Attachment X

**Indirect Cost Proposal Checklist**

**Profit & Non-Profits Organizations**

**FEDERAL REGISTER APPENDIX IV**

1. Submit the following:

\_\_\_\_1a. Organizational chart.

\_\_\_\_1b. Functional statement(s) providing the duties and responsibilities of all units that comprise the agency.

\_\_\_\_1c. Employee time sheet sample, providing for distribution of hours to direct/indirect functions.

\_\_\_\_1d. Schedule of which programs are indirect (administration) functions of your agency.

\_\_\_\_1e. Schedule which services are applicable/allowable to federal funding.

\_\_\_\_1f. Signed Cost Policy Statement.

2. An indirect cost rate proposal(s) providing the following:

 \_\_\_\_2a. Schedule of all funded programs

\_\_\_\_2b Personnel Costs Worksheet, including fringe benefits breakdown.

\_\_\_\_2c. Statement of Total Costs.

\_\_\_\_2d. Statement of Indirect Costs.

\_\_\_\_2e. Audited financial statements. If audited financial statements are not available, IRS Form 990 (non-profit) or Form 1120 (for-profit). Note: The Statement of Total Costs (2d. above) must reconcile to Financial Statements. If not, please provide a reconciliation statement.

\_\_\_\_2f. Approved final budget.

\_\_\_\_2g. Cost Policy Statement

3. Certification that the indirect cost rate proposal is:

\_\_\_\_3a. Prepared certification that indirect cost rate is prepared in a manner consistent with the applicable cost principles set forth in the Federal Register, which includes compliance with the lobbying requirements in the Federal Register.

The certifications should be signed by the President/Executive Director, or CFO.

4. \_\_\_\_ A copy of contract(s) received from SAPC showing contract amount, period of performance, and the indirect cost (overhead) limitations (if any) applicable to each, such as, ceiling rates or amounts restricted by administrative or statutory regulations, applicable to the period(s) of the proposal(s).

5. \_\_\_\_ Schedule of all contract amounts.

6. \_\_\_\_ Prepare a Negotiated Indirect Cost Rate Agreement (NICRA)

7. \_\_\_\_ Prepare an Acceptance letter.