# FY23 Perkins Budget Workbook

Overview

Applicants must complete the Part II budget workbook as part of a complete response.

For those unfamiliar with Excel, worksheets (designated by tabs at the bottom of the page) are organized by rows, columns, and cells (also referred to as fields throughout this document).

You will move from worksheet to worksheet (tab to tab) completing all required fields on each row by **entering the requested information into white cells**.

The **light green cells contain** **drop down lists** from which you simply select the appropriate information.

The **gray cells are** **read-only fields** that will calculate automatically. Be aware that the worksheets contain formulas and are linked to each other. Changes in one worksheet may affect changes to others.

In addition to these written instructions, brief descriptions of the data to be entered into each field are embedded in **Notes** boxes designated by a small red triangle in the corner of a cell. A pop-up box will appear when you click on the triangle.

When you first open the FY23 budget workbook you will see a cover page and two other tabs or worksheets: budget and sub budget. If your agency has hired another organization to provide a core grant activity, such as vocational training, you will need to complete a sub budget for that work. There is a second sub-budget worksheet that is hidden. If you need an additional sub budget, right click your pointer on any tab and select unhide. Then click to open the hidden sheet.

Applicants can change the formatting of cells in the various budget pages. If you need to show that a cost has decimal points, you can right click on the cell, select Format Cells, and then change the number of decimal places that are visible. If a number is too large for a cell, you can change the font size.

These worksheets are designed for digital use. They are not formatted for printing.

Instructions

1. **Complete the Cover Page**
	1. Enter the name of your agency (program) in the white cell on row.
	2. If your agency has a DESE approved indirect cost rate, enter the percentage rate. FY23 Indirect Cost Rates application are posted on the [Grants webpage](http://www.doe.mass.edu/grants/essential.html).
		1. Local Education Agencies (LEA) may apply their [district rate](https://www.doe.mass.edu/grants/IndirectCost/2023rates-district.xlsx) .
		2. A non-LEA that has a current federally approved restricted indirect cost rate may use that rate.
		3. A non-LEA that has an [FY23 approved indirect cost rate](https://www.doe.mass.edu/grants/IndirectCost/2022rates.xlsx) may use that rate. However, if awarded a grant, the agency must [reapply](https://www.doe.mass.edu/grants/essential.html) to DESE for FY24 and annually through the grant cycle ([2 CFR 200.332](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR031321e29ac5bbd/section-200.332)).
		4. A non-LEA that does not have either a Federal or DESE approved indirect cost rate may budget up to 5% percent of the agency's proposed budget to recover certain business-related expenses. However, if awarded a grant, the agency must [apply](https://www.doe.mass.edu/grants/essential.html) to DESE for FY24 and that there is no guarantee that the rate will be approved ([2 CFR 200.332](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR031321e29ac5bbd/section-200.332)).
	3. All the remaining fields will populate as you enter information into the budget worksheets.
		1. Administrative Cost Analysis
			1. This section compares the administrative cost to the grant and includes the admin costs of subcontractors.
			2. If the percentage is greater than 5%, the cell will turn red. You will need to reduce your administrative expenses.
			3. Total Funds Requested reflects the total budget.
2. **Budget**
	1. Your program or agency name and indirect rate (if applicable) are prepopulated based on the cover page information.
	2. Line 1, Administrators
		1. Enter the information for all fields.
			1. Include names and indicate if a position is vacant.
			2. Enter the planned hours for the year
			3. Enter the hourly rate.
			4. Enter the fringe rate.
		2. 100% of line 1 salaries and fringe are considered administrative.
	3. Line 2, Instructional/Professional Staff
		1. This budget line is only for staff directly involved with students. If an administrator is directly involved with students (e.g., student orientation or testing), those hours can be entered here.
		2. Enter information for all fields as above. Note specific programmatic duties, e.g., lead teacher, curriculum development, etc.
		3. There are 15 rows. Large programs can enter groups of teachers with similar responsibilities.
	4. Line 3, Support Staff
		1. Enter all information. All line 3 salaries and fringe are administrative.
	5. Line 4, Stipends
		1. Enter the purpose and anticipated costs.
	6. Line 5, Fringe
		1. Provide the detail of how your agency determines fringe rates.
		2. Note that the fringe costs auto-calculate.
	7. Line 6, Contractual services
		1. Select Contractor or Sub Awardee.
		2. Subawards generally include subgrants and subcontracts. A subaward is for the purpose of carrying out a portion of a federal award and it creates a relationship with the grantee. Major subawards do not incur indirect costs to the same degree as other activities. The definition of a major subaward is one that exceeds $25,000 in expenditures per year.Generally, only the pass - through agency (DESE) may subaward grant funds. However, in special circumstances DESE may approve the grantee to subaward grant funds. The U.S. Department of Education’s policy on a subaward states that grantees must exclude the amount of each subaward costs exceeding $25,000 per subaward on a yearly basis. Therefore, indirect costs can only be recovered on the first $25,000 expended each year for each subaward. The expenditures of the subaward will not be allowed if the subaward has not been approved by DESE.

When a grantee contracts for services and goods,the contract must be approved by DESE in the grant budget application process whether it is a contract or subaward. According to [2 CFR Part 200.330](https://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1330&rgn=div8), DESE must make a determination whether the contract casts the party receiving the funds in the role of a subrecipient or a contractor. The characteristics of a subrecipient include when the contractor:

* + - 1. Determines who is eligible to receive the federal assistance;
			2. Has its performance measured in relation to whether objectives of a federal program were met;
			3. Has the responsibility for programmatic decision making;
			4. Is responsible for adherence to applicable federal program requirements specified in the federal award; and
			5. In accordance with its agreement, uses the federal funds to carry out a program for public purpose specified in authorized statute, as opposed to providing goods and services for the benefit of the grantee.

If any of these characteristics can be answered with yes, the contract is a subaward/subcontract.

* + 1. A contract is for the purpose of obtaining goods and services for the grantee’s own use and creates a procurement relationship with the contractor. Characteristics of a procurement relationship are when the contractor:
			1. Provides the goods and services within normal business operations;
			2. Provides similar goods or services to many different purchasers;
			3. Normally operates in a competitive environment;
			4. Provides goods or services that are ancillary to the operation of the federal program; and
			5. Is not subject to compliance requirements of the federal program as a result of the agreement, though similar requirements may apply for other reasons.
		2. Enter the name of the contractor or sub awardee and describe the procured services.
		3. Enter the planned hours and rate. For a sub award or flat rate contract, enter 1 unit and the total cost.
		4. You will submit a budget for each sub award (see below).
	1. Line 7, Supplies and Materials
		1. Select the appropriate supply category. Then provide a detailed description of supplies and materials including their purpose and use.
		2. Enter the cost.
	2. Line 8, Travel
		1. Select the appropriate travel category.
		2. Enter the necessary information to justify the travel expenses.
		3. If the cost is a flat rate, then enter 1 under units.
	3. Line 9, other
		1. This line includes the allocable costs related to a Single Audit for grantees that expended an aggregate amount of federal funds of $750,000 or greater for the fiscal year. In addition, classroom space costs required to meet the additional needs of the grant that were not included in the grantee’s proposal (e.g., a satellite space at a request by DESE to provide additional services).
		2. Select the cost type. Note, with exception of rental satellite space, occupancy costs are not allowed. Any request for funding for Space must be preapproved by your ACLS program specialist.
	4. LINE 10, INDIRECT
		1. See 1.2 above.
		2. FY23 Indirect Cost Rates application will be posted on the [Grants webpage](http://www.doe.mass.edu/grants/essential.html).
		3. The workbook calculates the maximum amount that can be applied to the entire budget, including subrecipients.
		4. The indirect cost calculation excludes: stipends, sub awardee costs over $25,000, and equipment.
			1. The workbook deducts those costs from the indirect calculation.
			2. Cell O110 of the budget calculates the maximum that can be used for indirect. The amount will change as you add to or edit your budget.
		5. Enter an indirect amount up to the amount in cell R112. Note:
			1. The cell will turn red if the total amount entered in R112 exceeds the maximum calculated in O110.
	5. LINE 11, EQUIPMENT
		1. Individual pieces of equipment costing $5000 or more are listed here.
	6. Total funds requested must equal the CALC/AECI total in cell 9E.
1. **Sub Awardee Budget (Sub Budget)**
	1. Complete a sub budget if your program purchases or contracts student services (line 6).
	2. Work with the sub awardee to complete a sub award budget narrative.
	3. Float your pointer over any worksheet tab, right click Unhide, and select Sub Budget. There are three sub budgets. If that is not enough, combine and note in your Part III narrative.
	4. The Sub narrative follows the same structure as the main budget narrative. There are a few small differences.
		1. In row 2, use the dropdown to select the name of the contractor or sub awardee. If you don’t see the name, check line 6 of the CALC budget for missing information.
		2. In row 8, select the amount of the sub award.
		3. Line 10, INDIRECT
			* 1. See 1.2.
				2. enter the rate in cell E10
			1. Note that the maximum amount that can be applied is the same as in the grant budget. It is based on the program’s award and is the total amount of indirect that can be applied to the grant.