

Budget Amendment Instructions

(For Contract Period of October 1, 2015 to September 30, 2019)

February 22, 2016

**California Department of Public Health
Women, Infants and Children Division
3901 Lennane Drive
Sacramento, CA 95834**



Supplemental Nutrition Program for Women, Infants and Children (WIC)

AMENDMENT BUDGET PLAN

INSTRUCTIONS

Introduction

In order to amend your budget plan, you must complete the (1) Exhibit B, Attachment II - Detail Worksheet and the (2) Exhibit B, Attachment III - Facility Costs Worksheet.

The CDPH/WIC Division will use the completed worksheets to create the contract document: Exhibit B, Attachment I - Budget. This document is for state use only and cannot be changed by the local agency.

General Instructions

Cells highlighted in orange and grey are prepopulated, locked and cannot be changed. Cells in white are blank and shall be completed by the local agency.

Worksheet Tab 1: Detail Worksheet

Instructions for amending the Personnel Section:

Additional/new staff, who provide direct program services, are required to be listed in the Personnel Section. These positions shall continue to establish staffing patterns that support program goals described in Exhibit A, Scope of Work and Exhibit A, Attachment I, Local Agency Specific Services, and tie these tasks to the positions.

Increases or decrease in current staffing salary shall also be recorded in this section.

1. **Current Base Annual Salary Minimum Amendment A-01** column: Enter in the new Current Base Annual Salary minimum for both new staff and staff who are receiving a pay increase.
2. **Current Base Annual Salary Maximum Amendment A-01** column: Enter in the new Current Base Annual Salary maximum for both new staff and staff who are receiving a pay increase.
3. **FTE Adj.** column: Enter in the adjustment in number of FTEs for each position title for each year (Year 1, Year 2, Year 3, Year 4).
4. **Budget Adj.** column: Enter the adjustment in dollar amount budgeted for each position title/official classification for each year (Year 1, Year 2, Year 3, Year 4).

OVERTIME

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1. **Adj.** column: Enter the adjustment in dollar amount budgeted for overtime for each year (Year 1, Year 2, Year 3, Year 4).

Overtime shall be budgeted in one lump sum for all position titles/official classifications for each year. Overtime shall not increase more than 3% from year to year.

FRINGE BENEFITS

1. **Adj.** column: Enter the new Fringe Benefit percentage for each year (Year 1, Year 2, Year 3, Year 4). The budget amount will automatically calculate based on your new percentage and dollar amount for each year.

NOTE: The Contractor must provide justification for any fringe benefit that exceeds 50% in any year.

Instructions for amending the Operating Expenses information:

Adjustments to Operating Expenses shall be posted in this section. Operating Expenses are expenses incurred to operate the local agency. The Exhibit A, Attachment I column for Operating Expenses shall not be changed.

1. **Adj.** column: Enter the adjustment in dollar amount budgeted for each Operating Expense category for each year (Year 1, Year 2, Year 3, Year 4).
 - a. Facility Costs are automatically populated from the Facility Costs tabs within the spreadsheet. Instructions on how complete the Facility Costs tabs are included below.

Instructions for amending the Major Equipment information:

Adjustments in Major Equipment expenses shall be posted in this section. Major Equipment items are those with a unit cost of \$5,000 or more and a useful life of one (1) year or more. The four (4) categories of major equipment and Exhibit A, Attachment I columns for Major Equipment are prepopulated in the column and shall not be changed.

1. **Adj.** column: Enter the adjustment in dollar amount budgeted for each Major Equipment category for each year (Year 1, Year 2, Year 3, Year 4).

Instructions for amending the Subcontracts section:

Changes in Subcontract expenses shall be posted in this section. This section is used to list all subcontracts.

1. Under **Subcontracts:** If "TBD" is listed under Subcontracts, enter the Subcontractor's name (company or individual). If the subcontractor has not yet been selected, leave the "TBD" as listed.

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2. **Adj. column:** Enter the adjustment in dollar amount budgeted for Subcontractor for each year (Year 1, Year 2, Year 3, Year 4).

Instructions for amending the Indirect Costs section:

Adjustments in Indirect Costs shall be posted in this section. Indirect Costs are costs not related to direct services. Indirect costs represent a percentage of either total personnel costs or total direct costs.

PRIVATE NONPROFIT AGENCIES

The CDPH/WIC Division allows a maximum Indirect Cost Rate (ICR) percentage of 19.6 percent of the Total of Personnel Services. If the private nonprofit local agency's approved ICR percentage is less than 19.6 percent, then the private nonprofit local agency will only be allowed the lower percentage rate. If the ICR percentage is higher than 19.6 percent, the local agency will be allowed to charge the maximum of 19.6 percent.

1. **Adj. column:** Enter the new Indirect Cost Rate percentage for each year (Year 1, Year 2, Year 3, Year 4). The budget amount will automatically calculate based on your new percentage and dollar amount for each year.

LOCAL GOVERNMENT AGENCIES

Local Government Agencies are allowed up to the maximum ICR percentage that was approved by CDPH. A Local Government Agency may elect to charge less than its approved ICR percentage, however, the ICR application (i.e., Total Personnel Services Costs or the Total Allowable Direct Costs) may not differ from the approved rate.

1. **Adj. column:** Enter the new Indirect Cost Rate percentage for each year (Year 1, Year 2, Year 3, Year 4). The budget amount will automatically calculate based on your new percentage and dollar amount for each year.

Worksheet Tab 2: Facility Cost Worksheet

Instructions for amending the Total Cost of Site Per Month Column:

1. **Adj. column:** Enter the change in Total Cost of Site per month for each Site location for each year (Year 1, Year 2, Year 3, Year 4).

Instructions for amending the Price Per Square Foot Column:

1. **Adj. column:** Enter the change in Price Per Square Foot for each Site location for each year (Year 1, Year 2, Year 3, Year 4).