



**INSTRUCTIONS FOR COMPLETING
FY2011 AVENUE NYC/CITY COUNCIL DISCRETIONARY-FUNDED
PROGRAM BUDGET**

Instructions for Completing FY2011 Avenue NYC/City Council Discretionary-Funded Program Budget

1. **Organization** – Enter the full name of your organization.
2. **Agreement No.** – This number will be entered by SBS.
3. **Commencement Date** – Enter the date that the contract term begins. The date will generally be the first day of the fiscal year.
4. **Termination Date** – Enter the date that the contract term ends. The date will generally be the last day of the fiscal year.
5. **Total Contract Amount** – Enter the total contract amount for all Avenue NYC/City Council Discretionary-funded projects.
6. **Source of Funds** – Use the drop-down menu to indicate whether the source of funds for your contract is Avenue NYC (CDBG) or City Council Discretionary (Tax-Levy) funds.
7. **Personnel Expenses** – Under each program column, enter the total dollar amount designated toward personnel expenses for that area of your program. You will also need to enter information for these staff members on the sheet under the “Budget Notes” tab.

Personnel should include only those staff members who are on salary and for whom your organization makes withholding deductions. Expenses for each position should include only the gross salaries for the staff members whose salary will be paid using the Avenue NYC/City Council Discretionary funds. These expenses should not include fringe benefits.

Expenses related to services provided by third parties (people who are not direct employees of your organization) are considered consultant expenses and fall under the category of “Program Expenses.”

8. **Weekly Hours Allocated** – For each staff member listed in Personnel Expenses, use the drop-down list to specify the range of hours for which the employee is hired to work during the full program term.
9. **Total Wages** – When you fill out the budget electronically, Excel will automatically calculate this total.
10. **Fringe Benefits** – Fringe benefits include contributions for staff members' health, life, or disability insurance; unemployment compensation; Social Security; pension fund payments; and payments to retirees. These benefits should not exceed 28.5% of the total salaries listed under Personnel Expenses.

Total the expenses for fringe benefits for all staff included under Personnel Expenses. In the Fringe Benefits row, under each program column, enter the total dollar amount designated toward fringe benefits for that area of your program. Enter the fringe benefit percentage rate in Column B.

11. **Subtotal Wages and Fringes** – This figure is the total for payroll expenses and fringe benefits.

When you fill out the budget electronically, Excel will automatically calculate this subtotal.

12. **Other Than Personnel (OTPS)** – OTPS expenses are expenses other than personnel and fringe benefits. These are generally items such as utilities, maintenance and repairs, supplies, telephone, commercial rent, and postage.

Under each program column, enter the total dollar amount designated toward OTPS expenses for that area of your program.

13. **OTPS Subtotal** – When you fill out the Budget electronically, Excel will automatically calculate this subtotal.

14. **Program Expenses** -- Program expenses are expenses such as consulting expenses, program materials, and any other related expenses that are connected to the overall completion of your program's scope of work.

Under each program column, enter the total dollar amount designated toward program expenses for that area of your program.

15. **Program Expenses Subtotal** – When you fill out the Budget electronically, Excel will automatically calculate this subtotal.
16. **Total Expenses** – This figure represents the total for all items. (i.e., Total Expenses = *Subtotal – Personnel, Subtotal – OTPS* and *Subtotal – Program*).

When you fill out the Budget electronically, Excel will automatically calculate the total expenses.

17. **Other Support** – In the Other Support section, please provide the name and source of any additional government or non-government funding that will be used to supplement your Avenue NYC/City Council Discretionary-funded Program. Under the program columns, enter totals in each of the project areas for which you will use this funding.

Budget Notes Sheet:

As a reminder, please only complete this worksheet if your organization is receiving Avenue NYC (CDBG) funds.

1. **Position Title** – Enter the position title for each staff member funded through the Avenue NYC contract.
2. **Name of Person** – Enter the name of each staff member indicated in the “Position Title” column.
3. **Annual Salary** – Enter the total annual salary for each staff member.
4. **Amount of Salary Paid by Avenue NYC Program Funds** – Enter the amount of each staff member’s total Annual Salary that will be paid for by Avenue NYC for your program.
5. **Brief Summary of Job Responsibilities** – Enter a brief description of the staff member’s job responsibilities as these pertain to your funded program activities.