

Program Element 46 Fiscal Guidance

Quarterly Revenue & Expenditure Report

Costs you should include - Costs must align with the activities identified in your Annual Work Plan and Budget. The PE 46 Expenses must be tracked separately.

Allowable costs:

- Personnel Services: Salary/Benefits – expenses included in this are for staff directly involved in collaboration and assuring access to RH services through partner and community engagement. Staff time to share information about services offered at your agency can be included only if there is a focus on RH or preventive services available throughout your region. This is not about promoting your agency
- Professional Services/Contracts – expenses relating to contracts to perform part or all of the work of PE 46 (e.g. program evaluation, data analysis, conducting focus groups)
- Travel – expenses relating to staff travel to meetings, events or reimbursing for travel for participation from external parties
- Supplies – expenses can include materials for outreach and education including flip charts, markers, name tags, outreach materials, printed material, supplies if used as part of outreach work such as condoms, lube.
- Facilities – expenses can include rental fees for space for meetings or events
- Telecommunication – expenses enhancing connectivity and communication (e.g. cell phone, hosting virtual meetings)
- Catering/food – expense incurred in hosting meetings (e.g. convening partners, hosting focus groups)
- Other – relevant expenses not listed elsewhere (e.g. incentives, advertisement, promotional materials)
- Indirect costs

Costs you may not include – You may not include any costs related to the RH clinical services under the Medical Services Agreement. Those costs include:

- Clinician and Nurse staff time for patient/clinical care
- Birth Control methods and supplies used within the clinic
- Any other costs associated with the RH Fee for Service program

Do not include any income received as part of being a Certified RH Provider. Historically this information has been collected as part of the annual reporting process related to Title X (FPAR). With the end of this grant – this requirement has ended and another process has yet to be developed). Do not include the following:

- Sliding fee scale revenue
- 3rd Party Insurance
- Medicaid/OHP
- Any claims payments received from RH program (including CCare)
- Any other revenue generated from RH clinical services