

NEGOTIATION AGREEMENT COUNTYWIDE COST ALLOCATION PLAN

County of Santa Cruz Santa Cruz, California Date: June 16, 2017 Filing Ref: SCR18

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 the **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 1, 2017**, for further allocation to federal grants and contracts performed by the respective county departments.

- 2 -

SECTION II: COSTS DISTRIBUTED THROUGH BILLING OR COST TRANSFER MECHANISMS

- 1. Employee Fringe Benefits
- 2. Auditor-Controller
- 3. County Administrative Office
- 4. County Counsel
- 5. General Services
- 6. Facilities Management
- 7. Central Purchasing
- 8. Central Stores
- 9. Technical Radio Services
- 10. Personnel

- 11. Central Duplicating (ISF)
- 12. Information Services (ISF)
- 13. Public Works (ISF)
- 14. Service Center (ISF)
- 15. Risk Mgmt. & Self-Ins. (ISF)
- 16. Dental and Health Ins. (ISF)
- 17. Liability & Property Ins. (ISF)
- 18. Workers' Compensation (ISF)
- 19. Employee Benefit Staffing (ISF)
- 20. State Unemployment Ins. (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 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:** There are no adjustments in the 2017-18 Cost Allocation Plan.

SECTION IV: ACCEPTANCE	
COUNTY OF SANTA CRUZ	BETTY T. YEE CALIFORNIA STATE CONTROLLER
BY Original signed by	BY <u>Original signed by Jim Reisinger for</u>
Edith Driscoll Name Auditor-Controller-Treasurer-Tax Collector	Hitomi Sekine, Bureau Chief Local Government Policy and Reporting Local Government Programs & Services
Title 6-26-2017 Date	6-30-2017 Date
	Negotiated by Darlene Justice

Telephone (916) 323-2369

cc: State and Federal Agencies

Attachment

FY 2016 12/29/2016

Department	103210 Agricultural Commiss.	103300 Weights & Measures	103400 Mosquito Abatement # 53	106000 Ag Extension Services	109100 Assessor	150000 Board of Supervisors	182000 Clerk of the Board	183000 Economic Dev	214000 Clerk- Elections	231000 Recorder
1 000001 Bldg Depreciation	\$140,521	\$0	\$0	\$11,815	\$22,453	\$14,088	\$4,180	\$0	\$10,618	\$14,792
2 000002 Equipment Depreciation	1,211	6,425	0	0	3,433	289	0	0	65,454	21,178
3 131215 Cert Debt Svc Interest	0	0	0	0	0	0	0	. 0	0	0
4 120000 Auditor-Controller	13,694	2,029	11,185	1,107	21,730	18,396	5,074	2,677	34,261	9,652
5 181000 County Administration	15,830	2,130	10,756	1,052	24,848	22,766	4,213	21,470	38,133	9,431
6 240000 County Counsel	45	0	0	0	97,190	258,185	1,483	0	40,485	0
7 303000 Communication Technical	0	0	0	0	0	0	0	0	0	0
8 331000 General Services Admin	0	0	0	0	0	0	0	0	0	0
9 333000 Facilities Management	9,835	. 0	0	21,580	116,258	62,493	238,053	0	69,575	57,712
10 334100 Central Purchasing	376	188	1,565	188	626	376	438	751	1,940	814
11 334200 Central Stores	93	0	0	22	119	59	3,970	0	209	2,089
12 431000 Technical Radio Services	0	0	0	0	0	0	0	0	0	0
13 490000 Parks, Open Space & Cultural	0	0	0	9,338	4,144	2,600	771	0	1,960	2,730
14 510000 Personnel	12,908	1,721	8,605	861	19,792	18,071	3,442	1,721	20,653	7,745
15 515202 General Insurance	22,117	0	0	50	17,404	50,366	0	0	47,040	1,700
16 730000 Treasurer/Tax Collector	3,164	0	0	0	0	0	0	0	0	0
Total Current Allocations	219,792	12,494	32,111	46,012	327,998	447,688	261,624	26,620	330,328	127,843
Less: Prior Year Allocations	122,714	18,106	27,770	42,814	234,358	497,476	35,117	0	400,496	129,738
Carry-Forward	97,078	(5,612)	4,341	3,198	93,640	(49,788)	226,507	- 0	(70,168)	(1,895)
Proposed Costs	\$316,870	\$6,881	\$36,452	\$49,210	\$421,638	\$397,900	\$488,130	\$26,620	\$260,159	\$125,948



FY 2016 12/29/2016

Department	250000 Child Support Services	270000 D.A Public Admin	302100 Disaster Response	304100 County Fire Department	350000 Grand Jury	360000 Health Services Agency	363320 Public Guardian	3670 HSA Environment al Health	3601 Agency and Admin Support Svcs	3610 Medical Clinics
1 000001 Bldg Depreciation	\$0	\$46,824	\$0	\$0	\$846	\$192,145	\$(19,126)	\$(6,617)	\$0	\$23,292
2 000002 Equipment Depreciation	0	2,630	0	0	0	0	Ó	1,499	1,917	30,348
3 131215 Cert Debt Svc Interest	0	0	0	0	0	149,574	0	0	0	0
4 120000 Auditor-Controller	51,874	131,043	3,100	15,056	805	94,948	3,304	35,169	36,980	121,071
5 181000 County Administration	57,629	105,869	1,482	2,706	42	0	1,929	39,422	31,908	138,365
6 240000 County Counsel	4,358	3,798	0	0	10,604	230,461	7,376	13,031	, 0	0
7 303000 Communication Technical	0	0	62,224	0	0	0	0	. 0	0	Ō
8 331000 General Services Admin	0	0	44,653	(14,638)	0	0	0	0	0	0
9 333000 Facilities Management	(320)	197,723	90	0	11,240	(274,214)	23,587	27,870	0	Ō
10 334100 Central Purchasing	2,128	3,631	501	4,319	63	Ó	313	1,189	2,128	10,704
11 334200 Central Stores	0	1,102	87	0	0	11,472	0	0	. 0	0
12 431000 Technical Radio Services	0	241	106	0	0	0	0	0	0	0
13 490000 Parks, Open Space & Cultural	0	8,642	0	0	156	78,948	2,119	0	0	21,771
14 510000 Personnel	46,469	76,588	861	0	0	0	0	30,119	(474,985)	108,428
15 515202 General Insurance	31,589	275,495	11,963	0	0	0	0	0	Ó	0
16 730000 Treasurer/Tax Collector	0	0	0	0	0	0	0	1,713	0	0
Total Current Allocations	193,727	853,588	125,066	7,442	23,756	483,333	19,502	143,394	(402,051)	453,980
Less: Prior Year Allocations	187,943	763,006	63,561	(3,773)	13,979	422,416	29,771	80,126	(147,623)	333,190
Carry-Forward	5,784	90,582	61,505	11,215	9,777	60,917	(10,269)	63,268	(254,428)	120,790
Proposed Costs	\$1 <u>99,512</u>	\$944,170	\$186,571	\$18,658	\$33,533	\$544,251	\$9,232	\$206,663	\$(656,479)	\$574,769

FY 2016 12/29/2016

Department	3620 Public Health	3628 HSA	3630 Mental Health (Div 30 & 40)	3640 Substance Abuse	3650 Medicruz	3660 Detention Medical Services	391200 HRA Homeless Assist.	· 391600 HRA · Warkforce	391700 HRA - Participant	392100 Human Services
1 000001 Bldg Depreciation	\$(8,785)	\$0	\$3,490	\$0	\$0	\$0	\$0	\$0	\$0	\$182,501
2 000002 Equipment Depreciation	19,165	0	0	0	0	0	0	0	0	0
3 131215 Cert Debt Svc Interest	0	0	0	0	0	0	. 0	0	0	94,124
4 120000 Auditor-Controller	74,064	0	341,292	7,866	9,732	0	C	2,970	0	517,531
5 181000 County Administration	87,282	0	256,122	18,917	3,119	0	C	1,478	0	553,625
6 240000 County Counsel	0	0	0	0	0	0	C	0	0	140,894
7 303000 Communication Technical	0	0	0	0	0	0	C	0	0	0
8 331000 General Services Admin	0	0	0	0	0	0	C	0	0	0
9 333000 Facilities Management	0	0	0	0	0	0	C	0	0	(24,208)
10 334100 Central Purchasing	6,760	0	4,089	1,690	438	0	C	501	0	16,501
11 334200 Central Stores	0	0	0	0	0	0	C	0	0	23,130
12 431000 Technical Radio Services	8	0	0	0	0	Ō	C	0	0	31
13 490000 Parks, Open Space & Cultural	9,691	0	21,583	0	0	0	C	0	0	65,363
14 510000 Personnel	67,983	0	166,945	21,514	861	0	C	0	0	142,923
15 515202 General Insurance	0	0	0	0	0	0	C	0	0	0
16 730000 Treasurer/Tax Collector	0	0	0	0	0	0	C	0	0	7,578
Total Current Allocations	256,169	0	793,521	49,986	14,150	0	C	4,948	0	1,719,993
Less: Prior Year Allocations	311,668	56,730	884,482	35,276	87,899	0	C	5,637	13	1,443,666
Carry-Forward	(55,499)	(56,730)	(90,961)	14,710	(73,749)	0		(689)	(13)	276,327
Proposed Costs	\$200,670	\$(56,730)	\$702,559	\$64,696	\$(59,599)	\$0	\$0	\$4,260	\$(13)	\$1,996,321

FY 2016 12/29/2016

Department	392200 HRA Categorical Alds	392300 HRA General Assist.	392400 HRA - Family Relations	393000 Veterans Service Offcr	395200 Community Programs	451000 GF ~ Courts	540000 Planning	572000 Probation/Ju venile Hall	574000 Probation	576000 St. Corrections
1 000001 Bldg Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$47,848	\$204	\$8,454	\$0
2 000002 Equipment Depreciation	0	0	0	0	0	0	8,542	19,268	9,232	0
3 131215 Cert Debt Svc Interest	0	0	0	0	0	0	0	0	0	0
4 120000 Auditor-Controller	5,284	0	650	3,522	751	1,124	62,124	39,183	127,837	147
5 181000 County Administration	0	0	43	3,193	0	203	62,953	42,830	102,267	10
6 240000 County Counsel	0	0	0	0	0	5,796	87,542	0	19,770	0
7 303000 Communication Technical	0	0	0	0	0	0	0	0	0	0
8 331000 General Services Admin	0	0	0	0	0	0	0	0	0	0
9 333000 Facilities Management	0	0	0	0	0	1,539	180,852	99,988	197,202	0
10 334100 Central Purchasing	. 0	0	0	939	0	63	2,629	2,253	8,826	0
11 334200 Central Stores	0	0	0	135	0	0	1,137	2,503	0	0
12 431000 Technical Radio Services	0	0	0	0	0	0	0	69	1	0
13 490000 Parks, Open Space & Cultural	0	0	0	0	0	0	8,831	42,744	41,329	0
14 510000 Personnel	0	0	0	2,582	0	0	48,190	36,143	78,309	0
15 515202 General Insurance	0	0	0	0	0	0	0	47,114	20,443	0
16 730000 Treasurer/Tax Collector	0	0	0	0	0	0	134	0	121,571	0
Total Current Allocations	5,284	0	693	10,370	751	8,724	510,782	332,301	735,241	158
Less: Prior Year Allocations	171	0	2,544	11,733	1,707	11,197	529,854	342,168	747,729	234
Carry-Forward	5,113	0	(1,851)	(1,363)	(956)	(2,473)	(19,072)	(9,867)	(12,488)	(76)
Proposed Costs	\$10,397	\$0	\$(1,157)	\$9,008	\$(205)	\$6,251	\$491,709	\$322,434	\$722,753	\$81

FY 2016 12/29/2016

Department	577000 Care of Court Wards	591000 Public Defender	600000 DPW	661000 Sheriff- Coroner	661500 Burial of Indigents	662000 Detention	664000 Crt Security	131830 Assn of Monterey BAG	131855 County Library	134945 Cultural Services
1 000001 Bldg Depreciation	\$0	\$0	\$45,912	\$1,115,386	\$0	\$876,854	\$0	\$0	\$0	\$0
2 000002 Equipment Depreciation	0	0	0	414,247	0	46,149	0	0	0	0
3 131215 Cert Debt Svc Interest	0	0	0	0	0	0	0	0	0	0
4 120000 Auditor-Controller	305	48,782	495,621	259,199	88	189,225	23,994	0	24,381	0
5 181000 County Administration	18	10,032	303,443	212,559	20	167,835	28,447	0	75,091	0
6 240000 County Counsel	0	138,042	(36,670)	53,650	0	0	0	0	0	0
7 303000 Communication Technical	0	0	0	290,380	0	0	0	0	0	0
8 331000 General Services Admin	0	0	0	0	0	0	0	0	0	0
9 333000 Facilities Management	0	0	237,543	60,223	0	407,644	0	0	0	0
10 334100 Central Purchasing	0	63	40,173	5,055	0	6,753	188	0	0	0
11 334200 Central Stores	0	0	5,974	1,269	0	29,194	0	0	0	0
12 431000 Technical Radio Services	0	0	1,471	3,929	0	0	0	0	0	0
13 490000 Parks, Open Space & Cultural	0	0	8,474	0	0	53,606	0	0	0	0
14 510000 Personnel	0	0	199,646	147,153	0	124,779	21,514	0	0	0
15 515202 General Insurance	0	0	0	353,366	0	609,360	0	0	0	0
16 730000 Treasurer/Tax Collector	0	183,608	704	69,624	0	0	0	0	0	0
Total Current Allocations	323	380,527	1,302,292	2,986,038	109	2,511,398	74,142	0	99,472	0
Less: Prior Year Allocations	313	246,287	1,394,043	1,952,889	275	2,308,355	65,994	0	98,978	0
Carry-Forward	10	134,240	(91,751)	1,033,149	(166)	203,043	8,148	0	494	0
Proposed Costs	\$333	\$514,766	\$1,210,540	\$4,019,188	\$(58)	\$2,714,441	\$82,290	.\$0	\$99,966	\$0

FY 2016 12/29/2016

Department	135420 Fish & Game	543100 Housing Planning	136101 RDA Oversite- Housing	333500 Fleet Operations(I SF)	420000 Information Srvcs(ISF)	423000 Duplicating(I SF)	511100 Dental/Health Self Ins		515200 Liab. & Property Ins.	515300 Workers Comp Self Ins.
1 000001 Bldg Depreciation	\$0	\$0	\$0	\$0	\$49,364	\$6,626	\$0	\$5,040	\$0	\$0
2 000002 Equipment Depreciation	0	0	0	0	0	0	0	0	0	0
3 131215 Cert Debt Svc Interest	0	0	0	0	0	0	0	0	0	0
4 120000 Auditor-Controller	0	3,238	0	13,183	88,562	3,558	10,263	9,543	19,715	19,328
5 181000 County Administration	0	1,704	0	6,165	62,632	3,069	2,195	7,638	4,126	4,263
6 240000 County Counsel	0	809	0	0	6,425	0	0	0	(179, 104)	(4,523)
7 303000 Communication Technical	0	0	0	0	0	0	0	0	Ó	Ó
8 331000 General Services Admin	0	0	0	60,521	0	0	0	0	0	0
9 333000 Facilities Management	0	0	0	52,301	356,324	27,561	0	133,985	0	Ö
10 334100 Central Purchasing	0	0	0	5,821	4,883	1,315	0	438	250	188
11 334200 Central Stores	0	0	0	2,644	942	0	0	529	0	0
12 431000 Technical Radio Services	0	0	0	0	0	0	0	0	0	ŏ
13 490000 Parks, Open Space & Cultural	0	0	0	0	9,111	1,223	0	930	0	ō
14 510000 Personnel	0	0	0	4,303	43,027	2,582		5.163	0	0
15 515202 General Insurance	0	. 0	0	0	0	0	0	. 0	0	0
16 730000 Treasurer/Tax Collector	0	0	0	0	0	0	0	0	0	Ō
Total Current Allocations	0	5,751	0	144,938	621,269	45,932	12,458	163,267	(155,013)	19,256
Less: Prior Year Allocations	0	5,852	0	98,929	392,866	37,774	15,409	167,059	(47,271)	97,896
Carry-Forward	0	(101)	0	46,009	228,403	8,158	(2,951)	(3,792)	(107,742)	(78,640)
Proposed Costs	\$0	\$5,650	\$0	\$190,948	\$849,671	\$54,090		\$159,476	\$(262,754)	\$(59,383)

FY 2016 12/29/2016

Department	515400 State Unemployme nt Ins.	515505 Employee Benefit	304300 CSA#4 Pajaro Dunes	135461 SC Flood Control Zone 4	135462 SD- FC/WC	133607 SC Septage CSA 12 Gen	133608 SC Septage CSA 12 ZoneA	134910 CSA#11 Park & Rec	136105 CSA 9E	702000 LAFCO
1 000001 Bldg Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,659
2 000002 Equipment Depreciation	0	0	0	0	0	0	0	0	Ō	0
3 131215 Cert Debt Svc Interest	0	0	0	0	0	0	0	0	0	0
4 120000 Auditor-Controller	2,479	3,160	5,055	6,654	1,760	(500)	(434)	5,715	190	(2,931)
5 181000 County Administration	565	6,300	1,094	1,424	352	200 ALC	` ó	1,418	43	1,513
6 240000 County Counsel	0	0	0	0	0	0	0	0	0	(827)
7 303000 Communication Technical	0	0	0	0	0	0	0	0	0	Ò
8 331000 General Services Admin	0	0	0	0	0	0	0	0	0	0
9 333000 Facilities Management	0	0	0	0	0	0	0	0	0	27,145
10 334100 Central Purchasing	0	188	1,628	751	438	0	0	0	313	63
11 334200 Central Stores	0	0	0	0	0	0	0	0	0	238
12 431000 Technical Radio Services	0	0	3	0	. 0	0	0	0	0	0
13 490000 Parks, Open Space & Cultural	0	0	0	0	0	0	0	0	0	1,414
14 510000 Personnel	0	5,163	0	0	0	0	0	0	0	1,721
15 515202 General Insurance	0	0	0	0	0	0	0	0	0	0
16 730000 Treasurer/Tax Collector	0	0	0	0	0	0	0	0	0	0
Total Current Allocations	3,044	14,811	7,779	8,829	2,550	(500)	(434)	7,132	547	35,993
Less: Prior Year Allocations	2,863	15,198	9,886	6,160	2,526			4,595	624	10,522
Carry-Forward	181	(387)	(2,107)	2,669	24			2,537	(77)	25,471
Proposed Costs	\$3,224	\$14,424	\$5,672	\$11, <u>49</u> 8	\$2,574			\$9,670	\$469	\$61,465

Department	702800 Animal Services Auth.	720000 Transportatio n Comm.	750000 Superior Court	61xxxxx RDA Successor Agency	999999 All Other	2nd Allocation Orphans	Total
1 000001 Bldg Depreciation	\$0	\$0	\$123,294	\$0	\$296,728	\$0	\$3,216,405
2 000002 Equipment Depreciation	0	0	0	0	0	0	650,987
3 131215 Cert Debt Svc Interest	0	0	0	0	0	0	243,698
4 120000 Auditor-Controller	11,278	0	38	2,450	29,630	0	3,080,755
5 181000 County Administration	43,726	0	0	(289)	180,318	0	2,787,726
6 240000 County Counsel	34,419	31,543	0	256	16,947	0	981,984
7 303000 Communication Technical	0	0	•0	0	62,224	0	414,829
8 331000 General Services Admin	0	0	0	0	0	0	90,536
9 333000 Facilities Management	(1,680)	0	241,403	0	638,912	0	3,198,216
10 334100 Central Purchasing	0	0	0	63	3,445	0	148,941
11 334200 Central Stores	391	174	0	530	1,929	0	89,940
12 431000 Technical Radio Services	3	0	0	0	857	0	6,720
13 490000 Parks, Open Space & Cultural	0	0	21,564	0	34,110	0	453,151
14 510000 Personnel	26,677	0	0	0	. 0	0	1,030,177
15 515202 General Insurance	0	0	0	0	50	0	1,488,057
16 730000 Treasurer/Tax Collector	9,088	0	3,533	0	0	0	400,715
Total Current Allocations	123,900	31,717	389,831	3,010	1,265,150	0	18,282,836
Less: Prior Year Allocations	132,590	15,021	307,704	32,672	827,874	0	15,934,908
Carry-Forward	(8,690)	16,696	82,127	(29,662)	437,276	0	2,321,309
Proposed Costs	\$115,211	\$48,412	\$471,958		\$1,702,425	\$0	\$20,604,145