

2005/2006

INDIRECT COST RATES

and

COUNTYWIDE

COST ALLOCATION PLAN



Multnomah County, Oregon

FISCAL YEAR 2005/2006

Indirect Cost Rates

and

Consolidated Countywide

Cost Allocation Plan

Based on the

Year Ending

June 30, 2004

Finance, Budget and Tax Office

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The rates contained in this document are applicable to grants in existence during the fiscal year beginning July 1, 2005 and ending June 30, 2006.

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

Multnomah County
Finance, Budget and Tax Office
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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 2005, the County implemented a new internal service fund, County Business Services. Some of the components of the new County Business Services Fund previously had been included in the County's Central Service Indirect Cost Rate. Starting in fiscal year 2005, 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 are included in the County Business Services Fund rather than in the Central Service Indirect Cost Rate. The Central Service Indirect Cost Rate for 2006 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 Indirect Cost Rates for fiscal years 2005 and 2006 are much lower than prior years' Central Service Rates.

MULTNOMAH COUNTY
2005-2006 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	0.99%	0.34%	0.65%
School and Community Partnerships	6	7.18%	6.53%	0.65%
Community Justice	8	5.24%	4.59%	0.65%
Health Services	10	7.51%	6.86%	0.65%
District Attorney	12	5.06%	4.41%	0.65%
Sheriff's Office	14	4.40%	3.75%	0.65%
Community Services	16	1.38%	0.73%	0.65%
Other County	18	0.65%	0.00%	0.65%
Library Services	20	0.99%	0.34%	0.65%

COMPUTATION OF INDIRECT COST RATE

COUNTY HUMAN SERVICES

Organizational Cost Categories

Organizational Units	Not Allowable	Indirect	All Other	Total
Administration & Planning	\$ -	\$ 421,144	\$ -	\$ 421,144
All Other	1,009,367	135,487	162,013,070	163,157,924
Totals	\$ 1,009,367	\$ 556,631	\$ 162,013,070	\$ 163,579,068

Rate Calculation

Department

Indirect	\$ 556,631		
All Other	\$ 162,013,070	=	0.34%

Central Services Flat Rate

Indirect	\$ 4,916,930		
All Other	\$ 752,848,094	=	0.65%

Total Rate

0.99%

DETAIL OF DEPARTMENTAL INDIRECT

COUNTY HUMAN SERVICES

Total actual admin Personal Services: \$ 797,363

Total actual admin M&S less unallowable: \$ 113,506

Job Number	Position Description	Personal Services	Materials & Services		Admin & Planning	All Other
9006	Admin Analyst	\$ 22,777	\$ 3,529		\$ 26,306	\$ -
6026	Budget Analyst	14,853	2,302		17,155	-
9610	Department Director 1	49,925	7,736		57,661	-
6017	Facilities Specialist 2	13,759	2,132		15,891	-
9336	Finance Manager	17,492	2,710		20,202	-
6029	Finance Specialist 1	48,906	7,578		-	56,484
6030	Finance Specialist 2	86,520	13,406		99,926	-
6032	Finance Specialist Sr	23,626	3,661		27,287	-
6101	HR Tech	20,412	3,163		-	23,575
6001	Office Assistant 2	2,447	379		-	2,826
6002	Office Assistant Sr	14,175	2,197		-	16,372
6021	Program Dev Spec	57,212	8,866		66,078	-
6088	Program Dev Spec Sr	8,338	1,291		9,629	-
6020	Program Dev Tech	815	126		-	941
9615	Program Manager 1	687	107		794	-
9360	Program Manager 2	3,535	547		4,082	-
9362	Program Manager Sr	54,213	8,401		62,614	-
6085	Research/Eval Analyst 1	30,554	4,735		-	35,289
6087	Research/Eval Analyst Sr	1,599	248		1,847	-
6263	Volunteer Coordinator	10,106	1,566		11,672	-
	Total	\$ 481,951	\$ 74,680		\$ 421,144	\$ 135,487

COMPUTATION OF INDIRECT COST RATE

SCHOOL AND COMMUNITY PARTNERSHIPS

Organizational Cost Categories

Organizational Units	Not Allowable	Indirect	All Other	Total
Administration & Planning	\$ -	\$ 1,408,437	\$ -	\$ 1,408,437
All Other	292,390	388,678	27,517,945	28,199,013
Totals	\$ 292,390	\$ 1,797,115	\$ 27,517,945	\$ 29,607,450

Rate Calculation

Department

Indirect	<u>\$ 1,797,115</u>		
All Other	\$ 27,517,945	=	6.53%

Central Services Flat Rate

Indirect	<u>\$ 4,916,930</u>		
All Other	\$ 752,848,094	=	<u>0.65%</u>

Total Rate			<u><u>7.18%</u></u>
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DETAIL OF DEPARTMENTAL INDIRECT

SCHOOL AND COMMUNITY PARTNERSHIPS

Total actual admin Personal Services: \$ 2,363,133

Total actual admin M&S less unallowable: \$ 521,981

Job Number	Position Description	Personal Services	Materials & Services		Admin & Planning	All Other
9006	Admin Analyst	\$ 78,204	\$ 17,556		\$ 95,760	\$ -
6026	Budget Analyst	43,780	9,828		53,608	-
6015	Contract Specialist	75,080	16,854		91,934	-
9610	Department Director 1	156,219	35,069		191,288	-
6030	Finance Specialist 2	61,485	13,803		75,288	-
6001	Office Assistant 2	88,441	19,854		-	108,295
6002	Office Assistant Sr	64,944	14,579		-	79,523
6021	Program Development Spec	17,325	3,889		21,214	-
6088	Program Development Spec Sr	12,226	2,744		14,970	-
6020	Program Development Tech	48,870	10,971		-	59,841
9615	Program Manager 1	369,292	82,903		452,195	-
9360	Program Manager 2	75,551	16,960		92,511	-
9362	Program Manager Sr	134,950	30,295		165,245	-
9361	Program Supervisor	55,921	12,554		68,475	-
6085	Research/Eval Analyst 1	115,166	25,853		-	141,019
6086	Research/Eval Analyst 2	70,192	15,757		85,949	-
	Total	\$ 1,467,646	\$ 329,469		\$ 1,408,437	\$ 388,678

COMPUTATION OF INDIRECT COST RATE

COMMUNITY JUSTICE

Organizational Cost Categories

Organizational Units	Not Allowable	Indirect	All Other	Total
Administration & Planning	\$ -	\$ 2,346,855	\$ -	\$ 2,346,855
All Other	1,863,447	658,922	65,533,488	68,055,857
Totals	\$ 1,863,447	\$ 3,005,777	\$ 65,533,488	\$ 70,402,712

Rate Calculation

Department

Indirect	<u>\$ 3,005,777</u>		
All Other	\$ 65,533,488	=	4.59%

Central Services Flat Rate

Indirect	<u>\$ 4,916,930</u>		
All Other	\$ 752,848,094	=	<u>0.65%</u>

Total Rate

5.24%

DETAIL OF DEPARTMENTAL INDIRECT

COMMUNITY JUSTICE

Total actual admin Personal Services: \$ 2,943,593

Total actual admin M&S less unallowable: \$ 1,254,983

Job Number	Position Description	Personal Services	Materials & Services		Admin & Planning	All Other
6054	Admin Assistant	\$ 59,383	\$ 25,318		\$ -	\$ 84,701
6005	Admin Secretary	51,390	21,910		-	73,300
6026	Budget Analyst	181,880	77,543		259,423	-
6015	Contract Specialist	151,781	64,711		216,492	-
6073	Data Analyst	71,171	30,343		-	101,514
9610	Department Director 1	160,609	68,475		229,084	-
6029	Finance Specialist 1	111,861	47,691		-	159,552
6030	Finance Specialist 2	122,191	52,095		174,286	-
9335	Finance Supervisor	91,721	39,105		130,826	-
9748	HR Analyst Sr	66,121	28,190		94,311	-
6101	HR Tech	56,575	24,121		-	80,696
9710	Management Assistant	97,368	41,513		138,881	-
6001	Office Assistant 2	82,805	35,303		-	118,108
6020	Program Development Tech	623	265		-	888
9615	Program Manager 1	102,796	43,826		146,622	-
9360	Program Manager 2	110,310	47,030		157,340	-
9362	Program Manager Sr	384,363	163,871		548,234	-
6085	Research/Eval Analyst 1	28,158	12,005		-	40,163
6086	Research/Eval Analyst 2	13,317	5,678		18,995	-
6087	Research/Eval Analyst Sr	121,062	51,614		172,676	-
9041	Research/Eval Supervisor	41,845	17,840		59,685	-
	Total	\$ 2,107,330	\$ 898,447		\$ 2,346,855	\$ 658,922

COMPUTATION OF INDIRECT COST RATE

HEALTH SERVICES

Organizational Cost Categories

Organizational Units	Not Allowable	Indirect	All Other	Total
Administration & Planning	\$ -	\$ 4,767,499	\$ -	\$ 4,767,499
All Other	6,093,706	1,913,248	97,446,562	105,453,516
Totals	\$ 6,093,706	\$ 6,680,747	\$ 97,446,562	\$ 110,221,015

Rate Calculation

Department

Indirect	<u>\$ 6,680,747</u>		
All Other	\$ 97,446,562	=	6.86%

Central Services Flat Rate

Indirect	<u>\$ 4,916,930</u>		
All Other	\$ 752,848,094	=	<u>0.65%</u>

Total Rate

7.51%

DETAIL OF DEPARTMENTAL INDIRECT

HEALTH SERVICES

Total actual admin Personal Services: \$ 5,585,738

Total actual admin M&S less unallowable: \$ 1,929,987

Job Number	Position Description	Personal Services	Materials & Services	Admin & Planning	All Other
6005	Administrative Secretary	\$ 231,167	\$ 79,873	\$ -	\$ 311,040
9730	Budget Analyst Sr	78,875	27,253	106,128	-
6112	Buyer 1	108,691	37,555	-	146,246
6015	Contract Specialist	117,896	40,735	158,631	-
9500	Dental Health Officer	87,008	30,062	117,070	-
9610	Department Director 1	153,557	53,057	206,614	-
9619	Deputy Director	131,429	45,411	176,840	-
6017	Facilities Specialist 2	81,483	28,154	109,637	-
6029	Finance Specialist 1	53,132	18,358	-	71,490
6030	Finance Specialist 2	254,850	88,056	342,906	-
9335	Finance Supervisor	284,241	98,211	382,452	-
6027	Finance Tech	561,702	194,080	-	755,782
9550	Health Officer	156,027	53,911	209,938	-
9693	Health Services Adm	340,388	117,611	457,999	-
9694	Health Services Mgr	83,354	28,800	112,154	-
9695	Health Services Mgr Sr	282,283	97,534	-	379,817
9696	Health Services Specialist	217,699	75,219	292,918	-
9080	HR Analyst 1	66,199	22,874	89,073	-
9670	HR Analyst 2	213,237	73,678	286,915	-
9748	HR Analyst Sr	187,746	64,870	252,616	-
9621	HR Manager 2	113,900	39,355	153,255	-
9061	HR Tech	59,566	20,581	80,147	-
6001	Office Assistant 2	181,327	62,652	-	243,979
9357	Pharmacy Services Manager	74,099	25,603	99,702	-
9798	Prinicpal Investigator	11,879	4,105	15,984	-
7232	Production/Graphic Design	2,039	704	2,743	-
6021	Program Development Spec	62,315	21,531	83,846	-
9615	Program Manager 1	92,563	31,983	124,546	-
9360	Program Manager 2	236,391	81,678	318,069	-
9362	Program Manager Sr	45,772	15,815	61,587	-
9631	Program Manager Supervisor	85,153	29,422	114,575	-
6086	Research/Eval Analyst 2	177,278	61,254	238,532	-
6087	Research/Eval Analyst Sr	32,733	11,310	44,043	-
9041	Research/Eval Supervisor	95,561	33,018	128,579	-
8000	Temporary Worker	3,637	1,257	-	4,894
	Total	\$ 4,965,177	\$ 1,715,570	\$ 4,767,499	\$ 1,913,248

COMPUTATION OF INDIRECT COST RATE

DISTRICT ATTORNEY

Organizational Cost Categories

Organizational Units	Not Allowable	Indirect	All Other	Total
Administration & Planning	\$ -	\$ 667,134	\$ -	\$ 667,134
All Other	403,510	170,962	18,984,848	19,559,320
Totals	\$ 403,510	\$ 838,096	\$ 18,984,848	\$ 20,226,454

Rate Calculation

Department

Indirect	<u>\$ 838,096</u>		
All Other	\$ 18,984,848	=	4.41%

Central Services Flat Rate

Indirect	<u>\$ 4,916,930</u>		
All Other	\$ 752,848,094	=	<u>0.65%</u>

Total Rate

5.06%

DETAIL OF DEPARTMENTAL INDIRECT

DISTRICT ATTORNEY

Total actual admin Personal Services: \$ 1,112,378

Total actual admin M&S less unallowable: \$ 633,180

Job Number	Position Description	Personal Services	Materials & Services		Admin & Planning	All Other
6112	Buyer 1	\$ 54,515	\$ 31,030		\$ -	\$ 85,545
9450	Deputy District Attorney / Chief	156,110	88,860		244,970	-
6029	Finance Specialist 1	54,433	30,984		-	85,417
9335	Finance Supervisor	82,779	47,119		129,898	-
9452	IT Manager 1	96,486	54,921		151,407	-
9400	Staff Assistant	89,764	51,095		140,859	-
	Total	\$ 534,087	\$ 304,009		\$ 667,134	\$ 170,962

COMPUTATION OF INDIRECT COST RATE

SHERIFF'S OFFICE

Organizational Cost Categories

Organizational Units	Not Allowable	Indirect	All Other	Total
Administration & Planning	\$ -	\$ 2,361,233	\$ -	\$ 2,361,233
All Other	1,822,313	1,353,960	99,065,081	102,241,354
Totals	\$ 1,822,313	\$ 3,715,193	\$ 99,065,081	\$ 104,602,587

Rate Calculation

Department

Indirect	<u>\$ 3,715,193</u>		
All Other	\$ 99,065,081	=	3.75%

Central Services Flat Rate

Indirect	<u>\$ 4,916,930</u>		
All Other	\$ 752,848,094	=	<u>0.65%</u>

Total Rate

4.40%

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	\$ 73,754	\$ 10,133	\$ 83,887	\$ -
6034	Admin Analyst Sr	84,650	11,630	96,280	-
6005	Admin Secretary	44,840	6,160	-	51,000
6112	Buyer 1	60,293	8,283	-	68,576
9627	Captain	229,308	31,504	-	260,812
9625	Chief Deputy	292,361	40,167	332,528	-
1015	Corr Sergeant/7% LG14	100,425	13,797	-	114,222
9460	Executive Assistant	107,078	14,711	121,789	-
9336	Finance Manager	100,163	13,761	113,924	-
6029	Finance Specialist 1	252,450	34,683	-	287,133
9335	Finance Supervisor	86,886	11,937	98,823	-
6027	Finance Tech	103,045	14,157	-	117,202
9670	HR Analyst 2	148,949	20,464	169,413	-
9715	HR Manager 1	96,290	13,229	-	109,519
9452	IT Manager	102,247	14,048	116,295	-
9647	Lieutenant/Corrections	273,109	37,522	310,631	-
9710	Mgmt Assistant	82,988	11,402	94,390	-
6410	Network Admin Sr	89,302	12,269	101,571	-
6001	Office Assistant 2	192,261	26,414	-	218,675
9360	Program Mgr 2	148,215	20,363	168,578	-
9362	Program Mgr Sr	137,112	18,838	155,950	-
9043	Research/Eval Analyst Sr NR	172,931	23,759	196,690	-
1131	Sergeant 3 *	111,502	15,319	-	126,821
1146	Sergeant 3 LG14	176,267	24,217	200,484	-
	Total	\$ 3,266,426	\$ 448,767	\$ 2,361,233	\$ 1,353,960

COMPUTATION OF INDIRECT COST RATE

COMMUNITY SERVICES

Organizational Cost Categories

Organizational Units	Not Allowable	Indirect	All Other	Total
Administration & Planning	\$ -	\$ 299,337	\$ -	\$ 299,337
All Other	4,169,954	76,965	51,207,553	55,454,472
Totals	\$ 4,169,954	\$ 376,302	\$ 51,207,553	\$ 55,753,809

Rate Calculation

Department

Indirect	<u>\$ 376,302</u>		
All Other	\$ 51,207,553	=	0.73%

Central Services Flat Rate

Indirect	<u>\$ 4,916,930</u>		
All Other	\$ 752,848,094	=	<u>0.65%</u>

Total Rate

1.38%

DETAIL OF DEPARTMENTAL INDIRECT

COMMUNITY SERVICES

Total actual admin Personal Services: \$ 292,069

Total actual admin M&S less unallowable: \$ 172,348

Job Number	Position Description	Personal Services	Materials & Services		Admin & Planning	All Other
9710	Management Assistant	\$ 51,092	\$ 30,149		\$ 81,241	\$ -
6054	Admin Assistant	48,403	28,562		-	76,965
9610	Department Director 1	116,967	69,022		185,989	-
9362	Program Manager Sr	20,192	11,915		32,107	-
	Total	\$ 236,654	\$ 139,648		\$ 299,337	\$ 76,965

COMPUTATION OF INDIRECT COST RATE

OTHER COUNTY

Organizational Cost Categories

Organizational Units	Not Allowable	Indirect	All Other	Total
Administration & Planning	\$ -	\$ -	\$ -	\$ -
All Other	100,502,287	-	238,508,233	339,010,520
Totals	\$ 100,502,287	\$ -	\$ 238,508,233	\$ 339,010,520

Rate Calculation

Department

Indirect	<u>\$ -</u>			
All Other	\$ 238,508,233	=	*	0.00%

Central Services Flat Rate

Indirect	<u>\$ 4,916,930</u>			
All Other	\$ 752,848,094	=		<u>0.65%</u>

Total Rate

0.65%

* 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	\$ -	\$ 114,317	\$ -	\$ 114,317
All Other	3,000,145	26,212	41,158,207	44,184,564
Totals	\$ 3,000,145	\$ 140,529	\$ 41,158,207	\$ 44,298,881

Rate Calculation

Department

Indirect	<u>\$ 140,529</u>		
All Other	\$ 41,158,207	=	0.34%

Central Services Flat Rate

Indirect	<u>\$ 4,916,930</u>		
All Other	\$ 752,848,094	=	<u>0.65%</u>

Total Rate

0.99%

DETAIL OF DEPARTMENTAL INDIRECT

LIBRARY SERVICES

Total actual admin Personal Services: \$ 1,235,356

Total actual admin M&S less unallowable: \$ 168,338

Job Number	Position Description	Personal Services	Materials & Services		Admin & Planning	All Other
9613	Department Director 2	\$ 33,053	\$ 5,507		\$ 38,560	\$ -
9610	Department Director 1	36,984	6,162		43,146	-
9335	Finance Supervisor	27,953	4,658		32,611	-
6101	HR Tech	22,468	3,744		-	26,212
	Total	\$ 120,458	\$ 20,071		\$ 114,317	\$ 26,212

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CONSOLIDATED COUNTYWIDE COST ALLOCATION PLAN

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MULTNOMAH COUNTY
2005-2006 Cost Allocation Plan
Central Service Allocation - Summary

Central Service	Total
Auditor	\$ 510,251
* Budget and Evaluation Services	492,130
* Human Resources / Affirmative Action / BCS Admin	452,438
Equipment Use	5,850,936
* Finance	(335,961)
* Labor Relations	(325,208)
* Purchasing	(34,809)
* Records	3,153
Over/Under ISF Charges	(1,696,000)
Total Allocation	\$ 4,916,930

Central Service Costs	\$ 4,916,930	=	0.65%
Departmental Allowable Costs	\$ 752,848,094		

* Denotes a division or a part of a division of the central service allocation that will be included in an Internal 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	\$ 662,160	\$ 313,498	\$ 348,662
Material & Services	144,936	68,620	76,316
Capital Outlay	5,160	5,160	-
Organization Total	\$ 812,256	\$ 387,278	\$ 424,978

CENTRAL SERVICE ROLL FORWARD COMPUTATION

	Actual 6/30/2002	Actual 6/30/2004	Roll Forward Adjustment	Fixed FY 2006
Allowable Costs	\$ 339,705	\$ 424,978	\$ 85,273	\$ 510,251

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.

In fiscal year 2005, Evaluation Services moved to the new internal service fund, County Business Services, whose costs are charged directly to departments; Budget Services remains in the Central Service Indirect Cost Rate.

BUDGET and EVALUATION SERVICES

ACTUAL EXPENDITURES FY04 (looking forward)

Expenditure Category	Total Cost	Not Allowable	Allowable
Personal Services	\$ 712,671	\$ 214,777	\$ 497,894
Material & Services	205,319	61,877	143,442
Capital Outlay	6,487	6,487	-
Organization Total	\$ 924,477	\$ 283,141	\$ 641,336

ACTUAL EXPENDITURES FY04 (looking back)

Expenditure Category	Total Cost	Not Allowable	Allowable
Personal Services	\$ 857,074	\$ 227,656	\$ 629,418
Material & Services	276,470	68,223	208,247
Capital Outlay	9,726	9,726	-
Organization Total	\$ 1,143,270	\$ 305,605	\$ 837,665

CENTRAL SERVICE ROLL FORWARD COMPUTATION

	Actual 6/30/2002	Actual 6/30/2004	Roll Forward Adjustment	Fixed FY 2006
Allowable Costs	\$ 986,871	\$ 837,665	\$ (149,206)	\$ 492,130

* Evaluation moved to the County Business Services Fund in fiscal year 2005. Evaluation costs are included looking back, but not looking forward; their only impact on the 2005-2006 Central Service Indirect Cost Rate is in the roll forward adjustment.

Description of Services

HUMAN RESOURCES, AFFIRMATIVE ACTION and CBS ADMINISTRATION

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.

County Business Services Administration serves those Finance components that transferred to the County Business Services Fund as well as Human Resources and Affirmative Action. This administration and the variety of personnel services performed by Human Resources and Affirmative Action are 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.

In fiscal year 2005, Human Resources and Affirmative Action moved to the new internal service fund, County Business Services, whose costs are charged directly to departments. Human Resources and Affirmative Action are no longer a part of the Central Service Indirect Cost Rate.

HUMAN RESOURCES, AFFIRMATIVE ACTION AND CBS ADMIN

ACTUAL EXPENDITURES FY04 (looking forward)

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

ACTUAL EXPENDITURES FY04 (looking back)

Expenditure Category	Total Cost	Not Allowable	Allowable
Personal Services	\$ 1,801,245	\$ -	\$ 1,801,245
Material & Services	591,863	-	591,863
Capital Outlay	27,521	27,521	-
Organization Total	\$ 2,420,629	\$ 27,521	\$ 2,393,108

CENTRAL SERVICE ROLL FORWARD COMPUTATION

	Actual 6/30/2002	Actual 6/30/2004	Adj. Roll Forward	Fixed FY 2006
Allowable Costs	\$ 1,940,670	\$ 2,393,108	\$ 452,438	\$ 452,438

* Human Resources and Affirmative Action moved to the County Business Services Fund in fiscal year 2005. Their only impact on the 2005-2006 Central Service Indirect Cost 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	\$ 120,675,399	\$ 36,770,941	\$ 83,904,458

ALLOCATION OF ALLOWABLE COSTS

	Basis of Allocation	Percent	Allocation
Allowable Use	\$ 83,904,458	6.67%	\$ 5,596,427

CENTRAL SERVICE ROLL FORWARD COMPUTATION

	Actual 6/30/2002	Actual 6/30/2004	Roll Forward Adjustment	Fixed FY 2006
Allowable Use	\$ 5,341,918	\$ 5,596,427	\$ 254,509	\$ 5,850,936

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.

In fiscal year 2005, some of the services within the Finance division (Accounts Payable, Payroll, Contracts and County SAP System Support) moved to the new internal service fund, County Business Services, whose costs are charged directly to departments. Other areas of Finance including Treasury, General Ledger, Finance Administration and Retirement Systems remain in the Central Service Indirect Cost Rate.

FINANCE

ACTUAL EXPENDITURES FY04 (looking forward)

Expenditure Category	Total Cost	Not Allowable	Allowable
Personal Services	\$ 1,118,749	\$ 125,327	\$ 993,422
Material & Services	538,415	58,950	479,465
Capital Outlay	9,967	9,967	-
Organization Total	\$ 1,667,131	\$ 194,244	\$ 1,472,887

ACTUAL EXPENDITURES FY04 (looking back)

Expenditure Category	Total Cost	Not Allowable	Allowable
Personal Services	\$ 2,724,013	\$ 125,327	\$ 2,598,686
Material & Services	1,086,263	61,708	1,024,555
Capital Outlay	1,287,903	1,287,903	-
Organization Total	\$ 5,098,179	\$ 1,474,938	\$ 3,623,241

CENTRAL SERVICE ROLL FORWARD COMPUTATION

	Actual 6/30/2002	Actual 6/30/2004	Adj. Roll Forward	Fixed FY 2006
Allowable Costs	\$ 5,432,089	\$ 3,623,241	\$ (1,808,848)	\$ (335,961)

* Certain divisions of Finance moved to internal service funds in fiscal year 2005. Their only impact on the 2005-2006 Central Service Indirect Cost 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.

In fiscal year 2005, Labor Relations moved to the new internal service fund, County Business Services, whose costs are charged directly to departments. Labor Relations is no longer a part of the Central Service Indirect Cost Rate.

LABOR RELATIONS

ACTUAL EXPENDITURES FY04 (looking forward)

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

ACTUAL EXPENDITURES FY04 (looking back)

Expenditure Category	Total Cost	Not Allowable	Allowable
Personal Services	\$ 158,397	\$ -	\$ 158,397
Material & Services	32,353	-	32,353
Capital Outlay	1,622	1,622	-
Organization Total	\$ 192,372	\$ 1,622	\$ 190,750

CENTRAL SERVICE ROLL FORWARD COMPUTATION

	Actual 6/30/2002	Actual 6/30/2004	Adj. Roll Forward	Fixed FY 2006
Allowable Costs	\$ 515,958	\$ 190,750	\$ (325,208)	\$ (325,208)

* Labor Relations is being charged through the County Business Services Fund in fiscal year 2005. Its only impact on the 2005-2006 Central Service Indirect Cost 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.

In fiscal year 2005, Purchasing moved to the new internal service fund, County Business Services, whose costs are charged directly to departments; Purchasing's Central Stores function moved to an existing internal service fund, Mail Distribution. Purchasing is no longer a part of the Central Service Indirect Cost Rate.

PURCHASING

ACTUAL EXPENDITURES FY04 (looking forward)

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

ACTUAL EXPENDITURES FY04 (looking back)

Expenditure Category	Total Cost	Not Allowable	Allowable
Personal Services	\$ 1,442,121	\$ -	\$ 1,442,121
Material & Services	183,868	-	183,868
Capital Outlay	16,248	16,248	-
Organization Total	\$ 1,642,237	\$ 16,248	\$ 1,625,989

CENTRAL SERVICE ROLL FORWARD COMPUTATION

	Actual 6/30/2002	Actual 6/30/2004	Adj. Roll Forward	Fixed FY 2006
Allowable Costs	\$ 1,660,798	\$ 1,625,989	\$ (34,809)	\$ (34,809)

* Purchasing is being charged through the County Business Services Fund in fiscal year 2005. Its only impact on the 2005-2006 Central Service Indirect Cost 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.

In fiscal year 2005, Records moved to an existing internal service fund, Mail Distribution, whose costs are charged directly to departments; its Central Stores function is charged in an existing internal service fund, Mail Distribution. Records is no longer a part of the Central Service Indirect Cost Rate.

RECORDS

ACTUAL EXPENDITURES FY04 (looking forward)

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

ACTUAL EXPENDITURES FY04 (looking back)

Expenditure Category	Total Cost	Not Allowable	Allowable
Personal Services	\$ 254,121	\$ 9,248	\$ 244,873
Material & Services	93,977	3,420	90,557
Capital Outlay	5,645	5,645	-
Organization Total	\$ 353,743	\$ 18,313	\$ 335,430

CENTRAL SERVICE ROLL FORWARD COMPUTATION

	Actual 6/30/2002	Actual 6/30/2004	Adj. Roll Forward	Fixed FY 2006
Allowable Costs	\$ 332,277	\$ 335,430	\$ 3,153	\$ 3,153

* Records moved to the Mail Distribution Internal Service Fund in fiscal year 2005. Its only impact on the 2005-2006 Central Service Indirect Cost Rate is in the roll forward adjustment.

APPENDICES



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:

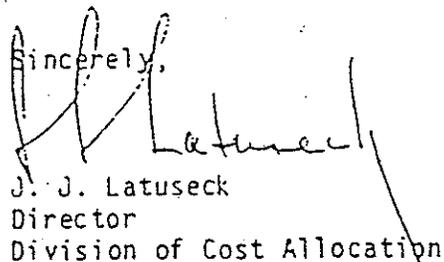
As the cognizant Federal Agency, this is to inform you that pursuant to the Office of Management and Budget Circular A-87, Attachment A, Section J.5.a., current and future central services cost allocation plans and departmental/divisional indirect cost proposals will not have to be submitted for review 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, 2004 to establish billing or final indirect cost rates for the fiscal year July 1, 2005 through June 30, 2006 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:	Chief Financial Officer
Date of Execution:	December 31, 2004

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, 2004 to establish cost allocations or billings for the fiscal year July 1, 2005 through June 30, 2006 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, 2004