REGION XII
TRANSPORTATION PLANNING AFFILIATION

FY 2014 TRANSPORTATION PLANNING WORK PROGRAM

Final - Approved May 9, 2013

REGION XII
COUNCIL OF GOVERNMENTS

Region XII Council of Governments Policy Council

AUDUBON COUNTY

Duane Deist, County Supervisor
Jay Dee Mendenhall, Retired

Gary VanAernam, County Supervisor
Gene Karstens, Conservation Board Member

CARROLL COUNTY

Marty Danzer, County Supervisor, Chair
Neil Bock, County Supervisor

Dan Nieland, County Supevisor
Cindy Fay, Banker

CRAWFORD COUNTY

Eric Skoog, County Supervisor, Vice Chair
Loren Schultz, Retired, Former Denison Mayor

Rachel Desy, CDC, Denison
Jane Smith, City Clerk, City of Schleswig

GREENE COUNTY

Guy Richardson, County Supervisor, Treasurer
John Muir, County Supervisor

Jane Heun, County Auditor
Amy Milligan, Banker

GUTHRIE COUNTY

Jerry Caraher, County Supervisor, Secretary
Curt Thornberry, Resident

Jerri Christman, County Auditor
Luann Waldo, Publisher

SAC COUNTY

Ranell Drake, County Supervisor
Morris Boeckman, Resident

Elaine Rex, Resident
Joan Godbersen, City of Odebolt

Region XII Technical Advisory Committee

Josh Sebern, Guthrie County Engineer, Chair
Randy Krauel, City of Carroll Public Works Director, Vice Chair
Paul Assman, Crawford County Engineer
Terry Crawford, Denison City Administrator
Tom Feldman, Western Iowa Transit Director
Ron Haden, Sac County Engineer
Dave Paulson, Carroll County Engineer
Mitch Rydl, Audubon County Engineer
Wade Weiss, Greene County Engineer
Mark Bechtel, FTA, Ex-Officio
Dakin Schultz, IDOT District 3 Planner, Ex-Officio
Tracy Troutner, FHWA, Ex-Officio

Region XII Council of Governments Staff

Richard T. Hunsaker, Executive Director
Joe Behrens, Local Assistance Director
Chris Whitaker, Transportation Planner

INTRODUCTION

The Transportation Planning Work Program (TPWP) serves as an outline of the activities Region XII Council of Governments (Region XII COG) will be performing for transportation planning purposes in the Region XII Regional Planning Affiliation service area. This TPWP contains an overview of the Region XII COG area, discusses the planning agency structure, identifies issues to be addressed by the planning process, and describes the transportation planning activities, schedules and documents that will be completed during FY2014 (July 1, 2013 - June 30, 2014).

Transportation Planning Work Program Development
The TPWP has been developed by the Region XII COG staff with input from the Region XII Technical Advisory Committee, the Region XII Transit Roundtable Committee and the Region XII Bike-Ped Roundtable. Each committee discusses and suggests special transportation planning projects to be considered for inclusion in the annual TPWP. A public hearing is held during a Region XII Policy Council meeting to obtain public comments on the TPWP before the plan is adopted.

MAP-21
Moving Ahead for Progress in the 21st Century, known as MAP-21, was signed into law July 6, 2012 (Public Law 112-141). MAP-21 extended SAFETEA-LU for the final 3 months of FY 2012 and authorizes surface transportation programs with program restricting for FY 2013 and 2014.

The Region XII COG Service Area
The Region XII COG service area covers approximately 3,456 square miles and includes Audubon, Carroll, Crawford, Greene, Guthrie, and Sac Counties in Iowa. The 2010 US Census reported the Region's total population as 74,671 residents. The 2010 regional population decreased by 3,770 residents (4.8%) since 2000. The region contains 56 municipalities, with nearly 25% of the area's total population residing within the region's two largest communities, Carroll in Carroll County and Denison in Crawford County.   For transportation planning purposes, these two cities are both considered an "urban area" in that they each have a population exceeding 5,000 persons. See Figure 1 for a breakdown of the RPA's population by county and city.   The region's small urban communities and rural towns primarily serve as agricultural service centers and retail trade centers, but related small scale manufacturing activity is also found in many of these centers. Carroll serves as the US Economic Development Administration's designated regional economic development center and has a large retail trade area.   While still maintaining a primary reliance on agriculture, the region's economy is diversified, sporting such companies as Farmland, Pella Corporation, Goodrich, ET Video, Farner-Bocken, AMVC, American Home Shield, Amanco, Scranton Manufacturing, Spaulding, Conner Athletic, Evapco, Tyson, Brokers International, and Agri-Drain.

Transportation Planning Within the Region

Region XII COG is the transportation planning authority in the region as designated by the boards of supervisors of the six counties located within its boundaries. Region XII COG was formed in 1973 by its member counties through the joint exercise of powers provision in Chapter 28E of the Code of Iowa. Aside from transportation planning, Region XII COG provides technical and professional support services to the governments in the region, and administers numerous workforce programs, the Western Iowa Transit System, various housing initiatives, the Housing Trust Fund through Council of Governments Housing, Inc., the Iowa Waste Exchange and the Region XII Development Corporation business loan funds.

Region XII COG Agency Structure and Policy

As the RPA, Region XII COG has come to be recognized as an ideal vehicle for addressing planning issues that require a regional perspective. Region XII COG offices are centrally located in Carroll which allows easy access to and from its client communities and counties. Cities and counties benefit from Region XII COG staff assistance in their efforts to promote community and economic development, improve the Region's housing stock and environment, provide affordable and efficient transit services, provide job training services, and, to meet the transportation needs of the six county area.

FIGURE 1: REGION XII 2010 POPULATION

Audubon County   6,119
- Audubon 2,176
- Brayton..................... 128
- Exira.......................... 840
- Gray 63
- Kimballton................. 322
- Rural 2,590

Carroll County   20,816
- Arcadia 484
- Breda......................... 483
- Carroll.................. 10,103
- Coon Rapids 1,305
- Dedham..................... 266
- Glidden 1,146
- Halbur 246
- Lanesboro 121
- Lidderdale 180
- Manning.................. 1,500
- Ralston 79
- Templeton.................. 362
- Willey 88
- Rural 4,453

Crawford County   17,096
- Arion 108
- Aspinwall 40
- Buck Grove.................. 43
- Charter Oak............... 502
- Deloit........................ 264
- Denison 8,298
- Dow City 510
- Kiron 279
- Manilla...................... 776
- Ricketts..................... 145
- Schleswig.................. 882
- Vail............................ 436
- Westside 299
- Rural 4,514

Greene County   9,336
- Churdan 386
- Dana............................ 71
- Grand Junction 824
- Jefferson 4,345
- Paton......................... 236
- Rippey 292
- Scranton 557
- Rural...................... 2,625

Guthrie County   10,954
- Bagley 303
- Bayard 471
- Casey......................... 426
- Guthrie Center 1,569
- Jamaica..................... 224
- Menlo 353
- Panora 1,124
- Stuart 1,648
- Yale 246
- Rural...................... 4,590

Sac County   10,350
- Auburn...................... 322
- Early 557
- Lake View 1,142
- Lytton........................ 315
- Nemaha 85
- Odebolt................... 1,013
- Sac City.................. 2,220
- Schaller..................... 772
- Wall Lake 819
- Rural...................... 3,105

Gained Population between 2000 and 2010

Region XII RPA 74,671
Source: 2010 US Census

Staff

The Region XII COG's professional staff is available to aid local officials and concerned citizens in implementing various community improvement programs and in making the Region a better place in which to live. Staff members strongly encourage and promote the advantages of regional cooperation and coordination. The Region XII COG transportation planning staff comprises the Executive Director, the Local Assistance Director, a Transportation Planner II, a Regional Planner and the Transit Director. In addition, agency management may at times direct additional staff support to insure timely completion of transportation-related tasks.

Duties

The Executive Director is responsible for the overall management and development of transportation activities related to transportation planning, its processes, and work products. The Executive Director is also the agency's Chief Executive Officer and is responsible for overseeing the operations of the entire agency, serving as its decision-maker and policy coordinator. The Executive Director sees to the coordination between transit and transportation activities and ensures cohesiveness in order to develop a positive approach to the Region XII COG transportation planning initiative. The Local Assistance Director will supervise the day to day transportation planning process. The Transportation Planner is responsible for data collection and development of work products related to transportation planning and the transit planning process. The Transportation Planner will be the lead contact for transportation-related projects. The Regional Planner will assist with data collection and other planning-related projects. The Transit Director is responsible for the overall operations and management of Western Iowa Transit.

Region XII Policy Committee

The Region XII COG Policy Council has appointed itself as the RPA Policy Committee responsible for establishing local policy and transportation planning activities. The Policy Committee will conduct business during Policy Council meetings or Executive Board meetings. The Policy Committee comprises four (4) appointed representatives from each member county as well as ex-officio memberships from the Iowa Department of Transportation (IDOT), the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). Three members from each county are appointed by the boards of supervisors of the six counties, while the remaining member from each county is appointed by the Policy Council's Executive Board to maintain diversity among the Committee's members. The Executive Board consists of one (1) county supervisor from each member county who is also one of the three county-appointed Policy Council members.

Technical Advisory Committee

The RPA XII Technical Advisory Committee (TAC) was established by the Policy Committee and consists of one (1) representative from each member county, one (1) member each from the cities of Carroll and Denison, and one (1) representative from

Western Iowa Transit. The TAC also has ex-officio members representing IDOT, FHWA and FTA.

Transit Roundtable XII Committee
An outcome of the 2006 Mobility Action Workshop was the development of a new advisory group to discuss transit coordination and need for services. The Transit Roundtable XII Committee (TR XII) is made of up transit providers and users from across the region. TR XII is charged with the oversight of the Region XII Passenger Transportation Development Plan as well as ways to increase coordination among providers and improve service for riders.

Region XII Bike-Ped Roundtable
The Region XII Bike-Ped Roundtable was organized in 2011. The Roundtable will focus on long-range trail planning, trail development, trail maintenance, bicycle and pedestrian facilities, and promotion of walking and biking activities. The Region XII Bike-Ped Roundtable is composed of the six (6) county conservation directors, local government officials, trail advocates and developers, trail users, ex-officio members from IDOT, FHWA, and neighboring RPAs, and a representative from the City of Perry.

County Transportation Stakeholder Committees
The County Transportation Stakeholder Committees are composed of the county's representative(s) to the RPA XII TAC, a representative of the board of supervisors, and representatives from any groups interested in having a voice on the committee. Typically, these are transportation enhancement interests, small cities, aviation, significant employers, scenic by-way organizations, shippers, development officials, and like organizations. Private individuals are also invited to participate. Ex-officio representation is extended to the transit authority and IDOT. A list of involved organizations can be found in the document outlining the RPA's Public Participation Process.

Region XII COG transportation planning staff will facilitate the RPA XII Policy Committee, TAC, TR XII, Bike-Ped Roundtable and county meetings and offer assistance and recommendations throughout the regional planning process.

Overview of the TPWP
This introductory section of the TPWP is intended to familiarize the reader with the purpose of the TPWP, the extent and composition of the planning region, the responsible parties for Region XII COG's transportation planning, the decision-making network affecting transportation, and the structure and organization of the area-wide transportation agencies.

Section I outlines the planning functions Region XII COG will assume as the designated RPA. Included in this section is a description of the transportation issues

to be addressed, the agency's planning activities, schedules, and the resulting end products.

Section II reviews the personnel involved in the agency's transportation planning tasks. Also included in this section is the Fiscal Year 2014 Region XII COG transportation budget including staff time, direct and indirect costs, and funding sources. Estimated quarterly expenditures are also discussed.

SECTION I: TRANSPORTATION TASKS

A.   RPA ORGANIZATION

Policy Committee
The Region XII Policy Committee will be responsible for establishing and setting policy for the entire region's transportation network objectives. The Policy Committee or its Executive Board will approve all planning elements prior to submittal to IDOT. The Executive Board meets monthly and will be responsible for the month-to-month oversight and decision-making associated with the transportation planning process.

Technical Advisory Committee (TAC)
The Region XII Technical Advisory Committee will provide data and technical assistance necessary for the maintenance of the Public Participation Process (PPP), the development of the Transportation Planning Work Program (TPWP), the Long-Range Transportation Plan (LRTP), the Regional Transportation Improvement Program (TIP), the Passenger Transportation Plan (PTP), and all other planning documents that may be produced. The TAC will serve as the advisory board guiding the month-to-month implementation of the transportation planning process.

Region XII Council of Governments
Region XII COG will function as the RPA for the development and maintenance of an extensive LRTP, as directed by member constituents throughout the entire planning process. Periodic updates of the LRTP will be completed in order to maintain a current and responsive plan.

Region XII COG, as staff support, will be the coordinating body responsible for the submission of various transportation documents for the IDOT and public distribution. Region XII COG will work with and under the guidance of the region's Policy and Technical Advisory Committees. Public involvement will be encouraged and sought throughout the planning and development of the region's transportation plans and programs. Area citizens will be provided the opportunity to comment on every aspect of the transportation planning process through planning meetings, public hearings, and individual correspondence. Region XII COG will facilitate the development of all planning elements for the region.

B.   PLANNING PROCESS: NARRATIVE DESCRIPTION, OBJECTIVES and END PRODUCTS

Administration
Administration will be conducted by the professional staff of the Region XII COG who are recognized as being extensively involved in a wide range of planning activities for the Region XII area and its citizenry. This long-standing tradition of regional and

community involvement will enable Region XII COG to continue as the vehicle for progressive planning and improvement for the entire region.

Transportation Planning Work Program (TPWP)

Objective:
The TPWP will be updated annually and will serve as the guide by which the RPA will carry out transportation planning activities.

Previous Accomplishments:
To complete this document, the RPA will incorporate lessons learned from the previous year and add components as federal or state legislation dictates.

Description and End Product:
Region XII COG will see to the drafting of the document and its review by the public. The document will be presented to the TAC for a recommendation of approval and to the Region XII Policy Council (or the COG Executive Board) for approval. From there, this document will be submitted to IDOT. The TPWP will contain descriptions of RPA boards, information about the six county area, a descriptive list of tasks, staff information, and budget documentation. The TPWP is drafted annually, typically in March.

Public Participation Process (PPP)

Objective:
The PPP contains a description of the RPA's efforts to include the public in the decision-making and planning processes related to the execution of MAP-21 in the region. MAP-21 requires public involvement throughout the planning and programming process. Region XII COG will provide citizens, affected public agencies, special interest groups, minorities, elderly, low-income, transportation agency employees, and other affected employees or parties with reasonable opportunity to comment on the proposed TPWP, LRTP, PTP and TIP for the Region XII RPA.

Previous Accomplishments:
This document was originally developed in FY1994 but continues to be updated as required.

Description and End Product:
Work performed as part of this task includes solicitation of public opinion for the various transportation planning components, general public meetings, news releases, and other methods of outreach as described in the PPP. Public involvement opportunities will be provided through planning meetings and public hearings during the preparation of the plan and program, as well as other means outlined in the Public Participation Process. When the plan and program have been completed,

copies will be made available, at no charge, for public review and comment in predetermined locations and at www.region12cog.org.

Region XII COG will continue to expand and upgrade its Public Participation Process. Comments for improvement will be solicited at county committee meetings and by other methods as outlined in the Process. The TAC and Policy Committee will be responsible for approval of any changes to the process, which will then be submitted to IDOT. Public participation will continue to be encouraged and documented.

Regional Transportation Improvement Program (TIP)

Objective:
The TIP is a spreadsheet of information containing a listing of proposed regional federal-aid projects per regional funding targets of Surface Transportation Program (STP), Transportation Alternatives, and Transit for the next four fiscal years. It may also include additional pertinent information, such as National Highway System (NHS), bridge, and various other projects which receive federal transportation funding.

Previous Accomplishments:
Region XII has prepared a TIP on an annual basis since being designated the RPA in 1995.

Description and End Product:
The TIP document will be prepared and amended as needed. This task will involve the application, dissemination, collection, and review process. County committees provide input on each of the applications which have been submitted from their county. The TAC is responsible for reviewing the applications, ranking them, and programming projects into the TIP. The TAC's programming recommendations are forwarded to the Policy Council for consideration and approval.

This program will include criteria and procedures for evaluating proposed projects in order to rate them and establish their relative priority in the TIP program. Public meetings will be held to provide the public with opportunities to comment on the projects to be included in the TIP. At least one public hearing on the TIP will be held prior to its approval by the Policy Committee and its submittal to IDOT. The TIP will identify funding sources and amounts to assure that the program of improvements is fiscally possible. The approved TIP will be prepared in a written report and submitted to the appropriate local, state, and federal agencies, as will all subsequent amendments. The approved TIP will be made available to the public through Region XII COG and its member governmental bodies.

Long-Range Transportation Plan (LRTP)

Objective:
The LRTP is the planning document which will contain future needs, expectations, and suggestions for all modes of transportation. Included in this document will be basic data and its implications relating to the transportation system in the Region over the next 20 years. Modes of transportation covered in this document include but are not limited to: roads, rail, water, air, public transit, pedestrian, and bicycle.

Previous Accomplishments:
The Long Range Transportation Plan was originally authored by Region XII COG staff and adopted in 1998 and updated and adopted in December of 2012.

Description and End Product:
Region XII COG will assist the Policy and Technical Advisory Committees in the update and maintenance of the LRTP as needed during FY 2014.

Passenger Transportation Plan (PTP)

Objective:
The PTP is the planning document that will contain future needs and objectives for Western Iowa Transit and other passenger transportation providers in the region.

Previous Accomplishments:
Region XII coordinated a regional Mobility Action Workshop as part of the United We Ride effort in June 2006. COG staff has also drafted the Region XII PTP as part of this effort, as well as having organized the TR XII Committee.

Description and End Product:
During FY2014, Region XII COG staff will assist Western Iowa Transit staff and the TR XII Committee with a full update of the the PTP. WIT staff recognizes that one of the key ingredients of operating a successful transit system is strategic planning.

The PTP assists WIT to identify service issues and needs. In FY2014, Region XII COG staff will work to improve transit coordination efforts amongst providers and expand service routes that have been identified through previous planning efforts.

Transportation Data Collection

Objective:
Transportation data is an integral component of transportation planning and project design. Transportation data includes a wide variety of information that includes traffic counts, turning movement studies, trail counts, sign inventories and retroreflectivity measurements. This data will be utilized for planning projects,

funding recommendations and decisions, project design and compliance with federal and state guidelines.

Previous Accomplishments:

Traffic counters, trail counters and retroreflectometers have been successfully purchased that increase the data collection capacity of the counties and municipalities in the region. This data has been useful in roadway project selection by having recent traffic counts that include truck volume and speed. Trail count numbers provide accurate trail user numbers in the rural area. Retroreflectivity and sign inventory data collection assists counties and cities in the region with new MUTCD requirement compliance and the development of high-tech sign inventories.

Description and End Product:

Transportation data will be collected for traffic and trail counts, sign inventories, and retroreflectivity measurements. Equipment that may be purchased to supplement this data collection effort includes specialized traffic counters, trail counters, and other related equipment.

C. TRANSPORTATION PLANNING ACTIVITIES SCHEDULE

Planning Elements

The following planning elements will be completed during FY2014:

- ☞ IDOT-executed FY2014 contracts with Region XII COG for STP, SPR and Section 5311 funded activities
- ☞ Completed TPWP for FY2015
- ☞ Programmed funding targets for the preparation of the FY2015-FY2018 TIP
- ☞ Regional Public Participation Process updates submitted to the IDOT
- ☞ Updates to the Long Range Transportation Plan as needed
- ☞ Updated Passenger Transportation Plan
- ☞ Amendments to the FY2014-2017 TIP as needed
- ☞ Technical assistance regarding transportation projects and issues
- ☞ Public outreach and participation with highway corridor associations
- ☞ Transportation data collection

2013-2014 Project Schedule

1st Quarter   Ongoing Public Participation and Outreach Meetings
Transportation Data Collection Begins and continues as
weather dictates
Transit Coordination and Outreach
Quarterly Fleet Management Planning Sessions

2nd Quarter   Begin accepting regional STP and Enhancement fund
applications
Passenger Transportation Plan Development

3rd Quarter   County Transportation Stakeholder Meetings
Draft of the 2015 TPWP
TAC review of applications
Passenger Transportation Plan Adoption

4th Quarter   TAC recommendations for FY2015-2018 TIP
Final FY 2015 TPWP Approval
Review of Draft of FY2015-2018 TIP
Final revisions FY2015-FY2018 TIPs

SECTION II: REGION XII COG RPA ANNUAL BUDGET
July 1, 2013 to June 30, 2014

A. BACKGROUND

Region XII COG has developed a cost allocation system for the distribution of agency overhead, on an equitable basis, to service contracts. Overhead costs to the agency for any particular month are billed to the contracts on which time was charged by staff. In this manner, the contracts which received the benefits from staff work during that month become directly responsible for overhead costs associated with that work. The methodology used in the preparation of the agency cost allocation plan has been approved by the COG's auditing firm and the Region XII COG Policy Council, and has been submitted at various times to the US Department of Labor, the US Department of Commerce, and the US Department of Agriculture. The Department of Housing and Urban Development will be the COG's anticipated cognizant federal agency for FY 2014.

Region XII COG will have three sources of funding for the purposes of transportation planning: RPA targets from FHWA Surface Transportation Program (STP); FTA Section 5311 funds; and, IDOT SPR funds. The cost allocation plan has been derived based on the cumulative total of all three funding sources and the activities that each will require.

B. ANNUAL RPA PLANNING ACTIVITIES BUDGET

Estimated Staff Time
It is estimated that an average of 50 hours of staff time will be dedicated to the activities of transportation planning each week. Figure 4 details the salary ranges of the positions that will be involved in the direct planning activities, as well as those positions that will be indirectly involved in the administration of this program (e.g. Executive Director). It is acknowledged that there will be certain time frames and workloads that will require more than the average staff contact time, and Region XII COG is committed to ensuring adequate staff availability so as to not slow or inhibit the transportation planning process. In such cases, Region XII COG management may redirect other staff members to transportation tasks as needed to insure timely completion of required tasks.

Project Time Frame
Transportation planning funding will follow the COG and State of Iowa fiscal year of July 1 to June 30.

Funding Sources
Even though ISTEA, TEA-21, SAFETEA-LU and MAP-21 have changed how transit and other transportation planning functions are conducted combining these two

previously separate functions, Region XII COG will separate out specific tasks targeted to specific funding sources since these remain segregated at the state level. Region XII COG has based its budget and cost allocation plan on a combination of FHWA STP planning funds, IDOT SPR funds and FTA 5311 planning funding, as shown on Figure 2. Figure 2 also breaks down the use of all transportation planning funds by specific task: PTP, PPP, TPWP, TIP, LRTP, and TDC. Figure 3 then combines the charts in Figure 2 and shows the cost of each activity and the specific source of funds to pay for each.

Estimated Quarterly Expenses

Region XII COG anticipates that quarterly expenses will be driven by the workload surrounding established deadlines in the transportation planning process. Expenditures will therefore be $45,000 each quarter.

Agency Cost Allocation Plan

Staff charge rates are based on the combination of actual costs for staff salaries and benefits plus overhead costs, which are allocated to each contract served during a month, based on actual hours worked and actual costs of overhead for that month. The agency overhead also is inclusive of certain positions, which are not viewed as revenue generating because of the nature of the duties of the position (Administrative Assistant and Accountant). These positions are regarded as essential to the agency, however, and their costs are necessarily a part of the agency overhead. A copy of Region XII COG's Cost Allocation Plan for FY2014 is provided as a separate attachment.

A Disadvantaged Business Enterprise (DBE) data worksheet is provided as Attachment 1.

FIGURE 2: ADMINISTRATION FUND SOURCES

July 1, 2013 - June 30, 2014

SOURCES

Agency/Source	TOTAL	Percent of Total
FHWA STP	$83,653*	50
FTA 5311	$24,997	15
SPR Funds	$24,997	15
COG FHWA Match	$20,914	13
COG FTA Match	$6,250	4
COG SPR Match	$6,250	4
TOTAL	**$167,061**	**100**

Includes $70,000 in STP fund and $13,653 in carry-over STP funds.

FIGURE 3: FUNDING SOURCE BREAKDOWN BY TASK

Task	Task Total	FHWA (STP)	FTA 5311	FHWA SPR	COG FHWA Match	COG FTA Match	COG SPR Match	Task Hours
TPWP	$10,000	$6,000	$2,000	$0	$1,500	$500	$0	200
PPP	$50,000	$34,000	$2,000	$4,000	$8,500	$500	$1,000	1,000
TIP	$37,061	$19,653	$4,997	$4,997	$4,914	$1,250	$1,250	730
LRTP	$10,000	$8,000	$0	$0	$2,000	$0	$0	200
PTP	$40,000	$0	$16,000	$16,000	$0	$4,000	$4,000	800
TDC	$20,000	$16,000	$0	$0	$4,000	$0	$0	400
TOTALS	**$167,061**	**$83,653**	**$24,997**	**$24,997**	**$20,914**	**$6,250**	**$6,250**	**3,330**

TPWP: Transportation Planning Work Program	*LRTP: Long Range Transportation Plan*
PPP: Public Participation Plan	*PTP: Passenger Transportation Plan*
TIP: Transportation Improvement Program	*TDC: Transportation Data Collection*

FIGURE 4: REGION XII STAFF SALARY RANGES

Position	Salary Range
Executive Director	Set by the Region XII Executive Board
Local Assistance Director	$54,000 - $75,000
Planner II	$43,000 - $58,000
Planner I	$35,000 - $48,000

Region XII Council of Governments, Inc.
EXECUTIVE BOARD MINUTES
MAY 9, 2013
Region XII COG Board Room, Carroll, IA

The meeting was called to order at 12:30 p.m. Board members present were Deist, Skoog, Drake, Danzer, and Caraher. Skoog moved to approve the minutes of the April 11, 2013 meeting. Drake seconded. Motion carried. Danzer asked the board if any members had a conflict or interest in regards to the agenda items. There were none reported. Vouchers for approval: Advanced Laser Technologies-124.90, All American Cab-1,525.00, Anytime Cab-1,848.00, Arenas, Ariel-47.80, Arnold Motor Supply-564.39, Ashworth, Jennifer-361.20, Audubon Co Advocate-49.00, August Enterprises-2,700.00, Barkley Const-16,166.00, BC's Ampride-299.98, Blohm Inspection/Environmental-7,706.42, Bloomers-68.42, Bluespace Creative-40.00, Braun Corp-49.62, Bruner Bruner & Reinhart-100.00, BTC-438.03, Bureau Lead Poisoning-60.00, Carroll Ace Hardware-96.18, Carroll Area Devlopment Corp-522.53, Carroll Cab-5,480.00, Carroll Co Recorder-63.00, Carrollton Inn-2,925.04, Casey's-59.22, Century Business Products-278.94, Century Link-127.08, Champion Ford-47.50, City Service Exhaust Pros-735.87, Clausen, JoAnn-675.00, Computer Concepts IA-163.33, Counsel Office & Document-923.18, Deist, Duane-31.64, Denison Bulletin/Review-163.77, Dept Education-84.00, Diamond Taxi-5,448.00, Don's Ace Hardware-11.97, Drake, Ranell-42.94, Drees Htg & Plbg-310.51, East Central IA COG-9,708.50, Eastern IA Comm College-16,099.06, Echo Group-57.02, Egeland, Brenda-43.20, Equifax Info Serv-119.85, Family & Specialty Med Ctr-70.00, Frontier-183.55, Gomez, Sarah-75.15, Graham Tire Mason City-430.68, Granzen Plbg & Htg-2,505.00, Greene Co Med Ctr-31.00, Greene Co Recorder-38.00, Gus Automotive-72.92, Guthrie Co Recorder-22.00, Hanson Directory Serv-327.00, Herald Publishing Co-223.68, Hy-Vee-13.96, IA Board of Nursing-143.00, IA Home Ownership Ed-100.00, IA Secretary State-20.00, IA Workforce Development-8,298.21, Illinois Mutual Life-16.50, INRCOG-19,779.44, Irlbeck Precision Surfaces-112,000.00, Jefferson Telephone Co-141.63, Jefferson, City-45.25, Jerri Christman-54.24, Johnston AutoStores-84.67, Karstens, Gene-33.90, Kasperbauer Cleaners-77.92, Kinsey, Jessica-50.00, Klinger, Samantha-100.00, Ladehoff, Kari-309.75, Lemke Repair-13,149.00, Lidderdale Country Store-261.25, Medicare Blue Rx-39.60, Metlife - Group Benefits-384.15, Midwest Industrial Lighting-665.05, MMJM Companies Inc-2,601.70, Mohr, Amy-285.20, Muir, John-23.73, Murphy, Kim-50.00, N Code Systems-282.30, NCLEX Operations-200.00, News Gazette-23.00, No Lawn Left Behind-1,720.00, Noll Collection Serv-150.00, Olerich Const-6,664.00, Options Ink-898.65, O'Reilly Automotive-46.15, Ortega, Roberto-100.00, Ortner Const-8,940.00, Panora Oil Co-9.98, Paxton, Ken-33.90, Perez Garcia, Mayra-441.20, Performance Tire & Serv-103.94, Petty Cash Fund-28.00, Phillips, Shirley-35.03, Pitney Bowes-62.00, R&D Opsal Inc-60,000.00, Racom-2,286.20, Rayburn, David-158.40, Ray's Refuse-60.00, Rex, Elaine-123.17, Rowley, Joseph-139.40, Schultz, Loren-29.38, Secure Shred Solutions-50,000.00, Shell Fleet-365.32, Signature Healthcare-475.00, Skoog, Eric-30.51, Smith, Jane-120.91, Soldwisch, Susan-25.00, Soll, Jessica-226.85, Sporrer, Larry-16.95, Stone Printing & Office Prod.-154.25, Sundermann-108.56, Team Ford Lincoln-827.69, Thomas Bus Sales-162.36, Tunning Lawn Care-1,614.00, Underwood, Mike-50.85, Unitypoint Clinic-Occupational-

165.00, VanAernam, Gary-53.11, Vauble, Deanna-316.80, Vesper, Toni-525.00, Wise Serv-22,990.00, Wittrock Motor Co-157.00, Zee Medical-30.25. Deist moved to approve payment of the vouchers as presented. Caraher seconded. Motion carried. Deist moved and Drake seconded to approve the FY2014 Transportation Planning Work Program (TPWP) as presented. Motion carried. Reports for each department were given. Skoog moved adjourn meeting. Drake seconded. Motion carried.

_____
Secretary

Cost Allocation Plan For

Region XII Council of Governments, Inc. (EIN: 42-1017843)
1009 E Anthony St
PO Box 768
Carroll, Iowa 51401
Tel. (712) 792-9914, Fax (712) 792-1751

Contact Person(s): Rick Hunsaker, Executive Director   Email: rhunsaker@region12cog.org
                   Kathy Pauli, Fiscal Officer   Email: kpauli@region 12cog.org

For

FY2014 Budget Year
(July 1, 2013 to June 30, 2014)

CERTIFICATATION 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:
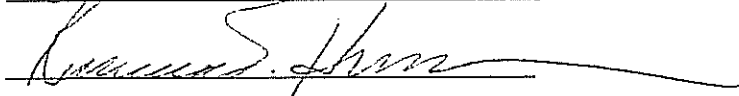
1. the information contained in the Plan dated *July 1, 2013* was prepared in accordance with 2 CFR Part 225 (formerly OMB Circular A-87),

2. the 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 to the best of my knowledge that the foregoing is true and correct.

Organization: *Region XII Council of Governments, Inc.*

Signature:

Name of Authorized Official: *Richard T. Hunsaker*

Title: *Executive Director*

Date: *May 20, 2013*

REGION XII COUNCIL OF GOVERNMENTS, INC.
COST ALLOCATION PLAN
JULY 1, 2013

INTRODUCTION

Region XII Council of Governments, Inc. is a local government located in Carroll, Iowa. The Organization administers a variety of programs funded by Federal, State, and Local agencies. These programs include CDBG Grants, Iowa Waste Exchange, FHWA, Economic Development Administration, State Transit Assistance, Iowa Department of Transportation, Transit Contracts, and Workforce Investment Act.

GENERAL

The Cost Allocation Plan of Region XII Council of Governments, Inc. is the basis of assigning costs equitably to all projects during each fiscal year. Under the plan, the total costs assigned to each project are comprised of both direct and indirect costs. All direct and indirect costs are further identified as to personnel and non-personnel costs. The numbering system for the chart of accounts is as follows:

> *Administration Expenses: (5050-6150)* - these include direct personnel costs, direct non-personnel costs, indirect personnel costs, and indirect non-personnel costs. Personnel costs include salaries (5300) and benefits (5200).

> *Program Expenses: (6298-6900)* – these include direct non-personnel costs. Non-personnel costs include participant costs (6298-6315) and program expenses (6440-6900).

> *Operating Expenses: (7010-7550)* – these include both direct personnel costs and direct non-personnel costs. Direct personnel costs include driver's salaries (7110) and driver's benefits (7115).

The distinctions of cost allocation are described in the following definitions.

DEFINITIONS

Direct Personnel Costs are costs of personnel that have direct assignment of responsibilities identifiable to specific projects. Personnel accounted for under direct personnel costs are included in Schedule A.

Direct Non-Personnel Costs are the costs of non-personnel items or services clearly incurred by specific projects. Direct Non-Personnel costs include project related items

such as contracted services, specific mass mailings, project report publishing, travel, supplies, reference materials, staff development, long distance and conference telephone calls, advertising, memberships, and other costs similarly identifiable to specific projects. (See Schedule B.)

Indirect Personnel Costs are costs of all personnel that are not directly assigned to specific projects but rather are assigned to support all project activities. Personnel, which may be pooled as indirect personnel costs, are included in Schedule C.

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

COST ALLOCATION TO PROJECTS

Each project that is active during the fiscal year receives as applicable, a month-end allocation of costs as follows:

1. Direct Personnel Costs
2. Direct Non-Personnel Costs
3. Indirect Personnel Costs
4. Indirect Non-Personnel Costs

ALLOCATION COST BASIS

1. Direct Personnel Costs and Direct Non-Personnel Costs are costs that are allocated based on an individual's timesheet. This would include salaries, fringe benefits, travel, staff training, professional memberships, and any other costs that can be tracked directly to one employee. Timesheets are completed on a bi-weekly basis.

2. Indirect Personnel Costs and Indirect Non-Personnel Costs are costs that cannot be tracked directly to one project or cost objective. The monthly share of indirect costs charged to each project is determined by the ratio of each respective project's direct personnel costs relative to the total direct personnel costs of all projects.

3. Exceptions to the General Rules are as follows:

   - Copier and Postage Meter Costs are allocated to funds based upon the usage rate basis. These rates are based on usage logs maintained each

month. Counters on the copier and the meter on the postage machine keep the logs.

- Auditing Costs are conducted on records from a previous fiscal year, thus the costs of the audit are allocated based on the previous year's expenditure levels. The General Fund is assigned all costs for closed projects or cost objectives.

- Facility Costs are allocated to funds based upon the usage rate basis. These rates are based on the ratio of the square footage used by each staff.

- Property/Equipment Costs are expensed in the period acquired.

SUPPORTING DATA

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

- Schedule A – Direct Personnel

- Schedule B – Direct Non-Personnel

- Schedule C – Indirect Personnel

- Schedule D – Indirect Non-Personnel

DIRECT PERSONNEL (*)

Job Title

- Executive Director
- Transit Director
- Local Assistance Director
- Workforce Director
- Fiscal Officer II
- Fiscal Clerk
- Executive Secretary
- Transit Assistant
- Planner II
- Planner I
- IWE Program Manager
- IWE Representative
- Lead Career Development Specialist
- Career Development Specialist
- Housing Inspector
- Housing Specialist
- Housing Admin Assistant
- FSS Counselor
- DeCat Coordinator
- Intern
- Service Manager
- Driver Supervisor
- Driver II
- Driver I

NOTE (*)
If direct personnel are assigned to administrative functions, their time will be recognized as an indirect charge.

The Executive Director or Board of Directors may change titles of job classifications.

DIRECT NON-PERSONNEL

Costs Assignable to Specific Projects

- Advertising/Public Relations
- Communications
- Employee Benefits
- Employee Salaries
- Equipment Purchase
- Insurance
- Meeting Expense
- Materials/Supplies
- Professional Memberships
- Rent
- Training Supplies
- Travel and Professional Development
- Participant Costs
- Contracted Services

Any other line item costs that warrant direct assignment.

INDIRECT PERSONNEL (*)

Job Title

- Executive Director
- Fiscal Officer II
- Fiscal Clerk
- Executive Secretary
- Local Assistance Director
- Workforce Director
- Intern

NOTE (*)

These positions may have some time assigned as direct when assigned to a specific project activity.

The Executive Director or the Board of Directors may change titles and job classifications.

INDIRECT NON-PERSONNEL

Costs benefiting the agency as a whole and not assignable to specific projects

- Agency Audit/Accounting Costs
- Advertising/Public Relations
- Board/Meeting Expense
- Communications
- Employee Benefits
- Employee Salaries
- Facility Expenses
- Insurance
- Professional Memberships
- Materials/Supplies
- Office Rent
- Travel
- Contracted Services

Any other line item costs that cannot warrant direct assignment.

REGION XII COG, INC. STAFF ORGANIZATIONAL CHART

May 2013

Executive Director
Rick Hunsaker

Executive Secretary
JoAnn Olberding

De-categorization Coordinator
Mollie Scott

Fiscal Officer II
Kathy Pauli

Fiscal Clerks
Kathy Klocke
Tami Lehmann

Local Assistance Director
Joe Behrens

IWE Program Manager
Fred Kesten (Carroll)

IWE Representative
Shelly Codner (Ankeny)

Housing Inspectors
Barry Branson
Karla Janning
Nancy Muhlbauer

Housing Administrative Asst.
Cindy Rae McIntosh

Interns
Vacant

Planners II
Laurie Gilbert (HSG)
Chris Whitaker (TRN)

Planners I
Stacy Lentsch

Housing Specialist
Jared Foss

FSS Counselor
Jean Blum

Workforce Director
Beth Winquist

Career Development Specialists
Kelsey Hipnar
Whitney Segebart
Lisa Smith

Kim Motl (Electrolux)

Transit Director
Tom Feldman

Service Manager
Mike Rath

Transit Assistant
Jill Anthofer

Driver Supervisors
Steve Becker (Jefferson)
Kandy Goslar (Denison)

Drivers I

Drivers II