

Title III Budget Instructions

FFY22

Note there are five (5) tabs within the budget document. First tab contains Title III Budget Pages, second tab contains Staff Time Allocation F.T.E. sheet, third tab contains Budget Justification Document, fourth tab contains In-kind Allocation Requirements, and the fifth tab contains Funder List Document. All tabs must be completed before RFP submissions will be accepted for review by AgeGuide.

Select appropriate budget template document.

Download template to users' computer.

PAGE ONE – PERSONNEL AND FRINGE BENEFITS

1. Select the column corresponding to the service for which you are applying. You must enter your budget in the correct column.
 - a. Examples: (IIIB) I&A (Information and Assistance), Outreach, Options Counseling, Transportation, (IIIC) Congregate Meals, Home Delivered Meals, (IIIE) Assistance, GAP, Respite, Individual Counseling, Support Groups, Training/Education.
2. Begin listing staff by position on line A01. (2 CFR 200.430)
 - a. List cost associated with each specific staff position across the service titles.
 - i. Total allocated to each staff will automatically populate in the far-right column.
 - ii. Line A02 contains a formula to provide a sum of personnel cost by service title.
3. Fringe benefits must be entered separately from personnel costs. (2 CFR 200.431)
 - a. Fringe Benefit section is found starting on line A03.
4. In-Kind by position must be entered starting on line A04. (2 CFR 200.96)
5. Totals for lines A05, A06, and A07 will automatically calculate.

PAGE TWO – OCCUPANCY

1. Beginning on line B01 enter amount allocated under each service title for Rent. (2 CFR 200.465)
 - a. Total allocated amount will automatically populate in the far-right column.
2. Beginning on line B02 enter amount allocated under each service title for Utilities. (2 CFR 200.465)
 - a. Total allocated amount will automatically populate in the far-right column.
3. Beginning on line B03 enter amount of in-kind (donated) space by number of square feet and cost per square foot. (Example: Location A 200 square feet @ \$6 per foot).
 - a. Enter amount of in-kind under each service title (200 multiplied by \$6 = \$1,200)
 - b. Total allocated amount will be automatically populating in the far-right column.
4. Total for lines B04, B05, and B06 will automatically calculate.

PAGE THREE – FOOD – NUTRITION PROVIDERS ONLY

1. Begin entering each vendor starting on line C01.
 - a. Enter each amount allocated by service title.
 - b. Total allocated amount will automatically populate in the bolded columns.
2. Begin entering each in-kind source on line C02.
 - a. Enter each amount allocated by service title.
 - b. Total allocated amount will automatically populating in the bolded columns.
3. Total for lines C03, C04, and C05 will automatically calculate.

PAGE FOUR – SUPPLIES AND EQUIPMENT

1. Begin entering supplies on line D01 (2 CFR 200.94).
 - a. Enter each amount allocated by service title.
 - b. Total allocated amount by supply title will automatically calculate in the far-right column.
 - i. Total allocated amount by service title will automatically calculate on line titled Supplies Total (Formula).
2. Begin entering equipment on line D02 (2 CFR 200.33 and 200.439).
 - a. Under the 2 CFR equipment includes technology systems but for the purposes of the FFY20 budget pages, technology systems cost must be entered on page 5.
 - b. Enter each amount allocated by service title.
 - c. Total allocated amount by equipment title will automatically calculate in the far-right column.
 - i. Total allocated amount by service title will automatically calculate on line titled Equipment Total (Formula).
3. Begin entering any in-kind supplies and equipment on line D03.
 - a. Enter each amount allocated by service title.
 - b. Total amount of each in-kind title will automatically calculate in the far-right column.
4. Total for lines D04, D05, and D06 will automatically calculate.

PAGE FIVE – COST INVOLVING TRAVEL, CONSULTANT, TRAINING/EDUCATION, TECHNOLOGY SYSTEMS, INDIRECT COSTS, AND DIRECT ADMINISTRATIVE COSTS

1. Page five is pre-populated with line items titles, travel, consultant, training/education, technology systems, indirect cost, and direct administrative costs. (Notice the 2 CFR sources listed in parentheses to the right of each line item title.)
2. Enter amounts allocated under each service title beginning on line E01.
 - a. Total amount for each service title line item will automatically populated in the far-right column.
3. Begin entering in-kind sources on line E06.
 - a. Enter each amount allocated by service title.
 - b. Total amount of each in-kind title will automatically calculate in the far-right column.
4. Total for line E07, E08, E09, and E10 will automatically calculate.
 - a. Formula details for line E10 under line E10.

PAGE SIX – GRANTEE NON-FEDERAL CONTRIBUTIONS

1. Begin entering amounts of projected Program Income by service title on line F1 (2 CFR 200.80)
 - a. Total of projected Program Income will automatically calculate in the far-right column.
 - b. Total of projected Program Income will automatically calculate by service title on line F05.
2. NUTRITION PROVIDERS ONLY...enter NSIP amounts found on package allocation sheet titled “FFY20 Allocation Grid”.
 - a. Total NSIP amount will automatically calculate in the far-right column.
3. Begin entering sources of Non-Federal Cash on line F07.
 - a. Example, United Way of Town A (###) ###-####
 - b. Enter amounts allocated under each service title.
 - i. Non-Federal Cash amounts will automatically total in the far-right column.
 - ii. Non-Federal Cash amount will automatically by service title on line F08.
4. In-Kind section beginning on Line F09 is automatically populated. (2 CFR 200.96)
 - a. Total of in-kind by source is automatically calculated in the far-right column.
 - b. Total of in-kind by service title is automatically calculated on line F10.

PAGE SEVEN – SUMMARY OF BUDGET PAGES 1-6

1. The only lines that require data entry are line Y – Units of Service and line AA – Person To Be Served.
 - a. Begin entering on line Y, under each service title, the number of units projected.
 - b. Begin entering on line AA, under each service title, the number of unduplicated persons to be served.
 - c. Line Z – Unit Cost will automatically calculate.
2. The remaining lines will automatically populate.
 - a. Double check line V – AoA Share to ensure the amount under each service title is equal to or less than amounts found on the FFY22 Allocation Grid.

Required match amount are 15% for IIIB and IIIC Services.

Required match amounts are 10% for IIIE Services.

****Match amounts are calculated using amount found on page 7 line N (Total Costs)****

APPLICATIONS THAT DO NOT MEET THE MINIMUM MATCH REQUIREMENT WILL NOT BE CONSIDERED.

COMPLETE REMAINING TABS

TAB 2 – Budget Justification

TAB 3 – In-Kind Allocations

TAB 4 – Funder List

Save completed document and upload back into Smart Simple.