

General Instructions for the Completion of a Budget Justification

The budget justification must include the following information:

- Each line item on the Budget Form must be explained, and the cost provided for each. Each line item on the Budget Form pertains to projected costs.
 - The total for each line item on the Budget Justification must match the total for each line item on the Budget Form.
 - **Administrative Costs cannot exceed 10 % of the requested funding.**
1. **Staff Salaries** – List all staff positions by title. State the annual salary of each person, the percentage of each person's time devoted to the project, the amount of each person's salary funded by the grant, and the total personnel cost for the period of performance. Be sure to breakout administrative and program salaries.

For example:

Administrative									
Position Title	Unit	Program Function	Hourly Wage (Step 8)	Hrs/wk	Weeks in Grant Period	Personnel Costs	Fringe Benefit (51% of Personnel Costs)		Total
Director	Director	Administrative Management & Over	\$ 50.41	0.50	52	\$ 1,310.54	\$ 668.38	\$ 1,978.92	
Project Coordinator	Grants	Funds distribution and related	\$ 30.50	1.00	52	\$ 1,586.00	\$ 808.86	\$ 2,394.86	
Clerk Typist	Grants	Clerical Support	\$ 16.02	0.50	52	\$ 416.52	\$ 212.43	\$ 628.95	
Supervisor, Fiscal	Fiscal	Accounting & Fiscal Reporting	\$ 30.50	0.50	52	\$ 793.00	\$ 404.43	\$ 1,197.43	
Budget Analyst	Fiscal	Accounting & Fiscal Reporting	\$ 26.71	0.50	52	\$ 694.46	\$ 354.17	\$ 1,048.63	
Fiscal Tech	Fiscal	Accounting & Fiscal Reporting	\$ 17.45	0.50	52	\$ 453.70	\$ 231.39	\$ 685.09	
Total Staffing Grantee Administration						\$ 5,254	\$ 2,680	\$ 7,934	

2. **Fringe Benefits** – Provide the overall fringe benefit percentage which reflects the recipient's organizational fringe, and list the components included, such as health insurance, FICA, retirement, etc. Provide the fringe benefit calculation for each staff position listed under the salary line item. Be sure to breakout administrative and program fringe.

Salaries-Annual Lv	3.80%
Salaries-Sick Lv	1.90%
Salaries-Sick Bereav	0.10%
Salaries-Sick Family	0.20%
Salaries-Personal Lv	0.70%
Salaries-Holiday Lv	2.40%
SS-Hosp Insurance	11.50%
SS-Social Security	3.20%
SS-Medicare	0.80%
SS-Retirement	12.90%
SWIF	0.80%
SS-Emp Group Life	0.10%
SS-Health Benefits	12.60%
Total	51.00%

3. **Operational Expenses** – List all anticipated direct operational expenses and corresponding amounts being supported by the grant here. List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable (cellphone, rent, utilities, video conferencing services, printing, postage, supplies, staff travel, etc.).

4. **Other Program Expenses** – List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable. Costs included under *Other* should not fit into any other line-item category.

Note: If including equipment, be sure to identify each item of equipment to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful lifetime of more than one year. List the quantity and unit cost per item. Items with a unit cost of less than \$5,000 are supplies.

Supplies – List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable. Identify if the supply will remain with participants or if supplies are to remain with program provider for program use. List the quantity and unit cost per item. No one supply item is to exceed more than \$5,000. Items with a unit cost of more than \$5,000 is equipment.

Supplies can be purchased using the Micro Purchase Method. Procurement by micro-purchase is the acquisition of supplies or services in which the aggregate dollar amount does not exceed \$3,000 (or \$2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act). To the extent practicable, the non-federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-federal entity considers the price to be reasonable.

Equipment – List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable.

Equipment can be purchased using the Small Purchase Method. All purchases between \$3,000 and \$150,000 can use the “small purchase procedures” as the procedures are “relatively simple and informal.” Price or rate quotations must be obtained from three qualified sources and the method(s)

of obtaining the price or rate quotations can be obtained in writing, listed by contractor price on a website, or generated via online search engine.

5. **Supportive Services** – Supportive services enable an individual to participate in training. These include, but are not necessarily limited to, assistance with linkages to community services, transportation, child care and dependent care, housing, educational testing, reasonable accommodations for individuals with disabilities, legal aid services, referrals to health care, needs related payments, assistance with work attire and work-related tools, assistance with books, fees, school supplies and payments and fees for employment and training related applications, tests and certifications. List types of supportive services in sufficient detail for the grantor to determine whether the costs are reasonable or allowable. Be sure to include number of participants for each line item and associated costs.

The grant applicant must have, and submit with the grant proposal, written policies and procedures governing the award of supportive services. These need to specify the types of supportive services allowed, the maximum amount per person, and must ensure that such supportive service payments are:

- (a) Tied to the goals of the specific program;
- (b) Aligned with the applicant's organizational policies.

6. **Pre-Apprenticeship Incentives** - Incentives are permitted for recognition and achievement directly tied to training activities and work experiences. Incentives are Non-Cash Assets (Assets) referring to any item that holds immediate cash value, including but not limited to, gift cards, signed or certified checks, bus passes, gas cards, and bearer bonds. This may also include items purchased that hold no immediate cash value, that were acquired with the intent to issue them as incentives.

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- (a) Tied to the goals of the specific program;
- (b) Aligned with the applicants organizational policies.

7. **Apprenticeship Training** – Break out training costs in this budget category. Include funding to be used for Related Technical Instruction (RTI) costs and On-the-Job Training (OJT) reimbursements. List each item in sufficient detail for the grantor to determine whether the costs are reasonable or allowable. Be sure to include number of participants for each line item.

For example, Classroom Training Expenditures – 15 people * \$150 Forklift Training= \$2,250.00

Indirect Costs – If charging indirect costs to the grant, this line item must be populated. Include the current approved Negotiated Indirect Cost Rate Agreement, signed by the Federal cognizant agency, or a de minimis justification, as an attachment to the narrative. This should only be submitted with the grant application if outlined as an allowable expense and broken out between administration and program.