



## Instructions For Completing Contract Budget Form:

### 1. Personnel

Wages/Salaries for the core personnel actually conducting the services provided should be reflected here. No more than 20% of the core personnel costs should be charged for staff that oversee or support the core personnel.

### 2. Fringe

Fringe can be charged for core personnel and the proportionately for the oversight and support staff. This can include health benefits, unemployment insurance, workers compensation, and payroll taxes. No more than 32% of total personnel costs can be charged for fringe.

### 3. Travel

Current federal mileage rates apply. Travel should only be charged for Project Longevity related travel, including team meetings, and meetings or trainings held by the Justice Education Center. Travel related expenses beyond these require express permission from The Center. We recommend not including excess travel funds.

### 4. Supplies

Routine office supply expenses can be reflected here, but should be kept to a minimum.

### 5. Equipment and Maintenance

Equipment for **core** personnel should be reflected here, such as Cell phone, laptop, printer, cell phone service plan, WiFi hot spot, etc.

### 6. Facilities

No facilities costs should be reflected; facility support costs should be included in the indirect rate below.

### 7. Contractual

Unless specifically included as part of your contract, there should be no subcontractor costs reflected here.

### 8. Other Costs

Other costs should include no more than 12,500 in flex funds, if flex funds are proposed/included in your contract. May also include liability insurance costs directly related to this award.

### 9. Indirect Costs.

Indirect costs should specify the indirect costs included (rent, utilities, administrative support costs). Indirect costs should be no more than 20% of the total contract award.

