

## INSTRUCTIONS

### ATTACHMENT B 1

#### CSBG BUDGET SUPPORT – OTHER AGENCY OPERATION FUNDS FORM NCIDC 425 1.3 (New)

**Purpose** The purpose of the Other Agency Operating Funds is to provide a detailed list identifying all the Other Agency Funding sources and the amounts funded that make up the total annual operating budget. Below are the specific instructions to complete each section of the form.

**Contact Information** No Keying is required. The contact information will populate from the NCIDC Budget Summary form (NCIDC 425.S) into the appropriate fields.

**Funding Source** Provide the name of the funding source.

**Funding Amount** Enter the amount of funds received from the Funding Source.

**Total** This is a pre-calculated field and no keying is required. The total should match the total provided on the NCIDC Budget Summary Form (NCIDC 425.S). Verify the dollar amount prior to submitting to NCIDC.

**Example** Below is an example of the information NCIDC should see listed on the Other Agency Operating Funds form:

<b>Funding Source:</b>	<b>Amount:</b>
Community Development Block Grant	\$100,000.00
California Lifeline Telephone Service	\$ 15,000.00
<b>Total</b>	<b>\$115,000.00</b>

**Additional Pages as Needed** Two (2) tabs have been created in the Budget excel workbook to allow space to list the Other Agency Operating Funds.