

Indirect Cost Rate Delta Template Guide

Organizations that submit an [Entryway Choice Form](#) between November 17, 2020 and December 1, 2020 should return their completed Delta Templates by **December 15, 2020** to ensure that they have enough time to incorporate any necessary revisions and receive an Accepted ICR by **December 31, 2020**.

Any Delta Template submission after **5:00 PM on December 29, 2020** will be the final submission. After this time, organizations will not be able to resubmit a Delta Template should revisions be required – all submissions will be final.

Pre-populated Data

1. The data populated on the Delta Template contains information from the following:
 - a. Contract details and budget details from active or approved FY20 contract budgets in HHS Accelerator;
 - b. Contract details, the sub-budget names (if applicable) and the annual configured sub-budget values for non-approved FY20 contract budgets in HHS Accelerator; and
 - c. Only the contract details for contract budgets that are not configured in HHS Accelerator from Financial Management Details (FMS).

Completing the Delta Template

1. The Delta Template should include a list of all your current FY20 health and human service contracts. If there are current contracts that you believe are eligible for the Indirect Cost Rate Investment but are not included in this Delta Template, please contact us at the [MOCS Service Desk](#).
2. If there are contracts listed on the Delta Template that are not eligible for the Indirect Cost Rate Funding Initiative and exempt from the [Cost Manual](#), please contact us at the [MOCS Service Desk](#).
3. The columns are color-coded to indicate columns that require Provider Inputs and Provider Verification. Please see the key below and only change values in the cells under the gray color-coded columns. Please verify values in the cells under the yellow color-coded columns.
4. The Identified Direct Cost Base (Column K) reflected in the Delta Template follows the Simplified Allocation Methodology (SAM) for Direct Cost Base as stated in the [Cost Manual](#) and excludes factors such as rent and other factors. It also excludes any values budgeted in the following tabs from HHS: “Unallocated”, “Rate” or “Milestone”.
 - a. If your contract budget/sub-budget contains Unallocated funding in Column O, reallocate these funds based on your anticipated spending. Funds must be reallocated to the Direct Cost Base, Indirect Cost Base, or Distorting Factors. Please make that adjustment in Column R (Reallocation to Direct Cost Base), Column S (Reallocation to Indirect Cost Base), and Column T (Reallocation to Distorting Factors).
 - b. **NOTE:** Costs budgeted as Unallocated on DOHMH, DHS and DYCD contract budgets/sub-budgets must be reallocated to Column T (Reallocation to Distorting Factors) **only**.

Indirect Cost Rate Delta Template Guide

- c. If the contract budget/sub-budget is strictly rate or milestone-based, the City Implementation Team (CIT) is not able to return values in the Current Indirect Cost Base (Column L) and the Identified Direct Cost Base (Column K). This will require providers to reallocate the values in Column P and/or Column Q based on anticipated spending. Input these allocations in Column R, S and/or T (Reallocation to Direct Cost Base, Reallocation to Indirect Cost Base and/or Reallocation to Distorting Factors) to complete the Delta Template.
 - d. If the contract budget is a hybrid model that includes both line-item expenditures and rates or milestones, CIT excluded those values in the Current Indirect Direct Cost Base (Column L) and the Identified Direct Cost Base (Column K). This funding will be reflected in Rate (\$) and/or Milestones (\$) (Column P and Column Q) and will require provider to reallocate these values based on anticipated spending. Input these allocations in Column R, S and/or T (Reallocation to Direct Cost Base, Reallocation to Indirect Cost Base and/or Reallocation to Distorting Factors) to complete the Delta Template.
5. The Cost Manual identifies other acceptable allocation methodologies. Alternative methodologies may not exclude the same factors as defined by SAM. For example, rent may not be excluded from the Direct Cost Base in an alternative methodology.
 - a. If your organization has established an Indirect Cost Rate through an alternative acceptable methodology, please identify the excluded factors in Distorting Factors (\$), Column M, that must be added back to your Direct Cost Base. Please make these adjustments in Column R (Reallocation to Direct Cost Base).
 - b. A definition of the factors excluded in the SAM can be found in the definitions below “Identified Direct Cost Base” and on pages 3 and 62 of the Cost Manual.
 - c. If you adjust your Direct Cost Base in Column R (Reallocation to Direct Cost Base) please add a comment in the 2nd tab, “Notes on Cost Treatments” to document these adjustments.
 - d. The City Implementation Team may request documentation to verify your Adjusted Direct Cost Base.
6. The Cost Manual provides guidance on the treatment of costs. This guidance may require providers to modify their contract budgets/sub-budgets in HHS Accelerator to conform with guidance. If the HHS Accelerator Budget has not yet been modified, the Delta Template may reflect a budget that does not conform to the Cost Manual.
 - a. These adjustments must be made in Columns U and V (Cost Treatment Adjustments to Direct Cost Base and Cost Treatment Adjustments to Indirect Cost Base).
 - b. If you adjust your Direct and/or Indirect Cost Base in Columns U and V (Cost Treatment Adjustments to Direct Cost Base and Cost Treatment Adjustments to Indirect Cost Base) please add a comment in the 2nd tab, “Notes on Cost Treatments” to document these adjustments.
 - c. **NOTE:** Cost Treatment Adjustments in the Delta Template enables the accurate calculation of the Indirect Cost Rate Amendment. A Budget Modification in HHS Accelerator is also required. It is recommended that providers complete this step as soon as they have established their Direct Cost Base in conformity with the Cost Manual.

Indirect Cost Rate Delta Template Guide

7. Contracts contained in the Delta Template may include terms extending past 6/30/20 (FY20).
 - a. Where contract budgets are configured in HHS Accelerator for FY21 the template will include values in Column AB (Contract Configuration). Based on anticipated spending and adjustments made in the FY20 data, providers must reallocate this funding to Columns AC, AD, and/or AE (FY21 Direct Cost Base, FY21 Indirect Cost Base, FY21 Distorting Factors). The same applies to FY22, where applicable.
 - b. Where contract budgets are not configured in HHS Accelerator for FY21 and/or FY22, the template will not include values in Column AB or AG (Contract Configuration). Using the contract term and value information in Columns F, G and H (Contract Value, Contract Start Date and Contract End Date) providers must allocate fiscal year funding based on anticipated spending and adjustments made in the FY20 data. Providers must reallocate this funding to Columns AC, AD, and/or AE (FY21 Direct Cost Base, FY21 Indirect Cost Base, FY21 Distorting Factors). The same applies to FY22, where applicable.
8. Once the Delta Template is completed, the Attestation Section must be completed by the provider's Executive Director.

Returning the Completed Delta Template

1. Please retain the current name of the Delta Template file when you save it, adding "**ICRDT**" to the end of the file name.
2. To return the completed delta template submission, please (a) create a folder within their HHS Accelerator Document Vault entitled "Verification Documentation" and (b) upload the Delta Template and Verification Documentation to this folder.
3. When uploading the documents, Providers must specify the document type as "Indirect Rate Justification".

Key

Pre-populated Data	The value of the cells under this color specific column header is populated with data from HHS Accelerator.
Excel Calculation	The cells under this color specific column contains formulas to perform calculations based on the information entered.
Provider Input	The cells under this color specific column requires data entry by the provider.
Provider Verification	The cell values under this color specific column requires verification by the provider that data is accurate. If it is not, adjustments need to be made and entered to the cells under the columns labeled: <ol style="list-style-type: none"> 1) Reallocation to Direct Cost Base; and/or 2) Reallocation to Indirect Cost Base; and/or 3) Reallocation to Distorting Factors.

Indirect Cost Rate Delta Template Guide

Definitions

FY20 Contract Budget	The value of the FY20 contract budget that is active or approved in HHS Accelerator.
Identified Direct Cost Base	The value of the Identified Direct Cost base follows the simplified allocation methodology for direct cost base as stated in the HHS Cost Manual. It excludes the following costs below: <ol style="list-style-type: none"> 1) Capital Expenditures and Equipment; 2) Rental Costs 3) Participant Support Costs; 4) Subcontract amounts above \$25,000; and 5) Distorting Items In addition, this value does not reflect Unallocated, Rate and Milestone Values.
Current Indirect Cost Base	The value of the FY20 indirect value based in HHS Accelerator.
Distorting Factors	The value of costs that disproportionately impacts the Direct Cost base relative to the other costs in the Indirect Cost Rate, which would result in an inequity in the distribution of Indirect Costs.
Current Indirect Cost Rate (%)	The percentage is calculated by dividing the value of the Current Indirect Cost Base over the Identified Direct Cost Base.
Unallocated	The value of Unallocated based on the FY20 contract budget in HHS Accelerator, if applicable.
Rate	The value of Rate based on the FY20 contract budget in HHS Accelerator, if applicable.
Milestone	The value of Milestone based on the FY20 contract budget in HHS Accelerator, if applicable.
Reallocation to Direct Cost Base	The value of costs (Unallocated, Rate and/or, Milestone) that need to be reallocated to the Direct Cost Base as defined by the HHS Cost Manual.
Reallocation to Indirect Cost Base	The value of costs (Unallocated, Rate and/or Milestone) that need to be reallocated to the Indirect Cost Base as defined by the HHS Cost Manual.
Reallocation to Distorting Factors	The value of costs (Unallocated, Rate and/or Milestone) that need to be reallocated to the Direct Cost Base as defined by the HHS Cost Manual.

Indirect Cost Rate Delta Template Guide

Cost Treatment Adjustments to Direct Cost Base	The value of costs that are adjusted (positive or negative) to the Direct Cost Base as defined by the HHS Cost Manual.
Cost Treatment Adjustments to Indirect Cost Base	The value of costs that are adjusted (positive or negative) to the Indirect Cost Base as defined by the HHS Cost Manual.
Adjusted Direct Cost Base	The total Direct Cost Base after the reallocation of costs and the cost treatment adjustments as defined by the HHS Cost Manual.
Adjusted Indirect Cost Base	The total Indirect Cost Base after the reallocation of costs and the cost treatment adjustments as defined by the HHS Cost Manual.
Adjusted Distorting Factor	The total value of Distorting Factors after the cost treatment adjustments as defined by the HHS Cost Manual.
Adjusted Total Current Budget	The sum of the Direct Cost Base, Indirect Cost Base and Distorting Factors after all adjustments have been made.
Final Amendment Value	The value of the delta determined by the adjusted Direct Cost Base multiplied by the new indirect cost rate less the adjusted Indirect Cost Base.