



26 Federal Plaza, Room 3412  
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EMAIL: [CAS-NY@psc.hhs.gov](mailto:CAS-NY@psc.hhs.gov)

January 13, 2017

Mr. Andrew A. Pallito  
Commissioner, Department of Finance and Management  
State of Vermont  
109 State Street  
Montpelier, Vermont 05602-0401

Dear Mr. Pallito:

A negotiation agreement is being sent to you for signature. This agreement reflects an understanding reached between your institution and a member of my staff concerning the rates or amounts that may be used to support your claim for costs on grants and contracts with the Federal Government. The agreement must be signed by a duly authorized representative of your institution and e-mailed to me at [CAS-NY@psc.hhs.gov](mailto:CAS-NY@psc.hhs.gov) ; retain a copy for your file. We will reproduce and distribute the agreement to awarding agencies of the Federal Government for their use.

The fixed central service costs for fiscal year ended June 30, 2017 amounting to \$22,232,342 includes the final carry-forward under-recovery of \$1,763,810 from fiscal year ended June 30, 2015.

Your cost allocation plan for fiscal year ending June 30, 2018 based on your actual costs for the fiscal year ended June 30, 2016 must be submitted to my office by December 31, 2016 \*.

\* Received December 29, 2016

Mr. Andrew A. Pallito

January 13, 2017

In order to effect a timely negotiation, your next plan must be accompanied by the following supporting information:

1. A certification of the plan by a responsible official.
2. A copy of your official financial statements supporting the costs contained in the plan.
3. An organization chart identifying those organizations rendering central services and all other departments, agencies, and bureaus, whether or not they are reflected as benefiting from services in the cost allocation plan.
4. A copy of your current approved State Budget Report.
5. Copies of all actuarial reports that relate to the pension plan and all self-insurance funds.
6. A schedule summarizing the billings and payments, by State Agency, for each service under Section II, Billed Costs, is necessary. Revenue and expenditure data by billing rates/categories should be provided for all Communication and Information Technology Services. Information should be broken out by beginning balance, revenues and expenditures. Actual cost by billable services and actual billed revenues should be provided.
7. A reconciliation of Retained Earnings for all internal service funds, self-insurance funds and fringe benefits funds. (See ASMB C-10 for guidance)

Sincerely,

**Darryl W.  
Mayes -A**

Digitally signed by Darryl W. Mayes -A  
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ou=PSC, ou=People,  
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Darryl W. Mayes  
Deputy Director  
Cost Allocation Services

**COST ALLOCATION AGREEMENT  
STATE AND LOCAL GOVERNMENTS**

**STATE/LOCALITY:**  
State of Vermont  
Montpelier, Vermont 05602

**DATE:** January 13, 2017

**FILING REF.:** The preceding  
Agreement was dated 9/29/2015

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**SECTION I: ALLOCATED COSTS**

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The central service costs listed in Exhibit A, attached, are approved on a Fixed basis and may be included as part of the costs of the State/local departments and agencies indicated during the fiscal year ended 06/30/17 for further allocation to Federal grants, contracts and other agreements performed at those departments and agencies.

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**SECTION II: BILLED COSTS**

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

1. FICA
2. Life Insurance
3. Medical Insurance
4. Dental Insurance
5. Retirement
6. Employee Assistance Plan
7. Workers' Compensation
8. Copy Center
9. E - Procurement
10. Communications & Information Technology
11. Highway Garage
12. Offender Work Program
13. Single Audit
14. Postage
15. Property Management
16. Equipment Revolving Fund
17. State Surplus Property
18. FLEET
19. State Liability Insurance
20. Risk Management - All Other
21. Facilities Operation
22. Long Term Disability
23. Financial & HR Information
24. State Resource Management
25. Human Resources

### Section III: CONDITIONS

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

- A. LIMITATIONS: (1) Charges resulting from this Agreement are subject to any statutory or administrative limitations and apply to a given grant, contract or other agreement only to the extent that funds are available. (2) Such charges represent costs incurred by the State/locality which are legal obligations of the State/locality and are allowable under OMB Uniform Guidance 2 CFR 200. (3) The same costs that are treated as indirect costs are not claimed as direct costs. (4) Similar types of costs are accorded consistent accounting treatment. (5) The information provided by the State/locality which was used to establish this Agreement is not later found to be materially incomplete or inaccurate.
- B. ACCOUNTING CHANGES: This Agreement is based on the accounting system purported by the State/locality to be in effect during the Agreement period. Changes to the method of accounting for costs which affect the amount of reimbursement resulting from the use of this Agreement require prior approval of the authorized representative of the Cognizant Agency. Such changes include, but are not limited to, changes in the charging of a particular type of cost from an allocated cost to be billed cost. Failure to obtain approval may result in cost disallowances.
- C. FIXED AMOUNTS: If fixed amounts are approved in Section I of this Agreement, they are based on an estimate of the costs for the period covered by the Agreement. When the actual costs for this period are determined, adjustments will be made to the amounts of a future year to compensate for the difference between the costs used to establish the fixed amounts and actual costs.
- D. BILLED COSTS: Charges for the services listed in Section II will be billed in accordance with rates established by the State/locality. These rates will be based on the estimated costs of providing the services. Adjustments for variances between billed costs and the actual allowable costs of providing the services, as defined by OMB Uniform Guidance 2 CFR 200, will be made in accordance with procedures agreed to between the State/locality and the Cognizant Agency.
- E. USE BY OTHER FEDERAL AGENCIES: This Agreement was executed in accordance with the authority in OMB Uniform Guidance 2 CFR 200, and should be applied to grants, contracts and other agreements covered by that Circular, subject to any limitations in Paragraph A above. The State/locality may provide copies of the Agreement to other Federal Agencies to give them early notification of the Agreement.

F. SPECIAL REMARKS:

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

BY THE STATE/LOCALITY:

BY THE COGNIZANT AGENCY ON  
BEHALF OF THE FEDERAL GOVERNMENT:

State of Vermont  
State/Locality

*Ballito*  
(Signature)

*Andrew Pallito*  
(Name)

*Commissioner, F&M*  
(Title)

*Jan. 19, 2017*  
(Date)

DEPARTMENT OF HEALTH & HUMAN SERVICES

*Darryl W. Mayes - A*  
(Signature)  
Digitally signed by Darryl W. Mayes - A  
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Darryl W. Mayes  
(Name)

Deputy Director, Cost Allocation Services  
(Title)

January 13, 2017  
(Date)

HHS Representative: Jeffrey Warren

Telephone: 212-264-0917