



COMMERCIAL REVITALIZATION BUDGET INSTRUCTIONS

Last Updated: 8/27/2008

Commercial Revitalization Budget Instructions

These instructions provide a detailed overview of the information your organization must include in the Commercial Revitalization Budget (also referred to as "Exhibit B" of your contract). Please read through this entire sheet carefully before filling out the budget.

Organization Name:

Enter the name of your organization in the upper left-hand corner of the budget page. The additional information in the upper left-hand corner of the budget (agreement number, dates, total contract amount, etc.) will be filled out by your contract manager.

FY2009 Commercial Revitalization Project Budgets:

You must fill out all the appropriate financial information for each of the program areas for which you are receiving funding. Each funding area is in a separate column.

Definitions for budget categories are provided below:

Personnel – Personnel should include only those staff members who are on salary and for whom you make withholding deductions. Figures for each position should include only the gross salaries for the staff members whose salary will be paid using the Commercial Revitalization award. They should not include fringe benefits. When entering information in for staff, please be sure to add the appropriate dropdown text in the column titled "Specify Below." Expenses related to services provided by third parties, people who are not direct employees, are considered consultants and fall under the category of "Program Expenses".

Fringe Benefits - Fringe benefits such as health insurance, social security, pension fund payments and payments to retirees should be totaled for all staff in the "fringe benefits" column. These benefits should not exceed 28.5% of the total salaries listed under personnel. In filling out the fringe benefits row, enter the fringe benefit percentage rate in the gray column adjacent to "fringe benefits". Under each program column, enter the total dollar amount designated toward fringe benefits.

Other than Personnel Services (OTPS) – OTPS expenses are generally items falling into the following categories: utilities, maintenance and repairs, supplies, telephone, commercial rent, and postage.

Program Expenses – Program expenses are only expenses relating to consulting expenses, program materials, and any other related expenses that are connected to the overall completion of your program's scope of work.

Non-Government Support:

Within the box titled "Non-Government Support," please provide the name and source of any additional funding that will be used to supplement your Commercial Revitalization Program. Please enter totals in each of the project areas for which that funding will be used.

Other Government Support:

Within the box titled "Other Government Support" in the lower left-hand corner of the document, please provide the name and source of any additional governmental funding that will be used to supplement your Commercial Revitalization Program. Please enter totals in each of the project areas for which funding will be used.