



750 S. Provident Way • Elizabethtown, KY 42701  
Phone: 270-769-2393 • TDD: 800-247-2510 • Fax: 270-769-2993  
Equal Opportunity Employer M/F/D/V/SO

**Lincoln Trail Workforce Development Board  
Request For Proposal  
Direct Service Provider  
Questions & Answers  
March 11, 2026**

1. **Q: As we are looking at the services to provide a budget, what are allowable expenses for direct services to WIOA clients and partners? Can we get a projected breakdown of these allowable expenses?**

**A: See examples of allowable costs below:**

1. *Staff Salaries* – Wages associated with the individual job positions needed to perform the proposed service. Positions are to be defined within specifics of the job and how each function relates to this proposal.

2. *Fringe Benefits* – The approximate percentage of position salary that it will cost to provide established company benefits such as health, life, dental insurance, etc. Benefits should be based upon the organization's written personnel policy for all employees.

3. *In-State Travel* – The cost of attending applicable in-state meetings/conferences that relate to the service being proposed and that benefit the attendee in his/her job performance. Also includes local travel to provide services to customers. Please specify if possible. All travel costs are per 200 KAR 2:006 including but not limited to mileage rate, per diem rates, and subsistence.

4. *Out-of-State Travel* – Expenses incurred for appropriate staff attending meetings/conferences that relate to the service being proposed and that can benefit the attendee in his/her job performance. Please specify if possible. All travel costs are per 200 KAR 2:006 including but not limited to mileage rate, per diem rates, and subsistence.

5. *Staff Development* – Costs to advance the knowledge of program staff as it relates to the proposed program. Please specify.

6. *Equipment*



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7. *Dues/Subscriptions* – Cost of joining appropriate organizations and subscribing to periodicals/newspapers that would benefit the service for which the Board is seeking proposals.
  8. *Computer Software* – Specify the type(s) of computer software needed. This should NOT include the costs of computer hardware or case management software as the Board provides these.
  9. *Office Supplies, Printing and Copying* – Costs of items used in the course of performing day to day business activities such as ink pens, paper clips, etc. Also includes expenses for printing program materials and the copying of documents/materials as needed.
  10. *Postage/Courier Service* – Expenses for using USPS, Fed Ex, UPS, courier services, etc.
  11. *Indirect Costs* - must provide a cost allocation plan or summary explaining indirect rate with approval from cognizant agency.
2. **Q: The RFP states “maximum administrative funds is five (5%) percent of total budget”. What is the distinction between administrative and indirect costs?**

**A: 20 CFR 683.215 of the Workforce Innovation and Opportunity Act (WIOA)**  
<https://www.ecfr.gov/current/title-20/section-683.215>

**What Workforce Innovation and Opportunity Act Title I functions and activities constitute the costs of administration subject to the administrative cost limitation?**

(a) The costs of administration are expenditures incurred by State and Local WDBs, Regions, direct grant recipients, including State grant recipients under subtitle B of title I of WIOA, and recipients of awards under subtitle D of title I, as well as local grant recipients, local grant subrecipients, local fiscal agents and one-stop operators that are associated with those specific functions identified in [paragraph \(b\)](#) of this section and which are not related to the direct provision of workforce investment services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.



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(b) The costs of administration are the costs associated with performing the following functions:

(1) Performing the following overall general administrative functions and coordination of those functions under title I of WIOA:

(i) Accounting, budgeting, financial and cash management functions;

(ii) Procurement and purchasing functions;

(iii) Property management functions;

(iv) Personnel management functions;

(v) Payroll functions;

(vi) Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports;

(vii) Audit functions;

(viii) General legal services functions;

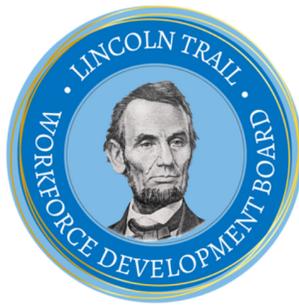
(ix) Developing systems and procedures, including information systems, required for these administrative functions; and

(x) Fiscal agent responsibilities;

(2) Performing oversight and monitoring responsibilities related to WIOA administrative functions;

(3) Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;

(4) Travel costs incurred for official business in carrying out administrative activities; and



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(5) Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting, and payroll systems) including the purchase, systems development and operating costs of such systems.

(c)

(1) Awards to subrecipients or contractors that are solely for the performance of administrative functions are classified as administrative costs.

(2) Personnel and related non-personnel costs of staff that perform both administrative functions specified in [paragraph \(b\)](#) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefitting cost objectives/categories.

(3) Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.

(4) Except as provided at [paragraph \(c\)\(1\)](#) of this section, all costs incurred for functions and activities of subrecipients, other than those subrecipients listed in [paragraph \(a\)](#) of this section, and contractors are program costs.

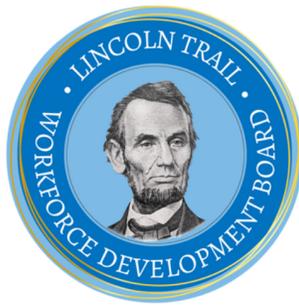
(5) Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

(6) Costs of the following information systems including the purchase, systems development, and operational costs (*e.g.*, data entry) are charged to the program category:

(i) Tracking or monitoring of participant and performance information;

(ii) Employment statistics information, including job listing information, job skills information, and demand occupation information;

(iii) Performance and program cost information on eligible training providers, youth activities, and appropriate education activities;



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(iv) Local area performance information; and

(v) Information relating to supportive services and unemployment insurance claims for program participants.

(d) Where possible, entities identified in [paragraph \(a\)](#) of this section must make efforts to streamline the services in [paragraphs \(b\)\(1\)](#) through [\(5\)](#) of this section to reduce administrative costs by minimizing duplication and effectively using information technology to improve services.

## 2 CFR 200.414 Indirect Costs

<https://www.ecfr.gov/current/title-2/section-200.414>

Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. Direct cost of minor amounts may be treated as indirect costs under the conditions described in [§ 200.413\(d\)](#). After direct costs have been determined and assigned directly to awards or other work as appropriate, indirect costs are those remaining to be allocated to benefitting cost objectives. A cost may not be allocated to a Federal award as an indirect cost if any other cost incurred for the same purpose, in like circumstances, has been assigned to a Federal award as a direct cost.

Indirect costs for WIOA are shared expenses—such as administrative salaries, rent, utilities, and HR—that benefit multiple programs and cannot be easily traced to a single participant. They are charged via a Negotiated Indirect Cost Rate Agreement (NICRA), a Cost Allocation Plan (CAP) or, if eligible, the *de minimis* rate of modified total direct costs.

### 3. Q: Are indirect costs part of the administrative rate?

**A: Indirect costs can include administrative functions.**