



MULTNOMAH COUNTY, OREGON

**INDIRECT COST RATES
and
COUNTYWIDE COST ALLOCATION PLAN**

FOR THE FISCAL YEAR ENDED JUNE 30, 2005

(Based on the Year Ending June 30, 2003)

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The rates contained in this document are applicable to grants in existence during the fiscal year beginning July 1, 2004 and ending June 30, 2005.

Questions regarding the contents of the proposal should be directed to Cara Fitzpatrick.

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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 establishes support costs internal to individual departments within the County and the other identifies countywide support costs.

Central Service Cost Allocation: The Central Service Cost Allocation Plan identifies and distributes the cost of services provided by County support organizations (i.e., Budget, Auditor) to those County departments (Health, Sheriff, etc.) awarded grants or contracts as a flat county-wide central service rate.

Departmental Indirect Cost Rates: Each department has a rate based on departmental administrative costs incurred within the organization. Only costs not charged directly to grants are included in the departmental rates.

Combined Indirect Cost Rates: These are the indirect rates that each department may charge to grants.

NOTE: In fiscal year 2004, the County implemented a Shared Services Organization. Costs of the Shared Service Organization will be allocated to departments within the County during fiscal year 2005 through a separate Shared Services Fund (an internal service fund). Some of the components of the new Shared Services Fund are divisions which in the past have been included in the County's Central Service Rate. However in 2005, the costs for Human Resources, Labor Relations and Affirmative Action along with Finance functions including Accounts Payable, Payroll, Contracts, County SAP System Support, Purchasing and Records will be included in the Shared Services Fund rather than in the Central Service Rate. The Central Service Rate for 2005 includes only the Auditor, Budget Services, Equipment Use, and Corporate Finance (Finance Administration, General Ledger, Treasury, and Retirement Systems). Thus the County's Central Service Rate for fiscal year 2005 is much lower than prior years' Central Service Rates.

MULTNOMAH COUNTY
2004-2005 SUMMARY OF OMB A-87 INDIRECT COST RATES

RATES AS CALCULATED (USE FOR ALL GRANTS)

Grantee	Page #	Combined Indirect Cost Rates	Departmental Indirect Cost Rates	Central Service Indirect Cost Rate
County Human Services	4	0.93%	0.66%	0.27%
School and Community Partnerships	6	7.50%	7.23%	0.27%
Community Justice	8	4.56%	4.29%	0.27%
Health Services	10	9.76%	9.49%	0.27%
District Attorney	12	4.65%	4.38%	0.27%
Sheriff's Office	14	3.52%	3.25%	0.27%
Community Services	16	0.91%	0.64%	0.27%
Business and Community Services*	16	0.27%	0.00%	0.27%
Other County	18	0.27%	0.00%	0.27%
Library Services	20	0.69%	0.42%	0.27%

*(not including Community Services)

COMPUTATION OF INDIRECT COST RATE

COUNTY HUMAN SERVICES

Organizational Cost Categories

Organizational Units	Not Allowable	Indirect	All Other	Total
Administration & Planning	\$ -	\$ 751,001	\$ -	\$ 751,001
All Other	1,194,450	366,213	168,328,933	169,889,596
Totals	\$ 1,194,450	\$ 1,117,214	\$ 168,328,933	\$ 170,640,597

Rate Calculation

Department

Indirect	<u>\$ 1,117,214</u>		
All Other	\$ 168,328,933	=	0.66%

Central Services Flat Rate

Indirect	<u>\$ 1,820,963</u>		
All Other	\$ 681,097,911	=	<u>0.27%</u>

Total Rate

0.93%

DETAIL OF DEPARTMENTAL INDIRECT

COUNTY HUMAN SERVICES

Total actual admin Personal Services: \$ 793,779

Total actual admin M&S less unallowable: \$ 527,138

Job Number	Position Description	Personal Services	Materials & Services		Admin & Planning	All Other
6033	Admin Analyst	\$ 3,061	\$ 2,200		\$ 5,261	\$ -
9005	Admin Analyst Sr	3,572	2,567		6,139	-
6005	Admin Secretary	1,714	1,231		-	2,945
6026	Budget Analyst	23,263	16,717		39,980	-
9745	CFS Admin	23,409	16,821		40,230	-
9661	CFS Mgr	34,471	24,772		59,243	-
9612	CFS Mgr Sr	44,627	32,069		76,696	-
9610	Department Director	38,383	27,582		65,965	-
6017	Facilities Specialist 2	27,870	20,027		47,897	-
6029	Finance Specialist 1	13,528	9,721		-	23,249
6030	Finance Specialist 2	39,281	28,228		67,509	-
6103	HR Analyst 2	116	84		200	-
6001	Office Assistant 2	54,318	39,033		-	93,351
6002	Office Assistant Sr	143,528	103,140		-	246,668
9615	Program Manager 1	44,986	32,328		77,314	-
9360	Program Manager 2	39,196	28,167		67,363	-
9362	Program Manager Sr	85,874	61,709		147,583	-
6087	Research/Eval Analyst Sr	28,873	20,748		49,621	-
	Total	\$ 650,070	\$ 467,144		\$ 751,001	\$ 366,213

COMPUTATION OF INDIRECT COST RATE

SCHOOL AND COMMUNITY PARTNERSHIPS

Organizational Cost Categories

Organizational Units	Not Allowable	Indirect	All Other	Total
Administration & Planning	\$ -	\$ 1,801,984	\$ -	\$ 1,801,984
All Other	77,397	200,878	27,713,064	27,991,339
Totals	\$ 77,397	\$ 2,002,862	\$ 27,713,064	\$ 29,793,323

Rate Calculation

Department

Indirect	<u>\$ 2,002,862</u>		
All Other	\$ 27,713,064	=	7.23%

Central Services Flat Rate

Indirect	<u>\$ 1,820,963</u>		
All Other	\$ 681,097,911	=	<u>0.27%</u>

Total Rate			<u><u>7.50%</u></u>
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DETAIL OF DEPARTMENTAL INDIRECT

SCHOOL AND COMMUNITY PARTNERSHIPS

Total actual admin Personal Services: \$ 1,431,813

Total actual admin M&S less unallowable: \$ 1,077,152

Job Number	Position Description	Personal Services	Materials & Services		Admin & Planning	All Other
9006	Admin Analyst	\$ 76,967	\$ 59,521		\$ 136,488	\$ -
9612	CFS Manager Sr	90,975	70,354		161,329	-
9008	CFS Supervisor	85,319	65,980		151,299	-
9610	Department Director	147,098	113,755		260,853	-
6030	Finance Specialist 2	64,790	50,104		114,894	-
9710	Management Assistant	94,283	72,912		167,195	-
6001	Office Assistant 2	81,931	63,359		-	145,290
6002	Office Assistant Sr	31,347	24,241		-	55,588
6021	Program Development Spec	82,202	63,569		145,771	-
9615	Program Manager 1	75,065	58,050		133,115	-
9360	Program Manager 2	127,662	98,724		226,386	-
6085	Research/Eval Analyst 1	107,069	82,799		189,868	-
6086	Research/Eval Analyst 2	64,729	50,057		114,786	-
	Total	\$ 1,129,437	\$ 873,425		\$ 1,801,984	\$ 200,878

COMPUTATION OF INDIRECT COST RATE

COMMUNITY JUSTICE

Organizational Cost Categories

Organizational Units	Not Allowable	Indirect	All Other	Total
Administration & Planning	\$ -	\$ 2,394,686	\$ -	\$ 2,394,686
All Other	605,109	537,134	68,384,568	69,526,811
Totals	\$ 605,109	\$ 2,931,820	\$ 68,384,568	\$ 71,921,497

Rate Calculation

Department

Indirect	<u>\$ 2,931,820</u>		
All Other	\$ 68,384,568	=	4.29%

Central Services Flat Rate

Indirect	<u>\$ 1,820,963</u>		
All Other	\$ 681,097,911	=	<u>0.27%</u>

Total Rate

4.56%

DETAIL OF DEPARTMENTAL INDIRECT**COMMUNITY JUSTICE**

Total actual admin Personal Services: \$ 2,560,894

Total actual admin M&S less unallowable: \$ 1,202,772

Job Number	Position Description	Personal Services	Materials & Services		Admin & Planning	All Other
6054	Admin Assistant	\$ 54,478	\$ 27,270		\$ -	\$ 81,748
6005	Admin Secretary	51,404	25,731		-	77,135
6026	Budget Analyst	163,853	82,019		245,872	-
9610	Department Director	151,408	75,790		227,198	-
9748	HR Analyst Sr	80,070	40,080		-	120,150
6002	Management Assistant	75,052	37,568		-	112,620
6020	Office Assistant Sr	48,415	24,234		-	72,649
6021	Program Development Spec	64,234	32,153		96,387	-
6020	Program Development Tech	48,536	24,296		-	72,832
9615	Program Manager 1	205,831	103,032		308,863	-
9360	Program Manager 2	103,952	52,035		155,987	-
9362	Program Manager Sr	430,477	215,482		645,959	-
9361	Program Supervisor	97,020	48,565		145,585	-
6085	Research/Eval Analyst 1	57,814	28,940		86,754	-
6086	Research/Eval Analyst 2	137,381	68,767		206,148	-
6087	Research/Eval Analyst Sr	86,571	43,334		129,905	-
9041	Research/Eval Supervisor	97,315	48,713		146,028	-
	Total	\$ 1,953,811	\$ 978,009		\$ 2,394,686	\$ 537,134

COMPUTATION OF INDIRECT COST RATE

HEALTH SERVICES

Organizational Cost Categories

Organizational Units	Not Allowable	Indirect	All Other	Total
Administration & Planning	\$ -	\$ 7,696,493	\$ -	\$ 7,696,493
All Other	7,267,367	1,139,484	93,104,237	101,511,088
Totals	\$ 7,267,367	\$ 8,835,977	\$ 93,104,237	\$ 109,207,581

Rate Calculation

Department

Indirect	<u>\$ 8,835,977</u>		
All Other	\$ 93,104,237	=	9.49%

Central Services Flat Rate

Indirect	<u>\$ 1,820,963</u>		
All Other	\$ 681,097,911	=	<u>0.27%</u>

Total Rate

9.76%

DETAIL OF DEPARTMENTAL INDIRECT**HEALTH SERVICES**

Total actual admin Personal Services: \$ 4,171,240

Total actual admin M&S less unallowable: \$ 4,785,857

Job Number	Position Description	Personal Services	Materials & Services	Admin & Planning	All Other
6005	Administrative Secretary	\$ 289,006	\$ 331,856	\$ -	\$ 620,862
9730	Budget Analyst Sr	74,302	85,319	159,621	-
9500	Dental Health Officer	145,460	167,027	312,487	-
9610	Department Director	145,531	167,108	312,639	-
9619	Deputy Director	125,492	144,098	269,590	-
6017	Facilities Specialist	68,549	78,713	147,262	-
6030	Finance Specialist 2	109,432	125,657	235,089	-
9550	Health Officer	184,643	212,020	396,663	-
9693	Health Services Adm	588,977	676,303	1,265,280	-
9694	Health Services Mgr	706,387	811,123	1,517,510	-
9695	Health Services Mgr Sr	116,900	134,233	251,133	-
9696	Health Services Specialist	214,111	245,857	459,968	-
9748	HR Analyst 2	56,514	64,894	121,408	-
9670	HR Analyst Sr	90,935	104,418	195,353	-
6187	Info Systems Analyst	10,386	11,926	22,312	-
6340	Nutritionist	6,712	7,707	14,419	-
6001	Office Assistant 2	184,482	211,834	-	396,316
6002	Office Assistant Sr	56,708	65,117	-	121,825
9025	Operations Supervisor	27,616	31,710	59,326	-
9357	Pharmacy Services Manager	68,744	78,936	147,680	-
9490	Physician	146,917	168,701	315,618	-
9798	Prinicpal Investigator	12,466	14,314	26,780	-
6021	Program Development Spec	53,854	61,838	115,692	-
9115	Program Development Spec Sr	68,004	78,087	146,091	-
9360	Program Manager 2	224,008	257,222	481,230	-
6085	Research/Eval Analyst 1	47,946	55,056	103,002	-
6086	Research/Eval Analyst 2	178,851	205,369	384,220	-
9041	Research/Eval Analyst Sr	35,631	40,914	76,545	-
6087	Research/Eval Supervisor	74,281	85,294	159,575	-
8000	Temporary Worker	224	257	-	481
	Total	\$ 4,113,069	\$ 4,722,908	\$ 7,696,493	\$ 1,139,484

COMPUTATION OF INDIRECT COST RATE

DISTRICT ATTORNEY

Organizational Cost Categories

Organizational Units	Not Allowable	Indirect	All Other	Total
Administration & Planning	\$ -	\$ 614,211	\$ -	\$ 614,211
All Other	292,673	148,637	17,420,734	17,862,044
Totals	\$ 292,673	\$ 762,848	\$ 17,420,734	\$ 18,476,255

Rate Calculation

Department

Indirect	<u>\$ 762,848</u>		
All Other	\$ 17,420,734	=	4.38%

Central Services Flat Rate

Indirect	<u>\$ 1,820,963</u>		
All Other	\$ 681,097,911	=	<u>0.27%</u>

Total Rate

4.65%

DETAIL OF DEPARTMENTAL INDIRECT

DISTRICT ATTORNEY

Total actual admin Personal Services: \$ 1,314,724

Total actual admin M&S less unallowable: \$ 619,299

Job Number	Position Description	Personal Services	Materials & Services		Admin & Planning	All Other
6112	Buyer 1	\$ 50,289	\$ 23,689		\$ -	\$ 73,978
9450	Deputy District Attorney / Chief	147,189	69,333		216,522	-
6029	Finance Specialist 1	50,752	23,907		-	74,659
9335	Finance Supervisor	78,038	36,760		114,798	-
9452	IT Manager 1	85,784	40,408		126,192	-
9400	Staff Assistant	106,522	50,177		156,699	-
	Total	\$ 518,574	\$ 244,274		\$ 614,211	\$ 148,637

COMPUTATION OF INDIRECT COST RATE

SHERIFF'S OFFICE

Organizational Cost Categories

Organizational Units	Not Allowable	Indirect	All Other	Total
Administration & Planning	\$ -	\$ 2,037,361	\$ -	\$ 2,037,361
All Other	709,911	1,309,204	102,918,502	104,937,617
Totals	\$ 709,911	\$ 3,346,565	\$ 102,918,502	\$ 106,974,978

Rate Calculation

Department

Indirect	<u>\$ 3,346,565</u>		
All Other	\$ 102,918,502	=	3.25%

Central Services Flat Rate

Indirect	<u>\$ 1,820,963</u>		
All Other	\$ 681,097,911	=	<u>0.27%</u>

Total Rate

3.52%

DETAIL OF DEPARTMENTAL INDIRECT

SHERIFF'S OFFICE

Total actual admin Personal Services: \$ 7,147,839

Total actual admin M&S less unallowable: \$ 1,143,089

Job Number	Position Description	Personal Services	Materials & Services	Admin & Planning	All Other
6033	Admin Analyst	\$ 68,064	\$ 10,885	\$ 78,949	\$ -
6005	Admin Secretary	55,768	8,918	-	64,686
6034	Admin Analyst Sr	75,862	12,132	87,994	-
9673	Auxilliary Services Mgr	106,182	16,981	123,163	-
6112	Buyer 1	54,409	8,701	-	63,110
9627	Captain	208,075	33,276	241,351	-
9625	Chief Deputy	271,614	43,437	315,051	-
1015	Corrections Sgt/7% LG14	202,741	32,423	-	235,164
9460	Executive Assistant	50,472	8,071	58,543	-
6029	Finance Specialist I	235,913	37,727	-	273,640
9335	Finance Supervisor	81,932	13,103	95,035	-
9336	Financial Manager	91,043	14,560	105,603	-
9670	HR Analyst 2	124,009	19,831	143,840	-
9715	HR Manager 1	90,817	14,523	105,340	-
9452	IT Manager 1	92,087	14,727	106,814	-
9647	Lieutenant/Corrections	115,902	18,535	134,437	-
9710	Management Assistant	70,868	11,333	82,201	-
6053	Network Analyst 3	62,175	9,943	72,118	-
6001	Office Assistant 2	271,500	43,419	-	314,919
9362	Program Manager Sr	64,769	10,358	75,127	-
9043	Res/Eval Analyst Sr	182,594	29,201	211,795	-
1131	Sergeant 3 *	205,880	32,924	-	238,804
1158	Sergeant 3 LG20	102,491	16,390	-	118,881
	Total	\$ 2,885,167	\$ 461,398	\$ 2,037,361	\$ 1,309,204

COMPUTATION OF INDIRECT COST RATE

COMMUNITY SERVICES

Organizational Cost Categories

Organizational Units	Not Allowable	Indirect	All Other	Total
Administration & Planning	\$ -	\$ 208,566	\$ -	\$ 208,566
All Other	4,107,816	38,432	38,874,826	43,021,074
Totals	\$ 4,107,816	\$ 246,998	\$ 38,874,826	\$ 43,229,640

Rate Calculation

Department

Indirect	\$ 246,998		
All Other	\$ 38,874,826	=	0.64%

Central Services Flat Rate

Indirect	\$ 1,820,964		
All Other	\$ 681,097,911	=	0.27%

Total Rate

0.91%

BUSINESS AND COMMUNITY SERVICES OTHER THAN COMMUNITY SERVICES

Organizational Cost Categories

Organizational Units	Not Allowable	Indirect	All Other	Total
Administration & Planning	\$ -	\$ -	\$ -	\$ -
All Other	101,790,303	-	168,343,106	270,133,409
Totals	\$ 101,790,303	\$ -	\$ 168,343,106	\$ 270,133,409

Rate Calculation

Department

Indirect	\$ -		
All Other	\$ 168,343,106	=	0.00%

Central Services Flat Rate

Indirect	\$ 1,820,964		
All Other	\$ 681,097,911	=	0.27%

Total Rate

0.27%

DETAIL OF DEPARTMENTAL INDIRECT

COMMUNITY SERVICES

Total actual admin Personal Services: \$ 609,619

Total actual admin M&S less unallowable: \$ 198,276

Job Number	Position Description	Personal Services	Materials & Services	Admin & Planning	All Other
9006	Admin Analyst	\$ 36,999	\$ 12,034	\$ 49,033	\$ -
6054	Admin Asst	29,000	9,432	-	38,432
9610	Director	73,470	23,896	97,366	-
9362	Program Mng Senior	16,989	5,525	22,514	-
9362	Program Mng Senior	29,921	9,732	39,653	-
	Total	\$ 186,379	\$ 60,619	\$ 208,566	\$ 38,432

COMPUTATION OF INDIRECT COST RATE

OTHER COUNTY

Organizational Cost Categories

Organizational Units	Not Allowable	Indirect	All Other	Total
Administration & Planning	\$ -	\$ -	\$ -	\$ -
All Other	88,165	-	8,713,995	8,802,160
Totals	\$ 88,165	\$ -	\$ 8,713,995	\$ 8,802,160

Rate Calculation

Department

Indirect	<u>\$ -</u>			
All Other	\$ 8,713,995	=	*	0.00%

Central Services Flat Rate

Indirect	<u>\$ 1,820,963</u>			
All Other	\$ 681,097,911	=		<u>0.27%</u>

Total Rate

0.27%

* All Other County department costs are charged directly

DETAIL OF DEPARTMENTAL INDIRECT

OTHER COUNTY

Total actual admin Personal Services: \$ -

Total actual admin M&S less unallowable: \$ -

Job Number	Position Description	Personal Services	Materials & Services		Admin & Planning	All Other *
	Total	\$ -	\$ -		\$ -	\$ -

* All Other County department costs are charged directly

COMPUTATION OF INDIRECT COST RATE

LIBRARY SERVICES

Organizational Cost Categories

Organizational Units	Not Allowable	Indirect	All Other	Total
Administration & Planning	\$ -	\$ 163,539	\$ -	\$ 163,539
All Other	3,719,843	-	39,047,491	42,767,334
Totals	\$ 3,719,843	\$ 163,539	\$ 39,047,491	\$ 42,930,873

Rate Calculation

Department

Indirect	<u>\$ 163,539</u>		
All Other	\$ 39,047,491	=	0.42%

Central Services Flat Rate

Indirect	<u>\$ 1,820,963</u>		
All Other	\$ 681,097,911	=	<u>0.27%</u>

Total Rate

0.69%

DETAIL OF DEPARTMENTAL INDIRECT

LIBRARY SERVICES

Total actual admin Personal Services: \$ 1,007,636

Total actual admin M&S less unallowable: \$ 479,815

Job Number	Position Description	Personal Services	Materials & Services		Admin & Planning	All Other
9610	Department Director	\$ 31,057	\$ 14,127		\$ 45,184	\$ -
9619	Deputy Director	29,372	13,360		42,732	-
9335	Finance Supervisor	29,074	13,225		42,299	-
6101	HR Tech	22,905	10,419		33,324	-
	Total	\$ 112,408	\$ 51,131		\$ 163,539	\$ -

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CONSOLIDATED COUNTYWIDE COST ALLOCATION PLAN

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MULTNOMAH COUNTY
2004-2005 Cost Allocation Plan
Central Service Allocation - Summary

Central Service	Total
Auditor	\$ 429,261
* Budget and Evaluation Services	314,105
* Human Resources and Affirmative Action	(69,659)
Equipment Use	6,029,724
* Finance	(928,613)
* Labor Relations	(227,821)
* Purchasing	269,536
* Records	27,430
Over/Under ISF Charges	(4,023,000)
Total Allocation	\$ 1,820,963

Central Service Costs	\$ 1,820,963	=	0.27%
Departmental Allowable Costs	\$ 681,097,911		

* Denotes a division or a part of a division of the central service allocation that will be included in the Shared Service Fund for fiscal year 2005. Hence the central service allocation amounts include only the roll-forward effect in the calculation and explain the decrease in the overall Central Service Rate as compared to prior years' rates.

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 with 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	\$ 639,648	\$ 312,640	\$ 327,008
Material & Services	140,460	71,989	68,471
Capital Outlay	-	-	-
Organization Total	\$ 780,108	\$ 384,629	\$ 395,479

CENTRAL SERVICE ROLL FORWARD COMPUTATION

	Actual 6/30/2001	Actual 6/30/2003	Roll Forward Adjustment	Fixed FY 2005
Allowable Costs	\$ 361,697	\$ 395,479	\$ 33,782	\$ 429,261

Description of Services

BUDGET AND EVALUATION SERVICES

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

Since all grant programs must comply with local budget law and Budget and Evaluation Services provides oversight necessary for the successful operation of federal programs, the Budget and Evaluation Services allocation is deemed allowable.

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

During fiscal year 2004 the County implemented a Shared Services Organization, whose costs will be charged to departments through a new internal service fund. Evaluation Services has moved to the Shared Services Fund for fiscal year 2005; Budget Services remains in the Central Service Rate.

BUDGET and EVALUATION SERVICES

ACTUAL EXPENDITURES FY03 (looking forward)

Expenditure Category	Total Cost	Not Allowable	Allowable
Personal Services	\$ 608,839	\$ 284,351	\$ 324,488
Material & Services	269,287	130,018	139,269
Capital Outlay	-	-	-
Organization Total	\$ 878,126	\$ 414,369	\$ 463,757

ACTUAL EXPENDITURES FY03 (looking back)

Expenditure Category	Total Cost	Not Allowable	Allowable
Personal Services	\$ 981,629	\$ 369,061	\$ 612,568
Material & Services	305,998	141,161	164,837
Capital Outlay	-	-	-
Organization Total	\$ 1,287,627	\$ 510,222	\$ 777,405

CENTRAL SERVICE ROLL FORWARD COMPUTATION

	Actual 6/30/2001	Actual 6/30/2003	Roll Forward Adjustment	Fixed FY 2005
Allowable Costs	\$ 927,057	\$ 777,405	\$ (149,652)	\$ 314,105

* Evaluation will be charged through the Shared Service Fund in fiscal year 2005. Evaluation costs are included looking back, but not looking forward; their only impact on the 2004-2005 Central Service Rate is in the roll forward adjustment.

Description of Services

HUMAN RESOURCES and AFFIRMATIVE ACTION

The Human Resources Division is responsible for classification of County positions, overall County personnel policy administration, and maintenance of personnel records. Affirmative action assures that Multnomah County conforms to regulatory requirements for monitoring, reporting, planning and implementing programs and strategies that provide creative solutions to workforce 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 interpretation of regulatory requirements.

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 and Affirmative Action is judged allowable since the services benefit all organizations of the County. They benefit federal programs to the extent that County employees are used to carry out program activities.

During fiscal year 2004 the County implemented a Shared Services Organization, whose costs will be charged to departments through a new internal service fund. Human Resources and Affirmative Action have moved to the Shared Services Fund for fiscal year 2005, and are no longer a part of the Central Service Rate.

HUMAN RESOURCES and AFFIRMATIVE ACTION

ACTUAL EXPENDITURES FY03 (looking forward)

Expenditure Category	Total Cost	Not Allowable	Allowable
Personal Services	\$ -	\$ -	\$ -
Material & Services	-	-	-
Capital Outlay	-	-	-
Organization Total	\$ -	\$ -	\$ -

ACTUAL EXPENDITURES FY03 (looking back)

Expenditure Category	Total Cost	Not Allowable	Allowable
Personal Services	\$ 1,569,374	\$ -	\$ 1,569,374
Material & Services	645,099	29,363	615,736
Capital Outlay	-	-	-
Organization Total	\$ 2,214,473	\$ 29,363	\$ 2,185,110

CENTRAL SERVICE ROLL FORWARD COMPUTATION

	Actual 6/30/2001	Actual 6/30/2003	Roll Forward Adjustment	Fixed FY 2005
Allowable Costs	\$ 2,254,769	\$ 2,185,110	\$ (69,659)	\$ (69,659)

* Human Resources and Affirmative Action will be charged through the Shared Service Fund in fiscal year 2005. Their only impact on the 2004-2005 Central Service Rate is in the roll forward adjustment.

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 each department's 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

	Total Cost	Not Allowable	Allowable
Equipment Use	\$ 115,870,779	\$ 33,681,792	\$ 82,188,987

ALLOCATION OF ALLOWABLE COSTS

	Basis of Allocation	Percent	Allocation
Allowable Use	\$ 82,188,987	6.67%	\$ 5,482,005

CENTRAL SERVICE ROLL FORWARD COMPUTATION

	Actual 6/30/2001	Actual 6/30/2003	Roll Forward Adjustment	Fixed FY 2005
Allowable Use	\$ 4,934,286	\$ 5,482,005	\$ 547,719	\$ 6,029,724

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.

During fiscal year 2004 the County implemented a Shared Services Organization, whose costs will be charged to departments through a new internal service fund. As a result of this reorganization, some of the services within the Finance division (Accounts Payable, Payroll, Contracts and County SAP System Support) have moved to the Shared Services Fund for fiscal year 2005. Other areas of Finance including Treasury, General Ledger, Finance Administration and Retirement Systems remain in the Central Service Rate.

FINANCE

ACTUAL EXPENDITURES FY03 (looking forward)

Expenditure Category	Total Cost	Not Allowable	Allowable
Personal Services	\$ 1,133,705	\$ 126,883	\$ 1,006,822
Material & Services	607,428	85,283	522,145
Capital Outlay	-	-	-
Organization Total	\$ 1,741,133	\$ 212,166	\$ 1,528,967

ACTUAL EXPENDITURES FY03 (looking back)

Expenditure Category	Total Cost	Not Allowable	Allowable
Personal Services	\$ 2,581,328	\$ 126,883	\$ 2,454,445
Material & Services	2,643,201	1,399,150	1,244,051
Capital Outlay	-	-	-
Organization Total	\$ 5,224,529	\$ 1,526,033	\$ 3,698,496

CENTRAL SERVICE ROLL FORWARD COMPUTATION

	Actual 6/30/2001	Actual 6/30/2003	Roll Forward Adjustment	Fixed FY 2005
Allowable Costs	\$ 6,156,076	\$ 3,698,496	\$ (2,457,580)	\$ (928,613)

* Certain divisions of Finance will be charged through the Shared Service Fund in fiscal year 2005. Their only impact on the 2004-2005 Central Service Rate is in the roll forward adjustment.

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 grant programs through its work with employees and managers within those programs.

During fiscal year 2004 the County implemented a Shared Services Organization, whose costs will be charged to departments through a new internal service fund. Labor Relations has moved to the Shared Services Fund for fiscal year 2005, and is no longer a part of the Central Service Rate.

LABOR RELATIONS

ACTUAL EXPENDITURES FY03 (looking forward)

Expenditure Category	Total Cost	Not Allowable	Allowable
Personal Services	\$ -	\$ -	\$ -
Material & Services	-	-	-
Capital Outlay	-	-	-
Organization Total	\$ -	\$ -	\$ -

ACTUAL EXPENDITURES FY03 (looking back)

Expenditure Category	Total Cost	Not Allowable	Allowable
Personal Services	\$ 179,573	\$ -	\$ 179,573
Material & Services	64,164	1,450	62,714
Capital Outlay	-	-	-
Organization Total	\$ 243,737	\$ 1,450	\$ 242,287

CENTRAL SERVICE ROLL FORWARD COMPUTATION

	Actual 6/30/2001	Actual 6/30/2003	Roll Forward Adjustment	Fixed FY 2005
Allowable Costs	\$ 470,108	\$ 242,287	\$ (227,821)	\$ (227,821)

* Labor Relations will be charged through the Shared Service Fund in fiscal year 2005. Its only impact on the 2004-2005 Central Service Rate is in the roll forward adjustment.

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 services. 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 that it procures supplies and services for use in those programs.

During fiscal year 2004 the County implemented a Shared Services Organization, whose costs will be charged to departments through a new internal service fund. Purchasing will be included in this Shared Services Fund, with its Central Stores function charged in an existing internal service fund, Mail Distribution; it is no longer a part of the Central Service Rate.

PURCHASING

ACTUAL EXPENDITURES FY03 (looking forward)

Expenditure Category	Total Cost	Not Allowable	Allowable
Personal Services	\$ -	\$ -	\$ -
Material & Services	-	-	-
Capital Outlay	-	-	-
Organization Total	\$ -	\$ -	\$ -

ACTUAL EXPENDITURES FY03 (looking back)

Expenditure Category	Total Cost	Not Allowable	Allowable
Personal Services	\$ 1,270,321	\$ -	\$ 1,270,321
Material & Services	720,374	18,850	701,524
Capital Outlay	-	-	-
Organization Total	\$ 1,990,695	\$ 18,850	\$ 1,971,845

CENTRAL SERVICE ROLL FORWARD COMPUTATION

	Actual 6/30/2001	Actual 6/30/2003	Adj. Roll Forward	Fixed FY 2005
Allowable Costs	\$ 1,702,309	\$ 1,971,845	\$ 269,536	\$ 269,536

* Purchasing will be charged through the Shared Service Fund in fiscal year 2005.
Its only impact on the 2004-2005 Central Service Rate is in the roll forward adjustment.

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 via documentation and distribution of information.

During fiscal year 2004 the County implemented a Shared Services Organization, whose costs will be charged to departments through a new internal service fund. As a result of this reorganization, Records will be charged in an existing internal service fund, Mail Distribution, and is no longer a part of the Central Service Rate.

RECORDS

ACTUAL EXPENDITURES FY03 (looking forward)

Expenditure Category	Total Cost	Not Allowable	Allowable
Personal Services	\$ -	\$ -	\$ -
Material & Services	-	-	-
Capital Outlay	-	-	-
Organization Total	\$ -	\$ -	\$ -

ACTUAL EXPENDITURES FY03 (looking back)

Expenditure Category	Total Cost	Not Allowable	Allowable
Personal Services	\$ 237,032	\$ 8,486	\$ 228,546
Material & Services	160,445	8,540	151,905
Capital Outlay	-	-	-
Organization Total	\$ 397,477	\$ 17,026	\$ 380,451

CENTRAL SERVICE ROLL FORWARD COMPUTATION

	Actual 6/30/2001	Actual 6/30/2003	Adj. Roll Forward	Fixed FY 2005
Allowable Costs	\$ 353,021	\$ 380,451	\$ 27,430	\$ 27,430

* Records will be charged through the Shared Service Fund in fiscal year 2005. Hence the roll-forward calculation noted here includes only the impact on the County's central service rate.

APPENDICES

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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:

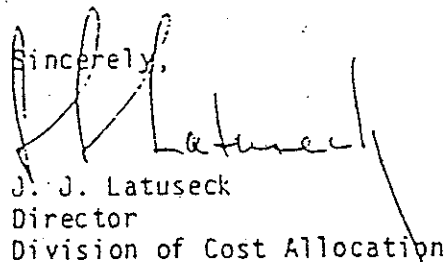
As the cognizant Federal Agency, this is to inform you that pursuant to the Office of Management and Budget Circular A-87, Attachment A, Section J.5.a., current and future central services cost allocation plans and departmental/divisional indirect cost proposals will not have to be submitted for review 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, 2003 to establish billing or final indirect cost rates for the fiscal year July 1, 2004 through June 30, 2005 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.

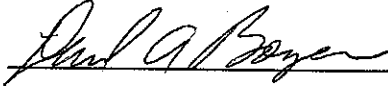
Government Unit:	<u>Multnomah County</u>
Signature:	<u></u>
Name of Official:	<u>David A. Boyer</u>
Title:	<u>Chief Financial Officer</u>
Date of Execution:	<u>December 31, 2003</u>

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, 2003 to establish cost allocations or billings for the fiscal year July 1, 2004 through June 30, 2005 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:	Chief Financial Officer
Date of Execution:	December 31, 2003