



# Training Material

For Class Participants



# ***EXAMPLE***

## **Cost Analysis**

### **Objective**

The intent of this program is to provide a comprehensive Information Technology (IT) skills-building and career placement program for 50 students annually.

### **Scope of Work**

The provider will provide a 12-part one (1) year training program for eligible clients. During the program, participants will be supported by staff advisors, professional mentors, and a powerful network of community-based partners.

Participants will develop the technical and professional skills necessary to become qualified for a career in Desktop Support / IT Help Desk. Curriculum shall consist of courses as defined in Attachment A.

### **Budget**

Instructor (Salary and benefits)	\$30,000
Rent and Utilities	\$14,400
Cellular Telephone	\$1,800
Consultant	\$12,000
Travel	\$1,500
Equipment	\$2,800
Miscellaneous	\$9,500
	<hr/>
	\$72,000





**Cost Elements**

**1. Instructor \$30,000**

- ❖ Works 4 hours a day on this project.
- ❖  $\$30,000 / 1040 \text{ hrs.} = \$28.85$  per hour salary and benefits.

**(Allowable? Reasonable? Necessary? Allocable?)**

**2. Rent and Utilities \$14,400**

- ❖ Four-hour daily use (5 days a week) of a facility that holds 30 children for one year
- ❖  $\$14,400 / 12 \text{ months} @ \$1,200$  per month

**(Allowable? Reasonable? Necessary? Allocable?)**

**3. Cellular Telephone: \$1,800**

- ❖  $\$1,800 / 12 \text{ months} = \$150.00$  per month

**(Allowable? Reasonable? Necessary? Allocable?)**

**4. Consultant \$12,000**

**(Allowable? Reasonable? Necessary? Allocable?)**

**5. Travel \$1,500**

**(Allowable? Reasonable? Necessary? Allocable?)**

**6. Equipment \$2,800**

Television/DVD, Digital Camera, DVD Camcorder, Refrigerator,  
Microwave Oven, Coffee Maker

**(Allowable? Reasonable? Necessary? Allocable?)**







**7. Miscellaneous** **\$9,500**

Review the items that make up this category.

- ❖ **Office Supplies** \$600  
(paper, pens, pencils, coffee, etc.)

$\$600 / 12 \text{ months} = \$50 \text{ per month}$

- ❖ **Workbooks** (for 50 participants) \$1,800

$\$150 \text{ per month} / 50 \text{ participants} = \$3 \text{ per participant each month}$

- ❖ **Gift Cards** \$1,500

- ❖ **Executive Chair** (1) \$1,500

- ❖ **Program Supplies** \$900

Pens and Note Pads with the provider's logo

- ❖ **Banquet** \$3,200

**Allowable? Reasonable? Necessary? Allocable?**



**COST ANALYSIS FOR NON-COMPETITIVELY PROCURED AGREEMENTS  
IN EXCESS OF CATEGORY II**

Agreement # \_\_\_\_\_

Line Item Budget Category	Amount	% Allocated to this Agreement	Allowable	Reasonable	Necessary
Salaries	\$30,000	50%			
Rent and Utilities	\$14,400	50%			
Cell Phone Service	\$1,800	100%			
Consultant	\$12,000	50%			
Travel	\$1,500	100%			
<b>Equipment:</b>					
TV/DVD	\$750	100%			
Digital Camera	\$800	100%			
DVD Camcorder	\$500	100%			
Refrigerator	\$650	50%			
Microwave Oven	\$65	50%			
Coffee Maker	\$35	50%			
<b>Miscellaneous:</b>					
Office Supplies	\$600	100%			
Workbooks	\$1,800	100%			
Gift Cards	\$1,500	100%			
Chair	\$1,500	100%			
Pens/note pads with logo	\$900	50%			
Banquet	\$3,200	50%			
<b>Total</b>	<b>\$72,000</b>				

**CERTIFICATION**

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**COST ANALYSIS FOR NON-COMPETITIVELY PROCURED AGREEMENTS  
IN EXCESS OF CATEGORY II**

Agreement # \_\_\_\_\_

**COST ANALYSIS INSTRUCTIONS FOR NON-COMPETITIVELY PROCURED  
AGREEMENTS IN EXCESS OF CATEGORY II**

1. Agencies must complete a cost analysis worksheet for the original contract and any amendment that affects the amount of compensation and/or the level of services provided.
2. Each separate line item must be evaluated to determine whether the cost is allowable, reasonable and necessary. Each miscellaneous cost must be specifically identified.
3. To be allocated to a program, a cost must be related to the services provided. If the cost benefits more than one program, a determination must be made that the cost is distributed in a reasonable and consistent manner across all benefiting programs.
4. To be allowable, a cost must be allowable pursuant to state and federal expenditure laws, rules and regulations and authorized by the agreement between the state and the provider.
5. To be reasonable, a cost must be evaluated to determine that the amount does not exceed what a prudent person would incur given the specific circumstances.
6. To be necessary, a cost must be essential to the successful completion of the program.
7. Indirect costs/overhead should be evaluated to determine that the rate is reasonable.
8. Agencies must retain documentation in agency files to support the conclusions reached as shown on the *Cost Analysis for Non-Competitively Procured Agreements in Excess of Category II* form.