

# How to Gather Title X Project Costs



Grantees directly funded and subrecipients indirectly funded by the Office of Population Affairs (OPA) Title X Program must be able to identify costs tied to their provision of Title X services. The Notice of Grant Award (NOGA) requires Title X grantees to report cost information quarterly and at the end of each grant year on the Financial Federal Report (FFR). Title X grantees may require subrecipients to report their cost information monthly, quarterly, and/or annually.

If an agency's family planning project is funded 100% by the Title X Program, gathering this cost information will be straightforward. However, if an agency provides services in addition to Title X-funded family planning (Title X FP), costs/expenses (used interchangeably throughout this job aid) specific to the provision of family planning and any shared indirect costs of the agency must be identified. Allocation of personnel and other costs can be done in a variety of ways. Regardless of the methodology, they must be distributed accurately across cost categories (or line items). In some instances, estimates may be all that are available.

This job aid provides instruction, rationale, and methodologies to gather cost (or expense) data required to be reported to the Title X Program and should be used in conjunction with the [Title X Project Cost Gathering workbook](#).

Gathering costs is also necessary for completing a cost analysis. If looking to complete a cost analysis, refer to the RHNTC Abbreviated Cost Analysis [workbook](#) and [instructions](#) for more information and steps.

**There are two methods to determine a Title X family planning project costs: a Cost Report or a Cost Pool Calculation.**

Use the Cost Report option if a family planning project does not have regular reports (monthly, quarterly) documenting its costs for the agency. Use the Cost Pool Calculation if the project has existing reports documenting family planning costs.

## Cost Report

Use the second tab labeled "Method A: Cost Report" in the *Title X Project Cost Gathering* workbook. The Cost Report methodology comprises eight cost categories that may be helpful for recording all the costs associated with providing Title X FP services. Additional cost subcategories can be added in blank rows. If an agency does not have any costs under a given category, leave it blank.

## Allocate Costs

An agency must report costs related to its Title X FP project and may need detail for some categories in order to allocate amounts to the appropriate categories. It is important to make sure to consistently capture the real costs that occur in each cost category. Several options for making these allocations include using the agency's:

- Percentage of the total budget that is Title X FP;
- Percentage of clients or visits that are Title X FP;
- Percentage of full-time equivalents (FTEs) working within the Title X FP project compared to all FTEs; or
- Some other documented system easy to specify.
- If an agency does not have detailed line-item cost data, select a blank row in the category, label it, and enter the full amount. **This should only be done as a last resort.**

Column A details eight cost categories, including:

- Administrative
- Client Transportation
- Medical
- Other Family Planning Activities/Health Services
- Laboratory
- Pharmacy
- Employee Health & Welfare
- Facility Costs

1. **Administrative** includes general administrative activities such as project management, policy and procedure development, staff evaluation, development and training, along with the accounting, billing, and/or computer/software support that is not directly attributable to health care services. Additionally, include administrative indirect costs and/or in-kind administrative volunteers/staff. If an agency has an administrative cost pool, this can be part of administration or allocated based on personnel expense.  
**Note:** This is a methodology used to place administrative costs into a lump sum that is then allocated by percentage/approved by OPA's Grants Management office.

**Reminder:** If any expenses are included as line items in the administrative category and are also part of the indirect cost rate (IDC), **they cannot be included** as both a line item and in the IDC rate in the administrative cost category. For example, if the CEO is part of the IDC rate, and also is specified as a line item on the approved budget, the line item activities must be different from the activities performed in the IDC. The same costs cannot be counted as both a line item and as part of the IDC.

2. **Client Transportation** includes the provision of transportation services, such as bus fares, parking, and/or taxis, to clients. Costs related to rental cars are not allowed.
3. **Medical:** Enter medical staff payroll by staff type for every person that worked any time in the Title X FP project only. One way to allocate staff is through a time study. A time study can be used to determine what percent of time a staffer spends working in Title X FP. Consider using a [Time Study Allocation workbook](#) to gather staff time.

**In-kind Staff** (volunteers or donated staff) represents part of the cost of providing services. An agency that does not incorporate volunteers or in-kind staff has to pay for them.

**Medical supplies** include drapes, gowns, gloves, disinfectant, etc. Be sure to include in-kind medical supplies. Other medical costs could include: the appointment system for medical services, the portion of the electronic health record system that supports the delivery of care, depreciation of medical equipment, malpractice insurance, client records, and medical education supplies.

4. **Other Family Planning Activities/Health Services** includes activities and supplies associated with health education, outreach, and/or specialized counseling for an agency's Title X FP project. This category also includes contracts with all vendors providing services to the Title X FP project, indicating the amounts paid for the time frame. Include community education and outreach workers as well as referral visits and procedures (i.e., cost of visits and procedures, such as IUD and Nexplanon insertions, done by referral or by an off-site provider). Remember to include in-kind services and/or educational materials.
5. **Laboratory** includes costs associated with laboratory services provided by the family planning project to clients for on-site laboratory testing such as pregnancy tests, dipstick urines, and wet mounts. This category also includes costs associated with specimen collection and preparation for referral to an outside laboratory and the cost paid for those tests (such as cervical cytology, chlamydia, and gonorrhea tests).\*\* If a medical assistant carries out these tasks and their time is entered in the medical category, no entry for them/their time would be made here. Report the cost (or average cost) of each type of lab test for in-kind contributions at fair market value.

**6. Pharmacy** includes activities associated with purchasing, storing, inventorying, and dispensing contraceptives and other medications.\*\* Include in-kind pharmaceuticals donated by manufacturers or others at fair market value. Also include actual amounts paid for each type of medication used/dispensed throughout the time frame.\*\*

\*\*Costs for supplies, medications, and outside labs may include the purchase price plus a reasonable handling charge that includes estimates for ordering, keeping inventory, storing, and distributing the item. Examples of methods for determining handling charges include: 1) a set amount for each item (e.g., \$5); 2) a set % for each item (e.g., 10%); and 3) a more complex (documented) system that varies by item.

**7. Employee Health & Welfare** reflects fringe benefit expenses, including FICA tax, workers' compensation, unemployment insurance, health care insurance, retirement savings, and other expenses, for the staff identified as working within the Title X-funded project. Use only the amount paid for their Title X FP involvement. Be sure to include fringe benefits for in-kind staff at fair market value as well.

**8. Facility Costs** are costs related to the purchase/rent and maintenance of the facility. These include housekeeping and maintenance, including personnel; rent or mortgage payments; minor repairs on equipment; security of both staff and the facility; supplies; utilities; and depreciation. Some costs are not included (e.g., leasehold improvements), and some may be included if identified in a Title X FP project's NOGA (e.g., start-up costs and organizational costs). Include depreciation amounts (either funded or unfunded) from depreciation tables. Be sure to only allocate the percent of those items used in or applicable to the Title X FP project. Also include in-kind facilities/space and other equipment donated to the project.

**Unallowable costs should not be identified in the workbook, unless approved in the NOGA, and include:**

- Board expenses
- Construction
- Landscaping
- Moving expenses
- Public relations/marketing
- Staff retreats or parties
- Bad debts
- Revenue assessments
- Research

These costs need to be eliminated when gathering costs for allocating costs.

- Review columns B–G. Enter data in columns B, C, and E; columns D and F will calculate automatically.
- Total Costs (all programs) (Column B): Enter the cost data for all agency programs in column B for each corresponding cost category. These total costs will calculate automatically to identify **only** Title X FP costs once the percentage of costs has been entered in column C. A total for each cost category will calculate automatically in column D.
- Percent Title X FP Costs (Column C): Enter the percentage of costs, in a format up to two decimal points for the relevant cost category. If the agency only has Title X FP costs, enter 100% in column C. Identify the method used for this calculation in the notes section, as it is important to note the process or method used to calculate the percentage for future use.
- Total Title X FP Costs (Column D): Column D calculates automatically when data has been entered in columns B and C.
- In-kind Costs (Column E): Enter the dollar amount (fair market value) of any in-kind contributions for the relevant categories related to FP. In-kind costs include goods and services provided to the agency by some other entity or individual and should be entered as a fair market value, meaning what it would actually cost

an agency to purchase the in-kind item or service. These are not paid for by the FP project but are used in providing services.

- Total Title X FP Costs (Column F): This reflects the sum of the FP costs at an agency. It will calculate automatically by adding the data entered in the other columns; no data entry is required.
- Notes (Column G): Enter any relevant notes about the costs here. Include a brief description of the estimation method to allocate costs to FP, if used.

**The total Title X family planning project allowable costs will be calculated automatically in cell F137.**

### **Abbreviated Cost Analysis:**

If using the cost report methodology for the abbreviated cost analysis, use the total in cell F139. This calculation represents Title X-funded FP project costs minus pharmaceutical, lab, start-up, organizational costs, and community education, which are not allowable for cost analysis calculations. Enter this result in tab 1, Cost Calculation, Total Title X FP Project Costs (Expenses), cell B9 in the [Abbreviated Cost Analysis workbook](#).

## **Cost Pool Calculation**

The Cost Pool Calculation (tab 3) is another method to use when cost data has already been collected for another purpose (e.g., reporting expenses to a grantee or within a department's report to another entity). This simplified method ensures that a Title X FP project reduces expenses appropriately for accurate cost reporting to OPA.

1. Enter data in cells B9, B10, B11 and C7; cells C10 and C11 will calculate automatically.
  - Total Expenses (C7): Enter the project's total Title X FP expenses here and include all expenses for this project, regardless of source of funds (e.g., grant, project-generated, cost participation, and/or in-kind). Consider how to allocate agency costs to the Title X FP project. The expenses should reflect what is listed in an agency's budget request or contract. This should include outside laboratory costs and pharmacy costs that were utilized in the time frame.

**Reminder:** If any expenses are included as line items in the administrative category and are also part of the IDC, they **cannot be included** as both a line item and in the IDC rate in the administrative cost category unless the line item responsibilities are different than the IDC responsibilities. As an example, if the CEO is part of the IDC rate, and also is specified as a line item on the approved budget, do not count the costs both as a line item and as part of the IDC.

2. Deduct any disallowed costs for the Title X FP project to establish the actual (net) cost of providing services. These include costs such as:
  - Fundraising/Lobbying (B9): costs associated with putting on a fundraising event
  - Restricted Expenses (B10): expenses related to a grant and/or other funding that has a specific purpose not related to the Title X FP project
  - Unallowable Expenses (B11): construction, board expenses, landscaping, moving expenses, marketing, staff retreats or parties, bad debts, revenue assessments, research expenses

**The total Title X family planning project allowable costs will be calculated automatically in cell C11.**