

**GRAYS HARBOR
COUNCIL OF GOVERNMENTS
RESOLUTION #654**

**A resolution of the Grays Harbor Council of Governments (GHCOG)
adopting the 2021 Cost Allocation Plan.**

WHEREAS, GHCOG receives federal transportation funding for the administration of the Surface Transportation Program (STP) for the Grays Harbor County Region; and,

WHEREAS, the Federal Office of Management establishes cost principals for state, local, and Indian Tribal governments for determining costs for federal awards; and,

WHEREAS, according to the Federal Office of Management and Budget, 2 CFR Part 200, Uniform Administration Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance) GHCOG must adopt a Cost Allocation Plan in order to receive reimburse funds on federal awards; and,

WHEREAS, a new Cost Allocation Plan is to be updated each year in accordance with GHCOG's annual budget and that update shall be approved by an annual Cost Allocation Plan Proposal Certification; and,

WHEREAS, the Full GHCOG Council has been presented with and reviewed the Agency's Cost Allocation Plan;

NOW, THEREFORE, BE IT RESOLVED, the Grays Harbor Council of Governments adopts the Agency's Cost Allocation Plan for budget year 2021.

APPROVED AND ADOPTED this 18th day of February 2021.

ATTEST: _____

Vicki Cummings, Executive Director

Jim Sorensen, Chairman

Council Member

Council Member



Grays Harbor Council of Governments

2021

Cost Allocation Plan

Grays Harbor Council of Governments

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GRAYS HARBOR COUNCIL OF GOVERNMENTS

COST ALLOCATION PLAN PROPOSAL

CERTIFICATION

January 1, 2021 – December 31, 2021

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

(1) All costs included in this proposal dated January 1, 2021 to establish billing or final indirect costs rates for January 1, 2021 through December 31, 2021 are allowable in accordance with the requirements of the Federal award(s) to which they apply and the provisions of this Part. Unallowable costs have been adjusted for in allocating costs as indicated in the indirect cost proposal.

(2) All costs included in this proposal are properly allocable to Federal 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 will be notified of any accounting changes that would affect the predetermined rate.

I declare that the foregoing is true and correct.

Grays Harbor Council of Governments

APPROVED AND ADOPTED this 18th day of February 2021.

ATTEST: _____

Vicki Cummings, Executive Director

Jim Sorensen, Chairman

INTRODUCTION

The Grays Harbor Council of Governments 2021 staffing levels, indirect costs and benefits are starting with a 2021 fixed rates.

The 2021 fixed rates are:

Indirect Costs	134.95%
Fringe Benefits	59.25%

ALLOCATION METHOD

The Grays Harbor Council of Governments uses the fixed rate to allocate indirect costs and fringe benefits. During the budgeting process rates are established by estimating indirect cost as a percentage of direct labor costs and fringe benefits as a percentage of direct, excluded and indirect labor costs. The rates are used to allocate indirect and fringe benefit costs each month regardless of actual costs incurred. After the close of the calendar year, the indirect and fringe costs recovered will be compared to the actual costs to determine the amount to carry forward as an adjustment to the following year's rates.

Table 1: 2020 Income and Expenses

Grays Harbor Council of Governments	
Actual 2020 Income & Expenditures	
INCOME	
Member Dues	\$ 247,557
Local	-
State	-
Federal	161,774
Miscellaneous	147
TOTAL INCOME	\$ 409,478
EXPENSES	
Communication Services	\$ 3,623
Consultants & Contracted Svcs	70,492
Insurance - Property & Liability	7,872
Office Equipment & Software	1,636
Payroll - Salaries & Wages	134,371
Payroll - Benefits & Taxes	49,586
Rent	13,558
Repair & Maintenance	-
Supplies	1,965
Travel	157
Miscellaneous	682
TOTAL EXPENSES	\$ 283,942

Table 2: 2020 Indirect Salaries & Benefits

POSITION	SALARIES	BENEFITS	TOTALS
Administration	\$ 33,509	\$ 21,948	\$ 55,457
Totals	\$ 33,509	\$ 21,948	\$ 55,457

Table 3: Reconciliation of 2020 Indirect Cost Recovery

2020 Actual Expenses	Total Expenses	Indirect	Excluded	Direct
Wages (excluding paid leave)	\$112,495	\$33,509	\$ -	\$ 78,986
Benefits (including paid leave)	71,462	21,948	-	49,514
Subtotal	\$ 183,957	\$ 55,457	\$ -	\$ 128,500
Communication Services	3,623	3,623	-	-
Consultants & Contracted Svcs	70,492	1,578	-	68,914
Insurance - Property & Liability	7,872	7,872	-	-
Office Equipment & Software	1,636	1,636	-	-
Rent	13,558	13,558	-	-
Repair & Maintenance		-	-	-
Supplies	1,965	1,965	-	-
Travel	157	157	-	-
Miscellaneous	682	682	-	-
Subtotal	\$ 99,985	\$ 31,071	\$ -	\$ 68,914
Totals	\$283,942	\$ 86,528	\$ -	\$ 197,414
		\$86,528		Actual year 2020 indirect costs
		-		+/- 2019 indirect cost carry-forward
		\$ 86,528		Indirect eligible for recovery in 2020
		97,406		Indirect cost recovered in 2020
		\$ (10,877)		Under/(over) recovery in 2020 (carried forward into 2021 rate)

Table 4: Estimated 2021 Indirect Salaries & Benefits

POSITION		SALARIES	BENEFITS	TOTALS
Administration	\$	36,556	\$ 18,843	\$ 55,399
Totals	\$	36,556	\$ 18,843	\$ 55,399

Table 5: 2021 Estimated Indirect, Excluded & Direct Costs

2021 Proposed Expenses	Total Expenses	Indirect	Excluded	Direct
Wages	\$ 114,512	\$ 36,556	\$ -	\$ 77,956
Benefits	69,791	18,843	-	50,948
Subtotals	\$ 184,303	\$ 55,399	\$ -	\$ 128,904
Communication Services	4,300	4,300	-	-
Consultant & Contracted Svcs	169,000	13,000	-	156,000
Insurance - Property & Liability	9,000	9,000	-	-
Office Equipment & Softwear	3,000	3,000	-	-
Rent	16,000	16,000	-	-
Repair & Maintenance	-	-	-	-
Supplies	2,300	2,300	-	-
Travel	1,300	1,300	-	-
Miscellaneous	900	900	-	-
Subtotals	\$ 205,800	\$ 49,800	\$ -	\$ 156,000
Totals	\$ 390,103	\$ 105,199	\$ -	\$ 284,904

Table 6: 2021 Indirect Cost Rate Calculation

CY 2021 Budgeted Indirect Cost	\$ 105,199		
CY 2020 Indirect carry-forward	-		
	\$ 105,199		
CY 2021 Budgeted Direct Salaries	\$ 77,956		
Total Indirect Cost	105,199		
Total Direct Salaries	77,956	=	134.95%

Table 7: Reconciliation of 2020 Fringe Benefit Recovery

2020 Actual Benefit Expenses	Total	
Holiday Leave	\$ 6,908	
Sick Leave	7,779	
Vacation Leave	7,189	
Subtotal	\$ 21,876	
Dental	1,498	
Employee Assistance	46	
Disability	152	
Health Insurance	19,613	
Life Insurance	205	
Medicare Tax	1,948	
Retirement Contributions	17,273	
Social Security	8,331	
Unemployment Tax	131	
Vision	202	
Workers Compensation Insurance	463	
Subtotal	\$ 49,862	
Totals	\$ 71,738	Actual 2020 Fringe Benefit costs incurred
	-	+/- 2019 fringe benefit carry-forward
	\$ 71,738	Fringe benefits eligible for recovery in 2020
	73,684	Fringe benefits recovered in 2020
	\$ (1,946)	Under/(over) recovered for 2020 (carried forward into 2021 rate)

Table 8: Estimated 2021 Fringe Benefit Costs

Benefit	Budget Amount
Holiday Leave	\$ 7,470
Sick Leave	5,226
Vacation Leave	8,185
Subtotal	\$ 20,881
Dental	1,339
Employee Assistance	43
Disability	141
Health Insurance	18,410
Life Insurance	189
Medicare Tax	1,963
Retirement Contributions	17,627
Social Security	8,393
Unemployment Tax	173
Vision	186
Workers Compensation Insurance	446
Subtotal	\$ 48,910
Total Estimated Fringe Benefits	\$ 69,791

Table 9: 2021 Fringe Benefit Rate Calculation

CY 2021 Budgeted Fringe Benefits	\$ 69,791	
CY 2020 Fringe Benefit carry-forward	(1,946)	
CY 2021 Recoverable Fringe Benefits estimate	\$ 67,845	
CY 2021 Budgeted Direct Salaries	\$ 77,956	
CY 2021 Budgeted Indirect Salaries	36,556	
CY 2021 Budgeted Excluded Salaries	-	
Total Salaries & Wages (excluding paid leave)	\$ 114,512	
	Total Fringe Benefits	67,845
		=
	Total Salaries (excluding paid leave)	114,512
		59.25%