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# FISCAL YEAR 2015 REGIONAL TRANSPORTATION PLANNING WORK PROGRAM (TPWP)

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Updated May 22, 2014

Prepared by  
Upper Explorerland Regional Planning Commission  
Transportation Policy Board  
(RPA 1)

For the  
Iowa Department of Transportation

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## **Section I: Description of the TPWP Development Process**

Upper Explorerland Regional Planning Commission (UERPC) serves as the Regional Planning Affiliate (RPA 1) for the counties of Allamakee, Clayton, Fayette, Howard and Winneshiek in Northeast Iowa. In this capacity, RPA 1 is responsible for ensuring that transportation planning and activities are carried out in a manner consistent with federal transportation legislation or reauthorization, with guidance from the Iowa DOT. The Transportation Planning Work Program (TPWP) is documentation of the planning and technical assistance activities that RPA 1 intends to carry out in this region in fiscal year 2015. The TPWP will identify specific work elements as they pertain to administration, transportation improvement programming, long and short range planning, and technical support. In addition, budgetary requirements and funding sources are addressed in detail.

The TPWP is thoroughly reviewed by the Policy Board and Tech Committee and is posted on the UERPC website for public review. Prior to final submission, the TPWP is on the Policy Board's agenda for discussion and comment. These meetings are open to the public and notice is provided through online postings and physical postings in both Postville and Decorah. The agenda is also sent to various media outlets throughout the region.

## **Section II: Policy Board and Committee Lists**

RPA 1 is fortunate to have a fully engaged Policy Board with representation from each of the five counties and the two communities within the region with populations over 5000, Decorah and Oelwein. Supporting the Policy Board are three committees whose memberships represent expertise and/or passion for the tasks undertaken and assigned. The Technical Committee, which consists of the five county engineers and two additional members that represent the street departments from Decorah and Oelwein, serves as the Policy Board's technical advisory group. The **Technical Committee** initiates, reviews and recommends regional transportation programming to the Policy Board. The **Transportation Enhancement Committee** consists of the five county conservation directors and other regional stakeholders with interest in transportation alternatives. The **Public Transportation Advisory Group (TAG)** works to build an improved passenger transportation system for regional residents who do not have access to personal transportation options. This group consists of local transit representatives, private transportation providers, human service providers and others concerned about transportation for non-drivers. The TAG has incorporated the former **Job Access Mobility Institute Team** and has broadened the committee's focus to include a commuter transportation system for the region.

**Transportation Policy Board**

NAME	TITLE	COUNTY/CITY/AGENCY
*Larry Schellhammer	County Supervisor	Allamakee
Larry Gibbs	County Supervisor	Clayton
Vicki Rowland	County Supervisor	Fayette
Jan McGovern	County Supervisor	Howard
Dennis Karlsbrotten	County Supervisor	Winneshiek
Don Arendt	Mayor	City of Decorah
Jason Manus	Mayor	City of Oelwein
Non-voting and ex-officio members:		
Krista Rostad	District 2 Planner	IDOT
Karla Organist	Dept. Head, Transportation Planning	UERPC

\*Chairperson

**Transportation Technical Committee**

NAME	TITLE	COUNTY/CITY/AGENCY
*Brian Ridenour	County Engineer	Allamakee
Rafe Koopman	County Engineer	Clayton
Al Miller	County Engineer	Fayette
Nick Rissman	County Engineer	Howard
Lee Bjerke	County Engineer	Winneshiek
Lindsay Erdman	Engineer	City of Decorah
Tom Stewart	City Supervisor	City of Oelwein
Non-voting and ex-officio members:		
Krista Rostad	District 2 Planner	IDOT
Karla Organist	Dept. Head, Transportation Planning	UERPC

\*Chairperson

**Transportation Enhancement Committee**

NAME	TITLE	COUNTY/CITY/AGENCY
Jim Janett	Director	Allamakee Co. Conservation
Laura Olson	Director	Allamakee Co. Tourism and Ec. Dev.
Bruce Palmborg	Resident	City of Lansing
Tim Engelhardt	Director	Clayton Co. Conservation
Dean Hilgerson	City Manager	City of Marquette, Clayton County
Darla Kelchen	Director	Clayton Co. Econ. Dev.
*Rod Marlatt	Director	Fayette Co. Conservation
Robin Bostrom	Director	Turkey River Recreation Corridor
Durango Stegall	Director	Oelwein Park and Rec. Dept.
Harold Chapman	Director	Howard Co. Conservation
Elaine Govern	Resident	City of Riceville
Darrel Knecht	Director	Howard Co. Emergency Mgmt
Barb Schroeder	Director	Winneshiek Co. Conservation
Randy Uhl	Director	Winneshiek Co. Economic Dev.
Chad Bird	City Manager	City of Decorah, Winneshiek County
Non-voting and ex-officio members:		
Lora Friest	Director	NEI RC&D

\*Chairperson

**Public Transportation Advisory Group**

<b>NAME</b>	<b>TITLE</b>	<b>COUNTY/CITY/AGENCY</b>
Heather Homewood	Director	Allamakee County Veterans Affairs
Jean Gage	CPC Administrator	Clayton County
Roger Thomas	Director, and State Legislator	Elkader Dev Corp & Main Street Elkader
Lydia Debes	NE Iowa Program Supervisor	Families First Counseling
Carol Kuene	CPC Administrator	Fayette County
Rachel Jaster	Employment Services QIDP	G & G Living Centers
Katie Angell	Coordinator of Transitional Housing	Helping Services of Northeast Iowa
Chalsea Carroll	CPC Administrator	Howard County
Spiff Slifka	Development Coordinator	Howard County Business and Tourism
Lori Matter	Director of Facility Support Services	Howard County Residential Care Facility
Deanne (Dee) Hosak	Executive Director	Howard County Veterans Affairs
Lynda Springer	IM Supervisor	Iowa Department of Human Services
Sherry Buchheit	Promise Jobs Case Manager	Iowa Workforce Development
Fern Rissman	WIA Director	IowaWORKS
Stratis Giannakouros	Assistant Director, Center for Sustainable Communities	Luther College
Earl Henry	Transportation Director	NEI Community Action - Regional Transit
Jenna Sutton	Mobility Manager	NEI Community Action - Regional Transit
Greg Zars	Director	Northeast Iowa Area Agency on Aging
Troy Vande Lune	Assistant Director of Student Life, Diversity and Leadership	Northeast Iowa Community College
Shanna Hale	Director of Community Based Services	Opportunity Homes
Karla Organist	Transportation/Community Planner	Upper Explorerland RPC
Amy Tucker	Director of Student Activities	Upper Iowa University

**Section III: Description of Work Elements**

***Administration***

 **Transportation Planning Work Program (TPWP)**

- **TASK OBJECTIVE:**  
Identify expected RPA 1 activities and determine the associated costs for those activities for the coming fiscal year and prepare the FY2016 TPWP document.
- **PREVIOUS WORK:**  
Prepared Draft and Final versions of the 2015 TPWP, with revisions as requested.
- **PROJECT DESCRIPTION:**  
UERPC transportation planning staff identifies activities necessary to carry out RPA 1 duties and responsibilities for the coming FY and develops a corresponding budget. In addition, board, committee and public input is collected and incorporated. Staff also works with the Policy Board to obtain approval of TPWP through resolution.
- **PRODUCT:**  
Draft TPWP submitted April 1, and Final TPWP submitted June 1.
- **BUDGET:**

	<b>Staff Hours:</b>	<b>Cost:</b>	<b>Funding Source:</b>	<b>Amount:</b>
Personnel	57	\$2,010	FHWA-STP	\$744
Direct Expense	-	\$0	FHWA-SPR	\$658
Indirect Expense	-	\$565	FTA-5311	\$658
<b>Total:</b>	57	\$2,575	Local-UERPC	\$515

 **Administration of overall RPA 1 activities**

- **TASK OBJECTIVES:**  
Provide ongoing management, administrative duties and financial record keeping for RPA 1 transportation and transportation related activities.
- **PREVIOUS WORK:**  
Ongoing support of board and committees, attend RPA meetings and complete DOT reporting.
- **PROJECT DESCRIPTION:**  
UERPC transportation planning and finance staff will provide office and administrative support to the Policy Board and Transportation Committees. In addition, financial and activity records are maintained and monitored as needed and/or required. Staff attend RPA and other DOT-sponsored meetings. As available and appropriate, staff may attend conferences and trainings that build the necessary knowledge and capacity to support transportation work in the region.

- **PRODUCT:**  
Products vary, but include: meeting agendas and minutes, press releases and notifications, DOT quarterly reporting (due Oct, 2014 and Jan, April, July, 2015), invoices and other financial documentation as required or requested.

- **BUDGET:**

	<b>Staff Hours:</b>	<b>Cost:</b>	<b>Funding Source:</b>	<b>Amount:</b>
Personnel	767	\$23,580	FHWA-STP	\$8,295
Direct Expense	-	\$1,165	FHWA-SPR	\$8,407
Indirect Expense	-	\$6,642	FTA-5311	\$8,407
<b>Total:</b>	<b>767</b>	<b>\$31,387</b>	<b>Local-UERPC</b>	<b>\$6,278</b>

 **Equipment and Supplies**

- **TASK OBJECTIVE:**  
Ensure that computer hardware, software and other equipment and supplies fulfill the needs of staff in carrying out the functions detailed in this document (TPWP).
- **PREVIOUS WORK:**  
Handheld GPS and other necessary supplies were purchased as needed.
- **PROJECT DESCRIPTION:**  
In addition to office supplies, UERPC expects to maintain GIS software, purchasing upgrades as needed. A laptop is a probable purchase. No further equipment purchases are anticipated, but the possibility exists should any current device fail.
- **PRODUCT:**  
UERPC will maintain up-to-date software and sufficient supplies and equipment to carry out RPA 1 duties.

- **BUDGET:**

	<b>Staff Hours:</b>	<b>Cost:</b>	<b>Funding Source:</b>	<b>Amount:</b>
Personnel	0	\$0	FHWA-STP	\$1,200
Direct Expense	-	\$1,500	FHWA-SPR	
Indirect Expense	-	\$0	FTA-5311	
<b>Total:</b>	<b>0</b>	<b>\$1,500</b>	<b>Local-UERPC</b>	<b>\$300</b>

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

- **TASK OBJECTIVE:**  
Develop a prioritized list of federal aid projects that distributes funds to vital projects within the region through an open, consistent and fiscally constrained process.

- **PREVIOUS WORK:**  
UERPC staff managed the development process and ongoing oversight of the FFY 2015-2018 TIP.
  
- **PROJECT DESCRIPTION:**  
UERPC transportation planning staff works with the Policy Board and its committees to produce a four-year fiscally constrained plan that identifies the use of federal funds for highway, bridge, enhancement and transit projects. Specific tasks include:
  - Management of the application process for highway and transportation alternatives funds.
  - Coordinate the project selection process, ensuring adequate opportunity for public participation.
  - Maintain and reconcile financial spreadsheets, both DOT and local project tracking
  - Prepare the FY 2016-2019 TIP for approval and submission to the Iowa DOT.
  - Facilitate the procedure for approving revisions and amendments to the TIP.
  - Update TPMS as required.
  
- **PRODUCT:**  
Draft TIP submitted by June 15, Final TIP submitted by July 15. Other final products will include: project applications; minutes, agendas and public notices for TIP amendments; documentation of public engagement, updates to TPMS (modifications and amendments completed as necessary) and local project tracking spreadsheets.

- **BUDGET:**

	<b>Staff Hours:</b>	<b>Cost:</b>	<b>Funding Source:</b>	<b>Amount:</b>
Personnel	208	\$6,360	FHWA-STP	\$2,480
Direct Expense	-	\$430	FHWA-SPR	\$2,192
Indirect Expense	-	\$1,790	FTA-5311	\$2,192
<b>Total:</b>	208	\$8,580	Local-UERPC	\$1,716

### ***Transportation Planning***

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

- **TASK OBJECTIVE:**  
The goals of the public participation plan are to (1) inform and educate the public about transportation planning and activities within the region and (2) engage the public in a meaningful way throughout the decision-making process.
  
- **PREVIOUS WORK:**  
Reviewed and updated (as necessary) the Public Participation Plan and carried out public notifications and participation as required by the plan. Held public hearings and public input meetings during the development of the TIP and Long Range

Transportation Plan. Created and conducted surveys to collect input on various transportation planning efforts. Expanded educational efforts through speaking engagements as opportunities arose.

- **PROJECT DESCRIPTION:**  
UERPC transportation planning staff, in coordination with the Policy Board, will monitor the current Public Participation Plan. In addition, efforts to educate and engage the public in the decision-making process will continue through public hearings and meetings, speaking opportunities, online tools and surveys.
- **PRODUCT:**  
Adherence to the Public Participation Plan. Documentation and fulfillment of the goals and activities outlined within will ensure an open and compliant process in the region’s transportation decision-making.

- **BUDGET:**

	<b>Staff Hours:</b>	<b>Cost:</b>	<b>Funding Source:</b>	<b>Amount:</b>
Personnel	27	\$1,270	FHWA-STP	\$454
Direct Expense	-		FHWA-SPR	\$423
Indirect Expense	-	\$355	FTA-5311	\$423
<b>Total:</b>	27	\$1,625	Local-UERPC	\$325

 **Passenger Transportation Plan (PTP)**

- **TASK OBJECTIVE:**  
To develop plans and strategies to address the transportation needs of the region’s non-driving population.
- **PREVIOUS WORK:**  
Convened quarterly meetings of the Public Transportation Advisory Group (TAG); conducted survey of employers and employees regarding image and commuter routes for pilot projects; worked closely with Mobility Manager and Director of Regional Transit on the planning and development of improved passenger transportation.
- **PROJECT DESCRIPTION:**  
UERPC transportation planning staff coordinates quarterly TAG meetings and assists NEICAC Transit as needed to develop new products and services. A full update to the Passenger Transportation Plan is due this year.
- **PRODUCT:**  
Full update to the Passenger Transportation Plan completed. Agendas and minutes of TAG meetings submitted to DOT.

- BUDGET:

	Staff Hours:	Cost:	Funding Source:	Amount:
Personnel	135	\$6,360	FHWA-STP	\$2,282
Direct Expense	-		FHWA-SPR	\$2,119
Indirect Expense	-	\$1,790	FTA-5311	\$2,119
<b>Total:</b>	135	\$8,150	Local-UERPC	\$1,630

-  Long Range Transportation Plan (LRTP)

- TASK OBJECTIVE:

Support the Policy Board and its committees to achieve the goals as identified in the Long Range Transportation Plan. Ensure that the document is used as a guiding instrument by the Board and its committees as they consider projects and activities to improve all modes of transportation within the region.

- PREVIOUS WORK:

UERPC planners completed the 2035 Long Range Transportation Plan document. Plan was presented to the public, and approved by the Policy Board, the DOT and FHWA.

- PROJECT DESCRIPTION:

UERPC transportation planning staff, along with the Policy Board and its committees, will use the document to guide project and activity decisions. UERPC staff will ensure that the plan is available to the public and utilized by regional stakeholders. Presentations to various stakeholder groups about the contents of the plan will be offered and letters of support for regional projects that support the goals of the plan will be provided as requested.

- PRODUCT:

A living document that guides the regional transportation planning and project selections. Guidance to the Policy board, its committees, regional stakeholders and the public.

- BUDGET:

	Staff Hours:	Cost:	Funding Source:	Amount:
Personnel	41	\$1,910	FHWA-STP	\$686
Direct Expense	-		FHWA-SPR	\$637
Indirect Expense	-	\$540	FTA-5311	\$637
<b>Total:</b>	41	\$2,450	Local-UERPC	\$490

 State and Regional Planning Initiatives

- **TASK OBJECTIVE:**  
To engage in state and regional transportation-related initiatives which complement the region’s long range transportation goals and bring new partnerships, knowledge and resources to the area.
  
- **PREVIOUS WORK:**  
Previous work includes comprehensive planning in the region, Northeast Iowa Food & Fitness Initiative (Safe Routes to School – Active Living/Transportation Committee), Mississippi River Partnership, Turkey River Recreation Corridor, Bike and Ped Committee, various trail groups and economic development initiatives.
  
- **PROJECT DESCRIPTION:**  
UERPC transportation planning staff will continue to engage in the initiatives listed above and be open to participating in new initiatives as they relate to transportation in the region. The creation of a regional safety stakeholders group could be considered and UERPC will participate as requested. RPA 1 will be a major participant in the upcoming technical assistance project provided by the CTAA, funded by the USDA, to the Transit Agency to develop new transportation services that will strengthen the public transit infrastructure in the area.
  
- **PRODUCT:**  
The ongoing development of state and regional partnerships and resources that will strengthen and enhance transportation efforts in the area.
  
- **BUDGET:**

	<b>Staff Hours:</b>	<b>Cost:</b>	<b>Funding Source:</b>	<b>Amount:</b>
Personnel	213	\$3,180	FHWA-STP	\$1,348
Direct Expense	-	\$215	FHWA-SPR	\$1,042
Indirect Expense	-	\$895	FTA-5311	\$1,042
<b>Total:</b>		\$4,290	Local-UERPC	\$858

***Technical Assistance***

- **TASK OBJECTIVE:**  
To serve as the regional point of contact and resource for transportation and transportation-related issues, activities and questions.
  
- **PREVIOUS WORK:**  
Assisted communities, governmental and public service agencies, regional advocacy committees and citizens with transportation research, regional data collection, general transportation questions and grant support.

- **PROJECT DESCRIPTION:**

UERPC transportation planning staff continues to fulfill the region’s role as transportation resource by providing ongoing assistance as requested from communities, agencies, committees and citizens. In addition, UERPC maintains regional transportation data and provides project development assistance. Staff will be providing significant technical assistance to Transit as they bring on a new Mobility Manager, begin the pilot commuter route and implement the new marketing plan.

- **BUDGET:**

	<b>Staff Hours:</b>	<b>Cost:</b>	<b>Funding Source:</b>	<b>Amount:</b>
Personnel	872	\$27,955	FHWA-STP	\$10,511
Direct Expense	-	\$565	FHWA-SPR	\$9,301
Indirect Expense	-	\$7,871	FTA-5311	\$9,301
<b>Total:</b>	872	\$36,391	Local-UERPC	\$7,278

**Section IV: Budget Summary and Funding Sources**

Work Element:	Federal Funds			Local UERPC Match	TOTALS:
	FHWA-STP New	FHWA-SPR New	FTA-5311 New		
Administration	\$10,239	\$9,065	\$9,065	\$7,093	\$35,462
Transportation Improvement Program (TIP)	\$2,480	\$2,192	\$2,192	\$1,716	\$8,580
Transportation Planning	\$4,770	\$4,221	\$4,221	\$3,303	\$16,515
Technical Assistance	\$10,511	\$9,301	\$9,301	\$7,278	\$36,391
<b>TOTALS:</b>	<b>\$28,000</b>	<b>\$24,779</b>	<b>\$24,779</b>	<b>\$19,390</b>	<b>\$96,948</b>

\*Formula rounding may cause \$1 variances in budget tables

**Section V: Resolution/Board Approval**

UPPER EXPLORERLAND REGIONAL PLANNING COMMISSION  
REGION 1 REGIONAL PLANNING AFFILIATION (RPA 1)  
RESOLUTION 2014 - 02

RESOLUTION TO APPROVE  
THE FY 2015 REGIONAL TRANSPORTATION PLANNING WORK PROGRAM

WHEREAS, the Upper Explorerland (RPA 1) Transportation Policy Board has reviewed the final version of the Regional Transportation Planning Work Program (TPWP) for fiscal year 2015; and

WHEREAS, RPA 1 has programmed Federal Highway Administration (FHWA) Surface Transportation Program (STP) funds, FHWA State Planning and Research (SPR) funds, Federal Transit Administration (FTA) non-urbanized area (5311) funds and local funds for the purposes of transportation planning and related activities as outlined in the TPWP;

BE IT RESOLVED that the Transportation Planning Work Program is approved by the Upper Explorerland Transportation Policy Board.

Adopted this 22nd day of May, 2014

Signed:   
Larry Schellhammer, Chair  
Upper Explorerland Transportation Policy Board

Date: 5-22-14

Attest:   
Karla Organist, Program Manager  
Upper Explorerland Regional Planning Commission

Date: 5-22-14

## **Section VI: Additional Required Items**

### ***Cost Allocation Methodology***

Effective July 1, 2014

The Cost Allocation Plan of Upper Explorerland Regional Planning Commission (hereinafter referred to as the Planning Commission) has been established as a means of providing an adequate and equitable allocation of costs to the programs administered by the Planning Commission. The allocation of costs is performed on a monthly basis. Formal accounting records are maintained to support the cost allocation plan set forth below. For effective cost allocating, programs with administrative dollars equal to or less than \$2,500 will not be included as part of the allocation plan outlined below. Rather, these fees will be deemed "technical assistance" and will follow the guidelines established for technical assistance fees of the Planning Commission.

### **Salaries**

Semi-monthly, employees of the Planning Commission will be required to submit to the Finance Manager a time record documenting the number of hours worked in the individual grant/program areas. Gross salaries will be distributed and posted to each grant/program area according to timesheet percentages.

*Administrative Salaries* will determine the basis of the direct salary percentage and will be used to distribute costs as described in the "Indirect Costs" section of this plan. For purposes of this plan, administrative staff salaries are derived from those employees in direct control of a grant/program including but not limited to the salaries of the director and those employees in a supervisory capacity.

*Pool Salaries* are defined as those salaries chargeable to more than one grant/program area. For purposes of this plan, pool salaries will include but are not limited to the hours worked by Planning Commission support staff. The director will report "pool hours" as deemed necessary. The Planning Commission will distribute "pool salaries" to the various grant/program areas according to the direct salary percentage determined above.

### **Fringe Benefits**

The Planning Commission has a formal written policy regarding the fringe benefits provided to its employees.

The cost of employer contributions to social security, Medicare and the Planning Commission's retirement plan are distributed based on the total payroll percentages calculated in any given month for the various grant/program areas. Employer contributions to health and life insurance premiums are also distributed in accordance with total payroll percentages.

Leave costs, including annual leave, sick leave, holidays, and compensatory time will be distributed monthly to the grant/program areas according to each individual employee's time record percentages. Formal leave records are maintained for each employee of the Planning Commission.

Additional benefits provided by the Planning Commission, including but not limited to workman's compensation, self-funding reserves, and unemployment insurance, will be distributed as an indirect cost (see below) provided the costs for these benefits are reasonable and are allowable.

### Indirect Costs

Indirect costs (hereby referred to as allocated costs) are defined as those costs incurred that benefit more than one grant/program area and cannot be directly assigned to one specific grant/program area. To allow for equitable distribution, allocated costs will be distributed according to the direct salary percentage as determined above (see also footnote<sup>1</sup> below). Allocated costs will include but are not limited to capital improvements, dues & subscriptions, equipment leases, janitorial, maintenance & repair, miscellaneous, office insurance, office supplies, printing & reproduction, postage, professional services, service contracts, telephone, travel, and utilities.

<sup>1</sup>To maintain reasonable and fair distribution of indirect costs such as janitorial and utilities, the floor plan and square footage ratios of the office building(s) will be reviewed no less than bi-annually and changes to the indirect cost method in place will be made as deemed necessary to accommodate equitable cost sharing.

### Direct Costs

Direct costs are defined as costs incurred that can be specifically identified with a particular grant/program area. These costs may be identified using square footage methodology, usage records, direct program approved costs, and other methods as allowable for direct cost distribution. Direct costs will include but are not limited to advertising, car replacement, conference fees/training, consulting fees, contracted services, depreciation, dues & subscriptions, equipment purchases\*, maintenance agreements, office rent, office supplies, postage, printing & reproduction, professional services, and travel & per diem.

\* Equipment and other capital expenditures will be allowable as a direct cost provided that specific approval of such expenditures has been granted by the grant/program area and equipment is purchased in accordance with the Planning Commission's procurement policy.

The Cost Allocation Plan of Upper Explorerland Regional Planning Commission will be reviewed on a regular basis but no less than annually to determine that a fair and reasonable allocation of expenses is maintained and that such expenses are allowable in accordance with the provisions of each grant/program contract. The Cost Allocation Plan will be presented annually to the Board of Commissioners and submitted to the Planning Commission's cognizant agency as required.



Serving Allamakee, Clayton, Fayette, Howard and Winneshiek Counties  
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[www.uerpc.org](http://www.uerpc.org)

**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 April 18, 2013 to establish cost allocations or billings for **July 1, 2014 to June 30, 2015** 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.

Leon Griebenow  
 Signature

Leon Griebenow  
 Print Name

UERPC Board Chair  
 Title

Upper Explorerland RPC  
 Name of Organization

01/16/2014  
 Date Signed



Serving Allamakee, Clayton, Fayette, Howard and Winneshiek Counties  
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**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 dated April 18, 2013 to establish billing or final indirect costs rates for **July 1, 2014 to June 30, 2015** 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.

  
 \_\_\_\_\_  
 Signature

Leon Griebenow  
 \_\_\_\_\_  
 Print Name  
 UERPC Board Chair  
 \_\_\_\_\_  
 Title  
 Upper Explorerland RPC  
 \_\_\_\_\_  
 Name of Organization

01/16/2014  
 \_\_\_\_\_  
 Date Signed