

FORM 4 – APPLICANT’S BUDGET

Instructions: Applicants must complete and submit included budget workbook (**Attachment 3 – Excel Financial Workbook**). See **Attachments Section 2.8** for more information.

Each budget should contain only costs that are allowable under the applicable federal statutes, regulations, terms, and conditions of this RFA. Applicants will not be allowed to change their budgets once submitted to DHHS, unless the POC specifically requests, in writing, budget changes. Budgets may be modified as required by DHHS or in agreement between DHHS and the Applicant after the Intent to Subaward is announced. Applicants should not rely on budget changes or modifications in submitting their proposed budget but should be able to perform the program activities consistent with their budget.

The Budget request shall be clearly aligned with the Work Plan, specifically the cost of Activities. The maximum award for each awardee is \$50,000.00 (fifty thousand and 00/100).

Using the Title V Financial workbook provided, add descriptive (yet brief) line items to identify the nature of the projected expense. Organize line items within budget categories. For personnel costs, use separate budget categories for exclusively salary/wage and benefits. Do not enter personnel costs in other budget categories. Within the personnel category, add separate line items by staff name and position title.

If an Applicant has a cost allocation plan for this subaward, it may be submitted along with the Application.

If Applicants plan to charge indirect costs other than through a cost allocation plan, Applicants thus must provide one of the following along with their budget:

1. A current federally approved indirect cost rate agreement.
2. A currently approved indirect cost rate agreement with DHHS.
3. A calculation of *de minimis* indirect costs consistent with federal rules. DHHS may provide a calculator to aid programs in calculating *de minimis* indirect costs, upon request.

Indirect costs and cost allocation plans may also be negotiated after the Intent to Subaward. As consistent with law, Applicants may voluntarily opt to take a lower indirect rate than their approved agreement, or indirect cost calculation, allows.