11,205
<b>Local Match</b>	\$ 6,273
<b>Regional</b>	\$ 13,887

## Long Range Transportation Plan (LRTP)

<b>A. Task Objective</b>
The transportation planning process is intended to be comprehensive, collaborative, and continuing. The RPA has determined that a multi-modal plan and specific modal plans will be providing a comprehensive transportation plan for the region.
<b>B. Previous Work</b>
<p>Reviewed and revised components of the twenty-year intermodal transportation plan.</p> <ul style="list-style-type: none"> <li>• Determined transportation issues of local governments</li> <li>• Projected future transportation demands and encouraged county/city/agency transportation study processes for inclusion in the regional plan</li> <li>• Collected data on facilities and equipment</li> <li>• Evaluated individual county economic objectives</li> </ul>
<b>C. Project Description</b>
<p>Current approved plan dated 2012-2032.</p> <p>The plan elements will include, but may not be limited to:</p> <ul style="list-style-type: none"> <li>• a summary of current transportation services for the region, an analysis of existing and future activity in the region.</li> <li>• a projection of future demand for transportation services in the region and its impact on current and planned transportation facilities;</li> <li>• an analysis of opportunities for funding of transportation facilities in the region.</li> <li>• Inclusion of Scenic Byway, local and regional trails, Safe Routes to School, Regional Enhancements projects.</li> <li>• Work on development of county regional trails information for plans.</li> </ul> <p>LRTP committee along with CVPD will continue to update any information from the region and include in the next update of the plan.</p>
<b>D. Tentative Schedule</b>
July 2014 to June 2015 – continue to update data from region regarding LRTP needs. Public updates and information when needed and continue to review needs with TAC & Policy Boards.

### LRTP Personnel and Budget Summary

Personnel	Staff Hours	Cost
<b>Staff/Contractor</b>	325	
<b>Total CVPD/Contractor</b>	325	\$ 13,325

### LRTP Funding Summary

Source	Funding Amount
<b>Federal</b>	\$ 10,660
<b>Local Match</b>	\$ 2,665
<b>Regional</b>	\$ 0

## Project Administration/Management

<b>A. Task Objective</b>
A tactical process for affiliation support and outreach.
<b>B. Previous Work</b>
<ul style="list-style-type: none"> <li>• Interpreted Congressional and state requirements</li> <li>• Assisted in development of priorities</li> <li>• Exhibited at Legislative Showcase</li> <li>• Identified rules and procedures for committee structures</li> <li>• Served as clearinghouse for transportation planning resources</li> </ul> <p>Related Administrative Activities</p>
<b>C. Project Description</b>
<ul style="list-style-type: none"> <li>• Interpret Congressional and state requirements under new MAP-21 funding</li> <li>• Assist in development of priorities for new funding in region.</li> <li>• Identify rules and procedures for committee structures</li> <li>• Reporting practices as determined by Iowa DOT</li> <li>• Serve as clearinghouse for transportation planning resources</li> <li>• Maintain balance for STP and TAP funding in region.</li> <li>• Maintain balance and planning funding with program elements.</li> <li>• Related Administrative Activities – collection of data for plans, filing, retention of financial records for financial auditing purposes.</li> </ul>
<b>D. Tentative Schedule</b>
<ul style="list-style-type: none"> <li>• Monitor FY 2014 PWP progress and gather information for FY15.</li> <li>• Maintain the Chapter 28E Agreement in region.</li> <li>• Contract preparation and monitoring</li> <li>• Conduct a Financial Audit for CVPD during 2014.</li> </ul>

### Admin Personnel and Budget Summary

Personnel	Staff Hours	Cost
<b>Staff</b>	652	
<b>Total CVPD</b>	652	\$ 26,732

### Admin Funding Summary

Source	Funding Amount
<b>Federal</b>	\$ 13,826
<b>Local Match</b>	\$ 5,346
<b>Regional</b>	\$ 7,560

## Transit Plan (PTP)

<b>A. Task Objective</b>
Preparation and data collection of the passenger transit plan (PTP) for annual minutes with support of transit planning process. Minutes will be sent to DOT.
<b>B. Previous Work</b>
<ul style="list-style-type: none"><li>Approved PTP update in 2014 and gathering information for next update in 2016.</li></ul>
<b>C. Project Description</b>
<ul style="list-style-type: none"><li>Data collection and direct outreach to public health and human service agencies.</li><li>Hosted and attended public meetings to collect passenger transit related needs.</li><li>Prepare and provided surveys for regional agencies on transit needs and collected comments and concerns.</li><li>Analysis of goals and objectives relational to ridership, anticipated revenue and expenses, capital needs, and operational costs.</li><li>Outreach to user groups and key demographic populations.</li><li>Hold public meetings with agencies, individuals and districts for transit needs and concerns.</li><li>Education about trends, resources, viable system improvements, and constraints.</li><li>Outreach with new director of 10-15 Transit to provide assistance on needs in region of service.</li></ul>
<b>D. Tentative Schedule</b>
July 2014- June 2015 – Hold at least 2 meetings to review transit needs/concerns for update information with transit advisory group.  June - July 2015 –submit minutes from meetings to reflect meeting information to Office of Systems Planning for review and acceptance of update. Full PTP will be required every five years on same schedule.

### PTP Personnel and Budget Summary

Personnel	Staff Hours	Cost
Staff	465	
<b>Total CVPD</b>	465	\$ 19,056

### PTP Funding Summary

Source	Funding Amount
<b>Federal</b>	\$ 12,814
<b>Local Match</b>	\$ 3,811
<b>Regional</b>	\$ 2,431

## Supplies

<b>A. Task Objective</b>
Program supplies, software and computers needed for planning requirements.
<b>B. Previous Work</b>
<ul style="list-style-type: none"> <li>None</li> </ul>
<b>C. Project Description</b>
<ul style="list-style-type: none"> <li>Office supplies, computer software and computers needed for planning requirements of the RPA needs.</li> </ul>
<b>D. Tentative Schedule</b>
July 2014- June 2015 – Purchase office supplies, computer software and computers as needed for completion of work elements.

### Supplies Budget Summary

Personnel	Staff Hours	Cost
<b>Staff</b>		
<b>Total CVPD</b>		\$ 5,000

### Supplies Funding Summary

Source	Funding Amount
<b>Federal</b>	\$ 0
<b>Local Match</b>	\$ 1,000
<b>Regional</b>	\$ 4,000

## Work Element Percentage Estimates & Budget for SFY 2015

Programs and activities of the Chariton Valley Planning and Development are sponsored in part by the U.S. Department of Transportation, Federal Highway Administration and Federal Transit Administration. Project partners include the Iowa Economic Development Authority, Iowa Department of Cultural Affairs, regional tourism and economic development agencies and local governments from Appanoose, Clarke Davis, Decatur, Lucas, Monroe, Wayne and contiguous Iowa counties.

Elements	Percentage of Program	Staff Hours	Contractor Hours
Transportation Planning Work Program (TPWP)	9%	265	
Public Involvement Plan (PIP)	25%	765	
Transportation Improvement Programming (TIP)	20%	585	
Long Range Transportation Plan (LRTP)	11%	325	
Program Administration	22%	652	
Passenger Transit Plan (PTP)	16%	465	
<b>Total</b>	<b>103%</b>	<b>3057</b>	

## Budget Summary of Work Elements SFY2015

Work Element	Costs	FTA 5311 New	FTA 5311 c/o	FHWA SPR New	FHWA SPR c/o	Regional STP	Local
TPWP	\$ 10,865	\$ 4292	\$ 108	\$ 4292	\$ 0	\$ 0	\$ 2173
TIP	\$ 23,985	\$ 4292	\$ 1453	\$ 4292	\$ 1168	\$ 7983	\$ 4797
PIP	\$ 31,365	\$ 4292	\$ 1453	\$ 4292	\$ 1168	\$ 13887	\$ 6273
LRTP	\$ 13,325	\$ 4292	\$ 1453	\$ 4292	\$ 623	\$ 0	\$ 2665
Admin	\$ 26,732	\$ 4292	\$ 2906	\$ 4292	\$ 2336	\$ 7560	\$ 5346
PTP	\$ 19,056	\$ 4293	\$ 1342	\$ 4293	\$ 2886	\$ 2431	\$ 3811
Supplies	\$ 5,000					\$ 4000	\$ 1000
<b>Total</b>	<b>\$ 130,328</b>	<b>\$ 25,753</b>	<b>\$ 8,715</b>	<b>\$ 25,753</b>	<b>\$ 8,181</b>	<b>\$ 35,861</b>	<b>\$ 26,065</b>

# TPWP Revisions

## Overview

49 CFR 18 describes the uniform administrative rules for Federal grants and cooperative agreements and sub awards to State, local and Indian tribal governments. These requirements apply to metropolitan planning (PL) and State Planning and Research (SPR) grants. FTA has similar requirements documented in FTA Circular 5010.1C, which apply to FTA metropolitan planning grants. Iowa uses a Consolidated Planning Grant where FHWA and FTA planning funds are combined into a single fund managed through FTA's TEAM system. The use 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. The following table denotes the approving agency for various changes to work programs.

Revision Type	Approving Agency
Request for <b>additional Federal funding</b> [49 CFR 18.30(c)(1)(i) and FTA Circular 5010.0C, I.6.e(1)].	FHWA/FTA
<b>Transfer of funds</b> between categories, projects, functions, or activities <b>which exceed 10 percent</b> of the total work program budget when the Federal award share of the total work program budget exceeds \$100,000 [49 CFR 18.30(c)(1)(ii)].	FHWA/FTA
<b>Revision of the scope or objectives</b> of the activities (i.e. adding or deleting of activities or major change in scope of activity) [49 CFR 18.30(d)(1)].	FHWA/FTA
Transferring substantive programmatic work to a <b>third party</b> (i.e. consultant) [49 CFR 18.30(d)(4)].	FHWA/FTA
Capital expenditures including the <b>purchasing of equipment</b> [OMB Circular A-87].	FHWA/FTA
<b>Transfer of funds</b> between categories, projects, functions, or activities <b>which do not exceed 10 percent</b> of the total work program budget or when the Federal award	Iowa DOT

share of the total work program budget exceeds \$100,000 [49 CFR 18.30(c)(1)(ii)].	
Transfer of funds allotted for <b>training</b> allowances [49 CFR 18.30(c)(1)(iii)].	Iowa DOT
<b>Extending</b> the period of performance past the approved work program period [49 CFR 18.30(d)(2)].	MPO/RPA
<b>Changes in key persons</b> in cases where specified in an application or a grant award (i.e. change in lead consultant for a project) [49 CFR 18.30(d)(3)].	MPO/RPA

### Revision and Approval Procedures

Revisions where **FHWA/FTA** is the designated approving agency shall require written approval by FHWA/FTA prior to commencement of activity, purchasing of equipment, or request for reimbursement. Requests from the MPOs and RPAs shall be submitted in writing [four (4) hard copies of the updates to the work program] to the Iowa DOT Office of Systems Planning through the District Planner, and then forwarded to FHWA and FTA for approval. Notification by the approving agency will be in writing in reverse order.

Revisions where the **Iowa DOT Office of Systems Planning** is the designated approving agency shall require written approval by the Iowa DOT Office of Systems Planning prior to commencement of activity, purchasing of equipment, or request for reimbursement. Requests from the MPOs and RPAs shall be submitted in writing [four (4) hard copies of the updates to the work program] to Iowa DOT Office of Systems Planning through the District Planner. Copies will be forwarded to FHWA/FTA. Notification by the approving agency will be in reverse order.

Revisions where the **MPO or RPA** is the approving agency shall be approved by the Policy Board. Hard copy updates to the work program shall be provided to the District Planner, Iowa DOT Office of Systems Planning, FHWA and FTA.

