

Fiscal Year 2014



TRANSPORTATION PLANNING WORK PROGRAM

Chariton Valley Transportation Planning Affiliation—RPA 17
Serving the counties of: Appanoose, Clarke, Davis, Decatur, Lucas, Monroe and Wayne
City of Centerville, 10-15 Transit and Southern Iowa Trolley

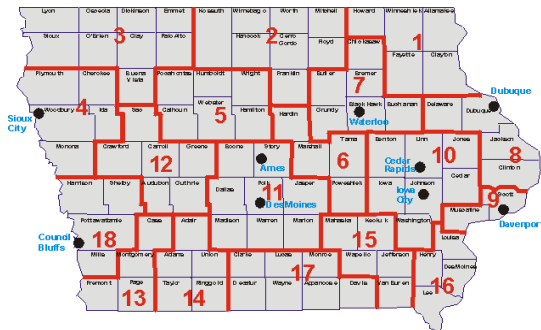
June 1, 2013

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INTRODUCTION: TRANSPORTATION PLANNING WORK PROGRAM DEVELOPMENT



The information provided in the Chariton Valley Planning and Development Transportation Planning Work Program (TPWP) for State Fiscal Year (SFY) 2014 was developed through the cooperation of city and county governments in the counties of Appanoose, Davis, Decatur, Clarke, Lucas, Monroe, and Wayne Counties known as Regional Planning Affiliation (RPA) 17. Economic development organizations, transit providers,

special interest groups, and the general public were also consulted through a public participation process.

The TPWP outlines projects supported and sponsored by the RPA 17. Projects included in the program include planning activities for fulfillment of the Moving Ahead for Progress in the 21st Century, known as MAP-21. This new program funding was signed into law on July 6, 2012 (Public Law 112-141). MAP-21 was intended to extend the SAFETEA-LU requirements, transit planning activities, and Transportation Enhancement projects for the remaining 3 months of FY12 that were sponsored directly by the RPA 17 and/or funded by federal dollars. FY13-FY14 would have restricted or limited funding for surface transportation programs. Those projects will be completed throughout the fiscal year and completed by June 30, 2014.

Both Technical Advisory and Policy boards were involved in the redevelopment of the regional STP funding, along with the New Transportation Alternative Program (TAP) that now allows for enhancement projects, trails, scenic byway and safe routes to school to apply for funding.

Members contributed to elements of the draft TPWP which in turn was submitted and reviewed with the Technical Advisory Committee. General information was distributed to the public via newsletters, press releases, and informational posts at www.charitonvalleyplanning.com. All meetings are open to the public.

The preparation of this report was financed in part through federal funds provided by the U.S. Department of Transportation, Federal Transit Administration and Federal Highway Administration. The findings, opinions, and conclusions expressed in this report are not necessarily those of these agencies. In accordance with Federal Law and Policy, Chariton Valley Planning & Development Council is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, and familial status.

REGIONAL TRANSPORTATION CONCERNS

Just like many other regions in the state, CVTPA is concerned with the limited or reduced capital funding resources that are allocated to the region. The reduced funds are causing major concerns with bridge replacements, new construction, road maintenance and other transportation needs in the state.

Roadways form the backbone of the transportation network in the rural region of RPA 17/Chariton Valley Transportation Planning Affiliation, as well as the state and nation. The movement of goods and people requires a road network to allow efficient transport from origin to destination. Even movement by other modes of transportation, such as air, rail, transit and trails, often require the use of roads to move between the airport, railhead, and trailhead and their original destination. Roads allow the transport of people and goods over long and short distances. Highways and Interstates that make up the National Highway System allow for high speed vehicle movement over long distances with few interruptions, which make up the primary road network. A system of major/minor arterials and collectors form the secondary road system and connect the primary roads to the local street system. The interconnection of these three networks allows for the seamless movement of goods and people from origin to destination in the region or beyond.

CVTPA has approximately 520 miles of county maintained hard surfaced roads. The major highways through the region are Interstate 35, U.S. Highways 69, 65, and 63, and Iowa Highways 14, 5, and 2. It is an asset to have state and/or federal highways that bisect all counties north to south and east to west. County roads throughout the RPA 17 region also follow this same grid pattern to provide good access to most regions in the area.

Along with hard surfaced roads there are also approximately 6,000 miles of Level A and Level B roads. These roads are predominately used to access fields and bring crops to market. Approximately 1,255 miles of roadway are highway, 3,948 miles are gravel and 1,915 miles are Farm-To-Market Roads. Increasingly larger and larger farm machinery is taking a toll on the condition of Level A and Level B roads throughout the area and will continue to be a mounting maintenance problem.

Regional Transportation Needs & Issues

The key findings for the RPA 17 transportation region have identified in the Long Range Transportation Plan: Those findings are as follows:

- Maintenance of the existing regional highway network is a critical need. As a complete network, preservation, reconstruction, and rehabilitation and safety improvements are a higher priority than capacity building and new facility construction.
- Obtaining adequate funding to maintain the existing roadways within the region is a great concern. A major surface concern is the lack of funding available in counties to allow for appropriate rock on secondary roadway systems.

- Obtaining funding to construct transportation facilities that enhance economic development or result in job creation or retention is desired.
- Highway Safety
- Bridges
 - CVTPA Long Range Technical Advisory Committee has identified the need for bridge replacement and repair as one of the primary concerns for this region. There are a total of 1,229 bridges in the RPA 17 region and of them 774 are identified by DOT as needing repair. Figure 16 below details the conditions of the bridge inventory in the RPA 17 region. In this table, it is clear that approximately 63% of bridges are in serious need of repair to allow continued travel in upcoming years.
- Railway
 - Rail lines see heavy use with considerable amounts of freight passing through the region. Rail access is important for large businesses and industry and should be preserved throughout the region and critical for economic stability or progress.
- Air
 - Chariton and Centerville Airports should continue to pursue federal and state funds for planned improvements to their facilities. This will help them to continue to meet the needs of business and industry and to attract new aviation based services. Many smaller airports in the region struggle to fund the operations and improvements to their airports.
- Public Transit
 - Public transit is primarily provided for within the regional by two transit providers – Southern Iowa Trolley and 10-15 Transit. Obtaining new and replacement vehicles is a high priority for both transit agencies. The region’s transit providers must maximize the use of existing resources and coordinate services with human service agencies in order to provide the most public transit capability throughout the region.
- Trails
 - Funding assistance is essential for trails development and more funding is needed. Trails projects often lack the needed local match dollars due to sparse population and the high number of low-income residents in the region. Coordination among local jurisdictions, local trails committees, and the Iowa DOT in order to make further bicycle and pedestrian improvements is encouraged.

EXECUTIVE POLICY BOARD MEMBERS

The Executive Policy Board is a group of elected officials appointed to CVTPA by member counties and cities within the region to determine all policy and make all decisions on behalf of the seven-county entity.

NAME:	TITLE:	COUNTY, CITY OR AGENCY
Neal Smith	County Supervisor	Appanoose County, Iowa
Jim Senior	Mayor	Centerville, Iowa
Don Reasoner	County Supervisor	Clarke County, Iowa
David Walkuff	City Councilperson	Osceola, Iowa
Ron Bride	County Supervisor	Davis County, Iowa
Larry Moffett	City Councilperson	Leon, Iowa
JR Cornett	County Supervisor	Decatur County, Iowa
Dennis Smith	County Supervisor	Lucas County, Iowa
Ruth Smith	City Councilperson	Chariton, Iowa
Dennis Ryan, Chairperson	County Supervisor	Monroe County, Iowa
Richard Clark	Mayor	Albia, Iowa
Bill Alley	County Supervisor	Wayne County, Iowa
Larry Keller	County Supervisor/Clarke Co.	SIT – Board member

TECHNICAL ADVISORY COMMITTEE MEMBERS

The Technical Advisory Committee is composed of county engineers, economic development professionals, and transit directors from the seven-county region. The committee is responsible for prior reviewing and recommending policies and programs to the Executive Policy Board.

NAME:	TITLE:	COUNTY, CITY OR AGENCY:
Gary Bishop, Chair	County Engineer	Appanoose County
Bill Buss	Economic Development	Appanoose Econ. Dev. Corp.
Dan Doerfler	County Engineer	Decatur County
Richard McKnight	Economic Development	Clarke County Development Corp.
David Grove	County Engineer	Davis County
Ted Henderson	Public Works Director	City of Bloomfield
Tom Andersen	County Engineer	Clarke County
Keith Hinds	Secondary Roads	Decatur County
Todde Folkerts	County Engineer	Lucas & Wayne County
Corey Goodenow	City Manager	City of Chariton
John Goode	County Engineer	Monroe County
Dan Tometich	Economic Development	Albia Industrial Development
Trevor Wolf	Asst. County Engineer	Wayne County
	Economic Development	Wayne County Development Corp.
Dave Silverio	Transit Director	10-15 Transit
Steve Bolie	Transit Director	Southern Iowa Trolley
Jason Huddle, <i>Ex Officio</i>	Transportation Planner	Iowa Dept. of Transportation



Planning Work Elements for SFY 2014

Transportation Planning Work Programming (TPWP)

A. Task Objective

Activities included in the TPWP represent the commitment to develop, to monitor, to maintain, and to complete the work elements contained in the work program for the upcoming fiscal year. Annually prepare a program to identify and direct the RPA's transportation planning activities.

B. Previous Work

Development and implementation of task goals and objectives for integration into local, area, and state, and nation-wide activities.

- Completed FY2013 TPWP work activities and reimbursement requests that were provided.

C. Project Description

Development and implementation of task goals and objectives for integration into local, area, and state and nation-wide activities.

- Initiate FY2014 transportation planning activities.
- Project justification
- Development of task budgets and benchmarks
- Secure Department of Transportation concurrence
- Launch public participation

Participate in regional, state and national forums related to transportation including Federal Transit workshops.

D. Tentative Schedule

February, 2014 - Draft FY2015 TPWP prepared

March, 2014- Draft TPWP submitted to TAC & Policy Committees for review

April 1, 2014 - Draft TPWP due to IDOT

June 1, 2014 - Final TPWP due to IDOT

TPWP Personnel & Budget Summary

Personnel	Staff Hours	Cost
Staff	265	
Total CVPD	265	\$ 10,865

TPWP Funding Summary

Source	Funding Amount
Federal	\$ 8,692
Local Match	\$ 2,173
Total	\$ 10,865

Transportation Improvement Program (TIP)

A. Task Objective
Preparation of a comprehensive spreadsheet of information that contains supported regional projects that intend to use federal-aid programs such as Surface Transportation Program (STP), Enhancements, and transit for a four-year, federal fiscal schedule. Also included in the TIP are National Highway System (NHS), bridge, and multi-modal projects targeting federal transportation dollars.
B. Previous Work
Identified and prioritized inter-modal transportation projects in the four-year program. <ul style="list-style-type: none"> • CVPD collected and conveyed highway, bridge, transit, and enhancement projects with county engineers.
C. Project Description
Identify and prioritize inter-modal transportation projects in the four-year program. <ul style="list-style-type: none"> • CVPD will collect and convey highway, bridge, transit, and enhancement projects with county engineers to Policy Board • Obtain comments and approval for advancement of prioritized projects. • Engineers & Transit Directors will enter highway, bridge, transit, and enhancement projects into FY 2014-2017TIP for review. • Review plan with CVTPA Technical Committee and Policy Board and obtain Department of Transportation (DOT), Federal Transit (FTA) and Federal Highway Administration (FHWA) concurrence. • Provide funding targets for the region for STP.
D. Tentative Schedule
January, 2014 – Provide TAC/Policy with information from previous TIP March, 2014 – Provide draft TIP on project information to TAC Committee for review April/May, 2014 – TAC/Policy review draft TIP considered adoption of final July 2014- FINAL TIP due to IDOT

TIP Personnel and Budget Summary

Personnel	Staff Hours	Cost
Staff	495	
Total CVPD	495	\$ 20,295

TIP Funding Summary

Source	Funding Amount
Federal	\$ 16,371.02
Local Match	\$ 3,923.98
Total	\$ 20,295.00

Public Involvement Plan (PIP)

A. Task Objective
Outline of RPA 17's commitment to implement a viable, active, and productive public involvement process for transportation planning input and product development activities. Update the previous PIP plan last updated in 1994.
B. Previous Work
CVPD facilitated methods of getting the public involved in the planning processes. Continue to assess the public needs for region.
C. Project Description
<p>Methods for getting the public more involved in planning processes</p> <ul style="list-style-type: none"> • Continue with outreach emphasis to minorities, elderly, and under-represented population in region. • Identification of target populations, groups and work with health and human service agencies • CVPD will have notification of transportation priorities and open forums with minutes published in newspaper or posts at public office space for general circulation. • CVPD will provide news releases, mail communications, submit public hearing notices for publication, website maintenance. • CVPD will continue to gather and update electronic information distribution and databases. • CVPD will continue to have communication and coordinate recommendations & comments to the CVTPA boards. • Release of information related to public use of funds
D. Tentative Schedule
<p>July 2013 to June 2014– Continue to review current PIP with TAC & Policy Committees Prepare any updates in the PIP for review and approval. Continued outreach for public involvement</p>

PIP Personnel and Budget Summary

Personnel	Staff Hours	Cost
Staff	765	
Total CVPD	765	\$ 31,365

PIP Funding Summary

Source	Funding Amount
Federal	\$ 25,227.02
Local Match	\$ 6,137.98
Total	\$ 31,365.00

Long Range Transportation Plan (LRTP)

A. 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 be providing a comprehensive transportation plan for the region.
B. Previous Work
<p>Reviewed and revised components of the twenty-year intermodal transportation plan.</p> <ul style="list-style-type: none"> • Determined transportation issues of local governments • Projected future transportation demands and encouraged county/city/agency transportation study processes for inclusion in the regional plan • Collected data on facilities and equipment • Evaluated individual county economic objectives
C. Project Description
<p>Current approved plan dated 2012-2032.</p> <p>The plan elements will include, but may not be limited to:</p> <ul style="list-style-type: none"> • a summary of current transportation services for the region, an analysis of existing and future activity in the region. • a projection of future demand for transportation services in the region and its impact on current and planned transportation facilities; • an analysis of opportunities for funding of transportation facilities in the region. • Inclusion of Scenic Byway, local and regional trails, Safe Routes to School, Regional Enhancements projects. <p>LRTP committee along with CVPD will continue to update any information from the region and include in the next update of the plan.</p>
D. Tentative Schedule
July 2013 to June 2014 – continue to update data from region regarding LRTP needs. Public updates and information when needed and continue to review needs with TAC & Policy Boards.

LRTP Personnel and Budget Summary

Personnel	Staff Hours	Cost
Staff/Contractor	215	
Total CVPD/Contractor	215	\$ 8,815

LRTP Funding Summary

Source	Funding Amount
Federal	\$ 7,184.04
Local Match	\$ 1,627.96
Total	\$ 8,815.00

Project Administration/Management

A. Task Objective
A tactical process for affiliation support and outreach.
B. Previous Work
<ul style="list-style-type: none"> • Interpreted Congressional and state requirements • Assisted in development of priorities • Exhibited at Legislative Showcase • Identified rules and procedures for committee structures • Served as clearinghouse for transportation planning resources <p>Related Administrative Activities</p>
C. Project Description
<ul style="list-style-type: none"> • Interpret Congressional and state requirements under new MAP-21 funding • Assist in development of priorities for new funding in region. • Identify rules and procedures for committee structures • Reporting practices as determined by Iowa DOT • Serve as clearinghouse for transportation planning resources • Maintain balance for STP and TAP funding in region. • Maintain balance and planning funding with program elements. • Related Administrative Activities – collection of data for plans, filing, retention of financial records for financial auditing purposes.
D. Tentative Schedule
<ul style="list-style-type: none"> • Monitor FY 2014 PWP progress and gather information for FY15. • Maintain the Chapter 28E Agreement in region. • Contract preparation and monitoring • Conduct a Financial Audit during 2014.

Admin Personnel and Budget Summary

Personnel	Staff Hours	Cost
Staff	631	
Total CVPD	631	\$ 25,871

Admin Funding Summary

Source	Funding Amount
Federal	\$ 20,831.85
Local Match	\$ 5,039.15
Total	\$ 25,871.00

Transit Plan (PTP)

A. Task Objective
Preparation and development of passenger transit plan (PTP) with support of transit planning process.
B. Previous Work
<ul style="list-style-type: none"> Approved PTP update in 2013 and gathering information for next update in 2014.
C. Project Description
<ul style="list-style-type: none"> Data collection and direct outreach to public health and human service agencies. Hosted and attended public meetings to collect passenger transit related needs. Prepare and provided surveys for regional agencies on transit needs and collected comments and concerns. Analysis of goals and objectives relational to ridership, anticipated revenue and expenses, capital needs, and operational costs. Outreach to user groups and key demographic populations. Education about trends, resources, viable system improvements, and constraints. Outreach with new director of 10-15 Transit to provide assistance on needs in region of service.
D. Tentative Schedule
<p>July 2013- June 2014 – Hold at least 2 meetings to review transit needs/concerns for update information with transit advisory group.</p> <p>June - July 2014 –submit minutes from meetings to reflect meeting information to Office of Systems Planning for review and acceptance of update. Full PTP will be required every five years on same schedule.</p>

PTP Personnel and Budget Summary

Personnel	Staff Hours	Cost
Staff	465	
Total CVPD	465	\$ 19,056

PTP Funding Summary

Source	Funding Amount
Federal	\$ 15,387.05
Local Match	\$ 3,668.95
Total	\$ 19,056.00

Work Element Percentage Estimates & Budget for SFY 2014

Programs and activities of the Chariton Valley Planning and Development are sponsored in part by the U.S. Department of Transportation, Federal Highway Administration and Federal Transit Administration. Project partners include the Iowa Economic Development Authority, Iowa Department of Cultural Affairs, regional tourism and economic development agencies and local governments from Appanoose, Clarke Davis, Decatur, Lucas, Monroe, Wayne and contiguous Iowa counties.

Elements	Percentage of Program	Staff Hours	Contractor Hours
Transportation Planning Work Program (TPWP)	9%	265	
Public Involvement Plan (PIP)	28%	765	
Transportation Improvement Programming (TIP)	17%	495	
Long Range Transportation Plan (LRTP)	8%	215	
Program Administration	22%	631	
Passenger Transit Plan (PTP)	16%	465	
Total	100.0	2836	

Budget Summary of Work Elements SFY2014

Work Element	Costs	FTA 5311 New	FTA 5311 c/o	FHWA SPR New	FHWA SPR c/o	Local
TPWP	\$ 10,865	\$ 793.76	\$ 2,665.50	\$ 793.76	\$ 4,574.00	\$ 2,037.98
TIP	\$ 20,295	\$ 4,565.76	\$ 2,665.50	\$ 4,565.76	\$ 4,574.00	\$ 3,923.98
PIP	\$ 31,365	\$ 8,993.76	\$ 2,665.50	\$ 8,993.76	\$ 4,574.00	\$ 6,137.98
LRTP	\$ 8,815	\$ 313.52	\$ 2,665.50	\$ 313.52	\$ 3,894.50	\$ 1,627.96
Admin	\$ 25,871	\$ 6,626.30	\$ 2,665.50	\$ 6,626.30	\$ 4,913.75	\$ 5,039.15
PTP	\$ 19,056	\$ 3,903.90	\$ 2,665.50	\$ 3,903.90	\$ 4,913.75	\$ 3,668.95
Total	\$ 116,267	\$ 25,197	\$ 15,993	\$ 25,197	\$ 27,444	\$ 22,436.00

TPWP Revisions

Overview

49 CFR 18 describes the uniform administrative rules for Federal grants and cooperative agreements and sub awards to State, local and Indian tribal governments. These requirements apply to metropolitan planning (PL) and State Planning and Research (SPR) grants. FTA has similar requirements documented in FTA Circular 5010.1C, which apply to FTA metropolitan planning grants. Iowa uses a Consolidated Planning Grant where FHWA and FTA planning funds are combined into a single fund managed through FTA’s TEAM system. The use of these funds are documented in the work programs of the Iowa DOT, MPOs and RPAs.

Waiver of approvals

All work program changes require prior written Federal approval, unless waived by the awarding agency. The following table denotes the approving agency for various changes to work programs.

Revision Type	Approving Agency
Request for additional Federal funding [49 CFR 18.30(c)(1)(i) and FTA Circular 5010.0C,1.6.e(1)].	FHWA/FTA
Transfer of funds between categories, projects, functions, or activities which exceed 10 percent of the total work program budget when the Federal award share of the total work program budget exceeds \$100,000 [49 CFR 18.30(c)(1)(ii)].	FHWA/FTA
Revision of the scope or objectives of the activities (i.e. adding or deleting of activities or major change in scope of activity) [49 CFR 18.30(d)(1)].	FHWA/FTA
Transferring substantive programmatic work to a third party (i.e. consultant) [49 CFR 18.30(d)(4)].	FHWA/FTA
Capital expenditures including the purchasing of equipment [OMB Circular A-87)].	FHWA/FTA
Transfer of funds between categories, projects, functions, or activities which do not exceed 10 percent of the total work program budget or when the Federal award share of the total work program budget	Iowa DOT

exceeds \$100,000 [49 CFR 18.30(c)(1)(ii)].	
Transfer of funds allotted for training allowances [49 CFR 18.30(c)(1)(iii)].	Iowa DOT
Extending the period of performance past the approved work program period [49 CFR 18.30(d)(2)].	MPO/RPA
Changes in key persons in cases where specified in an application or a grant award (i.e. change in lead consultant for a project) [49 CFR 18.30(d)(3)].	MPO/RPA

Revision and Approval Procedures

Revisions where **FHWA/FTA** is the designated approving agency shall require written approval by FHWA/FTA prior to commencement of activity, purchasing of equipment, or request for reimbursement. Requests from the MPOs and RPAs shall be submitted in writing [four (4) hard copies of the updates to the work program] to the Iowa DOT Office of Systems Planning through the District Planner, and then forwarded to FHWA and FTA for approval. Notification by the approving agency will be in writing in reverse order.

Revisions where the **Iowa DOT Office of Systems Planning** is the designated approving agency shall require written approval by the Iowa DOT Office of Systems Planning prior to commencement of activity, purchasing of equipment, or request for reimbursement. Requests from the MPOs and RPAs shall be submitted in writing [four (4) hard copies of the updates to the work program] to Iowa DOT Office of Systems Planning through the District Planner. Copies will be forwarded to FHWA/FTA. Notification by the approving agency will be in reverse order.

Revisions where the **MPO or RPA** is the approving agency shall be approved by the Policy Board. Hard copy updates to the work program shall be provided to the District Planner, Iowa DOT Office of Systems Planning, FHWA and FTA.

CERTIFICATE OF COST ALLOCATION PLAN

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

- (1) All costs and information included in this proposal **February 25, 2013** to establish cost allocations or billings for **July 1, 2012 to June 30, 2013** are allowable in accordance with (please check the applicable CFR):
 - 2 CFR Part 225 (formerly OMB Circular A-87), "Cost Principles for State, Local and Indian Tribal Governments.", or
 - 2 CFR Part 230 (formerly OMB Circular A-122), "Cost Principles for Non-profit Organizations."
- (2) All costs have been accorded consistent treatment in accordance with generally accepted accounting principles,
- (3) An adequate accounting and statistical system exists to support claims that will be made under the Plan,
- (4) The information provided in support of the Cost Allocation Plan is accurate, and
- (5) All federally unallowable costs have been excluded from allocations.

I declare under penalty of perjury that the foregoing is true and correct.

Nichole L. Moore
Signature

Nichole L. Moore
Print Name

Executive Director
Title

Chariton Valley Planning & Development
Name of Organization

Feb 25, 2013
Date Signed

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

CERTIFICATE OF INDIRECT COSTS

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

(1) All costs included in this proposal **February 25, 2013** to establish billing or final indirect costs rates for **July 1, 2012 to June 30, 2013** are allowable in accordance with the requirements of the Federal award(s) to which they apply and (please check the applicable CFR):

- 2 CFR Part 225 (formerly OMB Circular A-87), "Cost Principles for State, Local and Indian Tribal Governments.", or
- 2 CFR Part 230 (formerly OMB Circular A-122), "Cost Principles for Non-profit Organizations."

All unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan or indirect cost rate proposal.

(2) 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 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 negotiated rate (if any).

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

Nichole L. Moore
Signature

Nichole L. Moore
Print Name

Executive Director
Title

Chariton Valley Planning & Development
Name of Organization

Feb. 25, 2013
Date Signed

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

Cost Allocation Plan

Chariton Valley Planning & Development Council (EIN: 45-0563445)

308 North 12th Street

Centerville, Iowa 52544

Tel. (641) 437-4359, Fax (641) 437-1161

Contact Person(s): Nichole Moore, Executive Director Email: nmoore@charitonvalleyplanning.com

A. INTRODUCTION

"Chariton Valley Planning and Development Council" is an Iowa Council of Governments located in Centerville, Iowa. The Council, empowered under Iowa Code (28H), administers a variety of programs funded by Federal, State, and Local agencies and serves as the service center for a multi-county transportation coalition assembled under the Iowa Code (28E). Program administration includes Federal Highway Administration, Federal Transit Authority, and other grant program administration for the Iowa Counties of Appanoose, Clarke, Davis, Decatur, Lucas, Monroe, and Wayne. The following assumes a June 30 year end.

B. COST ALLOCATION METHODOLOGY

This proposal is for a Cost Allocation Plan (Plan) to cover the period beginning July 1, 2012 and ending June 30, 2013. This proposal is based on the Organization's actual costs reconcilable to the audited financial statements for its fiscal year ending June 30, 2011. The status of our cost allocation plan is (please select one):

- (a) This is our initial request for the approval of our cost allocation plan. None of the federal agencies have ever officially approved of our cost allocation plan.
- (b) We have received an official written approval of our cost allocation plan from Department of Transportation/Federal Highway Administration in the prior year and are applying for re-approval for the current year.
- (c) We have received an official written approval of our cost allocation plan from our federally cognizant agency (Other than FHWA).

This proposal addresses all elements of cost incurred by the Organization and identifies shared costs that require allocation. The Organization treats all costs as direct costs except general administration and general expenses. Joint costs have not been allocated on the financials and are treated as indirect costs.

Chariton Valley Planning and Development Council maintains adequate internal controls to insure that no cost is charged both directly and indirectly to Federal contracts or grants.

C. DIRECT COSTS

Direct costs are costs that can be identified specifically with a project and therefore are charged to that project. The accounting system records these costs as they are incurred within the series of accounts assigned for that purpose. Further distribution is not required.

D. INDIRECT COSTS

Indirect costs are costs incurred for common or joint objectives and therefore cannot be readily and specifically identified with a particular project or activity. Indirect costs are (please select one)

(a) direct charged to all programs and grants, or

(b) grouped into common pool(s) and then distributed to benefiting activities by a cost allocation process.

(c) none of the above. Indirect costs are not allocated to individual programs

E. SUPPORTING FINANCIAL STATEMENTS, SUMMARY SCHEDULE AND UNALLOWABLE COSTS

NOTE: Organization must include a complete copy of the audited financial statements with their proposal submission.

The **Schedule of Total Expenditures (Schedule B)** contained in this proposal agrees with the Organization's audit report and/or Statement of Functional Expenses. Any differences must be explained.

Unallowable and Excludable Costs – The following costs have been excluded from the allocation process: {List specific costs, such as capital outlay over the threshold of \$5,000, entertainment, fines and penalties, bad debts, and food costs, etc.}

F. DESCRIPTION OF ACCOUNTING SYSTEM

Chariton Valley Planning and Development Council uses an accrual system of accounting. Under the accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e. when they become both measurable and available). "Measurable" means the amount of the transaction can be determined, and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. A one-year availability period is used for revenue recognition for all federally-funded revenue. Expenditures are recorded when the related liability is incurred.

We have not made any significant changes during the proposal fiscal year (1) to our accounting system, or (2) to the definition or to the accounting treatment of any expense category.

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G. SALARIES

Listed below are the positions, functions, and annual salaries for paid staff. All salaries are allocated directly to the programs that were worked on. Any general administration hours worked are posted as indirect costs.

Position	Function	Salary
Executive Director	General Management:	\$37,833.38
	% of Indirect time = 22%	8,323.34 ✓
Program Support	Program Support: % of Indirect time = 22%	\$36,333.44
	% of Indirect time = 22%	7,993.33 ✓
Total Administrative Services Pool Salaries:		72,666.88
% Estimated Indirect		16,316.67 ✓

I. INDIRECT FRINGE BENEFITS

Fringe benefits associated with the positions listed above are shown below. All fringe benefits are posted as indirect costs.

Payroll taxes:

Health Insurance	\$10,800.00
Social Security	\$4,811.77
Medicare	\$1,125.32
SUTA	\$1,002.01
IPERS	\$6,262.93
TOTAL	24,002.03

J. SCHEDULE OF FINANCIAL ASSISTANCE

See Schedule C.

K. ORGANIZATION CHART

See Schedule D

L. COST ALLOCATION PLAN CERTIFICATION

See Attached

SCHEDULE A – Elements of Cost

Elements of Cost (must match Schedule B)	Allocation Methodology	Item Description
Dues & Subscriptions	Indirect Cost	Chamber of Commerce/newspapers/magazines
Health Insurance	Indirect Cost	Employee health insurance
Maintenance Contracts	Indirect Cost	General building maintenance
Insurance	Indirect Cost	Building and D&O insurance policies
Rent	Indirect Cost	Building rent, on basis of square footage used
Meetings & Conferences	Indirect Cost	Board/Committee meeting expenses
Supplies	Indirect/Direct Costs	Office and janitorial supplies for administrative and program services and supplies expense incurred for specific programs
Postage Expense	Actual usage	Postage for materials/letters/billings
Professional fees	Indirect Cost	Accounting and audit services, payroll processing services, charged on work performed for administrative services
Consultants	Direct Cost	Project specific needs
Repairs/Maintenance	Indirect Cost	General repairs to building, machinery, etc.
Copy Machine Lease	Indirect Cost	Copy machine lease
Telephone/Internet	Indirect Cost	Utilities
Travel Expense	Direct/Indirect	Direct when specific to program, indirect for general training and admin.
Interest Expense	Indirect Cost	Payment on commercial loan
Public Hearing & Mtg. Notice	Indirect/ Direct Costs	Direct when specific to program, indirect for general training and/or admin.
Utilities	Indirect	Electricity, Gas, Water, Sewer, etc.

Schedule B
 Charlton Valley Planning and Development, Inc.
 Indirect Cost Calculation
 Based on Expenditures from 7/1/11 - 6/30/12

Elements of Cost	Direct Programs and Activities										Total Direct	General (Indirect Costs)	Total Expenses
	APMC	CV/TPA	HSG	Hazard Mitigation	lowans Helping lowans	CDBG	Technical Services						
Wages, Taxes, IPERS	\$ 1,331.73	\$ 24,915.74	\$ 19,089.12	\$ 8,624.08	\$ 87.34	\$ 5,034.16	\$ 5,722.82	\$ 64,804.99	\$ 12,246.65	\$ 77,051.64		\$ 77,051.64	
Fringe Benefits (health Insurance)	\$ 427.48	\$ 7,767.37	\$ 4,509.11	\$ 2,813.22	\$ 46.33	\$ 1,099.92	\$ 1,676.02	\$ 18,339.45	\$ 5,662.58	\$ 24,002.03		\$ 24,002.03	
Total Wages and Benefits	\$ 1,759.21	\$ 32,683.11	\$ 23,598.23	\$ 11,437.30	\$ 133.67	\$ 6,134.08	\$ 7,398.84	\$ 83,144.44	\$ 17,909.23	\$ 101,053.67		\$ 101,053.67	
Other Expenses													
Dues & Subscriptions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,961.06	\$ 2,961.06		\$ 2,961.06	
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,088.06	\$ 6,088.06		\$ 6,088.06	
Maintenance Contracts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 206.59	\$ 206.59		\$ 206.59	
Copy Machine Lease	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,447.29	\$ 6,447.29		\$ 6,447.29	
Public Hearing & Mtg.- Notice	\$ -	\$ 567.34	\$ 983.33	\$ -	\$ -	\$ 90.04	\$ 185.00	\$ 1,825.71	\$ 74.25	\$ 1,899.96		\$ 1,899.96	
Interest Exp.	\$ 8.94	\$ 120.80	\$ 96.44	\$ 47.18	\$ 3.51	\$ 15.56	\$ 664.48	\$ 976.91	\$ 888.11	\$ 5,003.45		\$ 5,003.45	
Postage Expense	\$ 206.61	\$ 3,394.77	\$ 5,090.12	\$ 1,417.61	\$ 548.96	\$ 550.45	\$ 3,392.98	\$ 14,601.50	\$ -	\$ 1,865.02		\$ 1,865.02	
Consultants	\$ 126.72	\$ 2,343.98	\$ 1,432.98	\$ 734.22	\$ 20.36	\$ 165.77	\$ 403.45	\$ 5,227.48	\$ -	\$ 14,601.50		\$ 14,601.50	
Rent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,203.97	\$ 6,431.45		\$ 6,431.45	
Repairs/Maintenance	\$ 54.22	\$ 498.24	\$ 803.88	\$ 313.64	\$ 18.75	\$ 173.52	\$ 85.68	\$ 1,947.93	\$ 3,508.23	\$ 5,456.16		\$ 5,456.16	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,017.64	\$ 6,017.64		\$ 6,017.64	
Telephone/Internet Exp.	\$ 37.72	\$ 4,594.39	\$ 2,253.99	\$ 299.31	\$ -	\$ 252.84	\$ 786.74	\$ 8,224.99	\$ 318.88	\$ 8,543.87		\$ 8,543.87	
Travel Exp.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,183.85	\$ 3,183.85		\$ 3,183.85	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,094.59	\$ 4,094.59		\$ 4,094.59	
Professional Svcs.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 247.13	\$ 247.13		\$ 247.13	
Meetings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,885.47	\$ 40,885.47		\$ 40,885.47	
Total Other Expenses	\$ 434.21	\$ 11,519.52	\$ 10,660.74	\$ 2,811.96	\$ 591.58	\$ 1,248.18	\$ 5,538.33	\$ 32,804.52	\$ 40,885.47	\$ 73,689.99		\$ 73,689.99	
Total Costs	\$ 2,193.42	\$ 44,202.63	\$ 34,258.97	\$ 14,249.26	\$ 725.25	\$ 7,382.26	\$ 12,937.17	\$ 115,948.96	\$ 58,794.70	\$ 174,743.66		\$ 174,743.66	
Allocation of Ind. Costs	\$ 1,112.23	\$ 22,414.00	\$ 17,371.83	\$ 7,225.43	\$ 367.76	\$ 3,743.35	\$ 6,560.10						
Total Allocated costs	\$ 3,305.65	\$ 66,616.63	\$ 51,630.80	\$ 21,474.69	\$ 1,093.01	\$ 11,125.61	\$ 19,497.27						
Ind. Rate applied to programs	50.71%	50.71%	50.71%	50.71%	50.71%	50.71%	50.71%						
Direct Costs	\$ 115,948.96												
Indirect Costs	\$ 58,794.70												
Total Expenditures	\$ 174,743.66												

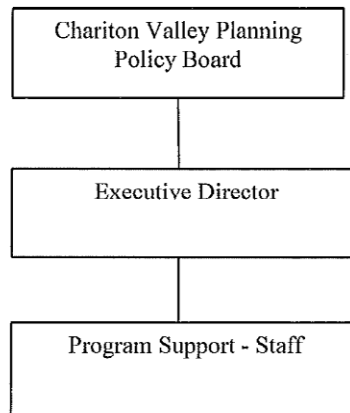
Note: Auditor verified all calculations

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Schedule C – Schedule of All Funding by Source for fiscal year ended 6/30/12

Program Title	Funding
Federal Transit Administration (FTA)	
Pass Thru via: Iowa Department of Transportation	
FTA 5311	\$ 25,161.00
STP	21,000.00
SPR	24,361.00
<hr/>	
Total Federal Funding	\$ 70,522.00

Schedule D – Organization chart as of June 2011-2012



Chariton Valley Planning and Development, Inc.
 Summary of Wages/Benefits
 7/1/11 - 6/30/12

Position	Annual Salary	Hourly Rate	Vacation				IPERS	Health			Total Compensation
			Accrual Rate	Vacation Pay	Sick Pay	Insurance		Medicare	Total Benefits		
Nichole Moore	\$ 37,833.38	\$ 19.47	156	\$ 3,037.32	\$ -	\$ 3,330.91	\$ 2,559.10	\$ 598.49	\$ 6,000.00	\$ 15,525.82	\$ 53,359.20
Julie Pribyl	\$ 36,333.44	\$ 18.56	156	\$ 2,895.36	\$ 1,166.89	\$ 2,832.02	\$ 2,252.67	\$ 526.83	\$ 6,000.00	\$ 15,773.77	\$ 52,107.21

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DBE PROJECTION WORKSHEET FOR PLANNING FUND RECIPIENTS

Name of Planning Agency (MPO/RPA):

Chariton Valley Planning &
Development Council - Rpa 17

This worksheet should be used to calculate your agency's federally funded contracting opportunities. Your input will help us in establishing the SFY10 / FFY 09 DBE goal 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 10 (July 1, 2009 – June 30, 2010)	a =	\$93,831.00
Total Expenses	b =	\$100,110.00
Federal Share of Expenses	a/b =	94 %
(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 government, city department, etc.) during the State fiscal year July 1, 2009, through June 30, 2010 (major items not 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)		\$14,000.00
B. Hospital, Medical, and Surgical Plans		\$12,000.00
C. Dental Plan		
D. Life Insurance Plans		
E. Short-term Disability Insurance Plans		
F. Worker's Compensation Insurance		\$3,000.00
II. Services		
A. Management Service Fees		\$9,840.00
B. Advertising Fees		\$1,000.00
C. Professional and Technical Services		
1. Attorney		\$4,000.00
2. Audit		\$7,000.00
3. Medical		
4. Data Processing		
5. Accounting/Bookkeeping/Payroll		\$7,500.00
D. Temporary Help		
E. Contract Maintenance – Revenue Vehicles.....		
F. Contract Maintenance – Office Equipment, etc.		\$6,000.00
G. Custodial Services		\$770.00
H. Security Services		
I. Repairs and Other Maintenance – Staff Vehicles		
J. Towing Expense.....		
K. Trash Removal		
L. Other Services (Please specify)		

DBE WORKSHEET (Cont.)

III. Materials and Supplies Consumed <i>(Note: Exclude all taxes.)</i>		
A. Office Supplies (paper, ink, toner, pens, etc.).....		\$4,500.00
B. Office Furniture		\$1,000.00
C. Office Equipment		\$3,000.00
D. Fuel, Lubricants, Tires		
E. Other Materials and Supplies (Please specify) _____		
IV. Casualty and Liability Costs <i>(If self-insured, include only management fees paid.)</i>		
A. Premiums for Physical Damage Insurance		\$2,000.00
B. Premiums for Public Liability and Property Damage		
C. Premiums for Other Corporate Insurance		\$2,000.00
D. Other (please specify) _____		
V. Miscellaneous Expenses		
A. Dues and Subscriptions		\$3,100.00
B. Travel, Hotel, and Registration Fees.....		\$5,000.00
C. Entertainment Expenses		
D. Advertising/Promotion Media		\$1,000.00
E. Other Miscellaneous Expenses		
VI. Interest Expense		
A. Interest on Long-Term Debt Obligations <i>(net of interest capitalized)</i>		
B. Interest on Short-Term Debt Obligations		\$8,000.00
VII. Leases and Rentals		
A. General Administration Facilities		
B. Employee, Client, Visitor Parking Facilities		
C. Staff Vehicles		
D. Data Processing Equipment		
E. Other Lease/Rental Items		\$5,400.00
VIII. Special Planning Studies/Services		
A. Feasibility Study		
B. Planning Study		
C. Subcontracted Administrative Duties		
D. Other (Please specify) _____		
Step 2.1 Total Operating Contracting Opportunities		
(Applicable to statewide DBE annual goal) Add I – VIII		\$100,110.00