



Rehabilitation Services
Commission

A grayscale background image showing several documents and a pen. One document is in the foreground, slightly out of focus, with a pen resting on it. The pen is a silver and black ballpoint pen. The documents appear to be contracts or legal forms, with some text visible but mostly illegible due to the blur and grayscale.

Contract Management Handbook

For

Third Party Cooperative Arrangements

Jobs, independence and benefits for Ohioans with disabilities

TABLE OF CONTENTS

INTRODUCTION	2
CHAPTER 1: CONTRACT – KEY SECTIONS	3
CHAPTER 2: BUDGET	9
CHAPTER 3: ALLOWABLE COSTS	30
CHAPTER 4: INVOICES	36
CHAPTER 5: MONITORING AND AUDITING	50
APPENDIX	54
ATTACHMENT A – STANDARD CONTRACT TEMPLATE	55
ATTACHMENT B – DAS EQUIPMENT USEFUL LIFE TABLE	72
ATTACHMENT C – SAMPLE SEMI-ANNUAL CERTIFICATION FORM	90
ATTACHMENT D – SAMPLE PERSONNEL ACTIVITY REPORTS (PARS)	91
ATTACHMENT E – FISCAL MONITORING REVIEW FORM	96
ATTACHMENT F – SDR-1 SUPPORTING DOCUMENTATION REQUEST LETTER	100
ATTACHMENT G – SDR-2 SUPPORTING DOCUMENTATION REVIEW FORM	101
ATTACHMENT H – SDR-3 SUPPORTING DOCUMENTATION REVIEW LETTER	102
ATTACHMENT I – SDR-4 SUPPORTING DOCUMENTATION APPEAL REVIEW FORM	103
ATTACHMENT J – SDR-5 SUPPORTING DOCUMENTATION APPEAL REVIEW LETTER	104

INTRODUCTION

This resource has been developed to assist partners with the management of their contracts with RSC. Partners are expected to comply with the terms of their contract as well as the guidelines described in this Contract Management Handbook.

Included in this Handbook are important guidelines and tips regarding key sections of the contract; the budget document that accompanies the contract, and how and when it can be revised; the kind of supporting documentation required under federal law to justify expenditures; invoicing procedures; record keeping requirements; and fiscal monitoring and auditing activities.

Throughout the Handbook are various tips designed to assist partners in their understanding of certain aspects of contract management and how to adhere to or apply relevant laws and guidelines.

A light pink rounded rectangular bubble with a subtle gradient and a drop shadow, containing a tip.

TIP: Partners can find helpful information highlighted in "tip bubbles", like this one.

The Appendix offers samples of the documents, forms and reports discussed throughout the Handbook.

CHAPTER 1: CONTRACT – KEY SECTIONS

This chapter highlights important sections of RSC’s standard Third Party Cooperative Arrangement document (a.k.a., “contract” or “agreement”). The majority of the agreement consists of “boiler plate” information called Standard Terms and Conditions. These statements are the same for all agreements and are not specific to the particular partner or project involved. They discuss topics such as Confidentiality, Termination of Services, Conflicts of Interest and Ethics, Liability, Nondiscrimination, and other topics that do not typically include deliverables or are not typically impacted by activities under the contract.

There is, however, one section of the Standard Terms and Conditions that warrants specific attention. **Section 19. RELATED AGREEMENTS** addresses the possibility that RSC’s primary partners will subcontract service delivery work to other providers. This is an allowable arrangement, but by engaging a subcontractor to provide services under the agreement, the primary partner assumes responsibility for ensuring that the subcontractor expends funds on items that are allowable, necessary and reasonable for the purposes of the agreement. This section also requires primary partners to provide RSC with a list of all subcontractors engaged under the agreement.

TIP: Unless otherwise stated in the contract, RSC’s agreement is with the primary partner; there is no direct agreement between RSC and any subcontractors involved. Therefore, it is the primary partner’s responsibility to ensure that subcontractors adhere to all applicable federal, state and local laws and to the requirements defined in the contract.

Partners should read the contract in its entirety so that they become familiar with the Standard Terms and Conditions and any obligations described therein. A signed agreement indicates the partner’s ability and/or willingness to comply with all terms and conditions contained in that agreement.

Other sections of the contract have been written specifically for the particular partner or project involved and require more attention.

CONTRACT PERIOD: The first sentence of the third paragraph on the cover page (Page 1) of the agreement defines the beginning and ending dates of the agreement. The time from the beginning to the end of the agreement is called the “contract period”. Partners should pay attention to the dates entered in this sentence as they describe when the partner is able to begin to charge the contract for relevant costs incurred. Partners are not to charge RSC for any costs incurred prior to the beginning of the contract period or after the end of the contract period.

TIP: Understanding the range of the agreement period is critical in terms of the allowability of expenditures under the agreement. RSC is under no obligation to compensate its partners for work performed or expenses incurred outside of the agreement period. Service dates or dates of purchase for goods listed on invoices sent to RSC must be within the agreement period or the expenditure will not be allowed and will not be reimbursed.

The contract period sentence indicates that the agreement will begin on “the date of the signature of the Executive Director of RSC or ____ [date], whichever occurs later...” Most agreements will have a start date of October 1, which marks the beginning of the federal fiscal year. However, if RSC’s Executive Director does not sign the agreement on or before October 1, the agreement will take effect on the date of the Executive Director’s signature. As noted above, partners must ensure that they do not charge RSC for costs incurred prior to that date.

COMPENSATION FOR SERVICES: The cover page (Page 1) of the agreement includes COMPENSATION FOR SERVICES information.

Item number I. of this section describes the maximum amount that RSC will pay to the partner in exchange for services under the agreement:

“I. RSC shall pay Contractor for services rendered not to exceed a total amount of \$_____.”

Item number II. of this section indicates that the costs to be charged to the contract are defined on a budget document that is attached to the agreement. Contractors will have the opportunity to request revisions to this budget but all changes must be approved by RSC. Most changes to the budget will not create the need to amend the agreement itself. However, in the event that a budget revision alters the total compensation amount due to the partner, an amendment will be required.

The budget document is described in greater detail in Chapter 2 of this Handbook.

Item number III. of this section describes three important aspects of the agreement related to expenditures. First, this item indicates that partners are expected to submit invoices in monthly increments but within 60 days following the completion of services for that billing period. Second, contained in Item number III. is another reference to the budget document that will describe the goods and services on which the partner is allowed to spend contract funds:

“...compensation shall only be paid for actual services and/or expenses incurred, as authorized and described in the attached Exhibit [A] and/or attached cost schedule or budget...”

Finally, Item number III. of this section informs the partner that they are to keep records of their expenditures under the agreement and must present those records to RSC when asked to do so:

“Receipts may be required for reimbursement; however, original receipts shall be retained by the Contractor for audit purposes and provided to RSC upon request.”

Item number IV. of this section describes RSC’s role in providing payment to partners when invoices are submitted. This item includes a citation of Rule 3304-1-13 of the Ohio Administrative Code, which states that partners must submit invoices to RSC within ninety (90) days of RSC’s acceptance of the good or service, or RSC shall not pay the invoice.

Finally, **Item number V.** of this section stipulates that the funding for the agreement is dependent upon RSC having received sufficient allocations from the State of Ohio and from the Federal government. Should funding for the agreement become insufficient at any time, the agreement will be terminated as of the date on which that circumstance occurs.

While it is not specifically mentioned in this section, there is an important element of federal law that is directly impacted by the compensation received by the partner. The funding awarded to the partner consists of federal dollars. The U.S. Office of Management and Budget Circular A-133 requires RSC, as the recipient of federal funds, to ensure that sub-recipients complete an audit in accordance with the requirement of the Single Audit Act of 1984. The audit must be performed on an annual basis for each agency fiscal year if the sub-recipient expends \$500,000 or more in federal funds in that year. If this is applicable to the partner, then the partner is required to adhere to the mandates of the Single Audit Act and OMB Circular A-133. Partners are also required to provide a copy of the Single Audit Report to RSC for review. If any audit findings are seen to impact RSC, RSC will request a corrective action plan from the partner to address those findings.

EXHIBIT [A] – SCOPE OF SERVICES AND ADDITIONAL TERMS: In agreements for prior years, RSC would include in the contract itself a description of the scope of services to be provided by the partner, staffing levels, productivity deliverables, and fiscal information including budget figures and monitoring and auditing requirements. Beginning with agreements for FFY 2013, rather than including these items among the Standard Terms and Conditions, this information is now presented in an attachment to the contract known as Exhibit [A] – Scope of Service and Additional Terms.

Exhibit [A] begins with **Section 1. Statement of Needs.** This section describes the overarching purpose of the agreement, placing it in the context of RSC's mission to serve individuals with disabilities. Section 1. consists of four subsections (A to D) that inform the partner of RSC's role in administrative oversight of activities conducted under the agreement, including the non-delegable functions that RSC is required to perform (as opposed to asking the partner to do so). This section also reinforces the impact of Order of Selection requirements in determining which consumers will be served first.

Section 2. Statement of Services consists of five subsections (A to E) that define the parameters of the service RSC wishes to purchase. *Subsection A.* describes the target population to be served under the agreement, the target geographic area in which services will be provided, and the specific services to be offered to potential consumers.

Subsection B. discusses procedures related to case management functions, including RSC's right to observe contractor and consumer interactions and counseling sessions.

Subsection C. provides a guide for determining appropriate staffing levels for a given set of service deliverables. These staffing levels reflect the combination of staff positions that RSC has historically found to be the most successful in creating desired consumer outcomes.

Subsection D. describes a model caseload management profile for one full-time coordinator, including the number of cases to be kept on hand, the expected cost of services for that caseload (a.k.a., Open Cases Budget, or AWARE budget), the number of applications to be taken, the number of consumer eligibility decisions to be made, the number of employment plans to be written, and the number of consumers who are to be placed in competitive employment. **Item number 2.** of this subsection will be

completed to identify the case management goals and deliverables specific to that particular partner, and partners will be expected to achieve the outcomes described in this part of Exhibit [A]. This subsection also presents an example case management budget to illustrate the concepts described above.

Finally, *Subsection E.* indicates to the partner that RSC shall assign a Rehabilitation Program Specialist to support the agreement.

Section 3. Additional Fiscal and/or Budget Requirements, Terms and Conditions describes the fiscal components of the agreement in more specific terms than are found under the Compensation for Services section. *Subsection A.* presents a discussion of the non-federal match requirement for partners who wish to participate in the VRP3 program. The original match amount identified in the agreement budget is an estimate of the funding needed to support the contract. Match funds are to be provided by the partner to RSC in no fewer than two (2) separate payments, the first of which will equal one-half (50%) of the original match amount identified in the agreement budget. The first payment is due approximately one month after the start of the contract period.

Subsection A. also describes the process that will be followed to determine the amount of the second match payment. The key consideration in this process is the final calculation of time-limited funds (formerly known as “carry-over”) remaining from the prior year agreement. The time-limited funds amount will be subtracted from the total contract value to determine the amount of new funding (match funds plus the federal draw) needed to support the agreement. The final amount of new funding will help determine the actual match requirement for the agreement. RSC will subtract the amount of match funding provided in the first payment from the total actual match requirement in order to determine the amount of the second match payment. Partners will then be asked to provide the second match payment to RSC on or before April 1.

Subsection B. describes the percentage of new funding that RSC will retain to support vocational rehabilitation programming. The maximum allowed per Ohio Revised Code is 25%; however, RSC has elected to retain 20% for the FFY 2013 contract period.

Subsection C. informs the partner that match funds provided to RSC are non-refundable. This subsection also informs the partner that RSC may allow the partner to carry forward up to 25% of their total contract value into the subsequent contract period if they are unable to expend all funds during the current contract period.

Subsection D. conveys the requirement that the partner must use contract funds only on costs deemed allowable per OMB Circular A-87 (state and local governments) and/or Circular A-122 (non-profits). This requirement forms the primary basis for auditing and monitoring activities that will be conducted relative to the agreement.

Subsection E. reinforces the requirement that partners are to complete all fiscal transactions relative to the agreement (i.e., submit invoices, return funds for undocumented costs, et al.) no later than 90 days after the end of the contract period or payment will not be made.

Subsection F. reinforces the requirement that partners are to submit invoices to RSC on a monthly basis.

Section 4. Education/Training, Licensure/Certification and Experience presents the minimum education requirements for partner staff members who are to be assigned to work under the agreement. This section also describes the requirement regarding professional accreditation or certification that must be maintained in order to deliver services to RSC consumers. Additionally, this section indicates that partner staff members are required to participate in all RSC mandatory training.

Section 5. Monitoring, Evaluation and Reporting describes RSC's expectation that the partner will cooperate with and participate in programmatic and fiscal monitoring activities initiated by RSC. RSC will conduct quality assurance evaluations and periodic programmatic and fiscal reviews to assess the partner's progress and achievements under the agreement. Among other participation requirements, the partner is expected to coordinate and prepare information for fiscal and programmatic reviews upon request from RSC. Fiscal reviews will be based on the cost principles described in relevant OMB Circulars.

TIP: The testing standards used by RSC's fiscal monitoring and auditing staff are detailed in federal law and vary depending on the partner's type of organization. A good place to start is the federal circulars describing cost principles for various types of organizations:

State and Local Governments – use OMB Circular A-87

Educational Institutions – use OMB Circular A-21

Non-Profit Organizations – use OMB Circular A-122

For-Profit Organizations – use Title 48 Code of Federal Regulations Part 31

Section 6. Additional Terms includes other requirements that are not described in previous sections of the agreement or elsewhere in Exhibit [A]. *Subsection A.* is commonly known as the “no reject or eject clause” and indicates that the partner shall not refuse services to a consumer or cease providing services to a consumer without approval from RSC and a justification as to why that consumer cannot be served. Issues related to the severity of the consumer's disability or the cost of the services needed by that consumer are not acceptable justifications. Justifications must be in accordance with the law and must be in the best interest of the consumer.

Subsection B. requires the partner to adhere to various state and federal regulations regarding the confidentiality of consumer information. Specifically, the partner is required to safeguard confidential consumer information by ensuring that the data is secure both from a physical security perspective and from an electronic security perspective.

Subsection C. requires the partner to comply with RSC policies and rules for the use of the AWARE case management system.

Subsection D. informs the partner that projects supported in part by non-federal match funds provided to RSC must conform with 34 C.F.R 361.28 and Section 3304.182 of the Ohio Revised Code. Essentially, the federal code requires that any Third-Party Cooperative Arrangement, such as a VRP3 agreement, be focused on providing new services or services that have been modified, adapted, expanded, or reconfigured to have a vocational rehabilitation focus. The Ohio Revised Code section establishes RSC's right to retain a percentage of funds for vocational rehabilitation programming.

Subsection E. reiterates RSC's authority to retain up to 25% of the total funds under the agreement for vocational rehabilitation programming. This subsection also indicates that RSC may terminate the agreement at any time for just cause, or may do so for any other reason by giving at least thirty days' notice to the partner. Finally, this subsection states that all service providers under the agreement must meet accreditation standards established under Section 3304.16 of the Ohio Revised Code.

Subsection F. provides the opportunity partners to cure any breach of contract that may cause RSC to initiate termination procedures. The partner will have fifteen (15) days following written notice of the opportunity to cure.

Subsection G. requires partners to follow RSC's Visual Identity Guidelines and approved RSC-VRP3 logo on all official project-related correspondence, including brochures, business cards, media releases, and newspaper articles.

This chapter discussed certain key sections of the standard contract, but partners are strongly encouraged to read and understand all sections, or to seek clarification from RSC if the meaning is unclear. A copy of the standard contract template has been placed in the Appendix as Attachment A.

CHAPTER 2: BUDGET

While the contract is the primary document that defines the relationship between RSC and its partners, the second-most important document with regard to contract management is the budget. The budget identifies how the award amount for the contract is calculated and how those dollars are to be spent. The budget also assists in the ongoing management of contract expenditures, helping contract managers to control spending in each budget category. Finally, the budget serves as a guide during monitoring and auditing activities, helping monitors and auditors identify the types of testing needed to validate expenditures.

Budget proposals are submitted by partners during contract negotiations and should be prepared using the Budget Proposal Template. Budget proposals will be reviewed by RSC Fiscal Management and Program staff and any issues will be resolved before the budget is approved and the contract is signed.

TIP: Any change to the budget must be approved by RSC. The budget details are not itemized in the contract but are incorporated into the agreement by reference, therefore most changes to the budget will not require an accompanying contract amendment. However, if the total compensation amount due to the partner changes, a contract amendment will be required.

BUDGET PROPOSAL TEMPLATE: RSC has prepared a template to help partners develop their budget proposals. The template is a MS Excel workbook that includes an instruction worksheet, eight worksheets on which partners can list details of planned expenditures, and a summary worksheet offering budget totals and a breakdown of Operating and Case Service costs.

Each worksheet is color coded to assist the partner in identifying which fields need to be completed and which are automatically filled in. The fields highlighted in **yellow** should be filled in by the partner. The fields highlighted in **pink** and **green** are automatically filled in by the worksheet based on entries in the yellow fields.

A discussion of each worksheet follows.

Budget Proposal Instructions

Instructions have been provided with the Budget Proposal Template to help partners complete the worksheets in an appropriate manner. A more detailed discussion of each worksheet is offered on the following pages.

**Ohio Rehabilitation Services Commission
VRP3 Budget Tool Instructions and Requirements**

Note: If you need to insert additional rows in any of the sheets, please contact your RSC RPS.

Budget Proposal	<ul style="list-style-type: none"> * This tab summarizes the budget proposal for the entire contract. * If you type in your "Contractor Name", it should carry over to all other worksheets. If it does not match, press "F9" which should correct any error.
W1: Staffing	<ul style="list-style-type: none"> * Individuals are to be listed by position/title (i.e. job classification) and if filled, by name. * "<u>Existing</u>" positions are those that are currently being charged to the contract, "<u>New</u>" Individuals are those that will be added in the proposed contract and are to be listed by position/title (i.e. job classification) and if filled, by name. * IF the Contractor is <u>only</u> receiving an "administrative" or "project" fee, it is to be converted to, and reported as, an FTE on the "Staffing" tab. The position/title should be listed as a "Contract Administrator", the "FTE" is to be listed as "1.0", the "Base Salary" would be the Salary + Fringe costs" of the person in total (NO fringes reported separately) and the "% of Time FTE to Spend on Award" would always be based on the formula provided in the "Example" below. <ul style="list-style-type: none"> <i>Example - Project Fee paid to the Contractor is \$25,000 and the Contract Administrator's Salary + Fringe cost is \$100,00. You would divide the fee by the total Salary + Fringe cost to determine the percentatge of the FTE that would be charged to the contract (i.e. \$25,000/\$100,000=25%). Fringes would not be listed on the "Staffing" tab as they are already included in the "Salary + Fringe cost" used in the formula.</i> * IF the Contractor is paying a "flat fee" to a subcontractor, the amount is to reported under the "W1. Staffing" tab under the "Contract Administrator" position/title. The FTE is to be listed as 1.0, the "flat fee" amount is to be listed under the "Base Salary" column and the "% of Time FTE to Spend on Award" is to be 100% . No "Fringes" are to be reported. * If the Contractor is NOT receiving any fee, the "Contract Administrator" position is still to be listed with a \$0 Salary cost but with an appropriate FTE, based on the amount of time the individual would spend overseeing, reviewing, etc. the contract. <ul style="list-style-type: none"> <i>Example - The Mgr spends 2 hours per week. You would take 2 x the number of weeks in the contract (i.e. probably 52) and then divide by 2080. This would determine the % of time to enter.</i> * Other "standard" position/titles are listed on the "W1. Staffing" tab as follows: Project Supervisor is a position title that supervises Coordinators and possibly other staff and reviews cases. Coordinator is a position title of individuals who handle a case load. Support Staff (clerical only) is a position title of individuals who provide clerical assistance on the case documentation. * Detailed documentation must be attached for fringe percentages which exceed 40% (i.e. what makes up the costs).

W2. Travel

- * Overnight travel is to be listed for EACH trip that there is to be reimbursement to the staff person. However, multiple trips to one location for the same reason (e.g. Computer training in Columbus, Ohio) can be listed as a combined cost.
- * Per OAC 126-1-02, meals/incidentals reimbursement is allowed as follows for the 1st and last day of travel: 25% of the total allowable reimbursement for travel status of less than 6 hrs; 50% for travel status of 6 hrs but less than 12 hrs; and 75% for travel status of 12 hours but less than 18 hrs.

W3. Supplies

- * Supplies are to be broken out, at a minimum, by category (e.g. office, printer, copier, paper).
- * Transportation costs for consumers (e.g. bus tokens) are to be listed here.
- * Maintenance costs, lease costs, etc. for (e.g.) cellular phones, copiers, etc. are to be listed here as "monthly" costs.

W4. Equipment

- * An item \$300 or more is considered an equipment item and therefore RSC can only allow for a prorated share of the cost of the equipment item. The allowable reimbursement for a 1-year contract is based on the "Estimated Useful Life" (EUL).

Note: The "Estimated Useful Life" for a **NEW** item of equipment (i.e., the item was not originally purchased as part of a prior contract) will be set in accordance with the Ohio Department of Administrative Services useful life table found at

<http://das.ohio.gov/LinkClick.aspx?fileticket=02iltvJC78%3d&tabid=312>

The "Estimated Useful Life" for an item of equipment that was purchased as part of a prior contract will be maintained at the number of years originally budgeted.

W5. Staff Development No additional instructions required.

W6. Occupancy No additional instructions required.

Budget Summary Worksheet

The Budget Summary Worksheet offers an overview of the major components of the budget proposal. A picture of the worksheet is offered below. A description of each lettered item (A to O) is provided on the following page.

**Ohio Rehabilitation Services Commission
VRP3 Contract
Budget Proposal**

Contractor Name: **A**
(as to be listed in the Contract)

Project Name: **B**
(as to be listed in the Contract)

Budget Period: 10-01-12 through 9-30-13 ← **C**
Date Budget Submitted: **D**

I. OPERATING COSTS		
A. Direct Costs		
1. Salaries (including fringe)	Total from Worksheet 1	\$0.00
a. Total FTEs	Total from Worksheet 1	0.00
2. Travel	Total from Worksheet 2	\$0.00
3. Supplies	Total from Worksheet 3	\$0.00
4. Equipment	Total from Worksheet 4	\$0.00
5. Staff Development	Total from Worksheet 5	\$0.00
6. Occupancy	Total from Worksheet 6	\$0.00
Subtotal Direct Costs		\$0.00
Percentage (of net award)		0%
B. Indirect Costs		
Subtotal Indirect Costs		\$0.00
Percentage (of net award)		0%
Total Operating Budget (Direct + Indirect)		\$0.00
Percentage of "Net Award"		0%
II. CASE SERVICES		
Total Case Services		
Percentage of "Net Award"		0%
BUDGET TOTAL (Operating + Case Services)		\$0.00
III. CALCULATION OF AWARD		
A. Proposed Contract Amount		\$0.00
B. Previous Year Carry Over (A)		
C. Net New Funds	K	\$0.00
D. Contractor Match Contribution (B)		\$0.00
E. Vocational Rehabilitation Programming (20%)	M	\$0.00
F. Federal Match Dollars Received		\$0.00
G. Total Award Amount	O	\$0.00

(A) For the initial Budget Proposal, this amount will be based on a "projected" carryover amount, not to exceed 25% of the previous year's contract.

(B) Payment of 1/2 of this amount will be expected no later than November 1st. The remaining match payment will be due on April 1st once the actual carry over amount has been determined and, if applicable, the budget has been revised accordingly. Additional budget revisions may also be determined at this time.

NOTES:

Fields require completion	Highlighted fields are formulated and protected.
Verify that the correct total is carried over from each of the appropriate tabs (e.g. W2: Travel, W3: Supplies).	

A	Contractor Name – This field is where the primary partner (contractor) lists their business name. This should match the name used on the contract.
B	Project Name – This field is where partners should enter the name of the project, if applicable. This name should match the project name used on the contract.
C	Budget Period – This field indicates the beginning and ending dates of the budget. This should match the date range in the contract under Article V: Time of Performance.
D	Date Budget Submitted – This field indicates the date on which the budget was submitted to RSC for approval.
E	Direct Costs – These fields reflect the totals of the entries made on the Salaries, Travel, Supplies, Equipment, Staff Development, and Occupancy Worksheets. These fields are automatically filled in when the other worksheets are completed.
F	Indirect Costs – This field shows the total indirect cost amount budgeted for the contract. This field is automatically filled in when the Indirect Cost Worksheet is completed.
G	Total Operating Budget – This field is calculated to show the total of Direct and Indirect Operating costs. It is filled in automatically by the worksheet.
H	Total Case Services – This field indicates the dollar amount the partner wishes to allot to direct case services. The amount in this field will be loaded into AWARE to permit case service authorizations under the contract. This amount should include the planned case service expenditures of the primary contractor as well as any subcontractors involved.
I	Budget Total and Proposed Contract Amount – These fields show the total dollar amount to be awarded to the partner, including Direct and Indirect Operating Costs plus Case Services. The amount shown in these fields is calculated automatically and should match the total written in the contract under Article VII: Compensation.
J	<p>Previous Year Carry Over – This field shows any dollar amount remaining on the partner’s contract from the prior fiscal year that they wish to incorporate into the new contract. This field is initially completed using an estimate of carry over dollars. Once the prior fiscal year’s billings have been completed, the carry over amount is recalculated and the budget template is updated accordingly.</p> <div style="border: 1px solid black; border-radius: 10px; padding: 10px; background-color: #f0f0f0;"> <p>TIP: Any change to the carry-over/time-limited funds amount will change the amount of matching funds needed from the partner. An increase in carry-over will decrease the amount of matching funds needed. A decrease in carry-over will increase the amount of matching funds needed.</p> </div>
K	Net New Funds – This field is calculated automatically and reflects the difference between the Proposed Contract Amount and the Previous Year Carry Over. This field is calculated by subtracting the Previous Year Carry Over amount from the Proposed Contract Amount.
L	Contractor Match Contribution – This field shows the dollar amount needed from the partner to match the federal funds that will be drawn to support the contract. This field is calculated automatically by the worksheet, which divides the Net New Funds amount by 80% to get the total new funds needed to support the contract, then multiplies the total by 21.3%.
M	Vocational Rehabilitation Programming (20%) – This field shows the amount retained by RSC to support the statewide VR program. This field is calculated automatically by the worksheet, which divides the Contractor Contribution (Match) amount by 21.3%, then multiplies the quotient by 20%.

N	Federal Match Dollars Received – This field is automatically calculated and shows the federal dollars drawn by the matching funds provided by the partner. This amount is calculated by dividing the Contractor Match Contribution by 21.3%, then multiplying by 78.7%.
O	Total Award Amount – This field is automatically calculated and shows the total amount of funding to be applied in support of the contract (i.e., the total amount awarded to the partner plus RSC's 20% of new funds). It is calculated by dividing the Net New Funds amount by 80%.

Staffing Worksheet

The Staffing Worksheet provides the opportunity for partners to identify staff who will be compensated for work under the contract. A picture of the worksheet and description of each lettered item (A to L) is offered below.

Budget Proposal Worksheet #1: Staffing

Contractor Name: 0

Position/Title <small>The first 4 lines are fairly standard positions normally funded through a VRPD contract. If no funding is behind the positions listed, indicate "NA" under FTE.</small>	Individual's Name	Indicate "C" for Contractor <u>OR</u> if subcontractor, indicate the sub's initials	Existing (E) or New (N)	FTE (See Footnote A)	Base Salary	Fringe		Total Payroll	% of Time FTE to Spend on Award	FTE Charged to Award	Cost to Award
						Amount	%				
Contract Administrator								0%	\$0.00	0.00	\$0.00
Project Supervisor	B	C	D	E	F	G	H	I	J	K	L
Coordinator											
Support Staff (Clerical Only)								0%	\$0.00	0.00	\$0.00
TOTAL										0.00	\$0.00

(A) Indicate the FTE numerical amount that is funded by the public entity or subcontractor (e.g. 1.00 or .5) for part-time. Once the "% of Time FTE to Spend on Award" column is completed, the appropriate FTE amount that will be charged to the Contract will be calculated.

- A** **Position/Title** – This field is where the position title of staff is listed. The title should reflect in some way the role staff will fulfill under the contract. Example position titles have been entered, but these can be typed over or deleted if they are not applicable.
 - B** **Individual's Name** – This field is where partners should enter the names of the staff assigned to a given position. If the position is not currently filled (i.e., someone is to be hired for the position) enter "Vacant" in this field.
 - C** **Indicate "C" for Contractor OR if Subcontractor, indicate the Sub's initials** – This field is where partners should indicate whether the position belongs to the primary partner (contractor) or the subcontractor. If the position is part of the contractor's staff, enter the letter "C" in this field. If the position is part of the subcontractor's staff, the initials of the subcontractor's business name should be entered in this field.
 - D** **Existing (E) or New (N)** – This field identifies whether the staff listed are existing members of the partner's organization or whether they are newly hired for the purpose of the contract. If newly hired or if the position is newly created, enter "N" in this field. If the position existed prior to the start of the contract, enter "E" in this field.
 - E** **FTE** – This field indicates whether the person is a full-time equivalent (FTE) at the partner's organization or not. If the person is an FTE, then "1.0" should be entered into this field. If the person works less than a full-time schedule, this field should reflect an amount less than "1.0" depending on the number of hours worked in a year. **Note: Coordinator positions must be budgeted in full 1.0 FTE increments; no partial FTEs will be accepted for this position.**
- TIP:** RSC considers 1 FTE to be equal to 2,080 hours of work over 12 months. Partial FTEs are determined by dividing the number of hours used to conduct contract activities by 2,080 hours.
 Example: 520 hours of activity / 2,080 hours = 0.25 FTEs on the contract

F	Base Salary – This field shows the annual base salary for the staff person, not including fringe benefits.
G	Fringe Amount – This field shows the annual fringe cost for the staff person.
H	Fringe % – This field shows the fringe cost as a percentage of base salary and is automatically calculated by the worksheet.
I	Total Payroll – This field is automatically calculated and shows the total annual payroll costs for the staff person. It is calculated by adding the Base Salary amount plus the Fringe Amount.
J	% of Time FTE to Spend on Award – This field shows the amount of the person’s work time that is allotted to the contract. If the person is fully dedicated to the contract, then “100%” should be entered into this field. Otherwise, this field should show the percent of total work time that the staff person is working on the contract. For example, if the person is equally split between work on the contract and work for some other purpose, then the entry in this field would be “50%”.
K	FTE Charged to Award – This field is automatically calculated by the worksheet and reflects the FTE total to be charged to the contract. It is calculated by multiplying the value in the FTE field by the % Time FTE to Spend on Award. For example, if the FTE is 1.00 and the % Time FTE to Spend on Award is 75%, the FTE Charged to Award will be 0.75. The total FTE amount shown in the green field in this column will be automatically copied onto the Budget Summary Worksheet.
L	Cost to Award – This field is automatically calculated and shows the total cost to the contract for the staff person. It is calculated by multiplying the Total Payroll amount by the FTE Charged to Award. For example, if the person’s Total Payroll is \$50,000 and the FTE Charged to Award is 0.75, the Cost to Award will be \$37,500. The total amount shown in the green field in this column will be automatically copied onto the Budget Summary Worksheet.

Travel Worksheet

The Travel Worksheet provides the opportunity for partners to include travel-related costs in the proposed budget. There are two parts to the Travel Worksheet: Mileage Reimbursement; and Meals and Lodging. A picture of the worksheet and description of each lettered item (A to Q) can be found below.

Budget Proposal Worksheet #2: Travel

Contractor: 0

Mileage Reimbursement

Position/Title	Individual's Name	Indicate "C" for Contractor <u>OR</u> if Subcontractor, indicate the Sub's initials	Notes	Estimated Miles To Be Driven	Mileage Reimb. Rate	Total
					\$ 0.45	\$0.00
A	B	C	D	E	F	G
					\$ 0.45	\$0.00
					\$ 0.45	\$0.00
					\$ 0.45	\$0.00
Subtotal Mileage Reimbursement						\$0.00

Meals and Lodging

Position/Title	Individual's Name	Indicate "C" for Contractor <u>OR</u> if Subcontractor, indicate the Sub's initials	Locations for Overnight Stays	Overnight Stays		Meals/Incidentals		Total
				Estimated # of Nights	Estimated Cost per Night	Estimated # of Days	Estimated Cost per Day	
								\$0.00
H	I	J	K	L	M	N	O	P
								\$0.00
								\$0.00
Subtotal Meals and Lodging								\$0.00

TOTAL TRAVEL COSTS (Contractor and Subcontractor) **Q** → \$0.00

A	Position/Title – This field is where the position or title of staff is listed. The title should match what is shown on the Staffing Worksheet.
B	Individual's Name - This field is where partners should enter the names of the staff assigned to a given position. If the position is not currently filled (i.e., someone is to be hired for the position) enter "Vacant" in this field.
C	Indicate "C" for Contractor <u>OR</u> if Subcontractor, indicate the Sub's initials – This field is where partners should indicate whether the position belongs to the primary partner (contractor) or the subcontractor. If the position is part of the contractor's staff, enter the letter "C" in this field. If the position is part of the subcontractor's staff, the initials of the subcontractor's business name should be entered in this field.
D	Notes – This field is where partners can enter any notes that may be relevant to or provide clarity regarding the mileage budget request.
E	Estimated Miles to be Driven – This field is where partners can enter the estimated number of miles to be driven by project staff to conduct work under the contract.
F	Mileage Reimb. Rate – This field shows the amount to be reimbursed per mile travelled. This field should show the lesser of the partner's internal reimbursement rate or the State of Ohio rate, which is currently \$0.45 per mile. (This rate is based on the Ohio Office of Budget and Management Travel Rule – OAC 126-1-02. Partners will be notified if this rule changes in the future.)

G	Total – This field is automatically calculated and reflects the total mileage reimbursement amount for each staff person. It is calculated by multiplying the Estimated Miles to be Driven by the Mileage Reimb. Rate.
H	Position/Title – This field is where the position or title of staff is listed. The title should match what is shown on the Staffing Worksheet.
I	Individual’s Name - This field is where partners should enter the names of the staff assigned to a given position. If the position is not currently filled (i.e., someone is to be hired for the position) enter “Vacant” in this field.
J	Indicate “C” for Contractor <u>OR</u> if Subcontractor, indicate the Sub’s initials – This field is where partners should indicate whether the position belongs to the primary partner (contractor) or the subcontractor. If the position is part of the contractor’s staff, enter the letter “C” in this field. If the position is part of the subcontractor’s staff, the initials of the subcontractor’s business name should be entered in this field.
K	Locations for Overnight Stays – This field shows the locations of any planned overnight stays.
L	Estimated # of Nights – This field is where partners can indicate the number of overnight stays required to deliver services under the contract, if any.
M	Estimated Cost Per Night – This field shows the estimated lodging cost of each overnight stay. Lodging cost reimbursement rates can be found on the U.S. General Services Administration website at www.gsa.com .
N	Estimated # of Days – This field is where partners should enter the number of days for which the Meals/Incidentals Per Diem will be requested (the per diem amount can only be claimed when the traveler is in overnight travel status, except for parking costs. Parking costs are reimbursable for day travel, as well.
O	<p>Estimated Cost Per Day – This field shows the estimated cost of meals and incidentals incurred during overnight travel. Meal and incidental cost reimbursement rates can be found on the U.S. General Services Administration website at www.gsa.com.</p> <div style="border: 1px solid black; border-radius: 10px; padding: 10px; background-color: #f0f0f0; margin: 10px 0;"> <p>TIP: Meal and incidental costs are only reimbursable when the traveler is in overnight travel status. Meal and incidental costs incurred during day trips are not reimbursable under the contract and must not be included on invoices submitted to RSC.</p> </div>
P	Total – This field is calculated automatically and shows the total meal and lodging costs for overnight stays. It is calculated by adding Estimated Lodging Costs plus Estimated Meal & Incidental Costs. The total amount shown in the green field in this column, which includes mileage reimbursement costs and meals and lodging, will be automatically copied onto the Budget Summary Worksheet.
Q	Total Travel Costs – This field is automatically calculated and shows the total mileage and lodging costs being requested. This amount will be automatically copied onto the Budget Summary Worksheet.

Supplies Worksheet

The Supplies Worksheet is where partners can add to the proposed budget the cost of office supplies and other consumables. This worksheet is also where partners can include costs that do not fit neatly onto one of the other worksheets, such as county board oversight or administrative fees, stipends for consumer internships, etc. A picture of the worksheet and description of each lettered item (A to F) can be found below.

Contractor Name: 0 _____					
Contractor or Subcontractor Name	Supply Item <small>Provide details (e.g. Office supplies, Copier/Printer Supplies, Monthly maintenance or lease costs)</small>	Quantity		Unit Cost <small>(Any single item unit cost which exceeds \$300 must be placed on the "Equipment" tab)</small>	Total Cost Estimate
		#	Type <small>(e.g. each, lot)</small>		
A	B	C	D	E	F
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Total					\$0.00

A	Contractor or Subcontractor Name – This field is where the partner should enter their business name or the business name of the subcontractor for whom the supply item is being requested.
B	Supply Item – This field is where partners can enter the supply items they wish to include in the budget. Items can listed individually or grouped in categories, such as “Office Supplies”, with some examples of what is included in the group (i.e. pens, paper, labels, etc.). Regardless of whether items are budgeted individually or in categories, partners will be expected to maintain supporting documentation (receipts, invoices) for each supply item purchased.
C	Quantity # – This field shows the number of each supply item to be included in the budget. If a category of supplies is listed in the Supply Item field, the Quantity # should be “1”.
D	Quantity Type – This field is where partners should enter the unit of measure for the supply item (each, dozen, box, lot, case, etc.). If a category of supplies is listed in the Supply Item field, the Quantity Type should be “each”.
E	Unit Cost – This field is where the cost of each supply item is entered. If the cost of an individual item is known, that cost should be entered here. If the Supply Item field contains a category of supplies, an estimate of the total category cost should be entered in the Unit Cost field.
F	Total Cost Estimate – This field is automatically calculated and shows the total cost for each Supply Item line. It is calculated by multiplying the Quantity by the Unit Cost. The total amount shown in the green field in this column will be automatically copied onto the Budget Summary Worksheet.

Equipment Worksheet

The Equipment Worksheet offers partners the opportunity to include in their budget proposal the cost of equipment needed to fulfill obligations under the contract. Equipment costs should be reasonable and should directly relate to the work required. The cost threshold for the Equipment category in the budget is \$300.00 per unit. If the item costs \$300.00 or more per unit it should be included on the Equipment Worksheet and assigned an appropriate useful life (a discussion of useful life is given in the table below – see letter F). If the item costs less than \$300.00 per unit it should be included on the Supplies Worksheet and the entire cost expensed. A picture of the worksheet and description of each lettered item (A to G) can be found below.

Contractor or Subcontractor Name	Description	Quantity	Unit Price	Total Cost	Estimated Useful Life (yrs.)	Allowable Cost **
				\$0.00		\$0.00
A	B	C	D	E .00	F	G .00
				\$0.00		\$0.00
				\$0.00		\$0.00
Total						\$0.00

A	Contractor or Subcontractor Name – This field is where the partner should enter their business name or the business name of the subcontractor for whom the supply item is being requested.
B	Description – Partners should enter a description of the equipment item in this field. Brand names are not necessary; just a general description of the item (i.e., laptop computer, chair, etc.).
C	Quantity – This field is where partners can indicate the number needed for any particular equipment item.
D	Unit Price – This field is where the unit cost of each equipment item is listed. The minimum unit cost on the Equipment Worksheet should be \$300.00; anything with a lower unit cost should be entered on the Supply Worksheet. If the actual cost of the equipment item is known, it should be filled in here; otherwise a reasonable estimate is acceptable.
E	Total Cost – This field is automatically calculated and shows the total cost of each equipment item request. It is calculated by multiplying the Quantity by the Unit Price.
F	Estimated Useful Life (yrs.) – This field shows the estimated useful life of a particular equipment item and should be expressed as a number of years. “Useful life” is a term used to describe the length of time during which an item can be reasonably expected to serve its intended purpose before it breaks down or needs to be replaced. The significance of including useful life as part of the equipment budget request relates to the agreement period. Most agreement periods last 1 year. Since the vast majority of equipment items last longer than 1 year, it is only appropriate to charge a 1-year agreement for a pro-rated portion of the total equipment cost. If the equipment item has a useful life of more than 1 year and is to be used for work under an agreement the following year, the 1-year cost of the equipment item should be included in the subsequent agreement’s budget without the partner having to purchase a new one.

F

TIP: The Useful Life of an equipment item can be difficult to estimate. Fortunately, the State of Ohio's Department of Administrative Services has prepared a table identifying the useful life of 904 different equipment items. The table is included in the Appendix of this Handbook as **Attachment B**. Partners should refer to this table when completing the Equipment Worksheet.

G

Allowable Cost – This field is automatically calculated and shows the cost to the contract for a particular equipment item. It is calculated by dividing the Total Cost by the Estimated Useful Life (yrs.). The total amount shown in the **green** field in this column will be automatically copied onto the Budget Summary Worksheet.

Staff Development Worksheet

The Staff Development Worksheet is where partners can include in the budget the cost of training or professional development needed to support the delivery of services under the contract. Training must be directly related to the VR process or the disability population served by the contract, and a discussion of the planned training should be held with RSC Program staff at the time of contract negotiation or whenever the training need arises. A picture of the worksheet and description of each lettered item (A to G) can be found below.

Contractor Name:		0							
Position/Title	Individual's Name	Indicate "C" for Contractor OR if subcontractor, indicate the sub's initials	Type of Training (e.g. RSC Coordinator, Computer)	Trainer (indicate "TBD" if Trainer is unknown)	Contractor		Subcontractor		Total
					# of Staff	Cost Per Person	# of Staff	Cost Per Person	
A	B	C	D	E	F	G	H	I	J
									\$0.00
									\$0.00
									\$0.00
Total									\$0.00

A	Position/Title – This field is where the position or title of staff is listed. The title should match what is shown on the Staffing Worksheet.
B	Individual's Name - This field is where partners should enter the names of the staff assigned to a given position. If the position is not currently filled (i.e., someone is to be hired for the position) enter "Vacant" in this field.
C	Indicate "C" for Contractor OR if Subcontractor, indicate the Sub's initials – This field is where partners should indicate whether the position belongs to the primary partner (contractor) or the subcontractor. If the position is part of the contractor's staff, enter the letter "C" in this field. If the position is part of the subcontractor's staff, the initials of the subcontractor's business name should be entered in this field.
D	Type of Training – This field is where partners should enter a brief description of the topic(s) that might be covered during the training.
E	Trainer (if known) – If the partner has a specific training event in mind and knows who will be providing the training, that information should be entered here. If the specific trainer is not known, enter "TBD" in this field.
F	# of Contractor Staff – This field is where partners can enter the number of that will attend a particular training event.
G	Cost Per Person – This field shows the cost to the contractor for the training event.
H	# of Subcontractor Staff – This field is where partners can enter the number of Subcontractor staff that will attend a particular training event.
I	Cost Per Person – This field shows the cost to the sub-contractor for the training event.
J	Total – This field is automatically calculated and shows the total cost for a particular training event. It is calculated by adding the Contractor Cost (Item G) plus the Subcontractor Cost (Item I). The total amount shown in the green field in this column will be automatically copied onto the Budget Summary Worksheet.

Occupancy Worksheet

The Occupancy Worksheet provides the opportunity for partners to include in the budget the cost of housing for staff assigned to the contract. In order to complete the worksheet, partners will need to know the square footage of the space occupied by each staff person assigned to the contract as well as the total square footage of the partner's entire facility. Partners will also need to know the total occupancy costs (rent, utilities, insurance, etc.) for the entire facility. The staff listed on the Occupancy Worksheet must align with the staff listed on the Staffing Worksheet.

The Occupancy Worksheet is divided into two parts, one part for the Contractor and another part for the Subcontractor. If multiple Subcontractors are involved, partners should include a separate Occupancy Worksheet for each Subcontractor. A picture of the worksheet and description of each lettered item (A to L) can be found below.

Budget Proposal Worksheet #6: Occupancy

Contractor Name: 0

Position/Title (Contractor ONLY)	Individual's Name (Contractor ONLY)	Square Feet Allocated to FTE at Facility	FTE Allocated to Agreement/ Contract <small>(From Staffing Cost tab)</small>	Square Feet Allocated to Agreement/ Contract
A	B	C	D	0.00
				0.00
				0.00
				0.00
Total Square Footage Allocated to Contract				F → 0.00
FACILITY Total Square Footage (Contractor's Entire Facility)			G →	
Percentage of Square Footage Assigned to Contract (A)				H → 0%
Estimated Annual Occupancy Costs for Partner/Contractor FACILITY				
Rent			I {	
Heat				
Electricity				
Water/Sewage				
Janitorial Services & Supplies				
Property Insurance				
Telephone include computer lines and internet				
Security				
Service Maintenance Contracts				
Licenses/Permits				
Minor Maintenance Services & Supplies				
Total FACILITY Occupancy Costs (B)				J → \$ -
Direct Occupancy Costs Assigned to Contract (A x B)				K → \$ -

Budget Proposal Worksheet #6: Occupancy

Contractor Name: 0

Subcontractor #1: Type Subcontractor's name...

Position/Title (Subcontractor #1 ONLY)	Individual's Name (SubContractor #1 ONLY)	Square Feet Allocated to FTE at Facility	FTE Allocated to Agreement/ Contract <small>(From Staffing Cost tab)</small>	Square Feet Allocated to Agreement/ Contract
A	B	C	D	E 0.00
				0.00
				0.00
				0.00
Total Square Footage Allocated to Subcontractor				F → 0.00
FACILITY Total Square Footage (Subcontractor #1's) Entire Facility			G →	
Percentage of Square Footage Assigned to Subcontractor (A)				H → 0%
Estimated Annual Costs for Subcontractor FACILITY				
Rent			I {	
Heat				
Electricity				
Water/Sewage				
Janitorial Services & Supplies				
Property Insurance				
Telephone include computer lines and internet				
Security				
Service Maintenance Contracts				
Licenses/Permits				
Minor Maintenance Services & Supplies				
Total FACILITY Occupancy Costs (B)			J \$ →	-
Direct Occupancy Costs Assigned to Sub-Contractor #1 (A x B)			K \$ →	-
Grand Total Occupancy Costs - Contractor & Subcontractor(s) <small>(Also includes other Subcontractor totals from W6, Occ Add'l Subs sheet)</small>			L \$ →	-

A	Position/Title – This field is where the position or title of staff is listed. The title should match what is shown on the Staffing Worksheet.
B	Individual's Name - This field is where partners should enter the names of the staff assigned to a given position. If the position is not currently filled (i.e., someone is to be hired for the position) enter "Vacant" in this field.
C	Square Feet Allocated to FTE at Facility – This field is where partners should enter the square footage occupied by each staff member for whom occupancy costs are being requested.
D	FTE Allocated to Agreement/Contract – This field is where the FTE total for each position should be entered. It must match what is shown on the Staffing Worksheet (in the field labeled as Letter E on the Staffing Worksheet description on Page 12 of this Handbook).
E	Square Feet Allocated to Agreement/Contract – This field is automatically calculated and shows the square footage being charged to the contract for each position. It is calculated by multiplying the Square Feet Allocated to FTE at Facility by the FTE Allocated to Agreement/Contract.

F	Total Square Footage Allocated to Contract (or Subcontractor) – This field is automatically calculated and shows the total square footage to be charged to the contract. This is calculated by summing the square footage allocations for each position.
G	FACILITY Total Square Footage – This field should show the total square feet of the entire facility where the partner’s staff is housed. In most cases, only part of the facility is being used for the purposes of the contract, but this field should show <u>all</u> of the space whether it is being used for the contract or not.
H	Percentage of Square Footage Assigned to Contract (or Subcontractor) (A) – This field is automatically calculated and shows the percentage of the partner’s entire facility that has been assigned to the contract. It is calculated by dividing the Total Square Footage Allotted to Contract by the FACILITY Total Square Footage.
I	Estimated Annual Occupancy Costs – These fields are where the partner can list the total annual costs of rent, utilities, insurance, and other costs for their entire facility . The amounts entered into these fields should reflect the total annual cost incurred by the partner, not just for the space occupied by staff assigned to the contract, but for all of their space in the building.
J	Total FACILITY Occupancy Costs (B) – This field is automatically calculated and reflects the total annual cost of rent, utilities, insurance, and other costs for the partner’s facility. It is calculated by summing the Estimated Annual Occupancy Costs.
K	Direct Occupancy Costs Assigned to Contract (A × B) – This field is automatically calculated and shows the occupancy costs budgeted for the contract. It is calculated by multiplying Total FACILITY Occupancy Costs by the Percentage of Square Footage Assigned to Contract.
L	Grand Total Occupancy Costs – Contractor & Subcontractor(s) – This green field is automatically calculated and shows the total costs of occupancy for the contractor and all subcontractors involved in the agreement. It is calculated by summing the Direct Occupancy Costs Assigned to Contract for each partner and will be automatically copied onto the Budget Summary Worksheet. If partners have used the additional worksheets provided to record occupancy budgets for multiple subcontractors, those amounts will be automatically included in this total.

Indirect Cost Worksheet

The Indirect Cost Worksheet allows partners to include in the budget the cost of business activities that are not directly allocable to services or positions under the contract. **Indirect costs** are those operating costs that are exceedingly difficult to allocate to a particular project or cost center. These costs typically consist of things like payroll and associated costs (like occupancy) for executives, such as the Director of HR or the Chief Financial Officer, that cannot be tied directly to any project or program but are necessary for the operation of the business.

Based on input from partners and other state agencies, and research into national best practices regarding the treatment of indirect costs, RSC has determined that it will establish a maximum rate for indirect costs. This maximum rate, also called a “cap”, reflects the indirect cost rate that has been provided to RSC by the federal government for the Vocational Rehabilitation program. RSC will permit partners to include indirect costs in their budgets at a rate equal to or less than RSC’s rate. For FFY 2013, that rate is 18%. This is the maximum rate that will be approved in the budget; no rate that exceeds this percentage will be approved by RSC. There are two options for determining the indirect cost amount to include in the budget.

Option 1:

Before the Indirect Cost Worksheet can be completed, the partner must know their indirect cost rate. An indirect cost rate is some percentage of direct costs that is added to the budget so that indirect costs can be reimbursed. However, before it can be included in the budget, the partner’s indirect cost rate must have been approved by their federal cognizant agency (or designee) – see Title 34 Code of Federal Regulations Chapter 75.560. The **federal cognizant agency** is the federal source from which the partner receives the majority of its federal funding. For example, partners who receive the majority of their federal funding through RSC agreements are receiving federal dollars from the U.S. Department of Education, so this department would be the federal cognizant agency that must approve the indirect cost rate. If the federally-approved rate is less than or equal to 18%, RSC will approve that rate in the budget. If the federally-approved rate is greater than 18%, RSC will approve only 18% as the indirect cost rate for the budget.

Option 2:

In some instances, partners are not direct recipients of federal funding and, therefore, are not able to obtain a federally-approved indirect cost rate agreement. RSC has determined that it will allow indirect costs to be charged to the contract in this circumstance if the partner is able to provide independently audited financial statements that can be used to calculate an indirect cost rate. In addition to the auditor’s review and comments regarding the financial statements, RSC will review the partner’s Statement of Functional Expenses (for non-profits) or Income and Expenditure Report – Summary of Service Costs – By Program (for local governments) to determine the appropriate indirect cost rate. The expenses will be reviewed to ensure that all expenses are allowable under applicable federal cost principles. Allowable expenses in the Management and General category (or Service & Support Admin category) will be divided by allowable expenses in the Program Services categories to establish an indirect cost rate for the contract. As noted above, the maximum allowable rate will be 18% for the FFY 2013 agreements. If the calculated rate is less than or equal to 18%, RSC will approve that rate in the budget. If the calculated rate is greater than 18%, RSC will approve only 18% as the indirect cost rate for the budget.

Once the partner has obtained an approved rate, some simple calculations are needed in order to fill in the Indirect Cost Worksheet. Federally-approved indirect cost rates include a statement about the base. The base is the group of direct costs against which the indirect cost rate should be applied. The three cost bases that are most common to our partners' indirect cost rates include Salaries and Wages; Salaries, Wages and Fringe benefits; and Modified Total Direct Costs (MTDC). The MTDC cost base will be used with partners who receive an indirect cost rate via Option 2.

If Salaries and Wages are the base, the partner must perform a couple of calculations. Using the Staffing Worksheet as the data source, the partner should multiply the FTE Allocated to Award by the Base Salary for each person. This will give the direct salary amount to be charged to the contract, not including fringe. Add up the direct salary amounts for all staff to get the total direct Salaries and Wages base figure. Then multiply that figure by the federally-approved indirect cost rate. The result is the indirect cost amount that will be entered on the Indirect Cost Worksheet.

If Salaries, Wages and Fringe are the base, the partner should use the total shown in the **green** field on the Staffing Worksheet as the base figure, then multiply that figure by the federally-approved indirect cost rate. The result is the indirect cost amount that will be entered on the Indirect Cost Worksheet.

If Modified Total Direct Costs (MTDC) make up the indirect cost base, the partner should use the amount shown on the Budget Summary Worksheet in the "Subtotal Direct Costs" field as the base (this is the total of Salaries, Travel, Supplies, Equipment, Staff Development and Occupancy; Case Service costs are not considered part of the MTDC base). The partner should then multiply that figure by the federally-approved indirect cost rate. The result is the indirect cost amount that will be entered on the Indirect Cost Worksheet.

Once the indirect cost amount has been determined, the partner is ready to complete the Indirect Cost Worksheet. A picture of the worksheet and description of each lettered item (A to D) can be found below.

Budget Proposal Worksheet #7: Indirect Costs

Contractor Name: 0

For the Contractor and each Subcontractor(s), you must choose either Option 1 or Option 2 as explained below. **ONLY** complete 1 yellow highlighted field for each.

Indirect Cost - **Option 1** - Based on approved Indirect Cost Rate Agreement. A copy of the Agreement must be provided with the budget proposal. If a copy of the Agreement is not provided, contract implementation may be delayed.

Indirect Cost - **Option 2** - Based on independently audited financial statements. The Indirect Cost Rate will be calculated by using the Statement of Functional Expenses, dividing Management and General expenses by Program Services expenses; the quotient will be used as the indirect cost rate for this contract. A copy of the most recently audited financial statements must be provided with the budget proposal. If a copy is not provided, contract implementation may be delayed.

CONTRACTOR:

Indirect Cost - Contractor (Option 1)	A	
Indirect Cost - Contractor (Option 2)		OR

SUB-CONTRACTOR #1: Type subcontractor name... **B**

Indirect Cost - SUB-Contractor (Option 1)	C	
Indirect Cost - SUB-Contractor (Option 2)		OR

TOTAL INDIRECT COSTS	D	\$0.00
-----------------------------	----------	---------------

A	Contractor Indirect Cost – This field is where the partner should enter the indirect cost amount they have calculated for the Contractor.
B	Subcontractor Name – This field is where partners should identify the subcontractor for whom indirect costs are being requested.
C	Subcontractor Indirect Cost – This field is where the partner should enter the indirect cost amount they have calculated for the Subcontractor.
D	Total Indirect Costs – This green field is automatically calculated and shows the total indirect cost budget for the contract. It is calculated by summing the Contractor and Subcontractor(s) indirect cost budgets and will be automatically copied onto the Budget Summary Worksheet.

Budget Revisions

As a contract is carried out over the agreement period, it may become necessary to make revisions to the budget in order to adapt to unforeseen expenditures or changes in the program. Partners have the option to request approval of a budget revision from RSC if such challenges arise. Budget revisions should be initiated by the primary contract partner (not subcontractors) when needed and discussion should be held with the Rehabilitation Program Specialist (RPS). The RPS will seek input from RSC Fiscal Management before approving any budget revisions. Once the budget revision is approved, the partner may expend budget balances accordingly.

There are some general guidelines to keep in mind when discussing budget revisions:

No change in total contract amount...

1. As a general rule, a typical budget revision must not result in an increase in the total value of the contract. Funds can be transferred from one budget line to another but the total budget should stay the same. (This is true except in the case where the partner is increasing their total match contribution. See #3 below.)
2. A budget revision may result in an increase in staffing costs. This should only be done after extensive discussion with the RPS regarding the impact on the consumers to be served under the contract, as the increase in staffing costs would have to be offset by a reduction elsewhere in the budget.

Change in total contract amount...

3. The partner may wish to contribute additional match funds to the contract. If additional match is accepted by RSC, a budget revision will be needed to identify in which budget categories the additional dollars will be placed. Also, an Amendment will be required to update the contract under the COMPENSATION FOR SERVICES section. The Amendment must be signed by both parties and in effect before additional costs are incurred. The additional match funds must be received prior to the effective date of the budget increase.

All changes to the budget...

4. RSC is likely to give greater scrutiny to a budget revision that reduces the balance of case service dollars. The purpose of these contracts is to expand the availability and provision of VR services to consumers, and reducing case service budgets would seem to be in direct conflict with this purpose.
5. Except in very rare and extenuating circumstances, the last opportunity for partners to request a budget revision is 45 days before the end of the agreement period. After this day, no further changes to the budget will be approved by RSC. For example, if the agreement period ends on September 30, the last date a budget revision could be requested would be August 15.

This chapter discussed the Budget Proposal Template and how to complete the various worksheets to develop a budget for the contract. Tips were offered to help partners work through some of the issues that can cause confusion or that require specific information. Now that the process for entering costs onto the various worksheets has been explained, the discussion in Chapter 3 will focus on what kinds of costs are allowable in the budget and what supporting documentation is required to justify those costs.

CHAPTER 3 – ALLOWABLE COSTS

This chapter discusses the rules about what costs are allowed in the budget and what costs are not allowed. The federal government has established rules to help control how federal dollars are spent. These rules are written with the aim of ensuring that federal funds are actually used for their intended purpose and are not wasted. No costs that contradict or are in conflict with these rules will be approved as part of the contract budget.

The rules are known as “cost principles” and are organized in documents called *circulars* published by the U.S. Office of Management and Budget (OMB). The cost principles described in the circulars pertain to specific types of organizations, and it is important to know which principles should apply to the contract. In Chapter 1: Contract – Key Articles, a tip bubble was included in the discussion regarding record keeping (page 5) and it bears repeating here:

TIP: The testing standards used by RSC’s fiscal monitoring and auditing staff are detailed in federal law and vary depending on the partner’s type of organization. A good place to start is the federal circulars describing cost principles for various types of organizations:

State and Local Governments – use OMB Circular A-87

Educational Institutions – use OMB Circular A-21

Non-Profit Organizations – use OMB Circular A-122

For-Profit Organizations – use Title 48 Code of Federal Regulations Part 31

All of the circulars are available online at http://www.whitehouse.gov/obm/circulars_default. The vast majority of partners are going to fall under the cost principles described in OMB Circular A-87 or OMB Circular A-122. In 2001, the federal government established a task force to review the cost principles described in the various circulars in an effort to create more consistency in the way that certain costs were treated. As a result, the principles in each of the circulars are nearly identical for a given type of cost. The cost principles for For-Profit Organizations are an exception, as they include some provisions that are not applicable to Non-Profit Organizations or to governments.

Partners are strongly encouraged to read the circulars that are applicable to their type of organization in order to better understand what costs can and cannot be included in the budget, as well as what type of supporting documentation is required to justify expenditures. If the proper supporting documentation is not maintained, the validity of the expenditures may be questioned during monitoring and auditing activities; these are called *questioned cost findings*. Questioned cost findings can result in the partner having to pay money back to RSC, so maintaining proper documentation is an important part of protecting the financial well-being of the partner’s organization.

While this chapter will not enumerate the principles for every possible item of cost, the following pages discuss certain costs that commonly appear in contract budgets and that often cause partners some difficulty, either in arriving at a budget amount or in maintaining proper documentation. Attention will also be given to types of costs that are never allowed under federal cost principles, regardless of the partner’s type of organization.

Staff Salaries, Wages and Fringe Costs

Each of the OMB circulars referenced above specifically allows the use of federal funds to pay salaries, wages and fringe costs. These costs often make up the vast majority of the administrative budget for a contract. This emphasizes the need to properly document expenditures in this category so that none of the costs incurred are questioned during monitoring or auditing activities.

In order to adequately support salary, wage and fringe costs, partners must maintain two types of documentation:

1. **Documentation of time and effort.** Time and effort documentation consists of certifications of time under the contract, or personnel activity reports.
2. **Documentation of the costs incurred.** Cost documentation consists of ledger entries, payroll reports, and other accounting records showing the distribution of funds to employees for salary, wage and fringe costs.

For documentation of time and effort, there are different documentation standards for salary, wage and fringe costs depending on whether the staff person is fully dedicated to the contract or if they are also assigned to projects and activities at their organization that are outside of the contract:

1. Where the partner's employees are expected to work solely on a single Federal award or cost objective (i.e., 100% of the employee's time is dedicated only to work under the contract), charges for their salaries, wages and fringe costs will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least semi-annually and will be signed by the employee and supervisory official having first-hand knowledge of the work performed by the employee. A sample semi-annual certification form is included in the Appendix of this Handbook (Attachment C).
2. Where employees work on multiple activities or cost objectives, a distribution of their salaries, wages and fringe costs will be supported by personnel activity reports (PARs) or equivalent documentation. PARs or equivalent documentation must meet the following standards:
 - a. They must reflect an after-the-fact distribution of the actual activity of each employee;
 - b. They must account for the total activity for which each employee is compensated;
 - c. They must be prepared at least monthly and must coincide with one or more pay periods;
 - d. They must be signed by the employee.

TIP: Personnel Activity Reports (PARs) must account for every hour worked by the employee, not just the hours worked under the contract. So if the employee works 40 hours per week, the PAR should reflect what the employee worked on for all 40 hours, even if only 10 hours were spent performing work under the contract. This serves as backup documentation for the FTE and salary amount approved in the budget for that employee.

While RSC will not prescribe a specific PAR form or format that should be used by partners, the documentation used by the partner will be evaluated according to the standards described above. Sample PARs are included in the Appendix of this Handbook (Attachment D) to help partners determine how they might set up a PAR for use in their organization. Examples can also be found on the internet.

If the partner is unsure whether the PAR they have developed (or borrowed or downloaded) will meet the standards, partners are encouraged to discuss the PAR with RSC before implementing its use.

Staff Travel Costs

Travel expenses in the form of mileage, meal and lodging costs are allowable according to federal cost principles and many partners include travel costs in their budgets. Travel must be reasonable and necessary to satisfy the deliverables in the contract. Most partners do not have difficulty applying the travel cost principles but questions often arise regarding how the reimbursement rates are determined.

For mileage reimbursement, the rate is expressed as a cost per mile traveled. The cost per mile included in the budget is determined by comparing three possible rates and selecting the option that produces the least cost to the contract. The three options are:

1. The partner's internal reimbursement rate as defined by their fiscal policies and procedures; or
2. The approved State of Ohio reimbursement rate as defined by the OBM Travel Rule; or
3. The approved federal reimbursement rate as defined by the U.S. General Service Administration (rates can be found at <http://www.gsa.gov>).

For example, the partner's policies and procedures indicate that staff members are reimbursed for travel at a rate of \$0.42 per mile, the federal reimbursement rate is \$0.51 per mile, and the approved State of Ohio rate is \$0.45 per mile. In this scenario, the partner must use their internal rate of \$0.42 per mile on the travel budget request as that would produce the least cost to the contract.

Meal and lodging reimbursement is slightly more complex than mileage reimbursement because the rates change depending on the destination. Rather than having a single rate that is applied statewide or nationally, the federal government has determined that different rates are needed to more accurately reflect the actual costs of staying in one location versus another. This addresses the idea that it typically costs more to stay in a hotel and to eat in a large city than it does in a smaller city or a more rural location. The federal government sets the reimbursement rates by geographic areas that correspond to zip codes, and the rates for each zip code are available via the U.S. General Service Administration website at <http://www.gsa.gov>.

For example, at the time this Handbook was written, the lodging rate in the 43230 zip code (Columbus, OH) was \$94 per night and the meal and incidental per diem rate was \$56. In the 43812 zip code (Coshocton, OH – a smaller city than Columbus), the lodging rate was \$77 per night and the meal and incidental per diem rate was \$46.

Note: meal and incidental costs are only allowable when incurred during an overnight stay. If the partner's travel does not involve overnight lodging, the partner cannot claim reimbursement for meals or incidental costs.

Partners are expected to maintain documentation (hotel folios, restaurant receipts, etc.) to support travel costs charged to the contract. The partner's invoice to RSC should reflect the actual cost based on the applicable reimbursement rate for the area in which travel occurred. Reimbursement requests should not be based on a budgeted amount (i.e., 1/12th of the travel budget). Any amount above the appropriate reimbursement rate will not be approved for payment.

Other Costs Within the Agreement Period

If an item of cost is not prohibited by federal cost principles and is included in the approved budget, that cost is allowable as long as it is incurred within the agreement period. On the surface this appears to be a relatively simple idea, but it has come up frequently during monitoring and auditing activities, and has caused some costs to be questioned and subsequently paid back to RSC.

Essentially, costs must be incurred between the dates specified on the cover page of the contract in order for the partner to receive reimbursement. A tip bubble about the agreement period was included in the discussion of key contract sections (page 3 of this Handbook) and bears repeating here:

TIP: Understanding the range of the agreement period is critical in terms of the allowability of expenditures under the agreement. RSC is under no obligation to compensate its partners for work performed or expenses incurred outside of the agreement period. Service dates or dates of purchase for goods listed on invoices sent to RSC must be within the agreement period or the expenditure will not be allowed and will not be reimbursed.

This emphasizes the difference between *cash* basis accounting and *accrual* basis accounting. **Per federal guidelines, these agreements are managed using accrual basis accounting.** Accrual basis accounting focuses on the date when the service took place or when product was delivered – these activities must occur within the agreement period in order to be considered allowable costs. Cash basis accounting focuses on the date when the bill for the service or product was actually paid. If a bill is paid during the agreement period but the service or product was delivered prior to the start date of the agreement period, that cost would be unallowable and should not be billed under the current agreement (it may be appropriate to include this cost on the last invoice submitted for the prior year's agreement, if there was one).

In case services, the date of service must fall within the agreement period in order to qualify for reimbursement under the contract. For example, an authorization for service is created on September 25th and the authorized service isn't actually provided to the consumer until October 2nd, but the contract terminated on September 30th. The fee for that service cannot be billed to the contract because the actual service occurred outside of the agreement period. This is true even though the service was authorized (but not delivered) during the agreement period.

The same principle is used with respect to administrative costs. Salary and travel expenses must have been incurred during the agreement period in order to be reimbursable under the contract. For tangible goods, the date of purchase must be within the agreement period as supported by expenditure records and/or receipts. In the case of something like a utility bill that crosses over the beginning date of the contract, partners should pro-rate the amount billed to coincide with the number of days applicable to the contract. For example, if the partner pays a utility bill that covers September 15, 2011, through October 15, 2011, the partner should only include on the invoice the pro-rated amount that would apply from the beginning of the contract period on October 1 through October 15. Also, the last monthly invoice submitted to RSC should include a pro-rated amount of the utility bill so that only costs from September 15, 2012, to September 30, 2012, are included.

Costs that cross over months that are entirely within the contract period do not need to be pro-rated from one month to the next. Following the utility bill example above, the second monthly utility payment would cover October 16, 2011, to November 15, 2011. Since both months are entirely within the

contract period, the entire amount of the utility bill (or the percentage allocated to the contract) could be included on the next invoice submitted to RSC.

Additionally, any goods or equipment purchased must serve some use in meeting the deliverables of the contract. This falls under the principle of costs being reasonable and necessary for the purposes of the agreement. So in addition to having to ensure that the purchase date of goods or equipment falls within the agreement period, partners must ensure that those goods or equipment are actually used during the agreement period for their intended purpose under the contract.

For example, large equipment or supply purchases occurring near the end of an agreement period may not be considered reasonable or necessary if significant use of the equipment or supplies cannot be realized before the agreement ends. Such purchases invite greater scrutiny during auditing and monitoring activities and the costs may be questioned as a result. Any concern regarding equipment purchases late in the agreement period should be discussed with RSC before the purchase is made.

Costs that are Never Allowed

There are a few items of cost that are never allowed under contracts supported by federal funding. Though some of these items may seem obvious, they have appeared on invoices presented to RSC. Any expenditure on the items included in the list below will be questioned during monitoring and auditing reviews, and the partner will be asked to repay RSC for those costs. This is not an exhaustive list; again, partners are strongly encouraged to read and understand the OMB circulars applicable to their organization.

- **Alcoholic beverages** – Federal funds can never be used to purchase alcoholic beverages under any circumstance.
- **Bad debts** – Bad debts, including losses arising from uncollectable accounts and other claims, related collection costs, and related legal costs are unallowable.
- **Contingency provisions** – Contributions to a contingency reserve or any similar provision made for events the occurrence of which cannot be foretold with certainty as to time, intensity, or with an assurance of their happening, are unallowable.
- **Defense and prosecution of criminal and civil proceedings** – Costs incurred by a contractor in connection with any criminal, civil or administrative proceedings are unallowable (unless required under the terms of the federal award).
- **Entertainment** – Cost of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or events, meals, lodging, rentals, transportation, and gratuities) are unallowable.
- **Fines and penalties** – Fines, penalties, damages, and other settlements resulting from violations of Federal, State, or local laws and regulations are unallowable.
- **Fund raising** – Costs of organized fund raising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable, regardless of the purpose for which the funds will be used.
- **Lobbying** – The cost of influencing activities associated with obtaining grants, contracts, cooperative agreements, or loans is an unallowable cost.

As noted above, this list is not exhaustive. There are other potential items of cost that could be considered unallowable under federal funding. Partners are encouraged to contact RSC for discussion regarding the purchase of any item they feel may potentially be questioned during monitoring or auditing activities.

Chapter 3 discussed information related to what kinds of cost are allowable under federal principles, and what kinds of cost are unallowable. In the next chapter, attention will be given to the invoice process, including the information required on an invoice and a walk-through of the new Invoice Template.

CHAPTER 4 – INVOICES

The preceding chapters offered information about how to construct a budget and what kinds of costs are allowable under federal cost principles. The Handbook will next describe how partners can recover those costs by submitting a proper invoice to RSC.

CONTRACTUAL REQUIREMENTS: In the contract, the COMPENSATION FOR SERVICES section describes how much funding will be provided to the partner and how the partner should seek reimbursement from RSC. This section, discussed in Chapter 1 of this Handbook, also provides information regarding how partners are to invoice RSC in order to receive reimbursement for costs incurred. This chapter will focus on the steps partners should follow in order to properly complete the invoice template.

INVOICE TEMPLATE: RSC has prepared a template that partners are to use when seeking reimbursement from RSC for costs under the contract. The template is a MS Excel workbook that includes one worksheet with instructions for completing the template, one worksheet on which partners can enter detailed administrative expenditure information, one worksheet on which partners can list case service activities, and a summary worksheet offering invoice totals by category.

In addition to the main worksheet provided for entering detailed administrative expenditure information, additional worksheets have been provided for each invoice category should partners need more space to list costs incurred. The additional worksheets can be found on the “Add'l Lines for Direct Costs” tab and they should be completed in the same manner as the primary worksheet (instructions for each worksheet are offered on the following pages).

The Invoice Summary worksheet and Direct Cost Billing Details worksheet are color coded to assist the partner in identifying which fields need to be completed by hand and which are automatically filled in. The fields highlighted in **yellow** should be filled in by the partner. The fields highlighted in **pink** and **green** are automatically filled in by the worksheet based on entries in the yellow fields.

A discussion of each worksheet follows.

Instruction Worksheet

The Instruction Worksheet provides instructions regarding how to interpret the color coding used throughout the template, as well as tips about how to complete the detail worksheets. A picture of the Instruction Worksheet is offered below:

Please read these instructions carefully PRIOR TO completing the invoice!

INSTRUCTIONS FOR COMPLETION OF THIS INVOICE



The yellow cells require completion by the Contractor.



The green cells are formulated and are NOT to be typed over. If you are on the "Invoice Summary" tab/sheet, the amount is carried from the "Direct Cost Billing" tab/sheet. If you are on the "Direct Cost Billing Details", the amount is formulated and will be carried to the "Invoice Summary" tab/sheet.



The pink cells are formulated and are NOT to be typed over. Some amounts may be carried from another sheet.

* The "Invoice Summary" and the "Direct Cost Billing Details" sheets are password protected with the exception of the yellow cells which need completion by the Contractor. Amounts required on the "Invoice Summary" will be carried over from the "Direct Cost Billing Details" sheet.

* The "Add'l Lines for Direct Costs" and the "CAR Example" sheets are protected but not by password. This will allow you to press the "Tab" key to easily move to the fields that need completed. If you are using a version of MS Excel other than 2010 and you need to insert lines, you may unprotected the worksheet by choosing "Format", "Unprotect Sheet". To re-protect, choose "Format", "Protect Sheet" and click on "OK". If you are using MS Excel 2010, the "Unprotect Sheet" and "Protect Sheet" commands are on the "Review" menu. This will re-protect the sheet but with NO password. If you unprotected the worksheet, be careful with "formulated" cells because they may not carry forward appropriately if a change is made.

Submission of an Invoice (A signature is no longer required and therefore RSC expects your invoice to be submitted via email.)

1. Complete this invoice document and email, IN THE EXCEL FORMAT (i.e. not scanned) to the email address on the "Invoice Summary"
2. In the Email "Subject" line, indicate the Contractor's Name (as listed in the Contract) and the invoice month (e.g. Franklin Cty DD-June)
3. If receipts or other document attachments are required to be submitted with the invoice, scan and attach them to the email as a separate document. If unable to scan, fax them with a Cover Sheet that indicates the Contractor's Name, Invoice month AND Invoice number.

Note: If you unable to submit your invoice via email, submit a written, detailed justification to your RSC contract requesting approval to submit via Fax or US Mail. If approved, you will need to submit the "Invoice Summary", "Direct Cost Billing Details", a "Consumer Activity Report" (if applicable) and all other necessary documentation. If Faxing, indicate the Contractor's Name, Invoice Month AND Invoice # on the cover sheet.

The following instructions are for the "Direct Cost Billing Details" sheet:

1. Salary/Fringes - If you have a "Contract Agreement" (i.e. administrative costs ONLY), you will need to ensure that anytime you bill for salaries/fringes of an individual who actually provides services to consumers (e.g. mentoring, job coaching), you will need to attach detailed documentation of those services. An example report can be obtained from RSC.
2. Travel - If the billing includes travel for more than one (1) subcontractor, total all subcontractors together and list "various" under the initials column. If you are requesting reimbursement for meals, you must indicate that the travel had overnight status (i.e. click on the "Yes" radial).
3. Travel - Detailed receipts are required for lodging in commercial establishments (e.g. Hotel), scan and attach the receipts as separate document(s).

4. Supplies and Equipment - In the "Description" area, use the same description as was listed on your Budget Proposal.

5. Equipment - In the "Amount" column, use the amount calculated based on useful life (e.g. 3 years for laptops).

6. Occupancy - Indicate the percentage as calculated on the Budget Proposal.

7. Occupancy - Under "Monthly ACTUAL Allowable Costs", indicate the monthly cost for the ENTIRE facility and then based on the percentage entered, the allowable billed amount will be calculated.

NOTE: If you are a "Case Services" contract, you do NOT need to complete a Consumer Activity Report (CAR).

VRP3 Invoice Summary Worksheet

The Invoice Summary worksheet provides a summary of all of the direct and indirect costs included on the invoice. A picture of the worksheet and description of each lettered item (A to H) is offered below.

OHIO REHABILITATION SERVICES COMMISSION
VRP3 Invoice

Note: All yellow fields MUST BE completed.

Contractor Name: < Select Contractor Name > **B**
 Project Name: < Select Project Name > P.O. Number: **B**
 Billing Address: * **A** Invoice No.: **B**
 City, State and Zip: * Invoice Date: **B**
 OAKS Vendor Identification Number: **C**

Phone: _____ Fax: _____ Billing Period: _____ to _____
 Contact Name: _____ Email: _____ **D**

* Must match address listed in OAKS

This invoice is to be Emailed to: RSC.Invoices@rsc.ohio.gov **E**
 Note: Indicate Contractor Name and Invoice Month in the "Subject" line of the email.
 If the Contractor does not have access email, a written, detailed justification must be provided to your RSC contact person and if approved, then the invoice and other documentation may be:
 Faxed to: 614-785-5075
 Mailed to: Ohio Rehabilitation Services Commission
 Attention: Finance
 400 E. Campus View Blvd., #WA1A
 Columbus, OH 43235

OPERATING EXPENSES	LINE TOTAL
A. Direct Costs for Contractor and Sub-contractor(s) (If faxing or mailing, attach "Direct Cost Billing Details" and a "Consumer Activity Report [CAR])	
1. Salary and Fringe Costs (A)	\$0.00
2. Travel	\$0.00
3. Supplies	\$0.00
4. Equipment	\$0.00
5. Staff Development	\$0.00
6. Occupancy	\$0.00
SUBTOTAL DIRECT COSTS	\$0.00
B. Indirect Costs	
1. Contractor Administrative Cost (Based on Approved Certificate of Indirect Cost or Actual Expenses)	
2. SUBcontractor(s) Administrative Cost (Based on Approved Certificate of Indirect Cost or Actual Expenses)	
SUBTOTAL INDIRECT COSTS	\$0.00
TOTAL BILLED	\$0.00

(A) Salary and Fringe Costs are to be based on Personal Activity Reports and for actual costs. The billed costs are not to be based on the "budgeted" amount approved for positions.

The Contractor's Signature is no longer required for payment, however by submitting this invoice Contractor hereby asserts that all invoiced expenses are true and accurate and in accordance with Contractor's Agreement with RSC.

RSC reserves the right to request additional documentation to support the items billed.

1 of 1

A	<p>Contact Information – These fields are where the partner fills in the primary Contractor Name, City, State, Zip code, Phone number and Fax number. The Contractor Name and Project Name should be selected from the drop-down menu. No manual entries will be accepted by the worksheet.</p>
B	<p>P.O. Number – This field is where the partner should enter the purchase order number provided to them by RSC. The P.O. number is a way for the OAKS accounting system to know which contract should be charged for the costs on the invoice.</p> <div style="border: 1px solid black; border-radius: 15px; padding: 10px; background-color: #f0f0f0; margin: 10px 0;"> <p>TIP: Purchase orders (P.O.s) are issued according to the State Fiscal Year (SFY) schedule, meaning all P.O.s must close on or before June 30th, the end of the SFY. The vast majority of contracts continue past the end of the SFY, so a second P.O. with a different P.O. number will be issued to cover expenditures from July 1st to September 30th. Partners should ensure that the correct P.O. number is used depending on when the costs on the invoice were incurred.</p> </div>
C	<p>Billing Period – This field indicates the date range covered by the invoice. The date range on the invoice will be referred to during auditing and monitoring activities when supporting documentation for expenditures is reviewed.</p>
D	<p>Contact Name and Email – These fields should reflect the name and e-mail address of someone on the partner’s staff with knowledge of the invoice. This person will be contacted if there is an issue with the invoice or if RSC wishes to request supporting documentation for expenditures.</p>
E	<p>RSC Contact Information – This section shows the three invoice submission options available to partners. Partners may mail in a hard copy, fax a copy, or submit the invoice documents via e-mail.</p>
F	<p>Operating Expenses – Direct Costs – These fields are automatically filled in based on entries in the Direct Cost Billing Details worksheet. They indicate invoiced amounts by line item, including a subtotal of direct costs.</p>
G	<p>Operating Expenses – Indirect Costs – These fields should be filled in by the partner on this worksheet. The amount entered should reflect a calculated indirect cost amount resulting from multiplying the direct cost total <u>on that invoice</u> by the indirect cost rate according to the approved budget. Indirect costs, like all other costs, should be billed based on actual costs, not based on a budgeted amount. Partners who do not have an approved indirect cost rate from a federal cognizant agency will be required to provide audited financial statements as supporting documentation for indirect cost expenditures.</p>
H	<p>Total Billed – This field shows the total direct and indirect cost amount for which the partner is seeking reimbursement.</p>

Direct Cost Billing Details Worksheet

This worksheet is fairly large so it will be discussed in three parts. The first part includes fields where the partner can provide details about costs on the invoice in the Salary/Fringes, Travel, and Supplies categories. A picture of this part of the worksheet and a description of each lettered item (A to X) is offered below.

OHIO REHABILITATION SERVICES COMMISSION
VRP3 INVOICE DETAIL

Contractor Name: < Select Contractor Name > **A**

Billing Period 01/00/00 to 01/00/00 ← **B**

SALARY/FRINGES				
Position/Title	Name	Indicate "C" for Contractor OR the Subcontractor's Name or Initials	FTE(s) Billed	Amount
C	D	E	F	G
SUBTOTAL SALARY/FRINGES				\$0.00 ← H

If you are an administrative cost only contract or agreement, a Consumer Activity Report which details the consumers served and the service hours provided by position MUST BE attached. Note: An example report is provided on the "CAR" tab/sheet of this document.

TRAVEL							
Was there an overnight stay involved in any of the travel costs this month?						I <input type="radio"/> YES <input type="radio"/> NO	
Contractor or Subcontractor Name	Mileage			Lodging Amount (B)	Meals Amount (C)	Incidentals Amount	TOTAL
	# of Miles	Per Mile Rate (A)	Amount				
J	K	L	M \$0.00	N	O	P	Q \$0.00
Total Amount from Attached Page			\$0.00				\$0.00
SUBTOTAL TRAVEL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

ALL TRAVEL REIMBURSEMENT MUST BE IN LINE WITH Ohio Administrative Code 126-1-02

(A) Cost per mile can NOT exceed \$0.45 per mile. If Contractor reimbursement rate is less, that rate must be used. **R**

(B) Detailed receipts are required for lodging expenses in a commercial establishment, scan and attach as separate document(s) to the email. **S**

(C) Meals are ONLY allowed when in an overnight travel status.

SUPPLIES		
Description (As listed on the Budget Proposal)	Indicate "C" for Contractor OR the Subcontractor's Name or Initials	Total
T	U	V
Total Amount from Attached page		\$0.00 ← W
SUBTOTAL SUPPLIES		\$0.00 ← X

Note: Amount per item may not exceed \$300.00. If item exceeds \$300.00, the item is considered "Equipment" and will have a "useful life" requirement.

A	Contractor Name – This field will be automatically filled in when the partner selects their name on the Invoice Summary Worksheet.
B	Billing Period – This field will be automatically filled in when the billing period dates are entered on the Invoice Summary Worksheet.
C	Position/Title – This field is where the position or job titles of the staff should be listed for every individual included in the Salary/Fringes amount being billed.
D	Name – This field is where the name of the employee should be entered for every individual included in the Salary/Fringes amount being billed.
E	Partner (Contractor) or Subcontractor indicator – This field is where partners should indicate whether the person listed in the Position/Title column is a member of the contractor’s staff or the subcontractor’s staff. If the person is a member of the contractor’s staff, the letter “P” should be entered (meaning “Partner”). If the person is a member of the subcontractor’s staff, enter the initials of the name of the subcontractor’s business (e.g., Rehab Services would be entered as “RS”).
F	FTE(s) Billed – This field is where partners should enter the FTE calculation for each staff person included on the invoice. 1 FTE would indicate that the person worked full-time under the contract for the entire month. If this is not the case, the FTE should be calculated by dividing the number of hours spent working under the contract by the total hours available that month. For example, if there are exactly 4 weeks in the month being billed, there are 160 hours available for work (40 hours X 4 weeks). If the person worked 32 hours under the contract that month, then the FTE calculation would be $32/160 = 0.20$ FTE.
G	Amount – This field is where partners should enter the salary and fringe cost for each person for the month being billed. The amount should be based on actual costs incurred by the partner and should reasonably align with the salary established in the budget.
H	Subtotal Salary/Fringes – This field is automatically calculated and shows the subtotal of the salary and fringe costs billed for that month. This amount is automatically copied onto the Invoice Summary Worksheet.
I	Overnight Stay Indicator – This indicator will notify RSC if there was an overnight stay involved in the accrual of travel costs. If an overnight stay was involved, partners should click the ‘YES’ radio button. If no overnight stay was involved, partners should click the ‘NO’ radio button.
J	Contractor or Subcontractor Name – This field is where partners should identify by name the staff members for whom travel cost reimbursement is being requested.
K	# of Miles – This field is where partners should enter the number of miles travelled.
L	Per Mile Rate – This field is where partners should enter the mileage reimbursement rate to apply to the miles traveled. The maximum allowable rate is \$0.45 per mile. However, partners should enter their actual reimbursement rate if their rate is less than the maximum.
M	Mileage Amount – This field is automatically calculated and will show the amount of mileage reimbursement claimed for a given staff member. The amount is calculated by multiplying the # of Miles travelled by the Per Mile Rate.
N	Lodging Amount – If an overnight stay was involved, this field is where partners should enter the cost for the hotel room, including applicable taxes. RSC will only reimburse an amount less than or equal to the lodging rate shown on the GSA.gov website, plus taxes. Partners are responsible for paying any amount above the maximum lodging rate.
O	Meals Amount – This field is where partners should enter the cost of meals purchased while in overnight travel status. RSC will only reimburse a total meal and incidental amount that is less than or equal to the per diem reimbursement rate shown on the GSA.gov website.

P	Incidentals Amount – This field is where partners should enter the amount of incidental costs incurred while travelling. Parking costs should be entered in this field. When the partner is in overnight travel status, RSC will only reimburse a total meal and incidental amount that is less than or equal to the per diem reimbursement rate shown on the GSA.gov website.
Q	Travel Total – This field is automatically calculated and will show the total travel cost requested for a given staff member. This amount is calculated by adding the Mileage Amount + Lodging Amount + Meals Amount + Incidentals Amount.
R	Travel Total Amount from Attached Page – This field automatically copies the travel amount from the extra worksheet provided if partners need additional space to enter travel costs.
S	Subtotal Travel – This field is automatically calculated and shows the subtotal travel amount being billed for that month. This amount is automatically copied onto the Invoice Summary Worksheet.
T	Supplies Description – This field is where partners should enter a brief description of the supply item purchased.
U	Partner (Contractor) or Subcontractor indicator – This field is where partners should indicate whether the person listed in the Position/Title column is a member of the contractor’s staff or the subcontractor’s staff. If the person is a member of the contractor’s staff, the letter “P” should be entered (meaning “Partner”). If the person is a member of the subcontractor’s staff, enter the initials of the name of the subcontractor’s business (e.g., Rehab Services would be entered as “RS”).
V	Supplies Total – This field is where partners should enter the cost of the supplies purchased.
W	Supplies Total Amount from Attached Page - This field automatically copies the supply amount from the extra worksheet provided if partners need additional space to enter supply costs.
X	Subtotal Supplies – This field is automatically calculated and shows the total supply amount being billed for that month. This amount is automatically copied onto the Invoice Summary Worksheet.

The second part of the Direct Cost Billing Worksheet includes fields where the partner can provide details about costs on the invoice in the Equipment and Staff Development categories. A picture of this part of the worksheet and a description of each lettered item (A to O) is offered below.

OHIO REHABILITATION SERVICES COMMISSION
VRP3 INVOICE DETAIL

Contractor Name: < Select Contractor Name > **A**

Billing Period: 01/00/00 to 01/00/00 **B**

EQUIPMENT		
Description (As listed on the Budget Proposal)	Indicate (P) for Partner or Contractor OR Subcontractor's Initials	Amount (Use amount from column on the Budget Proposal which is allowable reimbursement based on Useful Life)
C	D	E
Total Amount from Attached Page		\$0.00 F
SUBTOTAL EQUIPMENT		\$0.00 G

Note: Receipts are required for equipment purchases.

STAFF DEVELOPMENT					
Position/Title	Name	Indicate (P) for Partner/ Contractor OR the Subcontractor's Initials	Type of Training	Trainer	Total Cost
H	I	J	K	L	M
Total Amount from Attached Page					\$0.00 N
SUBTOTAL STAFF DEVELOPMENT					\$0.00 O

- A** **Contractor Name** – This field will be automatically filled in when the partner selects their name on the Invoice Summary Worksheet.
- B** **Billing Period** – This field will be automatically filled in when the billing period dates are entered on the Invoice Summary Worksheet.
- C** **Equipment Description** – This field is where partners should enter a description of the equipment item purchased. The description should align with the approved equipment budget.
- D** **Partner (Contractor) or Subcontractor indicator** – This field is where partners should indicate whether the person listed in the Position/Title column is a member of the contractor’s staff or the subcontractor’s staff. If the person is a member of the contractor’s staff, the letter “P” should be entered (meaning “Partner”). If the person is a member of the subcontractor’s staff, enter the initials of the name of the subcontractor’s business (e.g., Rehab Services would be entered as “RS”).
- E** **Equipment Amount** – This field is where cost of each equipment item should be entered. The amount entered should reflect the appropriate portion of the actual cost of the equipment based on Useful Life.

E	<p style="text-align: center; background-color: #f0f0f0; border: 1px solid #ccc; border-radius: 10px; padding: 10px;"> TIP: Remember, if the item costs less than \$300 per unit it should be entered in the Supplies section of the Direct Cost Billing Details Worksheet. </p>
F	<p>Equipment Total Amount from Attached Page - This field automatically copies the equipment amount from the extra worksheet provided if partners need additional space to enter equipment costs.</p>
G	<p>Subtotal Equipment – This field is automatically calculated and shows the subtotal of the equipment costs billed that month. This amount is automatically copied onto the Invoice Summary Worksheet.</p>
H	<p>Position/Title – This field is where the position or job titles of the staff should be listed for every individual included in the Staff Development amount being billed.</p>
I	<p>Name – This field is where the name of the employee should be entered for every individual included in the Staff Development amount being billed.</p>
J	<p>Partner (Contractor) or Subcontractor indicator – This field is where partners should indicate whether the person listed in the Position/Title column is a member of the contractor’s staff or the subcontractor’s staff. If the person is a member of the contractor’s staff, the letter “P” should be entered (meaning “Partner”). If the person is a member of the subcontractor’s staff, enter the initials of the name of the subcontractor’s business (e.g., Rehab Services would be entered as “RS”).</p>
K	<p>Type of Training – This field is where partners should enter a brief description or subject of the staff development event.</p>
L	<p>Trainer – This field is where partners should identify the provider of the training or staff development event being billed.</p>
M	<p>Total Cost – This field is where partners should enter the cost of the training or staff development event for each individual.</p>
N	<p>Staff Development Total Amount from Attached Page - This field automatically copies the staff development amount from the extra worksheet provided if partners need additional space to enter staff development costs.</p>
O	<p>Subtotal Staff Development – This field is automatically calculated and shows the subtotal of the staff development costs billed that month. This amount is automatically copied onto the Invoice Summary Worksheet.</p>

The third part of the Direct Cost Billing Worksheet includes fields where the partner can provide details about costs on the invoice in the Occupancy category. Separate sections are provided for the primary partner (contractor) and each subcontractor. A picture of this part of the worksheet and a description of each lettered item (A to M) is offered below.

OHIO REHABILITATION SERVICES COMMISSION
VRP3 INVOICE DETAIL

Contractor Name: < Select Contractor Name > **A**

Billing Period 01/00/00 to 01/00/00 ← **B**

OCCUPANCY	
GRAND TOTAL (of all Subcontractors) OCCUPANCY COSTS	\$0.00 ← C

Contractor or Subcontractor Name: **D**

Percentage of Square Footage Assigned to Agreement/Contract **E**
(Note: Utilize the percentage that was calculated on the Budget Proposal)

Monthly ACTUAL Allowable Costs *Note: For expenses which are billed annually, enter the annual amount paid.*

Rent	
Heat	
Electricity	
Water/Sewage	
Janitorial Service & Supplies	
Property Insurance	
Telephone (include computer lines, internet service, cellular, etc.)	
Security	
Service Maintenance Contracts	
Licenses/Permits	
Minor Maintenance Services & Supplies	
Subtotal Monthly Allowable Costs	\$0.00 ← G
SUBTOTAL OCCUPANCY COSTS (Based on %)	\$0.00 ← H

Contractor or Subcontractor Name: **I**

Percentage of Square Footage Assigned to Agreement/Contract **J**
(Note: Utilize the percentage that was calculated on the Budget Proposal)

Monthly ACTUAL Allowable Costs *Note: For expenses which are billed annually, enter the annual amount paid.*

Rent	
Heat	
Electricity	
Water/Sewage	
Janitorial Service & Supplies	
Property Insurance	
Telephone (include computer lines, internet service, cellular, etc.)	
Security	
Service Maintenance Contracts	
Licenses/Permits	
Minor Maintenance Services & Supplies	
Subtotal Monthly Allowable Costs	\$0.00 ← L
SUBTOTAL OCCUPANCY COSTS (Based on %)	\$0.00 ← M

A	Contractor Name – This field will be automatically filled in when the partner selects their name on the Invoice Summary Worksheet.
B	Billing Period – This field will be automatically filled in when the billing period dates are entered on the Invoice Summary Worksheet.
C	Grand Total Occupancy Costs – This field is automatically calculated and shows the total occupancy cost to be billed for that month. This amount is calculated by summing the Subtotal Occupancy Costs for the primary partner (contractor) and all subcontractors. This amount is automatically copied onto the Invoice Summary Worksheet.
D	Contractor or Subcontractor Name – This field is where the business name of the primary partner (contractor) or subcontractor should be entered, depending on which entity incurred the occupancy costs being billed.
E	Percentage of Square Footage Assigned to Agreement/Contract – This field is where partners should enter the percentage indicated on the approved Occupancy Budget Proposal.
F	Monthly <u>ACTUAL</u> Allowable Costs – These fields are where partners should enter the actual occupancy costs incurred during the billing period. The costs entered in these fields should reflect the costs incurred by the contractor or subcontractor <u>for their entire facility</u> . The percentage entered (letter E above) will be multiplied by these costs to determine the amount to be charged to the contract.
G	Subtotal Monthly Allowable Costs – This field is automatically calculated and shows the subtotal of the monthly occupancy costs billed that month <u>before the percentage allocation is applied</u> .
H	Subtotal Occupancy Costs – This field is automatically calculated and shows the subtotal of the occupancy costs being billed that month based on the allocated percentage. This amount is calculated by multiplying the Percentage of Square Footage Assigned to Agreement/Contract by the Subtotal Monthly Allowable Costs.
I	Contractor or Subcontractor Name – This field is where the business name of the subcontractor should be entered, depending on which entity incurred the occupancy costs being billed.
J	Percentage of Square Footage Assigned to Agreement/Contract – This field is where partners should enter the percentage indicated on the approved Occupancy Budget Proposal.
K	Monthly <u>ACTUAL</u> Allowable Costs – These fields are where partners should enter the actual occupancy costs incurred during the billing period. The costs entered in these fields should reflect the costs incurred by the contractor or subcontractor <u>for their entire facility</u> . The percentage entered (letter E above) will be multiplied by these costs to determine the amount to be charged to the contract.
L	Subtotal Monthly Allowable Costs – This field is automatically calculated and shows the subtotal of the monthly occupancy costs billed that month <u>before the percentage allocation is applied</u> .
M	Subtotal Occupancy Costs – This field is automatically calculated and shows the subtotal of the occupancy costs being billed that month based on the allocated percentage. This amount is calculated by multiplying the Percentage of Square Footage Assigned to Agreement/Contract by the Subtotal Monthly Allowable Costs.

Consumer Activity Report

The Consumer Activity Report (CAR) is designed for use by partners operating under a contract that does not include a case service budget (i.e., no funding is set aside to be used via authorizations in AWARE). Even if partners are not using AWARE, RSC is still required to capture data regarding the consumers served with VR funding. In the case of contracts that do not have a case service budget and, therefore, do not use AWARE to document case activities, the CAR serves as a means of communicating service information to RSC. A picture of this worksheet and a description of each lettered item (A to H) is offered below.

CONSUMER ACTIVITY REPORT EXAMPLE

Contractor (as listed on Contract)	A		
Subcontractor (if applicable)	B		
Name of Individual Providing Service	C		
Position/Title	D		

Consumer Name	Date	Type of Service Provided	Hours Served (No less than quarter hour)
E	F	G	H

A	Partner/Contractor – This is where partners should enter their name (primary contractor). This should match the name used on the contract.
B	Subcontractor – If the services being described on this worksheet were provided by the subcontractor, partners should enter the name of the subcontractor on this line.
C	Name of Individual Providing Service – This is where partners should identify the staff person who actually provided the services listed on the worksheet.
D	Position/Title – This is where partners should enter the position or title of the person who actually provided the services listed on the worksheet.
E	Consumer Name – This is where partners should enter the name of the consumer to whom the service was provided.
F	Date – This is where partners should enter the date that the service was provided.
G	Type of Service Provided – This field contains a drop-down menu with a list of services from which to choose. Partners should choose the service from the drop-down list that best describes the service that was provided to the consumer. Partners must choose an option from the drop-down list; the worksheet will not accept any other typed entries.
H	Hours Served – This is where partners should enter the number of hours of service provided to the consumer in 15-minute increments.

Invoice Submission and Payment Process

The beginning of this chapter provided guidance about how to fill out the invoice template appropriately. The next part of this chapter will focus on invoice submission and payment, and the roles and responsibilities of RSC and its partners in that process.

The invoice payment process begins when the partner submits to RSC a completed invoice template. The invoice is directed to the RPS or other designated RSC staff person who will review the submission for completeness. The RPS or other designated RSC staff person will make a determination regarding whether appropriate progress was made toward the contract deliverables to justify the costs on the invoice. Once the RPS or other designated RSC staff person is satisfied that the template was completed appropriately and contractual obligations have been met by the partner, the invoice is approved internally for payment and submitted to RSC Accounts Payable. (If the invoice is found to be lacking information or if contractual obligations related to costs on that invoice have not been met, the invoice will be returned to the partner with a request for more information or justification of costs.)

When RSC Accounts Payable receives the approved invoice, a fiscal evaluation is conducted to ensure that there are funds available on the purchase order supporting the contract and that the approval process was properly followed. RSC Accounts Payable then completes a Pre-Processing Form to assign relevant accounting information to the invoice.

The Pre-Processing Form and approved invoice are then submitted to Ohio Shared Services (OSS), a division of the Ohio Office of Budget and Management. OSS passes the documents through its internal processes, enters payment information into the state accounting system, and issues the payment to the partner in the form of a paper check or electronic funds transfer. (If there is an issue with the documents submitted to OSS, OSS will contact RSC to resolve the issue and process the payment.)

RSC's goal is to pay properly completed invoices within 30 days of the date of submission to RSC. It is important to note, though, that this timeline does not start until RSC has received a "proper" invoice, including all requested supporting documentation (including a completed Consumer Activity Report, when applicable). If RSC requests more information before approving the invoice, the 30-day timeline does not start until RSC has received the requested information and is satisfied with its content.

Chapter 4 discussed the invoice template and process partners should follow to obtain reimbursement for costs under the contract. The next chapter will focus on the activities RSC will conduct to monitor the expenditure of funds over time and ensure that partners are maintaining proper documentation of those expenditures.

CHAPTER 5 – MONITORING AND AUDITING

To this point the Handbook has addressed the requirements contained in third party cooperative arrangements and has offered guidance about how to complete the forms and follow the procedures needed to appropriately use and document contract funds. However, the work does not end with the expenditure of funds.

RSC has a legal obligation to examine the expenditures in order to ensure that all processes and documentation requirements have been followed. As noted in Chapter 1 of this Handbook, Item number III. of the COMPENSATION FOR SERVICES section on Page 1 of the contract establishes RSC's authority to evaluate expenditures under the contract. To this end, RSC will conduct monitoring and auditing activities to evaluate the allowability of costs incurred under the contract and the degree to which appropriate records are kept. Partners play an important role in the monitoring and auditing processes in that partners are responsible for producing the requested documentation and for addressing any fiscal management procedural questions RSC may have.

MONITORING: RSC has developed a process to evaluate contract expenditures prior to the ending date of the contract. This process provides the opportunity to make mid-stream corrections to documentation procedures and to address any other issues of noncompliance that are uncovered during the evaluation without the finality of a financial audit. There are two methods that will be used to conduct monitoring activities: onsite monitoring visits, and supporting documentation reviews.

Onsite Monitoring Visits

Onsite monitoring consists of a visit by RSC's Fiscal Monitoring and Compliance Unit (FMCU) staff to the partner's facility. During the visit, FMCU staff will seek explanation and documentation of the fiscal processes and procedures used by the partner. Supporting documentation for contract expenditures will also be requested. Documentation of the procedures and expenditures will then be evaluated according to standards established in federal law and in OMB Circulars describing federal cost principles.

The results of the onsite monitoring visit are recorded on the Fiscal Monitoring Review Form (a sample of this form can be found in the appendix as Attachment D). The form is organized into eleven (11) key review elements. Partners will be evaluated according the standard for each key element, and an indication will be made on the form describing whether the partner Meets the Standard (MS), Needs Improvement (NI), or if the element is Not Applicable (N/A). If improvement is needed, comments will be provided on the form as guidance and technical assistance to help the partner meet the standards.

Supporting Documentation Reviews

As an alternative to onsite monitoring visits, RSC will make use of supporting documentation reviews to evaluate partners' fiscal processes and documentation procedures. The supporting documentation review process involves an exchange of information between RSC and its partners, and the issuance of a report to partners identifying any areas that need to be improved. The steps are as follows:

1. The partner submits to RSC a completed invoice for payment.
2. RSC program staff approves the invoice for payment and payment is issued to the partner.

3. A copy of the approved and paid invoice is obtained by RSC's Fiscal Monitoring and Compliance Unit (FMCU).

{Alternatively, RSC may elect to review an invoice and request supporting documentation before payment is made. In this case, RSC will contact the partner at least two weeks prior to the end of the billing period to be reviewed so that the partner will be prepared to submit supporting documentation with the invoice. This will help to minimize the delay in payment that may result from the supporting documentation review procedure.}

4. The FMCU sends a letter (SDR-1, Attachment F) to the partner identifying the costs for which supporting documentation is needed. This letter reflects the invoiced line item amounts by category (salaries, travel costs, supplies, etc.) and asks for documentation specifically to support those costs.
5. The partner gathers the requested documentation and submits it to RSC's FMCU.
6. The FMCU evaluates the documentation according to standards established in federal law and the cost principles described in Office of Management and Budget Circulars.
7. The FMCU prepares reports (SDR-2, Attachment G) detailing the results of the evaluation, making recommendations regarding how the documentation might be improved and identifying any unallowable or undocumented costs (these are called *questioned cost findings*).
8. The FMCU sends a letter (SDR-3, Attachment H) to the partner with reports attached requesting repayment of questioned costs if any are found.
9. The partner has the opportunity to appeal the findings, if so desired, and will then have the opportunity to present documentation to justify the questioned costs.
10. RSC will evaluate the additional documentation and arrive at a final resolution. The resolution may result in the partner being asked to repay all or a portion of the original questioned cost amount, or, if documentation mitigates all questioned costs, there may be no further action needed from the partner.
11. The FMCU will issue a report (SDR-4, Attachment I) and letter (SDR-5, Attachment J) to the partner detailing the final resolution and any action that must be taken by the partner as a result.

Based on the outcome of this process, a monitoring schedule will be established for each partner. RSC will request supporting documentation for future invoices according to the perceived risk associated with each particular partner. The level of risk is determined by the amount of questioned costs found as a percentage of the total amount on the invoice. The higher the percentage of questioned costs, the more frequently the partner will be contacted for supporting documentation. RSC will provide technical assistance and feedback regarding partners' documentation procedures, and partners are expected to incorporate that feedback into their ongoing procedures to bring them into compliance with federal requirements.

AUDITING: The monitoring process affords the opportunity to make adjustments to the partner's ongoing accounting procedures as an alternative to the more rigorous and structured process of an audit. The outcome of an audit is a legally binding resolution that may require partners to repay to RSC the amount of any unmitigated questioned costs. There is a sense of finality to an audit resolution that is less conducive to ongoing process improvement efforts than the technical assistance provided during monitoring activities. Nevertheless, as a steward of federal funding RSC bears a legal responsibility to see that expenditures are audited periodically and to minimize the financial risk to which the agency is exposed. Partners play a very important role in this process. Not only will partners be asked to provide information and documentation about their fiscal procedures and expenditure of funds, partners may also be asked to develop corrective action plans that address any areas of noncompliance identified during the audit.

An audit can be a complex undertaking, and it is important that partners understand the process and their role in it as the audit is carried out.

The process begins with a determination by the Manager of FMCU that a given contract is due to be audited. RSC intends to audit contracts, or a representative sample of contracts, within two years of the contract ending date. However, as noted in the monitoring discussion above, the frequency with which a given partner will be audited may change depending on the level of financial risk detected during monitoring activities. Once it has been determined that an audit is due, the Manager of FMCU will assign the contract to one of RSC's Auditors.

The Auditor will then begin to collect background information pertaining to the contract, such as the beginning and ending dates of the contract; the results of any prior audit related to the contract or an A-133 Single Audit, if applicable; the Catalog of Federal Domestic Assistance (CFDA) description of the purpose of the grant funding; and the Federal Circulars (cost principles) that apply to the contract. The Auditor will also hold a discussion with RSC Program staff to gain a clear understanding of the purpose of the agreement and the types of costs that would be acceptable under its terms.

At this point the Auditor will send to the partner an Engagement Letter introducing RSC's intent to audit the contract. The partner will also receive an Advance Document Request (ADR) and a Management Representation Letter. The ADR identifies key documents that will be needed at the outset of the audit, including the partner's general ledger. The Management Representation Letter is the partner's assurance that the information provided to RSC is complete and accurate and there are no known material transactions that have not been reported. Additionally, the partner may receive an Internal Control Questionnaire (ICQ). The ICQ asks the partner to provide information about their fiscal and accounting structure and control mechanisms and will only be sent to the partner if an update is needed.

Upon receipt of the ICQ, ADR, and Management Representation Letter, the Auditor will use the information provided to identify the procedures needed to carry out the audit. The Auditor will determine whether the audit will be conducted onsite at the partner's facility or via a desk review conducted at RSC central office. If it is to be conducted onsite, the partner will be contacted to coordinate a date and time for the site visit. Once these details are settled, the Auditor may prepare an Entrance Conference Memo to inform the partner of the steps that will be followed during the audit, and the roles and responsibilities of each party.

The next step in the process involves testing expenditures against the accounting and supporting documentation standards established in federal law. Auditing consists of significantly more testing and evaluation than is normally conducted during monitoring activities. Typically, the testing phase will begin by selecting a random sample of transactions related to the contract. Depending on the results of the testing on that sample, the Auditor may elect to expand the number of transactions to be tested. In general, the Auditor is looking to see that the expenditure was made on an allowable item during the contract period, and that the expenditure is supported by appropriate entries in accounting ledgers and other relevant documentation, such as receipts or paid invoices.

The Auditor will then prepare a report summarizing the results of the testing procedures. This report will identify any issues or discrepancies found during testing and will include a statement of *questioned cost findings*. Questioned cost findings are RSC's indication that the documentation provided by the partner was not adequate to satisfy the requirements established in federal law. As a result, the amounts of expenditures that are not adequately supported are identified as questioned costs, and the partner is asked to repay that amount to RSC.

Not all audits will result in questioned cost findings. In some cases, the partner's documentation meets the basic standards so the cost is not questioned, but there may be some detail or procedural control that is lacking. In this situation, the Auditor will include in the audit report a statement addressing the adequacy of internal accounting controls. This statement will identify any areas of weakness that should be addressed by the partner. This pertains to issues that were not so severe as to produce questioned cost findings but should be rectified in order to improve the partner's system of fiscal control.

Once the audit report is issued to the partner, the partner will be asked to sign and submit a *Receipt of Questioned Cost Findings* (or *Receipt of Audit Findings* if there are no questioned costs) to RSC acknowledging that the partner has received the report. If the partner disagrees with the findings in the audit report, RSC has developed an audit appeal process to provide the opportunity for the partner to clarify any remaining issues. The partner has 10 calendar days from the date they received the audit report to notify RSC that they wish to appeal the findings. The partner may also seek clarification of the findings by submitting a clarification request letter to RSC within those 10 days. The Auditor will then provide clarification to the partner in writing.

When the partner receives the clarification letter from RSC, the partner will have 30 additional calendar days to gather and submit any other documentation that may serve to justify questioned expenditures. The Auditor will evaluate the newly submitted documentation to determine if any portion of the questioned cost findings can be mitigated (reduced).

In addition to the possibility of having to repay RSC for questioned costs, the partner will be expected to develop corrective action plans to address any other areas of weakness or noncompliance identified in the audit. The partner will be asked to summarize their action plans in the form of responses to the findings in the report, and to submit those responses to RSC. The Auditor will then issue a final report including the remaining balance of questioned costs that must be repaid by the partner, if any, and submit an invoice to the partner seeking repayment. RSC will refer to this report and the proposed corrective actions during subsequent monitoring and auditing activities to see that the corrective action plans were implemented.

APPENDIX

The following pages include samples of the various documents referred to throughout this Handbook. These samples are largely generic and any specific data that may appear on the documents is entered as an example only; it does not reflect any particular contract. The table below provides a summary of the attachments in this Appendix.

Attachment A	Standard contract template
Attachment B	DAS Equipment Useful Life Table
Attachment C	Sample Semi-Annual Certification form
Attachment D	Sample Personnel Activity Reports (PARs)
Attachment E	Fiscal Monitoring Review form
Attachment F	SDR-1 Supporting Documentation Request letter
Attachment G	SDR-2 Supporting Documentation Review form
Attachment H	SDR-3 Supporting Documentation Review letter
Attachment I	SDR-4 Supporting Documentation Appeal Review form
Attachment J	SDR-5 Supporting Documentation Appeal Review letter

Attachment A – Standard Contract Template



CONTRACT NUMBER

**OHIO REHABILITATION SERVICES COMMISSION
CONTRACT AND AGREEMENT**

THIS CONTRACT AND AGREEMENT consists of the attached Standard Terms and Conditions, the Exhibit [A] Scope of Services and Additional Terms, and all other attachments, which, in consideration of the mutual promises, covenants, and agreements set forth herein, is made and entered into by and between the Ohio Rehabilitation Services Commission, (hereinafter "RSC") and [] (hereinafter "Contractor"). The Contractor warrants that it possesses the necessary qualifications, expertise, and experience to perform the services described and set forth in the attached Exhibit [A]. Pursuant to Ohio Revised Code Section 3304.16, RSC may enter into agreements with Contractors to effectuate the purpose for which RSC was created. All activities under this Agreement shall be in compliance with the Rehabilitation Act of 1973 (29 USC 701, et. seq.) as amended in 1998, the purpose of which is to assist states in providing vocational rehabilitation services to individuals with disabilities.

Contractor, by signature on this document, hereby certifies and agrees to all the terms and conditions outlined and documents found herewith and will take no action inconsistent with the aforementioned terms and conditions as well as with all applicable federal, state, and local laws, rules, regulations, ordinances and executive orders. Failure to comply with applicable laws, rules, regulations, ordinances and executive orders shall be grounds for termination of this contract and may result in the loss of other contracts with the State of Ohio.

This contract shall be in effect, unless terminated per the appropriate section of the terms and conditions, from the date of the signature of the Executive Director of RSC or [], whichever occurs later, through []. In no event shall this contract be construed to financially obligate RSC beyond the current biennium. If RSC chooses to renew this contract on the same terms and conditions beyond any current biennium, RSC shall provide written notice of such renewal to contractor prior to expiration. This Agreement is not binding upon the parties unless executed in full.

COMPENSATION FOR SERVICES:

- I. RSC shall pay Contractor for services rendered not to exceed a total amount of \$ [].
- II. Where applicable, the total amount due was computed according to a cost schedule or budget which is hereby attached. Contractor may request changes to the approved cost schedule or budget, that do not change the total award amount, by submitting a written request to RSC. If RSC approves a requested change to the cost schedule or budget RSC shall notify the Contractor in writing at which time Contractor shall comply with the authorized and approved change. Any changes to a cost schedule or budget that would increase the total award amount shall only be approved via a written amendment signed and authorized by both parties to this Agreement.
- III. Contractor shall submit monthly invoices for compensation, with a description of services performed, within 60 days following completion of the services described in the attached Exhibit [A]. The invoice, where applicable, shall include documentation of services performed (e.g. number of consumers served, hours, location, etc.) during the monthly invoiced period. In all circumstances, compensation shall only be paid for actual services and/or expenses incurred, as authorized and described in the attached Exhibit [A] and/or attached cost schedule or budget, the sum of which shall not exceed the total contract amount. Receipts may be required for reimbursement; however, original receipts shall be retained by the Contractor for audit purposes and provided to RSC upon request. Upon request from RSC, Contractor shall submit a final fiscal report no later than 90 days after the end of the contract period, along with the return of any actual costs which cannot be properly documented.
- IV. Upon receipt and approval of the invoice by RSC, a voucher for payment shall be processed. Pursuant to Rule [3304-1-13](#) of the Ohio Administrative Code if Contractor cannot submit the bill within ninety days, the Contractor may request an extension indicating the reason for needing an extension and the amount of time needed. The request for an extension must be made in writing to the RSC Executive Director at least thirty days before the bill is due. If the bill is not submitted to RSC within ninety days of acceptance of the good or service or if a written extension is not requested, RSC shall not pay the bill. When RSC asks a Contractor to bill a third party before billing RSC, that Contractor shall submit the bill within ninety days of receiving payment from the third party.
- V. All financial obligations of RSC under this contract are subject to the appropriation of sufficient funds by the Ohio General Assembly and or the U.S. Congress. If, at any time, sufficient funds are not appropriated or available to continue funding the payments due under this contract, it will be terminated on the date the available appropriation expires without any further obligations by RSC.

**OHIO REHABILITATION SERVICES COMMISSION
CONTRACT AND AGREEMENT****STANDARD TERMS AND CONDITIONS**

1. **DEPARTMENT OF ADMINISTRATIVE SERVICES (DAS) OR CONTROLLING BOARD APPROVAL:** If DAS or Controlling Board approval is required, this Contract shall not be valid and enforceable until appropriate approvals are received.
2. **CERTIFICATE OF AVAILABLE FUNDS:** It is expressly understood and agreed by the parties that none of the rights, duties, and obligations described in this Agreement shall be binding on either party until all relevant statutory provisions of the Ohio Revised Code, including, but not limited to, O.R.C. Section [126.07](#), have been complied with, and until such time as all necessary funds are available or encumbered and, when required, such expenditure of funds is approved by the Controlling Board of the State of Ohio, or in the event that grant funds are used, until such time that RSC gives Contractor written notice that such funds have been made available to RSC by RSC's funding source.
3. **NATURE OF CONTRACT AND RELATIONSHIP OF PARTIES:**
 - a. RSC enters into this Agreement in reliance upon Contractor's representations that it has the necessary expertise and experience to perform its obligations hereunder, and Contractor warrants that it does possess the necessary expertise and experience. It is fully understood and agreed that the Contractor is an independent contractor and is not an agent, servant, or employee of RSC or the State of Ohio. Neither Contractor nor its personnel, nor any subcontractor shall at any time, or for any purpose, be considered as agents, servants, or employees of RSC or the State of Ohio as a result of any work performed under this Agreement. RSC shall not hire, supervise, or pay any assistants to Contractor in its performance under this Agreement. Contractor shall be responsible for all of Contractor's business expenses, including, but not limited to, employees' wages and salaries, insurance of every type and description, and all business and personal taxes, including income and Social Security taxes and contributions for Workers' Compensation and Unemployment Compensation coverage, if any. The Contractor must receive RSC written approval prior to entering into any subcontract or joint venture for the delivery of services required by this Contract. If the Contractor enters into any agreement with a subcontractor, the Contractor is ultimately responsible for any and all actions or omissions by the subcontractor in the delivery of services under this contract. The Contractor shall, for each subcontract authorized by RSC, require its subcontractor(s) to agree and be bound to the same terms of this Agreement and shall not agree to terms inconsistent with, or at variance from, this Agreement.
 - b. Throughout the term of this contract, the Contractor shall provide RSC with copies of all current licensure, certification, and/or accreditation, including any renew or re-issuance thereof, for any employee or subcontractor, providing services under this contract.
 - c. Except as expressly provided herein, neither party shall have the right to bind or obligate the other party in any manner without the prior written consent of the other party.
 - d. RSC may, from time to time, communicate specific instructions and requests to Contractor concerning the performance of the work described in this Agreement. Upon such notice and within ten days after receipt of instructions, Contractor shall comply with such instructions and fulfill such requests to RSC's satisfaction. It is expressly understood by the parties that these instructions and requests are for the sole purpose of performing the specific tasks requested to ensure satisfactory completion of the work described in this Agreement. The management of the work, including the exclusive right to control or direct the manner or means by which the work is performed, remains with the Contractor. RSC retains the right to ensure that Contractor's work is in conformity with the terms and conditions of this Agreement.
4. **NONDISCRIMINATION IN EMPLOYMENT:**
 - a. Pursuant to O.R.C., Section 125.111 and, where applicable, Executive Order 2011-05K, the Contractor agrees that Contractor, any subcontractor, and any person acting on behalf of the Contractor or subcontractor, shall not discriminate, by reason of race, color, religion, sex, age, disability or military status as defined in ORC 4112.01, genetic information, sexual orientation, gender, national origin, or ancestry against any citizen of this state in the employment of any person qualified and available to perform the work under this Agreement. Contractor further represents that they each have a written affirmative action program for the employment and effective utilization of economically disadvantaged persons and

- have filed a description of the affirmative action program and progress report on its implementation with the Equal Opportunity Division of the Department of Administrative Services. Contractor further represents and warrants that it has provided or will provide verification of such to RSC prior to execution of this Agreement. Contractors may reference additional information and submit their affirmative action program description online at: <http://www.das.ohio.gov/Divisions/EqualOpportunity/AffirmativeActionEqualEmploymentOpportunity/tabid/173/Default.aspx>
- b. Contractor further agrees that Contractor, any subcontractor, and any person acting on behalf of Contractor or subcontractor shall not, in a manner, discriminate against, intimidate, or retaliate against any employee hired for the performance of work under this Agreement on account of race, color, religion, sex, age, disability, or military status as defined in ORC 4112.01, genetic information, sexual orientation, gender, national origin, or ancestry.
- c. Contractor agrees to comply with E.O. 11246, "Equal Employment Opportunity, as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." Contractor agrees to comply with Title VI and Title VII of the Civil Rights Act of 1964, Equal Pay Act of 1962, Age Discrimination in Employment Act of 1967, Title IX of Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, Title I and Title V of the Americans with Disabilities Act of 1990, Fair Housing Act, Fair Credit Reporting Act, Equal Educational Opportunities Act, and the Uniform Relocation Act, as may be applicable.
- d. Contractor and or subcontractor(s) agree to purchase goods and services related to this Agreement, if any, from certified MBE and EDGE vendors whenever feasible. Additional Information and vendor listings are available at: <http://www.das.ohio.gov/Divisions/EqualOpportunity/MBEEDGECertification/tabid/134/Default.aspx>
5. **TAXES:** The Contractor affirms that it is not delinquent in the payment of any applicable federal, state, and local taxes and agrees to comply with all applicable Federal, State, and Local laws in the performance of the work hereunder. The Contractor accepts full responsibility for payment of all taxes, including and without limitation, unemployment compensation, insurance premiums, all income tax deductions, social security deductions, and any and all other taxes or payroll deductions required for all employees engaged by the Contractor in the performance of the work authorized by this Contract. The contractor must provide workers compensation for their employees and submit proof upon request. RSC and the State of Ohio shall not be liable for any taxes under this Contract. Additionally, the State of Ohio, RSC is exempt from state, county, and transit sales taxes for services and goods supplied to and billed directly to RSC.
6. **CONTROLLING LAW:** This Agreement and the rights of the parties hereunder shall be governed, construed, and interpreted in accordance with the laws of the State of Ohio and only Ohio courts shall have jurisdiction over any action or proceeding concerning the Agreement and/or performance thereunder.
7. **COMPLIANCE WITH LAWS:**
- a. Contractor, in the execution of duties and obligations under this Agreement, agrees to comply with all applicable federal, state, and local laws, rules, regulations, and ordinances.
- b. The Contractor shall meet State of Ohio requirements for certification, licensure, and registration where applicable. Contractor shall be required to provide proof of such certification, licensure, and registration and to provide any renewal certification, licensure, and registration.
- c. It is expressly agreed by the parties that none of the rights, duties, and obligations herein shall be binding on either party if award of this Agreement would be contrary to the terms of Ohio Revised Code (O.R.C.) Section [3517.13](#)-Campaign; Political Parties-Failure to File Statements; O.R.C. Section [127.16](#)-Purchasing by Competitive Selection; or O.R.C. Chapter [102](#)-Public Offices-Ethics.
8. **TERMINATION OF CONTRACTOR'S SERVICES:**
- a. Prior to the expiration of the term of this Contract, either party may suspend or terminate the Contract, without cause, by providing written notice to the other party not less than thirty (30) days prior to the termination date. RSC may suspend or terminate the Contract immediately, with cause, by giving written notice to Contractor. Contractor, upon receipt of notice of suspension or termination, shall cease work on the suspended or terminated activities under this Agreement, suspend or terminate all subcontracts relating to the suspended or terminated activities, and take all necessary or appropriate steps to limit disbursements and minimize costs. If requested by RSC, Contractor shall furnish a report, as of the date of receipt of notice of suspension or termination, describing the status of all work under the Contract, including, without

limitation, results, conclusions resulting therefrom, and any other matters RSC requires and shall deliver to RSC all work products and documents, which have been specifically prepared for RSC by Contractor in the course of providing services under the Contract. All such material shall become and remains the property of RSC, to be used in such manner and for such purposes as RSC may choose. Contractor shall be paid for services rendered up to the date Contractor received notice of termination, less any payments previously made, provided Contractor has supported such payments with detailed factual data containing services performed and hours worked. In the event of termination, any payments made by RSC for which Contractor has not rendered services shall be refunded. Contractor agrees to waive any right to, and shall make no claim for, additional compensation against RSC by reason of such termination.

- b. In the event of termination of this Contract, the provisions concerning confidentiality, as outlined in Article 11 below, shall remain binding upon the Contractor.
- c. Other than as outlined herein, termination pursuant to this Article will relieve either party of further obligation under this Contract. In no event will RSC be obligated to pay for any services not actually performed by the Contractor.

9. **MODIFICATION TO SERVICES:** RSC and the Contractor agree that any change in the rate(s) or type(s) of service shall require written agreement by both parties.

10. **RECORD KEEPING AND AUDITS:**

- a. During the performance of this Agreement and for a period of three years after its completion, Contractor agrees to maintain a proper system of accounting and auditable records, in a manner consistent with generally accepted accounting principles, to account for the expenditure of all funds provided by this agreement, including any and all direct and indirect costs expended, and to make these records available for review upon request by RSC representatives at all reasonable times, including regular working hours. Contractor further agrees to retain all records and reports for a period of not less than three years following audits by the appropriate state and federal auditing agencies or until questions arising from the audit have been resolved, whichever is later.
- b. OMB A-133 requires RSC, as the recipient of federal funds, to insure that sub-recipients complete an audit in accordance with the requirements of the Single Audit Act of 1984, P.L. 98-502, as amended, and the resulting OMB Circular A-133. If this is applicable to the Contractor, then the Contractor is required to adhere to the mandates of the Single Audit Act and OMB Circular A-133. The audit must be performed on an annual basis for each agency fiscal year if \$500,000 or more is expended in federal funds.
- c. Upon completion of the audit, the Contractor must send RSC written notification, as per requirements of Section 320(e)(2) of the Circular, to RSC Fiscal Management, 150 East Campus View Blvd., Columbus, Ohio 43235. If there is a finding with any RSC funds, the Contractor must submit a copy of the complete audit reporting package to RSC. A corrective plan of action will then be developed following review of the audit finding.
- d. Contractor agrees to comply with OMBA-133, Federal Auditing Requirements, where applicable. Contractor also agrees to comply with the applicable federal cost principle (OMB A-122 (2 CFR Part 230), Federal Cost Principles for Non-Profits Organizations; A-87 Federal Cost Principles for state and local governments; and/or A-21 Federal Cost Principles for colleges and universities) and OMB A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations.
- e. The Contractor agrees to be responsible for the costs of any audit in which it is determined that the Contractor violated, in any material respect, any provision of Federal, State or local law.

11. **CONFIDENTIALITY:**

- a. Contractor shall not discuss or disclose any confidential consumer information or material obtained pursuant to its obligations under this Agreement without the prior written consent of the consumer, applicant, or former consumer. Contractor shall comply with the confidentiality provisions defined and outlined in O.R.C. Section 3304.21, O.A.C. Section 3304-2-63, 34 CFR 361.38, Attorney General Opinion 76-049, and as otherwise required pursuant to state and federal law.
- b. Contractor shall safeguard confidential consumer information for which they have the authority to access by ensuring that the data is secure. The measures to secure the information include, but are not limited to, password protection, locked cabinet drawers, locked offices, logging off the computer, etc. Contractor is responsible for securing all computers (i.e.

Antivirus, Microsoft patches, etc.) and encrypting any mobile devices (i.e. laptops, tablets, smartphones, etc.) that may contain consumer information. Any unauthorized access or inappropriate release or use of confidential consumer information shall be reported immediately to the RSC Chief Legal Counsel. Unauthorized access, release or misuse of confidential consumer information could result in termination of this agreement and possible criminal charges per state law.

- c. In the event of an appeal and/or other complaint is filed with RSC by an applicant, consumer or former consumer for RSC services, the Contractor agrees to make his or her staff and records available to RSC for its review, investigation, response and/or defense of the appeal and/or complaint.

12. LIABILITY:

- a. In no event shall either party be liable to the other party for indirect, consequential, incidental, special, punitive damages, or lost profits.
- b. Contractor agrees to indemnify and to hold RSC and the State of Ohio harmless and immune from any and all claims for injury or damages arising from this Agreement which are attributable to Contractor's own actions or omissions or those of its trustees, officers, agents, employees, sub-contractor(s), suppliers, third parties utilized by Contractor, or joint ventures, while acting under this Agreement. Such claims shall include any claims made under the Fair Labor Standards Act or under any other federal or state law involving wages, overtime, or employment matters and any claims involving patents, copyrights, and trademarks. (The indemnification provision in this paragraph shall not be applicable to Agreements with other State of Ohio government agencies, instrumentalities or political subdivisions of the State).
- c. Contractor shall bear all costs associated with defending RSC and the State of Ohio against any claims made because of Contractor's acts or omissions.
- d. Upon request by RSC or if stated in Exhibit [A], Contractor, at its own cost, agrees to procure and continue in force at all times that this contract is in effect, in its name, general liability insurance against any and all claims for injuries to persons or damage to property occurring or arising out of Contractor's obligations set forth herein. Such insurance shall at all times be in an amount not less than Five Hundred Thousand Dollars (\$500,000) on account of bodily injury to or death of one (1) person, and One Million Dollars (\$1,000,000) on account of bodily injuries or death of more than one person as a result of any one incident or disaster, and Two Hundred Fifty Thousand Dollars (\$250,000) for property damage in any one accident. Such insurance shall be written by a company or companies authorized to engage in the business of general liability insurance in the State of Ohio with an A.M. Best rating of at least "A" or be otherwise approved in writing by RSC. A certificate reflecting the continuing coverage of all such policies procured by Contractor in compliance herewith shall be delivered to RSC at least thirty (30) days prior to the time such insurance is required to be carried by Contractor, and thereafter at least thirty (30) days prior to the expiration of any policies. Such insurance shall name RSC and the State of Ohio as additional insureds. Such policies shall bear an endorsement stating that the insurer agrees to notify RSC not less than thirty (30) days in advance of any proposed modification or cancellation of any such policy.

13. CONFLICTS OF INTEREST AND ETHICS COMPLIANCE:

- a. No personnel of contractor, subcontractor or any person acting on behalf of contractor or a subcontractor shall, prior to the completion of said work, voluntarily acquire any personal interest, direct or indirect, which is incompatible or in conflict with the discharge and fulfillment of his or her functions related to this Agreement.
- b. Any such person who acquires an incompatible or conflicting personal interest, on or after the effective date of this Agreement, or who involuntarily acquires any such incompatible or conflicting personal interest, shall immediately disclose his or her interest to RSC in writing. Thereafter, he or she shall not participate in any action affecting the work under this Agreement, unless RSC shall determine in its sole discretion that, in the light of the personal interest disclosed, his or her participation in any such action would not be contrary to the public interest.
- c. Contractor, by signature on this document, certifies that Contractor: (1) has reviewed and understands the Ohio ethics and conflict of interest laws, and (2) will take no action inconsistent with those laws and any applicable order. Contractor understands that failure to comply with Ohio ethics and conflict of interest laws may, in itself, be grounds for termination of this contract and may result in the loss of other contracts with the State of Ohio. Additional information concerning Ohio ethics laws may be found by accessing the following website: [http:// www.ethics.ohio.gov](http://www.ethics.ohio.gov)

14. **CAMPAIGN CONTRIBUTIONS:** Contractor hereby certifies compliance with O.R.C. Section 3517.13, as applicable. Any violation of O.R.C. Section 3517.13 by Contractor renders this Agreement void ab initio.
15. **ENTIRE AGREEMENT/WAIVER:**
- a. This Agreement, along with any attachments, contains the entire agreement between the parties hereto and shall not be modified, amended, or supplemented, or any rights herein waived, unless specifically agreed upon in writing by the parties hereto.
 - b. This Agreement supersedes any and all previous agreements, whether written or oral, between the parties.
 - c. A waiver by any party of any breach or default by the other party under this Agreement shall not constitute a continuing waiver by such party of any subsequent act in breach of or in default hereunder.
16. **NOTICES:** Except as specifically provided otherwise, all notices, consents, and communications hereunder shall be given in writing, shall be deemed to be given upon receipt thereof, and shall be sent to the respective addresses on the signature page of this document.
17. **SEVERABILITY:** The provisions of this Agreement are severable and independent. If any provision of this Agreement be deemed unenforceable by a court of competent jurisdiction in whole or in part, the remaining provisions and any partially enforceable provisions, to the extent enforceable, shall, nevertheless, be binding and enforceable.
18. **HEADINGS:** The headings in this Agreement have been inserted for convenient reference only and shall not be considered in any questions of interpretation or construction of this Agreement.
19. **RELATED AGREEMENTS:**
- a. The work contemplated in this Agreement is to be performed by Contractor, who may subcontract without RSC's approval for the purchase of articles, supplies, components, or special mechanical services that do not involve the type of work or services described in Exhibit [A], Scope of Services, but which are required for its satisfactory completion. Contractor shall not enter into other subcontracts, not otherwise specifically acknowledged within this Agreement without prior written approval by RSC. All work subcontracted shall be at Contractor's expense.
 - b. Contractor shall bind its subcontractor(s), if any, to the terms of this Agreement, so far as applicable to the work of the subcontractor(s), and shall not agree to any provision, which seeks to bind RSC to terms inconsistent with, or at variance from, this Agreement.
 - c. Contractor warrants that it has not entered into, nor shall enter into, other agreements, without prior written approval of RSC, to perform substantially identical work for the State of Ohio such that the product contemplated hereunder duplicates the work called for by the other agreements.
 - d. Contractor shall furnish to RSC a list of any and all subcontractors, if any, their addresses, tax identification numbers, and the dollar amount of each subcontract.
20. **DRUG FREE WORKPLACE:** The Contractor agrees to comply with all applicable federal, state, and local laws regarding smoke-free and drug-free work places and shall make a good faith effort to ensure that none of its employees or subcontractors purchase, transfer, use, or possess illegal drugs or alcohol, or abuse prescription drugs in any way when they are engaged in the work being performed hereunder.
21. **RIGHTS IN DATA AND COPYRIGHTS/PUBLIC USE:**
- a. RSC shall have unrestricted authority to reproduce, distribute, and use (in whole or in part) any reports, data, or materials prepared specifically for RSC, by the Contractor, subcontractor or any person acting on behalf of the contractor pursuant to this agreement. No such documents or other materials produced (in whole or in part) with funds provided to the Contractor by RSC shall be subject to copyright by the Contractor in the United States or any other country.
 - b. Contractor agrees that all deliverables hereunder shall be made freely available to the general public to the extent permitted or required by law.

22. DECLARATION REGARDING MATERIAL ASSISTANCE/NONASSISTANCE TO A TERRORIST ORGANIZATION:

- a. Contractor hereby represents and warrants to RSC that it has not provided any material assistance, as that term is defined in O.R.C. Section 2909.33(C), to any organization identified by and included on the United States Department of State Terrorist Exclusion List and that it has truthfully answered "no" to every question on the "Declaration Regarding Material Assistance/Non-assistance to a Terrorist Organization." Contractor further represents and warrants that it has provided or will provide such to RSC prior to execution of this Agreement. The "Declaration of Material Assistance" (DMA) forms may be found at: http://homelandsecurity.ohio.gov/dma/dma_forms.asp. (The requirements of this paragraph are not applicable to Agreements with other State of Ohio government agencies, instrumentalities or political subdivisions of the State).
- b. If these representations and warranties are found to be false, this Agreement shall be void *ab initio* and Contractor shall immediately repay to RSC any funds paid under this Agreement.

23. ANTITRUST ASSIGNMENT: Contractor assigns to RSC all State and Federal antitrust claims and causes of action that relate to all goods and services provided for in this Agreement.

24. FINDINGS FOR RECOVERY: Contractor warrants that it is not subject to an "unresolved" finding for recovery under O.R.C. Section 9.24. If this warranty is found to be false, this Agreement is void *ab initio* and Contractor shall immediately repay to RSC any funds paid under this Agreement.

25. DEBARMENT: Contractor represent and warrant that it is not debarred from consideration for contract awards by the Director of the Department of Administrative Services, pursuant to either O.R.C. Section [153.02](#) or O.R.C. Section [125.25](#) or the United States Department of Education, pursuant to [34 C.F.R. Part 85](#). If this representation and warranty is found to be false, this Agreement shall be void *ab initio* and Contractor shall immediately repay to RSC any funds paid under this Agreement.

26. TRAVEL EXPENSES: Contractor expressly understands that under no circumstances will contractor be compensated or reimbursed for any travel outside the State of Ohio in the performance of Contractor's obligations, duties and responsibilities under this Agreement. Any amounts approved by RSC for reimbursement of travel expenses shall be clearly and expressly outlined within the terms of this Agreement and shall not exceed any reimbursement rates authorized by Ohio law or rule of the Ohio Office of Budget and Management (OBM), the Ohio Department of Administrative Services (DAS) and/or, where applicable, the United States General Services Administration (GSA).

27. SWEATSHOP FREE REQUIREMENTS: Contractor certifies that all facilities used for the production of any supplies or performance of services offered are in compliance with applicable domestic labor, employment, health and safety, environmental and building laws and are sweatshop free. This certification applies to any and all suppliers and/or subcontractor used by the Contractor in furnishing the supplies or services. If DAS receives a complaint alleging non-compliance with sweatshop free requirements, DAS may enlist the services of an independent monitor to investigate allegations of such non-compliance on the part of the Contractor, any subcontractor or suppliers used by the Contractor in performance of the Contract. If allegations are proven accurate, the Contractor will be advised by DAS of the next course of action to resolve the complaint and the Contractor will be responsible for any costs associated with the investigation. Items that will be considered in an investigation include, but are not limited to standards for wages, occupational safety and work hours.

28. BIENNIUM AND RENEWAL REQUIREMENTS:

- a. As the current General Assembly cannot commit a future General Assembly to expenditure, this Agreement shall expire no later than the end of the current biennium. If the completion date of this Agreement goes beyond any current biennium then at that time RSC may renew the remaining time of this Agreement on the same terms and conditions by giving written notice to contractor prior to the end of the current biennium, otherwise this Agreement shall terminate at the end of the then current biennium.
- b. At the sole option of RSC, this Agreement may be renewed annually under the same terms and conditions applicable to this Agreement for any period of time, up to a maximum of twenty-four (24) additional months, provided that such renewal does not extend beyond the biennium in which the renewal takes place. If RSC chooses to exercise this option of renewal, RSC shall advise the Contractor, in writing, prior to the expiration of the current Agreement.

- c. In accordance with Section 126.07 of the Ohio Revised Code, any renewal hereunder shall not be valid or enforceable unless and until the Director of the Office of Budget and Management first certifies that there is a balance in the appropriation not already obligated to pay existing obligations.
29. **CONFLICT OF TERMS:** Contractor understands and agrees that if there is a conflict, whether in whole or in part, between any of the terms in this Agreement, including the terms found in Exhibit [A] and any and all other attachments or parts of this Agreement, then RSC shall have sole authority and discretion, which shall not be inconsistent with any established law, to identify which term, or portion of such term, would control and Contractor agrees to follow such determination by RSC.
30. **EXECUTIVE ORDER-PROHIBITION OF THE PURCHASE OF OFF-SHORE SERVICES / TERMINATION, SANCTION, DAMAGES:**
- a. The Contractor affirms to have read and understands Executive Order 2011-12K issued by Ohio Governor John R. Kasich and shall abide by those requirements in the performance of this Contract, and shall perform no services required under this Contract outside of the United States. The Executive Order is available at the following website: <http://governor.ohio.gov/MediaRoom/ExecutiveOrders.aspx>
- b. The Contractor also affirms, understands, and agrees to immediately notify RSC of any change or shift in the location(s) of services performed by the Contractor or its subcontractors under this Contract, and no services shall be changed or shifted to a location(s) that are outside of the United States.
- c. If Contractor or any of its subcontractors perform services under this Contract outside of the United States, the performance of such services shall be treated as a material breach of the Contract. RSC is not obligated to pay and shall not pay for such services. If Contractor or any of its subcontractors perform any such services, Contractor shall immediately return to RSC all funds paid for those services. RSC may also recover from the Contractor all costs associated with any corrective action RSC may undertake, including but not limited to an audit or a risk analysis, as a result of the Contractor performing services outside the United States.
- d. RSC may, at any time after the breach, terminate the Contract, upon written notice to the Contractor. RSC may recover all accounting, administrative, legal and other expenses reasonably necessary for the preparation of the termination of the Contract and costs associated with the acquisition of substitute services from a third party.
- e. If RSC determines that actual and direct damages are uncertain or difficult to ascertain, RSC in its sole discretion may recover a payment of liquidated damages in the amount of fifty percent of the value of the Contract.
- f. RSC, in its sole discretion, may provide written notice to Contractor of a breach and permit the Contractor to cure the breach. Such cure period shall be no longer than 21 calendar days. During the cure period, RSC may buy substitute services from a third party and recover from the Contractor any costs associated with acquiring those substitute services. Notwithstanding RSC permitting a period of time to cure the breach or the Contractor's cure of the breach, RSC does not waive any of its rights and remedies provided RSC in this Contract, including but not limited to recovery of funds paid for services the Contractor performed outside of the United States, costs associated with corrective action, or liquidated damages.
31. **SUCCESSORS/ASSIGNMENT/DELEGATION:** Except as otherwise provided hereto, neither this Agreement nor any rights, duties, obligations or responsibilities hereunder may be assigned, delegated or transferred, in whole or in part, by Contractor, without the prior written consent of RSC. Any assignment or delegation not consented to may be deemed void by RSC.
32. **EXECUTION:**
- a. This Agreement is not binding upon the parties unless executed in full.
- b. Contractor explicitly understands that services under this contract shall not begin, nor will Contractor be compensated for any of the services hereunder, until Contractor receives from RSC a fully executed copy of this Contract and, where applicable, a valid purchase order number.

[SIGNATURE PAGE FOLLOWS]

[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]

**OHIO REHABILITATION SERVICES COMMISSION
CONTRACT AND AGREEMENT**

SIGNATURE PAGE

In Witness whereof the parties hereto have caused this Agreement to be executed by their duly authorized officers as of the dates indicated below their signature(s).

CONTRACTOR:

**OHIO REHABILITATION SERVICES
COMMISSION:**

[] _____
Contractor Name and Title

Kevin L. Miller, Executive Director

[] _____
Contractor Business Name

400 E. Campus View Blvd.

[] _____
Contractor Address

Columbus, Ohio 43235

[] _____
City, State, Zip

[] _____
OAKS Vendor Identification Number

BY: _____
Executive Director Signature

[] _____
Contractor Email

[] _____
Date

BY: _____
Contractor Signature

[] _____
Date

EXHIBIT [A]**OHIO REHABILITATION SERVICES COMMISSION
CONTRACT AND AGREEMENT****SCOPE OF SERVICES AND ADDITIONAL TERMS**

The following information provides a description of the Scope of Services and any additional terms, duties and obligations required of Contractor in performance of this Agreement with RSC. Contractor understands and agrees that if there is a conflict, whether in whole or in part, between the terms in this Exhibit [A] and any other terms in the attachments or any other part of this Agreement then RSC shall have sole authority and discretion, which shall not be inconsistent with any established law, to identify which term, or portion of such term, would control and Contractor agrees to follow such determination by RSC.

1. Statement of Needs:

- A. RSC's mission is to ensure individuals with disabilities achieve quality employment, independence and disability determination outcomes through integrated services, partnerships and innovation. All activities under this Agreement shall be in compliance with the Rehabilitation Act of 1973 (29 USC 701, et. seq.) as amended in 1998, the purpose of which is to assist states in providing vocational rehabilitation services to individuals with disabilities, as well as all corresponding Federal and State laws and rules, including, but not limited to, The Code of Federal Regulation (CFR) Title 34, Ohio Revised Code (ORC) Title 33, Chapter 3304 and Ohio Administrative Code (OAC) Chapter 3304.
- B. Per the Federal Code of Regulations (CFR), Title 34, Section 361.28, RSC may enter into third-party contracts for providing or administering vocational rehabilitation (VR) services with another State agency or a local public agency that is furnishing part or all of the non-Federal share (match funds), as long as RSC ensures that:
- 1) Services provided by the cooperating agency are not the customary or typical services provided by that agency but are new services that have a VR focus or existing services that have been modified, adapted, expanded or reconfigured to have a VR focus;
 - 2) Services provided are only available to applicants for, or recipients of, services from RSC;
 - 3) Program expenditures and staff providing services under the contract are under the administrative supervision of RSC; and
 - 4) RSC plan requirements, including the Order of Selection (OOS), will apply to all services under the contract.
- C. RSC will purchase Vocational Rehabilitation (VR) case management services for eligible individuals with disabilities, as appropriately determined, and herein referred to as "Consumers". Per 34 CFR 361.36, when a state vocational rehabilitation program (i.e. RSC), does not have adequate resources to serve all eligible individuals in the state, an Order of Selection (OOS) is to be implemented. OOS delineates parameters for selecting the order in which consumers are served and requires that consumers with the most significant disabilities are served first. These regulations further indicate that the order in which consumers are served may not be based on duration of residency, type of disability, age, gender, race, color or national origin, source of referral, type of expected employment outcome, the need for specific services or the income level of the consumer or their family. The Code also requires that the Order of Selection is implemented on a statewide basis.
- D. RSC will enter into contracts with other State agencies and local public entities who provide non-federal match dollars in order for RSC to draw down federal dollars for these services. RSC will maintain administrative supervision for all case management services. Administrative supervision is defined as follows:

- 1) RSC approves eligibility for vocational rehabilitation services, the nature and scope of available services, and the provision of these services; and
- 2) RSC determines when to close the record of services of an individual who has achieved an employment outcome in accordance with applicable State and Federal laws.

2. **Statement of Services:**

- A. Case management services are to be provided to individuals with disabilities who are determined eligible pursuant to state and federal law and in compliance with RSC policies and procedures, herein referred to as "consumers".

The following demographics are provided:

- 1) Target Population –
- 2) Target Geographic Area –
- 3) Target Services –

- B. **Case Management Services** include, but may not be limited to:

- 1) Contractor will meet with potential consumers to provide information concerning their rights, federal and state regulations, and RSC policies and procedures. Contractor is responsible for opening a referral for the potential consumer and inputting all of its actions into the AWARE case management system. For the duration of each case, the contractor will remain responsible to document progress in AWARE;
- 2) The contractor is responsible for contacting the consumer within 14 days of referral. For each consumer, the contractor must provide documentation of a disability and a justification that the consumer requires and would benefit from vocational rehabilitation services in order for RSC to make eligibility and order of selection determinations. Documentation must be sent to RSC within 30 days of application unless an alternate timeline is mutually agreed to by RSC and the contractor;
- 3) RSC will provide notice to the contractor of eligibility and order of selection decisions; the contractor is responsible to transmit this information to the consumer within 10 days of receipt from RSC;
- 4) Within 120 days of RSC's eligibility determination, the contractor will draft Individualized Plans for Employment (IPE) for each eligible consumer. The draft IPE and a Comprehensive Assessment (CA) must be submitted to RSC for approval. Draft IPEs may be submitted beyond 120 days with mutual agreement by RSC and the contractor;
- 5) Contractor is responsible to authorize and provide oversight of services as described in the approved plan. Before a contractor can make any changes to a plan, the contractor must submit an amendment and justification to RSC and RSC must approve that amendment;
- 6) For the duration of each case, the contractor must make contact with each consumer every 60 days the case remains active. Contractor will manage each case to ensure timely service provision and status movement based on the individual needs of the consumer;
- 7) At the conclusion of a case, the contractor must provide justification for case closure;
- 8) The contractor is responsible for supervising its coordinators, supervisors, and support staff. Supervisors must complete an adequate number of case reviews to ensure each coordinator is maintaining casework that averages a 90% compliance score based on RSA standards. Case reviews must be completed electronically and submitted in the web-based format provided by RSC. RSC will evaluate the outcome of these case reviews and provide feedback as part of the quality monitoring process;
- 9) RSC reserves the right to observe any contractor and consumer interactions, including individual counseling sessions; and

10) Contractor must participate in all RSC required meetings.

C. Guide for **Appropriate Staffing** for Case Management Services are as follows:

- 1) Coordinator to Open Cases = 1:60-75
- 2) Supervisor to Coordinator ratio = 1:6
- 3) Support Staff to Coordinator = 1:4

D. Guide for **Case Management Services**:

1) for one (1) caseload per one (1) full-time coordinator is as follows:

- a) Open Cases on Hand – 60 to 75 active consumers;
- b) Open Cases Budget for an entire caseload - \$225,000 - \$250,000;
- c) Applications – 8 per month (x # of Coordinator FTEs);
- d) Eligibilities and OOS – 6 per month (x # of Coordinator FTEs);
- e) IPE – 4 per month (x # of Coordinator FTEs); and
- f) Competitively Employed Consumers Closed – 5 per 90 days in the contract period (x # of Coordinator FTEs).

2) Based on Sections 2.C. (Guide for Appropriate Staffing for Case Management Services), 2.D. (Guide for Case Management Services), the example in 2.D.3) below and your attached budget, the Contractor shall cooperate and comply and/or require cooperation and compliance with RSC approved sub-contractors to provide the following deliverables:

- a) Open cases on Hand: $(60-75 \times \# \text{ of Coordinator FTEs}) =$
- b) Case Service Budget: $(\$225,000-\$250,000 \times \# \text{ of Coordinator FTEs}) =$
- c) Applications: $(8 \text{ per month} \times \# \text{ of Coordinator FTEs}) =$
- d) Eligibilities & OOS: $(6 \text{ per month} \times \# \text{ of Coordinator FTEs}) =$
- e) IPEs: $(4 \text{ per month} \times \# \text{ of Coordinator FTEs}) =$

3) For this contract period, RSC provides the following example (using approximate dollars) for a case management budget:

➤ Contractor non-Federal match	\$ 350,000
➤ Federal draw down funds	<u>\$1,293,192</u>
➤ Total Amount	<u>\$1,643,192</u>
➤ RSC Amount (based on retaining 20%)	\$ 328,638
➤ Total Contract Amount	\$1,314,554
➤ Estimated Administrative Cost (based on assumption of 40%)	\$ 525,822
➤ Case Mgt Services Budget	\$ 788,732

Based on the above "Contract" amount, approximate staffing needs would be:

- 3.00 FTE – Coordinators (Case Mgt Service Budget/\$250,000)
- .50 FTE – Supervisor (Based on staffing ratio of 1:6)
- .75 FTE – Support Staff (Based on staffing ratio of 1:4)

4) Contractor shall exclusively use RSC's Case Management System, made available via RSC's Extranet, for consumer confidential case information. Confidential case information shall not be copied or backed-up on a computer nor printed or retained in any fashion outside of the AWARE system. RSC shall obtain/maintain the required licenses for the Contractor's use of this system which shall be used for no other purpose than to conduct contract related activity and shall be in compliance with all RSC access requirements.

E. RSC shall assign a Rehabilitation Program Specialist (RPS) to support the contract.

3. Additional Fiscal and/or Budget Requirements, Terms and Conditions:

A. Match

Contractor shall provide to RSC match funds in no fewer than two (2) separate payments. Contractor's obligations for match funds are outlined in the budget attached to this Agreement.

- 1) The first match payment shall be due to RSC one (1) month following the start date of the contract. The Contract start date is specified on the first page of this Contract. The amount of the first match payment shall be exactly one-half (or 50%) of the amount shown on the attached budget in the "Contractor Match Contribution" field.
- 2) The second match payment shall be due to RSC on or before April 1, . The amount of the second match payment shall be determined by RSC according to the following match/ time limited funds (i.e. carry-over) reconciliation procedure:
 - a) RSC shall compute the final actual time limited funds (i.e. carry-over) amount remaining from the VRP3 Contract for the prior contract period, if applicable.
 - b) RSC shall revise the budget for the current contract to reflect the actual time limited funds (i.e. carry-over) amount computed in item 3.A.2)a) of this Exhibit A. This revision shall change the amount of new funding needed to support the total contract amount defined under "Compensation for Services", article I, on the first page of this Contract.
 - c) RSC shall compute a revised "Contractor Match Contribution" amount based on the new funding amount identified in item 3.A.2)a) of this Exhibit A.
 - d) RSC shall subtract from the revised "Contractor Match Contribution" amount the amount of the match payment made according to item 3.A.1) of this Exhibit A. The difference shall be the amount of the second match payment requested from the Contractor.
 - e) Contractor understands and agrees that all calculations and amounts determined pursuant to the procedure outlined under item 3.A.2) of this Exhibit A shall be established by RSC's Division of Fiscal Management at its sole discretion and Contractor shall cooperate with such determinations.
 - f) An example using the example in 2.B.3) but with "time limited" funds of \$100,000 is provided below:

➤ Total Contract Funds-See 2.B.3)	\$1,314,554
➤ Less "Time Limited" funds	\$ 100,000
➤ NEW Contract Funds	<u>\$1,214,554</u>
➤ Match to draw "NEW Contract Funds	\$ 323,375
➤ Revised Federal Funds Draw	\$1,194,817
➤ RSC Amount (20%)	\$ 303,538
➤ NEW Contract Amount	\$1,214,554
➤ TOTAL Contract Amount (w/"Time Limited" funds)	\$1,314,554

- B. Per Ohio Revised Code (ORC), Section 3304.182, RSC may maintain up to twenty-five percent (25%) of the total funds available under the contract to support vocational rehabilitation programming; however, for this contract period, RSC shall maintain twenty percent (20%).
- C. Funds provided by Contractor are non-refundable. Contractor is expected to budget so that all funds are expended during the contract period. If all funds are not expended during the contract period RSC, in its sole discretion, may retain the remainder of the funds not expended and revert the funds to RSC's operational budget. RSC, in its sole discretion, may allow Contractor to carry forward an amount, which shall be no more than twenty-five percent (25%) of the original contract amount, into a new contract. RSC reserves the right to adjust the amount of any future contract's match based upon the amount of the Contractor's time limited funds (i.e. carryover) authorized by RSC.
- D. Contractor shall comply with cost principals described in OMB circular A-87 (state and local governments) or A-122 (non-profit).

E. Contractor shall submit a final fiscal report to RSC no later than 90 days after the end of the contract period, along with the return of any actual costs which cannot be properly documented.

F. Contractor shall invoice RSC on a monthly basis.

4. Education/Training, Licensure/Certification and Experience:

A. Education

Project Supervisors and Coordinators shall possess a minimum of a bachelor's degree in a related field (e.g. rehabilitation counseling, counseling, social work, psychology, sociology, special education, communication disorders, or rehabilitation teaching).

B. Contractors shall maintain necessary accreditation and provide RSC with a current copy of same. Contractor shall ensure that any sub-contractor also maintains necessary accreditations and will provide RSC with a current copy of same.

C. Training Requirements

1) RSC will conduct project training to include, but not be limited to: sessions for new project coordinator, supervisor, support staff, and administrative management; and training for fiscal and regulatory requirements.

2) Contractual staff shall participate in all RSC mandatory training.

5. Monitoring, Evaluation and Reporting:

A. RSC shall conduct, and the Contractor shall cooperate with, quality assurance evaluations and periodic reviews to assess the Project's progress and achievements.

1) If RSC determines that Contractor has not complied with a required term of this contract, in addition to any other rights and remedies available, RSC may require Contractor to submit a corrective action plan to resolve any deficiencies within 30 days of said request to Contractor.

B. Contractor is responsible for ensuring that they are well versed in the services provided by their RSC approved subcontractor(s) and that the subcontractors are delivering quality services at the level determined by the Project Coordinator(s).

C. Contractor shall cooperate with the following monitoring and evaluation requirements:

1) Contractor staff shall be responsible for coordinating and preparing information for fiscal and programmatic monitoring and evaluation activities, as determined by RSC;

2) Contractor shall submit a quarterly review report, on the format provided by RSC, summarizing the current status of the Project, achievements, and any issues/concerns that need to be addressed; and

3) Contractor shall perform monitoring review as set forth in the RSC Policy 30-QA-01, "Programmatic Case Reviews for VR" and Procedure 30-QA-01-01, "Performance-based Case Review for VR" with a minimum requirement of five (5) case review/observations per year per VR Coordinator.

D. Contractual staff shall participate in all meetings determined necessary by RSC.

E. Contractor shall cooperate with RSC's attendance at Contractor team meetings.

6. Additional Terms

A. Consumers shall be assigned to Contractor programs in compliance with informed choice, 34 CFR 361.52. Contractor shall accept consumers who are, in accordance with the Scope of Services as defined in Exhibit A, referred to its program by RSC. Contractor shall not reject or eject a consumer from its program without approval from RSC. If Contractor cannot serve a consumer, Contractor shall meet with RSC and provide justification as to why that consumer cannot be served by Contractor's program which shall not be inconsistent with state and federal law and rules. Contractor's justification shall not include the severity of the

consumer's disability or the cost of the service. RSC shall only approve Contractor's justification if it is in accordance with law and related to the best interest of the consumer as opposed to administrative considerations.

- B. Contractor shall not discuss or disclose any confidential consumer information or material, as defined and outlined in O.R.C. Section 3304.21, O.A.C. Section 3304-2-63, 34 CFR 361.38 and Attorney General Opinion 76-049, and obtained pursuant to its obligations under this Agreement without the prior written consent of the consumer, applicant, or former consumer. Contractor shall safeguard confidential consumer information for which they have the authority to access by ensuring that the data is secure. The measures to secure the information include, but are not limited to, password protection, locked cabinet drawers, locked offices, logging off the computer, etc. Contractor is responsible for securing all computers (i.e. Antivirus, Microsoft patches, etc.) and encrypting any mobile devices (i.e. laptops, tablets, smartphones, etc.) that may contain consumer information. Any unauthorized access or inappropriate release or use of confidential consumer information shall be reported immediately to the RSC Chief Legal Counsel. Unauthorized access, release or misuse of confidential consumer information could result in termination of this agreement and possible criminal charges per state law.
- C. In conjunction with item 2.D.4) of this Exhibit A (Regarding Contractor's use of RSC's Case Management system), Contractor shall strictly adhere to RSC policies and rules for use of the "AWARE" case management and data information system and shall consult with RSC and comply with RSC's document retention policies and rules, in addition to all other applicable state and federal laws, concerning the information that is obtained and maintained pursuant to Contractor's obligations under this Agreement.
- D. Contractor, where applicable, shall comply with the requirements of Ohio Revised Code Section 3304.181 and understands that any agreement entered into between RSC and a private or public entity to provide funds pursuant to Ohio Revised Code Section 3304.181 shall be in accordance with 34 C.F.R. 361.28 and Section 3304.182 of the Ohio Revised Code.
- E. Pursuant to Ohio Revised Code Section 3304.182, if Contractor is a private or public entity providing funds under section 3304.181 of the Ohio Revised Code then RSC may receive a percentage of funds that shall be not more than twenty-five per cent of the total funds available under the agreement. In addition, subject to O.R.C. 3304.182, RSC may terminate an Agreement at any time for just cause. RSC may terminate an Agreement for any other reason by giving at least thirty days' notice to the public or private entity. Contractor understands and shall comply with the requirement that any services provided under an agreement entered into under Section 3304.181 of the Ohio Revised Code shall be provided by a person or government entity that meets the accreditation standards established in rules adopted by RSC under Section 3304.16 of the Ohio Revised Code.
- F. Notwithstanding any termination provision within this Agreement, if RSC provides a notice of termination to Contractor, RSC may choose to provide Contractor with an opportunity to cure any breach that resulted in such notice of termination. Such cure period shall be no longer than fifteen days after providing Contractor written notice of the opportunity to cure. During the cure period RSC may substitute services for Contractor and recover from Contractor any costs associated with acquiring and/or providing the substitute services. RSC does not waive any of its rights and remedies provided RSC in this Agreement, including but not limited to recovery of funds paid for services and costs associated with corrective action.
- G. Visual Identity – Funding Recognition Logo & Guidelines: Contractor/Project Partners shall follow the established Visual Identity Guidelines, provided by RSC, and use an approved RSC-VRP3 logo in all official project related correspondence, including but not limited to: Brochures, Business Cards, Media Releases and Newspaper Articles.

**DEPARTMENT OF ADMINISTRATIVE SERVICES
STANDARD AFFIRMATION AND DISCLOSURE FORM
EXECUTIVE ORDER 2011-12K**

Banning the Expenditure of Public Funds on Offshore Services

**IF CONTRACTOR/GRANTEE HAS NOT ALREADY COMPLETED THIS FORM AS PART OF A
REQUEST FOR PROPOSAL – CONTRACTOR/GRANTEE MUST COMPLETE THIS FORM
AND SUBMIT IT WITH THE SIGNED CONTRACT/GRANT**

CONTRACTOR/SUBCONTRACTOR AFFIRMATION AND DISCLOSURE:

By the signature affixed to this response, the Bidder/Offeror affirms, understands and will abide by the requirements of Executive Order 2011-12K issued by Ohio Governor John R. Kasich. If awarded a contract, the Bidder/Offeror becomes the Contractor and affirms that both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States. The Executive Order is attached and is available at the following website:
<http://governor.ohio.gov/MediaRoom/ExecutiveOrders.aspx>.

The Bidder/Offeror shall provide all the name(s) and location(s) where services under this Contract will be performed in the spaces provided below or by attachment. Failure to provide this information as part of the response will deem the Bidder/Offeror not responsive and no further consideration will be given to the response. Bidder/Offeror's offering will not be considered. If the Bidder/Offeror will not be using subcontractors, indicate "Not Applicable" in the appropriate spaces.

- 1. Principal location of business of Contractor:

(Address) (City, State, Zip)]

Name/Principal location of business of subcontractor(s):

(Name) (Address, City, State, Zip)

(Name) (Address, City, State, Zip)]

- 2. Location where services will be performed by Contractor:

(Address) (City, State, Zip)]

Name/Location where services will be performed by subcontractor(s):

(Name) (Address, City, State, Zip)

(Name)

(Address, City, State, Zip)]

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Contractor:

(Address)

(Address, City, State, Zip)]

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by subcontractor(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)]

4. Location where services to be performed will be changed or shifted by Contractor:

(Address)

(Address, City, State, Zip)]

Name/Location(s) where services will be changed or shifted to be performed by subcontractor(s):

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

(Name)

(Address, City, State, Zip)

Attachment B – Equipment Useful Life Table

The table below is copied from the Ohio Department of Administrative Services website and should be used as a guide to determine the useful life estimate to enter on the Equipment Budget Worksheet. The estimate should be entered as a number of years.

Dept. of Administrative Services – Asset Mgt. Useful Life Table		
Item Description	Useful Life (Months)	Useful Life (Years)
A/B SWITCHES/SHARING DEVICES	36	3
ABDOMINAL BOARDS/ EXERCISERS	120	10
ADDING MACHINES	120	10
ADDRESSING MACHINES	120	10
ADJUSTABLE TRAYS	180	15
AGRICULTURE/GARDEN/FARM-MISC.	120	10
AGRICULTURE/PLANT TABLES	180	15
AIR CONDITIONERS (WINDOW UNIT)	120	10
AIR POLLUTION CONTROL EQUIP.	120	10
AIRCRAFT-MISC.	72	6
AMBULANCES	180	15
AMPHITHEATERS	240	20
AMPLIFIERS	120	10
ANALYZERS	120	10
ANIMAL FEEDERS	120	10
ANIMAL SCALES	120	10
ANIMAL SHELTERS	120	10
ANSWERING MACHINES	60	5
ANTIQUE VEHICLES	180	15
ANTIQUES	120	10
AQUEDUCTS	240	20
ART OBJECTS	120	10
ART PRINTS-SIGNED	120	10
ART PRINTS-SIGNED & NUMBERED	120	10
ARTIFACTS	120	10
AUDIO CASSETTES	120	10
AUDIO VISUAL STANDS	120	10
AUDIO VISUAL/VISUAL-MISC.	120	10
AUDIO-MISC.	120	10
BACKHOES	72	6
BAGGAGE CARTS	72	6
BALANCE BEAMS	120	10
BAND SAWS	120	10
BAR CODE DATA COLLECTORS	36	3
BAR CODE PRINTERS	36	3
BAR CODE SCANNERS	36	3
BAR CODE VERIFIERS	36	3
BAR CODING DEVICES-MISC.	36	3
BARBER CHAIRS	180	15
BARGES	120	10
BAROMETERS/MANOMETERS	120	10
BATH/MEDICINE CABINETS	180	15
BATTERY CHARGERS	120	10
BEACHES (DEVELOPED)	240	20

Item Description	Useful Life (Months)	Useful Life (Years)
BEDS	180	15
BEDS-MEDICAL	120	10
BINDING MACHINES	120	10
BINS	180	15
BLDG MAINTENANCE-MISC.	120	10
BLEACHERS/BAND SHELLS	240	20
BLIND/DRAPERY SUPPORTS	180	15
BLINDS (HORIZONTAL)	180	15
BLINDS (VERTICAL)	180	15
BLOOD PRESSURE EQUIPMENT	120	10
BLOW VAC	120	10
BOAT LAUNCH/PIER	240	20
BOAT LAUNCHES	120	10
BOATS-GENERAL	120	10
BOATS-INBOARD ONLY	120	10
BOATS-INBOARD/OUTBOARD	120	10
BOATS-JOHN	120	10
BOATS-OUTBOARD ONLY	120	10
BOATS-PONTOON	120	10
BOOK CARTS/TRUCKS	120	10
BOOKCASES	180	15
BOOKS BRAILLE	120	10
BOOKS-1ST EDITION	120	10
BOOKS-1ST EDITION SIGNED	120	10
BOOKS-AUTOGRAPHED	120	10
BOOKS-GENERAL	120	10
BOOKSHELVES	180	15
BOOKS-RARE	120	10
BOOKS-SIGNED BY AUTHOR	120	10
BOOM TRUCKS	72	6
BOWS & ARROWS	120	10
BRAILLE EQUIPMENT	120	10
BUFFET SIDE SERVER TABLES	180	15
BUILDING SIGNS (STANDALONE)	240	20
BULLDOZERS	72	6
BULLETIN BOARDS	120	10
BUOYS/MARKERS	120	10
BURSTERS	36	3
BUSES-OTHER	180	15
CABINETS/FILES-MISC.	180	15
CABLES	36	3
CALCULATORS	120	10
CAMCORDERS/VIDEO RECORDERS	120	10
CAMERAS (DIGITAL)	36	3
CAMERAS/PHOTOGRAPHIC EQUIP.	120	10
CAMPGROUND	360	30
CANOES	120	10
CARD FILES	120	10
CARD PUNCHERS	36	3
CARD READERS	36	3
CARD STAMPERS	120	10
CARDIOPULMONARY EQUIP.	120	10
CARGO PLANES	72	6

Item Description	Useful Life (Months)	Useful Life (Years)
CARPET CLEANERS	120	10
CARTRIDGE TAPE DRIVE	36	3
CASH REGISTERS	120	10
CASSETTE RECORDERS	120	10
CELLULAR EQUIPMENT	60	5
CENTRAL PROCESSING UNIT (CPU)	36	3
CENTRIFUGES	120	10
CHAIN SAW	120	10
CHAIRS-MISC.	180	15
CHALKBOARDS/BULLETIN BOARDS	120	10
CHECK VOIDERS	120	10
CHECK WRITERS	120	10
CHEMICAL ANALYSIS EQUIPMENT	120	10
CHERRY PICKER TRUCKS	180	15
CHINA CABINETS	180	15
CHROMATOGRAPHS	120	10
CIVIL ENGINEERING EQUIP.	120	10
CLERICAL CHAIRS	180	15
CLERICAL DESKS	180	15
CLIENT SERVER	36	3
CLOCKS (FLOOR/STANDING)	180	15
CLOCKS (WALL)	180	15
CLOTHES STERILIZERS	120	10
COATRACKS	180	15
COFFEE TABLES	180	15
COGNOS SOFTWARE-OAKS ONLY	120	10
COIN COLLECTORS	120	10
COLLECTIBLES	120	10
COMMUNICATION DISHES	60	5
COMMUNICATION/UTILITY TOWER	240	20
COMMUNICATIONS-MISC.	60	5
COMPACT DISCS-CD & DVD	120	10
COMPACT PASSENGER CAR-2DR	84	7
COMPACT PASSENGER CAR-4D	84	7
COMPACT PASSENGER-WAGON	84	7
COMPACT PICK UP-1/2 TON	120	10
COMPACT PICK UP-3/4 TON	120	10
COMPACT PICK UP-ONE TON	120	10
COMPACT PICK UP-OTHER	120	10
COMPASSES	120	10
COMPRESSORS	120	10
COMPRESSORS	120	10
COMPTOMETERS	120	10
COMPUTER HARDWARE SYSTEM	36	3
COMPUTER TABLES	180	15
COMPUTING & IT EQUIPMENT-MISC.	36	3
CONCRETE MIXERS	120	10
CONCRETE MIXERS	120	10
CONFERENCE CHAIRS	180	15
CONFERENCE TABLES	180	15
CONSTRUCTION-MISC.	120	10
CONTROL CONSOLE	36	3
CONTROL CONSOLES	120	10

Item Description	Useful Life (Months)	Useful Life (Years)
CONTROLLERS	36	3
CONVEYORS	120	10
COPY MACHINE ATTACHMENTS	120	10
COPY MACHINES	120	10
CORN PICKERS/SHELLERS	120	10
COUNTING MACHINES	120	10
COURTS	240	20
CPU INTERNAL UPGRADE	36	3
CRANES	72	6
CRANES/HOISTS	120	10
CREDENZAS	180	15
CREDIT CARD MACHINES (ATM)	120	10
CREDIT VERIFIER MACHINES	120	10
CS INTERNAL HARDWARE UPGRADE	36	3
CS INTERNAL UPGRADE	36	3
CULTIVATORS	120	10
CULTURAL/ARTS/HISTORICAL-MISC.	120	10
CURIO CABINETS	180	15
CURVED PANELS	180	15
CUTTERS	120	10
DATA READER (MAGNETIC PICKUP)	36	3
DATA RECORDERS	120	10
DATA STORAGE DEVICES-MISC.	36	3
DECOLLATORS	36	3
DECORATIONS (WALL)	180	15
DEEP FRYERS	120	10
DEFENSE EQUIPMENT	120	10
DEFENSE PROTECTIVE CLOTHING	120	10
DEFENSE/SECURITY-MISC.	120	10
DEHUMIDIFIERS	120	10
DENTAL CABINETS	180	15
DENTAL CHAIRS	180	15
DENTAL EQUIPMENT	120	10
DENTAL EQUIPMENT-MISC.	120	10
DENTAL INSTRUMENTS	120	10
DENTAL LIGHTING	180	15
DENTAL TABLES	180	15
DENTAL X-RAY UNITS	120	10
DERRICKS	120	10
DESIGN FORMS	120	10
DESK/CABINET LEVELERS	120	10
DESKS-MISC.	180	15
DESKTOP PRINTERS	36	3
DEVELOPED PARK AREAS-MISC.	240	20
DEVELOPMENT LEARNING EQUIPMENT	120	10
DIALYSIS MACHINES	120	10
DICTAPHONES/TRANSCRIBERS	120	10
DICTATION RECORDERS	120	10
DIES (PRESSES)	120	10
DINING CHAIRS	180	15
DINING TABLES	180	15
DINING-CAPTAIN CHAIRS	180	15
DIRIGIBLES	72	6

Item Description	Useful Life (Months)	Useful Life (Years)
DISASTER/EMERGENCY-MISC.	120	10
DISC PLAYERS (AUDIO ONLY)	120	10
DISC PLAYERS (CD,DVD,ETC.)	120	10
DISHWASHERS	120	10
DISHWASHERS	120	10
DISK CONTROLLERS	36	3
DISK DRIVES	36	3
DISK STORAGE CABINET	180	15
DISKS	36	3
DISPENSERS	180	15
DISPENSERS (ICE,MILK,ETC.)	120	10
DISPENSING MANCHINES	120	10
DISPLAY BOOTH	120	10
DISPLAY CABINETS	180	15
DOCK LEVELERS	120	10
DOCKING STATIONS	36	3
DOCKING STATIONS UPGRADE	36	3
DOCKS-FLOATING	120	10
DOLLIES	120	10
DOOR PANELS	180	15
DP AIR CONDITIONING SYSTEM	60	5
DP AUXILLIARY EQUIPMENT-MISC.	36	3
DP FURNITURE-MISC.	180	15
DRAFTING TABLES	180	15
DRAPERIES	180	15
DRAWING/PLANNING BOARDS	120	10
DREDGING EQUIPMENT	120	10
DRILL PRESSES	120	10
DRILLS	120	10
DRINKING FOUNTAINS	120	10
DRYERS	120	10
DRYERS	120	10
DRYING EQUIPMENT	120	10
DYNAMOMETERS	120	10
EARTH MOVERS	72	6
EASEMENTS (STATE OWNED LAND)	1	0.0833333
EDGE/GRASS TRIMMERS	120	10
EDITING EQUIPMENT	120	10
EDU/REC/THEATER/ATHLETIC-MISC.	120	10
EEG/EKG/EMG MACHINES	120	10
ELECTRIC CHIPPER SHREDDERS	120	10
ELECTRICAL FIXTURES	120	10
ELECTRICAL REPAIR EQUIP.	120	10
ELECTRICAL TESTING EQUIP.	120	10
ELECTRO MECHANICAL EQUIP.	120	10
ELECTRODE SENSING METERS	120	10
ELECTRONIC MICROSCOPES	120	10
ELECTRONIC ORGANIZER	120	10
ELECTRONIC THERMOMETERS	120	10
ELECTRONIC TREADMILLS	120	10
ELEVATOR/WORK PLATFORMS	120	10
ELEVATORS/CONVEYORS	120	10
EMERGENCY WARNING DEVICES	120	10

Item Description	Useful Life (Months)	Useful Life (Years)
EMERGENCY WARNING SYSTEM	120	10
END TABLES	180	15
ENGRAVERS	120	10
ENTERPRISE SOFTWARE-OAKS ONLY	120	10
ENTRANCE SIGNS	240	20
ENVIRONMENT MONITORS	120	10
EROSION PREVENTION	240	20
EXAMINATION TABLES	180	15
EXCAVATORS	72	6
EXECUTIVE CHAIRS	180	15
EXECUTIVE DESKS	180	15
EXERCISE BIKES	120	10
EXTERNAL CASSETTE DRIVES (PC)	36	3
EXTERNAL CD DRIVE (PC)	36	3
EXTERNAL DISK DRIVES (PC)	36	3
EYELET MACHINES	120	10
FANS-PORTABLE (FLOOR,ETC.)	180	15
FANS-STATIONARY (CEILING,ETC.)	180	15
FAX MACHINES	60	5
FEED & GRAIN TRAILERS/WAGONS	120	10
FEED MILLS	120	10
FENCES	240	20
FERRY BOATS	120	10
FERTILIZER SPREADERS	120	10
FILLING & GRADING	1	0.0833333
FILM EDITING/PROCESSING	120	10
FILTERING APPARATUS	120	10
FIRE BOATS	120	10
FIRE EXTINGUISHERS	120	10
FIRE FIGHTING EQUIPMENT	120	10
FIRE HOSES	120	10
FIRE LADDERS	120	10
FIRE PROTECTIVE CLOTHING	120	10
FIRE TOWER	240	20
FIRE TRUCK-LADDER	180	15
FIRE TRUCK-OTHER	180	15
FIRE TRUCK-TANKERS	180	15
FIRE/SAFETY FIXTURES	120	10
FIRE/SMOKE ALARM SYSTEMS	120	10
FIRE/WATER PUMPS	120	10
FISH LADDERS	240	20
FIXED CELLULAR PHONES	60	5
FIXED DOCK	240	20
FIXED STATIONS	60	5
FLAG POLES	240	20
FLAGS	120	10
FLARE GUNS	120	10
FLOATING DOCK	240	20
FLOOR LAMPS/LIGHTS	180	15
FLOOR LOOMS	120	10
FLOOR POLISHERS	120	10
FLOOR PRINTERS	36	3
FOLDING CHAIRS	180	15

Item Description	Useful Life (Months)	Useful Life (Years)
FOLDING TABLES	180	15
FOOD HANDLING-MISC.	120	10
FOOD PREPARATION TABLES	180	15
FOOD PREPARATION TABLES	120	10
FOOD PROCESSORS	120	10
FOOD SLICERS	120	10
FOOD/DISH CARTS & TRUCKS	120	10
FOUNTAINS	240	20
FREE WEIGHTS	120	10
FREEZERS	120	10
FULL PASSENGER VAN-12 PASS.	84	7
FULL PASSENGER VAN-15 PASS.	84	7
FULL PASSENGER VAN-8 PASS.	84	7
FULL PASSENGER VAN-OTHER	84	7
FULL SIZE BUSES	180	15
FULL SIZE CARGO VAN-1/2 TON	84	7
FULL SIZE CARGO VAN-3/4 TON	84	7
FULL SIZE CARGO VAN-ONE TON	84	7
FULL SIZE CARGO VAN-OTHER	84	7
FULL SIZE PASSENGER CAR-2DR	84	7
FULL SIZE PASSENGER CAR-4DR	84	7
FULL SIZE PASSENGER-WAGON	84	7
FULL SIZE POLICE CRUISER	84	7
FULL-SIZE PICK UP-1/2 TON	120	10
FULL-SIZE PICK UP-3/4 TON	120	10
FULL-SIZE PICK UP-ONE TON	120	10
FULL-SIZE PICK UP-OTHER	120	10
FURNITURE/FURNISHINGS-MISC.	180	15
FURNITURE/FURNISHINGS-MISC.	180	15
GARBAGE DISPOSALS	120	10
GAS GUNS	120	10
GATES-TRAFFIC CONTROL	240	20
GENERAL CONSTRUCTION-CONCRETE	540	45
GENERAL CONSTRUCTION-LH IMPRV.	24	2
GENERAL CONSTRUCTION-MASONRY	540	45
GENERAL CONSTRUCTION-METAL	540	45
GENERAL CONSTRUCTION-STEEL	540	45
GENERAL CONSTRUCTION-WOOD	540	45
GENERAL LIGHTING	240	20
GENERATORS	120	10
GLAZED (WINDOW) PANES	180	15
GLIDERS	72	6
GLOBAL POSITIONING SYSTEM	60	5
GOLF CARTS	72	6
GOLF COURSES	240	20
GRADERS AND SCRAPERS	72	6
GRAIN BINS/TANKS	120	10
GRAIN DRILLS	120	10
GRAPHIC EQUALIZERS	120	10
GRASS SEED STRIPPER/CLEANER	120	10
GRASS TRIMMERS	120	10
GRAVEL LOTS	180	15
GRILLS	120	10

Item Description	Useful Life (Months)	Useful Life (Years)
GRINDERS	120	10
GUEST CHAIRS	180	15
GUNS (FIREARMS,ETC.)	120	10
HAIR SALON CHAIRS	180	15
HAND & POWER TOOLS-MISC.	120	10
HAND FORKLIFTS (ELECTRIC)	120	10
HAND FORKLIFTS (NON-POWERED)	120	10
HAND TOOLS (GENERAL)	120	10
HANGING FLIPPER (DOOR)	180	15
HANGING LAMPS/LIGHTS	180	15
HANGING MARKER BOARDS	180	15
HANGING SHELF WITHOUT DOOR	180	15
HANGING TACK BOARDS	180	15
HARBOR SURVEY VESSEL	120	10
HARROWS	120	10
HARVESTER EQUIPMENT	120	10
HAYING EQUIPMENT	120	10
HEALTH/MEDICAL THERAPY-MISC.	120	10
HEATING APPARATUS	120	10
HEATING/COOLING FIXTURES	120	10
HEAVY TRUCKS (GVW>45,000 LBS)	180	15
HEDGE TRIMMERS	120	10
HELICOPTERS	72	6
HIGH VACUUM EQUIPMENT	120	10
HISTORICAL ITEMS	120	10
HISTORICAL VEHICLES	180	15
HOT AIR BALLOONS	72	6
HOT PLATES/STIRRERS	120	10
HOT WATER HEATERS	120	10
HOUSEKEEPING/LAUNDRY-MISC.	120	10
HUMIDIFIERS	120	10
HUTCHES	180	15
HYDRAULIC/PNEUMATIC EQUIPMENT	120	10
ICE CREAM MAKERS	120	10
ICE/SNOW CONTROL EQUIP.	72	6
INC SERV	240	20
INCINERATORS	120	10
INCUBATORS	120	10
INPUT & OUTPUT DEVICES-MISC.	36	3
INSECTICIDE SPRAYING EQUIPMENT	120	10
INSTRUMENT CABINETS	180	15
INTERCOM SYSTEMS	60	5
INTERNAL PRINTER UPGRADES	36	3
JACKS	120	10
JETS	72	6
JOINTERS/PLANERS	120	10
KETTLES	120	10
KEY STORAGE CABINETS	180	15
KEYBOARDS	36	3
KILNS/CERAMIC KILNS	120	10
LAB AMPLIFIERS	120	10
LAB RADIOLOGICAL EQUIP.	120	10
LAB SCALES/BALANCES	120	10

Item Description	Useful Life (Months)	Useful Life (Years)
LAB/MEDICAL PUMPS	120	10
LABORATORY CABINETS	180	15
LABORATORY EQUIPMENT-MISC.	120	10
LABORATORY LIGHTING	180	15
LABORATORY TABLES	180	15
LADDERS (STEP & EXTENSION)	120	10
LAMPS/LIGHTING-MISC.	180	15
LAND IMPROVEMENTS-MISC.	240	20
LAPTOP INTERNAL UPGRADE	36	3
LAPTOP PERSONAL COMPUTER	36	3
LATERAL FILE CABINETS	180	15
LATHES	120	10
LAUNCH RAMP	240	20
LAUNCH TURNAROUND ROAD	240	20
LAUNDRY/CLEANING CARTS	120	10
LAUNDRY/STEAMER CABINETS	120	10
LAWNMOWERS (NON-RIDING)	120	10
LAWNMOWERS (RIDING)	72	6
LEAN-TO STRUCTURES	240	20
LECTURN/SPEAKER STANDS	120	10
LEGAL FILE CABINETS	180	15
LETTER FILE CABINETS	180	15
LETTER MAIL OPENERS	120	10
LIBRARY COLLECTION-MISC.	120	10
LICENSED VEHICLE ATTACHMENTS	180	15
LIGHT TRUCKS (GVW<10,000 LBS)	120	10
LIGHTING EQUIPMENT	120	10
LIGHTING FIXTURES	120	10
LINE MARKERS	72	6
LIQUID SCINTILLATION COUNTER	120	10
LIVESTOCK	120	10
LOADERS	72	6
LOADERS/UNLOADERS	120	10
LOCKS	120	10
LOVE SEATS	180	15
MAGNIFYING LIGHTS/LAMPS	120	10
MAIL INSERTERS	120	10
MAIL/LETTER SORTERS	120	10
MAILING MACHINES	120	10
MAINFRAME SOFTWARE	36	3
MANUFACTURING EQUIPMENT-MISC.	120	10
MARINAS	240	20
MARINAS	240	20
MARINE/WATERCRAFT-MISC.	120	10
MARKING MACHINES	120	10
MATERIAL CARTS	120	10
MATTRESSES/SPRINGS	180	15
MECHANICAL REPAIR EQUIP.	120	10
MECHANICAL TESTING EQUIP.	120	10
MEDIA CABINETS	180	15
MEDICAL BAGS	120	10
MEDICAL CABINETS	180	15
MEDICAL CARTS/TRUCKS	120	10

Item Description	Useful Life (Months)	Useful Life (Years)
MEDICAL CHAIRS	180	15
MEDICAL EQUIPMENT-MISC.	120	10
MEDICAL LIGHTING	180	15
MEDICAL SCALES/BALANCES	120	10
MEDICAL TABLES	180	15
MEDICAL X-RAY EQUIPMENT	120	10
MEDICAL/SURGICAL INSTRUMENTS	120	10
MEDICAL-RESCUE TRUCKS	180	15
MEDIUM TRUCKS (10,001-45,000)	180	15
METERS-MISC.	120	10
METERS-PH	120	10
MICROCASSETTE ERASERS	120	10
MICROFICHE CAMERAS	120	10
MICROFICHE READERS/ PRINTERS	120	10
MICROFILM CAMERAS	120	10
MICROFILM PROCESSING	120	10
MICROFILM READERS/ PRINTERS	120	10
MICROGRAPHIC EQUIPMENT	120	10
MICROSCOPES	120	10
MICROWAVES	120	10
MID SIZE POLICE CRUISER	84	7
MID-SIZE PASSENGER CAR-2DR	84	7
MID-SIZE PASSENGER CAR-4DR	84	7
MID-SIZE PASSENGER-WAGON	84	7
MID-SIZE PICK UP-1/2 TON	120	10
MID-SIZE PICK UP-3/4 TON	120	10
MID-SIZE PICK UP-ONE TON	120	10
MID-SIZE PICK UP-OTHER	120	10
MILKING MACHINES/ EQUIPMENT	120	10
MINI CARGO VAN-1/2 TON	84	7
MINI CARGO VAN-3/4 TON	84	7
MINI CARGO VAN-ONE TON	84	7
MINI CARGO VAN-OTHER	84	7
MINI PASSENGER VAN-12 PASS.	84	7
MINI PASSENGER VAN-15 PASS.	84	7
MINI PASSENGER VAN-8 PASS.	84	7
MINI PASSENGER VAN-OTHER	84	7
MINI SIZE BUSES	180	15
MINI-SHELF	180	15
MINI-TACK BOARDS	180	15
MIRRORS	180	15
MIXERS	120	10
MIXERS	120	10
MOBILE FILE SYSTEMS	180	15
MODEMS	36	3
MODULAR COUNTER CAPS	180	15
MODULAR DISPLAY	180	15
MODULAR ELECTRICAL	180	15
MODULAR FURNITURE-MISC.	180	15
MODULAR HANGING WORK	180	15
MODULAR HANGSHELF	180	15
MODULAR LIGHTING-MISC.	180	15
MODULAR PANELS-MISC.	180	15

Item Description	Useful Life (Months)	Useful Life (Years)
MODULAR SUPPORT	180	15
MODULAR SUSPENDED	180	15
MODULAR TOOL BAR	180	15
MONEY CHANGER MACHINES	120	10
MONEY COUNTING/WRAP MACHINES	120	10
MONITORING CONSOLE	120	10
MONITORING MACHINES-MISC.	120	10
MONITORS	120	10
MONITORS (PC)	36	3
MONUMENTS	240	20
MOTION PICTURE SCREENS	120	10
MOTOR CYCLES	84	7
MOTOR HOMES	180	15
MOTOR HOMES-SPECIALITY	180	15
MOTOR SCOOTERS	84	7
MOUSES	36	3
MOVIE FILMS	120	10
MOVIE PROJECTORS	120	10
MULTI ENGINE PLANES	72	6
MUSICAL INSTRUMENTS	120	10
MUXES	36	3
NATURE STUDY AREAS	240	20
NETWORK/CLIENT SERVER SOFTWARE	36	3
NETWORKING DEVICES-MISC.	36	3
NON-LIC CONST VEH/EQUIP-MISC.	72	6
NON-LIC VEHICLE ATTACHMENTS	72	6
NON-LICENSED VEHICLES-MISC.	72	6
NUCLEAR EQUIPMENT	120	10
NUMBERING MACHINES	120	10
OBSERVATION TOWER (GUARD,ETC.)	240	20
OFFICE EQUIPMENT-MISC.	120	10
OFF-STREET PARKING	180	15
OPERATING ROOM EQUIPMENT	120	10
OPERATING TABLES	180	15
OPTICAL/DOCUMENT READERS	36	3
ORGANS	120	10
OSCILLATORS/OSCILLOSCOPES	120	10
OTHER CONSTRUCTION-CONCRETE	240	20
OTHER CONSTRUCTION-LH IMPRV.	24	2
OTHER CONSTRUCTION-MASONRY	240	20
OTHER CONSTRUCTION-METAL	240	20
OTHER CONSTRUCTION-STEEL	240	20
OTHER CONSTRUCTION-WOOD	240	20
OTHER STRUCTURES-MISC.	240	20
OUTBOARD ENGINE-GAS	120	10
OUTBOARD MOTOR-ELECTRIC	120	10
OUTDOOR GRILLS/COOK. EQUIPMENT	120	10
OVENS/STOVES	120	10
OVERHEAD PROJECTORS	120	10
OXYGEN TANKS	120	10
PACKER TRUCKS	180	15
PAINT SPRAYERS	120	10
PAINTINGS	120	10

Item Description	Useful Life (Months)	Useful Life (Years)
PAINTINGS-SIGNED BY ARTIST	120	10
PANA BOARDS	120	10
PANEL CONNECTORS	180	15
PANEL END CAPS	180	15
PANEL HARDWARE	180	15
PANEL SUPPORT LEGS	180	15
PANEL TRIM	180	15
PAPER BINDER	120	10
PAPER COLLATORS/JOGGERS	120	10
PAPER CUTTERS	120	10
PAPER CUTTERS/TRIMMERS	120	10
PAPER DRILLS	120	10
PAPER FEEDERS	120	10
PAPER PUNCHERS/BINDERS	120	10
PAPER PUNCHERS/DRILLS	120	10
PARKING LOT LIGHTING	240	20
PASSENGER CAR-LIMOUSINE	84	7
PASSENGER CAR-OTHER	84	7
PASTURE RENOVATORS	120	10
PATHS/TRAILS	240	20
PAVERS	72	6
PAVING AND RESURFACING	180	15
PC INTERNAL UPGRADE	36	3
PDA INTERNAL UPGRADE	36	3
PENCIL SHARPENERS	120	10
PEOPLE (ATTENDANCE) COUNTERS	120	10
PERIODICAL PUBLICATIONS	120	10
PERSNL DIGITAL ASSISTANT (PDA)	36	3
PERSONAL COMPUTER	36	3
PERSONAL COMPUTER SOFTWARE	36	3
PERSONAL HYGIENE EQUIP.	120	10
PHYSICS EQUIPMENT	120	10
PIANOS	120	10
PICNIC PAVILLION	240	20
PICNIC TABLES	180	15
PINBALL MACHINES	120	10
PLANE TERMINAL CARS	72	6
PLANT PROCESS EQUIPMENT	120	10
PLANTING EQUIPMENT	120	10
PLAYGROUND EQUIPMENT	120	10
PLAYGROUNDS	240	20
PLAYING FIELDS	240	20
PLOTTERS	36	3
PLOWS	120	10
PLUMBING EQUIPMENT	120	10
PLUMBING FIXTURES	120	10
POCKETS	180	15
PODIUMS	180	15
POLE BARN	240	20
PORTABLE BUILDINGS	240	20
PORTABLE CELLULAR PHONES	60	5
PORTABLE PAGERS	60	5
PORTABLE STATIONS	60	5

Item Description	Useful Life (Months)	Useful Life (Years)
PORTABLE WORK LIGHTS	120	10
POSTAL METERS	120	10
POSTAL SCALES	120	10
POSTAL/DELIVERY-MISC.	120	10
POSTING MACHINES	120	10
POTTERS WHEELS	120	10
POWER BOATS	120	10
POWER DISTRIBUTION LINES	240	20
POWER DRILLS	120	10
POWER ELECTRIC TOOLS	120	10
POWER GAS TOOLS (GENERAL)	120	10
POWER GENERATORS	120	10
POWER PNEUMATIC TOOLS	120	10
POWER POST HOLE DIGGERS	120	10
POWER SAWS	120	10
POWER SHOVELS	72	6
POWER WASHERS	120	10
PRESSES	120	10
PRESSES/IRONERS	120	10
PREVIEWERS	120	10
PRINTER DUPLEX DEVICES	36	3
PRINTER PAPER TRAYS	36	3
PRINTER SHEET FEEDERS	36	3
PRINTER SOUND COVERS	120	10
PRINTING PRESS ATTACHMENTS	120	10
PRINTING PRESSES	120	10
PRINTING SOFTWARE	36	3
PRINTING/COPYING-MISC.	120	10
PRINTOUT SORTING RACKS	120	10
PROJECTION EQUIPMENT	120	10
PROJECTION SCREENS	120	10
PROTECTIVE HELMET	120	10
PUBLIC ADDRESS SYSTEMS	60	5
PULVERIZERS	120	10
PUMPS (PORTABLE,FIRE HYDRANT)	120	10
PUMPS (STATIONARY)	120	10
PUSH SWEEPERS	120	10
RADAR EQUIPMENT	120	10
RADIAL ARM SAWS	120	10
RADIAL SAWS	120	10
RADIO COMMUNICATION EQUIPMENT	60	5
RADIOS	120	10
RAKES	120	10
RANGES	120	10
RECEIVERS	120	10
RECORD PLAYERS	120	10
RECORDS	120	10
RECREATIONAL AREAS	240	20
REEL TAPE DRIVE	36	3
REFERENCE BOOKS	120	10
REFRIG./HEATING EQUIP.	120	10
REFRIGERATORS	120	10
RELIGIOUS ARCTICLES	120	10

Item Description	Useful Life (Months)	Useful Life (Years)
RESCUE EQUIPMENT	120	10
RESCUE MEDICAL EQUIPMENT	120	10
RESPIRATORS	120	10
RESTORATIONS	240	20
RESTROOMS	240	20
RETAINING WALLS	240	20
RIDING FORKLIFTS (ELECTRIC)	120	10
RIDING FORKLIFTS (GAS)	120	10
RIFLES	120	10
RIOT SHIELDS	120	10
ROCK PICKERS	120	10
ROCKING CHAIRS	180	15
RODENT CONTROL EQUIPMENT	120	10
ROLLERS	72	6
ROUTERS	120	10
ROWBOATS	120	10
ROWER/CYCLE EXERCISERS	120	10
RUGS	180	15
RUNNING TRACKS	240	20
SAFES	180	15
SAFETY STEP STOOL	180	15
SAILBOATS	120	10
SANDBLASTER EQUIPMENT	120	10
SANDERS	120	10
SANITATION-MISC.	120	10
SCAFFOLDING	120	10
SCALES	120	10
SCANNERS	60	5
SCREWDRIVERS	120	10
SCUBA GEAR	120	10
SEALING MACHINES	120	10
SECRETARY DESKS	180	15
SEPTIC TANKS	240	20
SERVERS	36	3
SEWING MACHINES	120	10
SHEET PILING	240	20
SHELTER LEASEHOLD IMPRV.	240	20
SHELTERS	240	20
SHELVES/CASES-MISC.	180	15
SHOOTING RANGES	240	20
SHOP EQUIPMENT-MISC.	120	10
SHOP VACUUMS	120	10
SHORELINE-EROSION PREVENTION	240	20
SHOTGUNS	120	10
SHOWCASES	180	15
SHREDDERS	120	10
SHREDDING MACHINES	120	10
SHRUBS/TREES	240	20
SIDEWALKS & CURBS	180	15
SINGLE ENGINE PLANES	72	6
SITE UTILITIES	240	20
SKIER/STRIDER EXERCISERS	120	10
SLED CUTTERS	120	10

Item Description	Useful Life (Months)	Useful Life (Years)
SLIDE PROJECTORS	120	10
SLUDGE VESSEL	120	10
SMALL APPLIANCES	120	10
SMALL INTERNAL SOFTWARE PROJECTS	120	10
SNOW BLOWERS	72	6
SNOW PLOWS	72	6
SOD	240	20
SOFAS/LOUNGES	180	15
SORTERS	36	3
SORTERS	120	10
SPACE HEATERS	120	10
SPEAKERS	120	10
SPECTROPHOTOMETERS	120	10
SPORTS EQUIPMENT	120	10
SPORTS UTILITY POLICE PKG.	84	7
SPORTS UTILITY-2X4	84	7
SPORTS UTILITY-4X4	84	7
SPRAY BOOTHS	120	10
SPRAYERS	120	10
STACKING CHAIRS	180	15
STAGE EQUIPMENT	120	10
STAPLING MACHINES	120	10
STAPLING MACHINES	120	10
STATE LICENSED VEHICLES	84	7
STEEL SHELVES	180	15
STEREO/HOME THEATER EQUIPMENT	120	10
STERILIZERS	120	10
STICHING MACHINES	120	10
STOOLS	180	15
STORAGE CABINETS	180	15
STORAGE CABINETS	120	10
STRAPPING MACHINES	120	10
STRETCHERS	120	10
SUBCOMPACT PASSENGER CAR-2DR	84	7
SUBCOMPACT PASSENGER CAR-4DR	84	7
SUBCOMPACT PASSENGER-WAGON	84	7
SURFACE SEALING	120	10
SURGE PROTECTORS	36	3
SURVEILLANCE EQUIPMENT	120	10
SURVEYING EQUIPMENT	120	10
SUSPENDED DRAWERS	180	15
SUSPENDED LATERAL FILES	180	15
SUSPENDED PEDESTALS	180	15
SUSPENDED TASK LIGHT	180	15
SWIMMING POOLS-OUTDOOR	144	12
SWIVEL CHAIRS	180	15
TABLE LAMPS/LIGHTS	180	15
TABLE SAWS	120	10
TABLES-MISC.	180	15
TANKER TRUCKS	180	15
TANKS-ABOVE GROUND	240	20
TANKS-UNDERGROUND	300	25
TAPE CART	180	15

Item Description	Useful Life (Months)	Useful Life (Years)
TAPE CLEANERS	36	3
TAPE CONTROLLERS	36	3
TAPE RACK	180	15
TAPE RECORDERS	120	10
TAPE STORAGE RACKS	120	10
TEACHING AIDS	120	10
TEAR GAS	120	10
TELECOM EQUIPMENT	60	5
TELECOM FURNITURE	180	15
TELECOM SOFTWARE	36	3
TELECOM STRUCTURE	180	15
TELECOMMUNICATION SOFTWARE	36	3
TELECOMMUNICATION-MISC.	60	5
TELEPHONE/TELECOM SYSTEMS	60	5
TELEPHONES	60	5
TELETYPE MACHINES	60	5
TELEVISIONS	120	10
TERMINALS (MAINFRAME)	36	3
TERRACING EQUIPMENT	120	10
THERAPEUTIC EQUIPMENT	120	10
THERAPY EQUIPMENT-MISC.	120	10
THRASHERS	120	10
TILLAGE EQUIPMENT	120	10
TIME/DATE CLOCKS (PERSONNEL)	120	10
TIME/STAMP MACHINES	120	10
TOLL BOOTH COLLECTION-MISC.	120	10
TOOL BAR ACCESSORIES	180	15
TOOL BARS	180	15
TOOL CABINETS/CHESTS	120	10
TOOL SETS	120	10
TOWER LEASEHOLD IMPRV.	240	20
TOYS/GAMES	120	10
TRACK LIGHTING	180	15
TRACTORS	72	6
TRAFFIC CAMERAS	120	10
TRAFFIC CONTROL EQUIP-MISC.	120	10
TRAFFIC COUNTERS-PORTABLE	120	10
TRAFFIC COUNTERS-STATIONARY	120	10
TRAFFIC LASER EQUIPMENT	120	10
TRAFFIC RADAR EQUIPMENT	120	10
TRAFFIC SCALES-PORTABLE	120	10
TRAFFIC SCALES-STATIONARY	120	10
TRAFFIC SIGN-PORTABLE	120	10
TRAFFIC SIGN-STATIONARY	120	10
TRAFFIC SOLAR POWER UNITS	120	10
TRAFFIC SURVEY EQUIPMENT	120	10
TRAILERS	72	6
TRAILERS-BOAT	180	15
TRAILERS-CAMPERS	180	15
TRAILERS-COMMAND CENTER	180	15
TRAILERS-DUMP-BUCKET	180	15
TRAILERS-ENCLOSED W/DOORS	180	15
TRAILERS-HORSE/ LIVESTOCK	180	15

Item Description	Useful Life (Months)	Useful Life (Years)
TRAILERS-LOWBOY	180	15
TRAILERS-MOBILE OFFICE	180	15
TRAILERS-OPEN/FLAT BED	180	15
TRAILERS-OTHER	180	15
TRAILERS-REFRIGERATED UNIT	180	15
TRAILERS-TANKER (LIQUIDS)	180	15
TRAILERS-TANKER (SOLIDS)	180	15
TRAILERS-VEHICLE CARRIER	180	15
TRAMPOLINES	120	10
TRANSCRIBING RECORDERS	120	10
TRANSITS/LEVELS	120	10
TRANSMITTERS	120	10
TRANSPORT CARTS/BEDS	120	10
TRASH COMPACTORS	120	10
TRASH DUMPSTERS	120	10
TRAYS	180	15
TRIPODS	120	10
TRUCKS-OTHER	180	15
TUGBOATS	120	10
TURNTABLES	180	15
TYPEWRITERS	120	10
TYPEWRITERS WITH MEMORY	120	10
TYPING TABLES	180	15
TYPIST CHAIRS	180	15
TYPIST DESKS	180	15
UPHOLSTERY	180	15
UTILITY CARTS	120	10
VACUUM CLEANERS/SWEEPERS	120	10
VCR'S	120	10
VEHICLE MAINTENANCE EQUIP.	72	6
VIDEO CONFERENCE	120	10
VIDEO DISCS-LARGE DISCS	120	10
VIDEO TAPE EQUIPMENT	120	10
VIDEOTAPES (VHS,8MM,BETA,ETC.)	120	10
VISUAL FILE SYSTEMS	180	15
WALKIE TALKIES	60	5
WALL CABINETS	180	15
WALL LAMPS/LIGHTS	180	15
WARDROBE CABINETS	180	15
WAREHOUSE CRANES/HOISTS	120	10
WAREHOUSE HANDLING-MISC.	120	10
WAREHOUSE/METAL SHELVING	120	10
WASHER EXTRACTORS	120	10
WASHING MACHINES	120	10
WATER COOLERS	120	10
WATER TOWER	240	20
WATER TREATMENT EQUIP.	120	10
WEIGHING EQUIPMENT-MISC.	120	10
WELDING EQUIPMENT	120	10
WELL PUMPS	240	20
WELLS	240	20
WHEELCHAIRS	180	15
WILDLIFE PRESERVES	240	20

Item Description	Useful Life (Months)	Useful Life (Years)
WILDLIFE VIEWING ENCLOSURE	240	20
WORD PROCESSING SYSTEM	36	3
WORD PROCESSING UNIT	36	3
WORK CARTS (NON-MOTORIZED)	120	10
WORK LIGHTS	180	15
WORKBENCH TABLES	180	15
WORK-CART TABLES	180	15
WPS INTERNAL UPGRADE	36	3
WPU INTERNAL UPGRADE	36	3
WRENCHES	120	10
X-RAY SCANNER	120	10

Attachment C – Semi-Annual Certification Form Sample

Semi-Annual Certification

(Staff Working Solely on one Cost Objective)

This is to certify that <Employee Name> has worked 100% of his/her time for the period October 1, 2011 through April 30, 2012 on the VRP3 program under the agreement between RSC and <Name of Primary Contractor>.

Signature of Employee

Printed Name of Employee

Date

Signature of Supervisor

Printed Name of Supervisor

Date

Attachment D – Personnel Activity Report Samples

2009-10
Contract Manual

**MATHER COUNTY OFFICE OF EDUCATION
WORK SCHEDULE REPORT**

Classified Employee

Sample

Month/Year: Oct 2001

Name: Nick L. Orlean

Position: Job Developer

SS #: XXX-XX-1234

Program Time (Actual): 66% TPP/34% WA

Please indicate all days/hours worked and absences; give name of sub, if appropriate.

17 TPP/1 WA	7 Sunday	13 Saturday	197 TPP/1 WA	256 TPP/2 WA
26 TPP/2 WA	82 TPP/8 WA	14 Sunday	20 Saturday	267 TPP/1 WA
31 TPP/7 WA	96 TPP/2 WA	158 TPP/2 WA	21 Sunday	27 Saturday
44 TPP/4 WA	107 TPP/1 WA	165 TPP/3 WA	220 TPP/8 WA	28 Sunday
53 TPP/5 WA	118 TPP/2 WA	177 TPP/1 WA	237 TPP/1 WA	297 TPP/1 WA
6 Saturday	12 Holiday	188 TPP/0 WA	245 TPP/3 WA	303 TPP/5 WA
				316 TPP/2 WA

Total Hours per Program: 116 TPP/80 WA

Total Hours (less leave time): 176

Absence Code:

- LH = Legal Holiday
- BH = Board Holiday
- V = Vacation (FV = Floater Vacation)
- I = Illness
- PN = Personal Necessity
- OD = Off Duty (without pay)

- CT = Compensatory Time (+/-)
- JD = Jury Duty
- WC = Worker's Compensation
- ND = Natural Disaster
- BR = Bereavement
- CD = Calendar Day(s)
- O = Other: _____

Approved Comp Time (CT) Recap*

Prior CT Carryover = _____
 # of CT Hours Worked x 1.5 = _____
 # of CT Hours Used = _____
 Current CT Carryover = _____

I certify that this is true and accurate account of time worked for this period.

Employee _____ Date _____ Supervisor _____

(This report is an official attendance record; it must be submitted to your supervisor by the 3rd workday following each work period.)

Note: This is an example which demonstrates that, with the addition of the employee's daily time distribution between programs, a typical payroll timesheet can be easily modified to meet the time reporting requirements under OMB without requiring any additional paperwork.

2009/10 Contract Manual

Personnel Activity Report - Employee Paid Salary
 Contract Staff - Multi-funded: Time Charge - only one DOR Contract Line Item Position

Month/Year: August 2008

Facility Name: College of Northern California

Title: Program Coordinator

Employee: Kaelin Smith

Sample

Program/Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total
DOR Contract	4	6	3				8	8	4	2			6	7	8	8	2		3	8	8	8	5		2	8	8	8		121	
WorkAbility I	4	2	3						4	5			1				6		5				3							38	
Other				2						1																					
Total Hours Worked - Daily	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	161	

I certify that the time distribution recorded on this personnel activity report is a true after-the-fact representation of the actual time worked on specific programs/activities for the period indicated, and I have full knowledge of 100 percent of these activities.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

(Optional)

- Key:
- A = Total Hours Worked for Programs/Activity
 - B = Total Hours - All Programs/Activities
 - C = Percentage of time allocation (A/B) Amount Charged (Total Monthly Salary/Employer Paid Benefits multiplied by Percentage of time allocated to Program/Activity)
 - D =

Program/Activity	A	B	C	D
DOR Contract	128	168	75%	\$ 3,012.81
WorkAbility I	38	168	23%	\$ 932.54
Other	3	168	2%	\$ 71.73
Total:	168		100%	\$ 4,017.08
Total Monthly Salary/Employer Paid Benefits Amount =				\$4,017.08

* This sample PAR would be used to allocate the % of time worked to specific program/funding sources where the contract staff person is performing duties/services of only one DOR Contract line item position. This PAR (or equivalent) would need to be completed in addition to a facility payroll timesheet that only accounts for leave time or total hours paid.

2009/10 Contract Manual

Personnel Activity Report - Employee Paid Hourly
 (Contract Staff - Multi-funded: Hours charged to only one DOR Contract Line Item Position)

Sample

Facility Name: Mid-County USD

Month/Year: August 2008

Employee: Steve Johnson

Title: Job Coach

Program/Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Totals
DOR Job Coach	4	6	3				8	8	4	3			8	7	8	8	2			3	8	8	8	5			2	8	8	8	127
WorkAbility I	4	2	5						4	5			1			6			5				3							41	
Total Hours Worked - Daily	8	8	8				8	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	168	

I certify that the time distribution recorded on this personnel activity report is a true after-the-fact representation of the actual time worked on specific programs/activities for the period indicated, and I have full knowledge of 100 percent of these activities.

Date: _____

Supervisor Signature: _____

Date: _____

(Optional)

Program/Activity	# Hours	Hourly Wage Rate	Total Wage Amount
DOR Job Coach	127	\$ 12	\$ 1,524.00
WorkAbility I	41	12	492.00
Total:	168		\$ 2,016.00

Total Wages Paid = \$ 2,016.00

Any allowable employer-paid benefits would be calculated separately to determine the fair share amount to be billed to DOR for this contract staff person.

* This sample PAR would be used to allocate the time worked to specific program/funding sources of a contract staff person who is budgeted based on hours rather than percentage of time/FTE. This PAR (or equivalent) would need to be completed in addition to a facility payroll timesheet that only accounts for leave time or total hours paid.

2008/10 Contract Manual

Personnel Activity Report - Employee Paid Salary
 Contract Staff - Multi-funded: Time charged to two separate DOR line item positions

Month/Year: August 2006
 Title: Program Coordinator

Facility Name: Utocia USD
 Employee: David Tanner

Sample

Program/Activity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Totals
DOR TPP - Prog-Coordinator	4	3	3				6	8	4	2			7	7	8	4	2		3	8	6	8	5								114
DOR TPP - Job Coach	3						2					1			4						2										12
WorkAbility I	4	2	3					4	5				1			6			5			3									39
Other			2							1																					3
Total Hours Worked - Daily	8	168																													

I certify that the time distribution recorded on this personnel activity report is a true after-the-fact representation of the actual time worked on specific programs/activities for the period indicated, and I have full knowledge of 100 percent of these activities.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

(Optional)

Program/Activity	A	B	C	D
DOR TPP - PC	114	168	68%	\$ 2,725.88
DOR TPP - JC	12	168	7%	\$ 286.93
WorkAbility I	39	168	23%	\$ 932.54
Other	3	168	2%	\$ 71.73
Total:	168		100%	\$ 4,017.08

Total Monthly Salary/Employer Paid Benefits Amount = \$4,017.08

* This sample PAR would be used to allocate % of time worked to specific program/activity where the contract staff person is performing duties/services for more than one DOR contract position. This PAR (or equivalent) would need to be completed in addition to a facility payroll timesheet that only accounts for leave time or total hours paid.

Key:
 A = Total Hours Worked for Program/Activity
 B = Total Hours - All Programs/Activities
 C = Percentage of time allocation (A/B)
 Amount Charged (Total Monthly Salary/
 D = Employer Paid Benefits multiplied by % of Time allocated to Program/Activity)

**Personnel Activity Report
(Contract Staff - Teachers/Group Setting)**

Contractor Name: Central Valley USD

Month/Year: March 2006

Employee: Jan Goodwin

Sample

Title: Teacher

<u>Program/Activity (based on actual hours and/or class periods worked)</u>	<u>Percentage of Time*</u>
DOR: TPP Vocational Instructor	= 20%
Other: Special Education Teacher/Other	= 80%
Total Activity - All Programs	100%

Pro-ratio Percentage (if applicable):

Total Active DOR Clients (excluding DOR Clients in 04 status or non-DOR Clients)	=	95%	Attach roster/list to support pro-ratio
Total Participants in class/group setting			

A. Percentage of Actual Time in DR Program this Month:

DOR Percentage of Time**	=	19%
--------------------------	---	-----

** If applicable, multiply initial DOR Percent of Effort by Pro-ratio Percentage to determine final DOR Percent of Effort percentage.

B. Total Salary and Benefits

Actual Salary + Actual Employer Paid Benefits	=	\$ 4,500.00
Actual Cost to DOR (A X B)	=	\$ 855.00

I certify that the time distribution recorded on this personnel activity report is a true after-the-fact representation of the actual time worked on specific programs/activities for the period indicated, and I have full knowledge of 100 percent of these activities.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____
(Optional)

Briefly explain how the Percentage of Time was determined:

TPP Class of 5 Total Classes

Attachment E – Fiscal Monitoring Review Form

Rehabilitation Services Commission
FISCAL MONITORING REVIEW FORM

Contract Name: _____ Contract End Date: _____
 Contract Start Date: _____ Contract End Date: _____
 Review Results Key: (MS) MEETS STANDARDS (NI) NEEDS IMPROVEMENT (N/A) NOT APPLICABLE

Accounting Process:

1. Key Personnel – Since the beginning of the agreement period, have there been any changes in key personnel involved in accounting activities (i.e., new CFO, new accountant, etc.)? If yes, was RSC informed of the changes? Is there adequate separation of duties among key personnel to ensure sufficient financial control?

Review Date	Review Results	Comments	Staff Initials
1 st Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		
2 nd Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		
3 rd Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		
4 th Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		

2. Policies & Procedures – Does the contractor maintain written accounting policies and procedures? Can expenditures be traced through the accounting system in a manner that is consistent with those policies and procedures?

Review Date	Review Results	Comments	Staff Initials
1 st Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		
2 nd Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		
3 rd Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		
4 th Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		

**Rehabilitation Services Commission
FISCAL MONITORING REVIEW FORM**

3. Accounting System – Does the contractor maintain an accounting system, electronic or otherwise, that tracks revenues and expenditures? Have there been any changes to the system since the contractor was last audited? If so, when were the changes made? Does the contractor use a cash or accrual basis for accounting?

Review Date	Review Results	Comments	Staff Initials
1 st Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		
2 nd Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		
3 rd Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		
4 th Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		

4. Grant Funds – Is there a way, via special coding or other method, by which grant funds can be readily identified on accounting system ledgers? What code(s) apply to this agreement? Or does the contractor maintain separate GLs per funding source? Request a chart of accounts.

Review Date	Review Results	Comments	Staff Initials
1 st Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		
2 nd Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		
3 rd Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		
4 th Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		

5. Accounting Accuracy – Do entries in the general ledger reconcile with invoiced amounts? Test invoices. Are expenses recorded in the correct grant period?

Review Date	Review Results	Comments	Staff Initials
1 st Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		
2 nd Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		
3 rd Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		
4 th Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		

Rehabilitation Services Commission
FISCAL MONITORING REVIEW FORM

Supporting Documentation:

6. Staff Salaries/Wages – Have staff salaries/wages been paid under the agreement? If so, were these costs included on the budget document? Does the contractor maintain personnel activity reports or some other means of identifying the staff time charged to the agreement? Do payments reflect actual costs or budgeted amounts?

Review Date	Review Results	Comments	Staff Initials
1 st Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		
2 nd Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		
3 rd Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		
4 th Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		

7. Staff Travel – Have staff travel costs been paid under the agreement? If so, were these costs included on the budget document? Does the contractor maintain records of mileage, fuel, or lodging costs? Do payments reflect actual costs or budgeted amounts? Does the contractor use the State mileage and lodging rates or other rates (i.e., gsa.gov rates)?

Review Date	Review Results	Comments	Staff Initials
1 st Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		
2 nd Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		
3 rd Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		
4 th Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		

8. Rent – Have rent costs been paid under the agreement? If so, were these costs included on the budget document? Is rent identified on the cost allocation plan (CAP)? Are the rent charges consistent with the CAP? Are the total square footage and the rate per square foot charged to the cooperative agreement consistent with the terms of the contractor's lease agreement? If multiple funding sources support the contractor's rent costs, is the same rate applied to all funding sources?

Review Date	Review Results	Comments	Staff Initials
1 st Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		
2 nd Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		
3 rd Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		
4 th Rev	<input type="checkbox"/> MS <input type="checkbox"/> NI <input type="checkbox"/> N/A		

**Rehabilitation Services Commission
FISCAL MONITORING REVIEW FORM**

9. Utilities – Have utility costs been paid under the agreement? If so, were these costs included on the budget document? Are utilities identified on the cost allocation plan (CAP)? Are the utility charges consistent with the CAP? Is the rate charged to the cooperative agreement consistent with the contractor's utility bills? If multiple funding sources support the contractor's utility costs, is the same rate applied to all funding sources?

Review Date	Review Results	Comments	Staff Initials
1 st Rev	MS <input type="checkbox"/> NI <input type="checkbox"/> N/A <input type="checkbox"/>		
2 nd Rev	MS <input type="checkbox"/> NI <input type="checkbox"/> N/A <input type="checkbox"/>		
3 rd Rev	MS <input type="checkbox"/> NI <input type="checkbox"/> N/A <input type="checkbox"/>		
4 th Rev	MS <input type="checkbox"/> NI <input type="checkbox"/> N/A <input type="checkbox"/>		

10. Equipment – Have equipment purchases been made under the agreement? If so, were these costs included on the budget document? Does the contractor maintain an equipment inventory list? If multiple funding sources support the contractor's equipment purchases, does the cost allocation reflect the time the equipment is used to execute the agreement versus other funding sources?

Review Date	Review Results	Comments	Staff Initials
1 st Rev	MS <input type="checkbox"/> NI <input type="checkbox"/> N/A <input type="checkbox"/>		
2 nd Rev	MS <input type="checkbox"/> NI <input type="checkbox"/> N/A <input type="checkbox"/>		
3 rd Rev	MS <input type="checkbox"/> NI <input type="checkbox"/> N/A <input type="checkbox"/>		
4 th Rev	MS <input type="checkbox"/> NI <input type="checkbox"/> N/A <input type="checkbox"/>		

11. Supplies and other overhead – Have supplies and other (administrative) overhead costs been paid under the agreement? If so, were these costs included on the budget document? Does the contractor maintain records (invoices or receipts) to support the costs charged to the agreement in this category? Is the contractor expensing food, snacks, drinks, or other party supplies?

Review Date	Review Results	Comments	Staff Initials
1 st Rev	MS <input type="checkbox"/> NI <input type="checkbox"/> N/A <input type="checkbox"/>		
2 nd Rev	MS <input type="checkbox"/> NI <input type="checkbox"/> N/A <input type="checkbox"/>		
3 rd Rev	MS <input type="checkbox"/> NI <input type="checkbox"/> N/A <input type="checkbox"/>		
4 th Rev	MS <input type="checkbox"/> NI <input type="checkbox"/> N/A <input type="checkbox"/>		

Attachment F – SDR-1 Supporting Documentation Request Letter

March 19, 2012

Primary Contractor
1234 Partner Street
Statewide, OH 11111

RE: VRP3 Contract Expenses

Our office has received your invoice (number 00000) for the month of October, 2011. As part of ongoing monitoring activities, we are requesting supporting documentation for the following invoiced expenses:

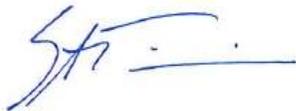
- 1) Salaries – \$10,000.00: Please provide personnel activity report, semi-annual certifications, and ledger excerpts or payroll reports detailing the disbursement of funds for payroll costs.
- 2) Travel – \$210.50: Please provide mileage logs or other documentation of mileage; hotel folios and receipts for parking, meals and incidental costs, if applicable; and ledger excerpts showing the disbursement of funds.
- 3) Supplies – \$85.00: Please provide receipts or paid invoices for all supply costs, and ledger excerpts showing the disbursement of funds.
- 4) Equipment – \$0.00: No documentation required.
- 5) Staff Development – \$0.00: No documentation required.
- 6) Occupancy – \$2,010.00: Please provide copies of paid rent, utility, or maintenance invoices; and ledger excerpts showing the disbursement of funds for occupancy costs.
- 7) Indirect Costs – \$0.00: No documentation required.

The requested documents can be emailed to Debra Honore's attention at Debra.Honore@rsc.ohio.gov, faxed to 614-985-7889, or mailed to our office at the address shown below.

Please provide the requested documentation by April 2, 2012. If no response is received by that date, payment on your next invoice may be delayed until the documentation is provided.

If you need additional clarification or you have questions please contact me at steven.tribbie@rsc.ohio.gov or 614-438-1284.

Thank you,



Steven A. Tribbie
Manager, Fiscal Monitoring and Compliance

Attachment G – SDR-2 Supporting Documentation Review FormContract: Primary Contractor Invoice No.: 00000Review Date: 3/26/2012 Reviewed By: TribbieInvoice Line Item: Salary & Fringe Costs

CONDITION: October 2011 billing included salary and fringe costs totaling \$10,000.00. Invoice itemized costs by position for employees Smith and Jones. Supporting documents include: Payroll ledgers for employees Smith and Jones dated October 14 and October 28; National Life Insurance statement with breakdown of insurance costs by employee.

CRITERIA: Per OMB Circular A-87 Part A C.1., "To be allowable under Federal awards, costs must meet the following general criteria: a. Be necessary and reasonable for proper and efficient performance and administration of Federal awards."

Per OMB Circular A-87 Part B 8.h.(3), "Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least semi-annually and will be signed by the employee or supervisory official having first hand knowledge of the work performed by the employee."

Per OMB Circular A-87 Part B 8.h.(4), "Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages will be supported by personnel activity reports or equivalent documentation."

ANALYSIS: Documentation of payroll costs for Smith and Jones supports the amount charged but not the time and effort of those employees. Payroll ledgers reflect that costs were incurred within the contract period and that the amount is appropriately recorded on the invoice. However, there are no personnel activity reports or semi-annual certifications documenting the time worked under the contract. The absence of such documents would likely result in questioned costs at audit.

RECOMMENDATION: RSC recommends that contractor continue current procedures to record payroll costs in accounting ledgers. RSC recommends that contractor implement the use of personnel activity reports to document the effort of employees assigned less than 100% to the contract; and implement the use of semi-annual certifications to document the effort of employees assigned 100% to the contract. Due to the lack of documentation of time and effort, RSC recommends that contractor repay \$10,000.00 directly to RSC.

Supervisor Initials: _____

Attachment H – SDR-3 Supporting Documentation Review Letter

March 26, 2012

Primary Contractor
1234 Partner Street
Statewide, OH 11111

RE: VRP3 Contract Expenses Review

This monitoring report contains results of our review of the supporting documentation for operating expenditures under the VRP3 contract. This review addresses costs invoiced for the month of October 2011 on invoice number 00000.

The purpose of this review was to verify the accuracy of documentation supporting fund expenditures. To achieve this objective we e-mailed our request for information on March 19, 2011. You provided the requested information on March 24, 2011 and the review was completed on March 26, 2011. Please find attached a copy of our report for your records. A separate page is provided for each invoiced line item.

This review resulted in questioned costs in the amount of \$10,000.00. RSC requests that you reimburse these funds by issuing a check to RSC in this amount. Please remit payment to:

Kevin L. Miller, Executive Director
Ohio Rehabilitation Services Commission
P.O. Box 349015, WA1A
Columbus, OH 43234-9938

You have the right to appeal this finding. To do so, within ten (10) calendar days of your receipt of this letter, please submit a written objection or clarification request to the address shown above via certified mail, return receipt requested.

You will then have thirty (30) days from the date of the objection letter, or thirty (30) days after receipt of RSC's clarification if clarification was requested, to submit to the RSC Executive Director written response(s) to the finding.

If you have questions regarding the review procedures or the recommended actions, please contact me at steven.tribbie@rsc.ohio.gov or (614) 438-1284.

Thank you,



Steven A. Tribbie
Manager, Fiscal Monitoring and Compliance

Attachment I – SDR-4 Supporting Documentation Appeal Review Form

Contract: Primary Contractor Invoice No.: 00000

Review Date: 4/7/2012 Reviewed By: Tribbie

Invoice Line Item: Salary & Fringe costs

CONDITION & CONTRACTOR'S RESPONSE: Supporting documents provided for October 2001 billing of salary and fringe costs did not include personnel activity reports or semi-annual certifications. Contractor's response included a personnel activity report for Smith and a semi-annual certification for Jones.

ANALYSIS: Documentation provided upon appeal is adequate to document the time and effort of Smith and Jones. Paired with the original documentation of the payroll costs, the supporting documents for salary and fringe costs are adequate and should not result in questioned costs at audit.

RSC RESOLUTION: RSC recommends that contractor continue current procedures for documenting salary and fringe costs and the time and effort of employees.

Supervisor Initials: _____

Attachment J – SDR-5 Supporting Documentation Appeal Review Letter

April 7, 2012

Primary Contractor
1234 Partner Street
Statewide, OH 11111

RE: VRP3 Contract Expenses Review

This monitoring report contains results of our review of the supporting documentation submitted during your appeal for operating expenditures under the VRP3 contract. This review addresses costs invoiced for the month of October 2011 on invoice number 00000.

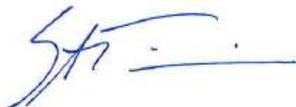
The purpose of this review was to verify the accuracy of documentation supporting fund expenditures. You provided additional information on 4/5/2012 to document questioned expenditures, and the review was completed on 4/7/2012. Please find attached a copy of our report for your records. A separate page is provided for each invoiced line item.

This review resulted in questioned costs in the amount of \$0.00.

This concludes the appeal process; the outcome noted above is issued as RSC's final resolution.

If you have questions regarding the review procedures or the recommended actions, please contact me at steven.tribbie@rsc.ohio.gov or (614) 438-1284.

Thank you,



Steven A. Tribbie
Manager, Fiscal Monitoring and Compliance