

**Center Name: \_\_\_\_\_**  
**Cost Allocation Plan**

**Overview**

The purpose of this cost allocation plan is to summarize, the methods and procedures that your center will use to allocate costs to various programs, grants, contracts and agreements.

**Instructions**

- A copy of your agency's timesheet must be included as an attachment to this document
- Signature of the Executive Director is required on page three. Please read the certification of cost allocation plan carefully.

When completing the grid below consider the following:

- The number of programs your agency has specific to domestic violence
- Programs may be supported by multiple funding sources
- Some funding sources require matching funds
- Monies earned from fundraising efforts may be used for expenses not covered under federal and state awards
- Center should recognize programs by its intended purpose, outcomes and deliverables
- Funding sources should be grouped by program objectives
- Funding used as match should be grouped with the related program funding award
- Direct costs are charged directly to grants/funds and program activities
- Indirect cost are allocated to grants/funds
- Grants funds may only be allocated to programs in accordance with cost principles. Costs must be properly charged based on intent of the funding

**Helpful Definitions**

**Direct Costs**

Direct costs are those that can be identified specifically with a particular final cost objective, i.e., a particular award, project, service, or other direct activity of the organization. The agency treats costs that are identified specifically with a particular cost objective as a direct cost and assigns the cost directly thereto within the appropriate accounting system.

**Indirect Costs**

Indirect costs are those cost that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. Those cost are but not limited to accounting salaries and benefits, auditing, building lease, payroll service, office machines and equipment, repairs of equipment, office space, and local telephone service.

**Administrative Costs**

Administrative ( management expenses of the agency), program support and shared costs, such as depreciation, rental costs, operation and maintenance of facilities, telephone expenses, and the like are prorated as direct costs to benefiting cost objectives using a distribution base.

**Cost Allocation Methodology**

All costs charged to the agency programs and grants are screened for allowability in accordance with OMB Circular A-122, "Cost Principles for Non Profit Organizations." Costs are supported by copies of paid invoices, payroll records, time studies and such other evidential records as may be appropriate to document specific costs.



## CERTIFICATE OF COST ALLOCATION PLAN,

This is to certify that I have reviewed the cost allocation plan submitted and to the best of my knowledge and belief:

1. All costs included in this proposal to establish cost allocations are allowable costs in accordance with the requirements of OMB Circular A-21, A-87, or A-122, "Cost principles for ...," and the federal and state awards to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.
  
2. All costs included in this proposal are properly allocable to federal or state awards on the basis of a beneficial or causal relationship between the expenses incurred and the awards to which they are allocated in accordance with applicable requirements.
  
3. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

Organization: \_\_\_\_\_

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

Name of Official: \_\_\_\_\_

Title: \_\_\_\_\_

Date of Execution: \_\_\_\_\_