**Minnesota Department of Public Safety**

**Office of Justice Programs (OJP)**

***Request to Include the 10% De Minimis Indirect Cost Rate***

Refer to the [*Indirect*](http://dps.mn.gov/divisions/ojp/forms-documents/Documents/CVS/Calculating%2010%20De%20Minimis%20Indirect%20Cost%20Amounts.pdf) *Costs Overview* document for guidance on calculating the 10% De Minimis Indirect Cost amount to include in the budget of your grant application. **Please note:** These amounts should match your requested budget in your grant application. But if you choose to use less than the 10% de minimis rate, please still complete the chart and then make sure the amounts in your e-grants budget show the rate that you are using.

1. **Complete the cells of the chart below that are highlighted in yellow.** 
   1. Place your cursor on the chart, right click your mouse and select “Worksheet Object – Open”
   2. Enter your figures and click on the “X” at the top right of the chart to close.



1. **List the indirect costs that will be included in the “Indirect Costs” line item of**

**Grant#       (enter application/grant # from e-grants):**

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1. **I confirm that our agency has never received a federally approved indirect cost rate and therefore I am submitting this request to include the 10% de minimis rate in this grant budget.**

**Name:       Title:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**