



**STAFF REPORT/RESOLUTION**

**TO:** Southwest Washington Regional Transportation Council Board of Directors  
**FROM:** Matt Ransom, Executive Director  
**DATE:** July 25, 2017 *MR*  
**SUBJECT:** Indirect Cost Plan, Resolution 08-17-10

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**AT A GLANCE - ACTION**

*The RTC Board is being asked to adopt RTC's Indirect Cost Plan including attachments. In order to receive federal and state funds, RTC must approve the Indirect Cost Plan and maintain the approved plan on file for audit purposes per 2 CFR 200.*

**BACKGROUND**

In the past, federal regulations required RTC to provide the State with a copy of the Indirect Cost Plan. Due to recent reform of the Federal government's guidance via the Office of Management and Budget (OMB), changes to federal regulations have occurred. The "Uniform Guidance" or 2 CFR §200 now require subrecipients receiving under \$35 million annually to certify their Indirect Cost Plan and maintain it on file for audit purposes.

**POLICY IMPLICATION**

Affirmative action on this Resolution would ensure RTC's compliance with 2 CFR §200 and the WSDOT Local Agency Guidelines §23.5 regarding Indirect Cost Plan requirements. This will allow RTC to continue to receive funding.

**BUDGET IMPLICATION**

This action is consistent with RTC's current work plan.

**ACTION REQUESTED**

Adoption of Resolution 08-17-10 with the effective date of July 1, 2017.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2017,  
by the Southwest Washington Regional Transportation Council.

SOUTHWEST WASHINGTON  
REGIONAL TRANSPORTATION COUNCIL

ATTEST:

\_\_\_\_\_  
Jeanne E. Stewart  
Chair of the Board

\_\_\_\_\_  
Matt Ransom  
Executive Director

Attachment: Indirect Cost Plan with attachments

**SOUTHWEST WASHINGTON**

**REGIONAL TRANSPORTATION COUNCIL**

**INDIRECT COST PLAN**

Prepared By:  
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Regional Transportation Council  
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Vancouver, Washington 98666  
**January 2017**

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## **I. INTRODUCTION: Content and Structure of the Plan**

This document represents the Indirect Cost Plan for the Southwest Washington Regional Transportation Council (RTC), which has been developed in conformance with OMB's Uniform Guidance: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) at 2 CFR Part 200. This circular establishes the principles and standards for determining allowable costs applicable to Federal grants, contracts and other agreements with state and local governments. The principles are designed to provide that such programs bear their fair share of costs, without subsidizing other programs.

The Uniform Guidance requires the development of a written indirect cost plan to support the distribution of any joint costs related to grant programs. Such plans should set out 1) the nature of the services provided; 2) the items of expense to be charged; and 3) the method(s) to be used in distributing costs.

The Uniform Guidance and other authoritative publications recognize that more than one method is generally acceptable to allocate most costs. RTC has selected the method(s) which, in management's opinion, result in the most realistic sharing of costs, based on the relevant benefit received.

The costs charged to these programs will be reasonable, necessary, allocated consistently, and permissible under State and Federal laws and regulations.

## **II. DESCRIPTION OF SERVICES AND METHODS**

The Southwest Washington Regional Transportation Council (RTC) is an autonomous governmental entity formed by various local governments of Clark County. The RTC was formed effective July 1, 1992, through an Interlocal Agreement and incorporated as a public non-profit corporation. It was designated as the MPO for Clark County on July 8, 1992. RTC also serves as the RTPO for Clark, Skamania, and Klickitat Counties. The mission of the Southwest Washington Regional Transportation Council shall be to encourage and promote the development of a regional transportation system that efficiently maximizes the mobility of people and goods within and through the region and minimizes transportation air pollution.

RTC receives and administers numerous grants from Federal, State, and Local governments. These grants provide the funds necessary to operate several transportation related programs. Each of these programs is established as a cost center to record and accumulate operating costs on a monthly and annual basis.

In addition, an "Administration" cost center is established to identify, summarize and distribute RTC departmental indirect costs which benefit all of the programs. This is illustrated in Attachment A, the RTC Overview of Programs' Budget. The total costs of this indirect administration cost center are allocated to the various programs based on actual direct gross staff wages (See Attachment A).

As a result, RTC is determining the actual amount of indirect cost to be charged to each program each month, as prescribed in the Uniform Guidance, Section 200.414. This method eliminates the need to estimate and negotiate a predetermined fixed rate for indirect costs. In addition, subsequent year adjustments for overpayment or underpayment of indirect costs are avoided.

In general, each expenditure will be charged to cost center(s) based on relative benefit received. If a purchase is made for the benefit of one program, that program will be charged for the entire cost. If a purchase benefits two or more programs, the expenditure will be allocated between those programs using a basis which results in each program paying its fair share. If a purchase is administrative in nature, or if the purchase amount is nominal and allocation would not be practical, then the expenditure will be charged to the Administration cost center.

Attachment A includes a chart which provides an overview of the program or programs to be charged for each type of expenditure.

RTC will avoid incurring costs which are unallowable according to the Uniform Guidance, including:

- 1) bad debts;
- 2) contingency provisions;
- 3) contributions and donations;
- 4) entertainment;
- 5) fines and penalties;
- 6) general costs of government;
- 7) interest;
- 8) lobbying; and
- 9) under-recovery of costs under grant agreements.

In the event such an expenditure arises, it will be charged to the cost center which consumed the expenditure, and will be identified as an unallowable Federal cost. Such expenditure will not be billed as a direct or indirect cost to any Federal grant.

Specific Allocation Methods include the following:

Salaries and Benefits

All salaries will be charged to the cost center(s) that benefit from the time spent. Each employee will prepare a timesheet for each payroll indicating the hours spent in each cost center. Hours spent for vacation, sick, and holidays will be charged to the indirect administration cost center. The timesheet will be signed by the employee and supervisor, and will account for all of the time for which compensation is paid by RTC.

All fringe benefits and payroll taxes will be charged on the same basis as the corresponding employee's gross wages. The benefits rate for budgeting purposes is based on the average Clark County rate of 50%.

All salaries and benefits are presently treated as direct costs with the exception of the administrative staff positions and vacation, sick, and holiday hours, which are treated as indirect costs.

Professional Services

Professional services will be charged to the program or programs (including Administration), which benefit from the service.

Rent - Office and Other

All rental and occupancy cost will be charged to the Administration cost center and will be allocated to programs, along with the other indirect costs, based on direct gross wages.

Office and Computer Supplies

Office and computer supplies, which are administrative in nature will be charged to the General Administration cost center. Supplies which directly and exclusively benefit one or more programs will be charged to programs based on relative benefit received.

Software and Licensing

Software and licensing costs will be charged primarily to the Administration cost center. Software costs that directly benefit one or more programs and that do not benefit all programs will be treated as direct costs.

Computer and Office Equipment

Expendable computer and office equipment will be charged primarily to the Administration cost center, because all programs benefit from such expenditures.

Travel Costs

Travel expenses will be charged to the Administrative cost center or to the program(s) which benefit from the trip. Such allocations will be supported by travel reimbursements prepared and signed by the employee as certification the information is accurate and complete.

Registration and Tuition

Registration and tuition costs will be charged to the cost center or centers (including Administration) that benefit from the expenditure.

Dues and Memberships

Dues and memberships will be charged primarily to the Administration cost center, because all programs benefit from such expenditures.

Communications

Communications (telephone, postage, etc.) will be charged primarily to the Administration cost center, because all programs require and benefit from such expenditures. Communication costs that directly benefit one or more programs and that do not benefit all programs will be treated as direct costs.

Advertising Costs

Advertising expenditures will be charged primarily to the Administrative cost center and will be allocated to programs along with the other indirect costs based on direct gross wages. Advertising costs that directly benefit one or more programs and that do not benefit all programs will be treated as direct costs.

Insurance

Insurance cost will be charged to programs based on relative benefit received. Most of the insurance provides agency-wide coverage, and will be charged to Administration.

Miscellaneous

Miscellaneous costs will be charged to the cost center or centers (including Administration) that benefit from the expenditure.

Capital Equipment

Prior grantor approval will be obtained for any capital equipment to be charged to a Federal, State, or Local grant. Such items will be allocated to the program(s) which benefit or use the asset.

Interest Expense

Interest expense is a non-operating unallowable cost. Accordingly, interest expense will not be charged to any of the programs, and will not be included in the Administrative costs to be allocated to the direct service programs.

### **III. ATTACHMENTS**

**Attachment A**

**RTC Overview Of Programs Budget  
January 1 - December 31, 2017**

	<b>Administrative (Indirect)</b>	<b>UPWP</b>	<b>STP</b>	<b>State</b>	<b>Local</b>	<b>Total</b>
<b>REVENUES</b>						
Federal, FHWA & FTA		785,300				785,300
Federal STP		275,000				275,000
State RTPO		171,700				171,700
Local MPO		316,100	32,800		75,000	423,900
Fed STP, VAST Mgmt. and Operations			210,000			210,000
Fed STP, Bus on Shoulder			53,100		8,300	61,400
State, Bingen WS Circulation Study				141,100		141,100
Other Miscellaneous Projects					5,000	5,000
<b>Total</b>		<b>1,548,100</b>	<b>295,900</b>	<b>141,100</b>	<b>88,300</b>	<b>2,073,400</b>
<b>EXPENDITURES</b>						
Direct Salaries		569,625	39,237	6,045	4,994	619,900
Benefits (at 50%)		284,812	19,618	3,023	2,497	309,950
Indirect Salaries	308,100	0	0	0	0	308,100
Indirect Benefits	154,050	0	0	0	0	154,050
Professional Services						
Consultant	0	25,000	191,400	125,000	75,000	416,400
Information Services	8,000	0	0	0	0	8,000
Modeling Services	30,000	0	0		0	30,000
Accounting/HR Services	25,000	0	0	0	0	25,000
State Audit	14,000	0	0		0	14,000
Legal Services	20,000	0	0	0	0	20,000
Other Professional Services	10,000	0	0	0	0	10,000
Rent						
Office	62,000	0	0	0	0	62,000
Copy Machine/Other	7,000	0	0	0	0	7,000
Supplies and Equipment						
Office/Computer Supplies	12,000	0	0	0	0	12,000
Software/Licenses	10,000	0	0	0	0	10,000
Computer/Office Equipment	4,000	6,000	0	0	0	10,000
Travel/Training/Staff Development						
Travel	13,500	0	0	0	0	13,500
Registration/Tuition	10,000	0	0	0	0	10,000
Dues/Memberships	5,000	0	0	0	0	5,000
Communications						
Telephone/FAX/Postage	4,000	0	0	0	0	4,000
Other Communication (CVTV)	14,000	0	0	0	0	14,000
Other Expenses						
Advertising	2,500	0	0	0	0	2,500
Insurance	5,500	0	0	0	0	5,500
Miscellaneous	2,500	0	0	0	0	2,500
Indirect Total	(721,150)	662,663	45,645	7,032	5,809	0
<b>Total</b>	<b>0</b>	<b>1,548,100</b>	<b>295,900</b>	<b>141,100</b>	<b>88,300</b>	<b>2,073,400</b>

## Attachment B

### 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 January, 2017 to establish indirect costs for the calendar year ending December 31, 2017, are allowable in accordance with the requirements of the Federal awards to which they apply and the provisions of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost 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 indirect costs.

I declare that the foregoing is true and correct.

Southwest Washington Regional Transportation Council



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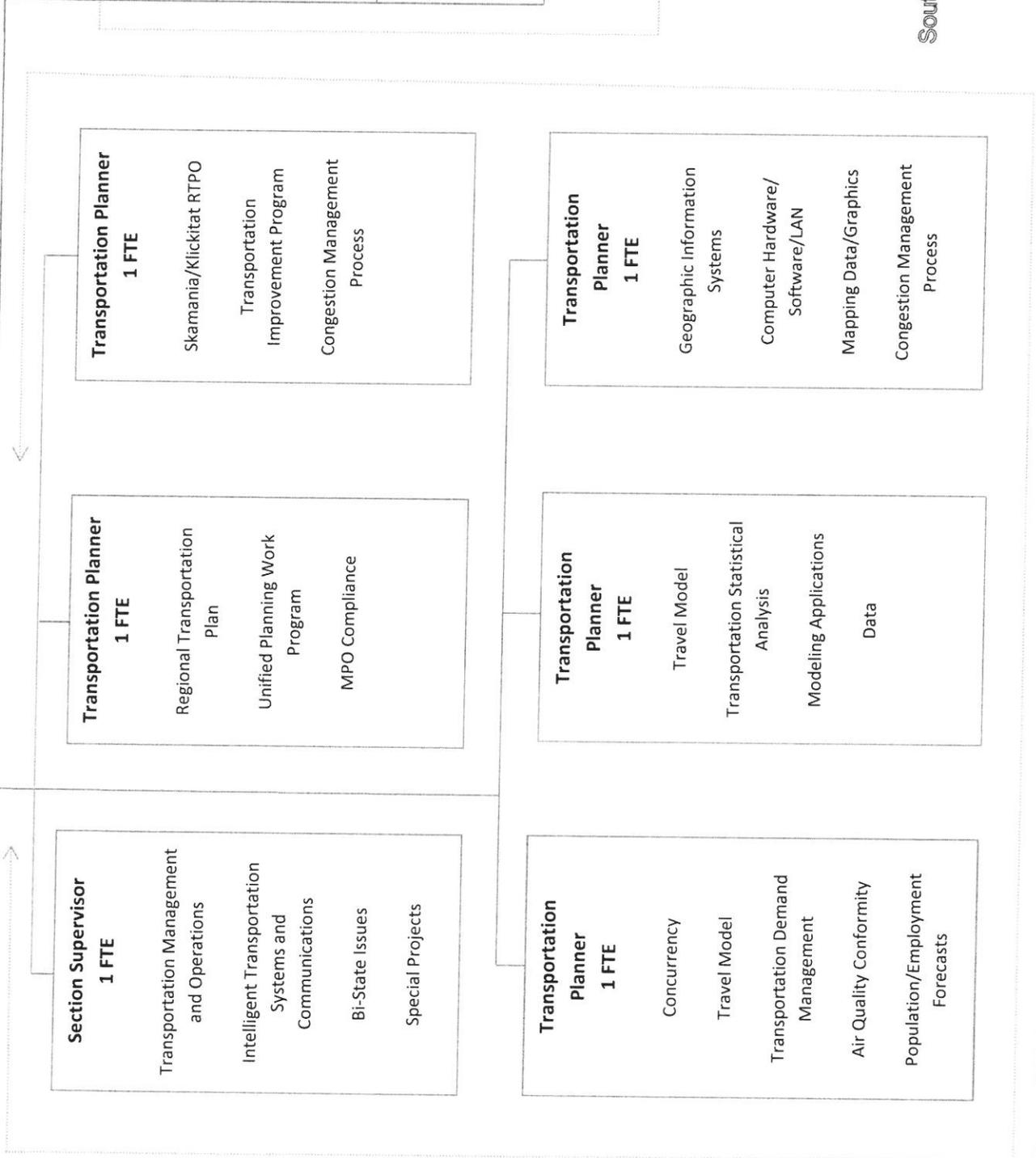
Matt Ransom, Executive Director  
Southwest Washington Regional Transportation Council

1-30-2017

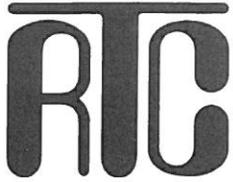
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Date

**Executive Director**  
1 FTE



Southwest Washington Regional  
Transportation Council



STAFF REPORT/RESOLUTION

TO: Southwest Washington Regional Transportation Council Board of Directors  
FROM: Matt Ransom, Executive Director  
DATE: November 29, 2016 *MARK*  
SUBJECT: YR 2017 Work Program and Budget, Resolution 12-16-31

**AT A GLANCE - ACTION**

*The purpose of this resolution is to seek RTC Board adoption of the YR 2017 Work Program and Budget.*

**BACKGROUND**

The proposed YR 2017 (January 1 to December 31) Work Program and Budget for the Southwest Washington Regional Transportation Council are prepared annually as planning tools for implementation of the agency’s work. The 2017 Work Program outlines how RTC will be engaged in the major regional transportation planning and grant funding efforts in 2017 as well as engaged with members on issues of emphasis to advance implementation of the Regional Transportation Plan (2014) and to develop inputs to the Plan’s scheduled update by year 2018. The Work Program and Budget are planning tools to guide the agency’s work and planned expenditures.

**YR 2016 IN REVIEW**

Calendar year 2016 was a productive year, and RTC’s program remains compliant with current regulations enabling the flow of state and federal grant funds to the RTC region. RTC’s expenditures were less than planned across every major budget category, except for Professional Services, where the RTC took up several new project management assignments on behalf of members. The corresponding funds to pay for those additional Professional Services expenditures were granted to RTC in conjunction with the related project management contracts. A synthesis of work completed by RTC is found in the 2016 Annual Report.

**YR 2017 WORK PROGRAM**

RTC’s 2017 Work Program is based on the program activities described in the approved FY 2017 Unified Planning Work Program (UPWP) (adopted by: BR 05-16-08).

RTC’s UPWP focuses on the continuing and comprehensive regional planning and collaborative decision making process and general MPO administration (outlined in detail in the *FY 2017 UPWP*). The UPWP work program produces the bulk of the agency’s products and services to members. The UPWP work program relies on accurate data, research, analysis, and special

program management, each supports the RTC region's plan to address pressing current and future regional transportation demands.

In addition to the core work program of the UPWP, staff has identified work efforts that will receive additional emphasis during YR 2017. The intent of the Emphasis Area designation is to provide focus on a specific topic, due to either a current mandate, external influences, and/or in response to contemporary and relevant regional issues discussion.

#### YR 2017 EMPHASIS AREAS

In YR 2017, the RTC will be working to complete a couple regional studies that were initiated in YR 2016 (Bus on Shoulder Feasibility Study and Bingen/White Salmon Circulation Study). RTC will begin efforts to develop inputs to the 2018 Regional Transportation Plan (RTP) update. In addition, a significant uptick in work for MAP-21 related performance planning and measures is expected for those measures and targets which need to be adopted in 2017.

In support of the new activities planned for pre-development of the 2018 RTP and MAP-21 performance measures implementation, staff is recommending an allocation of one-time professional services budget resources (\$75,000) to support these focused efforts. A brief description of those efforts is below.

***2018 Regional Transportation Plan Update.*** As part of the 2017 Work Program, staff will begin background research and development of the input assumptions for the 2018 plan update. Two areas of additional activity (and supported by professional services) relate to deploying some form of stakeholder *Engagement Process* and to engage *Technical Assistance* for inclusion of MAP-21 related performance measures into the Plan. Scoping of both of these efforts will include member agencies through RTAC and the RTC Board as appropriate.

***MAP-21 Performance Based Planning.*** Just recently USDOT began to finalize performance measure rulemaking and the first state performance target in the Safety category is expected to be set (by the State) at the end of 2016. With this recent activity, RTC will need to formalize and adopt performance measures, including building those targets into the Regional Transportation Plan. *Technical Assistance* is needed to help shape the framework for how RTC implements performance targets (i.e. the targets/measures, reporting, and inclusion in RTC's planning documents.)

#### **YR 2017 BUDGET**

RTC prepares a calendar year (CY) budget for financial planning purposes. The RTC's CY budget is set to support staffing and services which enable progress on the Work Program's UPWP and Emphasis Areas components.

Revenues, which support RTC operations, include sources such as: federal and state grants, member agency assessments, and enterprise fees. Expenses for RTC are primarily related to: staffing, specialty consulting services, and general operations activities (ex. rent, support services, equipment, staff development, etc.)

Revenues on hand or projected to be granted to RTC during CY 2017 is balanced to projected expenses and will fully support RTC operations at current staffing levels and implementation of the 2017 Work Program. The Budget reflects RTC policies and procedures and program cost structures including the 2017 adjustments to the RTC's medical and benefit plans; changes in the employee compensation program; and the indirect cost allocation plan for direct and indirect services purchased from and administered by Clark County.

The 2017 Budget reflects the adopted increase to the Member Dues assessments, which now total \$180,000. State and Federal grants in hand or expected to be granted from Washington State DOT (WSDOT), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA) are expected to be slightly above the 2016 levels.

Beyond anticipated operating cost increases, the 2017 budget reflects allocation resources for consulting contracts to several projects now underway (ex. VAST, Bus on Shoulder Feasibility Study, Bingen/White Salmon Circulation Study). Further, the Budget reflects a proposed allocation of \$75,000 in resources for technical assistance in support of the Emphasis Areas identified in the Work Program (Specifically: Regional Transportation Plan and MAP-21 engagement and technical support.)

#### **POLICY IMPLICATION**

The 2017 Work Program incorporates the adopted UPWP and adds additional activities described as *Emphasis* work areas. The 2017 Work Program is designed to make incremental progress in implementing the policies and funding projects of the adopted Regional Transportation Plan (2014). Policy recommendations which are developed in conjunction with the 2017 Work Program may be presented to the Board for final policy consideration and adoption (if needed).

The 2017 Work Program includes programmed projects and revenue generated by RTC project management and enterprise activities on behalf of member agencies. RTC anticipates a commitment to this type of work in 2017 and is programming additional capacity to take on additional work of this type in the travel modeling and technical services areas.

#### **BUDGET IMPLICATION**

The Budget for planned expenditures totaling \$2,073,400 will be established for the period of January 1 to December 31, 2017. Available revenues and pending grants will fully fund RTC operations as planned.

**ACTION REQUESTED**

Adoption of Resolution 12-16-31, 2017 RTC Work Program and Budget.

ADOPTED this 6th day of December 2016,

by the Southwest Washington Regional Transportation Council.

SOUTHWEST WASHINGTON  
REGIONAL TRANSPORTATION COUNCIL

ATTEST:



\_\_\_\_\_  
Jack Burkman  
Chair of the Board



\_\_\_\_\_  
Matt Ransom  
Executive Director

Attachment

# Work Program and Budget

Year 2017

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Southwest Washington Regional Transportation Council



## RTC YR 2017 Work Program & Budget

Resurgence of the regional economy and continued growth in population are increasing the demands upon our region's transportation infrastructure. RTC's congestion monitoring report indicates growing pressure on key commute corridors. In response, regional efforts have been initiated to study less costly, system operations strategies, as short-term actions that are designed to optimize the performance of the existing systems. Meanwhile, longer term projects remain a focus for funding in state and federal competitive grant programs.

As the region continues to work on infrastructure planned upgrades, the 2017 Work Program initiates pre-development efforts as part of the planned update to the Regional Transportation Plan in 2018. Among those efforts include continued integration of performance based planning measures into the region's Plan and a focused scenario planning effort to elicit stakeholder input in shaping the overall plan's strategies.

As a whole, trend forecasting indicates a continued growth in population and an increasing diversification of our region in terms of age demographics, incomes, and transportation mode choice. These trends will drive a need for continued evolution in policy and strategy to provide for a modern and diverse regional transportation network which underlies and supports a planned for vibrant regional economy. The efforts of the 2017 Work Program anticipates many of these demands, and is designed to help shape the region's transportation investment strategy for years to come.

### YR 2017 Core Work Program

RTC's 2017 Work Program is based on the program activities described in the approved FY 2017 Unified Planning Work Program (UPWP) (*adopted by: BR 05-16-08*).

#### UPWP web hyper-link:

<http://rtc.wa.gov/programs/upwp/docs/UPWP2017-20160503-Adopted.pdf>

RTC's UPWP focuses on the continuing and comprehensive regional planning and collaborative decision making process and general MPO administration (*outlined in detail in the FY 2017 UPWP*). The UPWP work program produces the bulk of the agency's products and services to members. The UPWP work program is informed by accurate data, research, analysis, and special program management, each of which is used to identify needs and strategies that address the RTC region's pressing current and future regional transportation demands.

### Year 2017 Emphasis Areas

The 2017 Work Program - Emphasis Areas, are generally topics that are current and need to be addressed in 2017. The intent of the Emphasis Area designation is to provide focus on a specific topic, due to either a current mandate, external influences, and/or in response to contemporary and relevant regional issues discussion.

# RTC YR 2017 Work Program

## Emphasis Areas

### 1. Regional Project Funding

- a. Grant Program Policy and Scoring Review
- b. Annual Grant Program Call for Projects/Evaluation/Awards

### 2. 2035 Regional Transportation Plan Implementation

- a. Engagement for 2018 Plan Update
- b. Technical Preparations for 2018 Plan Update
- c. Federal Functional Classification Review for Regional Roadways
- d. Complete & Safe Streets Policy Review & Recommendations to Board
- e. Regional Traffic Model Updates to YR 2015 Baseline and 2040 Future

### 3. Studies

- a. Bus on Shoulder Phase I Study Evaluation
- b. Bingen/White Salmon Circulation Study

### 4. Regional Freight / Commerce Planning and Data Collection

- a. Regional Freight Priority Project – Consultation with member agencies for FAST Act grants and related state plan updates
- b. Interest Group Outreach and Engagement
  - i. Coordination with SW Freight and Commerce Task Force
  - ii. Coordination with Metro Freight Task Force

### 5. MAP-21 Implementation

- a. Performance Target Setting with Board
  - i. Safety
  - ii. Bridge and Pavement
  - iii. Transit Measures
- b. Monitoring and Comments to Federal Rule Making Process
  - i. MPO Reform and Coordination
- c. Multi-jurisdictional Committee for Target Setting and Performance Monitoring

### 6. Partnership Building

- a. Bi-State Coordination Committee(s) Support & Outreach
- b. Partner Outreach and Engagement (ex. CREDC, ICC, MCCED, etc.)
- c. Enterprise Activity Support

### 7. Administrative

- a. Ongoing review of administrative policies and procedures

## 2017 BUDGET

RTC prepares a calendar year (CY) budget for financial planning purposes. It is used as a planning tool, and if adjustments to the Budget are needed during the year, they will be presented to the Board for consideration. The RTC's CY Budget outlines the anticipated revenues and expenses for the calendar year 2017. The CY Budget is consistent with the FY UPWP budget and supplemented to support Emphasis Areas and emergent activities.

RTC's CY 2017 Budget supports staffing and services which enable progress on the Work Program's UPWP and Emphasis Areas components. Revenues, which fund RTC operations, include sources such as: federal and state grants, member agency assessments and enterprise fees. Expenses for RTC are primarily related to: staffing, specialty consulting services, and miscellaneous operations activities (ex. rent, support services, equipment, staff development, etc.)

Implementation of the YR 2017 Work Program with staffing, specialty consulting services and operations support is budgeted to cost: \$2,073,400.

### Budget Summary

- Federal and State grants to RTC are projected to remain relatively stable in CY 2017.
- Resources available or forecast to be available for CY 2017 will fully fund RTC operations. (Resources include: Federal and State grant revenues combined with dues and enterprise fees)
- Member Dues of \$180,000 are now applied to the budget for CY 2017.
- The 2017 Budget retains current staffing levels.
- Cost structures for benefits and personnel compensation are consistent with established schedules and benefit plan bids, which are maintained by Clark County (RTC's payroll and benefit provider).
- Indirect service contract expenses are consistent with the provider's (*Clark County*) cost structures and policy (RTC's accounting, treasury, IT and human resources support provider).
- Implementation of the YR 2017 Work Program with staffing, specialty consulting services and operations support is budgeted to cost: \$2,073,400.

**Regional Transportation Council  
Budget for 2017**

<b>REVENUES</b>		<b>2017 Budget</b>
<b>Unified Planning Work Program</b>		<b>\$1,232,000</b>
FHWA		597,700
FTA		187,600
STP		275,000
RTPO		171,700
<b>Vancouver Area Smart Trek (STP)</b>		<b>210,000</b>
<b>Other Local</b>		<b>243,900</b>
<b>Bingen/White Salmon Circulation Study</b>		<b>141,100</b>
<b>Bus on Shoulder Study</b>		<b>61,400</b>
<b>Other Miscellaneous Projects</b>		<b>5,000</b>
<b>Local MPO Dues</b>		<b>180,000</b>
<b>TOTAL REVENUES</b>		<b>\$2,073,400</b>
<b>EXPENSES</b>	<b>2016 Budget</b>	<b>2017 Budget</b>
<b>Salaries</b>	<b>\$896,600</b>	<b>\$928,000</b>
<b>Benefits</b>	<b>448,300</b>	<b>464,000</b>
<b>Professional Services</b>	<b>287,400</b>	<b>523,400</b>
Consultant	180,000	416,400
Information Services	8,000	8,000
Modeling Services	30,000	30,000
Accounting/HR Services	27,900	25,000
State Audit	11,500	14,000
Legal Services	20,000	20,000
Other Professional Services	10,000	10,000
<b>Rent</b>	<b>69,000</b>	<b>69,000</b>
Office	62,000	62,000
Copy Machine/Other	7,000	7,000
<b>Supplies and Equipment</b>	<b>35,000</b>	<b>32,000</b>
Office and Computer Supplies	12,000	12,000
Software/Licenses	10,000	10,000
Computer and Office Equipment	13,000	10,000
<b>Travel, Training and Staff Development</b>	<b>28,500</b>	<b>28,500</b>
Travel	13,500	13,500
Registration/Tuition	10,000	10,000
Dues/Memberships	5,000	5,000
<b>Communications</b>	<b>18,000</b>	<b>18,000</b>
Telephone/FAX/Postage	4,000	4,000
Other Communication (CVTV)	14,000	14,000
<b>Other Expenses</b>	<b>9,500</b>	<b>10,500</b>
Advertising	2,000	2,500
Insurance	5,000	5,500
Miscellaneous	2,500	2,500
<b>TOTAL EXPENSES</b>	<b>\$1,792,300</b>	<b>\$2,073,400</b>

**Attachment E**

**Southwest Washington Regional Transportation Council  
2016 and 2017 Total and Indirect Expenses**

<u>EXPENSES</u>	<u>2016 Actual</u>	<u>2016 Indirect</u>	<u>2017 Budget</u>	<u>2017 Indirect</u>
<b>Salaries</b>	<b>\$890,030</b>	<b>\$287,463</b>	<b>\$928,000</b>	<b>\$308,100</b>
<b>Benefits</b>	<b>428,493</b>	<b>141,240</b>	<b>464,000</b>	<b>154,050</b>
<b>Professional Services</b>	<b>337,431</b>	<b>76,953</b>	<b>523,400</b>	<b>107,000</b>
Consultant	260,478	0	416,400	0
Information Services	5,646	5,646	8,000	8,000
Modeling Services	13,457	13,457	30,000	30,000
Accounting/HR Services	24,343	24,343	25,000	25,000
State Audit	13,806	13,806	14,000	14,000
Legal Services	16,160	16,160	20,000	20,000
Other Professional Services	3,541	3,541	10,000	10,000
<b>Rent</b>	<b>64,751</b>	<b>64,751</b>	<b>69,000</b>	<b>69,000</b>
Office	59,964	59,964	62,000	62,000
Copy Machine/Other	4,787	4,787	7,000	7,000
<b>Supplies and Equipment</b>	<b>21,606</b>	<b>17,537</b>	<b>32,000</b>	<b>26,000</b>
Office/Computer Supplies	6,346	6,346	12,000	12,000
Software/Licenses	5,582	5,582	10,000	10,000
Computer/Office Equipment	9,678	5,609	10,000	4,000
<b>Travel/Training/Staff Development</b>	<b>11,639</b>	<b>11,639</b>	<b>28,500</b>	<b>28,500</b>
Travel	6,563	6,563	13,500	13,500
Registration/Tuition	2,285	2,285	10,000	10,000
Dues/Memberships	2,791	2,791	5,000	5,000
<b>Communications</b>	<b>15,751</b>	<b>15,751</b>	<b>18,000</b>	<b>18,000</b>
Telephone/FAX/Postage	1,975	1,975	4,000	4,000
Other Communication	13,776	13,776	14,000	14,000
<b>Other Expenses</b>	<b>5,930</b>	<b>5,578</b>	<b>10,500</b>	<b>10,500</b>
Advertising	848	848	2,500	2,500
Insurance	4,730	4,730	5,500	5,500
Miscellaneous	352	0	2,500	2,500
<b>TOTAL EXPENSES</b>	<b><u>\$1,775,631</u></b>	<b><u>\$620,912</u></b>	<b><u>\$2,073,400</u></b>	<b><u>\$721,150</u></b>