Office of Statewide Reporting and Accounting Policy State of Louisiana

Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
Commissioner of Administration

January 7, 2019

MEMORANDUM

TO: Fiscal Officers

FROM: Afranie Adomako, CPA

Director of Management & Finance – DOA

SUBJECT: Cost Allocation – 2019 SWCAP

Enclosed is a copy of the negotiated agreement between the U.S. Department of Health & Human Services and the State of Louisiana for the 2019 Statewide Cost Allocation Plan (SWCAP), which is based on the actual costs for the fiscal year ended June 30, 2017. Also enclosed, as an addendum, is the maximum amount that federal programs may be charged for building space per square foot in the listed buildings for each year. Additional worksheets are included for agencies that utilized the Galvez or LaSalle parking garages in FY 2017. These provide the number of parking spaces occupied and the total allowable costs which may be recovered.

I hope this information will be useful in the preparation of your own proposals. If you have questions concerning the attached, please call Mr. Sean Langlois at (225) 342-5509 or Ms. Yuchi Fong at (225) 219-2444.

AA/SL

Enclosure

COST ALLOCATION AGREEMENT STATE AND LOCAL GOVERNMENTS

EIN # 1726000720A1

DEPT/AGENCY: State of Louisiana Division of Administration State Capitol Annex P.O. Box 94095 Baton Rouge, LA 70804-9095 DATE: December 21, 2018
FILING REF: The preceding Agreement was dated

December 20, 2018

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 the fiscal year ended June 30, 2019 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 departments and agencies:

- 1. Unemployment Compensation
- 2. Office of Risk Management
- 3. Administrative Services
- 4. Office of Telecommunications Management (OTM)
- 5. Office of Aircraft Services (OAS)
- 6. DOA Uniform Payroll System
- 7. Office of State Buildings
- 8. Reserved for Future Use (formerly OCS)
- 9. Treasury Central Banking Services
- 10. Department of Civil Service
- 11. Division of Administrative Law
- 12. Office of Group Benefits (OGB)
- 13. State Employees Retirement System
- 14. Reserved for Future Use (formerly LPAA)
- 15. Human Capital Management
- 16. Office of State Procurement
- 17. Office of Technology Services (OTS)

DEPT/AGENCY: State of Louisiana

DATE: December 21, 2018

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 Title 2 of the Code of Federal Regulations, Part 200 (2 CFR 200). (3) The same costs that are treated as indirect costs are not claimed as direct costs. (4) Similar type 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 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 an allocated cost to a billed cost. Failure to obtain such 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 2 CFR 200, 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 2 CFR 200, and should be applied to grants, contracts and other agreements covered by 2 CFR 200, 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.

DEPT/AGENCY: State of Louisiana

DATE: December 21, 2018

F. SPECIAL REMARKS:

As required by 2 CFR 200, State Agencies treat the payments for unused leave for separating employees as general administrative expense that is allocated to all activities of the agency.

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 \$5,000.00 or more per unit.

ACCEPTANCE

BY THE DEPT/AGENCY:
State of Louisiana
Division of Administration
(DEPT/AGENCY)

(SIGNATURE)

AFRANIE HOMAKO, CPA

DIRECTOR OF MANAGEMENT AND

12/28/2018

(DATE

BY THE COGNIZANT AGENCY ON BEHALF OF THE FEDERAL GOVERNMENT DEPARTMENT OF HEALTH AND HUMAN SERVICES

Darryl W. Mayes -S Digitally signed by Darryl W. Mayes -S DN: c=US, o=U.S. Government, ou=HHS, ou=PSC, ou=People, 0.9.2342.19200300.100.1.1=2000131669, cn=Darryl W. Mayes -S Date: 2018.12.26 10:31:22 -05'00'

(SIGNATURE)

for Arif Karim

Director, Cost Allocation Services (TITLE)

December 21, 2018 (DATE) 0281

Katherine Tang

(214) 767-5362 Telephone

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STATE OF LOUISIANA
STATEWIDE COST ALLOCATION PLAN
CALCULATION OF FIXED COSTS
FOR FISCAL YEAR 2019

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102 Office of Inspector General 103 Mental Health Advocacy Svc 107 Office of Computing Svcs 107 State Register 107 Planning & Budget Other 107 Planning & Budget Other 107 CDBG-Disaster Recovery 101 Local Govt Asst Prog 107 State Land 107 State Land 107 State Buildings 107 Facility Planning 107 Travel Mgmt 107 Eservices 107 Office of the CIO 107 TANF 107 Travel Mgmt 107 E Services 107 Office of the CIO 107 TANF 107 Co Special Projects 107 Office of Coastal Protection & Restor 108 Office of Coastal Protection & Restor 110 Louisiana Recovery Authority 111 Homeland Security & Emg Prep 112 Dept of Military Affairs 116 LA Public Defender Board 124 LA Statium 135 Office of Elderly Affairs 131 LA Comm Law Enforce Adm 133 Office of Financial Institutions 135 LA Comm Law Enforce Adm 133 Office of Financial Institutions 135 LA State Board of Cosmetology 130 Dept of Veterans Home 134 SW LA War Veterans Home 135 WLA War Veterans Home 135 WLA War Veterans Home 136 SE LA War Veterans Home 137 La War Veterans Home 138 Secretary of State 141 Office of Attorney General 146 L.T. Governor 147 Treasury 170 Ecommission of finaurance 171 Appeals Court 172 Goffice of Secretary 173 Coulture Rec Tourism Office of Sec 175 Secretary Secretary 176 Commissioner of Insurance 177 Suppeals Court 177 Appeals Court 178 Appeals Court 178 Appeals Court 179 Appeals Court 171 Appeals Court 171 Appeals Court 171 Appeals Court 172 Appeals Court 172 Appeals Court 174 Appeals Court 175 Appeals Court 176 Coffice of Secretary 177 Appeals Court 177 Appeals Court 178 Appeals Court 178 Appeals Court 179 Appeals Court 171 Appeals Court 172 Appeals Court 173 Appeals Court 174 Appeals Court 175 Appeals Court	Department / Budget Account 100 Executive Office 101 Office of Indian Affairs
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132 511 Wildlife & Fisheries-Mgmt & Fin	131 474 Workforce Support & Training	129 106 Tax Commission	4	4	126 434 Office of Mineral Resources	125 420 Office of Community	× 6	3/6	3/5	360		ω	117 326 LDH-Office of Public Health	116 325 LDH-Acadiana Area HSD	115 320 LDH-LA Emergency Bespects Network	113 3TO LUH-NE Delta HSA	112 309 LDH-SC LA Human Svcs Authority	111 307 LDH-Office of Secretary	110 306 LDH-Medical Vendor Payments	109 305 LDH-Medical Vendor Admin	108 304 LDH-Metro HSD	107 303 I DH-Develonmental Disability Council	106 307 FDL-DAHSA	104 300 LDH-JPHSA	103 452 Local Housing juvenile Offender	4	4	100 424 Liquefied Petroleum Gas Comm	98 422 State Fire Marshall	97 421 Office of Legal Affairs	4	4	94 418 Public Safety Office of Momt & Fin	4.	4.	4	4	88 409 Dixon Correctional Institute	87 408 Allen Correctional Center	85 406 LA Correctional Inst Women	84 405 Raymond Laborde Correctional Center	83 402 LA State Penitentiary	82 401 Phelps Correctional Center	81 400 Corrections Admin	80 813 Sahine River Authority	78 274 DOT-Public Improvements	77 273 DOT-Administration	76 267 CRT Tourism	Code	CAP Department / Budget Account
1,402	26,010	1,402	3,602	5.607	12,615	2,803	(3,611)	(2,005)		95,899	(2,813)	2,200	61,674	1,402	13,218	(204)	399	5,607	- 1	26.632		1 402	30 .			14,416		1,402	5,607	1	27,430	31,236			27,430		1 1							(1,003)	399	١.	•	4,205 1,402	Planning	DOA-Facility
	1 1	8,292				(2,851)				74,497					ı		,	145,569	1					1						,	ı		1 725		,		, ,				•	ı		10.414					(139)	Sec of State
(18,001)	52,540 811,264	67,078	834,452			199,079	106,956	(39,862)	(80,432)	570,407			181,502	(2.273)	i	92,034	122,721	3,000,591	•	(1)	(2 769)	89,602	8,469	1		47,045		(∠1,895)	(291,141)		•	322,980	386 665		ı			,	,	•	1			255.006		•	343,688	1 1		e e
408	339 2,607	} ,	1,661	(0)	(3)	O	l r	(75)	751	2,361	5,034	5,310	3,952	48 -	303	780	(89)	4,212	, ,	5 183	1 188	359	(829)	1,112	, ,	2,179		,		i		(020)	(8C9) -	572	2,060	(785)	3,795 3,853	1 ,		142	1,892	2,722	. :	408	4,855	•	233	(89) 707	Claims Admin	Unemp Comp
2,966	16,949 37,590	2,131	35,832	2,711 1 792	6,292	1,314	3,529	4,031	5,543	93,823	17,844	44,685	103,838	4 406	16,282	4,042	5,603	14,250	23,339	21 158	1,122 (5 131)	8,062	15,376	7,490	00	14,865	1 244	596	12,578	_	45,296	4,647 59.370	140 4 647	5,280	8,336	5.576	7,939 10,427	46	21	6,815	6,333	26,327	0,000	x 050 -	49,011	286	15,664	2,310 5,620	(147)	Dept of Treasury
196,947	173,685 789,199	89,935	1,135,487	7,079	37,368	455,283	115,308	(27, 177)	(59,994)	1,205,078	(29,216)	(42,817)	(64.255)	19,892 12 168	11,355	112,683	138,468	3,592,193	1.543.548	34 907	1 202	90,906	3,071	15,120	143,689	77,691	13,5/0	(6,509)	(264,933)	(3,710)	161,450	860,046 157 776	28,150	(31,903)	28,922	(22,457)	(38,116)	10,9/0	11,164	3,258	(2,667)	(2,272) (135,207)	(2,770)	574 O76	(253,612)	93,826	406,045	830 (8 368)		Total

135 514 Ordice of instruction 136 560 State Civil Service 137 560 State Civil Service 138 562 Ethics Administration 140 573 School Employee Retirement System 141 572 LASER 142 573 Teacher Retirement System 143 554 Municipal Police Retirement System 144 583 Fire Retirement System 145 564 Municipal Police Retirement System 146 567 LSU Board 147 586 Teacher Retirement System 147 586 Teacher Retirement System 148 600 LSU Board 149 601 LSU Board 149 602 LSU Alexandria 150 602 LSU Alexandria 151 603 Univ of New Orleans 152 604 LSUHSC-New Orleans 153 605 LSU Eunice 154 606 LSU Shreveport 155 607 LSU Agriculture Center 156 608 Hebert Law Center 157 609 Penn Biomed Research Center 158 610 LSUHSC-Hith Sci 159 611 LSUHSC-Hith Sci 159 Cuthern-Board of Supvrs 161 618 Southern-Board of Supvrs 162 618 Southern-Board of Supvrs 163 618 Southern-Ag Center 162 615 Southern-Ag Center 163 616 Southern-Ag Center 164 617 Southern-Ag Center 165 618 Southern-Ag Center 166 618 Southern-Ag Center 167 620 University 170 625 LA Tech University 170 625 LA Tech University 171 627 McNeess State University 172 629 University of LA-Lafayette 184 617 Southern-Ag Center 185 621 Nichols State University 176 626 LA Tech University 177 626 LA Tech University 178 629 University of LA-Lafayette 186 621 Nichols State University 179 626 LA Tech Loremunity College 187 641 Delgado Community College 188 642 LA Technical College 189 646 RiverPh Community College 180 646 RiverPh Community College 181 647 LA Delta Community College 182 648 LA Technical College 183 649 LCTCS 184 655 LChu School for Deaf & Visually Impaired 187 665 LA Special Education CI 188 667 LA School Math Science & Arts 189 668 Educational TV Authority	CAP Department / Budget Account Code 133 512 Wildlife & Fisheries-Secretary
21,035 104,151 1,402 1,402 1,402 1,402 1,403 2,803 2,803 3,806 4,205 4,205 4,205 1,402 1,402 1,402 1,402 1,402 1,403 1,402 1,403 1,402 1,403 1,402 1,403 1,402 1,202 1,202 1,202	DOA-Facility Planning
17,779 17,779 128,456 128,456 1,869 1,869	Sec of State (139)
81,144 81,144 (1,152) 323,355 323,355 137,605 1137,605 1129,729 545,673 (6,375) 242,126 338,869 (6,255) (28,657) (6,053) 279,500 93,878 445,453 (7,213) (11,522 111,522 111,522 111,523 60,017 48,464 61,932 110,068 1116,639 601,503 196,639 402,837 199,526 111,527 81,577 81,577 81,578 1132,992 (22,566) 148,164 101,282 253,882	Legislative Auditor
(136) (136) (170)	Unemp Comp Claims Admin 283
10,908 6,315 4,936 4,936 1,141 1,141 1,347 281 1,360	Dept of Treasury (147)
7,084 11,956 101,045 27,596 27,579 27,575 27,576 342,150 139,273 217,829 147,576 (7) (7) (7) (8,524) 204,596 386,458 840 (37,071) (6,527) (35,07) (6,527) (35,07) (6,527) (36,37) (126,421) (48,503 (126,421) (48,503 (126,421) (6,57) (126,421) (6,57) (126,421) (6,57) (126,421) (Total 62,823

STATE OF LOUISIANA
STATEWIDE COST ALLOCATION PLAN
CALCULATION OF FIXED COSTS
FOR FISCAL YEAR 2019

48,323,963	3,736,245	116,780	28,330,209	4,962,473	2,263,598	Total	
14,692,549	2,873	5,435	12,151,282	141,522	45,45/		200
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564 514	76.042	2)	(32.907)		3,806	00	221
(487.575)	2.252	(29)			•	00	220
804.324	(14,355)					9 808 Office of Telecommunications Mgmt	219
(23,579)	990	12			,	00	218
138,721	2,290	(101)	•		,	00	217
(119,326)	(1,711)	(296)			(1,003)	8	216
(302, 197)	2,313	303	30,511		•	000	215
(87,885)	3,555	(624)	106,777			00	214
	•		,	,	•		213
,					•	1 00	212
(6.054)	203				•	1 861 Safe Drinking Water	211
10,261	68	1	•		,	0 860 Clean Water State Rev Fund	210
(12,230)	(10)	•					502
201,109		730	204,884	,	(1,003)		202
(1,930)		•				7	207
					•		206
42,512		1,896	44,398				205
(23,328)		(552)	(17,646)			J ~	2 6
					1	760 Central I A Taphainaí Comagairtí Collega	2 5
					•	740 Acadiana Technical College	200
15,/34		-, -++	20,317			734 SCI TC-River Parish Campus	200
15 704		1 1 1 1 1	20 917	•		730 South Central LA Technical College	201
00,000	7,200				1	0 710 Capital Area Technical College	200
20,047	23.0	2 125	•		•	<u></u>	199
200,407	, 201,	•		•	•	6	198
438 497	1 266		' '			37 695 Minimum Foundation Program	197
5 650	1.585	(17.589)	(11,905)	•	•	36 682 Recovery School District	196
177 291	8 875				ı	35 681 Subgrantee Assistance	195
361 746	35.077	2.954	125,508	13,865	3,806	94 678 DOE-State Activities	194
(28 125)	2 414	15	(37,948)		1,402	33 673 NO Center for Creative Arts	193
676.333	26.289	541	586,923	9,983	7,612	92 671 Board of Regents	192
88 961	1.062		31,023	1,260	1,402	91 666 BR Elem & Secondary Education	191
Total	Dept of Treasury (147)	Unemp Comp Claims Admin	Legislative Auditor	Sec of State (139)	DOA-Facility Planning	Department / Budget Account	CAP Code

2019 MAXIMUM ALLOWABLE RATES FOR CHARGING FEDERAL PROGRAMS

The following are the maximum allowable per square foot rates for federal programs:

1. Bienville	\$12.500
2. Iberville	\$12.316
3. DHH/Office of Public Health Lab (formerly DEQ Lab)	\$6.326
4. Galvez	\$9.193
5. Livingston	\$9.910
6. Claiborne	\$9.908
7. LaSalle	\$8.646
8. Information Services Building	\$18.173
9. New Supreme Court (400 Royal Street)	\$17.933
10. First Circuit (Legislative Auditor)	\$11.867
11. Harvey State Office Building – New Orleans	\$6.962
12. Mental Health – Champion	\$7.947
13. Mary Allen Shreveport State Office Building	\$6.788
14. Second Circuit	\$18.033
15. Capitol Building	\$12.361
16. Capitol Annex	\$8.226
17. Pentagon Courts	\$9.584
18. Library	\$6.952
19. Lafayette Brandywine	\$8.260
20. Poydras	\$9.678
21. Alexandria State Office Building	\$9.152

2019 MAXIMUM ALLOWABLE RATES FOR CHARGING FEDERAL PROGRAMS

22.	Northeast	Louisiana	State	Office	Building

\$4.924

The following are the maximum allowable rates per parking spot for federal programs:

23. Galvez Parking Garage

\$478.615

24. LaSalle Parking Garage

\$373.065

State of Louisiana Federal Allowable Cost Based on Number of Parking Spots Occupied FY 2017 Actuals for use in FY 2019

Galvez Garage

	Adjusted	Federal Rate per	Federal Rate per	Allowable Costs
	Daily	Parking Space	Parking Space	Eligible for
Agency	Average	(Annual)	(Monthly)	Federal Recovery
DHH - 307	445	478.615	39.885	212,984
Env Quality - 850	362	478.615	39.885	173,259
DNR - 431	3	478.615	39.885	1,436
Public Svc Comm - 158	39	478.615	39.885	18,666
LCLE - 129	26	478.615	39.885	12,444
La Public Defend Bd - 116	3	478.615	39.885	1,436
Inspector General - 102	4	478.615	39.885	1,914
State Museum - 263	1	478.615	39.885	479
Legislative Auditor	24	478.615	39.885	11,487
LOSFA - 661	47	478.615	39.885	22,495
Veteran's Affairs - 130	17	478.615	39.885	8,136
Office of Technology Services - 815	45	478.615	39.885	21,538
Public/Other	784	478.615	39.885	375,234
	1,800			861,507

State of Louisiana Federal Allowable Cost Based on Number of Parking Spots Occupied FY 2017 Actuals for use in FY 2019

LaSalle Garage

	Adjusted	Federal Rate per	Federal Rate per	Allowable Costs
	Daily	Parking Space	Parking Space	
Agency	Average	(Annual)	• .	Federal Recovery
,		,	` '	j
DNR - 431	152	373.065	31.089	56,706
Revenue - 440	305	373.065	31.089	113,785
DCFS - 360	242	373.065	31.089	90,282
State Library (CRT) - 262	1	373.065	31.089	373
Board of Tax Appeals - 126	5	373.065	31.089	1,865
Gaming Control Board - 423	4	373.065	31.089	1,492
DOA/DRU (CDBG)	38	373.065	31.089	14,176
Mental Health Advocacy Svcs - 103	4	373.065	31.089	1,492
Office of Technology Services - 815	65	373.065	31.089	24,249
Board of Ethics - 562	28	373.065	31.089	10,446
Economic Development - 251	33	373.065	31.089	12,311
La Public Defend Bd - 116	3	373.065	31.089	1,119
Public/Other	929	373.065	31.089	346,576
	1,809			674,874