

# **GUIDELINES FOR PREPARATION OF BUDGET FORMS**

## **GENERAL GUIDELINES**

- Prepare a **12-month** budget using the attached forms.

### **REQUIRED BUDGET FORMS**

Do not alter the forms from their present Excel format nor convert the forms to another file type. A brief summary and instructions for each form follows:

- (1) Budget Form #1 Guidelines for Preparation of Budget Forms
- (2) Budget Form #2 Narrative Worksheet For Proposed Budget Line Items
- (3) Budget Form #3 Budget Summary
- (4) Budget Form #4 Budget Detail
- (5) Budget Form #5 Schedule of Personnel Costs
- (6) Budget Form #6 Spending Plan Worksheet
- (7) Budget Form #7 Schedule of Leveraged Resources
- (8) Budget Form #8 Salary Range Summary
- (9) Budget Form #9 Position Description

### **BUDGET FORM INSTRUCTIONS AND SUMMARY**

#### **(1) Guidelines for Preparation of RFP Budget Forms (This Form)**

#### **(2) Narrative Worksheet For Proposed Budget Line Items**

Summarize and justify all costs that are proposed for the grant for each line item. At a minimum, for each line item, provide a breakdown of personnel and other costs.

#### **(3) Budget Summary**

The Budget Summary Form will be automatically populated after fully completing the Budget Detail Form and Spending Worksheet.

#### **(4) Budget Detail**

Complete the Budget Detail first. Various cells on the Schedule of Personnel Costs, Spending Plan Worksheet and the Budget Summary, will then be populated automatically.

In the appropriate columns, enter "Program" costs necessary to deliver services and "Administrative" costs necessary to support the proposer's management and financial operations.

- **#1000 – Personnel Costs** – this line-item is the sum of all proposed expenses identified on the Schedule of Personnel
- **#2000 – Other Costs** – this line-item is to identify, but is not limited to, all facility, travel, material and supplies

**Facility Costs** – are to be calculated as follows: lease or rental cost (total square feet x cost per square foot = Total Cost). A copy of the lease agreement must be attached.

If applicable, compute depreciation for owned property used for this project. A depreciation schedule must be attached.

Identify and include any related facility costs as separate line-items. This may include, but not be limited to, utilities, janitorial and security expenses.

**Mileage** – costs necessary to achieve the objectives of the proposed project may be included at the rate of 53.5 cents per mile.

**Travel** – All out of town travel, must be approved in advance, by the City.

**Materials and Supplies** – may include but not be limited to, consumable materials and supplies (e.g., training materials, office supplies, forms, brochures).

- **#2100 – Participant Related Costs** – this line-item is to identify funds that will be budgeted for the direct financial support of program participants. This may include, but not be limited to, transportation assistance, immunization and clothing. Direct financial support, or Supportive Services, may be provided only when necessary for enabling individual to participate in activities at the WorkSource Center. Supportive Services must be documented in a participant's file and include justification, amount of assistance, and verification that services were received.
- **#2200 – Subcontractor Costs** – this line-item is to identify the proposed partners and their costs. List each partner separately. Partners provide services to participants.
- **#3000 – Furniture and Equipment Cost** – this line-item is to identify proposed equipment purchases of items with a useful life of one or more years and an acquisition cost of more than \$1,000, and any electronic items regardless of cost such as fax machines, etc., that is proposed to be purchased for this project. Note: Prior approval must be obtained from the City for equipment purchases.
- **#4000 – Indirect Costs** – this line-item is to identify Indirect Costs that are proposed to be charged to the grant. Indirect Costs are those incurred for common or joint objectives benefiting all programs administered by an agency and cannot readily be identified with a particular final cost objective e.g., grant, contract, project and other activities.

The proposed indirect cost rate must be approved by a cognizant federal agency with the largest dollar value of awards to an organization. This agency is responsible for negotiating and approving indirect cost rates for the organization on behalf of all

federal agencies. Approval of an indirect cost rate is formalized by a rate agreement signed by the authorized representative of the cognizant agency and the organization.

Uniform Guidance (2 CFR Part 200 and Part 2900) establishes federal requirements for determining allowable and unallowable direct and indirect costs and preparation of indirect cost proposals.

If you are proposing to charge Indirect Costs to the grant you must provide a copy of your letter of approval from the cognizant federal agency.

If your organization does not have a currently approved indirect cost rate and you are proposing to charge indirect costs to City grant funds, if awarded, you must submit an Indirect Cost Rate proposal to a federal cognizant agency or to the City to have an Indirect Cost Rate approved.

- **#5000 – Capital Cost** – such costs are ineligible for funding under this RFP. However, the costs of tenant improvements may be factored into lease/rental costs with prior City approval.

#### **(5) Schedule of Personnel Costs**

- List each employee by Job Title; list the total Monthly Salary (from all funding sources) for each position, percent of time to be worked on this grant and the number of months to be worked by the position.

Determining the Total City Share: (Full Monthly Salary for each Employee Job Title) X (% of time on this project) = Total City Cost for each position.

After determining the Total City Cost for each position, breakdown total cost into either “Program” (column H & I) or “Admin” (column G). “Program costs are considered necessary to deliver services and “Administrative” costs are necessary to support the organization’s management and financial operations. If the position is paid an hourly rate, please convert to monthly salary.

Position descriptions must be prepared for all funded position.

Staff salaries must be commensurate with equivalent job classifications in the Los Angeles area and conform to provisions of the City’s Living Wage Ordinance. Employers (contractors, subcontractors, financial assistance recipients) organized under IRS Code Section 501(c)(3) may qualify for an exemption from the Living Wage Ordinance. However, all proposers/contractors are advised that the exemption does not extend to childcare workers as defined by the Ordinance: “An employee whose work on an agreement involves the care or supervision of children 12 years of age and under”.

- Fringe (Employee) Benefits paid from the grant may include: FICA (Social Security & Medicare) not to exceed 7.65%, Worker’s Compensation, SUI (State Unemployment Insurance) and any other benefits to be provided, e.g. health plan, dental plan.

## **(6) Spending Plan Worksheet**

Indicate planned monthly expenditures over a 12-month period. The total Cumulative amount should match the Total of Column A of the Budget Detail form.

## **(7) Schedule of Leverage Resources**

Identify planned expenditures in support of program activity that will be paid for by sources other than the grant. While the calculation of leverage resources may vary, referenced resources should be auditable and verifiable. Options for identifying and determining the value of leveraged resources include:

- Cost per Participant – an approved cost per participant rate served through other grant resources.
- Volunteer services – must be valued at rates consistent with those paid by the agency to its employees performing similar work.
- Adult School/Continuing Education (GED/HiSet Prep & ESL) per hour/per student rate – in conjunction with the LAUSD Division of Adult Education, the City has established the following guidelines for reporting the actual cost of training provided by Skills Centers Instructors.

Adult Education per hour/per student rate: \$5.05

Example: A participant attends a 600-hour Adult School/Continuing Education course at the YouthSource Center. \$3,030 (600 hours x \$5.05) may be reported as leveraged funding.

This hourly rate may be used by YouthSource Centers providing Adult School/Continuing Education courses provided by a credentialed instructor.

- Food provided to YouthSource participants to support the WIOA funded activity. Cost per meal/ YouthSource participant rate<sup>i</sup>: \$2.75 Breakfast, \$3.25 Lunch

Example: A participant attends a YouthSource activity and is provided 20 lunch meals over the course of his/her WIOA activities. \$65(20 meals x \$3.25) may be reported as leveraged funding.

## **(8) Salary Range Summary**

List all job titles included in the budget and the salary range for each.

## **(9) Position Descriptions**

Complete a Position Description form for all positions included in the budget.

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<sup>i</sup> LAUSD web site <http://lausd.schoolwires.net/Page/846>