

## **Instructions for Submitting Recharge Rate Proposals for 2024-25**

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.

<b>Recharge Activity:</b>	<b>What to Submit:</b>	<b>Deadline:</b>
No Campuswide impact - no changes	Template 1 - Recharge Rate questionnaire	Wednesday, March 6, 2024
No Campuswide impact- proposing rate or methodology changes	Templates 1-8 (all applicable)	Wednesday, March 20, 2024
Campuswide Impact	Templates 1-8 (all applicable)	Wednesday, March 13, 2024

All recharge rate submittals should be sent to **Sarah Jane (SJ) Casciato** in Budget Analysis and Planning for review by the Direct Costing Committee (DCC). Reviews will be conducted and the recommendations of the Committee will be forwarded to Associate Vice Chancellor Kimberly Register in May 2024, for approval (as delegated). The approved recharge rates will be effective July 1, 2024 – June 30, 2025.

Recharges are not a vehicle to continually 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 Campus Provost/EVC.

For units proposing a new recharge activity exclusive of federally chargeable rates: please note, the DCC will not consider proposals with projected recharge revenue below \$25,000 annually. Please see Recharge Policies for additional information: <https://planning.ucsc.edu/budget/rates-and-assessments/recharge-rates/recharge-policies.html>

### **Parameters**

Your planning should take into consideration, where relevant, known bargained increases, non-represented salary grade ranges, the compensation equity program implementations in January 2024 and an anticipated general increase of 4.2% in non-represented staff salary effective July 1, 2024 per the November 2023 Regents' approval.

Please also factor into the 2024-25 fringe benefits costs based on the composite benefit rates and additional applicable benefit assessments. For information about benefit assessment rates please visit: <https://planning.ucsc.edu/budget/rates-and-assessments/cbr-rate-tables.html>

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. Budget Analysis and Planning will keep you informed as more information becomes available.

## **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 2024-25, these recharge activities must submit a full recharge rate packet to the Direct Costing Committee Chair including 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 Planning, Development & Operations (PPDO)

Custodial

Fleet Services

Grounds

Refuse/Recycling

Skilled Crafts (Includes Energy Services)

Physical & Environmental Planning Services, Design & Construction Services & Work Management

### 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 “Charging the Federal Government” section below.

## **Instructions for activities that do not have a campuswide impact**

- A. If no rate or methodology changes are proposed:** Activities should submit “Template 1 – Recharge Rate Questionnaire”, to the Direct Costing Committee Chair along with a list of current rates charged by the recharge activity. **Rates not submitted for 2024-25 fiscal year will expire as of June 30, 2024.** Recharge units should complete a copy of the annual Comparative Income Statement (Template 2 or 2A if the activity is subsidized) 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. If proposing a new recharge rate or an increase to an existing rate:** Activities should submit a full recharge rate packet to the Direct Costing Committee Chair including all applicable templates and a list of current rates charged by the recharge activity (if applicable). 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.

## **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.

If the dual rate method is utilized, a full recharge packet is required to be submitted to the Direct Costing Committee Chair 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.

Equipment Depreciation:

If the recharge activity charges federal funds and the equipment being depreciated is located in an academic space, Template 6 - Equipment Depreciation Schedule needs to be submitted every year regardless if any changes to existing approved rates are being requested.

## **Guidelines, Planning Parameters, and Templates Are Available On-Line**

Guidelines for recharge activity submittals, recharge rate policies, the current list of approved recharge rates for 2023-24 and all relevant templates needed for your recharge rate packet submittal to the Direct Costing Committee Chair are available on BAP's website: <https://planning.ucsc.edu/budget/rates-and-assessments/recharge-rates/index.html>

**Preparers must use current (FY24-25) templates.** To facilitate completion of these templates, an InfoView Report: "Recharge Reporting by Operating Org" is now available to all recharge preparers. Please contact SJ Casciato to request this report be sent to your BI Inbox.

If you have any questions about recharge rates or need assistance, please contact SJ Casciato at [scasciat@ucsc.edu](mailto:scasciat@ucsc.edu).

**All finalized recharge templates must be submitted to SJ Casciato, [scasciat@ucsc.edu](mailto:scasciat@ucsc.edu), in Budget Analysis and Planning no later than March 20, 2024.**