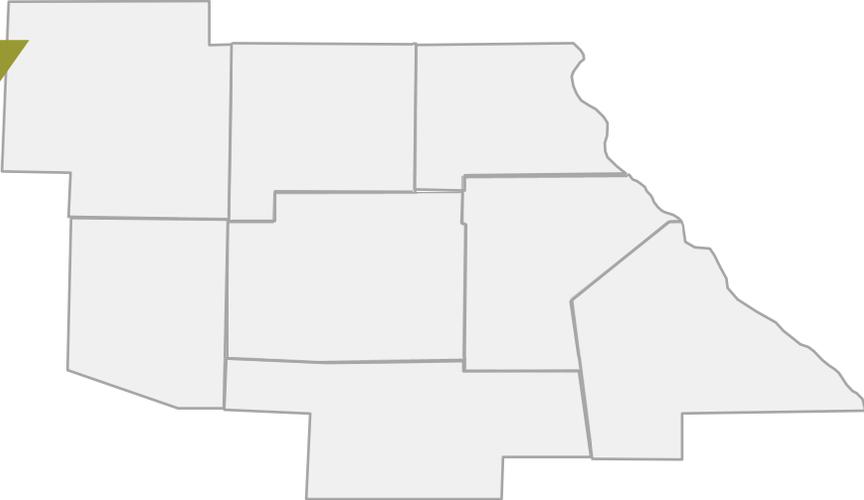


# TRANSPORTATION PLANNING FY-2023 WORK PROGRAM

July 1, 2022 thru June 30, 2023

**Prepared By**  
MARK TWAIN REGIONAL  
COUNCIL OF GOVERNMENTS



# Table of Contents

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Work Program Narrative.....	3-14
MTRCOG Area Map.....	15
Work Program Budget.....	16-18
Indirect Cost Negotiation Agreement.....	19-22
Staff Information.....	23
Transportation Advisory Committee Members.....	24
Executive Board Members.....	25
Adoption Resolution.....	26

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# Introduction

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The Mark Twain Regional Council of Governments, in coordination with the Missouri Department of Transportation Northeast District has developed the following Work Program for FY 2023. The Work Program depicts the commitment by the Council to assist MoDOT in their efforts to expand the relationship between units of local government while developing an effective, efficient, and resilient statewide transportation network.

The Mark Twain Regional Council of Governments is designated as a “Transportation Planning Partner”. This designation allows the Council the opportunity to assist units of local government in various transportation planning activities. This includes GIS mapping services, updating of the Regional Transportation Plan, and assisting our communities/counties with Transportation Alternatives grant applications.

The COG provides an avenue for the public to be actively involved in the planning process and prioritization of transportation projects throughout the area. This is accomplished by receiving public input through the Transportation Advisory Committee (TAC) which meets on a quarterly basis. The TAC plays an important role in the transportation planning process. The TAC is assigned the duty of identifying and prioritizing transportation needs within the region and then presenting them to MoDOT for consideration in the development of the Statewide Transportation Improvement Program (STIP). The STIP is a tool used by MoDOT to make critical transportation investments in the State of Missouri. The TAC consists of two representatives from each county that are appointed by the County Commission.

# Task 1 - Administration

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## **Purpose:**

*This task covers general administration tasks related to the execution of the contract to include, but not limited to: accounting, reporting, performance evaluation and general correspondence. All reporting will follow the guidelines described in 23 CFR 420.117(b), as well as maintain the required documentation for work elements as described in 23 CFR 420.111. This is necessary for reimbursement of RPO funds from MoDOT and provides the audit detail to justify the continued funding availability.*

## **End Products:**

- Complete quarterly reports to MoDOT Central Office and the Northeast District
- Submit invoices/financial reports in appropriate timeframe
- Completion of the MTRCOG Annual Performance Evaluation
- Completion of the MTRCOG Annual Transportation Planning Work Program
- Program Reporting to MTRCOG Executive Board
- Complete MTRCOG Annual Report to include Transportation activities within the region.
- Continued general correspondence with participating Federal, State, and Local Governments regarding transportation matters.
- Provide certification of direct and/or indirect costs, as required.
- Complete annual audit and share audit report with Office of Administration.
- Update the MTRCOG Title VI plan, as necessary

## **Prior Year Accomplishments:**

- Staff completed and submitted quarterly financial reports to MoDOT within 30 days of the end of each quarter
- Staff completed and submitted quarterly activity reports to MoDOT within 30 days of the end of each quarter
- Maintained all required records for FY 2022.
- Completed the MTRCOG Annual Performance Evaluation
- Completed the FY 2023 Transportation Planning Work Program
- Program Reporting to MTRCOG Executive Board
- Completed the MTRCOG Annual Report which included Transportation activities within the region from the previous fiscal year.
- Correspondence with participating Federal, State, and Local Governments, as well as other stakeholders regarding transportation matters.
- Annual audit report for the COG was successfully delivered to MoDOT.

**Task Deliverables:**

<b>Task Description</b>	<b>Staff Assigned</b>	<b>Estimated Staff Hours</b>	<b>Estimated Completion Date</b>
Reporting of activities and request of MoDOT reimbursement shall be on a quarterly basis or other agreed upon timeline. This request for reimbursement should also be accompanied by the appropriate amount of background detail for the task being reported. The RPO shall maintain all records relating to these activities, including but not limited to invoices, payrolls, etc. as prescribed in the agreement between the RPO and MoDOT.	Executive Director/Fiscal Officer/Transportation Planner		The reports will be submitted quarterly. The maintenance of records will be ongoing throughout the program year.
Coordinate and maintain a multi-functioned program among participating Federal, State, and local governments.	Executive Director/Fiscal Officer/Transportation Planner		Ongoing throughout the program year
Prepare and submit FY 2023 performance evaluation	Executive Director/Fiscal Officer/Transportation Planner		March/April 2023
Prepare and submit FY 2024 Work Program	Executive Director/Fiscal Officer/Transportation Planner		April/May 2023
Provide certification of direct and/or indirect costs, as required.	Executive Director/Fiscal Officer		Ongoing throughout the program year
Update the MTRCOG Title VI plan	Executive Director/Transportation Planner		June 2022
Complete audit and share audit report with Office of Administration.	Executive Director/Fiscal Officer		November 2022
<b>Total Staff Hours:</b>		<b>105</b>	

\*Task 1 includes both direct and indirect expenses

**Budgeted Funds:**

<b>Total Task Expense:</b>	<b>\$34,188.82</b>
MoDOT 80% Share:	\$27,351.06
RPC 20% Share:	\$6,837.76

## Task 2 – Core Planning Activities/Public Engagement

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### **Purpose:**

*To cover all planning and public engagement activities necessary to complete the identified activities, including regional needs identification and prioritization; updating the Regional Transportation Plan, including needs and priorities, data, multi-modal asset and prioritization information and sidewalk inventories, assessments and mapping; engaging the citizens, stakeholders, TAC and executive board to ensure a complete and accurate needs list; supporting statewide planning efforts and participating in MoDOT sponsored event and studies; and hold at least four TAC meetings per year. This task will also include all activities that encourage public engagement and education and enhance the general transportation for the region, including activities that provide opportunities to interface with the public, such as attending public hearings, hosting forums and workshops, TAC meetings, executive board meetings, newsletters, social media and other methods of communication and information sharing with the public. Planning activities may include (but are not limited to) GIS development, data generation, local development trends and assistance with local financing options for communities.*

### **End Products:**

- Continued monitoring and updating of the RTP by MTRCOG staff to update the needs identification and prioritization, regional demographics, and plan implementation.
- Continue to be an active member in the Northeast District Coalition for Roadway Safety
- The use of the COG GIS program as a multi-faceted tool to include, but not be limited to, transportation planning
- Support cities and counties, as needed, with assistance or commentary on any bridge replacement utilizing BRO, CDBG, or local funds
- Continued work with District staff, and all transportation stakeholders, in identifying and prioritizing transportation projects for our region
- Continued work with MoDOT, stakeholders, and other Planning Partners on future funding initiatives for transportation projects
- Submission of bridge and street/drainage applications on behalf of cities and counties in the Mark Twain region, as needed and availability of funds dictates
- Actively participate in transportation coalitions or other stakeholder's groups on major projects in the region
- Continued monitoring and update as needed the transportation section of the Region's CEDS
- Maps requested by MoDOT

- COG staff will serve on ranking/selection committees for the Transportation Alternatives Program (TAP) should additional funding be allocated
- COG staff will review and/or comment on Transportation Alternatives Program (TAP) applications, should funding become available and a call for applications is issued
- COG staff will participate in multimodal coalitions or stakeholder groups as time and need dictate. Those groups may be, but are not limited to ports, bike/ped, freight/passenger rail, etc.
- Provide traffic counts and analysis of data to our member cities and counties, as requested, at no cost to them
- Provide pedestrian counts to our member cities and counties, as requested, at no cost to them
- Provide the radar speed trailer to our member cities and counties, as requested, at no cost to them
- Provide up to 3 maps/year to all dues paying members, as requested, at no cost to them. A minimal cost will be assessed for any maps over the initial 3.
- MTRCOG will host a minimum of four TAC meetings annually
- Distribute transportation information to communities and transportation stakeholders
- Attend scheduled MoDOT public information meetings
- Provide new member orientation as any new representatives join the TAC
- Coordinate activities with neighboring RPC's as needed
- COG Staff will work to continually update the website and other social media with relevant transportation information/data
- COG Staff will utilize Google My Maps as another method to communicate transportation information to TAC members and the general public with the creation of a personalized map indicating the location of each county's transportation needs which become identified through the annual transportation needs prioritization process. A link to this map will also be placed on the COG website.
- COG staff will facilitate LTAP or other training for local officials and/or other transportation stakeholders as time and need dictate.
- COG staff will continue to publish the Mark Twain Regional Review once a month to cities and counties and include a Transportation section with information regarding local, state, and federal news regarding transportation.
- Attend monthly MoDOT leadership conference calls as scheduled by MoDOT.

### **Prior Year Accomplishments:**

- Maintained accuracy of RTP for FY 2021 through continual monitoring and updating of the regional demographics, census data, and the needs identification and prioritization.

- The Transportation Planner attended Northeast District Coalition for Roadway Safety meetings to assist MoDOT and other agencies involved in helping to reduce the roadway fatalities for the Mark Twain region.
- COG Staff have been involved with monthly meetings regarding the expansion of Highway 54 in our area.
- COG Staff have attended and participated, as needed, in numerous MoDOT sponsored events, meetings, conference calls, or webinars.
- The Executive Director and Transportation Planner attended the Statewide Planning Partner meeting virtually in February 2022.
- Continue to work with District staff to assess the needs prioritization process and make any adjustments necessary.
- COG Staff worked with the TAC and other Executive Board members to help educate and make the public, as well as elected officials, aware of the need to increase funding for transportation in Missouri.
- Completed the CEDS Annual Report. Regional transportation updates are required as part of this report.
- Completed multiple charts and summaries on a traffic count study.
- Completed 3 deployments of the radar speed trailer across the region.
- The Transportation Planner and other staff provided approximately 10 wall maps to cities and counties in the region and approximately 20 other maps for Transportation related projects.
- Attended monthly MoDOT leadership conference calls as scheduled by MoDOT.

**Task Deliverables:**

<b>Task Description</b>	<b>Staff Assigned</b>	<b>Estimated Staff Hours</b>	<b>Estimated Completion Date</b>
There will be continual monitoring and updating as necessary of the Regional Transportation Plan. RTP deliverables will include, but not be limited to, updating needs identification and prioritization, updating of the demographics, updating of the census data (as it is available), and plan implementation.	Executive Director/Transportation Planner		Ongoing throughout the program year. The new transportation needs will be updated in approximately November/December
Assist cities and counties in utilizing the Planning Framework process to move priority projects onto the STIP.	Executive Director/Transportation Planner		Ongoing throughout the program year
Assist MoDOT staff, as needed, in the possible updating of the Planning Framework	Executive Director/Transportation Planner		Ongoing throughout the program year
Continue to work with District staff, and all transportation stakeholders in identifying and prioritizing	Executive Director/Transportation Planner		Ongoing throughout the program year

transportation needs. These needs may include highway and bridge major projects, multimodal major projects or general program initiatives. Priorities may be designated as a Statewide Investment Project.			
Continue to work with district staff to assess the process for identifying and prioritizing transportation needs in the region	Executive Director/Transportation Planner		Ongoing throughout the program year
Work with MoDOT on all aspects of updating and implementing mapping initiatives.	Executive Director/Transportation Planner		Ongoing throughout the program year
Work with MoDOT on other planning initiatives as needed.	Executive Director/Transportation Planner		Ongoing throughout the program year
The Executive Director and Transportation Planner serve on committees that select the Transportation Alternative Program grants for the region, should additional funding be allocated for this program.	Executive Director/Transportation Planner		November 2022
The COG will continue to work with the Northeast District Coalition for Roadway Safety to help reduce fatalities for the region.	Executive Director/Transportation Planner		Ongoing throughout the program year
Continue to offer and expand GIS services offered by the MTRCOG to our membership	Transportation Planner		Ongoing throughout the program year
The COG will assist cities, counties, or transportation stakeholders in reviewing all possible financing programs to address transportation activities as well as assisting in the preparation of innovative financing applications.	Executive Director/Transportation Planner		Ongoing throughout the program year
Provide general transportation planning services to all counties, cities, and transportation stakeholders.	Executive Director/Transportation Planner		Ongoing throughout the program year
The COG will continue to work with MoDOT, the TAC, and the Executive Board to help educate and make the public aware of the need for increased transportation funding in Missouri.	Executive Director/Transportation Planner		Ongoing throughout the program year
The COG will meet with cities and counties to discuss bridge replacement programs utilizing BRO, CDBG, and local funding.	Executive Director/Transportation Planner		Ongoing throughout the program year

The COG will submit bridge/street and drainage applications on behalf of cities and counties in the region as need and availability of funds dictate	Executive Director/Transportation Planner		Ongoing throughout the program year
Maintain current and accurate records on socioeconomic, employment, transportation, and land use data in the Mark Twain region.	Executive Director/Transportation Planner		Ongoing throughout the program year
Promote the practice of intermodal transportation as a development tool.	Executive Director/Transportation Planner		Ongoing throughout the program year
Promote the concept of transportation resiliency planning as a key aspect in the Planning Framework process.	Executive Director/Transportation Planner		Ongoing throughout the program year
Provide the use of traffic counters for data gathering and transportation planning activities to our member cities and counties at no cost to them.	Transportation Planner		Ongoing throughout the program year
Provide the use of the radar speed trailer to our member cities and counties at no cost to them.	Transportation Planner		Ongoing throughout the program year
Provide information regarding funding opportunities to local governments	Executive Director/Transportation Planner		Ongoing throughout the program year
Continue to utilize the COG website and other social media to promote transportation related information, projects, and plans	Executive Director/Transportation Planner		Ongoing throughout the program year
Provide new member orientation.	Executive Director/Transportation Planner		As needed throughout the program year
Coordinate with MoDOT district public relation staff	Executive Director/Transportation Planner		Ongoing throughout the program year
Prepare and distribute news releases etc. as needed.	Transportation Planner		Ongoing throughout the program year
Ensure the TAC planning process will involve all transportation stakeholders and the general public.	Executive Director/Transportation Planner		Ongoing throughout the program year
Provide a forum for coordination among the local governments cooperating in the region's transportation planning efforts.	Executive Director/Transportation Planner		Ongoing throughout the program year
Attend public hearings, host forums, meetings and workshops. The COG will host a minimum of four TAC meetings annually.	Executive Director/Transportation Planner		Quarterly, or as needed throughout the program year

Coordinate transportation program activities with government entities and the general public.	Executive Director/Transportation Planner		Ongoing throughout the program year
Coordinate outreach activities with neighboring RPC's.	Executive Director/Transportation Planner		As needed throughout the program year
<b>Total Staff Hours:</b>		<b>1,570</b>	

**Budgeted Funds:**

<b>Total Task Expense:</b>	<b>\$56,655.76</b>
MoDOT 80% Share:	\$45,324.61
RPC 20% Share:	\$11,331.15

# Task 3 – Professional Development

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## **Purpose:**

*In order to provide the highest quality of transportation planning services, staff will attend various professional training courses, conferences, and workshops. This will help the staff to gain additional knowledge and insight on transportation related activities at local, State, and National levels. Memberships and participation in State and National organizations and conferences will enable COG staff to better perform their transportation planning functions, monitor ever changing transportation developments on a State and National level, and learn best practices from peers. The Council of Governments staff will attend various conferences, workshops, seminars, and webinars hosted by local, State, and National organizations designed to enhance the transportation planning capabilities of the staff.*

## **End Products:**

- MTRCOG will be an active dues paying member of NADO.
- MTRCOG will be an active dues paying member of MACOG.
- MTRCOG will continue to support MACOG with the regionalization coordination of transportation planning activities.
- COG staff will attend the 2022 National Rural Transportation Peer Learning Conference sponsored by NADO.
- COG staff will attend the NADO Annual Conference.
- COG staff will attend the NADO Washington Policy Conference.
- COG staff will attend the MACOG Annual Retreat.
- Transportation Planner will attend quarterly meetings of the MACOG Transportation Planners Group
- Executive Director will attend monthly meetings of MACOG
- RPC will partner with MACOG on coordination of transportation planning activities, including fiscal officer's quarterly meetings, transportation planner's quarterly meeting, transit and bike/ped information and other transportation-related work to benefit RPC's
- Transportation Planner will seek out additional training opportunities throughout the year to further develop professional skills as it relates to transportation planning.

## **Prior Year Accomplishments:**

- Transportation Planner attended the NADO National Rural Transportation Peer Learning Conference virtually in July 2021.
- Transportation Planner attended a two-day online ESRI course in March 2022 entitled "ArcGIS Pro: Essential Workflows".
- Executive Director attended the NADO Annual Conference in June 2022 in Pittsburg, PA.
- The Executive Director and Transportation Planner attended the NADO Policy Conference in Washington, DC in March 2022.
- COG staff attended all regularly scheduled MACOG monthly meetings, quarterly transportation planner meetings, and fiscal officer meetings.

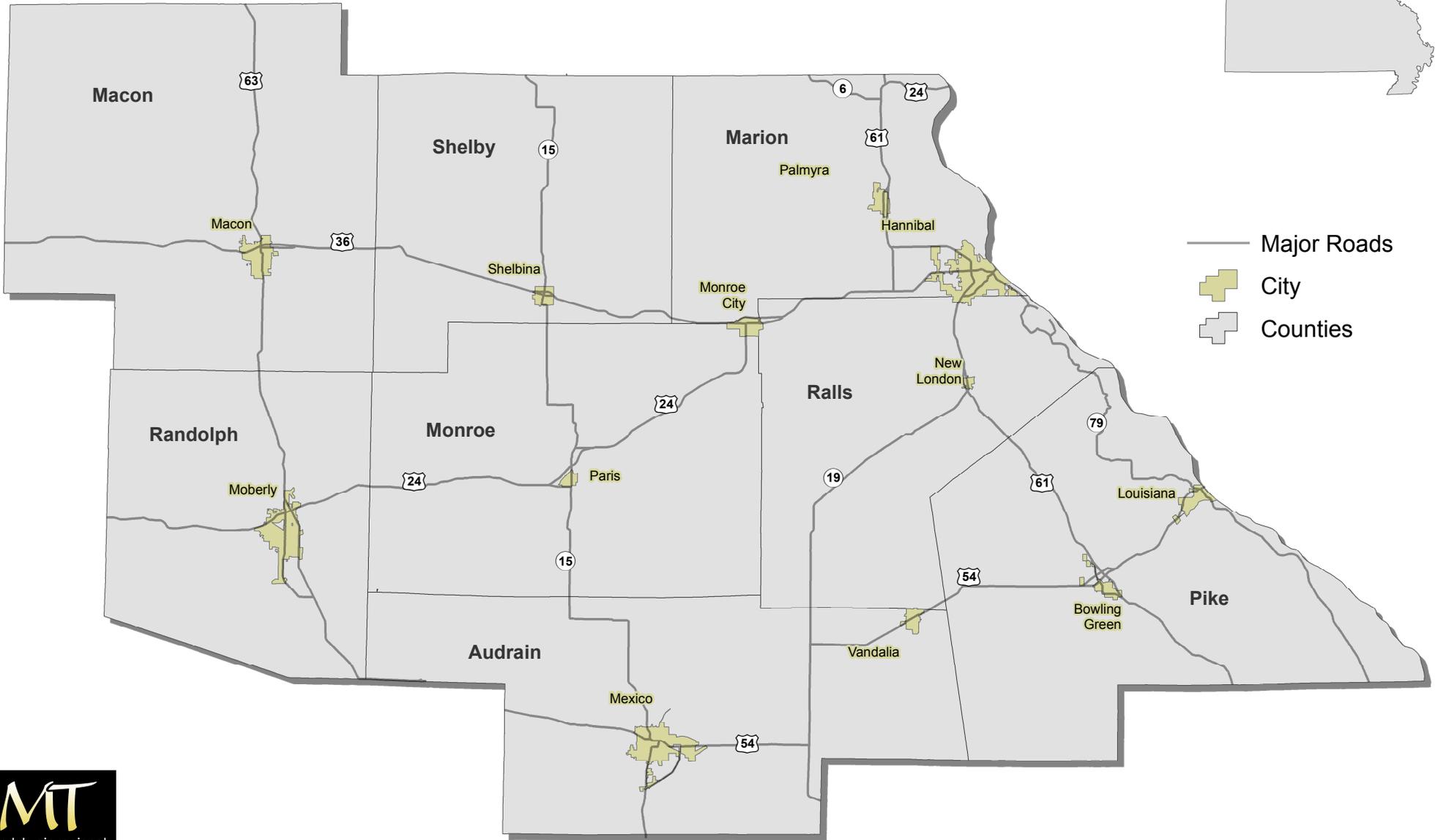
- Executive Director attended the Missouri Association of Counties (MAC) Annual Conference in November 2021.
- The Executive Director attended the annual MACOG Directors Retreat in October 2021.
- The Executive Director participated on the planning team for the Statewide Transportation Planning Meeting.

**Task Deliverables:**

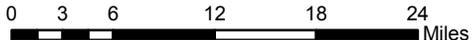
<b>Task Description</b>	<b>Staff Assigned</b>	<b>Estimated Staff Hours</b>	<b>Estimated Completion Date</b>
The COG will continue to be an active member with NADO			Ongoing throughout the program year
The COG will continue their membership with MACOG			Ongoing throughout the program year
The COG will continue their membership with MML			Ongoing throughout the program year
The COG will continue their membership with MEDC			Ongoing throughout the program year
The COG will continue their membership with MAC			Ongoing throughout the program year
The COG will attend the NADO annual conference as well as the Washington Policy Conference and the National Rural Transportation Peer Learning Conference sponsored by NADO	Executive Director/Transportation Planner/ Fiscal Officer		Various times throughout the program year
The COG will attend conferences and any needed additional training on GIS as time and money dictate	Transportation Planner		As needed
The COG will attend MACOG's annual Professional Development Workshop/Retreat	Executive Director		October 2021
COG staff will attend quarterly meetings for transportation planners	Transportation Planner		Quarterly
RPC will partner with MACOG on coordination of transportation planning activities, including fiscal officers quarterly meetings, transportation planners quarterly meeting, transit and bike/ped information and other transportation-related work to benefit RPCS	Executive Director/Transportation Planner/Fiscal Officer		Ongoing throughout the program year
Any additional seminars, conferences, workshops, or webinars which will expand the knowledge and expertise of the RPC staff as it relates to transportation planning and development.	Executive Director/Transportation Planner/Fiscal Officer		Ongoing throughout the program year
<b>Total Staff Hours:</b>		<b>180</b>	

**Budgeted Funds:**

<b>Total Task Expense:</b>	<b>\$6,837.77</b>
MoDOT 80% Share:	\$5,470.22
RPC 20% Share:	\$1,367.55



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**MARK TWAIN REGIONAL COUNCIL OF GOVERNMENTS  
 FY 2023 TRANSPORTATION PLANNING PROJECT EXPENSES  
 JULY 1, 2022 THROUGH JUNE 30, 2023**

<b>Task</b>	<b>Description</b>	<b>Estimated Expenses</b>
1	Administration	* \$34,188.82
2	Core Planning/Public Engagement	\$56,655.76
3	Professional Development	\$6,837.77
	Total:	<u>\$97,682.35</u>
	<b>MODOT - 80%</b>	<b>\$78,145.88</b>
	<b>MTRCOG - 20%</b>	<b>\$19,536.47</b>
	<b>Total:</b>	<b>\$97,682.35</b>

\* Task 1 includes both direct and indirect expenses.

**TASK 1 - ADMINISTRATION**

<b>Staff Assigned</b>	<b>Total Expense</b>
Anna Gill	\$1,943.40
Devyn Campbell	\$1,070.10
Cindy Hultz	\$899.85
<b>Direct Expenses:</b>	
Copier	\$500.00
Postage	\$100.00
Travel	\$4,250.47
Local Meetings	\$325.00
Conferences/Training	\$6,000.00
Supplies	\$250.00
Furniture/Equipment	\$1,000.00
Mobile Telephone	\$600.00
Memberships/Dues	\$4,250.00
Insurance	\$100.00
Equipment Maint.	\$800.00
Total:	<u>\$18,175.47</u>

**Indirect Expenses:**

Insurance	\$400.00
Printing	\$100.00
Telephone	\$300.00
Internet	\$200.00
Postage	\$100.00
Conferences/Memberships	\$900.00
Equipment/Supplies	\$900.00
Equipment/Office Maintenance	\$750.00
Rent/Utilities	\$4,250.00
Salaries	\$3,375.00
Audit	\$600.00
Web Host	\$25.00
Equipment Lease	\$200.00
Total:	<u>\$12,100.00</u>
<b>Total Task 1:</b>	<b><u>\$34,188.82</u></b>

**TASK 2 - CORE PLANNING/PUBLIC ENGAGEMENT**

<b>Staff Assigned</b>	<b>Total Expense</b>
Cindy Hultz	\$12,605.36
Anna Gill	\$44,050.40
<b>Total Task 2:</b>	<b><u>\$56,655.76</u></b>

**TASK 3 - PROFESSIONAL DEVELOPMENT**

<b>Staff Assigned</b>	<b>Total Expense</b>
Cindy Hultz	\$2,092.02
Anna Gill	\$4,210.70
Devyn Campbell	\$535.05
<b>Total Task 3:</b>	<b><u>\$6,837.77</u></b>



# United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, DC 20240

## State and Local Governments Indirect Cost Negotiation Agreement

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**EIN:** 43-0914922

**Date:** 06/29/2021

**Organization:**

Mark Twain Regional Council of Governments  
42494 Delaware Lane  
Perry, MO 63462

**Report Number:** 2021-0343

**Filing Ref.:**

Last Negotiation Agreement  
dated: 06/28/2019

The indirect cost rate contained herein is for use on grants, contracts, and other agreements with the Federal Government to which 2 CFR Part 200 applies subject to the limitations in Section II.A. of this agreement. The rate was negotiated by the U.S. Department of the Interior, Interior Business Center, and the subject organization in accordance with the authority contained in applicable regulations.

### Section I: Rate

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Start Date	End Date	Rate Type	Name	Rate	Base	Location	Applicable To
			07/01/2021	06/30/2022	Predetermined	Indirect	20.00 %
07/01/2022	06/30/2023	Predetermined	Name	Rate	Base	Location	Applicable To
			Indirect	20.00 %	(A)	All	All Programs

**(A) Base:** Total direct salaries and wages, including fringe benefits. The rate applies to all programs administered by the non-federal entity. To determine the amount of indirect costs to be billed under this agreement, direct salaries and wages and related fringe benefits should be summed and multiplied by the rate. All other program costs should be eliminated from the calculation.

**Treatment of fringe benefits:** Fringe benefits applicable to direct salaries and wages are treated as direct costs; fringe benefits applicable to indirect salaries and wages are treated as indirect costs.

**Section II: General**

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- A. **Limitations:** Use of the rate(s) contained in this agreement is subject to any applicable statutory limitations. Acceptance of the rate(s) agreed to herein is predicated upon these conditions: (1) no costs other than those incurred by the subject organization were included in its indirect cost rate proposal, (2) all such costs are the legal obligations of the grantee/contractor, (3) similar types of costs have been accorded consistent treatment, and (4) the same costs that have been treated as indirect costs have not been claimed as direct costs (for example, supplies can be charged directly to a program or activity as long as these costs are not part of the supply costs included in the indirect cost pool for central administration).
- B. **Audit:** All costs (direct and indirect, federal and non-federal) are subject to audit. Adjustments to amounts resulting from audit of the cost allocation plan or indirect cost rate proposal upon which the negotiation of this agreement was based will be compensated for in a subsequent negotiation.
- C. **Changes:** The rate(s) contained in this agreement are based on the accounting system in effect at the time the proposal was submitted. Changes in the method of accounting for costs which affect the amount of reimbursement resulting from use of the rate(s) in this agreement may require the prior approval of the cognizant agency. Failure to obtain such approval may result in subsequent audit disallowance.
- D. **Rate Type:**
1. **Fixed Carryforward Rate:** The fixed carryforward rate is based on an estimate of the costs that will be incurred during the period for which the rate applies. When the actual costs for such period have been determined, an adjustment will be made to the rate for a future period, if necessary, to compensate for the difference between the costs used to establish the fixed rate and the actual costs.
  2. **Provisional/Final Rate:** Within six (6) months after year end, a final indirect cost rate proposal must be submitted based on actual costs. Billings and charges to contracts and grants must be adjusted if the final rate varies from the provisional rate. If the final rate is greater than the provisional rate and there are no funds available to cover the additional indirect costs, the organization may not recover all indirect costs. Conversely, if the final rate is less than the provisional rate, the organization will be required to pay back the difference to the funding agency.
  3. **Predetermined Rate:** A predetermined rate is an indirect cost rate applicable to a specified current or future period, usually the organization's fiscal year. The rate is based on an estimate of the costs to be incurred during the period. A predetermined rate is not subject to adjustment.
- E. **Rate Extension:** Only final and predetermined rates may be eligible for consideration of rate extensions. Requests for rate extensions of a current rate will be reviewed on a case-by-case basis. If an extension is granted, the non-Federal entity may not request a rate review until the extension period ends. In the last year of a rate extension period, the non-Federal entity must submit a new rate proposal for the next fiscal period.
- F. **Agency Notification:** Copies of this document may be provided to other federal offices as a means of notifying them of the agreement contained herein.
- G. **Record Keeping:** Organizations must maintain accounting records that demonstrate that each type of cost has been treated consistently either as a direct cost or an indirect cost. Records pertaining to the costs of program administration, such as salaries, travel, and related costs, should be kept on an annual basis.
- H. **Reimbursement Ceilings:** Grantee/contractor program agreements providing for ceilings on indirect cost rates or reimbursement amounts are subject to the ceilings stipulated in the contract or grant agreements. If the ceiling rate is higher than the negotiated rate in Section I of this agreement, the negotiated rate will be used to determine the maximum allowable indirect cost.
- I. **Use of Other Rates:** If any federal programs are reimbursing indirect costs to this grantee/contractor by a measure other than the approved rate(s) in this agreement, the grantee/contractor should credit such costs to the

**Section II: General (continued)**

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affected programs, and the approved rate(s) should be used to identify the maximum amount of indirect cost allocable to these programs.

- J. **Central Service Costs:** If the proposed central service cost allocation plan for the same period has not been approved by that time, the indirect cost proposal may be prepared including an amount for central services that is based on the latest federally-approved central service cost allocation plan. The difference between these central service amounts and the amounts ultimately approved will be compensated for by an adjustment in a subsequent period.
- K. **Other:**
1. The purpose of an indirect cost rate is to facilitate the allocation and billing of indirect costs. Approval of the indirect cost rate does not mean that an organization can recover more than the actual costs of a particular program or activity.
  2. Programs received or initiated by the organization subsequent to the negotiation of this agreement are subject to the approved indirect cost rate(s) if the programs receive administrative support from the indirect cost pool. It should be noted that this could result in an adjustment to a future rate.
  3. Indirect cost proposals must be developed (and, when required, submitted) within six (6) months after the close of the governmental unit's fiscal year, unless an exception is approved by the cognizant agency for indirect costs

**Section III: Acceptance**

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Listed below are the signatures of acceptance for this agreement:

By the State and Local Governments

By the Cognizant Federal Government Agency

Mark Twain Regional Council of Governments

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US Department of Commerce - EDA

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DocuSigned by:  
*Cindy Hultz*  
B5D5C0C183A34FE...

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DocuSigned by:  
*Craig Wills*  
B47DB1F4A5DB4BF...

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Signature

Signature

Cindy Hultz

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Craig Wills

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Name:

Name:

Executive Director

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Division Chief

Indirect Cost Services Division

Interior Business Center

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Title:

Title:

6/30/2021

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6/30/2021

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Date

Date

Negotiated by: Stacy Frost

Telephone: (916) 930-3815

Next Proposal Due Date: 12/31/2022

## Staff Information

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### **Mark Twain Regional Council of Governments Staff**

Cindy Hultz, Executive Director  
[chultz@marktwaincog.com](mailto:chultz@marktwaincog.com)

Anna Gill, Transportation Planner  
[agill@marktwaincog.com](mailto:agill@marktwaincog.com)

Devyn Campbell, Fiscal Officer  
[dcampbell@marktwaincog.com](mailto:dcampbell@marktwaincog.com)

# Transportation Advisory Committee Members

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## **Mark Twain Regional Council of Governments Transportation Advisory Committee Members**

**TAC Chairman – Glenn Eagan**

### Audrain County

Alan Winders - Commissioner  
Kensey Russell – City of Mexico

### Macon County

Alan Wyatt – Presiding Commissioner  
Tony Petre – City of Macon

### Marion County

Steven Begley– Commissioner

### Monroe County

Marilyn O’Bannon – Commissioner  
Quentin Ashenfelter – City of Paris

### Pike County

Bill Allen – Commissioner

### Ralls County

Wiley Hibbard – Presiding Commissioner  
Scott Hodges – Ralls County (private sector)

### Randolph County

John Hobbs – Commissioner  
Tom Sanders – City of Moberly

### Shelby County

Glenn Eagan – Presiding Commissioner  
Harold Beach – Shelby County (private sector)

# **Executive Board Members**

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## **Mark Twain Regional Council of Governments Executive Board Members**

**Chairperson – Commissioner Wiley Hibbard**  
**Vice Chairman – Commissioner Mike Minor**  
**Secretary/Treasurer – Chuck Herron**

### **Audrain County**

Alan Winders – Presiding Commissioner  
Bruce Slagle – City of Mexico  
Nick Johnston

### **Macon County**

Alan Wyatt – Presiding Commissioner  
Lois Bragg – Mayor, City of La Plata

### **Marion County**

Steven Begley – Commissioner  
Rusty Adrian – Mayor

### **Monroe County**

Mike Minor – Presiding Commissioner  
Lisa Hollingsworth – City of Paris  
Chuck Herron

### **Pike County**

Chris Gamm – Presiding Commissioner

### **Ralls County**

Wiley Hibbard – Presiding Commissioner

### **Randolph County**

John Truesdell – Presiding Commissioner  
Megan Schmitt – Director, Moberly Chamber of Commerce

### **Shelby County**

Tom Shively – Commissioner  
Wendy Brumbaugh – Shelby County EDC



mark twain regional  
council of governments

**Mark Twain Regional Council of Governments  
Transportation Planning Work Program FY2023  
Adoption Resolution**

WHEREAS, the staff of the Mark Twain Regional Council of Governments has prepared a Transportation Planning Work Program and;

WHEREAS, the Plan was developed according the Missouri Department of Transportation guidelines and;

WHEREAS, the Plan will be presented to the Missouri Department of Transportation for review and approval.

THEREFORE BE IT RESOLVED, Mark Twain Regional Council of Governments Executive Board, therefore adopts the Mark Twain Region Transportation Planning Work Program on this day, June 8, 2022.

I, Wiley Hibbard, Executive Board Chairman of the Mark Twain Regional Council of Governments, do certify that the above is true and correct.

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Wiley Hibbard, Chairman

Mark Twain Regional Council of Governments

*Audrain*

*Macon*

*Marion*

*Monroe*

*Pike*

*Ralls*

*Randolph*

*Shelby*

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