Certificate of Indirect Costs

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal to establish cost allocations or billings for January 1, 2016 – December 31, 2016 to establish cost allocation or billings for January 1, 2016 – December 31,02016 are e allowable in accordance with the requirements of the Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the fixed rate.

I declare that the foregoing is true and correct.

Governmental Unit: East-West Gateway Council of Governments

Signature: James W. Wild

Name of Official: James W. Wild

Title: Executive Director

Date: 12-22-15

COST ALLOCATION METHODOLOGY

The East-West Gateway Council of Governments is the Metropolitan Planning Organization for the St. Louis Bi-State Metropolitan Area. The Council is organized to provide regional planning services for our designated area. These activities are funded by grants from various federal, state and local agencies. In order to distribute our indirect costs to the grants in an equitable manner, a cost allocation plan has been developed in accordance with 2 CFR part 200.

East-West Gateway treats all costs as either indirect costs or direct costs. The accounting system records direct costs by task and account. The indirect costs are grouped into common pools and distributed to benefiting tasks by a cost allocation process.

The cost allocation plan is based on budgeted figures for the fiscal period January 1, 2016, to December 31, 2016. This period coincides with the Council's fiscal year.

Indirect Costs

The allocation is based on direct salaries and fringe benefits. Schedule I shows the proposed indirect cost rate and the components of cost involved.

The indirect cost rate will be applied to direct salaries of employees housed in Council supported facilities. Some staff and their associated direct salaries, assigned to work for another entity and located at facilities supported by that entity and will not share in the indirect cost allocation .

This indirect costs rate is a fixed rate and any difference between the amount applied and the actual costs accumulated from prior years (inclusive of variance carryforward from prior years) will be carried forward as an adjustment to the rate computation. As an example, the accumulated variance calculated at the end of 2015 will be included in the 2017 rate computation. East-West Gateway’s grants have varying beginning and ending dates and the fixed rate method will allow us to close out grants within the required period of time. It will also provide an equitable method in accordance with 2 CFR part 200.

The indirect cost pool is comprised of expenditures that benefit more than one grant or cost center or costs where the benefit can not be determined with a reasonable amount of effort.

The direct costs associated with the grant are costs that can be identified with a specific element or work area. Examples of direct costs are personnel costs, travel, postage, and conference call costs charges. Direct salaries are charged to projects based on the actual time that an employee works on each work element (project). Each pay period employees submit time sheets and the semi-monthly salary or hourly rate is allocated based on the proportion of hours worked.

Fringe Benefits

The fringe benefits allocation is based on total direct and indirect salaries. Schedule II shows the budgeted costs which comprise the fringe benefit pool. The fringe benefits rate will be applied to direct and indirect salaries of all employees regardless of their assigned work location.

The fringe benefit cost rate is a fixed rate and the difference between the amount applied and the actual costs accumulated from prior years will be treated the same as the indirect costs. The variance between actual and applied will be carried forward to future years.

The fringe benefit cost pool is comprised of expenditures that benefit more than one grant or cost center or costs where the benefit can not be determined with a reasonable amount of effort. A brief summary of the leave benefits provided are as follows:

- Annual leave - includes the cost of the vacation time earned and taken by employees. The accrued vacation balance of employees is adjusted to actual quarterly. Employees are paid any unused vacation at the time that they terminate employment.
- Sick leave - is recorded as used. Employees are not paid accrued balances upon departure from East-West Gateway.
- Holiday and jury duty pay - is recorded as used.
- Disability pay - The Council self funds short term disability and it is recorded as used.

Other benefits included in the pool include employer FICA, state unemployment, jury duty pay, group medical, dental, vision insurance, group life insurance equal to 1 times annual salary up to the maximum of $50,000, and long-term disability insurance, employee transportation incentives, employer contributions to the East-West Gateway retirement plan, and workers' compensation insurance.

SCHEDULE I

EAST-WEST GATEWAY COORDINATING COUNCIL
INDIRECT COST RATE PROPOSAL
FOR FISCAL YEAR ENDING DECEMBER 31, 2016

Line Item	Federal, State, and Local Grants and Contracts Costs a	General Fund Costs b	Indirect Costs c	Total Budgeted Costs d
Labor	$2,524,544	$9,042	$743,623	$3,277,209
Grant equipment and software	1,606,730			1,606,730
Contractual	1,382,545	150,000	30,000	1,562,545
In-kind services	307,460			307,460
Fringe benefits	1,245,176	4,460	366,755	1,616,391
Office lease & utilities	$8,000		253,800	261,800
Public Agency training	298,900			298,900
Supplies/general expense	18,375	5,500	15,200	39,075
Auditing expense			65,000	65,000
Travel	26,630	1,000	4,300	31,930
Depreciation & amortization			34,240	34,240
Professional services		14,750	17,450	32,200
Meetings and conference expense	7,700	24,380	10,400	42,480
Equipment rental and maintenance	-8,000	1,250	24,060	17,310
Telephone, Internet and Cellular Service	4,590	25	19,000	23,615
Reproduction/printing	3,085	6,280	10,500	19,865
Memberships & dues	7,125	3,100	12,300	22,525
Data access services	21,460	1,425	14,100	36,985
Pension administration expense			15,800	15,800
Public notices	12,390	2,000	2,600	16,990
Postage/delivery	1,765	2,840	4,500	9,105
Property, General Liability Insurance			10,200	10,200
Employee development, recruitment and relocation		950	10,125	11,075
Automobile expense		130	1,000	1,130
Publications/subscriptions	100	250	3,800	4,150
Interest and miscellaneous expenses	5,000	4,800		9,800
Variance carried from prior years				
Total	$7,473,575	$232,182	$1,668,753	$9,374,510

Rate Calculation			
Total indirect costs	$1,668,753	=	69.34%
Total direct labor [e]	$2,406,474		

(a) Total budgeted Federal and State grants and contract costs for the period.
(b) General fund costs for the period.
(c) Total budgeted indirect costs for period.
(d) Total budgeted costs for the agency for the period.
(e) Total direct labor less labor not at EWG facilities

Direct Labor Base Calculation	
Total labor	$3,277,209
Less indirect labor	-743,623
Subtotal	2,533,586
Less direct labor not at EWG facilities	-127,112
Total direct labor base	$2,406,474

Schedule II

EAST-WEST GATEWAY COUNCIL OF GOVERNMENTS
COMPOSITION OF FRINGE BENEFIT COST
FOR FISCAL YEAR ENDING DECMBER 31, 2016

Line Item	Total Budgeted Costs
Annual leave	262,578
Sick leave	140,333
Holiday pay	144,202
Jury duty	2,400
Disability pay	3,500
Employer FICA	248,375
Disability insurance	12,890
State unemployment tax	2,100
Employer pension plan contributions	166,017
Group health insurance costs	615,176
Worker's compensation insurance	9,720
Employee health & transportation incentives	9,100
Total	$1,616,391

Rate calculation:

Total Fringe Benefits	$1,616,391	=	49.32%
Total Labor	$3,277,209		

EAST-WEST GATEWAY COUNCIL OF GOVERNMENTS
SCHEDULE OF BUDGETED SALARIES, FRINGE BENEFITS, INDIRECT COSTS BY GRANT/CONTRACT
FOR FISCAL YEAR ENDING DECEMBER 31, 2016

GRANTOR/ PROGRAM TITLE	GRANT NUMBER	Budgeted Direct Salaries	Fringe Benefits Budgeted	Indirect Costs Budgeted	Other Direct Costs	Total Costs
U.S. DEPT. OF TRANSPORTATION:						
FEDERAL TRANSIT ADMINISTRATION						
Metro New Freedom	MO-37-X037	9,528	4,699	6,607		20,834
PASSED THROUGH THE MISSOURI HIGHWAY AND TRANSPORTATION COMMISSION:						
CPG program for transportation planning FY 2016 UPWP	MODOT-FY16	666,362	328,664	462,085	540,432	1,997,543
CPG program for transportation planning FY 2017 UPWP	MODOT-FY17	695,987	343,276	482,628	634,677	2,156,568
PASSED THROUGH THE ILLINOIS DEPARTMENT OF TRANSPORTATION:						
Regional transportation and related planning activities FY2017 UP\	EWGCG-PL-FTA-17	209,611	103,385	145,353		458,349
Regional transportation and related planning activities FY2016 UP\	EWGCG-PL-FTA-16	207,244	102,217	143,712	53,487	506,660
Transit related activities described in the FY2017 UPWP*	EWGCG-PL-FTA-17	57,167	28,196	39,642	31,504	156,509
Transit related activities described in the FY2016 UPWP*	EWGCG-PL-FTA-16	59,072	29,136	40,963	11,693	140,864
U.S. ENVIRONMENTAL PROTECTION AGENCY:						
PASSED THROUGH THE MISSOURI DEPT OF NATURAL RESOURCES:						
Air Quality planning FY2016	A3001-16	13,338	6,579	9,249	6,431	35,597
Air Quality planning FY 2017	A3001-17	3,990	1,968	2,767	1	8,726
Water Qual Pln Update	TBD	25,560	12,607	17,724	52,761	108,652
PASSED THROUGH THE ILLINOIS ENVIR-ONMENTAL PROTECTION AGENCY						
Air Quality planning FY 2015	FA-14201 yr 3	7,867	3,880	5,455	217	17,419
Air Quality planning FY 2017	TDB	7,981	3,936	5,534	218	17,669

GRANTOR/ PROGRAM TITLE	GRANT NUMBER	Budgeted Direct Salaries	Fringe Benefits Budgeted	Indirect Costs Budgeted	Other Direct Costs	Total Costs
Missouri Deparment of Natural Resources						
Our Missouri Waters - Meramec river		26,774	13,206	18,566	7,010	65,556
Our Missouri Waters - Missouri River	TDB	28,504	14,059	19,766	4,498	66,827
U.S. DEPARTMENT OF HOMELAND SECURITY						
PASSED THROUGH THE MISSOURI OFFICE OF HOMELAND SECURITY:						
Urban Area Security Initiative FY15	EMW-2015-SS-00020-S01-024	80,921	39,912	56,114	1,257,232	1,434,179
Urban Area Security Initiative FY14	EMW2014-SS-00002-S01-016	250,119	123,364	173,444	780,448	1,327,375
U.S. DEPARTMENT HEALTH AND HUMAN SERVICES						
HEALTH RESOURCES & SERVICE ADMINISTRATION						
PASSED THROUGH THE MISSOURI DEPT OF HEALTH AND SENIOR SERVICES						
Bioterrorism Hospital Preparedness Program FY15	C312199001	36,782	18,142	25,506	329,178	409,608
GENERAL PROGRAMS AND EXPENSES						
Illinois Levee District		130,285	64,259	2,200		196,744
STARRS Operational Support		4,821	2,378	3,343	354	10,896
Municipality projects		2,631	1,298	1,824		5,753
Other general costs		9,042	4,460	6,270	212,410	232,182
Subtotal		2,533,586	1,249,621	1,668,752	3,922,551	9,374,510
Indirect wages and related applied fringe benefits included in applied indirect cost budget		743,623	366,771			
TOTAL		$3,277,209	$1,616,392	$1,668,752	$3,922,551	$9,374,510