



DAS SAEI Grant
 PY 2021-25
 Budget Narrative

Applicant:

Project Name:

Please provide a narrative detail for all grant-funded budget line items listed on Exhibit G - Budget Summary

A. (A-D) Staff Salaries: Total Salaries Paid + Benefits (WIOA 15%) \$

Position	FTE x Monthly Salary x Time	Benefits	Total (FTE X Salary X Time) + Benefits

E. Staff Travel \$

Describe details.

F. Operating Expenses \$

The following are some of the major line items included:

Expense	Cost
Rent*	\$
Insurance	\$
Accounting (payroll services) and Audits	\$
Consumable office supplies*	\$
Printing	\$
Communications (phones, web services, etc.)*	\$
Mailing and Delivery	\$
Dues and Memberships*	\$
Outreach	\$

*(based on FTE for program staff)

G. Furniture and Equipment* \$

1. Small Amount of Equipment and Furniture \$

Pooled items less than \$5,000 per unit, lease or purchase, include a cost allocation - List name of item, cost, and quantity.

2. Large Amount of Equipment and Furniture \$

Greater than \$5,000: List name of item, cost, and quantity to be purchased - prior approval required and added to Exhibit H, Supplemental Budget

3. Equipment Lease \$

Describe the calculation.

H. Consumable Testing and Instructional Materials \$

Explain purpose and planned use.

I. Apprenticeship RSI Tuition, Payments/Vouchers \$

Detail costs for (name) programs and sector-specific training and certificate programs at (organization), as well as training costs for outside training providers (organization/location).

J. On-The-Job Training \$

K. Participant Supportive Services \$

Gas cards, bus passes, housing, or any additional immediate assistance not available through any other source. Describe the specific services you will provide.

L. Contractual Services \$

Describe.

M. Indirect Costs \$

N. Other \$

Clearly explain these costs, which do not fit into the specific categories above.