

Budget Narrative Description

A. Salaries

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 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 salary costs.

B. Benefits

Identify the percentage and amount of employee benefits requested for the contract. Subtotal all benefit costs.

C. Operating Expenses

This category should include three line items: general expenses, travel/per diem, and facilities operations. The general expense line item includes costs such as: office supplies, educational materials, telephone, staff development, printing. The travel and per diem reimbursements must follow the State of California, Department of Personnel Administration rates (refer to the Sample Contract in the Appendix section of this RFA, Attachment 7). The least expensive mode of transportation must always be used. Travel must correspond to the geographical boundaries and needs of the project. The facilities operations line item must indicate the total square footage and cost per square foot that is requested for this contract.

D. Equipment

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. Leasing options should be explored whenever possible.

E. Travel and Per Diem

Explain and justify items included in this line. Briefly summarize the rationale and assumption used in estimating the cost for each item.

F. Subcontractors

This line item must identify the subcontractors and consultants included as part of the contract. List each subcontractor that is funded under this budget. Explain the method of how the subcontractor was or will be selected. Include a brief explanation of each subcontractor's major responsibilities.

G. Other Costs

Explain and justify any other costs that do not fit in another line.

H. 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 utilities, insurance, auditing, payroll service, 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 (A) plus Fringe Benefits (B).**