

Iowa Northland Regional Council of Governments

.....
**Fiscal 2010
Transportation Planning Work Program**
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Prepared by
The Black Hawk County Metropolitan Area
Transportation Policy Board

for the
Iowa Department of Transportation

FINAL

May, 2009

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PART I: Description of the TPWP Development Process.

The TPWP is developed by staff in consultation with the MPO Policy Board and Technical Committee. Within each of the work elements, specific tasks are identified by the objective, previous work performed, a description of the task and the desired outcome/measurement tools. The items in each of these categories are developed with jurisdiction representatives and the Iowa DOT and approved by the MPO Technical and Policy Committees. Though each jurisdiction has the opportunity to participate in the development of the TPWP, the needs are assessed according to the entire system's requirements.

The public involvement process is outlined in the Public Participation Plan, which was updated in June of 2007. Though the MPO strives to obtain input from all segments of the community, success is varied and highly correlated to the type of planning process, i.e., LRTP, TIP and project development. In the case of the TPWP, the document is placed on the meeting agendas for discussion and comment. The agenda is forwarded to various media outlets including radio, television and newspaper. In addition, a draft copy of the TPWP is placed on INRCOG's website, seeking comment prior to the final approval in May.

The development of the FY'10 TPWP is based upon our need to maintain and enhance the traditional MPO "3-c" planning process while making a good faith effort to implement the SAFETEA-LU initiatives and eight planning factors within INRCOG's urban area. Additionally, the document is designed to allow flexibility in meeting current and expanded transportation initiatives undefined.

The following list reflects the work activity highlights expected to occur during FY 2010:

- Administration, coordination and oversight of daily MPO activities.
- Monitor and update as needed the 2035 Long Range Transportation Plan and the travel demand model incorporating census data and other sources, utilizing TransCAD, ArcView and other appropriate computer software.
- Complete implementation of the Prairie Pathways Master Plan.
- Development of transit related planning initiatives.
- Update of the Passenger TDP.
- Maintain a project evaluation/prioritization process to assist with making effective improvement decisions which will be undertaken with federal, state or local (option tax) funds, transportation resources, utilizing Iowa DOT GIS data, statewide PMS data and local sources.
- Continue the development of the MPO's Multi-Disciplinary Safety Team in conjunction with the Black Hawk County's Arrive Alive.
- Institute a traffic count program to support the travel demand model, provide jurisdictions with current traffic information and provided data to the Iowa DOT for their modeling efforts.
- Pursue the formal consideration of multimodal improvements in the urban transportation planning process.
- Participation in major corridor studies/improvements, i.e., U.S. 63, U.S. 218, IA 58, University Avenue, Cedar River Initiative, Cedar Valley River Renaissance and metro wide Safe Routes to School study.

PART II: Committees

POLICY BOARD

Chad Deutsch, Mayor of Evansdale
John Miller, Black Hawk County Supervisor
Tim Hurley, Mayor of Waterloo (Vice-Chair)
Gary Downey, City of Hudson
Jon Crews, Mayor of Cedar Falls (Chair)
William Henninger II, Mayor of Elk Run Heights
Karen Paulsen, Mayor of Raymond
Harry Fischels, Mayor, Gilbertville
David Glenn-Burns, MET Transit
Brad Hagen, Waterloo Airport Commission
Tracy Troutner, FHWA--Iowa Division (non-voting)
Stuart Anderson, Iowa DOT (non-voting)
Sharon Juon, INRCOG Executive Director (non-voting)

TECHNICAL COMMITTEE

Cathy Nicholas, Black Hawk County Engineer
Lynn Kloberdanz, Black Hawk County Engineer's Office
Aric Schroeder, City of Waterloo
Noel Anderson, City of Waterloo
Eric Thorson, City of Waterloo
Ron Gaines, City of Cedar Falls
David Scanlan, City of Cedar Falls
David Sturch, City of Cedar Falls
Mark Little, MET Transit
Sandy Deahl, Hudson City Clerk
Larry Buchholz, Ament Engineering
Bob Morgan, Cedar Trails Partnership
Brent Richmond, University of Northern Iowa
Krista Rostad, Iowa DOT
AECOM, Waterloo
Kevin Blanshan, INRCOG
Laura Jobst, INRCOG
Andrea White, INRCOG

ENHANCEMENT SUBCOMMITTEE

Mark Ripplinger, Cedar Falls Parks
Jeffrey Kurtz, Cedar Falls Historical Society
David Scanlan, Cedar Falls Engineering
Sandy Deahl, Hudson
Paul Huting, Waterloo Leisure Services
Ron Gaines, Cedar Falls Developmental Services
Vern Fish, Black Hawk County Conservation Board
David Sturch, Cedar Falls Developmental Services
Marvin Diemer, Cedar Falls
Mayor Chad Deutsch, Evansdale
Kim Burger, Cedar Falls Tourism and Visitors Bureau
Susan Lewis, Waterloo Convention and Visitors Bureau
Bob Morgan, Cedar Trails Partnership
Kirk Henderson, UNI Roadside Office
Representative, Cedar River Initiative
Billie Bailey, Grout Museum of History and Science
Lori Eberhard, George Wyth State Park
Noel Anderson, Waterloo Planning & Development
Lynn Kloberdanz, Black Hawk County Engineer's Office
Barb Roeder, Hawkeye Community College
Representative, Soil Conservation Service
Candy Streed, Silos & Smokestacks National Heritage
Area

PART III. Description of Each Planning Activity/Work Element

ELEMENT A: Transportation Planning Work Program

OBJECTIVE: Prepare FY'11 TPWP

PREVIOUS WORK:

- Prepared draft and final version of FY'09 TPWP incorporating comments from Iowa DOT, FHWA and FTA.
- Amended FY'09 TPWP.
- Prepared a draft and final version of the FY'10 TPWP in accordance with the Public Participation Plan and subject to comments from Iowa DOT, FHWA and FTA.

PROJECT DESCRIPTION: Identify task to be performed in FY'10.

PRODUCT: Draft FY'11 TPWP submitted by April 1, 2010 and a Final FY'11 TPWP submitted by June 1, 2010.

PERSONNEL AND BUDGET:

	<u>staff months</u>	<u>cost</u>	FUNDING:	
Transportation director	<u>0.23</u>		FHWA-PL	\$ 1,021
Personnel total	0.23	\$1,535	FTA-Sec.5303	\$ 247
Direct expenses		<u>\$ 50</u>	INRCOG	<u>\$ 317</u>
Total		\$1,585	Total	\$1,585

ELEMENT B: Transportation Improvement Program (TIP)

OBJECTIVE: To develop and maintain a TIP that is consistent with the goals and objectives established by the Transportation Policy Board and serves as an implementation tool of the 2035 Long Range Transportation Plan.

PREVIOUS WORK: Development of the initial draft of the FY'10-'13 TIP. Revisions and amendments to FY'09-'12 TIP, including projects funded via the American Recovery and Reinvestment Act of 2009.

PROJECT DESCRIPTION: The TIP will include four years of programming based on funding estimates provided to the MPO by the Iowa DOT. Programming will include all pertinent modes of transportation, with emphasis placed on STP, Enhancement and Transit related projects. The TIP will be fiscally constrained utilizing year of expenditure dollars and will include operations and maintenance information, a listing of unmet needs as well as a status report on projects in the first year of the current program.

Work activities will include revisions/amendment to the FY'09 and FY'10 STIP and the FY'09 and FY'10 TIP in conformance with SAFETEA-LU, as well as completion of the FY'10-'13 TIP. Work will also begin on the development of the FY'11-'14 TIP. Submittal of projects and revisions/amendments will utilize TPMS.

All work associated with the TIP will be performed in accordance with the MPO's Public Participation Plan to ensure a well balanced and efficient public participation process.

PRODUCT: Annual four year program, revisions/amendments as necessary, meeting minutes and agendas. A draft TIP will be provided to Iowa DOT in May of 2010 and a Final TIP provided in July of 2010.

PERSONNEL AND BUDGET:

	<u>staff months</u>	<u>cost</u>	FUNDING:	
Transportation director	1.20		FHWA-PL	\$ 7,958
Transportation planner	1.06		FTA-Sec.5303	\$ 1,922
Personnel total	2.26	\$12,000	INRCOG	<u>\$ 2,470</u>
Direct expenses		<u>\$ 350</u>	Total	\$12,350
Total		\$12,350		

ELEMENT C: Public Participation Process

OBJECTIVE: Incorporate a public involvement process that fosters public participation throughout the planning and transportation decision-making process.

PREVIOUS WORK: Updated the Public Participation Plan in May of 2009. Held public hearings and public input meetings relating to the development of the FY'09-'12 TIP. Participated in numerous public meetings relating to various transportation studies and corridors in the metropolitan area.

PROJECT DESCRIPTION: Monitor and revise as needed the Public Participation Plan to ensure compliance with the requirements of SAFETEA-LU.

PRODUCT: An open and engaging public involvement process.

PERSONNEL AND BUDGET:

FUNDING:

	<u>staff months</u>	<u>cost</u>		
Transportation planner	<u>0.39</u>		FHWA-PL	\$ 999
Personnel total	0.39	\$1,500	FTA-Sec.5303	\$ 241
Direct expenses		<u>\$ 50</u>	INRCOG	<u>\$ 310</u>
Total		\$1,550	Total	\$1,550

ELEMENT D: Long Range Planning

Task D-1: Long Range Transportation Plan

OBJECTIVE: Maintain and update a Long Range Transportation Plan including the Travel Demand Model portion of said plan utilizing TransCAD modeling software (annual maintenance fee included). To institute and maintain a traffic count program, including the purchase of traffic counters, software and accessories through a competitive proposal process.

PREVIOUS WORK: The 2035 Long Range Transportation Plan was adopted in October of 2008.

PROJECT DESCRIPTION: The 2035 Long Range Transportation Plan incorporates all modes of transportation into the planning process. The 2035 LRTP is fiscally constrained and serves as the mechanism for identifying projects and prioritization of said projects into the MPO's four year Transportation Improvement Program. In addition to the Travel Demand Model, the LRTP utilizes INRCOG's full range of GIS capabilities in the planning process.

PRODUCT: Update and amend the 2035 LRTP as needed, utilizing modal focus groups and solicitation of environmental stakeholder input. Updates and amendments will be completed in accordance with the MPO's Public Participation Plan. Work with the Iowa DOT's Office of Systems Planning on transitioning the Travel Demand Model responsibilities to INRCOG. Also, provide various reports, traffic projections and network scenarios as needed.

Task D-2: Statewide Planning Initiatives

OBJECTIVE: To remain actively involved in various statewide transportation planning efforts.

PREVIOUS WORK: Member of Safety Alliance, the Young Drivers Task Force and Bicycle/Pedestrian Advisory Committee.

PROJECT DESCRIPTION: Continued participation on the aforementioned committees as well as active participation in the state's Long Range Transportation Plan update, and as an Advisory Board Member for the GeoTREE project at the University of Northern Iowa.

PRODUCT: Enhanced coordination between the MPO and the state

Task D-3: Transportation Safety

OBJECTIVE: To include traffic safety initiatives and designs in all aspects of the transportation planning and project selection process.

PREVIOUS WORK: Participation and funding of the *Drive Safe Cedar Valley Campaign*, provided safety data through the use of CMAT and SAVER software, facilitated presentations from the Iowa DOT, CTRE and other safety organizations on various safety related issues. Started the MPO's Multi-Disciplinary Safety Team.

PROJECT DESCRIPTION: Continued involvement in the *Drive Safe Cedar Valley Campaign* and other safety related initiatives. Further development of the Multi-Disciplinary Safety Team in conjunction with Black Hawk County's Arrive Alive. Provide safety studies, design techniques and other information to member jurisdictions.

PRODUCT: Crash related charts and reports relating to specific intersections and corridors. Work towards a comprehensive safety plan at the direction of the Multi-Disciplinary Safety Team.

Task D-4: Transportation Related Studies

OBJECTIVE: To be an active participant in various transportation studies relating to all pertinent modes of transportation as supported by the 2035 Long Range Transportation Plan.

PREVIOUS WORK: Participation in the River Renaissance project, U.S. 63 Design Committee, IA Highway 58 Bicycle / Pedestrian study and facilitation of the University Avenue study.

PROJECT DESCRIPTION: Continued involvement in the implementation of the Highway 63 (Urban) corridor study recommendations and the IA Highway 58 Bicycle / Pedestrian study.

Continued participation on the River Renaissance design team in Waterloo. Provide input as it relates to the redevelopment of the river in downtown Waterloo. In particular, provide expertise in the incorporation of bicycle and pedestrian facilities and water trails in the development. Also, incorporate the Prairie Pathways interpretive signage project into the design of the riverfront. Participation will include public input sessions, monthly design team meetings and the review of other riverfront initiatives. Continued participation in the U.S. 218 corridor study from Cedar Falls to Waverly. The study will evaluate the corridor in terms of safety, access management and growth management. Involvement will include numerous task force meetings as well as public input opportunities. In addition, we will serve as a liaison between the MPO and the INRTA. Continued administration of the University Avenue corridor study, which will consider access management, future development potential, land use, capacity, transit improvements as well as bicycle and pedestrian accommodations. Evaluate options relating to a feasibility study of the Northeast Industrial Access in Waterloo.

PRODUCT: In each of these studies, a final report will be prepared by a consultant team or the Iowa DOT. In the interim, meeting agendas and minutes are prepared on a monthly basis for each project.

Task D-5: Coordination of Human Services Planning

OBJECTIVE: Incorporate the coordination of human service transportation into the planning process. Participation in provider meetings between MET Transit, RTC and EPI.

PREVIOUS WORK: Completed the FY'10-'13 Passenger Transportation Development Plan (PTDP).

PROJECT DESCRIPTION: Update and revise as needed the FY'10-'13 PTDP. Complete the FY'11-'14 PTDP. Continue to work with Met Transit, RTC and EPI on identifying coordination opportunities. Assist with the development of a Mobility Manger position at INRCOG with a focus on human service coordination.

PRODUCT: Draft FY'11-'13 PTDP by February 1, 2010, final by April 1, 2010.

Task D-6: ITS Regional Architecture

OBJECTIVE: Monitor and provide updates to the MPO's ITS Regional Architecture.

PREVIOUS WORK: Completion of the ITS Regional Architecture in FY05.

PROJECT DESCRIPTION: Review and prioritize proposed ITS projects utilizing Turbo software to ensure conformance to the Regional Architecture. Work with MET Transit and the University of Northern Iowa on incorporating ITS into transit operations.

PRODUCT: ITS related projects which may include but not be limited to signal coordination/improvements, advanced messaging, transit operations and overall communication improvements. Complete an update to the ITS Regional Architecture by December 31, 2009.

ELEMENT D: Long Range Planning

PERSONNEL AND BUDGET:

	<u>staff months</u>	<u>cost</u>
Transportation Director	2.0	
Data Services Coordinator	3.0	
Transportation planner	<u>8.43</u>	
Personnel total	13.43	\$59,785
Direct expenses		\$ 2,550
TransCAD(Maintenance)		\$ 995
Traffic Counters and Software		<u>\$ 12,000</u>
Total		\$ 75,330

FUNDING:

FHWA-PL Carryover	\$31,656
FHWA-PL	\$18,752
FTA Sec. 5303	\$ 9,856
INRCOG	<u>\$15,066</u>
Total	\$75,330

ELEMENT E: SHORT RANGE PLANNING

Task E-1: Administration of Overall MPO Activities

OBJECTIVE: Provide daily, weekly and monthly administration of the MPO activities.

PREVIOUS WORK: On-going.

PROJECT DESCRIPTION: Facilitate and provide staff support for all of the MPO meetings as well as respond to daily inquiries. Staff support will be provided at a minimum, to the Policy Board, Technical Committee, Enhancement Committee, Focus Groups and the ITS Strategic Planning Committee. In addition, staff will prepare for and attend other meetings as necessary, which include quarterly MPO meetings, specific corridor study task force/committee meetings, training opportunities, conferences and other necessary meetings at the local, regional, state and national level.

PRODUCT: Quarterly progress reports and invoices, meeting agendas, minutes and presentations on an on-going basis.

Task E-2: Data Collection/System Inventory

OBJECTIVE: To collect, analyze and distribute data necessary to sustain and enhance the overall transportation system and its relevant modes.

PREVIOUS WORK: Performed trail count in June, 2004. Worked with Iowa DOT in adjusting and updating socioeconomic data relating to the travel demand model.

PROJECT DESCRIPTION: Provide traffic count data and analysis as needed, utilizing the travel demand model and data available via the Iowa DOT. Monitor the use on the metropolitan trail system via a comprehensive trail count and survey. Perform a comprehensive trails count in July, 2009. Aggregate the trail count data and provide a comparison to previous counts. Distribute the trail usage information to member jurisdictions and other users for various applications.

Review existing freight data and incorporate this data into efforts to expand freight related initiatives in the planning process. Utilization of pavement management data, safety data and congestion management data for project evaluation and prioritization in both the development of the TIP and the Long Range Transportation Plan.

Provide transit related planning services including updates to MET Transit's Route Map and continued application of Google Transit opportunities.

Analyze and distribute census information and CTPP data that is pertinent to related transportation initiatives. Expand on efforts to utilize GIS technologies in the collection, evaluation and distribution of all transportation data.

PRODUCT: Various reports, spreadsheets, plan documents, maps, charts and presentations as needed.

Task E-3: Project Development

OBJECTIVE: Provide technical assistance relating to the development and implementation of projects identified in the TIP and the Long Range Transportation Plan.

PREVIOUS WORK: Administration of the Prairie Pathways Master Plan, an interpretive signage project adjacent to the metropolitan trails system.

PROJECT DESCRIPTION: Complete the Prairie Pathways enhancement project, including bid document preparation, bid letting and administration associated with panel development, fabrication and installation. An outside consultant team is being utilized for preparation of bid documents, etc.

Technical assistance relating to regional and statewide enhancement projects, general trail development and the Cedar River Initiative.

Administration of a metro wide Safe Routes to School study with the assistance of an outside consultant.

Continued participation in the development of the University of Northern Iowa Multimodal Parking Facility.

PRODUCT: Various reports/documentation as necessary.

Task E-4: Equipment and Supplies

OBJECTIVE: Purchase and maintain computer software necessary to support the transportation planning functions of the MPO.

PREVIOUS WORK: Maintained current license for two work stations of Arc View and one work- station of TransCAD.

PROJECT DESCRIPTION: Maintain current licenses for two work stations of Arc View including extensions Spatial Analyst and 3-D Analyst.

PRODUCT: Computer software (verified with purchase records), to be purchased by June 30, 2010.

ELEMENT E: Short Range Planning

PERSONNEL AND BUDGET:			FUNDING	
	<u>staff months</u>	<u>cost</u>		
Transportation Director	6.44		FHWA-PL Carryover	\$ 57,369
Transportation Planner	5.66		FHWA-PL	\$ 11,770
Data Services Coordinator	5.73		FTA Sec. 5303	\$ 16,698
Executive Director	0.25		INRCOG	\$ 21,459
Secretarial/Clerical	1.0		TOTAL	\$107,296
Personnel Total	19.08	\$ 98,000		
Direct expenses		\$ 6,000		
ArcView (Maintenance)/Google Map		\$ 3,296		
Total		\$ 107,296		

ELEMENT F: Administration

Task F-1: Overall Program Administration

OBJECTIVE: Provide for the overall management and support of INRCOG's programs.

PREVIOUS WORK: On going.

PROJECT DESCRIPTION: Includes overhead and indirect expenses, which are not attributable to direct expenses reflected under individual work tasks. Administrative salaries and overhead expense are charged on an indirect basis according to the agency's approved cost-allocation plan (see attached).

PRODUCT: Budget, audit and other financial documents as required for the fiscal year ending June 30, 2010.

ELEMENT F BUDGET AND FUNDING:

Administration	<u>\$74,313</u>	FHWA --PL Carryover	\$41,152
Total	<u>\$74,313</u>	FHWA-PL	\$ 6,733
		FTA-Sec.5303	\$11,565
		INRCOG	<u>\$14,863</u>
		Total *	\$74,313

* This budget reflects the estimated transportation program share of administrative expenses based on an estimated FY 2009 agency budget of \$3,000,000.

PART IV: Budget and Funding Sources

FY'10 SUMMARY TRANSPORTATION BUDGET

Work Element	FHWA (PL) Carryover	FHWA-PL	FTA (SEC.5303)	INRCOG	Total Cost
TPWP (A)	--	\$ 1,021	\$ 247	\$ 317	\$ 1,585
TIP (B)	--	\$ 7,958	\$ 1,922	\$ 2,470	\$ 12,350
Public Participation Process (C)	--	\$ 999	\$ 241	\$ 310	\$ 1,550
Long Range Planning (D)	\$ 31,656	\$ 18,752	\$ 9,856	\$15,066	\$ 75,330
Short Range Planning (E)	\$ 57,369	\$11,770	\$16,698	\$21,459	\$107,296
Administration (F)	\$ 41,152	\$ 6,733	\$11,565	\$14,863	\$ 74,313
Totals Cost	\$130,177	\$47,233	\$40,529	\$54,485	\$272,424

FY'10 INRCOG PERSONNEL ASSIGNMENTS DIRECT PLANNING TASKS

Work Element	Total (100%)	Budget	Direct Expense	Salary and Fringe
TPWP (A)	\$ 1,585		\$ 50	\$ 1,535
TIP (B)	\$ 12,350		\$ 350	\$ 12,000
Public Participation Process (C)	\$ 1,550		\$ 50	\$ 1,500
Long Range Planning (D)	\$ 75,330		\$ 15,544	\$ 59,786
Short Range Planning (E)	\$107,295		\$ 9,295	\$ 98,000
Totals	\$198,110		\$25,289	\$172,821

FY'10 STAFF TIME (in months)

Work Element	Total	Executive Director	Transportation Director	Data Serv. Cord.	Trans. Planner	Sec/Rec.
TPWP (A)	0.23	--	0.23	--	--	--
TIP (B)	2.26	--	1.20	--	1.06	--
PPP (C)	0.39	--	--	--	0.39	--
LRP (D)	13.43	--	2.0	3.0	8.43	--
SRP (E)	19.08	0.25	6.44	5.73	5.66	1.0
Totals	35.39	0.25	9.87	8.73	15.54	1.0

**FISCAL YEAR '10 FTA 5303
BUDGET INFORMATION**

GRANTEE: IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS (INRCOG)

SUMMARY TASK BUDGET

<u>Technical Activity</u>	<u>Total FTA</u>
TPWP	\$ 247
TIP	\$ 1,922
Public Participation Plan	\$ 241
Long Range Planning	\$ 9,856
Short Range Planning	\$16,698
Administration	<u>\$11,565</u>
Total	\$40,529

FISCAL YEAR'10 PROJECT FINANCING

Federal Grant (80%)	\$40,529
INRCOG Local Match (20%)	<u>\$10,132</u>
Total	\$50,661

QUARTERLY DISBURSEMENT SCHEDULE

<u>Quarter</u>	<u>FTA Amount</u>
1	\$10,132
2	\$10,132
3	\$10,132
4	<u>\$10,133</u>
Total	\$40,529

**ESTIMATED QUARTERLY FEDERAL DISBURSEMENTS FOR FISCAL YEAR '10
(FEDERAL SHARE ONLY).**

<u>Quarter</u>	<u>FTA Section 5303</u>	<u>FHWA/PL Carryover</u>	<u>FHWA/PL</u>	<u>Total</u>
1	\$10,132	\$44,353	--	\$ 54,485
2	\$10,132	\$44,353	--	\$ 54,485
3	\$10,132	\$41,471	\$ 2,882	\$ 54,485
4	\$10,133	--	\$44,351	\$ 54,484
Total	\$40,529	\$130,177	\$47,233	\$217,939
Federal Share	80%	80%	80%	

PART V: Resolution/Board Approval

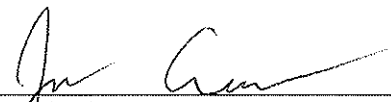
RESOLUTION OF THE
BLACK HAWK COUNTY METROPOLITAN AREA
TRANSPORTATION (MPO) POLICY BOARD

WHEREAS, the MPO has reviewed the Transportation Planning Work Program (TPWP) for Fiscal Year 2010; and

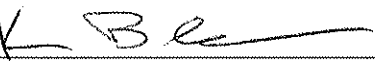
WHEREAS, the Iowa DOT requires that the MPO commit a twenty (20) percent local share to the TPWP budget;

NOW, THEREFORE BE IT RESOLVED that the Board hereby approves the FY2010 TPWP and execution of the INRCOG/Iowa DOT agreement by the signature of the INRCOG Contracting Officer for submittal to the Iowa DOT.

Passed and adopted this 14th day of May, 2009.

Signed: 

Jon Crews, Chair
Black Hawk Metropolitan Area Transportation Policy Board

Attest: 

Kevin Blanshan
Director of Transportation and Data Services

PART VI: Additional Required Items

IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS

COST ALLOCATION PLAN

The classification and allocation of direct and indirect costs of the Iowa Northland Regional Council of Governments are consistent with the provisions outlined in the Office of Management and Budget (OMB) Circular A-87 and Handbook 6042.1 REV.

Definition of Costs

- A. Direct Costs. Direct costs are those that can be identified specifically with a particular program. These costs may be charged directly to grants, contracts, or to other programs against which costs are finally lodged.

Typical direct costs chargeable to programs are:

- Compensation of employees for the time and effort devoted specifically to the execution of grant programs.
- Cost of materials acquired, consumed, or expended specifically for a particular program.
- Equipment and other approved capital expenditures.
- Other items of expense incurred specifically to carry out the program.
- Services furnished specifically for the program by other agencies.

- B. Indirect Costs. Indirect costs are those:

Indirect costs are costs such as salaries, fringe benefits, travel, utilities, rent, postage, office supplies, and printing that are not identified specifically with a specific program. Indirect costs are incurred for a common or joint purpose benefitting more than one cost objective and not readily assignable to the cost objectives specifically benefitted without effort disproportionate to the results achieved. These costs are distributed equally to all programs against the base of direct time spent on specific programs which produces an equitable result in consideration of relative benefits derived.

- Work relating to the project operation and general supervision of programs.
- Work activities conducted relating to the organizational functioning of the agency.

Allocation of Indirect Costs

The Iowa Northland Regional Council of Governments uses two pools in the distribution of its indirect costs. The Fringe Benefit Pool consists of employee vacations, sick leave, holidays, health/life insurance, the employer's share of FICA and retirement costs, and reimbursable unemployment expense. The Administrative Pool consists of all other indirect costs as described above. These two pools are based on direct program salary expense and allocated to all agency programs equally as follows:

Fringe Benefit Allocation = Total Fringe Pool ÷ Total Direct Salaries X Direct Program Salaries

Administrative Allocation = Total Administrative Pool ÷ Total Direct Salaries X Direct Program Salaries

Predetermined Fixed Rates for Indirect Costs

A predetermined fixed rate for computing indirect costs applicable to a grant may be negotiated annually in situations where the cost experience and other pertinent facts available are deemed sufficient to enable the contracting parties to reach an informed judgement (1) as to the probable level of indirect costs in the grantee department during the period to be covered by the negotiated rate, and (2) that the amount allowable under the predetermined rate would not exceed actual indirect costs.

Negotiated Lump Sum for Overhead

A negotiated fixed amount in lieu of indirect costs may be appropriate under circumstances where the benefits derived from a grantee department's indirect services cannot be readily determined as in the case of small, self-contained or isolated activity. When this method is used, a determination should be made that the amount negotiated will be approximately the same as the actual indirect cost that may be incurred. Such amounts negotiated in lieu of indirect costs will be treated as an offset to total indirect expenses of the grantee department before allocation to remaining activities. The base on which such remaining expenses are allocated should be appropriately adjusted.

Updated 6/20/96



DBE PROJECTION WORKSHEET FOR NON-URBANIZED AREA RECIPIENTS

Name of Transit System: Ia Northland Regional Transit Comm/Ia Northland Regional Council Of Govt's

This worksheet should be used to calculate your agency's federally funded contracting opportunities. Your input will help us in establishing the upcoming FFY DBE goal for Iowa's federal transit assistance program.

Step 1 Determine the percent of FTA funding in your total operating expenses:

Projected Federal Operating Assistance for FFY 10	a =	\$1,382,999.00
Budgeted Total Operating Expense for FFY 10	b =	\$7,170,919.84
Federal Share of Operating Expenses	a/b =	19%
<small>(Divide Federal Assistance by Expenses = Federal Share)</small>		

Step 2 Determine your contracting opportunities:

Definition: Contracting Opportunity – any items or services to be procured by the transit system or its umbrella agency during the Federal fiscal year October 1 through September 30 (major items not included are salaries and taxes).

Step 2.1 Operating Contracting Opportunities (Show full amount including federal and local dollars.)

EXPENSE OBJECT CLASS

I. Fringe Benefits

- A. Pension Plan (including long-term insurance)
- B. Hospital, Medical, and Surgical Plans
- C. Dental Plan
- D. Life Insurance Plans
- E. Short-term Disability Insurance Plans
- F. Worker's Compensation Insurance
- G. Other Benefits

Section I Total: \$0.00

II. Services

- A. Management Service Fees
- B. Advertising Fees
- C. Professional and Technical Services
 - 1. Attorney
 - 2. Audit
 - 3. Medical
 - 4. Data Processing
 - 5. Accounting/Bookkeeping/Payroll
- D. Temporary Help
- E. Contract Maintenance – Revenue Vehicles.....
- F. Contract Maintenance – Office Equipment, etc.
- G. Custodial Services
- H. Security Services
- I. Repairs and Other Maintenance – Revenue Vehicles
- J. Repair – Tire
- K. Repairs and Other Maintenance – Radios and Lifts
- L. Towing Expense
- M. Trash Removal
- N. Other Services

Section II Total: \$0.00

DBE WORKSHEET (Cont.)

III. Materials and Supplies Consumed *(Note: Exclude all taxes.)*

A. Fuel and Lubricants	
B. Tires and Tubes	
C. Office Supplies (paper, ink, toner, pens, etc.).....	
D. Other Materials and Supplies	
Section III Total:	\$0.00

IV. Casualty and Liability Costs *(If self-insured, include only management fees paid.)*

A. Premiums for Physical Damage Insurance	
B. Premiums for Public Liability and Property Damage	
C. Premiums for Other Corporate Insurance	
D. Other (please specify)	
Section IV Total:	\$0.00

V. Purchased Transportation Service

A. Purchased Transportation Service	
Section V Total:	\$0.00

VI. Miscellaneous Expenses

A. Travel and Meetings	
B. Entertainment Expenses	
C. Advertising/Promotion Media	\$1,000.00
D. Other Miscellaneous Expenses	\$100.00
Section VI Total:	\$1,100.00

VII. Interest Expense

A. Interest on Long-Term Debt Obligations <i>(net of interest capitalized)</i>	
B. Interest on Short-Term Debt Obligations	
Section VII Total:	\$0.00

VIII. Leases and Rentals

A. Passenger Stations/Terminals	
B. Passenger Parking Facilities	
C. Maintenance Facilities	
D. Passenger Revenue Vehicles	\$1,250.00
E. Service Vehicles	
F. Data Processing Equipment	
G. Revenue Collection and Processing	
H. General Administration Facilities	
I. Other Lease/Rental Items	
Section VIII Total:	\$1,250.00

Step 2.1 Total Operating Contracting Opportunities	\$2,350.00
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