

## GUIDELINES FOR PREPARATION OF RFP BUDGET FORMS

### INSTRUCTIONS

1. Prepare a 12-month budget using the RFP Budget forms. Complete the forms by following the instructions on the forms and also refer to Tab #6 “Map”, which identifies linking cells/formulas within the budget documents.
2. Individual budgets are to be prepared for each specific area you are proposing to serve.
3. In addition to hard copies, provide a copy of the RFP Budget Forms in their original formats, Microsoft Word and Excel, and an electronic version in a properly labeled disk or memory stick as part of the proposal package.

### RFP BUDGET FORM DOCUMENTS

1. RFP Budget Form #s 1, 2, 3, 4, 5. This document is in Microsoft Excel format. The file consists of the following five tabs each identified with the appropriate Form #.
  - (1) Form #1: RFP Budget Narrative (Tab: #1\_Narrative)
  - (2) Form #2: RFP Budget Summary (Tab: #2\_Summary)
  - (3) Form# 3: RFP Budget Detail (Tab: #3\_Detail)
  - (4) Form# 4: RFP Schedule of Personnel (Tab: #4\_Personnel)
  - (5) Form #5: RFP Schedule of Leveraged Resources (Tab: #5\_Leverage)

The spreadsheets or tabs contain formulas; are file-protected, and linked to each other. Proposers enter information once only. Input data such as “Proposer Legal Name” and processed data such as “TOTAL” are carried forward to the appropriate forms and automatically populate data cells.
2. RFP Budget Form #4A: Position Description – This document is in a fillable PDF format and is a supporting document to Form #4.

### GENERAL GUIDELINES

1. Classify estimated costs by source: by funds identified in this RFP and where applicable, by “OTHER (LEVERAGED) FUNDS” or sources.
2. For each line item, breakdown cost into “Admin” or “Program”. Administrative costs are costs necessary to support the organization’s management and financial operations. Program costs are costs considered necessary in program delivery.
3. **Proposers must complete the RFP budget forms in the following order: Form #4, 4A, 3, 2, 5, and 1.**

**(1) RFP Budget Form# 4: RFP Schedule of Personnel (Tab: #4\_Personnel)**

- a. **SALARIES** - List each Employee Name by Job Title then enter employee Monthly Salary, percent (%) of time, and the number of months to be worked by the position.

Determining the “AMOUNT REQUESTED FOR RFP FUNDING”: (Monthly Salary for each Employee Job Title) X (% of time)) = Total RFP Request for each position. If the position is paid an hourly rate, please convert to monthly salary.

Determining “OTHER (LEVERAGE) FUNDS”: (Monthly Salary for each Employee Job Title) X (% of time)) = Total RFP Request for each position. If the position is paid an hourly rate, please convert to monthly salary.

- b. **FRINGE BENEFITS** - Fringe (Employee) Benefits may include: FICA (Social Security), Worker’s Compensation, SUI (State Unemployment Insurance) and any other benefits to be provided, e.g. health plan, dental plan.

**(2) RFP Budget Form #4A: Position Description**

This form is a required supporting document to Form #4: Schedule of Personnel Costs.

Complete a Position Description form for all positions included in the budget. Staff salaries must be commensurate with equivalent job classifications in the Los Angeles area and conform to provisions of the City’s Living Wage Ordinance. Employers (contractors, subcontractors, financial assistance recipients) organized under IRS Code Section 501(c)(3) may qualify for an exemption from the Living Wage Ordinance. However, all proposers/contractors are advised that the exemption does not extend to childcare workers as defined by the Ordinance: “An employee whose work on an agreement involves the care or supervision of children 12 years of age and under”.

**(3) RFP Budget Form# 3: RFP Budget Detail (Tab: #3\_Detail)**

In the appropriate columns, enter ESTIMATED COSTS BY LINE ITEM.

- a. **#1000 – PERSONNEL COSTS** – this line-item is the sum of all proposed expenses identified in Form #4: RFP SCHEDULE OF PERSONNEL COSTS. Do not complete this section; totals from Form #4 are carried forward to the appropriate cells.
- b. **#2000 – Other Costs** – this line-item identify, but not limited to, all facility, travel, material and supplies.
  - o **Facility Costs** are to be calculated as follows: lease or rental cost (total square feet x cost per square foot = Total Cost). A copy of the lease agreement must be attached.

If applicable, compute depreciation or use allowance for owned property used for this project. A depreciation schedule must be attached.

Identify and include any related facility costs as separate line-items. This may include, but not limited to, utilities, janitorial and security expenses.

- **Mileage** costs that are necessary expenses may be included at the rate of 57.5 cents per mile.
  - **Travel** – All out of town travel expenses must be approved in advance by the City.
  - **Materials and Supplies** may include, but not limited to, consumable materials and supplies (e.g., training materials, office supplies, forms, brochures, etc.).
- c. **#2100 – Participant Related Costs** – this line-item identify funds budgeted for the direct financial support of program participants. This may include, but not limited to, transportation assistance, food, immunization and clothing. Direct financial support or Supportive Services may be provided only when necessary for enabling individuals to participate in youth activities at OneSource Centers. Supportive Services must be documented in a participant’s file and include justification, amount of assistance, and verification that services were received.
- d. **#2200 – Subcontractor Costs** – this line-item identify proposed partners and their costs. Partners provide services to participants. List each partner separately.
- e. **#3000 – Furniture and Equipment Costs** – this line-item identify purchases of equipment with useful life of one or more years; acquisition of items more than \$1,000; and purchases of electronic items regardless of cost, such as fax machines, etc. Note: Prior City approval must be obtained for equipment purchases.
- f. **#4000 – Indirect Costs** – this line-item identify Indirect Costs that are incurred for common or joint objectives benefiting all programs administered by an agency proposer and cannot readily be identified with a particular final cost objective e.g., grant, contract, project and other activities.

The proposed indirect cost rate must be approved by a cognizant federal agency with the largest dollar value of awards to an organization. This agency is responsible for negotiating and approving indirect cost rates for the organization on behalf of all federal agencies. Approval of an indirect cost rate is formalized by a rate agreement signed by the authorized representative of the cognizant agency and the organization.

The federal Office of Management and Budget (OMB) Circular A-122, “Cost Principles for Nonprofit Organizations” establishes federal requirements for determining allowable and unallowable direct and indirect costs and preparation of indirect cost proposals.

Proposer must provide a copy of the letter of approval from the cognizant federal agency if proposing to charge Indirect Costs in this RFP.

If proposer does not have a currently approved indirect cost rate, if awarded, proposer must submit an Indirect Cost Rate proposal to a federal cognizant agency or to the City of Los Angeles to have an Indirect Cost Rate approved.

- g. **#5000 – Capital Cost** – such costs are ineligible for funding under this RFP. However, the costs of tenant improvements may be factored into lease/rental costs.

#### **(4) RFP Budget Form #2: RFP Budget Summary (Tab: #2\_Summary)**

Do not complete the 'SUMMARY OF ESTIMATED COSTS' section of the form. Line item TOTALs from Form #3 RFP Budget Detail are carried forward to the appropriate cells.

On the 'SPENDING PLAN' section, indicate planned monthly expenditures over a 12-month period. Month 12 of The 'TOTAL, CUMULATIVE' should be equivalent to 'TOTAL COSTS' of 'Total RFP Request' of the Summary of Estimated Costs.

#### **(5) RFP Budget Form #5: RFP Schedule of Leverage Resources (Tab: #5\_Leverage)**

For purposes of this RFP, leveraged resources are those that are of direct benefit to customers and paid for with funds other than those requested in the proposal. Examples include but are not limited to:

- Personnel that provide direct services to customers that are paid for by the County of Los Angeles, a foundation grant or other source.
- Physical space/facility. Must be capped at a rate of no greater than \$1.50 per square foot.
- Direct financial support to customers for transportation, temporary shelter, clothing, etc.

The costs of leveraged resources may be paid with either federal or non-federal resources and must be expended on costs that are allowable under the Circulars.

If RFP Budget Form #s2, 3, and 4 contain 'OTHER (LEVERAGED) FUNDS', complete Form #5 as a required supporting document.

Identify planned expenditures of program activities or cost items that will be paid by leveraged resources. While the calculation of leveraged resources may vary, referenced resources should be auditable and verifiable. Options for identifying and determining the value of leveraged resources include:

- a. Cost per Participant – an approved cost per participant rate served through other grant resources.
- b. Volunteer services – must be valued at rates consistent with those paid by the agency to its employees performing similar work.

#### **(6) RFP Budget Form #1: RFP Budget Narrative**

Provide a narrative, justification, or explanation of costs requested for funding under this RFP.

Do not fill column 'AMOUNT REQUESTED FOR FUNDING.' This will be filled by totals from Form #2.