

## ATTACHMENT C: BUDGET GUIDANCE

### **BUDGET (Attachment C) = BUDGET NARRATIVE & BUDGET PLAN (20 points possible)**

#### **Budget Narrative**

The budget narrative explains how your project plans to spend the funds you are requesting. It should clearly show how each cost supports your project goals. Keep your explanations simple and direct. If you are unsure whether to include something, include it. **NOTE:** Not all applications will request funding tied to all budget cost categories (i.e., personnel, fringe, supplies, etc.). It is ok to submit an application requesting funding from only a single budget cost category if that is what best fits the needs of the project.

The Budget Narrative is built into the Budget Plan below. Applicants will be scored on how well they justify and align program expenditures with the goals, objectives, and activities of the program in the “narrative portion” of the budget. Below is guidance on how to appropriately ‘narrate’ different items within each budget cost category.

#### **Personnel (Staff Time – Salaries, Wages, etc.)**

Describe the staff who will work on the project and what they will do. For each requested position, provide the following information:

- title of position
- name of staff member occupying the position, if available
- annual salary
- percentage of time budgeted for this program (FTE or level of effort)
- total months of salary budgeted
- total salary requested
- justification and description of each role and the scope of responsibility for each position, relating it to the accomplishment of program objectives. These individuals must be employees of the applicant organization.

**Sample Justification:** *(Responsibilities should be directly related to specific program objectives.)*

*Job Description: Enrollment Facilitator - (Name)*

*This position provides direct Nevada Medicaid and Marketplace health insurance enrollment assistance to community members, including helping individuals understand their coverage options, completing applications, and troubleshooting barriers to enrollment. The enrollment facilitator conducts one-on-one appointments, attends community events, and maintains accurate- documentation of all enrollment activities. The role also includes providing education on health coverage, eligibility, and benefits. Responsibilities align with program objectives related to increasing enrollment, improving health literacy education, and reducing disparities among underserved, uninsured populations.*

## Fringe Benefits

Explain the fringe benefit rate and what it covers (e.g., health insurance, payroll taxes). Fringe benefits are usually applicable to direct salaries and wages. Provide information on the rate of fringe benefits used and the basis for their calculation. If a fringe benefit rate is not used, itemize how the fringe benefit amount is computed. This information must be provided for each position (unless the rates for all positions are identical).

- Benefit Rate (%):
- What the rate includes:
- Total Cost:

*Example:*

*Fringe benefits at 15% of salary (\$50,000 × 0.15 = \$7,500). Covers FICA, workers' compensation, and health insurance.*

## Travel

Include in-state travel required to carry out the project (not general staff commuting). Dollars requested in the travel category are for applicant staff travel only and all travel costs are subject to the rates set by the [General Services Administration \(GSA\)](#). Provide a budget narrative describing the travel staff members will perform. This narrative includes a justification of why this travel is necessary and how it will enable the applicant to complete program requirements. List of where travel will take place, number of trips planned, who will be making the trip, and approximate dates. If mileage is to be paid, provide the number of miles (including maps indicating mileage), cost per mile, and anticipated destinations. The mileage rate cannot exceed the rate set by the GSA.

Out-of-state travel is not eligible for reimbursement.

Please refer to the [GSA website](#).

### **Sample Justification**

*The enrollment facilitator will travel to Elko to conduct in-person enrollment support at the Elko County Library. This visit will provide direct assistance to individuals seeking information on Medicaid and the public option, particularly those who may lack reliable internet access or need one-on-one guidance to complete their applications.*

## Supplies

List basic supplies needed to run the project. These should be reasonable and project related. Supplies include all tangible personal property with an acquisition cost of **less than \$2,000 per unit** or an alternative lower limit set by recipient policy. Individually list each item requested. Show

the unit cost of each item, number needed, and total amount. Provide justification for each item and relate it to specific program objectives. Classify technology/computing items such as computers that do not meet the \$2,000 per unit threshold or an alternative lower limit set by recipient policy as **supplies** and individually tag and record in an equipment/technology database. If appropriate, General Office Supplies may be shown by an estimated amount per month times the number of months in the budget category.

### **Sample Justification**

*General office supplies will be used by staff members to carry out daily enrollment and education activities of the program.*

*The enrollment facilitator will be a new position and will require a laptop computer and printer to complete required activities under this RFA. The price of the laptop computer and printer is consistent with those purchased for other employees of the organization and is based upon a recently acquired invoice (which can be provided upon request). The pricing of the selected computer is necessary because it includes the following tools XXXX (e.g. firewall, etc.). The education pamphlets and videos will be purchased from XXX and used to illustrate and promote Nevada Medicaid and Nevada Health Link health insurance options. Use of these pamphlets and videos will enable us to address components one and two of our draft proposal. Word Processing Software will be used to document program activities, process progress reports, etc.*

### **Indirect** (Limited to 10%, including direct and indirect)

There is a 10% cap on funding that can be used for administrative costs, including both indirect and direct costs. This 10% cap on indirect and direct administrative costs applies to all grantees. Indirect costs cover general agency expenses like rent, utilities, and administrative support.

#### *Example:*

*The rate is 10% and is computed on the following direct cost base of \$\_\_\_\_\_.*

### **Other**

The Other budget cost category includes costs that do not fit in other categories (e.g., costs associated with EEF licensure, certification and training, printing, software licenses, meeting costs, etc.). Individually list each item requested and provide appropriate justification related to the program objectives.

Some items are self-explanatory (telephone, postage) unless the unit rate or total amount requested is excessive. If the item is not self-explanatory and/or the rate is excessive, include additional justification. For printing costs, identify the types and number of copies of documents to be printed (e.g., procedure manuals, annual reports, materials for media campaign).

### *Sample Justification*

We are requesting costs associated with fulfilling Exchange Enrollment Facilitators licensure requirements for 3 new hires. Costs associated include fingerprinting costs, AD Banker EEF Course completion, Pearson Vue state exam and Nevada Division of Insurance application fees.

We are requesting costs to accommodate telephone and internet costs for the 3 new hires that will be working on this project in the new space designated. We are also requesting printing and postage costs to support producing fliers to disseminate in the community and brochures to educate and enroll consumers into Nevada Medicaid and Nevada Marketplace qualified health plans. The word processing software will be used to help us track data and compile reports. Without this equipment, we will not be able to produce this information in an accurate and timely manner.

### **Budget Plan Summary**

Provide a simple summary showing the total for each category:

<b>Community-Based Organization Name:</b>	
<b>Budget Cost Category</b>	<b>Total Amount Requested</b>
<b>Personnel</b>	\$0.00
<b>Fringe</b>	\$0.00
<b>Travel</b>	\$0.00
<b>Supplies</b>	\$0.00
<b>Indirect</b>	\$0.00
<b>Other</b>	\$0.00
<b>TOTAL BUDGET REQUEST</b>	\$0.00