MEETING NOTICE

STEERING COMMITTEE MEETING
East Central Wisconsin Regional Planning Commission

COMMITTEE MEMBERS: Jeff Nooyen (Chair), Alice Connors (Vice Chair), Martin Farrell, Dick Koeppen, Thomas Kautza, Donna Kalata, Jeremy Johnson, Dave Albrecht,

Place: In person at East Central Offices
Date: Wednesday, June 16, 2021
Time: 1:30 p.m.

Please contact the East Central office if you are unable to attend and arrange for an alternate to be present.

AGENDA

1) Welcome and Introductions

2) Roll Call
   A. Introduction of Alternates, Staff and Guests

3) Statement of Compliance with Wis. Stats. §19.84 regarding Open Meeting Requirements

4) Pledge of Allegiance

5) Moment of Silent Meditation

6) Approval of the Agenda/Motion to Deviate

7) Public Comment

8) Approval of the May 19, 2021 Steering Committee Meeting Summary of Proceedings

9) Announcements and Discussion Items
   A. Director’s Report

10) New Business/Action Items
    A. Discussion and potential action on Proposed Resolution 12-21: Adopting the 2021 Cost Allocation Plan and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission (being addressed under the full authority of the Commission)
B. Discussion and potential action on Proposed Resolution 15-21: Adopting the 2022 Cost Allocation Plan, Indirect Cost Proposal and Certificate of Lobbying for the East Central Wisconsin Regional Planning Commission (being addressed under the full authority of the Commission)

C. CLOSED SESSION: The Committee will convene, if needed, into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes to consider personnel matters and compensation.

D. RECONVENE INTO OPEN SESSION: The Committee will reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes to take action, if necessary, on the above matters.

   i. Action from closed session discussions

11) County Roundtable Discussion (as time permits)

12) Next Meeting

   A. Steering Committee Meeting: The next Steering Committee meeting will take place on Wednesday, July 21, 2021 at 1:30 p.m. Further details will be forthcoming.

   B. Commission Meeting: The next Commission meeting will be held on Friday, July 30, 2021 at 10:00 a.m. An agenda and meeting materials will be forthcoming.

13) Adjourn

Any person wishing to attend this meeting or hearing, who, because of a disability, requires special accommodations should contact the East Central Wisconsin Regional Planning Commission at (920) 751-4770 at least three business days prior to the meeting or hearing so that arrangements, within reason, can be made.
DRAFT SUMMARY OF PROCEEDINGS

STEERING COMMITTEE MEETING
East Central Wisconsin Regional Planning Commission

COMMITTEE MEMBERS: Jeff Nooyen (Chair), Alice Connors (Vice Chair), Martin Farrell, Dick Koeppen, Thomas Kautza, Donna Kalata, Jeremy Johnson, Dave Albrecht,

Place: In person at East Central Offices or Virtual Meeting
Date: Wednesday, May 19, 2021
Time: 1:30 p.m.

AGENDA

1) Welcome and Introductions
Chair Nooyen called the meeting to order and welcomed attendees to the meeting.

2) Roll Call
Committee Members Present:
Martin Farrell ................................................................. Fond du Lac County
Alice Connors (Vice Chair) ................................................... Waupaca County
Dick Koeppen ............................................................... Calumet County
Dave Albrecht (Perm. Alt. for Shiloh Ramos) ................................... Winnebago County
Jeff Nooyen (Chair) ................................................................ Outagamie County
Tom Kautza ........................................................................ Shawano County
Jeremy Johnson (Perm. Alt. for Elizabeth Moses) ................................ Menominee County

Committee Members Absent:
Donna Kalata, excused........................................................ Waushara County

ECWRPC Staff and Guests:
Melissa Kraemer Badtke ....................................................... Executive Director
Kevin Englebert ................................................................. Assistant Director
Sara Otting ........................................................................ Controller
Kim Biedermann ............................................................... Associate Planner – Regional Bicycle & Pedestrian Coordinator
Dave Moesch .................................................................. Associate Planner
Ron McDonald ................................................................ Valley Transit Manager
Alex Gramovot ........................................................................ WisDOT
A. Introduction of Alternates, Staff and Guests

Ms. Kraemer Badtke conducted roll call and announced the staff that were on the call.

3) Statement of Compliance with Wis. Stats. §19.84 regarding Open Meeting Requirements

Ms. Kraemer Badtke stated the meeting was posted in compliance with Wis. Stats. Sec. 19.84 regarding the Open Meetings requirement and that it was a legal meeting.

4) Pledge of Allegiance

5) Moment of Silent Meditation

6) Approval of the Agenda/Motion to Deviate

Mr. Farrell motioned to approve the agenda as distributed, Mr. Kautza seconded the motion. The motion passed unanimously.

7) Public Comment

There was no public comment.

8) Approval of the April 21, 2021 Steering Committee Meeting Summary of Proceedings

Ms. Connors motioned to approve the summary of proceedings, Mr. Albrecht seconded the motion. The motion passed unanimously.

9) Announcements and Discussion Items

A. Director’s Report

Ms. Kraemer Badtke provided an overview of the Director’s Report. Items included in the overview were as follows: technical assistance program project status, and cost allocation plan and indirect cost rate proposal update.

B. Fond du Lac MPO Agreement

Ms. Kraemer Badtke provided an overview of the Fond du Lac Metropolitan Planning Organization (MPO) Agreement. A new agreement must be drafted with the Fond du Lac MPO Policy Board and the East Central Wisconsin Regional Planning Commission to provide staffing services to ensure that program deliverables were completed. The Fond du Lac MPO Policy Board had a meeting on May 5th, the Policy Board requested that East Central staff work with the chair and the vice chair to develop a new agreement that would be brought forward to both the Technical Advisory Committee, the Policy Board, and the ECWRPC Steering Committee.

There was discussion regarding the technical advisory committee and policy board representative composition. There was also discussion regarding the updated content
that East Central staff will be working on with the Fond du Lac MPO Policy Board chair and vice chair.

C. **Appleton (Fox Cities) TMA and Oshkosh MPO and U.S. Census Updates**

Ms. Kraemer Badtke noted that with the reorganization plan, redesignation was being examined for the Appleton and Oshkosh MPOs. As part of the 2020 U.S. Census update and the Commission’s reorganization plan for the Appleton (Fox Cities) and Oshkosh MPOs, separate policy boards and processes would be developed. The U.S. Census has released information as to the new proposed urban area criteria, which has been analyzed by East Central staff by GIS analysis. East Central staff have also been working with Valley Transit and GO Transit staff during the process regarding the potential agglomeration. Ms. Kraemer Badtke discussed the impact the agglomeration could have on the MPOs as well as a tentative timeline for the process. Ms. Kraemer Badtke also noted that she consulted with the Federal Highway Administration for guidance on the agglomeration process as well.

There was discussion regarding the agglomeration of the MPOs and a brief history of this item during previous Census years was shared. Mr. McDonald from Valley Transit explained there would be impacts to the two transit agencies: GO Transit and Valley Transit. There was also discussion in 2010 regarding the agglomeration and the timeline of the agglomeration.

10) **New Business/Action Items**

A. **Discussion and potential action on Proposed Resolution 13-21: Amending the Transportation Improvement Program for the Fox Cities Transportation Management Area - 2021 (being addressed under the full authority of the Commission)**

Mr. Moesch provided an overview of the resolution. WisDOT Northeast Region requested project advancements, which are federally funded projects that were approved recently, that WisDOT would like to be moved up for the end of July which aligns with the next Quarterly Commission Meeting. Mr. Moesch provided an overview of the projects included in the meeting materials.

Mr. Farrell motioned to approve, Mr. Koeppen seconded the motion. The motion passed unanimously.

B. **Discussion and potential action on Proposed Resolution 14-21: Amending the 2021 Work Program and Budget for the East Central Wisconsin Regional Planning Commission (being addressed under the full authority of the Commission)**

Ms. Kraemer Badtke provided an overview of the resolution. There are two items for the potential amendment. The first item is the hiring of a human resources consultant to help the leadership team with the personnel policies update, revising and developing a salary reward program, developing employee development plans, performance evaluations, and other personnel matters. This item was not included in
the 2021 budget and work program and would be considered a pilot as this has not been done in the past. Ms. Kraemer Badtke noted the amount allocated in the budget for the hiring, if the amount was exceeded the $15,000, there would need to be a request for proposals (RFP) process per the competitive bid policy. This item will be reevaluated to see if this service will continue in the 2022 budget.

There was discussion regarding items having to be sent to an attorney in the past and the cost associated with that, reduction in expense with the hiring of a human resources consultant, agency changes and updates, and the benefits to utilizing a human resources consultant to assist the leadership team on the development of new policies and procedures.

Ms. Kraemer Badtke continued with the second item which was amending the work program and budget for funding that will be received for the extension of the Friendship State Trail to the east and doing a feasibility plan. Ms. Biedermann continued by providing a brief background of the discussion item. The request was to hire a consultant to conduct a feasibility study and master plan for a connection that would extend the Friendship State Trail to the east from Menasha to High Cliff State Park. ECWRPC staff received notification that full funding for this project was received. Ms. Biedermann provided an overview of the funds and how they are planned to be utilized. Ms. Biedermann also provided an overview of the timeline for the project that was provided by the Community Foundation.

Ms. Connors motioned to amend the budget to consider the human resource consultant and the Community Foundation funds, Mr. Albrecht seconded the motion. The motion passed unanimously.

11) County Roundtable Discussion

Items included in the roundtable discussion were as follows: Calumet County jail project, county conceal and carry policies, virtual and in-person Steering Committee meeting attendance.

12) Next Meeting

A. Steering Committee Meeting: The next Steering Committee meeting will take place on Wednesday, June 16, 2021 at 1:30 p.m. Further details will be forthcoming.

B. Commission Meeting: The next Commission meeting will be held on Friday, July 30, 2021 at 10:00 a.m. An agenda and meeting materials will be forthcoming.

13) Adjourn

Mr. Farrell motioned to adjourn, Mr. Albrecht seconded the motion. The motion passed unanimously and the meeting adjourned at 2:20 p.m.

Any person wishing to attend this meeting or hearing, who, because of a disability, requires special accommodations should contact the East Central Wisconsin Regional Planning Commission at (920) 751-4770 at least three business days prior to the meeting or hearing so that arrangements, within reason, can be made.
**East Central Wisconsin Regional Planning Commission, June 16, 2021 Report**

By Melissa Kraemer Badtke, Executive Director. Update on highlighted activities.

**New North Broadband EDA Grant:** New North Inc., the regional economic development corporation serving the East Central Region, was notified that it will receive a $500,000 EDA CARES Act Recovery Assistance grant to conduct a broadband gap analysis for the 18 counties of the New North region (East Central and Bay-Lake RPC regions). The grant was announced Thursday, May 28. Commission staff will work closely with New North and our counties to implement the grant to conduct broadband mapping.

**Gubernatorial Appointments and County Resolution Approvals:** East Central staff has been working with each of the Counties to approve a resolution supporting the board composition revisions and below you will find the timeline for each of the member Counties to consider the resolution. Staff is working to finalize the materials for the Cities, Villages and Towns.

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<th>County Board Schedules for Approving the Resolution of Support for amending the Articles of Organization and the By-Laws</th>
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<td><strong>Updated: June 4, 2021</strong></td>
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<td><strong>Committee Meeting</strong></td>
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**Water Quality Management Contract with WDNR:** The Water Quality Management Contract (for the Sewer Service Area Program) for 2021 was sent over to staff for their review. For 2021, East Central will be receiving $17,000 in state funding for the program. A contract amendment will be completed between WDNR and East Central in August when WDNR has received their federal funding. At that time the contract will be amended to included $15,000 in federal funding, for a total of $32,000 in funding for the Water Quality Management Program.
Transportation Mid-Year Review Meeting: On June 1, East Central staff met with staff from the Wisconsin Department of Transportation, Federal Highway Administration, and Federal Transit Administration to discuss the status of the 2021 program deliverables. The transportation agencies have been pleased with the progress that has been made on the Congestion Management Plan and the Bicycle and Pedestrian Plan. During the meeting, the re-designation and possible agglomeration of the Appleton (Fox Cities) and Oshkosh MPOs was discussed. The 2022 Work Program and Budget was also discussed and it is anticipated that East Central staff will receive kick off letters and funding amounts for the transportation program in mid-August. East Central staff will begin working on the 2022 Transportation Work Program and Budget for consideration at the October Transportation Committee meeting and the Commission Board meeting.
DATE: June 1, 2021

TO: ECWRPC Steering Committee

FROM: Melissa Kraemer Badtke, Executive Director

RE: 2021 Cost Allocation Plan and Certificate of Lobbying

The Cost Allocation Plan and the Certificate of Lobbying is included in the meeting materials. The purpose of the Cost Allocation Plan is to summarize the methods and procedures that East Central uses to allocate cost to various programs, grants, contracts, and agreements. Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principals and Audit Requirements for Federal Awards establishes the principles for determining costs of grants, contracts, and other agreements with the Federal Government.

On April 12, 2021, East Central staff received an approved Negotiated Indirect Cost Rate Agreement (NICRA) with a fixed rate (with carryforward) designation from the U.S. Department of Interior. This rate will be utilized for 2020 and 2021. The audit for 2020 will be used to calculate an adjustment to the rate that will be effective for 2022; the audit for 2021 will be used to calculate an additional adjustment for the rate to be applied in 2023. This process will be ongoing and as a result any changes in agency operations relating to indirect costs will have a delayed effect on the organization’s indirect cost rate.

Also included with the Cost Allocation Plan is the Certificate of Lobbying that acknowledges that the methodology used to determine East Central’s costs are in compliance with federal requirements and standards regarding lobbying costs.

Staff Recommendation: Staff recommends approving the 2021 Cost Allocation Plan and Certificate of Lobbying.
PROPOSED RESOLUTION NO. 12-21

ADOPTING THE 2021 COST ALLOCATION PLAN AND CERTIFICATE OF LOBBYING FOR THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

WHEREAS, the East Central Wisconsin Regional Planning Commission receives federal and state funding for various programs, including transportation and economic development, and;

WHEREAS, pursuant to Title 2 U. S. Code of Federal Regulations Part 200, Appendix VII, the federal Department of Commerce – Economic Development Administration (EDA) is deemed to be the cognizant agency for overseeing financial reporting at the federal level for the East Central Wisconsin Regional Planning Commission and;

WHEREAS, the federal Department of Commerce – Economic Development Administration (EDA) contracts with the Department of Interior to review and approve indirect cost proposals and;

WHEREAS, in accordance with Title 2 U. S. Code of Federal Regulations Part 200, on an annual basis, an indirect cost proposal and a Certificate of Lobbying must be developed and the cognizant agency may request submittal of the proposal for approval/negotiation, and;

WHEREAS, in 2021, the Commission received a negotiated indirect cost rate for 2020 and 2021 from the Department of Interior and any indirect cost rates thereafter will be a fixed carry forward indirect cost rate, and;

NOW, THEREFORE, BE IT RESOLVED that the East Central Wisconsin Regional Planning Commission approves the 2021 Cost Allocation Plan and a Lobbying Certificate, which are considered to be part of this Resolution, and;

BE IT FURTHER RESOLVED that the East Central Wisconsin Regional Planning Commission authorizes the Executive Director to prepare, and submit the Cost Allocation Plan and a 2021 Certificate Lobbying Certificate to the cognizant agency.

Effective Date: June 16, 2021
Submitted By: Steering Committee and Approved with the Authority of the Full Commission
Prepared By: Melissa Kraemer Badtke, Executive Director

Jeff Nooyen, Chair – Outagamie Co. Alice Connors, Vice Chair – Calumet Co.


Dave Albrecht – Winnebago Co. Thomas Kautza – Shawano Co.
East Central Wisconsin Regional Planning Commission

Cost Allocation Plan

2021
Purpose

The purpose of this Cost Allocation Plan is to summarize the methods and procedures that this organization will use to allocate costs to various programs, grants, contracts and agreements.

Title 2 U. S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), establishes the principles for determining costs of grants, contracts and other agreements with the Federal Government. East Central’s Cost Allocation Plan treats all allowable costs as direct costs except general administration and general expenses.

Direct costs are those that can be identified specifically with a particular final cost objective. Indirect costs are those that have been incurred for common or joint purpose benefitting more than one cost objective, and not readily assignable to a particular final cost objective, without effort disproportionate to the results achieved.

Only costs that are necessary and reasonable for the performance of the federal award and allowable, in accordance with the Cost Principles, will be allocated to benefiting programs by East Central.

Methodology

This proposal is based on East Central’s actual costs reconcilable to the audited financial statements for its calendar year ending December 31, 2020. The general approach of East Central in allocating costs to particular grants and contracts is as follows:

A. All allowable direct costs are charged directly to programs, grants, contracts, etc.

B. Allowable fringe benefits including compensated absence time, FICA, Unemployment Insurance, Worker’s Compensation, health insurance, retirement system contribution, life & disability insurance, and other fringe benefits are pooled and allocated to programs, grants, etc. using direct labor as the base.

C. All other allowable general and administrative costs are pooled and allocated to programs, grants, etc. using direct labor as the base.

Note--On April 12, 2021 an approved Negotiated Indirect Cost Rate Agreement (NICRA) with a fixed rate (with carryforward) designation was received from DOI. This rate will be used for 2020 and 2021. The audit for 2020 will be used to calculate an adjustment to the rate that will be effective for 2022; the audit for 2021 will be used to calculate an additional adjustment for the rate to be applied in 2023. This process will be ongoing.
Allocation of Costs

The following information summarizes the procedures that have been used by East Central:

A. Compensation for Personal Services - Documented with timesheets showing time distribution for all employees and allocated based on time spent on each program or grant. Salaries and wages are charged directly to the program for which work has been done. NOTE-Paid intern’s labor dollars are burdened with only relevant fringe benefits (FICA/Medicare and Unemployment Insurance) and allowable general and administrative expenses (overhead).

B. Insurance - Insurance needed for a particular program is charged directly to the program requiring the coverage. Other insurance coverage that benefits all programs is allocated to the overhead category.

C. Professional Services Costs (such as consultants) - Costs that benefit all programs are charged directly to the program requiring the service.

D. Audit Costs – A portion of the annual audit fees relative to the performance of the single audit procedures will be charged directly to the programs requiring the service; the remaining charge will be allocated to the overhead category.

E. Postage - Allocated based on usage. Postage expenses are charged directly to programs to the extent possible. Costs that benefit all programs will be allocated to the overhead category.

F. Printing – Allocated based on usage. Copier expenses are charged directly to programs to the extent possible. Costs that benefit all programs will be allocated to the overhead category.

G. Program Supplies - Expenses are charged directly to programs to the extent possible. Costs that benefit all programs will be allocated to the overhead category.

H. Equipment/Depreciation – East Central depreciates equipment when the initial acquisition cost exceeds $5000 or the estimated useful life is in excess of two years. Items below $5000 are reflected in the supplies category and expensed in the current year. Costs that benefit all programs will be allocated to the overhead category.

I. Training/Conferences/Seminars – Costs that benefit one program will be charged directly to the program. Costs that benefit all programs will be allocated to the overhead category.

J. Travel Costs - All travel costs (local and out-of-town) are charged directly to the program for which the travel was incurred. Travel costs that benefit all programs will be allocated to the overhead category.
K. Vehicle Costs (Vehicle lease payments, vehicle maintenance costs associated with leased and owned vehicles, gas, repairs, insurance) - Allocated to the program benefiting from the vehicle costs, using the federal mileage reimbursement rate. Vehicle costs that benefit all programs will be allocated to the overhead category.

L. Facilities Expenses (includes Rent, Utilities, Maintenance) - Facilities costs related to general and administrative activities are allocated to the overhead category.

M. Other costs (including software subscriptions, membership dues, licenses, fees, etc.) – Expenses are charged directly to programs that benefit from the expense/service. Expenses that benefit all programs will be allocated to the overhead category.

N. Unallowable Costs – Costs that are unallowable in accordance with Title 2 of the U. S. Code of Federal Regulations Part 200, Subpart E-Cost Principles, including alcoholic beverages, bad debts, contributions, entertainment, fines & penalties, interest, promotional material, etc. are not included in the calculation of the indirect rate.
Indirect Salary Narrative

Executive Director charges for time spent on support to the Commissioners, financial review, personnel matters, and project management.

Assistant Director charges for time spent on support to the Commissioners, financial review, personnel matters, and project management.

Controller charges for time spent on financial management, procurement, employee benefit administration, and contract administration.

GIS Manager charges for time spent on coordination of regional GIS projects, data collection/manipulation, and archive administration.

IT Manager charges for time spent on support of the network and staff, procurement, and web maintenance.

Administrative Staff charges for time spent on support of staff, preparation of materials for the Commissioners, and report preparation and production.
East Central Wisconsin Regional Planning Commission

2021 Table of Organization (Staff)

**Executive Division**

Melissa Kraemer-Badtke  
Executive Director & MPO Director

Kevin Englebert  
Assistant Director & EDA Principal Planner

**Administrative Services Division**

Erin Bonnin  
Administrative Coordinator

Sara Otting  
Controller

**Technical Services Division**

GIS Program

Mike Zuege  
GIS Manager

Adam Pfefferle*  
GIS Specialist II

Rachel Roth  
GIS Assistant

**Planning Services Division**

Transportation MPO Planning Program

Dave Moesch**  
Associate Planner

Matt Halada  
Principal Planner - Transportation

Kim Biedermann  
Associate Planner / Bicycle & Pedestrian Coordinator

Environmental Mgt. & SSA Planning Program

Todd Verboomen  
Principal Planner

Scott Konkle**  
Planning Specialist II / NR-135 Mine Reclamation

Park & Recreation Program

Trish Nau**  
Principal Planner

IT Program

Tim Badtke  
IT Manager

Tanner Russell  
Planner

Adam Bellcorelli  
Associate Planner

Safe Routes to School Program

Ashley Tracy  
SRTS Planner

Wilhelmina Paustian  
SRTS Planner

* Secondary role in Economic Development Program

** Indicates GIS skills and need for coordination/compliance with GIS Coordinator’s data and mapping policies and procedures
LOBBYING CERTIFICATE

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

As the official having the authority to negotiate indirect cost rates on behalf of East Central Wisconsin Regional Planning Commission, I hereby certify that the Organization has complied with the federal requirements and standards on lobbying costs as set forth in Title 2 U. S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in the development of the indirect cost billing rate for the fiscal year ending December 31, 2021, based on actual costs from fiscal year 2020.

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

Governmental Unit: East Central Wisconsin Regional Planning Commission

Signature: ________________________________

Name of Official: Martin Farrell

Title: Commission Chair

Date of Execution: April 30, 2021
DATE: June 1, 2021

TO: ECWRPC Steering Committee

FROM: Melissa Kraemer Badtke, Executive Director

RE: 2022 Cost Allocation Plan, Indirect Cost Rate Proposal and Certificate of Lobbying

The Cost Allocation Plan and the Certificate of Lobbying is included in the meeting materials. The purpose of the Cost Allocation Plan is to summarize the methods and procedures that East Central uses to allocate cost to various programs, grants, contracts, and agreements. Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principals and Audit Requirements for Federal Awards establishes the principles for determining costs of grants, contracts, and other agreements with the Federal Government.

On April 12, 2021, East Central staff received an approved Negotiated Indirect Cost Rate Agreement (NICRA) with a fixed rate (with carryforward) designation from the U.S. Department of Interior. This rate was utilized for 2020 and 2021. The audit for 2020 will be used to calculate an adjustment to the rate that will be effective for 2022; the audit for 2021 will be used to calculate an additional adjustment for the rate to be applied in 2023. This process will be ongoing and as a result any changes in agency operations relating to indirect costs will have a delayed effect on the organization’s indirect cost rate.

East Central staff has been working with the Department of Interior to develop the 2022 Indirect Cost Rate Proposal, which will be based on the 2020 audit and the 2022 proposed budget. The Indirect Cost Rate Proposal includes supplemental materials including the 2020 Audited Financial Statements, estimated financial data for the 2022 Proposed Budget, the Certificate of Indirect Cost Rate and the Signed Certificate of Lobbying.

The Cost Allocation Plan, the Indirect Cost Proposal, and the Certificate of Lobbying acknowledges that the methodology used to determine East Central’s costs are following federal requirements and standards regarding lobbying costs. It is anticipated the 2022 Indirect Cost Rate, once submitted, will be approved prior to the end of the year by the Department of Interior and will be utilized in the Commission’s 2022 budget.

Staff Recommendation: Staff recommends approving the 2022 Cost Allocation Plan, Indirect Cost Proposal, and Certificate of Lobbying.
PROPOSED RESOLUTION NO. 15-21

ADOPTING THE 2022 COST ALLOCATION PLAN, INDIRECT COST RATE PROPOSAL AND CERTIFICATE OF LOBBYING FOR THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

WHEREAS, the East Central Wisconsin Regional Planning Commission receives federal and state funding for various programs, including transportation and economic development, and;

WHEREAS, pursuant to Title 2 U. S. Code of Federal Regulations Part 200, Appendix VII, the federal Department of Commerce – Economic Development Administration (EDA) is deemed to be the cognizant agency for overseeing financial reporting at the federal level for the East Central Wisconsin Regional Planning Commission and;

WHEREAS, the federal Department of Commerce – Economic Development Administration (EDA) contracts with the Department of Interior to review and approve indirect cost proposals and;

WHEREAS, in accordance with Title 2 U. S. Code of Federal Regulations Part 200, on an annual basis, an Indirect Cost Proposal and a Certificate of Lobbying must be developed and the Department of Interior on behalf of the Economic Development Administration requests a submittal of the proposal for approval/negotiation, and;

WHEREAS, in 2021, the Commission received a Negotiated Indirect Cost Rate Agreement from the Department of Interior and any indirect cost rates thereafter will be a fixed carry forward indirect cost rate, and;

NOW, THEREFORE, BE IT RESOLVED that the East Central Wisconsin Regional Planning Commission approves the 2022 Cost Allocation Plan and Certificate of Lobbying, which are considered to be part of this Resolution, and;

BE IT FURTHER RESOLVED that the East Central Wisconsin Regional Planning Commission authorizes the Executive Director to prepare and submit the 2022 Cost Allocation Plan, the Indirect Cost Proposal and a Certificate of Lobbying to the Department of Interior.

BE IT FURTHER RESOLVED that the East Central Wisconsin Regional Planning Commission directs the Executive Director and East Central staff to work with the Department of Interior to make any adjustments to the 2022 Indirect Cost Rate Proposal if deemed necessary.

Effective Date: June 16, 2021
Submitted By: Steering Committee and Approved with the Authority of the Full Commission
Prepared By: Melissa Kraemer Badtke, Executive Director

Jeff Nooyen, Chair – Outagamie Co. Alice Connors, Vice Chair – Calumet Co.


Dave Albrecht – Winnebago Co.

Thomas Kautza – Shawano Co.
East Central Wisconsin Regional Planning Commission

Cost Allocation Plan

2022
Purpose

The purpose of this Cost Allocation Plan is to summarize the methods and procedures that this organization will use to allocate costs to various programs, grants, contracts and agreements.

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Direct costs are those that can be identified specifically with a particular final cost objective. Indirect costs are those that have been incurred for common or joint purpose benefitting more than one cost objective, and not readily assignable to a particular final cost objective, without effort disproportionate to the results achieved.

Only costs that are necessary and reasonable for the performance of the federal award and allowable, in accordance with the Cost Principles, will be allocated to benefiting programs by East Central.

Methodology

This proposal is based on East Central’s actual costs reconcilable to the audited financial statements for its calendar year ending December 31, 2020. The general approach of East Central in allocating costs to particular grants and contracts is as follows:

A. All allowable direct costs are charged directly to programs, grants, contracts, etc.

B. Allowable fringe benefits including compensated absence time, FICA, Unemployment Insurance, Worker’s Compensation, health insurance, retirement system contribution, life & disability insurance, and other fringe benefits are pooled and allocated to programs, grants, etc. using direct labor as the base.

C. All other allowable general and administrative costs are pooled and allocated to programs, grants, etc. using direct labor as the base.

Note—On April 12, 2021 an approved Negotiated Indirect Cost Rate Agreement (NICRA) with a fixed rate (with carryforward) designation was received from DOI. This rate will be used for 2020 and 2021. The audit for 2020 will be used to calculate an adjustment to the rate that will be effective for 2022; the audit for 2021 will be used to calculate an additional adjustment for the rate to be applied in 2023. This process will be ongoing.
Allocation of Costs

The following information summarizes the procedures that have been used by East Central:

A. Compensation for Personal Services - Documented with timesheets showing time distribution for all employees and allocated based on time spent on each program or grant. Salaries and wages are charged directly to the program for which work has been done. NOTE-Paid intern’s labor dollars are burdened with only relevant fringe benefits (FICA/Medicare and Unemployment Insurance) and allowable general and administrative expenses (overhead).

B. Insurance - Insurance needed for a particular program is charged directly to the program requiring the coverage. Other insurance coverage that benefits all programs is allocated to the overhead category.

C. Professional Services Costs (such as consultants) - Costs that benefit all programs are charged directly to the program requiring the service.

D. Audit Costs – A portion of the annual audit fees relative to the performance of the single audit procedures will be charged directly to the programs requiring the service; the remaining charge will be allocated to the overhead category.

E. Postage - Allocated based on usage. Postage expenses are charged directly to programs to the extent possible. Costs that benefit all programs will be allocated to the overhead category.

F. Printing – Allocated based on usage. Copier expenses are charged directly to programs to the extent possible. Costs that benefit all programs will be allocated to the overhead category.

G. Program Supplies - Expenses are charged directly to programs to the extent possible. Costs that benefit all programs will be allocated to the overhead category.

H. Equipment/Depreciation – East Central depreciates equipment when the initial acquisition cost exceeds $5000 or the estimated useful life is in excess of two years. Items below $5000 are reflected in the supplies category and expensed in the current year. Costs that benefit all programs will be allocated to the overhead category.

I. Training/Conferences/Seminars – Costs that benefit one program will be charged directly to the program. Costs that benefit all programs will be allocated to the overhead category.

J. Travel Costs - All travel costs (local and out-of-town) are charged directly to the program for which the travel was incurred. Travel costs that benefit all programs will be allocated to the overhead category.
K. Vehicle Costs (Vehicle lease payments, vehicle maintenance costs associated with leased and owned vehicles, gas, repairs, insurance) - Allocated to the program benefiting from the vehicle costs, using the federal mileage reimbursement rate. Vehicle costs that benefit all programs will be allocated to the overhead category.

L. Facilities Expenses (includes Rent, Utilities, Maintenance) - Facilities costs related to general and administrative activities are allocated to the overhead category.

M. Other costs (including software subscriptions, membership dues, licenses, fees, etc.) – Expenses are charged directly to programs that benefit from the expense/service. Expenses that benefit all programs will be allocated to the overhead category.

N. Unallowable Costs – Costs that are unallowable in accordance with Title 2 of the U. S. Code of Federal Regulations Part 200, Subpart E-Cost Principles, including alcoholic beverages, bad debts, contributions, entertainment, fines & penalties, interest, promotional material, etc. are not included in the calculation of the indirect rate.
Indirect Salary Narrative

Executive Director charges for time spent on support to the Commissioners, financial review, personnel matters, and project management.

Assistant Director charges for time spent on support to the Commissioners, financial review, personnel matters, and project management.

Controller charges for time spent on financial management, procurement, employee benefit administration, and contract administration.

GIS Manager charges for time spent on coordination of regional GIS projects, data collection/manipulation, and archive administration.

IT Manager charges for time spent on support of the network and staff, procurement, and web maintenance.

Administrative Staff charges for time spent on support of staff, preparation of materials for the Commissioners, and report preparation and production.
East Central Wisconsin Regional Planning Commission

2021 Table of Organization (Staff)

<table>
<thead>
<tr>
<th><strong>Executive Division</strong></th>
<th><strong>Administrative Services Division</strong></th>
</tr>
</thead>
</table>
| **Melissa Kraemer-Badtke**  
Executive Director & MPO Director | **Erin Bonnin**  
Administrative Coordinator |
| **Kevin Englebert**  
Assistant Director & EDA Principal Planner | **Sara Otting**  
Controller |

<table>
<thead>
<tr>
<th><strong>Technical Services Division</strong></th>
<th><strong>Planning Services Division</strong></th>
</tr>
</thead>
</table>
| **GIS Program** | **Transportation MPO Planning Program**  
**Environmental Mgt. & SSA Planning Program**  
**Park & Recreation Program** |
| **Mike Zuege**  
GIS Manager | **Dave Moesch**  
Associate Planner |
| **Adam Pfefferle**  
GIS Specialist II | **Todd Verboomen**  
Principal Planner |
| **Rachel Roth**  
GIS Assistant | **Scott Konkle**  
Planning Specialist II / NR-135 Mine Reclamation |

<table>
<thead>
<tr>
<th><strong>IT Program</strong></th>
<th><strong>Park &amp; Recreation Program</strong></th>
</tr>
</thead>
</table>
| **Tim Badtke**  
IT Manager | **Trish Nau**  
Principal Planner |
| **Tanner Russell**  
Planner | **Safe Routes to School Program** |
| **Adam Bellcorelli**  
Associate Planner | **Ashley Tracy**  
SRTS Planner |
| **Wilhelmina Paustian**  
SRTS Planner | **Wilhelmina Paustian**  
SRTS Planner |

* Secondary role in Economic Development Program

** Indicates GIS skills and need for coordination/compliance with GIS Coordinator’s data and mapping policies and procedures
CERTIFICATE OF INDIRECT COST RATE

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

(1) All costs included in this proposal, dated June 3, 2021, to establish indirect cost billing rates for calendar year 2022 are allowable in accordance with the requirements of the Federal award(s) to which they apply and Title 2 U. S. Code of Federal Regulations 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 predetermined rate.

(3) The indirect cost rate calculated within the proposal is 116.23% which is calculated using a direct cost base type of direct salaries and wages. The calculations were based on actual costs from fiscal year 2020 and budgeted costs for fiscal year 2022, to obtain a federal indirect cost billing rate for fiscal year 2022.

(4) All documentation supporting the indirect cost rate identified above must be retained by the Recipient. This rate should be reviewed and validated as part of the Recipient’s annual financial audit.

Subject to the provisions of the Program Fraud Civil Remedies Act of 1986 (31 USC 3801 et seq.), the False Claims Act (18 USC 287 and 31 USC 3729), and the False Statement Act (18 USC 1001), I declare to the best of my knowledge that the foregoing is true and correct.

Governmental Unit: East Central Wisconsin Regional Planning Commission

FEIN: 39-1170145

Signature: ____________________________

Name of Official: Jeff Nooyen
Title: Commission Chair
Email: jeff.nooyen@outagamie.org
Date of Execution: June 3, 2021
LOBBYING CERTIFICATE

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

As the official having the authority to negotiate indirect cost rates on behalf of East Central Wisconsin Regional Planning Commission, I hereby certify that the Organization has complied with the federal requirements and standards on lobbying costs as set forth in Title 2 U. S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in the development of the indirect cost billing rate for the fiscal year ending December 31, 2022, based on actual costs from fiscal year 2020 and budgeted costs for fiscal year 2022.

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

Governmental Unit: East Central Wisconsin Regional Planning Commission

Signature: ____________________________

Name of Official: Jeff Nooyen

Title: Commission Chair

Email: jeff.nooyen@outagamie.org

Date of Execution: June 3, 2021
June 3, 2021

Mr. Craig Wills, Division Chief
Indirect Cost Services
650 Capitol Mall, Suite 4-300
Sacramento, CA  95814

Dear Ms. Wills:

Enclosed is our Indirect Cost Rate Proposal. We request to review our Fixed Carry Forward Rate for the Fiscal Year 2020 for any over/under to be carried to Fiscal Year 2022. The proposal includes the following parts.

Part I: Narrative
• Checklist
• Organization Information,
• Proposal Point of Contact Information,
• Requested Rate and Related Information,
• Signed Cost Policy Statement,
• Organization Chart,
• Signed Certificate of Indirect Cost,
• Signed Lobbying Certificate, and

Part II: Financial Data (excel file-tab for each of the following)
• Schedule B – Indirect Cost Pool Personnel Salaries, Wages and Fringe Benefits,
• Schedule C – Summary Schedule,
• Schedule D – Subawards,
• Schedule E – SEFA, and
• Schedule F – Contractual/Professional Services

Part III: Supplemental Data
• Audited Financial Statements
• A-133 Audit
• Example of Harvest timesheet

The above documents are separately listed in the attached checklist with the corresponding file names in the proposal. If you have any questions concerning the information in this proposal, please do not hesitate to contact Sara Otting at (920) 886-6817.

Sincerely,

Melissa Kraemer Badtke
Executive Director
East Central WI Regional
Planning Commission
### Indirect Cost Proposal (ICP Proposal) Checklist (Nonprofit)

**PART I – Narrative Information**

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
</table>
| 1) **Contact information:**  
   (Organization info including mailing address, EIN, POC names including phone numbers and emails) | ✔️ |  |  |
| 2) **Rate Information** - including rate year(s) requested, base description, and rate history. | ✔️ |  |  |
| 3) **Signed Cost Policy Statement** for allocating and identifying direct and indirect costs. | ✔️ |  |  |
| 4) Organization chart | ✔️ |  |  |
| 5) **Signed Certificate of Indirect Costs.** | ✔️ |  |  |
| 6) **Signed Lobbying Certificate.** | ✔️ |  |  |
| 7) Treatment of **Paid Absences** (1st year submission) | ✔️ |  |  |

**PART II – Schedules and Cost Data**

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
</table>
| 8) **Exhibit A -- Rate Information**  
   (Type of rates, distribution base, calculated rate, federal percentage information). | ✔️ |  |  |
| 9) **Exhibit B - Schedule of Total Expenditures** which should include but not be limited to:  
   Total expenditures (reconcilable to the audit if using actual cost data)  
   Exclusions with footnote explanation  
   Direct costs and indirect costs  
   Reconciliation | ✔️ |  |  |
| 10) **Exhibit C - Indirect Salaries, Wages, and Fringes**  
   (indirect salaries by position title, salary amount, and percentage allocated to indirect cost). | ✔️ |  |  |
| 11) **Exhibit D - List of Subawards** over $25,000 that are given out by the Entity  
   (required for Modified Total Direct Cost (MTDC) base only). |  |  |  |
| 12) **Exhibit E - Schedule of Expenditures of Federal Awards**  
   (if not included in the audited financial statements). | ✔️ |  |  |
| 13) **Exhibit F - Contractual Expenditures and Other Costs Data** (if applicable). | ✔️ |  |  |

**PART III – Supplemental Information**

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
</table>
| 14) **Depreciation Schedule**  
   (if depreciation is included as an indirect cost) | ✔️ |  |  |
| 15) **Cost Validation**  
   Audited Financial Statements  
   A-133 Audit (Required by the Single Audit Act of 1984, Public Law 98-502, as amended) | ✔️ |  |  |
|  | IRS 990 | ✔️ |  |
|  | General Ledger Reports |  | ✔️ |
| 16) **Entity’s majority direct federal funding agency**  
   **EDA** |  |  |  |
|   | Is this the same federal agency as last year? | ✔️ |  |
| 17) The **3 most recent signed negotiation agreements** (1st year submission only). |  | ✔️ |  |
| 18) The **IRS letter** granting nonprofit status (1st year submission only). |  |  | ✔️ |
### ORGANIZATION INFORMATION

<table>
<thead>
<tr>
<th>Entity Name</th>
<th>East Central WI Regional Planning Commission (ECWRPC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entity Type</td>
<td>Local government agency: Economic Development District</td>
</tr>
<tr>
<td>EIN</td>
<td>39-1170145</td>
</tr>
<tr>
<td>Phone Number</td>
<td>920-751-4770</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>400 Ahnaip Street, Suite 100 Menasha, WI 54952</td>
</tr>
<tr>
<td>Web Address</td>
<td><a href="http://www.ecwrpc.org">www.ecwrpc.org</a></td>
</tr>
<tr>
<td>Focus of Work</td>
<td>Regional planning commission and EDD for EDA</td>
</tr>
</tbody>
</table>

### PROPOSAL POINT OF CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Names</th>
<th>Melissa Kraemer-Batke</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Titles</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Email Addresses</td>
<td><a href="mailto:mbadtke@ecwrpc.org">mbadtke@ecwrpc.org</a></td>
</tr>
<tr>
<td>Phone Numbers</td>
<td>920-886-6828</td>
</tr>
<tr>
<td>Names</td>
<td>Sara Otting</td>
</tr>
<tr>
<td>Position Titles</td>
<td>Controller</td>
</tr>
<tr>
<td>Email Addresses</td>
<td><a href="mailto:sotting@ecwrpc.org">sotting@ecwrpc.org</a></td>
</tr>
<tr>
<td>Phone Numbers</td>
<td>920-886-6817</td>
</tr>
</tbody>
</table>

### RATE(S) INFORMATION INCLUDED IN THIS PACKAGE

<table>
<thead>
<tr>
<th>Requested Rates(s)</th>
<th>49.13%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requested Rate(s)</td>
<td>Fixed with Carryforward</td>
</tr>
<tr>
<td>Distribution Base(s)</td>
<td>The base used in the calculation is direct salaries and wages, excluding fringe benefits.</td>
</tr>
<tr>
<td>Requested Year(s)</td>
<td>2022 with over/under carried over from 2020</td>
</tr>
<tr>
<td>Proposal is Based on</td>
<td>Budgeted 2022</td>
</tr>
</tbody>
</table>

### RATE(S) RELATED OTHER INFORMATION

<table>
<thead>
<tr>
<th>Negotiation History</th>
<th>We have negotiated rates with the U.S. Department of the Interior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year Inclusive Dates</td>
<td>1/1/2020 thru 12/31/2020</td>
</tr>
<tr>
<td>Rate Development Method</td>
<td>Simplified Allocation</td>
</tr>
<tr>
<td>Fringe Benefits Treatment</td>
<td>The accounting system (Sage) tracks fringe benefit costs by accounts; the total fringe benefits are allocated based on the percentage of total (both direct and indirect) salaries minus PTO (which is part of fringe benefits). That percentage is then applied to direct labor by Sage as part of the timesheet posting process. Starting in 2021 the fringe benefit costs are allocated based on the percentage of direct or indirect salaries minus PTO.</td>
</tr>
<tr>
<td>PTO Treatment</td>
<td>PTO is charged to projects assigned for holiday, sick and vacation time. The total charge for PTO is a component of fringe benefits which are allocated as outlined above and posted to grants/programs same as salaries are recorded.</td>
</tr>
<tr>
<td>Federal Fund Types Received Basis of Accounting</td>
<td>Grants and Cooperative Agreements (Falls Under 2 CFR 200) Accrual Basis</td>
</tr>
<tr>
<td>Supplementary Information Included with the Package</td>
<td>Audited Financial Statements and A-133 Audit</td>
</tr>
</tbody>
</table>
COST POLICY STATEMENT

I. Description of Accounting System Used by the Organization: ECWRPC uses Sage 100 to record all accounting activities including A/P, A/R, G/L, Payroll, and Job Cost. Direct costs are charged to grants/contracts and other projects using a job cost module which includes both A/P and timesheets. In addition, using the calculated indirect cost rate which is programmed (and updated) annually in Sage, an automated month-end posting entry charges grants, contracts, and other agreements for both fringe benefits and indirect costs using the direct wages charged for that month as the multiplier/factor.

II. Cost Allocation Methodology used for the Financial Statements: ECWRPC is an EDA designated Economic Development District (EDD), not as a non-profit. Therefore, our auditors do not separate our expenses into functional classifications of program, fundraising, and general/administrative. Expenses incurred for the direct benefit of a program or grant and of no benefit to the overall operation of the Commission are charged directly to the benefitting program. Material expenses of this nature are included in the budget for that program/contract.

III. Cost Allocation Methodology Used for the Program Funding Reimbursement and the Indirect Cost Rate Development:

A. Salaries and Wages:
   Time & Attendance System: Timesheets from Harvest (an online time tracking software) show the time charged and work performed for all employees and allocated based on time spent on each program or grant; this time is recorded as direct expense. Time spent on managerial and administrative activities is also tracked and charged to projects as designated; this time is recorded as an indirect expense. The timesheets are entered into Sage whereby salaries and wages are charged directly to the program/project for which work has been done. Auditable time and attendance records which reflect the actual activities of the employees are approved by the supervisors and Assistant Director; relevant standards for document retention are followed. ECWRPC provides paid time off (PTO) for its employees for holiday, vacation and sick time according to the Personnel Policies; separate projects are maintained in the job cost module of Sage to record this time. All PTO charges are included in fringe benefits; fringe benefits are allocated between program/direct and administration/indirect based on the percentage of total fringe benefits to total salaries paid for work performed. NOTE: If paid interns are employed, the paid intern’s labor dollars are burdened with only relevant fringe benefits (FICA/Medicare and Unemployment Insurance) and allowable general and administrative expenses (overhead).

Personnel Time Allocation Policy: The posting of timesheets and the related fringe benefits and indirect costs automatic entry is determined by the set-up assigned to each project added to the job cost module in Sage. A “job type” field of 000 means burden/fringe benefits will be assigned. A field of 900 is used for administrative and management time and no fringe benefits are assigned. The distinction between direct and indirect labor is determined by the “cost code” assigned when entering the timesheets; this is cross checked to the job type field for the projects charged.
Indirect Salaries: The Accounting and IT staff, and the Administrative Coordinator charge most of their time to indirect salaries (PTO is part of the fringe benefit calculation) since their time is primarily for the benefit of the entire Commission. The Executive Director, and to a very small degree the Assistant Director, charge a smaller portion of their salary to indirect salaries as determined by the project charged and supported by their work descriptions which are documented in Harvest. This includes time spent on general management responsibilities such as financial matters, personnel matters, support to the Commissioners, and correspondence.

B. Fringe Benefits: Fringe benefits include: payroll taxes, unemployment tax, pension contribution, PTO, worker’s compensation, and health and life insurance payments. Allocation of fringe benefits between direct expense and the indirect cost pool is based on the percentage of total fringe benefits to the total salaries paid for all work performed by the entire staff of ECWRPC.

C. Travel: Travel costs are charged to direct and indirect activities based on the predominant purpose of the trip. All costs must be supported by detailed receipts; mileage is reimbursed (or applied if Commission vehicle is used) at the current rate allowed by the Internal Revenue Service.

D. Board Expenses: All compensation paid to Commissioners for attending meetings including travel reimbursements are removed from the indirect cost pool as unallowable per 200.444 a2.

E. Supplies and Material: Expenses are charged directly to programs to the extent possible. Costs that benefit all programs are included in the indirect cost pool.

F. Occupancy Expenses: Using the Simplified Allocation Method, all facilities costs are included in the indirect cost pool. Costs include rent, utilities, cleaning and maintenance.

G. Communications: Monthly recurring charges related to telephone and internet are included in the indirect cost pool. Very limited additional long distance calls are either direct or indirect based on the benefitting function. Postage charges are tracked by the postage meter and are direct or indirect based on the purpose of the mailing.

H. Photocopying and Printing: Allocated based on usage as determined by inputting a project number required to activate copier/printer. Copier expenses are charged directly to programs to the extent possible. Costs that benefit all programs are included in the indirect cost pool.

I. Outside Services: Costs incurred for services of consultants are charged directly to the program requiring the service. A portion of the annual audit fee relative to the performance of the single audit procedures will be charged directly to the programs requiring the service; the remaining audit charge is included in the indirect cost pool. Legal services, if necessary, for general and administrative matters are included in the indirect cost pool.

J. Capital Items: Capital expenditures are charged directly to programs only in cases where a contract or grant specifically authorizes such charges. No capital item should be charged
indirectly; instead capital expenditures not directly charged to a grant/program are recovered through depreciation charges.

K. Depreciation Charges: ECWRPC depreciates equipment when the initial acquisition costs exceeds $5,000 or the estimated useful life in excess of two years. Items below $5,000 are reflected in the supplies category and included in the indirect cost pool using the simplified method. Depreciation is calculated on the straight-line method using useful lives of two to ten years.

L. Subscriptions and Membership Dues: ECWRPC belongs to professional organizations to provide staff access to information on best practices, technical webinars and user group portals. Dues are charged as indirect expenses; inquiries are made regarding funds used by the organization for lobbying and those expenses, if any, are removed from the indirect pool used in the allocation.

M. Conferences and Meetings: Conferences and meetings attended for the benefit of a specific grant/program have the costs charged directly to that grant/program. Costs for conferences on general or administrative matters are included in the indirect cost pool.

N. Unallowable Costs: Costs that are unallowable in accordance with Title 2 of the U.S. Code of Federal Regulations Part 200, Subpart E-Cost Principles, are removed, if incurred, from the calculation of the indirect cost rate. This includes: alcoholic beverages, bad debts, entertainment, fines and penalties, interest, promotional material, portion of members’ dues attributed to lobbying efforts of the organization. Accounting staff are trained in 2 CFR 200 and monitor for these unallowable expenses.

Signature & Date:  
June 3, 2021

Title: Executive Director

East Central WI Regional Planning Commission
400 Ahnaip St., Suite 100
Menasha, WI 54952
# Table of Organization (Staff)

**Executive Division**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melissa Kraemer-Badtke</td>
<td>Executive Director &amp; MPO Director</td>
</tr>
<tr>
<td>Kevin Englebert</td>
<td>Assistant Director &amp; EDA Principal Planner</td>
</tr>
</tbody>
</table>

**Administrative Services Division**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erin Bonnin</td>
<td>Administrative Coordinator</td>
</tr>
<tr>
<td>Sara Otting</td>
<td>Controller</td>
</tr>
</tbody>
</table>

**Technical Services Division**

<table>
<thead>
<tr>
<th>Program</th>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIS Program</td>
<td>Mike Zuege</td>
<td>GIS Manager</td>
</tr>
<tr>
<td></td>
<td>Adam Pfefferle*</td>
<td>GIS Specialist II</td>
</tr>
<tr>
<td></td>
<td>Rachel Roth</td>
<td>GIS Assistant</td>
</tr>
</tbody>
</table>

**Planning Services Division**

<table>
<thead>
<tr>
<th>Program</th>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation MPO</td>
<td>Dave Moesch**</td>
<td>Associate Planner</td>
</tr>
<tr>
<td></td>
<td>Matt Halada</td>
<td>Principal Planner - Transportation</td>
</tr>
<tr>
<td></td>
<td>Kim Biedermann</td>
<td>Associate Planner / Bicycle &amp; Pedestrian Coordinator</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Environmental Mgt.</td>
<td>Todd Verboomen</td>
<td>Principal Planner</td>
</tr>
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<td>Trish Nau**</td>
<td>Principal Planner</td>
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<td></td>
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<td>Planning Specialist II / NR-135 Mine Reclamation</td>
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</tr>
</tbody>
</table>

* Secondary role in Economic Development Program

** Indicates GIS skills and need for coordination/compliance with GIS Coordinator’s data and mapping policies and procedures

IBC Certificate of Indirect (F&A) Costs for Non-Profits

Rev. 01/17/17
Certificate of Indirect Costs
For Indirect (F&A) Cost Rate

This is to certify that to the best of my knowledge and belief:

(1) I have reviewed the indirect (F&A) cost proposal submitted herewith;

(2) All costs included in this proposal June 3, 2021 to establish over/under of indirect (F&A) cost rates for 2020 carried forward to 2022 are allowable in accordance with the requirements of the Federal awards to which they apply and with Subpart E-Cost Principles of Part 200.

(3) This proposal does not include any costs which are unallowable under Subpart E-Cost Principles of Part 200 such as (without limitation): public relations costs, contributions and donations, entertainment costs, fines and penalties, lobbying costs, and defense of fraud proceedings; and

(4) 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 Federal awards to which they are allocated in accordance with applicable requirements.

I declare that the foregoing is true and correct.

Governmental Unit: East Central Wisconsin Regional Planning Commission

FEIN: 39-1170145

Name of Official: Jeff Nooyen

Title: Commission Chair

Signature:

Email Address: jeff.nooyen@outagamie.org

Date of Execution: June 3, 2021

This certification:

- Is a requirement per 2 CFR Part 200 Subpart E Subsection 200.415 and Appendix IV Section D;
- Must be submitted as part of the annual indirect cost rate proposal; and
- Must be signed on behalf of the non-Federal entity by an individual at a level no lower than vice president or chief financial officer of the organization.
LOBBYING COST CERTIFICATE

I hereby certify that the East Central WI Regional Planning Commission has complied with the requirements and standards pertaining to lobbying costs in accordance with 2 CFR Part 200 for the following period: 2021

Governmental Unit: East Central Wisconsin Regional Planning Commission

Name of Official: Jeff Nooyen

Title: Commission Chair

Signature: 

Email Address: jeff.nooyen@outagamie.org

Date of Execution: June 3, 2021