

A photograph of the California State Capitol building, showing its iconic dome and classical architecture against a clear blue sky. An American flag is visible on the left side of the building.

Byrne State Crisis Intervention Program (SCIP) Cohort 2

Budget Attachment Overview

Filling out the Budget Attachment

- ◆ Navigate to the BSCC webpage found here: <https://www.bscc.ca.gov/byrne-state-crisis-intervention-program/>

Budget Instructions

Applicants are required to submit a Proposal Budget and Budget Narrative (Attachment A). Upon submission, the Budget Attachment will become Section 5: Proposal Budget (Budget Tables and Narrative) making up part of the official proposal. The Budget Attachment must be filled out completely and accurately. Applicants are solely responsible for the accuracy and completeness of the information entered in the Budget Tables and Narrative. The grant budget must cover the entire grant period. Funding information is available on pages 11-12 a of the Byrne SCIP Instruction Packet.

For additional guidance related to grant budgets, refer to the [BSCC Grant Administration Guide](#).

The Budget Attachment is provided as a stand-alone document on the BSCC website at the [Byrne SCIP website](#) (Please **do not** use the sample template in the Byrne SCIP RFP Instruction Packet, which is provided on pages 52-58 for reference only.)

Byrne SCIP Budget and Budget Narrative (Attachment A) (required)

Upload a file. No files have been attached yet.

Acceptable file types: .xls, .xlsx

Upload the completed Attachment A here.

Download the document from: Mandatory Attachments to the RFP

Mandatory Attachments to the RFP

- A. Byrne SCIP Cohort 2 Budget Attachment
- B. Byrne SCIP Cohort 2 Project Work Plan
- C. Criteria and Assurance for Non-Governmental Organizations that Receive BSCC Grant Funds as a Subcontractor
- D. Certification of Compliance with BSCC Policies Regarding Debarment, Fraud, Theft, and Embezzlement

Before starting your budget, please navigate to the “Instructions” tab at the bottom to locate important information regarding which budget sections should contain specific line items. There will also be a table reflecting funding thresholds as a reference.

Budget Line Item Descriptions			
1.	Salaries and Benefits:	List the classification/title, percentage of time, salary or hourly rates, and the benefits (if applicable) for every staff person from the applicant that will be funded by the grant. Applicants are encouraged to account for cost escalations and/or raises during the grant period when budgeting staffing costs. Within the corresponding narrative section, briefly describe their roles/responsibilities within the grant program.	
		NOTE: Include salaries and benefits for staff of the Applicant only. Salaries and benefits associated with subcontractors should be included in the applicable line item (e.g., Professional Services, NGO Subcontractors, etc.).	
2.	Services and Supplies:	Include and itemize all services and supplies to be purchased by the Applicant. Services and supplies purchased by subcontractors must be included in the applicable line item (e.g., Professional Services, NGO Subcontracts, etc.).	
		<u>Be advised: Incentives and participant support items require separate and prior approval by BSCC, even if included here. Also please review the list of items Ineligible for reimbursement on Page 10.</u>	
3.	NGO Subcontractors:	List the names of all NGOs that will work on the project. Show the amount of funds allocated to each and itemize the services that will be provided. Include any positions to be funded, including classification/title, percentage of time, salary or hourly rates, and benefits (if applicable). If a community partner has not been selected as of the date of the submission of the application, identify the amount of grant funds that will be allocated and describe the services to be provided.	
4.	Professional Services/Independent Contractors:	List the names of any professional consultants or independent contractors that will work on the project (e.g., evaluators, accountants, bookkeepers, staff trainers, technical assistance providers). Show the amount of funds allocated to each and itemize the services that will be provided. List any positions to be funded, including classification/title, percentage of time, salary or hourly rates, and benefits (if applicable).	
5.	Public Agency Subcontracts:	List the names of any public agencies that will work on the project. Show the amount of funds allocated to each and itemize the services that will be provided. List any positions to be funded, including classification/title, percentage of time, salary or hourly rates, and benefits (if applicable).	
6.	Equipment and Fixed Assets:	Include grant funds associated with equipment and fixed assets purchased by the Applicant. Equipment and fixed assets are defined as nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$3,500 or more per unit. Items that do not meet this threshold should be included in the	

← **Instructions** | Project Budget NARRATIVE SCIP | PPA Allocations | (+)

1. Salaries and Benefits		
Title	(% FTE <u>or</u> Hourly Rate) & Benefits	Grant Funds
Example (Hourly): Fiscal Manager	\$60/hour x 10 hours/month x 3 years = \$21,600 + benefits @ 22% = \$4,752	\$26,352
Example (FTE): Counselor	.25 FTE @ \$60,000 x 3 years = \$45,000	\$45,000
Example (FTE): Housing Navigator	1.00 FTE @ \$75,000 (Year 1) + @ \$80,000 (Year 2) + @ \$85,000 (Year 3) + benefits @ 25% = @60,000	\$300,000

Instructions | **Project Budget NARRATIVE SCIP** | PPA Allocations | +

Please now navigate back to the Project Budget NARRATIVE SCIP tab and locate the section at the top named “Applicant:” and enter your County/City’s name here.




State Crisis Intervention Program (SCIP) Cohort 2 Project Budget and Budget Narrative

➔

Note: This table will auto-populate based on the information entered in the sections below.

Budget Line Item	Grant Funds
1. Salaries and Benefits	\$0

Filling out the Project Budget Narrative

1. Salaries and Benefits		
Title	(% FTE <u>or</u> Hourly Rate) & Benefits	Grant Funds
Example (Hourly): Fiscal Manager	\$60/hour x 10 hours/month x 3 years = \$21,600 + benefits @ 22% = \$4,752	\$26,352
Example (FTE): Counselor	.25 FTE @ \$60,000 x 3 years = \$45,000	\$45,000

Please start by filling out each applicable budget section. You can input this data in any white cell. This will then auto populate the table at the top of the template.

Budget Line Item	Grant Funds
1. Salaries and Benefits	\$300,000
2. Services and Supplies	\$0
3. NGO Subcontractors Providing Services	\$0
4. Professional Services/Independent Contractors	\$0
5. Public Agency Subcontractors	\$0
6. Equipment/Fixed Assets	\$0
7. Other (Travel, Training, etc.)	\$0
8. Indirect Costs	\$0
TOTAL	\$300,000

1. Salaries and Benefits		
Title	(% FTE <u>or</u> Hourly Rate) & Benefits	Grant Funds
Example (Hourly): Fiscal Manager	\$60/hour x 10 hours/month x 3 years = \$21,600 + benefits @ 22% = \$4,752	\$26,352
Example (FTE): Counselor	.25 FTE @ \$60,000 x 3 years = \$45,000	\$45,000
Example (FTE): Housing Navigator	1.00 FTE @ \$75,000 (Year 1) + @ \$80,000 (Year 2) + @ \$85,000 (Year 3) + benefits @ 25% = @60,000	\$300,000
Staff Position A	1 FTE @ \$100,000 annually x 3 years	\$300,000

Category Modifications

3. NGO Subcontractors Providing Services	\$0
4. Professional Services/Independent Contractors	\$0
5. Public Agency Subcontractors	\$0

Please be aware of the following modifications made to the Categories within the Budget Template:

- **NGO Subcontractors Providing Services:** This category is for all Non-Governmental Organizations(NGOs) providing grant services to participants. When selecting NGOs please make sure they meet the criteria listed on Attachment C.
- **Professional Services/Independent Contractors:** These are professional consultants or independent contractors that will provide services to the grantee (e.g., evaluators, consultants, bookkeepers, staff trainers, technical assistance providers)
- **Public Agency Subcontracts:** These are subcontract issued to public agencies not under the jurisdiction of the County or Municipality that was granted funds (e.g., A county subcontracting with a city police department or a school district)

Indirect Costs

Note: You'll need to calculate your Indirect Cost Section. You may choose only one option according to if you have a Federally approved Negotiated Indirect Cost Rate OR The Federal De Minis rate calculate as 15% of (total direct costs minus equipment) plus up to \$50,000 of each subcontract

**Please Note: If the amount you have entered exceeds either your negotiated rate you entered or the De Minimis rate the font will turn Red.*

8. Indirect Costs				
For this grant program, indirect costs may be charged using only one of the two options below:				Grant Funds
If the applicant does not have a federally approved indirect cost rate, the applicant may claim indirect costs using the Federal De Minimis, 15% of Modified Total Direct Costs (calculated as 15% multiplied by total direct costs, minus equipment, plus up to the first \$50,000 of each subcontract) *If the amount entered in H277 turns red, please adjust it to not exceed the line item limit noted in G277	15.00%	\$300,000	\$45,000	
If the applicant has a federally approved indirect cost rate, may claim indirect costs up to the organization's federally approved indirect cost rate. *If the amount entered in H278 turns red, please adjust it to not exceed the line item limit noted in G278		\$300,000	\$0	



Program Purpose Area Funding Table

Project Budget Table	
Budget Line Item	Grant Funds
1. Salaries and Benefits	\$0
2. Services and Supplies	\$0
3. NGO Subcontractors Providing	\$0

← | Instructions | Project Budget NARRATIVE SCIP | **PPA Allocations** | ⊕

Navigate to your “PPA Allocations” tab once your budget is completed

Program Purpose Area Funding Table	Total Grant Award
Total Grant Funds Requested	\$0
1. Communication, Education, Outreach and Public Awareness (related to Extreme Risk Protection Order (ERPO) laws and programs)	
2. Referrals to Community-Based Services for People in Crisis	
3. Funding for Law Enforcement Crisis Intervention Programs or Initiatives	
<i>PPA allocations must equal the total grant funds requested*:</i> Totals	\$0

** If PPA allocation totals show as red font, they do not equal the amount of grant funds requested as required.*

Project Budget Table	
Budget Line Item	Grant Funds
1. Salaries and Benefits	\$0
2. Services and Supplies	\$0
3. NGO Subcontractors Providing	\$0
4. Professional Services/Independent Contractors	\$0
5. Public Agency Subcontractors	\$0
6. Equipment/Fixed Assets	\$0
7. Other (Travel, Training, etc.)	\$0
8. Indirect Costs	\$0
TOTAL	\$0

You'll see two budget tables; the bottom table will carry over the amounts you located to each budget section.

You'll need to update the table on the top section to allocate funding to each PPA you have identified in your proposal to utilize the total amount of requested Grant Funding

Be sure you save your completed budget workbook as an Excel document so you can properly upload this in your Submittable application

Acceptable file types:
.xls, .xlsx





Upload your document, then move to the next section

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Byrne SCIP Budget and Budget Narrative (Attachment A) *(required)*



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