

RD AN No. 4252 (1944-I)
February 23, 2007

SUBJECT: Indirect Costing – Self-Help Technical Assistance Grants
Interagency Agreement between Rural Housing Service and
the United States Department of the Interior

TO: All State Directors
Rural Development

ATTN: Rural Housing Program Directors

PURPOSE/INTENDED OUTCOME:

The purpose of this Administrative Notice (AN) is to provide guidance concerning the subject Interagency Agreement and to clarify when an organization is required to submit a request for indirect costing. The Interagency Agreement provides information to meet the requirements of RD Instruction 1944-I, “Self Help Technical Assistance Grants.”

COMPARISON WITH PREVIOUS AN:

This replaces RD AN No. 4144 (1944-I) dated February 13, 2006, which expired February 28, 2007.

IMPLEMENTATION RESPONSIBILITIES:

This AN should serve as notice that the cognizant Agency will remain The United States Department of the Interior (DOI). The Agency entered into a new Interagency Agreement, effective October 1, 2005. The agreement provides for DOI to serve as the cognizant Agency for establishing indirect cost determinations for Section 523 Self-Help Technical Assistance Grants. It is the responsibility of each grantee that receives funds from multiple sources to either receive approval of its cost allocation method or have an indirect cost rate established. Organizations that are NOT multi-funded are not required to obtain an approval of their cost allocation method or indirect cost rate from DOI.

EXPIRATION DATE: February 29, 2008

FILING INSTRUCTIONS:
Preceding RD Instruction 1944-I

Grantees have been informed they may request assistance from DOI in preparing their indirect cost proposals. Grantees may visit the DOI web site at www.nbc.gov/icshome.html for detailed information and guidance on preparation of Indirect Cost Proposals. Grantees should be encouraged to take advantage of this very useful tool. Grantees requesting funding during the period of this agreement should be advised to prepare and submit proposals to DOI within 90 days of grant closing or provide a copy of its approved indirect cost rate to the Agency within 30 days of grant closing.

Under the terms of the Interagency Agreement, Rural Development State Offices having self help grantees are to notify DOI National Business Center regarding grantees that do not have Government approval of their cost allocation plans or have not had their indirect cost rates approved by a Federal cognizant Agency. The contact information has changed and is as follows:

Elena Chan, Auditor/Negotiator
Voice: (916) 566-7102
Email: Elena_chan@nbc.gov

U. S. Department of the Interior
National Business Center
Indirect Cost Services
2180 Harvard Street, Suite 430
Sacramento, CA 95815
Fax: (916) 566-7110

For questions pertaining to this AN, please contact Debra S. Mangrum, Senior Loan Specialist for the Single Family Housing Direct Loan Division at (202) 720-1366.

(Signed by Russell T. Davis)

RUSSELL T. DAVIS
Administrator
Housing and Community Facilities Programs