

DOUGLAS ESD FINANCE AND OPERATIONS OVERVIEW

Indirect Costs

Indirect costs cover organization-wide shared expenses that benefit multiple departments and cannot be readily assigned to a single cost objective.

- Ongoing financial operations to review, approve, and pay all invoices and specific expenses reconciled to award funding
- Use of Accounting system (Visions), training and support for administrative functions
- Access for purchasing department-specific items such as credit cards and Amazon account with payments handled by ESD
- Financial compliance and risk management, including allowability review, indirect cost monitoring, and coordination related to insurance and risk requirements
- Agency-required financial reporting and accountability, including quarterly and year-end closure, funder reporting and budget review and monitoring
- Support with submission of claims and preparation of billing to support, monitor, and reconcile grant revenue
- Audit-facing activities, including monitoring, documentation, and support for audits and monitoring reviews for items specific grants
- Collaboration and executive coordination on financial matters pertaining to the backbone and strategic collaboration on staffing, operations, and system alignment
- General payroll processing and tax handling for employees
- Benefits administration including the addition of Paid Leave Oregon plan
- HR compliance for staff (policies, employment law, documentation)
- Recruitment, interviewing, pay placement, and onboarding for new hires
- Support with performance management, employee relations, coaching, and conflict resolution with staff
- Regular compensation review and job description development
- Organizational culture and staff engagement systems that support retention, performance, and continuity of operations

- General legal and compliance support, including policy guidance and regulatory advice that supports overall organizational operations collaboration. Indirect calculations are limited to costs not directly attributable to a specific grant or personnel matter directly involving a department employee.
- Insurance coverage: D&O, Employment Practices, Fiduciary, Workplace Violence, Internet, General Liability, Umbrella, Unemployment, Workers' Compensation, Abuse and Molestation, Cybersecurity, and Commercial Property, including annual review and policy maintenance (i.e. adjustment to existing org policies and practices to ensure continued eligibility in response to updated requirements)
- Desk phones, technology included in conference rooms, Microsoft Suite including Outlook and Teams, and internet/wi-fi services
- Infrastructure for technology including servers, costs for security of our data, firewalls, virus prevention and detection, etc.

Additional Administrative Overhead (Direct Billed by DESD)

There are some overhead costs that are charged based on number of employees, equipment, or usage to ensure these fees/charges are shared equitably against all departments/programs.

- The facility charge is an internal service fee to cover the cost of the space that employees use, other than lease payments; this includes maintenance, upkeep, upgrades, cleaning supplies and equipment, and other facilities related costs of ownership of the space
- The technology support fee is a charge agency-wide for technology support, technician assistance, support tickets, etc.
- The computer hardware charge is an entity determined rate set annually that is charged agency-wide amongst all programs for replacement of computers currently in use
- The computer software fee is for agency-wide licenses such as Zoom, Co-Pilot, etc that departments elect to use and is allocated by number of users in each department
- The telephone charge is the cost of cell phones used by staff and is based on usage and number of devices (*desk phones are not included in this charge and department administrators determine the use of cell phones in addition to desk phones*)

- The postage fee is based on direct department usage identified by department codes entered into the postage machine
- The base printer/copier fee covers the cost of leasing and maintaining the equipment that is shared agency wide; this cost is split equally across each of the programs housed in the building
- The cost of printer/copier supplies of toner, paper, staples, etc. is billed based on actual usage by each employee/department (*the allocation methodology was revised in July 2025*)

Direct Grant Expenses

- Salaries and Associated Payroll Costs
- Community investments and program-specific activities
- Marketing and communications specific materials, messaging, community events, and on-going meetings
- Additional computer hardware such as iPads, Monitors, Docking Stations, Headsets that are needed for department-specific roles
- Department/program specific professional development, conferences and travel
- Employee mileage and/or department vehicles for specific program activities; if the ESD shared vehicle is used, mileage is tracked and departments are charged for fuel usage
- Association Fees related to specific grant requirements
- Specific Consultants/Contracts to support grant requirements
- Stipends, incentives and food provided for specific activities (*if allowable by the contract/grant*)
- Office supplies that are solely used by the department including event supplies
- Legal costs attributable to a specific grant need
- General mileage for specific activities or agency car usage

In-Kind Contributions

In-Kind can vary contract to contract so this list is not exhaustive.

- Meeting and event space at no cost
- Additional grants to supplement or enhance funding
- FTE support from other departments and/or other community partners at no cost
- Volunteer time including advisory and governance council participation
- Support with advertising and registration
- Donated items and resources from the community
- Office resources including conference rooms, conference room technology and supplies, water and coffee for employees and guests, and kitchen equipment and supplies
- Inclusion of initiatives in agency marketing and communications materials, social media messaging, community events, and annual meetings
- Organization-wide staff training, leadership training, wellness activities, assessments, awards, and space and food at all staff meetings and events
- General staff support, including receptionist/front desk support, peer mentorship, Superintendent time, and additional Division Director's time