

# Energy Assistance Admin/Program Grant Cost Definitions

- \* All expenses must be cost-share allocated across grants as appropriate
- \* Costs must be allowable within grant/cost category

	<b>PROGRAM</b> <i>Costs tied to Direct Household Transactions</i>	<b>ADMIN</b> <i>Costs tied to Program Operations, Planning and Development</i>
<b>Client Benefits</b>	<b>Client Vendor</b> Bill Payment Furnace/Equipment <b>Client Service/Benefits</b> Energy Education Case Management Energy Incentives/Kits	X
<b>Personnel, Staff Functions</b>	Outreach Prescreening Intake OPUS Data Entry Authorization, Batching File Review (Quality Assurance) Case Management Energy Education Home Visits	Payroll Fiscal Reporting Program Reporting Personnel/HR Issues Executive Management Tasks Program Budgets, Workplans Public Relations Procurement Property Management
<b>Supplies, Services</b>	<i>Space and Equipment Related to the Functions Listed Above</i> <b>Outreach Related Costs</b> Postage Applications, Forms Fliers, Mailings <b>Home Visit Related Costs</b> Mileage Vehicles <b>Intake Related Costs</b> Computers/Equipment Language Translation Services <b>Energy Education Related Costs</b> <b>Case Management Related Costs</b>	<i>Space and Equipment Related to the Functions Listed Above</i> <b>Program Compliance</b> Consultants Auditing Firms (A-133) <b>Personnel/HR Issues</b> Recruiting, Retention Staff Meeting Costs <b>Association Dues</b> <b>Contract Costs</b> <b>Legal Services</b> <b>Fiscal Related Costs</b> Software Payroll Service
<b>Training, Meetings</b>	<i>Training and/or Meetings Related to the Functions Listed Above</i> Spring, Fall Meetings Energy Education, Case Mgt Intake Worker Training	<i>Training and/or Meetings Related to the Functions Listed Above</i> NEUAC, NASCSP, OECA Fiscal Training Strategic Planning, Development