

**Indirect Cost Rate Proposal - Checklist**  
**OMB Circular A-87 - State & Local Governments**  
**All organizations except 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. 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.