

California Department of Public Health
Office of AIDS
Request for Application

Budget Narrative Description

Five Line Item Budget

The budget must be in the same format as the sample budget provided (see attachment 5).

A. Personnel

List each position that is funded under this budget. If known, include the actual staff name. Include a brief explanation of each position's major responsibilities.

List personnel line items by job category. Indicate the salary range for each personnel line item. Identify if the range is a monthly, bi-weekly, or hourly rate. Also identify the percent of time the position will be utilized in the contract (e.g., 20 hours in a 40 hour work week is 50 percent of time). In the case of an hourly paid employee(s), indicate the total number of hours for the year instead of percent of time. The last column to the right identifies the total amount requested for each personnel line item and cannot exceed the total for the top range.

Personnel classifications and/or professional disciplines must be appropriate to the management and operation of the specific project described in the Scope of Work (SOW). Duty statements must be available for all project personnel and must be maintained by the Contractor for review by the OA program consultant. Subtotal all personnel costs.

Fringe Benefits

Identify the percentage and amount of employee benefits requested for the contract. Fringe benefits are calculated by multiplying personnel costs by a given percentage. Fringe benefits must be based on actual costs. Subtotal all fringe benefit costs.

B. Operating Expenses

This category should include general expenses and facilities operations. The general expense line item includes costs such as: office supplies, communication, postage, and travel. The facilities operations must indicate the total square footage and cost per square foot that is requested for this contract.

C. Capital Expenditures

Explain the nature and use of equipment purchases. This line item must identify equipment purchases, their unit cost and the life expectancy of the unit. Equipment and furniture purchased through a contract with OA is the property of the state and must be reported to OA. Prior approval from OA is required for all capital purchases. (*Capital expenditures are generally not allowed*).

D. Other Costs

Explain and justify any other costs that do not apply to any other specific category. This could include: Subcontractor/Consultant services. If such costs exist, please itemize these costs on the Budget Detail (**Attachment 12**). In addition, these costs should also be documented in the Budget Justification/Narrative.

E. Indirect Costs

Identify the percentage of total personnel costs (A) and fringe benefit costs (B) that will be claimed as indirect expenses. This line item is to cover administrative expenses such as payroll service, accounting, insurance, etc. Explain and justify items included in this line. Briefly summarize the rationale and assumption used in estimating the cost for each item. The maximum percentage that can be claimed for indirect expenses is 15 percent of the total of Personnel Costs plus Fringe Benefits only, unless your jurisdiction has negotiated an unique percentage.