



## **Budget Instructions**

### **Budget Information Form**

All costs related to the program activities described in the program design must be included on the Budget Detail worksheet. All personnel costs must be included in the Personnel Detail form (see note below for instructions on how to fill out the Personnel Detail form). The line item description must include the type of cost and be representative of the cost category under which the cost is allocated. A Budget Narrative is required to substantiate the costs included in the cost reimbursement section. Providers are required to assign a monetary value to any in-kind/cash match and indicate them on this form in the appropriate in-kind/cash match section. A Budget Narrative is also required for the in-kind/cash match section and must correspond to the amounts and types of support documented by Letters of Commitment, Memorandums of Understanding, or other grant award documents submitted in the proposal program design.

### **Program Support versus Program Costs**

Program Support costs are legal, human resources, finance/accounting, property management, and payroll costs. Any costs associated (rent, utilities, phone, etc.) with these functions are also deemed program support versus program costs. Costs not included in the above description are program costs. 20CFR667.220 has been appended to the end of this document, please refer to this for further clarification on program support versus program costs.

### **The following budget categories should be used:**

- \* Personnel Costs
- \* Participant Costs
- \* Furniture & Equipment Purchase Costs
- \* Facilities/Infrastructure Costs
- \* Programmatic Subcontract Costs
- \* Supplies Costs
- \* Staff Training and Travel Costs
- \* Other Costs

### **Budget Category Definitions and Instructions for Budget Narrative**

*Instructions below detail definitions for each budget category and instructions for the Budget Narrative.*

*The Personnel Detail worksheet should be completed prior to the Budget Detail, as this information will automatically fill into the Personnel Costs section of the Budget Detail.*

## How to Use the Personnel Detail Worksheet

- \* List all position titles to be funded under this contract.
- \* List the annualized salary for each position listed in the first column.

Annualized Salary vs. Annual Salary: Annualized salary is the full time equivalent of an annual salary. For example, if a position is a part-time .5 FTE (20 hours/week with an annual salary of \$15,000), the annualized salary would be \$30,000 ( $0.5 \times 2 = 1.0$  FTE; therefore  $\$15,000 \times 2 = \$30,000$ ).

- \* Insert the full time equivalent percentage in the percentage columns.
- \* The amount (in last column) charged to the contract will calculate automatically and carry over to the Budget Detail worksheet.
- \* Insert the appropriate fringe benefit rate. The amount charged to the contract will automatically calculate and carry over to the Budget Detail worksheet.

## Budget Category Definitions and Instructions for Budget Narrative (cont.)

### 1. Personnel Costs

Staff salaries and associated fringe benefits necessary for direct service delivery. This category does not include subcontracted professional services or staffing (these costs should be allocated to the contractual services category and detailed/described in the line item for each cost). Please note that positions related to fundraising are not allowable under WIA.

**Personnel Costs Budget Narrative Detail:** List each individual position by title, percentage (%) of full time equivalent (FTE) to be charged to this program, and provide a brief job description including the function and responsibilities of each position. No calculations are to be provided in the Budget Narrative.

### 2. Participant Costs

Costs directly related to individual participants such as subsidized wages, supportive services (e.g. bus passes, day care costs), participant payments (e.g. stipends, incentives), participant supplies (e.g. items/equipment consumable by participants or which become their personal property), tools or clothing related to employment or training, and participant tuition and fees incurred to achieve program objectives.

**Participant Costs Budget Narrative Detail:** List each type of item with a unit cost x number of units (do not include the total costs in your narrative as it is already represented in the budget detail worksheet). Number of units should be related to the number of individuals that will receive the item.

**Subsidized wages:** Indicate the number of participants x hourly wage x fringe/tax % rate x total hours worked.

**Incentive Payments (for each type of payment):** Indicate the type of activity payment youth are eligible for, as well as number of participants x incentive payment.

### 3. Furniture & Equipment Purchase Costs

Non-consumable, depreciable equipment necessary for the program. Examples are: computers, printers, fax machines, and office furniture. Equipment leases should also be listed here.

**Furniture & Equipment Purchase Costs Budget Narrative Detail:** For each type of equipment to be purchased, list the number of items and the unit cost for each item. Please note that any item with a unit cost of \$1,000 or more will require prior written approval by the Workforce Partnership. Any item with a unit cost of \$4,999 or more will require prior written approval by the Workforce Partnership and the State.

### 4. Facilities/Infrastructure Costs

General costs to run the program, including building rental, facilities maintenance, utilities, phones, general consumable materials and supplies related to infrastructure, Internet, etc., and other costs related to supporting and maintaining organizational infrastructure. Professional services purchased from vendors (as opposed to subcontractors) are included in this category. Costs related to technology needed to fulfill SDWP requirements can be included as part of your budget and will be reviewed for cost effectiveness and reasonableness.

**Facilities/Infrastructure Costs Budget Narrative Detail:** As applicable, for each item list the number of items x the unit cost for each item. An alternate method of calculation, such as cost per unit of item (e.g. monthly or annual cost) or per staff would also be acceptable.

### 5. Programmatic Subcontract Costs

Costs related to services contracted to an outside organization or company necessary and related to direct service to clients. Costs related to the purchase of goods or services from a general supplier, vendor transactions or part of general operating costs should not be included in this category and instead should be listed under the Facilities/Infrastructure Costs category.

**Programmatic Subcontract Costs Budget Narrative Detail:** Any subcontractors should also be included in the proposal narrative along with their responsibility and role. Detail name of contractor x per contractor cost.

### 6. Supplies Costs

Costs related to general office supplies, postage/delivery, printing, copying and other similar natured costs (used by staff as opposed to used by participants) should be included in this section.

**Supplies Costs Budget Narrative Detail:** Narrative for supplies cost should break down costs estimated per month and number of months.

**7. Staff Training and Travel Costs**

Costs related to the professional development of staff and related local or out-of-town travel expenses.

**Staff Training and Travel Costs:** Provide a description of all costs associated with staff development and travel.

**8. Other Costs**

Costs that do not belong to above categories should be included in this category. It may include Indirect Cost, Audit Cost, Insurance Cost, etc.

Note: This category may only be used by organizations with an Indirect Cost Rate approved by an authorized federal or state agency, not to exceed 15% of total budget. A copy of the Indirect Cost Rate Proposal approved by the cognizant federal agency must be attached.

**Indirect Costs:** If used, this rate should include general costs that cannot be directly identified as a cost to any specific program, but are equitably allocated to all the programs that the organization operates and therefore should not also be listed in Facilities/Infrastructure Costs category.

[20CFR667.220](#)

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TITLE 20--EMPLOYEES' BENEFITS

CHAPTER V--EMPLOYMENT AND TRAINING ADMINISTRATION, DEPARTMENT OF LABOR

PART 667--ADMINISTRATIVE PROVISIONS UNDER TITLE I OF THE WORKFORCE INVESTMENT ACT--Table of Contents

Subpart B--Administrative Rules, Costs and Limitations

Sec. 667.220 What Workforce Investment Act title I functions and activities constitute the costs of administration subject to the administrative cost limit?

(a) The costs of administration are that allocable portion of necessary and reasonable allowable costs of State and local workforce investment boards, direct recipients, including State grant recipients

under subtitle B of title I 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.

(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 WIA title I:

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

(2) Performing oversight and monitoring responsibilities related to WIA 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 or the overall management of the WIA system; and

(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 vendors that are solely for the performance of administrative functions are classified as administrative costs.

(2) Personnel and related non-personnel costs of staff who 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 based on documented distributions of actual time worked or other equitable cost allocation methods.

(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), all costs incurred for functions and activities of subrecipients and vendors are program costs.

(5) Costs of the following information systems including the purchase, systems development and operating (e.g., data entry) costs 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 providers

of training services, youth activities, and appropriate education activities;

(iv) Local area performance information; and

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

(6) Continuous improvement activities are charged to administration or

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program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.