



*Kokomo Howard County Governmental Coordinating Council*

**STATEMENT  
OF  
WORK**

**FOR THE**

**KOKOMO/HOWARD COUNTY  
GOVERNMENTAL COORDINATING  
COUNCIL  
(KHCGCC)**

**STATE FISCAL YEAR 2018**

**JULY 1, 2017 to JUNE 30, 2018**

Prepared by Tammy Corn, Executive Director  
KHCGCC

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**KOKOMO/ HOWARD COUNTY  
GOVERNMENTAL COORDINATING COUNCIL**

**POLICY BOARD**

**VOTING MEMBERS**

Mayor, City of Kokomo  
President, Howard County Commissioners  
President, Kokomo City Council  
President, Howard County Council  
Howard County Councilman  
Kokomo City Councilman  
President, Kokomo City Planning Commission  
President, Howard County Planning Commission  
Executive Director, Kokomo-Howard County Plan Commission  
Deputy Commissioner, Greenfield District, INDOT

**NON-VOTING MEMBERS**

Planning & Environmental Specialist, FHWA  
Local Program Transit Section, INDOT

**TECHNICAL ADVISORY COMMITTEE**

**VOTING MEMBERS**

Supervisor, Howard County Highway Department  
Director, Kokomo Department of Development  
Community Service Division, Kokomo Police Department  
Executive Director, Kokomo-Howard County Planning Commission  
Executive Director, Kokomo/Howard Co. Gov. Coordinating Council  
Consultant Services Manager, Greenfield District, INDOT  
Planning Specialist, INDOT  
City Engineer, City of Kokomo, IN.  
Director of Senior Services, City of Kokomo

**NON-VOTING MEMBERS**

Director, Kokomo Municipal Airport  
Howard County Surveyor  
President, Kokomo-Howard County Chamber of Commerce  
Planner, Federal Highway Administration  
Transit Planner, Local Program Transit Section, INDOT

**KOKOMO AND HOWARD COUNTY GOVERNMENTAL**  
**COORDINATING COUNCIL**  
**SFY 2018 STATEMENT OF WORK**

**Introduction**

The STATEMENT OF WORK, prepared in lieu of a Unified Planning Work Program<sup>1</sup> sets forth the total planning activities to be undertaken by the Kokomo and Howard County Governmental Coordinating Council, the Metropolitan Planning Organization (MPO), during the fiscal year.

The Kokomo and Howard County Governmental Coordinating Council (hereafter known as “Council”) is the Metropolitan Planning Organization (MPO) for the Kokomo Urbanized Area. The Council was designated as the MPO on March 2, 1982. It succeeded the Kokomo-Howard County Administrative Committee and Technical Committee. They were created on February 14, 1964.

The Council consists of a Policy Board and Technical Advisory Committee. The Policy Board is comprised of top elected officials from the City and County, the presidents of the City and County Plan Commission, as well as voting and non-voting representatives from the Indiana Department of Transportation and the Federal Highway Administration. The Technical Advisory Committee is composed of senior officials from various agencies, departments, public transportation providers and boards involved in transportation affairs. Various City and County departments assist the Council’s staff. Additionally, the KHCGCC has a Citizens Advisory Committee for Alternative Transportation and Transit.

The STATEMENT OF WORK, in its basic formulation and structure, serves as a simplified guide to the total planning effort by describing who will perform the work and the work that will be accomplished. This STATEMENT OF WORK establishes programs to eliminate duplication of effort; inter-relates transportation planning, land-use planning, and other elements of the comprehensive planning process; and provides a basis for federal and state funding. Funding for The STATEMENT OF WORK for SFY 2018 is reasonably expected to be available based on information provided by INDOT and the MPO Discretionary fund.

**Adopted: KHCGCC Policy Board Resolution 2017-10**

<sup>1</sup> In areas not designated as TMAs, the MPO, in cooperation with the State and transit operators, with the approval of the FHWA and the FTA, may prepare a simplified Statement of Work, in lieu of a UPWP, that describes who will perform the work and the work that will be accomplished using Federal funds. If a simplified Statement of Work is used, it may be submitted as part of the Statewide planning work program, in accordance with 23 CFR part 420.111 (c).

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The Kokomo/Howard County Governmental Coordinating Council, in cooperation with the City of Kokomo, Howard County, the Indiana Department of Transportation, and the U. S. Department of Transportation, Federal Highway Administration and Federal Transit Administration prepared this Statement of Work. It was prepared as partial completion of Task 200.0 of the Council's FY 2018 Statement of Work.

## SFY 2017 STATEMENT OF WORK

### 100.0 Administration/Public Participation

Goal: To administer the Transportation Planning process and to assure the public has a voice in the local and state projects within MPA.

Description: The Council will participate in administering the 3 C's (Comprehensive, Cooperative, and Continuing Transportation Planning Process), will maintain an updated Statement of Work and supporting documents. This includes providing program support to the Technical Advisory Committee, Citizen's Advisory Committee (CAC) and providing the necessary data to the Policy Board for their review of transportation related issues. Attendance at Federal and State sponsored transportation meetings, training, conferences, and seminars and communication with INDOT and FHWA to facilitate seamless project completion. Provide needed technical equipment to support the Council's activities. Develop performance measures to determine progress toward solving definable safety problems within the planning area and implement measures to improve safety. A documented method for tracking projects on a quarterly basis will be utilized; the methodology will include monitoring funding and project development progress. The Council will call for the annual list of obligated projects in the MPA creating the TIP. The American Disabilities Act Transition Plans will be examined and updated, as needed. Work with INDOT to develop a multi-year safety analysis process and a management program to maintain our pavement and assets. The Council will assist in ensuring a certified Employee of Responsible Charge (ERC) is maintained by the LPA in order to continue to be eligible for federal funding. The Council will comply with all regulations put forth in the new FAST Act (Fixing America's Surface Transportation). The Council will submit to INDOT an annual report. The Council will coordinate and facilitate meetings to encourage public participation and input in projects on both the local and state level. The Council will list the annual list of obligated projects in the MPA seeking input from the public on all projects. All meetings will be posted and open to the public this includes our CAC TAC and Policy Board.

#### Consideration of Planning Emphasis Areas

On April 23, 2014, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) jointly issued the FY 2015-2016 Planning Emphasis Areas (PEAs), which include transition to performance based planning and programming as per the FAST Act, cooperation and coordination across MPO boundaries and across State boundaries where appropriate to ensure a regional approach to transportation planning, and access to essential services in which the transportation planning process identifies transportation connectivity gaps and solutions to address those gaps.

- ❖ **Models of Regional Planning Cooperation:** The KHCGCC will promote cooperation and coordination across MPO boundaries and whenever possible take a regional approach to transportation planning. Cooperation could occur through the metropolitan planning agreements that identify how the planning process and planning products will be coordinated, through the development of joint planning products, and/or by other determined means.
- ❖ **Access to Essential Services:** As part of the transportation planning process, identify transportation connectivity gaps in access to essential services by conducting a transit needs assessment. Essential services include housing, employment, health care, schools/education, and recreation. This emphasis area could include identification of performance measures and analytical methods to measure the transportation system's connectivity to essential services and the use of this information to identify gaps in transportation system connectivity.
- ❖ **Title VI and ADA Transition Implementation Plans:** All LPA's and the MPO now have active Title VI and ADA Transition Plans/Programs in place that will be reviewed and updated when necessary. The Council will work with the LPA's and their consultants to assure planning meets Title VI and ADA requirements when using any federal funds for the projects.

### 200.0 Data Collection/Traffic Analysis

Goal: To gather data and prepare all required documents.

Description: The Council will prepare documents supporting the 4-year plan with projects identified to use the PYB to 2019 (and beyond if necessary), traffic counting and other surveillance studies, accident studies, transit monitoring, census support (as needed), Highway Performance Monitoring System (HPMS), including annually updating all traffic volumes and one-third (1/3) of the sample sections, management systems implementation and other documents as needed. Initiative in conjunction with INDOT to consider environmental issues early in the transportation planning process including the FHWA, Every Day Counts Innovative Initiative and Red Flag Investigations, Quarterly tracking meetings will be held analyzing all active projects. Coordinate with INDOT and the transit operators and LPA's to collect data and set targets for the following core performance measures: highway conditions, transit state of good repair, highway safety, transit safety, congestion, and freight movement, connectivity within the PEAs to

enhance the ability for citizens to connect to essential services and assist in comprising a comprehensive pavement management system, identify projects that meet the Ladders of Opportunity initiatives allowing citizens multimodal choices to connect to education, jobs, services, social events, etc. Additionally, the Council will provide equipment, as needed, for planning support and work together with state and federal agencies to ensure compatibility

### **300.0 Short Range Planning/Management Systems**

Goal: To research and develop technical planning support and maintaining the Statement of Work, TIP, Projects, Plans and policies

Description: The Council will have oversight of all steps in the LPA's federal aid project process development and the accountability of the 4-year plan (TIP) to assure good stewardship of funds, actively promote projects that support Pavement Management, Freight Management and Connectivity in conjunction with PEAs and the Ladders of Opportunity initiatives as well as the new Transportation Bill- FAST Act (Fixing America's Surface Transportation). Transit routes, bike paths, and walkable corridors as well as arterial roadways to help facilitate access and growth are current plan projects. Council will continue Quarterly Tracking reports, participate in the ADA Transition Planning for the City and County and help LPA's establish a Pavement Management System. Functional Classification updates will continue as well as monitoring the current change order process. Develop performance measures to demonstrate, and showcase, how the planning process is addressing each of the planning factors. Identify environmental issues early in the planning process to avoid project setbacks. Maintaining the Statement of Work and supporting documents to the State for approval as well as submit an annual report to INDOT and the FTA.

### **400.0 Long Range Planning**

Goal: To continue to collect data and information concerning transportation issues in the Metropolitan Planning Area (MPA).

Description: The Council will coordinate with INDOT on the State Long Range Plan updates and update the local MTP (Metropolitan Transportation Plan) formerly known as the LRTP (Long Range Transportation Plan) to rationally and transparently identify goals and objectives, projected population/employment, land uses, travel patterns, and congestion in addition to the assumptions used in their development . When necessary the Council will review the status of the Kokomo Travel Demand Model with the cooperation of INDOT; consider additional public transit needs/options and update a new MTP to 2045. Additionally, the Council will consult with other resource agencies, including historic preservation, and DNR to update their plan. Evaluate transportation impacts of the US 31/931 Corridor if deemed necessary based on safety issues and/or citizen input. Additionally, the KHCGCC will begin work on a new Coordinated Public Transit-Human Services Transportation Plan, replacing the one completed in 2008, the office was going to take this project on internally; however, it has been deemed to require more time than any one person can devote, so we will advertise for an RFQ and then RFP, to assure the highest standard completion to remain in compliance with current federal transportation legislation. Coordinate with INDOT and the transit operators and LPA's to collect data and set targets for the following core performance measures: highway conditions, transit state of good repair, highway safety, transit safety, congestion, and freight movement, connectivity within the PEAs to enhance the ability for citizens to connect to essential services and assist in comprising a comprehensive pavement management system. INDOT is developing an asset management process that will involve consultation activities with the Council in future project development activities. With the independent taxi company deciding not to participate in the First City Rider Program in 2015 the Council is working in collaboration with CAC, United Way, Rescue Mission, Clinic of Hope, Excel Education Center, and several other social service agencies on a needs assessment plan to identify long term transit needs for the community.

### **500.0 Transit/Active Transportation**

Goal: To continuously monitor transit regulations, safety and best practices. Set and achieve goals for pedestrian and bike connectivity

Description: The Council will work closely with the local LPA's on Road Diets, Connect-ability projects, and other bike and pedestrian projects that may enhance the quality of life in our area. Write and monitor grant(s) to replace buses, look at viable expansion to the fixed route system and monitor the ADA para-transit system and work on transit updates. Complete annual reports to INDOT and the FTA to assure compliance.

### **600.0 Other Planning Initiatives/Special**

Goal: To actively participate in viable studies that enhance the transportation projects for the MPA area.

Description: The Council will evaluate and participate in corridor, feasibility and other studies that will further support the viability of an upcoming project when needed.

## Summary of Anticipated Products

The following products are anticipated to be produced during the program year:

1. Statement of Work. *100.0 Administration & 300.0 Short Range Planning*
2. 2016 -2019 Transportation Improvement Program (TIP). *100.0 Administration & 300.0 Short Range Planning*
3. 2017 INDOT Annual Report. *100.0 Administration & 500.0 Transit/Active and Transportation*
4. Quarterly Reports and tracking. *200.0 Data Collection/Analysis, 300.0 Short Range Planning,*
5. Traffic Counting tabulation and (2) printed reports. *200.0 Data Collection/Analysis*
6. Highway Performance Monitoring System (HPMS) Reporting *100.0 Administration & 200.0 Data Collection/Analysis*
7. Accident information and safety analysis. *200.0 Data Collection/Analysis*
8. Update of data and travel demand model. *300.0 Short Range Planning & 400.0 Long Range Planning*
9. Cost allocation plan for 2017 & 2018 *100.0 Administration & 300.0 Short Range Planning*
10. Prioritize projects to eliminate all PYB by 2019 or work with INDOT to extend time. *100.0 Administration & 300.0 Short Range Planning*
11. Updates to MOU, when needed. *100.0 Administration & 300.0 Short Range Planning*
12. Corridor studies as needed. *600.00 Other Planning Initiatives/Specials*
13. The MTP formerly the Long-Range Transportation Plan to 2045 *400.0 Long Range Planning*
14. Work with local LPA's to implement a comprehensive Pavement Management System. *300.0 Short Range Planning, & 400.0 Long Range Planning*
15. Conferences, training, and other administrative duties. *100.0 Administration*
16. Collaborate w/LPA's on ADA Transition and Title VI plan updates. *100.0 Administration & 300.0 Short Range Planning*
17. Work on Transportation updates. *500.00 Transit/Active Transportation*
18. Write and monitor grant(s) for replacement buses. *500.0 Transit/Active Transportation*
19. Update, and monitor, current Change Order policy as needed. *300.0 Short Range Planning*
20. Develop performance measures to address planning factors. *200.0 Data Collection/Analysis*
21. Coordinate efforts to measure core performance for transit. *200.0 Data Collection/Analysis & 400.0 Long Range Planning*
22. Work toward emphasis in areas of PEA's and Ladders of Opportunity. *200.0 Data Collection/Analysis, 300.0 Short Range Planning & 400.0 Long Range Planning*
23. RFQ/RFP for Coordinated Public Transit-Human Services Plan. *400.0 Long Range Planning*

**FUNDING REQUESTED BASED ON COST ALLOCATION PLAN (ATTACHED):**

	<b><u>SFY 2018</u></b>
<b>F.T.A. SECTION</b>	
<b>5303.....</b>	<b>\$ 169,582</b>
<b>FTA SEC 5307.....</b>	<b>\$ 296,938</b>
<b>STP FLEX TO PL .....</b>	<b>\$ 91,856</b>
<b>CITY OF KOKOMO.....</b>	<b>\$ 32,680</b>
<b><u>HOWARD COUNTY.....</u></b>	<b><u>\$ 32,680</u></b>
<b>TOTAL for each year.....</b>	<b>\$ 623,736</b>

The ability to flex STP from to PL will help our MPO maintain staff as well as utilize an intern when available in 2018. The MPO is also putting out an RFQ and RFP for the Coordinated Public Transit- Human Services Plan



## KHCGCC COST ALLOCATION PLAN FOR SFY 2017 & 2018

	Average of years:	CY 2016 -CY 2017 - CY 2018		Need data
<b>EXPENSES:</b>	SFY AVERAGE OF			
	TOTAL SALARIES	\$256,793 <<		
<b>FRINGE COSTS:</b>				
	F.I.C.A. @ 7.65%	\$19,645		
	P.E.R.F. @ 14.2%	\$33,100		
	HEALTH/LIFE INS.	\$143,715		
	UNEMP.INS @ 1.0%	\$3,318		
	TOTAL FRINGE:	\$199,778		
	<b>FRINGE RATE =</b>	<b>77.8% &lt;&lt;</b>		
<b>INDIRECT EXPENSES:</b>				
	PL & SEC. 5303	\$65,764 <<		
	<b>INDIRECT RATE =</b>	<b>25.6% &lt;&lt;</b>		
<b>TOTAL YEARLY EXPENSES:</b>				
PD for Traffic Counts	DIRECT EXPENSE:	\$50,100		
	SALARIES	\$256,793		
	FRINGE	\$199,778		
	INDIRECT	\$73,183		
AVE. INDIRECT	FCR (SEC.5307)	\$43,882		
	<b>TOTAL EXPENSES</b>	<b>\$623,736</b>		
<b>YEARLY REVENUES:</b>				
	FTA SEC. 5307	\$296,938		
	PL + SEC.5303	\$169,582		
	STP Flex	\$91,856		
	CITY OF KOKOMO	\$32,680		
	HOWARD COUNTY	\$32,680		
	<b>TOTAL REVENUE</b>	<b>\$623,736</b>		
<b>TOTAL PL /5303 FOR 2017 &amp; 2018 =</b>		<b>\$594,137</b>		
<b>ADDITIONAL REVENUES:</b>				
	FTA SEC. 5307 FOR FIRST CITY			
	RIDER PURCHASED TRANSPORT.	\$653,062		
	SEC.5307 FUNDS ARE ON CALENDAR YEAR THEREFORE REVENUE MUST BE AVERAGED TO CALCULATE SFY:			
ADM. COSTS:		2017	2018	
		\$286,205	\$296,938	
	SEC 5307 AVERAGE ADM.		\$291,572	
	PUR. TRANS.	\$653,062	\$653,062	
	AVERAGE PURCHASED TRANS.		\$653,062	
<b>NOTE: THE KHCGCC BILLS THE ACTUAL EXPENSES QUARTERLY</b>				
<b>THE C.A.P. IS A ESTIMATE OF ANTICIPATED EXPENSES FOR THE PERIOD.</b>				

	2016	2017	2018
<b>CALCULATIONS:</b>			
TOTAL OF SALARIES:	\$256,793	\$256,793	\$256,793
AVERAGE SALARIES FOR SFY =			\$256,793
<b>POSITIONS &amp; % PL &amp; 5303</b>			
DIRECTOR @ 30% PL			
PLANNER @ 80% PL			
TRANSIT MGR. @ 10%PL			
OFFICE MGR. @ 60% PL			
CLERK @ 20% PL			
<b>FRINGE RATE = FRINGE COST/AVERAGE SALARIES</b>			
	2016	2017	2018
<b>EXPENSES: PL + SEC.5303</b>	\$62,054	\$62,054	\$73,183
AVERAGE PL INDIRECT EXPENSES FOR SFY =			\$65,764
<b>INDIRECT EXPENSES: 5307</b>	\$52,000	\$52,000	\$43,882
AVERAGE FTA INDIRECT EXPENSES FOR SFY =			\$49,294
<b>INDIRECT RATE = INDIRECT EXPENSES/AVERAGE SALARIES</b>			
	2016	2017	2018
<b>INDIRECT EXPENSES:</b>			
OFFICE	\$7,500	\$7,500	\$15,750
INDIRECT TRAVEL	\$10,500	\$10,500	\$13,382
EQUIPMENT	\$3,000	\$3,000	\$6,000
CONTACTUAL/MISC.	\$12,100	\$12,100	\$8,000
ATTORNEY RETAINER	\$6,000	\$6,000	\$6,000
OFFICE RENT & UTILITIES	\$22,150	\$22,150	\$22,150
MISC. CONTRACTUAL	\$804	\$804	\$1,901
TOTAL INDIRECT	\$62,054	\$62,054	73,183
<b>MATCH TEST:</b>	2017	2018	PL+Loc 2018
PL + SEC.5303 =	\$215,377	\$259,932	\$325,292
<b>TOTAL PL &amp; SEC.5303 = \$594,137</b>	<b>TOTAL FOR 2 YEARS</b>		
<b>LOCAL MATCH = \$65,360 20.09%</b>			
SEC. 5307 = \$950,000	For CY 2017		
SEC. 5307 = \$950,000	For CY 2018		
SEC. 5307 IS MATCHED AT 100% BY EXPENSES FOR SENIOR BUS SERVICE			
<b>ADDITIONAL INFORMATION:</b>			
1. KHCGCC pay 99% of Health and Life Ins. costs for each employee; PT staff do not receive PERF benefits			
2. Benefits are NOT based on tenure.			
3. Indirect costs include travel, software maintenance costs for TIP and Long Range Plan, consultant fees, and costs for conference and training expenses.			
4. Begin CY 2008 - KHCGCC pays 100% of PERF for employee			

## **Memorandum of Agreement, Certifications and Assurances**

### **ON FILE ARE:**

Memorandum of Agreement between the Coordinating Council and the Indiana Department of Transportation, dated June, 10, 2015

Title VI Program revised and approved January 2016

Drug-Free Workplace Act Certification, dated October 7, 1993.

Environmental Justice Order for the Urban Transportation Planning Process

Benefit Policies for KHCGCC from Personnel Policies of KHCGCC updated 2015

Confidentiality Agreement for ES 202 Employment Data

## **Summary of Local Contracts and Memorandums**

### **Local Contracts Summary**

The Kokomo and Howard County Governmental Coordinating Council with Kokomo and Howard County enter into the following annual contracts for services.

#### **With Kokomo:**

1. Kokomo provides traffic counting services.
2. Kokomo provides attorney services; and
3. The Coordinating Council provides administrative services for the First City Rider Program (local transit provider).
4. Lease agreement for office space with City of Kokomo.

#### **With Howard County:**

1. Continuing contract with Howard County for payroll services



## CERTIFICATE OF INDIRECT COSTS

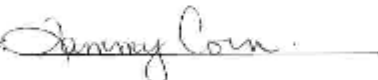
This is to certify that I have reviewed the indirect cost rate proposal submitted and to the best of my knowledge and belief:

(1) All costs included in this proposal to establish billing of final indirect costs rates for State Fiscal Year 2018 (July 1, 2017 to June 30, 2018) are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

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

I declare that the foregoing is true and correct.

Government Unit: **Kokomo/Howard County Governmental Coordinating Council**

Signature: 

Name of Official: Tammy Corn

Title: Executive Director

Date of Execution: March 04, 2017



**RESOLUTION 2017-8**

**RESOLUTION TO FLEX STP FUNDS TO PL FOR  
FUNDING THE 2018 STATEMENT OF WORK**

**WHEREAS**, the Kokomo and Howard County Governmental Coordinating Council is the designated Metropolitan Planning Organization, responsible for transportation planning, in the Kokomo and Howard County area, and

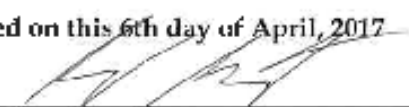
**WHEREAS**, development of an annual STATEMENT OF WORK, in lieu of a Unified Planning Work Program, describing the Council's projects using U. S. Department of Transportation funding is a requirement, and

**WHEREAS**, staff has developed the STATEMENT OF WORK for State Fiscal Year 2017 and

**WHEREAS**, the Technical Advisory Committee of the Kokomo and Howard County Governmental Coordinating Council has given the STATEMENT OF WORK a favorable recommendation.

**NOW THEREFORE BE IT RESOLVED** by the Policy Board of the Kokomo and Howard County Governmental Coordinating Council that **THE AMOUNT OF \$46,856.00** be allocated from STP funds to PL funds and a Local Match of **\$11,714.00** and **\$45,000.00** with a local match of **\$11,250.00** to PL Funds for a total of **\$91,856.00** for the purpose of funding a consultant to assist in the completion of the Coordinated Human Services Transit Plan and funding the STATEMENT OF WORK for State Fiscal Year 2018 is hereby accepted and adopted.

Adopted on this 6th day of April, 2017

  
\_\_\_\_\_  
Presiding Officer, KHCGCC

Attest:

  
\_\_\_\_\_  
Policy Board Member



**RESOLUTION 2017-10**

**RESOLUTION TO ADOPT STATEMENT OF WORK  
FOR STATE FISCAL YEAR 2018**

**WHEREAS**, the Kokomo and Howard County Governmental Coordinating Council is the designated Metropolitan Planning Organization, responsible for transportation planning, in the Kokomo and Howard County area, and

**WHEREAS**, development of an annual STATEMENT OF WORK, in lieu of a Unified Planning Work Program, describing the Council's projects using U.S. Department of Transportation funding is a requirement, and

**WHEREAS**, staff has amended the STATEMENT OF WORK to include State Fiscal Year 2018, and;

**WHEREAS**, the Technical Advisory Committee of the Kokomo and Howard County Governmental Coordinating Council has given the STATEMENT OF WORK a favorable recommendation.

**NOW THEREFORE BE IT RESOLVED** by the Policy Board of the Kokomo and Howard County Governmental Coordinating Council that the presented attached STATEMENT OF WORK, and attached COST ALLOCATION PLAN, for State Fiscal Year 2018 is hereby accepted and adopted.

**Adopted on this 6th day of April, 2017**

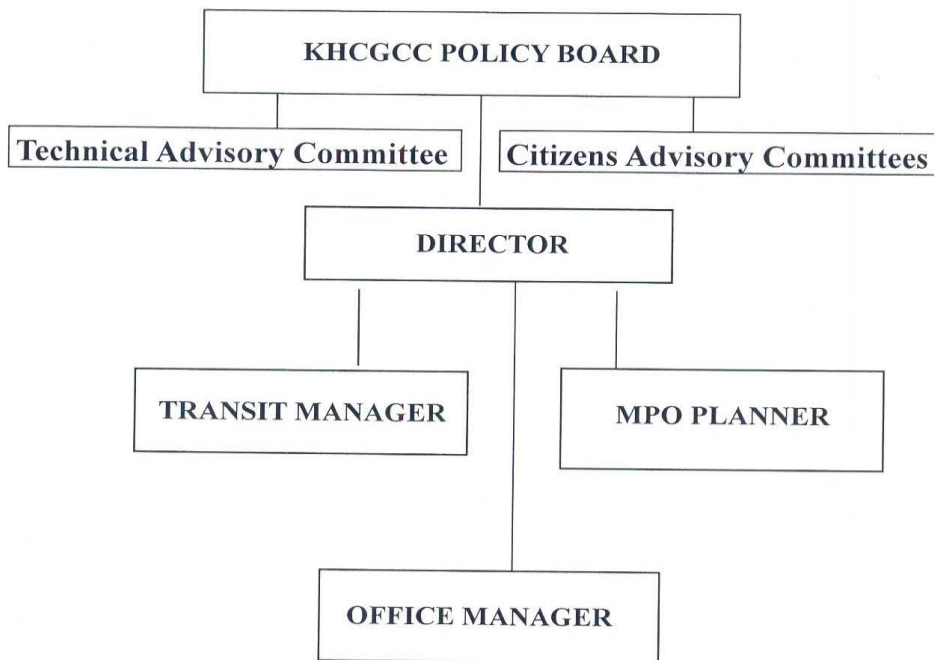
  
\_\_\_\_\_  
Presiding Officer, KHCGCC Policy Board

Attest:   
\_\_\_\_\_  
Policy Board Member

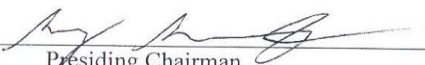


**KOKOMO/HOWARD COUNTY  
GOVERNMENTAL COORDINATING COUNCIL**

**ORGANIZATIONAL CHART**



Approved by KHC GCC Policy Board: 2/7/08

  
Presiding Chairman

Title VI Coordinator: Katherine Horton, HR Director, City of Kokomo  
ADA Coordinator: Carey Stranahan, City Engineer, City of Kokomo





March 6, 2017

Development Specialist  
LPA/MPO & Grant Administration  
Indiana Department of Transportation  
100 North Senate Avenue, Room N955, IGCN

Re: FY 2018 Self Certification

Dear Sir,

Attached please find the following information regarding the 2018 FY Self-Certification of Kokomo/Howard County Governmental Coordinating Council.

- 1) Approved Resolution
- 2) Metropolitan Transportation Planning Process Certification (2 copies)

Please return one signed copy of the Process Certification for our records.

Please feel free to contact me if you have questions or need further information.

Sincerely,

A handwritten signature in cursive script that reads "Tammy Corn".

Tammy Corn, Executive Director  
Kokomo/Howard County  
Governmental Coordinating Council



*Kokomo Howard County Governmental Coordinating Council*

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**RESOLUTION 2017-7**

**RESOLUTION FOR ENDORSEMENT OF FY 2018 SELF-CERTIFICATION PROCESS**

**WHEREAS**, the Kokomo/Howard County Governmental Coordinating Council (KHCGCC) is the designated Metropolitan Planning Organization, responsible for the Transportation Improvement Program (TIP) in the Kokomo and Howard County area, and

**WHEREAS**, development of the TIP, describing the community's transportation needs of the Metropolitan Planning Area is a requirement of the U.S. Department of Transportation, and

**WHEREAS**, the TIP was developed by the staff of the KHCGCC, and

**WHEREAS**, the KHCGCC has put forth the Self-Certification Process to the State of Indiana for approval

**NOW THEREFORE BE IT RESOLVED** the Kokomo/Howard County Governmental Coordinating Council hereby certifies that the plans, programs, and process of its transportation planning effort complies with Title 23 of the Code of Federal Regulations, Part 450.334, as set forth through SAFETY-LU, MAP-21 and revised on December 4, 2016 with the Fixing America's Surface Transportation Act (FAST Act), and that the Transportation Planning Process Self-Certification for FY 2018 is hereby endorsed and approved.

Adopted this 4th day of March, 2017

  
Executive Director, KHCGCC

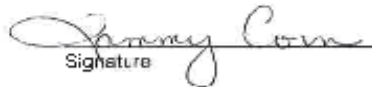
  
Attest: Planner, KHCGCC

**METROPOLITAN TRANSPORTATION PLANNING PROCESS CERTIFICATION**

In accordance with 23 CFR 450.306, the Indiana Department of Transportation and the KHCOCG hereby certify that the transportation planning process is addressing the major issues in the metropolitan planning area and is being conducted in accordance with all applicable requirements of:

- I. 23 U.S.C. 134, 49 U.S.C. Section 6303, and 23 CFR part 450.300;
- II. In nonattainment and maintenance areas, section 174 and 175 (c) and (d) of the Clean Air Act, as amended (42 U.S.C. 7504, 7506 (c) and (d) and 40 CFR part 93;
- III. Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-1) and 49 CFR part 21
- IV. 48 U.S.C. 5532, prohibiting discrimination on the basis of race, color, creed, national origin, sex, or age in employment or in business opportunity;
- V. Section 1101(b) of the FAST Act (Pub.L. 114-357) and 49 CFR part 26 regarding the involvement of disadvantaged business enterprises in JSDOT funded projects;
- VI. 23 CFR part 230, regarding the implementation of an equal employment opportunity program on Federal and Federal-aid highway construction contracts;
- VII. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq.*) and 49 CFR parts 27, 37, and 38;
- VIII. The Older Americans Act, as amended (42 U.S.C. 6101), prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- IX. Section 324 of title 29 U.S.C. regarding the prohibition of discrimination based on gender; and
- X. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and 49 CFR part 27 regarding discrimination against individuals with disabilities.

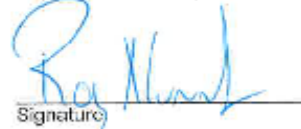
Kokomo/Howard County GOC  
Metropolitan Planning Organization

  
Signature

EXECUTIVE DIRECTOR  
Title

3/20/17  
Date

Indiana  
Department of Transportation

  
Signature

Director  
Title

3/27/17  
Date



## CERTIFICATE OF COST ALLOCATION PLAN

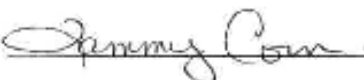
This is to certify that I have reviewed the Cost Allocation submitted herewith, and, to the best of my knowledge and belief:

(1) All costs included in this proposal to establish billing of final indirect costs rates for State Fiscal Year 2018 are allowable in accordance with the requirements of the Federal award(s) to which they apply and OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments." Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

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

I declare that the foregoing is true and correct.

Government Unit: **Kokomo/Howard County Governmental Coordinating Council**

Signature:  \_\_\_\_\_

Name of Official: **Tammy Corn**

Title: **Executive Director**

Date of Execution: **March 4, 2017**

THE END