

# **ATURA**

**Transportation Planning Affiliation  
(Region 14)**

FINAL

**Transportation Planning Work Program  
Fiscal Year 2009**

**May 13, 2008**

RESOLUTION

**Adoption of the Fiscal Year 2009 Transportation Planning Work Program**

WHEREAS, The ATURA Transportation Planning Affiliation is organized to provide transportation planning recommendations for Region 14, and;

WHEREAS, the ATURA Policy Board has reviewed and approved the Fiscal Year 2009 Transportation Planning Work Program;

THEREFORE, BE IT RESOLVED, that the ATURA Transportation Planning Affiliation adopts the Fiscal Year 2009 Transportation Planning Work Program.

Adopted by the ATURA Policy Board on May 13, 2008.

Signed:

\_\_\_\_\_  
Mark Olive, Supervisor, Adams County  
ATURA Chairperson

Attest:

\_\_\_\_\_  
Robert Lundquist, Supervisor, Taylor County  
ATURA Vice-Chair/Secretary

**TABLE OF CONTENTS**

**RESOLUTION** \_\_\_\_\_ **1**

**TABLE OF CONTENTS** \_\_\_\_\_ **2**

**INTRODUCTION** \_\_\_\_\_ **3**

    Service Region \_\_\_\_\_ 3

    ATURA Transportation Planning Affiliation \_\_\_\_\_ 3

    Overview of the TPWP \_\_\_\_\_ 3

***SECTION I. — Organization, Guidance and Activities*** \_\_\_\_\_ **4**

    ATURA Policy Board \_\_\_\_\_ 4

    ATURA Transportation Technical Committee \_\_\_\_\_ 4

    Southern Iowa Council of Governments \_\_\_\_\_ 5

**PLANNING GUIDANCE AND DOCUMENTS** \_\_\_\_\_ **5**

    Transportation Planning Work Program \_\_\_\_\_ 5

    Transportation Improvement Program \_\_\_\_\_ 5

    Long Range Transportation Plan \_\_\_\_\_ 6

    Public Participation Plan \_\_\_\_\_ 6

    Passenger Transportation Development Plan \_\_\_\_\_ 6

**PLANNING ACTIVITIES FOR FISCAL YEAR 2009** \_\_\_\_\_ **6**

    Transportation Planning Work Program (TPWP) \_\_\_\_\_ 6

    Transportation Improvement Program (TIP) \_\_\_\_\_ 7

    Public Participation Plan (PPP) \_\_\_\_\_ 8

    Long Range Transportation Plan (LRTP) \_\_\_\_\_ 8

    Passenger Transportation Development Plan \_\_\_\_\_ 9

    Administration \_\_\_\_\_ 10

**PLANNING SCHEDULE** \_\_\_\_\_ **11**

***SECTION II. — Planning Budget and Funding Sources*** \_\_\_\_\_ **13**

**FISCAL YEAR 2009 PLANNING BUDGET** \_\_\_\_\_ **13**

    Background \_\_\_\_\_ 13

    Estimated Staff Time \_\_\_\_\_ 13

    Project Time Frame \_\_\_\_\_ 13

    Estimated Quarterly Expenses \_\_\_\_\_ 13

    SICOG Cost Allocation Plan \_\_\_\_\_ 13

***ESTIMATED TIME COMMITMENT & ITEMIZED BUDGET*** \_\_\_\_\_ **15**

***PLANNING FUNDING SOURCES*** \_\_\_\_\_ **16**

***APPENDIX “A” (Cost Allocation Plan for Southern Iowa Council of Governments*** \_\_\_\_\_ **17**

    General \_\_\_\_\_ 17

    Definitions \_\_\_\_\_ 17

    Cost Allocation to Projects \_\_\_\_\_ 17

    Certificate of Indirect Costs \_\_\_\_\_ 24

## **INTRODUCTION**

The RPA 14/ATURA Transportation Planning Work Program was prepared on behalf of member counties, RPA 14/ATURA Transportation Technical Committee and Policy Board, and with the assistance of the SICOG staff. The Federal Highway Administration, Federal Transit Administration, and Iowa Department of Transportation provided a portion of the funding and technical assistance required to complete this document.

This document serves to outline the transportation planning activities that the Southern Iowa Council of Governments (SICOG) will perform for the RPA14/ATURA Transportation Planning Affiliation. The Transportation Planning Work Program (TPWP) provides an overview of the ATURA planning area, identifies planning issues and requirements, and outlines the activity schedule for document preparation and submissions in Fiscal Year 2009 (July 1, 2008, through June 30, 2009).

### **Service Region**

The ATURA service region covers 2,489 square miles in southwest central Iowa and includes Adair, Adams, Ringgold, Taylor, and Union counties. The 2000 US Census reports total population for the region as 37,461 persons. Thirty-five municipalities constitute 61.5% of the region's population. One fifth of the region's population resides in the city of Creston (Union County).

### **ATURA Transportation Planning Affiliation**

The ATURA Transportation Planning Affiliation was created in February 1994 to implement transportation planning requirements as directed under the Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA). ISTEA was replaced by the Transportation Equity Act for the 21st Century (TEA-21) in October 1998. In August 2005, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) went into effect to replace TEA-21.

The six member ATURA Policy Board is composed of one supervisor from each county and one representative from the city of Creston. The Policy Board directs the implementation of all-regional transportation planning and programming activities required under SAFETEA-LU.

The six member ATURA Transportation Technical Committee (TTC) is composed of each county's engineer and a representative from the City of Creston. The Southern Iowa Trolley (SIT) and the Iowa DOT have one ex-officio representative each. The TTC provides technical recommendations on transportation planning and programming for the region to the ATURA Policy Board.

### **Overview of the TPWP**

*Section I. — Organization, Guidance and Activities* outlines the organizational structure of the ATURA Transportation Planning Affiliation. The section also provides a description of planning documents that will guide the transportation planning process, a list of expected planning activities, and the expected schedule for the completion of these activities.

*Section II. – Planning Budget and Funding Sources* reviews the SICOG personnel involved in transportation planning and programming tasks. Also included in this section is the Fiscal Year 2009 planning budget. The budget will address staff time, direct and indirect costs and funding sources.

## **SECTION I. – Organization, Guidance and Activities**

### **ORGANIZATIONAL STRUCTURE OF THE ATURA TRANSPORTATION PLANNING AFFILIATION**

#### **ATURA Policy Board**

The ATURA Policy Board is responsible for establishing and implementing transportation planning and programming policy for the region’s transportation network. The Policy Committee approves all planning and programming elements prior to submittal to the Iowa DOT. The Policy Board meets bi-monthly and will be responsible for the month-to-month oversight and decision-making associated with the SAFETEA-LU process. The ATURA Policy Board consists of six members:

Bob Grasty	Adair County Board of Supervisors Member
Mark Olive	Adams County Board of Supervisors Member
Warren Woods	City of Creston Mayor
Wayne Kemery	Ringgold County Board of Supervisors Member
Rob Lundquist	Taylor County Board of Supervisors Member
Mike King	Union County Board of Supervisors Member

#### **ATURA Transportation Technical Committee**

The ATURA Transportation Technical Committee (TTC) will provide data and technical assistance necessary for the development of the FY 2009 Transportation Planning Work Program (TPWP), and the FY 2009 - 2012 Transportation Improvement Program (TIP). The TTC will provide the same data and assistance for the maintenance of the Long Range Transportation Plan (LRTP) and the Public Participation Plan (PPP). The TTC will serve as the advisory board for the implementation of SAFETEA-LU planning and programming responsibilities. The TTC Board consists of eight members:

Charles Marker	Adair County Engineer
Eldon Rike	Adams County Engineer
Mike Taylor	City of Creston City Administrator
Dan Coulson	Ringgold County Engineer
Eldon Rike	Taylor County Engineer
Scott Nixon	Union County Engineer
Scott Suhr	Iowa DOT Representative – ex-officio
Janet Glendenning	Southern Iowa Trolley Transit Manager – ex-officio

### **Southern Iowa Council of Governments**

The Southern Iowa Council of Governments (SICOG) will provide professional staff for the development and maintenance of ATURA planning and programming responsibilities. SICOG will be the coordinating body responsible for the submission of various transportation documents to the Iowa DOT and for public distribution. SICOG will work with the ATURA Policy Board and TTC to fulfill the transportation planning and program requirements of SAFETEA-LU. Area citizens will be provided the opportunity to comment on every aspect of the transportation planning process through planning meetings, public hearings, and individual correspondence. SICOG will facilitate the development of all planning elements.

## **PLANNING GUIDANCE AND DOCUMENTS**

### **Transportation Planning Work Program**

The Transportation Planning Work Program (TPWP) is updated each fiscal year. The TPWP is the guide by which ATURA will complete SAFETEA-LU planning and programming responsibilities. The TPWP should acknowledge actions taken in previous TPWPs and incorporate new components as federal or state legislation dictates.

A draft FY 2008 TPWP is presented to the TTC for a recommendation of approval and to the Policy Board for final approval. The draft will be forwarded to the Iowa DOT for review on or before April 1, 2008. The TPWP is a description of the transportation issues to be addressed, planning and programming activities, schedules, and the products that will be produced. The TPWP also provides the Fiscal Year 2009 planning budget that addresses staff time, direct and indirect costs, and funding sources. The final FY 2009 TPWP will then be submitted to the Iowa DOT for approval on or before June 2, 2008. Likewise, a FY 2010 TPWP will be prepared and approved on a similar timeline for the following year.

### **Transportation Improvement Program**

The Transportation Improvement Program (TIP) is the listing of proposed regional federal-aid projects per regional funding targets for the next four fiscal years. Funding sections are included for projects in the following categories: Surface Transportation Program (STP); Primary Highways; National Highway System (NHS); Interstate Maintenance (IM); Other State Projects; Bridge Projects; STP Transportation Enhancements, and; Transit programs.

Each TTC member is responsible for proposing and prioritizing TIP projects for their county, city or agency. The ATURA administrator will oversee this process. A draft FY 2009-2012 TIP is presented to the TTC for a recommendation of approval and to the Policy Board for final approval. The draft will be forwarded to the Iowa DOT for review on or before April 1, 2008. The final FY 2009-2012 TIP will then be submitted to the Iowa DOT for approval on or before July 15, 2008. Revisions or amendments may be made, if absolutely necessary, according to Iowa DOT procedures. Likewise, a FY 2010-2013 TIP will be prepared and approved on a similar timeline for the following year.

### **Long Range Transportation Plan**

The Long Range Transportation Plan (LRTP) addresses future needs, expectations, potential activities, and suggestions for all modes of transportation within the ATURA region. Highway, rail, public transit, bicycle and pedestrian, intermodal systems, and air transportation modes are discussed in the LRTP. The LRTP will provide transportation related demographic data and its potential impact on the regional transportation system in the next 10 to 20 years. The last update of the LRTP was approved in May of 2002. Initial research, public input, and GIS development have begun during fiscal year 2008, with a full plan revision due in 2009 (LRTP 2009-2029). Development of the LRTP will be an ongoing process involving public input and compilation of data and development of the plan during fiscal year 2009.

### **Public Participation Plan**

The Public Participation Plan (PPP) is the description of ATURA's efforts to include the public in the planning and decision-making process throughout the implementation of SAFETEA-LU. The PPP provides for public meetings and hearings, news releases, solicitation of public input, and other methods of outreach to the public served. ATURA will include all segments of the region's population including minority, elderly, and low-income groups. Amendments or revisions to the PPP, in accordance with all applicable federal and state laws, are the responsibility of the Policy Board.

### **Passenger Transportation Development Plan**

The federal Safe, Accountable, Flexible, and Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU) requires a coordinated public transit – human services plan with a goal of improving transportation services for persons with disabilities, the elderly and individuals with lower incomes. The Passenger Transportation Development Plan (PTDP) is a four-year plan, updated annually, that seeks to incorporate the federal requirements for coordinated planning provided through multiple federal programs, enhance transportation access, minimize duplication of services and facilitate cost effective transportation. This plan provides the basis for efficient and effective passenger transportation resource allocation for operations, maintenance, and service development; as well as determining/addressing service duplication and gaps in the provision of needed services. The draft FY 2009 PTDP will be submitted to DOT on or about February 1, 2008, with the final board approved plan submitted on or before April 1, 2008. Likewise, a FY 2010 PTDP will be prepared and approved on a similar timeline for the following year. Development of the 2010 PTDP is an ongoing process involving public input throughout the year.

## **PLANNING ACTIVITIES FOR FISCAL YEAR 2009**

The following is a listing of the ATURA planning activities that will be accomplished during Fiscal Year 2009.

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

#### **Task Objective**

- Execute the FY 2009 TPWP
- Development of the FY 2010 TPWP

### **Previous Work**

- Executed the FY 2008 TPWP
- Research and review of new transportation policies and programs
- Update the public and member governments and agencies on policies and programs
- Development of the FY 2009 TPWP
- Involvement in Statewide RPA and Iowa DOT meetings concerning the development, maintenance, information, and format of the TPWP

### **Project Description**

- Preparation and development of the TPWP for FY 2010
- Submission of the FY 2010 TPWP to the Iowa DOT (draft submitted on or about April 1, 2010 and final, by June 1, 2010)
- Execute any necessary revisions or amendments to the FY 2009 TPWP

### **Product**

- Approved FY 2010 TPWP submitted to DOT on or before June 1, 2010

## **Transportation Improvement Program (TIP)**

### **Task Objective**

- Execute the FY 2009-2012 TIP
- Development of the FY 2010-2013 TIP
- Monitor and assist in completion of regional Transportation Enhancements (TE) projects

### **Previous Work**

- Executed the FY 2008-2011 TIP
- Development of the FY 2009-2012 TIP
- Amendments as necessary
- Oversee the Regional Transportation Enhancement Application process
- Assist Transportation Enhancement (TE) grantees with general project development and conduct onsite reviews and work to reduce delays in TE project process
- Involvement in Statewide RPA and Iowa DOT training and meetings concerning TPMS, the development, maintenance, information, and format of the TIP

### **Project Description**

- Preparation and development of the ATURA TIP for FY 2010-2013.
- Submission of the FY 2010-2013 TIP to the Iowa DOT.
- Execute any necessary revisions or amendments to the FY 2009-2012 TIP
- Assist TE grantees with general project development
- Conduct onsite TE project reviews

### **Product**

- Approved FY 2010-2013 TIP submitted to DOT by due date – July 2009
- Work to reduce delays in TE project process

## **Public Participation Plan (PPP)**

### **Task Objective**

The Public Participation Plan is developed each year as a guiding document to assist in the dissemination of regional transportation related information and the gathering of public comment. Assure that PPP reflects SAFETEA-LU compliance requirements.

### **Previous Work**

- Issue Public meeting and hearing notices for the ATURA Policy Board meetings
- Southern Iowa Council of Governments (SICOG) Newsletter – preparation and dissemination of transportation information and articles related to documents, processes and meetings (distributed to all cities and counties in the region as well as to other interested parties and groups)
- SICOG website – transportation documents are made available to public
- Distribute Transportation Enhancement grant application availability notices
- Attendance at Southern Iowa Trolley Transportation Advisory Committee meetings (PTDP advisory group)
- Health and human service agencies surveys related to PTDP
- School district surveys related to PTDP

### **Project Description**

Through numerous meetings and public hearings, the public is invited to involve themselves in the transportation planning process. ATURA will continue to distribute relevant transportation information and invite comments from the public. SIT TAC meetings will continue to address the transportation needs of the consumers of human service agencies, the disabled, and elderly. SICOG has a monthly newsletter distributed to over three hundred area cities, counties, organizations, elected officials and other interested parties that is used to inform the recipients of transportation planning activities within the region and invite public participation. ATURA will continue preparation of the 2009-2029 LRTP and will hold public hearings and round table discussions during this process. Additional survey development and implementation will also be conducted as a means of obtaining public input and information relative to required planning documents.

### **Product**

- Implementation of the PPP is included under the Administration section. Updates will be done as needed.

## **Long Range Transportation Plan (LRTP)**

### **Task Objective**

Develop and gather information and data for input into a complete revision of the ATURA Long Range Transportation Plan (LRTP) 2009-2029,.

### **Previous Work**

- Involvement in Statewide RPA and Iowa DOT meetings concerning the development, maintenance, information, and format of the LRTP.

- Identify useful information and assemble updated data for the LRTP
- Gather GIS maps and information
- Consultation with ATURA policy board and ATURA Transportation Technical Committee
- Establish plans and goals and adjust timeline

### **Project Description**

The 2009-2029 LRTP will serve as a guiding document containing information on existing transportation related systems and used for projection of future needs, goals, and objectives of the region. Although the LRTP will not be project specific and will not be a programming document, it will be used as a tool for identifying areas of need and developing a means of addressing such needs.

- Preparation of timeline for 2009-2029 LRTP development
- Develop GIS maps
- Research and assemble relevant data
- Gather information and receive input from the public
- Preparation and development of draft 2009-2029 LRTP with period for review and comments

### **Product**

- 2009-2029 LRTP (final) approved during calendar year 2009

## **Passenger Transportation Development Plan**

### **Task Objective**

- Execute the FY 2009 PTDP
- Development of the FY 2010 PTDP

### **Previous Work**

- Attendance and participation in PTDP advisory group meetings
- Attendance at RPA meetings for guidance in preparation of PTDP
- Conduct and tabulate PTDP surveys of health and human services agencies and school districts
- Meet with and gather information from Southern Iowa Trolley
- Meeting with area health and human service organizations on the PTDP process
- Consideration of public input into the plan
- Approval of draft FY 2009 PTDP by PTDP advisory group and ATURA Transportation Technical Committee
- Preparation and development of FY2009 PTDP, submission to DOT for comments and final approval by ATURA policy board

### **Project Description**

- Gather input from public health and human service agencies, elderly, cities, counties, elected officials and the general public
- Gather data from Southern Iowa Trolley
- Obtain data and input from DOT

- Update census and other data as needed
- Preparation and Development of FY 2010 PTDP & submission to DOT

### **Product**

- Board approved FY 2010 PTDP approved on or about April 1, 2009

### **Administration**

- ATURA meetings:
  - Make necessary meeting arrangements for ATURA policy board and TTC meetings
  - Prepare ATURA policy board meeting agendas and send notifications to policy board and TTC members
  - Prepare ATURA TTC meeting agendas, supporting documentation and distribute to members
  - Prepare meeting minutes of ATURA policy board and TTC meetings
  - Prepare and distribute public notices of policy board meetings in accordance with the PPP and open meeting laws
  - Publication of minutes of ATURA policy board meetings in newspaper
- Provide technical assistance Southern Iowa Trolley, in completing Federal and State funding applications (Regional STP funds applications, Consolidated Transit Applications, transit element of TIP, etc.)
- Provide technical assistance to governments and agencies in completing Federal and State funding applications, including regional and statewide enhancement applications, RISE applications, Safety Fund Program applications, etc.
- Provide technical assistance to grantees of Regional TE funds.  
Submit ATURA policy board and TTC approved documents to DOT as directed
- Involvement in Statewide transportation meetings with other RPAs and the Iowa DOT
- Attendance at meetings and conferences and involvement with regional transportation organizations.
- Maintain accounting of STP funds for the region and distribute accounting information to ATURA policy board and TTC members.
- Preparation and submission of Quarterly Progress Reports and DBE's to the Iowa DOT
- Recordkeeping duties related to ATURA activities and expenses
- Research and review of new transportation policies and programs
- Keep member governments and agencies updated on policies and programs through various means, including SICOG newsletter
- Provide information, technical assistance, and referrals to the general public relative to transportation issues and programs
- Additional duties as may be required related to necessary documents and programs
- Review ATURA By-Laws

## **PLANNING SCHEDULE**

### July 2008

- Final board approved ATURA FY2009-2012 TIP due to DOT by July 15, 2008
- Hold ATURA policy board meeting
- Attend PTDP advisory committee meeting (Southern Iowa Trolley TAC)

### August 2008

- Statewide public participation review of draft Statewide Transportation Improvement Program (STIP).
- Participate in RPA Quarterly Meeting
- Implementation of planning process, stakeholder contact, work on goals and objectives of ATURA LRTP 2009-2029
- Production of GIS maps for ATURA LRTP 2009-2029

### September 2008

- Iowa DOT submits proposed STIP to FHWA and FTA
- Continue implementation of planning process, contacts with stakeholders, work on goals and objectives of ATURA LRTP 2009-2029
- Update data for FY 2010 PTDP and continue ongoing efforts geared towards better coordination of transportation services
- Hold ATURA policy board meeting if needed

### October 2008

- Applications for Statewide Transportation Enhancement and ICAAP funding for following fiscal year due at Iowa DOT (October 1)
- Iowa DOT receives FHWA and FTA approval of final STIP
- Attend PTDP advisory committee meeting (Southern Iowa Trolley TAC)

### November 2008

- Public input for ATURA LRTP 2009-2029
- Begin development of draft FY 2010 PTDP
- Participate in RPA Quarterly Meeting
- Hold ATURA policy board meeting

### December 2008

- Complete preparation of draft ATURA FY 2010 PTDP

### January 2009

- Obtain approval of TTC and PTDP advisory Group of the draft ATURA FY 2010 PTDP
- STP and Transportation Enhancement Targets Distributed to MPOs/RPAs
- Hold ATURA policy board meeting

February 2009

- Preparation of draft ATURA FY2010 TPWP
- Statewide Enhancement, CIAAP, Federal Recreational Trails & Safe Routes to Schools Program grants awarded
- Participate in RPA Quarterly Meeting

March 2009

- Continue preparation of draft ATURA FY 2010 TPWP and submit to TTC for review and approval
- Approval of final ATURA PTDP FY2010 by policy board and submit to DOT
- County HBRRP and STP Projects Entered Into TPMS
- IDOT Projects Entered into TPMS
- Development of draft ATURA FY2010-2013 TIP
- Hold ATURA policy board meeting

April 2009

- Submission of Consolidated Transit Funding Application to Iowa DOT on or before May 1, 2009
- TTC approval of draft ATURA FY2010-2013 TIP
- Compile data, maps and begin preparation of narrative portion of Draft ATURA LRTP 2009-2029

May 2009

- Submit draft ATURA TPWP FY2009 to DOT on or before April 1, 2009
- Participate in RPA Quarterly Meeting
- Submission of draft ATURA TIP FY2010-2013 on or about May 1, 2009
- Public input into Draft ATURA LRTP 2009-2029
- IDOT Draft Five Year Program to Transportation Commission
- Hold ATURA policy board meeting

June 2009

- Submission of final ATURA TPWP FY2010 to Iowa DOT on or about June 1, 2009
- Public input into Draft ATURA LRTP 2009-2029

Quarterly

- Summary of STP and transportation enhancement activity to RPA
- Submission of Quarterly Progress Reports to Iowa DOT

## **SECTION II. — Planning Budget and Funding Sources**

### **FISCAL YEAR 2009 PLANNING BUDGET**

#### **Background**

The Southern Iowa Council of Governments (SICOG) has developed a cost allocation system for the distribution of agency overhead, on an equitable basis, to service contracts. Overhead costs to the agency for any particular month are based on staff time. In this manner, all contracts that receive benefits from SICOG become directly responsible for overhead costs associated with that work. The methodology used in the preparation of the agency cost allocation plan has been approved by SICOG's auditing firm, submitted to the Department of Commerce, and also approved by the SICOG Executive Board.

#### **Estimated Staff Time**

It is estimated that an average of two thirds of the Project Manager's weekly time will be dedicated to the activities of transportation planning each week. Salary ranges of the positions that will be involved in the direct planning activities, as well as those positions that will be indirectly involved in the administration of this program are further described in the "Agency Cost Allocation Plan" below. It is also acknowledged that there will be certain time frames and workloads that will require more than the average staff contact time. SICOG is committed to ensuring adequate staff availability so as to not inhibit the transportation planning process.

#### **Project Time Frame**

Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), Federal Transit Administration (FTA), and local matching planning funds will follow the State fiscal year of July 1, 2008, to June 30, 2009.

#### **Estimated Quarterly Expenses**

SICOG anticipates that quarterly expenses will be driven by the workload surrounding established deadlines in the SAFETEA-LU planning process. Considering a review of activities for fiscal year 2009, it is anticipated that staff time will be consistent through the planning year. Expenditures are estimated at approximately \$14,330 per quarter.

#### **SICOG Cost Allocation Plan**

Staff charge rates are based on the combination of actual costs for staff salaries, benefits, and overhead costs that are allocated to each contract served during each month. The costs are based on actual hours worked and actual overhead costs for that month. SICOG overhead includes certain positions that are not directly related to transportation planning. These positions are essential to SICOG operation and their costs are necessarily a part of SICOG overhead.

The payroll costs used as a basis for payment are indicative of the salaries and benefits paid to all personnel directly engaged in transportation planning activities. Statutory and customary benefits include, but are not limited to, social security, unemployment, excise and payroll taxes, workman's compensation, health and retirement benefits, sick leave, vacation, and holiday pay. For the purpose of this agreement, hourly payroll costs are as follows:

Executive Director	\$56.61
Project Manager	\$17.94
GIS Technician	\$12.50
Project Technician	\$22.29
Project Finance	\$24.34
Secretarial	\$14.48

The amounts will be computed on an hourly payroll cost multiplied by a factor of 1.32 for all SICOG employees through September 30, 2009, and shall thereafter be adjusted to reflect actual audited expenditures.

Reimbursable expenses are costs incurred directly or indirectly in connection with transportation planning activities. These costs include: telephone calls, faxes, and telegrams; transportation and subsistence; reproduction of file material; supplies; electronic mail (e-mail); and similar project related items in connection with transportation planning activities. ATURA shall pay SICOG the actual cost of all reimbursable expenses incurred in connection with all basic services. Total compensation for reimbursable expenses is not expected to exceed \$5,000.

See attached Appendix "A" SICOG Cost Allocation Plan.

**ESTIMATED TIME COMMITMENT & ITEMIZED BUDGET**

Transportation Improvement Program (TIP)		
	<u>Hours</u>	<u>Costs Incurred</u>
Staff Hours:	206	\$6,731.87
Support Hours:	30	\$577.67
SUB-TOTAL	236	\$7,309.54
Transportation Planning Work Program (TPWP)		
Staff Hours:	136	\$4,330.24
Support Hours:	20	\$385.11
SUB-TOTAL	156	\$4,715.35
Long Range Transportation Plan (LRTP)		
Staff Hours:	466	\$13,487.20
Support Hours:	76	\$1,463.42
SUB-TOTAL	542	\$14,950.62
Public Participation Plan (PPP)		
Staff Hours:	364	\$6,048.27
Support Hours:	50	\$673.94
SUB-TOTAL	414	\$6,722.21
Administrative Activities (AA)		
Staff Hours:	211	\$10,693.39
Support Hours:	35	\$962.78
SUB-TOTAL	246	\$11,656.17
Passenger Transit Development Planning (PTDP)		
Staff Hours:	226	\$6,391.98
Support Hours:	30	\$577.67
SUB-TOTAL	256	\$6,969.65
TOTAL STAFF HOURS AND COSTS	1850	\$52,323.54
REIMBURSABLE Expenses (actual costs of postage, travel, publication of public notices, copying, equipment, supplies, etc.)		\$5,000.00
<b>CONTRACT TOTAL</b>		<b>\$57,323.54</b>

**PLANNING FUNDING SOURCES**

**Budget Summary**

	FTA 5311 New	FTA Local Match	FHWA STP New	FHWA STP Local Match	FHWA SPR	FHWA SPR Local Match	Total
TIP	\$2,690	\$672.49	\$1,040	\$260.12	\$2,690	\$672.49	8,025.10
TPWP	1,729	432.31	669	167.22	1,729	432.31	5,158.84
LRTP	5,572	1,393.01	2,155	538.82	5,572	1,393.01	16,623.84
AA	4,227	1,056.77	1,635	408.76	4,227	1,056.77	12,611.30
PPP	2,498	624.46	966	241.54	2,498	624.46	7,452.46
PTDP	2,498	624.46	966	241.54	2,498	624.46	7,452.46
<b>Totals</b>	<b>\$19,214</b>	<b>\$4,803.50</b>	<b>\$7,431</b>	<b>\$1,858</b>	<b>\$19,214</b>	<b>\$4,803.50</b>	<b>\$57,324</b>

New FTA 5311	\$19,214	20% FTA 5311 Local Match	\$4,803.50
New FHWA STP	\$ 7,431	20% FHWA STP Local Match	\$1,858.00
New FHWA SPR	<u>\$19,214</u>	20% FHWA SPR Local Match	<u>\$4,803.50</u>
<b>Total New Funds</b>	<b>\$45,859</b>	<b>20% Total Local Match</b>	<b>\$11,465.00</b>

Total New Funds	\$45,859	80%
Total Local Match	<u>\$11,465</u>	<u>20%</u>
<b>Total Budget/Contract</b>	<b>\$57,324</b>	<b>100%</b>

**Local Allocation Breakdown**

Adair County	\$1,910.84
Adams County	\$1,910.84
Ringgold County	\$1,910.84
Taylor County	\$1,910.84
Union County	\$1,910.84
City of Creston	\$1,910.84
<b>Total</b>	<b>\$11,465.04</b>

Please note: The FY 2009 STP Allocation for planning is comprised of \$7,4331 in FY 2009 STP Funds.

**APPENDIX “A” (Cost Allocation Plan for Southern Iowa Council of Governments)**



**General**

The Cost Allocation Plan is the basis of assigning costs equitably to all projects during each fiscal year. Under the plan, the total costs assigned to each project are comprised of both direct and indirect costs. All direct and indirect costs are further identified as to personnel and non-personnel costs. The distinctions of cost allocation are described in the following definitions.

**Definitions**

Direct Personnel Costs are costs of all personnel activities identifiable to specific projects. Examples of Direct Personnel Costs include personnel time spent on planning activities, administration of housing assistance, and Community Development Block Grant Programs. (See Schedule A)

Direct Non-Personnel Costs are the costs of non-personnel items or service clearly incurred by specific projects. Direct Non-Personnel costs include project related items such as contracted services, mass mailings, project report publishing, reproductions, travel, supplies, reference materials, staff development, long distance and conference telephone calls, advertising, memberships, and other costs similarly identifiable to specific projects. (See Schedule B)

Indirect Personnel Costs are costs of all personnel activities that are not identifiable to specific projects but support all project activities. Examples of Indirect Personnel Costs include personnel time spent on producing the Comprehensive Economic Development Strategy, policy meetings, and agency general and fiscal management of the organization. (See Schedule C)

Indirect Non-Personnel Costs are the costs of all non-personnel items or service that are not directly attributed to specific projects, but rather are attributed to overall operations of the organization including all projects. Indirect Non-Personnel costs include such items as office rent, equipment rental, base telephone and overall agency long distance calls, postage, advertising, travel, staff development, insurance/bonds, office supplies, reproductions/publications, agency memberships, reference materials, agency audit, and other such costs similarly attributed to total agency and all project support. (See Schedule D)

**Cost Allocation to Projects**

Each project that is active during the fiscal year receives an allocation of costs as follows:

- A. Direct Personnel Activities
- B. Direct Non-Personnel Costs
- C. Indirect Personnel Activities

D. Indirect Non-Personnel Costs

The monthly share of indirect costs charged to each project is determined by the ratio of each respective project's direct personnel costs relative to the total direct personnel costs of all projects. Monthly timesheets are maintained by all agency personnel and serve as the basis for such allocations.

Certificate of Indirect Costs

See Schedule E.

## Supporting Data

Attached hereto are the following schedules, which clarify all cost items, embraced by the Cost Allocation Plan:

Schedule A - Direct Personnel Activities

Schedule B - Direct Non-Personnel Costs

Schedule C - Indirect Personnel Activities

Schedule D - Indirect Non-Personnel Costs

Schedule E - Certificate of Indirect Costs

<b>Schedule A</b>
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**Direct Personnel Activities**

Transportation Planning and Grant Administration

Regional Development

Housing Assistance Programs

Community Development Block Grant Contract Administration

Community Technical Assistance Programs

Contracted Services

Revolving Loan Funds

Grantsmanship Programs

Economic Development Assistance Programs

<b>Schedule B</b>
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**Direct Non-Personnel Cost**

- Project Related Office Supplies
- Project Related Operating Materials, Books
- Project Related Conference and Training Expenses
- Project Related Business Expense
- Project Related Printing and Binding of Publications
- Project Related Professional Memberships
- Project Related Telephone Expense
- Project Related Postage and Shipping
- Project Related Advertising
- Project Related Professional Services
- Project Related Equipment

<b>Schedule C</b>
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**Indirect Personnel Activities**

Comprehensive Economic Development Strategy

Project Notification and Review

Policy Meetings

Filing and Library System

Information Maintenance

Newsletter

Fiscal Management

General Management

<b>Schedule D</b>
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**Indirect Non-Personnel Cost**

- Organizational Office Supplies
- Organizational Operating Materials and Books
- Organizational Conference and Training Expense
- Organizational Business Expense
- Organizational Printing and Binding of Publications
- Organizational Equipment Rent and Maintenance
- Organizational Insurance and Bonds
- Organizational Professional Memberships
- Organizational Base Telephone
- Organizational Long Distance Services
- Organizational Postage and Shipping
- Organizational Office Rent
- Organizational Advertising
- Organizational Professional Services
- Organizational Equipment/Depreciation

<b>Schedule E</b>
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**Certificate of Indirect Costs**

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

- (1) All costs included in this proposal of April 1, 2008 to establish billing or final indirect costs rates for the period of July 1, 2008 through June 30, 2009 are allowable in accordance with the requirements of the Federal Award(s) to which they apply and OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
  
- (2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or casual relationship between the expenses incurred and the agreements 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 and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct to the best of my knowledge and belief.

Governmental Unit: Southern Iowa Council of Governments

Signature: \_\_\_\_\_

Name of Official: Timothy J Ostroski

Title: Executive Director

Date of Execution: \_\_\_\_\_