

FY22 VICTIMS OF CRIME ACT BUDGET INSTRUCTIONS

Applicable Period: FY22 Budget Instructions-October 1, 2021-June 30-2022

ICADV will be using the budget template integrated into the Amplifund grant management system. These instructions offer overview of using the template and the level of detail expected in the budget. Additionally, these instructions offer guidance on items allowed in the funded project budget.

AMPLIFUND BUDGET TEMPLATE: – GENERAL OVERVIEW AND DATA ENTRY

Read these instructions in their entirety and certify you have read them in the Amplifund system. You are completing the budget within AmpliFund not outside the system in a PDF that would later be uploaded. To enter your budget:

- Click the Budget* circle button on the green application status bar to go to the budget section of the application.
- This will load all of the Budget Categories for you.
- Click the plus sign next to the Budget Category for which you want to enter an item.
- Complete the dialog box for each line item as you add items to the budget.
- Once an item is entered, to edit you can click the pencil button next to it to go back and review or edit the item.
- Click the trash can button next to the item if you want to delete the item from that Budget Category.
- If you notice you have put the item in the incorrect Budget Category, you can click the pencil button to edit and then select the correct Budget Category from the drop down. Make sure that the Personnel/Non-personnel item type is correct for that specific item once you move it to the new category.
- To view an existing item click on the green link to that specific item.

BUDGET DETAIL: GENERAL DATA ENTRY INSRUCTIONS

When you click on the Budget circle in the application status bar it will open the template where you will see several Budget Categories that have been configured as potentially allowable.

- Click the Plus Sign and Complete the Line Item Dialog Box:

- **Category:** Select the Budget Category your line item belongs in (e.g., personnel, fringe, supplies, travel, etc.)
- **Item Type:** Personnel or non-personnel; Personnel is only used for the Personnel line; select Non-personnel for all other line items including Fringe Benefits.
- **Name:** Insert the item name (e.g., Mileage, Therapist – P. Jones, Occupancy – Rent, Personnel Subtotal, FICA Subtotal, Health Insurance Subtotal, etc.)
- **Direct Cost:** The amount requested for this specified item. This is not the total in the whole agency, but only the portion to be funded by this funded project – federal VOCA + match amount for the funded project.
- **Total Budgeted:** This fills by default, no action necessary.
- **Narrative:** Briefly describe the expense, how it relates to the funded project, why it is necessary, and describe how you estimated and calculated the amount. **Note: For Personnel and Fringe Benefits require no or little narrative information in the Amplifund Budget Template as most of that information is now provided in the Personnel and Fringe Supplemental Worksheet (Excel file) Note: Many programs didn't take advantage of this time saver with the VAWA application so please make note of this before you start entering individual staff in the budget template.**
- Click the **CREATE** button

Complete the dialog box for each line item under each Budget Category included in the project budget. This process will create your budget and sum the subtotals for each Budget Category and with grand totals at the bottom. The match column should total 20% of the total project (or 25% of the federal funds requested). The total direct costs for the project will equal federal funds + match funds.

The Total Expense Budget Cost amount once your budget is complete **must match the requested amount entered on the Project Information page**. If those two amounts don't equal the application will not let you submit.

PERSONNEL DATA ENTRY:

Enter one lump sum for your total personnel expenses. The detail about what percentage of time and what amounts etc. is provided in the Personnel and Fringe Benefits Supplemental Worksheet. Some programs who completed the VAWA STOP application in the spring did not take advantage of this measure to ease the

data entry burden so we want to make sure that everyone understands that the details will be in the supplemental worksheet and what goes in the Amplifund Budget Template will be the grand total amount for the Personnel Budget Category.

If you have funded positions that will be funded by the VOCA project to provide supervision and/or direct administrative activities, that time will all be included in the total amount for each person in the Personnel and Fringe Benefits Worksheet. However, please make sure that in the description of the funded activities that you clear explain the various types of activities and the approximate amount of time that will be spent on those activities (e.g. direct service time vs supervision time vs direct administration hours).

FRINGE BENEFITS DATA ENTRY:

Enter one lump sum for each fringe benefit item (e.g. FICA, health, etc.). The detail about what percentage of time and what amounts etc. is provided in the Personnel and Fringe Benefits Supplemental Worksheet. Some programs who completed the VAWA STOP application in the spring did not take advantage of this measure to ease the data entry burden so we want to make sure that everyone understands that the details will be in the supplemental worksheet and what goes in the Amplifund Budget Template will be the grand total amount for the Personnel Budget Category.

BUDGET NARRATIVE INSTRUCTIONS

The two most common revisions that we must request in budgets are the result of not enough detail being provided in the budget narrative and/or the budget narrative not aligning with the figures in the budget detail. Budget revisions lead to delays in budget approval. Please ensure narrative figures align with and support the detail provided. When completing budget narratives, please consider that the budget narratives for each item must provide enough detail so that anyone at ICADV, state or federal administering agency, or independent auditor who may review the budget and subsequent incurred expenses may determine whether the expense is:

- ***allowable* for the project so the description needs provide enough detail about the item and the activity it is used for;**

- **necessary to the funded project which means a brief description of what is for and how it is related to the project; and**
- **reasonable which means enough detail about how you came up with the line item amount (e.g., your calculation details - how did you arrive at that number? What are your estimates based on?)**
- **If adequate details are not provided in the narrative, you will be asked to revise the budget and provide them.**

General Tips

- **Itemizing Detail:** Many agencies were grouping many items together in their budgets due to the limitations in previous budget templates and the increased complexity of their budgets with larger sums of money. This made it difficult to review for allowability and necessity, creating additional steps of information gathering between you and ICADV staff. This template has an ADD button (plus sign) in each section of your budget. For each new specific item you wish to add, click this ADD budget. If you want to get rid of a specific line you may use the DELETE (trash can) button to do so.
- **Over/Under by \$1.00:** If you cannot make your totals match throughout the budget and are off by under a dollar or less, you may add a line in the specific line item for “rounding” and balance the budget.

FY22 ALLOWABLE COSTS: VICTIMS OF CRIME ACT

Allowable costs are those that are directly related to providing direct services but they also must be determined necessary, reasonable and essential to providing direct services and fall within funding source guidelines. You may also charge indirect costs in accordance with 2 CFR Part 200. The following is a non-exhaustive list of VOCA eligible/allowable costs and instructions about how to reflect these expenses in your budget for FY22. More information about allowable activities and expenses can be found in the [application instructions document](#).

Along with your budget, as instructed in Supplemental Budget Upload form of your application, you will need to submit:

- Your agency’s cost allocation policy
- Your agency’s capitalization policy (if you are requesting Equipment)

- Your agency's procurement policy (if you are requesting external goods and/or services)

All expenses for which you are requesting as part of your funded project – federal and/or match funds -- should be included in the appropriate *direct vs indirect* line items in accordance with your agency's current cost policy statement and allocation methods used should be consistent with that cost policy statement or allocation plan. If your agency does not have a written, adopted cost allocation policy, allocation methods must be clearly described in the budget narrative to assist ICADV staff in determining whether these should be considered direct expenses vs indirect expenses, and determine whether costs are reasonable allocated to the federally funded program.

DIRECT VS INDIRECT COSTS

Each agency's determination of what determines an Indirect vs. a Direct cost is different. Each agency should have a cost allocation policy which describes which specific expenses are considered direct and which are considered indirect; why the item has been classified as direct or indirect; and how that item is allocated to each cost objective/funded project. Once that policy has been approved and implemented all grant program expenses should be treated equally under the policy statement.

ICADV cannot determine whether or not it is a direct or indirect cost, and therefore whether it is in the correct line item, without understanding how your agency allocates expenses fairly to each project. This is part of our monitoring responsibility. For example, for some agencies have a coding system set up so that when a copy is made on their copier a code is entered to a specific cost objective or funded project. This would be an accurate way of allocating that expense to the funded project and therefore the copier lease for that agency may be a direct expense. However, if an agency doesn't have that type of system set up and there is no way to know in a given period how much of the copier lease benefitted one grant funded project over another, for that agency copier lease expenses would probably be considered part of its indirect cost pool.

PERSONNEL

Allowable costs

- direct service personnel

- supervisors of funded direct service personnel (up to 10% of grant)
- community outreach personnel
- direct administrative time spent on management of grant, reporting, data reporting etc. which are allocable specifically to the project. (note this is a change from recent years where direct administrative time was budgeted in a separate line item.)

Positions included here are those providing services under this project whose time is accurately allocable to the project and who is carrying out the funded services.

Include In Detail And Narrative In Personnel and Fringe Benefits Supplemental Worksheet

- ICADV has provided a Personnel and Fringe Benefits Supplemental Worksheet that you will use calculate the personnel details related to funded personnel and activities without providing so much narrative within the AmpliFund budget template.
- Review of calculations in narrative form is typically what takes the most time to review and is where an extraordinary number of arithmetic mistakes are made which lead to necessary budget revisions. We hope that be using this supplemental spreadsheet, the calculations will be more accurate in the original budget and the review will be much quicker because it will formula based instead of narrative based.
- It is required that you use ICADV's Personnel and Fringe Supplemental Worksheet to provide:
 - A list of funded positions
 - who fills each position (to be hired if vacant)
 - brief description of funded activities/how position necessary to funded project – provide as much information as you typically would to describe a position in your budget narratives – this should include federal and match funded activities as all of that is part of the funded project
 - total annual salary/wages of position
 - percent of time funded by project – federal vs match

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- length of time on the project (percent of year)
- total hours worked by position – funded + nonfunded hours
- your agency’s full time work week
- You will enter fringe benefit amounts for your agency and amounts funded federal vs match
- Once you complete the worksheet, you will take **the lump sum totals** off of the *SummarySheet.ForAmplifundEntry* worksheet in that file and enter those in the AmpliFund budget template for Personnel and Fringe Benefits Budget Categories.

Nothing needs to be included in the AmpliFund Budget Template narrative for the Personnel and Fringe Benefits Categories as those details are provided in the Personnel and Fringe Benefits supplemental worksheet. Please note this as many agencies didn’t take a advantage of this time saving measure in the VAWA application process and spent lots of time entering unnecessary narrative information.

Example Description Of Funded Activities

Explains rights under IDVA to victims, accompanies clients to X County courthouse to seek orders of protection, accompanies clients to meetings with State’s Attorney for the pursuit of charges and facilitates weekly IDVA groups for clients at shelter location. (Entered in the Personnel and Fringe Benefits Supplemental worksheet.)

PERSONNEL DETAILS						
Staff Name:	Position:	Brief Description of Funded Activities Position Will Carry Out	TOTAL ANNUAL SALARY/WAGE FOR POSITION	% of Time Allocated to Project - FEDERAL SOURCE	% of Time Allocated to Project - MATCH SOURCE	Length Of Time on Project
			TOTAL	FEDERAL	MATCH	TOTAL
EG: Susie Smith; use To Be Hired for vacant positions	EG: Legal Advocate	Explains rights under IDVA to victims, accompanies clients to X County courthouse to seek orders of protection, accompanies clients to meetings with State’s Attorney for the pursuit of charges and facilitates weekly IDVA groups for clients at shelter location.		How much of the position’s annual salary will be allocated to this project - FEDERAL SOURCE FUNDED? (percent)	How much of the position’s annual salary will be allocated to this project - MATCH SOURCE FUNDED? (percent)	IN YEARS - use decimals to represent portions of year; If budgeting entire year use “1”
REQUIRED OF ALL GRANTEEES	REQUIRED OF ALL GRANTEEES	REQUIRED OF ALL GRANTEEES	REQUIRED OF ALL GRANTEEES	REQUIRED OF ALL GRANTEEES	REQUIRED OF ALL GRANTEEES	REQUIRED OF ALL GRANTEEES

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PERSON FEDERAL VERSUS MATCH SOURCE DETAIL ON SALARIES AND WAGES						
Staff Name:	Position:	Funded Salary/ Wages Personnel Cost - FEDERAL SOURCE:	Total % Charged To Grant In Yr - FEDERAL SOURCE:	Funded Salary/ Wages Personnel Cost - MATCH SOURCE:	Total % Charged To Grant In Yr - MATCH SOURCE:	TOTAL % OF TIME FUNDED BY PROJECT - FEDERAL + MATCH FUNDED
EG: Suzie Smith; use To Be Hired for vacant positions	EG: Legal Advocate	FEDERAL SOURCE: This is the amount funded by the FEDERAL VOCA FUNDS in this project. These expenses will be the LUMP SUM ENTERED FOR YOUR PERSONNEL LINE ITEM in the federal funds column of the Amplifund Budget Template.	FEDERAL SOURCE: This is the percent of the position funded by the FEDERAL VOCA FUNDS in this project, calculated by taking percentage of time allocated to project (federal's length of time on project).	MATCH SOURCE: This is the amount funded by the MATCH FUNDS in this project. These expenses will be the LUMP SUM ENTERED FOR YOUR PERSONNEL LINE ITEM in the match funds column of the Amplifund Budget Template.	MATCH SOURCE: This is the percent of the position funded by the MATCH FUNDS in this project, calculated by taking percentage of time allocated to project (match's length of time on project).	TOTAL PROJECT: Percent of time funded by federal and match sources = total project
REQUIRED OF ALL GRANTEES	REQUIRED OF ALL GRANTEES	WILL CALCULATE AUTOMATICALLY	WILL CALCULATE AUTOMATICALLY	WILL CALCULATE AUTOMATICALLY	WILL CALCULATE AUTOMATICALLY	WILL CALCULATE AUTOMATICALLY

PERSON		FTEs FOR TOTAL PROJECT - Federal + Match Sources				
Staff Name:	Position:	TOTALS HOURS WORKED IN A WEEK	YOUR AGENCY'S FULL TIME WORK WEEK	FUNDED FTE OF POSITION	FTE OF POSITION	FTE FUNDED
EG: Suzie Smith; use To Be Hired for vacant positions	EG: Legal Advocate	TOTAL: Total hours worked by position - not funded hours	TOTAL: How many hours constitutes FULL TIME in your agency? Enter in cell H10 highlighted in Yellow and it will copy down to remaining rows.	TOTAL PROJECT: This is the funded FTE of position in the agency as a whole, taking hours worked by position divided by fulltime in your agency and multiplying it by the percent of time funded by the project.	FOR ICADV USE ONLY: This is the FTE of position as a whole based on a 40 hour work week.	FOR ICADV USE ONLY: This is the approximate FTE funded by the grant but based on 40 hour work week.
REQUIRED OF ALL GRANTEES	REQUIRED OF ALL GRANTEES	REQUIRED OF ALL GRANTEES	REQUIRED OF ALL GRANTEES	WILL CALCULATE AUTOMATICALLY	WILL CALCULATE AUTOMATICALLY	WILL CALCULATE AUTOMATICALLY

FRINGE BENEFITS

Allowable Costs

Any fringe benefits supporting the funded service/supervisory/direct administrative positions listed in Personnel Salary line item may be provided here. These fringe benefits should only include the direct staff providing funded services or direct administrative activities. This will not include any personnel that would be in your indirect cost pool. (Note: including fringe benefits for your direct administrative personnel in this Budget Category is a change from previous years.)

FICA, health/vision/dental, disability, life insurance, retirement, worker's compensation, unemployment. If there are other types of benefits you offer which are not specifically listed in the worksheet, there is a place for "other". In addition to itemized calculations please describe what those benefits are.

Include in Detail

- ICADV has provided a Personnel and Fringe Benefits Supplemental Worksheet for you to provide budget detail for your staff fringe benefits for each funded position.
- The completed fringe benefits worksheet should be uploaded to the Supplemental Budget Uploads page in the Amplifund system when you are finished.

- Subtotal sum amounts for each benefit item should be entered in the Amplifund budget template in the Fringe Benefits line item. (e.g., FICA: \$4555; Health: \$12,555; etc.). These subtotal amounts to enter are found on the *Summary Sheet.ForAmplifundEntry* worksheet.

Include in Budget Narrative

You do not need to provide anything in the Amplifund budget narrative for Fringe Benefits unless you want to add information that has not been provided to the Personnel and Fringe Benefits Supplemental worksheet. Additional information may be helpful if there are great variances in the types of benefits offered to some employees and not others; if there are large increases in fringe benefit expenses as compared to the current year; explaining why you aren't funding fringe benefits at the same percentage as salary for a position; or if you have added new benefits to your funded compensation package for employees. Those kinds of proactive explanations are helpful in the review process. The Personnel and Fringe Benefits Supplemental worksheet uploaded to the Supplemental Budget Uploads takes the place of the budget narrative for this specific budget category. If you do not complete and upload the supplemental worksheet or the worksheet does not align with totals entered in the budget detail, you will be required to revise the application to include it.

TRAVEL

Allowable Costs

Reimbursement for staff to provide funded services or agency incurred travel expenses (e.g. mileage/parking fees for court). All reimbursements must be within state rates and must be for the purposes of providing services to clients and other funded services under this project.

Note: Travel reimbursements to Consultants should be included in the Consultant line. Travel expenses incurred for the purposes of staff development/training should be included in the Training and Education line item.

Include In Detail

- Travel expenses are entered individually (e.g., mileage, per diem, vs lodging etc.) while the purpose is described in the narrative. Note: This may be a

change in how you have been asked to enter budget detail in the past for this line item.

- List each item necessary for providing funded services that you wish to fund with grant dollars. The type of expense of the travel items should be the individual items (e.g., mileage vs per diem vs lodging etc.).
- A total amount per type of expense is included in the detail and all other information is described and calculated in the budget narrative.

Note: Current mileage reimbursement maximum is \$.56/mile but you should reimburse in accordance with your agency's policy if less than that.

Include in Budget Narrative

For each item listed in the detail, provide a description of how the item relates to the funded project. Be specific. "Transporting clients" is not enough.

- Transporting clients to and from where and why?
- Why do your staff need to be reimbursed for mileage with these funds?
- Describe so there is clear connection between each item and the services provided under the project.
- Rates must be within state rate.
- Quantity should be estimated PER TRIP.
- Number of trips you anticipate in the grant year.
- Narrative should provide information to help ICADV staff determine whether the amount is reasonable for the project funded. What basis did you use for your estimates? The narrative should describe why the travel is necessary for the project, how estimations are calculated, destinations projected, etc.

Examples:

Mileage: Three Legal Advocates provide services in X, Y, and Z outreach counties supporting victims seeking orders of protection in those counties three days per week. Estimated mileage is based on the average distance round trip for those advocates. Estimated at three trips/week x three legal advocates x average of 100 miles round trip x \$.50/mile reimbursement per agency policy.

Parking: One of the three courthouses charges \$10/day to park and we have budgeted parking reimbursement for that advocate's expenses estimated at three days per weeks x 50 weeks.

EQUIPMENT

******Don't forget to attach your agency's capitalization policy in the Supplemental Budget Uploads page of the Amplifund application******

******Don't forget to attach your agency's procurement policy in the Supplemental Budget Uploads page of the Amplifund application******

Allowable Costs

Equipment will only be approved on a case by case basis and should be justified as necessary for the provision of direct client service.

Include in Detail

Equipment should ONLY be included here if the item costs \$5000. Remember that this is equipment classified as a direct expense to the grant, meaning it is accurately allocable to the funded project.

Make sure to separate each item – do not group items together. For example, don't group "computer and accessories" in one line. Instead, you should list desktop computer separate from printer separate from scanner, etc. (Note: Most computer equipment and accessories will NOT meet the equipment cost threshold and should probably go in supplies.)

Include in Budget Narrative

Provide a description of each item and a clear description of how that item is necessary for the provision of the services provided under this funded project.

Example

The funded Legal Advocate for X County has obtained pro bono space in X county courthouse but it doesn't have a computer. The Legal Advocate needs a desktop computer to support client efforts to obtain orders of protection and/or seek charges against their abusers. This desktop computer will be used to communicate with the agency headquarters and clients; document services provided to the client; draft correspondence the client has requested for

advocacy purposes on their behalf. This computer will only be used for support of victims services provided under this project.

SUPPLIES

Allowable Costs

Office supplies, postage, printing of materials that promote the funded project or provide victims safety information, DVDs/books/curricula, child trauma assessments, child developmental screenings, language tools (such as I Speak cards), art and art therapy supplies, computer software and upgrades, toner, technology and furniture under the equipment cost threshold (e.g., computers/laptops/tablets/phones), other program supplies.

On a limited basis, this may also include basic care items for survivors such as emergency clothing, emergency personal care items and emergency food. If specific titles of curricula and books are not known at the time the budget is submitted, you may estimate the amounts and describe the scope of the products. Then when specific items have been identified for purchase, you may submit a list of those materials to through Amplifund in the Supplemental Budget Uploads page under Miscellaneous Budget uploads.

Include in Detail

Each type of supply should be listed as an individual line item. You don't necessarily need to list out each item in the budget detail, unless you want to, but you should provide groups of items together and include adequate details in the narrative to understand thoroughly what is included in each subgroup of items. Types of supplies would include program supplies, printing, hygiene/personal care supplies, cleaning supplies, office supplies, technology supplies, or furniture supplies.

General Office Supplies:

Supplies provided here should be those supplies that are necessary for providing funded services and accurately allocable to the funded project. If you are requesting general office supplies for funded staff, include those expenses here. General Office Supplies preapproved if your agency finds them necessary for providing the funded services you are proposing include: pens, paper, pencils,

paperclips, staples/stapler, file folders, printer cartridges, post it notes, correction tape, envelopes, binder clips. Any other supplies for general office use must be listed separately and described how they are used.

Program Supplies:

- The other types of supplies would be items you need to purchase to provide funded services to clients.
- Do not group items together. You must list each item you propose purchasing with these funds separately.
- If you know you want to budget some sort of curricula or DVD for use in service provision, you may include this expense in the budget with a title as "TBA". Please note however, that once you identify the specific item after initial budget approval, you must get approval from ICADV for any specific item by submitting those materials through Amplifund post award through your agency's digital storage folders. This request should include the item(s) and price, along with how these items will improve direct services to clients.

Include in Budget Narrative

You should describe how the item listed in the detail will be used to support the funded project and show your calculation. How did you come up with the figures you dropped into the detail for each item?

Example

General office supplies: Office supplies are necessary for the three legal advocates to document services provided to victims at X, Y, and Z courthouse. We estimate that each of the three advocates will require: 10 reams of paper @ \$10/each; 3 boxes of file folders at \$8 each; 2 toner cartridges @ \$60 each; and 1 box of pens @ \$12. Pricing estimates based on internet search from office supply company.

Children's trauma assessment: The children's advocate is licensed to administer XYZ assessment but we need to purchase 50 copies of that assessment at \$30/each. We project 50 children this year needing this assessment. These assessments will allow funded staff to work with families to identify if children need further trauma-focused services. While we have not identified the specific

assessment to purchase, there was a similar assessment we purchased several years ago that cost approximately \$25/copy so we estimate that costs have increased some.

CONTRACTUAL SERVICES

Note you must submit a copy of your agency's procurement policy in the Amplifund Supplemental Budget Uploads page

Allowable Costs

These are services which are determined necessary for the provision of funded services and are procured for your agency's provision of funded services. This may include lease for copier/printer companies, recycling service, document shredding service, advertising vacant funded positions, and web hosting. This line item should only include those services which are accurately allocable to the funded project. If it isn't allocable the item probably belongs in the indirect costs line item. Please refer to your agency's cost policy statement or allocation plan and ensure that how you describe any allocated items in those documents is how items are allocated in your narratives. There have been several budgets in recent years where an agency's policy contradicts how they try to allocate grant funds. This will result in a revision requirement and delay approvals.

Include In Detail

Include a brief description of each item and the total cost projected for the year. Do not group items together. Each specific item must be listed separately.

Include in Budget Narrative

Include the item, describe how it will be used, why it is necessary for providing funded services, and how you arrived at the total costs (e.g., show your calculations and describe your estimations). Narratives must provide enough detail to allow ICADV staff to determine that the cost is reasonable, allowable and necessary for the funded project.

Example

Copier lease – Funded staff need to make copies of client forms such as intakes, confidentiality policies, orders of protection forms and service case note forms. We have budgeted the copier lease. We accurately allocate this item by having

each advocate/employee enter a code for which project the copy supports. We estimate 2000 copies will be made at \$.05 each on the copier lease for each of the three legal advocates funded (2000 copies per advocate x 3 advocates x \$.05/copy = \$300).

CONSULTANT

Note you must submit a copy of your agency's procurement policy in the Amplifund Supplemental Budget Uploads form

Note there are specific requirements about the contractor paperwork you utilize to secure these services. This includes Contractor Payment forms, Sole Source Justification (if applicable), as well as an addendum to your FY22 subcontract. No consultant services should be provided until you receive approval from ICADV These forms may be downloaded from the Budget Supplemental Uploads form in the application and completed forms for known consultants should be uploaded there prior to submission. If you do not know the specific consultant that will be used, you may wait to submit those forms until such time as you have identified that consultant.

Allowable Costs

This would be services secured from professionals with an area of expertise outside of your staff, but whose services are required to provide funded services or are part of the funded project. This may include therapists, interpreters and/or translators to facilitate relevant and informed services for survivors with limited English proficiency.

Travel for all consultants should be included in the Consultant line item also – not the travel line item. Please list each of the travel items separately and remember they must be reimbursed within state rates.

Include in Detail

List the consultant to be used for services separately and include the total amount budgeted per consultant.

Include in Budget Narrative

List the name of the consultant identified (or TBA if a specific contractor has not been identified), description of the services the contractor will be providing and how

it is necessary for the provision of the funded project, how the services will be invoiced, estimated hourly rate, and how you projected the total hours estimated for the project.

Note: In most cases the basis or the unit for which you will be charged should be considered hourly. In rare instances it may be that the basis is a monthly rate or daily rate. If that is the case, you must provide a great deal of detail in the narrative further describing this method of invoicing.

Example

Sue Davis is a child therapist we will utilize for child clients assessed to need professional, licensed therapeutic services. The contractor invoices by the hour at \$60/hour. We estimate that 25 of the 100 children served under this project will need this service, and each of them will require an estimated 12 hours of therapy (e.g., one hour per week x 12 weeks) for a total of \$18,000 for contracted child therapy services.

OCCUPANCY

Allowable Costs

If accurately allocable to the funded project, rent, utilities, and building maintenance may be charged to the project.

Include in Detail

- Include each item separately - rent, utilities, etc.
- Include the lump sum estimated for each type of expense.
- If you are including occupancy for multiple locations you must separate out those items so that it is clear how location 1 vs location 2 rent and utilities location 1 vs utilities location 2 are calculated separately.

Include in Budget Narrative

- Include the quantity and basis (e.g., per month, per quarter)
- Include the cost per unit for that period of time
- Include the length of time you plan to fund the item.

- For each item describe the location for which you are including the occupancy expenses and what funded services are provided at that location (e.g., why is this necessary for providing services?). Include the justification for why this is being included as a direct expense and how you estimated the amounts in the budget.

Example

Rent and utilities for the X county courthouse office where the legal advocate and the legal advocacy coordinator provide all legal advocacy services to clients in that county. Rent is budgeted for the legal advocate working in Y County where all legal advocacy services are provided. Rent expense for that space is allocated in this location by taking the square footage occupied by the funded position times the percent of time spent on the project for the month.

TELECOMMUNICATIONS

Allowable Costs

Phones and internet for funded staff to facilitate direct client services are allowed if accurately allocable to the funded project.

Include in Detail

For each specific item provide and the total amount per type of expense Do not group items together (e.g., phone and mobile lines should be separate, not group as “phone”).

Include in Budget Narrative

Phone, data, internet, mobile service which are necessary for the provision of funded services and accurately allocable to the funded services. Describe how the telecommunications will be used during the provision of funded service and why it is necessary for the funded project. Also describe how you calculated and estimated the expense. If this is an allocated expense please make sure it is calculated consistently with your agency’s cost policy statement or allocation plan.

Example

Mobile Phone Service: Each of the three legal advocates has an agency issue mobile phone so that they can communicate with clients and agency staff on

coordination of services while traveling or while on site at the three courthouses where services are provided.

Phone Service: The legal advocate in X county has a land line with which she communicates with clients seeking legal advocacy services and with external party with whom she is advocating on the clients' behalf. The mobile service is not dependable where her office is located in the courthouse and therefore are also paying for the land line for this advocate to use while on site three days a week at that courthouse.

Note: Devices you propose purchasing that would be used for these telecommunication purposes should be in supplies or equipment – not included here in Telecommunications.

MISCELLANEOUS

Allowable Costs

Client transportation expenses and client relocation expenses should be included here. Also included here should be cost of window, door, lock repairs/replacement, relocation expenses to emergency transitional housing, emergency transportation costs for victims to obtain victim services, outpatient substance abuse treatment related to victimization, and emergency shelter expenses (e.g., hotel nights).

First month's rent and utility set-up costs for emergency relocation is limited to \$1000.

Include in Detail

- Do not lump unlike items together. List each type of expense separately. Provide a lump sum total per type of expense.

Note: There are specific record keeping requirements for these expenses so that you can demonstrate which clients use which service at what time and what the total cost was for that client.

Note: Remember that client transportation should only be those transportation expenses incurred to receive services.

Note: Do not group items together. List each expense separately. For example if paying first month's rent and utilities for a client, list rent separate from rent so that it is clear what expense is related to what item. There is a \$1000 limit on first month's rent and utility set-up costs for relocation expenses.

Include in Budget Narrative

- Estimate the number of the specific item you anticipate (e.g., number of clients, number of miles to and from courthouse from shelter, etc.)?
- Provide the basis if the estimate (e.g., per bus token, per round trip Metra ticket, per rent deposit per client, etc.)?
- Provide the individual unit cost for specific item needed.
- Include a description of each item listed in detail and why it is necessary for the provision of client services. Explain what the item is, how it relates to a client's needs, and how you arrived at the detail provided. Remember there needs to be enough detail in the narrative for ICADV to determine if the cost is allowable and necessary, but also whether the amount is reasonable. The information provided should support that argument.

Example

We anticipate 10 clients needing assistance with relocation. We have included \$400 for first month rent for each client and \$100 for utility deposit. \$400 is the median cost of a one bedroom apartment in our area. Utilities are estimated based on a one bedroom apartment that our agency maintains. While this apartment would not be the one supported with the grant it provides a basis for our estimation of utilities.

We anticipate 100 clients needing to access bus tokens to get to counseling and legal advocacy appointments with funded staff. Each token is \$1 and we estimate that each round trip will require two tokens per client.

TRAINING AND EDUCATION

Allowable Costs

Professional development for funded staff may be included here. All registration fees and related travel expenses must also be included here. Travel reimbursement expenses may include airfare, tolls, hotel, per diem within state rates, mileage within state rates, other ground transportation, and parking.

Professional development may include attending a training opportunity outside of the domestic violence agency or bringing a speaker to an agency to provide training and education to many staff at once to benefit the funded program.

***Note: Prior to registration, the specific training must be approved by ICADV. Submit the training registration and learning objective information to ICADV for approval. Registrations which are reserved prior to approval may not be reimbursed. If you know the specific training and details about learning objectives are available at the time of budget submission, you may include them using the Travel Request form on the Budget Supplemental Uploads form. Otherwise, forward them once the specific training is identified through your agency's folders in the Amplifund system post award. ***

Note: To be an eligible expense the training must happen within the grant period.

Include in Detail

- Name of the expense – mileage, ground transportation, flight, registration fees, parking, per diem, lodging, taxi, etc.
- Provide a total amount per type of expense you believe you will spend on training and education for staff.

Include in Narrative

- The narrative should provide the basis for the cost incurred, number of trips/miles etc., and length of time. Description should provide a specific training name, or if not known at the time of submission, may include a general idea of the type of training you will be seeking (e.g., children's services training, legal advocacy training etc.).
- The basis should be a description of how you are calculating the cost (e.g., per registrant, per mile, per flight, etc.).
- Cost incurred would be the per unit expense (e.g., \$300/registrant, \$.50/mile, \$500/flight).
- Quantity should be estimated by the number of the items/units you will incur for this purpose (e.g., 1 person, 80 miles, 1 round trip flight).

Example: We will identify a training suitable to expand the skills of our legal advocates. We expect that training to be in Illinois and associated expenses would be a registration fee for each advocate, mileage for one car to and from

training site, one sleeping room per advocate for two nights for the training, per diem for two days of training at state rates for each advocate, and parking for the car on training site.

Note: in this example you would include five separate items in your detail – Registration Fee; Mileage; Sleeping rooms; Per Diem; Parking. Note your narrative for each item in the detail will reference the specific types of training you anticipate.

Note: If you are proposing bringing a speaker into your agency to provide staff development, also include a justification about why you are bringing a speaker into your agency, what staff will be offered the training at your agency and how you will fairly allocate those expenses to the funded project. You also should provide information about each expense item that will be incurred in the detail (e.g., speaker fee, speaker mileage, speaker sleeping room, speaker fee, printed materials etc.) This type of training should be budgeted separately from expenses related to external training opportunities.

INDIRECT COSTS

Allowable Costs

Indirect costs are those costs necessary for the implementation of the funded project but that are not accurately allocable to the funded project.

Include in Budget

Total base and your elected indirect cost rate should be used in the detail for this line item.

Include in Narrative

Include the base for which your indirect allocation for the funded project is being calculated. Remember that if you are using the de minimis 10% indirect cost rate, the base should be Modified Total Direct Costs (MTDC) for the project. Please make sure to remove direct costs that must be excluded from the MTDC basis.

*****If you are using a negotiated indirect cost rate, you will be required to upload that NIRCA that you have in place with your federal or state cognizant agency. This is uploaded on the Supplemental Budget Upload form page.*****

*****All applicants must download, complete and upload the Indirect Cost Budget Certification form on the Supplemental Budget Upload form page. This certification will have the applicant agency certify in writing which indirect cost rate election will be applying on the funded project (e.g., none, de minimis, or negotiated with state or federal cognizant agency).*****

Example

- Personnel Base: 100% of personnel expense or \$256,000
- Fringe Base: 100% of fringe expenses or \$69,000
- Travel Base: 100% of travel expenses or \$12,500
- Equipment Base: (this would be \$0 if MDTC is your base) We are using MDTC and therefore Equipment expenses have been excluded from our base or \$0
- Supplies Base: 100% of supplies expenses or \$4200
- Occupancy: Total expenses for occupancy are \$12,600, but of that \$9600 is our rent. The remaining \$3000 is for utilities. Our base for Occupancy using the MDTC base would be \$3000, excluding the rent amount in the line item.
- Contractual Services Base: 100% of contractual services expenses of \$6600
- Consultant Base: Total consultant fees are \$29,000, but of that we have removed \$4000 of the child therapist fees exceeding the \$25,000 maximum for MDTC base or \$25,000 base for this line item.
- Training and Education Base: 100% of training and education expenses or \$9300

Note: The total base used for this line item calculation should be the sum of all of your direct line item bases indicated here.