

Indirect Cost Rate Proposal - Checklist
OMB Circular A-87 - State & Local Governments
State Workforce Agencies

1. Submit once unless changes are observed:
 - ___ 1a. Organizational chart,
 - ___ 1b. Employee time sheet sample, providing for distribution of hours to direct/indirect functions.
 - ___ 1c. Cost Policy Statement signed by a duly authorized official (sample provided in the DCD website).

2. An indirect cost rate proposal providing the following schedules:
 - ___ 2a. Personnel Costs Worksheet, including fringe benefits breakdown. Agencies may aggregate salary expense by department such as accounting, human resources, office of director, etc.
 - ___ 2b. Allocation of Personnel Worksheet, providing indirect/direct time charges.
 - ___ 2c. Fringe Benefits Worksheet, if fringes are not directly and indirectly identified.
 - ___ 2d. Statement of Total Costs, segregated between the indirect and direct costs incurred by line item of expense (salaries, fringes, rent, etc.), identified by Federal agency, specific government grant, contract, and other non-Federal activities.
Note that the allocation base and the amount of indirect costs allocated to each funding source should be identified.
 - ___ 2e. Statement of Indirect Costs, including indirect line item of expenses, allocation base, and indirect cost rate proposed.

3. ___ Financial statements (audited if available) for the applicable fiscal year. Note: The Statement of Total Costs (2d. above) must reconcile to Financial Statements. If not, please provide a reconciliation statement.

4. ___ Signed and dated Certificate of Indirect Costs (sample form is provided in the DCD website).

5. ___ A listing of grants and contracts by all funding sources, total dollar amount, period of performance, and the indirect cost limitations (if any) applicable to each, such as amounts restricted by administrative or statutory regulations, applicable to the period(s) of the proposal(s). This listing should also be supported by the approved Federal grant or contract notification award(s).

6. ___ A schedule listing any funding sources excluded from indirect cost allocation base and the reason for the exclusion.

7. ___ Copy of HHS approved SWCAP, if SWCAP costs are allocated to federal programs.

8. ___ A list of all non-UI programs that utilize the UI tax collection system. A separate tax sharing agreement must be negotiated prior to the collection of non-UI funds using the UI tax collection system.