



Oregon

Kate Brown, Governor



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Colt Gill

Director of the Oregon Department of Education

April 8, 2019

Dear Business Managers,

It's almost that time of year again and many of you are eager to begin working on your indirect cost rate application for 2019-20. The United States Department of Education (USDE) is reviewing our delegation agreement for calculating LEA indirect rates. USDE requires us to submit our LEA indirect rate plan every five years for review and will issue an updated delegation agreement upon completion of their review. We will open the Indirect Cost Rate System (ICRS) once we hear back from USDE. We are hoping to have 2019-20 open in the ICRS by May 15, 2019 (*if not sooner*); however, this date ultimately depends on when we hear back from USDE.

We will e-mail you with updated information as it becomes available. To be sure that you do not miss any of these e-mails, please make sure your generic e-mail address is working and you have access to that mailbox. The generic e-mail address is essentially a "role based" e-mail address. ODE asks all LEAs (school districts and ESDs) to setup a generic e-mail address for receiving messages sent through the ICRS. The ICRS uses a generic e-mail address to communicate important information to school district business managers and provides a consistent contact point which does not change when personnel changes.

Please work with your IT staff to ensure that the generic e-mail address is working properly and is configured as follows: [BusMgr@\[district's domain\]](mailto:BusMgr@[district's domain]). For example, many districts use the k12.or.us domain and the generic email address would look something like this: [BusMgr@\[district name.k12.or.us\]](mailto:BusMgr@[district name.k12.or.us]). For those that use .org domain, the generic email address would look similar to this: [BusMgr@\[district name.org\]](mailto:BusMgr@[district name.org]).

Thank you for your patience during this process. If you have any questions or concerns, please do not hesitate to contact me. I am available by email or phone (*email is best*) 8:30am – 5:30pm, Monday – Thursday.

Sincerely,



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