

Instructions for Submitting Recharge Rate Proposal for 2018-19

The following provides the parameters to be used in developing proposed recharge rates, campus expectations, proposal submittal requirements and direction on where to find recharge guidelines, policies, templates and assistance.

All recharge rate submittals should be sent to Lucy van Doorn in the Office of Planning and Budget by **March 16, 2018**, for review by the Direct Costing Committee. Reviews will be conducted and the recommendations of the Committee will be forwarded to Vice Chancellor Delaney in June 2018.

Campus Expectations

All recharge units are, by UC policy, required to submit rate proposals that reflect a balanced budget which fully recovers costs. In light of the planning assumptions outlined below, it is recognized that recharge units will experience increased cost pressures in 2018-19. However, given the continued fiscal challenges the campus faces, new recharge rates or increases to rates for recharge activities that have a campus wide impact in 2018-19 are discouraged.

Consistent with this, all recharge units are asked to internally review their spending patterns and organizational structures to determine how services can be effectively delivered at the lowest possible costs. Recharge units may consider a range of options to control overall operational costs, including changes in service delivery, frequency of service, and quality of service. Activities requesting rate increases will be asked to identify what cost-saving measures and/or revenue-enhancing plans will be implemented to help mitigate these increased costs.

As a reminder, recharges are not a vehicle to increase the level of service(s) or to expand services. This is particularly true of those recharge goods and services not competitively obtainable elsewhere. For this reason, new expenses reflected in a recharge rate activity (e.g. new positions, costs related to new or enhanced levels of service, additional administrative overhead, costs formerly covered by other fund sources, etc.) are closely examined and may require specific review and approval of the EVC/Campus Provost.

Parameters

Recharge units should include a three percent increase in wages and salaries effective July 1, 2018 for both non-represented staff and represented staff that do not have a current contract. For units that have represented staff who are covered under collective bargaining agreements for 2018-19, please use the salary and wage increases that have been bargained. Additionally, recharge units should factor into 2018-19 rate calculations an approximate four percent increase in existing benefit costs.

These planning assumptions are based on the best available budgetary information at this time, and may change as policy and program decisions are reached later this year. Planning and Budget will keep you informed as more information becomes available.

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Instructions for recharge activities that have a campuswide impact

All activities listed below have been identified as having a campus wide impact on recharge goods and services not competitively obtainable elsewhere. For 2018-19, these recharge activities must submit a full recharge rate packet to the Direct Costing Committee containing all applicable templates. Upon review of the recharge activity, additional information may be requested of the recharge unit. Recharge units are welcome to provide additional clarifying documentation with the original submittal.

Financial Affairs

Mail Services

Physical Plant

Building Maintenance/Skilled Crafts

Custodial

Fleet Services

Grounds

Refuse/Recycling

Work Management

Physical Planning and Construction

Information Technology Services

800MHz Radio

Data Center

Network and Telecommunications Services

Activities charging Federal funds may have additional reporting requirements. Those requirements are described in the following section.

Instructions for activities that do not have a campuswide impact

- A. If no rate increase is proposed:** Activities that do not have a campus wide impact and are not requesting a recharge rate increase should submit “Template 1 – Recharge Rate Questionnaire” to the Direct Costing Committee along with a list of current rates charged by the recharge activity. If applicable, indicate where any rates are decreasing. **Rates not submitted for 2018-19 will expire as of June 30, 2018.** Recharge units should complete a copy of the annual Comparative Income Statement and keep it within the unit or division. Upon review of the recharge activity additional information may be requested of the recharge unit including, but not limited to, a full recharge packet. Recharge units are welcome to provide additional clarifying documentation with the original submittal.
- B. Activities that do not have a campus wide impact may request a new recharge rate or an increase to an existing rate:** To request a new recharge rate or an increase to a current recharge rate, submit a full recharge rate packet to the Direct Costing Committee containing all applicable templates. Upon review of the recharge activity, additional information may be requested of the recharge unit. Recharge units are welcome to provide additional clarifying documentation with the original submittal.

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Charging the Federal Government

If the recharge activity charges Federal funds, compliance with CFR 200 - Uniform Guidance requires use of one of the following methods:

1. Single rate comprised solely of federally allowable expenses.
2. Dual rates for the same service - both a non-federal rate and a federal rate. The federal rate excludes federally unallowable expenses.
3. Refund unallowable costs billed to Federal funds.

If either the dual rate #2 or refund #3 methods are utilized, a full recharge packet is required to be submitted to the Direct Costing Committee containing all applicable templates. A separate Template 2 (Comparative Income Statement) and Template 3 (Recharge Rate Comparison) must be completed in support of both the non-federal rate and federal rate. The federal rate Template 2 (Comparative Income Statement) may only include federally allowable expenses prorated on the percentage of recharge activity revenue attributable to Federal funds.

In the case that the refund #3 method is utilized, you will also need to complete Template 9 (Refund to Federally Funded Contracts and Grants).

Guidelines, Planning Parameters, and Forms Are Available On-Line

Guidelines for Recharge Activity Submittals, Recharge Rate Policies and all relevant templates needed for your recharge rate packet submittal to the Direct Costing Committee are available on the web at: <https://planning.ucsc.edu/budget/operations-forms-training/recharge-rates/index.html>. **Units must use current templates.** At the above website, you will also find the current list of Approved Recharge Rates for 2017-18.

If you have any questions about recharge rates or need assistance, you may contact Lucy van Doorn at 9-3355 or lvandoor@ucsc.edu.

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