FY23 AEFLA Budget Instructions

General Instructions: All tabs have a narrative section for justification of any costs associated in those areas. All tabs are split up into the three funding sources: **State Basic, State Performance, and Federal Basic.** Tabs that have a Direct Instruction (Yes/No) dropdown include, Personnel, Fringe Benefits, Equipment, Supplies, Contractual Miscellaneous (Other) Costs, and Indirect Costs

Section A Tab -- Section A is where the calculations for the grant are tabulated and the generation requirements are formulated. All sections of this sheet are protected and will automatically pull data from inside other tabs, except the top portion of the page. This section, each grantee will input their institutional information: UEI #, CSFA and CSFA Description, NOFO #, and Fiscal Year. Additionally, Row 7, the grantee will be able to add the requested amounts for Federal Basic, State Basic, and State Performance funding. The message in the generation area at the bottom of Section A will inform grantees if the generation requirement is met or if there is a problem somewhere in the budget. The Section A tab is a summary of all budget items.

Section A – ICI Tab – Instructions in budget workbook

Section B Tab – This tab is for the required grantee 25% match on the entire award for FY2023.

Personnel Tab -- The Personnel tab is where all personnel whose salaries are in part, paid by grant funds. Grantees must list the name, position, salary amount, basis of pay, % of the employee's time that is spent on grant activity, and the length of time (ex., 1 year for the length of the grant period). Additionally, grantees must also select from the dropdown by each employee, whether or not they are a direct instruction cost, this pulls into the generation requirement calculation.

Fringe Benefits Tab – This tab is for calculating fringe benefit costs for personnel listed on the personnel tab. Grantees must list the name, position, basis of pay, and the rate. Additionally, grantees must also select from the dropdown by each employee, whether they are a direct instruction cost or not, this pulls into the generation requirement calculation.

Travel Tab – Must include the estimated costs of transportation, lodging, brief explanation of the purpose of the travel. More instructions included inside the workbook. There is no dropdown on this tab for direct instruction costs.

Equipment Tab –This tab is broken up into the three funding sources and grantees must list the item(s) to be purchased, the quantity of items, as well as the costs of the items. Grantees must also select from the dropdown, if the costs are direct instruction or not, this, factors into the generation requirement formula.

Supplies Tab – Same instructions as the Equipment tab. The items are listed by type, with the quantity and cost as well. There is a Direct Instruction dropdown on this page also.

Contractual Tab – The Contractual Services & Subawards Tab is for any contracts that are awarded for performing services related to project. This tab is split up into the three funding

sources as well as the Direct Instruction dropdown. Further instructions inside the workbook about Contractor, subaward, and a contract differences.

Consultant Tab – The Consultant Services and Expenses Tab calculates all related consulting expenses to the grant project. Further instructions within the workbook.

Occupancy Tab – The Occupancy -Rent and Utilities tab lists expenses that are related rent and utilities that are for direct program activities. All other indirect or administrative occupancy expenses should be listed on the Indirect Expenses tab.

Telecommunications Tab – This tab is for all telecommunication related expenses that are for direct program telecom, all others should be listed under the Indirect Expenses tab.

Training & Education Tab – This tab lists all training, and education costs associated with employment development and can include items such as training materials, speaker fees, rental space for training, etc. Items are listed with the quantity, the basis of the cost, the cost per item, and the length of time.

Miscellaneous (Other) Costs – This tab is for calculating items not counted in previous tabs. Items must be listed, broken down by cost, basis, quantity, and length of time (if applicable). This tab also contains a Direct Instruction dropdown.

Indirect Costs Tab –State Basic and State Performance must enter the negotiated indirect cost rate and the approved base(s). Federal Basic has a 5% Indirect/Local Administrative Cost Rate limit.

Narrative Summary Tab – This tab will automatically pull values from the previously listed tabs. Grantees do not have to enter any information on this page.