

## For Information Purposes Only – Do not submit with Application

### Comprehensive Approaches to Raising Educational Standards (CARES) Plus Program Round 2 – FY 2013/14, 2014/15 and 2015/16

#### Program Operation Budget (Form R.6) Instructions

The CARES Plus Program Round 2 budget consists of two budget forms, Form R.6 and Form R.7. Form R.6 is in Excel format, and Form R.7 is in Word format. These forms are available on the First 5 California Web site at: <http://www.cafc.ca.gov/commission/funding.asp>, under the CARES Plus Program Round 2 Request for Applications section.

Please note that the CARES Plus Program Round 2 application will not be considered complete unless, among other things, both Forms R.6 & R.7 are completed, signed, and returned.

#### Completing Form R.6

Form R.6 contains three worksheets – one for each fiscal year of Round 2 – and each must be completed, signed and returned. The applicant is responsible for completing all cells shaded in yellow. All gray cells will populate based on information entered in the yellow-shaded cells.

1. Please select the name of the applicant county. A drop-down list of counties can be accessed by pressing on the arrow to the immediate right of the “Select County” cell.
2. Please enter the name and address of the lead agency.
3. In cells B1 through B6 and C1 through C6 enter the amount budgeted for each line item.
4. In cell A8 enter the percent of Administrative Costs to be reimbursed by the State. There is a 15% administrative costs cap pertaining to First 5 California reimbursable costs. The State’s Administrative Costs figure will calculate based on the Direct Costs Total (cell B7) and the Administrative Costs percentage entered in cell A8.
5. In cell C8 enter the amount budgeted for local administrative costs.
6. Cells containing totals will automatically calculate based on the figures entered in cells B1 through B6, C1 through C6, and A8.
7. The State Reimbursable Amount for the fiscal year, located in cell B9 is the sum of all Direct Services plus Administrative Costs. This amount should be in appropriate match proportion to cell C9, the Total Net Local Investment.

Note: In order to claim any portion of the State Reimbursable Amount for the fiscal year (cell B9), the appropriate portion of the Total budget figure, found in cell D9, must be expended.