

**COST ALLOCATION PLAN**  
**Snohomish County Early Head Start Program**  
Effective January 1, 2025

**Cost Allocation / Cost Center Distribution Methodology**

At the end of each month, costs for each cost center are totaled and invoiced to the appropriate funding source. Following is the distribution methodology used by each cost center to the various cost objectives (funding sources):

Staff costs are based on percentage of staff time distributed to these activities, as reflected on the monthly personnel activity report (timesheet), multiplied by the total salary and employer-related benefits for the month for staff. Costs also include direct charges and a monthly allocation of fixed operating costs (office space costs, information services, central training, insurance, and indirect) based on # FTE / Total Early Head Start program FTE.

**Administrative Services**

The Administrative Services Division provides Department Director, Human Resources, Fiscal, Contracting, Clerical, and Database Systems Support services to all Human Services Department cost centers. Administrative Services Division staff report actual time and effort (hours) on their timesheets by cost center (program), of which Early Head Start Administration and Early Head Start Program Support are two cost centers.

At the end of each month the personnel costs and proportionate share of operating costs associated with those hours are charged to the respective cost centers. Actual administration costs that exceed annual appropriations are supported with county general revenues.

**County Indirect Costs**

The 2025 Budget indirect cost charges and the cost allocation plan were developed under 45 CFR Part 92, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Generally, indirect costs are allocated to programs in proportion to the benefit received by each program activity. To produce an equitable result in relation to the relative benefits derived, allocation bases for distribution of costs were selected to best reflect the service provided.

The allocation plan of central services charges is consistent to all programs. Any change to the distribution methodology is applied to all programs. Some programs may not be billed because of legal or other constraints. The 2025 allocation plan is based 2023 actuals. 2023 expenditures for central services costs are adjusted for anticipated inflation to approximate expected 2025 Central Service expenditures. The 2025 allocation plan is adjusted for a True Up of 2023 actuals to 2023 budget.

Department	Allocation Base
Executive (excluding elected official, their aides and assoc. costs)	<ul style="list-style-type: none"> <li>• Elected officials and aides and their related costs are excluded from allocable costs.</li> <li>• Costs are allocated based on the 2023 actual expenditures of each department.</li> </ul>
Council (excluding elected official, their aides and assoc. costs)	<ul style="list-style-type: none"> <li>• Elected officials and aides and their related costs are excluded from allocable costs.</li> </ul> <p>Costs are allocated based on the 2023 actual expenditures of each department.</p>
Finance Operations	<ul style="list-style-type: none"> <li>• Costs are allocated based on the average number of invoices processed each month.</li> <li>• 2023 Actual Expenditures/Total# of invoices X Invoices processed by each department/program in 2023</li> </ul>
Financial Budget & Systems	<ul style="list-style-type: none"> <li>• Costs are allocated based on the 2023 actual expenditures of each department.</li> </ul>
Purchasing	<ul style="list-style-type: none"> <li>• Costs are allocated based upon the average number of purchase orders initiated each month by departments.</li> <li>• 2023 Actual Expenditures/Total# of Purchase Orders X Purchase Orders issued by each department/program in 2023.</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>• Costs are allocated based on the departments' number of FTEs.</li> <li>• 2023 Actual Expenditures/Total# of 2023 FTEs X# of department/program FTEs in 2024 adopted budget.</li> </ul>
Treasurer	<ul style="list-style-type: none"> <li>• Costs of allocable activities are</li> </ul>

	<p>allocated based on the average number of invoices processed each month.</p> <ul style="list-style-type: none"> <li>• 2023 Actual Expenditures/Total# of Invoices X Invoices processed by each department/program in 2023.</li> </ul>
Prosecuting Attorney-Civil	<ul style="list-style-type: none"> <li>• Costs of the Civil Division, excluding Family Support and ITA, are allocable and are distributed to serviced departments based on the actual hours spent servicing each department.</li> <li>• 2023 Actual Expenditures/Total# of Hours of service X hours of service provided to each department/program in 2023</li> </ul>

Contracted Security

Annual costs for county campus building security services are allocated to department cost centers based on staff FTE's.

Staff Training

Annual costs for county wide staff training and e-learning services are allocated to department cost centers based on FTE's.

County Insurance

Annual insurance charges are allocated to cost centers based on historical risk experience (i.e. claims).

County Information Services

Annual information services costs are allocated to department cost centers based on multiple metrics, including network user ID's, data storage and staff FTE's.

County Facilities

Space rent costs are allocated to cost centers based on department cost center square footage.

All Other

All other Early Head Start costs are direct charged to the Early Head Start Program, reviewed by Program Staff, Grant Accountant, Financial Compliance Officer and the Manager of Administrative Services. All costs are subject to County and grant regulations.

## Certification

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 of August 13, 2024, to establish cost allocations or billings for January 1, 2025, to December 31, 2025, are allowable in accordance with the requirements of this Part 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 Federal awards 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: Snohomish County Human Services Department

Signed:  \_\_\_\_\_

Name of Official: <sup>(for)</sup> Michael Liddicoat

Title: Administrative Services Manager

Date of Execution: August 13<sup>th</sup>, 2024