



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center  
Financial Management Portfolio  
Cost Allocation Services

1301 Young Street, Room 732  
Dallas, TX 75202  
PHONE: (214) 767-3261  
FAX: (214) 767-3264  
EMAIL: [CAS-Dallas@psc.hhs.gov](mailto:CAS-Dallas@psc.hhs.gov)

April 10, 2015

Mr. Stephen Foucart  
Interim Chief Financial Officer  
Missouri State University  
901 South National Avenue  
Springfield, Missouri 65897

Dear Mr. Foucart:

A copy of a facilities and administrative cost and fringe benefit rate agreement are being faxed to you. This Agreement reflects an understanding reached between your organization and a member of my staff concerning the facilities and administrative rate(s) and fringe benefit rate(s) that may be used to support your claim for indirect costs on grants and contracts with the Federal Government.

Please have the original signed by an authorized representative of your organization and fax it to me, retaining the copy for your files. Our fax number is (214) 767-3264. We will reproduce and distribute the Agreement to the appropriate awarding organizations of the Federal Government for their use.

The Fixed fringe benefits rates for fiscal year ending June 30, 2015 are based on actual costs for the fiscal year ending June 30, 2013. They include the following under-recovered or over-recovered costs:

Full-Time Employees	-	Under-recovery amount of (\$2,037,208)
Non-Student Part-Time Employees	-	Over-recovery amount of \$4,089
Part-Time w/MOSERS	-	Over-recovery amount of \$1,635
Part-Time w/CURP	-	Over-recovery amount of \$359

The fixed Fringe Benefit rate(s) for fiscal year ending June 30, 2013 is considered final.

The Fixed rate(s) for the fiscal year ending June 30, 2016 are based on actual costs for the fiscal year ended June 30, 2014. They included the following under-recovered (-) or over-recovered (+) costs:

Full-Time Employees	-	Under-recovery amount of (\$273,842)
Non-Student Part-Time Employees	-	Under/Over-recovery amount of \$0
Part-Time w/MOSERS	-	Over-recovery amount of \$18,196
Part-Time w/CURP	-	Under-recovery amount of (\$1,833)

The fixed Fringe Benefit rate(s) for fiscal year ending June 30, 2014 is considered final.

A Fringe Benefit Proposal, together with supporting information and the certified financial statement, is required each year. Thus, your next fringe benefit proposal based on actual costs the Fiscal year ending June 30, 2015, is due in our office by December 31, 2015. Your next facilities and administrative cost proposal based on actual costs for the fiscal year ending June 30, 2016, is due in our office by December 31, 2016.

Please submit your proposal electronically via email to [CAS-Dallas@psc.hhs.gov](mailto:CAS-Dallas@psc.hhs.gov).

Since this is an integral part of the Negotiation Agreement, please note your acceptance by signing in the space provided below.

Mr. Stephen Foucart  
Missouri State University  
Page 2

Sincerely,  
Arif M. Karim -S

Digitally signed by Arif M. Karim -S  
DN: c=US, o=U.S. Government, ou=HHS,  
ou=PSC, ou=People, cn=Arif M. Karim -S,  
0.9.2342.19200300.100.1.1=2000212895  
Date: 2015.04.15 22:54:14 -05'00'

Arif Karim  
Director  
Cost Allocation Services

Enclosures  
ACCEPTANCE:

Missouri State University  
(Institution)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

**OFFICIAL NOTIFICATION**  
New Procedures for Submitting  
College and University Facilities & Administrative Rate Proposals

---

**NAME CHANGE:**           **From Division of Cost Allocation to Cost Allocation Services (CAS)**

This is to officially notify you that CAS has implemented an automated Document Management and Workflow System (eFlow). The eFlow System is designed to capture Facilities & Administration (F&A) rate proposals (and if applicable, associated fringe rate proposals) along with other supporting documents electronically by email or scanning. CAS implemented this system to enhance the efficiency and productivity of our review process, in compliance with the Paper Reduction Act. Additionally, transitioning to eFlow eliminates barriers associated with paper documents in the new era of electronic transmission.

Effective immediately, all F&A rate proposals together with supporting information should be submitted electronically to your respective regional office at the following email address: [CAS-Dallas@psc.hhs.gov](mailto:CAS-Dallas@psc.hhs.gov). For those organizations not having the capability to submit their proposals electronically, you may submit a hardcopy via mail for scanning into the eFlow System. However, an electronic submission is preferred.

**Please note that effective January 2015 all organizations will be required to submit electronically.**

The preferred electronic format is two separate PDF files, as follows:

1. Single PDF file titled "Proposal" containing the entire proposal, including the transmittal letter, checklists, required certification, and reconciliation/support schedules. This file should not include the supporting financial data (e.g. audited financial statements, Single Audit, etc.)
2. Separate single PDF file titled "Financial Statements", containing the applicable financial data (e.g. audited financial statements, Single Audit, etc.) upon which the rates are based.

**Note:** If the organization proposes a fringe benefit rate, it should be submitted as a separate e-mail and separate proposal PDF attachment.

Due to our email server limitations, we cannot receive e-mails exceeding 25MB (including all attachments). Therefore, if the proposal and financial statements together exceed 25 MB, please mail a CD or flash drive containing the electronic files. This is the preferred option for very large proposals.

If you have any questions concerning the next submittal of your F&A rate proposal, or have problems forwarding your documents electronically, please contact us at (214) 767-3261.

**COLLEGES AND UNIVERSITIES RATE AGREEMENT**

EIN:	DATE:04/10/2015
ORGANIZATION:	FILING REF.: The preceding
Missouri State University	agreement was dated
901 South National	07/15/2014
Springfield, MO 65897-	

The rates approved in this agreement are for use on grants, contracts and other agreements with the Federal Government, subject to the conditions in Section III.

---

**SECTION I: INDIRECT COST RATES**

---

RATE TYPES:      FIXED                  FINAL                  PROV. (PROVISIONAL)      PRED. (PREDETERMINED)

EFFECTIVE PERIOD

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE(%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
PRED.	07/01/2010	06/30/2013	38.50	On Campus	Organized Research
PRED.	07/01/2010	06/30/2013	48.00	On Campus	Instruction
PRED.	07/01/2010	06/30/2013	31.00	On Campus	Other Sponsored Activities
PRED.	07/01/2010	06/30/2013	26.00	Off Campus	All Programs
PRED.	07/01/2013	06/30/2017	40.50	On Campus	Organized Research
PRED.	07/01/2013	06/30/2017	49.00	On Campus	Instruction
PRED.	07/01/2013	06/30/2017	32.00	On Campus	Other Sponsored Activities
PRED.	07/01/2013	06/30/2017	26.00	Off Campus	All Programs
PROV.	07/01/2017	Until Amended		"Use same rates and conditions as those cited for fiscal year ending June 30, 2017."	

ORGANIZATION: Missouri State University

AGREEMENT DATE: 4/10/2015

---

\*BASE

Modified total direct costs, consisting of all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). Modified total direct costs shall exclude equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

ORGANIZATION: Missouri State University

AGREEMENT DATE: 4/10/2015

---

**SECTION I: FRINGE BENEFIT RATES\*\***

---

<u>TYPE</u>	<u>FROM</u>	<u>TO</u>	<u>RATE (%)</u>	<u>LOCATION</u>	<u>APPLICABLE TO</u>
FIXED	7/1/2014	6/30/2015	36.66	All	Full-Time Employees
FIXED	7/1/2014	6/30/2015	7.59	All	Non-Student/PT Emp.
FIXED	7/1/2014	6/30/2015	21.83	All	Part-Time w/MOSERS
FIXED	7/1/2014	6/30/2015	0.54	All	Part-Time w/CURP
FIXED	7/1/2015	6/30/2016	34.60	All	Full-Time Employees
FIXED	7/1/2015	6/30/2016	7.65	All	Non-Student/PT Emp.
FIXED	7/1/2015	6/30/2016	27.42	All	Part-Time w/MOSERS
FIXED	7/1/2015	6/30/2016	8.59	All	Part-Time w/CURP
PROV.	7/1/2016	6/30/2017			Use same rates and conditions as those cited for fiscal year ending June 30, 2016.

\*\* DESCRIPTION OF FRINGE BENEFITS RATE BASE:

Salaries and wages.

ORGANIZATION: Missouri State University

AGREEMENT DATE: 4/10/2015

---

---

**SECTION II: SPECIAL REMARKS**

---

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are charged using the rate(s) listed in the Fringe Benefits Section of this Agreement. The fringe benefits included in the rate(s) are listed below.

TREATMENT OF PAID ABSENCES

Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

OFF-CAMPUS DEFINITION: For all activities performed in facilities not owned by the institution and to which rent is directly allocated to the project(s), the off-campus rate will apply. Actual costs will be apportioned between on-campus and off-campus components. Each portion will bear the appropriate rate.

Equipment Definition -

Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

FRINGE BENEFITS:

FICA

Retirement

Disability Insurance

Life Insurance

Health Insurance

Termination Pay

Tuition Remission

The next fringe benefit proposal based on actual costs the Fiscal year ending June 30, 2014, is due in our office by December 31, 2014. Your next facilities and administrative cost proposal based on actual costs for the fiscal year ending June 30, 2016, is due in our office by December 31, 2016.

ORGANIZATION: Missouri State University

AGREEMENT DATE: 4/10/2015

**SECTION III: GENERAL**

**A. LIMITATIONS:**

The rates in this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. Acceptance of the rates is subject to the following conditions: (1) Only costs incurred by the organization were included in its facilities and administrative cost pools as finally accepted; such costs are legal obligations of the organization and are allowable under the governing cost principles; (2) The same costs that have been treated as facilities and administrative costs are not claimed as direct costs; (3) Similar types of costs have been accorded consistent accounting treatment; and (4) The information provided by the organization which was used to establish the rates is not later found to be materially incomplete or inaccurate by the Federal Government. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government.

**B. ACCOUNTING CHANGES:**

This Agreement is based on the accounting system purported by the organization to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the cognizant agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from facilities and administrative to direct. Failure to obtain approval may result in cost disallowances.

**C. FIXED RATES:**

If a fixed rate is in this Agreement, it is based on an estimate of the costs for the period covered by the rate. When the actual costs for this period are determined, an adjustment will be made to a rate of a future year(s) to compensate for the difference between the costs used to establish the fixed rate and actual costs.

**D. USE BY OTHER FEDERAL AGENCIES:**

The rates in this Agreement were approved in accordance with the authority in Office of Management and Budget Circular A-21, and should be applied to grants, contracts and other agreements covered by this Circular, subject to any limitations in A above. The organization may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

**E. OTHER:**

If any Federal contract, grant or other agreement is reimbursing facilities and administrative costs by a means other than the approved rate(s) in this Agreement, the organization should (1) credit such costs to the affected programs, and (2) apply the approved rate(s) to the appropriate base to identify the proper amount of facilities and administrative costs allocable to these programs.

BY THE INSTITUTION:

Missouri State University

\_\_\_\_\_  
(INSTITUTION)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(TITLE)

\_\_\_\_\_  
(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

\_\_\_\_\_  
(AGENCY)

**Arif M. Karim -S** Digitally signed by Arif M. Karim -S  
DN: c=US, ou=U.S. Government, ou=HHS, ou=PSC, ou=People,  
cn=Arif M. Karim -S, 09.2342.19200300.100.1.1=2009212893  
Date: 2015.04.15 22:51:58 -0500

\_\_\_\_\_  
(SIGNATURE)

Arif Karim

\_\_\_\_\_  
(NAME)

Director, Cost Allocation Services

\_\_\_\_\_  
(TITLE)

4/10/2015

\_\_\_\_\_  
(DATE) 7147

HHS REPRESENTATIVE:

Telephone: \_\_\_\_\_  
(214) 767-3261