



Governor's Office for
Children and Families

Juvenile Justice Division



*GOCF Financial
Presentation*

FY14 RFP-Financials



- GOCF Match is not required
- All applicant agencies receiving GOCF funds should have an annual agency budget that derives at least 25% of its income from other federal, state, local or private funds, exclusive of GOCF awards.
- There will be a budget summary workbook and budget narrative that will need to be completed.

GOCF Budget Format



Seven (7) Categories

- Personal Services
 - Any staff working with the program
- Regular Operating
 - Supplies, media, travel, etc.
- Equipment
 - Purchasing new equipment (not including IT)
- Information Technology Expenditures
 - Purchasing new item IT equipment

GOCF Budget Format



Seven (7) Categories

- **Real Estate and Utilities**
 - Rent, mortgage, utilities and other costs associated with facility
- **Contractual Services**
 - Cash or in-kind services from partners
- **Voice/Data Communications**
 - Telephone, internet, cell phones, etc.

Personal Services



- Total Wages Earned Monthly
 - This should reflect a person's annual salary divided by 12 months.
 - If the employee is hourly, multiply his or her hourly rate by the number of hours they are anticipated to work in a year and divide that number by 12 months.
 - \$8 * 2080 hours (52 weeks * 40/hr per week)

Personal Services



- **Taxes and Benefits**
 - This should be the amount of taxes and benefits the employer pays on behalf of the employee.
 - If your agency uses a fringe rate, multiply this by the employee's annual salary and divide by 12.
 - DO NOT include the amount of taxes that are removed from an employee's paycheck, these are already accounted for in his or her salary.

Personal Services



- % FTE
 - This is the amount of time an employee spends working on the GOCHF project.
 - Example: Sally works 30 hours per week for the school system. If on average she spend 15 hours per week on the GOCHF program, her FTE should be (.5). If on average she spends 30 hours per week on the GOCHF program, her FTE should be (1).

Personal Services



- **Number of Months**
 - This should reflect the number of months an employee will work on a project.
 - If he or she only works 10 months out of the year on the GOCF project, then this is the number of months that should be applied to the grant.

Personal Services



- The Total Request should be calculated by using the following formula:
$$((\text{Monthly Wage} + \text{Taxes \& Benefits}) * \text{FTE}) * \text{Months}$$
- The Total Request should be split between Grant Request and Match Request after the FTE is calculated for the Total Request.

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Direct and Indirect Service Costs:

*Indirect costs cannot exceed 10% of your total GOCF budget

- **Common Direct Service Costs:**

- Therapist
- Counselor
- Social Worker
- Program supplies
- Employee travel for direct service

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Direct and Indirect Service Costs:

- **Common Indirect Service Costs (10% of the total GOCF budget):**
 - Grants Manager
 - Finance Director/Accountant/Bookkeeper
 - Trainer
 - Bookkeeping costs
 - Financial and/or programmatic audit costs
 - Rent and/or mortgage on administrative offices
 - Utilities on administrative offices
 - Office supplies for staff
 - Pens, paper, etc.

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Direct and Indirect Service Costs:

- **Common Indirect Service Costs (Con't):**
 - Insurance
 - Employee travel to grantee trainings
 - Printing
 - Meeting Expenses
 - Copier
 - Postage
 - Vehicle Maintenance
 - Background Investigations

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Costs that will need clarification to be considered direct:

- Trainings
- Conferences
- Travel
 - Outside of direct service travel
- Equipment
- Administrative Staff and Supervisors
 - Who also provides direct service
 - Supervision of any staff is not direct service, only hands-on work with community
- Volunteers
- Copier
 - Use of the copier for direct service
- Cell phones for direct service employees requiring travel
- Meeting expenses for outreach and awareness activities

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Narrative

- All costs will need to be accompanied by a written description within the narrative
- Example:
 - Executive Director: (50% Direct)
 - Supervising staff – 20% (I)
 - Prevention awareness – 20% (D)
 - Case management with clients – 20% (D)
 - Intake – 10% (D)
 - Administrative tasks, including reporting – 30% (I)
 - Supplies
 - \$3,000: Paper, pens, pencils, stationery, etc.
 - Direct (60%) – Client handbooks, client job resumes, prevention documents
 - Indirect (40%) – Office supplies and administrative documents
 - Trainings
 - GOCF Trainings (4 meetings) - \$1,226
 - Personal mileage: 300 miles per roundtrip *\$0.565 = \$195 *4 = \$780
 - Hotel: \$95/night *4 nights = \$380
 - Per diem: 4 days at \$ 16.50/day = \$66