
Instructions for Completing the Budget Narrative

For all grantees, use the following guidance below when writing the budget narrative:

IMPORTANT: If a total amount for each line item listed below is included in the narrative, please be sure the amount in the narrative matches the corresponding line items on the SF-424A, *Application for Federal Assistance*.

Personnel: List all staff positions by title (current and proposed). Provide the annual salary of each position, percentage of each position's time devoted to the project, the amount of each position's salary funded by the grant, and the total personnel cost for the program year.

Fringe Benefits: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs, such as health insurance, FICA, retirement, etc.

Travel: Specify the purpose, mileage, per diem, estimated number of in-state and out-of-state trips, and other costs for each type of travel.

Equipment: Identify each item of equipment to be purchased which has an estimated acquisition cost of \$5000 or more per unit and a useful life of more than one year (*see* 2 CFR 200.1 for the definition of equipment). List the quantity and unit cost per item. Items with a unit cost of less than \$5000 are considered supplies.

Supplies: Supplies include all tangible personal property other than "equipment" (*see* 2 CFR 200.1 for the definition of supplies). List the quantity and unit cost per item.

Contractual: Identify each proposed contract with specific purpose and estimated cost. If applicable, identify any sub-recipient agreements, including specific purpose and estimated costs.

Construction: Construction costs are not allowed, so this line must be zero.

Other: List each item in sufficient detail for us to determine whether the costs are reasonable or allowable. List any item, such as stipends or incentives, not covered elsewhere.

Indirect Charges: The following link contains specific DOL information regarding indirect charges: <https://www.dol.gov/agencies/oasam/centers-offices/office-of-the-senior-procurement-executive/cost-price-determination-division>.

Organizational Chart: Grantees must provide an organizational chart indicating all individuals who are conducting FLC activities. This chart must show reporting hierarchy, and list the names and position/title of each individual involved with FLC activities.

Additional Unforeseen Charges: Grantees must obtain prior written approval before using Federal funds under this grant of certain items of cost not specifically listed in this TEGL. Prior approval must be obtained in order to ensure that costs are allowable as direct charges. This guidance is specific to the following three (3) common categories of direct costs for which Grantees are required to obtain prior written approval from OFLC.

1. Equipment expenditures (with a per unit cost of \$5,000 or more);
2. Grantee Support Costs (such as stipends or subsistence allowances, travel expenditures, legal fees, interpreter fees, etc. (with a cost of \$5,000 or more); and
3. Revision of cost items within established grant plans that exceeds 10% of the total of the total amount of the grant.

All prior approval requests should be submitted to your assigned FPO via email. In response, the FPO will provide written confirmation that will approve, deny, or require additional information based on the completeness of the request and the reasonableness and necessity of the underlying expenditure(s) for program purposes.