

# APPLICANT PROFILE



GOVERNMENT  
OF THE DISTRICT  
OF COLUMBIA

# APPLICANT PROFILE

## FY 2005 Homeland Security Grant Program: Urban Areas Security Initiative

<b>PROJECT TITLE:</b>	NCR Radio Cache Logistical Support – Montgomery County, MD
<b>EMERGENCY SUPPORT FUNCTION:</b>	R-ESF 4 & R-ESF 13
<b>PROJECT PERIOD:</b>	May 1, 2005 to April 30, 2006
<b>PROJECT SYNOPSIS:</b>	This \$34,361.08 project provides for ongoing logistical support of the National Capital Region Radio Cache of 500 radios managed by Montgomery 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>IMPLEMENTING JURISDICTION:</b>	Montgomery County, Maryland
<b>AGENCY:</b>	Montgomery County Fire and Rescue Service
<b>ADDRESS:</b>	101 Monroe Street, 12th Floor Rockville, Maryland 20850

### AUTHORIZATION OFFICIAL

**NAME:** Thomas W. Carr  
**TITLE:** Fire Chief  
**ADDRESS:** 101 Monroe St, 12th Fl, Rockville, MD 20850  
**TEL:** (240) 777-2035  
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**EMAIL:** tom.carr@montgomerycountymd.gov

### PROJECT DIRECTOR

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**ADDRESS:** 12100 Darnestown Rd, Gaithersburg, MD 20878  
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### FINANCIAL OFFICER

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Signature of Authorized Official

  
Date

## Table of Contents

<b>Proposal Summary</b> .....	3
<b>Project Goals and Objectives</b> .....	3
<b>Project Description</b> .....	4
<b>Organization, Experience &amp; Qualifications</b> .....	5
<b>Staffing Plan</b> .....	5
<b>Project Budget and Project Narrative</b> .....	6
<b>Certifications and Assurances</b> .....	11
<b>Appendix</b> .....	12
Indirect Cost Proposal.....	A-1

## 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 Montgomery County Fire and Rescue Service (MCFRS) 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. MCFRS is a combination service with over 1000 career employees and 500 volunteers operating from 33 fire and rescue stations. MCFRS is responsible for delivering fire and rescue service to the most populated jurisdiction in the State of Maryland with a population approaching 1,000,000 people.

MCFRS 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. During this time MCFRS has responded to numerous regional and national disasters providing US&R services. A key component of the US&R response program is communications capability. To support this need MCFRS, 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.

<b>Name/Position</b>	<b>Computation</b>	<b>Cost</b>
Firefighter/Rescuer	640 Hrs x \$41.39/hr	\$ 26,489.60
<b>Total</b>		<b>\$ 26,489.60</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.

<b>Name/Position</b>	<b>Computation</b>	<b>Cost</b>
Firefighter/Rescuer	(640 Hrs x \$41.39/hr) x 7.65%	\$ 2,026.45
<b>Total</b>		<b>\$ 2,026.45</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.

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

**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
<i>Total</i>		\$ 2,000.00

**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
Montgomery County Indirect Cost Rate	Project Total x 12.60%	\$ 3,845.02
<b>Total</b>		<b>\$ 3,845.02</b>

Budget Category	Amount
A. Personnel	\$ 26,489.60
B. Fringe Benefits	\$ 2,026.45
C. Travel	\$ -
D. Equipment	\$ -
E. Supplies	\$ 2,000.00
F. Consultants/Contracts	\$ -
G. Other	\$ -
<b>Total Direct Costs</b>	<b>\$ 30,516.05</b>
H. Indirect Costs	\$ 3,845.02
<b>TOTAL PROJECT COSTS</b>	<b>\$ 34,361.08</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**

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**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 incising 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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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:

Montgomery County Fire and Rescue Service  
101 Monroe Street, 12th Floor  
Rockville, Maryland 20850

2. Application Number and/or Project Name: NCR Radio Cache Logistics

3. Grantee IRS/Vendor Number: 52-6000980

Thomas W. Carr, Jr. Fire Chief

4. Typed Name and Title of Authorized Representative

  
\_\_\_\_\_

2/23/05  
\_\_\_\_\_

5. Signature

6. Date

## **APPENDIX F: STANDARD ASSURANCES**

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### **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:

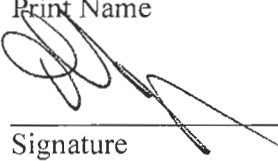
1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing 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.

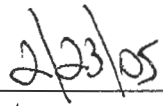


8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of 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.

Thomas W. Carr, Jr.  
\_\_\_\_\_  
Print Name  
  
\_\_\_\_\_  
Signature

Fire Chief  
\_\_\_\_\_  
Print Title  
  
\_\_\_\_\_  
Date

**Appendix**

Indirect Cost Proposal..... A-1



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center  
Financial Management Service  
Division of Cost Allocation

Cohen Building-Room 1067  
330 Independence Avenue, S.W.  
Washington, DC 20201  
PHONE: (202)-401-2808  
FAX: (202)-619-3379

March 8, 2004

Ms. Melanie Coffin  
Montgomery County Maryland  
Office of Management and Budget  
101 Monroe Street, 14th Floor  
Rockville, MD 20850

Dear Ms. Coffin:

This letter is to advise you that pursuant to the inter-agency agreement between the Department of Housing and Urban Development (HUD) and the Department of Health and Human Services, Division of Cost Allocation (DCA) Agreement Number I-OPC-22419, you are hereby requested to submit your Indirect Cost Rate Proposal (IDC) together with the required supporting information to this office for negotiation and approval of your indirect cost rate.

To assist you in submitting your next IDC proposal, please access our website at <http://rates.psc.gov> for instructions and guidance on completing your proposal.

Your proposal and relevant correspondence should be addressed to:

Department of Health & Human Services  
Division of Cost Allocation  
Director, Mid-Atlantic Field Office  
330 Independence Avenue, .W.  
Wilbur J. Cohen Building, Room 1067  
Washington, D.C. 20201

Please contact Mr. Jason Madigan of my staff at (202) 260-8265 for information concerning this matter.

Sincerely,

William G. Logan  
Director, Mid-Atlantic Field Office  
Division of Cost Allocation

cc: Ms. M. Viveca Miller / HUD

A-1



DEPARTMENT OF HEALTH & HUMAN SERVICES

Program Support Center  
Financial Management Service  
Division of Cost Allocation

Cohen Building-Room 1067  
330 Independence Avenue, S.W.  
Washington, DC 20201  
PHONE: (202)-401-2808  
FAX: (202)-619-3379

July 19, 2004

Ms. Beverley Swaim-Staley  
Director, Office of Management and Budget  
Montgomery County Maryland  
101 Monroe Street, 14<sup>th</sup> Floor  
Rockville, Maryland 20850

Dear Ms. Swaim-Staley:

We are writing to inform you that we received, the Montgomery County Maryland indirect cost proposal for the fiscal year ended June 30, 2003. However, in accordance with OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, local governments that are not designated as "major" are not required to submit their cost allocation plans/indirect cost proposals for Federal approval unless specifically requested to do so by the cognizant agency. Therefore, as a local government entity, Montgomery County is only required to annually prepare and retain on file its indirect cost proposal for audit purposes.

We would like to thank you for allowing us the opportunity to offer our assistance, if you have any questions regarding the above, please call (202) 401-2808.

Sincerely,

William G. Logan, Director  
Mid-Atlantic Field Office  
Division of Cost Allocation

cc: M. Viveca Miller, HUD

A-2



OFFICE OF MANAGEMENT AND BUDGET

Douglas M. Duncan  
County Executive

July 9, 2004

Beverley K. Swaim-Staley  
Director

William G. Logan, Director, Mid-Atlantic Field Office  
Department of Health and Human Services  
Division of Cost Allocation  
330 Independence Avenue, NW  
Wilbur J. Cohen Building Room 1067  
Washington, D.C. 20201

Dear Mr. Logan:

Attached is a copy of the indirect cost proposal for the year ending June 30, 2003, to be applied for FY05 for Montgomery County, Maryland Government. For FY05, the County's proposed indirect cost rate has been calculated based on fund types: 15.96 percent for the General Fund and 12.60 percent for Special Funds. The difference of 3.36 percent is due to the fact that Special Funds are charged directly for risk management charges and desktop computer purchases, whereas the General Fund is not; therefore, the General Fund has these items added to the Central Service costs.

The FY05 indirect cost rate for the General Fund is 0.90 percent lower than the FY04 rate of 16.87, and for Special Funds, is 1.72 percent lower than the FY04 rate of 14.32. The rate decrease (based on FY03 actuals) is mainly due to decreased costs in information systems and telecommunications and Facilities and Services.

The above rates are consistent with the methodology developed by an outside consultant, DMG Maximus, which reviewed and developed the County's simplified indirect cost plan in 1998. The indirect cost rate proposal has been fully reviewed by staff in the Department of Finance and the Office of Management and Budget, and complies with the current Federal regulation.

Please review our proposal and forward to us at your earliest convenience a letter approving the rates. The approval letter is very important for the County because it is often required for us to receive coverage for indirect costs in new Federal and State grants.

Thank you in advance for your assistance. If you have any questions, please contact Brady Goldsmith, Management and Budget Specialist, at [brady.goldsmith@montgomerycountymd.gov](mailto:brady.goldsmith@montgomerycountymd.gov) or 240.777.2793.

Sincerely,

Beverley Swaim-Staley, Director  
Office of Management and Budget



bs/brg

Office of the Director

101 Monroe Street, 14th Floor • Rockville, Maryland 20850 • 240/777-2800  
<http://www.montgomerycountymd.gov>

A-3

*A Central Services  
Cost Allocation Plan for*

*Montgomery County,  
Maryland*

*Indirect Cost Rate Proposal  
Based on  
Actual Costs Ended June 30, 2003*

July 1, 2004

*Prepared by:*

*Office of Management and Budget  
Montgomery County Government  
101 Monroe Street, 14<sup>th</sup> Floor  
Rockville, Maryland 20850  
Phone: (240) 777-2800  
FAX: (240) 777-2756*

**Montgomery County, Maryland**  
**Indirect Cost Rate Proposal**  
**Methodology and Justification**  
**2003 Actual**

Source Documentation: Comprehensive Annual Financial Report (CAFR)-2003  
"Summary of all Years Expenditures by Organization" (FAMRS 142)  
Period 13 2003  
Approved 2003 Operating Budget  
CE Recommended 2005 Operating Budget

Procedure: The expenditures for each central service are detailed on the *Indirect Cost Pool Development* spreadsheet by division or section, depending on the lowest level of detail provided by FAMRS 142. Detail consists of personal services, operating expenses and capital outlay. Prior year encumbrances, shown in order to reconcile to the CAFR, are deducted from operating expenses. In addition, unallowable costs should be recorded on the spreadsheet. In order for the costs recorded on the spreadsheet to tie to the CAFR, current year expenditures are added to current year encumbrances. Capital leases are not reflected in the General Fund costs in the CAFR. However, they are recorded in FAMRS 142. An adjustment should be made to facilitate the tie: the capital lease amount should be deducted from the operating expenses.

Based on the percentage entered on the spreadsheet, the unallowable costs will be calculated automatically. The percentage will vary by central service as explained in the section below. The spreadsheet will calculate the indirect cost pool by deducting prior year encumbrances, capital outlay, unallowable costs, pass-thru and other costs. Unallowable personal service costs are also separately identified and must be added to the personal service base for the rate calculation. The personal service base is obtained from the Office of Management and Budget from the PSP Production System output.

Costs are summarized automatically on a number of spreadsheets:

- *Unallowable Personal Service Costs* (of Central Service Departments)
- *Indirect Cost Pool Summary* (for use in the numerator of the rate calculation)
- *Personal Service Cost Summary* (for use in the denominator of the rate calculation)

The indirect cost rate is simply the total of the indirect cost pool divided by the personal service base. The rate is calculated automatically on the *Indirect Cost Rate Calculation* sheet.

Central Service Justification and Method: Each central service cost has its unique justification for inclusion in the indirect cost pool and method for determining the unallowable portions associated with it. They are detailed below, with the OMB A-87, Attachment B reference in parentheses.



### Procurement (Sections 1 and 29)

Procurement provides service to all departments within the County. In addition, it provides some assistance to outside agencies, particularly in the area of contract negotiation and assistance. Procurement estimates that about 15% of the effort of Policies and Regulations is associated with outside agencies. That amount has been subtracted from the indirect cost pool.

### Legislative Oversight (Sections 3 and 5)

This department reviews County legislation, policies and procedures to determine their effectiveness and make recommendations concerning performance, management and operation of County programs and functions. It also reviews policies affecting outside agencies. Based on a review of effort over 3 years, it was determined that 20.2 % of the effort is directed toward outside agencies. That amount has been disallowed.

### Merit System Protection Board (Sections 11 and 17)

This department oversees the merit system and protects employee rights. All costs are allowable.

### Inspector General (Section 5)

The Office of the Inspector General reviews the effectiveness and efficiency of County government programs and operations to prevent and detect fraud, waste, and abuse in County government. All costs are allowable.

### County Executive (Section 11)

In general, costs of chief executives, elected officials and immediate staff are not allowable (Section 23). However, the office also serves as county administration, and to that extent is allowable. All costs related to the County Executive (1510) have been disallowed. In addition, Community Outreach (153002) costs have been disallowed because they are not central service in nature.

### Ethics Commission (Section 3 and 11)

The Ethics Commission ensures the ethical conduct of county employees. All costs are allowable.

### Public Information (Sections 2d and 35)

Public relations costs are allowable. However, Cable Programming has been disallowed because it is more closely related to a public service than to a central service to individual departments. Graphics is also allowable in its entirety.

### County Attorney (Section 14)

Legal costs are allowable to the extent they are related to policy and not to litigation. Sections within the Office are reflected in the FAMRS 142. The cost of the Director's Office, the General Counsel and the Support Division are included as indirect cost. The costs of Litigation Services and Special Projects are not included.

### Management and Budget (Section 9)

Budget related costs are clearly allowable. However, for single rate purposes, activity related to capital budgeting and to outside agencies is unallowable. Based on a study by the Office of Management and Budget, 32 percent of the activity is unallowable. This study analyzed each staff person's work assignments to determine the percentage of time spent on the County operating budget versus the Capital Improvements Program and outside agencies. Although the FAMRS 142 does split the department into sections, it has a Team focus rather than a program focus.

### Finance (Section 1)

Finance costs are allowable except to the extent that they are related to investment (Section 21). Costs related to taxes and parking are disallowed because they are not central service in nature. In addition, the General Accounting Section provides additional services to proprietary funds. It has been determined that 7% of that section is related to those services and it has been disallowed. In addition, the OE costs assigned to Treasury Administration are disallowed as it has been determined that all expenses are associated with the Transfer Tax, Property Tax, Treasury Operations or cash management functions.

### Human Resources (Sections 11 and 17)

Human Resources provides personnel and related services to all county departments. All of the costs of this department have been included in the indirect cost pool.

### Information Systems and Telecommunications (IST) (Sections 6 and 10)

IST provides service to all County departments. To that extent, all costs are allowable. However, Radio Communications is not a central service for single rate purposes because, with its Public Safety focus, it does not provide service universally. Geographic Information Systems (GIS) provides service to all departments but because GIS staff has determined that 5% is related to outside agencies, that portion has been disallowed.

### Facilities and Services (Section 28)

Facilities and Services provides service to all County departments. For purposes of matching the CAFR, all costs of Public Works are reflected on the spreadsheet. Costs related to other capital projects and Other Public Works costs have been excluded from the indirect cost pool.

### County Associations (Section 30)

Costs associated with memberships, subscriptions and professional activities are generally allowable.

### Independent Audit (Section 5)

Independent audit costs are clearly allowable per A-87.

### Utilities (Section 28)

Utilities costs recorded in the FAMRS 142, which reflects the actual 2001 costs, include those related to Traffic, which are disallowed, as are portion related to facilities.

### NDA – Compensation Adjustment (Section 11a and 11d)

This NDA provides funding for adjustments in employee and retiree benefits and for performance awards for employees in the Management Leadership Service. The allowable portion of these adjustments related to central services is 5%.

NDA – Telecommunications Master Plan (Section 33)

This NDA funds a public-private partnership that will advise the County on telecommunication strategic planning and decision making. Its work will benefit all County departments and is therefore included in its entirety.

Retirement (Section 11e)

Unfunded accrued liability retirement costs have been included in their entirety.

Equipment Use Charge (Section 15)

Equipment levels of central service departments are allowable at 6.67%.

Building Use (Section 15)

Building costs related to the Executive Office Building, the County Office Building and the Judicial Center are allowable at 2% of the cost of construction and renovations to date. A cost per square foot of the three buildings is provided by Facilities and Services, as well as a calculation of allowable costs for the indirect cost pool. Because this is a single rate calculation, only the costs associated with central service departments are allowable. The inclusion of all costs would unfairly allocate building costs to those departments not located in one of the three buildings.

Self Insurance (Section 25)

Self-Insurance costs are charged directly to non-general fund agencies, but are not charged to general fund agencies. Costs associated with the general fund are listed as “Contributions to risk management-operating” in the CAFR. A separate rate is developed to distribute these costs.

Desktop Computer Modernization - DCM (Section 6)

This cost pool provides resources to replace computers in all County government departments every 3 to 5 years, to ensure that the County government maintains a modern, cost-effective desktop computing environment. This centralized management and maintenance plan is designed to lower the Total Cost of Ownership (TCO) through standardization, asset management, and maintenance services. DCM costs are directly charged to non-general fund agencies, but are not charged to general fund agencies. Costs associated with the general fund are listed under the non-departmental accounts in the CAFR. A separate rate is developed to distribute these costs.

Montgomery County, Maryland  
Indirect Cost Rate Calculation  
2003 Actual

	General County Indirect Rate
A Indirect Cost Pool Including Retiree Ins.	\$ 72,882,602
B Personal Service Costs	\$ 578,407,810
C Indirect Cost Rate (A/B)	<u>12.60%</u>

**Montgomery County, Maryland**  
**Indirect Cost Rate Calculation**  
**Risk Management Portion &**  
**Desktop Computer Modernization**  
**2003 Actual**

A	Contribution to Risk Management*	\$ 6,294,683
B	Desktop Computer Modernization*	\$ 5,752,947
C	General Fund Personal Service Costs	\$ 358,408,990
D	<b>Indirect Cost Rate [(A+B)/C]</b> (To be added to the General Rate for the General Fund only.)	<u>3.36%</u>
	<i>General Fund Rate</i>	<i>12.60%</i>
	<i>Total Indirect Cost Rate for the General Fund</i>	<u><u>15.96%</u></u>

\* FY2003 CAFR page 32 Ex. A-7

Montgomery County, Maryland  
 Indirect Cost Pool Summary  
 2003 Actual

Procurement	\$	2,149,921
Legislative Oversight		522,187
Merit System Protection Board		107,147
Inspector General		488,004
County Executive		1,834,569
Ethics Commission		169,487
Public Information		1,002,137
County Attorney		3,138,373
Management and Budget		2,146,421
Finance		4,447,874
Human Resources		5,903,946
Information Sys and Telecom		17,627,739
Facilities and Services		16,084,524
County Associations		54,097
Independent Audit		240,524
Compensation Adjustment		10,892
Telecommunications Master Plan		0
Utilities		879,131
Retirement		14,668,603
Equipment Use Charge		1,249,269
Building Use		157,757
	\$	<u>72,882,602</u>

Montgomery County, Maryland  
Personal Service Costs  
2003 Actual

Fund Type	Department	All Funds	General Fund
General	Board of Appeals	\$ 427,481	\$ 427,481
General	Board of Elections	2,109,695	2,109,695
Spec. Rev.	Cable Television	758,177	-
General	Circuit Court	7,420,163	6,105,472
General	Commission for Women	859,726	722,449
Enterprise	Community Use of Public Facilities	1,545,739	-
General	Correction and Rehabilitation	36,562,612	36,532,612
General	County Council	5,834,755	5,834,755
General	County Executive Grants	111,302	31,296
Spec. Rev.	DED -Economic Development	77,271	-
General	Economic Development	2,743,326	2,743,326
General	Environmental Protection	2,707,035	2,697,910
Internal Ser.	Finance-Self Insurance	2,464,187	-
Spec. Rev.	Fire/Rescue Services	91,550,612	5,912
Internal Ser.	Fleet Management Services	10,138,308	-
Spec. Rev.	HCA - Common Ownership	-	-
Spec. Rev.	HCA - Housing Initiative	134,598	-
Spec. Rev.	HCA - Landlord Tenant	-	-
General	Health and Human Services	100,378,168	84,867,808
General	Housing and Community Affairs	7,410,939	5,832,753
General	Human Relations Commission	1,689,628	1,689,628
General	Intergovernmental Relations	386,811	386,811
General	License Commissioners	735,922	735,922
Enterprise	Liquor Control	15,198,483	-
General	Non-Departmental Accounts*	277,259	277,259
Internal Ser.	OHR-Self Insurance	591,735	-
Enterprise	Parking District Services	2,759,561	-
Enterprise	Permitting Services	14,510,362	-
General	Police	131,064,609	129,128,853
General	Public Libraries	23,155,463	23,108,149
Internal Ser.	Public Works - Central Duplicating	1,550,486	-
Spec. Rev.	Recreation	14,037,556	-
General	Regional Service Centers	2,404,467	2,404,467
General	Sheriff	11,560,672	11,188,049
Enterprise	Solid Waste Services	8,941,780	-
General	State's Attorney	8,449,166	8,270,970
Spec. Rev.	Transit Services	33,318,213	-
Spec. Rev.	Urban Districts	1,234,130	-
General	Zoning and Administrative Hearings	199,755	199,755
		545,300,152	325,301,332
	Unallowable Personal Service Costs of Central Service Departments	33,107,658	33,107,658
	Total Personal Service Costs	578,407,810	358,408,990

\*Excluding compensation adjustment NDA



Montgomery County, Maryland  
Unallowable Personal Service Cost Summary  
2003 Actual

*Note: These costs represent those of central service departments which are not allowable for inclusion in the indirect cost pool. They are to be added to the rate base.*

Procurement	\$ -
Legislative Oversight	122,164
Merit System Protection Board	-
Inspector General	-
County Executive	2,070,740
Ethics Commission	-
Public Information	144,482
County Attorney	783,852
Management and Budget	968,822
Finance	2,628,030
Human Resources	-
Information Sys and Telecom	732,075
Public Works and Transportation	25,538,449
Independent Audit	-
NDA - Compensation Adjustment	119,044
	<u>\$ 33,107,658</u>

	Division/ Section	Personal Services	Operating Expenses	Capital Outlay	Total	Deduct Prior Year Encumb. From Operating	Capital Outlay	% Unallowable	Unallowable	Indirect Cost Pool	Unallowable Personal Services
<b>Procurement</b>											
	Director	262,130	127,112		389,242	21,091				368,151	
	System Reports	127,434			127,434					127,434	
	MFD	85,656			85,656					85,656	
	Operations	1,561,966	6,714		1,568,680					1,568,680	
	Policies/Regulations							15			
	<b>Total</b>	<b>2,037,186</b>	<b>133,826</b>		<b>2,171,012</b>	<b>21,091</b>				<b>2,149,921</b>	
<b>Legislative Oversight</b>											
	0310	604,774	50,229		655,003	633		20	132,183	522,187	132,164
<b>Merit Syst. Protection Board</b>											
	0410	97,826	9,321		107,147					107,147	
<b>Inspector General</b>											
	610	397,292	93,388		490,680	2,676				488,004	
<b>County Executive</b>											
	Executive	872,403	61,429		933,832	498		100	933,334		872,403
	Executive Support	1,352,237	118,469		1,470,706	961				1,469,745	
	Chief Admin Officer	1,198,337	70,013		1,268,350	568		100	1,267,782		1,198,337
	Community Outreach	356,931	7,958		364,889	65				364,824	
	Workflow Engineering										
	<b>Total</b>	<b>3,779,908</b>	<b>257,869</b>		<b>4,037,777</b>	<b>2,092</b>			<b>2,201,116</b>	<b>1,834,569</b>	<b>2,013,740</b>
<b>Ethics Commission</b>											
	1910	126,310	43,177		169,487					169,487	
<b>Public Information</b>											
	Director	5,317			5,317	1,104				4,213	
	Information	607,796	149,800		757,596	31,095				726,501	
	Publications/Graphics	255,169	20,512		275,681	4,258				271,423	
	Cable Programming	144,482	39,731		184,213	8,247		100	175,966		144,482
	<b>Total</b>	<b>1,007,447</b>	<b>215,360</b>		<b>1,222,807</b>	<b>44,704</b>			<b>175,966</b>	<b>1,002,137</b>	<b>1,007,447</b>
<b>County Attorney</b>											
	Admin and Support Staff	688			688					688	
	Director's Office	426,392	213,311		639,703	1,810				637,893	
	Litigation Services	17,555	17,555		35,110	149		100	17,406		
	General Counsel	2,213,998	19,791		2,233,789	168				2,233,621	
	Special Projects	783,852	318,600		1,102,452	2,703		100	1,099,749		783,852
	Support Division	266,171			266,171					266,171	
	<b>Total</b>	<b>3,690,413</b>	<b>569,945</b>		<b>4,260,358</b>	<b>4,836</b>			<b>1,117,155</b>	<b>3,138,373</b>	<b>2,883,517</b>
<b>Management and Budget</b>											
	Director	345,856	2,150		348,006	528		32	111,193	236,285	110,674
	Team A	457,458	55,441		512,899	13,619		32	159,770	339,511	146,987
	Team B	613,646			613,646			32	196,367	417,279	163,567
	Team C	691,686			691,686			32	221,340	470,346	221,340
	Team D	918,923	113,325		1,032,248	27,837		32	321,411	682,999	298,555
	<b>Total</b>	<b>3,027,569</b>	<b>170,916</b>		<b>3,198,485</b>	<b>41,984</b>			<b>1,010,080</b>	<b>2,146,421</b>	<b>969,822</b>



Finance

Division/Section	Personal Services	Operating Expenses	Capital Outlay	Total	Deduct Prior Year Encumb. From Operating	Capital Outlay	% Unallowable	Unallowable	Indirect Cost Pool	Unallowable Personal Services
Administration	602,971	84,395		687,366	21,211				666,155	
Fin/IEcon Analysis										
Internal Audit	392,838	161,147		553,985	40,502				513,483	
Fin. Automallion	373,082	121,795		494,877	30,611				464,266	
Controller Admin	205,718	562,262		767,980	141,316				626,664	
Accounts Payable	375,692	1,014		376,706	255				376,451	
General Accounting	1,202,178	6,873		1,209,051	1,727		7	89,620	1,117,704	89,238
Payroll	351,916	19,216		371,132	4,830				366,302	
Fin'l Systems Control	314,247	3,477		317,724	874				316,850	
Treasury Admin	283,977	407,524		691,501	102,425					
Trans Tax/Publ Adv	970,035			970,035			100	589,076		283,977
Property Tax	835,786			835,786			100	970,035		970,035
Parking Operations	18,556	229		18,785	58		100	835,786		835,786
Treasury Operations	430,438	594		431,032	149		100	16,727		18,556
Cash Management							100	430,883		430,438
<b>Total</b>	<b>6,357,434</b>	<b>1,368,526</b>		<b>7,725,960</b>	<b>343,959</b>			<b>2,934,127</b>	<b>4,447,874</b>	<b>2,628,030</b>

Human Resources

Division/Section	Personal Services	Operating Expenses	Capital Outlay	Total	Deduct Prior Year Encumb. From Operating	Capital Outlay	% Unallowable	Unallowable	Indirect Cost Pool	Unallowable Personal Services
Director	499,123	316,212		815,335	45,817				769,518	
Records Management										
Employee Relations	550,497	116,179		666,676	16,833				649,843	
Staffing & Org Dev	2,115,113	989,522		3,104,635	143,374				2,961,261	
Education/Training										
Diversity/EEO	213,519	18,493		232,012	2,679				229,333	
Employee Benefits	350,634	299,869		650,503	43,449				607,054	
Occupational Med'l	208,212	559,843		768,055	81,117				686,938	
<b>Total</b>	<b>3,937,098</b>	<b>2,300,118</b>		<b>6,237,216</b>	<b>333,270</b>				<b>5,903,946</b>	

Technology Services

Division/Section	Personal Services	Operating Expenses	Capital Outlay	Total	Deduct Prior Year Encumb. From Operating	Capital Outlay	% Unallowable	Unallowable	Indirect Cost Pool	Unallowable Personal Services
Director	1,011,268	912,650		1,923,918	405,600				1,518,318	
Info Sys Chief	165,814	25,715		191,529	11,428				180,101	
Compuling Info Center	194,225	7,663		201,888	3,406				198,482	
Fin and Admin Sys	1,429,488	563,265		1,992,753	250,326				1,742,427	
Geo Info System	883,035	341,487		1,224,522	151,764				1,072,758	
EAD Appl and Developm	597,444	19,630		617,074	8,724		5	30,418	577,933	29,872
EAD Revenue Team	69,020	406,093		475,113	180,476				294,637	
Desktop Comp Mod										
e-montgomery	280,202	575,977		856,179	255,976				600,203	
E-mail/Internet		(2)		(2)	(1)				(1)	
FAMIS										
Training Room										
Imaging										
GUI Front End										
Enterpr. Infrast. Div Chie	262,166	550,999	404,486	1,217,651	244,875	404,486			568,290	
Security Admin	260,811	111,748		372,559	49,663				322,896	
Computer Operations	1,053,613	746,503		1,800,116	331,761				1,468,355	
Technical Support	1,285,728	2,114,802		3,400,530	939,861				2,460,669	
Telecomm Chief	371,090	371,495		742,585	165,100				577,485	
Telephone Services	491,366	5,327,767		5,819,133	2,367,769				3,451,364	
Radio Communications	702,203	601,756		1,303,959	267,433		100	1,036,526		702,203
Projects & Eng. Serv.	377,599	701		378,300	312				377,988	
Enterpr. Infrast. Div Chie	161,272	477,529		638,801	212,224				426,577	
ESD Client	590,436	24,475		614,911	10,877				604,034	
ESD Help Desk	236,454	4,988		241,442	2,217				239,225	

A-16

	Division/ Section	Personal Services	Operating Expenses	Capital Outlay	Total	Deduct Prior Year Encumb. From Operating	Capital Outlay	% Unallowable	Unallowable	Indirect Cost Pool	Allowable Personal Services
	ESD E-mail/EDMS Server Support Large Systems Support	722,825 444,143 169,738	95,024 269,028 1,155	404,486	817,849 713,171 170,893	42,231 119,562 513	404,486		1,066,944	775,618 170,380	732,075
	<b>Total</b>	<b>11,759,940</b>	<b>13,550,448</b>	<b>404,486</b>	<b>25,714,874</b>	<b>6,022,096</b>	<b>404,486</b>		<b>1,066,944</b>	<b>17,627,739</b>	<b>732,075</b>
<b>Facilities and Services</b>	Chief/Administration Facilities Engineering Maintenance and Ops Facilities Services Capital Projects Other DPW	736,055 71,142 6,104,501 2,493,485 69,262 20,219,316	987,606 67,935 7,398,809 11,498,039 192,525 19,360,780	15,800	1,723,661 139,077 13,503,310 13,991,524 261,787 39,595,896	120,655 8,300 903,903 1,404,701 23,521 2,365,282	15,800	86 100 100	48,288,570	1,603,006 130,777 1,763,917 12,586,823	5,249,871 69,262 20,219,316
	<b>Total</b>	<b>29,693,761</b>	<b>39,505,694</b>	<b>15,800</b>	<b>69,215,255</b>	<b>4,826,361</b>	<b>15,800</b>		<b>48,288,570</b>	<b>16,084,524</b>	<b>25,538,449</b>
<b>County Associations</b>	994001		54,097		54,097					54,097	
<b>Independent Audit</b>	995001		293,500		293,500	52,976				240,524	
<b>Utilities</b>	Facilities and Services Traffic Operations		6,507,574 5,193,590		6,507,574 5,193,590	228,064 182,015		86 100	5,400,378 5,011,575	879,131	
	<b>Total</b>		<b>11,701,164</b>		<b>11,701,164</b>	<b>410,079</b>		<b>186</b>	<b>10,411,954</b>	<b>879,131</b>	
<b>NDA - Compensation Adjustment</b>	9900	125,309	92,525		217,834			95	206,942	10,892	119,044
<b>NDA - Telecommunications Master Plan</b>	996012										
<b>Retirement</b>	990001 990003		698,603 13,970,000		698,603 13,970,000					698,603 13,970,000	
	<b>Total</b>		<b>14,668,603</b>		<b>14,668,603</b>					<b>14,668,603</b>	
<b>Equipment Use Charge</b>			1,261,937		1,261,937				12,667	1,249,269	
<b>Building Use</b>			157,757		157,757					157,757	
<b>TOTALS</b>		<b>66,642,267</b>	<b>86,498,399</b>	<b>420,286</b>	<b>153,560,952</b>	<b>12,106,757</b>	<b>420,286</b>		<b>67,557,703</b>	<b>72,882,602</b>	<b>33,107,658</b>

A-17

To get the percentage used for the maintenance and utilities, take the total from the Summary page and divide by the total general fund expenditures found on page 32 of the 2003 CAFR.

\$ 89,118,470 Total Summary before percentage applied (delete the percentage there to get total,  
then put back new percentage shown below)

\$ 630,685,812 = total expenditures, Exhibit A-7, p. 32 FY03 CAFR

14% allowable

86% unallowable