

BOBBY JINDAL
GOVERNOR



ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Statewide Reporting and Accounting Policy

May 12, 2009

MEMORANDUM OSRAP 09-29

TO: Fiscal Officers
All State Agencies

FROM: Afranie Adomako, CPA
Director

SUBJECT: Cost Allocation Survey

Every year, the Office of Statewide Reporting and Accounting Policy (OSRAP) prepares the Statewide Cost Allocation Plan (SWCAP) to capture the State's central services costs for the fiscal year. This plan is then submitted to the Federal Government for review. Once the plan is approved, a copy of the negotiation agreement between the Federal Government and the State of Louisiana is mailed out to all state agencies with federal funding, along with the central service allocated costs to each agency and a listing of the maximum amount that federal programs may be charged for building space per square foot in buildings maintained by the Division of Administration. This information can then be used by agencies to prepare their own Indirect Cost Rate proposals or Cost Allocation Plans, which then allow agencies to recover the federal portion of some of their indirect costs.

Our office was recently asked by the Commissioner of Administration to discover how state agencies were using this cost information that we provide to them and how they are recovering Federal monies through their plans. We are therefore asking that each agency complete and submit the attached questionnaire back to OSRAP by the close of business Friday, May 29, 2009.

If you have any questions, please contact Ms. Yuchi Fong at (225) 342-0709 or Yuchi.Fong@LA.gov, or Mr. Sean Langlois at (225) 342-5509 or Sean.Langlois@LA.gov.

Remember, all OSRAP memorandums and forms may be accessed through our home page at <http://www.doa.la.gov/OSRAP/index.htm>.

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