

NEGOTIATION AGREEMENT

COUNTYWIDE COST ALLOCATION PLAN

June 30, 2016

SFO17

Date:

Filing Ref:

City and County of San Francisco San Francisco, California

Pursuant to federal Office of Management and Budget (OMB) 2 CFR Part 225, the State Controller's Office formally approves the Countywide Cost Allocation Plan as described in Section I for use in the **2016-17** fiscal year. This approval is subject to the conditions contained in Section III.

Departmental indirect cost proposals should clearly identify those costs that have been distributed through Sections I and II of this agreement in accordance with the guidelines of the responsible grantor agency for that department. Further, data processing systems may be subject to grantor agency approval prior to the reimbursement of certain costs allocated, billed, or cost applied from the Data Processing Department.

SECTION I: COSTS DISTRIBUTED THROUGH COUNTYWIDE COST ALLOCATIONS

The indirect overhead and support service costs listed in **Summary Schedule** (attached) are formally approved as actual costs for the **2014-15** fiscal year and as estimated costs for the **2016-17** fiscal year on a "fixed with carry-forward" basis. These costs may be included as part of the costs of the county departments indicated effective **July 1, 2016**, for further allocation to federal grants and contracts performed by the respective county departments.

SECTION II: COSTS DISTRIBUTED THROUGH BILLING OR COST TRANSFER MECHANISMS

- 1. Employee Fringe Benefits
- 2. Board of Supervisors
- 3. Controller
- 4. Health Service System
- 5. Administrative Services
- 6. City Attorney
- 7. Civil Service Commission
- 8. Human Resources

- 9. Administrative Services Risk Management
- 10. Human Resources Workers' Compensation
- 11. Central Shops Funds (ISF)
- 12. Finance Corporation (ISF)
- 13. Reproduction Fund (ISF)
- 14. Telecommunications and Information Fund (ISF)

In addition to Section I, which provides for services furnished but not billed, the services listed above are furnished and billed to state/local departments and agencies.

Direct charges from the above centers should be billed or cost applied in accordance with the procedures established by the county as described in its Countywide Cost Allocation Plan and may be included as part of the costs of the county departments indicated in Section I.

SECTION III: CONDITIONS

- **A. LIMITATIONS:** Use of the amounts contained in this Negotiation Agreement are subject to any statutory or administrative limitations and, when ultimately allocated to individual grants or contracts through the indirect cost proposals of each county department, are applicable only to the extent that funds are available. Acceptance of the amounts agreed to herein is predicated on the conditions: (1) that no costs other than those incurred by the county were included for distribution in its Countywide Cost Allocation Plan as finally accepted, and that such costs are legal obligations of the county and allowable under the governing cost principles, (2) that similar types of costs have been accorded consistent accounting treatment, and (3) that the information provided by the county that was used as the basis for acceptance of the amounts agreed to herein is not subsequently found to be materially incomplete or inaccurate.
- **B. CHANGES:** Fixed amounts contained in this Negotiation Agreement are based on the organizational structure and the accounting system in effect at the time the proposal was submitted. Significant changes in the organizational structure or changes in the method of accounting for costs that materially affect the amount of reimbursement resulting from use of the amounts in this Negotiation Agreement will require prior approval of the authorized representative of the responsible negotiation agency. Failure to obtain such approval may result in subsequent audit disallowances.
- **C. FIXED AMOUNTS:** The fixed amounts contained in Section I of this agreement are based on an estimate of the costs that will be incurred during the period to which the amounts apply.

When the actual costs for this period are determined, any differences between the fixed costs used as an estimate and the actual costs will be considered in a subsequent agreement.

- **D. BILLED COSTS:** Charges for the services cited in Section II will be billed or cost applied in accordance with the procedures established by the county and recorded on the books of the cost center providing the service. Such charges will be based on the actual allowable costs, as defined by OMB 2 CFR Part 225, incurred by the cost center responsible for providing the service. Any differences between the billed allowable costs and the actual allowable costs for a particular accounting period will be considered in a subsequent agreement.
- **E. NOTIFICATION TO STATE AND FEDERAL AGENCIES:** Copies of this document will be provided to other state and federal agencies as a means of notifying them of this approval.
- **F. SPECIAL REMARKS:** There are no adjustments in the 2016-17 Cost Allocation Plan.

SECTION IV: ACCEPTANCE	
COUNTY OF SAN FRANCISCO	BETTY T. YEE CALIFORNIA STATE CONTROLLER
BY Original signed by	BY Original signed by Anita Dagan for
Ben Rosenfield Name Controller	 Hitomi Sekine, Bureau Chief Local Government Policy and Reporting Division of Accounting and Reporting
Title	
Date	Negotiated by Sandeep Singh Telephone (916) 445-2987

cc: State and Federal Agencies

Attachment

Department	Academy of Sciences	ADM-Central Shops	ADM-Real Estate	Adult Probation	Airport	Animal Care	Arts Commission	Asian Art Museum	Assessor-Recorder	Building Inspection
1 Building Depreciation	-	9	21,475	73,771	P\$ 14	3	₹	器	730,699	26,573
2 Equipment Depreciation	**	-	51,846	42,986	× 144	2	<u> </u>	49,370	3,442	·
3 Board of Supervisors	1,248	-	*	9,677	237,947		3,861	3,218	8,183	25,964
4 Controller	13,059	=	ē.	99,182	498,283	=	35,541	41,744	81,231	47,038
5 Health Service System	64,788	<u>살</u> 평	Ē	739,667	30,893	2	198,120	255,872	694,920	(39,705)
6 Administrative Services	1,755	2,301,991	2,003,961	43,809	477,900	386,902	49,776	3,646	43,255	92,070
7 City Attorney	3 0	=	323,191	(35,898)	66,697	-	177,148	41,930	23,311	(358,798)
8 Civil Service Commission	306	=		3,837	41,536		945	1,529	3,948	7,062
9 Human Resources	6,362	2	(986)	(784)	595,130	(12)	(84,700)	31,809	(44,517)	(132,031)
10 Mayor's Budget Office	758	≅	<u>~</u>	5,129	153,167	2	2,346	1,576	3,976	15,417
11 Admin Svcs - Risk Management	=0	-	=	X =	(21,452)	-	(78)	(1,418)		(18)
12 Human Resources - Workers' Comp	16,262	ā		()	12 - 5	7,245	5,884	1-0	-	
TOTAL CURRENT ALLOCATIONS	104,538	2,301,991	2,399,487	981,376	2,080,101	394,136	388,844	429,276	1,548,448	(316,429)
Prior Allocation in FY 2014-15 Plan	112,556	2,730,087	1,359,072	926,014	1,991,034	496,796	271,588	419,432	1,696,017	(96,774)
Adjustment for Difference to Prior Plan	(8,018)	(428,096)	1,040,416	55,362	89,067	(102,661)	117,255	9,844	(147,569)	(219,655)
TOTAL ALLOCATION IN FY 2016-17 PLAN	96,520	1,873,894	3,439,903	1,036,738	2,16 9 ,168	291,475	506,099	439,120	1,400,878	(536,084)

Department	Child Support Services	Children & Families Commission	Children, Youth & Families	City Planning	Convention Facilities	District Attorney	Economic & Workforce Development	Elections	Emergency Communications	Environment
1 Building Depreciation	ž -	=	=	255,737	973	108,197	73,082	361,162	45,707	U ≡ .
2 Equipment Depreciation	2	≅	2	37,226	# <u>*</u>	72,659	2,442	38,429	201,243	-
3 Board of Supervisors	4,555	13,619	40,317	12,338	-	15,966	10,141	4,728	21,954	5,403
4 Controller	(428)	75,453	246,339	55,235		213,689	106,777	53,755	248,597	22,048
 5 Health Service System 	(471,538)	1,391	13,651	119,501	174	1,333,561	518,307	210,562	1,295,768	(134,394)
6 Administrative Services	22,434	25,233	78,609	77,816	2,078,981	119,317	27,647	15,867	72,404	18,346
7 City Attorney	(3,028)	(956)	(2,518)	(350,067)	(11,200)	203,020	465,414	112,554	(45,999)	(26,334)
8 Civil Service Commission	2,169	417	1,084	5,171		7,034	2,530	1,446	6,645	2,530
9 Human Resources	11,478	(41,337)	(43,303)	(200,872)	>=	143,678	51,754	(67,783)	(174,863)	(103,134)
10 Mayor's Budget Office	2,228	9,771	27,012	6,396	-	8,102	6,139	2,725	12,691	2,665
11 Admin Svcs - Risk Management	=	2	-	(39)	(4,454)	=	(27)	=	(114)	(106)
12 Human Resources - Workers' Comp	-	-	531	15,969	1=	=	9 - 1	28,856	ρ=r	14
TOTAL CURRENT ALLOCATIONS	(432,130)	83,591	361,723	34,410	2,063,327	2,225,222	1,264,208	762,300	1,684,033	(212,976)
Prior Allocation in FY 2014-15 Plan	263,696	22,174	160,021	(118,044)	495,350	2,028,747	1,111,403	1,767,111	2,330,003	72,545
Adjustment for Difference to Prior Plan	(695,826)	61,417	201,702	152,455	1,567,977	196,476	152,804	(1,004,811)	(645,971)	(285,522)
TOTAL ALLOCATION IN FY 2016-17 PLAN	(1,127,956)	145,008	563,424	186,865	3,631,304	2,421,698	1,417,012	(242,510)	1,038,062	(498,498)

Department .	Ethics	Fine Arts Museums	Fire	Public Health - Health at Home	Public Health - Jail Health	Public Health - Laguna Honda Hospital	Public Health - Mental Health	Public Health - Primary Care	Public Health - Public Health	Public Health - SF General Hospital
1 Building Depreciation	9,153	≅	497	K = .	-	.=	-	1-1	278,212	-
2 Equipment Depreciation	2	4,338	1,046,767		=	ē	≅.	(=)	74,409	=
3 Board of Supervisors	1,530	6,433	113,166	2,449	9,463	80,777	73,239	28,590	104,480	251,054
4 Controller	16,385	89,825	1,354,563	34,102	116,703	373,898	552,510	393,017	(63,387)	1,619,109
5 Health Service System	80,985	453,407	7,751,845	229,153	682,775	107,555	2,778,354	2,599,441	3,562,414	(751,448)
6 Administrative Services	12,438	6,792	216,965	4,562	12,796	117,035	139,834	40,811	296,303	122,818
7 City Attorney	174,465	170,257	1,801,414	826	41,400	(236,568)	(26,298)	52,622	84,896	(852,710)
8 Civil Service Commission	473	3,475	41,759	1,168	3,503	36,810	14,207	13,289	18,210	77,401
9 Human Resources	8,957	48,263	795,300	24,290	72,871	742,790	281,991	276,448	282,879	1,243,170
10 Mayor's Budget Office	763	2,936	57,362	1,197	5,143	40,362	46,415	14,152	67,268	144,402
11 Admin Svcs - Risk Management	÷	(4,597)	₩	2 <u>2</u> 5	(-	(1,055)	7.00 10.00	. 2	(47)	(98)
12 Human Resources - Workers' Comp	4,060	=	-	(*)	(12)	₽	12	226	92E	
TOTAL CURRENT ALLOCATIONS	309,209	781,128	13,179,637	296,921	944,655	1,261,605	3,860,252	3,418,371	4,705,638	1,853,697
Prior Allocation in FY 2014-15 Plan	216,036	807,367	11,096,955	618,827	976,004	544,863	3,555,700	3,178,035	5,658,985	949,300
Adjustment for Difference to Prior Plan	93,173	(26,240)	2,082,682	(321,906)	(31,350)	716,742	304,552	240,336	(953,347)	904,397
TOTAL ALLOCATION IN FY 2016-17 PLAN SUMMARY SCHEDULE	402,381	754,888	15,262, 31 9	(24,985)	913,305	1,978,347	4,164,804	3,658,706	3,752,291	2,758,095

Department	Public Health - Substance Abuse	Human Rights Commission	Human Services	Juvenile Probation	Law Library	Mayor	Medical Examiner	MTA - MUNI	MTA - Parking & Traffic	MTA - Taxicab Commission
1 Building Depreciation	*	31,358	672,898	-	(#)	800,366	60,650	1,063,137	3,939	-
2 Equipment Depreciation	=	25.	=	17,003	(=)	9. -	(8)	-	106	(三)
3 Board of Supervisors	16,627	702	232,160	13,195	388	22,762	157	278,362	55,168	1,524
4 Controller	130,944	9,345	2,116,749	184,042	3,471	195,895	.572	1,112,047	628,197	17,425
5 Health Service System	235,262	59,389	1,157,420	1,144,595	10,798	566,898	(2)	(1,154,157)	3,462,964	94,233
6 Administrative Services	29,475	1,711	474,905	50,332	593	53,093	538,044	(147,183)	121,009	2,024
7 City Attorney		(4,282)	(915,372)	303,931	6,784	743,819	53,678	(3,105,633)	576,003	257,174
8 Civil Service Commission	1,195	306	60,191	6,311	56	2,864	2 7 7	(21,230)	16,931	473
9 Human Resources	24,869	(28,644)	715,684	113,995	1,157	53,844	-	1,714,990	352,210	9,832
10 Mayor's Budget Office	11,577	358	139,367	6,440	256	15,037	180	143,228	31,771	875
11 Admin Svcs - Risk Management	-	1.77	(26)	(181)	(51)	a=	(= 1	(10,201)	(#C)	·
12 Human Resources - Workers' Comp	COLUMN TO SERVICE SERV	19,652	Ľ	·	34,808	.=	75,703	=	(*)	•
TOTAL CURRENT ALLOCATIONS	449,949	89,896	4,653,977	1,839,664	58,260	2,454,579	728,074	(126,639)	5,248,298	383,560
Prior Allocation in FY 2014-15 Plan	420,818	(29,916)	2,341,837	1,876,856	69,066	2,691,226	838,037	(3,268,800)	5,359,846	474,795
Adjustment for Difference to Prior Plan	29,131	119,812	2,312,140	(37,192)	(10,806)	(236,647)	(109,963)	3,142,160	(111,548)	(91,234)
TOTAL ALLOCATION IN FY 2016-17 PLAN	479,080	209,708	6,966,117	1,802,473	47,454	2,217,931	618,111	3,015,521	5,136,750	292,326

Department	Permit Appeals	Police	Port	Public Defender	Public Library	Public Works - Admin	Public Works - Architecture	Public Works - Bldg Repair	Public Works - Construction	Public Works - Engineering
1 Building Depreciation	8,488	593,944	=0	158,867	-	211,934	147,895	100	-	147,585
2 Equipment Depreciation	. E st	1,367,767	. = 8	2,267	104,032	47,043	=) -)	-	-
3 Board of Supervisors	317	170,888	28,240	9,915	37,241	10,186	5,725	7,176	78	25,235
4 Controller	3,909	2,243,979	153,421	131,406	210,592	(628,164)	112,463	86,191	2,190	265,515
5 Health Service System	(14,582)	12,742,183	71,270	847,648	553,325	(5,208,940)	932,354	473,081	23,324	1,193,128
6 Administrative Services	1,268	429,001	146,562	23,596	223,403	(281,847)	31,342	38,993	896	58,965
7 City Attorney	65,084	5,261,191	(465,284)	18,939	(24,802)	550,358	101	(15,734)	(32,811)	(8,664)
8 Civil Service Commission	139	72,396	6,283	4,282	17,654	3,169	4,921	2,502	111	6,283
9 Human Resources	2,892	1,397,381	33,742	88,025	(162,580)	(16,315)	102,367	52,051	2,313	130,705
10 Mayor's Budget Office	161	88,193	17,252	5,075	18,258	5,844	1,676	3,979	=	15,282
11 Admin Svcs - Risk Management	6	=	(12,641)	15.	(237)	(493)			-	-
12 Human Resources - Workers' Comp	2	2	~ 절	323		9 8	<u>u</u>	5.50	5	=
TOTAL CURRENT ALLOCATIONS	67,675	24,366,924	(21,154)	1,290,020	976,886	(5,307,225)	1,338,843	648,239	(3,899)	1,834,036
Prior Allocation in FY 2014-15 Plan	(21,826)	23,399,562	(515,023)	1,309,258	766,609	(5,295,621)	951,710	770,282	(357,446)	1,579,762
Adjustment for Difference to Prior Plan	89,501	967,361	493,869	(19,238)	210,277	(11,604)	. 387,134	(122,043)	353,548	254,273
TOTAL ALLOCATION IN FY 2016-17 PLAN	157,176	25,334,285	472,715	1,270,781	1,187,164	(5,318,829)	1,725,977	526,196	349,649	2,088,309

Department	Public Works - Street Env	Public Works - Street Sewer	Public Works - Street Use & Map	Public Works - Urban Forest	PUC	PUC-Clean Water I	PUC-Hetch Hetchy	PUC-Water	Recreation & Park	Rent Arbitration Board
1 Building Depreciation	-	10=1	-	121	66	2	19 2	2 0	21,644	20,195
2 Equipment Depreciation	=	18	×	i#X	(=)	=	⊆	= 0	156,570	8=
3 Board of Supervisors	17,027	6,826	7,858	7,710	50,098	57,361	40,339	114,185	62,936	2,090
4 Controller	222,564	77,578	92,492	96,056	(1,566,529)	583,291	403,547	1,046,619	443,155	9,072
5 Health Service System	1,355,995	396,911	496,331	551,714	(143,923)	(127,867)	36,777	49,595	2,713,422	(6,240)
6 Administrative Services	31,722	12,684	51,399	23,047	(460,916)	188,622	276,845	488,623	125,768	39,300
7 City Attorney	678,893	s 	60,196	9,641	(934,298)	(384,952)	(707,658)	187,332	(373,388)	(10,292)
8 Civil Service Commission	7,145	2,085	2,613	2,919	(151,345)	12,928	8,646	18,071	26,301	834
9 Human Resources	148,634	43,376	54,364	60,726	(484,468)	233,346	164,380	330,713	295,637	(44,517)
10 Mayor's Budget Office	8,822	3,936	4,422	4,157	27,042	35,430	25,144	74,455	32,666	1,105
11 Admin Svcs - Risk Management	5	10.00	=	=	(1,766)	(811)	(3,110)	(2,042)	(664)	(8)
12 Human Resources - Workers' Comp	<u> </u>	15	2	. 5 50	-		1971	-	571	-
						in				
TOTAL CURRENT ALLOCATIONS	2,470,803	543,394	769,675	755,970	(3,666,039)	597,349	244,911	2,307,552	3,504,046	11,541
Prior Allocation in FY 2014-15 Plan	2,481,282	576,267	633,501	691,007	(4,580,881)	980,901	276,338	2,209,964	3,299,852	(928)
Adjustment for Difference to Prior Plan	(10,479)	(32,873)	136,174	64,963	914,842	(383,553)	(31,427)	97,588	204,193	12,469
TOTAL ALLOCATION IN FY 2016-17 PLAN	2,460,324	510,521	905,850	820,933	(2,751,197)	213,796	213,485	2,405,140	3,708,239	24,010

Department	Retirement Commission	SF Community College District	Community Investment & Infrastructure	SF Unified School District	Sheriff	Status of Women	Technology	Treasurer/Tax Collector	Trial Courts	War Memorial
1 Building Depreciation	(-)	,50	75,792	5	774,058	5,915	145,576	816,608	367,684	-
2 Equipment Depreciation	826	120	-	<u> </u>	142,238	-	132,433	3,631	7	620
3 Board of Supervisors	7,931	27		26	67,344	1,424	25,465	12,951	37,393	4,148
4 Controller	32,855	m/	19 1	179	818,130	11,761	174,132	(116,380)	446,657	30,156
5 Health Service System	(19,057)	935,016		7,071,305	5,188,470	32,394	68,092	1,042,013	2,451,161	(52,218)
6 Administrative Services	31,564	9 <u>V.</u> St		45	136,836	3,051	226,389	34,609	48,172	19,911
7 City Attorney	(461,826)	60,048	319	894	1,250,232	10,140	(102,940)	409,764	8,957	(18,828)
8 Civil Service Commission	2,391	21,157	3-11	98,078	26,412	139	5,783	5,449	12,872	1,529
9 Human Resources	(34,843)	440,118	; = 5:	2,040,391	409,167	(5,000)	(229,914)	20,111	267,772	31,197
10 Mayor's Budget Office	4,589	-	9	19	32,118	973	15,590	6,703	20,820	2,257
11 Admin Svcs - Risk Management	(30)	<u>2</u>	14%	19	(569)	_	□	(175)	(145)	· ·
12 Human Resources - Workers' Comp	-	*		12	<u>.</u>	20	<u> </u>	2	(230)	=
TOTAL CURRENT ALLOCATIONS	(436,425)	1,456,340	76,111	9,210,938	8,844,434	60,797	460,604	2,235,285	3,661,115	18,772
Prior Allocation in FY 2014-15 Plan	(144,053)	2,821,660	152,401	5,080,962	9,158,735	68,561	541,508	2,411,028	3,426,109	1,403
Adjustment for Difference to Prior Plan	(292,372)	(1,365,321)	(76,291)	4,129,977	(314,300)	(7,764)	(80,904)	(175,743)	235,006	17,369
TOTAL ALLOCATION IN FY 2016-17 PLAN SUMMARY SCHEDULE	(728,798)	91,019	(180)	13,340,915	8,530,134	53,033	379,701	2,059,542	3,896,121	36,141

Department	All Other Agencies	Total Allocated to non-Central CostDepts	Additional allocated to Central Cost Depts	Total Costs	Doublecheck	Difference
1 Building Depreciation	<i>1</i> 70	8,112,864	4,144,485	12,257,350	12,257,350	-
2 Equipment Depreciation	<u>1260</u>	3,598,865	664,917	4,263,782	4,263,782	<u></u>
3 Board of Supervisors	-1	2,529,300	153,238	2,682,538	2,682,538	=
4 Controller	=	16,109,223	1,248,850	17,358,073	17,358,073	_
5 Health Service System	-	61,555,931	4,295,495	65,851,426	65,851,426	=
6 Administrative Services	<u>~</u>	11,985,927	(94,462)	11,891,465	11,891,465	7
7 City Attorney	15,411	4,750,073	380,248	5,130,321	5,130,321	=
8 Civil Service Commission		587,329	42,898	630,228	630,228	-
9 Human Resources		12,052,554	37,752	12,090,307	12,090,307	-
10 Mayor's Budget Office	<u>=</u>	1,444,977	93,531	1,538,508	1,538,508	-
11 Admin Svcs - Risk Management		(66,651)	(3,823)	(70,474)	(70,474)	•
12 Human Resources - Workers' Comp	•	208,741	(208,741)	0	(0)	=
TOTAL CURRENT ALLOCATIONS	15,411	122,869,134	10,754,389	133,623,523		
Prior Allocation in FY 2014-15 Plan	493,332	109,580,883				
Adjustment for Difference to Prior Plan	(477,921)	13,288,251				
TOTAL ALLOCATION IN FY 2016-17 PLAN	(462,511)	136,157,386				