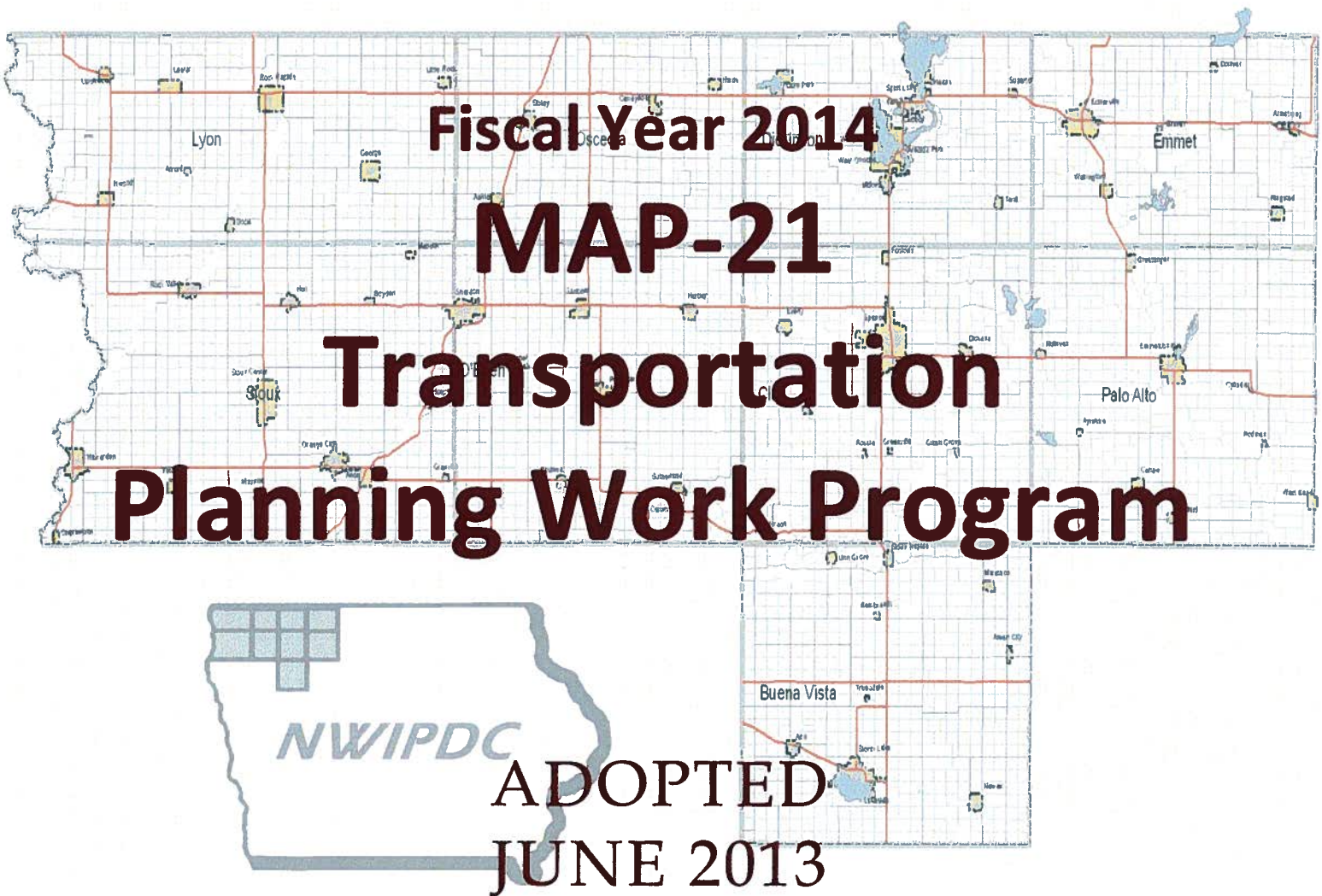


Region III Regional Planning Affiliation



The preparation of this program was financed in part through federal funds provided by the U.S. Department of Transportation, Federal Highway Administration, and (or) Federal Transit Administration.

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FISCAL YEAR 2014 MAP-21 TRANSPORTATION PLANNING WORK PROGRAM

for

**REGION III REGIONAL
PLANNING AFFILIATION**

The preparation of this program was financed in part through federal funds provided by the U.S. Department of Transportation, Federal Highway Administration, and (or) Federal Transit Administration.

ADOPTED
JUNE, 2013

REGION III REGIONAL PLANNING AFFILIATION

TRANSPORTATION POLICY COMMITTEE

(Member listing attached)

Representatives of:

1 Supervisor representing each of the 9 County Board of Supervisors

1 person representing the Cities of each County.

1 person appointed by each County representing non-elected officials

Iowa DOT - Ex-Officio

FHWA and FTA - Ex-Officio

TRANSPORTATION TECHNICAL COMMITTEE

(Member listing attached)

Representatives of:

Each County Engineer

1 person representing the Cities from each County. In the case the county contains a small urban city, then the representation from the cities shall come from the small urban. In the case that a county contains more than one small urban city, then the small urbans shall meet and select the representative.

Regional Transit Authority

IDOT - Ex-Officio

FHWA & FTA - Ex-Officio

NWIPDC Staff Member

TRANSPORTATION ALTERNATIVES COMMITTEE

(Member listing attached)

Representatives of:

1 person from each County Conservation Board

1 member appointed at large by each County Board of Supervisors

NWIPDC Staff Member

Explanation of Committee and RPA staff Duties

Transportation Policy Committee (TPC)

This committee mainly acts upon staff and technical committee recommendations. The policy committee has final regional approval of all MAP-21 activities, procedures, and documents. RPA planning staff has secretarial and advisory duties to this committee. The staff is charged with formation of all pertinent committee and MAP-21 documents. This committee will typically meet on a monthly basis, but not less than 4 times per year.

Transportation Technical Committee (TTC)

The technical committee, which is composed of federal, state, county, local officials, public works personnel and engineers, provides analysis and advice to the policy committee. The TTC is the project review and TIP development committee. The RPA planning staff has secretarial and advisory duties to this committee. The staff is charged with formation of all pertinent committee and MAP-21 documents. This committee typically will meet 2 times per year or on an as needed basis

Transportation Enhancement Committee (TAC)

This committee provides the technical committee with specific project recommendations concerning the Transportation Alternatives funds. The TAC also is the body which develops the regional alternatives plan. RPA planning staff has secretarial and advisory duties to this committee.

I. INTRODUCTION

This plan presents the FY 2014 Transportation Planning Work Program (TPWP) for the northwestern portion of the State of Iowa, or Region III. Northwest Iowa Planning and Development Commission is the agency which has been chosen by the region to be the regional planning affiliate for MAP-21 planning purposes. The TPWP describes anticipated program activities during FY 2014 with all appropriate federal, state, and local jurisdictions and transportation agencies.

Region III's transportation affiliation is organized and consists of the following counties: Buena Vista, Clay, Dickinson, Emmet, O'Brien, Osceola, Sioux, Lyon, and Palo Alto. The policy committee is comprised of both city and county elected officials and representatives appointed at large from the respective counties that represent not only city and county interests and issues, but are also members of the regional transit authority board and thus represent RTA issues as well. In addition this committee consists of ex-officio members from IDOT, FHWA, and FTA. The technical committee consists of city officials, and county engineers. Public transit is also represented on the technical committee, as are IDOT, FHWA, and FTA as ex-officio members. At this point only one sub-committee has been developed and it will cover the alternatives portion of the program. Constitution of this alternatives committee consists of members appointed at large by the various county boards of supervisors and members appointed by the county conservation boards as well.

II. OBJECTIVES

There are five major objectives, which have been categorized as high priority planning needs within Region 3. These are:

- 1) Transportation Planning Work Program (TPWP)
- 2) Transportation Improvement Program (TIP)
- 3) Public Participation Process (PPP)
- 4) Long-range Transportation Plan (LRTP)
(includes long-range trails planning)
- 5) Passenger Transportation Plan (PTP)

TPWP

The Region III Transportation Planning Work Program (TPWP) for FY 2014 addresses current and projected transportation needs for the regional area from a planning standpoint. City and county officials, through the region's transportation technical committee, Regional Transit Authority Board, Policy Council, and Alternatives Committee have an important role in illustrating these needs. Their cooperative effort in the formation of the short range plans such as the Transportation Improvement Program (TIP) and Passenger Transportation Plan (PTP) and long-range regional transportation plans (LRTP) allows each to understand what priorities and needs other municipalities, agencies, and county governments have. With this kind of

cooperative effort, higher quality and better-organized transportation improvement programs can be developed.

Attention will be given to immediate planning needs as well as long-term system design. All work elements contain specific professional planning applications that are based on implementing community transportation projects from this plan or are part of the short range concerns of the Region III area.

During FY 2013, Region 3 completed the TPWP, PTP (Annual Update), TIP, PPP annual review process, regional enhancement project programming and LRTP review after completion of the complete plan revision during the previous fiscal year.

For FY 2014 the RPA shall perform specific work tasks as listed for each work element shown as an objective. Each task represents the RPA program activity to address the regional need.

This TPWP contains the following major projects for FY 2014:

A) FY 2015 TPWP

As required by the IDOT, the RPA shall develop and adopt the FY 2015 TPWP. This annual document shall indicate the RPA's goals for work in accordance with MAP-21 and IDOT planning requirements. The document shall also contain the budget and cost breakdown for each specified work objective.

For the TPWP specifically, the document will be prepared in draft form by April 1 of each year by the agency Executive Director. The draft will be placed on the agency's website and an electronic notification seeking public comment will be sent out to all cities and counties within the area before the April Policy Council meeting, plus a copy will be sent to the IDOT for review as well. Comments and critiques will be received and the TPWP will undergo a public hearing during the May Policy Council meeting and all comments, either verbal or written, will be made part of the public record. The final draft will be presented to the Policy Council in June for adoption.

B) PUBLIC PARTICIPATION PROCESS

The MAP-21 Act requires public involvement throughout the planning and programming process. To meet this requirement a public participation process was adopted and implemented during 1994 under the then ISTEA program, and the same process continues to date. All major documents and plans shall be subject to this process and the public's input in regards to their content and direction shall be sought.

The process is reviewed annually by all planning staff for areas of improvement. The listing of points of contact for information dissemination are also reviewed

frequently and changes made accordingly. For the previous year no major changes in this process were undertaken. The PPP is reviewed from July to June each year.

C) **TRANSPORTATION IMPROVEMENT PROGRAM**

Under MAP-21 regulations, each region will develop an annual regional transportation improvement program (TIP).

FY 2014 will see the continuation of this program. The RPA planning staff will develop the application for proposed projects and mail the application out to all cities, counties, IDOT, RTA, conservation boards, trails associations, and all other entities that may qualify for or have an interest in obtaining regional funding during late fall or early winter months. The RPA will collect the applications, review them for initial qualification, update funding total, balances and target amounts and send this information to the TTC and TAC for review sometime in mid March. The RPA will schedule the annual project application review for both the regional STP and TAP/TAP flex funding and provide all secretarial duties at this meeting during late March or early April. Once the draft of projects has been compiled the RPA will present this listing to the TPC for acceptance and prepare the draft TIP in April/May. Working through the TPMS system, the RPA will formulate the TIP and bring the draft copy before the TPC in May and after public review and comment for final review and approval in June.

The final document will be the FY 2015-2018 TIP which shall be completed in June, 2014.

D) **LONG RANGE TRANSPORTATION PLAN**

The Region 3 Long-Range Plan is the document that provides the basis for the transportation planning and programming of projects in Region 3. The plan includes such items as transportation management system support, summaries and forecasts for all modes of transportation within the region. The RPA completed the full revision of this plan during FY 2012. For FY 2013 the plan was reviewed by staff to determine areas for improvements and alterations, and the RPA conducted a review of the goals section of the plan with all of the counties, small urbans, regional transit, trails groups and other interested parties. During FY 2013 no changes were made to the plan. During FY 2014 this review process will continue and if any changes are warranted, the RPA will complete a 2014 addendum to the LRTP. The draft version of this document will be sent to the IDOT, placed on the agency webpage for public view and at least two public hearings with the TPC will be conducted before final adoption during June of 2014.

Trails Planning

During FY 2014 regional planning staff will work with two newly formed committees, Buena Vista County Trails Advisory Committee and Sioux County Trails Advisory Committees, on the formation and adoption of their respective long range trails plans. Planning staff will provide all administrative assistance to these committees and work directly with committees on the drafting of each respective plan. The plans will be used to guide trail development projects in both counties. Planning staff is also working hard to assist other regional counties in the formation of their own committees to develop similar plans in future years.

E) **TRANSPORTATION ALTERNATIVES PROGRAM**

The MAP-21 Act eliminated what was known as the enhancement program, which was primarily used by the region to fund city and county trail projects. These projects were bundled into what was renamed the Transportation Alternatives Program (TAP) and the dedicated funding stream was removed. However, MAP-21 did allow for regions to determine individually if they wished to continue dedicated funds to TAP projects, and the Region 3 Policy Council determined they would continue this program at the base funding level provided during the last year of the SAFETEA-LU program. As such, the regional application for funding for the 2014-2017 TIP was changed to include the eligible activities as defined by the MAP-21 Program.

In FY 2014 the RPA staff will work with the Alternatives Committee to receive project applications, disseminate applications to TEC, schedule annual project review meeting, and place all funded projects, through TPMS system, into draft 2015-2018 TIP. This process is conducted in tandem with the STP projects and follows the same time lines of application, programming, draft and final.

F) **PASSENGER TRANSPORTATION PLAN (Annual Update)**

In FY 2013, the RPA staff worked with the Region 3 TAG and RTA to prepare and implement the annual review update to the Region 3 PTP in accordance with the IDOT's PTP plan update provisions. In FY 2014, this process will continue under the new guidelines that do not require an annual update. A minimum of two (2) TAG meetings will be held within the region to discuss regional transit issues and all minutes to those meetings will be taken by planning staff and forwarded to the IDOT. Any necessary changes to existing or planned transit programs will also be noted in those minutes as well. A full update of the regional PTP will be done in accordance with the IDOT established guidelines in the appropriate year which is FY 2015 for Region 3.

TRANSPORATION POLICY COUNCIL MEMBERS

Dale Arends, County Supervisor, Buena Vista County
Jon Kruse, Mayor, City of Storm Lake
Open Position, Buena Vista County Private Sector Representative
Linda Swanson, County Supervisor Clay County
George Kruger, City Councilman, City of Spencer
Kristi Gross, Clay County Private Sector Representative
Tim Schumacher, County Supervisor, Emmet County
Penny Clayton, City Administrator City of Estherville
Jim Jenson, Emmet County Private Sector Representative
W.C. Leopold, County Supervisor, Dickinson County
Ron Walker, City Administrator, Arnolds Park
Open Position, Dickinson County Private Sector Representative
Merle Koedam, County Supervisor, Lyon County
Jordan Kordahl, Lyon County Cities
Steve Simons, Lyon County Private Sector Representative
John Steensma, County Supervisor, O'Brien County
Jim Zeutenhorst, City Administrator, City of Sanborn
Marjean Westerman, O'Brien County Private Sector Representative
Mike Schulte, County Supervisor, Osceola County
Dan Janssen, City Administrator of Sibley
Kirk Grau, Osceola County Private Sector Representative
Ed Noonan, County Supervisor, Palo Alto County
John Bird, City Administrator, City of Emmetsburg
Steve Heldt, Palo Alto County Private Sector Representative
Al Bloemendaal, County Supervisor, Sioux County
Duane Feekes, City Administrator City of Orange City
Open, Sioux County Private Sector Representative
Dakin Schultz, Iowa Department of Transportation (ex-officio)

TRANSPORTATION TECHNICAL COMMITTEE MEMBERS

Jon Ites, Buena Vista County Engineer
Pat Kelly, Public Works Director City of Storm Lake
Scott Rinehart, Clay County Engineer
Mark White, City of Spencer Public Works Director
Dan Eckert, Dickinson County Engineer
Dwight Dohlman, Public Works Director City of Spirit Lake
Roger Patocka, Emmet County Engineer
Penny Clayton, City Administrator City of Estherville
Laura Sievers, Lyon County Engineer
Jordan Kordahl, City Administrator, Rock Rapids
Tom Snyder, O'Brien County Engineer
Scott Wynja, City Administrator City of Sheldon
Charles Bechtold, Osceola County Engineer
Dan Janssen, City of Sibley City Administrator
Joel Fantz, Palo Alto County Engineer
Bill Dickey, Emmetsburg Iowa Representative
Doug Julius, Sioux County Engineer
Murray Hulstein, City Public Works Director City of Sioux Center
Hugh Lively, RTA Director
Dakin Schultz, Iowa Department of Transportation (ex-officio)
FHWA Representative (ex-officio)

TRANSPORTATION ENHANCEMENT (ALTERNATIVES) COMMITTEE MEMBERS

Dale Arends, Buena Vista County Supervisor
Nate Young, Buena Vista County Conservation Board
Eric Hoiem, Dickinson County Trails Association
John Walters, Dickinson County Conservation Board
Open Position, Emmet County Appointee
Eric Anderson, Emmet County Conservation Board
Craig Van Otterloo, Lyon County Conservation Board
Bernie Weier, Lyon County Appointee
Barb Rohwer, O'Brien County Appointee
Terry Boltjes, O'Brien County Conservation Board
Kirk Grau, Osceola County Appointee
Nate Young, Osceola County Conservation Board
Steven Pitt, Palo Alto County Conservation Board
Steve Heldt, Palo Alto County Appointee
Don Brommer, Sioux County Conservation Board
Glenda De Koster, Sioux County Appointee
D.R. Brockshus, Clay County Board of Supervisors
Dan Heissel, Clay County Conservation Board

Northwest Iowa Planning and Development Commission

Service Delivery Region's 3 & 4

Methods of Allocating Expenditures

The Northwest Iowa Planning and Development Commission will make use of a multi-level process of allocating costs associated with the Iowa Workforce Development Funds administered by the agency through a Fiscal Agent Agreement. This process is similar to ones utilized in previous funding cycles and has been audited by outside auditing sources and monitored on an ongoing basis by the fiscal section of Iowa Workforce Development for compliance with Generally Accepted Accounting Practices (GAAP).

ALLOCATION METHODS

The allocation methods to be utilized are as follows:

For NWIPDC Expenses Only:

1. General Agency Operation Costs -- The NWIPDC utilizes a direct allocation pool for all expenditures that relate to the overall operations of the agency. These expenditures include, but are not limited to, rent, utilities, telephone, office supplies, and any other costs that are used by all agency programs. Allocations from this pool are made based upon a ratio of each program's salary versus the total salary for the agency.

This allocation level may also be utilized for large capital purchases that are for items that are used agency-wide. This method of allocation is in keeping with Office of Budget and Management Circulars that requires that all agency programs pay an equable share of costs for equipment used in the conducting of those programs. In turn, this system could also be used, in reverse, to calculate a buy-out of any shared equipment if a given program terminates operation.

2. WIA and PROMISE JOBS -- Costs that are specific to the NWIPDC Training Division, and are general in nature, are allocated using the number of participants in a specific program compared to total training participants as determined by individual counselor's caseloads. The formula for this allocation is: $\text{item cost} \times \frac{\text{program caseload}}{\text{total caseload}} = \text{program allocation amount}$.
3. WIA Administrative Costs -- Costs which are strictly administrative in nature, are charged to the WIA administrative fund.

Costs which are agency-wide, but are only eligible to be charged to administrative categories in programs will incorporate Planning and Development Division salaries with Job Training Division salaries to determine an acceptable split between the two divisions. The job training costs will then be allocated using the

same formula as outlined in Item 2 except costs will only be charged to administrative funds in those programs that require this action.

4. Position Specific Costs -- Costs that are directly connected to a given WIA/PJ position, or individual, are directly charged to the titles and programs that the individual charged their time to during the month that the cost was either incurred or invoiced (depending on which item is available for documentation).
5. Program Specific Costs -- Costs that are directly incurred for a given program activity are charged to that program based upon eligibility criteria. This is the simplest of all NWIPDC allocation activities.
6. Client Specific Costs -- Costs that are directly of benefit to clients in various programs will be allocated based upon the same formula of item cost X program caseload/total caseload = program allocation amount. An examples of this type of allocation is the agency insurance policy for clients.

IWD/Fiscal Agent Costs:

7. IWD Costs Administered Through the Fiscal Agent Agreement – Costs that are specific to IWD direct programs and are funded through the Fiscal Agent Agreement are allocated across the cost categories of General State Funds (Former Surtax), IWD/PJ, IWD/PJ Workplace Essentials and Veterans – DVOP funds. Splits for the various costs are based on full-time equivalents for each IWD office in the regions. These splits take into account each individual staff person’s specific program responsibilities. For example, if a person is charging a specific percentage of time to PJ functions, or any other funding stream, that same percentage will be used to determine the amount to be charged to that program for eligible costs, in that given office. In those cases where staff charge time to an office which is different than their actual domicile, those FTEs are factored into the itinerant office’s splits. These splits are determined by the IWD manager and NWIPDC takes no responsibility or liability for the correctness of the splits made.

Shared Costs:

8. Shared Costs Across Agencies – Those costs that are shared by both NWIPDC and IWD, will be allocated based upon the then current Resource Sharing Agreement.

At this time there are no exceptions to the eight levels of allocation that are outlined above. However, on an individual cost basis, and from time to time, an exception may arise. These exceptions are only undertaken with direct consultation between the NWIPDC management and IWD field and financial staff.

ALLOCATION TRACKING (VERIFICATION OF PLAN)

In order to verify the allocation plan, the following methods are utilized:

1. **Salaries --** Salaries are verified by reviewing the timesheets completed by each employee, comparing these sheets to the "Time Card Posting Report," and in turn, checking the posting report to the "Payroll Check Register."
2. **Program costs –** Individual program costs are verified with a comparison of the original invoice to the "Accounts Payable Preliminary Check Register."
3. **Agency-Wide Costs --** Agency-wide costs are verified with the "Allocation Batch Report," which is checked against the total costs charged to the jobs assigned to the pooling of costs. Allocation amounts are checked from the "Allocation Batch Report" against the cost code assigned for the given pool in every job allocated to.
4. **IWD/Fiscal Agent Costs –** The primary source of confirmation of these costs is a review of the costs by the IWD Area Coordinator and her certification through initialing, or signature, that these costs are allocated accurately and are consistent with the guidelines of those programs.

With the computerized financial system utilized by the NWIPDC fiscal staff, it is possible to verify almost any information required. In most cases more information is available from this system than will ever be utilized.

The Northwest Iowa Planning and Development Commission's management and fiscal staff has a tradition of being exact with allocations, while maintaining a level of innovation where possible. NWIPDC staff was the first in the state to adopt an administrative cost pool before changes in the Workforce Investment Act made this type of pooling nearly impossible. This philosophy will continue into the future, and the NWIPDC staff is always willing to work with IWD fiscal staff in trying both new allocation and general fiscal ideas and methods.

**NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION
STAFFING PLAN
POSITIONS SUPPORTED BY MAP-21 PLANNING GRANT
FISCAL YEAR 2014**

NAME & POSITION	DATE HIRED	TOTAL SALARY	PERCENT CHARGED TO SAFETEA-LU	MAP-21 SALARY
Ted Kourousis Executive Director	June 1, 1989	\$78,764	45.0%	\$35,444
Jackie Huckfelt Finance Officer	June 19, 1989	\$56,946	5.0%	\$2,847
Steve Hallgren Planning Director	Nov. 16, 1998	\$63,380	15.0%	\$9,507
Aaron Sedey Planner	June 16, 2008	\$50,100	20.0%	\$10,020
Cara Wessling Planner	Nov. 1, 2010	\$47,550	55.0%	\$26,153
TOTAL MAP-21 FTEs AND RELATED SALARY:			1.40	\$83,971

REGION III TRANSPORTATION PLANNING WORK PROGRAM BUDGET FY 2014

BUDGET TOTAL \$ 122,010.00

BUDGET SUMMARY:		
AGENCY	DIRECT COSTS	PERCENTAGE
FHWA(STP)	\$ 32,000.00	26%
FHWA(SPR)	\$ 32,804.00	27%
FTA 5311	\$ 32,804.00	27%
RPA	\$ 24,402.00	20%

TOTAL FTA/FHWA REGIONAL PLANNING BUDGET:					
TASK	DIRECT COSTS	LOCAL MATCH	TOTAL HOURS	%	TOTAL COSTS
1. TPWP	\$1,952	\$488	58.24	2%	\$2,440
* Develop annual work plan					
* Monitor-update plan					
2. PPP	\$1,952	\$488	58.24	2%	\$2,440
* Annual review					
* Annual documentation					
* Related administrative activities					
3. TIP	\$43,924	\$10,981	1,310.40	45%	\$54,905
* Develop annual application					
* Send out applications to region					
* Collect, review and program projects					
* Work TPMS for TIP development including both STP and TAP/TAP FLEX funding streams					
* Related administrative activities					
4. LRTP	\$19,522	\$4,880	582.40	20%	\$24,402
* Plan preparation, GIS work					
* TTC meetings					
* Review goals, objectives, regional priorities					
* Public meetings/input process					
5. PTP	\$4,880	\$1,220	145.60	5%	\$6,100
* Conduct two (2) TAG meetings					
* Address any changes to programs					
* Forward minutes to IDOT					
6. TRAILS PLANNING	\$25,378	\$6,345	757.12	26%	\$31,723
*Prepare Long Range Trail Plan for BV County					
*Prepare Long Range Trail Plan for Sioux County					
*Work with IDNR on Regional Water Trails Designation for Little Sioux River Corridor					
Total	\$97,608	\$24,402	2,912.00	100%	\$122,010

ATTACHMENT 1

**DBE Projection Worksheet
2014**

DBE PROJECTION WORKSHEET FOR PLANNING FUND RECIPIENTS

Name of Planning Agency (MPO/RPA):

RPA 03

This worksheet should be used to calculate your agency's federally funded contracting opportunities. Your input will help us in establishing the SFY13 / FFY 12 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 14 (July 1, 2013 – June 30, 2014)	a =	<u>\$97,116</u>
Total Expenses	b =	<u>\$121,395</u>
Federal Share of Expenses	a/b =	<u>80 %</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 government, city department, etc.) during the State fiscal year July 1, 2013, through June 30, 2014 (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)		
B. Hospital, Medical, and Surgical Plans		<u>\$10,059.00</u>
C. Dental Plan		<u>\$4,464.00</u>
D. Life Insurance Plans		<u>\$950.00</u>
E. Short-term Disability Insurance Plans		<u> </u>
F. Worker's Compensation Insurance		<u> </u>

II. Services

A. Management Service Fees		
B. Advertising Fees		<u>\$200.00</u>
C. Professional and Technical Services		<u>\$1,500.00</u>
1. Attorney		<u> </u>
2. Audit		<u> </u>
3. Medical		<u> </u>
4. Data Processing		<u> </u>
5. Accounting/Bookkeeping/Payroll		<u> </u>
D. Temporary Help		<u>\$1,500.00</u>
E. Contract Maintenance – Revenue Vehicles.....		<u> </u>
F. Contract Maintenance – Office Equipment, etc.		<u>\$500.00</u>
G. Custodial Services		<u> </u>
H. Security Services		<u> </u>
I. Repairs and Other Maintenance – Staff Vehicles		<u>\$300.00</u>
J. Towing Expense.....		<u> </u>
K. Trash Removal		<u> </u>
L. Other Services (Please specify) _____		<u> </u>

DBE WORKSHEET (Cont.)

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

A. Office Supplies (paper, ink, toner, pens, etc.).....	\$750.00
B. Office Furniture	\$250.00
C. Office Equipment	
D. Fuel, Lubricants, Tires	
E. Other Materials and Supplies (Please specify) _____	

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

A. Premiums for Physical Damage Insurance	
B. Premiums for Public Liability and Property Damage	\$2,000.00
C. Premiums for Other Corporate Insurance	
D. Other (please specify) _____	

V. Miscellaneous Expenses

A. Dues and Subscriptions	\$1,500.00
B. Travel, Hotel, and Registration Fees.....	\$1,500.00
C. Entertainment Expenses	
D. Advertising/Promotion Media	
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	

VII. Leases and Rentals

A. General Administration Facilities	\$4,000.00
B. Employee, Client, Visitor Parking Facilities	
C. Staff Vehicles	
D. Data Processing Equipment	
E. Other Lease/Rental Items	\$1,000.00

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	\$30,473.00
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ATTACHMENT 2
COST ALLOCATION CERTIFICATIONS
FY 2014

Northwest Iowa Planning & Development Commission

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 5/31/13 to establish cost allocations or billings for Fiscal Year 2014 (July 1, 2013 to June 30, 2014) are allowable in accordance with 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.



Signature

Ted Kourousis

Print Name

Executive Director

Title

NWIPDC

Name of Organization

5/31/13

Date Signed

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

Northwest Iowa Planning & Development Commission

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 May 31, 2013 to establish billing or final indirect costs rates for Fiscal Year 2014 (July 1, 2013 to June 30, 2014) are allowable in accordance with the requirements of the Federal award(s) to which they apply and 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).

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



Signature

Ted Kourousis

Print Name

Executive Director

Title

NWIPDC

Name of Organization

5/31/13

Date Signed

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