Green Jobs Corps 2 Program
Program Period October 1, 2010 - June 30, 2012

Budget Forms, Budget Narrative Forms

Please use the following as a guide to complete the budget and budget narrative.

Planned costs must be directly related to the delivery of the program services and activities that will take place. If the district plans to subcontract with a local provider agency for program services, a separate budget form and budget narrative must be completed for the local provider agency.

Program Cycle

Green Jobs Corps Program 2 allocations will be made available to districts upon OTDA plan approval, for the program period expected to begin on or after October 1, 2010 and operate through June 30, 2012, with final claims due by August 15, 2012.

The Green Jobs Corps 2 program is TANF funded. The budget form has three columns:
- TANF Program/Non-Administration costs
- TANF Administration costs
- Total TANF costs

The maximum amount the State can spend on administration is 15% against the TANF Block Grant after transfers to other block grants. Since this program represents only a portion of the amount subject to the 15% Federal limit, the total administrative costs funded with this program can be greater than 15% of each local district's allocation. However, plan approvals will be based on the projection for Statewide TANF funded administrative costs.

Under TANF regulations costs considered to be program are:
- direct costs, including salaries and fringe benefit costs for staff providing program services;
- direct administrative costs associated with providing these services (e.g., supplies, equipment, travel, postage, utilities, rental costs, and maintenance); and,
- contracts devoted entirely to program activities.

Administrative costs which count toward the 15% statewide spending limit include:
- contract costs that are not excluded totally or in part as program activities; and,
- all indirect or overhead costs (i.e., A-87 costs); and activities related to eligibility determinations.

Please identify:

1. Staff Salaries: Enter the amount of salaries of staff charged to the project.

2. Fringe Benefits: Enter the amount of fringe benefits associated with the salaries charged to the project.

4. Contractual Costs: This category includes institutions, individuals or organizations external to the social services district which have entered into an agreement with the social services district to provide any services outlined in or associated with the plan, and whose services are to be funded under the project. If the district plans to subcontract with a local provider agency for program services, a separate budget form and budget narrative must be completed for the local provider agency. Please note that the 2010-11 budget workbook has been set up so that any subcontractor costs entered by a district on a subcontractor worksheet will roll up to the contracted services line on the district worksheet. Districts should input the remainder of their costs on the district worksheet. Local provider agencies are **not** required to delineate their budget between program/non-administration and administration costs.

5. Travel: Enter the direct travel costs for employees assigned to the project. Staff travel costs should be budgeted in line with standard agency travel policy or New York State Comptroller guidelines. Travel costs are reimbursed at State rates. Only travel costs for personnel listed under Staff Salaries are acceptable. Consultant or subcontractor's travel expenses should be included on the appropriate subcontractor worksheet, which will roll into the contracted services line on the district worksheet. No out-of-state travel costs are allowed unless specifically detailed and approved. All non-local destinations for travel must have prior OTDA approval.

6. Equipment Costs: Enter the identifiable costs of equipment assigned to the project. Equipment required to meet the contract objectives may be either purchased or rented, whichever is more economical. Equipment is tangible personal property having a useful life of more than two years and an acquisition cost of $500 or more per unit. Title to all equipment purchased under this program rests with OTDA upon acquisition. At the completion of the project, such property must be disposed of in accordance with the instructions of OTDA. An inventory of all equipment purchased must be kept. List the equipment and associated cost to be either purchased or rented in the budget narrative.

7. Supplies: Enter the identifiable costs of supplies assigned to the project. Provide a list of the supplies and associated cost in the budget narrative.

8. Other Direct Expenses: Enter any type of expense such as printing/photocopying, office rent, utilities and telephones outside of the categories listed above. Include a list of the expenses and associated costs in the budget narrative.

10. Overhead Costs Allocated: Enter overhead costs allocated to the project. If staff are assigned by the district to this program, the schedule D17 will allocate overhead on the claim because it is derived by staff count. As such, this amount should be included on the Green

Jobs Corps 2 program budget form. These are the overhead costs allocated based on staff counts of the program categories on the Schedule D DSS Administrative Expenses Allocation and Distribution by Function and Program (LDSS-2347).

11. A-87 Costs Allocated: Enter the A-87 costs allocated to the staff assigned to the project. If staff are assigned by the district to this program, the schedule D17 will allocate A-87 on the claim because it is derived by staff count. As such, this amount should be included on the Green Jobs Corps 2 budget form. These A-87 costs are allocated based on the staff counts of the program categories on the Schedule D DSS Administrative Expenses Allocation and Distribution by Function and Program LDSS-2347.

12. Assistance Direct to Client: Any costs associated with the payment of work subsidies to participants should be reported under Non-Administration Costs, line 12 – Assistance Direct to Client. Work subsidies means payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, and training; include all expenditures related to operating a subsidized employment program, including the cost of overseeing the program, developing work sites, and providing training to participants.

13. Please leave this section blank. It was formerly used for reporting of the self-sufficiency bonus; a category no longer used.

14. Transportation: Enter the amount of any transportation costs to or for participants as part of the project. List the transportation and the associated costs provided in the budget narrative. Note: Costs associated with transportation must constitute non-assistance in accordance with 00LCM-20 and federal TANF regulations at 45 CFR §260.31.

15. Other: Enter the amounts provided to participants other than the identified costs listed under Transportation for this project. List the participant-related item and associated costs in the budget narrative form. Note: Costs associated with other participant related costs must constitute non-assistance in accordance with 00LCM-20 and federal TANF regulations at 45 CFR §260.31.

Restrictions on the Use of Funds

The following costs are not allowed:

- advertising costs, except for recruitment of personnel or procurement of scarce items;
- capital expenditures for improvement or acquisition of facilities;
- entertainment costs, including social activities or cost of alcoholic beverages;
- interest costs incurred by provider agencies;
- costs of organized fund raising;
- medical costs;
- costs for attendance at conferences or meetings of professional organizations, unless attendance is necessary in connection with the project;
- costs for preparation of continuation agreements and other proposal development costs;

- costs associated with the payment of fines;
- costs associated with anti-fraud related activities; and,
- costs associated with planning and coordination studies.