

### NEGOTIATION AGREEMENT COUNTYWIDE COST ALLOCATION PLAN

Date:

Filing Ref:

March 25, 2021

SCR22

County of Santa Cruz Santa Cruz, California

Pursuant to the federal Office of Management and Budget Circular *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Grants* (Uniform Guidance), found at Title 2, Code of Federal Regulations, Part 200, the State Controller's Office formally approves the Countywide Cost Allocation Plan as described in Section I for use in fiscal year **2021-22**. 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. Furthermore, data processing systems may be subject to grantor agency approval prior to the reimbursement of certain costs allocated, billed, or cost applied by 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 fiscal year **2019-20**, and as estimated costs for fiscal year **2021-22** on a "fixed with carry-forward" basis. These costs may be included as part of the county departments' costs indicated effective **July 1, 2021**, 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. Auditor-Controller
- 3. County Administration
- 4. County Counsel
- 5. General Services Admin
- 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 Management (ISF)
- 16. Dental and Health (ISF)
- 17. Liability and Property Insurance (ISF)
- 18. Workers' Compensation (ISF)
- 19. Employee Benefits (ISF)
- 20. State Unemployment Insurance (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 cost 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 county departments' costs 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 and 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 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 by 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 Uniform Guidance, 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 fiscal year 2021-22 Cost Allocation Plan.

SECTION IV: ACCEPTANCE	
COUNTY OF SANTA CRUZ	BETTY T. YEE CALIFORNIA STATE CONTROLLER
BY Original signed by	BY Original signed by
Edith Driscoll	SANDEEP SINGH, Manager
Name	Local Government Policy Section
<b>Auditor-Controller</b>	<b>Local Govt Programs &amp; Services Division</b>
Title	
03-30-2021	04-01-2021
Date	Date
	Negotiated by Alex Tran

**Telephone (916) 323-2369** 

cc: State and Federal Agencies

Attachment: Summary Schedule

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	184000 Cannabis Licensing	185000 Homeless Coordinator
1 000001 Bldg Depreciation	\$68,815	\$0	\$0	\$34,860	\$6,605	\$5,374	\$649	\$448	\$346	\$0
2 000002 Equipment Depreciation	0	6,960	0	0	0	289	0	0	0	0
3 131215 Cert Debt Svc Interest	0	0	0	0	0	0	0	0	0	0
4 120000 Auditor-Controller-TTC	20,172	2,284	10,312	1,181	22,845	19,617	6,061	4,373	8,965	27,484
5 181000 County Administration	20,556	2,476	8,864	1,183	27,901	24,615	5,135	4,272	90,785	123,729
6 240000 County Counsel	10,551	0	0	0	11,143	231,243	8,881	0	139,660	0
7 303100 Communications-911	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	22,847	0	0	52,229	96,798	87,520	10,633	6,137	5,240	0
10 334100 Central Purchasing	1,719	1,058	3,240	264	661	463	661	397	264	1,058
11 334200 Central Stores	86	0	0	53	93	104	3,665	0	0	0
12 431000 Technical Radio Services	0	0	0	0	0	0	0	0	0	0
13 490000 Parks, Open Space & Cultural	0	0	0	15,389	5,466	4,447	537	371	287	0
14 510000 Personnel	6,589	775	2,713	388	8,915	7,752	1,550	1,163	1,550	775
15 515202 General Insurance	25,469	0	0	27,545	20,607	30,443	0	0	0	0
Total Current Allocations	176,804	13,553	25,129	133,093	201,036	411,867	37,772	17,159	247,098	153,047
Less: Prior Year Allocations	142,453	14,165	36,132	51,929	250,781	445,159	30,925	18,363	408,721	5,744
Carry-Forward	34,351	(612)	(11,003)	81,164	(49,745)	(33,292)	6,847	(1,204)	(161,623)	147,303
Proposed Costs	\$211,155	\$12,941	\$14,127	\$214,256	\$151,290	\$378,575	\$44,620	\$15,956	\$85,475	\$300,349

Department	214000 Clerk- Elections	231000 Recorder	250000 Child Support Services	270000 D.A Public Admin	302100 Disaster Response	302200 COVID-19 Response	304100 County Fire Department	350000 Grand Jury	360000 Health Services Agency	363320 Public Guardian
1 000001 Bldg Depreciation	\$4,370	\$4,351	\$0	\$18,039	\$0	\$0	\$0	\$249	\$605,076	\$2,790
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	498,753	0
4 120000 Auditor-Controller-TTC	40,986	11,975	42,470	154,474	3,853	732	20,097	896	189,603	4,145
5 181000 County Administration	45,085	8,545	50,254	136,771	2,698	350,646	2,752	37	0	2,153
6 240000 County Counsel	41,126	0	1,314	39,422	0	0	0	21,315	379,879	33,936
7 303100 Communications-911	0	0	0	0	54,729	0	0	0	0	0
8 331000 General Services Admin	0	0	0	0	13,998	0	15,242	0	0	0
9 333000 Facilities Management	80,775	70,052	5,572	361,930	6,880	0	0	3,508	(393,831)	(27,557)
10 334100 Central Purchasing	2,314	926	1,851	5,422	397	397	8,397	132	0	0
11 334200 Central Stores	324	2,046	0	1,582	82	2,176	0	0	11,928	0
12 431000 Technical Radio Services	0	0	0	12,195	3,116	0	0	0	0	0
13 490000 Parks, Open Space & Cultural	3,616	3,601	0	14,928	0	0	0	206	199,014	3,526
14 510000 Personnel	12,404	2,713	15,892	40,312	775	0	0	0	0	0
15 515202 General Insurance	2,729	1,977	36,601	51,040	5,873	0	0	0	0	0
Total Current Allocations	233,729	106,186	153,954	836,116	92,401	353,950	46,489	26,342	1,490,423	18,993
Less: Prior Year Allocations	367,625	120,352	198,807	682,340	87,082	0	12,956	23,921	1,236,210	21,439
Carry-Forward	(133,896)	(14,166)	(44,853)	153,776	5,319	0	33,533	2,421	254,213	(2,446)
Proposed Costs	\$99,833	\$92,020	\$109,102	\$989,892	\$97,719	\$353,950	\$80,022	\$28,764	\$1,744,636	\$16,547

Department	3670 HSA Environment al Health		3610 Medical Clinics	3620 Public Health	3628 HSA	3630 Mental Health (Div 30 & 40)	3640 Substance Abuse	3650 Medicruz	3660 Detention Medical Services	391200 HRA - Homeless Assist.
1 000001 Bldg Depreciation	\$4,883	\$0	\$81,278	\$36,181	\$0	\$80,575	\$0	\$0	\$0	\$0
2 000002 Equipment Depreciation	0	1,479	27,189	694	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-TTC	45,004	71,236	175,907	95,337	0	409,318	5,972	26,471	0	1,254
5 181000 County Administration	45,756	58,184	212,411	117,149	0	311,671	15,553	10,639	0	260
6 240000 County Counsel	29,225	0	0	0	0	0	0	0	0	0
7 303100 Communications-911	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	76,380	0	(28,730)	(79,254)	0	(17,865)	0	0	0	0
10 334100 Central Purchasing	2,380	4,364	14,547	10,249	0	13,489	2,182	926	0	264
11 334200 Central Stores	0	0	0	0	0	0	0	0	0	0
12 431000 Technical Radio Services	451	0	0	283	0	0	0	0	0	0
13 490000 Parks, Open Space & Cultural	4,041	0	35,881	15,973	0	35,571	0	0	0	0
14 510000 Personnel	14,342	64,059	66,669	36,823	0	83,336	6,589	1,938	0	0
15 515202 General Insurance	0	0	0	0	0	0	0	0	0	0
Total Current Allocations	222,462	199,322	585,153	233,435	0	916,096	30,296	39,974	0	1,779
Less: Prior Year Allocations	193,289	(422, 196)	522,795	259,112	0	962,709	52,653	31,344	0	<u> </u>
Carry-Forward	29,173	621,518	62,358	(25,677)	0	(46,613)	(22,357)	8,630	0	0
Proposed Costs	\$251,635	\$820,839	\$647,511	\$207,758	\$0	\$869,482	\$7,938	\$48,605	\$0	\$1,779

Department	391300 Shelter & Care	391600 HRA - Workforce	391700 HRA - Participant	392100 Human Services	392200 HRA - Categorical Aids	392300 HRA General Assist.	392400 HRA - Family Relations	393000 Veterans Service Offcr	395200 Community Programs	451000 GF - Courts
1 000001 Bldg Depreciation	\$0	\$0	\$0	\$313,065	\$0	\$0	\$0	\$0	\$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	268,936	0	0	0	0	0	0
4 120000 Auditor-Controller-TTC	15,307	15,181	0	589,347	6,184	0	715	4,627	2,701	1,129
5 181000 County Administration	4,176	2,280	0	627,292	0	0	47	4,795	0	191
6 240000 County Counsel	0	0	0	281,265	0	0	0	0	0	39,551
7 303100 Communications-911	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	137,507	0	0	0	0	0	(17,067)
10 334100 Central Purchasing	1,455	1,984	0	19,737	298	0	0	860	4,298	66
11 334200 Central Stores	0	0	0	30,532	0	0	0	67	0	0
12 431000 Technical Radio Services	0	0	0	3,401	0	0	0	0	0	0
13 490000 Parks, Open Space & Cultural	0	0	0	148,758	0	0	0	0	0	0
14 510000 Personnel	0	0	0	171,145	0	0	0	1,550	0	0
15 515202 General Insurance	0	0	0	0	0	0	0	0	0	0
Total Current Allocations	20,937	19,444	0	2,590,985	6,481	0	762	11,899	6,999	23,870
Less: Prior Year Allocations	0	12,804	0	2,296,109	4,116	0	560	14,033	2,006	76,437
Carry-Forward	0	6,640	0	294,876	2,365	0	202	(2,134)	4,993	(52,567)
Proposed Costs	\$20,937	\$26,085	\$0	\$2,885,861	\$8,846	\$0	\$964	\$9,766	\$11,991	\$(28,696)

Department	540000 Planning	572000 Probation/Ju venile Hall	574000 Probation	576000 St. Corrections	577000 Care of Court Wards	591000 Public Defender	600000 DPW	661000 Sheriff- Coroner	661500 Burial of Indigents	662000 Detention
1 000001 Bldg Depreciation	\$14,076	\$38,284	\$55,602	\$0	\$0	\$0	\$26,275	\$1,211,284	\$0	\$338,385
2 000002 Equipment Depreciation	6,559	0	0	0	0	0	0	76,520	0	64,647
3 131215 Cert Debt Svc Interest	0	0	0	0	0	0	0	0	0	0
4 120000 Auditor-Controller-TTC	101,078	40,872	283,272	94	261	118,149	404,972	367,540	96	209,558
5 181000 County Administration	82,266	49,159	117,308	0	0	10,067	326,268	246,560	20	198,776
6 240000 County Counsel	273,758	0	67,497	0	0	127,363	153,314	171,573	0	0
7 303100 Communications-911	0	0	0	0	0	0	0	875,664	0	0
8 331000 General Services Admin	0	0	0	0	0	0	0	0	0	0
9 333000 Facilities Management	208,431	68,357	363,169	0	0	0	205,053	2,484	0	576,574
10 334100 Central Purchasing	2,000	3,042	10,249	198	198	1,389	40,224	19,299	0	12,695
11 334200 Central Stores	380	2,502	0	0	0	0	6,091	1,392	0	42,007
12 431000 Technical Radio Services	0	6,516	0	0	0	0	141,029	174,130	0	0
13 490000 Parks, Open Space & Cultural	11,648	59,278	59,026	0	0	0	11,177	168	0	69,514
14 510000 Personnel	25,582	16,667	35,273	0	0	0	109,747	68,607	0	58,529
15 515202 General Insurance	0	55,166	31,900	0	0	0	0	805,101	0	599,451
Total Current Allocations	725,778	339,843	1,023,295	292	459	256,967	1,424,148	4,020,322	116	2,170,137
Less: Prior Year Allocations	549,285	331,892	873,735	75	264	354,547	1,104,484	3,292,551	195	2,159,015
Carry-Forward	176,493	7,951	149,560	217	195	(97,580)	319,664	727,771	(79)	11,122
Proposed Costs	\$902,272	\$347,794	\$1,172,855	\$509	\$654	\$159,387	\$1,743,813	\$4,748,093	\$38	\$2,181,258

Department	664000 Crt Security	131830 Assn of Monterey BAG	131855 County Library	134945 Cultural Services	135420 Fish & Game	543100 Housing Planning	136101 RDA Oversite- Housing	333500 Fleet Operations(I SF)	420000 Information Srvcs(ISF)	423000 Duplicating(I SF)
1 000001 Bldg Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,123	\$1,949
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-TTC	30,070	0	20,590	0	0	4,282	0	15,525	99,846	4,233
5 181000 County Administration	39,405	0	39,049	0	0	1,895	0	6,711	69,073	2,509
6 240000 County Counsel	0	0	0	0	0	0	0	0	34,045	0
7 303100 Communications-911	0	0	0	0	0	0	0	0	0	0
8 331000 General Services Admin	0	0	0	0	0	0	0	37,744	0	0
9 333000 Facilities Management	0	0	0	0	0	0	0	91,434	178,480	34,124
10 334100 Central Purchasing	132	0	0	0	0	0	0	4,496	5,290	1,256
11 334200 Central Stores	0	0	0	0	0	0	0	3,036	547	0
12 431000 Technical Radio Services	0	0	0	0	0	0	0	0	0	0
13 490000 Parks, Open Space & Cultural	0	0	0	0	0	0	0	0	9,205	1,613
14 510000 Personnel	12,404	0	0	0	0	0	0	1,938	18,993	775
15 515202 General Insurance	0	0	0	0	0	0	0	0	0	0
Total Current Allocations	82,010	0	59,639	0	0	6,177	0	160,884	426,601	46,459
Less: Prior Year Allocations	98,136	0	72,744	0	0	(6,275)	0	108,738	391,718	35,835
Carry-Forward	(16,126)	0	(13,105)	0	0	12,452	0	52,146	34,883	10,624
Proposed Costs	\$65,884	\$0	\$46,534	\$0	\$0	\$18,628	\$0	\$213,030	\$461,485	\$57,083

Department	511100 Dental/Health Self Ins	515100 Risk Management & S.I.	515200 Liab. & Property Ins.	515300 Workers Comp Self Ins.	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
1 000001 Bldg Depreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$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-TTC	8,359	11,356	29,575	21,741	1,513	6,192	6,619	4,572	2,014	0
5 181000 County Administration	1,568	10,397	5,545	4,301	305	4,290	1,212	948	418	0
6 240000 County Counsel	0	0	(102,911)	3,493	0	0	0	0	0	0
7 303100 Communications-911	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	250,479	0	0	0	0	0	0	0	0
10 334100 Central Purchasing	33	727	529	331	0	463	893	264	430	0
11 334200 Central Stores	0	357	0	0	0	0	0	0	0	0
12 431000 Technical Radio Services	0	0	0	0	0	0	0	0	0	0
13 490000 Parks, Open Space & Cultural	0	0	0	0	0	0	0	0	0	0
14 510000 Personnel	0	3,101	0	0	0	1,163	0	0	0	0
15 515202 General Insurance	0	0	0	0	0	0	0	0	0	0
Total Current Allocations	9,961	276,417	(67,262)	29,866	1,818	12,108	8,723	5,784	2,862	0
Less: Prior Year Allocations	12,445	186,101	(210,024)	21,464	3,117	16,855	5,943	5,514	3,326	0
Carry-Forward	(2,484)	90,316	142,762	8,402	(1,299)	(4,747)	2,780	270	(464)	0
Proposed Costs	\$7,477	\$366,733	\$75,500	\$38,269	\$520	\$7,361	\$11,503	\$6,053	\$2,397	\$0

Department	133608 SC Septage CSA 12 ZoneA	134910 CSA#11 Park & Rec	136105 CSA 9E	702000 LAFCO	702800 Animal Services Auth.	720000 Transportatio n Comm.	750000 Superior Court	61xxxxx RDA Successor Agency	999999 All Other
1 000001 Bldg Depreciation	\$0	\$0	\$0	\$2,253	\$9,240	\$0	\$91,048	\$0	\$236,559
2 000002 Equipment Depreciation	0	0	0	0	0	0	0	0	0
3 131215 Cert Debt Svc Interest	0	0	0	0	0	0	0	0	0
4 120000 Auditor-Controller-TTC	1,794	4,751	129	(782)	17,305	0	2,498	1,658	114,724
5 181000 County Administration	0	1,078	27	0	62,915	0	0	0	0
6 240000 County Counsel	0	0	0	3,233	44,299	6,217	0	(66)	(23,374)
7 303100 Communications-911	0	0	0	0	0	0	0	0	164,187
8 331000 General Services Admin	0	0	0	0	0	0	0	0	0
9 333000 Facilities Management	0	0	0	42,179	(6,305)	0	105,841	0	1,009,359
10 334100 Central Purchasing	0	0	132	33	0	0	0	132	6,134
11 334200 Central Stores	0	0	0	203	649	0	0	603	1,977
12 431000 Technical Radio Services	0	0	0	0	42	0	0	0	50,730
13 490000 Parks, Open Space & Cultural	0	0	0	1,864	0	0	30,288	0	57,036
14 510000 Personnel	0	0	0	0	12,404	0	0	0	0
15 515202 General Insurance	0	0	0	0	0	0	0	0	1,512
Total Current Allocations	1,794	5,828	288	48,983	140,548	6,217	229,676	2,327	1,618,845
Less: Prior Year Allocations	47	6,059	211	28,385	113,553	57,189	413,891	6,806	1,259,803
Carry-Forward	1,747	(231)	77	20,598	26,995	(50,972)	(184,215)	(4,479)	359,042
Proposed Costs	\$3,540	\$5,598	\$364	\$69,581	\$167,544	\$(44,755)	\$45,461	\$(2,152)	\$1,977,886

Department	Total			
1 000001 Bldg Depreciation	\$3,304,034			
2 000002 Equipment Depreciation	184,337			
3 131215 Cert Debt Svc Interest	767,689			
4 120000 Auditor-Controller-TTC	3,992,669			
5 181000 County Administration	3,600,928			
6 240000 County Counsel	2,026,951			
7 303100 Communications-911	1,094,579			
8 331000 General Services Admin	66,984			
9 333000 Facilities Management	3,589,363			
10 334100 Central Purchasing	217,289			
11 334200 Central Stores	112,481			
12 431000 Technical Radio Services	391,894			
13 490000 Parks, Open Space & Cultural	802,430			
14 510000 Personnel	915,902			
15 515202 General Insurance	1,695,414			
Total Current Allocations	22,762,946			
Less: Prior Year Allocations	19,458,499			
Carry-Forward	2,927,781			
Proposed Costs	\$25,690,727			