

'OHU 'OHU KO'OLAU, INC.

---

2551 Waimano Home Road | Building 202 | Pearl City 96782 | 808.453.6110

# Indirect Cost Policy

# 'OHU 'OHU KO'OLAU, INC.

---

2551 Waimano Home Road | Building 202 | Pearl City 96782 | 808.453.6110

## Indirect Cost Guidance

### Philosophy

'Ohu 'Ohu Ko'olau Inc (OOKI) provides leadership and acts the non-profit fiscal sponsor for the Ko'olau Mountains Watershed Partnership (KMWP). OOKI recognizes that the watersheds encompassing the Ko'olau Mountains are an invaluable and critical resource for the island of O'ahu, and works to tackle critical problems pertaining to watershed conservation, restoration, education, and stewardship. We believe that good stewardship means maximizing our resources, while building strong partnerships based on trust. We aim to structure grants and contracts in a way that makes sense from a financial perspective while also funding partners for the cost of delivering results efficiently, supported by open and honest dialogue about the resources required. As proposals are developed, we try to gain a complete and accurate understanding of the total cost to execute the project efficiently and effectively.

### Definitions

The spirit of this policy is to pay for expenses that are directly attributable to project outcomes and outputs as direct costs and expenses associated with general running of the business as indirect costs. Greater specificity on each category is described below.

### Direct Costs

Direct costs are the expenses required to execute a grant that are directly attributable and can be reasonably allocated to the project. Program staff salaries, travel expenses, materials, and consultants required to execute the grant are examples. Costs that would not be incurred if the grant did not exist are often indicative of direct costs.

### Indirect Costs

Indirect costs are general overhead and administration expenses that support the entire operations of a grantee and that may be shared across projects. Examples include facilities expenses, e.g. rent, utilities, equipment for the grantee's headquarters, and associated information systems and support and administrative staff such as HR, general finance, accounting, IT, and legal. While these costs may not be directly attributable to a project, they are real and necessary to operate as an organization.

### Indirect Cost Rate

Indirect Cost Rate = Budgeted Indirect Costs / Budgeted Total Direct Costs (e.g. personnel, sub-awards, supplies, equipment, etc.)

The indirect cost rate proposed in the budget should not exceed the grantee's organizational rate (when defined by the same terms.) While the definitions above are general guidance for all grants, the requirements and activities of each project should be considered when determining direct and indirect costs.

## Maximum Indirect Cost Rate

The maximum allowable indirect cost rate for grants and contracts is 10% of the total direct costs.

Indirect cost rates for grants are subject to the following limitations:

- The rates provided above are the maximum rates allowed under the organizations policy. A grantee or contractor with an actual indirect cost rate lower than the maximum rate provided above should not increase the funding request to the maximum allowed. The intent is to sufficiently fund actual costs, not to generate financial surpluses for grantees.

# 'OHU 'OHU KO'OLAU, INC.

---

2551 Waimano Home Road | Building 202 | Pearl City 96782 | 808.453.6110

- The indirect cost rate awarded in a grant budget may vary up to the maximum percentages depending on factors including, but not limited to, the type of project, level of administrative effort required, cost structure of the grantee, overall grant size, and extent of sub-awards or commodity purchases.
  - Example 1: A primary grantee will receive grant funds that will be largely sub-granted to other organizations. The organization may limit indirect costs the primary grantee receives on the sub-granted funds depending on the level of effort required to manage the sub-awards. The overall effective indirect cost rate awarded to the primary grantee may therefore be less than the maximum allowable rate.
  - Example 2: A material portion of a project budget is allocated for commodity purchases. A lower overall effective indirect cost rate may be negotiated to remove commodity cost from the indirect cost calculation.
  - Example 3: A NGO grantee has an organizational actual indirect cost rate of 8%, i.e., for every \$1,000 in direct costs, it has \$80 in indirect costs. Rather than defaulting to the maximum rate of 10% in the grant proposal, 8% should be proposed in the grant budget.
- Maximum Indirect Cost Rates and limitations apply to both the primary applicant organization and any sub-grantees
- We seek consistency across funding mechanisms and thus we reserve the right to apply this philosophy and principles to all grants and contracts.
- For profit entities may propose indirect costs as a percentage from 0% up to 10% to the extent that adequate explanation of the cost is provided.
- We reserve the right to request substantiation of any grantee's indirect cost rate.