INDIRECT COST RATE CERTIFICATION

1. Does your agency have a federally approved indirect cost rate? [ ] Yes [ ] No

2. If yes, who is the approving federal agency?
   [ ] Department Of Labor  [ ] Department of Health and Human Services  [ ] Other
   If other, document below

3. What is your Agency’s federally approved indirect cost rate percentage? _____%

4. If your agency does not have a federally approved indirect cost rate. Document your indirect case rate below and explain how the rate was determined.
   Indirect cost rate percentage:  %

   (If the indirect cost rate percentage was determined by an auditing/accounting professional provide a statement from the audit/accounting professional explaining the methodology used.)

5. What is your agency’s indirect cost rate base? (Costs indirect rate percentage will be applied against)
   [ ] Direct Salaries  [ ] Direct Salaries + Fringe  [ ] All Direct Costs  [ ] Other
   If other, describe indirect cost rate base below:

6. Are facilities and administration (F&A) costs included in your agency’s indirect calculation?
   [ ] Yes  [ ] No

7. Are utilities and space rental included as a part of your agency’s facilities and administration (F&A) costs?  [ ] Yes  [ ] No

7. I am requesting approval to use the 10% De-Minimis Indirect Cost Rate (base = direct cost).
   [ ] Yes  [ ] No

Agency Name

Signature of Agency Financial Officer

Date