## **CJCC Budget Detail Worksheet**

Agency Name:	PAC
Subgrant Number:	C22-8-0/6
Project Name:	Hall County DA VWAP
Select grant type:	VOCA

<u>Purpose:</u> This Budget Detail Worksheet is used to verify all Subgrant Expenditure Requests (SERs) and to determine whether costs are allowable, reasonable and justified. Please fill it out completely with the Subgrant Adjustment Request (SAR) #1 in your award packet and for each subsequent SAR that requires a budget change. All required information must be present in the budget narrative, regardless of format.

NOTE - If you need extra lines in the spreadsheet under one of the categories: 1) Highlight an entire row or block of lines within the same category 2) Keeping your mouse over the highlighted row or block, right click and select the copy option by left clicking 3) Next, right click with your mouse again on the highlighted row or block and chose the option "insert copied cells" by left clicking If you selected only a block and not the entire row, a new tile will open up and select the option "Shift cells down" and click OK. Use of this technique will ensure that you don't change the formulas inserted in the spreadsheet.

A (1). Personnel-- List each position by title and name of employee, if available. In order to calculate the budget enter the annual salary and the percentage of time to be devoted to the program. Compensation of employees engaged in program activities must be consistent with that for similar work within the applicant agency.

Title	First and Last name	Salary Rate	% Time to Project	Select Pay Period Frequency	Cost	Match?
Early Outreach Victim Advocate	Andrea Shoemaker	\$49,804.00	100%	Biweekly	\$49,804.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
·					\$0.00	<u> </u>

Title	First and Last name	Hourly wage	Hours per week on project	Weeks worked annually	Select Pay Period Frequency	Cost	Match?
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
_						\$0.00	
						\$0.00	
						\$0.00	
_						\$0.00	
·						\$0.00	
						\$0.00	
•		•	•	PERSONN	IEL TOTAL	\$49,804	

1

A (2). Volunteers -- If applicable, simply enter the number of hours of service volunteers will perform. Volunteers must be valued at \$15/hour unless approved by CJCC staff for a higher rate. Do not change the drop-down selection box from "In-kind" or your match will not calculate correctly.

	Hours	Rate	Total value	Match
Volunteers				In-Kind
	VOLUNTEER	S TOTAL	\$0.00	•

A (3). Fringe-- Amounts should be based on actual costs or a formula for personnel listed above, utilizing the percentage of time devoted to the program. Fringe benefits on overtime hours are limited to FICA, Worker's Compensation and State Unemployment Compensation. Costs included within this category are: FICA (employer's portion of Social Security and Medicare taxes), employer's portion of retirement, employer's portion of insurance (health, life, dental, etc.), employer's portion of Worker's Compensation and State Unemployment Compensation.

Title	First and Last name	Total annual salary or wages	Select fringe type	Enter rate of each fringe benefit as a pecentage of salary or wages	% Time to Project	Cost	Match?
Early Outrch V/A	Andrea Shoemaker	\$49,804.00 \$49,804.00	FICA	7.65%	23% 43%	\$3,810.01	
Early Outrch V/A	Andrea Shoemaker	\$49,804.00	Insurance	20.19%	43%	\$10,050.45	
Early Outrch V/A	Andrea Shoemaker	\$49,804.00	Retirement	4.00%	50%	\$1,992.16	
	Andrea Shoemaker	\$49,804.00	W/C	0.90%	25%	\$448.24	
,						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00 \$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00 \$0.00	
						φ0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00 \$0.00 \$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00 \$0.00	
						\$0.00	•
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00 \$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00 \$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00 \$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						\$0.00	
						φυ.00 Φο.οο	
						\$0.00	
						\$0.00 \$0.00 \$0.00	
						\$0.00	
					EDINGE TOTAL	\$16,300.86	
					FRINGE TOTAL	\$10,3UU.8b	

PERSONNEL GRAND TOTAL	\$66,105

B. Travel—Funds must be budgeted in compliance with State of Georgia Statewide Travel Regulations. Itemize travel expenses of program personnel by category (e.g. mileage, meals, lodging, incidentals, and airfare) and purpose (e.g. training, field interviews, and advisory group meetings) and identify the location, if known. For training programs, list travel and meals for participants separately. Show the budget calculation (e.g. six people attending three-day training at \$X airfare, \$X lodging, \$X meals/ incidentals). If selecting "airfare" enter 1 in the nights/days field and use the round-trip costs. Please note that the maximum reimbursement rate is \$0.565 per mile, but if your agency's reimbursement rate is lower you must use that rate instead

Trainings and Conferences	Trainings and Conferences **All trainings and conferences must be pre-approved by submitting an agenda to your Specialist or Auditor.										
Purpose of Travel	Staff member	ltem	Cost	# Individuals	# Nights/Days	# Trips	Cost	Match?			
Krimes Againest Kids	2	Hotel	\$1,000.00	2	2	1	\$4,000.00				
		Meals	\$300.00	1	1	1	\$300.00				
		Ground Transport	\$71.00	1	1	1	\$71.00				
NICP Adv. Dom. Violence	2	Hotel	\$1,000.00	2	2	1	\$4,000.00				
		Meals	\$300.00	1	1	1	\$300.00				

		Ground Transport	\$100.00	1	1	1	\$100.00	
GA Coalition on Family Violence	2	Hotel	\$1,000.00	2	2	1	\$4,000.00	
j		Meals	\$500.00	2	2	1	\$2,000.00	
		Airfare	\$1,215.00	2	2	1	\$4,860.00	
			<b>V</b> 1,=10100		_		\$0.00	
							\$0.00	
* Events attended and staff							\$0.00	
attending are TBD but may							\$0.00	
include any on the PAC							\$0.00	
approved list.							\$0.00	
approved list.							\$0.00	
*Airfare includes check bag fees							\$0.00	
Alliare includes check bag lees							\$0.00	
*Ground transport includes							\$0.00	
parking and toll costs							\$0.00	
parking and toll costs		+	-	<del>                                     </del>	<b>+</b>		\$0.00	
		-		<b>-</b>			\$0.00	
		-		<b>-</b>			\$0.00	
		-		<b>-</b>	<b></b>		\$0.00	
				-			\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
							\$0.00	
				t			\$0.00	
		İ		t			\$0.00	
		1		1			\$0.00	
		1		1			\$0.00	
		1		1	1		\$0.00	
				<u> </u>			\$0.00	
		<del> </del>		<del>                                     </del>			\$0.00	
		1		<del> </del>			\$0.00	
		1		1			\$0.00	
		+	-	<del>                                     </del>	<b>+</b>		\$0.00	
							\$0.00	

Mileage						
Purpose of Travel	Staff member	Location or Coverage Area	Cost per mile	Miles per grant year	Total Cost	Match?
Approved Conferences	TBD	Statewide	\$0.580	175	\$101.50	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
			TRAVE	L TOTAL	\$19,732.50	

C. Equipment— List non-expendable items to be purchased. Applicants should analyze the benefit of purchased versus leased equipment, especially high cost and electronic or digital items. Explain how the equipment is necessary for the success of the program. Show the budget calculation. Attach a narrative describing the procurement method to be used. Please note that all items must be at least \$5,000 per unit to be considered equipment. Otherwise please list items in "Supplies."

Equipment Item	Cost per Unit	# Items	Vendor	Cost	Match?
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
			EQUIPMENT TOTAL	\$0.00	

D. Supplies-- List items by type (e.g. office supplies, postage, copier usage, training supplies, publications, audio/video (batteries, film, CD/DVD's, etc.), office furniture, computer software,

educational/therapeutic supplies, uniforms, weapons (law enforcement and prosecution units only). Show budget calculation. For example, where an item is office supplies, enter \$100 for cost per unit; "month" for define unit; 12 for # units, and Office Palooza for Vendor. Leave "define unit" blank if not applicable.

Item	Cost per unit	# Units	Vendor	Cost	Match?
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
	·			\$0.00	
				\$0.00	
				\$0.00	-
	•			\$0.00	•
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
			SUPPLY TOTAL	\$0.00	

E. Printing-- List items by type (e.g. letterhead/envelopes, business cards, training materials). Show budget calculation. For example, where an item is business cards, enter \$15 for cost per unit; "box" for define unit; 2 for # units, and Print Mania for Vendor. Leave "define unit" blank if it is not applicable.

ltem	Cost per unit	# Units	Vendor	Cost	Match?
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
			PRINTING TOTAL	\$0.00	

F. (1) Other Costs-- List items by type (e.g. real property lease, repairs/maintenance, utilities, copier rental/lease, postage meter, insurance & bonding, dues & subscriptions, advertising, registration fees, film processing, notary services, public relations, communication services - indicate if DOAS is provider). Show budget calculation. For example, provide the office space square footage and the lease rate or provide the monthly lease amount and the number of months leased. For unit enter time period as applicable (i.e., "month" for utility costs) or leave blank for items such as registration that require a one-time fee.

ltem	Cost per unit	# of Units	% Charged to Grant	Vendor	Cost	Match?
Krimes Against Kids Conference (or other approved)	\$375.00	1.00	100.00%		\$375.00	
NICP Advanced Domestic Violence Conference (or other	\$433.00	1.00	100.00%		\$433.00	
GA Coalition on Family Violence Conference (or other	\$285.00	1.00	100.00%		\$285.00	
					\$0.00	
National VWAP Credentialing	\$380.00	1.00	100.00%		\$380.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
				F. (1) Subtotal	\$1,473.00	

F. (2) Consultant Fee: Enter the name, if known, and service to be provided. Show the budget calculation; for example, the hourly or daily rate (8 hours) multiplied by the estimated number of units (eq., 1 hour of therapy).

			Define Unit of			
Name of Consultant	Service Provided	Cost per unit	Service	# Units	Cost	Match?
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	•
			F. (2)	Subtotal	\$0.00	

F. (3) Contracts: Provide a description of the product or service to be procured by contract and a cost estimate. Applicants are strongly encouraged to use a competitive procurement process in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

			Define Unit of			
Name of Consultant	Service Provided	Cost per unit	Service	# Units	Cost	Match?
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
			F. (2)S	Subtotal	\$0.00	

F. (4) Indirect Cost: If your agency has a negotiated rate, a copy of the Indirect Cost Rate Agreement must be submitted with your contract budget. Applicants may elect to use an amount up to the ten percent (10%) de Minimis rate of their Modified Total Direct Costs (MTDC) base. MTDC includes the cost of salaries, wages and fringe benefits of personnel that work directly on the project, and other operational costs such as supplies, printing, and travel that are directly related to the project. To use the de Minimus indirect cost rate complete the MTDC Calculator in the next tab. When you have completed this calculator, the total indirect cost will transfer to the space below.

Indirect Cost	\$0
F. OTHER TOTAL	\$1,473

G. Match Waiver: If your agency would like to request a match waiver, you should submit a letter, on your agency's letterhead, to the Georgia Criminal Justice Coordinating Council (CJCC). The letter should outline the reasons why your agency will have trouble meeting the full match requirement and should indicate the amount of match you are able to provide for the proposed project.

G. Match Waiver Amount:	

Budget Summary--When you have completed this budget worksheet, the totals for each category will transfer to the spaces below. The total costs and total project costs will be computed via Excel formula. Indicate the amount of grant funds requested and the amount of non-grant funds that will support the project.

Budget Category		Amount		
A. Personnel and Frin	A. Personnel and Fringe			
B. Travel	B. Travel		B. Travel	
C. Equipment		\$0		
D. Supplies		\$0		
E. Printing	E. Printing			
F. Other		\$1,473		
TOTAL PROJECT COSTS		\$87,310		
Award		\$87,310		
Match Breakdown	Cash			
Match Breakdown	In-Kind	\$0		

## **Budget Narrative**

Grants funds will be made available for salary (partial or in whole), training/conferences, zoom meetings and VWAP credentials. Any expenses over the grant funding will come out of the D.A.'s fortfeiture fund (dept. 258).

NOTE: If a Non-Grant expense amount is entered, make sure those items for which they will be used must be incorporated into your overall budget. Indicate clearly throughout you budget narrative and detail worksheet for which items these funds will be used.