



**First 5 LA
Oral Health Community Development Project**

APPENDIX E

INSTRUCTION FOR BUDGET FORMS

(MUST READ BEFORE COMPLETING BUDGET FORMS)

BUDGET SUMMARY PAGE

Budget Summary – The required fields to be completed are: Agency Name, Agreement Period, Project Name, Fiscal Contact Person, Agency Authorized Signature, and the Phone number of the Fiscal Person. The Total First 5 LA Funds, Matching Funds, and Total Cost for each line item cost category are linked from the individual worksheets.

All funds *other* than First 5 LA funds used for the development and implementation of the proposed Oral Health Community Development (OHCD) Project must be captured in the “Matching Funds” column. It is expected that First 5 LA funding for the OHCD Project will primarily fund water fluoridation infrastructure equipment and related construction costs.

Section 1: Personnel – All personnel costs for the OHCD Project must be identified in the proposed OHCD Project budget. List each employee individually. Personnel costs must be funded by Matching Funds. OHCD Project funding will only be available for Personnel expenses under special circumstances. Any funding requested for this cost must be supported by detailed justification and must be beyond water agency’s Matching Funds. If First 5 LA funding is requested for Personnel costs, please unshade the corresponding line item box on the Budget Summary page.

Title/Name – This box should contain the name and the title of the employee. If no specific person has been assigned please indicate by noting: TBA (to be announced) or TBH (to be hired).

Full-Time/Part-Time (FT/PT) – Please indicate if the individual is a part-time or full-time employee of the agency.

Gross Monthly Salary – Provide the monthly gross salary for each position.

Funding requested for executive positions may not exceed 60% of their gross salaries and should be in proportion to the total First 5 LA funding in relation to the entire agency’s revenue, in which case the lesser will apply.

If an agency has multiple funding from First 5 LA, the 60% applies to all First 5 LA combined grants.

For Example:

- If the First 5 LA funding represents 10% of your agency’s revenue, First 5 LA funding for executive positions are ONLY reimbursable at 10% of positions’ gross salary.
- If the First 5 LA funding represents 75% of your agency’s revenue, First 5 LA funding for executive positions are ONLY reimbursable at 60% of positions’ gross salary.

Percentage of Time on First 5 LA Project – This box should contain the percentage of time that the employee will be allocated to the OHCD Project.

Months to be Employed – List the number of months this person will be employed.

Fringe Benefits – Refer to your organization's benefit package to calculate fringe benefits cost.

Section 2: Contracted Services – Include (sub)contractors/consultants that will be used to support the Project. Include a brief description of the activities, the rate of pay, and the formula used to determine the total amount. Do not include subcontractor capital costs under this category. Provide subcontractor capital costs under Section 11: Capital Costs/Renovation. Also, do not include costs for consultants directly associated with the evaluation activities.

Section 3: Equipment – Only capture equipment costs under \$5,000.00 under this category. Requests for First 5 LA funding for equipment purchases must be strictly for the OHCD Project ONLY. Describe the equipment that will be purchased during the agreement period. Provide the quantity, cost per unit, and identify the purpose and the individuals who will be using the equipment.

Section 4: Printing/Copying – All Printing/Copying costs for the OHCD Project must be identified in the proposed OHCD Project budget. Printing/Copying costs must be funded by Matching Funds. OHCD Project funding will only be available for Printing/Copying expenses under special circumstances. Any funding requested for this cost must be supported by detailed justification and must be beyond water agency's Matching Funds. If First 5 LA funding is requested for Printing/Copying costs, please unshade the corresponding line item box on the Budget Summary page.

Section 5: Space – Include costs associated for space used for the Project. Provide the square footage, cost per foot and number of months the space will be used. This includes any leased space, but it does not include purchase of real estate.

Section 6: Telephone – All Telephone costs for the OHCD Project must be identified in the proposed OHCD Project budget. Telephone costs must be funded by Matching Funds. OHCD Project funding will only be available for Telephone expenses under special circumstances. Any funding requested for this cost must be supported by detailed justification and must be beyond water agency's Matching Funds. If First 5 LA funding is requested for Telephone costs, please unshade the corresponding line item box on the Budget Summary page.

Section 7: Postage – All Postage costs for the OHCD Project must be identified in the proposed OHCD Project budget. Postage costs must be funded by Matching Funds. OHCD Project funding will only be available for Postage expenses under special circumstances. Any funding requested for this cost must be supported by detailed justification and must be beyond water agency's Matching Funds. If First 5 LA funding is requested for Postage costs, please unshade the corresponding line item box on the Budget Summary page.

Section 8: Supplies – Include costs associated for supplies used for this Project. Provide a general description of the supplies needed for the Project. Include the quantity, cost per unit, and number of months supplies will be used. Do not include construction materials under this category. Costs for construction materials must be captured under Section 11: Capital Costs/Renovation. If First 5 LA funding is requested for Personnel costs, please unshade the corresponding line item box on the Budget Summary page.

Section 9 & 10: Employee Mileage/Travel & Training – All Employee Mileage/ Travel & Training costs for the OHCD Project must be identified in the proposed OHCD Project budget. Employee Mileage/Travel & Training costs must be funded by Matching Funds. OHCD Project funding will only be available for Employee Mileage/Travel & Training expenses under special circumstances. Any funding requested for this cost must be supported by detailed justification

and must be beyond water agency's Matching Funds. If First 5 LA funding is requested for Employee Mileage/ Travel & Training costs, please unshade the corresponding line item box on the Budget Summary page.

Section 11: Capital Costs/Renovation – Provide description and justification for all capital improvements expenditures. Any equipment costs that are \$5,000.00 or more shall be itemized under this category. Include all subcontractor capital costs under this category.

Section 12: Other Expenses – Include other expenses associated with this Project not listed in other categories. Provide a general description of all other expenses.

Section 13: Indirect Costs – All Indirect costs for the OHCD Project must be identified in the proposed OHCD Project budget. Indirect costs must be funded by Matching Funds. OHCD Project funding will only be available for Indirect expenses under special circumstances. Any funding requested for this cost must be supported by detailed justification and must be beyond water agency's Matching Funds. Include overhead and administrative cost associated with this Project. First 5 LA funding requested for Indirect Costs **CANNOT** exceed 10% of total personnel cost, excluding fringe benefits.

Helpful Hints:

- Ensure each employee is listed by name on Section 1: Personnel.
- Ensure each paid contractor is listed in Section 2: Contracted Services.
- Please indicate if the positions are part-time or full-time. [Full-Time (FT) or Part-Time (PT)].
- Compare the cost categories on the Budget Summary page against each individual worksheet.
- Review formulas to ensure their validity. If necessary over write formulas.
- Make sure that the authorized representative of the agency (e.g., Executive Director) signs the Budget Summary page. Also, include the fiscal contact name and phone number.