Exhibit A
Cost Policy Statement (CPS)
For Indirect Cost Rate Proposal

Northwest Regional Planning Commission (NRPC)
75 Fairfield Street
St. Albans, VT 05478
802-524-5958

I. General Accounting Policies

   A. Basis of Accounting – Accrual Basis
   B. Fiscal Period – July 1 through June 30
   C. Allocation Basis for Individual Cost Elements – Direct Allocation Basis
   D. Indirect Cost Rate Allocation Base – Direct Salaries and Wages including applicable Fringe Benefits
   E. Fringe benefit allocation – NRPC calculates individual employee fringe benefit rates by calculating the costs of the employee's annual fringe benefits and dividing the employee's total annual fringe benefits by the employee's annual salary.
   F. Internal Controls - NRPC maintains adequate internal controls to insure that no cost is charged both directly and indirectly to Federal contracts or grants. NRPC uses the QuickBooks accounting system software and maintains both hardcopy and electronic records.
   G. Indirect Costs - NRPC accumulates all indirect costs and revenues in accounting items labeled as indirect.

II. Description of Cost Allocation Methodology

   A. Salaries and Wages
      1. Direct Costs – the majority of NRPC employees directly charge the majority of their salary costs since their work is specifically identifiable to specific grants or contracts. The charges are supported by auditable labor distribution reports which reflect the actual activities of employees.
         - Indirect Costs – the majority of NRPC employees charge a portion of their salary costs for Admin tasks.
      2. Mixed Charges – the following employees may charge their salary costs to both direct and indirect activities:
         - Executive Director
         - GIS Technician
         - Senior Planners
         - Regional Planners
         - Assistant Director

- Office Administrator

The distinction between direct and indirect is primarily based on functions performed. When the positions shown are performing functions that are necessary and beneficial to all programs they are indirect. When functions are specific to one or more programs they are direct because they do not benefit all programs.

Auditable labor distribution records which reflect the actual activities of employees are maintained to support the mix of direct/indirect charges. The time records are signed by the employee and are certified by the Executive Director.

B. Fringe benefits

NRPC contributes to the following fringe benefits for its employees:
1. Worker's compensation
2. FICA
3. Health and Dental Insurance
4. Retirement plan contributions
5. Life Insurance
6. Disability Insurance
7. Vacation, holiday, personal, and sick time.

Treatment of Fringe Benefits: NRPC's accounting system tracks fringe benefit costs by individual employee. NRPC establishes individual employee fringe benefit rates. Fringe benefits are annually totaled and appropriately distributed between direct and indirect costs.

Treatment of Paid Absences: Vacation, Holiday, Personal and Sick time are considered part of salary costs and are recorded separately on employee timesheets. Vacation leave earned but not used during each fiscal period is recorded as a cost in the period earned.

C. Travel

Travel costs may be charged as either direct or indirect costs depending on the purpose of the trip.

D. Office and Utilities

Office and Utility costs are indirect, shared expenses.

E. Professional Liability Insurance

Professional Liability Insurance costs are indirect, shared expenses.

F. Property Insurance

Property Insurance costs are indirect, shared expenses.

G. Legal

Legal costs may be charged as either direct or indirect costs depending on the reason for the legal consultation.

H. Audit Services

Audit Services costs are indirect, shared expenses.

I. Professional Services

Professional Service costs may be charged as either direct or indirect costs depending on the reason for the consultant services.

J. Interns

Intern costs may be charged as either direct or indirect costs depending on the reason for the intern services.

K. Meetings and Conferences

Meeting and Conference costs may be charged as either direct or indirect costs depending on the reason for meeting attendance.

L. Technology & GIS Supplies

Technology & GIS Supplies may be charged as either direct or indirect costs depending on the reason for purchasing the supply.

M. Printing

Printing costs may be charged as either direct or indirect costs depending on the reason for the printing.

N. Advertising

Advertising costs may be charged as either direct or indirect costs depending on the reason for the advertisement.

O. Dues and Publications

Dues and Publications costs are generally indirect, shared expenses. Some of these costs may be direct charged to an individual project.

P. Postage

Postage costs are generally indirect, shared expenses. Some postage charges may be directly attributable to certain projects.

Q. Telephone and Online

Telephone and Online costs are indirect, shared expenses.

R. Bank & Direct Deposit charges

Bank and Direct Deposit charges are indirect, shared expenses.

S. Software

Software costs are generally indirect, shared expenses. Some software may be directly attributable to certain projects.

T. Equipment and Furniture

Office equipment and furniture costs are generally indirect, shared expenses. Some furniture and equipment purchases may be directly attributable to certain projects. The cost of capital equipment expenses greater than $5,000 and purchased with non-Federal funds are recovered through depreciation charges. NRPC's capitalization threshold is $5,000.

U. Depreciation

The cost of capital items purchased with non-Federal funds which are used in a manner which benefits Federal programs is recovered through depreciation charged. NRPC recovers the cost of capital items using straight line depreciation methods in accordance with generally accepted accounting principles. Depreciation is charged indirectly.

V. NRPC recognizes that unallowable costs, defined in OMB Circular A-122 (2 CFR Part 230), cannot be charged to Federal awards and has internal controls in place to insure that this is followed. Examples of unallowable costs are:
   a. Advertising and public relations
   b. Entertainment/alcoholic beverages
   c. Capital expenditures
   d. Defense claims by or against the Federal Government
   e. Interest

    f.   Lobbying and fund raising

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Catherine Dimitruk, Executive Director   Date

Northwest Regional Planning Commission
75 Fairfield Street
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Northwest Regional Planning Commission
FEE SCHEDULE
Approved by the Board of Commissioners: February 25, 2009

Public Information

Access to available information during regular business hours	No charge
Copies of available information and reports	Cost of reproduction in accordance with public records law, or free if specified by particular contract/grant
Minor information requests/copies for the general public	No charge, as time and resources allow
Major information requests/copies for the general public	Cost of providing service as public record law allows

Municipal and Regional Services

Up to 40 hours of project related assistance/year
   Dues paying municipalities   No Charge
   Non-dues paying municipalities   No Charge, as time permits

Ongoing technical assistance
   Dues paying municipalities   No Charge
   Non-dues paying municipalities   No Charge, as time permits
   Local/Regional non-profits   No Charge, as time permits, in accordance with work program priorities

GIS Services

GIS Services not covered above under public information or municipal/regional services	$50 per hour, plus expenses in accordance with GIS cost plan

Contracted Services

Dues-paying municipalities	$50 per hour + expenses
Non-dues paying municipalities	$55 per hour + expenses
Local/Regional non-profits	$50 per hour + expenses
All others	Actual costs

Services for For-Profit Entities

Public Information	Same as above
Municipal and Regional Services	Same as above if request comes through municipality
GIS Services	Actual Costs
All Other Requests	Actual costs