

DBE PROJECTION WORKSHEET FOR PLANNING FUND RECIPIENTS

Name of Planning Agency (MPO/RPA): Rpa 8

This worksheet should be used to calculate your agency's federally funded contracting opportunities. Your input will help us in establishing the SFY08 / FFY 07 DBE goal for Iowa's federal planning assistance program.

Step 1 Determine the percent of FTA/FHWA funding in your total operating expenses:

Budgeted Federal Assistance for SFY 08 (July 1, 2007 – June 30, 2008)	a =	\$89,539.00
Total Expenses	b =	\$118,900.00
Federal Share of Expenses	a/b =	75 %

(Divide Federal Assistance by Expenses = Federal Share)

Step 2 Determine your contracting opportunities:

Definition: Contracting Opportunity – any items or services to be procured by the planning agency or its umbrella agency (council of government, city department, etc.) during the State fiscal year July 1, 2007, through June 30, 2008 (major items not included are salaries and taxes).

Step 2.1 Planning Contracting Opportunities (Show full amount including federal and local dollars.)

EXPENSE OBJECT CLASS

I. Fringe Benefits

A. Pension Plan (including long-term insurance)		\$4,400.00
B. Hospital, Medical, and Surgical Plans		\$10,600.00
C. Dental Plan		\$250.00
D. Life Insurance Plans		\$100.00
E. Short-term Disability Insurance Plans		
F. Worker's Compensation Insurance		\$300.00

II. Services

A. Management Service Fees		
B. Advertising Fees		\$400.00
C. Professional and Technical Services		
1. Attorney		\$600.00
2. Audit		\$1,100.00
3. Medical		
4. Data Processing		
5. Accounting/Bookkeeping/Payroll		
D. Temporary Help		\$200.00
E. Contract Maintenance – Revenue Vehicles.....		
F. Contract Maintenance – Office Equipment, etc.		\$1,400.00
G. Custodial Services		
H. Security Services		
I. Repairs and Other Maintenance – Staff Vehicles		
J. Towing Expense.....		
K. Trash Removal		
L. Other Services (Please specify) <u>Computer Support</u>		\$500.00

DBE WORKSHEET (Cont.)

III. Materials and Supplies Consumed <i>(Note: Exclude all taxes.)</i>		
A. Office Supplies (paper, ink, toner, pens, etc.).....		\$3,400.00
B. Office Furniture		
C. Office Equipment		\$600.00
D. Fuel, Lubricants, Tires		\$1,400.00
E. Other Materials and Supplies (Please specify) <u>Postage</u>		\$1,500.00
IV. Casualty and Liability Costs <i>(If self-insured, include only management fees paid.)</i>		
A. Premiums for Physical Damage Insurance		
B. Premiums for Public Liability and Property Damage		\$2,700.00
C. Premiums for Other Corporate Insurance		
D. Other (please specify) _____		
V. Miscellaneous Expenses		
A. Dues and Subscriptions		\$800.00
B. Travel, Hotel, and Registration Fees.....		\$4,050.00
C. Entertainment Expenses		
D. Advertising/Promotion Media		\$500.00
E. Other Miscellaneous Expenses		\$3,900.00
VI. Interest Expense		
A. Interest on Long-Term Debt Obligations <i>(net of interest capitalized)</i>		
B. Interest on Short-Term Debt Obligations		\$100.00
VII. Leases and Rentals		
A. General Administration Facilities		\$6,000.00
B. Employee, Client, Visitor Parking Facilities		
C. Staff Vehicles		
D. Data Processing Equipment		
E. Other Lease/Rental Items		
VIII. Special Planning Studies/Services		
A. Feasibility Study		
B. Planning Study		
C. Subcontracted Administrative Duties		
D. Other (Please specify) _____		
Step 2.1 Total Operating Contracting Opportunities		
<i>(Applicable to statewide DBE annual goal) Add I – VIII</i>		\$44,800.00