

Article 3

BUSINESS OPERATIONS

Policy No. 3181

3181 Head Start Cost Allocation Plan

Plattsmouth Community Schools

HEAD START COST ALLOCATION PLAN

CERTIFICATE OF COST ALLOCATION PLAN

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

This cost allocation plan has been prepared and implemented to allocate costs in accordance with the requirements of Generally Accepted Accounting Principles and 2 CFR Part 225 and 45 CFR Part 92 "Cost Principles for State and Local Governments."

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. Similar types of costs have been accounted for consistently and the State will be notified of any accounting changes that would affect the calculations.

I declare that the foregoing is true and correct.

(Signature)
Executive Director

(Signature)

(Signature)

Date of Execution:

Plattsmouth Community Schools Cost Allocation Plan

Purpose/General Statements

The purpose of this cost allocation plan is to summarize, in writing, the methods and procedures that this organization will use to allocate costs to various programs, grants, contracts and agreements.

Plattsmouth Community Schools' Cost Allocation Plan is based on the Direct Allocation method described in ** Part 200 of the Super Circular, [2 CFR Part 225](#) and [45 CFR Part 92](#). The Direct Allocation Method treats all costs as direct costs except general administration and general expenses.

Direct costs are those that can be identified specifically with a particular final cost objective. Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective.

Only costs that are allowable, in accordance with the cost principles, will be allocated to benefiting programs by Plattsmouth Community Schools.

General Approach

The general approach of the Plattsmouth Community Schools in allocating costs to particular grants and contracts is as follows:

- A. All allowable direct costs are charged directly to programs, grants, activity, etc.
- B. Allowable direct costs that can be identified to more than one program are prorated individually as direct costs using a base most appropriate to the particular cost being prorated.
- C. All other allowable general and administrative costs (costs that benefit all programs and cannot be identified to a specific program) are allocated to programs, grants, etc. using a base that results in an equitable distribution.

Definition of Costs

Allocable Costs: A cost is allocable to a particular cost objective, such as a grant, contract, project, service or other activity, in accordance with the relative benefits received. A cost is allocable to a Federal award if it is treated consistently with other costs incurred for the same purpose in like circumstances as defined further in ** Part 200, Super Circular, [2 CFR Part 225](#) and [45 CFR Part 92](#) “Cost Principles for State and Local Governments.”. The same definition is applied to any other funding sources.

Reasonable Costs: A cost is reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. The question of reasonableness of specific costs must be scrutinized with particular care in connection with organizations or separate divisions thereof which received the preponderance of their support from awards made by Federal agencies. In determining the reasonableness of a given cost, consideration shall be given to whether the purchase is necessary, meets acceptable sound business practices, complies with Federal and state law and maintains arms length. In compliance with ** Part 200, Super Circular, [2 CFR Part 225](#) and [45 CFR Part 92](#) “Cost Principles for State and Local Governments”.

Allowable Costs:

Grant funds may be used for	Under the following Circumstances
Conference services	Necessary recording of proceedings, simultaneous translation, and subsequent transcriptions.
Consultant services	Consultant fees, including travel and supporting costs (per diem or, where applicable, subsistence).
Equipment rental	Rental of necessary equipment.
Federal employees	See “Requirements for Specific Types of Recipients–Grants to Federal Institutions and Payments to (or on Behalf of) Federal Employees under Grants.”
Meals	When certain meals are an integral and necessary part of a conference (i.e., a working meal where business is transacted), grant funds may be used for such meals, as qualified under “Travel”.
Publication costs	When grant funds are awarded to pay for either the entire or partial cost of publication of proceedings or a book or pamphlet, costs of special plates, charts, diagrams, printing, distribution, mailing, postage, and general handling, unless otherwise specified in the NoA.

Registration fees	Registration fees paid by the recipient to other organizations on behalf of attendees provided such fees cover only those allowable costs properly chargeable to the grant.
Salaries	In accordance with the policy of the recipient, all or part of the salaries of professional personnel, clerical assistants, editorial assistants, and other non-professional staff in proportion to the time or effort directly related to the conference.
Speakers' fees	Speakers' fees for services rendered.
Supplies	Purchase of supplies for the conference if the supplies are received and used during the project period.
Travel	<p>Travel of staff, speakers, participants, and attendees, if identified in the application and approved at the time of award. Travel expenses for employees of the recipient are governed by the recipient's travel policies, consistently applied regardless of the source of funds. Any U.S. foreign travel restrictions that are in effect at the time of the award will be followed, such as</p> <ul style="list-style-type: none"> • limitations or restrictions on countries to which travel will be supported or budgetary or • other limitations on availability of funds for foreign travel <p>Proposed per diem or subsistence allowances must be reasonable and limited to the days of attendance at the conference plus the actual travel time to reach the conference location by the most direct route. Local mileage costs only may be paid for local participants. Where meals and/or lodgings are furnished without charge or at a nominal cost (e.g., as part of the registration fee), the proposed per diem or subsistence allowance must take this into consideration. Transportation costs for attendees and participants at the conference may not exceed coach class fares. In all cases, U.S. flag carriers will be used where possible.</p>

Direct Costs: Direct costs are those that can be identified specifically with a particular final cost objective, i.e. a particular award, project, service, or other direct activity of an organization. However, a cost may not be assigned to an award as a direct cost if any other cost incurred for the same purpose, in like circumstance, has been allocated to an award as an indirect cost. Costs identified specifically with awards are direct costs of the awards and are to be assigned directly thereto. Costs identified specifically with other final cost objectives of the organization are direct costs of those cost objectives and are not to be assigned to other awards directly or indirectly in compliance with , Part 200, Super Circular, [2 CFR Part 225](#) and [45 CFR Part 92](#) “Cost Principles for State and Local Governments.”

Cost Allocation Percentages: As referred to herein, the Head Start Director, Executive Director and Fiscal Officer will meet annually, in August, to review the number of Head Start students as compared to other students being served in the Plattsmouth Early Childhood Center. This

percentage will then be applied to the cost allocations described in this document. If the percentages do not increase or decrease by more than 10%, the allocation percentages will remain the same. If they do increase or decrease by more than 10%, the allocation percentages will be adjusted for that year.

Administration: For Indirect Cost Purposes administration shall include the Executive Director, the Business Manager, maintenance personnel, and the technology department.

Allocation of Costs

The following information summarizes the procedures that will be used by the Plattsmouth Community Schools:

Compensation for Personnel Services of Head Start Director and other support personnel, including the education coordinator - Documented with Personal Activity Reports (PAR's) showing time distribution for all employees and allocated based on actual time spent on each program or grant. Salaries and wages are charged directly to the program for which work has been done. Costs that benefit more than one program will be allocated to those programs based on the ratio of children enrolled for Head Start to the total number of children enrolled in Plattsmouth Community Schools' Early Childhood programs. Fringe benefits including FICA, Nebraska School Retirement, health insurance, sick leave, and other fringe benefits are also allocated in the same manner as salaries and wages.

Compensation for Family Service Advocates is charged off as a direct cost to the Head Start grant.

Compensation for Teaching Staff, nurse, office assistants and paraprofessionals— Teachers and support staff in the Plattsmouth Early Childhood Center are required to submit semi-annual certifications detailing their duties for each semester. The cost allocation percentages are used to calculate salary and benefit costs to each program being served. The Head Start classroom at Conestoga Schools includes only Head Start students, and the personnel costs are charged directly to the Head Start program.

Travel Costs are allocated based on purpose of travel. All travel costs (local and out-of-town) are charged directly to the program for which the travel was incurred. In the case of dual or multiple purpose trips, the costs are split proportionately based on review of cost allocation percentages (number of children enrolled in Head Start compared with number of children enrolled in other early childhood programs).

Professional Services Costs (such as consultants) are allocated to the program benefiting from the service. All professional service costs are charged directly to the program for which the service was incurred. Costs that benefit all programs will be allocated by the cost allocation percentages established by the Head Start Director and Fiscal Officer. Accounting and auditing services determined using the same cost allocation analysis.

Office Supplies and Postage – Postage costs are an in kind contribution by the school district to the early childhood program, based on the cost allocation percentages. Supplies used for a specific program will be charged directly to that program. Supplies used for multiple programs will be allocated using the cost

allocation percentages in place.

Equipment – Plattsmouth Community Schools depreciates equipment when the initial acquisition cost exceeds \$5,000. Items below \$5,000 are reflected in the supplies categories and are expensed either as a direct cost to each program, if applicable, or allocated using the cost allocation percentages.

Printing (including supplies, maintenance and repair) – The copier lease and maintenance agreement costs at the early childhood center are allocated costs, using the allocation percentages to determine costs attributed to each program utilizing the copier.

Insurance – Liability, workers comp and automobile insurance is also a non-federal contribution to the early childhood programs, using square footage of the building and appropriate usage of each space as a basis for determination of the non-federal share as it relates to buildings and contents, and enrollment as the allocation basis for student liability.

Telephone/Communications – Costs are allocated to programs based on employee counts in each program housed in the early childhood center. Twenty-five percent of the Head Start share of phone costs are allocated to Head Start Administration based on past usage history. This percentage is reviewed annually and adjusted as appropriate. One cell phone is used exclusively for the extended care program, which will be a tuition based program beginning in August, 2017. The cost for that cell phone will be charged off against the tuition payments received for that program.

Facilities Expenses - Use of the Conestoga Head Start location is a non-federal contribution to the Head Start program, based on a rental agreement with the Conestoga Public Schools, as well as an appraisal done on the space. The Plattsmouth Early Childhood center is also an in kind contribution to the early childhood program, but is not included in the non-Federal share. Utility costs are charged based square footage of each space according to the program occupying said space. In integrated classrooms, the student allocation percentages are used to determine appropriate cost. Administrative cost for facilities is determined to be 5% based on the square footage on the building used exclusively for administrative office spaces.

Training/Conferences/Seminars – Allocated to the program benefiting from the training, conferences or seminars as a direct expense. In the case of dual or multiple purpose trips, the costs are split based on the cost allocation percentages among the programs for which the travel was necessary.

Other Costs (including dues, licenses, fees, etc.) - Any expenses that can not be direct charged will be allocated based on the cost allocation percentages as established.

Administration Costs – Administration costs include a percentage of the salary and benefits of the Plattsmouth Early Childhood Center director and Administrative Assistants, based on the cost allocation percentages. Services of the Executive Director, the Business Manager, maintenance and technology personnel are considered administrative costs and are part of the non-federal contribution to Head Start.

Unallowable Costs – Costs that are unallowable in accordance with [OMB Circular A-122](#), including alcoholic beverages, bad debts, advertising for non-allowable purposes, contributions, entertainment, fines and penalties will not be paid out of grant funds.

Head Start/Early Head Start: In addition to the allocation percentages discussed herein, the costs allocated to the Head Start program are further allocated within Head Start and Early Head Start programs. Direct costs for both Early Head Start and Head Start are charged if the supply or service is determined to be directly related to each program. If a service or supply is to be used by both programs, further allocation is performed based on the number of children being served in Head Start versus the number of children being served in Early Head Start.

Board of Education Approval & Review

The Cost Allocation Plan has been specifically submitted to the Board of Education for review and approval in its entirety. The Board of Education has approved the cost allocation methods and practices the administrative staff developed and implemented. The Board of Education shall review the Cost Allocation Plan annually.

Adopted: September 10, 2012

Reviewed: Apr. 8, 2013, May 12, 2014, May 11, 2015, May 9, 2016, May 8 2017,

Revised: Sept. 11, 2017

Reviewed: May 14, 2018, May 13, 2019, June 8, 2020, June 14, 2021, June 13, 2022, June 12, 2023