

COST ALLOCATION AGREEMENT
STATE AND LOCAL GOVERNMENTS

State of Idaho
Statehouse, Room 122
Boise, ID 83720

DATE: July 15, 2002
FILING REF.: The preced-
ing agreement was dated:

April 4, 2001 G12074

SECTION I: ALLOCATED COSTS

The central service costs listed in Exhibit A, attached, are approved on a fixed basis and may be included as part of the costs of the State/local departments and agencies indicated during your fiscal year ended June 30, 2002 for further allocation to Federal grants, contracts and other agreements performed at those departments and agencies.

SECTION II: BILLED COSTS

In addition to Section I, which provides for services furnished but not billed, the services listed below are furnished and billed to State/local departments and agencies.

Legislative Services - Audit Division
State Controller - Data Processing Services
Office of the Attorney General - State Legal Services¹
Department of Administration
- Voice Services
- Statewide Data Network
- Microwave Services
- Bureau of Central Postal
- Bureau of Facilities Management Services
- Division of Purchasing - Central Administration (Statewide Contracts)
- Document Management Services (Photo Copy Services, Microfilm, Records Storage and Quick Copy)
- Employee Assistance Program²
- Office of Group Insurance (Medical, Dental, Life, Dependent Life, Accidental Death and Dismemberment, Short- and Long-Term Disability, and Employee Assistance Program)
- Risk Management Services (Auto, General, Liability and Property)
- Information Technology Resource Management Council
- Information Technology Resource Management Training
- Office of Administrative Rules
Division of Human Resources (previously Personnel Commission)
Department of Labor - Unemployment Insurance
Public Employee Retirement System

¹ Starting with FYE 06/30/2002, this fund was changed from Internal Service Fund methodology to 100% general fund.

² Starting with FYE 06/30/2000, this fund was combined with Office of Group Insurance.

SECTION III: CONDITIONS

The amounts approved in Section I and the billings for the services listed in Section II are subject to the following conditions:

A. LIMITATIONS: (1) Charges resulting from 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. (2) Such charges represent costs incurred by the State/locality which are legal obligations of the State/locality and are allowable under OMB Circular A-87. (3) The same costs that are treated as indirect costs are not claimed as direct costs. (4) Similar types of costs are accorded consistent accounting treatment. (5) The information provided by the State/locality which was used to establish this Agreement is not later found to be materially incomplete or inaccurate.

B. ACCOUNTING CHANGES: This Agreement is based on the accounting system purported by the State/locality to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from 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 allocated cost to a billed cost. Failure to obtain approval may result in cost disallowances.

C. FIXED AMOUNTS: If fixed amounts are approved in Section I of this Agreement, they are based on an estimate of the costs for the period covered by the Agreement. When the actual costs for this period are determined, adjustments will be made to the amounts of a future year to compensate for the difference between the costs used to establish the fixed amounts and actual costs.

D. BILLED COSTS: Charges for the services listed in Section II will be billed in accordance with rates established by the State/locality. These rates will be based on the estimated costs of providing the services. Adjustments for variances between billed costs and the actual allowable costs of providing the services, as defined by OMB Circular A-87, will be made in accordance with procedures agreed to between the State/locality and the Cognizant Agency.

E. USE BY OTHER FEDERAL AGENCIES: This Agreement was executed in accordance with the authority in OMB Circular A-87, and should be applied to grants, contracts and other agreements covered by that Circular, subject to any limitations in Paragraph A above. The State/locality may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

BY THE STATE/LOCALITY

BY THE COGNIZANT AGENCY
ON BEHALF OF THE FEDERAL GOVERNMENT

State of Idaho
(STATE/LOCALITY)

DEPARTMENT OF HEALTH AND HUMAN SERVICES
(AGENCY)

(SIGNATURE)

(SIGNATURE)

(NAME)

David S. Low
(NAME)

(TITLE)

Director, Division of Cost Allocation
(TITLE)

(DATE)

July 15, 2002
(DATE)

HHS Representative Helen K. Fung
Telephone (415) 437-7820