EXHIBIT B-1: BUDGET WORKBOOK INSTRUCTIONS

INSTRUCTIONS

- Enter total annual *(12-month)* amounts for all tabs.
- Enter data into the yellow-highlighted fields only. Do not add to, remove from, change or modify existing tabs, cells, columns, rows, formulas or formats.
- The ExB Budg 1 tab includes formatting rules designed to alert you if you exceed the RFP maximum award amount. Your bid will not be acceptable unless you adjust your costs to adhere to the RFP maximum award amount.

ExB Budg1:

- The Contractor Name, preparer name, date and telephone number information need to be entered one time at the top of the first tab (*ExB Budg1*).
- The *Administrative Indirect Cost* rate for administrative indirect costs entered on the *ExB Budg1* tab is capped at 15%.
- Enter all line-item *Operating Expenses and Revenue* items on the budget tab. There are spaces for two additional sources of revenue other than those listed on the form. Make sure to specify the other revenue source if you enter data into either of these rows.

Expense Detail tab:

- Please provide generally itemized detail for the line-items **Training, Youth Advisor Stipends, Miscellaneous, Travel, Professional & Special Services and Administrative Indirect** costs using this tab. Enter the item amounts and a clear description of the cost in the yellow-highlighted fields. Totals from this breakdown will auto populate the "ExB Budg1" tab.

Personnel1 tab:

- Enter the *position title, staff name* (if available) and the *Annualized Salary* in the first two columns on the left. The total FTE, based on a 40-hour-per-week workweek, will calculate automatically once the program columns are populated.
- For each position and program, select the correct *Status*:
  - *Direct (Client Services)* should be selected for all staff who serve clients directly.
  - *Administrative* should be selected for all staff who work directly or indirectly for the program, but who do not directly serve clients.
  - *Supervisor* should be selected for all positions which supervise staff working on the program.

  If one position or incumbent serves more than one role on any particular program, enter them on two separate lines in the Position/Incumbent column and list each role separately with its own associated status for that specific role.
- Enter the *number of months* in a year that each staff will work on the program. An example for this is an intern who will only work the summer months. For the intern, the number of months may be three (3) rather than twelve (12).

- At the bottom of this tab are spaces to enter the ***Fringe Benefit*** amounts for each program. There is one additional line-item, highlighted in yellow, to enter fringes that are not already listed. Make sure to specify what they are if data is entered into these rows.

TROUBLESHOOTING

There are a few formulas in the budget template that will turn red if incorrect or inconsistent data is entered to ensure you have the opportunity to correct all errors prior to submitting your bid, and therefore avoid being disqualified. These formulas will not catch all possible errors. Do not attempt to modify, disable or change these budget workbook settings in any way. Here's a list, by workbook tab, to help you determine the possible issue and how to correct it:

ExB Budg1:

- ***Indirect Cost %:*** This rate will turn red if the amount you entered for Administrative Indirect Costs is greater than 15% of the total Gross Cost for the program.

Personnel1:

- ***Total % FTE:*** Each staff should be entered on a separate row, and no one staff can work more than 1.00 full time equivalent for any one program or combination of programs. For multiple "like" positions, enter them on separate rows. If one staff performs more than one role (i.e. 50% Admin and 50% Supervisorial) enter each individual role on a separate line with the total annual salary listed the same on each. Separate the program salary on each line for the appropriate role so that the FTE is correct for both lines.
- ***Admin S + EB:*** This cell turns red to alert you that Total Administrative Salaries and Employee Benefits exceed 20% of Total Personnel Expenses for the program. **This is for informational purposes only and will not disqualify your bid**.