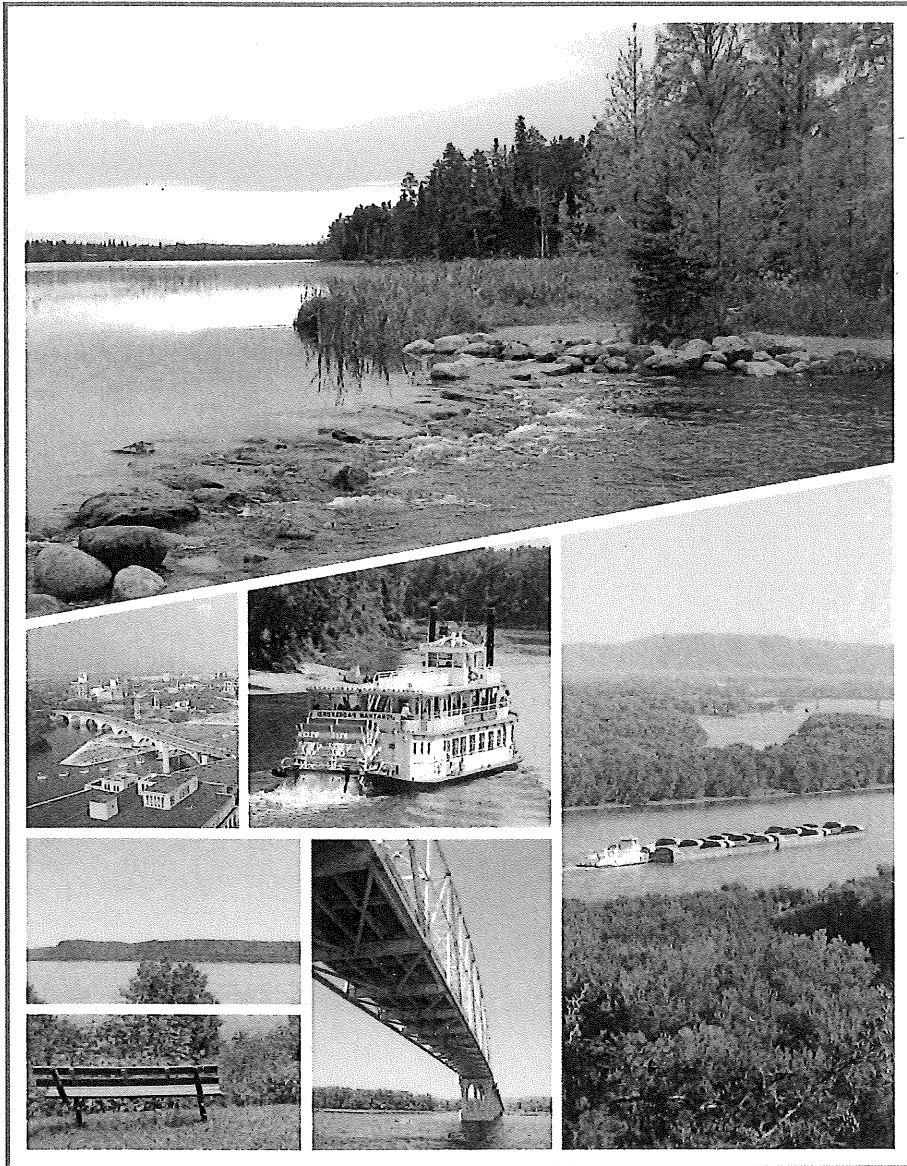




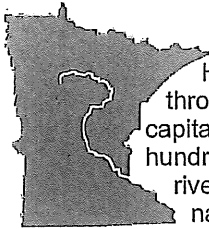
11 - 0437

# State of Minnesota Amended Statewide Cost Allocation Plan

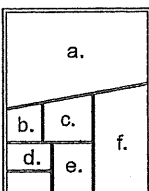


## Fiscal Year 2010 Budget

**Supplemental – Statewide Indirect Cost Allocation Plan  
for the American Recovery and Reinvestment Act (ARRA)**

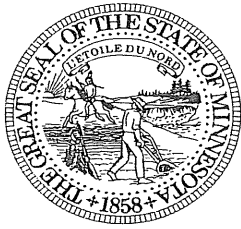


Minnesota State is defined by its connection with the Mississippi River. Headwaters for the mighty river are located in Itasca State Park. Flowing through Minneapolis, the state's largest city, and Saint Paul, the state's capital, it continues to Lake Pepin, the birthplace of water skiing and home to hundreds of bald eagles and other water fowl. Distinctive bridges spanning the river connect us with the eastern half of the nation and its stream carries our natural resources to the Gulf Coast.



Credits and permission

- A. Mark Evans - <http://www.flickr.com/photos/chimothy27/1699271163/in/photostream/>
- B. SusanLesch - Creative Commons -<http://creativecommons.org/licenses/by-sa/3.0/>
- C. Permission given - Gus Gaspardo
- D. Donald Rowan, Minneapolis MN
- E. Donald Rowan, Minneapolis MN
- F. Mike Peters, Albuquerque NM, <http://www.flickr.com/mail/72157624905615192>



State of Minnesota

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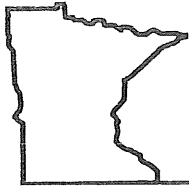
# Minnesota ARRA Supplemental Statewide Cost Allocation Plan

Fiscal Year 2010 Budget

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Prepared by Minnesota  
Management and Budget  
James Schowalter,  
Commissioner  
400 Centennial Office Building  
658 Cedar Street  
Saint Paul, Minnesota 55155

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**Allocation of General Support Costs..... Exhibit B**

**Description of ARRA Services & Budget Cost Details ..... Exhibit C**

**Allocation Statistics..... Exhibit D**

**DHHS DIVISION OF COST ALLOCATION (DCA)  
CERTIFICATE OF SUPPLEMENTAL AMERICAN RECOVERY  
AND REINVESTMENT ACT (ARRA) COST ALLOCATION  
PLAN**

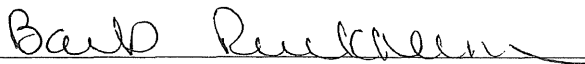
This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

1. All costs included in this proposal dated March 16, 2011 to establish cost allocations or billings for the fiscal year ended June 30, 2010 are allowable in accordance with the requirements 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87), the American Recovery and Reinvestment Act of 2009, and the federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
2. All costs included in this proposal are properly allocable to Federal ARRA awards on the basis of a beneficial or causal relationship between the expenses incurred and the ARRA awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare the foregoing is true and correct.

Minnesota Management and Budget

Governmental Unit



Signature

Barbara Ruckheim

Name of Official

Financial Reporting Director

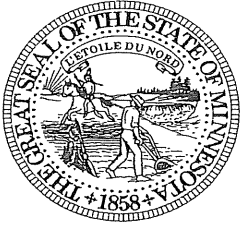
Title

March 16, 2011

Date of Execution

**NOTE: WE WILL NOT BE ABLE TO PROCESS YOUR COST ALLOCATION PLAN WITHOUT THIS CERTIFICATION.**

Send certificate along with your indirect cost proposal to your assigned Regional office of the Division of Cost Allocation. Rev. 6/09



State of Minnesota

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Minnesota  
Supplemental-ARRA  
Statewide Cost  
Allocation Plan  
Fiscal Year 2010 Budget

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# Exhibit A

## ARRA Support Allocations

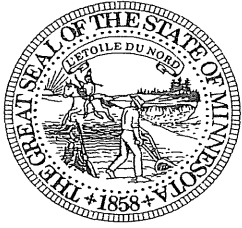
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State of Minnesota  
ARRA Cost Allocation Supplement  
Fiscal Year 2010  
Exhibit A - ARRA Support Allocations

	B04	B13	B22	B24	B34	B42	B82	E26	E37
	AGRICULTURE DEPT	COMMERCE DEPT	EMPLOYMENT & ECONOMIC DEVELOPMT	PUBLIC FACILITIES AUTHORITY	HOUSING FINANCE AGENCY	LABOR AND INDUSTRY DEPT	PUBLIC UTILITIES COMM	MN STATE COLLEGES/ UNIVERSITIES	EDUCATION DEPARTMENT
MMB Budget Division	8	6,535	104,238	9,123	1,628	3	6	3,961	55,125
MMB Accounting Services	5	4,528	72,222	6,321	2,810	2	4	2,744	38,194
State Auditor	2	1,517	24,193	2,117	941	1	1	919	12,794
Materials Management	0	0	0	1	0	0	0	0	0
<b>Total Allocated</b>	<b>15</b>	<b>12,580</b>	<b>200,653</b>	<b>17,562</b>	<b>5,379</b>	<b>6</b>	<b>11</b>	<b>7,624</b>	<b>106,113</b>

	E50	E81	G02-0009	H12	H55	H55(b)	H75	J33	J52
	ARTS BOARD	UNIVERSITY OF MINNESOTA	Construction Services	HEALTH DEPT	HUMAN SERVICES DEPT	HUMAN SERVICES INSTITUTIONS	VETERANS AFFAIRS DEPT	TRIAL COURTS	PUBLIC DEFENSE BOARD
MMB Budget Division	35	4,243	9	154	8,728	8,429	177	24	25
MMB Accounting Services	24	2,940	6	107	81,385	5,840	123	17	17
State Auditor	8	985	2	36	27,262	1,956	41	6	6
Materials Management	0	1	0	-	2	1	2	0	1
<b>Total Allocated</b>	<b>67</b>	<b>8,169</b>	<b>17</b>	<b>297</b>	<b>117,377</b>	<b>16,226</b>	<b>343</b>	<b>47</b>	<b>49</b>

	J65	P01	P07	P78	R29	R32	T79	
	SUPREME COURT	MILITARY AFFAIRS DEPT	PUBLIC SAFETY DEPT	CORRECTIONS DEPT	NATURAL RESOURCES DEPT	POLLUTION CONTROL AGENCY	TRANSPORTATION DEPT	TOTAL
MMB Budget Division	111	515	804	4,201	77	538	34,801	243,498
MMB Accounting Services	77	357	557	2,910	53	373	24,112	245,729
State Auditor	26	120	187	975	18	125	8,077	82,314
Materials Management	0	-	0	4	0	3	0	15
<b>Total Allocated</b>	<b>214</b>	<b>992</b>	<b>1,548</b>	<b>8,090</b>	<b>148</b>	<b>1,039</b>	<b>66,990</b>	<b>571,556</b>



State of Minnesota

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# Exhibit B

## Allocation of General Support Costs

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**Minnesota**  
**Supplemental—ARRA**  
**Statewide Cost**  
**Allocation Plan**  
Fiscal Year 2010 Budget

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# State of Minnesota

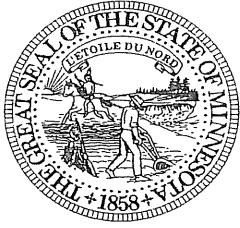
## ARRA Supplemental - Statewide Cost Allocation Plan

### Allocation of General Support Costs

State Fiscal Year 2010

Section I Exhibit B

DP#	Name	2010	MMB		State Auditor	Materials Management	Total Allocated
		Allocable costs	MMB Budget Division	Accounting Services			
0	First Stepdown						
G10-10.2	MMB - BUDGET DIVISION	243,506	(243,506)				
G10-11.2	MMB-ACCOUNTING DIVISION	245,734	-	(245,734)			
G61-16.2	State Auditors Office	82,316	-	-	(82,316)		
G02-4.8	Materials Management		8	5	2	(15)	
B04	AGRICULTURE DEPT		8	5	2	-	15
B13	COMMERCE DEPT		6,535	4,528	1,517	-	12,580
B22	EMPLOYMENT & ECONOMIC DVPMT		104,238	72,222	24,193	-	200,653
B24	PUBLIC FACILITIES AUTHORITY		9,123	6,321	2,117	1	17,562
B34	HOUSING FINANCE AGENCY		1,628	2,810	941	-	5,379
B42	LABOR AND INDUSTRY DEPT		3	2	1	-	6
B82	PUBLIC UTILITIES COMM		6	4	1	-	11
E26	MN STATE COLLEGES/UNIVERSITIES		3,961	2,744	919	-	7,624
E37	EDUCATION DEPARTMENT		55,125	38,194	12,794	-	106,113
E50	ARTS BOARD		35	24	8	-	67
E81	UNIVERSITY OF MINNESOTA		4,243	2,940	985	1	8,169
G02	ADMINISTRATION		-	-	-	-	-
G02-0009	Construction Services		9	6	2	-	17
H12	HEALTH DEPT		154	107	36	-	297
H55	HUMAN SERVICES DEPT		8,728	81,385	27,262	2	117,377
H55(b)	HUMAN SERVICES INSTITUTIONS		8,429	5,840	1,956	1	16,226
H75	VETERANS AFFAIRS DEPT		177	123	41	2	343
J33	TRIAL COURTS		24	17	6	-	47
J52	PUBLIC DEFENSE BOARD		25	17	6	1	49
J65	SUPREME COURT		111	77	26	-	214
P01	MILITARY AFFAIRS DEPT		515	357	120	-	992
P07	PUBLIC SAFETY DEPT		804	557	187	-	1,548
P78	CORRECTIONS DEPT		4,201	2,910	975	4	8,090
R29	NATURAL RESOURCES DEPT		77	53	18	-	148
R32	POLLUTION CONTROL AGENCY		538	373	125	3	1,039
T79	TRANSPORTATION DEPT		34,801	24,112	8,077	-	66,990
<b>Consumer Agencies Total</b>		<b>571,556</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>571,556</b>



State of Minnesota

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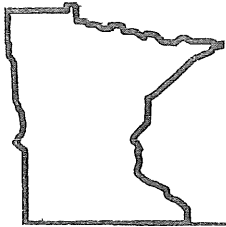
# Exhibit C

## Description of ARRA Services and Budget Cost Details— Section 1

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**Minnesota**  
**Supplemental—ARRA**  
**Statewide Cost**  
**Allocation Plan**  
Fiscal Year 2010 Budget

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**State of Minnesota**  
**ARRA Supplemental—Statewide Cost Allocation Plan**  
**Description of Services & Estimated Cost Details for Section 1**  
**Year 2010 Budget**  
**Exhibit C—Nature and extent of Services**

**Minnesota Management and Budget (MMB) – Budget Division**

This unit is responsible for the statewide coordination efforts associated with the administration, reporting, monitoring and transparency requirements of the American Recovery and Reinvestment Act (ARRA). Minnesota has elected to be a decentralized state with respect to ARRA. In this manner, each state agency is responsible for the direct administration and monitoring of federal funds received under ARRA. MMB provides reporting instructions, data quality reviews and centralized transparency efforts through the posting of ARRA information on [www.recovery.mn](http://www.recovery.mn).

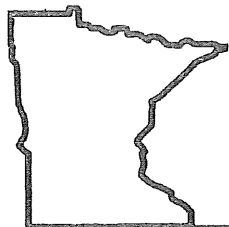
The ARRA team within the Budget Division develops information tracking systems and reporting instructions to ensure state agencies are in compliance with federal reporting requirements. In addition, this team oversees the design and development of a data accumulation and extraction system for use on the state's ARRA website. This team is also responsible for certain monitoring functions of the federal program known as the *State Fiscal Stabilization Fund*.

Executive budget officers within the Budget Division review Section 1512 reports for alignment with statewide accounting system information and ensure that the laws and regulations of ARRA funding are adhered to.

Expenditures from this division are paid from the new ARRA appropriation as described in State of Minnesota Laws of 2009 chapter 101 Article 1 Section 14.

The Budget Division ARRA related costs are listed in detail by personnel services and associated operating costs. These costs are assigned to the ARRA programs on a pro rata basis using departmental ARRA program expenditures, subtracting entitlements and non-1512 expenditures, as compared to the total adjusted sum.

FISCAL YEAR	FUND	AGENCY NUMBER	APPROPRIATION UNIT	OBJECT CLASS NAME	TOTAL EXPENDED
2010	100	G10	ARA	FULL TIME	203,280
2010	100	G10	ARA	IT PROF/TECH SERVICES O/S VEND	2,064
2010	100	G10	ARA	COMMUNICATIONS	383
2010	100	G10	ARA	TRAVEL & SUBSISTENCE -INSTATE	172
2010	100	G10	ARA	TRAVEL & SUBSISTENCE -OUTSTATE	5,961
2010	100	G10	ARA	EMPLOYEE DEVELOPMENT	659
2010	100	G10	ARA	AGENCY PROVIDED PROF/TECH SERV	30,988
					<u>243,507</u>



**State of Minnesota**  
**ARRA Supplemental—Statewide Cost Allocation Plan**  
**Description of Services & Estimated Cost Details for Section 1**  
**Year 2010 Budget**  
**Exhibit C—Nature and extent of Services**

### MMB — Accounting Division

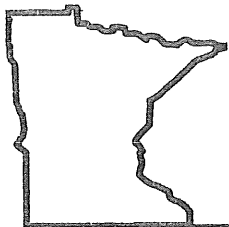
The Accounting Division manages the state's accounting system and other related activities. This unit is responsible for the preparation of the statewide cost allocation plan including the Supplemental – Statewide Cost Allocation plan for ARRA.

Staff in this division report activities associated with ARRA within the comments section of the state payroll system each pay period. Expenditures from this division are paid from the new ARRA appropriation as described in State of Minnesota Laws of 2009 chapter 101 Article 1 Section 14.

The Accounting Division ARRA related costs are listed in detail by personnel services and associated operating costs. These costs are assigned to the ARRA programs on a pro rata basis using departmental ARRA program receipts.

FISCAL YEAR	FUND	AGENCY NUMBER	APPROPRIATION UNIT	OBJECT CLASS NAME	TOTAL EXPENDED
2010	100	G10	ARM	FULL TIME	67,948
2010	100	G10	ARM	IT PROF/TECH SERVICES O/S VEND	16,543
2010	100	G10	ARM	COMPUTER & SYSTEMS SERVICES	115,641
2010	100	G10	ARM	TRAVEL & SUBSISTENCE -OUTSTATE	106
2010	100	G10	ARM	AGENCY PROVIDED PROF/TECH SERV	45,499
					<u>245,737</u>

Ref.: OMB A-87, Attachment B, Parts 4, 8  
OMB Circular A-102 2. Post Award Policies



**State of Minnesota**  
**ARRA Supplemental—Statewide Cost Allocation Plan**  
**Description of Services & Estimated Cost Details for Section 1**  
**Year 2010 Budget**  
**Exhibit C—Nature and extent of Services**

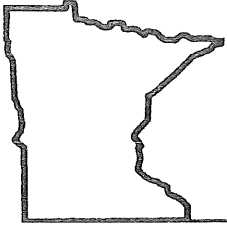
**Office of the State Auditor**

The Office of the State Auditor is charged with overseeing local governments in Minnesota by performing audits of local government financial statements and by reviewing documents, data, reports and complaints reported to the Office. Some counties received ARRA funds directly from the federal government, and some received ARRA funds through the state.

The costs for these additional audit requirements are paid from the ARRA appropriation as described in State of Minnesota Laws of 2009 chapter 101 article 1 section 5. The costs for auditing those funds that passed through the state are allocable. These costs were incurred between November 19, 2009 and June 30, 2010.

Costs related to all of the State Auditor’s additional ARRA audits are listed by personnel services and associated operating costs. Costs related specifically to state agencies were reported by the Office of the State Auditor in the amount of \$82,316.

FISCAL_YR	FUND_CD	AGENCY_NBR	APPROP_UNIT_NBR	OBJ_CLASS_NM	EXPENDE_AMT	TOTAL EXPENDE AND ENCUMBERED
2010	100	G61	APS	FULL TIME	70,819	70,819
2010	100	G61	APS	PART-TIME	622	622
2010	100	G61	APS	Space Rental, Maintenance, and Utilities	27,058	27,058
2010	100	G61	APS	Repairs to Equipment and Furniture	1,297	1,297
2010	100	G61	APS	Printing and Advertising	141	141
2010	100	G61	APS	IT PROF/TECH SERVICES O/S VEND	1,342	1,342
2010	100	G61	APS	COMPUTER & SYSTEMS SERVICES	5,467	5,467
2010	100	G61	APS	COMMUNICATIONS	3,615	3,615
2010	100	G61	APS	Supplies	3,165	3,165
2010	100	G61	APS	Equipment	7,147	7,147
2010	100	G61	APS	EMPLOYEE DEVELOPMENT	6,335	6,335
2010	100	G61	APS	Other Operating Costs	1,524	1,524
						128,532
						46,216
						82,316



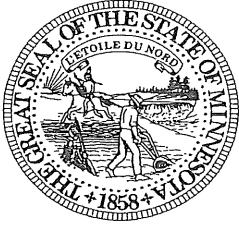
**State of Minnesota**  
**ARRA Supplemental—Statewide Cost Allocation Plan**  
**Description of Services & Estimated Cost Details for Section 1**  
**Year 2010 Budget**  
**Exhibit C—Nature and extent of Services**

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**Department of Administration—Materials Management**

The Department of Administration provides a broad range of services to state agencies, local units of government, and citizens of Minnesota. The DOA Materials Management Division facilitates the strategic acquisition of goods and services for the State of Minnesota and other governmental entities.

The Materials Management Division was awarded an ARRA grant for implementing the accessibility standards with state procurement practices. As part of the step-down process this grant received an administrative cost allocation of \$15.00. This allocation is then re-allocated to the ARRA programs benefiting from the related services, based on the count of fiscal year 2010 purchase orders.



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State of Minnesota

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# Exhibit D

## Allocation Statistics

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Minnesota  
Supplemental-ARRA  
Statewide Cost  
Allocation Plan  
Fiscal Year 2010 Budget

**State of Minnesota**  
**ARRA Cost Allocation Supplement**  
**Fiscal Year 2010**

Exhibit D - Stepdown Go Between Worksheet

ARRA program expenditures including entitlements and non-1512 expenditures      ARRA program receipts excluding entitlements and non-1512 expenditures      ARRA program receipts excluding entitlements and non-1512 expenditures      Purchase Orders

<u>DP#</u>	<u>Name</u> ARRA	2010 ARRA Actual Allocable costs and applicable credits	MMB ARRA Oversight & Reporting	MMB Monitor & Financial Control	State Auditor's Office	Materials Management
	MMB - ARRA Oversight & Reporting	243,506				
	MMB - Monitor & Financial Control	245,734				
	State Auditor's Office	82,316				
	Materials Management		72	72	72	
B04	AGRICULTURE DEPT		69	69	69	17
B13	COMMERCE DEPT		59,430	59,430	59,430	228
B22	EMPLOYMENT & ECONOMIC DVPMT		948,003	948,003	948,003	1,344
B24	PUBLIC FACILITIES AUTHORITY		82,967	82,967	82,967	15,564
B34	HOUSING FINANCE AGENCY		36,884	14,805	14,805	1,418
B42	LABOR AND INDUSTRY DEPT		24	24	24	47
B82	PUBLIC UTILITIES COMM		57	57	57	38
E26	MN STATE COLLEGES/UNIVERSITIES		36,023	36,023	36,023	1,578
E37	EDUCATION DEPARTMENT		501,342	501,342	501,342	1
E50	ARTS BOARD		316	316	316	1,887
E81	UNIVERSITY OF MINNESOTA		38,591	38,591	38,591	7,566
G02	ADMINISTRATION					
G02-0009	Construction Services		85	85	85	293
H12	HEALTH DEPT		1,401	1,401	1,401	
H55	HUMAN SERVICES DEPT		1,068,287	79,379	79,379	25,483
H55(b)	HUMAN SERVICES INSTITUTIONS		76,654	76,654	76,654	14,315
H75	VETERANS AFFAIRS DEPT		1,614	1,614	1,614	21,763
J33	TRIAL COURTS		220	220	220	215
J52	PUBLIC DEFENSE BOARD		228	228	228	12,676
J65	SUPREME COURT		1,008	1,008	1,008	173
P01	MILITARY AFFAIRS DEPT		4,688	4,688	4,688	
P07	PUBLIC SAFETY DEPT		7,315	7,315	7,315	2,108
P78	CORRECTIONS DEPT		38,204	38,204	38,204	43,786
R29	NATURAL RESOURCES DEPT		700	700	700	7
R32	POLLUTION CONTROL AGENCY		4,891	4,891	4,891	37,012
T79	TRANSPORTATION DEPT		316,502	316,502	316,502	2,801
	Other					
XXX	Total	<u>571,556</u>	<u>3,225,575</u>	<u>2,214,588</u>	<u>2,214,588</u>	<u>190,320</u>
XXX	Source	<u>571,556</u>	<u>3,225,575</u>	<u>2,214,588</u>	<u>2,214,588</u>	<u>190,320</u>
XXX	Difference (Total - Source)	0	0	0	0	0