



TRANSPORTATION PLANNING WORK PROGRAM (TPWP) REQUIREMENTS

State Fiscal Year 2026

NOTE: The following format shall be used in development of the Transportation Planning Work Program (TPWP) for State Fiscal Year (SFY) 2026. This will guarantee standardized information, assist in improved monitoring and auditing of federal transportation funds, and ensure the TPWP meets the requirements of unified planning work programs as described in [23 CFR § 450.308](#).

A. Timeline

Draft Due

- A draft copy of the TPWP is due to the Iowa Department of Transportation (Iowa DOT), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA) no later than Tuesday, **April 1, 2025**.

Comments returned to MPO/RPA

- Draft TPWP comments from the Iowa DOT, FHWA, and FTA are due back to the agency no later than Thursday, **May 1, 2025**.

Final Due

- A board-approved final TPWP is due to the Iowa DOT, FHWA, and FTA no later than Friday, **May 30, 2025**.

B. TPWP Submittal

DRAFT

- Include “DRAFT” on the front cover of the TPWP when submitting a draft copy for review.
- Send an electronic copy to the agency’s Iowa DOT’s district planner, Dakin Schultz at dakin.schultz@dot.gov, Gerri Doyle at gerri.doyle@dot.gov, and Travis Halm at travis.halm@iowadot.us.
- The draft TPWP shall be reviewed by the Iowa DOT, FHWA, and FTA, and the comments from these agencies shall be addressed in the work program before it is approved by the Regional Planning Affiliation (RPA) or Metropolitan Planning Organization (MPO) Policy Board.

FINAL

- Include “FINAL” on the front cover of the TPWP when submitting an electronic final copy of the TPWP. In addition to submitting an electronic copy to the Iowa DOT, FHWA, and FTA, submit one (1) hard copies of the final TPWP to the Iowa DOT Systems Planning Bureau.
- A signed resolution approving the TPWP, or meeting minutes verifying its approval, is required to be submitted as part of the final work program.
- Include the state fiscal year covered and the date the TPWP was approved/last updated on the front cover.
- TPWPs are considered Federal grant agreements which are approved and authorized by FHWA and FTA. The Iowa DOT will receive an approval letter from FHWA and FTA upon acceptance of the TPWPs.

C. Required TPWP Elements

The items listed in this section are required elements of the TPWP. Best practice examples of TPWPs can be found on the Iowa DOT's [Planning Resource Guide](#).

1. Planning area background and description of the TPWP development process

- Introduce the agency and briefly summarize its responsibilities.
- Describe the area within the agency's planning boundary and provide a map of the planning area.
- Briefly describe the purpose of the TPWP and how the TPWP, in cooperation with the State(s) and public transportation operators, was developed and unified (including any public involvement activities and TPWP discussions with the Technical Committee and Policy Board during the development of the TPWP document) for the entire planning area.
- Briefly address the various planning work elements to be accomplished in the planning area (based upon the long-range transportation plan) and discuss major transportation *planning* priorities and challenges facing the RPA or MPO.
- For MPOs: Discuss the 10 planning factors required for consideration in the transportation planning process and how the work elements and activities to be accomplished over the next state fiscal year address these factors. While the result of the completion of many activities listed in the TPWP could support many of the federal planning factors, consider discussing or showing the link between activities and planning factors.

2. Policy Board, Technical Committee, and other committee membership lists

- Include a table, or list, of Policy Board and Technical Committee members, including name, title, and county/city/agency represented.
- Identify committee officers, as well as committee members that are non-voting and/or ex-officio.
- Include membership lists for other RPA or MPO standing (sub)committees, such as executive, modal, funding, etc.

3. Description of each transportation planning work element and its activity(ies)

- Objective: Discuss the objective of each work element and how it will address both current or longer-term planning issues in the planning area and what the agency hopes to accomplish with this work element.
- Under each transportation planning work element, discuss in sufficient detail the planning activity(ies) to be undertaken during the next year, including:

- Activity title and description: Describe in detail the purpose of the activity (or study) to be accomplished in the next year. If applicable, use narrative terms to describe the degree to which an activity is multimodal.
- Schedule for completing the activity: Note when major milestones will be met or be completed.
- Product: List the resulting tangible product(s) expected to be accomplished within the timeframe of the TPWP.
- Entity responsible: Discuss who will be performing the planning work for the activity (e.g., RPA/MPO staff, State, public transportation operator, local government, or consultant.)
- Budgeted cost of the activity: At a minimum, list the total cost, federal share by sources, local share funds, and budgeted staff hours.
- Previous work: Either list, or describe, specific work activities the agency accomplished last year.
- The category labels used for the planning work elements in the TPWP are up to the agency (e.g., Program Support and Administration, Administration, Technical Assistance, Transportation Improvement Program, General Development and Comprehensive Planning, Long-Range Transportation Planning, Short-Range Transportation Planning, Other, Special Study, etc.).
- The Iowa DOT requires the identification of the following five key (core) transportation planning products to be developed and/or maintained during the fiscal year:
 - Transportation Planning Work Program (TPWP)
 - Transportation Improvement Program (TIP)
 - Public Participation Plan (PPP)
 - Long Range Transportation Plan (LRTP)
 - Passenger Transportation Plan (PTP)
- If an agency is carrying over any incomplete activities from the previous year, clearly identify those activities as being carried forward from the prior year with a description of why the activity was not completed. This would only apply to atypical activities that are incomplete, such as a special study. Activities that are ongoing or recurring year-after-year should not be identified as being carried forward.
- If an agency did not complete an activity from the prior year and are not continuing the activity in the new TPWP, clearly identify the activity as not completed with a description of why the activity was not completed and why it is not being carried forward.

4. Budget and funding sources

- Work element summary
 - When listing planning work elements in the TPWP, detail the amount of employee time (e.g., hours).
 - List any special projects where federal planning funds are being used (e.g., planning studies, feasibility studies, etc.).
 - Identify any projects that will involve consultant services, procurements or equipment purchases.
 - Consultant activities and services will need to be listed as a separate line item.
 - Procurements that are anticipated to cost more than \$5,000 will also need to be a separate line item.
- Budget summary
 - When developing the budget, summarize and show the total TPWP budget and all amounts of federal funds; including carryover funds and local share funds that are allocated to each work element.
 - **Identify each federal funding source as carryover or new funds.** Please remember to always account for carryover funding first, before programming new funding.
 - Please see below for an example budget summary table:

	Work Element	FTA 5305 New	FHWA SPR Carryover	FHWA SPR New	FHWA STBG New	Total Federal Funding	Local Match	Total Funding	Staff Hours
1.0	Program Support and Administration	\$10,500	\$2,500	\$10,500	\$13,000	\$36,500	\$9,125	\$45,625	749
2.0	General Development and Comprehensive Planning	\$3,500	\$900	\$3,500	\$4,300	\$12,200	\$3,050	\$15,250	263
3.0	Long Range Transportation Planning	\$6,000	\$1,400	\$6,000	\$7,400	\$20,800	\$5,200	\$26,000	450
4.0	Short Range Transportation Planning	\$7,000	\$1,700	\$7,000	\$8,600	\$24,300	\$6,075	\$30,375	559
5.0	Transportation Improvement Program	\$2,500	\$600	\$2,500	\$3,000	\$8,600	\$2,150	\$10,750	185
6.0	Other (Consultant)	\$0	\$0	\$0	\$20,000	\$20,000	\$5,000	\$25,000	0
	TOTALS	\$29,500	\$7,100	\$29,500	\$56,300	\$122,400	\$30,600	\$153,000	2,206

5. Resolution/meeting minutes documenting Policy Board approval

- A signed resolution, or meeting minutes, verifying TPWP approval shall be included within the final TPWP.

6. Additional required items

- The RPA or MPO shall incorporate into the TPWP a revisions section (Section D of this document) outlining types of TPWP revisions and approving agency.
- **MPOs only** shall incorporate into the TPWP the performance management agreement between Iowa DOT and MPOs (Section E of this document).
- Regarding the cost allocation methodology and certification:
 - If the agency charges indirect cost or activities to the federal planning funds, the agency shall include the approved indirect cost allocation rate proposal and/or indirect cost allocation plan.
 - All TPWP submissions shall adhere to the requirements of [2 CFR 200, Subpart E](#), and shall contain a Certificate of Indirect Cost Proposal/Indirect Costs (page 14 of this guidance document).
- Regarding consultant selection, procurement of services, and purchasing of equipment:
 - The agency shall include a self-certification (page 15 of this guidance document) with the final TPWP regardless of whether the agency will be procuring services or purchasing equipment with federal planning funds.
 - Based on guidance in FTA Circular [4220.1F](#) and [2 CFR 200, Subpart D](#), procurements and consultant selection activities are required to adhere to [Iowa DOT purchasing guidelines](#). (Subrecipients of State DOTs follow the procedures specified by the State DOT, plus local procedures.)
 - The planning agency may proceed with procurements or consultant selections/activities (following the appropriate procedure) only after such procurements or consultant activities are included and described in an approved TPWP.
 - The agency shall provide invoices and proof of payment for consultant services or equipment purchases to the Iowa DOT District Planner and Systems Planning Bureau in addition to the reimbursement request when seeking reimbursement.
- Regarding Title VI:
 - As part of the RPA/MPO TPWP development process, agencies are encouraged to review and update their Title VI documentation to ensure appropriate components are current. This would include Title VI programs (for FTA), Title VI plans (for FHWA), and Title VI assurances.
 - Please remember that FTA Title VI programs need to be updated every three years or when the agency's Executive Director and/or Title VI coordinator changes.

- Please remember that FHWA Title VI plans and assurances need to be updated when the agency updates its Public Participation Plan (PPP) or when the agency's Executive Director and/or Title VI coordinator changes. If a personnel change or PPP update does not prompt an update, Title VI plans and assurances need to be updated a minimum of every five years.
- Additional Title VI information can be found on the Iowa DOT's [Planning Resource Guide](#).

D. TPWP Revisions

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 and procedures documented in [FTA Circular 5010.1E](#), which apply to all applicable FTA program grants. Iowa uses a Consolidated Planning Grant (CPG) where FHWA and FTA planning funds are combined into a single grant managed through FTA's TrAMS system. The uses of these funds are documented in the work programs of the Iowa DOT, MPOs, and RPAs. FTA is the lead agency administering the CPG.

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 Iowa DOT 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 letter detailing the work program revision(s)
 - A resolution or meeting minutes showing the revision's approval.
 - Budget summary table with changes highlighted.
 - Amended work program with any modified section(s) highlighted.
- 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, purchasing of equipment, 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, with regard 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.

E. Performance Management Agreement Between MPOs and Iowa DOT

On May 27, 2016, the final rule for statewide and metropolitan transportation planning was published, based on 2012's Moving Ahead for Progress in the 21st Century (MAP-21) Act and 2015's Fixing America's Transportation System (FAST) Act. As part of this final rule, [23 CFR § 450.314 \(h\)](#) was amended to state:

- (h)
- (1) The MPO(s), State(s), and the providers of public transportation shall jointly agree upon and develop specific written provisions for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO (see §450.306(d)), and the collection of data for the State asset management plan for the NHS for each of the following circumstances:
 - (i) When one MPO serves an urbanized area;
 - (ii) When more than one MPO serves an urbanized area; and
 - (iii) When an urbanized area that has been designated as a TMA overlaps into an adjacent MPA serving an urbanized area that is not a TMA.
 - (2) These provisions shall be documented either:
 - (i) As part of the metropolitan planning agreements required under paragraphs (a), (e), and (g) of this section; or
 - (ii) Documented in some other means outside of the metropolitan planning agreements as determined cooperatively by the MPO(s), State(s), and providers of public transportation.

In 2017, the following three-pronged approach was cooperatively developed to address 23 CFR § 450.314 (h). This approach provides a regular opportunity to review and update coordination methods as performance management activities occur, which offers an adaptable framework as performance-based planning and programming evolves.

- Agreement between the Iowa DOT and MPOs on applicable provisions through documentation included in each MPO's TPWP.
- Agreement between the Iowa DOT and relevant public transit agencies on applicable provisions through documentation included in each public transit agency's consolidated funding application.
- Agreement between each MPO and relevant public transit agencies on applicable provisions through documentation included in the appropriate cooperative agreement(s) between the MPO and relevant public transit agencies.

Inclusion of the following language in an MPO's TPWP, and that TPWP's subsequent approval by Iowa DOT, constitutes agreement on these items.

The Iowa DOT and Insert MPO Name agree to the following provisions. The communication outlined in these provisions between the MPO and Iowa DOT will generally be through the metropolitan and regional planning coordinator in the Systems Planning Bureau.

1) Transportation performance data

- a. The Iowa DOT will provide MPOs with the statewide performance data used in developing statewide targets, and, when applicable, will also provide MPOs with subsets of the statewide data, based on their planning area boundaries.
- b. If MPOs choose to develop their own target for any measure, they will provide the Iowa DOT with any supplemental data they utilize in the target-setting process.

2) Selection of performance targets

- a. The Iowa DOT will develop draft statewide performance targets for FHWA measures in coordination with MPOs. Coordination may include in-person meetings, web meetings, conference calls, and/or email communication. MPOs shall be given an opportunity to provide comments on statewide targets and methodology before final statewide targets are adopted.
- b. If an MPO chooses to adopt their own target for any measure, they will develop draft MPO performance targets in coordination with the Iowa DOT. Coordination methods will be at the discretion of the MPO, but the Iowa DOT shall be provided an opportunity to provide comments on draft MPO performance targets and methodology prior to final approval.

3) Reporting of performance targets

- a. Iowa DOT performance targets will be reported to FHWA and FTA, as applicable. MPOs will be notified when Iowa DOT has reported final statewide targets.
- b. MPO performance targets will be reported to the Iowa DOT.
 - i. For each target, the MPO will provide the following information no later than 180 days after the date the Iowa DOT or relevant provider of public transportation establishes performance targets, or the date specified by federal code.
 - 1. A determination of whether the MPO is 1) agreeing to plan and program projects so that they contribute toward the accomplishment of the Iowa DOT or relevant provider of public transportation performance target, or 2) setting a quantifiable target for that performance measure for the MPO's planning area.
 - 2. If a quantifiable target is set for the MPO planning area, the MPO will provide any supplemental data used in determining any such target.
 - 3. Documentation of the MPO's target or support of the statewide or relevant public transportation provider target will be provided in the form of a resolution or meeting minutes.
- c. The Iowa DOT will include information outlined in [23 CFR § 450.216 \(f\)](#) in any statewide transportation plan amended or adopted after May 27, 2018, and information outlined in [23 CFR § 450.218 \(q\)](#) in any statewide transportation improvement program amended or adopted after May 27, 2018.

- d. MPOs will include information outlined in [23 CFR § 450.324 \(f\) \(3-4\)](#) in any metropolitan transportation plan amended or adopted after May 27, 2018, and information outlined in [23 CFR § 450.326 \(d\)](#) in any transportation improvement program amended or adopted after May 27, 2018.
- e. Reporting of targets and performance by the Iowa DOT and MPOs shall conform to [23 CFR § 490](#), [49 CFR § 625](#), and [49 CFR § 673](#).

4) Reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO

- a. The Iowa DOT will provide MPOs with the statewide performance data used in developing statewide targets, and, when applicable, will also provide MPOs with subsets of the statewide data, based on their planning area boundaries.

5) The collection of data for the State asset management plans for the NHS

- a. The Iowa DOT will be responsible for collecting bridge and pavement condition data for the State asset management plan for the NHS.

F. Supplemental Information and Attachments

- Carryover policy
- Certificate of Indirect Cost Proposal/Indirect Costs
- MPO/RPA Self-Certification of Procurement and Consultant Selection Procedures

MPO/RPA Carryover Policy

Background

Each year, federal planning funds from both the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) are combined into a new consolidated planning grant (CPG) under the FTA. This includes all federal transportation funds that are utilized by metropolitan planning organizations (MPOs) and regional planning affiliations (RPAs) in Iowa for planning, including FHWA metropolitan planning (PL), state planning and research (SPR), and surface transportation block grant (STBG) funds and FTA 5305d, 5305e, and 5311 funds. The FHWA funding sources are transferred to FTA for inclusion in the CPG, and once funds are part of an awarded CPG they are unable to be deobligated for other purposes.

Carryover is defined as any unspent funding that has been targeted to the agency, but is not included in the agency's current state fiscal year (SFY) budget. During the Transportation Planning Work Program (TPWP) development cycle, carryover 'targets' that show the current balances of carryover funding are provided to the agency along with targets for new federal funding. However, it should be noted that an agency does not have to wait for the next TPWP cycle to utilize carryover funding if there are anticipated needs in the current fiscal year. Unbudgeted funding is available to the planning agency to be amended into its budget at any time. Unspent funding from the prior SFY is available to the planning agency to be amended into its budget following close-out of the prior SFY.

When developing the TPWP, agencies are required to program carryover funding before programming new funding. When reimbursement requests are submitted to the Iowa Department of Transportation (DOT), payments are made by utilizing the oldest funding source in the agency's planning agreement. Funding is drawn down first by age, then sequentially by source. This helps streamline bookkeeping and ensure that funding within older CPGs is utilized prior to funding within newer CPGs.

Since MPOs and RPAs are allowed to carry over unused federal planning funds rather than being required to draw them down within a fiscal year, multiple CPGs are open at any given time. FTA has asked Iowa DOT to ensure funds are being drawn down in a timely manner and to work to limit the number of CPGs that are open. Furthermore, the new grant management system FTA launched in 2016 requires additional documentation and justification to keep a grant open past its original end date.

In order to satisfy FTA while still providing flexibility to MPOs and RPAs, Iowa DOT has implemented internal steps to reduce the number of CPGs that are open, and has also developed the policy outlined below. Internal steps that Iowa DOT has taken include discussing the necessity of STBG transfers with individual agencies when substantial carryover balances exist, and evaluating planning agreements and amending them if necessary early in the SFY to ensure any older funding that was unspent in the previous SFY is utilized prior to newer funding. The MPO/RPA carryover policy, which is outlined below, took effect as part of the SFY 2018 TPWP cycle.

The internal changes and the MPO/RPA carryover policy will help Iowa DOT manage carryover balances that have become problematic for a small number of planning agencies. Over time, reduced carryover balances will allow Iowa DOT to maintain fewer open CPGs. In addition, the policy will prevent unnecessary funding transfers from FHWA to FTA, thus enabling SPR and STBG funding to be used more efficiently.

MPO/RPA Carryover Policy

At the beginning of the calendar year, each planning agency's average annual federal transportation planning expenditures, based on the past five state fiscal years, will be calculated. If an agency has available carryover balances¹ totaling more than this average, the following will apply.

RPA: The agency will receive its FTA allocation of 5305e and/or 5311 funding. The agency will not receive an SPR allocation or be allowed to transfer STBG funds for planning unless it can substantiate anticipated budget needs tied to significant expenditures (e.g., LRTP update, equipment purchases, consultant services, etc.).

MPO: The agency will receive its FHWA PL allocation and FTA 5305d allocation. The agency will not be allowed to transfer STBG funds for planning unless it can substantiate anticipated budget needs tied to significant expenditures (e.g., LRTP update, equipment purchases, consultant services, etc.).

Every year prior to or during the distribution of annual targets, each agency will be provided with its average annual federal expenditures and carryover balances and informed whether or not its SPR and/or STBG funds will be constrained due to available carryover balances. The agency will be provided an opportunity to respond and substantiate any anticipated significant expenditures during the upcoming contract year that would necessitate the SPR and/or STBG funding transfer. Iowa DOT will consider these needs and provide a response to the agency prior to distributing final targets. Any STBG constrained through this process will remain part of the planning agency's STBG balance, and will be available for programming towards other projects. Any SPR constrained through this process will remain with Iowa DOT, and utilized as part of its SPR program.

¹ Carryover balances include any unspent funding that has been targeted to the agency, but is not included in the agency's current SFY budget.

[To be copied, formatted, and printed by agency on organization letterhead]

Certificate of Indirect Cost Proposal/Indirect Costs

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

- (1) All costs included in this proposal [identify date] to establish a:

☐ Cost Allocation Plan

☐ Indirect Cost Rate

for [identify period covered by rate] are allowable in accordance with the requirements of the Federal awards to which they apply and with Subpart E—Cost Principles of Part 200 as they apply to my:

☐ Governmental Organization

☐ Non-Profit Organization

- (2) This proposal does not include any costs which are unallowable under Subpart E—Cost Principles of Part 200 such as (without limitation): public relations costs, contributions and donations, entertainment costs, fines and penalties, lobbying costs, and defense of fraud proceedings; and
- (3) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the Federal awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986, (31 USC 3801 et seq.), and the Department of Labor's implementing regulations, (29 CFR Part 22), the False Claims Act (18 USC 287 and 31 USC 3729); and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.

(Signature)

(Please Print Name)

(Title)

(Name of Organization)

(Date Signed)

(Signed by the official having the authority to negotiate indirect cost rates for the organization or by a higher level official.)

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 Systems Planning Bureau, through email or hard copy, invoices documenting the expenditure(s) and proof of payment 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)

(Please Print Name)

(Title)

(Name of Organization)

(Date Signed)

(Signed by the official having the authority to initiate procurements or consultant selection for the organization or by a higher level