

## Instructions for Preparing the WVDHHR Detailed Line Item Budget

### Budget Worksheets

The West Virginia Department of Health and Human Resources (DHHR) requires that a detailed line item budget (budget) be prepared and approved for all grants and related agreements negotiated with the DHHR. The budget is the responsibility of the Grantee and shall be prepared in accordance with the procedures prescribed in these instructions as well as all applicable Federal and State financial standards, including applicable OMB Cost Principles.

### Budget Narrative

In addition to the budget worksheets, all DHHR negotiated grant agreements must contain a detailed budget narrative explaining the need/use for each line item in the budget. The budget narrative submitted with the agreement must match the dollar amounts provided on the budget worksheets and include the calculations supporting the budgeted amount.

### General Instructions

The Grantee must provide the relevant information for each line item and enter the total cost for the corresponding row onto the worksheet. The Total Cost column should represent only the DHHR grant funded portion (amount) of the applicable line item. Except for formulas or hourly wages, all amounts should be rounded to the nearest dollar. The worksheets will automatically calculate the totals for each cost category, which should be verified by the Grantee.

If the Grantee needs more space than is provided on the worksheets, they may include an addendum (prepared in the same format) and simply enter the total cost into the applicable cost category on the worksheet.

## I. Direct Cost Categories

Federal cost principles define direct costs as those that can be identified specifically with a particular final cost objective, i.e., a particular award, project, service, or other direct activity of the organization. When preparing the budget, the Grantee should allocate all direct costs into one of the following seven (7) direct cost categories.

### A. Personnel

Personnel costs are defined as salaries and wages paid to an employee of the Grantee and directly charged in whole or in part to the DHHR grant.

**Position Column:** For each employee's salary that is fully or partially charged to the grant, list the employee's name and/or job title.

**Salary/Rate Column:** For each position listed in the personnel category, provide either the employee's full annual salary or hourly wage. This column shows either the full annual salary, (example: \$26,000) of the employee, or the hourly wage (example: \$12.50/hr) of the employee. If an hourly rate is used the Salary/Rate column (example: \$12.50/hr), then enter

the number of hours spent on the grant in the percent of time on grant column (example: 1040).

**Percent of time on grant Column:** For each position listed in the personnel category provide either the percentage of time to be devoted to the program or projected hours to be spent on the program. An employee may not allocate more than 100% of their time, regardless of hours worked.

**Narrative:** Attach a position description outlining the responsibilities for each employee listed in the personnel budget category. If not included in the position description, provide a narrative detailing their relationship to the program.

## **B. Fringe Benefits**

Fringe benefits are defined as expenses directly associated with employment and applicable to salaries and wages. Fringe benefits are to be specifically applicable to the employees listed in the personnel budget category and budgeted only for the percentage of time devoted to the program.

**Component Column:** List each component of fringe benefits budgeted to the grant award. Allowable fringe benefits include contributions to pension plans, health insurance, FICA, unemployment insurance, and worker's compensation.

**Base Column:** Provide the base salary amount to which fringe benefits rates are applied. (This amount may be less than the budgeted personnel costs when part time employees are included as part of that category.)

**Rate Column:** Show the percentage rate for each fringe benefit, when applicable.

- FICA costs cannot exceed 7.65 percent of total salaries.
- The premium for state unemployment insurance is based on the first \$12,000 of each positions salary times the organizations contribution rate as determined by the WV Bureau for Employment Programs.
- For health insurance and retirement benefits, "carrier rate" may be used.

**Narrative:** Provided that all components of fringe benefits are listed individually in the corresponding worksheets, the Grantee is not required to submit a narrative for the fringe benefit category.

## **C. Equipment**

Equipment is defined as an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the Grantee's capitalization level or \$5,000. An item that does not meet the capitalization level or that is "expensed" by the organization shall be budgeted in either the "Supplies" or "Other" categories as appropriate.

**Item Column:** List each item of equipment to be purchased with grant funds.

**Item Cost Column:** Provide the full cost of each item of equipment that is to be purchased.

**DHHR % Column:** If the item of equipment is to be only purchased in part with DHHR funds list the percentage of DHHR participation in the final cost.

**Narrative:** The Grantee shall consult the DHHR regarding the purchase, prior approval, accounting for and administration of equipment. For all approved purchases the narrative shall:

- List each piece of equipment to be purchased and provide description of how it will be used in the program.
- Explain why the equipment is necessary for successful completion of the project.

Note: General use equipment (i.e., vehicles, computers, faxes, etc.) must be used 100% for the proposed program if charged entirely to the grant.

#### **D. Supplies**

Supplies include any materials costing below the lesser of the Grantee's capitalization level or \$5,000 per unit and that are expended or consumed during the course of the program.

**Item Column:** List each general classification of material and supplies (e.g., office supplies, postage, training materials) to be purchased with grant funds.

**Number Column:** Provide the number of each item type to be purchased. Nominal objects and general office supplies need not be broken down into separate items for budgeting but may be broken down into monthly or quarterly estimates. (e.g., office supplies at \$150 month for 12 months = \$1,800)

**Rate Column:** For each item listed under supplies, list a corresponding rate or cost.

**Narrative:** If total material and supply costs exceed \$5,000 or 5% of the award, whichever is greater, provide a brief narrative explaining/justifying the costs associated with each individual item type (e.g., office supplies, postage, and training materials). At a minimum, that narrative should:

- Explain the type of supplies to be purchased, or the nature of the expense.
- Provide a breakdown of supplies by quantity and cost per unit if known.
- Indicate basis for estimate of supplies (i.e., historical information).

When total costs do not meet or exceed the threshold provided, the Grantee is not required to submit a narrative for the supplies category.

#### **E. Contractual Costs**

Contractual costs include expenditures incurred for obtaining the services of contractors, subgrantees and/or consultants. (Grantees must contact the DHHR for prior approval and specific instructions regarding the subgranting of DHHR awards.)

**Name:** Provide the name of the contractor or contract/subgrantee organization. Treat each contract or subgrant as a separate item.

**Service:** State the service(s) to be provided.

**Rate:** Provide the basis for the contractual costs (i.e. the total hours and hourly rate or the estimated price for the project or service.)

**Narrative:** List all contractual costs to be paid for with DHHR grant funds including a breakdown by contractors/consultants/subgrantees name (if known), hourly or daily fee, estimated time to be spent on the program, and an estimated total cost for each service.

- Describe the products or services to be obtained and indicate the applicability or necessity of each to the program.
- Provide a separate budget for each subgrant.

## **F. Construction**

Construction consists of costs to support the initial building, large scale modernization or permanent improvement of a facility. No construction costs should be budgeted without prior authorization from the applicable Spending Unit. (Specific guidance and instructions will be provided to the Grantee when necessary.)

## **G. Other**

The “other” category includes items that are directly charged, yet not included in one of the above cost categories, including travel. Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by Grantee employees who are in travel status on official business of the organization.

**Item:** List “other” items (e.g., telephone, rent, utilities, or insurance and bonding) by major type. For travel, provide the purpose or reason for the travel expense. (e.g., mileage, training, conference)

**Rate:** Provide a rate/basis for the computation of each expense. Such costs may be budgeted on an actual cost basis, on a per diem or mileage basis.

Note: Consultant and contractor travel costs should be included in the “Contractual Costs” section.

**Narrative:** At a minimum, the narrative should:

- Provide a brief description of “other” item, its purpose, and an explanation of how it is necessary for or related to the program.
- Itemize all travel expenses by purpose (e.g., staff training, field interviews, conferences, etc.) and the basis of computation (e.g., X-people to X-day training at \$X airfare, \$X lodging, \$X per-diem).

## II. Indirect Cost Category

Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective. For payment of indirect costs by the DHHR, the Grantee must comply with one of the following three criteria:

- If the Grantee is a direct recipient of Federal Grants, they may have an “Indirect Cost Negotiation Agreement” from their cognizant Federal agency;
- The Grantee may have an approved “Indirect Cost Negotiation Agreement” from another state or local government agency that has agreed to review and approve the Grantee’s indirect cost proposal; or
- The Grantee may have a written statement from an independent certified public accounting firm attesting that the indirect cost proposal complies with applicable Federal OMB Cost Principles and provides the basis of the calculated rate.

## H. Indirect Costs

**Base:** Identify the distribution base for calculating the indirect cost rate.

**Rate:** List the applicable indirect cost rate.

**Amount:** Provide the dollar amount of indirect costs charged to the award. (For Grantees that charge less than their applicable rate, this should represent the actual amount charged. **The maximum allowable rate is 10 percent of direct costs.**)

**Narrative:** If indirect costs are budgeted, provide a short narrative that indicates which one of the three types of DHHR indirect costs criteria have been met.

## III. Other Program Funds

- I. **Cost Sharing or Matching Funds:** Requirements for cost sharing and matching are unique to each program and are found in the laws, regulations and provisions specific to those relevant programs and agreements. If the Grantee receives an award subject to cost sharing or matching requirements they shall provide the total amount of those funds in the cost sharing or matching section of the budget worksheets. In situations where the Grantee provides funding that is not a requirement of the grant award, that information may be entered into the “Other Grantee Supplied Funds” section of the worksheets.

**Narrative:** Provide all relevant details related to the source (cash or in-kind) and applicability of cost sharing or matching funds.

- J. Other Grantee Supplied Funds:** Other Grantee supplied funds are considered supplemental (not required by authorizing grant legislation) funds provided by the Grantee to operate the program. The reporting of other Grantee supplied funds is not a requirement of the grant award and should only be provided at the discretion of the Grantee.

**Narrative:** The Grantee may provide any information deemed relevant to the review and approval of the Budget.

- K. Program Income:** Federal administrative requirements define program income as gross income earned by the recipient that is directly generated by a supported activity or earned as a result of the grant award. Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds. (Program income does not include the interest that is earned on grant funds prior to their disbursement by the Grantee. Those funds should be administered in accordance with applicable cash management requirements)

If the Grantee anticipates earning any program income resulting from DHHR grant funded activities, the Grantee must notify the applicable Spending unit of such income and include the estimated/projected amounts in the appropriate section of the budget worksheets. For more details and instructions regarding the budgeting and administration of program income, the Grantee should contact their DHHR Spending Unit.

**Narrative:** Provide all relevant details related to the source and applicability of program income.

#### **IV. Budget Summary**

Once the line item budget has been completed:

- 1) Verify that the totals for each budget line item (A-H) are equal to the corresponding amounts contained in the Budget Summary form.
- 2) Verify both the **Total Direct Costs** and **Total Indirect Costs**.
- 3) Verify the **Total Grant Award**.
- 4) If applicable, verify both the amounts entered and the total for Grantee Supplied Funds.
- 5) If applicable, verify the projected program income.
- 6) An authorized Grantee representative shall sign and date the Budget Summary form.
- 7) Attach all addendums, required justifications and narratives for submission to the DHHR.