California Department of Education

Request for Applications: Early Education Teacher Development

March 2022

# Budget Narrative

Applicant: [Insert Applicant/Lead Agency Name]

Each cost item is to be listed separately within the appropriate object code. Please use this template as a guide to add additional cost items per object code, as needed. Please identify each cost item to include the name and/or title, cost amount, and description of detail required.

## Year 1: July 1, 2022 through June 30, 2023

### 1000 Certificated Personnel

**[Insert Title Position], [Insert Name of Person]**

**Salary: $ [Insert Salary Amount]**

[Insert a brief description of the project director’s roles/responsibilities.]

$ [Insert Annual Salary] divided by 12 months = $ [Insert Calculated Monthly Salary]

$ [Insert Calculated Monthly Salary] multiplied by [Insert full time equivalent (FTE)] multiplied by [Insert Number of Months] = $ [Budgeted Salary Amount]

**[Insert Title of Position], [Insert Name of Person]**

**Salary: $ [Insert Salary Amount]**

[Insert a brief description of the position’s roles/responsibilities.]

$ [Insert Annual Salary] divided by 12 months = $ [Insert Calculated Monthly Salary]

$ [Insert Calculated Monthly Salary] multiplied by [Insert Full Time Equivalent (FTE)] multiplied by [Insert Number of Months] = $ [Budgeted Salary Amount]

**Total 1000 Certificated Personnel $ [Insert Total Amount]**

### 2000 Classified Personnel

**[Insert Title of Position], [Insert Name of Person]**

**Salary: $ [Insert Salary Amount]**

[Insert a brief description of the position’s roles/responsibilities.]

[Insert Annual Salary] divided by 12 months = [Insert Calculated Monthly Salary]

[Insert Calculated Monthly Salary] multiplied by [Insert Full Time Equivalent (FTE)] multiplied by [Insert Number of Months] = [Insert Calculated Budgeted Salary Amount]

-OR-

$ [Insert Hourly Rate] multiplied by [Insert Number of Hours] = $ [Insert Calculated Budgeted Salary Amount]

**Total 2000 Classified Personnel $ [Insert Total Amount]**

### 3000 Benefits

**[Insert Name of Certificated Employee]**

**Benefits: $ [Insert Benefits Amount]**

[Insert a brief description of the benefits covered by this contract.]

$ [Insert Budgeted Salary Amount] multiplied by [Insert Benefit Percent] % = $ [Insert Calculated Budgeted Benefit Amount]

**[Insert Name of Classified Employee]**

**Benefits: $ [Insert Benefits Amount]**

[Insert a brief description of the benefits covered by this contract.]

$ [Insert Budgeted Salary Amount] multiplied by [Insert Benefit Percent] % = $ [Insert Calculated Budgeted Benefit Amount]

**Total 3000 Benefits $ [Insert Total Amount]**

### 4000 Supplies and Services

**[Insert Name of supplies and/or materials]**

**Cost: $ [Insert Cost Amount]**

[Insert a brief description of the supplies and materials to be purchased.]

[Insert a breakdown of supplies and material costs with unit rates.]

**Total 4000 Supplies and Services $ [Insert Total Amount]**

### 5000 Services and Other Operating Expenditures

**[Insert Name of service and/or operating expenditure]**

**Cost: $ [Insert Cost Amount]**

[Insert a line item for each: postage, phone/fax, printing/copying, and all over services and operating expenditures, as needed.]

[Insert a brief description of each service and/or other operating expenditure.]

[Insert a breakdown of each service and/or operating expenditure with unit rates.]

**Total 5000 Services and Other Operating Expenditures** **$ [Insert Total Amount]**

### 5100 Sub-agreement for Services\*

**[Insert Name of Sub-agreement Service]**

**Cost: $ [Insert Sub-agreement Service Amount]**

[Insert a brief description of each sub-agreement]

[Insert a breakdown of sub-agreement costs by sub-agreement with unit rates.]

**\***Indirect charges for each sub-agreement allowed on the first $25,000.

**Total 5100 Sub-agreement Service** **$ [Insert Total Amount]**

### 5200 Travel

**Trip: [Insert Trip Name]**

**Cost: $ [Insert Trip Total Amount]**

[Insert a brief description of each instance of travel, including lodging, mileage, and per diem. All travel to be paid at state rates. Delineate between contractor staff and subcontractor staff travel.]

[Insert travel calculations for each travel instance, such as: Number of Staff multiplied by Number of Nights multiplied by Lodging Amount per night; Number of Staff multiplied by Mileage multiplied by Mileage Rate; Number of Staff multiplied by Meal Cost or other Per Diem; Etc.]

**Total 5200 Travel** **$ [Insert Total Amount]**

**Total Direct Costs** **$ [Insert Total Amount]**

**7000 Indirect Cost\* – [Insert Indirect Cost Rate]** **$ [Insert Total Amount]**

\*Indirect charges for each sub-agreement allowed on the first $25,000.

**Contract Total for Year 1** **$ [Insert Total Year 1 Amount]**

## Year 2: July 1, 2023 through June 30, 2024

### 1000 Certificated Personnel

**[Insert Title Position], [Insert Name of Person]**

**Salary: $ [Insert Salary Amount]**

[Insert a brief description of the project director’s roles/responsibilities.]

$ [Insert Annual Salary] divided by 12 months = $ [Insert Calculated Monthly Salary]

$ [Insert Calculated Monthly Salary] multiplied by [Insert full time equivalent (FTE)] multiplied by [Insert Number of Months] = $ [Budgeted Salary Amount]

**[Insert Title of Position], [Insert Name of Person]**

**Salary: $ [Insert Salary Amount]**

[Insert a brief description of the position’s roles/responsibilities.]

$ [Insert Annual Salary] divided by 12 months = $ [Insert Calculated Monthly Salary]

$ [Insert Calculated Monthly Salary] multiplied by [Insert Full Time Equivalent (FTE)] multiplied by [Insert Number of Months] = $ [Budgeted Salary Amount]

**Total 1000 Certificated Personnel $ [Insert Total Amount]**

### 2000 Classified Personnel

**[Insert Title of Position], [Insert Name of Person]**

**Salary: $ [Insert Salary Amount]**

[Insert a brief description of the position’s roles/responsibilities.]

[Insert Annual Salary] divided by 12 months = [Insert Calculated Monthly Salary]

[Insert Calculated Monthly Salary] multiplied by [Insert Full Time Equivalent (FTE)] multiplied by [Insert Number of Months] = [Insert Calculated Budgeted Salary Amount]

-OR-

$ [Insert Hourly Rate] multiplied by [Insert Number of Hours] = $ [Insert Calculated Budgeted Salary Amount]

**Total 2000 Classified Personnel $ [Insert Total Amount]**

### 3000 Benefits

**[Insert Name of Certificated Employee]**

**Benefits: $ [Insert Benefits Amount]**

[Insert a brief description of the benefits covered by this contract.]

$ [Insert Budgeted Salary Amount] multiplied by [Insert Benefit Percent] % = $ [Insert Calculated Budgeted Benefit Amount]

**[Insert Name of Classified Employee]**

**Benefits: $ [Insert Benefits Amount]**

[Insert a brief description of the benefits covered by this contract.]

$ [Insert Budgeted Salary Amount] multiplied by [Insert Benefit Percent] % = $ [Insert Calculated Budgeted Benefit Amount]

**Total 3000 Benefits $ [Insert Total Amount]**

### 4000 Supplies and Services

**[Insert Name of supplies and/or materials]**

**Cost: $ [Insert Cost Amount]**

[Insert a brief description of the supplies and materials to be purchased.]

[Insert a breakdown of supplies and material costs with unit rates.]

**Total 4000 Supplies and Services $ [Insert Total Amount]**

### 5000 Services and Other Operating Expenditures

**[Insert Name of service and/or operating expenditure]**

**Cost: $ [Insert Cost Amount]**

[Insert a line item for each: postage, phone/fax, printing/copying, and all over services and operating expenditures, as needed.]

[Insert a brief description of each service and/or other operating expenditure.]

[Insert a breakdown of each service and/or operating expenditure with unit rates.]

**Total 5000 Services and Other Operating Expenditures $ [Insert Total Amount]**

### 5100 Sub-agreement for Services\*

**[Insert Name of Sub-agreement Service]**

**Cost: $ [Insert Sub-agreement Service Amount]**

[Insert a brief description of each sub-agreement.]

[Insert a breakdown of sub-agreement costs by sub-agreement with unit rates.]

**\***Indirect charges for each sub-agreement allowed on the first $25,000.

**Total 5100 Sub-agreement Service** **$ [Insert Total Amount]**

### 5200 Travel

**Trip: [Insert Trip Name]**

**Cost: $ [Insert Trip Total Amount]**

[Insert a brief description of each instance of travel, including lodging, mileage, and per diem. All travel to be paid at state rates. Delineate between contractor staff and subcontractor staff travel.]

[Insert travel calculations for each travel instance, such as: Number of Staff multiplied by Number of Nights multiplied by Lodging Amount per night; Number of Staff multiplied by Mileage multiplied by Mileage Rate; Number of Staff multiplied by Meal Cost or other Per Diem; Etc.]

**Total 5200 Travel** **$ [Insert Total Amount]**

**Total Direct Costs** **$ [Insert Total Amount]**

**7000 Indirect Cost\* – [Insert Indirect Cost Rate]** **$ [Insert Total Amount]**

\*Indirect charges for each sub-agreement allowed on the first $25,000.

**Contract Total for Year 2** **$ [Insert Total Year 2 Amount]**

## Year 3: July 1, 2024 through June 30, 2025

### 1000 Certificated Personnel

**[Insert Title Position], [Insert Name of Person]**

**Salary: $ [Insert Salary Amount]**

[Insert a brief description of the project director’s roles/responsibilities.]

$ [Insert Annual Salary] divided by 12 months = $ [Insert Calculated Monthly Salary]

$ [Insert Calculated Monthly Salary] multiplied by [Insert full time equivalent (FTE)] multiplied by [Insert Number of Months] = $ [Budgeted Salary Amount]

**[Insert Title of Position], [Insert Name of Person]**

**Salary: $ [Insert Salary Amount]**

[Insert a brief description of the position’s roles/responsibilities.]

$ [Insert Annual Salary] divided by 12 months = $ [Insert Calculated Monthly Salary]

$ [Insert Calculated Monthly Salary] multiplied by [Insert Full Time Equivalent (FTE)] multiplied by [Insert Number of Months] = $ [Budgeted Salary Amount]

**Total 1000 Certificated Personnel** **$ [Insert Total Amount]**

### 2000 Classified Personnel

**[Insert Title of Position], [Insert Name of Person]**

**Salary: $ [Insert Salary Amount]**

[Insert a brief description of the position’s roles/responsibilities.]

[Insert Annual Salary] divided by 12 months = [Insert Calculated Monthly Salary]

[Insert Calculated Monthly Salary] multiplied by [Insert Full Time Equivalent (FTE)] multiplied by [Insert Number of Months] = [Insert Calculated Budgeted Salary Amount]

-OR-

$ [Insert Hourly Rate] multiplied by [Insert Number of Hours] = $ [Insert Calculated Budgeted Salary Amount]

**Total 2000 Classified Personnel** **$ [Insert Total Amount]**

### 3000 Benefits

**[Insert Name of Certificated Employee]**

**Benefits: $ [Insert Benefits Amount]**

[Insert a brief description of the benefits covered by this contract.]

$ [Insert Budgeted Salary Amount] multiplied by [Insert Benefit Percent] % = $ [Insert Calculated Budgeted Benefit Amount]

**[Insert Name of Classified Employee]**

**Benefits: $ [Insert Benefits Amount]**

[Insert a brief description of the benefits covered by this contract.]

$ [Insert Budgeted Salary Amount] multiplied by [Insert Benefit Percent] % = $ [Insert Calculated Budgeted Benefit Amount]

**Total 3000 Benefits** **$ [Insert Total Amount]**

### 4000 Supplies and Services

**[Insert Name of supplies and/or materials]**

**Cost: $ [Insert Cost Amount]**

[Insert a brief description of the supplies and materials to be purchased.]

[Insert a breakdown of supplies and material costs with unit rates.]

**Total 4000 Supplies and Services** **$ [Insert Total Amount]**

### 5000 Services and Other Operating Expenditures

**[Insert Name of service and/or operating expenditure]**

**Cost: $ [Insert Cost Amount]**

[Insert a line item for each: postage, phone/fax, printing/copying, and all over services and operating expenditures, as needed.]

[Insert a brief description of each service and/or other operating expenditure.]

[Insert a breakdown of each service and/or operating expenditure with unit rates.]

**Total 5000 Services and Other Operating Expenditures** **$ [Insert Total Amount]**

### 5100 Sub-agreement for Services\*

**[Insert Name of Sub-agreement Service]**

**Cost: $ [Insert Sub-agreement Service Amount]**

[Insert a brief description of each sub-agreement]

[Insert a breakdown of sub-agreement costs by sub-agreement with unit rates.]

**\***Indirect charges for each sub-agreement allowed on the first $25,000.

**Total 5100 Sub-agreement Services** **$ [Insert Total Amount]**

### 5200 Travel

**Trip: [Insert Trip Name]**

**Cost: $ [Insert Trip Total Amount]**

[Insert a brief description of each instance of travel, including lodging, mileage, and per diem. All travel to be paid at state rates. Delineate between contractor staff and subcontractor staff travel.]

[Insert travel calculations for each travel instance, such as: Number of Staff multiplied by Number of Nights multiplied by Lodging Amount per night; Number of Staff multiplied by Mileage multiplied by Mileage Rate; Number of Staff multiplied by Meal Cost or other Per Diem; Etc.]

**Total 5200 Travel** **$ [Insert Total Amount]**

**Total Direct Costs** **$ [Insert Total Amount]**

**7000 Indirect Cost\* – [Insert Indirect Cost Rate]** **$ [Insert Total Amount]**

\*Indirect charges for each sub-agreement allowed on the first $25,000.

**Contract Total for Year 3** **$ [Insert Total Year 3 Amount]**