



MULTNOMAH COUNTY, OREGON

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

FOR THE FISCAL YEAR ENDING JUNE 30, 2007
(Based on the Year Ended June 30, 2005)

TABLE OF CONTENTS

	<u>Page</u>
Indirect Cost Rates	1
Explanation of Rates	2
Summary of OMB A-87 Indirect Cost Rates	3
County Human Services	4
School and Community Partnerships	6
Community Justice	8
Health Services	10
District Attorney	12
Sheriff's Office	14
Community Services	16
Other County	18
Library Services	20
Consolidated Countywide Cost Allocation Plan	23
Summary of Central Service Allocations	25
Auditor	26
Budget and Evaluation Services	28
CBS Finance and Human Resources	30
Human Resources	32
Equipment Use	34
Finance	36
Purchasing and Contracts	38
Records	40
Appendices	
Letter from Department 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, 2006 and ending June 30, 2007.

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

Multnomah County Finance
501 SE Hawthorne Blvd, Suite 531
Portland, OR 97214
(503) 988-3312 x22067

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 and 2006 the County implemented a Shared Service Organization (County Business Services (CBS)) where the costs for Human Resources, Labor Relations, Affirmative Action along with Finance functions for Accounts Payable, Payroll, SAP Support, and Purchasing and Contracts were included in a County Business Services internal service fund and not part of the Central Indirect Cost Allocation Plan. Now in fiscal year 2007 management has re-organized and the shared service organization will no longer exist and the costs from CBS will be accounted for in the general fund and be included in the calculation for the County's Central Service Indirect Cost Rate.

MULTNOMAH COUNTY
2006-2007 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	3.42%	0.96%	2.46%
School and Community Partnerships	6	9.44%	6.98%	2.46%
Community Justice	8	7.44%	4.98%	2.46%
Health Services	10	7.97%	5.51%	2.46%
District Attorney	12	5.56%	3.10%	2.46%
Sheriff's Office	14	6.51%	4.05%	2.46%
Community Services	16	3.72%	1.26%	2.46%
Other County	18	2.46%	0.00%	2.46%
Library Services	20	3.10%	0.64%	2.46%

COMPUTATION OF INDIRECT COST RATE

COUNTY HUMAN SERVICES

Organizational Cost Categories

Organizational Units	Not Allowable	Indirect	All Other	Total
Administration & Planning	\$ -	\$ 1,201,731	\$ -	\$ 1,201,731
All Other	573,139	517,271	179,806,621	180,897,031
Totals	\$ 573,139	\$ 1,719,002	\$ 179,806,621	\$ 182,098,762

Rate Calculation

Department

Indirect	\$ 1,719,002		
All Other	\$ 179,806,621	=	0.96%

Central Services Flat Rate

Indirect	\$ 19,425,673		
All Other	\$ 788,193,817	=	<u>2.46%</u>

Total Rate

3.42%

DETAIL OF DEPARTMENTAL INDIRECT

COUNTY HUMAN SERVICES

Total actual admin Personal Services: \$ 1,702,700

Total actual admin M&S less unallowable: \$ 256,034

Job Number	Position Description	Personal Services	Materials & Services	Admin & Planning	All Other
6026	Budget Analyst	\$ 4,222	\$ 635	\$ 4,857	\$ -
6111	Buyer 2	383	58	441	-
6015	Contract Specialist	299,025	44,964	343,989	-
6011	Contract Tech	2,625	395	-	3,020
9610	Department Director 1	62,904	9,459	72,363	-
6017	Facilites Spec 2	615	92	707	-
9336	Finance Manager	3,509	528	4,037	-
6029	Finance Specialist 1	208,747	31,389	-	240,136
6030	Finance Specialist 2	298,934	44,950	343,884	-
6032	Finance Specialist Sr	4,657	700	5,357	-
9670	Human Resources Analyst 2	41,365	6,220	47,585	-
9748	Human Resources Analyst Sr	86,659	13,031	99,690	-
9621	Human Resources Manager 2	111,645	16,788	128,433	-
6101	Human Resources Tech	136,248	20,487	-	156,735
6001	Office Assistant 2	4,191	630	-	4,821
6002	Office Assistant Sr	52,947	7,962	-	60,909
9720	Operations Administrator	29,694	4,465	-	34,159
6021	Program Development Spec	344	52	396	-
9615	Program Manager 1	29,017	4,363	33,380	-
9360	Program Manager 2	31,554	4,745	36,299	-
9362	Program Manager Sr	2,605	392	2,997	-
6085	Research/Eval Analyst 1	15,205	2,286	-	17,491
6087	Research/Eval Analyst Sr	29,818	4,484	34,302	-
9043	Research/Eval Analyst Sr	12,739	1,916	14,655	-
6263	Volunteer Coordinator	24,652	3,707	28,359	-
	Total	\$ 1,494,304	\$ 224,698	\$ 1,201,731	\$ 517,271

COMPUTATION OF INDIRECT COST RATE

SCHOOL AND COMMUNITY PARTNERSHIPS

Organizational Cost Categories

Organizational Units	Not Allowable	Indirect	All Other	Total
Administration & Planning	\$ -	\$ 1,604,307	\$ -	\$ 1,604,307
All Other	775,659	517,863	30,416,572	31,710,094
Totals	\$ 775,659	\$ 2,122,170	\$ 30,416,572	\$ 33,314,401

Rate Calculation

Department

Indirect	\$ 2,122,170		
All Other	\$ 30,416,572	=	6.98%

Central Services Flat Rate

Indirect	\$ 19,425,673		
All Other	\$ 788,193,817	=	<u>2.46%</u>

Total Rate			<u><u>9.44%</u></u>
------------	--	--	---------------------

DETAIL OF DEPARTMENTAL INDIRECT

SCHOOL AND COMMUNITY PARTNERSHIPS

Total actual admin Personal Services: \$ 2,547,749

Total actual admin M&S less unallowable: \$ 825,877

Job Number	Position Description	Personal Services	Materials & Services	Admin & Planning	All Other
9006	Administrative Analyst	\$ 80,612	\$ 26,131	\$ 106,743	\$ -
6026	Budget Analyst	73,514	23,830	97,344	-
6015	Contract Specialist	125,117	40,558	165,675	-
9610	Department Director 1	165,381	53,610	218,991	-
6029	Finance Specialist 1	64,288	20,840	-	85,128
6030	Finance Specialist 2	46,231	14,986	61,217	-
9715	Human Resources Manager 1	61,615	19,973	81,588	-
6001	Office Assistant 2	64,172	20,802	-	84,974
6002	Office Assistant Sr	96,068	31,141	-	127,209
6021	Program Development Spec	75,424	24,450	99,874	-
6088	Program Development Spec Sr	75,545	24,489	100,034	-
6020	Program Development Tech	49,837	16,155	-	65,992
9615	Program Manager 1	165,135	53,530	218,665	-
9360	Program Manager 2	126,258	40,928	167,186	-
9362	Program Manager Sr	143,788	46,610	190,398	-
6085	Research/Eval Analyst 1	116,723	37,837	-	154,560
6086	Research/Eval Analyst 2	72,946	23,646	96,592	-
		\$ 1,602,654	\$ 519,516	\$ 1,604,307	\$ 517,863

COMPUTATION OF INDIRECT COST RATE

COMMUNITY JUSTICE

Organizational Cost Categories

Organizational Units	Not Allowable	Indirect	All Other	Total
Administration & Planning	\$ -	\$ 2,788,242	\$ -	\$ 2,788,242
All Other	1,363,841	772,129	71,432,337	73,568,307
Totals	\$ 1,363,841	\$ 3,560,371	\$ 71,432,337	\$ 76,356,549

Rate Calculation

Department

Indirect	\$ 3,560,371		
All Other	\$ 71,432,337	=	4.98%

Central Services Flat Rate

Indirect	\$ 19,425,673		
All Other	\$ 788,193,817	=	<u>2.46%</u>

Total Rate

7.44%

DETAIL OF DEPARTMENTAL INDIRECT

COMMUNITY JUSTICE

Total actual admin Personal Services: \$ 3,790,443

Total actual admin M&S less unallowable: \$ 1,323,294

Job Number	Position Description	Personal Services	Materials & Services	Admin & Planning	All Other
6054	Administrative Assistant	\$ 62,011	\$ 21,649	\$ -	\$ 83,660
6026	Budget Analyst	177,072	61,818	238,890	-
6112	Buyer 1	54,809	19,135	-	73,944
9620	Community Justice Manager	60,980	21,289	82,269	-
6015	Contract Specialist	45,833	16,001	61,834	-
6073	Data Analyst	59,855	20,896	-	80,751
9610	Department Director 1	170,015	59,353	229,368	-
6029	Finance Specialist 1	202,987	70,866	-	273,853
6030	Finance Specialist 2	98,460	34,374	132,834	-
9335	Finance Supervisor	97,588	34,069	131,657	-
9080	Human Resources Analyst 1	1,647	575	2,222	-
9670	Human Resources Analyst 2	154,897	54,077	208,974	-
9748	Human Resources Analyst Sr	187,861	65,585	253,446	-
9621	Human Resources Manager 2	187,518	65,465	252,983	-
6101	Human Resources Tech	82,179	28,690	-	110,869
9710	Management Assistant	103,723	36,211	139,934	-
6001	Office Assistant 2	61,404	21,437	-	82,841
6002	Office Assistant Sr	23,705	8,276	-	31,981
6021	Program Development Spec	109,955	38,387	148,342	-
9360	Program Manager 2	123,378	43,073	166,451	-
9362	Program Manager Sr	407,733	142,345	550,078	-
6085	Research/Eval Analyst 1	25,372	8,858	-	34,230
6086	Research/Eval Analyst 2	16,540	5,774	22,314	-
6087	Research/Eval Analyst Sr	89,989	31,416	121,405	-
9041	Research/Eval Supervisor	33,534	11,707	45,241	-
	Total	\$ 2,639,045	\$ 921,326	\$ 2,788,242	\$ 772,129

COMPUTATION OF INDIRECT COST RATE

HEALTH SERVICES

Organizational Cost Categories

Organizational Units	Not Allowable	Indirect	All Other	Total
Administration & Planning	\$ -	\$ 4,137,090	\$ -	\$ 4,137,090
All Other	5,423,377	1,574,653	103,737,656	110,735,686
Totals	\$ 5,423,377	\$ 5,711,743	\$ 103,737,656	\$ 114,872,776

Rate Calculation

Department

Indirect	\$ 5,711,743		
All Other	\$ 103,737,656	=	5.51%

Central Services Flat Rate

Indirect	\$ 19,425,673		
All Other	\$ 788,193,817	=	<u>2.46%</u>

Total Rate

7.97%

DETAIL OF DEPARTMENTAL INDIRECT

HEALTH SERVICES

Total actual admin Personal Services: \$ 4,841,914

Total actual admin M&S less unallowable: \$ 911,110

Job Number	Position Description	Personal Services	Materials & Services	Admin & Planning	All Other
6005	Admin Secretary	\$ 204,556	\$ 38,492	\$ -	\$ 243,048
9730	Budget Analyst Sr	84,096	15,824	99,920	-
6112	Buyer 1	111,931	21,062	-	132,993
6015	Contract Specialist	297,366	55,956	353,322	-
9610	Department Director 1	166,508	31,332	197,840	-
9619	Deputy Director	138,538	26,069	164,607	-
9336	Finance Manager	108,083	20,338	128,421	-
6029	Finance Specialist 1	100,863	18,979	-	119,842
6030	Finance Specialist 2	310,712	58,467	369,179	-
9335	Finance Supervisor	320,446	60,299	380,745	-
6027	Finance Technician	548,791	103,267	-	652,058
9550	Health Officer	197,139	37,096	234,235	-
9693	Health Services Administrator	443,755	83,502	527,257	-
9695	Health Services Manager Sr	269,554	50,722	320,276	-
9696	Health Services Specialist	210,381	39,588	-	249,969
9080	Human Resources Analyst 1	137,070	25,793	162,863	-
9670	Human Resources Analyst 2	148,098	27,868	175,966	-
9748	Human Resources Analyst Sr	193,185	36,352	229,537	-
9621	Human Resources Manager 2	120,130	22,605	142,735	-
6409	Network Administrator	12,298	2,314	14,612	-
6001	Office Assistant 2	108,476	20,412	-	128,888
6002	Office Assistant Sr	16,810	3,163	-	19,973
9798	Principal Investigator	13,262	2,496	15,758	-
6021	Program Development Spec	65,216	12,272	77,488	-
9361	Program Supervisor	91,486	17,215	108,701	-
6086	Research/Eval Analyst 2	206,048	38,772	244,820	-
6087	Research/Eval Analyst Sr	44,866	8,442	53,308	-
9041	Research/Eval Supervisor	114,041	21,459	135,500	-
8000	Temporary Worker	23,466	4,416	-	27,882
	Total	\$ 4,807,171	\$ 904,572	\$ 4,137,090	\$ 1,574,653

COMPUTATION OF INDIRECT COST RATE

DISTRICT ATTORNEY

Organizational Cost Categories

Organizational Units	Not Allowable	Indirect	All Other	Total
Administration & Planning	\$ -	\$ 484,899	\$ -	\$ 484,899
All Other	326,008	147,980	20,403,474	20,877,462
Totals	\$ 326,008	\$ 632,879	\$ 20,403,474	\$ 21,362,361

Rate Calculation

Department

Indirect	\$ 632,879		
All Other	\$ 20,403,474	=	3.10%

Central Services Flat Rate

Indirect	\$ 19,425,673		
All Other	\$ 788,193,817	=	<u>2.46%</u>

Total Rate

5.56%

DETAIL OF DEPARTMENTAL INDIRECT

DISTRICT ATTORNEY

Total actual admin Personal Services: \$ 481,412

Total actual admin M&S less unallowable: \$ 151,467

Job Number	Position Description	Personal Services	Materials & Services		Admin & Planning	All Other
6112	Buyer 1	\$ 57,300	\$ 18,028		\$ -	\$ 75,328
9450	Chief Deputy DA	165,208	51,980		217,188	-
6029	Finance Specialist 1	55,264	17,388		-	72,652
6030	Finance Specialist 2	13,831	4,352		18,183	-
9335	Finance Supervisor	87,628	27,570		115,198	-
9452	IT Manager	102,181	32,149		134,330	-
	Total	\$ 481,412	\$ 151,467		\$ 484,899	\$ 147,980

COMPUTATION OF INDIRECT COST RATE

SHERIFF'S OFFICE

Organizational Cost Categories

Organizational Units	Not Allowable	Indirect	All Other	Total
Administration & Planning	\$ -	\$ 2,515,891	\$ -	\$ 2,515,891
All Other	1,495,105	1,348,791	95,490,904	98,334,800
Totals	\$ 1,495,105	\$ 3,864,682	\$ 95,490,904	\$ 100,850,691

Rate Calculation

Department

Indirect	\$ 3,864,682		
All Other	\$ 95,490,904	=	4.05%

Central Services Flat Rate

Indirect	\$ 19,425,673		
All Other	\$ 788,193,817	=	<u>2.46%</u>

Total Rate

6.51%

DETAIL OF DEPARTMENTAL INDIRECT

SHERIFF'S OFFICE

Total actual admin Personal Services: \$ 3,377,312

Total actual admin M&S less unallowable: \$ 487,371

Job Number	Position Description	Personal Services	Materials & Services	Admin & Planning	All Other
6005	Admin Secretary	\$ 63,723	\$ 9,196	\$ -	\$ 72,919
6033	Administrative Analyst	158,674	22,898	181,572	-
6112	Buyer 1	62,954	9,085	-	72,039
9627	Captain	272,204	39,281	311,485	-
9625	Chief Deputy	301,406	43,495	344,901	-
4055	Corrections Sgt	264,985	38,239	-	303,224
1136	Deputy Sheriff 3 LG14	111,177	16,044	-	127,221
9460	Executive Assistant	114,023	16,454	130,477	-
9336	Finance Manager	106,036	15,302	121,338	-
6029	Finance Specialist 1	65,062	9,389	-	74,451
6030	Finance Specialist 2	65,702	9,481	75,183	-
9335	Finance Supervisor	15,315	2,210	17,525	-
6027	Finance Technician	165,913	23,943	-	189,856
9080	Human Resources Analyst 1	49,791	7,185	56,976	-
9670	Human Resources Analyst 2	175,400	25,311	200,711	-
9452	IT Manager	108,284	15,626	123,910	-
9451	IT Supervisor	97,518	14,073	111,591	-
9647	Lieutenant/Corrections	134,819	19,455	154,274	-
9710	Management Assistant	87,770	12,666	100,436	-
6001	Office Assistant 2	139,053	20,066	-	159,119
9360	Program Manager 2	206,256	29,764	236,020	-
9362	Program Manager Sr	144,997	20,924	165,921	-
9063	Project Manager	19,260	2,779	22,039	-
9043	Research/Eval Analyst Sr	141,162	20,371	161,533	-
1131	Sergeant 3	305,828	44,133	-	349,961
	Total	\$ 3,377,312	\$ 487,370	\$ 2,515,891	\$ 1,348,791

COMPUTATION OF INDIRECT COST RATE

COMMUNITY SERVICES

Organizational Cost Categories

Organizational Units	Not Allowable	Indirect	All Other	Total
Administration & Planning	\$ -	\$ 572,114	\$ -	\$ 572,114
All Other	8,215,359	24,484	47,519,729	55,759,572
Totals	\$ 8,215,359	\$ 596,598	\$ 47,519,729	\$ 56,331,686

Rate Calculation

Department

Indirect	\$ 596,598		
All Other	\$ 47,519,729	=	1.26%

Central Services Flat Rate

Indirect	\$ 19,425,673		
All Other	\$ 788,193,817	=	2.46%

Total Rate

3.72%

DETAIL OF DEPARTMENTAL INDIRECT

COMMUNITY SERVICES

Total actual admin Personal Services: \$ 604,417

Total actual admin M&S less unallowable: \$ 202,790

Job Number	Position Description	Personal Services	Materials & Services	Admin & Planning	All Other
9006	Administrative Analyst	\$ 72,042	\$ 24,171	\$ 96,213	\$ -
9610	Department Director 1	165,129	55,403	220,532	-
9748	Human Resources Analyst Sr	86,910	29,159	116,069	-
9621	Human Resources Manager 2	61,982	20,796	82,778	-
6101	Human Resources Tech	18,333	6,151	-	24,484
9710	Management Assistant	42,322	14,200	56,522	-
	Total	\$ 446,718	\$ 149,880	\$ 572,114	\$ 24,484

COMPUTATION OF INDIRECT COST RATE

OTHER COUNTY

Organizational Cost Categories

Organizational Units	Not Allowable	Indirect	All Other	Total
Administration & Planning	\$ -	\$ -	\$ -	\$ -
All Other	151,106,779	-	270,326,500	421,433,279
Totals	\$ 151,106,779	\$ -	\$ 270,326,500	\$ 421,433,279

Rate Calculation

Department

Indirect	\$ -			
All Other	\$ 270,326,500	=	*	0%

Central Services Flat Rate

Indirect	\$ 19,425,673			
All Other	\$ 788,193,817	=		<u>2.46%</u>

Total Rate

2.46%

* 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	\$ -	\$ 221,806	\$ -	\$ 221,806
All Other	6,774,785	25,955	38,508,146	45,308,886
Totals	\$ 6,774,785	\$ 247,761	\$ 38,508,146	\$ 45,530,692

Rate Calculation

Department

Indirect	\$ <u>247,761</u>		
All Other	\$ 38,508,146	=	0.64%

Central Services Flat Rate

Indirect	\$ <u>19,425,673</u>		
All Other	\$ 788,193,817	=	<u>2.46%</u>

Total Rate

3.10%

DETAIL OF DEPARTMENTAL INDIRECT

LIBRARY SERVICES

Total actual admin Personal Services: \$ 1,414,988

Total actual admin M&S less unallowable: \$ 197,108

Job Number	Position Description	Personal Services	Materials & Services	Admin & Planning	All Other
6111	Buyer 2	\$ 25,250	\$ 3,517	\$ 28,767	\$ -
9613	Department Director 2	66,074	9,204	75,278	-
6030	Finance Specialist 2	49,329	6,871	56,200	-
9335	Finance Supervisor	29,346	4,088	33,434	-
9080	Human Resources Analyst 1	24,688	3,439	28,127	-
6101	Human Resources Tech	22,781	3,174	-	25,955
	Total	\$ 217,468	\$ 30,293	\$ 221,806	\$ 25,955

(This page intentionally left blank.)

CONSOLIDATED COUNTYWIDE COST ALLOCATION PLAN

(This page intentionally left blank.)

MULTNOMAH COUNTY
2006-2007 Cost Allocation Plan
Central Service Allocation - Summary

Central Service	Total
Auditor	\$ 594,907
* Budget and Evaluation Services	1,122,915
* CBS Finance and Human Resources	8,620,741
* Human Resources	-
Equipment Use	5,918,405
* Finance	2,362,529
* Purchasing and Contracts	-
* Records	-
Over/Under ISF Charges	806,176
Total Allocation	\$ 19,425,673

Central Service Costs	\$ 19,425,673	= 2.46%
Departmental Allowable Costs	\$ 788,193,817	

* Denotes a division or a part of a division of the Central Service allocation that was included in an Internal Service Fund for fiscal year 2005. CBS Finance and Human Resources will be returning to the General Fund in fiscal year 2007 (split between Finance, Purchasing and Contracts, and Human Resources); Records and the Central Stores function of Purchasing will remain in the Mail Distribution Internal Service Fund.

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	\$ 687,273	\$ 277,216	\$ 410,057
Material & Services	216,017	130,881	85,136
Capital Outlay	3,500	3,500	-
Organization Total	\$ 906,790	\$ 411,597	\$ 495,193

CENTRAL SERVICE ROLL FORWARD COMPUTATION

	Actual 6/30/2003	Actual 6/30/2005	Adj. Roll Forward	Fixed FY 2007
Allowable Costs	\$ 395,479	\$ 495,193	\$ 99,714	\$ 594,907

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 in addition to independent evaluations of County programs, policies, initiatives in various service areas.

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.

BUDGET and EVALUATION SERVICES *

ACTUAL EXPENDITURES FY05

Expenditure Category	Total Cost	Not Allowable	Allowable
Personal Services	\$ 857,830	\$ 209,194	\$ 648,636
Material & Services	191,368	46,668	144,700
Capital Outlay	6,000	6,000	-
Organization Total	\$ 1,055,198	\$ 261,862	\$ 793,336

CENTRAL SERVICE ROLL FORWARD COMPUTATION

	Actual 6/30/2003	Actual 6/30/2005	Adj. Roll Forward	Fixed FY 2007
Allowable Costs	\$ 463,757	\$ 793,336	\$ 329,579	\$ 1,122,915

* Evaluation was recorded in the County Business Services Fund in fiscal year 2005, and was reorganized with Budget in fiscal year 2006. Fiscal year 2005 Evaluation expenses are included in CBS Finance and Human Resources (looking forward only).

Description of Services

CBS FINANCE AND HUMAN RESOURCES

In fiscal years 2005 and 2006 the County Business Services Fund (an internal service fund) directly charged County Departments for the costs of Human Resources, Affirmative Action, Labor Relations, Accounts Payable, Payroll, SAP Support, and Purchasing and Contracts. Beginning in fiscal year 2007 the cost of these functions will return to the general fund and again be included in the Central Services Indirect rate. Descriptions of these services may be found on the pages for Human Resources, Finance, and Purchasing and Contracts.

CBS FINANCE & HUMAN RESOURCES *

ACTUAL EXPENDITURES FY05 (looking forward)

Expenditure Category	Total Cost	Not Allowable	Allowable
Personal Services	\$ 5,813,958	\$ 566,222	\$ 5,247,736
Material & Services	3,858,334	485,329	3,373,005
Capital Outlay	1,326,220	1,326,220	-
Organization Total	\$ 10,998,512	\$ 2,377,771	\$ 8,620,741

ACTUAL EXPENDITURES FY05 (looking back)

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

CENTRAL SERVICE ROLL FORWARD COMPUTATION

	Actual 6/30/2003	Actual 6/30/2005	Adj. Roll Forward	Fixed FY 2007
Allowable Costs	\$ -	\$ -	\$ -	\$ 8,620,741

* Human Resources, Affirmative Action, Labor Relations, Accounts Payable, Payroll, Purchasing and Contracts, and SAP Support were recorded in the County Business Services Internal Service Fund in fiscal year 2005 and were not a part of the Central Services Indirect rate. (Records and the Central Stores function of Purchasing and Contracts were recorded to the Mail Distribution Internal Service Fund in fiscal year 2005). Fiscal year 2006 is the last year for the County Business Services Fund and in fiscal year 2007 these functions will be recorded in the General Fund and be included in the Central Services indirect rate.

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

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 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.

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

The variety of personnel services performed by Human Resources, Affirmative Action, and Labor Relations 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.

HUMAN RESOURCES *

ACTUAL EXPENDITURES FY05

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

CENTRAL SERVICE ROLL FORWARD COMPUTATION

	Actual 6/30/2003	Actual 6/30/2005	Adj. Roll Forward	Fixed FY 2007
Allowable Costs	\$ -	\$ -	\$ -	\$ -

* Human Resources, Affirmative Action, and Labor Relations were recorded in the County Business Services Fund in fiscal year 2005 and will be recorded to the General Fund and the Central Services Indirect rate in fiscal year 2007. Fiscal year 2005 expenses for these divisions are included in CBS Finance and Human Resources (looking forward only).

Description of Services

EQUIPMENT USE

Multnomah County has no depreciation schedule for equipment. As per the Office of Management and Budget (OMB) 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	\$123,249,933	\$ 37,789,593	\$ 85,460,341

ALLOCATION OF ALLOWABLE COSTS

	Basis of Allocation	Percent	Allocation
Allowable Use	\$ 85,460,341	6.67%	\$ 5,700,205

CENTRAL SERVICE ROLL FORWARD COMPUTATION

	Actual 6/30/2003	Actual 6/30/2005	Adj. Roll Forward	Fixed FY 2007
Allowable Use	\$ 5,482,005	\$ 5,700,205	\$ 218,200	\$ 5,918,405

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 FY05

Expenditure Category	Total Cost	Not Allowable	Allowable
Personal Services	\$ 1,296,827	\$ 63,697	\$ 1,233,130
Material & Services	770,781	58,163	712,618
Capital Outlay	25,000	25,000	-
Organization Total	\$ 2,092,608	\$ 146,860	\$ 1,945,748

CENTRAL SERVICE ROLL FORWARD COMPUTATION

	Actual 6/30/2003	Actual 6/30/2005	Adj. Roll Forward	Fixed FY 2007
Allowable Costs	\$ 1,528,967	\$ 1,945,748	\$ 416,781	\$ 2,362,529

* Certain divisions of Finance were recorded in the County Business Services Fund in fiscal year 2005. Payroll, Accounts Payable and SAP Support will be recorded to the General Fund and the Central Services Indirect rate in fiscal year 2007.

Description of Services

PURCHASING AND CONTRACTS

Purchasing and Contracts 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 and Contracts oversees the solicitation and processing of bids for services and products of a specialized nature needed by the County.

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

PURCHASING AND CONTRACTS *

ACTUAL EXPENDITURES FY05

Expenditure Category	Total Cost	Not Allowable	Allowable
Personal Services	\$ -	\$ -	\$ -
Material & Services	1,441,824	1,441,824**	-
Capital Outlay	-	-	-
Organization Total	\$ 1,441,824	\$ 1,441,824	\$ -

CENTRAL SERVICE ROLL FORWARD COMPUTATION

	Actual 6/30/2003	Actual 6/30/2005	Adj. Roll Forward	Fixed FY 2007
Allowable Costs	\$ -	\$ -	\$ -	\$ -

* The Central Stores function of Purchasing and Contracts were recorded in the Mail Distribution Internal Service Fund in fiscal year 2005. The remainder of Purchasing and Contracts was charged through the County Business Services Fund in fiscal year 2005 and will be recorded to the General Fund and the Central Services Indirect rate In fiscal year 2007.

** internal service expense to CBS FI HR -- captured on CBS FI HR page 31

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 was re-organized and recorded to an existing internal service fund, Mail Distribution fund, whose costs are charged directly to other County departments. Therefore, Records is no longer a part of the Central Services Indirect Cost rate.

RECORDS *

ACTUAL EXPENDITURES FY05

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

CENTRAL SERVICE ROLL FORWARD COMPUTATION

	Actual 6/30/2003	Actual 6/30/2005	Adj. Roll Forward	Fixed FY 2007
Allowable Costs	\$ -	\$ -	\$ -	\$ -

* Records was recorded in the Mail Distribution Internal Service Fund in fiscal year 2005. Records no longer has any impact on the Central Services Indirect rate.

(This page intentionally left blank.)

APPENDICES

(This page intentionally left blank.)



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:

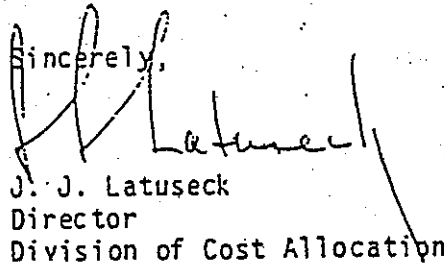
As the cognizant Federal Agency, this is to inform you that pursuant to the Office of Management and Budget Circular A-87, Attachment A, Section J.5.a., current and future central services cost allocation plans and departmental/divisional indirect cost proposals will not have to be submitted for review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

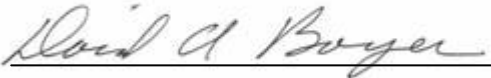
CERTIFICATE OF INDIRECT COSTS

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, 2005 to establish billing or final indirect cost rates for the fiscal year July 1, 2006 through June 30, 2007 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, 2005

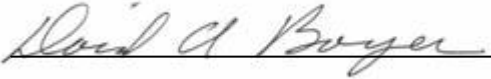
CERTIFICATE OF COST ALLOCATION PLAN

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, 2005 to establish cost allocations or billings for the fiscal year July 1, 2006 through June 30, 2007 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, 2005