

## INSTRUCTIONS

### ATTACHMENT B 1 CSBG BUDGET SUPPORT – NON PERSONNEL COSTS NCIDC 425 1.2 (REV. 3/14)

Enter the identifying information requested at the top of the report form: contractor's name, contract number, contract amount, contract term and amendment number (if applicable). Enter the preparer's name, telephone number, fax number, date and e-mail address.

List those costs which are directly related to the Administrative (Column A) and/or Program (Column B) of the CSBG contract. All totals must equal the budget summary NCIDC 425 S.

#### **List all operating expenses.**

#### **List all equipment Purchases Services:**

Provide a detailed list of all equipment purchases; include type of equipment and the amount (e.g. copy machine, \$6,500).

#### **List all Out-of-State Travel Only:**

Provide detailed information for each out of state travel trip, including location, purpose of each trip and related costs per trip (e.g., Chicago, IL, CAP Law Conference, \$1,500).

#### **List all Subcontractor Services:**

List the subcontractor name and total dollar amount administered to any subcontracting agencies that provide services (e.g., Youth Employment Training Agency, \$3,000).

#### **Other Costs:**

Please provide a list of all other administrative (Section 10) and program (Section 20) costs that do not fit in the above categories. Attach additional sheets if necessary.

**i. Any additional Other Costs:** List the additional other costs that do not fit in any other category.

**ii. Direct Client Purchases:** List all direct client purchases, including the item name, the number purchased and the cost (e.g., thermal blankets, qty. 300, cost \$1,200).

**iii. Indirect Costs:** The indirect cost rate is defined as the dollar value of the approved federal rate and the entire amount can be claimed, up to the twelve percent (12%) administrative cost limit. Please note: if Indirect Costs are reported, the approved Indirect Cost Rate Plan must accompany budget forms.

**iv. Information Technology (IT) Development:** IT Development includes only project in the development phases. Cost of IT projects in progress should be included in Operating Expenses above.

**Total Other Costs** (sum of i, ii, iii, iv)