

Managing Activity Delivery Costs

Simple Lessons Learned

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Lesson Learned #1

Define Activity Delivery Cost (ADC)

- ❖ Google
- ❖ HUD information
- ❖ Other grantees
- ❖ Contractor

Have one standard

2

General ADC Rule

If the cost deals with providing service to a specific address (DR) or a specific project (MIT) and not the general overall program, it's an **Activity Delivery Cost**.

** Must be an allowable cost incurred implementing an eligible CDBG-DR (or MIT) activity.*

Lesson Learned #2

Involve All Parts of Your Agency in Creating a Definition

- ❖ Programmatic personnel
- ❖ Finance
- ❖ Legal
- ❖ Auditors

*Helps with clarity;
Everyone on the same
sheet of music*

Lesson Learned #3

Share your ADC Definition

- ❖ With all personnel
- ❖ New personnel

Don't let people guess

Lesson Learned #4

Capture Your ADC

- ❖ Develop a method to capture ADC (timesheet)
- ❖ Develop a means to financially report ADC

Make it easy to audit

Lesson Learned #5

Check Timesheets

- ❖ See what people are charging to Admin

Don't waste limited Admin \$\$

Lesson Learned #6

Budget For ADC

- ❖ Plan on costs incurred by your agency's employees that are ADC.

Don't waste limited Admin \$\$

Questions?

