

Indirect Cost Rate Proposal (ICRP) Additional Costs Workbook

To Establish an Indirect Cost Rate for School Year 2020-2021 (FY '21)

LEA Information and Certification of Additional Costs

This is to certify that I have reviewed the indirect cost rate proposal submitted herewith and that to the best of my knowledge and belief:

1. As per 2 CFR §200.333 Retention requirements for records - All records and documentation supporting the indirect cost allocation plan will be retained for a period of three years after the last day of the fiscal year (school year) to which the proposal applies or until audited, whichever occurs sooner.
 2. The LEA's accounting records are maintained in accordance with Module 1, Financial Accounting and Reporting, of TEA's Financial Accountability System Resource Guide, and I have included all costs identified as governmental funds and food service enterprise funds, if applicable.
-

I declare that the foregoing is true and correct to the best of my knowledge:

Name of LEA:

County District Number:

Name of Primary Contact

Completing Worksheet:

Title:

Phone Number:

Email:

Date:

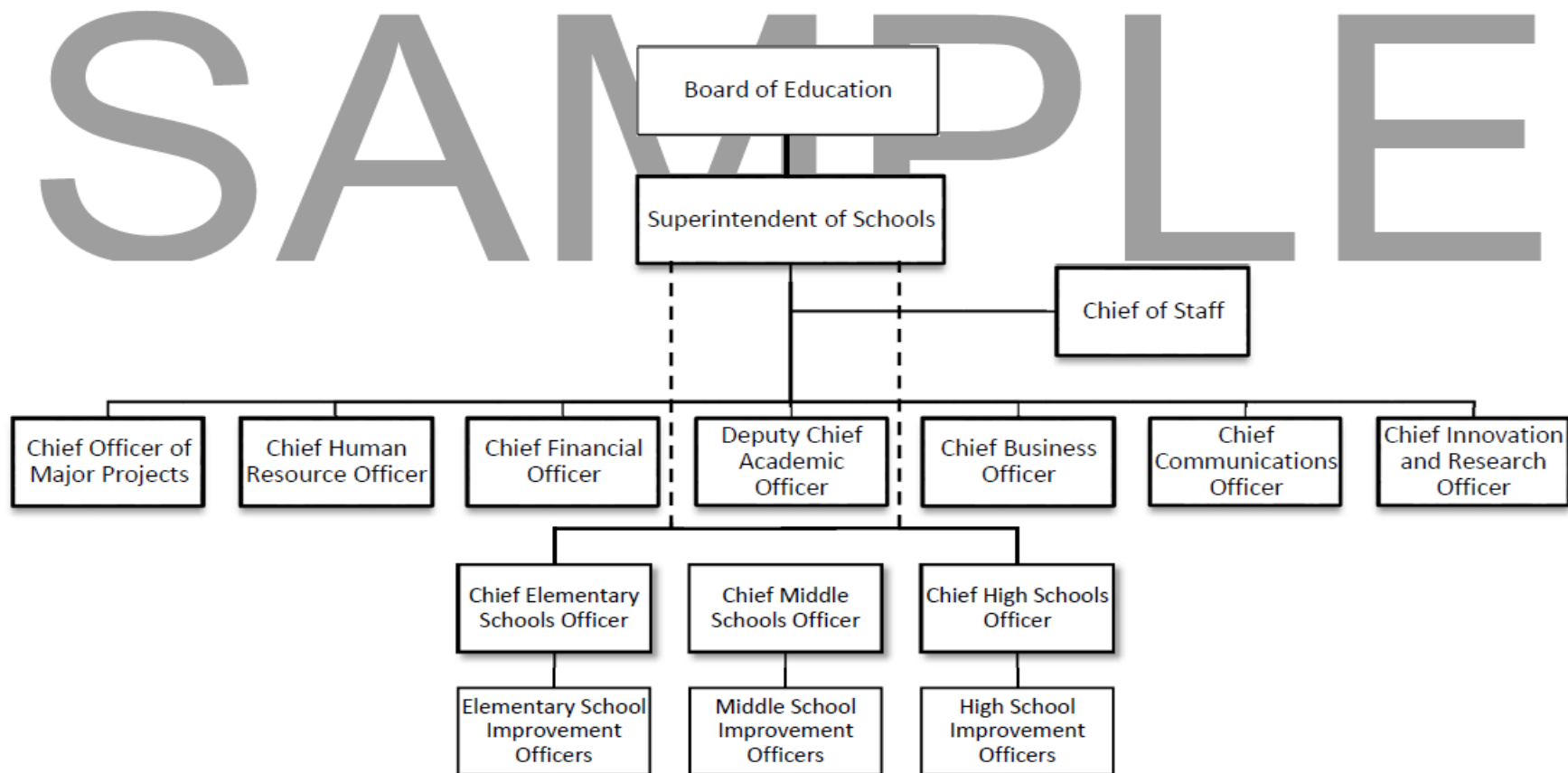
Indirect Cost Rate Proposal (ICRP) Additional Costs Workbook

To Establish an Indirect Cost Rate for School Year 2020-2021 (FY '21)

Organizational Chart Requirement

Below is an example of the kind of organizational chart that ISDs must submit for fiscal year 20XX to be included in the ICRP. The organizational chart must support the positions itemized on the Additional Costs FY XX worksheet.

Sample Organizational Chart



Indirect Cost Rate Proposal (ICRP) Additional Costs Workbook

**To Establish an Indirect Cost Rate for
School Year 2020-2021 (FY '21)**

Organizational Chart Requirement

Please insert/paste ISD's organizational chart for fiscal year 2019 (school year 2018-2019) below the line. Note: If your org chart is a PDF, open the PDF> Save As> Save as type: JPEG. Then from this Excel tab, go to Insert (next to Home)> Pictures> Select org chart JPEG file you just saved. You may also use the Snipping Tool to snip and paste the org chart here:

Additional Costs Worksheet (To be completed by LEA) - FY 2019 Financial Information

