

2002/2003

INDIRECT COST RATES

and

COUNTYWIDE

COST ALLOCATION PLAN



Multnomah County, Oregon

---

FISCAL YEAR 2002/2003

Indirect Cost Rates

And

Consolidated Countywide

Cost Allocation Plan

---

Based on the

Year Ending

June 30, 2001

Finance Division

## TABLE OF CONTENTS

<u>Subject</u>	<u>Page</u>
<b>Indirect Cost Rates</b>	1
Explanation	2
Summary of OMBA A-87 Indirect Cost Rates	3
Community and Family Services	4
Aging and Disability Services	6
Community Justice	8
Health Services	10
District Attorney	12
Sheriff's Office	14
Management and Business Services	16
Other County	18
Library Services	20
<b>Consolidated Countywide Cost Allocation Plan</b>	23
Summary of Central Service Allocations	25
Affirmative Action	26
Auditor	28
Budget and Quality Services	30
Human Resources	32
Equipment Use	34
Finance	36
Labor Relations	38
Purchasing	40
Records	42
Appendix - Letter from Dept. of Health & Human Services	A-1
Certificate of Indirect Costs	A-2
Certificate of Cost Allocation Plan	A-3

The rates contained in this document are applicable to grants in existence during the Fiscal Year beginning July 1, 2002 and ending June 30, 2003.

Questions regarding the contents of the proposal should be directed to Lynn Rasmussen.

Multnomah County Finance  
501 SE Hawthorne Ave. #400  
Portland, OR 97293-0700  
(503) 988-3312

## INDIRECT COST RATES

## EXPLANATION OF THE INDIRECT COST RATES

The Federal government recognizes that County Organizations incur identifiable overhead costs in support of grants and contracts.

Costs are categorized in two ways. The first identifies countywide support costs and the other establishes support costs internal to individual departments within the County.

Central Service Cost Rates. The Central Service Cost allocation Plan identifies and distributes the cost of services provided by County support organizations (i.e., Purchasing, Auditor) to those County departments (Health, Sheriff, etc.) awarded grants or contracts as a flat county-wide Central Service Rate. Fiscal year 2002/2003 is the first year the County is using a flat county-wide rate. In addition the County historically used a flow through rate that is being eliminated in fiscal year 2002/2003. The county-wide rate was adjusted downward by .90% to ensure that the impact to the departments did not over burden them financially.

Departmental Cost Rates. The indirect cost rates include the departmental rates for the Sheriff's Office and the Library.

The County acquired a new financial system that allows departments to electronically allocate administrative costs to all programs, including grants and contracts, under their direction and the County has elected to phase in this allocation process over time. In fiscal year 2001/2002 the Health Department allocated administrative costs. In fiscal year 2002/2003, except for the Sheriff's Office and the Library, all other departments are allocating departmental administrative costs to appropriate programs.

2002-2003 Indirect Cost Rates

**SUMMARY OF INDIRECT COST RATES**

**Rates As Calculated (Use For All Grants)**

<b><u>Grantee</u></b>	<b><u>Cost Rate</u></b>	<b><u>Page</u></b>	<b><u>Indirect Costs</u></b>	<b><u>Central Service Costs</u></b>	<b><u>Direct Costs</u></b>
Community & Family Svcs	2.20%	4	\$0		\$168,667,197
Aging & Disability Svcs	2.20%	6	0		32,422,870
Community Justice	2.20%	8	0		67,072,933
Health Services	2.20%	10	0		103,111,221
District Attorney	2.20%	12	0		18,347,319
Sheriff's Office	8.78%	14	5,525,480		83,958,630
Mgmt & Business Svcs	2.20%	16	0		184,887,791
Other County	2.20%	18	0		9,322,729
Library Svcs	2.86%	20	<u>250,584</u>		<u>37,804,551</u>
			\$5,776,064	\$22,041,063	\$705,595,239

2002-2003 Indirect Cost Rates

**COMPUTATION OF INDIRECT COST RATE**

**- Community & Family Services -**

**Organizational Cost Categories**

<b>Organizational Units</b>	<b>Not Allowable</b>	<b>Indirect</b>	<b>All Other</b>	<b>Total</b>
Administration & Planning		\$0		\$0
All Other	\$42,784,486	0	\$168,667,197	211,451,682
Totals	\$42,784,486	\$0	\$168,667,197	\$211,451,682

**Rate Calculation**

Department

Indirect	\$0		
All Other	<u>\$168,667,197</u>	=	0.00%

Central Services Flat Rate	3.10%		
less: Administrative Reduction	-0.90%	=	<u>2.20%</u>

Total Rate			<u><u>2.20%</u></u>
------------	--	--	---------------------

2002-2003 Indirect Cost Rates

**DETAIL OF DEPARTMENTAL INDIRECT**

**- Community & Family Services -**

Total actual Personal Services: \$0

Total actual M&S 60150-69999 exclusive of lines  
60150, 60160, 60350, 60390, 60450 \$0  
60490, 60500, 60560, 60520-60550

<b>Position Description</b>	<b>Posi- tion Number</b>	<b>Personal Services</b>	<b>Materials &amp; Services</b>	<b>Admin &amp; Planning</b>	<b>All Other</b>
Total		\$0	\$0	\$0	\$0

2002-2003 Indirect Cost Rates

**COMPUTATION OF INDIRECT COST RATE**

**- Aging and Disability Services -**

**Organizational Cost Categories**

<b>Organizational Units</b>	<b>Not Allowable</b>	<b>Indirect</b>	<b>All Other</b>	<b>Total</b>
Administration & Planning		\$0		\$0
All Other	\$6,830,272	0	32,422,870	39,253,141
Totals	\$6,830,272	\$0	\$32,422,870	\$39,253,141

**Rate Calculation**

Department

Indirect	\$0		
All Other	<u>\$32,422,870</u>	=	0.00%

Central Services Flat Rate	3.10%		
less: Administrative Reduction	-0.90%	=	<u>2.20%</u>

Total Rate			<u><u>2.20%</u></u>
------------	--	--	---------------------

2002-2003 Indirect Cost Rates

**DETAIL OF DEPARTMENTAL INDIRECT**

**- Aging and Disability Services -**

Total actual Personal Services: \$0

Total actual M&S 60150-69999 exclusive of lines  
60150, 60160, 60350, 60390, 60450 \$0  
60490, 60500, 60560, 60520-60550

<b>Position Description</b>	<b>Posi- tion Number</b>	<b>Personal Services</b>	<b>Materials &amp; Services</b>	<b>Admin &amp; Planning</b>	<b>All Other</b>
Total		\$0	\$0	\$0	0

2002-2003 Indirect Cost Rates

**COMPUTATION OF INDIRECT COST RATE**

**- Community Justice -**

**Organizational Cost Categories**

<b>Organizational Units</b>	<b>Not Allowable</b>	<b>Indirect</b>	<b>All Other</b>	<b>Total</b>
Administration & Planning		\$0		\$0
All Other	\$2,293,653	0	\$67,072,933	69,366,587
Totals	\$2,293,653	\$0	\$67,072,933	\$69,366,586

**Rate Calculation**

Department

Indirect	\$0		
All Other	<u>\$67,072,933</u>	=	0.00%

Central Services Flat Rate	3.10%		
less: Administrative Reduction	-0.90%	=	<u>2.20%</u>

Total Rate			<u><u>2.20%</u></u>
------------	--	--	---------------------

2002-2003 Indirect Cost Rates

**DETAIL OF DEPARTMENTAL INDIRECT**

**- Community Justice-**

Total actual Personal Services: \$0

Total actual M&S 60150-69999 exclusive of lines  
60150, 60160, 60350, 60390, 60450 \$0  
60490, 60500, 60560, 60520-60550

<b>Position Description</b>	<b>Posi- tion Number</b>	<b>Personal Services</b>	<b>Materials &amp; Services</b>	<b>Admin &amp; Planning</b>	<b>All Other</b>
Total		\$0	\$0	\$0	\$0

2002-2003 Indirect Cost Rates

**COMPUTATION OF INDIRECT COST RATE**

- Health Services -

**Organizational Cost Categories**

<b>Organizational Units</b>	<b>Not Allowable</b>	<b>Indirect*</b>	<b>All Other</b>	<b>Total</b>
Administration & Planning		\$0		\$0
All Other	\$13,819,737	0	\$103,111,221	116,930,958
Totals	\$13,819,737	\$0	\$103,111,221	\$116,930,958

**Rate Calculation**

Department

Indirect	\$0		
All Other	<u>\$103,111,221</u>	=	0.00%

Central Services Flat Rate	3.10%		
less: Administrative Reduction	-0.90%	=	<u>2.20%</u>

Total Rate			<u><u>2.20%</u></u>
------------	--	--	---------------------

\*Beginning in 2000/01, all Health Services department costs are charged directly.

2002-2003 Indirect Cost Rates

**DETAIL OF DEPARTMENTAL INDIRECT**

**- Health Services -\***

Total actual Personal Services: \$0

Total actual M&S 60150-69999 exclusive of lines  
60150, 60160, 60350, 60390, 60450 \$0  
60490, 60500, 60560, 60520-60550

<b>Position Description</b>	<b>Posi- tion Number</b>	<b>Personal Services</b>	<b>Materials &amp; Services</b>	<b>Admin &amp; Planning</b>	<b>All Other</b>
Total		\$0	\$0	\$0	0

\*Beginning in 2000/01, all Health Services department costs are charged directly.

2002-2003 Indirect Cost Rates

**COMPUTATION OF INDIRECT COST RATE**

- District Attorney -

**Organizational Cost Categories**

<b>Organizational Units</b>	<b>Not Allowable</b>	<b>Indirect</b>	<b>All Other</b>	<b>Total</b>
Administration & Planning		\$0		\$0
All Other	\$1,299,027	0	\$18,347,319	19,646,346
Totals	\$1,299,027	\$0	\$18,347,319	\$19,646,345

**Rate Calculation**

Department

Indirect	\$0		
All Other	<u>\$18,347,319</u>	=	0.00%

Central Services Flat Rate	3.10%		
less: Administrative Reduction	-0.90%	=	<u>2.20%</u>

Total Rate			<u><u>2.20%</u></u>
------------	--	--	---------------------

2002-2003 Indirect Cost Rates

**DETAIL OF DEPARTMENTAL INDIRECT**

**- District Attorney -**

Total actual Personal Services: \$0

Total actual M&S 60150-69999 exclusive of lines  
60150, 60160, 60350, 60390, 60450 \$0  
60490, 60500, 60560, 60520-60550

<b>Position Description</b>	<b>Posi- tion Number</b>	<b>Personal Services</b>	<b>Materials &amp; Services</b>	<b>Admin &amp; Planning</b>	<b>All Other</b>
Total		\$0	\$0	\$0	\$0

2002-2003 Indirect Cost Rates

**COMPUTATION OF INDIRECT COST RATE**

- Sheriff's Office -

**Organizational Cost Categories**

<b>Organizational Units</b>	<b>Not Allowable</b>	<b>Indirect</b>	<b>All Other</b>	<b>Total</b>
Administration & Planning		\$3,079,937		\$3,079,937
All Other	\$5,793,778	2,445,543	\$83,958,630	92,197,951
Totals	\$5,793,778	\$5,525,480	\$83,958,630	\$95,277,888

**Rate Calculation**

Department

Indirect	<u>\$5,525,480</u>		
All Other	\$83,958,630	=	6.58%

Central Services Flat Rate	3.10%		
less: Administrative Reduction	-0.90%	=	<u>2.20%</u>

Total Rate			<u><u>8.78%</u></u>
------------	--	--	---------------------

2002-2003 Indirect Cost Rates

**DETAIL OF DEPARTMENTAL INDIRECT**

**- Sheriff's Office -**

Total actual Personal Services: \$6,051,984

Total actual M&S 60150-69999 exclusive of lines  
60150, 60160, 60350, 60390, 60450 \$3,933,913  
60490, 60500, 60560, 60520-60550

<b>Position Description</b>	<b>Position Number</b>	<b>Personal Services</b>	<b>Materials &amp; Services</b>	<b>Admin &amp; Planning</b>	<b>All Other</b>
Employee Services Spec/Senior	9748	\$83,245	\$54,111	\$137,356	
Fiscal Officer	9716	110,630	71,912	182,541	
Auxilliary Services Manager	9673	91,530	59,496	151,026	
HR Analyst II	9670	27,745	18,035	45,781	
Captain	9627	121,545	79,007	200,552	
Undersheriff	9626	144,051	93,636	237,686	
Chief Deputy	9625	278,544	181,059	459,603	
Executive Assistant	9460	186,774	121,407	308,181	
Fiscal Specialist Sr	9340	67,807	44,076	111,882	
Program Development Speci	9115	152,350	99,031	251,381	
Employee Services Specialist Sr	9080	59,830	38,891	98,720	
Chaplain	9007	65,194	42,378	107,572	
Administrative Analyst	9006	61,767	40,150	101,917	
Legislative/Admin Secretary	9001	60,147	39,097	99,243	
Network Analyst II	6186	196,435	127,687	324,122	
Equipment/Property Technician	6107	238,952	155,323		394,275
Network Analyst III	6053	159,011	103,360	262,371	
Fiscal Specialist I	6029	149,781	97,360		247,141
Program Coordinator	6022	61,217	39,792		101,009
Community Information Specialist	6013	33,544	21,804		55,348
Administrative Secretary	6005	52,765	34,298		87,063
Office Assistant Sr	6002	42,224	27,446		69,670
Office Assistant II	6001	158,265	102,875		261,140
Corrections Officer	2029	77,405	50,315		127,719
Sergeant III	1131	203,555	132,315		335,869
Deputy Sheriff II	1122	96,621	62,806		159,427
Corrections Sergeant/7%LG	1015	101,464	65,954		167,417
Corrections Sgt	1009	187,616	121,954		309,571
Corrections Officer/7%	1007	78,722	51,171		129,893
<b>Total</b>		<b>\$3,348,734</b>	<b>\$2,176,745</b>	<b>\$3,079,937</b>	<b>2,445,543</b>

2002-2003 Indirect Cost Rates

**COMPUTATION OF INDIRECT COST RATE**

**- Management and Business Services -**

**Organizational Cost Categories**

<b>Organizational Units</b>	<b>Not Allowable</b>	<b>Indirect</b>	<b>All Other</b>	<b>Total</b>
Administration & Planning		\$0		\$0
All Other	\$147,264,935	0	\$184,887,791	332,152,726
Totals	\$147,264,935	\$0	\$184,887,791	\$332,152,726

**Rate Calculation**

Department

Indirect	\$0		
All Other	<u>\$184,887,791</u>	=	0.00%

Central Services Flat Rate	3.10%		
less: Administrative Reduction	-0.90%	=	<u>2.20%</u>

Total Rate			<u><u>2.20%</u></u>
------------	--	--	---------------------

2002-2003 Indirect Cost Rates

**DETAIL OF DEPARTMENTAL INDIRECT**

**- Management and Business Services -**

Total actual Personal Services: \$0

Total actual M&S 60150-69999 exclusive of lines  
60150, 60160, 60350, 60390, 60450 \$0  
60490, 60500, 60560, 60520-60550

<b>Position Description</b>	<b>Posi- tion Number</b>	<b>Personal Services</b>	<b>Materials &amp; Services</b>	<b>Admin &amp; Planning</b>	<b>All Other</b>
Total		\$0	\$0	\$0	\$0

2002-2003 Indirect Cost Rates

**COMPUTATION OF INDIRECT COST RATE**

- Other County -

**Organizational Cost Categories**

<b>Organizational Units</b>	<b>Not Allowable</b>	<b>Indirect*</b>	<b>All Other</b>	<b>Total</b>
Administration & Planning		\$0		\$0
All Other	\$140,920	0	\$9,322,729	9,463,649
Totals	\$140,920	\$0	\$9,322,729	\$9,463,649

**Rate Calculation**

Department

Indirect	\$0		
All Other	<u>\$9,322,729</u>	=	0.00%

Central Services Flat Rate	3.10%		
less: Administrative Reduction	-0.90%	=	<u>2.20%</u>

Total Rate			<u><u>2.20%</u></u>
------------	--	--	---------------------

\*Beginning in 2002/03, Other County department costs are charged directly.

2002-2003 Indirect Cost Rates

**DETAIL OF DEPARTMENTAL INDIRECT**

**- Other County\* -**

Total actual Personal Services: \$0

Total actual M&S 60150-69999 exclusive of lines  
60150, 60160, 60350, 60390, 60450 \$0  
60490, 60500, 60560, 60520-60550

<b>Position Description</b>	<b>Posi- tion Number</b>	<b>Personal Services</b>	<b>Materials &amp; Services</b>	<b>Admin &amp; Planning</b>	<b>All Other</b>
Total		\$0	\$0	\$0	\$0

\*Beginning in 2002/03, Other County department costs are charged directly.

2002-2003 Indirect Cost Rates

**COMPUTATION OF INDIRECT COST RATE**

**- Library Services -**

**Organizational Cost Categories**

<b>Organizational Units</b>	<b>Not Allowable</b>	<b>Indirect</b>	<b>All Other</b>	<b>Total</b>
Administration & Planning		\$162,928		\$162,928
All Other	\$19,421,285	87,656	\$37,804,551	57,313,492
Totals	\$19,421,285	\$250,584	\$37,804,551	\$57,476,420

**Rate Calculation**

Department

Indirect	<u>\$250,584</u>		
All Other	\$37,804,551	=	0.66%

Central Services Flat Rate	3.10%		
less: Administrative Reduction	-0.90%	=	<u>2.20%</u>

Total Rate			<u><u>2.86%</u></u>
------------	--	--	---------------------

2002-2003 Indirect Cost Rates

**DETAIL OF DEPARTMENTAL INDIRECT**

**- Library Services -**

Total actual Personal Services: \$1,437,686

Total actual M&S 60150-69999 exclusive of lines  
60150, 60160, 60350, 60390, 60450 \$787,657  
60490, 60500, 60560, 60520-60550

<b>Position Description</b>	<b>Posi- tion Number</b>	<b>Personal Services</b>	<b>Materials &amp; Services</b>	<b>Admin &amp; Planning</b>	<b>All Other</b>
<u>Director's Office</u>					
Department Director	9610	\$46,163	\$25,291	\$71,454	
Deputy Director	9619	38,272	20,968	59,240	
<u>Admin/Support</u>					
Fiscal Specialist II	6030	20,825	11,409	32,234	
Fiscal Specialist I	6029	24,121	13,215		37,337
Purchasing Specialist I	6112	6,891	3,775		10,666
Purchasing Specialist II	6111	9,418	5,160		14,577
Office Asst/Sr	6002	16,201	8,876		25,077
<b>Total</b>		<b>\$161,890</b>	<b>\$88,694</b>	<b>\$162,928</b>	<b>\$87,656</b>



**CONSOLIDATED COUNTYWIDE  
COST ALLOCATION PLAN**



**2002-2003 Cost Allocation Plan**  
**Central Service Allocations Summary**  
**- Rate Calculation -**

<b>Central Service</b>	<b>Allowable Costs</b>
Affirmative Action	\$315,847
Auditor	443,889
Budget & Quality Svcs	1,382,640
Human Resources	2,012,483
Equipment Use	1,035,673
Finance	8,247,507
Labor Relations	577,985
Purchasing	1,720,701
Records	342,338
Section 2	
Over/Under Charges	5,962,000
<b>Total Allocation</b>	<b>\$22,041,063</b>

**Rate Calculation**

Central Service Costs	<u>22,041,063</u>	
Departmental Allowable Costs	711,371,303	= 3.10%

## Description of Services

### -Affirmative Action-

Affirmative Action assures that Multnomah County conforms to regulatory requirements for monitoring, reporting, planning and implementing programs and strategies that provide creative solutions to work force and service program diversity.

The Affirmative Action program helps assure compliance with various equal opportunity laws. The need for such services has increased due to new federal regulations, equal opportunity and ADA requirements contained in federal grant regulations, and ongoing interpretations of regulatory requirements.

---

**AFFIRMATIVE ACTION**

---

**ACTUAL EXPENDITURES**

Expenditure Category	Total Cost	Not Allowable	Allowable
Personal Services	\$192,287	\$0	\$192,287
Material & Services	26,130	2,400	23,730
Capital Outlay	0	0	0
Total Organization	\$218,417	\$2,400	\$216,017
LAN Administration	3,500		3,500
DSS Director	60,095		60,095
Organization/Adj. Total	\$282,012	\$2,400	\$279,612

**CENTRAL SERVICE ROLL FORWARD COMPUTATION**

Allowable Costs	Actual 30-Jun-99	Actual 30-Jun-01	Adj. Roll Forward	Fixed 30-Jun-03
	\$243,377	\$279,612	\$36,235	\$315,847

## Description of Services

### - Auditor -

The Auditor conducts performance and fiscal audits in conformance with the US GAO Government Auditing Standards. The annual audit schedule is based upon a risk analysis of County services, with the majority of office resources focused on performance audits to increase efficiency, effectiveness, and accountability. Activities of the Auditor may include examination of expenditure reports for discrepancies or variances, reviews of internal controls, and testing transactions for compliance with state and federal regulations.

In keeping with the standards, the Auditor emphasizes a coordinated audit approach with the external auditors, and the state and federal agencies. County audits are complementary and never duplicate the audit efforts of the other organizations. The Auditor's efforts help insure that County financial and administrative policies are being followed throughout the organization, including federal programs and are, therefore, deemed allowable.

Normal costs of County government have been eliminated from the allocation.

---

**AUDITOR**

---

**ACTUAL EXPENDITURES**

Expenditure Category	Total Cost	Not	
		Allowable	Allowable
Personal Services	\$573,638	\$286,399	\$287,239
Material & Services	146,566	76,781	69,785
Capital Outlay		0	0
Total Organization	\$720,204	\$363,180	\$357,023
LAN Administration	9,333	4,660	4,673
DSS Director			
Organization/Adj. Total	\$729,537	\$367,840	\$361,697

**CENTRAL SERVICE ROLL FORWARD COMPUTATION**

Allowable Costs	Actual	Actual	Adj. Roll	Fixed
	30-Jun-99	30-Jun-01	Forward	30-Jun-03
	\$279,505	\$361,697	\$82,192	\$443,889

## Description of Services

### -Budget and Quality Services-

The Budget and Quality Services Division is responsible for preparation of the County budget and the monitoring of that budget once adopted. Included among the division's activities is the review of the County programs to ensure compliance with local budget law.

Since all grant programs must comply with local budget law and the Budget and Quality Services Division provides services necessary for the successful cooperation of federal programs, the Budget and Quality Services allocation is deemed allowable.

Normal costs of County government have been eliminated from the allocation.

---

**BUDGET & QUALITY SERVICES**

---

**ACTUAL EXPENDITURES**

Expenditure Category	Total Cost	Not	
		Allowable	Allowable
Personal Services	\$957,910	\$308,400	\$649,510
Material & Services	341,037	118,476	222,561
Capital Outlay	0	0	0
Total Organization	\$1,298,947	\$426,876	\$872,071
LAN Administration	21,000	6,761	14,239
DSS Director	60,095	19,348	40,747
Organization/Adj. Total	\$1,380,042	\$452,985	\$927,057

**CENTRAL SERVICE ROLL FORWARD COMPUTATION**

Allowable Costs	Actual 30-Jun-99	Actual 30-Jun-01	Adj. Roll Forward	Fixed 30-Jun-03
Community & Family Services	\$471,474	\$927,057	\$455,583	\$1,382,640

## Description of Services

### -Human Resources-

The Human Resources Division is responsible for classification of County positions, overall County personnel policy administration, and maintenance of personnel records.

Human Resources utilizes various communication media to advertise for suitable candidates, in addition to directly contacting prospective candidates. Examinations are conducted, administered, and scored by Human Resources. Reliability and validation studies of tests are undertaken regularly.

Human Resources classifies all job positions in the County as to educational and experience requirements together with on-job performance duties and maintains personnel history records reflecting data pertaining to employees' work.

The variety of personnel services performed by Human Resources is judged allowable since they benefit all organizations of the County. They benefit federal programs to the extent that County employees are used.

---

**HUMAN RESOURCES**

---

**ACTUAL EXPENDITURES**

Expenditure Category	Total Cost	Not Allowable	Allowable
Personal Services	\$1,182,886		\$1,182,886
Material & Services	745,677	\$38,400	707,277
Capital Outlay	0	0	0
Total Organization	\$1,928,563	\$38,400	\$1,890,163
LAN Administration	24,899		24,899
DSS Director	60,095		60,095
Organization/Adj. Total	\$2,013,557	\$38,400	\$1,975,157

**CENTRAL SERVICE ROLL FORWARD COMPUTATION**

Allowable Costs	Actual 30-Jun-99	Actual 30-Jun-01	Adj. Roll Forward	Fixed 30-Jun-03
	\$1,937,831	\$1,975,157	\$37,326	\$2,012,483

## Description of Services

### -Equipment Use-

Multnomah County has no depreciation schedule for equipment. As per FMC circular A-87, the County allocates 6.67% of equipment as a use charge. The charges are based on purchase price of all equipment used, according to the County's asset records. Equipment purchased with grant funds is not included in the total cost of equipment.

---

**EQUIPMENT USE**

---

**ACTUAL EXPENDITURES**

Expenditure Category	Total Cost	Not	
		Allowable	Allowable
	\$53,353,892	\$38,329,302	\$15,024,590

**ALLOWABLE USE CHARGE**

Total	Basis of Allocation	Percent	Allocation
	\$15,024,590	6.67%	\$1,002,139

**CENTRAL SERVICE ROLL FORWARD COMPUTATION**

Allowable Costs	Actual 30-Jun-99	Actual 30-Jun-01	Adj. Roll Forward	Fixed 30-Jun-03
	\$968,605	\$1,002,139	\$33,534	\$1,035,673

## Description of Services

### -Finance-

The Finance Division is responsible for assuring that the County's financial activities are accurately reflected in the accounting records and that the County's cash is properly managed.

Activities of this organization include providing administrative support for federal grants, performing centralized payroll functions, and paying vendors. In addition, Accounting and Treasury perform banking services and manage County cash.

Accounting and Treasury services are deemed necessary for the successful conduct of federal programs and are, therefore, deemed allowable.

The portion of Finance considered normal cost of County government has been eliminated from this allocation.

---

**FINANCE**

---

**ACTUAL EXPENDITURES**

Expenditure Category	Total Cost	Not	
		Allowable	Allowable
Personal Services	\$2,203,093	\$63,919	\$2,139,174
Material & Services	4,073,548	118,187	3,955,361
Capital Outlay	13,983	13,983	0
Total Organization	\$6,290,624	\$196,089	\$6,094,535
LAN Administration	33,333	967	32,366
DSS Director	30,047	872	29,175
Organization/Adj. Total	\$6,354,004	\$197,928	\$6,156,076

**CENTRAL SERVICE ROLL FORWARD COMPUTATION**

Allowable Costs	Actual	Actual	Adj. Roll	Fixed
	30-Jun-99	30-Jun-01	Forward	30-Jun-03
	\$4,064,645	\$6,156,076	\$2,091,431	\$8,247,507

## Description of Services

### -Labor Relations-

The Labor Relations Division is responsible for negotiating and administering labor contracts, representing the County in civil service hearings and advising managers on disciplinary action.

Labor Relations directly benefits grants programs through its work with employees and managers within those programs.

---

**LABOR RELATIONS**

---

**ACTUAL EXPENDITURES**

Expenditure Category	Total Cost	Not	
		Allowable	Allowable
Personal Services	\$340,409		\$340,409
Material & Services	63,471	\$3,200	60,271
Capital Outlay	0	0	0
Total Organization	\$403,880	\$3,200	\$400,680
LAN Administration	9,333	0	9,333
DSS Director	60,095	0	60,095
Organization/Adj. Total	\$473,308	\$3,200	\$470,108

**CENTRAL SERVICE ROLL FORWARD COMPUTATION**

Allowable Costs	Actual	Actual	Adj. Roll	Fixed
	30-Jun-99	30-Jun-01	Forward	30-Jun-03
	\$362,231	\$470,108	\$107,877	\$577,985

## Description of Services

### -Purchasing-

Purchasing provides central purchasing and supply services to all County organizations.

It procures all supplies, materials, equipment, labor, and contractual services for the performance of professional, technical, or expert service. In addition, Purchasing oversees the solicitation and processing of bids for services and products of a specialized nature needed by the County.

Purchasing directly benefits federal programs to the extent it procures supplies and services for use in those programs.

---

**PURCHASING**

---

**ACTUAL EXPENDITURES**

Expenditure Category	Total Cost	Not Allowable	Allowable
Personal Services	\$1,231,941		\$1,231,941
Material & Services	440,321		440,321
Capital Outlay	0		0
Total Organization	\$1,672,262	\$0	\$1,672,262
LAN Administration			
DSS Director	30,047	0	30,047
Organization/Adj. Total	\$1,702,309	\$0	\$1,702,309

**CENTRAL SERVICE ROLL FORWARD COMPUTATION**

Allowable Costs	Actual 30-Jun-99	Actual 30-Jun-01	Adj. Roll Forward	Fixed 30-Jun-03
	\$1,683,917	\$1,702,309	\$18,392	\$1,720,701

## Description of Services

### -Records-

The Records Center is responsible for maintaining a library of County records, including storage, retention, and distribution of these records.

Activities of the Records Center include photocopying County records on microfilm, maintaining a film library of recorded documents, and coordinating County records in all organizations.

As County records pertaining to federal programs are maintained by the Records Center, services necessary to the successful conduct of federal programs are provided by via documentation and distribution of information.

**RECORDS**

**ACTUAL EXPENDITURES**

Expenditure Category	Total Cost	Not Allowable	Allowable
Personal Services	\$232,211	\$8,324	\$223,887
Material & Services	133,935	4,801	129,134
Capital Outlay	22,775	22,775	0
Total Organization	\$388,921	\$35,900	\$353,021
LAN Administration DSS Director			
Organization/Adj. Total	\$388,921	\$35,900	\$353,021

**CENTRAL SERVICE ROLL FORWARD COMPUTATION**

Allowable Costs	Actual 30-Jun-99	Actual 30-Jun-01	Adj. Roll Forward	Fixed 30-Jun-03
	\$363,704	\$353,021	(\$10,683)	\$342,338



**MULTNOMAH COUNTY OREGON**

## APPENDIX



Region X  
M/S RX-04  
2201 Sixth Avenue  
Seattle, WA 98121

March 9, 1990

Ben Buisman  
Financial Systems Manager  
Department of General Services  
Multnomah County  
1430 Portland Building  
1120 S.W. Fifth Avenue  
Portland, Oregon 97204

Dear Mr. Buisman:

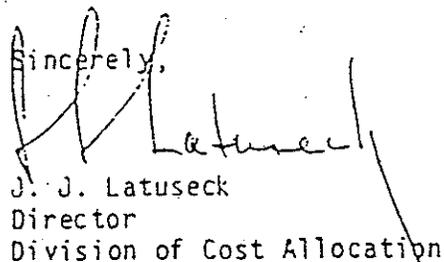
As the cognizant Federal Agency, this is to inform you that pursuant to the Office of Management and Budget Circular A-87, Attachment A, Section J.5.a., current and future central services cost allocation plans and departmental/divisional indirect cost proposals will not have to be submitted for review by this office.

You are advised, however, that central services cost allocation plans and departmental/divisional indirect cost proposals must be prepared in accordance with the appropriate Federal cost principles and be available as of the time a claim is made against a Federal award. The documentation in support of the claim must be retained for a period of three years.

This policy will remain in effect until advised otherwise by this office or a newly designated cognizant Federal Agency.

We remain available to answer technical questions or otherwise provide information consistent with the functions of this office.  
Thank you for your cooperation.

Sincerely,



J. J. Latuseck  
Director  
Division of Cost Allocation

Enclosure

## CERTIFICATE OF INDIRECT COSTS

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

1. All costs included in this proposal for the fiscal year ended June 30, 2001 to establish billing or final indirect cost rates for the fiscal year July 1, 2002 through June 30, 2003 are allowable in accordance with the requirements of the Federal award to which they apply and OMB Circular A-87, "Cost Principles for State and Local 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 the Federal awards on the basis of a beneficial or causal relationship between 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:	Multnomah County
Signature:	
Name of Official:	David A. Boyer
Title:	Finance Director
Date of Execution:	December 31, 2001

## CERTIFICATE OF COST ALLOCATION PLAN

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 for the fiscal year ended June 30, 2001 to establish cost allocations or billings for the fiscal year July 1, 2002 through June 30, 2003 are allowable in accordance with the requirements of OMB Circular A-87, "Cost Principles for State and Local Governments," and the Federal award 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 the Federal awards on the basis of a beneficial or causal relationship between expenses incurred and the awards 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.

I declare that the foregoing is true and correct.

Government Unit:	Multnomah County
Signature:	
Name of Official:	David A. Boyer
Title:	Finance Director
Date of Execution:	December 31, 2001