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# FISCAL POLICY MANUAL

<b>POLICY B-5:</b>	Policy for Cost Plan
<b>APPROVED:</b>	Auditor-Controller-Treasurer-Tax Collector (ACTTC)
<b>AUTHORITY:</b>	Auditor-Controller-Treasurer-Tax Collector (ACTTC)
<b>ISSUED/REVISED:</b>	March 22, 2017

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## I. PURPOSE

Timely preparation of the countywide cost plan ensures that reliable cost information will be available for use in budget preparation. It provides cost information that is necessary for the preparation of departmental indirect cost proposals, and it ensures that there will be no delay in the payment of claims submitted by county departments for reimbursable costs from federal and state grantors.

## II. POLICY

Sonoma County shall submit a Cost Plan every fiscal year to the State Controller (the delegated cognizant authority) at least six months prior to the fiscal year for which the plan is to be used. All California counties are required to have received from the State Controller either a provisionally or a formally approved countywide cost allocation plan before any indirect costs or direct billings for central support services may be reimbursed by state and federal agencies.

## III. RESPONSIBILITIES

The ACTTC is responsible for preparing and submitting the County's Cost Plan in accordance with the current federal Office of Management and Budget Super Circular released in December 2014. All federal agencies apply the principles in the Super Circular in determining reimbursable costs incurred by government units under federal awards and sub awards.

The term "cognizant agency" as used in the Super Circular refers to any agency that is responsible for reviewing, negotiating, and approving, on behalf of all federal agencies, cost allocation plans. OMB has designated the federal Department of Health and Human Services (DHHS) as the agency assigned cognizance for the State of California's countywide cost allocation plans of all 58 California Counties. DHHS may delegate to the State the responsibility of approving local government cost allocation plans and has done so by delegating this authority and responsibility to the California State Controller's Office.

The County departments provide the ACTTC Office with the support documentation identifying the recipients of the services provided.