Attachment F

ICAP/ICRP SUBMISSION CERTIFICATION

Shasta Regional Transportation Agency
Indirect Cost Rate
FY 18-19

The indirect cost rate plan contained herein is for use on grants, contracts and other agreements with the Federal Government and the California Department of Transportation (Department), subject to the provisions in Section II. This rate was prepared by the Shasta Regional Transportation Agency and accepted by the Department.

SECTION I: Rates

Rate Type*	Effective Period	Rate*	Applicable to
Fixed w/ carryforward	7/1/18 to 6/30/19	76.71%	SRTA

Base: Direct salaries and wages plus fringe benefits

SECTION II: General Provisions

A. Limitations:
The rate in this Agreement is subject to any statutory or administrative limitations and applies to a given grant, contract, or other agreement only to the extent that funds are available. Acceptance of the rate is subject to the following conditions: (1) Only costs incurred by SRTA were included in its indirect cost pool as finally accepted; such costs are legal obligations of SRTA 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; (4) The information provided by SRTA which was used to establish the rate is not later found to be materially incomplete or inaccurate by the Federal Government or the Department. In such situations the rate(s) would be subject to renegotiation at the discretion of the Federal Government or the Department; (5) Prior actual costs used in the calculation of the approved rate is contained in SRTA's Single Audit which was prepared in accordance with 2 CFR 200. If a Single Audit is not required to be performed, then audited financial statements should be used to support the prior actual costs; and, (6) The rate is based either on an estimate of the costs to be incurred or actual costs incurred during the period.

B. Accounting Changes:
This Agreement is based on the accounting system purported by SRTA 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 Rate with Carry Forward:
The fixed rate used in this Agreement is based on an estimate of the costs for the period covered by the rate.

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When the actual costs for the period is determined by SRTA's audited financial statements – any differences between the application of the fixed rate and actual costs will result in an over or under recovery of costs. The over or under recovery will be carried forward, as an adjustment to the calculation of the indirect cost rate, to the second fiscal year subsequent to the fiscal year covered by this plan.

D. Audit Adjustments:
Immaterial adjustments resulting from the audit of information contained in this plan shall be compensated for in the subsequent indirect cost plans approved after the date of the audit adjustment. Material audit adjustments will require reimbursement from SRTA. For rates covering a future fiscal year, unallowable costs will be removed from the indirect cost pool and the rate appropriately adjusted.

E. Record Retention:
The proposal and all related documentation must be retained for audit in accordance with the record retention requirements of the State or Federal agreements for which the indirect rate will be billed or for three years after the fiscal year for which the rate is calculated, whichever is longer.

F. Use by Other Federal Agencies:
Authority to accept this agreement by the Department has been delegated by the Federal Highway Administration, California Division. The purpose of this acceptance is to permit SRTA to bill indirect costs to Title 23 funded projects administered by the Federal Department of Transportation (DOT).

The acceptance will also be used by the Department in state-only funded projects.

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

H. Rate Calculation for Fixed Rate with Carryforward:

FY 2018-19 Budgeted/Estimated Indirect Costs	$569,889
Carry Forward from FY 2016-17	($44,812
Budgeted FY 2018-19 Indirect Costs	$552,077
FY 2018-19 Budgeted/Estimated Direct Salaries & Wages plus Fringe Benefits	$719,649
FY 2018-19 Indirect Cost Rate	76.71%

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CERTIFICATION OF INDIRECT COSTS

This is to certify that I, Dan Little have reviewed the indirect cost rate proposal submitted herewith and to the best of my knowledge and belief:

(1) All costs included in the proposal to establish billing of an indirect cost rate for fiscal year 2018 (July 1, 2018 to June 30, 2019) are allowable in accordance with the requirements of the Federal and State award(s) to which they apply and 2 Code of Federal Regulations (CFR), Part 200, "Cost Principles", Subpart E, and Appendices V & VII for State, Local, and Indian Tribal Governments. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal and State awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government and the Department will be notified of any accounting changes that would affect the fixed, final, or predetermined rate.

(3) I understand that during the predetermined (or extension) period, there will be no changes to the ICAP/ICRP calculation methodology used, no changes to our financial management system (i.e. change in processes, or in accounting software), and no substantial changes to our organizational structure and program(s).

(4) I understand that if a rate extension is granted, I may not request a rate review until the extension period ends and that at the end of the extension period, I must re-apply to develop and negotiate a rate.

(5) I understand that the ICAP/ICRP package along with all supporting documentation from which the proposed rates are developed must be retained for audit in accordance with the record retention requirements of the State or Federal agreements for which the indirect rate will be billed or for three years after the fiscal year for which the rate(s) is calculated, whichever is longer.

(6) Additionally, I understand that in accordance with 2 CFR, Part 200, Appendix VII, refunds shall be made if proposals are later found to have included costs that are unallowable as specified by law or regulation, as identified in Subsection 200.420 to this part, or by the terms and conditions of Federal and State award, or are unallowable because they are clearly not allocable to Federal or State awards. These adjustments or refunds will be made regardless of the type of rate negotiated (predetermined, final, fixed or provisional). For rates covering a future fiscal year (i.e. extended rates), the unallowable costs will be removed from the indirect cost pool and the rate appropriately adjusted for all fiscal years covered by the extension.

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I acknowledge as a representative of Shasta Regional Transportation Agency that the proper use and application of the indirect rate contained in this indirect cost rate proposal is the responsibility of the Shasta Regional Transportation Agency and such use may be subject to audit by the Department or Federal Highway Administration. Failure to cooperate with an audit can result in the withdrawal of Department acceptance and require immediate reimbursement of previously reimbursed indirect costs.

I declare that the foregoing is true and correct.

Government Unit: Shasta Regional Transportation Agency

Signature: ______________________	Signature: ______________________
Reviewed, Approved and Submitted by:	Prepared by:
Name of Official: Susie Baugh	Name of Official: Dan Little
Title: Board Chair	Title: Executive Director
Date of Execution: April 24, 2018	Telephone No.:530-262-6190

INDIRECT COST RATE(S) SUBMISSION ACCEPTANCE

The Department has received this ICAP/ICRP and accepts the plan for billing and reimbursement purposes.

Accepted by:

MARSUE MORRILL, CPA
Chief, External Audits – Local Governments
California Department of Transportation, Audits and Investigations
(916) 323-7105

____
Signature

Date: ______________________

ATTACHMENT A
ICAP/ICRP SUBMISSION PACKAGE

ICAP Certification Letter, G: Calculation of Rate:

FY 18/19 Budgeted Indirect Costs	**P-2**	$ 596,889	**<See indirect cost calculation detail page 2>**
Carry Forward From prior period	**P-2**	$ (44,812)	**2016/2017**
Indirect Costs for FY 2018/19	**P-2**	$ 552,077	
FY 2018/19 Budgeted Direct Salaries and Wages plus Fringe Benefits	**P-2**	$ 719,649	**<See indirect cost calculation detail page 2>**
FY 2018/19 Indirect Cost Rate	**P-2, P-2-1**	**76.71%**	

Estimated Costs Detailed for 17/18 IDC Calculation

Item	Ref	Federal	State	TDA	Other	Unallowed	Reference	Allowable Indirect Expense	Total Expense
Salaries		$322,229	$80,241	$105,122	$38,334	$0		$213,737	$ 759,663
PTO Costs		$0	$0	$0	$0	$0		$64,637	$ 64,637
Fringe Benefits P-6 (24.14%)		$102,539	$25,534	$33,452	$12,198	$0		$68,015	$ 241,738
Total Salaries/Fringe Benefits/PTO	P-5	$424,768	$105,776	$138,574	$50,532	$0	P-3	$ 346,389	$ 1,066,038
		B	B	B	B				P-3
Supplies	P-4	$47,306	$5,680	$38,836	$4,799				$ 96,621
Consultant Services	P-4	$553,560	$0	$573,890	$187,351				$ 1,314,801
Indirect Costs									
Building Occupancy:									
Depreciation (Suite 202)								$ 44,300	$ 44,300
Interest								$ 20,800	$ 20,800
Insurance								$ 3,200	$ 3,200
Repairs								$ 2,700	$ 2,700
Janitorial								$ 8,000	$ 8,000
Elevator								$ 300	$ 300
Landscape								$ 1,500	$ 1,500
Taxes								$ 100	$ 100
Security								$ 3,200	$ 3,200
Utilities								$ 10,400	$ 10,400
Advertising								$ 1,300	$ 1,300
Copier								$ 6,000	$ 6,000
Communication								$ 11,000	$ 11,000
Depreciation								$ 6,300	$ 6,300
Books and Educational Materials								$ 1,000	$ 1,000
Office Supplies								$ 14,000	$ 14,000
Computer Support								$ 28,000	$ 28,000
Dues/Subscriptions						$500		$ 8,500	$ 9,000
Postage								$ 2,000	$ 2,000
Educational Training								$ 1,000	$ 1,000
Repairs and Maintenance								$ 1,000	$ 1,000
Software								$ 8,000	$ 8,000
Public Notice								$ 500	$ 500
Travel								$ 5,000	$ 5,000
Licenses								$ 500	$ 500
Meetings								$ 1,000	$ 1,000
Insurance								$ 6,000	$ 6,000
Audit/Acturial Services								$ 20,400	$ 20,400
Legal Services								$ 8,000	$ 8,000
Personnel Services								$ 12,500	$ 12,500
Small Office Equipment								$ 10,000	$ 10,000
Conference/training								$ 4,000	$ 4,000
Subtotals Indirect Costs								$ 250,500	$ 251,000
2016-17 Actual Indirect Costs							W/E 700.99 in OWP	$ 596,889	P-2-1
								A	
Carry Forward From prior period								$ (44,812)	$ (44,812)
TOTAL COSTS		$1,025,634	$111,456	$751,299	$242,682	$500		552,077	$ 2,683,648
Less Unallowed Costs									$ (500)
								Costs Per OWP	$ 2,683,148
Calculation of Indirect Cost Rate									
Actual Indirect Costs							A	$ 596,889	P-1
Carry Forward From prior period							P-2-2	$ (44,812)	P-1
Direct Salaries and Wages							B, P-4	$ 719,649	P-1
Calculated ICAP Rate								76.71%	P-1

Unallowed membership costs- $500 to CALCOG for lobbying

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18/19 Indirect Cost Carryforward Calculation for 16/17

		Actual 16/17		Estimated 18/19	
Approved ICAP Rate		**104.77%**			
Beginning Carryforward				(44,812)	
Actual Indirect Costs		605,844	P-2	596,889	
	P-2-2	605,844		552,077	
Actual Direct Salaries and Fringe Benefits	P-2-2	606,678	P-2	719,649	
		104.77%			
		635,617			
				76.71%	**17/18 Calculated Rate**
				P-1	
Carryforward Subtotal		(29,773)			
Depreciation Taken on on grant funded capital assets		(15,039)			
Ending Carryforward		(44,812)			

Revised 16/17 Actual Costs Detailed for 18/19 Carryforward Calculation

	Reference	Direct Expense	Reference	Indirect Expense	Reference	Unallowable Expenses	Reference	Totals	
Salaries		443,705		282,902			Profit and Loss	726,607	
Fringe Benefits (24.4%)		162,973		97,359			Profit and Loss	260,332	
Total Salaries + Fringe Benefits		606,678		380,261				986,939	
Consultant Services	Audit page 80	651,059	Audit page 80	(175)			Profit and Loss	650,884	
Incentives	Audit page 80	1,221	Audit page 80	590			Profit and Loss	1,811	
Interest			Audit page 80	21,656			Profit and Loss	21,656	
Utilities			Audit page 80	10,429			Profit and Loss	10,429	
Communication			Audit page 80	7,425			Profit and Loss	7,425	
Depreciation			Audit page 80	68,645		0	Profit and Loss	68,644	
Public Notices	Audit page 80	1,477	Audit page 80	1,135			Profit and Loss	2,612	
Office Supplies	Audit page 80	1,062	Audit page 80	19,511			Profit and Loss	20,573	
Computer Support	Audit page 80	99	Audit page 80	22,555			Profit and Loss	22,654	
Dues/Subscriptions	Audit page 80	1,373	Audit page 80	6,136			Profit and Loss	7,509	
Postage	Audit page 80	27	Audit page 80	1,069			Profit and Loss	1,096	
License	Audit page 80	14,668					Profit and Loss	14,668	
Repairs and Maintenance	Audit page 80	408	Audit page 80	15,951			Profit and Loss	16,359	
Software			Audit page 80	5,585			Profit and Loss	5,585	
Travel	Audit page 80	10,216	Audit page 80	4,076			Profit and Loss	14,292	
Printing	Audit page 80	1,345	Audit page 80				Profit and Loss	1,345	
Security			Audit page 80	2,202			Profit and Loss	2,202	
Bank Charges			Audit page 80	25			Profit and Loss	25	
Insurance			Audit page 80	9,629			Profit and Loss	9,629	
Recruiting			Audit page 80	2,990				2,990	
Advertising	Audit page 80	3,469	Audit page 80	1,021			Profit and Loss	4,490	
Taxes			Audit page 80	79			Profit and Loss	79	
Professional Services	Audit page 80	31,306	Audit page 80	22,357			Profit and Loss	53,663	
Education and Training	Audit page 80	790	Audit page 80	1,181			Profit and Loss	1,971	
Meetings	Audit page 80	136	Audit page 80	86			Profit and Loss	222	
Conferences	Audit page 80	1,394	Audit page 80	1,425			Profit and Loss	2,819	
		1,326,728		605,844		0		1,932,571	
				P-2-1			GASB 68 Adjustments	(99,598)	Pension Difference
								1,832,973	

SRTA
Expenditures by Source

Supplies		Federal	State	TDA	SR/Other	In-Kind	Total
701.01	Regional Trans. Plan	4,430					4,430
701.03	Performance Measures	1,628					1,628
701.09	Air Quality	511					511
701.11	HPMS	1,093					1,093
702.01	Programming of TIPS	4,825					4,825
702.02	Overall Work Program	2,417					2,417
702.03	Grant Writing and Tech Assistance			640			640
702.04	Sustainable Development Incentive Program (NEW)		686				
703.01	Manage Bike & Ped Facilities	3,602					3,602
703.03	Generation of Non-Motorized for SGA	-					-
703.04	GoShasta ATP	-					-
703.05	Sustainable Shasta (NEW)	1,779					
704.01	Information Dissemnation	3,758		940			4,698
705.01	ITS Planning & Development		2,612				2,612
705.02	GIS Applications	11,452			2,000		13,452
705.05	Regional Travel Demand Model	2,241					2,241
706.02	Transit Planning	5,055		-			5,055
706.06	LCTOP			448			448
706.07	North State Express Connect Business Plan (NEW)	1,629					1,629
706.08	Sunday Transit Service Demo Project (NEW)			1,975			1,975
706.09	NS Intercity Adm & Ops				2,136		2,136
707.01	Corridor Studies & Dev. Review	717					717
707.02	Safe Routes to School				124		124
707.03	PEV Planning & Policy	1,928					1,928
707.04	Freight and Goods Movement		2,382				2,382
707.07	North State Express Connect Business Plan (NEW)	241					241
708.03	Administration of TDA			34,386			34,386
708.04	CTSA, RABA Administration			447			447
800.01	Superregion				539		539
		47,306	5,680	38,836	4,799	-	94,156
		P-2	P-2	P-2	P-2	P-2	

Consultants		Federal	State	TDA	SR/Other	In-Kind	Total
701.01	Regional Trans. Plan	10,000					10,000
701.03	Performance Measures	-					-
701.09	Air Quality	-					-
701.11	HPMS	30,000					30,000
702.01	Programming of TIPS	-					-
702.02	Overall Work Program	-					-
702.03	Grant Writing and Tech Assistance			-			-
702.04	Sustainable Development Incentive Program (NEW)	105,000					105,000
703.01	Manage Bike & Ped Facilities	-					-
703.03	Generation of Non-Motorized for SGA	-					-
703.04	GoShasta ATP	-					-
703.05	Sustainable Shasta (NEW)	350,000					350,000
704.01	Information Dissemnation	3,560		890			4,450
705.01	ITS Planning & Development		-				-
705.02	GIS Applications	20,000					20,000
705.05	Regional Travel Demand Model	25,000					25,000
706.02	Transit Planning	-					-
706.06	LCTOP			-			-
706.07	North State Express Connect Business Plan (NEW)				17,351		17,351
706.08	Sunday Transit Service Demo Project (NEW)			9,000			9,000
707.01	Corridor Studies & Dev. Review						-
707.02	Safe Routes to School				170,000		170,000
707.03	PEV Planning & Policy						-
707.04	Freight and Goods Movement						-
708.03	Administration of TDA						-
708.04	CTSA, RABA Administration			564,000			564,000
800.01	Superregion						-
90101	Hilltop Drive Signal						-
901.02	Victor Ave Corridor						-
902.01	Cascade Blvd						-
902.02	Micro-Transit	5,000					5,000
905.01	Capital Improvement Study	5,000					5,000
		553,560	-	573,890	187,351	-	1,314,801
		P-2	P-2	P-2	P-2	P-2	

Personnel

701.01	Regional Trans. Plan	59,563					59,563
701.03	Performance Measures	26,160					26,160
701.09	Air Quality	4,620					4,620
701.11	HPMS	18,080					18,080
702.01	Programming of TIPS	34,356					34,356
702.02	Overall Work Program	59,049					59,049
702.03	Grant Writing and Tech Assistance			5,818			5,818
702.04	Sustainable Development Incentive Program (NEW)		28,583				28,583
703.01	Manage Bike & Ped Facilities	44,331	5,744				50,075
703.03	Generation of Non-Motorized for SGA	-					-
703.04	GoShasta ATP	-					-
703.05	Sustainable Shasta (NEW)	3,723	28,739				32,462
704.01	Information Dissemnation	23,260		5,815			29,075
705.01	ITS Planning & Development		8,819				8,819
705.02	GIS Applications	18,817					18,817
705.05	Regional Travel Demand Model	10,029					10,029
706.02	Transit Planning	57,352		7,431			64,783
706.06	LCTOP			10,343			10,343
706.07	North State Express Connect Business Plan (NEW)	14,935	11,256				26,191
706.08	Sunday Transit Service Demo Project (NEW)			40,615			40,615
706.09	NS Intercity Adm & Ops				47,320		47,320
707.01	Corridor Studies & Dev. Review	13,228					13,228
707.02	Safe Routes to School				1,012		1,012
707.03	PEV Planning & Policy	17,824					17,824
707.04	Freight and Goods Movement	14,113	22,635				36,748
707.07	RCEA Fuel-Cell Readiness Project (NEW)	5,327			566		5,893
708.03	Administration of TDA			54,086			54,086
708.04	CTSA, RABA Administration			14,466			14,466
800.01	Superregion				1,634		1,634
		424,768	105,776	138,574	50,532	-	719,649
		P-2	P-2	P-2	P-2	P-2	P-2

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1,025,634	111,456	751,299	242,682	0	2,128,606