



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  
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EMAIL: CAS-Dallas@psc.hhs.gov

June 13, 2014

Mr. Carl Rosenkranz  
Executive Director  
Ozarks Area Community Action Corporation  
215 South Barnes  
Springfield, MO 65802-2204

Dear Mr. Rosenkranz:

A copy of your 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.

An indirect cost proposal, 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 09/30/14 should be submitted by 03/31/15.

Sincerely,

Arif Karim  
Director  
Cost Allocation Services

Enclosures

PLEASE SIGN AND FAX A COPY OF THE RATE AGREEMENT

NONPROFIT RATE AGREEMENT

[REDACTED]

DATE: 06/13/2014

ORGANIZATION:  
Ozarks Area Community Action Corporation  
215 South Barnes  
Springfield, MO 65802-2204

FILING REF.: The preceding  
agreement was dated  
07/02/2013

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.

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**SECTION I: INDIRECT COST RATES**

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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>
FINAL	10/01/2012	09/30/2013	9.10	On Site	All Programs
PROV.	10/01/2013	09/30/2015	9.10	On Site	All Programs

\*BASE

Direct salaries and wages including all fringe benefits.

ORGANIZATION: Ozarks Area Community Action Corporation

AGREEMENT DATE: 6/13/2014

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**SECTION II: SPECIAL REMARKS**

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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.

ORGANIZATION: Ozarks Area Community Action Corporation

AGREEMENT DATE: 6/13/2014

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This organization charges all costs direct to a particular final cost objective; i.e., a particular award, project, service, or other direct activities, with the exception of the costs listed low:

1. Salaries and wages:

Executive Director	Accounting Clerks
Executive Assistant	Bookkeepers
Personnel	Payroll Clerk
Planner/Communications	Human Resource Dir.
Receptionist	Fiscal Officer
Accountant	Network Administrator

2. Fringe benefits for the above personnel only.

3. Non-labor expenses (administrative only):

Employee Morale, Dev. & Training	Depreciation of Equipment
Audit	Equip., Repair & Maintenance
Contracted Services	Dues & Subscriptions
Admin. Staff & Board Travel	Insurance
Admin. Rent, Utilities & Maint.	Postage
Consumable Supplies	Telephone
Copier Costs	Corporate & Legal Cost

4. Non-labor expenses (all; i.e., totally indirect costs):

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	Worker's Compensation
Unemployment Insurance	Health Insurance
Retirement	Dental Insurance
Life Insurance	

The indirect cost rate(s) has/have been negotiated in compliance with the applicable Administration for Children and Families Program Instructions for the Head Start program (ACYF-PI-HS-05-01 and ACYF-PI-HS-08-03). ACYF-PI-HS-08-03, dated 5/12/2008, specifically defines "compensation" and limited the cost of "compensation" charged to any federally funded program to zero for any staff whose "compensation" exceeded the rate payable for level II of the Executive Schedule. As of January, 2014 the Executive Schedule Level II rate is \$181,500.

Your next proposal based on actual costs for the fiscal year ending 09/30/14 is due in our office by 03/31/15.

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ORGANIZATION: Ozarks Area Community Action Corporation

AGREEMENT DATE: 6/13/2014

**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 indirect cost pool 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 indirect 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 indirect 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-122, 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 indirect 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 indirect costs allocable to these programs.

BY THE INSTITUTION:

Ozarks Area Community Action Corporation

(INSTITUTION)

*Carl Rosenkranz*

(SIGNATURE)

CARL ROSENKRANZ

(NAME)

EXECUTIVE DIRECTOR

(TITLE)

06-23-2014

(DATE)

ON BEHALF OF THE FEDERAL GOVERNMENT:

DEPARTMENT OF HEALTH AND HUMAN SERVICES

(AGENCY)

*Arif Karim*

(SIGNATURE)

Arif Karim

(NAME)

Director, Cost Allocation Services

(TITLE)

6/13/2014

(DATE) 7081

HHS REPRESENTATIVE:

Shon Turner

Telephone:

(214) 767-3261

**OFFICIAL NOTIFICATION**  
New Procedures for Submitting  
Non-profit Indirect Cost Rate Proposals

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**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 indirect cost rate proposals (and if applicable, associated fringe benefit 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 indirect cost 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 can 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, and required certification. 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, IRS Form 990, accounting reports, 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 indirect cost rate proposal, or have problems forwarding your documents electronically, please contact us at (214) 767-3261.