**Budget Category Definitions - Minnesota Economic Recovery Jobs Program**

**Administration** – Costs are generally associated with the expenditures related to the overall operation of the organization. Administrative costs are associated with functions not related to the direct provision of services to program participants. These costs can be both personnel and non-personnel and both direct and indirect.

Specifically, the project defines the following costs as administration:

* Accounting, budgeting, financial and cash management functions;
* Procurement and purchasing functions;
* Property management functions;
* Personnel management functions;
* Payroll functions;
* Audit functions;
* Incident reports response functions;
* General legal service functions;
* Costs of goods and services required for the administrative functions of the program including such items as rental/purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;
* Systems and procedures required to carry out the above administrative functions including necessary monitoring and oversight; and,
* Travel costs incurred for official business related to the above administrative functions.

**Direct Services to Participants** – Costs associated with providing direct service to participants, **EXCLUDING** costs of participant wages and fringe benefits and support services. Participant training and wages and fringe benefits for staff who provide direct services to participants should be included in this cost category.

**Participant Wages and Fringe Benefits** – Wages and benefits paid directly to participants while engaged in program activities. Benefits should typically include (where applicable) workers’ compensation, Medicare and FICA.

**Support Services -** Costs for services and items considered necessary for participation in the program including, but not limited to: transportation, housing/rental assistance, health and medical costs, needs-based payments, travel assistance, legal aid, personal counseling, clothing, tools, etc. These expenses may be paid directly to the participant or to a third-party vendor.