

COLLEGES AND UNIVERSITIES RATE AGREEMENT

DATE:10/28/2014

ORGANIZATION:
A.T. Still University of Health Sciences
800 West Jefferson Street
Kirksville, MO 63501

FILING REF.: The preceding
agreement was dated
11/10/2010

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: Facilities And Administrative 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.	07/01/2011	06/30/2015	43.50	On Campus	All Programs
PRED.	07/01/2015	06/30/2019	43.50	On Campus	All Programs
PROV.	07/01/2019	06/30/2021	43.50	On Campus	All Programs

*BASE

Direct salaries and wages excluding all fringe benefits.

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SECTION II: SPECIAL REMARKS

TREATMENT OF FRINGE BENEFITS:

The fringe benefits are specifically identified to each employee and are charged individually as direct costs. The directly claimed fringe benefits 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.

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
- Disability Insurance
- Life Insurance
- Health Insurance
- Employee Physicals
- Retirement
- Worker's Compensation
- Unemployment Insurance
- Professional Liability Insurance

Your next proposal based on actual costs for the fiscal year ending 6/30/2018, is due in our office by 12/31/2018.

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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:

A.T. Still University of Health Sciences

(INSTITUTION)

(SIGNATURE)

(NAME)

(TITLE)

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

10/28/2014

(DATE) 7340

HHS REPRESENTATIVE:

Narendra Gandhi

Telephone:

(214) 767-3261



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

October 28, 2014

Mr. Richard Rieder
VP of Finance/CFO
A.T. Still University of Health Sciences
800 West Jefferson Street
Kirksville, MO 63501

Dear Mr. Rieder:

A copy of an indirect cost Rate Agreement is being faxed to you for signature. This Agreement reflects an understanding reached between your organization and a member of my staff concerning the 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.

Indirect cost proposals, together with the supporting information, are required to substantiate your claim for indirect costs under grants and contracts awarded by the Federal Government. Thus, your next proposal based on actual costs for the fiscal year ending 06/30/2018, is due in our office by 12/31/2018.

Sincerely,

A handwritten signature in black ink, appearing to read "Arif Karim", with a long horizontal flourish extending to the right.

Arif Karim
Director
Cost Allocation Services

Enclosures

PLEASE SIGN AND FAX A COPY OF THE RATE AGREEMENT

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. 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:

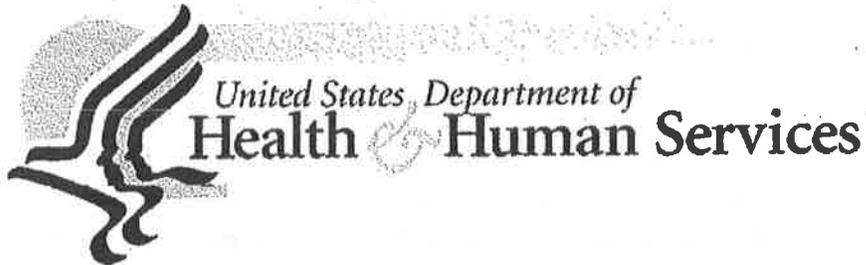
1. Single PDF file titled "Proposal" containing the entire proposal, including the transmittal letter, checklists, required certification, and reconciliation/support schedules. This file should **not** include the supporting financial data (e.g. audited financial statements, Single Audit, etc.)
2. Separate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

PROGRAM SUPPORT CENTER
FINANCIAL MANAGEMENT SERVICE
COST ALLOCATION SERVICES
CENTRAL STATES FIELD OFFICE
Dallas, Texas



FAX TRANSMISSION

To: Mr. Richard Rieder, CFO From: Naren Gandhi
Phone: 214-767-3230 Fax: 214-767-3264

Fax: 680-626-2325 Number Of Pages: 5+1

Phone 680-626-2483 Date: 10/28/14

Re: Rate Agreement CC:

Urgent For Review Please Comment Please Reply Please Recycle

● **Comments:**

If you have any problems with the legibility of any part of the agreement, please contact Naren Gandhi at 214-767-3230.

Please fax back only the signed page of the agreement to fax number 214-767-3264. A fax cover sheet is not required.

NOTE: If our office does not receive a returned signature page, the rate agreement cannot be published on our website for granting officials to view.

THANK YOU.