

## **INSTRUCTIONS FOR COMPLETION OF THE SPACE COSTS FOR OPERATING EXPENSES WORKSHEETS**

The operating cost titled "Space Costs" is composed of two (2) parts:

1. Part One: Space Costs for Operating Expenses - Attachment 10. This form is the source document for the WIC local agency's types of space and space costs.
2. Part Two: Additional Space Costs for Operating Expenses - Attachment 11. This form is the source document for the WIC local agency's additional space cost categories.

The cells on the worksheets that are to be completed by the WIC local agency are highlighted in blue. The cells highlighted in orange are locked formula cells that contain totals and subtotals in the respective rows.

### **Part One Space Costs for Operating Expenses Attachment 10**

This form allows for 70 types of space to be listed. If your local agency has more than 70 entries, please contact your Contract Manager.

1. Enter your WIC local agency name.
2. Column A is the Integrated Statewide Information System (ISIS) Clinic Site Number. If applicable, list the clinic site number designated in ISIS. If not applicable, list "N/A."
3. Column B is the Name and Street Address. List the name and street address for each type of space (name of the Clinic Site, Training Center, Warehouse, Administrative Site, Storage Unit, etc.).
4. Column C is the Type of Space. List the type of space (Clinic Site, Administrative Site, Training Center, Warehouse, Storage Unit, etc.).
5. Column D is the Total Square Feet of the space. Provide the square footage for each space type. NOTE: Enter whole numbers.
6. Column E is the Cost of the Space per month. Provide the monthly cost of space (Rent Amount, Lease Amount, etc.). NOTE: Enter whole numbers.
7. Column F contains a formula that will automatically populate the price per square foot, rounding to the nearest dollar and cents amount.

8. Column G contains a formula that will automatically populate the cost of the space per year:
  - a. At the top of Column G, the Subtotal of Space Costs (highlighted in green) for the annual space costs amount will be automatically calculated (highlighted in orange).
  - b. Enter the Subtotal of Space Costs amount (highlighted in orange) into the Additional Space Costs for Operating Expenses Worksheet (Attachment 11). Enter the amount into the cell (highlighted in blue) for the Subtotal of Space Costs line (highlighted in green, at the bottom of the worksheet).

**Part Two**  
**Additional Space Costs for Operating Expenses**  
**Attachment 11**

This form allows for 15 additional space costs to be listed. If your local agency has more than 15 additional space costs, please contact your Contract Manager.

1. Column A is the Additional Space Costs Category. List the additional space costs category(s) (Maintenance, Insurance, etc.) separately on each line.
2. Column B is the Maximum Payable Amount for each additional space costs category(s). NOTE: Enter whole numbers.

**Subtotal of Additional Space Costs**

The Maximum Payable Amount (Column B) total is calculated by formula for the Subtotal of Additional Space Costs.

**Subtotal of Space Costs**

3. Refer to Part One, Space Costs for Operating Expenses (Attachment 10), Instructions detailed in Number 8.b. (above).

**Total Costs**

“Total Costs” are calculated for Maximum Payable Amount (Column B), which is the sum of the Subtotal of Additional Space Costs and the Subtotal of Space Costs amounts.

4. Enter the Total Costs amount into the Operating Expenses Budget Detail Worksheet, Line 4, Space (Attachment 9).