Attachment 5

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 $5,000 or more per unit and a useful life of more than one year (see *2 CFR 200.33* for the definition of equipment). List the quantity and unit cost per item. Items with a unit cost of less than $5,000 are considered supplies.

Supplies: Supplies include all tangible personal property other than "equipment" (see *2 CFR 200.94* for the definition of supplies). The detailed budget should identify categories of supplies (e.g. office supplies). List the quantity and unit cost per item.

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

Construction: Construction costs are not allowed and this line must be left as 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 DOL specific information: http://www.dol.gov/oasam/boc/dcd/index.htm.