

BUDGET GUIDELINES

Applicants must provide the following three elements as part of the budget submission:

- 1 Detailed Line Item Budget (Direct and Indirect Costs)
- 2 Budget Narrative (Detailed instructions available in the RFA)

Detailed Line Item Budget (Template on Tab 2)

Applicants must provide a detailed line-item budget (in Microsoft Excel or similar spreadsheet format) outlining specific cost requirements within each of the summary budget categories.

- The budget should be for the entire project period.
- All line items must be described in the budget narrative.
- To calculate the total indirect costs, add the formula from the comment in cell B55, replacing X with your indirect rate.

Personnel – Identify staffing requirements by each position title and brief description of duties. List annual salary of each position, percentage of time and number of months devoted to project (e.g., Administrative Director: \$30,000/year x 25% x 6 months; calculation: $\$30,000/12 = \$2,500 \times 25\% \times 6 \text{ months} = \$3,750$). Please include relevant monitoring and evaluation staff. *For any position which is currently unfilled the applicant should describe their plan for filling the role within the first 12 weeks of project start. This description could include reassignment of current staff or expedited hiring practices utilized by the department.*

Fringe Benefits - State benefit costs separately from salary costs and explain how benefits are computed for each category of employee - specify type and rate. If you have supporting documentation, please submit it as an additional attachment.

Travel - Staff and participant travel, and per diem/maintenance: includes lodging, meals and incidentals.

Supplies - list items separately using unit costs (and the percentage of each unit cost being charged to the grant) for photocopying, postage, telephone/fax, printing, and office supplies (e.g., Telephone: $\$50/\text{month} \times 50\% = \$25/\text{month} \times 12 \text{ months}$).

Contractual – For each subgrant/contract please provide a detailed line item breakdown explaining specific services. For any consultant or sub-contractor the applicant has already identified please provide specific names and brief description of any existing relationship between contractor and the applicant. If the applicant intends to select contractor/subgrantee through a competitive process please describe how this process can be expedited by the applicant.

Other Direct Costs - these will vary depending on the nature of the project. This may include activities, monitoring and evaluation (baseline, mid-term review, evaluation, etc.), office rent, etc. Also include any accessibility costs in this line item. Justify each in the budget narrative.

Unallowable Costs

1. Interest Expense (FAR 31.205-20) is unallowable however represented including bond discounts, costs of financing and refinancing capital including associated costs include related legal and professional fees incurred in connection with project, the costs of preparing stock rights are generally unallowable. However, interest assessed by certain state and local taxing authorities are allowable under certain conditions. Suggest the author be contacted on these
2. Donations/Contributions (FAR 31.205-8)
3. Entertainment (FAR 31.205-14) – The costs of entertainment and recreation however represented are unallowable including associated costs. It also includes with social activities including social, dining, country clubs and similar organizations are unallowable.
4. Contingencies (FAR 31.205-7)
5. Bad Debts (FAR 31.205-3)
6. Fines and Penalties (FAR 31.205-15) – The costs of fines and penalties for violating federal, state or local laws is unallowable including associated costs. S

LINE-ITEM BUDGET [Template]
Fort Bend County
Strengthening Disability Inclusion in Local Health Departments

Line Items	Requested Amount through July 31, 2023	Cost Justification
Personnel (Name)		
Hevert Rios-Benitez	\$ 8,285.00	Health Equity Specialist - 20% of time for the six months of the project to participate in all NACCHO activities, work with our partner disability organization and draft the action plan
Genaro Garcia	\$ 4,553.00	Community Health Worker - 20% of time for the six months to participate in all NACCHO activities and work with the community to assist in drafting the action plan
	\$ -	
Personnel Subtotal	\$ 12,838.00	
		Fringe benefits costs for the two staff for 20% of time for six months: Payroll taxes = Salary x 7.65%, Pension = Salary x 13.07%, WC/Unemp = Salary x 1%, Prop. and Cas. = Salary x 02.8%, Health Insurance = \$16,350/FTE/Year
Fringe Benefits (X%)	\$ 6,418.00	
Travel		
Mileage Reimbursement	\$ 4,744.00	Travel for staff in the community for meetings, community engagement, trainings
	\$ -	\$0.625/mile x 7590 miles
	\$ -	
	\$ -	
Travel Subtotal	\$ 4,744.00	
Supplies		
	\$ -	
	\$ -	
	\$ -	
	\$ -	
Supplies Subtotal	\$ -	
Contractual Costs		
	\$ -	
	\$ -	
	\$ -	
	\$ -	
Contractual Subtotal	\$ -	
Other		
Printing Costs	\$ 1,000.00	Printing of action plan in brochure form for all internal program staff to incorporate into procedures
	\$ -	
	\$ -	
	\$ -	
Other Subtotal:	\$ 1,000.00	
Other		
	\$ -	
	\$ -	
	\$ -	
	\$ -	
Other Subtotal:	\$ -	
Subtotals of Direct costs	\$ 25,000.00	
Indirect (X%)	\$ -	No Indirect Cost charged
Grand Total	\$ 25,000.00	