



Region 10 Transportation Planning Work Program

FINAL

Adopted April 28, 2011



RPA Region 10

Outlining ECICOG's efforts to provide planning and programming technical support to the Region 10 Regional Planning Affiliation (RPA)

ECICOG

700 16th St NE, Suite 301

Cedar Rapids, IA 52402

www.ecicog.org

319-365-9941

Contents

Introduction.....	1
Description of Region 10 Planning Area	1
Transportation Planning Within the Region.....	2
ECICOG	2
MPO of Johnson County	2
Corridor MPO	3
Region 10 Regional Planning Affiliation.....	3
Region 10 Transportation Policy Committee	3
Region 10 Transportation Technical Advisory Committee.....	4
TPWP Development	5
Transportation Planning Work Program (TPWP).....	5
Regional Public Involvement Plan (PIP)	6
Regional Long Range Transportation Plan (LRTP).....	7
Passenger Transportation Plan (PTP).....	8
Regional Transportation Improvement Program (TIP)	9
Technical Assistance	10
Budget and Funding Sources	11
Direct Salary and Benefit Costs	12
Direct Other Costs.....	12
Indirect Costs	12
Annual Audit.....	12
DBE Participation	12
Resolution	13
Other Required Items	14
Public Outreach.....	14
Policy Committee and Technical Advisory Committee Regular Meetings	14
Public Hearings	14
Presentations to Organizations	14
City/County Meetings	14
Newsletters.....	15
Website.....	15
Recordkeeping	15
Process, Review, Approval and Amendments	15
DBE Worksheet	16
Cost Allocation Plan	18

This report is funded in part through grant(s) from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation. The views and opinions of the East Central Iowa Council of Governments and/or the Region 10 Regional Planning Affiliation expressed herein do not necessarily state or reflect those of the U.S. Department of Transportation.

FY 2012

Transportation Planning Work Program

Outlining the East Central Iowa Council of Government's efforts to provide planning and programming technical support to the Region 10 Regional Planning Affiliation (RPA)

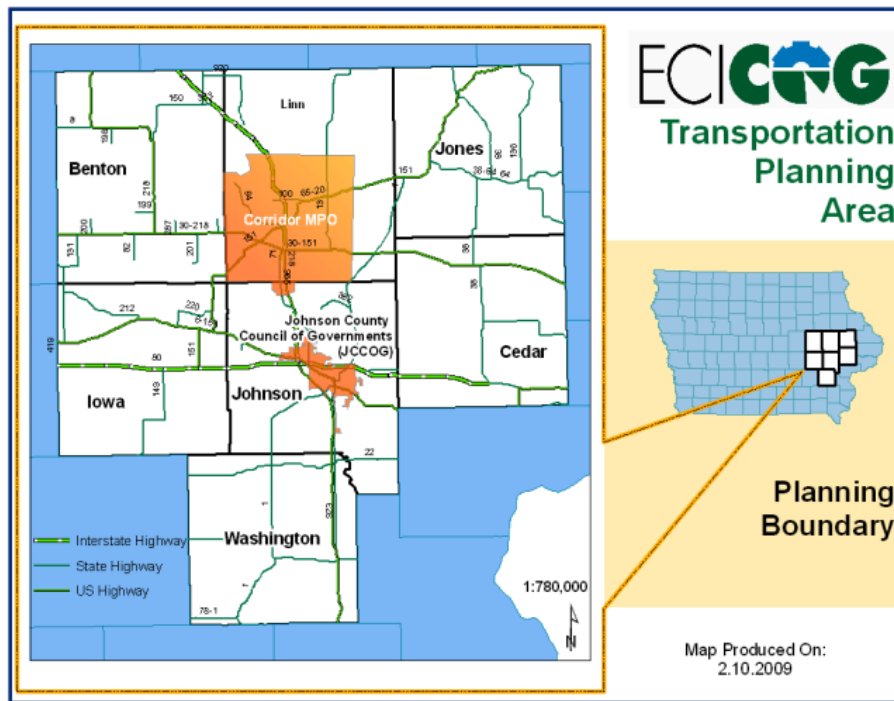
Introduction

Description of Region 10 Planning Area

The Region 10 service area covers approximately 4,365 square miles and includes the counties of Benton, Cedar, Iowa, Johnson, Jones, Linn, and Washington (see Figure 1). The 2010 U.S. Census reported the Region's total population as 445,380 residents. The Region contains 73 municipalities, with more than 69 percent of the area's total population residing within the 16 urban communities with populations exceeding 2,500 persons. Almost 63 percent of this urban population, however, is concentrated in the Cedar Rapids and Iowa City.

The smaller urban communities located throughout the region are Belle Plaine and Vinton in Benton County, Tipton in Cedar County, Marengo and Williamsburg in Iowa County, Coralville and North Liberty in Johnson County, Anamosa and Monticello in Jones County, Marion, Robins, Hiawatha and Mount Vernon in Linn County, and the City of Washington in Washington County. The Region's small urban communities and rural towns primarily serve as agricultural service centers, but related small scale manufacturing activity is also found in many of these centers.

FIGURE 1: REGION 10 PLANNING AREA



Transportation Planning Within the Region

Three agencies are responsible for transportation planning in Region 10: the East Central Iowa Council of Governments (ECICOG), the JMPO of Johnson County, and the Corridor Metropolitan Planning Organization (MPO). These three agencies work together to coordinate transportation planning functions within the region; however, planning activities are divided among these agencies as follows:

ECICOG

The council works closely with the County Boards of Supervisors, the transportation Policy Committee members, and transportation Technical Advisory Committee (TAC) members from the seven participating counties. Most recently, the Human Service Transportation Advisory Group (HSTAG) was created to provide input for the passenger transportation process. ECICOG prepares the Transportation Planning Work Program (TPWP), the Transportation Improvement Program (TIP), the Long Range Transportation Plan, Passenger Transportation Development Plan (PTDP) and other special studies as appropriate. In addition, ECICOG is responsible for the preparation of the region’s Public Involvement Plan, the preparation of the public transit grant applications, and functions as the administrative agency for the regional transit system.



MPO of Johnson County

This is the designated Metropolitan Planning Organization (MPO) to provide transportation planning services for the Cities of Coralville, Iowa City, University Heights, North Liberty, Tiffin, and the University of Iowa. The transportation planning activities are conducted by



the Transportation Planning Division and include the annual preparation of the TPWP, TIP, and specialized reports, which address relevant transportation issues confronting the Iowa City Urbanized Area. MPO of Johnson County is also responsible for the preparation of all federal and state grant applications for the three urbanized transit systems in the area.

Corridor MPO

This is the designated MPO for the Cedar Rapids Urbanized Area, which includes the Cities of Cedar Rapids, Marion, Hiawatha, and Robins. Corridor MPO is responsible for the preparation of the Unified Work Plan Program and the TIP for the metropolitan area. Corridor MPO is also responsible for coordinating public transit planning and grant activities with Cedar Rapids Transit, the urbanized public transit system.



Region 10 Regional Planning Affiliation

In 1994, the Iowa Department of Transportation created the Regional Planning Affiliations (RPAs) to implement the provisions of the Intermodal Surface Transportation Efficiency Act (ISTEA). Specifically, RPAs were established to allow for local participation in the transportation planning and programming process. The RPA's role was renewed with the June 1998 authorization of the federal transportation program, known as the Transportation Equity Act of the 21st Century (TEA-21) and with the most recent reauthorization known as SAFETEA-LU. The Region 10 RPA, which is staffed by the East Central Iowa Council of Governments, was founded to serve the local governments of Benton, Cedar, Iowa, Johnson, Jones, Linn, and Washington Counties.

Region 10 Transportation Policy Committee

The Policy Committee was established in 1994 with the membership comprised of representatives of Benton, Cedar, Iowa, Johnson, Jones, Linn, and Washington Counties. Members include two elected officials from each affiliated county, and are appointed by the respective Board of Supervisors.

Member	Title	Representation
David Vermedahl	County Supervisor	Benton County
Andrew Lent	City Administrator	Benton County
Dennis Boedeker	County Supervisor	Cedar County
Rob Fangmann	County Engineer	Cedar County
Kevin Heitshusen	County Supervisor	Iowa County
Vicki Pope	County Supervisor	Iowa County
Vacant		Johnson County
Sally Stutsman	County Supervisor	Johnson County
Leo Cook	County Supervisor	Jones County
Doug Herman	City Administrator	Jones County
Linda Langston	County Supervisor	Linn County
Lu Barron	County Supervisor	Linn County
Adam Mangold	County Supervisor	Washington County
Dave Plyman	City Administrator	Washington County

Cathy Cutler	Iowa DOT	Ex-Officio
Tracy Troutner	FHWA – Iowa Division	Ex-Officio
Mark Bechtel	FTA – Region 7	Ex-Officio

Region 10 Transportation Technical Advisory Committee

The Transportation Technical Advisory Committee (TTAC) was formed by the RPA. Members include three representatives from each of the affiliated counties, and are appointed by their respective Board of Supervisors. The TTAC reviews all transportation plans and programs, and provides recommendations to the Policy Committee on all aspects of these plans and programs.

Member	Title	Representation
Myron Parizek	County Engineer	Benton County
Jerry Petermeier	Project Coordinator	Benton County
Rick Erickson	City Engineer	Benton County
Rob Fangmann	County Engineer	Cedar County
Richard Kordick	Assist. to the Engineer	Cedar County
Doug Boldt	City Manager	Cedar County
Jin Yeene Neumann	County Engineer	Iowa County
Linda Yoder	County Citizen	Iowa County
Kevin Heitshusen	County Supervisor	Iowa County
Greg Parker	County Engineer	Johnson County
Rob Winstead	Assist. County Engineer	Johnson County
Sally Stutsman	County Supervisor	Johnson County
Mike McClain	County Engineer	Jones County
Todd Postel	Assist. to the Engineer	Jones County
Derek Snead	Assist. to the Engineer	Jones County
Steve Gannon	County Engineer	Linn County
Randy Burke	Planner	Linn County
Dan Schwartzendruber	Planning and Zoning Admin.	Linn County
David Patterson	County Engineer	Washington County
Rob Mac Donald	City Engineer	Washington County
Adam Mangold	County Supervisor	Washington County
Cathy Cutler	Iowa DOT	Ex-Officio
Tracy Troutner	FHWA – Iowa Division	Ex-Officio
Mark Bechtel	FTA – Region 7	Ex-Officio

TPWP Development

The TPWP summarizes the East Central Iowa Council of Governments' efforts to provide planning and programming technical support to the Region 10 Regional Planning Affiliation (RPA). It reflects the anticipated work activities with commensurate budget and assignment of personnel time for the contract period of FY 2012. The work programmed was developed based on input provided by the Policy Committee, ECICOG Board of Directors, ECICOG Executive Director and ECICOG Transportation Planning staff. Work activities will be performed by the Transportation Director and GIS Specialist.

All activities will be conducted in conformance with the requirements of the federal transportation legislation or any reauthorizing legislation, and with the guidance provided by the Iowa Department of Transportation.

This document should be referred to as necessary for information regarding the agency's budget and staffing and the relationship of regional transportation planning to MPO activities.

Transportation Planning Work Program (TPWP)

Time Allocation: 7% (280 hours); Fund Allocation: \$12,880

Task Objective

Annually prepare a program to identify and direct the RPA's transportation planning activities.

Previous Work

Complete the work activities and reimbursement requests noted in the FY 2012 TPWP.

Project Description

Prepare a document detailing the transportation planning activities for the coming year, including a project justification, schedule, budget and staffing requirement for each activity. The Transportation Director will perform this work.

Products

Prepare *FY 2013 Transportation Planning Work Program* for RPA approval and submittal to the IDOT – January - April 2012.

Regional Public Involvement Plan (PIP)

Time Allocation: 10% (400 hours); Fund Allocation: \$18,400

Task Objective

The RPA's public participation program will have two basic objectives: a.) to disseminate the maximum amount of information about the transportation planning process to as many interested members of the general public as possible; and b.) to actively seek responses from the region regarding transportation problems, priorities, and potential solutions.

Previous Work

In FY 2011, the RPA completed the process to review and update the 2005 Public Involvement Plan. New procedures for participation were outlined in the update. In addition, the region completed a variety of public input activities related to the development of the Comprehensive Regional Development Strategy, a unified document that will serve as an update to the Long Range Transportation Plan and Comprehensive Economic Development Strategy.

Project Description

In addition to the tasks outlined below to provide input opportunities, the region will review and update the Public Involvement Plan as necessary. The Transportation Director will perform this work.

Products

- Prepare quarterly issues of *ECICOG Express*, ECICOG's newsletter that includes articles dedicated to issues of transportation, and distributed to established e-mail list (approximately 350). The list will be reviewed and updated to include all segments of the population (e.g. minorities, elderly, and low-income) – Quarterly.
- Maintain agency website to educate and inform public of transportation issues – As necessary.
- Hold public input opportunities in conjunction with PTP and TIP review period – January-March 2012.
- Finalize any public input requirements related to the update of the Comprehensive Regional Development Strategy – July, August 2011.

Regional Long Range Transportation Plan (LRTP)

Time Allocation: 18% (725 hours); Fund Allocation: \$33,350

Task Objective

The transportation planning process is intended to be comprehensive, collaborative, and continuing. The RPA has determined that a multi-modal plan and specific modal plans will provide a comprehensive transportation plan for the region.

Previous Work

In 2011, the region completed a *Comprehensive Regional Development Strategy (CRDS)*. The *CRDS* is a unified document that serves as an update to both the Long Range Transportation Plan and Comprehensive Economic Development Strategy. In addition, that region adopted a *Regional Trails Plan* in January 2011.

Project Description

Final approval of the *CRDS* may extend beyond the end of FY 2011. If necessary, a public comment period and public hearing may occur in early FY 2012. In addition, the region will be working to develop a Trails and Recreation Enhancement Committee (TREC) that will serve as the advisory committee for regional trail planning, as noted in the *Regional Trails Plan*. The Transportation Director and GIS Specialist will perform this work jointly.

Products

- Adoption of *CRDS*
 - public review of draft document;
 - public hearing for draft document;
 - final approval of *CRDS* – August 2011.

The document will be submitted to the policy committee in draft form and subjected to 15-day review in conformance with the regional *Public Involvement Plan*, prior to final adoption – August 2011.

- Formation of TREC, will include, but may not be limited to:
 - formation of committee bylaws;
 - identification of committee membership.

The committee will meet, minimally, once each year to implement the vision outlined in the *Regional Trails Plan*, recommend updates to the plan, and review and make recommendations regarding regional Transportation Enhancement applications.

- Staff regional planning affiliation meetings - Quarterly.

Passenger Transportation Plan (PTP)

Time Allocation: 15% (600 hours); Fund Allocation: \$27,600

Task Objective

The PTP is intended to be comprehensive, collaborative, and continuing.

Previous Work

In 2010, working in conjunction with the Human Service Transportation Advisory Group, a partnership with the United Way of East Central Iowa and Corridor MPO, the region completed the Passenger Transportation Plan (PTP), which was approved by the Iowa Department of Transportation and subject to minimal updates through FY 2014. Accordingly, an update was completed in 2011.

Project Description

In 2011, ECICOG determined that due to limited rural participation and lack for formal membership, continued partnership with the HSTAG could not meet region's passenger transportation planning needs. Accordingly, the region will be developing a new advisory committee and process to guide the development of future PTPs and updates. The Transportation Director and GIS Specialist will perform this work jointly

Products

- Assist with the completion of any necessary FY 2013 Passenger Transportation Plan update – January 2012.
- The documents will be submitted to the policy committee in draft form and subjected to 15-day review in conformance with the regional *Public Involvement Plan*, prior to final adoption – April 2012.
- Coordinate meetings with public transit providers and human service agencies – Quarterly.

Regional Transportation Improvement Program (TIP)

Time Allocation: 25% (1005 hours); Fund Allocation: \$46,230

Task Objective

Prepare a prioritized list of all eligible Federal Aid transportation projects throughout the region.

Previous Work

In FY 2005, the region updated the process for Enhancement applicants.

Project Description

Complete a four-year, fiscally-constrained program detailing the use of federal funds for highway, bridge, transit, and enhancement projects. The Transportation Director will perform this work.

Products

- Development of an application process for regional STP and Enhancement funding – July 2011.
- Preparation of the FY 2013-2016 TIP for RPA approval and submittal to the IDOT during April 2012. The TIP will include: a regional program of transportation projects for the seven-county region; recommended STP project priorities for targeted regional funds; recommended program priorities for other federally, state, or locally funded projects; a program of transportation enhancements projects to be funded with regional targeted or statewide funds – January –April 2012.
- Staff assistance to applicants/potential applicants – October 2011-April 2012.

Technical Assistance

Time Allocation: 25% (1005 hours); Fund Allocation: \$46,230

Task Objective

The main objective of this work element is to provide regional members the opportunity to work with ECICOG staff for technical support. This may include grant writing, research, studies, plans or other technical planning or programming support.

Previous Work

In previous years, this was not an identified work element. Although technical assistance was provided, it was noted as a LRTP and TIP activity. This previous work has included participation on county trail committees, grant writing services (State Recreational Trail, Federal Recreational Trail, State Enhancement, Safe Routes to School), a study for the Highway 30 Coalition, coordination with area Metropolitan Planning Organizations (Corridor MPO and JCCOG), and technical assistance to local governments for earmarks.

Project Description

ECICOG intends to maintain the previous year's contacts and will likely provide additional assistance as requested. Current know projects include:

- Continue work with Highway 30 Coalition;
- Continue work with area trail committees;
- Provide grant writing services as requested;
- Mapping assistance utilizing GIS regarding transportation planning and demographic information;
- Maintain contact with local governments for dissemination of transportation planning and programming information; and
- Continue coordination with area MPOs.

The Transportation Director and GIS Specialist will perform this work jointly.

Product

The end product will be the provision of effective transportation planning information and services to member governments – ongoing, July 2011-June 2012.

Budget and Funding Sources*

Funding Sources	
SPR Funds	\$30,423
Carry Over	\$23,163
FHWA STP	\$63,000
FTA 5311	\$30,423
Carry Over	\$0
FY 2010 Carryover	\$0
Total Federal (80%)	\$147,733
Total Local (20%)	\$37,681
Total	\$184,690

Budget Summary									
Work Element	Costs	Indirect Costs	Direct Costs	Direct Other Costs	Federal STP	Federal SPR	Federal 5311	Local Match	Total Staff Hours
TPWP (7%)	12,880	2,290	10,590	0	0	9,943	0	2,937	280
PIP (10%)	18,400	3,275	15,125	0	0	14,720	0	3,680	400
LRTP (18%)	33,350	5,936	27,414	0	16,565	5,760	4,355	6,670	725
TIP (25%)	46,230	8,230	38,000	0	32,630	0	4,350	9,250	1,005
PTP (15%)	27,600	4,913	22,687	0	0	0	21,718	5,882	600
Technical Assist. (25%)	46,230	8,230	38,000	0	36,968	0	0	9,262	1,005
Total	\$184,690	\$32,874	\$151,816	\$0	\$86,163	\$30,423	\$30,423	\$37,681	\$4,015

Direct Salary and Benefit Costs

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

Direct Other Costs

The transportation program budget includes an estimate of direct other costs. Direct other costs consist of travel, printing, copying, supplies, consultants, computer services, memberships, and subscriptions.

Indirect Costs

ECICOG allocates cost to projects, grants, and contracts on the basis of indirect labor dollars using a percentage allocation rate. This rate is set and approved by the ECICOG Board of Directors.

Annual Audit

An ECICOG fiscal year audit will be conducted by a certified public accountant. The ECICOG fiscal year runs from July 1 through June 30.

DBE Participation

ECICOG does not anticipate any contracts with certified DBEs in FY 2012. A copy of the DBE worksheet is provided in “Additional Documents” section. In addition, a semi-annual DBE report will be provided to the Office of Public Transit.

Resolution

Region 10 Regional Planning Affiliation
Resolution 2011- 2

A resolution assuring availability of local match for FHWA STP and STA Section 5310/5304 funds programmed for planning purposes in FY 2012.

WHEREAS, the Region 10 Regional Planning Affiliation (RPA) has adopted a Transportation Planning Work Program (TPWP) for FY 2012, and


WHEREAS, the Region 10 RPA has programmed FHWA STP, STA Section 5310/5304, and local funds in its FY 2012 TIP for the purposes of transportation planning and as outlined in the adopted FY 2012 TPWP, and

WHEREAS, the East Central Iowa Council of Governments has adopted a FY 2012 operating budget that includes such federal and local funds for the purposes outlined above,

BE IT RESOLVED, that the Region 10 RPA assures the availability of a minimum of \$36,957 in local funds to match the federal funds programmed in the FY 2012 TIP and outlined in the FY 2012 TPWP for transportation planning.

Passed this 25th day of August, 2011, and signed this 25th day of August, 2011, by the Policy Committee Chairperson.

SIGNED: 
Sally Stutsman, Policy Committee Chairperson

ATTESTED: 

Other Required Items

Public Outreach

The RPA's public participation program will have two basic objectives: a.) to disseminate the maximum amount of information about the transportation planning process to as many interested members of the general public as possible; and b.) to actively seek responses from the region regarding transportation problems, priorities, and potential solutions. When the need exists, the RPA will make special efforts to offer translation for people who use languages other than English. Meeting facilities will always be accessible, and interpretation for the hearing impaired will be provided when feasible.

In addition, the RPA will make every reasonable effort to incorporate visualization techniques into its public outreach activities. These visualization techniques may include large maps, graphs representing various types of data and /or flow charts to depict the planning process. The RPA is also considering the purchase of scenario planning software to enhance visualization techniques.

Policy Committee and Technical Advisory Committee Regular Meetings

The RPA and ECICOG are public bodies as defined in the Iowa State Open Meetings Law and are therefore subject to the requirements of that law. The public is invited and encouraged to attend the regularly scheduled RPA meetings. Meeting notices are generally sent out, electronically if possible, approximately one week prior to the meeting. The notices include the date, time, and location of the meeting and the agenda to be covered. The public will be informed that a detailed package of information pertaining to the meeting topics will be available prior to the meeting date at the ECICOG offices. Meeting notices are also included in the agency newsletter. At the beginning of meetings there is a public comment period that permits any member of the public to comment on agenda items. Written comments provided to the staff a minimum of two weeks prior to the meeting will be distributed to the Committee members.

Public Hearings

Prior to the adoption of the LRTP or TIP, the RPA will hold a public hearing. The hearing will be publicly advertised and will offer the opportunity for the public to express their ideas, opinions, and input for consideration by the Policy Committee.

Presentations to Organizations

Individual presentations to various organizations will occur when requested and may be done at the request of the Policy Committee.

City/County Meetings

ECICOG will be available to speak to any City Council or Board of Supervisors should these officials deem it necessary or useful.

Newsletters

ECICOG publishes a quarterly newsletter, *ECICOG Express* that includes articles dedicated to issues of transportation, and meeting schedules. The newsletter is primarily distributed electronically, but hardcopies are also available. Copies are available to an established mailing list (approximately 350 people/organizations) and to other interested public.

Website

ECICOG has a website and email address and can be reached via telephone, fax or direct mailing to our offices. Current contact information can be found on our website. Although Internet connectivity is not available to everyone, more public libraries, public schools, and community organizations are making this form of electronic access more popular and possible.

ECICOG maintains its website to inform the public. Information posted on the website includes the following:

- Overview of the RPA
- RPA Committee Membership
- Funding Opportunities
- Application Forms
- Eligibility Criteria
- Regional Publications and Documents, when possible
- Related Links

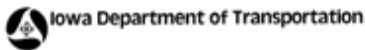
Recordkeeping

The RPA will consider input from the public and incorporate it into the decision making process when appropriate. To ensure that the public input is valued and considered, ECICOG will maintain records of its public involvement activities, and the input, comments, and issues identified by the public. ECICOG will reply to requests for written documentation or published information within a reasonable time frame and, where feasible, will respond to input received during the public participation phase of information gathering.

Process, Review, Approval and Amendments

At the time of each update, ECICOG will republish the documents in draft form for public review. As a rule, ECICOG will advertise a fifteen (15) day public comment period for the TPWP, TIP and LRTP updates. A different public comment period may be implemented at the direction of the Transportation Policy Committee. All draft documents will be posted on the ECICOG website for those with Internet access, and will be available at ECICOG and in the affiliated county engineers' offices in printed form.

DBE Worksheet



for Planning Fund Recipients

Form 231001wd (02-04)

Name of Planning Agency (MPO/RPA)

East Central Iowa Council of Governments

This worksheet should be used to calculate your agency's federally funded contracting opportunities. Your input will help us in establishing the FFY 12 DBE foal for Iowa's federal planning assistance program.

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

Budgeted Federal Assistance for SFY 12 (July 1, 2011-June 30,2012).....	a	=	<u>124,570</u>
Total Expenses.....	b	=	<u>155,940</u>
Federal Share of Expenses.....	a/b	=	<u>80.0%</u>

(Divide Federal Assistance by Expenses = Federal Share)

Step 2 Determine your contracting opportunities:

Definition: Contracting Opportunity – any items or services to be procured by the planning agency or its umbrella agency (council of governments, city department, etc.) during the State fiscal year July 1, 2011, through June 30, 2012 (major items included are salaries and taxes).

Step 2.1 Planning Contracting Opportunities (Show full amount including federal and local dollars):

EXPENSE OBJECT CLASS

I. Fringe Benefits

A. Pension Plan (including long-term insurance).....	<u>10,964</u>
B. Hospital, Medical, and Surgical Plans.....	<u>24,090</u>
C. Dental Plan.....	<u>1,748</u>
D. Life Insurance Plans.....	<u>0</u>
E. Short-term Disability Insurance Plans.....	<u>0</u>
F. Worker's Compensation Insurance.....	<u>1,091</u>

II. Services

A. Management Service Fees.....	<u>0</u>
B. Advertising Fees.....	<u>4,000</u>
C. Professional and Technical Services.....	<u>0</u>
1. Attorney.....	<u>0</u>
2. Audit.....	<u>12,000</u>
3. Medical.....	<u>0</u>
4. Data Processing.....	<u>0</u>
5. Accounting/Bookkeeping/Payroll.....	<u>0</u>
D. Temporary Help.....	<u>0</u>
E. Contract Maintenance – Revenue Vehicles.....	<u>0</u>
F. Contract maintenance – Office Equipment, etc.	<u>0</u>
G. Custodial Services.....	<u>0</u>
H. Security Services.....	<u>0</u>
I. Repairs and Other Maintenance – Staff Vehicles.....	<u>0</u>
J. Towing Expenses.....	<u>0</u>
K. Trash Removal.....	<u>0</u>
L. Other services (Please specify).....	<u>0</u>

DBE WORKSHEET (Cont.)

III. Materials and Supplies Consumed (Note: Exclude all taxes)	
A. Office Supplies (paper, ink, toner, pens, etc.).....	7,500
B. Office Furniture.....	0
C. Office Equipment.....	2,000
D. Fuel, Lubricants, Tires.....	0
E. Other Materials and Supplies (Please specify) _____	0
IV. Casualty and Liability Costs (If self-insured, include only management fees paid)	
A. Premiums for Physical Damage Insurance.....	0
B. Premiums for Public Liability and Property Damage.....	13,000
C. Premiums for Other Corporate Insurance.....	
D. Other (Please specify).....	
V. Miscellaneous Expenses	
A. Dues and Subscriptions.....	0
B. Travel, Hotel, and Registration Fees.....	2,575
C. Entertainment Expenses.....	0
D. Advertising/Promotion Media.....	0
E. Other Miscellaneous Expenses.....	0
VI. Interest Expense	
A. Interest on Long-Term Debt Obligations (net of interest capitalized).....	0
B. Interest on Short-Term debt Obligations.....	0
VII. Leases and Rentals	
A. General Administration Facilities.....	0
B. Employee, Client, Visitor Parking Facilities.....	0
C. Staff Vehicles.....	0
D. Data Processing Equipment.....	0
E. Other Lease/Rental Items.....	0
VIII. Special Planning Studies/Services	
A. Feasibility Study.....	0
B. Planning Study.....	0
C. Subcontracted Administrative Duties.....	0
D. Other (Please specify) _____	0
Step 2.1 Total Operating Contracting Opportunities	
(Applicable to statewide DBE annual goal) Add I-VIII.....	\$78,968

Cost Allocation Plan

**East Central Iowa Council of Governments
Cost Allocation Plan
(July 1, 2011 to June 30, 2012)**

ECICOG utilizes a cost allocation plan for purposes of costing out indirect expenses across agency programs. Personnel costs (salaries & benefits) are used for the allocation base. Each department, other than Administration (which is 100% indirect), is allocated a percentage of indirect costs equal to the percentage that that department's personnel costs represent of total personnel costs. Allocated costs are identified through a determination of cost pools, and are allowable and allocable according to OMB Circular A-87.

Determination of Cost Pools (Indirect & Direct)						
Department	Salaries & Benefits	All Other	Total	Unallowable	Indirect	Direct
Administration	\$87,626	\$101,985	\$189,611	\$0	\$189,611	\$0
Community Development	\$276,238	\$23,330	\$299,568	\$0	\$0	\$299,568
Disaster Recovery	\$187,584	\$5,444,350	\$5,631,934	\$5,437,650		\$194,284
EDA	\$88,296	\$2,060	\$90,356			\$90,356
Environ. Services	\$184,412	\$9,149	\$193,561	\$0	\$0	\$193,561
Transportation	\$184,140	\$2,397,321	\$2,581,461	\$2,388,846	\$0	\$192,615
Regional Benefit	\$112,347	\$12,015	\$124,362	\$0	\$0	\$124,362
Totals	\$1,120,643	\$7,990,210	\$9,110,853	\$7,826,496	\$189,611	\$1,094,746

Determination of Allocation Rates		
Department	Salaries & Benefits	% of Total Sal./Bene.
Community Development	\$276,238	26.7%
EDA	\$88,296	8.5%
Disaster Recov.	\$187,584	18.2%
Environ. Services	\$184,412	17.9%
Transportation	\$184,140	17.8%
Regional Benefit	\$112,347	10.9%
Total	\$1,033,017	100.0%

Allocation of Indirect Costs		
Department	% of Total Sal./Bene.	Indirect Allocation
Community Development	26.7%	\$50,704
EDA	8.5%	\$16,207
Disaster Recov.	18.2%	\$34,431
Environ. Services	17.9%	\$33,849
Transportation	17.8%	\$33,799
Regional Benefit	10.9%	\$20,621
Total	100.0%	\$189,611





Iowa Department of Transportation

This is to certify that I have reviewed the cost allocation plan submitted here with and to the best of my knowledge and belief:

- All costs included in this proposal (GF 4-30-11) to establish cost allocations or billings for [identify period covered by plan] are allowable in accordance with the requirements of OMB Circular A-87 Revised (http://www.whitehouse.gov/omb/circulars_a087_2004), "Cost Principles for State, Local and Indian Tribal Governments," and the federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
- 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 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.

I declare that the foregoing is true and correct.

Governmental Unit: East Central Iowa Council of Governments

Signature: _____

Name of Official: Douglas D. Elliott

Title: Executive Director

Date of Execution: 3/30/11

**East Central Iowa Council of Governments
Indirect Charges
Chart of Accounts**

Acct. #	Title
4100	Advertising
4140	Contracted Services
4180	Dues & Subscriptions
4200	Education & Training
4220	Postage
4260	Insurance - General
4260	Insurance - Health & Dental
4340	Legal & Accounting
4360	Office Expense
4400	Payroll
4420	Payroll Taxes
4460	Printing & Copying
4510	Rent
4540	Telephone/Utilities
4560	Repairs & Maintenance
4800	Travel

**East Central Iowa Council of Governments
FY 12 Budgeted Revenues by Source**

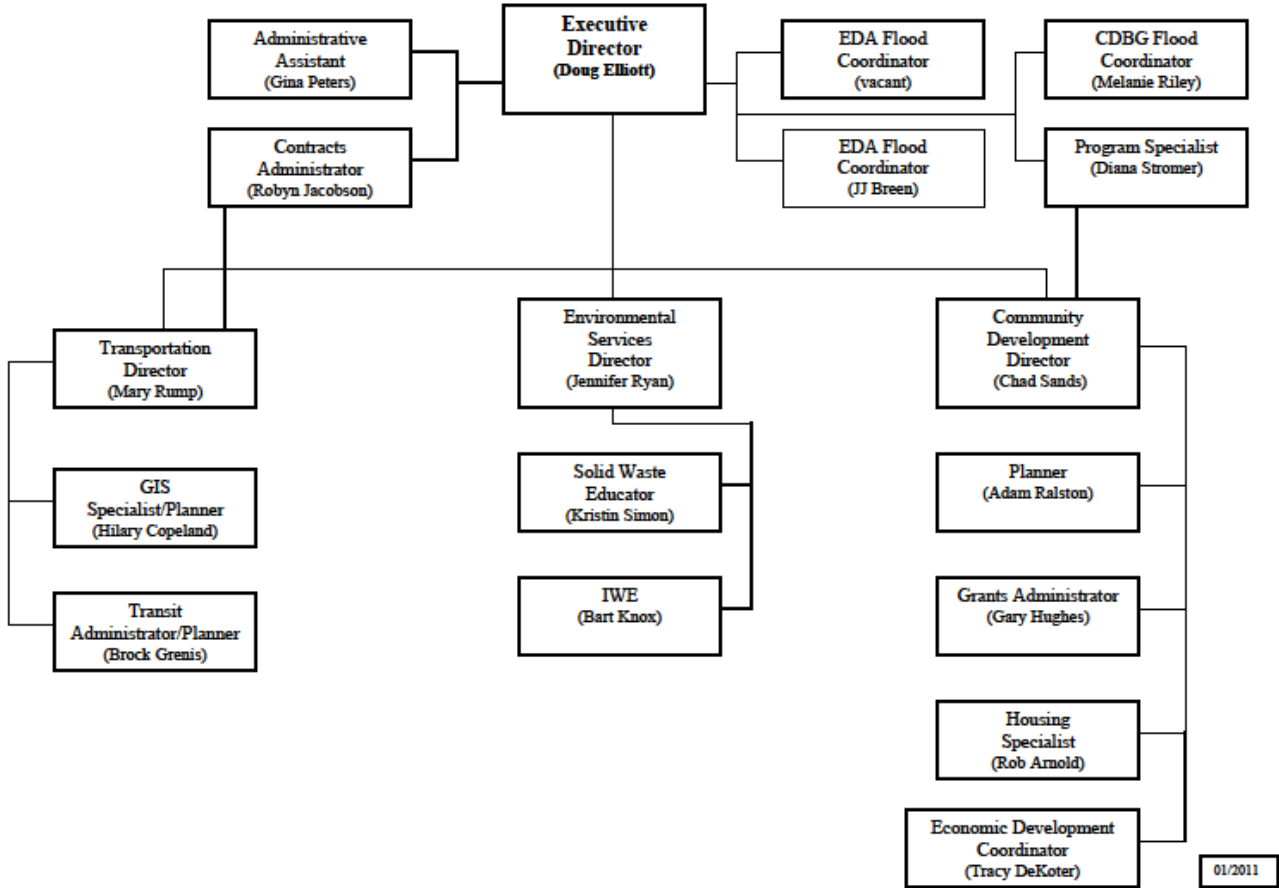
Federal			
	FHWA/IDOT		
	STP Planning	\$83,000	\$83,000
	FTA/IDOT		
	SPR	\$30,800	
	5311	\$30,800	
	Operating Assistance (5311 & 5312)	\$485,990	
	Capital (5309 & Good Bus Repair)	\$1,257,350	
			\$1,814,940
	EDA		
	Planning Partnership	\$80,000	
			\$80,000
	HUD/IDED		
	Jumpstart Federal Administration	\$170,755	
	Jumpstart Federal Assistance/Programs	\$5,437,650	
			\$5,808,405
State			
	IDED		
	COG Assistance	\$10,300	
			\$10,300
	IDNR		
	Iowa Waste Exchange	\$37,500	
			\$37,500
	IDOT		
	State Transit Assistance	\$350,000	
			\$350,000
Local			
	General Assessment	\$129,851	
	Non-Metro Assessment	\$26,925	
	Solid Waste Assessment	\$120,409	
	Contracts	\$503,875	
	Transit Capital Match	\$387,025	
	Interest	\$6,000	
			\$1,173,885
TOTAL			\$9,118,030

**East Central Iowa Council of Governments
Administrative Positions
FY 12 Allocation & Cost to Indirect**

Position	Salary	Benefits	Total	Allocation to Indirect (%)	Allocation to Indirect (%)
Executive Director	\$89,708	\$25,061	\$114,769	25%	\$28,693
Administrative Assistant	\$50,117	\$18,492	\$68,609	50%	\$34,307
Merit Increase Allocation Pool	\$21,184	\$3,442	\$24,626	100%	\$24,626 ¹
TOTAL	\$161,009	\$46,995	\$208,004		\$87,626

¹ The agency budgets a merit increase pool based on a percentage of total budgeted salary costs for the year. Because distribution of the merit pool by position or department is unknown at the time of approval of the budget, the merit pool is allocated as an indirect expense. Since indirect costs are allocated by total departmental personnel costs, the net result is an appropriate distribution of the pool through the cost allocation plan.

ECICOG Staff Organizational Chart (FY2011)





Region 10 RPA

East Central Iowa Council of Governments

700 16th Street NE, Suite 301 | Cedar Rapids, IA 52402

Phone: 3193659941 | Fax: 319-365-9981 | Website: www.ecicog.org