

**New Cost Categories, and Assignment and Reporting of Costs**

(some examples)

**Administration (9.45% max)**

**Program Costs**

|   | Program Costs                              |  |
|---|--|--|
|   | Program/Enrollee Wages and Fringe Benefits | Program/Other  |
| Management Information Systems (MIS) and monitoring for administrative systems, budget, planning, preparation and tracking.   | 75% minimum                                | Management Information System (MIS) for program and enrollee services (QPR).   |
| Hiring, training and supervision of administrative staff.   |  | Planning, developing, monitoring and oversight of program and enrollee activities.   |
| Processing fiscal reports and forms.  |  | Hiring, training and supervision of program staff.   |
| Completing and processing time records and other payroll items including distribution of payroll. (i.e., If payroll distribution is combined with a counseling visit, the cost can be shared with Program/Other). |  | Community Outreach   |
|   |  | Outreach, recruitment, intake, assessment, training and placement of enrollees and the paper work necessary to do these activities.  |
|   |  | Worksite/Training site monitoring  |
|   |  | Preparation of any program materials such as flyers, handbooks or training material.   |
|   |  | Completion of any paper work about program services for enrollees or applicants.   |
|   |  | Dealing with enrollee or worksite issues such as grievances, accident reports and other paper work necessary for other programs or services such as food stamps, housing, etc. |
|   |  | Outreach, recruitment, negotiations with employers for job development and placement activities.   |