

# APPLICANT PROFILE



GOVERNMENT  
OF THE DISTRICT  
OF COLUMBIA

# APPLICANT PROFILE

FY 2005 Homeland Security Grant Program  
Urban Areas Security Initiative

<b>PROJECT TITLE:</b>	<b>NCR Radio Cache Logistical Support – Fairfax County, VA</b>
<b>EMERGENCY SUPPORT FUNCTION:</b>	<b>R-ESF 4 &amp; R-ESF 13</b>
<b>PROJECT PERIOD:</b>	<b>May 1, 2005 to April 30, 2006</b>
<b>PROJECT SYNOPSIS:</b>	<b>This \$42,371.97 project provides for ongoing logistical support of the National Capital Region Radio Cache of 500 radios managed by Fairfax County. Supported activities include required routine radio cache maintenance activities (personnel time and hardware costs), cache management personnel training, and support for regional deployment exercises.</b>
<b>IMPLEMENTING JURISDICTION:</b>	<b>Fairfax County, Virginia</b>

<b>AGENCY:</b>	Fairfax County Fire and Rescue Department
<b>ADDRESS:</b>	4100 Chain Bridge Rd. Fairfax, Virginia 22030

<b>AUTHORIZATION OFFICIAL</b>	
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<b>ADDRESS:</b>	4100 Chain Bridge Rd. Fairfax, Virginia 22030
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<b>PROJECT DIRECTOR</b>		<b>FINANCIAL OFFICER</b>	
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	2/24/05
<b>Signature of Authorized Official</b>	<b>Date</b>

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## Proposal Summary

In 2004 the National Capital Region procured a regional radio cache of 1000 portable radios using Department of Homeland Security Urban Area Security Initiative FY03 and FY04 grant funding. The Radio Cache is used to support NCR jurisdictions during disaster responses when existing resources are inadequate to meet the needs of the incident. In addition, the radios are used to support NCR jurisdictions when exceptional non-emergency events occur requiring additional communication capabilities beyond the capacity of the host jurisdiction, such as: Presidential Inaugurations, State Funerals, the Marine Corps Marathon, and large protest demonstrations, etc.

The Radio Cache has been divided into two caches of 500 radios each that are managed by Fairfax County, Virginia and Montgomery County, Maryland. The Fire and Rescue service in each jurisdiction acts as the host for the cache and insures that the cache is adequately maintained, and is immediately deployable to meet the needs of NCR jurisdictions during times of crisis.

This project provides critical ongoing logistical support for the Radio Cache to maintain the cache equipment and personnel in the high state of readiness that is mandatory to meet the critical mission of the NCR Radio Cache. Absent proper ongoing support the operational readiness of the radio cache and personnel will degrade over time putting at risk the radio cache's ability to support the region during times of crisis.

## Project Goals and Objectives

1. **Goal** - Provide ongoing logistical support to the National Capital Region Radio Cache
  - 1.1. Objective 1- Ensure that all cache radios are functionally capable and properly programmed
    - 1.1.1. Implementation Step 1 - Each radio will be functionally tested at least once a year
    - 1.1.2. Implementation Step 2 - Reprogram radios on an annual basis to ensure interoperability with regional radio systems.
    - 1.1.3. Implementation Step 3 - Charge and test batteries twice annually
  - 1.2. Objective 2 - Ensure that NCR Radio Cache management personnel are properly trained and experienced
    - 1.2.1. Implementation Step 1 - Provide 20 hours of training for each person annually
    - 1.2.2. Implementation Step 2 - Provide 20 hours of exercise experience to each person annually
  - 1.3. Objective 3 - Maintain the radio cache in a high state of readiness
    - 1.3.1. Implementation Step 1 - Address incidental deficiencies as they are identified using available funds.

## **Project Description**

This project directly supports the National Initiative of Achieving Tactical Interoperable Communications. The National Capital Region Radio Cache's development is a direct result of the lessons the region experienced at the Pentagon in the aftermath of the 9/11/01 attacks. During the response to the incident at the Pentagon it quickly became apparent to the incident managers that additional radios would be required to effectively manage the incident. A significant number of radios happened to be immediately available locally as Montgomery County had a large number warehoused in anticipation of activating a new radio system. These radios were deployed to the Pentagon and New York City to support the response efforts.

As a direct result of this experience the NCR Radio Cache was developed recognizing that having a regional capability to expand communications availability would be critical in the event of future major incidents. To this end, the NCR developed the NCR Radio Cache using FY03 and FY04 UASI funding. The NCR Radio Cache consists of 1000 portable radios divided into two caches of 500 radios each. The portable radios are programmed to operate on 14 law enforcement and fire and rescue radio systems throughout the NCR. In addition to the portable radios, the NCR Radio Cache also contains interoperability audio switches, and radios, configured to support the interoperation of local, state, and federal assets that would be an integral part of the response to any significant regional incidents.

All of this hardware requires ongoing support to be available to support regional incidents. The cache contains 2000 rechargeable radio batteries that must be charged and tested a couple of times a year. Each radio must be tested on an annual basis and reprogrammed at least annually in order to maintain interoperability with the region's radio systems as they are modified over time. Additionally, the ongoing support of the radio cache requires the ability to address incidental expenses associated with the management of this quantity of hardware.

To provide for the rapid deployment of the radio cache a cadre of personnel has been designated to manage the radio cache. These personnel are required to; understand and manage the radio cache inventory; be capable of reprogramming the radios to meet unanticipated incident requirements; understand how to program and operate the interoperability audio switches contained in the radio cache; understand the considerations necessary to effectively deploy interoperability radio resources. In order to provide the personnel involved with the requisite skill sets, they must participate in regular training and exercises to develop and maintain their skills.

## **Organization, Experience & Qualifications**

The Fairfax County Fire and Rescue Department (FCFRD) agreed to host the one half of the NCR Radio Cache on behalf of the region with the concurrence of the NCR Police and Fire Chiefs. FCFRD is a combination service with over 1200 career employees and 350 volunteers operating from 35 fire and rescue stations. FCFRD is responsible for delivering fire and rescue service to the most populated jurisdiction in the State of Virginia with a population of over 1,000,000 people.

FCFRD has extensive experience managing, maintaining, and deploying resources of this type by virtue of 14 years of participation in the National Urban Search and Rescue (US&R) program sponsored by FEMA and 19 years of participation in the State Department's Office of Foreign Disaster Response program. During this time FCFRD has responded to numerous regional, national, and international disasters providing US&R services. A key component of the US&R response program is communications capability. To support this need FCFRD, in the US&R program, has developed a highly skilled group of communication personnel having a high level of technical competence and a great deal of experience operating within the Incident Command System on very large incidents.

These personnel have both the technical and management skills required to successfully develop and integrate complex communication plans on major incidents. Their skills enable them to support the jurisdiction experiencing a major emergency with whatever communication services may be needed. They are capable of developing and implementing complex communications plans or simply supporting the receiving jurisdiction by deploying radios as may be desired by the receiving jurisdiction.

## **Staffing Plan**

This project implemented using a variety of fire and rescue personnel already on staff hired back on an overtime basis to support the necessary project activities. Time reported will be maintained using the County's existing payroll process. Discrete time reporting codes for this project will be utilized to provide accurate time reporting by individual on an hourly basis. The payroll system will provide accountability of all project hours expended. All pertinent personnel records (name, address, social security number) are maintained in the payroll system. No additional staff will be hired to support this project.

**Project Budget and Project Narrative**

**A. Personnel** - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
Firefighter/Rescuer	640 Hrs x \$52/hr	\$ 33,280.00
<b>Total</b>		<b>\$ 33,280.00</b>

**B. Fringe Benefits** - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Computation	Cost
Firefighter/Rescuer	(640 Hrs x \$52/hr) x 7.65%	\$ 2,545.92
<b>Total</b>		<b>\$ 2,545.92</b>

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
<b>Total</b>				<b>\$ -</b>

**D. Equipment** - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years. (Note: Organization's own capitalization policy and threshold amount for classification of equipment may be used). Expendable items should be included either in the "Supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
<b>Total</b>		<b>\$ -</b>

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy and threshold amount for classification of supplies may be used). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Item	Computation	Cost
Misc. radio supplies (batteries, antennas, speaker mics, etc)	\$1,000	\$ 1,000.00
Misc. hardware (locks, storage boxes, generator parts, etc.	\$750	\$ 750.00
Trailer support	\$250	\$ 250.00
<b>Total</b>		<b>\$ 2,000.00</b>

**F. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

*Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from ODP.*

Name of Consultant	Service Provided	Computation	Cost
<i>subtotal</i>			\$ -

*Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)*

Item	Location	Computation	Cost
<i>subtotal</i>			\$ -

*Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.*

Item	Cost	
<i>subtotal</i>		\$ -



**G. Other Costs** - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
<b>Total</b>		<b>\$ -</b>

**H. Indirect Costs** - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
Grant Administration	(Salaries and wages) x 13.66%	\$ 4,546.05
<b>Total</b>		<b>\$ 4,546.05</b>

Budget Category	Amount
A. Personnel	\$ 33,280.00
B. Fringe Benefits	\$ 2,545.92
C. Travel	\$ -
D. Equipment	\$ -
E. Supplies	\$ 2,000.00
F. Consultants/Contracts	\$ -
G. Other	\$ -
<b>Total Direct Costs</b>	<b>\$ 37,825.92</b>
H. Indirect Costs	\$ 4,546.05
<b>TOTAL PROJECT COSTS</b>	<b>\$ 42,371.97</b>

The figures included in the budget are a best estimate of the logistical costs associated with maintaining the NCR Radio Cache, and the personnel responsible for managing it, in a high state of readiness. As this will be the first full operational year of the project the costs are necessarily estimates as there is no history to review to provide more accurate cost data. As the program matures, better data will become available allowing for more accurate costs to be provided.

**Certifications and Assurances**

**APPENDIX E: Certifications**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE DEPUTY MAYOR FOR PUBLIC SAFETY AND JUSTICE**

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**Certifications Regarding Lobbying; Debarment, Suspension and Other  
Responsibility  
Matters; and Drug-Free Workplace Requirements**

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Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

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**1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code. and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, The applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including sub grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub--recipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS  
(DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c.) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in The applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

- (b) Establishing an on-going drug-free awareness program to inform employees about—
  - (1) The dangers of drug abuse in the workplace;
  - (2) The applicant's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: Office of Grants Management and Development, 717 14<sup>th</sup> St., NW, Suite 1200, Washington, DC 20005. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - (3) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (1), (c), (d), and (e). and (f)

B. The applicant may insert in the space provided below the sites for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

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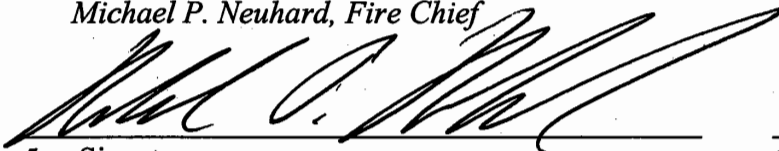
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As the duly authorized representative of the applications, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address: *Fairfax County Fire and Rescue Department  
4100 Chain Bridge Rd., Fairfax, VA 22030*
2. Application Number and/or Project Name: *NCR Radio Cache Logistical Support  
Fairfax County, VA*
3. Grantee IRS/Vendor Number: *54-0787833*
4. Typed Name and Title of Authorized Representative

*Michael P. Neuhard, Fire Chief*



5. Signature

*2/24/05*  
6. Date

## APPENDIX F: ASSURANCES

### GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF THE DEPUTY MAYOR FOR PUBLIC SAFETY AND JUSTICE

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#### STANDARD ASSURANCES

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The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

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Also, the Application assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).
4. It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.



7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its sub grantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures;

Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Flood Plain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.

13. It will comply, and all its contractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L 97-348), dated October 19, 1982, (16 USC 3501 et. seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

*Michael P. Neuhard*

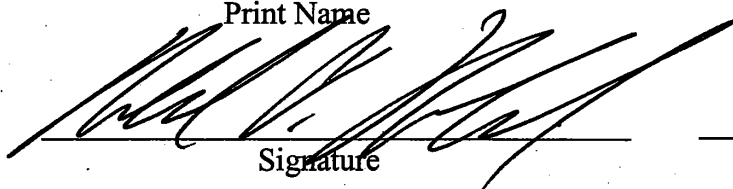
*Fire Chief*

Print Name

Print Title

Signature

Date



2/24/05

FAIRFAX COUNTY, VIRGINIA

MEMORANDUM

TO: Distribution

DATE: September 22, 2004

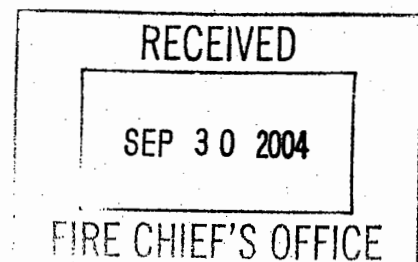
FROM: Susan W. Datta, Director  
Department of Management and Budget

SUBJECT: FY 2005 Indirect Cost Rate


The FY 2005 Indirect Cost Rate is 13.66 percent. In order to appropriately reimburse the General Fund, all County agencies must use this rate when including indirect County costs as part of all grant and contract proposals. This overhead cost is a legitimate cost of administering grants and contracts which should be included in all County grant applications. The indirect cost rate for a particular grant is calculated by applying the proposed indirect cost rate of 13.66 percent to total direct salaries and wages in the grant proposal, including vacation, holiday, and sick pay, but excluding other fringe benefits.

Agencies should note in the Fiscal Impact section of their Grant Board Items, and in the summary paragraph supplied to DMB for grants not requiring a Board Item, the amount of indirect cost reimbursement they are requesting. Specific guidelines on indirect cost recovery are included in the Grants Handbook located on the DMB Infoweb site.

After receiving approval in your particular grant or contract for indirect costs, you should assure that your agency receives this reimbursement along with the grant funds for direct program costs. Revenues received for indirect costs should be coded appropriately (subobject 1007 for Federal indirect cost reimbursements; subobject 0904 for State indirect cost reimbursements). If you have any questions about recovering indirect costs in FY 2005, please contact Christina Jackson, DMB Grants Coordinator, at 324-2365.



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# **Consolidated Central Service Cost Allocation Plan and Indirect Cost Rate Proposal**

*For Use During Fiscal Year 2005  
Based on Fiscal Year 2003 Actual Expenditures*

*Fairfax County Department of Management and Budget*

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**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:

(1) All costs included in this proposal for the fiscal year ending June 30, 2003 to establish cost allocations or billings for July 1, 2004 to June 30, 2005 are allowable in accordance with the requirements of OMB Circular A-87, "Cost Principles for State and Local Governments," and the Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) 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. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare that the foregoing is true and correct.

**Governmental Unit:** Fairfax County, Virginia

**Signature:** \_\_\_\_\_

**Name of Official:** Anthony H. Griffin

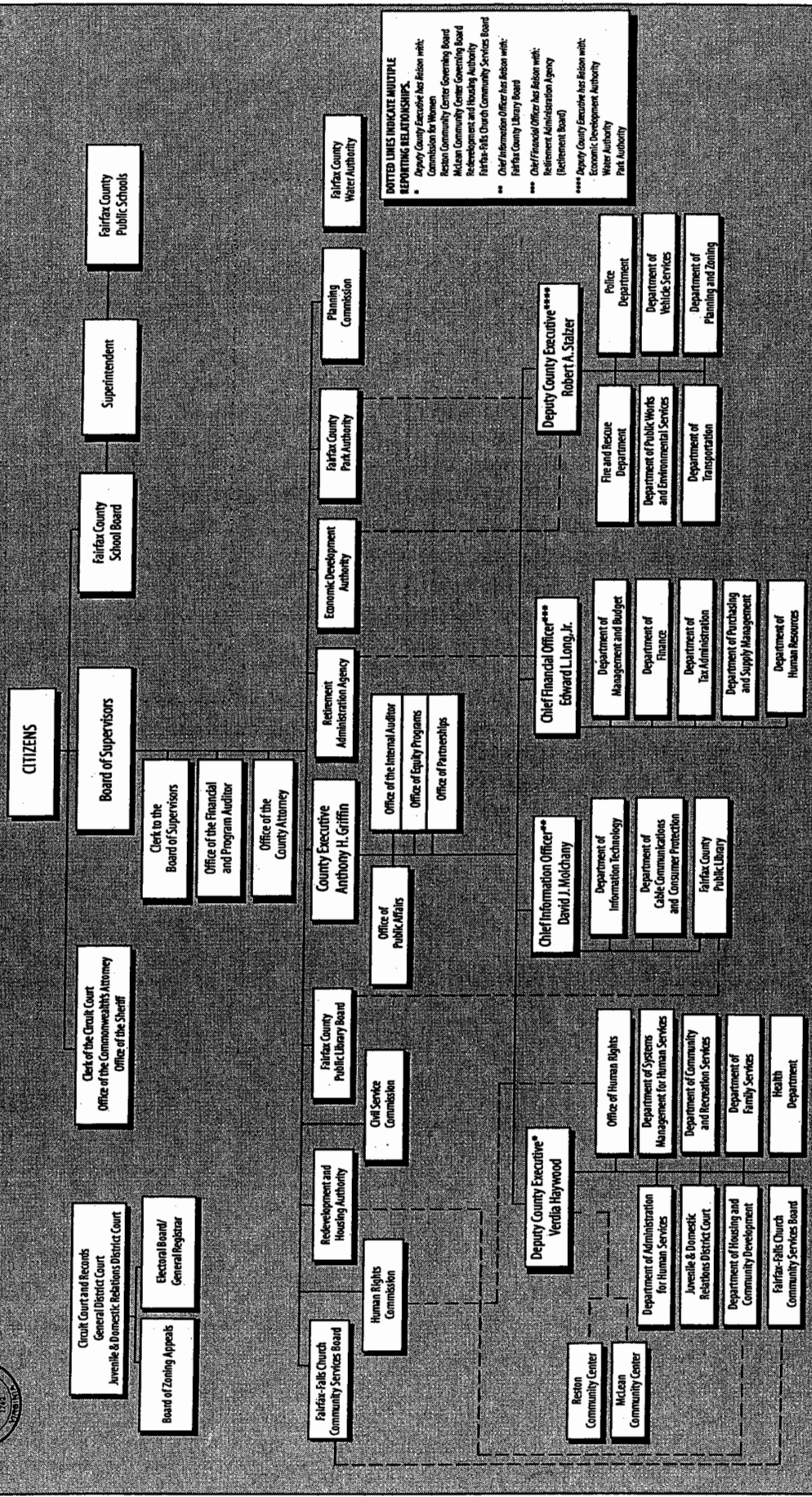
**Title:** County Executive

**Date of Execution:** July 1, 2004





# ORGANIZATION OF FAIRFAX COUNTY GOVERNMENT



**DOTTED LINES INDICATE MULTIPLE REPORTING RELATIONSHIPS.**

\* Deputy County Executive has liaison with:  
 Commission for Women  
 Eastern Community Center Governing Board  
 Mexican Community Center Governing Board  
 Redevelopment and Housing Authority  
 Fairfax-Falls Church Community Services Board

\*\* Chief Information Officer has liaison with:  
 Fairfax County Library Board

\*\*\* Chief Financial Officer has liaison with:  
 Retirement Administration Agency  
 (Retirement Board)

\*\*\*\* Deputy County Executive has liaison with:  
 Economic Development Authority  
 Water Authority  
 Park Authority



**Central Service Cost Allocation Plan  
Statements of Function and Benefit  
for Fairfax County, Virginia  
Central Service Agencies**

The following Statements of Function and Benefit describe Fairfax County central service agencies. All Fairfax County central service agencies provide central services that benefit operating agencies as defined in OMB Circular A-87, Attachment C, Sections A, 1 and B, 2. Fairfax County central service agencies include:

- Office of the County Executive
- Department of Finance
- Facilities Management Division
- Department of Purchasing and Supply Management
- Department of Human Resources
- Department of Management and Budget
- Civil Service Commission
- Department of Information Technology
- Document Services Division

**Central Service Cost Allocation Plan  
Statement of Function and Benefit, Office of the County Executive  
For Fiscal Year Ended June 30, 2003**

The Office of the County Executive serves as the administrative arm of the County. The office is responsible for the proper administration of all County activities over which the Board of Supervisors has authority. It is also responsible for the provision of internal audits for assessment of specific programs within the County, including management review of revenue collection, procurement, capital construction, financial reporting, electronic data processing and legally mandated audits. The Office of the County Executive also administers the County affirmative action program and coordinates its implementation, evaluation, and monitoring to ensure non-discrimination in County employment practices and compliance with Federal, State, and County laws.

While all functions and services performed by the Office of the County Executive benefit all agencies of the County, the salaries and expenses of the chief executive of a political subdivision are a cost of general government and are unallowable as an indirect cost under the cost principles of OMB Circular A-87, Attachment B, Section 23.

The provision of internal audits is necessary for the proper and efficient performance and administration of Federal awards because it performs grant program assessment. The cost of this program is allowable in accordance with the cost principles of OMB Circular A-87, Attachment B, Section 5, which states that other audit costs are allowable if included as an indirect cost in a cost allocation plan or rate.

The administration of the County affirmative action program is also necessary for the proper and efficient performance and administration of Federal awards. Federal programs are benefited because County employees are hired to work in grant programs and benefit from the affirmative action program.

The administration of the County's Office of Partnerships is necessary for the proper and efficient performance and administration of Federal awards and public/private partnerships with the business, medical, educational, and ecumenical communities to enhance the quality of life for residents of Fairfax County.

The functions of the County Executive's Office that are not specifically defined as unallowable costs, according to the cost principles of OMB Circular A-87, are central services that benefit operating agencies as defined in OMB Circular A-87, Attachment C, Sections A, 1 and B, 2.

**Central Service Cost Allocation Plan  
Statement of Function and Benefit, Department of Finance  
For Fiscal Year Ended June 30, 2003**

The Department of Finance protects and maintains the fiscal integrity and financial solvency of Fairfax County Government. The department maintains centralized control over County financial matters and ensures the accurate processing of financial transactions. The department ensures that all County obligations are met in a timely manner, while complying with legal requirements and ensuring that expenditures do not exceed budget appropriations. In addition, the department ensures the timely reporting of financial data to the governing body, rating agencies, grantors, and constituencies. Finally, it develops and monitors County financial procedures and controls in accordance with sound financial management practices.

All other functions benefit all agencies of the County and are necessary for the proper and efficient performance and administration of Federal awards. Federal programs are benefited because these sections provide the above mentioned services for all grant programs. The cost of this program is also allowable in accordance with the cost principles of OMB Circular A-87, Attachment B, Section 16, which states that the cost of disbursing funds by the Treasurer or other designated officer is allowable.

The indirect cost for the Department of Finance is allocated based on the number of checks processed for County Operations. The Department of Finance processes checks for County and School District operations. The percentage of the total number of checks that are written for County operations is applied to the total allowable costs for the department.

**Central Service Cost Allocation Plan  
Statement of Function and Benefit, Facilities Management Division  
For Fiscal Year Ended June 30, 2003**

The Facilities Management Division (FMD) provides building services in certain County-owned and leased facilities. These services include: custodial, utilities, maintenance, repair, renovation, energy conservation, and moving. FMD also leases, manages, and disposes of real property and facilities.

The utility costs, maintenance, and janitorial services benefit all agencies of the County and are necessary for the proper and efficient performance and administration of Federal awards. They are allowable indirect costs under the cost principles of OMB Circular A-87, Attachment B, Section 28, which states that the cost of utilities and janitorial services are allowable costs. Utility costs, maintenance, and janitorial services are allocated based on the proration of square footage between allowable central services offices and all other operating offices.

**Central Service Cost Allocation Plan**  
**Statement of Function and Benefit, Department of Purchasing and Supply Management**  
**For Fiscal Year Ended June 30, 2003**

The Department of Purchasing and Supply Management provides centralized material management. These services include: purchasing, cataloging and standardization, inventory management, warehousing and distribution, excess and surplus property management, and equipment accountability for the County and designated ancillary authorities.

The purchase of materials and supplies benefit all agencies of the County and are necessary for the proper and efficient performance and administration of Federal awards. The functions of the Department of Purchasing and Supply Management are central services that benefit all operating agencies as defined in OMB Circular A-87, Attachment C, Section A, 1 and B, 2.

**Central Service Cost Allocation Plan  
Statement of Function and Benefit, Department of Human Resources  
For Fiscal Year Ended June 30, 2003**

The Department of Human Resources administers a comprehensive personnel program within the County government ensuring compliance with Federal and State laws and regulations, the Personnel Rules, Merit System Ordinance, resolutions of the Board of Supervisors, and administrative policies of the County Executive. The department develops, administers, scores and analyzes job related selection procedures, including employee appraisal and medical examination processes. It recruits the best qualified applicants for jobs in the Fairfax County Merit System, through the equal opportunity and affirmative action processes. In addition, services are also provided for employee health care, financial security, career development, safe working conditions, effective labor management relations, and motivation for outstanding performance. The Payroll Division administers and maintains an integrated automated and manual payroll system and maintains current and equitable classification and compensation plans for wage and salary administration, employment and career progression, as prescribed by Human Resources Regulations.

The Department of Human Resources benefits all agencies of the County and is necessary for the proper and efficient performance and administration of Federal awards. Federal programs are benefited because the Department of Human Resources provides these services to grant funded programs and employees. The personnel function is a central service that benefits all operating agencies as defined in OMB Circular A-87, Attachment C, Sections A, 1 and B, 2.

**Central Service Cost Allocation Plan  
Statement of Function and Benefit, Department of Management and Budget  
For Fiscal Year Ended June 30, 2003**

The Department of Management and Budget (DMB) implements the County's annual budget process, including development of responsible budget guidelines, review of agency requests, recommendations to the County Executive, support of deliberations of the Board of Supervisors, publication of the Adopted Budget Plan, revenue, and performance measurement implementation and oversight as well as statistical analysis services.

DMB benefits all agencies of the County and is necessary for the proper and efficient performance and administration of Federal awards. Costs incurred for the development, preparation, presentation, and execution of budgets are allowable under the cost principles of OMB Circular A-87, Attachment B, Section 9. Federal programs are benefited because DMB reviews and oversees grant program budgets. In addition, the cost of training provided for employee development is allowable under the cost principles of OMB Circular A-87, Attachment B, Section 40. Federal programs are benefited because grant-funded personnel attend training sessions. The revenue and statistical analysis services are a part of the County's budgeting function, which is allowable under the cost principles of OMB Circular A-87, Attachment B, Section 9. These services provide data that assists grant program administrators with the application process, needs assessment, the identification of clientele and other programmatic, administrative, and review functions. These costs are also allowable under the cost principles of OMB Circular A-87, Attachment B, Section 34, which states that the costs of preparing proposals for potential Federal awards are allowable.

**Central Service Cost Allocation Plan  
Statement of Function and Benefit, Civil Service Commission  
For Fiscal Year Ended June 30, 2003**

The Civil Service Commission is responsible for reviewing proposed amendments to the Personnel Regulations and serves as an appellate hearing body to adjudicate employee grievances.

The Civil Service Commission benefits all agencies of the County and is necessary for the proper and efficient performance and administration of Federal awards. Federal programs are benefited because County employees work on grant programs and benefit from the protection of the Civil Service process. The Civil Service Commission is a central service that benefits all operating agencies as defined in OMB Circular A-87, Attachment C, Sections A, 1 and B, 2.



**Central Service Cost Allocation Plan  
Statement of Function and Benefit, Department of Information Technology  
For Fiscal Year Ended June 30, 2003**

The Department of Information Technology coordinates all aspects of information technology and provides facilities and resources to ensure adequate service for: development, maintenance and support of computer application systems; mainframe computer facility operations, operation of an enterprise (data) network and agency LAN support; telecommunications service; radio engineering design; information technology equipment maintenance and repair; development of geographic information service applications; training to County employees for use of corporate information and technology systems; consulting and assistance services for emerging technologies; and, contract management of outsourced development efforts, i.e., development, maintenance and support of computer applications. The agency implements information technology to help meet County business requirements and, as part of its coordination of all aspects of information technology for the County, enables timely, convenient corporate system and network access by all County workers in order to exploit the strategic value of technology in transforming work and improving service quality.

The Department of Information Technology benefits all agencies of the County and is necessary for the proper and efficient performance and administration of Federal awards. The cost of communications is an allowable indirect cost under the cost principles of OMB Circular A-87, Attachment B, Section 10, which states that the cost of telephone, mail, messenger, and similar communication services are allowable costs. In addition, the functions of this office are considered professional service costs, as the employees of this office possess a special skill in accordance with the cost principles of OMB Circular A-87, Attachment B, Section 33. Federal programs are benefited because agencies with grant programs receive automated systems support and contract management when grant programs require contractual computer services.

**Central Service Cost Allocation Plan  
Statement of Function and Benefit, Document Services Division  
For Fiscal Year Ended June 30, 2003**

The Document Services Division provides facilities and resources to ensure adequate service for: printing services, mail services, publications sales and distribution, copier services, County archives and records management, and micrographics.

The Document Services Division benefits all agencies of the County and is necessary for the proper and efficient performance and administration of Federal Awards. The cost of communications is an allowable indirect cost under the cost principles of OMB Circular A-87, Attachment B, Section 10, which states that the cost of telephone, mail, messenger, and similar communication services are allowable costs. In addition, Attachment B, Section 35 states that publication and printing costs are allowable.

**Exhibit A**  
**ROLL FORWARD COMPUTATION**  
**COMPUTATION OF FY 2005 INDIRECT COST RATE (A)**

Indirect Costs	\$66,736,207
Direct Salaries	\$499,305,499
Rate	13.37%

(A) The indirect costs and direct salaries are derived on Exhibit C, Central Service and Operating Department Expenditures.

**Exhibit B**  
**ROLL FORWARD COMPUTATION**  
**COMPUTATION OF ADJUSTED FY 2005 INDIRECT COST RATE**

DESCRIPTION:	FY 2003	FY 2004	FY 2005
Negotiated Fixed Rate	14.28%	15.01%	13.66%
<b>Basis for Determination:</b>			
County Administration	\$58,077,789	\$65,266,268	\$66,736,207
State Wide Cost Allocation Plan	0	0	0
Roll Forward	6,021,968	5,834,947	1,457,350
Total Projected Indirect Pool	\$64,099,757	\$71,101,215	\$68,193,556
Total Projected Salary Base	\$448,996,918	\$473,639,649	\$499,305,499
<b>Roll Forward Computations:</b>			
<b>Actual Incurred Costs:</b>			
County Administration	\$66,736,207		
State Wide Cost Allocation Plan	0		
Roll Forward	6,021,968		
Total Cost to be Recovered	\$72,758,175		
<b>Reimbursement:</b>			
Actual Fixed Salary	\$499,305,499		
Fixed Rate	14.28%		
Total Reimbursement	71,300,825		
Roll Forward for FY 2005 Indirect Cost Calculation	1,457,350		

**Exhibit C**  
**FAIRFAX COUNTY, VIRGINIA**  
**CENTRAL SERVICE AND OPERATING DEPARTMENT EXPENDITURES**

	FY 2003 Expenditures					Reference
	Actual Expenditures <sup>1</sup>	Not Allowable <sup>2</sup>	Indirect Costs	Direct Salaries <sup>3</sup>	Other Costs	
<b>CENTRAL SERVICES:</b>						
Office of the County Executive <sup>4</sup>	\$6,117,276	\$831,345	\$3,945,748	\$1,340,183	\$0	Schedule A
Department of Finance <sup>5</sup>	6,943,837	372,824	5,427,361	0	1,143,652	Schedule B
Facilities Management Division	34,071,255	89,085	9,129,899	629,234	24,223,037	Schedule C
Department of Purchasing and Supply Mgmt.	3,919,739	0	3,919,739	0	0	
Department of Human Resources	5,682,160	8,538	5,673,622	0	0	
Department of Management and Budget	2,547,237	0	2,547,237	0	0	
Civil Service Commission	208,073	0	208,073	0	0	
Department of Information Technology	20,817,553	190,318	20,627,235	0	0	
Document Services Division	401,813	0	401,813	0	0	
Membership Dues/Assessment <sup>6</sup>	1,381,039	0	1,381,039	0	0	
County Insurance	4,199,375	0	3,426,046	0	773,329	Schedule D
Fringe Benefits <sup>7</sup>	135,808,937	0	8,948,232	0	126,860,705	Schedule E
Building Use Allowance	1,069,908	0	1,069,908	0	0	Schedule F
Conferences/Travel Expenses <sup>8</sup>	995,851	55,358	0	0	940,493	
Tuition & Training <sup>8</sup>	215,153	0	0	0	215,153	
Employee Advisory Council	30,028	0	30,028	0	0	
Building Repairs and Maintenance <sup>9</sup>	228	0	228	0	0	
<b>OPERATING DEPARTMENTS:</b>						
Legislative-Executive Functions:						
<i>Board of Supervisors</i>	\$3,776,650	\$0	\$0	\$3,209,753	\$566,897	
<i>Cable Comm. and Consumer Protection</i>	1,633,310	23,594	0	1,208,913	400,803	
<i>Office of the County Attorney</i>	5,277,224	0	0	4,526,625	750,599	
<i>Office of Public Affairs</i>	971,088	0	0	634,135	336,953	
<i>Electoral Board and General Registrar</i>	1,908,622	0	0	1,621,513	287,109	
<i>Office of Financial and Program Auditor</i>	172,237	0	0	168,118	4,119	
<i>Department of Tax Administration</i>	19,497,030	19,032	0	15,154,338	4,323,660	
Judicial Administration	26,902,588	6,997	0	20,113,280	6,782,311	
Public Safety	298,057,827	2,246,638	0	240,972,200	54,838,989	
Public Works <sup>10</sup>	19,050,792	117,591	0	9,316,070	9,617,131	
Health and Welfare	212,212,857	78,757	0	92,720,766	119,413,334	
Parks, Recreation and Libraries	64,408,317	557,697	0	34,962,756	28,887,864	
Community Development	35,812,742	201,335	0	25,000,522	10,610,885	
Nondepartmental <sup>11</sup>	1,355,908	0	0	0	1,355,908	
Contributory Fund	216,289	0	0	0	216,289	
Special Revenue Funds <sup>12</sup>	96,499,268	1,587,731	0	47,727,093	47,184,444	
<b>TOTAL</b>	<b>\$1,012,162,211</b>	<b>\$6,386,840</b>	<b>\$66,736,207</b>	<b>\$499,305,499</b>	<b>\$439,733,665</b>	

Exhibit C -- End Notes

1. The FY 2003 Actual Expenditures Total reflects the prior year actual expenditures as shown in the FY 2005 Adopted Budget Plan.
2. Expenditures Not Allowable consist of capitalized capital expenditures and leased purchase of capital equipment, unless otherwise noted.
3. Where Recovered Costs exist, they are deducted from direct salaries.
4. Expenditures Not Allowable for the Office of the County Executive include the operating/capital expenditures of the Administration of County Policy cost center, as well as the salary and expenditures of the County Executive. See Schedule A on page 17.
5. Expenditures Not Allowable for the Department of Finance includes funding reimbursed from the State. See Schedule B on page 18.
6. This amount reflects contributions to the Virginia Association of Counties (VaCO), the Virginia Municipal League (VML), the Metropolitan Washington Council of Governments (COG), the Northern Virginia Regional Commission, the Virginia Innovation Group, the Virginia Institute of Government (VIG), and Public Technology Incorporated.
7. The Total Actual Expenditures for FY 2003 Fringe Benefits is derived from the actual amounts expended on Workers Compensation, Employee's Assistance Program, and General Fund Fringe Benefits.
8. Tuition & Training and Conferences/Travel expenditures represent total expenditures in Employee Benefits and for specific Central Services agencies. Indirect costs represent expenditures associated with Central Services agencies only. Other costs represent expenditures associated with non-Central Services Agencies.
9. Building Repairs and Maintenance includes \$228 – Project 008000, Government Center, in Fund 303, County Construction.
10. The published total in the FY 2005 Adopted Budget Plan for Public Works is \$53,122,047. This total includes \$34,071,255 for the Facilities Management Division, which is highlighted in its own row under "Central Services" and is therefore not included under "Operating Departments" in the Public Works section. It should be noted that Public Works includes Business Planning and Support, Office of Capital Facilities, Stormwater Management, and Unclassified Administrative Expenses.
11. Nondepartmental expenditures are shown here with the exception of County Insurance, Fringe Benefits, Tuition & Training, Conferences/Travel, and Employee Advisory Council. These expenditures are shown under *Central Services*. Some Tuition & Training and Conferences/Travel expenditures are also included in totals under *Operating Departments*.
12. Special Revenue Funds include funds that have personnel expenses and receive a transfer from the General Fund to support their operations. The FY 2003 Actual Expenditures reflect the General Fund Transfers to these funds. Costs are allocated based on the percentage of total personnel, operating, and capital expenses supported by the General Fund Transfer. Special Revenue Funds include: Fund 103, Aging Grants and Programs; Fund 104, Information Technology; Fund 106, Fairfax-Falls Church Community Services Board; Fund 120, E-911; Fund 141, Elderly Housing; and Fund 500, Retiree Health Benefits.

Schedule A  
**FAIRFAX COUNTY, VIRGINIA**  
**COST ALLOCATION - OFFICE OF THE COUNTY EXECUTIVE**  
**FY 2003 Actual Expenses**

	Expenditures			
	Total	Not Allowable	Indirect Costs	Direct Salaries
Administration of County Policy (A)	\$2,171,528	\$831,345	\$0	\$1,340,183
Internal Audit	888,465	0	888,465	0
Office of Equity Programs	595,140	0	595,140	0
Office of Partnerships	2,462,143	0	2,462,143	0
<b>Total</b>	<b>\$6,117,276</b>	<b>\$831,345</b>	<b>\$3,945,748</b>	<b>\$1,340,183</b>

(A) *Expenditures Not Allowable* consists of the salary of the County Executive, as well as operating expenditures and capital expenditures in the Administration of County Policy Cost Center. See the Office of the County Executive Statement of Function and Benefit on page 5.

**Schedule B**  
**FAIRFAX COUNTY, VIRGINIA**  
**COST ALLOCATION - DEPARTMENT OF FINANCE**  
**FY 2003 Actual Expenses**

	<u>Total</u>	<u>Personnel Services</u>	<u>Operating Expenses</u>	<u>Recovered Costs</u>	<u>Capital Equipment</u>
Department of Finance	\$6,943,837	\$3,826,260 (C)	\$3,376,694	(\$259,117)	\$0

<b>Allowable Central Services (less cap. equipment):</b>	<b>\$6,943,837</b>
Less: Reimbursement from State (A)	<u>372,824</u>
<b>Total Allowable Cost</b>	<b>\$6,571,013</b>

Total allowable cost is allocated between County and School District operations on the basis of number of checks processed.

	<u>Number of Checks</u>	<u>Ratio</u>	<u>Allowable Costs (B)</u>
County	260,284	82.60%	\$5,427,361
School	54,847	17.40%	1,143,652
<b>Total</b>	<u>315,131</u>	<u>100.00%</u>	<u>\$6,571,013</u>

**NOTES:**

(A) In FY 2003, the State reimbursed the County \$372,824 or approximately 5.4 percent of total expenditures of the Office of Finance. Accordingly, this ratio was used to compute the credit applicable to the allowable central services.

(B) This amount represents the allowable indirect costs of the Office of Finance. The County's school system is a separate entity and is not included in the distribution base for purposes of computing the indirect cost rate. Also, the Schools do not receive services from all the central service departments.

<b>(C) Agency Management:</b>	
Regular Compensation	\$3,710,500
Temporary and Seasonal Salaries	115,760

**Schedule C**  
**FAIRFAX COUNTY, VIRGINIA**  
**COST ALLOCATION - FACILITIES MANAGEMENT DIVISION (FMD)**  
**FY 2003 Actual Expenses**

	Expenditures				
	Total	Not Allowable (A)	Indirect Costs	Direct Salaries	Other Costs
Facilities Management Division					
Building, Property, and Lease					
Management (B)	\$8,324,700	\$21,264	\$0	\$629,234	\$7,674,202
Other Functions (C)	25,746,555	67,821	9,129,899	0	16,548,835
<b>Total</b>	<b>\$34,071,255</b>	<b>\$89,085</b>	<b>\$9,129,899</b>	<b>\$629,234</b>	<b>\$24,223,037</b>

**NOTES:**

- (A) *Expenditures Not Allowable* represent the cost of capitalized capital equipment and leased purchase capital equipment which is unallowable in accordance with the cost principles of OMB Circular A-87, Attachment B, Section 19.
- (B) The Building, Property, and Lease Management function is reflected as a separate cost center in the Facilities Management Division. The costs shown for the Building, Property, and Lease Management Cost Center are net costs which include recovered costs from other agencies. The major function of this cost center is to purchase and rent facilities for County operations. The cost center maintains 156 leases, totaling \$6,681,049 (less Recovered Costs). There are no indirect costs for the Building, Property, and Lease Management Cost Center since no space is leased for Central Service Agencies in FY 2003.
- (C) In addition to providing property management, maintenance, and custodial support, the Facilities Management Division pays the utility bills for all offices except the Schools. The amount of the utility bills was prorated between the allowable indirect central offices and all other operating offices on the basis of square footage. Utility expenditures totaled \$8,117,172 of which \$859,273 was for the Government Center where the central service departments are housed. A total of \$465,726 has been attributed to central service agencies based on the 54.20 percent of square footage these central service departments occupy (see Schedule F).

Similarly, the total cost for Custodial Services and Maintenance and Operations are \$10,323,134. Of this amount, \$2,630,525 is for the Government Center. Based on the same 54.20 percent of square footage for central service agencies, an amount of \$1,425,745 has been attributed to central service agencies.

**Other Costs:**

Utility Costs:

Total Agency Utility Costs	\$8,117,172
Central Service Agencies	<u>465,726</u>
<b>Subtotal Non-Central Service Utility Costs</b>	<b>\$7,651,446</b>

Maintenance and Custodial Costs:

Total Maintenance and Custodial Costs	\$10,323,134
Central Service Agencies	<u>1,425,745</u>
<b>Subtotal Non-Central Maintenance and Custodial Costs</b>	<b>\$8,897,389</b>
<b>Total Non-Central Service Other Costs</b>	<b>\$16,548,835</b>



**Schedule D**  
**FAIRFAX COUNTY, VIRGINIA**  
**COUNTY INSURANCE FOR THE YEAR ENDED JUNE 30, 2003**

<u>Indirect Costs (A)</u>	<u>Cost</u>
Self Insurance - General Liability	\$400,770
Insurance Premium - Faithful Performance	13,161
Insurance Premium - Boiler and Machinery	227
Insurance Premium - Auto and Physical Damage	597,608
Insurance Premium - Property Fire	1,108,760
Self Insurance - Auto Liability	741,337
Self Insurance - Public Liability	7,588
Self Insurance - Umbrella Liability	641,728
Insurance Premium - Surety Bonds	0
Insurance Premium - Valuable Papers	0
Crime Insurance	0
Volunteer Insurance	91,569
Inland Marine Premium	0
<b>Subtotal</b>	<b>\$3,602,748</b>
Less Indirect Cost Reimbursements	<u>(176,702)</u>
<b>Subtotal - Indirect Costs</b>	<b>\$3,426,046</b>
<u>Direct Costs (B)</u>	
Volunteer Fire Vehicle Physical Damage	\$275,711
Volunteer Fire Accident Insurance	69,825
Helicopter Insurance	261,350
Police Professional Liability	115,494
Commercial Marine	6,800
Medical Malpractice	21,796
Employee Day Care	22,353
<b>Subtotal - Direct Costs</b>	<b>\$773,329</b>
<b>TOTAL</b>	<b>\$4,199,375</b>

**NOTES:**

(A) Indirect insurance costs are those which pertain to the County as a whole.

(B) Direct insurance costs are those which are specific to operating agencies.

**Schedule E**  
**FAIRFAX COUNTY, VIRGINIA**  
**COMPUTATION OF FRINGE BENEFITS**  
**APPLICABLE TO CENTRAL SERVICE DEPARTMENTS**  
**FY 2003 Actual Expenses**

<b>Central Services</b>	<b>Temporary and Seasonal Salaries</b>	<b>Regular Salaries</b>	<b>Total</b>
Office of the County Executive	\$724,719	\$3,490,739	\$4,215,458
Department of Finance	115,760	3,710,499	3,826,259
Facilities Management Division	44,270	8,346,087	8,390,357
Dept. of Purchasing and Supply Management	11,702	2,800,907	2,812,609
Department of Human Resources	73,857	4,027,646	4,101,503
Department of Management and Budget	22,219	2,156,137	2,178,356
Civil Service Commission	36,579	144,526	181,105
Department of Information Technology	273,433	14,285,711	14,559,144
Document Services Administration	29,189	297,638	326,827
	<b>\$1,331,728</b>	<b>\$39,259,890</b>	<b>\$40,591,618</b>
<b>Less: Unallowable Central Services</b>			
<b>Office of the County Executive:</b>			
Admin. of County Policy Cost Center	(\$112,831)	(\$1,422,221)	(\$1,535,052)
<b>Office of Finance:</b>			
State Reimbursement (A)	(6,251)	(200,367)	(206,618)
Service to Fairfax Public Schools (B)		(610,763)	(610,763)
<b>Facilities Management Division:</b>			
Building, Property, and Lease Management Cost Center (Schedule C, Note B)	0	(629,234)	(629,234)
Subtotal Salary Adjustments	(\$119,082)	(\$2,862,585)	(\$2,981,667)
<b>Total - Adjusted Salaries</b>	<b>\$1,212,646</b>	<b>\$36,397,305</b>	<b>\$37,609,951</b>
<b>FRINGE BENEFITS CALCULATION</b>			
Temporary (\$1,212,646 x 7.65%) (C)	\$92,767		
Regular (\$36,397,305 x 24.33%) (C)	\$8,855,464		
<b>TOTAL INDIRECT FRINGE BENEFITS</b>	<b>\$8,948,232</b>		

**NOTES:**

- (A) The deduction for State reimbursements to the Department of Finance are calculated as follows:
- Temporary and seasonal salaries total \$115,760. This total multiplied by the reimbursement rate of 5.4% (See Schedule B, Note C) equals \$6,251.
- Regular compensation totals \$3,710,500. This total multiplied by the reimbursement rate of 5.4% (see Schedule B, Note C) equals \$200,367.
- (B) The deduction for Department of Finance support to the Fairfax County Schools is calculated as follows:
- Total regular compensation of \$3,710,499 less the \$200,367 deduction for State reimbursement results in a net amount of \$3,510,132. This net amount times the proportion of the Agency supporting the Schools of 17.40% (see Schedule B) results in a deduction of \$610,763.
- (C) The fringe benefit factors for temporary (7.65%) and regular (24.33%) salaries reflect the FY 2003 actual fringe benefit planning factors for Other General County Employees.

**Schedule F**  
**FAIRFAX COUNTY, VIRGINIA**  
**COMPUTATION OF BUILDING USE ALLOWANCE**

<b>CENTRAL SERVICE AGENCIES</b>	<b>Total (Square Feet)</b>	<b>Direct (Square Feet)</b>	<b>Indirect (Square Feet)</b>
Office of the County Executive (A)	28,525	9,895	18,630
Department of Finance (C)	21,356	3,265	18,091
Facilities Management Division (B)	11,138	726	10,412
Department of Purchasing and Supply Management	9,840	0	9,840
Department of Human Resources	23,724	0	23,724
Department of Management and Budget	14,746	0	14,746
Department of Information Technology (C)	78,780	19,214	59,566
Document Services (C)	9,123	3,724	5,399
Building Security Area	564	0	564
Common Areas	204,852	0	204,852
Remaining Areas In Government Center	272,295	272,295	0
<b>Total</b>	<b>674,943</b>	<b>309,119</b>	<b>365,824</b>

The indirect cost pool agencies within the Government Center account for 365,824 square feet or 54.20 percent of the 674,943 total. Therefore, the building use allowance is calculated as follows:

54.20% of total acquisition cost of \$98,700,000 = \$53,495,400  
\$53,495,400 allowable base x 2.0 percent use allowance per cost principles of  
OMB Circular A-87 = **\$1,069,908**

**NOTES:**

(A) Building use allowance for the Office of the County Executive is allocated based on the number of positions performing the functions that are allowable costs in accordance with the cost principles of OMB Circular A-87. The allocation is as follows:

49 Positions, 32 Allowable Positions = 65.31% x 28,525 square feet = 18,630 Indirect square feet

(B) Facilities Management Division square footage does not include the space occupied by the Building, Property, and Lease Management Division. The allocation is as follows:

184 Positions, 172 Allowable Positions = 93.48% x 11,138 square feet = 10,412 indirect square feet

(C) Department of Finance, Document Services, and Department of Information Technology square footage does not include the space occupied by the Internal Service Fund staff. Building use allowance for these agencies is allocated based on the number of positions performing the functions that are allowable costs in accordance with the cost principle of OMB Circular A-87. The allocation is as follows:

Department of Finance:

85 Positions, 72 Allowable Positions = 84.71% x 21,356 square feet = 18,091 Indirect square feet

Department of Information Technology:

287 Positions, 217 Allowable Positions = 75.61% x 78,780 square feet = 59,566 Indirect square feet

Document Services Division:

49 Positions, 29 Allowable Positions = 59.18% x 9,123 square feet = 5,399 Indirect square feet

**Schedule E**  
**FAIRFAX COUNTY, VIRGINIA**  
**COMPUTATION OF FRINGE BENEFITS**  
**APPLICABLE TO CENTRAL SERVICE DEPARTMENTS**  
**FY 2003 Actual Expenses**

<b>Central Services</b>	<b>Temporary and Seasonal Salaries</b>	<b>Regular Salaries</b>	<b>Total</b>
Office of the County Executive	\$724,719	\$3,490,739	\$4,215,458
Department of Finance	115,760	3,710,499	3,826,259
Facilities Management Division	44,270	8,346,087	8,390,357
Dept. of Purchasing and Supply Management	11,702	2,800,907	2,812,609
Department of Human Resources	73,857	4,027,646	4,101,503
Department of Management and Budget	22,219	2,156,137	2,178,356
Civil Service Commission	36,579	144,526	181,105
Department of Information Technology	273,433	14,285,711	14,559,144
Document Services Administration	29,189	297,638	326,827
	<b>\$1,331,728</b>	<b>\$39,259,890</b>	<b>\$40,591,618</b>
<b>Less: Unallowable Central Services</b>			
Office of the County Executive:			
Admin. of County Policy Cost Center	(\$112,831)	(\$1,422,221)	(\$1,535,052)
Office of Finance:			
State Reimbursement (A)	(6,251)	(200,367)	(206,618)
Service to Fairfax Public Schools (B)		(610,763)	(610,763)
Facilities Management Division:			
Building, Property, and Lease Management Cost Center (Schedule C, Note B)	0	(629,234)	(629,234)
Subtotal Salary Adjustments	(\$119,082)	(\$2,862,585)	(\$2,981,667)
<b>Total - Adjusted Salaries</b>	<b>\$1,212,646</b>	<b>\$36,397,305</b>	<b>\$37,609,951</b>
<b>FRINGE BENEFITS CALCULATION</b>			
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**COMPUTATION OF BUILDING USE ALLOWANCE**

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