

SRTC

SPOKANE REGIONAL TRANSPORTATION COUNCIL

CALENDAR YEAR 2025 INDIRECT COST PLAN

*Approved by the
SRTC Board 10.10.24*



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INDIRECT COST PROPOSAL CERTIFICATION STATEMENT

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

All costs included in this proposal, 10/10/24, to establish billing or final indirect costs rate for January – December 2025 are allowable in accordance with the requirements of the Federal awards to which they apply and the provisions of 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards. Unallowable costs have been adjusted for in allocating costs as indicated in the Indirect Cost proposal.

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.

Spokane Regional Transportation Council



Lois Bollenback, Executive Director
Spokane Regional Transportation Council

1/30/2025

Date

PURPOSE

This document serves as the Calendar Year (CY) 2025 Indirect Cost Allocation Plan for the Spokane Regional Transportation Council (SRTC) and was prepared in accordance with the policies and procedures contained in 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards. The 2025 Indirect Cost Plan will be effective for the months of January through December 2025.

METHODOLOGY

A consistent approach has been followed in the treatment of direct or indirect costs; in no case have costs charged as direct costs to programs been included as indirect costs. Actual expenditure information used to prepare the plan was obtained from financial statements. SRTC has not made any significant changes to the accounting treatment of any expense category or to its accounting system for CY 2025. The expenses will continue to be allocated between direct and indirect costs as described in the approved CY 2025 Indirect Cost Plan. The CY 2025 indirect rate calculation is based on the approved 2025 budget. Based on this amount, the new indirect cost rate will be 51% of total direct salaries and wages. This proposal is for a fixed rate, with any over/under cost recovery amount adjusted in a subsequent year.

For CY 2025, SRTC will continue using Vision Municipal Solutions software for financial accounting and payroll processes. Vision MS is designed with the WA State Auditor's Office BARS reporting codes to provide seamless reporting for annual audits. The general ledger provides the capability of tracking overall expenses by calendar year and fiscal year, enabling an overall audit by either period. Salaries for hours worked, fringe benefits, and direct costs for each work element will be recorded in the appropriate task code.

The non-worked hours paid (vacation, holiday, sick leave, jury duty) and benefits will be prorated among the work elements. To accomplish the proration of the non-worked salary and benefits, these amounts will be accumulated in an independent function code number. At the end of each month, the non-worked salary and fringe benefit totals in this function code will be prorated to the Unified Planning Work Program (UPWP) work elements based on the amount of each employee's time in each work element. This will be done through a spreadsheet program from which actual billings will be prepared.

The proposed indirect cost percentage rate is of the "fixed rate with carry-over" type. Any over/under recovery for a specific year is carried forward to the following calendar year to be used as an adjustment to the following year's rate.

Expenses that are directly identifiable to a specific work element within SRTC are classified as "direct costs" and charged to the specific work elements to which they relate. Expenses that are not directly identifiable to a specific work element are classified as "indirect costs" and are recovered as a fixed percentage rate of total salaries and wages.

DEVELOPMENT OF THE CY 2025 INDIRECT RATE

The CY 2025 indirect cost is based on a calculated 2025 total of indirect costs of \$481,088 plus a 2023 adjustment of \$57,298, and a direct salary base of \$1,024,545 yielding an indirect cost rate of 51%. This information is documented in the Appendix in **Table 1: Total Proposed Indirect Costs for CY 2025**. Table 1 also demonstrates that unallowable costs associated with SRTC staff interaction with state and federal officials are not included in the calculated indirect cost rate.

$$\$523,866 / \$1,024,545 = 51\%$$

CY 2022 shows an under-recovery amount of <\$57,298>. This information is documented in the Appendix in **Table 2: CY 2023 Indirect Cost Recovery Analysis Worksheet**.

SRTC will use this indirect cost rate of 51% for the January - December 2025 billings, as reflective of anticipated expenditures.

INDIRECT COST RATE ASSUMPTIONS

In reviewing the operations of SRTC, part or all of the time of two employees was determined to be of an indirect support nature rather than a direct salary cost: (1) Administrative Services Manager – 100% (2) Administrative-Executive Coordinator – 100%

Estimates of the time spent on these activities were made and the salary and fringe benefit costs involved were calculated from the approved CY 2025 budget. Based on the line items of expense in the CY 2025 budget the following classifications of costs as direct or indirect were developed:

DIRECT	INDIRECT
Advertising	Advertising
Computer Hardware	Computer Hardware
Contractual Professional Services	Contractual Professional Services
Direct Fringe Benefit Expenses	Dues, Subscriptions, Memberships
Direct Salary Expenses	Indirect Fringe Benefit Expenses
Education Series / Guest Speakers	Indirect Salary Expenses
Operating Supplies	Interfund Reprographics
Postage	Interfund Services*
Printing	Lease of Equipment
Publications	Online IT Services
Registration/Schooling	Operating Supplies
Rentals –Eqpt/Buildings/Facilities	Permits/Fees
Software	Postage
Software/Equipment Maintenance	Printing
Telephone	Property/Liability Insurance
Travel / Training / Conferences	Publications
	Registration/Schooling
	Rentals –Eqpt/Buildings/Facilities
	Software
	Software/Equipment Maintenance
	State Audit Charges
	Telephone
	Termination Sick Leave/Vacation Pay
	Travel
	Unemployment

* Prorated share of Spokane County Treasurer Office costs for Treasury Services. These expenses are distributed by a standardized formula to all organizations using County Treasury services. The remaining interfund items are charged at standard rates to all users based on the amount of the service or products used or purchased.

Capital Expenditures were classified as allowed or not allowed, without prior approval from the grantor agencies, using the 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirement for Federal Awards. These line items will be funded entirely from additional local funds in CY 2025 unless prior approval is sought for specific equipment acquisitions.

INCONSISTENTLY TREATED COSTS

Line items such as Software, Operating Supplies, Equipment Maintenance, and Advertising are treated on a case-by-case basis within this proposal. The items will be purchased either for a specific contract or project or for general use. Expenditures will be specifically coded to show for what they will be used. SRTC proposes to treat those purchases that are made directly for a specific work element within the UPWP as a direct cost, while those purchases for general purpose programs are an indirect cost.

Salary and fringe benefit expenses are also treated as both a direct and an indirect cost, depending on the nature of the activity incurring the cost. A separate payroll cost accounting code and budget will be established to record actual employee time worked in the indirect cost activities to provide support for the indirect cost amounts and to avoid treating any specific salary expense as both a direct and an indirect charge. The related fringe benefit expenses for the indirect salary charges are also accounted for separately.

All other costs in this proposal are treated consistently as direct or indirect costs for all grants. The indirect cost rate will be used in billing all federal and state grants and contracts executed by SRTC.

APPENDIX

Table 1: CY 2025 Indirect Cost Proposal Worksheet

Table 2: CY 2023 Indirect Cost Recovery Analysis Worksheet

Table 3: Schedule of Federal Funds Expenditures for Calendar Year 2023

TABLE 1 - SRTC CY 2025 INDIRECT COST PROPOSAL WORKSHEET

Type	Description	Cost Type	INDIRECT	UNALLOWABLE	TRANSP.	Costs Classified:			
			6760-87100 44414	6760-87100 44415	6770-87173 and grants 44402-28	TOTAL	Direct to All Activ.	Indirect to All Activ.	TOTAL
Salaries and Fringe Benefits:									
	Salaries and Wages	D/I	185,329	7,111	1,017,434	1,209,874	1,024,545	185,329	1,209,874
	Fringe Benefits	D/I	70,109	4,713	330,665	405,487	335,378	70,109	405,487
	Total Salaries/Fringe Benefits		255,438	11,824	1,348,099	1,615,361	1,359,923	255,438	1,615,361
Other Expenditures:									
<i>Contractual/Professional Services:</i>									
	Legal Services	I	25,000			25,000	0	25,000	25,000
	Consultant Services	D/I			364,050	364,050	364,050	0	364,050
	State Audit Charges	I	22,000			22,000	0	22,000	22,000
	Misc. Prof Services	D/I	2,000	1,800	2,000	5,800	3,800	2,000	5,800
<i>Materials and Services</i>									
	Publications	D/I		240	260	500	500	0	500
	Postage	D/I	400			400	0	400	400
	Operating Supplies	D/I	1,500	4,700	800	7,000	5,500	1,500	7,000
	Minor Equipment	D		5,150		5,150	5,150	0	5,150
	Telephone	D/I	3,600	600	780	4,980	1,380	3,600	4,980
	Advertising	D/I		2,100	3,450	5,550	5,550	0	5,550
	Rent - Office	I	68,000			68,000	0	68,000	68,000
	Rent - Mtg Rooms	D/I	400		100	500	100	400	500
	Lease - Copier	D/I	2,670			2,670	0	2,670	2,670
	Prop/Liability Ins.	I	22,000			22,000	0	22,000	22,000
	Printing	D/I	750		7,250	8,000	7,250	750	8,000
	Unemployment	I	0			0	0	0	0
	Treasury Svc	D/I	5,110			5,110	0	5,110	5,110
	Contingency	I	0	25,000	0	25,000	25,000	0	25,000
<i>Travel, Training, and Staff Development</i>									
	Mileage & Parking	D/I	200	1,000	1,200	2,400	2,200	200	2,400
	Travel/Training	D/I	1,300	5,900	37,400	44,600	43,300	1,300	44,600
	Registration	D/I	1,200	800	4,800	6,800	5,600	1,200	6,800
	Dues, Subs., Memberships	D/I		10,125		10,125	10,125	0	10,125
<i>IT Operations</i>									
	IT Management	D/I	26,800	9,500		36,300	9,500	26,800	36,300
	Software	D/I	13,350	0	30,670	44,020	30,670	13,350	44,020
	Hardware-New and Replacement	D	1,500	5,000	9,000	15,500	14,000	1,500	15,500
	Hardware-Repairs, Maint, Upgrades	D/I		3,000		3,000	3,000	0	3,000
	Online Services	D/I	13,350			13,350	0	13,350	13,350
	Total Other Expenditures		211,130	74,915	461,760	747,805	536,675	211,130	747,805
	TOTAL		466,568	86,739	1,809,859	2,363,166	1,896,598	466,568	2,363,166

Adjustment for (Over)/Under Recovery of Indirect Costs in CY 2023 (from Table 2) will be made in the CY 2025 IDC Plan 57,298

Total Indirect Costs To Be Recovered in CY 2025 523,866

Proposed Indirect Cost Allocation Rates for CY 2025

Proposed Indirect Cost Allocation Rates for CY 2025 51%

Expenditure Code Types

I = Indirect Cost Pool Charges D = Direct Charges D/I - Direct Charges and Indirect Cost Pool

TABLE 2 - CY 2023 INDIRECT COST RECOVERY ANALYSIS WORKSHEET

Type	Description	Cost Type	2023 Indirect Expenses	2023 Ineligible Expenses	Eligible Grant Expenses Jan-June 2023	Eligible Grant Expenses July-Dec 2023	Eligible Grant Expenses STBG-23	Eligible Grant Expenses STBG-24	Consultant D.A.T.A. Study	Commerce ETS Project Sites	TOTAL	Costs Classified Direct to all	Costs Classified Indirect to all	TOTAL
Salaries and Benefits:														
51000	Salaries/Wages	D/I	162,364.40	1,228.97	343,586.63	416,188.00	71,629.38	3,802.13			998,799.51	836,435.11	162,364.40	998,799.51
52000	Fringe Benefits	D/I	72,065.25	492.18	96,454.74	121,872.30	23,253.18	1,333.92			317,471.57	245,406.32	72,065.25	317,471.57
	<i>Total Sal/Fringe Bene.</i>		234,429.65	1,721.15	442,041.37	538,060.30	94,882.56	5,136.05	0.00	0.00	1,316,271.08	1,081,841.43	234,429.65	1,316,271.08
Other Expenditures:														
51620	Move Staff	D/I	0.00	0.00							0.00	0.00	0.00	0.00
53102	Publications	D/I	0.00	254.36							254.36	254.36	0.00	254.36
53103	Postage	D/I	137.65	0.00							137.65	137.65	0.00	137.65
53104	Software	D/I	12,417.18	0.00	18,997.62	21,261.60					52,676.40	40,259.22	12,417.18	52,676.40
53201	Operating Supplies	D	2,997.33	2,997.33	1,409.32	2,705.20					7,111.85	5,702.53	1,409.32	7,111.85
53502	Minor Equipment	D	2,402.37	1,157.58	2,005.59						5,565.54	3,163.17	2,402.37	5,565.54
54101	Prof. Services	D/I	25,058.36	0.00							25,058.36	25,058.36	0.00	25,058.36
54105	Legal Services	I	24,635.50	0.00							24,635.50	24,635.50	0.00	24,635.50
54120	State Audit Charges	I	19,279.05	0.00							19,279.05	19,279.05	0.00	19,279.05
54201	Contactual Services	D/I	0.00	484.25					270,096.62	208,373.05	478,953.92	478,953.92	0.00	478,953.92
54209	Online Services	D/I	13,209.55	0.00							13,209.55	13,209.55	0.00	13,209.55
54301	Telephone	D/I	3,261.49	0.00	284.47	400.53					3,946.49	685.00	3,261.49	3,946.49
54401	Travel/Mileage	D/I	5,450.39	958.82	3,121.63	3,734.36					13,265.20	7,814.81	5,450.39	13,265.20
54451	Advertising	D/I	2,389.00	0.00	711.79	882.04					3,982.83	1,593.83	2,389.00	3,982.83
54501	Rentals/Leases	D/I	85,542.76	0.00							85,542.76	85,542.76	0.00	85,542.76
54601	Prop/Liability Ins.	I	15,133.00	0.00							15,133.00	15,133.00	0.00	15,133.00
54803	Equip. Maint.	D/I	336.95	347.13							684.08	347.13	336.95	684.08
54820	Software Maintenance	D/I	0.00	0.00	3,993.07						3,993.07	3,993.07	0.00	3,993.07
54902	Registration	D/I	382.00	3,634.78	352.45	1,005.00					5,374.23	4,992.23	382.00	5,374.23
54904	Dues, Subs., Memberships	D/I	0.00	0.00							9,365.52	9,365.52	0.00	9,365.52
54908	Permits/Fees	D/I	0.00	0.00	104.94	29.96					161.06	134.90	26.16	161.06
54909	Printing	D/I	26.16								26.16	26.16	0.00	26.16
55120	IG Services - General	D	4,152.69								4,152.69	4,152.69	0.00	4,152.69
59100	IF Charges	D/I												
	Total Other Expenditures		215,223.42	19,199.77	27,568.97	32,024.28	0.00	0.00	270,096.62	208,373.05	772,483.11	557,259.69	215,223.42	772,483.11
	TOTAL		449,653.07	20,920.92	469,610.34	570,084.58	94,882.56	5,136.05	270,096.62	208,373.05	2,086,754.19	1,639,101.12	449,653.07	2,086,754.19

TOTAL INDIRECT EXPENDITURES 449,653.07

Indirect Costs charged to SRTC Projects: CY 2023 approved indirect cost rate - 47%

RECOVERED:

	2023 1st Half	2023 2nd Half
Regional Transportation Plan Update	19,804.68	25,441.98
Congestion Management Process	5,841.72	5,385.18
Program Mgt/Administration	30,654.99	52,569.46
Public/Stakeholder Participation & Education	8,572.43	27,475.05
Systems Analysis & Information Management	17,410.95	35,674.01
Transportation Improvement Plan	7,843.98	21,188.15
Planning Consultation & Studies	406.05	20,602.06
RTPO Planning Functions	5,069.42	7,041.79
Transportation Coordination	-	620.26
MTP Update - FY 2023	39,286.06	-
MTP Update - FY 2024	60,218.63	-
Safe Streets for All (SS4A)	-	2,067.70
	195,729.17	197,395.38

TOTAL INDIRECT COSTS RECOVERED FROM PROJECTS 393,124.55

Amount Under-Recovered in CY 2023 (56,528.52)
 Amount (Under-Recovered) in CY 2022 (769.50)
 Amount to be Adjusted in CY 2025 Under-Recovered (57,298.02)

Table 3 for Indirect Cost Plan
 Schedule of Federal Funds Expenditures for Calendar Year 2023

The purpose of this table is to show the amount of Federal Funds we received. WSDOT questioned the IDC audit charges a few years back, so now we have to include this information.

Per the Uniform Administrative Requirements (SuperCircular) 200.425 Audit Services (a) A reasonably proportionate share of the costs of audits required by, and performed in accordance with, the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507), as implemented by requirements of the Part, are allowable. **However, the following audit costs are unallowable.**

2: Any costs of auditing a non-Federal entity that is exempted from having an audit conducted under the Single Audit Act and Subpart F-Audit Requirements of this Part because its expenditures under Federal awards are less than \$750,000 during the non-Federal entity's fiscal year.

Pull this information from the Budget Control Worksheets: Jan - June and July - Dec. (otherwise known as F232h and F241h)

Item	1st Half CY 2023				2nd Half CY 2023				Consolidated PL/FTA/STB G Funds	1st Half		2nd Half		Total		
	PL	FTA	STBG	PL	FTA	STBG	PL	FTA		STBG	SS4A	STBG	SS4A	STBG	SS4A	Funds
Federal Revenue	241,920	54,082	329,162	498,768	139,597	-	-	1,263,530	42,617	191,017	6,323	239,957	1,503,486			
Required Local Match	32,659	7,301	44,437	67,334	18,846	-	-	170,577	5,753	25,787	1,265	32,805	203,382			
Additional Local	5,097	1,139	6,935	10,509	2,941	-	-	26,622	898	4,025	738	5,661	32,282			
Total	279,677	62,522	380,534	576,610	161,384	-	-	1,460,728	49,268	220,829	8,326	278,422	1,739,150			
Total Salaries	149,606	32,850	211,712	314,449	86,159	-	-	794,776	-	-	4,399	4,399	799,175			
Total Benefits	41,267	8,823	65,693	93,018	24,480	-	-	233,281	-	-	1,437	1,437	234,718			
Total Other	18,489	5,410	3,625	21,352	10,250	-	-	59,127	49,268	220,829	422	270,519	329,645			
Total IDC's	70,315	15,439	99,505	147,791	40,495	-	-	373,545	-	-	2,068	2,068	375,612			
Total	279,677	62,522	380,534	576,610	161,384	-	-	1,460,728	49,268	220,829	8,326	278,422	1,739,150			

Below is the direct charges (total amount less local match, usually at 13.5%, FHWA-SS4A grant has 20% match)

Direct Salaries/Wages	687,481	3,519	691,000
Direct Fr. Benefits	201,788	1,149	202,937
Other Direct Expend	51,145	233,634	284,779
Indirect Cost Plan	323,116	1,654	324,770
Total Fed. Revenues	1,263,530	239,956	1,503,486