



**CARES Plus Round 2
Program Operation Expenditure
SAMPLE Narrative
(For County requiring 1:3 match)**

(Page 3 of 3)

Name of Lead Agency	First 5 ABC County
Reporting Period	July 1 - December 31, 2013

Instructions:

Write a narrative to explain the expenditures claimed for reimbursement on the Budget Category Detail (Form LA.5.1) and Personnel and Operating Costs Detail (Form LA.5.2). Provide a detailed explanation that includes the amount(s) and description(s) of how the county is using the expenses reimbursed by the State and the local match to implement a CARES Plus Round 2 Program.

Provide detail for expenditures reported on Forms LA.5.1 and LA.5.2 for both local fund expenditures and expenditures to be reimbursed by the State for every category using the format shown below. Include all categories that are part of your county’s approved CARES Plus Round 2 budget, even if no expenditures were made in a category during the reporting period. Under Personnel and Staff Benefits, provide the source of expenditures for all staff listed on Form LA.5.2 along with a description of staff activities relative to the CARES Plus Round 2 program.

Please use section headings that match the Budget Categories: Personnel and Staff Benefits, Operating Costs, Program Specific Costs, Evaluation, and Administrative. Make sure expenditures on Budget Narrative match those claimed for reimbursement on forms LA.5.1 and LA.5.2.

SAMPLE Narrative

Personnel and Staff Benefits

Program Manager

Salary: \$10,500.00 (State \$0.00: Local \$10,500.00)

Benefits: \$2,500.00 (State \$2,500.00: Local \$0.00)

This .20 FTE position provides administrative oversight, including managing the subcontract with the ABC County Office of Education, and preparing and submitting reports and invoices for First 5 ABC.

Workforce Development Program Manager**Salary: \$25,000.00 (State \$0.00: Local \$25,000.00)****Benefits: \$5,000.00 (State \$5,000.00: Local \$0.00)**

This .5 FTE position provides day-to-day programmatic oversight and coordination, including management of the application process, advising, and overall support to program participants. This person is subcontracted from the ABC County Office of Education – Early Education Department.

Workforce Development Program Manager**Salary: \$29,540.00 (State \$0.00: Local \$29,540.00)****Benefits: \$6,000.00 (State \$6,000.00: Local \$0.00)**

This .6 FTE position assists with advising and provides general administrative support to the program, including data entry for the CARES Plus database. This position is subcontracted to the ABC County Office of Education – Early Education Department.

Total Staff Salaries: \$65,040.00 (State \$0.00: Local \$65,040.00)**Total Benefits: \$13,500.00 (State \$13,500.00: Local \$0.00)****Total Personnel: \$78,540.00 (State \$13,500.00: Local \$65,040.00)****Operating Costs****Rent/Office Space****Total: \$5,000.00 (State \$1,000.00: Local \$4,000.00)**

ABC County Office of Education - Early Education Department shares space at the County Office of Education. Their use represents twenty-five percent of the total space available. Therefore, twenty-five percent (\$1,000.00) of the total \$5,000.00 cost is charged to CARES Plus.

Office Expenses**Total: \$2,000.00 (State \$500.00: Local \$1,500.00)**

Includes general office supplies, postage, printing, technology support, and internet access.

Staff Travel/Training**Total: \$3,000.00 (State \$1,000.00: Local \$2,000.00)**

Includes mileage and travel costs to attend local and out-of-county conferences, meetings, and trainings.

Total Operating Costs: \$10,000.00. (State \$2,500.00: Local \$7,500.00)

Program Specific Costs**Stipends****Total: \$96,500.00 (State \$24,125.00: Local \$72,375.00.00)**

CORE	25 participants at \$500.00 each	\$12,500.00
Component A	50 participants at \$600.00 each	\$30,000.00
Component B	40 participants at \$1,000.00 for community college	\$40,000.00
Component D	10 participants at \$1,000.00 each	\$10,000.00
Selected for CLASS observation	20 participants at \$200.00 each	\$ 4,000.00
Total:		\$96,500.00

Support Services**Outreach Materials****Total: \$2,000.00 (State \$500.00: Local \$1,500.00)**

Includes costs related to promoting the program (e.g., printing flyers and applications).

Participant Trainings**Total: \$10,500.00 (State \$2,625.00: Local \$7,875.00)**

Includes costs of training space, related supplies and materials for CARES Plus participants. Meeting space: \$500.00, and materials (including purchase of manuals for all participants): \$10,000.00.

Total Support Services: \$12,500.00 (State \$3,125.00: Local \$9,375.00)**Evaluation****Evaluation****Total: \$15,000.00 (State \$3,750.00: Local \$11,250.00)**

Includes costs related to evaluation and data collection activities, such as an evaluation contractor and temporary help for data entry.

Total Direct Costs (Personnel and Operating Expenses): \$212,540.00 (State \$47,000.00: Local \$165,540.00)

Administrative Costs

Administrative Costs

Total: \$21,254.00 (State \$3,000.00: Local \$18,254.00)

Indirect Costs – Indirect costs are included for the subcontractor (ABC Country Office of Education – Early Education Department) at a rate of 10% of total personnel, operating costs, program specific costs, and evaluation.

Total Budget: \$233,794.00 (State \$50,000.00: Local \$183,794.00)