

Instructions for Completing Your First 5 Riverside Proposed Contract Budget

Basic Instructions and Information

Please complete the Agency Name, Program Name and the amount being requested for First 5 Riverside Funds. There are fields that we have **locked** to preserve the integrity of the preformatted formulas. All fields that are “White” are open and can be completed with input. All fields that are “Gray” are locked. In addition, once the Personnel Positions category is completed, the input will automatically populate into the Employee Benefits category as well. Once all of the sections are completed on the F5R Budget tab, these will also automatically populate onto the other tabbed pages. This includes the Operational Expenses, Subcontractors, Capital Expenditure, and Indirect Expense budget categories.

There is a “Check Total” column to the far end of the worksheet. This amount should **always be \$0**.

- “Other Program Funds” include General Funds, Medi-Cal Reimbursements, Other Grants, In-Kind, Parent/Client Fees, Donations and Fundraisers. Each one used should be listed separately with the anticipated amount. List other funding sources that with support this First 5 funded program **only**.
- Each Personnel position must be listed separately. For example, if you have two (2) Teachers, one will be Teacher 1; the other will be Teacher 2. Even if you have two (2) Part Time Teachers, they **must** be listed separately.
- The salary listed should be the “Annual” salary. If you have a part time position, the part time annual salary for that position is what should be listed.
- Full Time Equivalency (FTE) is the percentage of time allocated to the position. A position could be part time or full time. The percentage allocated for First 5 funding and Other funding should be based on how much First 5 or Other funding will be paying for the position. *EXAMPLE:* If a Teacher is employed to provide 100% of their time to the First 5 funded program, the funding could be allocated as “50%” under F5R and “50%” under “Other. It can also be 25% under F5R and 75% under Other. *Another example* would be to allocate 50% under F5R, 25% under Other and the remaining funds will automatically go under “Non Program Personnel Exp.” In this example, the person would be providing services 75% of the time to the First 5 funded program and providing other services outside of the F5 program. If you have a part time position and they are 100% allocated to F5R, that is what should be listed with 0 under Other.
- Total Annual Benefits should include the annual benefit dollar amount allocated for each position. If a position does not have associated benefits, you have the option of listing \$0 amounts if no benefits are paid. You will also have the option of distributing the cost of the benefits to F5 and Other funding as applicable.

Instructions for Completing Your First 5 Riverside Proposed Contract Budget

Basic Instructions and Information

- Please complete each Operational Expenses line item (numbered below) using the criteria listed below to determine which category your expense best fits. An agency may not make changes to the numbered order of any of the line items nor attempt to override any of the pre-populated data reserved for F5R, such as formulas:
 1. **Office Supplies/equipment (<\$1,000):** Includes paper, pencils, pens, paper clips, small equipment purchases such as calculators, rulers, envelopes, cell phone purchase, any anticipated equipment purchases with a per unit cost of less than \$1,000, etc.
 2. **Postage & Printing:** Includes postage paid for mailing, including FEDEX and UPS. Also includes costs for print job orders for flyers and the like – please provide a breakdown for each cost in the narrative.
 3. **Advertising / Outreach Marketing:** Includes program advertising in a publication or public service announcements, as well as outreach for the program.
 4. **Equipment <\$1,000>\$5,000:** Includes all equipment that has a purchase value of over \$1,000 per unit, but costs no more than \$5,000 per unit. Anything above \$5,000 is considered a Capital Expense.
 5. **Program Materials and Incentives:** Includes the purchase of materials and incentives necessary to operate a successful program; i.e., books, brochures, hand-outs, posters, logo items, incentive gas cards, incentive gift certificates, etc. Please identify the intended beneficiaries of these incentives. Contact F5R staff if Partner Agency staff is the intended beneficiary as special rules apply.
 6. **Program Nutrition/Food:** Includes the purchase of food items for program related activities.
 7. **Scholarships:** Includes reduced enrollment, reduced registration, discounts, etc...
 8. **Insurance:** Includes program related insurance costs. Must show F5R program and be allocated accordingly.
 9. **Maintenance and Repairs:** Includes program related maintenance and repairs. This could be a share of maintenance fees or repairs needed for equipment purchased for the F5R program, and could possibly include facility maintenance/repairs.
 10. **Equipment Lease:** Includes costs associated with copier leases, etc.
 11. **Licenses & Fees:** Includes any program related licenses and fees.
 12. **Travel:** Mileage (this includes program related services as well as travel for training and conferences), airfare, meals and hotel fees. (This is separate and apart from Training / Conference costs listed below.)
 13. **Training / Conferences:** Includes fees paid for training and/or conferences. This does not include travel for training or conferences. All travel must be included in the travel line item.
 14. **Rent/Lease:** Includes any program related facility rental or lease fees.
 15. **Utilities:** Includes landline phones, electricity, water, and waste management. This cost should be allocated based on the percentage of the F5R funded program in relation to all other programs run by the agency.
 16. **Temporary Help:** This is rare, but can be included in the form of non-agency personnel (other than subcontractors) if it is anticipated there may be a need for additional assistance in excess of the agency personnel.
 17. **Professional Services:** Includes fees paid for program related professional services. This could include accounting/auditing services, legal services, consulting services, etc. Professional Services contrast from Subcontractors in that Subcontractors provide collaborative services that are **directly related to and required** in order to facilitate the program's Scope of Work (SOW).

Instructions for Completing Your First 5 Riverside Proposed Contract Budget

Basic Instructions and Information

18. Vehicle Maintenance/Repairs: Includes program related vehicle maintenance repairs for vehicles paid for with F5 funds.

(1) – (3) Other Operational line items: These are available only if you have a line item that does not fit into any of the above Operational categories listed as 1-18, this could include separate communication costs such as monthly cell phone billing costs.

All Operational Expenses must be program related. You should be able to clearly articulate how these items will be used in your program within the required Budget Narrative section.

- **Subcontractors** include all collaborating agencies associated with providing services for the program as outlined within the contract's SOW. Each Subcontractor must be listed along with the services that are being provided. If the Subcontractor's name is unknown at the time of budget preparation, the services that will be provided must be listed in order for it to remain as part of your budget. Once the Subcontractor is known, a copy of the subcontract is required to be provided to your Contract Specialist within 30 days of contract execution.
- **Capital Expenditures** are items purchased with a dollar value of \$5,000 or more per unit.
- **Indirect Expenses** paid by F5R cannot exceed 10% of your program's total Operational Costs and must be allowable per the Agencies board or other determining entity. Subcontractors are not to be included within your F5R Indirect Expenses, as these costs are to be covered by the Subcontractor. Therefore, F5R Indirect Expenses will only be based on F5R costs for Personnel, Benefits, Operational Expenses, and Capital Expenditures. If you have Indirect costs that are over and above the 10% and/or are paid for by Other funds, they can be included in the "Other" column.
- **Budget Narrative:** Includes a mandatory brief description of the necessity for *each and every* line within your proposed budget and must be completed on the Budget Narrative tab. Accordingly, this tab has been pre-populated with line items from the F5R Budget tab; thus, the only input required from the agency is a brief description for each. Your budget will be considered incomplete without this information.

Do not attempt to change any of the preformatted sequentially numbered designations within your budget's line items, as these are necessary for F5R's utilization; nor should you attempt to alter any of the preformatted formulas within the budget. This will require further scrutinizing from F5R staff and will delay the approval of your budget, which will, in turn, delay the execution of your F5R contract. Additionally, these budget templates are standardized, thus, it is not necessary to attempt to utilize all named line items within the Operational Expense category. Only complete those line items which you can substantiate a need for based on facilitating the services/targets outlined within your F5R SOW. Contract budgets are not considered approved until they have been reviewed and finalized by F5R personnel and you are notified of such.

These instructions are included to assist you in submitting a thorough and well-planned budget, which we anticipate will provide your agency with valuable financial resources for the successful execution of your F5R Scope of Work. If you have any questions with regard to these instructions, please contact Arrin Banks, Administrator, Grants and Contracts.