
General Instructions for Grant Awardees-

In addition to the grant application, all awardees are required to submit the following forms as a condition of grant award.

- POST DLGP Project Summary
- POST DLGP CEQA Certification

To assist all of the grantees with completing the budgets in a format which allows for reimbursement, we have developed new Excel worksheets, and modified the budget pages that are needed for your grants. The numbers listed are just examples, to show what information is needed and to ensure that the formulas were linked and calculated correctly. You will need to enter your own information. We are hopeful that this format will make it easier for the awardees to identify and track their costs.

All grantees are required to submit new budget pages in the new format. This will ensure consistency in awards and subsequent financial tracking.

If the instructions refer to an “IRH” and section number, this is the *DLGP Recipient Handbook*. A copy of the most recent handbook is available on the website. As a condition of the grant award, grant recipients are required to comply with all provisions of the *Handbook*, including any subsequent updates.

Budget Instructions for Grant Awardees-

“Grant Grand Totals”

This is a new page and is designed to draw information automatically from the subsequent budget workbooks which follow. The costs should automatically calculate from the other workbook pages as they are completed. The only area which will need to be completed on this page by the applicant is the expected “No. of Students Trained” for each fiscal year. (Highlighted in yellow).

“Grand Total by FY”- These amounts should exactly match the “Grant Amount” requests on the DLGP Grant Award Face Sheet, in boxes 7-8.

See below.

These totals should automatically fill in from the other pages.

Enter number of students to be trained in each fiscal year.

A. PART I- Personal Services (Salaries and Employee Benefits)			Course Presentation Costs Calculator			
	FY 20-21	TOTAL COST		No. of Students Trained*	Cost per Student^	Total Yearly Cost
	\$ 3.00	\$ 3.00				
B. PART I- Operating Expenses			FY 20-21			
	FY 20-21	TOTAL COST		20	\$ 1.00	\$ 20.00
	\$ 3.00	\$ 3.00				
C. PART I- Equipment						
	FY 20-21	TOTAL COST				
	\$ 3.00	\$ 3.00				
D. PART 2- Course Certification						
	FY 20-21	TOTAL COST				
	\$ 20.00	\$ 20.00				
Grand Total by FY						
	FY 20-21	GRAND TOTAL				
	\$ 29.00	\$ 29.00				

These totals should EXACTLY match the Grant Award Face Sheet, boxes 7-8.

“Award #”

Award Numbers for each applicant are now available on the secure DLGP website. They will be formatted as “DLGP FY20/21-XXX”

“Personal Services”

The Personal Services costs include Salary, Benefits, and Overtime. They must be broken down by Fiscal Year and the following information for each position funded under the grant identified.

TITLE, Name

(Salary Cost) \$1,000/monthx12months (duration) x50% FTE (time base)

(Description of grant related duties): Provides counseling services, advocacy, etc..

Recipient:	Award #:		
A. PART I- Personal Services (Salaries and Employee Benefits)		FY 20-21	COST
	Salary		\$0
	Benefits		\$0
	Overtime		\$0
			\$0
			\$0
	MUST BE IN THE FOLLOWING FORMAT:		\$0
			\$0
	TITLE, Name	\$ 3.00	\$3
	\$1,000/monthx12monthsx50% FTE		\$0
	Provides counseling services, advocacy, etc..		\$0

All names appearing in Personal Services must appear on the required Organizational Chart.

“Operating Expenses”

Recipient:	Award #:	
B. PART I- Operating Expenses		FY 20-21
		COST
		\$0
		\$0
Contract Employees	\$ 3.00	\$3
Consultants		\$0
Rent		\$0
Utilities		\$0
Indirect Costs		\$0
Computers		\$0
		\$0
		\$0
		\$0

There are some important considerations under Operating Expenses. Be aware that you MUST request an exemption to the maximum allowable rate for independent contractors/consultants of \$650 per eight-hour day or \$81.25 per hour (including travel and per diem) (DLGP Recipient Handbook Section 3710.1). For the elements and criteria that must be included in the contract, refer to IRH Section 3610.1 for a contractor and IRH Section 3710 for a consultant.

You MUST submit a separate *POST DLGP Contract Consultant Exemption Request* in addition to listing the services in the budget. The *POST DLGP Contract Consultant Exemption Request* explains the needed information in more detail.

Also be aware that you MUST submit a *POST DLGP Non-Competitive Bid Request* form, and provide required attachments, to request approval for a non-competitive bid procurement per DLGP Recipient Handbook (IRH) Section 3500. Approval is only required for contracts above \$3,500.

You MUST also submit an *Out-of-State Travel Request* form for any requested travel that requires traveling outside of the State of California, either into or out of, state. This MUST be submitted and approved BEFORE the travel is authorized and can be reimbursed.

All of these forms are available on the POST DLGP Awardee Secure Network. When completed, forms should be submitted to your designated Program Manager, Scotia Brosnan, via email.

“Equipment Expenses”

Nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5000 or more per unit (including tax and installation).

****Single or multiple equipment purchases of less than \$5000 would be allocated in the Operations Expenses.*

“Part 2- Course Certification Budget”

This worksheet is designed to calculate the expected costs for EACH course presentation. This budget should reflect the costs associated to host ONE presentation of each course. The student tuition is calculated by dividing the total cost of ONE presentation with the number of expected students for ONE presentation. This will then calculate the *“Tuition Cost Per Student”* and is the basis, along with the expected number of students to be trained over the course of the entire grant period, for the **Part 2- Course Certification** on the first page of the Budget Worksheet.

Multiple Course or Modules- If you have multiple courses or modules, with different costs for each, you MUST use and submit a course budget for each module. The total costs for all modules combined, is multiplied by the expected number of students to be trained to determine the **Part 2- Course Certification** costs on the “Grant Grand Totals” page of the Budget Worksheet. You will need to contact the POST Program Manager for assistance in modifying the Excel spreadsheets if you have costs for multiple modules.

PART II- POST Course Certification Budget		COST
(A) Services-		
(1) Instruction		\$0
(2) Coordination General		\$0
Presentation		\$0
(3) Clerical		\$0
(B) Travel-		
(1) Coordinators		\$0
(2) Instructors		\$0
Costs (not to exceed 10%)-		\$0
(D) Supplies and Equipment-		
(1) Books/Pamphlets/Handouts		\$0
(2) Certificates		\$0
(3) Notebooks		\$0
(4) Paper/Office Supplies		\$0
(5) Printing/Reproduction		\$0
(6) Equipment Cost per Presentation*		\$0
(E) Support Costs-		
Course Facility Costs		\$2
Miscellaneous (Room rental, telephone, postage)		\$3
Course Certification Totals		
COURSE CERTIFICATION SECTION TOTAL		\$6
EXPECTED NUMBER OF STUDEN		6
TUITION COST PER STUDENT (T		\$1

List Instructor(s) and Rate(s) here.
Ex.- John Smith, \$65.00/hr, 12 hours.

Use as many lines as needed for all instructors.

Instructor costs should reflect the cost of Instructors who are teaching in the course.

If the hourly rate exceeds \$81.25 per hour or \$650 per 8-hour period, an Exemption Request is required. See *Operating Expenses* section for details.

Travel costs should reflect estimated costs for instructors to travel and instruct at ONE presentation.

This total should reflect the costs to host ONE presentation or module of the course.

Tuition should reflect the costs of the course divided by the total number of students trained during ONE PRESENTATION of the course.