



BETTY T. YEE
California State Controller

NEGOTIATION AGREEMENT
COUNTYWIDE COST ALLOCATION PLAN

County of San Francisco
San Francisco, CA

Date: September 12, 2017
Filing Ref: SFO18

Pursuant to federal Office of Management and Budget (OMB) Circular 2 CFR Part 200, the State Controller's Office formally approves the Countywide Cost Allocation Plan as described in Section I for use in the **2017-18** 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 **2015-16** fiscal year and as estimated costs for the **2017-18** 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 01, 2017**, 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 | 6. Civil Service Commission |
| 2. Controller's Office | 7. Human Resources |
| 3. Health Service System | 8. Admin Services - Risk Management |
| 4. Administrative Services | 9. Human Resources – Worker's |
| 5. City Attorney | Compensation |

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 Circular 2 CFR Part 200, 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: None.

SECTION IV: ACCEPTANCE

COUNTY OF SAN FRANCISCO

**BETTY T. YEE
CALIFORNIA STATE CONTROLLER**

BY Original signed by

BY Original signed by

Ben Rosenfield

**Jim Reisinger, Manager
Local Government Policy and Reporting
Local Govt Program and Services Division**

Name

Controller

Title

9-18-2017

9-21-2017

Date

Date

**Negotiated by Loc Trinh
Telephone (916) 445-2987**

cc: State and Federal Agencies

Attachment

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INTRODUCTION - Changes from Prior Year Plan

- **Schedule 1 Building Depreciation:** No change to prior year methodology
- **Schedule 2 Equipment Depreciation:** No change to prior year methodology
- **Schedule 3 Board of Supervisors:** No change to prior year methodology
- **Schedule 4 Controller:** No change to prior year's updated methodology
(Audit Service Costs are not allocated out due to the changes per 2 CFR Part 200).
- **Schedule 5 Health Service System:** No change to prior year methodology
- **Schedule 6 Administrative Services:** Updated methodology for Purchasing Service
(from number of purchase orders processed to number of contract and requisition requests Purchasing Service reviewed)
- **Schedule 7 City Attorney:** No change to prior year methodology
- **Schedule 8 Civil Service Commission:** No change to prior year methodology

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- **Schedule 9 Human Resources:** No change to prior year methodology
- **Schedule 10 Mayor - Budget Office:** No change to prior year methodology
- **Schedule 11 Admin Services - Risk Management:** No change to prior year methodology
- **Schedule 12 Human Resources - Workers' Comp:** No change to prior year's updated methodology, but all DPW costs are allocated DPW - Admin Division due to change in work order set up for worker's comp cost for DPW.

SUMMARY SCHEDULE

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	-	-	21,475	73,901	-	-	-	-	730,699	28,108
2 Equipment Depreciation	22,528	-	73,036	42,986	-	-	-	85,052	3,442	-
3 Board of Supervisors	1,682	-	-	11,870	279,358	-	4,992	3,830	9,285	24,402
4 Controller	23,647	-	-	173,996	33,079	-	40,141	49,337	104,619	(888)
5 Health Service System	61,502	-	-	686,772	(698,247)	-	196,617	235,768	701,700	(153,610)
6 Administrative Services	1,960	2,117,943	2,653,489	62,008	292,297	270,400	40,149	3,853	40,166	64,723
7 City Attorney	5,439	106,138	246,098	(50,172)	(123,008)	-	129,523	45,942	(169,563)	(471,596)
8 Civil Service Commission	315	-	-	4,003	44,123	-	1,029	1,573	4,232	7,521
9 Human Resources	6,832	-	-	(1,569)	524,252	-	(153,143)	34,158	38,190	(118,787)
10 Mayor's Budget Office	929	-	-	5,952	157,028	-	2,725	1,826	4,284	12,477
11 Admin Svcs - Risk Management	-	-	(1,082)	(33)	(18,162)	-	(73)	(1,141)	-	(11)
12 Human Resources - Workers' Comp	30,190	-	-	(433)	(2,146)	19,299	4,117	(10)	(161)	(207)
TOTAL CURRENT ALLOCATIONS	155,023	2,224,081	2,993,016	1,009,282	488,575	289,700	266,077	460,186	1,466,894	(607,870)
Prior Allocation in FY 2015-16 Plan	104,225	2,498,418	1,625,384	890,742	719,628	446,122	296,157	382,363	1,773,767	(211,990)
Adjustment for Difference to Prior Plan	50,798	(274,336)	1,367,632	118,539	(231,053)	(156,423)	(30,080)	77,823	(306,873)	(395,880)
TOTAL ALLOCATION IN FY 2017-18 PLAN	205,822	1,949,745	4,360,648	1,127,821	257,521	133,277	235,997	538,009	1,160,021	(1,003,750)

SUMMARY SCHEDULE

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	-	-	-	276,274	-	190,890	73,082	360,582	56,346	-
2 Equipment Depreciation	-	-	-	59,960	-	72,534	2,442	67,366	188,843	-
3 Board of Supervisors	4,904	15,141	49,872	15,083	-	19,093	13,347	6,578	27,581	6,389
4 Controller	3,689	98,219	438,548	177,037	-	330,502	192,538	107,595	415,289	18,896
5 Health Service System	(608,153)	(23,620)	4,015	28,607	-	1,271,040	548,392	235,758	1,209,539	(73,306)
6 Administrative Services	39,238	29,029	106,738	82,660	3,648,548	96,971	(43,993)	26,820	133,667	17,525
7 City Attorney	(8,328)	(1,905)	(3,542)	(649,174)	(10,865)	233,876	809,549	132,398	(56,189)	(46,195)
8 Civil Service Commission	2,145	400	1,201	5,805	-	7,549	2,774	2,087	6,720	2,516
9 Human Resources	13,846	(41,407)	(144,565)	(187,160)	-	135,165	(95,667)	(47,863)	(79,794)	(100,203)
10 Mayor's Budget Office	2,294	9,184	30,290	7,321	-	9,199	7,277	3,343	14,704	3,062
11 Admin Svcs - Risk Management	-	-	-	(26)	(3,787)	-	-	(90)	(121)	(22)
12 Human Resources - Workers' Comp	(72)	-	551	22,032	-	(248)	(6)	103,469	(551)	(80)
TOTAL CURRENT ALLOCATIONS	(550,437)	85,042	483,109	(161,583)	3,633,894	2,366,572	1,509,735	998,243	1,916,034	(171,398)
Prior Allocation in FY 2015-16 Plan	(60,496)	109,796	329,199	(188,324)	439,785	2,145,466	1,074,483	848,531	2,410,784	(29,142)
Adjustment for Difference to Prior Plan	(489,941)	(24,754)	153,910	26,742	3,194,109	221,105	435,252	149,712	(494,750)	(142,256)
TOTAL ALLOCATION IN FY 2017-18 PLAN	(1,040,378)	60,287	637,019	(134,841)	6,828,003	2,587,677	1,944,987	1,147,954	1,421,285	(313,654)

SUMMARY SCHEDULE

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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	-	-	-	-	-	313,234	-
2 Equipment Depreciation	-	4,338	1,416,357	-	-	-	-	-	122,853	-
3 Board of Supervisors	1,368	7,008	127,327	2,770	11,057	92,703	91,587	33,975	144,792	290,440
4 Controller	22,282	93,013	2,132,051	51,491	183,015	716,019	1,056,734	623,218	574,917	2,941,110
5 Health Service System	66,627	486,821	7,660,621	(22,207,857)	657,743	6,577,816	2,682,762	2,646,509	3,646,071	14,127,875
6 Administrative Services	1,386	6,838	201,915	3,784	16,064	142,025	246,103	53,022	333,374	218,189
7 City Attorney	147,403	108,116	2,221,474	-	42,177	(160,652)	(77,543)	39,287	24,717	(1,181,739)
8 Civil Service Commission	429	3,174	45,066	1,230	3,632	38,318	14,812	14,612	20,131	82,526
9 Human Resources	(9,067)	44,936	902,689	26,705	78,873	752,492	315,130	317,356	(157,975)	1,513,566
10 Mayor's Budget Office	697	3,241	63,134	1,290	5,578	44,104	51,364	15,971	78,338	150,866
11 Admin Svcs - Risk Management	-	(3,670)	-	-	-	(938)	-	-	(39)	(64)
12 Human Resources - Workers' Comp	3,838	(280)	(8,553)	-	-	(3,304)	(241)	-	(1,576)	(5,700)
TOTAL CURRENT ALLOCATIONS	244,116	753,535	14,762,577	(22,120,578)	998,138	8,198,583	4,380,710	3,743,950	5,098,636	18,137,069
Prior Allocation in FY 2015-16 Plan	333,237	828,342	12,107,780	64,770	1,007,940	640,830	3,990,092	3,404,242	4,746,305	955,358
Adjustment for Difference to Prior Plan	(89,121)	(74,808)	2,654,798	(22,185,348)	(9,802)	7,557,753	390,618	339,708	352,331	17,181,710
TOTAL ALLOCATION IN FY 2017-18 PLAN	154,994	678,727	17,417,375	(44,305,926)	988,336	15,756,336	4,771,328	4,083,657	5,450,967	35,318,779

SUMMARY SCHEDULE

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	-	35,967	726,275	-	-	799,244	60,757	1,063,137	3,939	-
2 Equipment Depreciation	-	-	114,312	13,577	-	-	-	106	-	-
3 Board of Supervisors	22,521	926	332,902	15,547	496	34,320	-	334,922	71,490	1,817
4 Controller	267,576	15,515	2,244,945	251,376	6,347	424,988	-	850,732	1,117,193	28,125
5 Health Service System	258,954	56,377	(376,436)	1,060,909	10,250	589,394	-	(5,284,385)	3,584,540	88,315
6 Administrative Services	62,576	3,105	571,951	28,628	604	45,948	439,911	(183,936)	87,363	2,013
7 City Attorney	-	(7,950)	(747,305)	284,659	164	365,589	51,674	(4,053,776)	828,459	357,638
8 Civil Service Commission	1,430	315	64,254	6,177	57	3,260	-	(29,930)	19,731	488
9 Human Resources	31,052	(30,684)	829,670	131,965	1,242	58,100	-	1,781,759	428,524	10,558
10 Mayor's Budget Office	13,378	464	166,429	7,481	286	19,916	-	161,888	37,332	954
11 Admin Svcs - Risk Management	-	-	(22)	(164)	(41)	-	-	(8,721)	-	-
12 Human Resources - Workers' Comp	-	843	(2,535)	(1,043)	714	(5)	230,125	(115)	-	-
TOTAL CURRENT ALLOCATIONS	657,486	74,877	3,924,440	1,799,110	20,120	2,340,733	782,468	(5,368,319)	6,178,570	489,907
Prior Allocation in FY 2015-16 Plan	483,487	(51,121)	2,371,238	1,987,124	66,193	2,306,862	805,451	(5,788,525)	5,817,766	454,638
Adjustment for Difference to Prior Plan	173,999	125,998	1,553,202	(188,014)	(46,073)	33,871	(22,983)	420,206	360,804	35,269
TOTAL ALLOCATION IN FY 2017-18 PLAN	831,485	200,875	5,477,642	1,611,096	(25,954)	2,374,603	759,484	(4,948,112)	6,539,374	525,176

SUMMARY SCHEDULE

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	9,170	491,811	-	158,867	-	231,483	182,320	-	-	181,938
2 Equipment Depreciation	-	1,927,534	-	18,211	82,490	214,146	-	-	-	-
3 Board of Supervisors	346	200,544	31,955	11,759	41,857	13,936	7,685	8,267	-	38,050
4 Controller	4,133	3,554,542	120,921	208,206	196,254	(1,042,231)	173,947	137,362	-	535,008
5 Health Service System	11,093	12,734,527	(133,189)	850,777	84,740	(5,837,277)	942,591	499,938	-	1,296,714
6 Administrative Services	4,641	391,789	39,166	37,421	183,759	(404,664)	49,993	42,007	-	74,106

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7 City Attorney	48,130	4,894,312	(676,394)	21,739	(88,333)	(591,726)	2,987	62,469	48,727	654
8 Civil Service Commission	143	79,209	6,634	4,632	18,701	3,346	5,176	2,745	-	7,120
9 Human Resources	3,105	1,627,577	58,129	97,989	60,494	(50,908)	112,410	59,621	-	154,641
10 Mayor's Budget Office	165	96,657	17,425	5,671	19,441	7,334	2,981	4,160	-	21,012
11 Admin Svcs - Risk Management	-	(32)	(11,037)	-	(218)	(417)	-	-	-	-
12 Human Resources - Workers' Comp	-	(14,745)	(797)	(80)	(1,369)	(4,722)	-	-	-	-
TOTAL CURRENT ALLOCATIONS	80,925	25,963,725	(547,187)	1,415,192	597,817	(7,461,701)	1,480,070	816,570	48,727	2,309,244
Prior Allocation in FY 2015-16 Plan	871	22,756,489	(238,220)	1,318,679	777,600	(6,946,065)	1,062,753	735,318	(248,019)	1,792,722
Adjustment for Difference to Prior Plan	80,054	3,227,236	(308,968)	96,313	(179,783)	(1,515,617)	417,317	81,251	296,746	516,522
TOTAL ALLOCATION IN FY 2017-18 PLAN	160,980	29,210,961	(856,155)	1,511,506	418,034	(8,977,318)	1,897,387	897,821	345,473	2,825,766

SUMMARY SCHEDULE

Department	Public Works - Street Env	Public Works - Street Sewer	Public Works - Street Use & Map	Public Works - Urban Forest	PUC	PUC-Clean Water	PUC-Hetch Hetchy	PUC-Water	Recreation & Park	Rent Arbitration Board
1 Building Depreciation	-	-	-	-	66	-	-	-	26,683	20,195
2 Equipment Depreciation	-	-	-	-	-	-	-	-	219,775	-
3 Board of Supervisors	20,988	8,235	9,135	9,729	57,546	72,403	54,348	146,319	66,831	2,504
4 Controller	351,385	122,873	155,294	158,643	(3,610,563)	1,013,095	749,224	1,910,415	617,370	9,729
5 Health Service System	1,296,714	400,992	541,599	557,223	(521,204)	(351,155)	(77,922)	(409,028)	2,376,759	(18,338)
6 Administrative Services	62,590	23,504	39,419	29,756	(618,316)	228,394	322,602	459,805	167,617	10,113
7 City Attorney	763,571	-	163,019	15,480	(880,317)	(276,455)	1,518,918	583,968	(651,989)	(16,966)
8 Civil Service Commission	7,120	2,202	2,974	3,060	(181,327)	13,268	9,322	19,044	27,880	915
9 Human Resources	154,641	47,821	64,589	66,452	(347,206)	149,776	182,829	368,410	395,371	(41,458)
10 Mayor's Budget Office	10,511	4,063	4,878	4,954	28,780	40,078	30,299	83,621	31,709	1,232
11 Admin Svcs - Risk Management	-	-	-	-	(1,493)	(640)	(2,916)	(2,867)	(543)	(6)
12 Human Resources - Workers' Comp	-	-	-	-	(435)	(1,537)	(811)	(2,232)	(3,051)	-
TOTAL CURRENT ALLOCATIONS	2,667,521	609,690	980,908	845,297	(6,074,470)	887,229	2,785,893	3,157,454	3,274,412	(32,080)
Prior Allocation in FY 2015-16 Plan	2,828,817	563,623	701,132	698,976	(4,299,932)	672,895	103,427	1,519,926	3,396,069	(751)
Adjustment for Difference to Prior Plan	(161,296)	46,066	279,776	146,321	(1,774,538)	214,334	2,682,466	1,637,528	(121,657)	(31,329)
TOTAL ALLOCATION IN FY 2017-18 PLAN	2,506,225	655,756	1,260,683	991,619	(7,849,009)	1,101,563	5,468,359	4,794,982	3,152,755	(63,410)

SUMMARY SCHEDULE

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	-	-	75,792	-	792,029	5,915	145,576	815,296	368,328	-
2 Equipment Depreciation	-	-	-	-	195,416	-	22,809	-	-	11,629
3 Board of Supervisors	9,102	-	-	56,859	74,050	2,016	31,685	14,313	43,367	8,020
4 Controller	21,219	-	-	360	1,267,735	24,213	331,743	65,180	706,150	67,141
5 Health Service System	(15,638)	7,338,869	-	5,667,281	5,038,036	35,876	4,657	973,781	2,311,449	5,060
6 Administrative Services	31,408	-	-	43	154,536	(15,999)	(87,303)	38,507	46,635	19,723
7 City Attorney	265,026	43,507	7,181	269	913,387	7,870	(192,718)	321,532	29,066	(88,183)
8 Civil Service Commission	2,574	19,845	-	111,157	26,708	143	6,577	5,462	13,583	1,802
9 Human Resources	34,049	431,008	-	2,414,173	535,815	(4,940)	(156,661)	77,485	294,998	38,599
10 Mayor's Budget Office	4,732	-	-	21	36,549	1,192	17,166	6,963	22,100	4,328
11 Admin Svcs - Risk Management	(24)	-	-	-	(501)	-	-	(143)	(128)	(484)
12 Human Resources - Workers' Comp	(103)	(515)	-	-	(5,380)	-	(612)	(250)	4,791	(74)
TOTAL CURRENT ALLOCATIONS	352,345	7,832,714	82,973	8,250,162	9,028,380	56,287	122,918	2,318,126	3,840,339	67,561
Prior Allocation in FY 2015-16 Plan	(369,553)	1,970,740	128,690	6,024,120	9,326,256	71,642	713,969	2,427,602	3,478,629	(52,593)

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Adjustment for Difference to Prior Plan	721,898	5,861,974	(45,917)	2,228,041	(297,876)	(15,355)	(591,051)	(109,476)	361,711	120,154
TOTAL ALLOCATION IN FY 2017-18 PLAN	1,074,243	13,694,688	37,056	10,476,203	8,730,505	40,932	(468,133)	2,208,650	4,202,050	187,715

SUMMARY SCHEDULE

Department	All Other Agencies	Total Allocated to non-Central CostDepts	Additional allocated to Central Cost Depts	Total Costs	Doublecheck	Difference
1 Building Depreciation	-	8,329,027	4,157,390	12,486,417	12,486,417	-
2 Equipment Depreciation	-	4,981,539	832,811	5,814,351	5,814,351	-
3 Board of Supervisors	-	3,153,224	200,902	3,354,126	3,354,126	-
4 Controller	-	23,656,217	2,394,103	26,050,320	26,050,320	-
5 Health Service System	-	55,560,604	3,814,841	59,375,446	59,375,446	-
6 Administrative Services	-	13,296,314	5,598	13,301,912	13,301,912	-
7 City Attorney	14,083	4,623,614	111,581	4,735,196	4,735,196	-
8 Civil Service Commission	-	603,717	46,410	650,127	650,127	-
9 Human Resources	-	13,638,185	101,967	13,740,152	13,740,152	-
10 Mayor's Budget Office	-	1,602,651	111,020	1,713,671	1,713,671	-
11 Admin Svcs - Risk Management	-	(59,657)	(2,312)	(61,969)	(61,969)	-
12 Human Resources - Workers' Comp	-	355,990	(421,636)	(65,646)	(65,646)	(0)
TOTAL CURRENT ALLOCATIONS	14,083	129,741,425	11,352,677	141,094,102		
Prior Allocation in FY 2015-16 Plan	461,484	104,514,587				
Adjustment for Difference to Prior Plan	(447,401)	25,226,838				
TOTAL ALLOCATION IN FY 2017-18 PLAN	(433,318)	154,968,263				