

REGION 6 TRANSPORATION PLANNING WORK PROGRAM



**FINAL
FY 2025**

**Prepared by:
Region 6 Resource Partners
903 East Main Street
Marshalltown, Iowa 51058
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Current Update:

Approved Board Meeting Minutes

REGION 6 RESOURCE PARTNERS BOARD MEETING MINUTES FOR 6/10/24

The Region 6 Resource Partners met by Zoom with the call originating at the Region 6 Resource Partners office at 903 E Main Street at Noon on 6/10/24.

Present: Buschkamp, Roudabush, Thomas, Schoborg, Scott, Agnew, and Hibbs.

The first business item is the consent agenda. The consent agenda includes the 5/20/24 meeting minutes, current balance sheet & check register, and current planning projects. Buschkamp made the motion to approve the consent agenda and seconded by Thomas. All voted aye – motion carried.

The next agenda item was a public hearing on the FY 2025 Region 6 Peoplerides Transit Application. There were no oral or written comments on the public hearing. The application projects are federal and state operating assistance for Peoplerides. Thomas made the motion to close the hearing and seconded by Hibbs. All voted aye – motion carried.

A resolution to approve the FY 2025 Region 6 Peoplerides Transit Application was the next agenda item. Agnew made a motion to approve the resolution and seconded by Scott. All voted aye – motion carried.

A public hearing on the FY 2025 to 2028 Region 6 Transportation Improvements Program was the next agenda item. There were no oral or written comments on this document. Agnew made a motion to close the hearing and seconded by Hibbs. All voted aye – motion carried.

A resolution to approve the FY 2025 to 2028 Region 6 Transportation Improvements Program was the next agenda item. Buschkamp made the motion to approve the TIP document for Region 6 and seconded by Agnew. All voted aye – motion carried.

A resolution to approve the FY 2025 Transportation Planning Work Program was the next agenda item. Roudabush made the motion to approve this document and seconded by Agnew. All voted aye – motion carried.

The Enterprise Commute vanpool sponsorship was the next agenda item. Enterprise has a statewide public transit contract to sponsor vanpool rides. These rides can be counted by Region 6 for statistical purposes. The rides that we may count in FY 2025 determine our state and federal transit funds for the year starting 7/1/26. We can apply for the Iowa Clean Air Attainment Program grant funds to subsidize 80% of the cost at 10/1/24 but the funding would not start until 10/1/25. The minimum participation amount is \$500/month/vehicle. The minimum number of riders to start a vanpool is 4. The average cost of a vehicle for this service is \$1,500/month. So for 15 months at \$500/month that is \$7,500/vehicle. There are 5 units currently running from Cedar Rapids to Tama (Iowa Premium), and it appears that 1 more unit will start soon. Vanpool is a “win-win” for all participants. It lowers the employee cost to commute. It provides a good employer incentive. Region 6 can count the statistics which will eventually provide at least a \$500/month/vehicle benefit with the state and federal transit formulas. Our logo will be on the side of the vehicles along with Enterprise. Most of any operating support for this activity will need to come from cash on hand. Agnew made the motion to provide up to a maximum of \$50,000 for the 7/1/24 to 9/30/25 time period for 6 vehicles. Roudabush seconded the motion. Thomas abstained from voting. All voted aye – motion carried.

The Region 6 building solar projects at 903 E Main Street was the next agenda item. The original cost proposal on the solar project is \$56,640. We get 30% of that back in calendar year 2025 (rebate) - \$16,992 (\$39,648 net). The City of Marshalltown City Council has stated that they are not permitting a ground array at the site. We have a land lease on the land for our building for 99 years. We own the building. They payback on the ground array is about 9 years with current electric/gas rates. 1 Source Solar now states in order to get the same power production on the roof that the cost will be \$62,500. The roof on the building is around 15 years old and has survived a tornado and derecho. We recently bid out the roof replacement and 1 bid is \$16,200 (Quality Construction) and the other is \$17,500 (Arpy Construction). It will be best that the roof is replaced or be newer prior to setting on the solar panels. Scott made the motion to approved \$16,200 for the roof and \$58,800 for the solar panels (\$17,640 future rebate) – net cost \$57,360. Agnew seconded the motion. All voted aye – motion carried.

The next meeting date was set for August 26. This meeting may be by zoom.

Being no further business the meeting adjourned.

Marty Wymore
Director

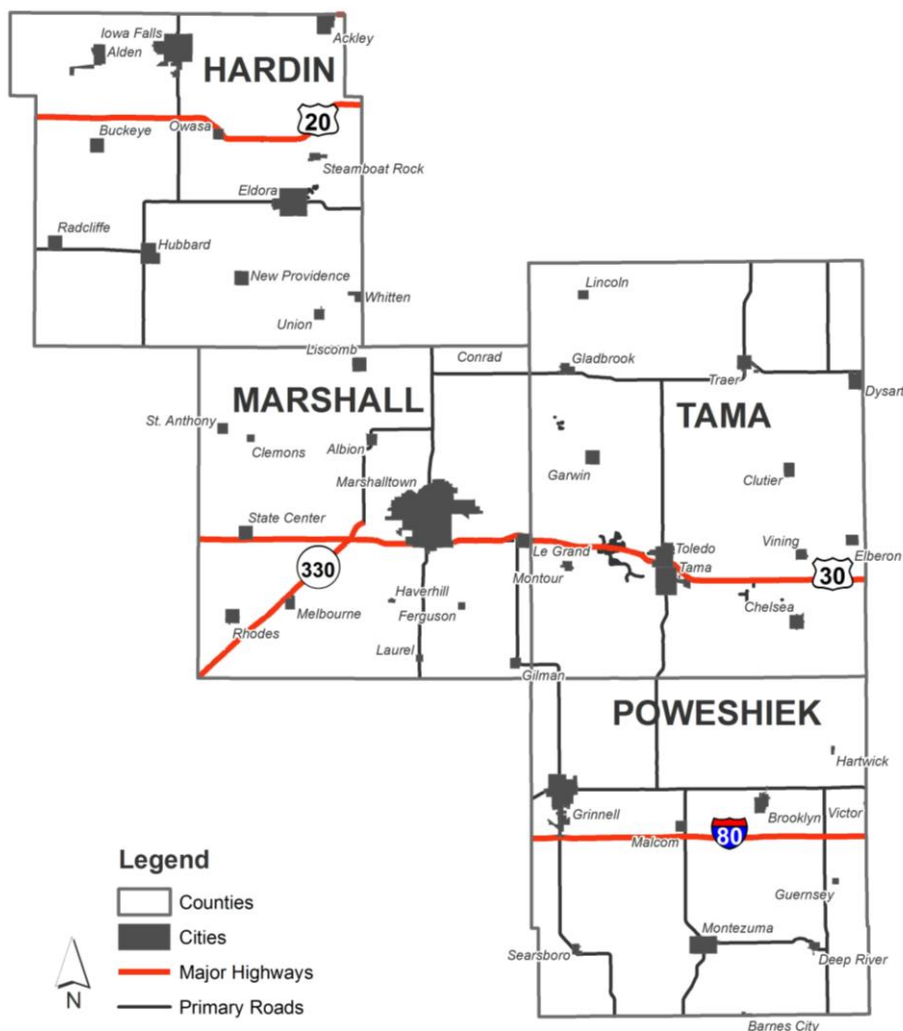
Regional Planning Area

Region 6 Resource Partners serves Hardin, Marshall, Tama and Poweshiek Counties. The four cities over 5,000 in population within the region are Iowa Falls, Marshalltown, Grinnell and the combined cities of Tama and Toledo. At the time of the 2020 US Census, the total regional population was 92,081. This is a slight decrease from the 2010 Census.

In terms of population, Marshall County is by far the largest county in the region with a population of 40,015 followed by Poweshiek County. Tama, and Hardin Counties have nearly the same population at 17,135 and 16,878 respectively. When comparing regional population changes between the 2010 Census and 2020 Census, all counties in the region have experienced some level of population change in this time frame, resulting in a 2.2% population loss overall. The largest population loss in real numbers occurred in Hardin County with a 656-person loss followed by Tama County with a 632-person loss.

The Meskwaki Settlement is the only Native American Settlement in the State of Iowa, and it is located within the territory of Region 6. The region has a higher percentage of elderly persons than elsewhere in the state.

A map of the regional transportation network is illustrated to the right. The roads on the federal highway system passing through the region are Highways 30, 330 and 20. Interstate 80 bisects the south end of the region.



I. Description of Planning Priorities and Challenges

The primary focus of transportation planning and resources in the region is the maintenance of the existing transportation system. Increasing efficiency and capacity to meet area needs are continuing challenges.

The federal transit assistance funds for transit services in Region 6 (Peoplerides and Marshalltown Municipal Transit) come from two federal transit assistance programs. FTA capital funds are not going to be readily available for vehicle replacements. Peoplerides may need to convert FTA operating funds to capital for vehicle replacements. Affordability and accessibility of public transit are barriers to mobility, especially for at-risk populations such as persons experiencing poverty, the elderly community, and persons with disabilities. Changes to the existing public transportation system are necessary to provide access to services and employment in the region. Providing accessible and affordable transit options, and enabling people to use alternative modes, such as public transit, will be an ever-increasing challenge into the future.

The challenges of maintaining city streets and county roads and bridges are significant. The road use tax fund is not increasing at the level that costs are increasing. The federal transportation funding is also not increasing. The result will be a system that is unsafe and inefficient to move goods and services.

Incorporated cities across Region 6 are responsible for operating and maintaining 511 miles of roads, 89 of which are major roads that are eligible for federal aid assistance. If all the improvement work is limited to the federal aid system, that system could be resurfaced with current funding and expenditures about every 10 years. However, significant work is also needed on the local collector city streets. The local streets comprise 83% of the system. The surface of the federal aid network will be in very poor condition in 10 to 15 years.

Increasing the city general fund compensation area is not feasible. Improving the city road system in the future will likely require disinvesting in parts of the system, increasing property taxes, establishing special assessment districts, and/or increasing the gas taxes (federal and state). Counties across Region 6 are responsible for maintaining 4,062 miles of roads, 1,365 of which are federal aid eligible miles. These are generally the paved, county-maintained roads. There is not enough funding in the counties to meet bridge replacement needs.

The future challenges of maintaining the county secondary road system are significant and steep. The road use tax fund and farm to market account is not increasing. The federal transportation funding is also not increasing. Increasing the county secondary road fund is not feasible. The property tax growth due to rollbacks will not be significant. The only option for counties to significantly increase revenues is to rely upon the debt service fund for major improvement projects. Counties may need to resort to converting some hard surfaced roads to granular because there is not sufficient revenue.

Planning priorities include comprehensive planning, trail maintenance and expansion, transit planning. Priorities for comprehensive planning include encouraging transportation planning as an integral part of comprehensive and land use planning of local jurisdictions. Trail maintenance priorities are based on improving connectivity of local trails and continuing trail usage counts and maintenance. Transit planning priorities involve implementation of the Passenger Transportation Plan.

II. Description of TPWP Development Process

Region 6 Resource Partners' Transportation Planning Work Program (TPWP) serves as a guide by which to carry out IJA activities. This document contains descriptions of the organizational structure and committee members. It includes information about the four-county region and its demographics, a descriptive list of tasks, staff information, and budget documentation. Region 6 incorporates lessons learned from the previous years in its TPWP. The Region 6 Policy Board also provides input on the TPWP each year as well as all core planning documents and planning activities described in these documents. This work program includes components as federal or state policy dictates. This program also incorporates Metropolitan Planning Factors and Planning Emphasis Areas (PEAs) identified by the Federal Highway Administration and Federal Transit Administration (see table below).

Metropolitan Planning Factors

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

Planning Emphasis Areas (PEAs)

1. Tackling the Climate Crisis – Transition to a Clean Energy, resilient Future;
2. Equity and Justice⁴⁰ in Transportation planning;
3. Complete Streets;
4. Public Involvement;
5. Strategic Highway (STRAHNET)/U.S. Department of Defense (D)D) Coordination;
6. Federal Land Management Agency (FLMA) Coordination;
7. Planning and Environmental Linkages (PEL); and
8. Data in Transportation Planning.

All Region 6 planning documents are interrelated and overlapping, and all are developed with input by community members from Hardin, Marshall, Tama and Poweshiek Counties. In November of 2022,

Region 6 Resource Partners completed and formally adopted a federal EDA Comprehensive Economic Development Strategy (CEDS), which included transportation planning as an integral part of the economic development strategy for the region. On February 24, 2014, a Long-Range Transportation Plan 2014-2034 for Region 6 was formally adopted. The Long Range Transportation was updated throughout 2020, and approved January 25, 2021. The final version of the Region 6 Passenger Transportation Plan (PTP) was submitted to the Iowa DOT in May 2019. Implementation of the 2020-2024 PTP will continue in FY 2024 with attendance by the transit manager and other staff at meetings, forums, transportation summit, and other transit-related workshops and seminars.

Community participation in the preparation of all planning documents follows the Region 6 Public Participation Plan. The public participation process involves public hearings, committee meetings, local forums, in-person interviews/surveys, and activity-related focus group sessions. The Public Participation Plan is reviewed, revised if needed, and any adjustments are approved by the Region 6 Policy Board. Participation and input of key stakeholders are crucial to the process and the projects.

Public participation in the planning process is invited through publicizing notices of public hearings in local newspapers and on the information board at the Region 6 Resource Partners office. Press releases also are provided to local newspapers and radio stations. Input from all of these activities is assembled and documented by Region 6 Resource Partners staff. Public input is also sought through online and hard copies of surveys regarding specific issues and designed for development of specific plans. Surveys were included in the planning process for the CEDS, the Passenger Transportation Plan (PTP), and the Long-Range Transportation Plan. All Region 6 planning documents are available for public review at the Region 6 Resource Partners office and posted on the Region 6 website at www.region6resources.org. Public participation activities are summarized in subsequent sections of this document.

Region 6 submitted a draft of the FY2025 TPWP to Iowa Department of Transportation, the Federal Transit Administration, and the Federal Highway Administration for comments. The comments of those agencies are addressed in the final TPWP, and the Region 6 Policy Board will review and adopt the FY2025 TPWP before submitting on or before May 21, 2024.

III. Region 6 Organizational Structure

The Region 6 Executive/Policy Board reflects the region's population and business demographics and is representative of the various objectives of Region 6: economic and community development, transit, housing, and transportation. The Region 6 Executive/Policy Board and Transportation Committee are outlined below. The Transportation Committee works under the Executive/Policy Board of Region 6, which is responsible for the day-to-day operation of the Commission. The Executive/Policy Board of Region 6 reviews the direction of the Transportation Committee and makes any necessary final actions.

Region 6 Executive/Policy Board

1. GOVERNMENT REPRESENTATIVES

Elected officials and/or employees of a general-purpose unit of state, local or Indian tribal government who have been appointed to represent the government. Articles require seats noted below. 8 required (min).

NAME	GOVERNMENT	POSITION
Dan Anderson	Tama County	Board of Supervisors
Lance Granzow	Hardin County	Board of Supervisors
Jason Roudabush	Poweshiek County	Board of Supervisors
Jody Anderson, Chair	City of Iowa Falls	City Administrator
Heather Thomas	City of Marshalltown	City Housing Administrator
Carol Hibbs	Marshall County	Secretary/Treasurer
Dan Agnew	City of Grinnell	Mayor
Trudi Scott	City of Gladbrook	City Council

2. NON-GOVERNMENT REPRESENTATIVES

A. Private Sector Representatives: *Any senior management official or executive holding a key decision-making position, with respect to any for-profit enterprise. (At least one required).*

NAME	COMPANY/ENTERPRISE	POSITION
Mark Schoborg, Vice Chair	Self-Employed	Independent Business Owner
Roger Luehring	Clapsaddle-Garber Associates	Finance Manager (retired)

B. Stakeholder Organization Representatives: *Executive directors of chambers of commerce, or representatives of institutions of post-secondary education, workforce development groups or labor groups. (At least one required).*

NAME	ORGANIZATION	POSITION
Mark Buschkamp	Iowa Falls Area Development Corporation	Director

Region 6 has a transportation advisory committee that operates under the Executive Board.
Transportation Committee

The purpose of the Transportation Committee is to plan and recommend programming of the Surface Transportation Block Grant (STBG) funds allocated for Region 6 counties. Three voting members from each of the four counties serve on the Committee. Peoplerides, the regional transit system operated by Region 6, also has one vote. One of the two members from each county is the County Engineer. A second member is a city engineer or city administrator from a city with a population of over 5,000 people. A third member from each county represents Transportation Alternatives Program (TAP) interests. The two non-voting (ex officio) members on this committee represent the State of Iowa Department of Transportation and the Marshalltown Municipal Transit, the only municipal transit system serving the Region.

Transportation Technical Committee	Name	Title	County, City or Agency Represented
Voting Member	Taylor Roll	County Engineer	Hardin County
Voting Member	Jody Anderson	City Administrator	City of Iowa Falls (Hardin County)
Voting Member	Paul Geilenfeldt	County Engineer	Marshall County
Voting Member	Heather Thomas	Public Works Director	City of Marshalltown, Marshall County
Voting Member	Ben Daleske	County Engineer	Tama County
Voting Member	Lyle Brehm	County Engineer	Poweshiek County
Voting Member	Russ Behrens	City Administrator	City of Grinnell, Poweshiek County
Voting Member	Doug Ray; Brian Sokol	Mayor of Tama; Mayor of Toledo	Tama/Toledo urbanized area (1 vote), Tama County
Voting Member	Marty Wymore	Director	Region 6 Transit/Peoplerides
Non-Voting (ex officio)	Shelby Ebel	IA DOT	State of Iowa
Non-Voting (ex officio)	Kevin Pigors	Municipal Transit Director	Marshalltown Municipal Transit
Non-Voting (ex officio)	Rita Schoenman	Grant Writer	Meskwaki Tribe

Region 6 Staff

Region 6 staff also plays a key role in developing effective regional strategies. Region 6 benefits from a creative and talented staff with extensive experience in transportation planning, regional transit operations, project management, and grant administration. Region 6 staff stays abreast of project challenges and new potential projects that are a good fit for the regional program.

Other Representation

The Meskwaki Settlement is included on Region 6 Transportation Planning mailing lists. They are informed about meeting agendas and application deadlines. Periodically Region 6 staff consults with Meskwaki staff to discuss upcoming projects.

IV. Description of Planning Activities/Work Elements

1. Transportation Planning Work Program (TPWP)

Objective: Develop a program of work identifying the planning priorities and activities to be carried out within the regional planning area during the next year, including a description of the planning work and resulting products, the organization that will be responsible for performing the work, time frames for completing the work, the cost of the work, and the source(s) of funds.

Previous Work: Development and adoption of FY 2025 TPWP. TPWP for FY 2025 was adopted by resolution on May 20, 2024 and submitted to IDOT, FHWA, and FTA.

Project Description: The Transportation Planning Work Program is an annual document that requires the approval of the Region 6 Planning Board of Directors. This planning document is prepared in one fiscal year for the following fiscal year.

During FY 2024, a draft TPWP for the coming FY 2025 will be developed and reviewed by the Transportation Committee prior to full recommendation to the Board of Directors. Comments from the Transportation Committee will be forwarded to the Board of Directors.

No public hearing is required for TPWP approval, but the public is allowed to provide comments at the Board of Directors and Transportation Committee meetings concerning the TPWP. If the total aggregate TPWP budget changes more than 10%, it also requires approval of the Board of Directors.

Product: Transportation Planning Work Program FY 2025.

Completion: A draft for FY 2025 will be prepared and submitted to IDOT, FHWA, and FTA for approval on or before April 1, 2024. All comments from the IDOT, FHWA and FTA will be addressed, and a final document will be presented to the Region 6 policy board for approval and adoption. It is anticipated that the final version of the FY 2025 TPWP will be submitted on or before June 1, 2024.

2. Transportation Improvement Program (TIP)

Objective 1: Maintain and review/revise the FY 2025-2028 TIP projects as needed. Develop, obtain final approval, and maintain TIP projects for FY 2025-2028. Develop a draft TIP for FY 2026-2029. The TIP will be a fiscally responsible program of projects that will accomplish the Regional Transportation Planning Expectations of the Iowa DOT.

Previous Work: During FY 2024, Region 6 Resource Partners has worked with engineers, cities and counties to implement the projects programmed in the 2025-2028 TIP and

made appropriate revisions to the projects in TPMS. Region 6 staff monitored projects with local federal aid funds to maintain fiscal constraint.

Project Description: Region 6 staff will continue to work with engineers, cities and counties to maintain the FY 2025-2028 TIP and FY 2026-2029 TIP. Region 6 staff maintains a running spreadsheet of local federal aid projects. Projects included in the Transportation Improvement Program are monitored to ensure that they are fiscally responsible and completed on a timely schedule. The TIP is reviewed and updated annually. Region 6 staff schedules all meetings and provides minutes of same for the Transportation Committee.

Region 6 will follow the procedures that have been established for TIP program development as described hereafter. These procedures are the same each year. Region 6 staff works with region communities to solicit, monitor, and assist in implementation of regional transportation and transportation alternative projects. Region 6 utilizes TPMS database for TIP Program development to achieve consistency and increase reliability in its planning efforts. An annual Transportation Improvement Program of projects for the succeeding four years will be developed with the Regional Transportation Planning Expectations of the Iowa DOT as a guide.

Early in the calendar year a meeting of the Transportation Committee is held to review status of projects. Minutes of the previous meeting are read and approved. A deadline in March or April is set as well as a date for the next meeting shortly thereafter to discuss applications and develop the program for the next 4 years. A request for proposals with attached application is emailed to members of the Transportation Committee, cities, counties, trail committees, and any other interested parties. Region 6 staff compiles the information included in the TIP and update in TPMS. Region 6 staff publishes notice of a public policy board meeting in which the draft FY 2025-2028 TIP is on the agenda for adoption in, and the final Region 6 TIP is submitted.

Product: A final, fiscally constrained 2025-2028 TIP by July 15, 2024. A draft, fiscally constrained FY 2026-2029 TIP by June 15, 2025.

Completion: 06/15/2025

3. Transportation Planning: LRTP, PPP, and Transportation Planning – General

Objective 1: **Long-Range Transportation Plan (LRTP).** Ensure the planning activities correspond to the Plan and that the Plan remains relevant to changing needs and opportunities. The LRTP is a twenty-year planning document that will be reviewed annually with the Region 6 policy board, and revised every five years. The current LRTP includes the years 2020-2040.

- Previous Work:*** In FY 2021, Region 6 staff revised the LRTP. The updated document was approved by the policy board on January 25, 2020. We actively sought input from most of the cities and counties over the region through in-person interviews. Surveys and other things have also been done to obtain public input. The goal now is to maintain the LRTP and encourage that action items are addressed. The LRTP is posted on the Region 6 Resource Partners website at www.region6planning.org.
- Project Description:*** Develop a new LRTP to be adopted in Spring/Summer range of 2025.
- Product:*** Long Range Transportation Plan 2025-2045 update.
- Completion:*** Ongoing. The early goal will be to complete the plan by Spring/Summer 2025, depending upon other staff projects.
- Objective 2:** **Public Participation Plan (PPP).** Ensure the planning activities correspond to the Plan and that the Plan remains relevant to changing needs and opportunities. The PPP is reviewed and updated as needed.
- Previous Work:*** The PPP was last updated and adopted by the Region 6 Policy board on November 30, 2020. A copy of the PPP is provided to the Policy Board and posted on the Region 6 Resource Partners website at www.region6planning.org.
- Project Description:*** During FY 2025, Region 6 Planning staff will review the PPP and update as needed. Public participation/input will continue to be a key component of all planning documents. The PPP is reviewed on a regular basis as it is adhered to when completing the TIP, LRTP, PTP and other projects.
- Product:*** Current and relevant Public Participation Plan.
- Completion:*** Review annually. As there have not been any changes to the PPP document resulting from previous annual reviews by the policy board, the PPP is not listed as a separate planning element in the TPWP budget. The review is done as a part of the general Transportation Planning process. See budget below.
- Objective 3:** **Transportation Planning – General.** Maintain current transportation systems (roads, transit, airports, etc.). Develop improved highways to encourage economic development, reduce congestion, and improve safety.
- Previous Work:*** Assisted with the development of regional projects.
- Project Description:*** Implement goals contained in Region 6 Long-Range Transportation Plan. Encourage public participation in planning and programming to reflect local needs.
- Product:*** N/A.

<i>Completion:</i>	Ongoing.
<u>Objective 4:</u>	Transportation Planning – Comprehensive Planning Encourage transportation planning as an integral part of comprehensive and land use planning of local jurisdictions.
<i>Previous Work:</i>	Recent comprehensive planning in the region completed or assisted by Region 6 Resource Partners staff have included transportation elements. Goals and projects related to transportation, trail and recreational amenities, and transit opportunities were also included in the Comprehensive Economic Development Strategy adopted in 2022.
<i>Project Description:</i>	Region 6 Resource Partners will continue to encourage its communities and counties to create or update existing comprehensive/land use plans according to smart growth principles. It is the goal of Region 6 transportation planning to emphasize transportation systems, including all modes of transportation (e.g. transit and trail projects) in all comprehensive and land use plans. Goals and projects related to transportation, trail and recreational amenities, and transit opportunities will also be included in the current Comprehensive Economic Development Strategy (CEDS).
<i>Product:</i>	Comprehensive/Land Use Plans and CEDS plan for the region’s communities and counties, including all modes of transportation and transit planning policy and activities.
<i>Completion:</i>	Ongoing
<u>Objective 5:</u>	Transportation Planning – Program Support and Administration
<u>Objective:</u>	Perform transportation-related program maintenance. Compile data and prepare transportation planning quarterly reports and reimbursement requests; attend statewide quarterly transportation meetings; review and/or participate in state transportation initiatives. Maintain budget.
<i>Previous work:</i>	Compiled work hours and costs data per work element and prepared appropriate transportation planning quarterly reports and reimbursement requests. Attended statewide quarterly meetings and/or teleconferences. Responded to information requests by DOT and/or FHWA; reviewed funding opportunities; maintained budget.
<i>Project Description:</i>	Continue as listed above – will compile data, prepare reports and reimbursement requests as scheduled. Will attend quarterly meetings, complete surveys, review and comment on state planning efforts, provide information requested by state DOT and/or FHWA, review funding opportunities, and maintain Region 6 budget.

Completion: Reimbursement reports and requests are ongoing. Budget maintenance is ongoing. Review of funding opportunities and response to information requests is ongoing. Transit manager and staff attend annual transportation summit in Ankeny. Staff will continue to attend DOT quarterly meetings and webinars.

4. Trail Usage Counting

Objective: Assist trail groups around the region in obtaining trail usage counts.

Previous Work: Region 6 staff assisted with placing the equipment in the mounting boxes, retrieving data, and retrieving equipment at the end of the year. Region 6 Resource Partners owns and ensures the equipment, including the equipment boxes and locksets.

Project Description: Continue to assist with placement and maintenance of equipment and retrieval of data and equipment. Continue to interpret data.

Product: Trail use counts and maintenance.

Completion: Ongoing.

5. Transit Planning: Passenger Transportation Plan

Objective 1: **Implement the current five-year Passenger Transportation Plan.**

Previous Work: The current 5-year PTP was developed in 2018-2019 and adopted during FY 2019. We have currently partially updated this plan. The key item now is board input and direction. We hope that most of this plan is updated by early Summer 2024. This plan included participation by community members from all four of the Region 6 counties through countywide public input meetings and an online survey. The survey was also printed out for distribution to Peoplerides drivers and staff, seniors, clients of participating social service agencies, and anyone who requested one. The PTP assesses current and future transit needs and identifies potential transit-related projects and activities. It also reviews data gathered over the preceding years. Information regarding transit inventories and transportation needs was assembled and documented by the Region 6 Resource Partners staff. Region 6 Resource Partners and Peoplerides staff is involved in regular monthly or quarterly county-level passenger transportation discussions around the region. Region 6 transit staff participates in existing human service-oriented group discussions.

Region 6 will submit a draft PTP in July 2024 and conclude the process in Fall of FY 2025.

Project Description: Most of the plan – 80% of the work will be completed at least in FY 2024. The remaining activities will be done in the first quarter of FY 2025. We hope that

our planning process results in an improved passenger transportation system for the region.

Product: Implementation of the current PTP will take place during FY 2025.

Completion: Ongoing.

Objective 2: **Transit Planning – General.** Objectives include:

- Increase ridership by making passenger transportation services more attractive and more accessible.
- Assist disabled people with access to jobs and needed services.
- Assist elderly and general public access to needed services.
- Provide affordable and available rides.
- Assist elderly and general public access to critical services – meal sites, grocery stores.
- Provide services that allow elderly to remain independent and in the home.

Previous Work: Region 6 worked to develop more scheduled routes with service on a consistent day of the week. Region 6 worked to maintain and improve the existing fleet and update vehicles and equipment. Region 6 continued its effort to discover and address unmet transit needs through innovative methods. The regional transit system pursued funding sources to provide safe, efficient, and convenient services.

Project Description: Region 6 will continue to pursue enhanced services and increased funding for Peoplerides. Region 6 will continue to be proactive in enhancing existing rural transit services, such as adding regularly-scheduled trips from smaller communities to employment centers and health care facilities.

Region 6 will continue to increase its marketing efforts.

Region 6 will attempt to expand its hours of service.

Region 6 will continue to coordinate the existing vehicle fleet and to address unmet transit needs through innovative methods. Funds for new vehicles will be sought.

Product: Enhanced transit services and increased efficiencies.

Completion: Ongoing. All six items of this objective are a high priority for Region 6/Peoplerides. During FY 2025, Region 6 will continuously look for opportunities to, and work toward, enhancing transit services and increasing efficiency.

Objective 3: **Transit Planning – Communications Plan and Service Assessment.**

Previous Work: Region 6 strives to provide the best transit services within its service area through transit planning, transportation planning, and other efforts.

Project Description: To better chart progress and develop long-term organizational goals, Region 6 would like to pursue the following enhancements:

- Create and implement a communications strategy, increase marketing efforts
- Update Peoplerides brochures
- Start an email distribution list
- Improve website to provide more information to current and prospective riders
- Inventory organizations in service area regarding needs, current level of partnership
- Reach out to other RPAs and learn more about their prices, operational funding and makeup of ridership
- Assess driver and staff capacity, local resources, to expand service
- Identify long-term organizational goals to increase ridership and offer needed services

Product: More targeted marketing strategy, better understanding of other RPA operations, identification of long-term organizational goals

Completion: Ongoing.

6. Transportation Alternatives Planning Assistance

Objective 1: Increase Region 6 Resource Partners' role in public health and public safety commitment. Recreational trails provide public health, transportation, and many other benefits. Increasing modal opportunities is a key goal of the transportation planning process.

Previous Work: Region 6 staff actively participates in the planning of local and regional trail systems in the region. Region 6 has supported public health and public safety through its trails funding. Region 6 has advocated for public policy changes that will increase recreational activities and safety for pedestrians and bicyclists. Region 6 has assisted community efforts in trail development and grant writing support for funding opportunities. Region 6 has actively recruited communities in the four-county area to develop Safe Routes to School programs and to apply for Safe Routes grant funding.

Project Description: Design and implement public health and public safety initiatives. Region 6 will continue to assist communities in applying for trail funding. Region 6 will continue its efforts to improve conditions for bicycling and walking in the region. Region 6 staff will continue to participate in trail planning and implementation.

Product: Increased public health and public safety through pedestrian/bike trails; enhanced community facilities.

Completion: Ongoing.

V. Project Budget and Funding Sources

Activity Work Element	FTA 5305e Carryover	New FTA 5305e	FHWA SPR Carryover	FHWA SPR New	Local Match	Total
Work Program	\$ 315	\$ 214	\$ 51	\$ -	\$ 145	\$724
TIP	\$ 8,744	\$ 5,936	\$ 1,421	\$ -	\$ 4,025	\$20,127
Transportation Planning	\$ 16,338	\$ 11,092	\$ 2,656	\$ -	\$ 7,522	\$37,608
Trail Counting	\$ 1,308	\$ 888	\$ 213	\$ -	\$ 602	\$3,010
Transit Planning	\$ 8,722	\$ 5,921	\$ 1,418	\$ -	\$ 4,015	\$20,076
TAP Assistance	\$ 8,710	\$ 5,914	\$ 1,416	\$ -	\$ 4,010	\$20,050
TOTAL	\$44,136	\$29,965	\$7,175	\$0	\$20,319	\$101,595

Expenses	Cost
Salaries	\$67,058
Benefits	\$10,500
Legal Publications	\$100
Travel	\$2,000
Indirect Admin	\$21,937
Total	\$101,595

Cost by Activity	Employee Hours - estimated	Cost
Work Program	16	\$724
TIP	432	\$20,127
Transportation Planning	808	\$37,608
Trail Counting	64	\$3,010
Transit Planning	432	\$20,076
TAP Assistance	432	\$20,050
Total	2184	\$101,595

* FHWA Statewide Planning & Research (SPR) program funding is transferred to FTA 5305e funding in a consolidated planning grant application.

Project Staffing

Region 6 Resource Partners will utilize existing staff to meet the objectives in this Work Program. Primary project staff will include:

- Marty Wymore, Executive Director
- Julie Winter, Planning Director
- Mark Newberg, Peoplerides Transit Director & Housing Director
- Stacy Heil, Peoplerides & Planning Project Assistant
- Gage Grutz, Community Planner
- LeAnn Lynch, Special Projects

Project staff will work together to coordinate and accomplish the projects as outlined in this Work Program.

VI. Resolution/Board Approval

A finalized TPWP will be presented to the Region 6 policy board for approval and adoption.

VII. Additional Required Items

A. Cost allocation methodology.

See attached *Region 6 Resource Partners Administrative Cost Allocation Plan*.

B. Disadvantaged Business Enterprise (DBE) information

In an effort to support the local economy and maintain good relations with local vendors for emergency needs, Region 6 Resource Partners purchases locally, where possible. In most instances, this is also the most cost-effective. Where appropriate, Region 6 encourages vendors to become DBE certified. Region 6 Resource Partners periodically reviews the DBE certified list to determine if there are available contracting opportunities for Region 6 Resource Partners services. If there are opportunities, Region 6 Resource Partners will solicit quotes or information from IDOT Certified DBE firms.

VIII. Description of TPWP Revisions and Approval Procedures

Overview

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 on prior approvals](#) 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 which exceed 10% of the total work program budget when the Federal share of the budget exceeds \$150,000.
- Revision of the scope or objectives of activities.
- Transferring substantive programmatic work to a third party (consultant).
- Capital expenditures, including the purchasing of equipment.
- Transfer of funds allotted for training allowances.

Types of revisions that require Iowa DOT approval include:

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

Types of revisions that require 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 prior to commencement of activity, purchasing of equipment, or request for reimbursement.
- Revisions where the **Iowa DOT Systems Planning Bureau** is the designated approving agency shall require written approval by the Iowa DOT Systems Planning Bureau prior to commencement of activity or request for reimbursement.
- 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 prior to the commencement of activity, purchasing of equipment, or request for reimbursement. More specifically in regards to the procurement of equipment and services, there should be no notification of award, signed contract, placement of an order, or agreement with a contractor prior to receiving the necessary TPWP approvals.