The following PowerPoint document was shown as a summary for RFA# BEN-17-056 Employment for TANF Participants on April 21, 2017 during the pre-application conference. This PowerPoint was for informational purposes only and did not cover all requirements of the RFA. The PowerPoint includes outdated information due to updated information that has been changed with the issuance of Addendum 1, posted on April 25, 2017 to www.eva.virginia.gov. If there are any further changes to the RFA they will be addressed in future addendums.

Applicants must review the Request for Application and any Addendums as these are the official documents posted at www.eva.virginia.gov.
AGENDA
- Welcome and Introductions
- Purpose
- Background
- Statement of Needs
- Preparation and Submission Requirements
- Evaluation and Sub-award Criteria
- Reporting Requirements and Delivery
- General and Special Terms and Conditions
- Method of Payment
- Appendices
- Questions
- Indirect Costs

PURPOSE
- Solicit Applications for Proven Service Approaches and Strategies that Promote Employment Success of Current and Former TANF Clients, Including Those with Multiple Barriers
- Provide Resources to Expand and Enhance existing Service Delivery Efforts to Address More Fully the Needs of This Population Prior to Their Entry into Work and During Their Employment

PURPOSE
- Available Funding
  - $7,500,000 ($2,000,000 specifically for ESOs)
  - $400,000 Limit Per Sub-award
- Contract Period of Performance
  - July 1, 2017 – June 30, 2018
  - At present, limited to one year, unless the General Assembly reauthorizes it for SFY 2019-20.
PURPOSE

Eligible Applicants
- Local Departments of Social Services (Limitations and Restrictions Apply)
- Incorporated Nonprofit
- For Profit Organizations
- State Agencies
- Local Government Entities in Virginia
- Educational Institutions
- Faith-Based Organizations
- Employment Service Organizations

BACKGROUND

TANF Population
- Characteristics of TANF Population

- Diverse Within and Across Localities
- Individuals With Significant Issues Often Need Stabilization Services Before Work Entry and After Employment

BACKGROUND

- Characteristics of TANF Population
- Personal Issues May Include
  - Learning Disabilities
  - Substance Abuse
  - Mental Illness
  - Mental Retardation
  - Low Education Levels
  - Attention Deficit and Hyperactivity Disorder
  - Medical (Physical) Problems

BACKGROUND

- Characteristics of TANF Population
- Family or Situational Issues that Include
  - Social Issues
  - Domestic Violence
  - Family Issues
  - Limited English Proficiency
  - Lack of Transportation
BACKGROUND

- Characteristics of TANF Population (ADA Guidance)
  - Americans With Disabilities Act of 1990 (ADA Guidance)
    - Guidance from HHS, Office for Civil Rights, Clarifies Responsibility of TANF Programs to Comport with Title II of ADA of 1990
    - TANF Recipients with 'Hidden' Disabilities (Including Those with Temporary Medical Exemptions or Partial Disabilities) Have Often not Been Able to Secure and Retain Employment
    - Need Appropriate Screening, Assessment and Diagnostic Work, and Services
    - Expansion of These Services Across the State will Help More TANF Adults with Disabilities Obtain and Retain Employment

BACKGROUND

- Employment and Retention Strategies
  - Individuals Who Face Special Issues and Need Extra Preparation and Support Before Entering the Workforce
    - Those Who Find Jobs, but Have Difficulty Keeping Jobs
    - Those Who can Find Only Entry Level, Low Wage or Part-time Employment

BACKGROUND

- Employment and Retention Strategies
  - Those With Poor Work Histories May Need Assistance Transitioning to a New Position to Help Build a Better Employment Record and Demonstrate Qualities as Workers
  - Better Jobs Can Help Improve Loyalty that Can Serve the Best Interests of Both the Employee and Employer

STATEMENT OF NEEDS

Priority Areas

- Provide Continuum and Array of Services Statewide, Including Specialized Employment Services to Better Serve the Target Population and Support Job Entry; and Continued Employment.
- Provide Range and Depth in Assessment and Services to Enhance Virginia’s Implementation of the Americans With Disability Act.
STATEMENT OF NEEDS

- Population Eligible to Receive Services
  - TANF Recipients In VIEW, Including Those Sanctioned
  - TANF Recipients Exempted from VIEW (VIEW-Exempt)
  - Recipients of Diversionary Assistance Under TANF Program
  - TANF Clients in the Transitional Period Up to 24 Months After the End of TANF Cash Assistance

- Applications may:
  - Serve TANF Clients in a Specific Status or all Statuses
  - Target One or More Specific Populations Defined by Other Characteristics

STATEMENT OF NEEDS

Geographic Coverage

- Statewide Coverage Is An Important Consideration to:
  - Increase Services Available
  - Support Enhanced Efforts to Meet ADA Requirements
  - Cover as Many Jurisdictions as Feasible for Statewide Services and Economies of Scale
  - Order of Priorities Where Feasible
    - Statewide
    - Regional or District-Wide
    - Individual Locality
  - To the Extent Possible, VDSS Intends to Achieve Regional Balance in Services Funded

Services Requested

- One Application Could Include Multiple Providers for the Same Geographic Area
- Two or More Could Cover a Similar/Overlapping Geographical Area and Each Could Include One or More Providers in Their Respective Applications
- Combination of Services Purchased Per Individual as Needed and Other Services That Might Require ongoing staff
STATEMENT OF NEEDS

- Services - Applications shall include one or more of the following:
  - Comprehensive assessments, including diagnostic evaluations from licensed or certified professionals to identify specific impairments or issues that may exist.
  - Vocational assessment and vocational evaluations.
  - From DARS staff, certified vocational evaluator (CVE), licensed vocational evaluator.
  - Situational assessments.
  - From DARS-approved providers who maintain certification from CARF - Commission on the Accreditation of Rehabilitation Facilities.
  - Medical case management.
  - From individuals organizations with medical credentials such as RN, certified rehabilitation provider - CRP or certified disability management specialist - CDMS.

STATEMENT OF NEEDS

- Interventions and/or treatment for substance abuse, mental health, physical disabilities, learning disabilities, etc.
- Assistive technology and other accommodations.
- Soft-skills development.
- Independent living skills.
- From DARS-approved providers.
- Intensive job readiness.
- Work adjustment training.
- From DARS-approved providers who maintain CARF certification.
- Job Skills Training.
- GED and basic education.
- Job analysis (may be part of vocational assessment or situational assessment).

STATEMENT OF NEEDS

- Employer outreach, job development and expanding access to better jobs.
- Job placement.
- Job coaching.
- Supported employment.
- Internships, Practicums, Work-study, Pre-Apprenticeships and Apprenticeships.
- On-the-job Training.
- Supportive services.
- Job follow-up.
- Job "follow along" (From DARS-approved providers who maintain CARF certification).
- Transportation.
- SSI/SOOP Proposal Support.

STATEMENT OF NEEDS

- Other Services May be Considered if They Relate to the Purpose and Priorities.
- Childcare Services are Excluded Except Where It Supports Another Primary Strategy.
- To Be Considered, Planned Percent of Entered Employment Should Equal or Exceed 50% and the Hourly Wage Should Equal or Exceed 10% above Minimum Wage.
STATEMENT OF NEEDS

- Service Models—Applicants May Wish to Consider Using One or More "Best Practices" Included in the RFA as Examples Are:
  - Comprehensive Screening and Assessments for Employment Barriers
  - Intensive Work Readiness Programs
  - "Bridges to Practice"

STATEMENT OF NEEDS

- Disability–focused Employment Projects
- Training and Education when Focused on the Acquisition of One or More Essential Skills
- "MedVIEW" Projects
- Targeted Sector Employment
- Using the Workplace as a Learning Lab to Teach Basic and Workplace Skills
- Post-Employment "Service Packages"
- Pay-for-Performance

STATEMENT OF NEEDS

- Expedited Implementation
  - Continuation of Existing Program With Proven Outcomes
  - Licensed Social Workers or Certified Clinicians for Assessments
  - Purchase Services
  (Consideration Should be Given to "Wrap-Around" Services)

STATEMENT OF NEEDS

- Providers of Services

  The Diverse Needs of the TANF Populations Require Multiple Providers. Some Services Require the Use of Licensed or Certified Professionals. Resources Include:
  - DARS’ Network of Providers May be Useful for Developing a Application as They Include Many Types of Vendors
  - Employment Service Organizations (ESOs), Centers for Independent Living (CILs), Psychologists and Other Providers
STATEMENT OF NEEDS

Providers Service Networks Including Community Services Boards, Providers Associated with Workforce Investment Boards, Health Departments and Child Development Clinics, the Adult Education System, the Community College System, Local Community Action Agencies, Employment Services Organizations, and United Way Providers.

STATEMENT OF NEEDS

Expected Outcomes
- # Participants
- # Entered Employment
- # unique Employers
- Average Hourly Starting Wage
- # With Benefits
- # Employed Part Time
- # Employed Full Time
- Average Wage increase
- # obtaining wage increase
- # Jobs in a Career Pathway

STATEMENT OF NEEDS

Community Partnerships
- Multiple Providers Allow
  - Array of Services
  - Essential Expertise
- Clients Benefit Greatly From Integrated Case Planning and Service Delivery
- Applications Should Include
  - Documentation of Partnerships
  - Definition of Responsibilities

STATEMENT OF NEEDS

Community Partnerships
- Document Key Interactions with LDSS:
  - Integration With Local VIEW Plans and Other TANF Initiatives
  - Expansion of the Continuum of Services
  - Process to Identify and Refer TANF Participants
  - Case Planning and Case Management
  - Case Monitoring or Follow-up
  - Reporting of Status and Outcomes
STATEMENT OF NEEDS

Use of Funds
Funds May Be Used for the Following:

- Core Staff Supporting Project Activities (Restricted)
- Equipment in Support of the Project
- Consultation, Technical Assistance or Staff Training Related to Project
- Adaptation of Site or Equipment to Accommodate An Individual’s Need for Work

STATEMENT OF NEEDS

Use of Funds
Funds May Be Used for the Following:

- Medical Services NOT Covered By Other Sources – MUST be Tracked and Reported Separately so They May Be Charged to TANF “Maintenance of Effort” Funds – Estimated Costs Must Be Identified Separately In Application
- Other Allowable Direct Costs Such as Supplies, Travel and Communication
- Costs related to Assistive Technology Needs
- Indirect Costs not to exceed 10% unless there is an approved federal indirect cost rate.

STATEMENT OF NEEDS

Funds May Not Be Used for The Following:

- Direct Services by LDSS Staff
- Administrative Costs Not Specifically for Staff Working Directly with Recipients or Developing Program Sources on their Behalf
- Rent (Unless Project Requires Rental of Space and Such Need Is Documented)
- Construction of New Buildings
- Renovations to a Facility
- Capital Investments or Operating Revenue
- Salaries of LDSS Staff Except for Personnel Associated with Reporting Requirements

PREPARATION AND SUBMISSION REQUIREMENTS

General Instructions
- (1) Original
- (5) Copies
- (1) soft copy (CD) (thumb drives are not acceptable)
PREPARATION AND SUBMISSION REQUIREMENTS

Application Preparation
- Signed by an Authorized Representative
- Failure to Submit Requirement Information Could Result in a Lower Evaluation or, if Substantially Incomplete, Rejection
- Applications Must Be
  - Prepared Simply And Economically
  - Contain Concise Language to Describe Capabilities to Satisfy the Requirements of This Solicitation

PREPARATION AND SUBMISSION REQUIREMENTS

Must and Shall Identify Requirements with a Major Impact; Should and May are Desirable, but not Necessary
- Response Must Be Organized According to Application Template
- Pages Numbered Beginning With Page One for Each Required Set
- Applicants May be Required to Give an Oral Presentation

PREPARATION AND SUBMISSION REQUIREMENTS

Submission Requirements
- Signed Applications Must Be Submitted in A Sealed Envelope or Package with Your Name, Organization, Address, Due Date of the Application, Time and RFA Title and Number. (See Page 12) Address As Follows:
  Virginia Department of Social Services
  General Services - Procurement
  801 East Main Street
  Richmond, VA 23219–2901

ATTENTION: Jennifer Nixon

PREPARATION AND SUBMISSION REQUIREMENTS

Narrative
- Use One Inch Margins
- Narrative Section Limited to 25 Pages In Times New Roman 12 Font for the General Text and Times New Roman 10 or 12 Font for Tables
PREPARATION AND SUBMISSION REQUIREMENTS

- Prepare Narrative in the Following Sequence:
  - Application Title
  - Application Summary (one page limit)
  - Application Needs Statement
  - Program Design/Proposed Services and Implementation Plan
  - Outcome and Benefits Expected
  - Organizational Staff and Provider Qualifications and Collaborative Agreements

PREPARATION AND SUBMISSION REQUIREMENTS

- Budget
  - Using the Forms Provided In the RFA, Provide Your Proposed Budget for a 12 Month Period
  - Budget Documents Include the Following:
    - Itemized Budget – Personnel Costs
    - Budget Summary by Line Item
    - Budget Narrative that Includes the Following:
      - Description of Each Proposed Expenditure
      - Justification of Proposed Expenditure with Explanation of Need

PREPARATION AND SUBMISSION REQUIREMENTS

- The Applicant’s Provider(s), the Interagency Agreements/ Documents and the Community Partners and Documents of Support Do Not Count in the 25 Page Limitation for the Narrative for this RFA.

EVALUATION AND AWARD CRITERIA

- All Applications Will Be Screened by State employees for Completeness and Responsiveness to RFA – Any Not Deemed Complete or Response Will Not Be Forwarded to the Committee
- Applications will be Evaluated by Panels of Individuals with Demonstrated Expertise in the Subject Matter
- VDSS may Request Additional Technical Assistance from any Source and May Include Information from References and Prior Contract Awards with VDSS
- The Panel Will Review and Score Each Application on Its Responsiveness to the Solicitation, the Projected Impact of the Program/Services and the Estimated Cost
EVALUATION AND AWARD CRITERIA
- Review Panel Will Evaluate and Rate the Applications Using the Following Criteria

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
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<tbody>
<tr>
<td>Exceptional</td>
<td>Applicant's application exceeds requirements and demonstrate an exceptional understanding of goals and objectives of the procurement. No significant weaknesses exist.</td>
</tr>
<tr>
<td>Accurate</td>
<td>Applicant's application demonstrates an acceptable understanding of goals and objectives of the procurement. There may be strengths and weaknesses, however, strengths outweigh the weaknesses.</td>
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<tr>
<td>Marginal</td>
<td>Applicant's application demonstrates a minimal understanding of the goals and objectives of the procurement. Weaknesses have been found that out balance any strengths that exist.</td>
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<tr>
<td>Unacceptable</td>
<td>The content of the Applicant's application is significantly incomplete and or the application fails to demonstrate an understanding of the goals and objectives of the procurement.</td>
</tr>
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</table>

EVALUATION AND AWARD CRITERIA
AWARD of CONTRACT
- Those Considered fully Qualified and Best Suited
- Negotiations Will Be Conducted
- Price will be Considered
- The Award Document Will be a Contract Incorporating by Reference All the Requirements, Terms and Conditions of the Solicitation and the Proposal, as negotiated

REPORTING REQUIREMENTS AND DELIVERY
- Statistical Data Required
- Maintain Documentation for Review and Audit
- Specific Reporting Instructions Will be Provided to Awardees to include
  - Quarterly Reports
  - Final Report

TERMS AND CONDITIONS
- eVA Vendor Registration Required
- Availability of Funds – Agency Bound Only to the Extent of Funds Available
- Termination clause (both parties can terminate and the sub recipient may terminate part of the sub-award with VDSS approval)
- Audit clause ($750,000 or more in combined federal funding during the sub recipient’s fiscal year)
- Equipment (over $5,000 is considered equipment, all other is considered supplies)
- Records retention (3 years for RFAs)
- Supplantation of Funds are not allowed
METHOD OF PAYMENT

- Reimbursable Basic
- 30-Day Reimbursement
- LASER Used for Local Agencies
- Interagency Transfer System Used for State Agencies
- Monthly Invoices Used for All Others, Unless a Local Agency is Serving as the Fiscal Agency

METHOD OF PAYMENT

Payment Method (Non State or LDSS Contractors)
- Reimbursements are made electronically using Virginia Department of Account’s Remittance Electronic Data Interchange (EDI)
- Contractors being reimbursed via EDI must be or become eligible to receive reimbursements by completing application information for EDI
- Application Information for EDI can be found on the Department of Accounts Website: www.doa.virginia.gov

METHOD OF PAYMENT

Funding Duration
- Sub-award is for 12 Months
- VDSS will perform six month’s performance review
  - Funding may be adjusted based on review
  - Funding may be terminated based on review

APPENDICES

- These Appendices assist the Applicant in understanding the Overall Purpose of the Proposed Project and is self-explanatory
- Definitions of Services
- TANF Requirements
- Map of Regions for Award Purposes Only and Regional Boundaries for Award Purposes Only
Questions
Direct Additional Questions Regarding the RFA to

- Jennifer Nixon at jennifer.nixon@dss.virginia.gov
- Questions, Answers and Any Addendums Will Be Posted on the eVA website
- Questions should be submitted within five (5) working days prior to the due date of the applications

INDIRECT COSTS
REGULATIONS FOR PASS THROUGH

- VDSS must allow its subrecipients to charge indirect costs in their sub-award budgets – UNLESS the federal agency that is giving VDSS the federal funds prohibits indirect costs in the sub-award.


- The subrecipient is not required to take indirect costs.

INDIRECT COSTS
CALCULATION OF INDIRECT COSTS

- The subrecipient will multiply the BASE times an indirect cost rate.

BASE x INDIRECT COSTS RATE = INDIRECT COSTS

INDIRECT COSTS
WHICH BASE?

- Which base will the subrecipient use?
  
  Depends on whether the subrecipient has a NICRA (negotiated indirect costs rate agreement) with the federal government!
INDIRECT COSTS

Possible Bases When Subrecipient has a NICRA:

- MTDC (Modified Total Direct Costs) OR
- Saw (Salaries and Wages): indirect cost rate is multiplied by the total of Salaries and Wages only. Subtract all direct cost expenses except Salaries and Wages to arrive at base. OR
- S.W. & FB. (Salaries, Wages and Fringe Benefits): indirect cost rate is multiplied by the total of Salaries, Wages, and Benefits only. Subtract all direct cost expenses except Salaries, Wages and Benefits to arrive at base. OR
- Other base as determined by NICRA

The base when using the de minimis rate is always MTDC.

DEFINITION OF MTDC

MTDC includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each sub-award.

MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each sub-award in excess of $25,000.

DE MINIMIS RATE

- If the subrecipient does NOT have a NICRA, it may use the de minimis rate (10%).
- The base for the de minimis calculation will always be MTDC (Modified Total Direct Costs).
- The subrecipient does not have to provide back up documentation to use the de minimis rate.
- Although the subrecipient may choose to use a rate less than 10%, the pass through must not coerce the subrecipient into using a rate less than 10%.

EXAMPLE: Subrecipient and Sub-award

- Virginia Family Services (VFS) receives a sub-award from VDSS to provide home visiting services to families.
- VFS has employees who provide home visiting services. VFS pays these home visitors directly from the VDSS grant.
- VFS gives a sub-award of $50,000 to Northern Methodist Services (NMS). NMS then provides home visiting services to families in a certain geographic location. These home visitors are NOT employees of VFS.
INDIRECT COSTS

- If the subrecipient has a NICRA, the pass through must be accepted.

- If the subrecipient has a NICRA, the base may be MTDC, S&W, or S.W. & FB, or other. It depends on what the NICRA says.

- Subrecipient should submit a copy of the NICRA to VDSS. The NICRA will identify the subrecipient's base and indirect cost rate.
INDIRECT COSTS

SUMMARY

- VDSS must allow subrecipients to take indirect costs on sub-awards consisting of federal dollars (unless the federal agency making the award says otherwise).
- VDSS should let the subrecipient know the rules about indirect costs in the Request for Applications.
- The subrecipient is not required to take indirect costs.

Note: If the award consists of both federal and state dollars, VDSS will allow indirect costs on total grant amount.

INDIRECT COSTS

SUMMARY (continued)

- If the subrecipient does not have a NICRA, VDSS must allow the subrecipient to use the de minimis rate, up to 10%. The subrecipient can choose to use a rate lower than 10%. The base will always be MTDC for the de minimis.
- If the subrecipient has a NICRA, the subrecipient must use that rate. The NICRA will determine both the indirect cost rate and the base. The base could be MTDC, S&W, or S, W, & FB, or other.

BUDGET SUMMARY - OHS FUNDS AND MATCH FUNDS

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<th>SUBRECIPIENT NAME</th>
<th>Grant Period</th>
<th>BUDGET CATEGORY</th>
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<th>TOTAL VDSS REQUEST</th>
<th>INCOME</th>
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Percentage of Total Program Budget Requested from OHS: 0%

Note: Match funds cannot be used to supplement non-federal funds.

Please enter data into yellow fields only.
# Salaries

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# Income

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# Other Proposed Expenditures

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# Budget Plan

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### INDIRECT COSTS

**DIWIRMS CALCULATION**

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<td>Total Costs</td>
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**Indirect Costs Calculation with NECSA**

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<tr>
<td>Indirect Costs</td>
<td>$4,567</td>
</tr>
<tr>
<td>Total Costs</td>
<td>$12,457</td>
</tr>
</tbody>
</table>

**BUDGET SUMMARY**

<table>
<thead>
<tr>
<th>Description</th>
<th>Budgeted</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>$10,000</td>
<td>$9,876</td>
</tr>
<tr>
<td>Supplies</td>
<td>$2,000</td>
<td>$1,990</td>
</tr>
<tr>
<td>Rent</td>
<td>$3,500</td>
<td>$3,450</td>
</tr>
<tr>
<td>Utilities</td>
<td>$1,500</td>
<td>$1,550</td>
</tr>
<tr>
<td>Travel</td>
<td>$1,000</td>
<td>$900</td>
</tr>
<tr>
<td>Equipment</td>
<td>$5,000</td>
<td>$4,900</td>
</tr>
<tr>
<td>Total Budget</td>
<td>$22,000</td>
<td>$21,720</td>
</tr>
</tbody>
</table>

Note: Actuals are lower than budgeted amounts.