

Exhibit 1
Federal FY 2011 Transportation Work Program
Southern Windsor County Regional Planning Commission

WORK PLAN OVERVIEW

This document details the elements of the transportation planning initiative work program and budget for the Southern Windsor County Regional Planning Commission (SWCRPC) in federal fiscal year (FFY) 2011, beginning October 1, 2010 and ending September 30, 2011. This work program represents an ongoing partnership between the Vermont Agency of Transportation (VTrans) and the SWCRPC, and seeks to address the federal requirements for local input into the transportation planning decision-making process. This work program represents activities needed to provide technical support to towns, maintain and implement the Southern Windsor County *Regional Transportation Plan*, and assist VTrans with their statewide transportation planning efforts. In addition, this work program is intended to achieve the following goals:

1. To improve linkages between transportation planning and planning for land use, economic development, and natural resources at the regional and local levels;
2. To provide for increased participation by municipalities and members of the public, in making transportation decisions; and
3. To facilitate implementation of transportation projects through greater understanding of transportation issues and opportunities.

This work program is presented in six task areas, each corresponding to VTrans FFY 2011 Transportation Planning Initiative (TPI) guidance materials. The narrative for each includes a description of the goals, objectives and activities/deliverables proposed to address the tasks.

TASK 1 - ADMINISTRATION

The Southern Windsor County Regional Planning Commission (SWCRPC) assumes full responsibility for the management, financial reporting and audit tasks directly related to the elements contained in this work program. The SWCRPC staff has experience and knowledge in the administration of contracts at the federal, state and local levels. This task involves the activities necessary for the proper management of the TPI work program and the development of future TPI work programs.

Goals

1. Manage the FFY 2011 Work Program for the proper and efficient delivery of services.
2. Administer the FFY 2011 Work Program to ensure full and timely compliance with all VTrans and Federal Highway Administration (FHWA) related program planning, management and accounting standards.
3. Administer the financial management of the transportation work program according to Generally Accepted Accounting Principles.

Objectives

1. Prepare specifications to hire and supervise staff and consultant services, as necessary, to undertake elements of this work program.

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2. Establish and maintain appropriate internal controls, as needed, to monitor the work program activities.
3. Manage the financial record-keeping process to ensure compliance with federal and VTrans requirements.
4. Provide training for administrative staff to ensure compliance with state and federal audit procedures.

Activities / Deliverables

1. Prepare monthly progress and financial status reports regarding the implementation of work program elements and submit to VTrans monthly.
2. Records of all meetings, procurement of equipment and consultant services and work program implementation activities.
3. Monthly billing for reimbursement of eligible expenses relating to the implementation, management and administration of the work program, including dues and fees to professional organizations.
4. Training of administrative staff to ensure compliance with state and federal audit procedures.
5. Purchase one (1) traffic counter, one (1) laptop computer or other equipment necessary for the proper delivery of work program activities and products.
6. Conduct an audit of FY 2011 Work Program expenditures.
7. Prepare for and participate in mid-year review with VTrans.
8. Formulate FFY 2012 Work Program based upon VTrans guidance, regional needs and prior work accomplishments.

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TASK 2 - PUBLIC INVOLVEMENT AND COORDINATION

SWCRPC continues to consider public participation as a key element of its transportation planning efforts in the State of Vermont. Establishing effective communication and dialogue will promote sound planning and decision-making at all levels. The Southern Windsor County Transportation Advisory Committee (SWCTAC), as an advisory body, will gather input on local, regional and state transportation issues through a public process and make recommendations to VTrans. Staff will continue to act as a liaison between the towns and VTrans. The SWCRPC staff will continue to facilitate and coordinate with VTrans, neighboring regional commissions and local governments to ensure cooperation and to reduce duplication of efforts. SWCRPC will host or sponsor public forums to discuss transportation issues. These forums will focus on the relationship between land use planning and transportation, access management, transit, airports, interchange policies, the statewide transportation capital program, corridor studies and regulatory issues. The SWCRPC will also assist VTrans in its statewide long range planning activities, and support the agency in outreach and other planning efforts.

Goals

1. Inform and educate policy makers, local officials and the general public about statewide and regional transportation initiatives.
2. Facilitate the coordination among state, regional, municipal, private entities and public stakeholders.
3. Provide opportunity for broad public participation in the regional transportation planning process.
4. Support VTrans with public involvement and coordination of statewide planning activities.

Objectives

1. Engage local officials in the transportation planning process, and provide an opportunity for their input into the transportation decision-making process.
2. Facilitate coordination on important transportation concerns among varied local, regional and state groups and agencies.
3. Provide information on transportation planning and legislative activities to the general public, local officials and partner agencies.
4. Involve citizens in the identification of transportation needs/issues and potential solutions.
5. Maintain a public participation and oversight committee in the form of the SWCTAC already mentioned above.
6. Serve on transportation-related task forces and advisory committees as requested by VTrans and others.
7. Assist VTrans in public input into state transportation planning activities.

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Activities / Deliverables

1. Undertake staff training including attendance at conferences, workshops and meetings, and the review of publications to address work program responsibilities.
2. Facilitate at least 2 informational workshops for both staff and local officials on relevant transportation planning topics.
3. Attend meetings of local boards and commissions on transportation related topics.
4. Attend VTrans sponsored events, including TPI meetings, public outreach meetings, transportation workshops and field meetings.
5. Participate in the development and implementation of VTrans' *Long Range Transportation Business Plan* and modal plans by facilitating public input and outreach. Assist VTrans by reviewing and commenting on draft planning documents. Promote and coordinate VTrans public meetings as necessary.
6. Improve regional awareness of federal and state transportation programs through compilation and distribution of reports, memos, minutes, presentations, quarterly newsletters, GIS maps, and other communications with local officials, concerned citizens and organizations. This also includes the provision of transportation related information through SWCRPC's website.
7. Provide staff support and administration for the SWCTAC, including mailings, meeting records, attendance at monthly meetings and SWCTAC correspondence and meeting preparations. Assist in organizing inter-regional TAC meetings in order to fully discuss significant transportation issues and policies.
8. Enhanced public awareness and participation in transportation planning issues including implementation of the *Regional Transportation Plan*, and ongoing transportation improvement projects. This includes meetings to solicit public feedback on the airport, rail, bicycle/pedestrian, and transit components of the *Regional Transportation Plan*. This will also include involvement in soliciting feedback concerning the Airport Capital Facilities Program and other VTrans initiatives as needed.
9. Participation in Legislative activities associated with the Transportation Planning Initiative.
10. Assist VTrans in facilitating annual Statewide Transportation Improvement Program (STIP) Hearings. If necessary, host up to two public outreach sessions for the transportation secretary.
11. Coordination with the transportation disadvantaged to assess transportation needs.
12. Continue to staff and organize monthly road foreman meetings in cooperation with Two Rivers-Ottawaquechee Regional Commission and Vermont Local Roads.
13. Assist VTrans with general outreach to schools and town officials regarding the Safe Routes to School Program.
14. Serve on various transportation-related task forces and study committees.

APPROVED by the SWCRPC on June 15, 2010

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TASK 3 - LONG RANGE TRANSPORTATION PLANNING

Activities included in this task are intended to relate to long range planning and implementation initiatives that will realistically take more than 10 years to implement. Activities in this task relate to the implementation of the policies and goals of Vermont's *Long Range Transportation Business Plan*, *Regional Transportation Plan* and related documents.

Goals

1. Assist municipalities in identifying long range transportation issues and mitigation strategies.
2. Continue long range regional transportation planning through the *Southern Windsor County Regional Plan* and *Regional Transportation Plan* and other planning initiatives.
3. Support VTrans long range planning efforts, including the Statewide *Long Range Transportation Business Plan*.

Objectives

1. Compile, analyze and provide data to support regional planning efforts, and to assist VTrans, municipalities and organizations in long range planning efforts.
2. Provide tools and information to assist municipalities efficiently manage local transportation infrastructure.
3. Implement the *Regional Transportation Plan* and pursue recommendations for long range regional planning initiatives.
4. Participate in VTrans efforts with modal planning.

Activities / Deliverables

1. Provide technical support to assist municipalities with town plans, subdivision regulations, highway ordinances, zoning ordinances and other transportation related documents or ordinances. Assist the Ludlow and Springfield planning commissions to update the transportation chapter, including related data and maps, in their municipal plans.
2. Compile transportation related policies and standards for municipalities as model regulations and best practices guidance.
3. Seek to implement recommendations in the *2009 Regional Transportation Plan* (adopted as part of the *Southern Windsor County Regional Plan*).
4. Compile and analyze data, including demographics, commuting patterns and traffic projections, to support ongoing efforts to maintain and update the *Southern Windsor County Regional Plan* and *Regional Transportation Plan*, including corridor analyses. These data will also be provided to towns and organizations to assist in their transportation planning efforts.
5. Assist VTrans and the Town of Chester to implement recommendations in the VT Route 103 Corridor

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Management Plan that was completed in September 2009.

6. Focused development and maintenance of GIS transportation data layers for use in regional transportation planning, corridor management studies, and project implementation.
7. Continue outreach efforts to inform local officials and the general public about regional plans, and provide technical assistance to implement regional plans through local plans and/or regulations. Regional plans include *Regional Transportation Plan*, *VT Route 103 Corridor Management Plan*, *Regional Bicycle and Walking Plan*, *Regional Public Transit Plan* and the *Ski Corridor Management Plan*. Copies of plans will be made available to VTrans, local officials and the general public by request and through the SWCRPC website.
8. Assist Connecticut River Transit with transit planning and other related topics. This planning assistance may include research into transit operating options and long-term service improvements, including connections to adjacent public transportation providers.
9. Continue to assist Connecticut River Transit, Town of Ludlow, Okemo Mountain Resort and VTrans to encourage the coordination of and public support for transit services in the Region.
10. Continue to work with Connecticut River Transit, regional planning commissions, Upper Valley Transportation Management Association, NH Department of Transportation and other interested parties to identify opportunities for coordination and to increase access to employment and services for area residents, including public transit, carpooling and park-and-ride lot needs.
11. Continue monthly park-and-ride lot capacity surveys, and provide data to VTrans as requested. Provide VTrans with October park-and-ride lot counts as specified in the FFY 2011 TPI guidance.
12. Continued implementation support to VTrans for access management program, such as providing local educational outreach programs, reviewing local land use regulations for access management provisions, and assisting to develop access management provisions in town plans. Assist towns and VTrans through coordinated planning and access permitting.
13. Update the current Access Management Classification Map for the Region based on FFY 2011 TPI guidance.
14. Support the VTrans Bicycle and Pedestrian Program to inventory and assess the usage of bicycling and walking facilities, including three counts taken for three hour intervals at three locations as described in the TPI guidance documentation.

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TASK 4 - SHORT RANGE TRANSPORTATION PLANNING

These activities address specific transportation related problems in the Region or consist of planning for short range transportation related issues that can realistically be implemented in 3 to 10 years. Activities under this task involve annual, bi-annual or strategic planning activities.

Goals

1. Provide technical assistance to assist municipalities in managing local transportation infrastructure, and encouraging growth management strategies to maximize the capacity and safety of roadways.
2. Support local and state governments, regional agencies and the general public in addressing short-term transportation planning and investment decisions.
3. Provide assistance to public transportation providers and stakeholder groups in identifying, prioritizing and addressing public transit needs.
4. Provide support to VTrans in short range transportation planning and project initiatives.
5. Promote alternative modes of transportation.

Objectives

1. Provide technical assistance to municipalities and transportation related agencies on an as-needed basis.
2. Assist in the identification and evaluation of multi-modal and inter-modal transportation initiatives, including public transportation service plans, park-and-ride lot capacity needs, multi-regional and bi-state commuter connections and other initiatives.
3. Support public transit providers and the Elderly and Persons with Disabilities Transportation stakeholder group.
4. Support VTrans in modal planning efforts and implementation strategies.
5. Evaluate and address regional transportation trends and/or needs concerning economic development initiatives, Act 250 proposals, and analyses of traffic volumes, vehicle classifications and traffic speed.
6. Assist state and federal government transportation related projects and planning activities that affect the Region.

Activities / Deliverables

1. Participate in planning of passenger and freight rail services in the Region. Work with VTrans in the implementation of its *Rail Capital Investment Policy Plan*.
2. Work with the Hartness State Airport FBO, Springfield Airport Commission, Springfield Regional Development Corporation and other organizations to plan for the increased use of the airport, and to help

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implement improvements to the airport that are identified through the process used by the Aviation Council.

3. Work with VTrans to update their Statewide Freight Plan, Airport Capital Facilities Program update, Airport Business Plans and Public Transportation Policy Plan, including assistance with public outreach, attendance at meetings, reviewing and commenting on draft documents, and disseminating information to the TAC and general public.
4. Continue to provide technical support and assistance to Connecticut River Transit, including administrative issues, planning guidance and citizen participation. Assist VTrans and CRT with targeted planning efforts as necessary and as funds allow. Additional funding from VTrans may be required for large planning initiatives as discussed in the FFY 2011 TPI guidance.
5. Continue to facilitate coordination of public transit services among the various providers within and outside of this Region as discussed for Human Service Coordination Advisory Groups in the FFY 2011 TPI guidance.
6. Conduct traffic counts, such as vehicle classification and speed counts, in support of specific transportation projects and at the request of towns. Continue to conduct traffic counts at certain sites and produce a report comparing the data with past traffic count data in the Region. Collect traffic counts in support of funded local Safe Routes to School programs. All traffic count data will be collected to VTrans standards and all data will be provided to VTrans by November 1, 2010.
7. Assist towns upon request with infrastructure planning, including technical support for local road surface management systems, trails and Class 4 town highway policies, bridge and culvert inventory support, related GIS mapping and developing capital plans for infrastructure improvements. Assistance to the Town of Cavendish in updating their infrastructure study. Bridge and culvert inventory work shall include supporting towns to update existing inventories, entering data into the VTrans Online Bridge and Culvert Inventory Tool, providing GIS data to VCGI, and submitting a data collection status report to VTrans by December 31, 2010.
8. Assist towns to identify issues and opportunities, apply for funding and implement transportation improvements. This may include preparing special studies that address regional priority needs and implement the *Regional Transportation Plan*.
9. Continue to participate in the Road Safety Audit Review (RSAR) program, including assistance to VTrans and hosting one or more RSARs in this Region.
10. Support VTrans by promoting awareness of the statewide Strategic Highway Safety Plan, soliciting public input to address identified problems locally or regionally, and assisting VTrans to implement the Plan. This also includes assisting VTrans' implementation of the High Risk Rural Roads and Highway Safety Data Collection programs as described in the FFY 2011 TPI guidance documentation.
11. Provide testimony and other forms of assistance to the legislature in the form of testimony and general information. Coordinate with VTrans before annual testimony to the Legislature.
12. Participate in Act 250 hearings on projects that have potential impacts on the Region's transportation system.

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13. Continue involvement with Act 250 proceedings on Okemo and Killington ski resort expansion proposals, resulting decisions and conditions of approval, and/or the management of the Ski Corridor Travel Time Model as necessary.
14. Continue to support initiatives to promote, efficiently manage and improve the Connecticut River Scenic Byway.
15. Continue to work with District Transportation Administrators (DTAs).
16. Assist, to the best of our ability, the Safe Routes to School teams in the Region by providing technical assistance and guidance.
17. Promote alternative transportation events or public educational campaigns, including coordinating with the Vermont Energy Investment Corporation in promoting the Way to Go program as discussed in the FFY 2011 TPI guidance.
18. Continue to assist the Town of Springfield, Springfield Regional Development Corporation, VTrans and North Springfield areas businesses in implementing the 2008 North Springfield Truck Study.
19. Assist VTrans in collecting highway sufficiency data for town highway major collectors as described in the FFY 2011 TPI guidance materials.

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TASK 5 - PROJECT DEVELOPMENT PLANNING

This task includes activities emphasizing project level planning and development. These tasks will include developing transportation projects and preparing them for implementation through federal, state or local programs. These projects can realistically be expected to be implemented within 2 years or are within the VTrans project development process.

Specific tasks may include: solicitation of public perceptions about specific project needs and desired outcomes, assistance in developing purpose and need statements for projects, feasibility and location studies, cost/benefit analysis, conceptual design, project alternative analysis and preparation of related historical and environmental studies. RPC staff will also coordinate with VTrans staff to gather public input, coordinate meetings with towns and TAC representatives during project development/scoping.

In addition to projects in the VTrans Capital Program, this task includes work with Towns in support of applications for other funding available from the state (e.g. Town Highway Structures Program, Town Highway Class 2 Roadway Program, etc.). Assistance will also be provided to towns seeking to apply for funding through other transportation grant programs such as: Transportation Enhancements, Local Transportation Facilities (LTF), Scenic Byways and others. Assistance will also be provided to towns who have received LTF, enhancement and byway's grants in the areas of pre-contract administration and other areas of technical advice prior to project initiation.

Goals

1. Assist towns and nonprofit organizations through the project development process, and provide assistance in project implementation.
2. Support VTrans in the project development process.

Objectives

1. Monitor ongoing transportation projects through attendance at 502 hearings, informational meetings, project Scoping and Project Definition Team meetings.
2. Assist towns to participate in VTrans grant programs, including Public Lands Highways, Enhancement Program, Scenic Byways Program and other federal or state aid programs.
3. Improved communication between towns and VTrans on transportation projects.
4. Serve on the Transportation Enhancement Selection Committee.
5. Assist towns that are awarded grants with pre-contract administration work.

Activities / Deliverables

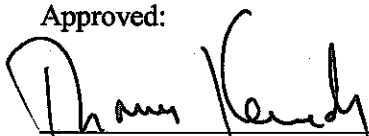
1. Assist towns with identifying preferred alternatives, project scoping and funding solicitation for transportation projects.
2. Provide technical assistance to towns and VTrans to assist with the necessary permitting, administration and

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public process activities required by the project development process.

3. Evaluate Capital Program projects in the Region to determine conformance with the *Regional Plan*, and update and submit regional priority transportation projects to VTrans by April 1, 2011. The SWCRPC will also consult with local communities on local conformance and project priority issues. The SWCRPC will also coordinate with VTrans and other regional planning commissions to refine the project prioritization process.
4. Evaluate priority needs for the Town Highway Bridge Program and submit to VTrans by April 1, 2010, based on guidance from VTrans for pre-candidate bridge needs.
5. Provide input on VTrans scoping reports, and regional representation at Project Development Team (PDT) and Scoping meetings.
6. Participate in the Transportation Enhancement project selection process.

Approved:



Thomas Kennedy, Executive Director
Southern Windsor County RPC

Date: June 14, 2010

APPROVED by the SWCRPC on June 15, 2010

Southern Windsor County Regional Planning Commission
Exhibit II
Federal Fiscal Year 2011 Budget Detail by Task Category
Regional Planning Commission Agreements

Task C: Task Description

Task 1	Administration	14,137
Task 2	Public Participation and Coordination	40,022
Task 3	Long Range Transportation Planning	34,262
Task 4	Short Range Transportation Planning	40,072
Task 5	Project Development Planning	18,027
	Cooperative Agreement Amount	<u>146,520</u>

\$146,520

Southern Windsor County Regional Planning Commission
 Federal Fiscal Year 2011 Budget Detail by Expense Category
 Regional Planning Commission Agreement
 Exhibit 3

1. Regional Planning Commission Staff:

	<u>Cost</u>
Executive Director, Tom Kennedy	15,813
Senior Planner, Jason Rasmussen	32,576
GIS Planner, April Harkness	1,034
Planner, John Broker-Campbell	996
Planner	16,398
Intern	3,840
Total Staff	<u>70,657</u>

2. Indirect Costs: Indirect Rate * 86% 60,764

3. Direct Costs:

Travel/Auto Reimbursement	7,000
Equipment	4,000
Meetings/Conferences	699
Dues/Reference Materials	2,600
Supplies	600
Publishing	100
Advertising	100
Total Direct	<u>15,099</u>

Total Cost 146,520

*Indirect rate effective until 09/30/10

EXHIBIT IV - VTRANS FFY 2011 TASK/TIME/COST SUMMARY

A: PERSONNEL

Task #	Task Description	TK	JR	AH	JBC	Planner	Intern	TOTAL HRS
1	Administration	15	30	0	0	0	0	45
2	Public Participation and Coordination	100	230	0	0	250	100	680
3	Long Range Transportation Planning	25	300	20	20	200	0	565
4	Short Range Transportation Planning	75	120	20	20	350	220	805
5	Project Development Planning	50	120	0	0	100	0	270
TOTAL HOURS		265	800	40	40	900	320	2365

B: OTHER DIRECT COSTS

Task #	Task Description	TRAVEL	EQUIPMENT	MEETINGS	DUES/REF MAT	SUPPLIES	PUBLISHING	ADVERTISING	TOTAL HRS
1	Administration	7,000			2,600	600			10,200
2	Public Participation and Coordination	-		699	-	-		100	799
3	Long Range Transportation Planning	-			-	-	100		100
4	Short Range Transportation Planning	-	4,000		-	-			4,000
5	Project Development Planning	-			-	-			-
TOTAL HOURS		7,000	4,000	699	2,600	600	100	100	15,099

C: COST PROPOSAL SUMMARY

Task #	Task Description	TK	JR	AH	JBC	Planner	Intern	Subtotal	INDIRECT	OTHER	GRAND TOTAL
1	Administration	895	1,222	-	-	-	-	2,117	1,820	10,200	14,137
2	Public Participation and Coordination	5,967	9,366	-	-	4,555	1,200	21,088	18,135	799	40,022
3	Long Range Transportation Planning	1,492	12,216	517	498	3,644	-	18,367	15,795	100	34,262
4	Short Range Transportation Planning	4,475	4,886	517	498	6,377	2,640	19,394	16,679	4,000	40,072
5	Project Development Planning	2,984	4,886	-	-	1,822	-	9,692	8,335	-	18,027
TOTAL HOURS		15,813	32,576	1,034	996	16,398	3,840	70,657	60,764	15,099	146,520

86%

Contract Amount

146,520

State of Vermont
Division of Planning,
Outreach & Community Affairs
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[phone] 802-828-1647
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[ttd] 800-253-0191

Agency of Transportation

RECEIVED

December 23, 2009

BY: _____

Thomas J. Kennedy, Executive Director
Southern Windsor County Regional Planning Commission
Ascutney Professional Building
PO Box 320
Ascutney, VT 05030

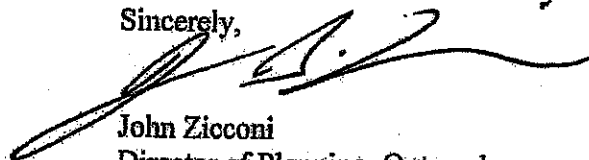
Re: Approval of Indirect Rate for FFY10

Dear Mr. Kennedy:

As you are aware, your Regional Planning Commission is a political subdivision of the state, so we treat you as a local government whose indirect cost rate proposal must be done according to Attachment E of OMB Circular A-87 (2 CFR, Part 225). As regional planning commissions do not have a specific cognizant Federal agency assigned to them by OMB, and as they will receive Federal transportation planning funds passed through the Vermont Agency of Transportation (VTrans) in Federal fiscal year 2010, and as VTrans is acting on behalf of FHWA and EPA, we will approve your indirect rate proposal.

This letter is to inform you that we approve your fixed indirect rate of 86% of direct labor costs effective October 1, 2009 through September 30, 2010, and consequently for all federal projects as allowed under subsection E.1 of Appendix E, since the commission uses a single fixed indirect rate for all projects. You, as Executive Director, have already certified to us, as required in section D, the indirect rate proposal used to arrive at that rate, is accurate and true.

Sincerely,



John Zicconi
Director of Planning, Outreach
& Community Affairs

pc/bem

cc: Clay Poitras, Senior Planner
Phil Cross, Financial Manager
Susan Clark, Transportation Regional Planner
Rose Lessard, Accounting
Aimee Pope, LTF



CERTIFICATE OF INDIRECT COSTS

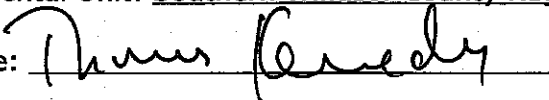
This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal August 27, 2009 to establish billing or final indirect costs rates for October 1, 2009 to September 30, 2010 are allowable in accordance with the requirements of the Federal award(s) to which they apply and 2 CFR part 225, "Cost Principles for State, Local, and Indian Tribal Governments." (OMB Circular A-87). Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or 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 predetermined rate.

I declare that the foregoing is true and correct.

Governmental Unit: Southern Windsor County Regional Planning Commission

Signature: 

Name of Official: Thomas Kennedy, Executive Director

Date of Execution: 10/10/2009

INDIRECT COST PROPOSAL FOR FY10

The Indirect Cost Proposal for the Southern Windsor County Regional Planning Commission (RPC) is based on Fiscal Year 2009. It stipulates that the actual costs for FY 09 will serve as the basis for billing during FY2010. These costs form the basis for the schedule that is attached. At the end of the fiscal year and each subsequent year, the actual indirect cost rate will be used as the provisional rate for the following year, effective October 1.

INDIRECT COST PROPOSAL

Southern Windsor County Regional Planning Commission
P.O. Box 320, Ascutney, VT 05030
(802) 674-9201

INTRODUCTION

The Southern Windsor County Regional Planning Commission is a multi-funded regional planning organization. It operates and administers a variety of programs, as follows:

<u>Program Title</u>	<u>Funded By</u>
Municipal and Regional Planning Vermont Community Development Program	Agency of Commerce & Community Development, Local Governments
Water Quality Management Planning	The State of Vermont Department of Environmental Conservation, Connecticut River Joint Commissions
Transportation Planning Initiative	The state of Vermont Agency of Transportation
Transportation Enhancement Projects	Local Governments
Brownfields Cleanup Revolving Loan Fund Brownfields Assessment Program	U.S. Environmental Protection Agency
Emergency Management Preparedness	Vermont Department of Public Safety, Department of Emergency Management
Local Emergency Planning Services	Local Emergency Planning Committee #3
Solid Waste Management	Southern Windsor/Windham Counties Solid Waste Management District

The Commission operates as a Local Government/Political Subdivision organization and administers programs that deal primarily with local and regional planning in Southern Windsor County.

The Commission's Fiscal Year is July 1 through June 30. Funding is received at various periods of time not necessarily coinciding with the organization's fiscal year. The Transportation Planning Initiative is based on a federal fiscal year, October 1 through September 30.

The Commission utilizes Quickbooks 2006 as its accounting software. Additional Grants Management/Cost Allocation systems are developed in Excel.

COST ALLOCATION METHODOLOGY

This Indirect Cost Proposal is to be effective for Fiscal Year 2009 and is based on the organization's actual expenses during FY 09 (July 1, 2008 – June 30, 2009).

This Indirect Cost Proposal addresses all elements of cost incurred by the Commission and identifies shared costs that require allocation.

Two categories of shared or indirect costs are identified by this proposal. They are combined to calculate a single indirect cost rate which can be applied against a common base to distribute indirect cost proportionately. As a result, each project bears a fair share as envisioned by applicable Federal Cost Principles

Direct Costs

These costs can be identified with a particular project and are accounted for as direct charges to each grant/project. The Commission records actual direct costs incurred in each project and these remain within each project without further distribution.

Indirect Costs

Indirect costs are costs incurred for common or joint objectives and therefore cannot be readily and specifically identified with a particular project or activity. These costs are grouped onto common pool(s) and distributed to benefitting activities by a cost allocation process.

**SOUTHERN WINDSOR COUNTY REGIONAL PLANNING COMMISSION
INDIRECT COST RATE PROPOSAL FOR FY 2010
USING FY 2009 AUDITED COSTS**

Cost Category	Direct Expenses	Indirect Expenses	TOTAL FY2008-9 Expenses
Direct Salaries			
Total salaries, wages and fringe benefits	297,494	159,278	456,772
Advertising	608	1,035	1,643
Adm Expenses	-	10,269	10,269
Computer Support & Mtnce.	-	8,315	8,315
Consultants	109,361	0	109,361
Dues & Reference Mats.	5,848	1,186	7,034
Equ,Spples<500	229	12,830	13,059
Insurance	-	5,432	5,432
Leasing Costs	-	4,263	4,263
Meeting/ Conferences	2,039	793	2,832
Miscellaneous Expense	-	385	385
Office Cleaning	-	6,617	6,617
Office Supplies	515	7,022	7,536
Planning Projects	700	0	700
Postage	816	1,607	2,423
Publishing Costs	13	0	13
Rent & Maint Office	-	25,698	25,698
Service Contract	178	3,514	3,692
Telephone	935	6,776	7,711
Travel & Auto Reimb	16,700	445	17,145
Workshops/Training	2,180	55	2,235
	140,121	96,241	236,362
Total	437,615	255,518	693,134

Overhead (Indirect) Rate			
TOTAL INDIRECT EXPENSES	\$	255,518	
TOTAL DIRECT LABOR & FRINGE BENEFITS	\$	297,494	=
			86%

PROCUREMENT SYSTEM SELF-CERTIFICATION

In Accordance With
49CFR Part 18.36(g)(3)(ii)

A. ORGANIZATION'S NAME:

Southern Windsor County Regional Planning Commission

B. ORGANIZATION'S ADDRESS:

P.O. Box 320; Ascutney Professional Building; Ascutney, Vermont 05030

C. Summary of Significant Procurement Areas:

1. Summary of the organization's contract administration system; i.e., structure of procurement office, delegations of authority and responsibility, reporting relationships, identification of formal documents setting forth these elements.

- *Executive Director – Supervises the contract administration process, authorizes invoices and disbursement of funds*
- *Assistant Director – Fulfills the Executive Director role in his/her absence*
- *Treasurer of the RPC – Reviews invoices and the disbursement of funds*
- *Project Manager – Oversees activities of contract and reviews contract progress, etc.*
- *Financial Administrator – Responsible for contract administration, authorizes purchases, adheres to Procurement Procedures*
- *VTrans Planning Coordinator – Oversees the contract administration process and authorizes VT Agency of Transportation (VTrans) payments*

2. Summary of written code of standards of conduct governing the performance of the organizations' employees engaged in the award and administration of contracts.

- *See Section 3.0b in the Procurement Procedures¹*

3. Summary of procedures for review of proposed procurements to avoid purchase of unnecessary or duplicative items.

- *See Section 3.0c in the Procurement Procedures*

¹ Adopted by the SWCRPC Board on July 24, 2007

4. **Summary of selection procedures for procurement transactions in accordance with 49CFR, Part 18.36(c)(3)(i) and (ii).**
 - *See Section 3.0k and l in the Procurement Procedures*
5. **Summary of small purchase procurement procedures if an organization intends to use this method of procurement for items that do not cost more than \$10,000 in the aggregate.**
 - *See Section 3.0p and q in the Procurement Procedures*
6. **Summary of method for conducting technical evaluation of proposals and selection, if an organization uses the competitive proposal method of procurement.**
 - *Proposal selection criteria are outlined in each RFP/RFQ*
 - *RPC staff contacts references*
 - *RPC staff prepares a proposal evaluation matrix and presents staff recommendation to the appropriate project selection committee*
 - *Project selection committee makes a selection based on criteria*
7. **Summary of bonding policy and requirements (or a statement that the organization uses the minimum requirements set forth in 49CFR Part 18.36(h)).**
 - *Not applicable; work does not involve construction and does not exceed \$100,000*

D. Grantee has attached a copy of its full bid protest procedure.

- *See Section 6.0 in the Procurement Procedures*

E. Organization Certification:

I, as the authorized official of the organization listed above, hereby certify that Procurement System of the

Southern Windsor County Regional Planning Commission
(Organization's Name)

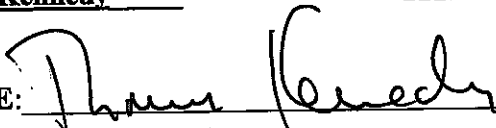
meets all the applicable requirements of OMB Circular 49CFR, Part 18.36.

Executed this Tuesday date of June 15, 2010.

BY: Thomas Kennedy

TITLE: Executive Director

SIGNATURE:

_____

STATE OF VERMONT SUBRECIPIENT ANNUAL REPORT

As a condition of your federally funded grant award from the State of Vermont, you must complete this report in its entirety annually within forty-five (45) days after your fiscal year end. Please refer to the instructions on the reverse side of this document. You may also refer to the Grant Sub-Recipient FAQ page of the Department of Finance & Management website at <http://finance.vermont.gov>.

SECTION I - SUBRECIPIENT IDENTIFYING INFORMATION

FISCAL YEAR ENDING DATE: 06/30/09 VENDOR NUMBER: 43335

SUBRECIPIENT NAME: Southern Windsor County

ADDRESS: Regional Planning
P.O. Box 320
Ascutney, VT 05030

SECTION II - CERTIFICATION OF AUDIT REQUIREMENT

A SINGLE AUDIT IS REQUIRED FOR THE ABOVE FISCAL YEAR PERIOD:

YES NO

If YES - Go to Section IV If NO - Go to Sections III and IV

SECTION III - SUBRECIPIENT SCHEDULE OF FEDERAL EXPENDITURES

CFDA Number	Granting Agency/Department	Grant Number	Expenditures
Total			\$

SECTION IV - SIGNATURE

I certify that the above information is correct to the best of my knowledge:

Name: Tom Kennedy Title: Exec. Director

Signature: [Handwritten Signature] Date: 6/16/2010

Phone: 802-674-9201 Email: tkennedy@suxrpc.org

(Phone and email will be used to contact you if there are questions about this submission.)

INSTRUCTIONS

Overview:

Step 1: Complete **Sections I and II**

Step 2: Is a Single Audit required?

Yes Skip Section III and complete **Section IV**

No Complete **Sections III and IV**

Refer to the instructions for each section below

Section I - Subrecipient Identifying Information:

Fiscal Year Ending Date - Enter your organization's fiscal year ending date covered by this report in DD/MM/YYYY format. This period is often not the same as the grant period.

Vendor Number - This is the 10 digit identifying number for your organization in the State of Vermont's accounting system. It is provided to you in the upper right hand corner of the grant list box in the letter that accompanies this report. Your vendor number is not the same as your state or federal tax identification number.

Subrecipient Name - This is your organization's (the subrecipient's) full name.

Address - This is the primary address for the subrecipient organization.

Section II - Certification of Audit Requirement:

Check **YES** if your organization requires a single audit for the fiscal year being reported. Pursuant to OMB Circular A-133 a single audit is required if the subrecipient expends **\$500,000 or more in total federal grant assistance** during the fiscal year. This threshold includes federal grant expenses from all sources (i.e. from the State of Vermont, directly from the Federal government, or passed through another non-federal organization.)

Check **NO** if the subrecipient organization is not required to have a single audit per OMB Circular A-133.

If you check **YES** in Section II, you should leave Section III blank. You must also submit a copy of the single audit report to the State within nine (9) months after your fiscal year-end. Please submit the single audit report to all State of Vermont granting agencies whose grant funds you expended. Do not submit a copy of the single audit report directly to the Department of Finance and Management.

Section III - Subrecipient Schedule of Federal Expenditures:

Complete this section only if you checked **NO** in Section II. Report each grant on its own line and include each federal grant expended, even those that did not come to you from the State of Vermont. If Section III does not contain enough rows for you to report all grants, you may attach a separate sheet.

CFDA number - The Catalog of Federal Domestic Assistance identification number - found on grant award document.

Granting Agency/Department - This is the organization that awarded the funds to you (i.e. federal, state, or other pass-through entity.)

Grant Number - The number assigned by the granting agency to identify the specific grant award.

Expenditures - The total federal expenditures incurred during the fiscal year covered by this report for each grant award, rounded to the nearest dollar. Report these expenditures regardless of whether or not reimbursement has been received. Include the value of federal awards expended for non-cash assistance, if applicable. In the case of multi-year awards, report only the amount expended during the report year. If your organization is required to or voluntarily expends its own funds in addition to the federal award, report only the federal portion. Neither backup documentation nor detailed expenditure information is required to be submitted with this report.

In the letter that accompanies this report, the grant information required in Section III is provided to you for all open federal grants entered in the State of Vermont's federal grants database as of the date of this letter. The Amount column in the grants list is the total award amount and may or may not equal the amount you expended or received during the report year.

Section IV - Signature:

This report must be completed and signed by the Chief Financial Officer, Controller, Business Manager, Treasurer, or other person responsible for the financial records of the organization. Only authorized individuals should complete and sign this report. The contact information you provide (phone and email) will be used to contact you if there are questions about this submission.

Submission:

Submit completed report to the following address:

Department of Finance & Management, Financial Operations Division, 109 State Street, 4th Floor, Montpelier, VT 05609-5901, Attn: Karen Jaquish

Only a fully completed, signed report will be accepted. **Prior versions of the Certification of Audit Requirement and Subrecipient Schedule of Federal Expenditures are obsolete and will no longer be accepted.** This report is required by your grant agreement. Failure to submit this report by the due date or a submission using obsolete forms may result in your organization being put into a delinquent status which could affect future grant awards and reimbursements.

