

CEAP – ADMINISTRATIVE COSTS AND PROGRAM SERVICES COSTS

CATEGORY	<u>TAC §6.308</u> ALLOWABLE EXPENDITURES	EXAMPLE ACTIVITIES <i>can include, but are not limited to:</i>
Administrative Costs	<p>(a) Funds available for Subrecipient administrative activities will be calculated by the Department as a percentage of direct services expenditures. Administrative costs shall not exceed the maximum percentage of total direct services expenditures as indicated in the Contract. All other administrative costs, exclusive of administrative costs for program services, must be paid with nonfederal funds...</p> <p><i>The Department calculates Program Services Costs based off total contract expenditure.</i></p>	<ul style="list-style-type: none"> • Salaries & Fringe Benefits for Appropriate Staff (<i>charges must have appropriate support documentation</i>) <ul style="list-style-type: none"> ○ General program meetings and program planning: <ul style="list-style-type: none"> ▪ outreach/targeting activities; program activities, processes, implementation, etc.; budgeting; establishing staff goals and objectives; ○ Program personnel management ○ Updating/maintaining vendor agreements ○ Financial and Performance reporting; accounting processes ○ General program correspondence with Department; preparing monitoring responses • Non-training travel • General CEAP Admin Equipment & Supplies (<i>if equipment/supplies are shared across multiple programs, costs should be shared appropriately</i>) • Audit (<i>limited to percentage of the contract expenditures, excluding training/travel costs as indicated in the contract</i>) • Office Space (<i>limited to percentage of the contract expenditures, excluding training/travel costs as indicated in the contract</i>)
Program Services Costs	<p>(b) Program Services costs shall not exceed the maximum percentage of total direct services Expenditures as indicated in the Contract. Program Services costs are allowable when associated with providing customer direct services. Program services costs may include outreach activities and expenditures on the information technology and computerization needed for tracking or monitoring required by CEAP, and activities...</p> <p><i>The Department calculates Program Services Costs based off total contract expenditure.</i></p>	<ul style="list-style-type: none"> • Direct administrative cost associated with <u>PROVIDING THE CLIENT DIRECT SERVICE</u> • Salaries & Fringe Benefits cost for staff providing actual CEAP program services <ul style="list-style-type: none"> ○ Identifying client needs and completing needs assessment ○ Providing energy conservation and budget counseling ○ CEAP Component assistance – UA & HCC ○ Providing client assistance with energy vendors, referrals, and follow ups ○ Ongoing documentation and quality control of client files ○ Processing pledges/invoices for eligible clients • Program Equipment & Supplies <ul style="list-style-type: none"> ○ Outreach/client education materials • Travel • Postage for Program Use <ul style="list-style-type: none"> ○ Mail-in applications • Utilities • Rental of office space

➤ Please also refer to CEAP Contract Section 8 and Exhibit A for additional guidance on Admin and Program Services Costs.

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