

# State of Illinois -- Uniform Budget Template -- General Instructions

This form is used to apply to individual State of Illinois discretionary grant programs. Applicants should submit budgets based upon the total estimated costs for the project including all funding sources. Pay attention to applicable program specific instructions, if attached. The applicant organization should refer to 2 CFR 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" cited within these instructions.

You must consult with your Business Office prior to submitting this form for any award restrictions, limitations or requirements when filling out the narrative and Uniform Budget Template.

## Section A – Budget Summary

### STATE OF ILLINOIS FUNDS

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-17. Please read all instructions before completing form.

### STATE OF ILLINOIS GRANT FUNDS

Provide a total requested State of Illinois Grant amount for each year in the Revenue portion of Section A. The amount entered in Line (a) will equal the total amount budgeted on Line 18 of Section A.

### BUDGET SUMMARY – STATE OF ILLINOIS FUNDS

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-17.

Line 18: Show the total budget request for each fiscal year for which funding is requested.

*Please use detail worksheet and narrative section for further descriptions and explanations of budgetary line items*

**Section A (continued) Indirect Cost Information:** *(This information should be completed by the applicant's Business Office)*. If the applicant is requesting reimbursement for indirect costs on line 17, the applicant's Business Office must select one of the options listed on the Indirect Cost Information page under Section-A Indirect Cost Information (1-4).

**Option (1):** The applicant has a Negotiated Indirect Cost Rate Agreement (NICRA) that was approved by the Federal government. A copy of this agreement must be provided to the State of Illinois' Indirect Cost Unit for review and documentation. This NICRA will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations. *If this option is selected by the applicant, basic information is required for completion of this section. See bottom of "Section-A Indirect Cost Information"*

**NOTE:** The applicant may not have a Federally Negotiated Indirect Cost Rate Agreement. Therefore, in order for the applicant to be reimbursed for Indirect Costs from the State of Illinois, the applicant must either:

- A) Negotiate an Indirect Cost Rate with the State of Illinois' Indirect Cost Unit with guidance from our State Cognizant Agency on an annual basis.
- B) Elect to use the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois Awards.
- C) Use a Restricted Rate designated by programmatic statutory policy. (See Notice of Funding Opportunity for Restricted Rate Programs)

**Option (2a):** The applicant currently has a Negotiated Indirect Cost Rate Agreement with the State of Illinois that will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations. The applicant is required to submit a new Indirect Cost Rate Proposal to the Indirect Cost Unit within six (6) months after the close of each fiscal year (2 CFR 200 Appendix IV (C)(2)(c)). *Note: If this option is selected by the applicant, basic information is required for completion of this section. See bottom of "Section-A Indirect Cost Information"*

OR

**Option (2b):** The applicant currently does not have a Negotiated Indirect Cost Rate Agreement with the State of Illinois. The applicant must submit its initial Indirect Cost Rate Proposal (ICRP) immediately after the applicant is advised that the State award will be made and, in no event, later than three (3) months after the effective date of the State award (2 CFR 200 Appendix IV (C)(2)(b)). The initial ICRP will be sent to the State of Illinois' Indirect Cost Unit. *Note: The applicant should check with the State of Illinois awarding Agency for information regarding reimbursement of indirect costs while its proposal is being negotiated*

**Option (3):** The applicant elects to charge the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois awards (2 CFR 200.414 (c)(4)(f) & (200.68)). *Note: The applicant must be eligible, see 2 CFR 200.414 (f), and submit documentation on the calculation of MTDC within your Budget Narrative under Indirect Costs. Note the applicant may only use the 10 percent de minimis rate if the applicant does not have an Approved Indirect Cost Rate Agreement. The applicant may not use the de minimis rate if it is a Local government, or if your grant is funded under a training rate or restricted rate program.*

Option (4): If you are applying for a grant under a Restricted Rate Program, indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement, or whether you are using a restricted indirect cost rate that complies with statutory or programmatic policies. *Note: See Notice of State Award for Restricted Rate Programs*

## **Section B - Budget Summary**

### **NON-STATE OF ILLINOIS FUNDS**

**NON-STATE OF ILLINOIS FUNDS:** If the applicant is required to provide or volunteers to provide cost-sharing or matching funds or other non-State of Illinois resources to the project, the applicant must provide a revenue breakdown of all Non-State of Illinois funds in lines (b)-(d). the total of "Non-State Funds" should equal the amount budgeted on Line 18 of Section B. If a match percentage is required, the amount should be entered in this section.

### **BUDGET SUMMARY – NON STATE OF ILLINOIS FUNDS**

If the applicant is required to provide or volunteers to provide cost-sharing or matching funds or other non-State of Illinois resources to the project, these costs should be shown for each applicable budget category on lines 1 - 17 of Section B.

Lines 1-17: For each project year, for which matching funds or other contributions are provided, show the total contribution for each applicable budget category.

Line 18: Show the total matching or other contribution for each fiscal year.

*Please see detail worksheet and narrative section for further descriptions and explanations of budgetary line items*

## **Section C - Budget Worksheet & Narrative**

[Attach separate sheet(s)]

Pay attention to applicable program specific instructions, if attached.

All applicants are required to submit a budget narrative along with Section A and Section B. The budget narrative is sometimes referred to as the budget justification. The narrative serves two purposes: it explains how the costs were estimated and it justifies the need for the cost. The narrative may include tables for clarification purposes. The State of Illinois recommends using the State of Illinois Uniform Budget Template worksheet and narrative guide provided.

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B.
2. For non-State of Illinois funds or resources listed in Section B that are used to meet a cost-sharing or matching requirement or provided as a voluntary cost-sharing or matching commitment, you must include:
  - a. The specific costs or contributions by budget category;
  - b. The source of the costs or contributions; and
  - c. In the case of third-party in-kind contributions, a description of how the value was determined for the donated or contributed goods or services.

[Please review cost sharing and matching regulations found in 2 CFR 200.306.]

3. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
4. If the applicant is requesting reimbursement for indirect costs on line 17, this information should be completed by the applicant's Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which the applicant is applying and/or the applicant's approved Indirect Cost Rate Agreement, some direct cost budget categories in the applicant's grant application budget may not be included in the base and multiplied by your indirect cost rate. Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.
5. Provide other explanations or comments you deem necessary.

Keep in mind the following—

Although the degree of specificity of any budget will vary depending on the nature of the project and State of Illinois agency requirements, a complete, well-thought-out budget serves to reinforce your credibility and increase the likelihood of your proposal being funded.

- A well-prepared budget should be reasonable and demonstrate that the funds being asked for will be used wisely.
- The budget should be as concrete and specific as possible in its estimates. Make every effort to be realistic, to estimate costs accurately.
- The budget format should be as clear as possible. It should begin with a budget narrative, which you should write after the entire budget has been prepared.
- Each section of the budget should be in outline form, listing line items under major headings and subheadings.
- Each of the major components should be subtotaled with a grand total at the end.

Your budget should justify all expenses and be consistent with the program narrative:

- Salaries should be comparable to those within the applicant organization.
- If new staff is being hired, additional space and equipment are considered, as necessary.
- If the budget lists an equipment purchase, it is the type allowed by the agency.
- If additional space is rented, the increase in insurance is supported.
- If an indirect cost rate applies to the proposal, the division between direct and indirect costs is not in conflict, and the aggregate budget totals refer directly to the approved formula. Indirect costs are costs that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project (like the cost of operating and maintaining facilities, depreciation, and administrative salaries).

#### §200.308 Revision of budget and program plans

(e) The Federal/State awarding agency may, at its option, restrict the transfer of funds among direct cost categories or programs, functions and activities for Federal/State awards in which the Federal/State share of the project exceeds the Simplified Acquisition Threshold and the cumulative amount of such transfers exceeds or is expected to exceed 10 percent or \$1,000 per detail line item, whichever is greater of the total budget as last approved by the Federal/State awarding agency. The Federal/State awarding agency cannot permit a transfer that would cause any Federal/State appropriation to be used for purposes other than those consistent with the appropriation.

## **Section C - BUDGET LINE ITEM DEFINITIONS**

2001. PERSONNEL IN-SCHOOL YOUTH: Compensation for personal services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the award, including but not necessarily limited to wages and salaries as defined in 2 CFR 200.430 for individual personnel providing services for in-school youth.

3001. PERSONNEL OUT OF SCHOOL YOUTH: Compensation for personal services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the award, including but not necessarily limited to wages and salaries as defined in 2 CFR 200.430 for individual personnel providing services for out-of-school youth.

2002. FRINGE BENEFITS IN-SCHOOL YOUTH : Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans as outlined in 2 CFR 200.431 for individual personnel providing services for in-school youth.

3002. FRINGE BENEFITS OUT OF SCHOOL YOUTH: Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans as outlined in 2 CFR 200.431 for individual personnel providing services for out-of-school youth.

2003. TRAVEL IN-SCHOOL YOUTH: Costs consistent with 2CFR200.474 including expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business for personnel providing services to in-school youth

3003. TRAVEL OUT OF SCHOOL YOUTH: Costs consistent with 2CFR200.474 including expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business for personnel providing services to out of school youth

2004. EQUIPMENT IN-SCHOOL YOUTH: An article of tangible personal property that has a useful life of more than one year and a per-unit acquisition cost of more than \$5,000 for programs that serve in-school youth. NOTE: Prior written approval is required for all equipment purchases.

3004. EQUIPMENT: An article of tangible personal property that has a useful life of more than one year and a per-unit acquisition cost of more than \$5,000 for programs that serve out of school youth. NOTE: Prior written approval is required for all equipment purchases.

2005. SUPPLIES IN-SCHOOL YOUTH: Consistent with 2CFR200.94 including tangible personal property other than those described in 200.33 (equipment) that is required that serves in-school youth.

3005. SUPPLIES OUT OF SCHOOL: Consistent with 2CFR200.94 including tangible personal property other than those described in 200.33 (equipment) that is required that serves out of school youth.

2006. CONTRACTUAL & SUBAWARDS IN-SCHOOL YOUTH: Costs consistent with 2CFR.200.318 and 2 CFR 200.92 (for pass-through entities), 2CFR200.22 means the legal instrument by which a non-Federal entity purchases property or services needed to carry out the project that serve in school youth.

3006. CONTRACTUAL & SUBAWARDS OUT OF SCHOOL YOUTH: Costs consistent with 2CFR.200.318 and 2 CFR 200.92 (for pass-through entities), 2CFR200.22 means the legal instrument by which a non-Federal entity purchases property or services needed to carry out the project that serve out of school youth.

2007. CONSULTANT IN-SCHOOL YOUTH: The costs associated with consultant services and expenses as defined at 2 CFR 200.459 that serve in-school youth.

3007. CONSULTANT OUT OF SCHOOL YOUTH: The costs associated with consultant services and expenses as defined at 2 CFR 200.459 that serve out of school youth.

2009. OCCUPANCY IN-SCHOOL YOUTH: The costs associated with occupancy, rent and utilities as defined at 2 CFR 200.465 that is attributed to serving in-school youth.

3009. OCCUPANCY OUT OF SCHOOL YOUTH: The costs associated with occupancy, rent and utilities as defined at 2 CFR 200.465 that is attributed to serving out of school youth.

2010. RESEARCH & DEVELOPMENT IN-SCHOOL YOUTH: The costs associated with all research activities, both basic and applied as defined at 2 CFR 200.87 that is focused on serving in-school youth.

3010. RESEARCH & DEVELOPMENT OUT OF SCHOOL YOUTH: The costs associated with all research activities, both basic and applied as defined at 2 CFR 200.87 that is focused on serving out of school youth.

2011. TELECOMMUNICATIONS IN-SCHOOL YOUTH: Costs of telecommunication services required by the project that can be specifically identified with the project or activity and are not also recovered as direct administrative or indirect costs and are associated with serving in-school youth.

3011. TELECOMMUNICATIONS OUT OF SCHOOL YOUTH: Costs of telecommunication services required by the project that can be specifically identified with the project or activity and are not also recovered as direct administrative or indirect costs and are associated with serving out of school youth.

2012. TRAINING & EDUCATION IN-SCHOOL YOUTH: Cost associated with the training, education and development of employees as defined at 2 CFR 200.472 that is focused on serving in-school youth.

3012. TRAINING & EDUCATION OUT OF SCHOOL YOUTH: Cost associated with the training, education and development of employees as defined at 2 CFR 200.472 that is focused on serving out of school youth.

2013 DIRECT ADMINISTRATION IN-SCHOOL YOUTH: The cost of administrative services that are integral to a project or activity that include individuals that can be specifically identified with the project or activity and are not also recovered as indirect costs and are associated with serving in-school youth

3013 DIRECT ADMINISTRATION OUT OF SCHOOL YOUTH: The cost of administrative services that are integral to a project or activity that include individuals that can be specifically identified with the project or activity and are not also recovered as indirect costs and are associated with serving out of school youth

2014 MISCELLANEOUS IN-SCHOOL YOUTH: Allowable costs that are not classified in other budget lines and are associated with serving in-school youth.

3014 MISCELLANEOUS OUT OF SCHOOL YOUTH: Allowable costs that are not classified in other budget lines and are associated with serving out of school youth.

2510 DIRECT TRAINING COSTS IN-SCHOOL YOUTH: Program expenditures for training leading to jobs in demand occupations for in-school youth as outlined in the State of Illinois Training Expenditure Policy. [SHADED LINES LISTED BELOW "ROLL UP" INTO THIS BUDGET LINE]

**Occupational Skills Training Other:** All payments made to a training institution, training provider, including community-based organizations, or other private organization of demonstrated effectiveness, for occupational classroom training authorized pursuant to a contract for training services, or other contractual arrangement that constitutes an exception to the use of an ITA.

**Remedial Training / Pre-Vocational Services:** All payments made to a training institution or training provider for classroom instruction in academic remediation or short-term pre-vocational services which would normally be classified as a career service. This includes the costs associated with basic literacy training, adult basic education, GED and English as a second language if they are provided

**WIOA Pay-for-Performance Contracts:** Costs for WIOA Pay-for-Performance Contracts paid to the service provider based on the achievement of specified levels of performance on the performance outcomes within a defined timetable that are independently validated as outlined in the WIOA regulations at 20 CFR 683.510.

**Supportive Services:** Expenditures to, or on behalf of, a participant enrolled in training or in the twelve-month follow-up period subsequent to placement, such as transportation, childcare, tutoring, and mentoring. Includes support services to clients who receive training from a source other than WIOA funds, e.g., Pell Grants. This category also includes needs-related payments to WIOA registrants in

3510 DIRECT TRAINING COSTS OUT OF SCHOOL YOUTH: Program expenditures for training leading to jobs in demand occupations for out of school youth as outlined in the State of Illinois Training Expenditure Policy. [SHADED LINES LISTED BELOW "ROLL UP" INTO THIS BUDGET LINE and will be reported in GRS]

**Occupational Skills Training Other:** All payments made to a training institution, training provider, including community-based organizations, or other private organization of demonstrated effectiveness, for occupational classroom training authorized pursuant to a contract for training services, or other contractual arrangement that constitutes an exception to the use of an ITA.

**Remedial Training / Pre-Vocational Services:** All payments made to a training institution or training provider for classroom instruction in academic remediation or short-term pre-vocational services which would normally be classified as a career service. This includes the costs associated with basic literacy training, adult basic education, GED and English as a second language if they are provided

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2520 WORK-BASED TRAINING IN-SCHOOL YOUTH: Includes on-the-job training and work experience for in-school youth as outlined at 20 CFR 680.700 through 680.840 [SHADED LINES LISTED BELOW "ROLL UP" INTO THIS BUDGET LINE]

**On-the-Job Training (OJT):** Contract(s) with an employer(s) in the public, private non-profit, or private sector. Through the OJT contract, occupational training is provided for the WIOA participant in exchange for the reimbursement for the extraordinary costs of providing the training and supervision related to the training. (Defined at WIOA Section 3(44)).

**Work Experience / Internships:** Cost associated with a planned, structured, time-limited learning experience that takes places in a workplace as a work experience, internship or job-shadowing (20 CFR 680.180). This also includes the wages and staff costs for the development and management of the work experience.

3520 WORK-BASED TRAINING OUT OF SCHOOL YOUTH: Includes on-the-job training and work experience for out of school youth as outlined at 20 CFR 680.700 through 680.840 [SHADED LINES LISTED BELOW "ROLL UP" INTO THIS BUDGET LINE]

**On-the-Job Training (OJT):** Contract(s) with an employer(s) in the public, private non-profit, or private sector. Through the OJT contract, occupational training is provided for the WIOA participant in exchange for the reimbursement for the extraordinary costs of providing the training and supervision related to the training. (Defined at WIOA Section 3(44)).

**Work Experience / Internships:** Cost associated with a planned, structured, time-limited learning experience that takes places in a workplace as a work experience, internship or job-shadowing (20 CFR 680.180). This also includes the wages and staff costs for the development and management of the work experience.

2530 OTHER PROGRAM COSTS IN-SCHOOL YOUTH: All other program costs related to providing services not elsewhere classified for in-school youth

3530 OTHER PROGRAM COSTS OUT OF SCHOOL YOUTH: All other program costs related to providing services not elsewhere classified for out of school youth

2017 INDIRECT IN-SCHOOL: Includes the allowable costs defined in 2 CFR 200.414 that are attributed to in-school youth activities

3017 INDIRECT OUT OF SCHOOL: Includes the allowable costs defined in 2 CFR 200.414 that are attributed to out of school youth activities

**SECTION - A (continued) Indirect Cost Rate Information**

If your organization is requesting reimbursement for indirect costs on line 17 of the Budget Summary, please select one of the following options.

1)  Our Organization receives direct Federal funding and currently has a Negotiated Indirect Cost Rate Agreement (NICRA) with our Federal Cognizant Agency. A copy of this agreement will be provided to the State of Illinois' Indirect Cost Unit for review and documentation before reimbursement is allowed. This NICRA will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations.

*NOTE: (If this option is selected, please provide basic Negotiated Indirect Cost Rate Agreement information in area designated below)*

Your Organization may not have a Federally Negotiated Indirect Cost Rate Agreement. Therefore, in order for your Organization to be reimbursed for Indirect Costs from the State of Illinois, your Organization must either:

- A. Negotiate an Indirect Cost Rate with the State of Illinois' Indirect Cost Unit with guidance from your State Cognizant Agency on an annual basis.
- B. Elect to use the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois Awards.
- C. Use a Restricted Rate designated by programmatic or statutory policy. (See Notice of Funding Opportunity for Restricted Rate Programs)

2a)  Our Organization currently has a Negotiated Indirect Cost Rate Agreement with the State of Illinois that will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations. Our Organization is required to submit a new Indirect Cost Rate Proposal to the Indirect Cost Unit within six (6) months after the close of each fiscal year (2 CFR 200 Appendix IV (C)(2)(c)).

*NOTE: (If this option is selected, please provide basic Indirect Cost Rate information in area designated below)*

2b)  Our Organization currently does not have a Negotiated Indirect Cost Rate Agreement with the State of Illinois. Our Organization will submit our initial Indirect Cost Rate Proposal (ICRP) immediately after our Organization is advised that the State award will be made and, in no event, later than three (3) months after the effective date of the State award (2 CFR 200 Appendix IV (C)(2)(b)). The initial ICRP will be sent to the State of Illinois' Indirect Cost Unit.

*NOTE: (Check with your State of Illinois Agency for information regarding reimbursement of indirect costs while your proposal is being negotiated)*

3)  Our Organization has never received a Negotiated Indirect Cost Rate Agreement from either the Federal government or the State of Illinois and elects to charge the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois awards (2 CFR 200.414 (c)(4)(f) & (200.68)).

*NOTE: (Your Organization must be eligible, see 2 CFR 200.414 (f), and submit documentation on the calculation of MTDC within your Budget Narrative under Indirect Costs)*

4)  For Restricted Rate Programs (check one) -- Our Organization is using a restricted indirect cost rate that:

\_\_\_\_\_ Is included as a "Special Indirect Cost Rate" in our NICRA (2 CFR 200Appendix IV (5) Or;

\_\_\_\_\_ Complies with other statutory policies (please specify):

The Restricted Indirect Cost Rate is \_\_\_\_\_ %

5)  No reimbursement of Indirect Cost is being requested. (Please consult your program office regarding possible match requirements)

Basic Negotiated Indirect Cost Rate Agreement information if Option (1) or (2a) is selected

Period Covered by the NICRA: From: \_\_\_\_\_ To: \_\_\_\_\_ (mm/dd/yyyy)

Approving Federal/State agency (please specify): \_\_\_\_\_

The Indirect Cost Rate is: \_\_\_\_\_ % The Distribution Base is: \_\_\_\_\_

<b>CERTIFICATION</b>	<b>STATE OF ILLINOIS UNIFORM GRANT BUDGET TEMPLATE</b>	<b>AGENCY: Commerce &amp; Economic Opportunity</b>
<b>Organization Name:</b>	<b>CSFA Description: WIOA Statewide Activities</b>	<b>NOFO # 75-451</b>
<b>CSFA #: 420-30-0075</b>	<b>DUNS #</b>	<b>Fiscal Year(s):</b>

(2 CFR 200.415)

“By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate and that any false, fictitious, or fraudulent information or the omission of any material fact, could result in the immediate termination of my grant award(s).

\_\_\_\_\_  
Institution/Organization

\_\_\_\_\_  
Institution/Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Official

\_\_\_\_\_  
Name of Official

\_\_\_\_\_  
Title  
Chief Financial Officer (or equivalent)

\_\_\_\_\_  
Title  
Executive Director (or equivalent)

\_\_\_\_\_  
Date of Execution

\_\_\_\_\_  
Date of Execution

**Note: The State awarding agency may change required signers based on the grantee’s organizational structure. The required signers must have the authority to enter into contractual agreements on behalf of the organization.**

## Section C - Budget Worksheet & Narrative

1). **Personnel (Salaries & Wages)** (2 CFR 200.430) --List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project and length of time working on the project . Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives in the narrative space provided below. Also, provide a justification and description of each position (including vacant positions). Relate each position specifically to program objectives. Personnel cannot exceed 100% of their time on all active projects.

Name	Position	Computation				Cost
		Salary or Wage	Basis (Yr./Mo./Hr.)	% of Time	Length of time	
						\$ -
						\$ -
						\$ -
					<i>State In-School Total</i>	\$ -
						\$ -
						\$ -
					<i>State Out-of-School Total</i>	\$ -
						\$ -
					<i>NON-State Total</i>	\$ -

<b>Personnel In-School Narrative (State):</b>	
<i>State In-School Total</i>	\$ -

<b>Personnel Out-of-School Narrative (State):</b>	
<i>State Out-of-School Total</i>	\$ -

<b>Personnel Narrative (Non-State) i.e. "Match" or "Other Funding"</b>	
<i>NON-State Total</i>	\$ -

**Total Personnel**    \$    -

STATE OF ILLINOIS		UNIFORM GRANT BUDGET TEMPLATE		Commerce & Economic Opportunity	
Organization Name:		DUNS#		NOFO #	75-451
CSFA Number:		CSFA Description:		Fiscal Year:	
SECTION A -- STATE OF ILLINOIS FUNDS				Grant #	
Revenues				TOTAL REVENUE	
(a). State of Illinois Grant Amount Requested				\$	-
BUDGET SUMMARY STATE OF ILLINOIS FUNDS					
Budget Expenditure Categories		OMB Uniform Guidance Federal Awards Reference 2 CFR 200		TOTAL EXPENDITURES	
2001. Personnel (Salaries & Wages) In-School		200.430		\$	-
3001. Personnel (Salaries & Wages) Out-of-School		200.430		\$	-
2002. Fringe Benefits In-School		200.431		\$	-
3002. Fringe Benefits Out-of-School		200.431		\$	-
2003. Travel In-School		200.474		\$	-
3003. Travel Out-of-School		200.474		\$	-
2004. Equipment In-School		200.439		\$	-
3004. Equipment Out-of-School		200.439		\$	-
2005. Supplies In-School		200.94		\$	-
3005. Supplies Out-of-School		200.94		\$	-
2006. Contractual Services & Subawards In-School		200.318 & 200.92		\$	-
3006. Contractual Services & Subawards Out-of-School		200.318 & 200.92		\$	-
2007. Consultant (Professional Services) In-School		200.459		\$	-
3007. Consultant (Professional Services) Out-of-School		200.459		\$	-
<b>8. Construction</b>				\$	-
2009. Occupancy (Rent & Utilities) In-School		200.465		\$	-
3009. Occupancy (Rent & Utilities) Out-of-School		200.465		\$	-
2010. Research & Development (R&D) In-School		200.87		\$	-
3010. Research & Development (R&D) Out-of-School		200.87		\$	-
2011. Telecommunications In-School				\$	-
3011. Telecommunications Out-of-School				\$	-
2012. Training & Education In-School		200.472		\$	-
3012. Training & Education Out-of-School		200.472		\$	-
2013. Direct Administrative costs In-School		200.413 (c)		\$	-
3013. Direct Administrative costs Out-of-School		200.413 (c)		\$	-
2014. Miscellaneous Costs In-School				\$	-
3014. Miscellaneous Costs Out-of-School				\$	-
2510. <i>Direct Training Costs In-School</i>				\$	-
3510. <i>Direct Training Costs Out-of-School</i>				\$	-
2520. <i>Work Based Training In-School</i>				\$	-
3520. <i>Work Based Training Out-of-School</i>				\$	-
2530. <i>Other Program Costs In-School</i>				\$	-
3530. <i>Other Program Costs Out-of-School</i>				\$	-
16. Total Direct Costs (lines 1-15)		200.413		\$	-
2017. Indirect Costs In-School* (see below)		200.414		\$	-
Rate: _____ % Base: _____					
3017. Indirect Costs Out-of-School* (see below)		200.414		\$	-
Rate: _____ % Base: _____					
<b>18. Total Costs State Grant Funds (16 &amp; 17)</b>				\$	-

## Section C - Budget Worksheet & Narrative

**15A). Direct Training Costs:** Costs directly related to the service or activity of the program that is an integral line item for budgetary purposes. To use this budgetary line item, an applicant must have Program approval. (Please cite reference per statute for unique costs directly related to the service or activity of the program).

Description	Computation				Cost
	Quantity	Basis	Cost	Length of time	
Occupational Skills Training Other	1	yr		1	\$ -
Remedial / Prevocational Training	1	yr		1	\$ -
WIOA Performance Based Contract	1	yr		1	\$ -
Supportive Services	1	yr		1	\$ -
<b>State In-School Total</b>					<b>\$ -</b>

Occupational Skills Training Other	1	yr		1	\$ -
Remedial / Prevocational Training	1	yr		1	\$ -
WIOA Performance Based Contract	1	yr		1	\$ -
Supportive Services	1	yr		1	\$ -
<b>State Out-of-School Total</b>					<b>\$ -</b>

	1	yr		1	\$ -
	1	yr		1	\$ -
	1	yr		1	\$ -
	1	yr		1	\$ -
<b>NON-State Total</b>					<b>\$ -</b>

<b>Direct Training Costs In-School Narrative (State):</b>	
<b>State In-School Total</b> \$ -	

<b>Direct Training Costs Out-of-School Narrative (State):</b>	
<b>State Out-of-School Total</b> \$ -	

<b>Direct Training Costs Narrative (Non-State) i.e. "Match" or "Other Funding"</b>	
<b>NON-State Total</b> \$ -	

**Total Direct Training Costs** \$ -

## Section C - Budget Worksheet & Narrative

**15B). Work Based Training:** Costs directly related to the service or activity of the program that is an integral line item for budgetary purposes. To use this budgetary line item, an applicant must have Program approval. (Please cite reference per statute for unique costs directly related to the service or activity of the program).

Description	Computation				Cost
	Quantity	Basis	Cost	Length of time	
On the Job Training	1	yr		1	\$ -
Work Experience / Internships	1	yr		1	\$ -
<i>State In-School Total</i>					<i>\$ -</i>

On the Job Training	1	yr		1	\$ -
Work Experience / Internships	1	yr		1	\$ -
<i>State Out-of-School Total</i>					<i>\$ -</i>

On the Job Training	1	yr		1	\$ -
Work Experience / Internships	1	yr		1	\$ -
<i>NON-State Total</i>					<i>\$ -</i>

<b>Work Based Training In-School Narrative (State):</b>	
<i>State In-School Total \$ -</i>	

<b>Work Based Training Out-of-School Narrative (State):</b>	
<i>State Out-of-School Total \$ -</i>	

<b>Work Based Training Narrative (Non-State) i.e. "Match" or "Other Funding"</b>	
<i>NON-State Total \$ -</i>	

**Total Work Based Training \$ -**