

RFP BUDGET INSTRUCTIONS

BUDGET FACE SHEET IDENTIFYING INFORMATION – Page 1 of 4

To assist with proper completion of the budget, DYCD has made the budget forms available for download (in Microsoft Excel and the Instructions in Microsoft Word) on the DYCD Website: www.nyc.gov/dycd

- Indicate the official name of your organization, address, e-mail, telephone number and fax number.
- The **Executive Director** is the person responsible for this proposal, or in charge of the overall agency. Please include his/her e-mail and telephone numbers.
- The **Fiscal Officer** is the person responsible for preparing the financial documents for this contract, i.e., the Comptroller, Bookkeeper and/or Accountant. Please include his/her e-mail and telephone numbers.
- **Federal Employer Identification Number (EIN)**: Indicate the proposer's EIN #. (A copy of any official IRS document reflecting the Federal Employer Identification Number will be required before entering into contract with your organization.)
- **State Unemployment Insurance Number (SUI)**: A number appearing on all correspondence relating to State Unemployment Insurance. It is obtainable through the New York State Department of Labor (1-888-899-8810).
- **Operating Period**: The first 12 month period of your proposed contract should coincide with the dates that activities operate within the budget.

The budget is divided into three columns: A. Total Funding Request, B. Cash Contributions and C. Total Program Cost.

- A. Total Funding Request Budget Column is the funding requested from DYCD.
- B. Cash Contribution Column is the dollar value of all resources (cash, services, space, and equipment) applied to the proposed program, but not included in the funding requested from DYCD.
- C. Total Program Cost Column is the Grand Total of the proposed budget (Columns A + B).

BUDGET SUMMARY BY THE BUDGET CATEGORIES

To complete the remainder of Page 1 of the budget, first complete Pages 2, 3, and 4 as described below. For proposers completing the budget electronically, the appropriate totals for each budget category will automatically transfer into the corresponding box on Page 1.

The **Cash Contribution** column **must include** the required cash match amount and any additional contributions. Enter the amount contributed for each category on Page 1, where applicable.

I. BUDGET SALARIES AND WAGES SUPPORT SHEET- Page 2of 4

1100 The Salaries are divided in two categories:

Category 1 Full Time employees: Persons who work **35 hours or more** per week

Category 2 Part Time employees: Persons who work **less than 35 hours** per week

All required information should be entered on the budget, including all personnel, Full-Time (35 hours or more) and Part-Time (less than 35 hours), who will receive a salary from this program. For Full-Time employees, enter the title, salary, number of positions within the title and percent of salary that will be allocated to this contract. For Part-Time staff, enter the title, hourly wage rate, number of positions number of annual hours on the program per position, and the percent of the wages that will be allocated to this program.

Helpful Hints

To calculate the annual salary for FY 2008 multiply the hourly rate by 1827 hours per year (35 hours per week).

To calculate the number of hours per year multiply the number of hours worked per day by the number of days per year. (FY 2008=261 days)

To calculate the annual salary for FY 2008, multiply the hourly rate by 2088 hours per year (40 hours per week).

The minimum wage is \$7.15 effective January 1, 2007. This is subject to change. Part Time salaries should be calculated by consolidating same titles with the maximum hourly rate. The Sub-Total of all salaries should be calculated and transferred to Page 1, Salaries and Wages (1100) both boxes.

II. FRINGE BENEFITS – Page 3 of 4

1200 Fringe Benefits must include FICA. Charges to Fringe Benefits may also include unemployment insurance, worker's compensation, disability, pension, life insurance and medical coverage as per your policies. Enter the Fringe Benefit rate as indicated on the budget summary page. Fringe rates must not be less than 7.65% or exceed 30% of total salaries. If the contractor uses the Fiscal Agent, the minimum rate for Fringe Benefits is 12.65%.

1300 **Central Insurance Program (CIP)**: Proposers without general liability insurance at the time of selection have the option of purchasing insurance through CIP or other sources. CIP includes general liability, special accident, property insurance (equipment), worker's compensation and disability, at a cost of 4.5% of the total program cost. CIP only covers DYCD- funded programs and activities. **All funded programs must have general liability insurance of \$1 million, with a certificate naming DYCD and the City of New York as additional insureds, if they do not participate in CIP.**

CONSULTANTS/SUBCONTRACTORS/STIPENDS/VENDORS

- 2100 Consultant:** An independent individual with professional and/or technical skills retained to perform specific tasks or complete projects related to the program that cannot be accomplished by regular staff. Consultant cannot be a salaried employee.
- 2200 Subcontractor:** An independent entity retained to perform program services. A subcontract will be part of the DYCD contract and will be registered with the NYC Comptroller. Each Subcontractor's EIN# must be listed on the subcontract and on its budget.
- 2300 Stipend:** An incentive allowance **ONLY** for the benefit of a participant and/or client.
- 2400 Vendor:** An independent business entity retained to provide non-program services. Examples: Cleaning Services, Security and Accounting Services.

OTHER THAN PERSONNEL SERVICES (OTPS) - Page 4 of 4

- 3100 Consumable Supplies:** Supplies that are not lasting or permanent in nature, such as office, program and/or maintenance supplies.
- 3200 Equipment Purchase:** Purchase of equipment that is durable or permanent, such as furniture, printers, calculators, telephones, computers. All equipment and/or furniture purchased with DYCD funds at a cost of \$200 or more become the property of The City of New York/DYCD. If the program is terminated, all such items must be returned to DYCD. Indicate items being purchased.
- 3300 Equipment Other:** The rental, lease, repair and maintenance of office/programmatic equipment utilized in the program's operation. This category also includes Computer Software.
- 3400 Space Rental:** This category is separated into two subcategories (3410 and 3420).
- 3410 Public School:** Opening fees and room rentals paid to the Department of Education (DOE).
- 3420 Rent/Other:** All other rent paid by a program for all sites utilized by that program. It also includes all related charges associated with the use of the site such as **minor** repairs and maintenance costs. **No** renovation or construction projects can be budgeted or paid for with DYCD program funds. After being selected, all contractors charging for rent are required to submit a Space Rental - Cost Allocation Plan. In addition, you will be required to submit a copy of your lease, DOE permit and/or month to month rental agreement at the time of the budget submission.
- 3500 Travel:** Local travel (i.e., bus and subway fares) by the employees of the program to and from sites that are being used for day-to-day programmatic functions. Expenditures for employees who use their personal automobile for business are reimbursed a maximum of \$0.35 per mile plus tolls. Charge to this account all participant related travel, such as bus trips and local travel.
- 3600 Utilities and Telephone:** Self-explanatory.
- 3700 Other Operational Costs:** This category is separated into two subcategories (3710 and 3720).

3710 Other Costs: Items such as postage, printing and publications, subscriptions, internet fees, etc. Also include any other operating costs that cannot be classified in any other category. In addition, include costs associated with and for the benefit of the participants such as food, refreshments, entrance fees, awards, T-shirts, uniforms, and sporting equipment. This category also includes general liability insurance for contractors not in the Central Insurance Program. Please note regarding audit costs, DYCD will accept a portion of your audit fees for Fiscal Year 2008. If your organization receives additional funding besides that from DYCD, you may only include DYCD's proportionate share. The proportionate share should be calculated by dividing the total DYCD budget by the agency's total budget and applying that percentage to the total audit cost. You must submit an Audit Cost Allocation Plan with your budget.

3720 Indirect Cost: The purpose of Indirect Cost is to capture overhead costs incurred by a contractor operating several programs. The following guides are to be used to request Indirect Cost:

- A detailed justification and/or an analysis from a CPA or Audit detailing how the rate was determined must be provided.
- The maximum allowable rate is 10% of the total budget.

3900 Fiscal Agent Services: All contractors now have the option of purchasing the services of the Fiscal Agent. A contractor may also be required by DYCD to have its funds administered by the Fiscal Agent. An agency that chooses or is mandated to utilize the Fiscal Agent must have all DYCD contracts administered by the Fiscal Agent. The following is a brief description of services that will be offered by the Fiscal Agent:

- Establish financial records
- Maintain and report on available budget balance
- Verify invoices
- Provide payroll services and personnel reporting
- Be responsible for the timely filing and payments of employment related taxes.
- Maintain an Accounts Payable and Ledger system in accordance with generally accepted accounting practices and procedures.

Fiscal Agent services will be charged from your total budgeted amount at this scale:

<u>Budget \$ Value</u>	<u>Fiscal Agent Services Fee</u>
\$0 - \$25,000	\$1,200
\$25,001 - \$50,000	\$3,500
\$50,001 - \$100,000	\$5,100
\$100,001 - \$250,000	\$7,100
Over \$250,001	\$10,000