California Department of Education

Request for Applications: Ethnic Studies Professional Development

December 2021

# Budget Narrative

Applicant: [Insert Applicant/Lead Agency Name]

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

### 1000 Certificated Personnel

**Project Director, [Insert Project Director’s Name]**

**Task: [Insert Task Number(s)]**

**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]**

**Task: [Insert Task Number(s)]**

**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]**

**Task: [Insert Task Number(s)]**

**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]**

**Task: [Insert Task Number(s)]**

**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]**

**Task: [Insert Task Number(s)]**

**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 Subcontracting (not subject to indirect costs)

**[Insert Name of Subcontractor]**

**Task: [Insert Task Number(s)]**

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

[Insert a brief description of each subcontracting services each subcontractor is providing.]

[Insert a breakdown of subcontracting costs by subcontractor with unit rates.]

**Total 5100 Subcontracting $ [Insert Total Amount]**

### 5200 Travel

**Trip: [Insert Trip Name]**

**Task: [Insert Task Number(s)]**

**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]**

### 5800Professional/Consulting Services

**[Insert Name of Subcontractor]**

**Task: [Insert Task Number(s)]**

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

[Insert a brief description of each subcontracting services each subcontractor is providing.]

[Insert a breakdown of subcontracting costs by subcontractor with unit rates.]

**Total 5800 Professional/Consulting Services $ [Insert Total Amount]**

**7000 Total of Direct Costs $ [Insert Total Amount]**

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

Less Subcontracts over $25,000.00

Line Item 5100 Subcontracting is not subject to indirect costs. Up to $25,000 of each subcontract can be used towards the indirect calculation in Line Item 5800

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

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

**Important:** Contractor must include any projected salary and benefits increases for Year 2 in this section. Salary and rate increases cannot be processed through an amendment and will not be allowed once the initial contract is executed. A brief justification must be provided to explain why a rate has increased from Year 1 to Year 2.

### 1000 Certificated Personnel

**Project Director, [Insert Project Director’s Name]**

**Task: [Insert Task Number(s)]**

**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]**

**Task: [Insert Task Number(s)]**

**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]**

**Task: [Insert Task Number(s)]**

**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]**

**Task: [Insert Task Number(s)]**

**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]**

**Task: [Insert Task Number(s)]**

**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 Subcontracting (not subject to indirect costs)

**[Insert Name of Subcontractor]**

**Task: [Insert Task Number(s)]**

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

[Insert a brief description of each subcontracting services each subcontractor is providing.]

[Insert a breakdown of subcontracting costs by subcontractor with unit rates.]

**Total 5100 Subcontracting $ [Insert Total Amount]**

### 5200 Travel

**Trip: [Insert Trip Name]**

**Task: [Insert Task Number(s)]**

**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]**

### 5800Professional/Consulting Services

**[Insert Name of Subcontractor]**

**Task: [Insert Task Number(s)]**

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

[Insert a brief description of each subcontracting services each subcontractor is providing.]

[Insert a breakdown of subcontracting costs by subcontractor with unit rates.]

**Total 5800 Professional/Consulting Services $ [Insert Total Amount]**

**7000 Total of Direct Costs $ [Insert Total Amount]**

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

Less Subcontracts over $25,000.00

Line Item 5100 Subcontracting is not subject to indirect costs. Up to $25,000 of each subcontract can be used towards the indirect calculation in Line Item 5800

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

**Notes:** Each cost item needs to be listed separately in the object codes, please use this template as a guide to add additional cost items per object code, as needed. Please make sure to identify each cost item to include the name and/or title, task number, cost amount, and description of detail required.

The budget item must calculate exactly. Contracts will only allow two decimal points to be used in calculations, and does not allow rounding.