

COST ALLOCATION AGREEMENT  
STATE AND LOCAL GOVERNMENTS

EIN # 1486029925A1

DATE: October 29, 2002

DEPT/AGENCY:  
State of Kansas  
Department of Administration  
Division of Accounts and Reports  
Landon State Office Building  
900 Jackson, Room 355S  
Topeka, KS 66612-1220

FILING REF: The preceding  
Agreement was dated  
September 28, 2001

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SECTION I: ALLOCATED COSTS

The central service costs listed in Exhibit A, attached, are approved on a Fixed basis and may be included as part of the costs of the State/local departments and agencies indicated during the fiscal year ending June 30, 2003 for further allocation to Federal grants, contracts, and other agreements performed at those departments and agencies.

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SECTION II: BILLED COSTS

In addition to Section I, which provides for services furnished but not billed, the services listed below are furnished and billed to departments and agencies:

1. Department of Administration
  - A. Telecommunications and Data Processing
  - B. Printing
  - C. Buildings & Grounds (Includes certain Capitol Security and Architectural Services Capitol Complex Costs.)
  - D. Motor Pool
  - E. Workers' Compensation, Unemployment, and Health Insurance
  - F. Leasing
  - G. Administrative Hearings
  - H. Check Processing
  - I. Purchasing
2. Legislative Post Audit
3. KPERS (Retirement System)
4. KSHS (Records Management)

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SECTION III: CONDITIONS

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The amounts approved in Section I and the billings for the services listed in Section II are subject to the following conditions:

A. LIMITATIONS: (1) Charges resulting from this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract, or other agreement only to the extent that funds are available. (2) Such charges represent costs incurred by the State/locality which are legal obligations of the State/locality and are allowable under OMB Circular A-87. (3) The same costs that are treated as indirect costs are not claimed as direct costs. (4) Similar type of costs are accorded consistent accounting treatment. (5) The information provided by the State/locality which was used to establish this Agreement is not later found to be materially incomplete or inaccurate.

B. ACCOUNTING CHANGES: This Agreement is based on the accounting system purported by the State/locality to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the Cognizant Agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from an allocated cost to a billed cost. Failure to obtain such approval may result in cost disallowances.

C. FIXED AMOUNTS: If fixed amounts are approved in Section I of this Agreement, they are based on an estimate of the costs for the period covered by the Agreement. When the actual costs for this period are determined, adjustments will be made to the amounts of a future year to compensate for the difference between the costs used to establish the fixed amounts and actual costs.

D. BILLED COSTS: Charges for the services listed in Section II will be billed in accordance with rates established by the State/locality. These rates will be based on the estimated costs of providing the services. Adjustments for variances between billed costs and the actual allowable costs of providing the services, as defined by OMB Circular A-87, will be made in accordance with procedures agreed to between the State/locality and the Cognizant Agency.

E. USE BY OTHER FEDERAL AGENCIES: This Agreement was executed in accordance with the authority in OMB Circular A-87, and should be applied to grants, contracts and other agreements covered by this Circular, subject to any limitations in Paragraph A above. The State/locality may provide copies of this Agreement to other Federal Agencies to give them early notification of the Agreement.

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F. SPECIAL REMARKS:

This agreement is issued with the understanding that the excess fund balance of the KANS-A-N long distance service center cost center is being resolved as agreed in our letter of March 23, 2001.

Equipment Definition - Equipment means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

ACCEPTANCE

BY THE DEPT/AGENCY:  
State of Kansas

\_\_\_\_\_  
(DEPT/AGENCY)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(TITLE)

\_\_\_\_\_  
(DATE)

BY THE COGNIZANT AGENCY ON  
BEHALF OF THE FEDERAL GOVERNMENT  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
(AGENCY)

\_\_\_\_\_  
(SIGNATURE)

Henry Williams  
(NAME)

Director, Division of Cost Allocation  
(TITLE)

October 29, 2002  
(DATE) 7040

William E. Neptune  
HHS REPRESENTATIVE

(214) 767-5249  
Telephone