

Administrative Cost Allocation

Agency: _____ Calendar Quarter/Year: _____

A. Employee FTE and Benefits

Employee(s) Title	FTEs	Salary	Fringe	Travel	Total
Total FTEs:		Grand total Salaries, Fringe and Travel:			

B. WIA Administrative Percentage

Total FTEs from above: _____
 Divided by Total Agency FTEs: _____
 Equals WIA Admin Percentage: _____

C. Shared Operating Costs (010-20)

Quarterly Shared Operating Costs (010-20) _____
 Less WIA Travel listed above: _____
 Total, less WIA travel: _____

D. Calculating Adjusted WIA Administrative Cost

Shared Salary and Fringe benefits from above, times 020 or 030 FTE Percentage: _____
 Quarterly Shared Operating costs times WIA Admin Percentage: _____
 Total WIA Administrative Costs: _____

E. Calculating Coding Adjustment by WIA program

	Youth	Adult	Dislocated
Total WIA Administrative Costs			
Times RMS Percentages (SS or IM)			
Adjusted Administrative Costs, by allocated amount			
Less Admin originally charged			
Equals total to adjust from Admin to program			

F. Cost Pool Adjustment for Administrative Activities

	Youth	Adult	Dislocated
Cost Pool Adjustment (020 or 030)			
Times RMS Percentages (SS or IM)			
Amount to Adjust from cost pool to WIA Admin			