

## **Instructions for Completing CDA 35**

The Title V/SCSEP Budget form (CDA 35) is designed for budgeting expenditures during the contract term. 100% of your Title V/SCSEP funding for the contract period must be budgeted and cannot exceed the Budget Display Allocations. The entered budgeted costs should be rounded to the nearest dollar; do not enter cents.

### **INSTRUCTIONS THAT APPLY TO THE BUDGET DOCUMENT AS A WHOLE:**

- Complete the Header information on Budget Summary - Page 1 (see Budget Summary instructions)
- Complete Budget Summary, Page 1 funding after completing the cost pages 2 – 5
- Yellow highlighted cells contain formulas and are locked
- Totals on each Page and Section will auto calculate
- Recipient Local Share amounts will include Cash and/or In-Kind funded costs
- Program Income amounts will include donations received as a result of receiving a service.
- Indirect Costs for Contractor Admin, Subcontractor Admin and Program are limited to 10% of applicable Contractor and Subcontractor Direct Costs or the federal cognizant agency Approved Indirect Cost Rate

### **FORM COMPLETION - GENERAL:**

- Page 1 is the Budget Summary page
  - Section A - Enter funding after completing pages 2 – 5
  - Section B – Will autofill from Section A
  - Section C - Will auto-calculate. (Contractor must ensure compliance with stated limits)
- Page 2 is the Contractor Administration page (Personnel and Operating Costs)
- Page 3 is the Subcontractor Administration page (Personnel and Operating Costs)
- Page 4 is the Program Costs page [Participant Wages and Fringe Benefits (PWFB) and Operating Costs]
- Page 5 is the Property/Equipment page
  - Costs listed on page 5 must be included on pages 1-4

### **CDA CONTRACT REQUIREMENTS:**

- Title V/SCSEP federal funded Contractor Admin is limited to 8% of the federal allocation
  - Subcontractor Admin is considered programmatic and is not subject to the 8% limit
- Title V/SCSEP federal funded PWFB must be at least 79% of the federal allocation
- Required One-Stop Shared Infrastructure costs may be budgeted under Contractor Admin, Subcontractor Admin and/or Program/Other

**BUDGET SUMMARY – PAGE 1:**

Header information entered on Budget Summary Page 1 will auto-fill on all other pages.

- Budget Period – Enter the term
- Original, Revision or Request for Proposal (RFP) – [x] appropriate entry
- Contract No. - Enter contract number if applicable
- Date – Enter submission date
- After completing the Header Section, enter costs on pages 2 - 5 before entering funding on page 1, Summary Page

**CONTRACTOR ADMINISTRATION – PAGE 2:**

***Complete this page if Contractor retains federal funds for administrative costs.***

**Section A: Personnel Costs**

- Position Classification - List each position performing administrative functions for the Title V/SCSEP
- Annual Wage Rate - List the annual wage rate for each position noted above
- % of Time Devoted - Enter the percent of time each position will spend performing administrative functions
- Total – Cells will auto-calculate
- **Total Personnel** – Will auto-sum for all positions listed
- Fringe Benefits - Enter the amount of Staff benefit costs for the positions listed
- **Total Personnel Costs** – Will auto-sum by adding Personnel and Fringe Benefits

**Section B: Operating Costs**

- Travel - Enter total expenses in Total column (c)
- Equipment - List any equipment, quantity of items, unit price and enter the Total amount in column (c)
- Supplies - Enter the amount in column (c)
- Consultant - Enter the amount in column (c). Consultant costs are limited to \$710 per day without prior approval from the DOL Grant Officer.
- One-Stop Shared Infrastructure costs – Enter the amount in column (c)
- Other - List miscellaneous operating costs and enter amounts in column (c)
- **Total Operating Costs** - Will auto-sum
- Indirect Costs - Enter the amount of Indirect Costs budgeted for Administration in column (c).
- **Total Costs - Administration** – Will auto-sum by adding Total Personnel Costs from Section A, Total Operating Costs from Section B, and Indirect Costs. This number will agree with page 1, Section B, column (e) for Total Administration.

**SUBCONTRACTOR ADMINISTRATION – PAGE 3:**

***This page is for Subcontractor Administration only. Do not include any Contractor administrative costs or direct service SCSEP program costs on this page.***

**Section A: Personnel Costs**

- Position Classification - List each position performing administrative functions for the Title V/SCSEP program
- Annual Wage Rate - List the annual wage rate for each position noted above
- % of Time Devoted - Enter the percent of time each position spends performing administrative functions
- Total – Cells will automatically
- **Total Personnel** – Will auto-sum for all positions listed
- Fringe Benefits - Enter the amount of Staff benefit costs for the positions listed
- **Total Personnel Costs** – Will auto-sum by adding Personnel and Fringe Benefits

**Section B: Operating Costs**

- Travel - Enter total expenses in column (c)
- Equipment - List any equipment, quantity of items, unit price and enter the Total amount in column (c)
- Supplies - Enter the amount in column (c)
- Consultant - Enter the amount in column (c). Consultant costs are limited to \$710 per day
- One-Stop Shared Infrastructure costs – Enter the amount in column (c)
- Other - List miscellaneous operating costs and enter amount in column (c)
- **Total Operating Costs** – Will auto-sum
- Indirect Costs - Enter the amount of Indirect Costs budgeted for Subcontractor Administration in column (c)

**Subcontractor Administration Total** – Will auto-sum by adding Total Personnel Costs from Section A, Total Operating Costs from Section B, and Indirect Costs. This number will agree with Page 1, Section B, column (e) for Total Subcontractor Administration.

- Enter Subcontractor Name, Address and Telephone Number at page bottom

**PROGRAM COSTS – PAGE 4:**

**Section A: Personnel**

- Participant Classification - List participants by classification
- Number of Participants - Provide the number of participants scheduled to work in each classification.
- Wage per Hour - Enter the hourly wage of participants scheduled to work in the classification

### Section A: Personnel Continued

- Average Work Week Hours - Enter the average number of hours each participant will be working in this program
- Average Number of Weeks - Enter the average total number of weeks participants will be working in this program
- Total – Will auto-calculate the Total for each classification  
[Calculation: column (a) x column (b) x column (c) x column (d) = column (e)]

### Section B: Fringe Benefits

- Physicals - Enter the number of participants budgeted to receive physicals during the year and enter the total cost in column (e) (All agencies must budget for physicals)
- Federal Insurance Contributions Act (FICA) - Enter the fringe benefit amounts for FICA in column (e)
- Workers Compensation - Enter the fringe benefit amounts for Workers Compensation in column (e). Workers Compensation must be paid by the Contractor and cannot be paid by the host agency
- Other - List any other required fringe benefits and enter the amount in column (e)
- **Total Fringe Benefits** – Will auto-sum
- **Total Personnel Costs - Program/PWFB** – Will auto-sum by adding Total Fringe Benefits and Total Personnel. This amount will agree with Page 1, Section B, column (e) for Total Program/PWFB.

### Section C: Operating Costs

Enter Staff Costs and Other costs for each category where applicable and allowable. These amounts will auto-sum in Total column (e).

- Travel - Enter total expenses in Other column (d)
- Equipment - List any equipment and enter the amount in Other column (d)
- Supplies - Enter the amount in Other column (d)
- Consultant - Enter the amount in Other column (d). Consultant costs are limited to \$710 per day.
- Orientation - Enter Staff and applicable Other costs in columns (c) and/or (d)
- Assessment - Enter Staff and applicable Other costs in columns (c) and/or (d)
- Training - Enter Staff and applicable Other costs in columns (c) and/or (d)
- Supportive Services - Enter Staff and applicable Other costs in columns (c) and/or (d)
- Job Development - Enter Staff and applicable Other costs in columns (c) and/or (d)
- Transportation - Enter Staff and applicable Other costs in columns (c) and/or (d)
- One-Stop Shared Infrastructure costs – Enter the amount in Other column (d)
- Other - List miscellaneous operating costs and enter amount in column (c) and/or (d)
- Total - Column will auto-sum

### **Section C: Operating Costs Continued**

- **Total Operating Costs** – will auto-sum
- **Indirect Costs** - Enter the amount of Indirect Costs budgeted for Program/Other, column (e)
- **Total Operating and Indirect Costs – Program/Other** – Will auto-sum by adding Total Operating Costs, and Indirect Costs in column (e). This amount will agree with Page 1, Section B, column (e) for Total Program/Other.

### **PROPERTY/EQUIPMENT – PAGE 5:**

- List all property/equipment to be purchased with a unit cost of \$500 or more. Costs listed on page 5 will be included on pages 1-4.
- Enter Item Description, Contractor Name, Purpose/Justification/Allocation, Unit Price, Quantity, Total Costs and % charged to Title V/SCSEP
- Title V/SCSEP Cost will auto-fill

### **BUDGET SUMMARY – PAGE 1:**

#### *Heading:*

- Insert Budget period
- Select Direct or Subcontracted program
- Select Original, Revision (enter number), or Request for Proposal (RFP)
- Enter Contract No., if applicable
  - The contract number shall consist of the letters TV, the State Fiscal Year (SFY), and the PSA number (e.g. TV 1819-XX)
- Enter Authorized Slots/Positions from your latest budget display or RFP allocations
- Enter Date - Budget submission date
- Enter Planning and Service Area (PSA) number, if applicable

*Cost Categories:* The lines in this section list allowable cost categories for reporting budgeted costs for Contractor Admin, Subcontractor Admin, Program PWFB, and Program/Other costs. Enter federal, local (Cash and/or In-Kind), Program Income fund sources used to pay the line item costs budgeted on pages 2–5.

### **Section A:**

#### **CONTRACTOR ADMIN Columns:** Columns (a) and (b)

- Enter Personnel and Fringe Benefit costs by fund source in columns (a) and (b)
- Total Personnel Costs for columns (a) and (b) will auto-sum. Total Personnel Costs, Federal and Recipient Local Share added, should agree with page 2, Section A, Total Personnel and Fringe Benefits.

**CONTRACTOR ADMIN Columns:** Columns (a) and (b) Continued:

- Enter Operating Costs by fund source in columns (a) and (b) for Travel, Equipment, Supplies, Consultant, One-Stop Shared Infrastructure and Other. The sum of the Federal and Recipient Local Share columns added should agree with Page 2, Section B by line item.
- Total Operating Costs in columns (a) and (b) will auto-sum. Total Operating Costs, Federal and Recipient Local Share added, should agree with page 2, Section B Total Operating Costs.
- Enter Indirect Costs in columns (a) and (b). Total Indirect Costs, Federal and Recipient Local Share added, should agree with page 2, Section B, Indirect Costs.
- Total Costs for columns (a) and (b) will calculate by adding Total Personnel Costs to Total Operating and Indirect Costs. Total Costs, Federal and Recipient Local Share added, should agree with page 2, Section B, Total Costs – Administration.

**SUBCONTRACTOR ADMIN Columns:** Columns (c) and (d)

- Enter Personnel and Fringe Benefit costs by fund source in columns (c) and (d)
- Total Personnel Costs for columns (c) and (d) will auto-sum. Total Personnel Costs, Federal and Recipient Local Share added, should agree with page 3, Section A Total Personnel and Fringe Benefits.
- Enter Operating Costs in columns (c) and (d) for Travel, Equipment, Supplies, Consultant, One-Stop Shared Infrastructure, and Other. The sum of Federal and Recipient Local Share columns added, should agree with Page 3, Section B by line.
- Total Operating Costs for columns (c) and (d) will auto-sum. Total Operating Costs, Federal and Recipient Local Share added, should agree with page 3, Section B Total Operating Costs.
- Enter Indirect Costs for columns (c) and (d). Total Indirect Costs, Federal and Recipient Local Share added, should agree with page 3, Section B Indirect Costs.
- Total Costs for columns (c) and (d) will auto-sum by adding Total Personnel Costs to Total Operating and Indirect Costs. The Total Costs, Federal and Recipient Local Share added, should agree with page 3, Section B, Subcontractor Administration Total.

**PROGRAM/PWFB Columns:** Columns (e) through (h)

- Enter Personnel and Fringe Benefit costs by fund source in columns (e) through (h). Federal, Recipient Local Share contributions, and Program Income added should agree with page 4, Section A, Personnel, and Section B, Fringe Benefits.
  - Note: Currently there are no State funds available for Title V/SCSEP
- Total Personnel Costs for columns (e) through (h) will auto-sum. Total Personnel Costs, Federal and Recipient Local Share Contributions added, should agree with page 4, Total Personnel Costs-Program/PWFB.

**TOTAL**

- Total column (m) will auto-sum and should agree with Section B, column (e) Total

**Section B:**

- Will Auto-Calculate
  - Column (a) Federal Total Costs should agree with Section A, Column (i) Federal Total Costs
  - Column (c) Recipient Local Share should agree with Section A, Column (k) Recipient Local Share Total Costs
  - Column (d) Program Income should agree with Section A, Column (l) Program Income Total Costs
  - Column (c) Total should agree with Section A Column (m) Total Costs

**Section C:**

- Contractor Administration (federal %) – Will auto-calculate by dividing Total Contractor Administration - Federal, by Total Costs - Federal
  - Verify federal Contractor Admin does not exceed 8% of budgeted federal costs
- PWFB (federal %) – Will auto-calculate by dividing Total Program/PWFB - Federal, by Total Costs - Federal
  - Verify federal PWFB budgeted is a minimum of 79% of budgeted federal costs
- Recipient Local Share - Will auto-calculate by adding Section B, Column (a) Total Costs - Federal to Section B, column (c) Total Costs - Recipient Local Share, then divide column (c) Total Costs - Recipient Local Share by this amount

Example:

Total Costs (Federal) = 10,000, Total Costs (Recipient Local Share) = 1,500

Calculation:  $10,000 + 1,500 = 11,500$

$1,500$  divided by  $11,500 = 13\%$

**Section D:**

- Select a payment method (Reimbursement or Advance)
- Enter Cognizant Agency Approved Indirect Cost Rate, if applicable

**FOR STATE USE ONLY:**

This section is to be completed by CDA staff.

**SUBMISSION:**

The completed CDA 35 must be submitted as instructed.