

## The Cost Allocation Plan Worksheet

Click on the Cost Allocation Plan menu option to open the Cost Allocation Plan worksheet, as shown in Figure 45.

	A	B	C	D	E	F	G	H
	<b>CAM-TOOL MENU SYSTEM</b>	<b>? Cost Allocation Plan (All Benefiting Programs)</b>			Go to Child Welfare CAP Worksheet		Delete CAP Section(s)	
1	<b>System Information</b>	CAM-TEST Project						
2								
3	<b>Benefiting Programs</b>	<b>SUMMARY OF DIRECT MODULES EXCLUDED</b>						
4		Functional Module	Sub Module					
5	<b>Allocation Structure</b>	Interfaces	INT1					
6		Interfaces	INT4					
7	<b>Functional Modules</b>	Interfaces	INT5					
8								
9	<b>Sub Modules</b>	<b>SUMMARY OF ALL ALLOCATED FUNCTIONS</b>				Enter Allocated Budget Amount:	<b>15,000,000.00</b>	
10	<b>Details</b>	Federal/State Program	Program Share Amount (\$)	Match Rate	Federal Share (\$)	FFP	State Share (\$)	
11		SNAP	0.23933	3,589,950.00	0.5	1,794,975.00	1,794,975.00	
12	<b>Weighting System</b>	TANF	0.27856	4,178,400.00	0.5	2,089,200.00	2,089,200.00	
13		MED	0.22665	3,399,750.00	0.5	1,699,875.00	1,699,875.00	
14	<b>USAGE AND CAP</b>	CSE	0.19694	2,954,100.00	0.66	1,949,706.00	1,004,394.00	
15		Foster Care (IV-E)	0.00243	36,450.00	0.5	18,225.00	18,225.00	
16	<b>All System Usage</b>	Foster Care (Non IV-E)	0.00149	22,350.00	0	0.00	22,350.00	
17		Youth Transition	0.00022	3,300.00	0.5	1,650.00	1,650.00	
18	<b>Recipient Counts</b>	State CPI	0.00023	3,450.00	0	0.00	3,450.00	
19		STATE 5	0.02188	328,200.00	0	0.00	328,200.00	
20	<b>Shared Usage LOE</b>	STATE 6	0.03137	470,550.00	0	0.00	470,550.00	
21		REFUGEE	0.0009	13,500.00	0	0.00	13,500.00	
22	<b>Cost Allocation Plan</b>	TOTALS	1	15,000,000.00		7,553,631.00	7,446,369.00	
23	<b>Child Welfare CAP</b>							
24	<b>OPTIONAL</b>	<b>Alerts components</b>	<b>SECTION SUMMARY</b>			Enter Allocated Budget Amount:	<b>0.00</b>	
25		Federal/State Program	Program Share Amount (\$)	Match Rate	Federal Share (\$)	FFP	State Share (\$)	
26	<b>Program Summary</b>	SNAP	0.47124	0.00	0.5	0.00	0.00	
27		TANF	0.17954	0.00	0.5	0.00	0.00	
28	<b>Format All System Usage</b>	MED	0.30919	0.00	0.5	0.00	0.00	
29		CSE	0.03894	0.00	0.66	0.00	0.00	
30	<b>Format Shared Usage</b>	Foster Care (IV-E)	0	0.00	0.5	0.00	0.00	
31		Foster Care (Non IV-E)	0	0.00	0	0.00	0.00	
32	<b>Help Menu</b>	Youth Transition	0.00043	0.00	0.5	0.00	0.00	
33		State CPI	0.00066	0.00	0	0.00	0.00	
34		STATE 5	0	0.00	0	0.00	0.00	
35		STATE 6	0	0.00	0	0.00	0.00	
36		REFUGEE	0	0.00	0	0.00	0.00	
37		TOTALS	1	0.00		0.00	0.00	

**Figure 45 Cost Allocation Plan Worksheet**

**Overview.** The Cost Allocation Plan Worksheet displays the overall Cost Allocation Plan for the project, and, optionally, the cost allocations for selected sections of system components. The worksheet calculates the usage share into budget allocation dollars whenever you enter or update a Budget Amount for the CAP Summary or any CAP Section.

Also optionally, if your SubModules worksheet identified one or more entire submodules as Direct, these will be listed in a section titled Summary of Direct Modules Excluded, for separate handling outside the scope of the allocated costs. Please note that this exclusion applies only to those Modules or SubModules that are to be charged directly in their entirety to one program (see note below). Figure 45 above identifies four submodules that were excluded by action of the **Calculate Shared Usage LOE** command button on the Recipient Counts worksheet.

**NOTE:** When a SubModule is identified as **Direct**, the cost and effort for its Detail-level components will be attributed to that same single program, **and will not be allocated across programs.**

When a SubModule is identified as **Shared**, the cost and effort for each of its Detail-level components will be assessed further, and **each will be allocated** to the specific program or programs that will utilize it.

For the remaining system components that were included in cost allocation calculations, Figure 45 displays the Summary of All Allocated Functions. The Summary identifies each benefiting program's share of the cost-allocated system components. The Summary is generated by the **Create Cost Allocation Plan Summary** command button on Shared Usage LOE worksheet. In Figure 45, the budget total of \$15,000,000 was hand-entered directly onto the worksheet, and may be updated at any time throughout the project

You may also refresh the Summary of All Allocated Functions as many times as needed.

*It is important to keep in mind: **the Allocated Budget Amount may not represent the total project budget.** The System Information Worksheet documents the amount of the Allocation Budget, and the Total Project Budget. When one or more SubModules have been identified as Direct cost charges on the SubModules Worksheet, their costs will be excluded from the Allocation Budget and must be represented separately in your overall project budget.*

*In the worksheet above, the SNAP share of the allocated cost is \$1,794,975. However, SNAP may have additional costs in the overall project budget. If, for example, SNAP is direct charged \$850,000 for development of the SubModule INT1, then the SNAP share of the total project costs would be  $\$1,794,975 + \$850,000 = \$2,644,975$ .*

After the CAM-TOOL has identified each program's share of the Allocation Budget, you must manually calculate the direct charges for development identified on the SubModules Worksheet. Your project budget should account for the aggregated total of the Allocation Budget and the Direct costs.

The Alerts Components Section Summary in Figure 45 provides the usage share for components selected through the **Create Cost Allocation Plan Section** command button on the Shared Usage LOE worksheet. You may generate any number of Section summaries.

You may also delete any or all of the summaries on this worksheet through the **Delete CAP Section(s)** command button.

### 1. Worksheet data

Each CAP Summary or Section provides a data entry field for the budget total (dollars) to be allocated to the project or scenario, a list of all benefiting programs, the program share of cost expressed as a percentage of usage, and columns for share of cost expressed in dollars, the match rate for each program, the Federal Share for each program (dollars), and the State Share for each program (dollars).

### 2. Data Copied To Worksheet.

- Federal / State Program. A list of each benefiting program for the project. It was copied to this worksheet from the Shared Usage LOE.
- Program Share of Cost. Benefiting Program share of cost expressed as a percentage of usage. Calculated by action of the command button **Create Cost Allocation Plan Summary** or **Create Cost Allocation Plan Section**.
- Match Rate. The rate of federal financial participation (FFP) for each program. It was copied to this worksheet by action of the command button **Create Cost Allocation Plan Summary** or **Create Cost Allocation Plan Section**.

### 3. Data Entered To Worksheet.

- Allocated Budget. Enter the total budget amount for the CAP Summary or a CAP Section. The total project budget should match the figure you entered on the System

Information worksheet. Totals for sections, or function subsets, must be calculated outside the CAM-TOOL and entered for each section or subset.

#### 4. Worksheet Calculations.

When you enter an Allocated Budget Amount total in Column H, the CAM-TOOL calculates and inserts the following:

- Share Amount (\$). Share of program cost expressed in dollars (Budget Amount X Program Share of Cost)
- Federal Share (\$) (FFP). Federal Share for each program (Share Amount X Federal Match Rate).
- State Share (\$). State Share for each program (Share Amount -- Federal Share).

As shown in Figure 46 below, when an Allocated Budget Amount of \$15,000,000 is entered, the CAM-TOOL calculates the share amount in dollars. Using SNAP as an example, the SNAP program share percent of .23933 calculates to a dollar value of \$3,589,950 ( i.e., \$15,000,000 X .23933 = \$3,589,950).

Using the match rates copied from Benefiting Programs worksheet, the CAM-TOOL calculates the Federal Share of Federal Financial Participation (FFP), and the State Share. In Figure 46, the SNAP match rate of 0.5 translates to a Federal Share of (\$3,589,950 X .5) or \$1,794,975 and a State Share of (\$3,589,950 -\$1,794,975) or \$1,794,975.

? Cost Allocation Plan (All Benefiting Programs)			Go to Child Welfare CAP Worksheet		Delete CAP Section(s)	
CAM-TEST Project						
SUMMARY OF ALL ALLOCATED FUNCTIONS			Enter Allocated Budget Amount: 15,000,000.00			
Federal/State Program	Program Share	Share Amount (\$)	Match Rate	Federal Share (\$) FFP	State Share (\$)	
SNAP	0.23933	3,589,950.00	0.5	1,794,975.00	1,794,975.00	
TANF	0.27856	4,178,400.00	0.5	2,089,200.00	2,089,200.00	
MED	0.22665	3,399,750.00	0.5	1,699,875.00	1,699,875.00	
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Youth Transition	0.00022	3,300.00	0.5	1,650.00	1,650.00	
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STATE 5	0.02188	328,200.00	0	0.00	328,200.00	
STATE 6	0.03137	470,550.00	0	0.00	470,550.00	
REFUGEE	0.0009	13,500.00	0	0.00	13,500.00	
TOTALS	1	15,000,000.00		7,553,631.00	7,446,369.00	

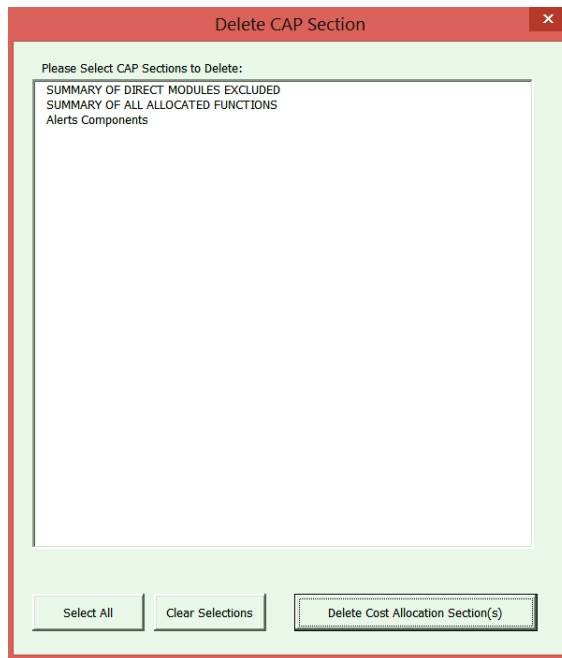
**Figure 46 Cost Allocation Budget**

This summary information may be useful as an exhibit table in a Cost Allocation Plan for submission to federal partners.

#### 5. Command Buttons.

- **Go To Child Welfare CAP Worksheet** command button.  
This command button opens the optional Child Welfare CAP Worksheet.
- **Delete CAP Section(s)** command button.  
Clicking this button allows you to delete named sections from the Cost Allocation Plan worksheet.

Clicking on this button opens a “Delete CAP Section(s)” userform listing the sections named on the Cost Allocation Plan worksheet, as shown in Figure 47.



**Figure 47 Delete CAP Section Userform**

- **Please select CAP Sections to Delete.** Highlight one or more CAP Section names to flag for deletion.
- **Select All** button. Click to select all CAP Sections for deletion.
- **Clear Selections** button. Click to remove all highlights.
- **Delete Cost Allocation Section(s)** button. Click to open a confirming message box asking "Are you sure you want to delete a cost allocation section?"

Clicking **Yes** deletes the highlighted CAP sections from the Cost Allocation Plan worksheet.

Clicking **No** closes the message box; you will remain in the "Delete CAP Section screen."

**6. Data Copied From Worksheet.** None.

**7. Required Fields needed for the CAM-TOOL automated calculations.**

- Program Abbrev
- Program Share of Cost (%)
- Share Amount (calculated by the CAM-TOOL)
- Match Rate
- Allocated Budget / Section Amount
- Federal Share (\$) FFP (calculated by the CAM-TOOL)
- State Share (\$) (calculated by the CAM-TOOL)