

MFP Expenditure Report

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Administrative Costs

Instructions

Enter your total computable costs for each service during the reporting period. If a service is used but you incurred no costs, enter “0”. For services that are not used, leave the field blank. If you incurred expenses for a qualified budget category that is not listed, use the “Add other budget category” to add it to the table.

The Administrative FMAP percentage defaults to 100%. If a recipient must claim less than 100% enter the new rate in the “Override” column.

Administrative Costs

Administrative Costs Percentage: 100%

To add an additional budget category, click the “Add miscellaneous cost” button below.

+ Add miscellaneous cost

Budget Category	Total Computable	Override %	Total State/ Territory Share	Total Federal Share
Personnel	\$	%	\$ 0	\$ 0
Fringe Benefits	\$	%	\$ 0	\$ 0
Travel	\$	%	\$ 0	\$ 0
Equipment	\$	%	\$ 0	\$ 0
Supplies	\$	%	\$ 0	\$ 0
Indirect Costs	\$	%	\$ 0	\$ 0
Misc. Costs:		Cannot be more than 100% 200 %	\$ 0	\$ 0
Totals (includes the Sub Recipient totals below)	\$ 0		\$ 0	\$ 0

Capacity Building

Capacity Building Percentage: 100%

[Hint text needed]

Budget Category	Total Computable	Override %	Total State/ Territory Share	Total Federal Share
Capacity Building	\$	%	\$ 0	\$ 0
Totals	\$ 0		\$ 0	\$ 0

Sub Recipients

Administrative Costs Percentage: 100%

To add a sub recipient, click the “Add sub recipient” button below.

+ Add sub recipient

Sub Recipient	Describe SOW	Expenditures	Override %	Total State/ Territory Share	Total Federal Share	
[Sub recipient name]	[Activity details]	[\$ amount]	[%XX.XX]	[\$ amount]	[\$ amount]	Edit
[Sub recipient name]	[Activity details]	[\$ amount]	[%XX.XX]	[\$ amount]	[\$ amount]	Edit
Totals				\$ 0	\$ 0	

Personnel

To add personnel, click the “Add personnel” button below.

+ Add personnel

Position Title	# of Budgeted FTEs	# of Filled FTEs	
	0	0	
	0	0	
	0	0	
Totals	0	0	

Narrative

Additional notes/comments (optional)

If applicable, add any notes or comments to provide additional explanation.

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