

ADMINISTRATIVE COST MATRIX

The purpose of this matrix is clarify the classification of Title I costs under RDP's grant requirements. If a function can be classified under both categories, determine if the function supports an administrative or program objective.

RDP Costs	Admin.	Program	Notes - Comments
Staff:			
Accounting	X		Exception: Costs of collecting financial information for determining performance accountability is a program cost. Section 667.220 (c)(6).
Administrative Overhead	X		
Advertising	X	X	
Audit Staff & Services	X		
Automatic Data Processing	X	X	Costs of collecting financial information for determining performance accountability are program costs. Section 667.220 (c)(6).
Budgeting	X		
Case Management		X	
Contracting for Admin. activities	X		667.220(a)
Contracting for Program activities		X	667.220(a) When the purpose of the contract is for core, intensive and training services.
Coordination of Participant Services		X	
Counseling		X	
Data Processing	X	X	Admin if function is <u>fiscal</u> reporting. Program if function is client tracking 667.220(c)(6)(i) Data entry for tracking or monitoring of participants and performance information is program.
Program Development		X	
Eligibility Determination		X	
Fiscal Staff	X		
Fiscal-reviewing & approving invoices, request for payments, financial reports		X	
Fiscal-preparing grant or contract revisions		X	
Follow Up Analysis		X	
Grant Writing- Developing scope of services, work plan, timeline, performance measures		X	
Grant Writing-Budgets	X		
Initial Assessment		X	
Labor Market Analysis		X	667.220(b)(1)(iv)(B) and WIA section 134(d)(2)(E)
Monitoring	X	X	When the purpose of monitoring is for reviewing the provision of program services the cost is chargeable to program, if the purpose of monitoring is for reviewing administrative activity the cost is to be charged to admin.
Negotiating scope of services, timelines, performance measures, deliverables		X	
Negotiating budgets	X		
Participant Follow-Up		X	
Personnel Staff	X		

Procurement Staff	X	X	
RDP Costs	Admin.	Program	Notes - Comments
Program Design/Curriculum		X	
Other:			
Core Services		X	
Equipment Expenditures	X	X	667.220(c)(2)
Establishment of Board		X	
Indirect Costs	X	X	667.220(c)(4) "Specific costs charged to an overhead or indirect cost pool that can be identified as a program cost may be charged as a program cost. Documentation of such charges must be maintained."
Maintenance & Repair	X	X	
Materials & Supplies	X	X	
Monitoring Service Providers		X	
Performance Tracking (MIS)		X	667.220(b)(iv)(A.
Purchase Participant Tracking System		X	Modified by section 667.220 (c) (5).
Purchase Financial Mgmt. System	X		
Rental Costs	X	X	
Training Services to program or contractors on matters affecting performance or program activities		X	
Training Services to program or contractors on matters relating to their accounting or financial management systems and procedures	X		
Travel	X	X	
Utilities	X	X	
Participant Costs:			
100% of Participant Payments for Limited Internships		X	
Tuition:			
Fees for Participants		X	Lab fees, activity fees, parking fees, application fees, graduation fees
Tuition for Participants		X	