



# TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS COMMUNITY SERVICES BLOCK GRANT (CSBG) PROGRAM

## CSBG Budget Workbook Instructions



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## Submission Instructions and Due Date:

Complete all submission forms and submit the CSBG Budget in MS Excel format only (DO NOT convert to a PDF format.) The Department will open the Wufoo submission form on May 1<sup>st</sup> and will close the form at 11:59 pm CST on September 1<sup>st</sup>. The Department is requesting that the completed CSBG Budget and supporting documentation are submitted as early as possible to:

<https://tdhca.wufoo.com/forms/cap-submission-form/>

## CSBG Budget Workbook

Please enter the requested information into the yellow highlighted cells. There are additional sections to identify and enter CSBG Support for Other Programs. All subtotals and totals auto-calculate.



*CEAP Planning and Administrative Costs cannot be paid for with CSBG funds or any federal funds per LIHEAP regulations.*

## Summary Page

- **Subrecipient:** Choose Subrecipient name from the dropdown list
- **Service Area:** List all counties in the agency service area
- **CSBG Allocation:** Enter the PY 2021 CSBG Allocation as an estimate 2022 Allocation



Budget Categories B.1 – B.9 will auto-populate.

The Preparer and Approver must sign the Summary Page, then scan and submit a signed copy of this page when submitting the 2022 Budget through Wufoo. **The use of electronic signatures is allowable.**

## Personnel B.1 – Budget Support Sheet B.1

### Section 1: Administrative & Management Staff

- Identify and enter the CSBG Administrative and Management staff position (not staff name) Example: Executive Director, CFO, HR, Accounting, IT, Admin Assistant, Program Manager (administrative duties), etc.
- Enter the number of months this staff position is supported by CSBG
- Enter the annual salary of this staff position
- Enter the percent of CSBG support
- If you have an Indirect Cost Rate, verify that Administrative or Management Staff reflected in B.1 are not covered by your Indirect Cost Rate.

### Section 2: Program Staff/Direct Client Support Staff

- Identify and enter the Program Staff/Direct Client Support Staff position (not staff name.) Example: Case Worker, Program Manager (working directly with clients or planning or coordination functions), Coordinator, Client Specialist, Program Specialist, Intake Worker, CSBG Planning and Coordination Staff, etc.
- Enter the number of months this staff position is supported by CSBG
- Enter the annual salary of this staff position
- Enter the percent of CSBG support

### Section 3: CSBG Support for Other Programs

Enter the CSBG Support for Personnel costs budgeted to Other Programs. Identify the program by grant name and list the specific costs identified and percentages which CSBG will support:

- Identify and enter the Program, Direct Client Support Staff position (not staff name.) Example: Client Specialist, Program Specialist, staff who work directly with clients, etc.
  - CEAP Planning and Administrative Costs cannot be paid for with CSBG funds or any federal funds per LIHEAP regulations.
- Enter the number of months this staff position is supported by CSBG
- Enter the annual salary of this staff position
- Enter the percent of CSBG support



Read CSBG IM No. 37 - Definition and Allowability of Direct and Administrative Cost Block Appropriation and Allocations for definitions of staffing and functions that fall under each category or contact the CSBG Program Administrator.

Remember that USHHS recommends Administrative and Management Costs be limited to 16% and this includes salaries and fringe benefits costs. To locate go to <https://www.acf.hhs.gov/ocs/resource-library> and use the keyword search for IM 37.

## Fringe Benefits – Budget Support Sheet B.2

### Section 1: Administrative & Management Staff

Enter the CSBG related costs budgeted for staff positions on Personnel B.1. DO NOT provide percentages, instead break down each cost.

- F.I.C.A.
- Unemployment Insurance
- Workman’s Comp Insurance
- Health Insurance
- Dental Insurance
- Life Insurance
- Retirement Contribution
- Other: List any other related fringe benefits costs

### Section 2: Program Staff/Direct Client Support Staff

Enter the CSBG related costs budgeted for staff positions on Personnel B.1:

- F.I.C.A.
- Unemployment Insurance
- Workman’s Comp Insurance
- Health Insurance
- Dental Insurance
- Life Insurance
- Retirement Contribution
- Other: List any other related fringe benefits costs

### **Section 3: CSBG Support for Other Programs**

Enter the CSBG Support for Fringe Benefits costs budgeted to Other Programs. Identify the program by grant name and list the specific costs identified and percentages which CSBG will support:

- F.I.C.A.
- Unemployment Insurance
- Workman's Comp Insurance
- Health Insurance
- Dental Insurance
- Life Insurance
- Retirement Contribution
- Other: List any other related fringe benefits costs

### **Travel – Budget Support Sheet B.3**

Enter the CSBG related costs budgeted for:

- Local travel (miles and rate)
  - This rate may not exceed the current Federal rate as determined by the IRS
- Per diem
- Non-local travel
- Board member reimbursement for travel costs to attend board meetings (including board subcommittee meetings) if applicable.

### **Equipment – Budget Support Sheet B.4**

CSBG Equipment. There are separate sections for Purchases and Leases, in each section enter the:

- Equipment description
- Number of units
- Information on the brand and model
- Total Unit cost (not just the CSBG portion)
- Percentage budgeted to CSBG

Enter the CSBG Support for Equipment costs budgeted to Other Programs. Identify the program by grant name and list the specific costs identified and percentages which CSBG will support:

- Equipment description
- Number of units
- Information on the brand and model
- Total Unit cost
- Percentage budgeted to CSBG

### **Supplies – Budget Support Sheet B.5**

Enter the CSBG related costs budgeted for:

- Office Supplies
- Maintenance Supplies,
- Program Supplies,
- Postage, and
- Other Supplies

## Contractual – Budget Support Sheet B.6

Enter the CSBG related costs budgeted that are the costs requiring a contract (excluding equipment):

- Legal Services,
- Audit Services,
- Accounting Services and/or
- Other Costs. Example: contracts for janitorial service, security services, computer maintenance or user fee costs.
- Total Cost (not just CSBG portion)
- Percentage budgeted to CSBG

Enter the CSBG Support for Contractual costs budgeted to Other Programs. Identify the program by grant name and list the specific costs identified and percentages which CSBG will support requiring a contract (excluding equipment):

- Other Costs. Example: contracts for janitorial service, security services, computer maintenance or user fee costs.
- Total Cost (not just program portion)
- Percentage budgeted to CSBG

## Other Services – Budget Support Sheet B.7

### Other Items

CSBG Support for Other Services should be completed, if needed. Other items could include rent for facilities, insurance, utilities, phones, staff training, depreciation expense, board meeting expenses, publications, vehicle maintenance, publications, copying, related to CSBG, etc.

Enter the CSBG Support for Other Services budgeted to Other Programs. Identify the program by grant name and list the specific costs identified and percentages which CSBG will support:

- Other Items related to the CSBG program.
- Total Costs, and
- Percent budgeted to CSBG



Do not include administrative or direct program staff costs on B.6, those are to be shown in Personnel – B.1 and Fringe – B.2. Do not include overhead costs, those are to be shown in Contractual B.6 – Other Costs or Indirect Costs—B.8.

## Client Services – Budget Support Sheet B.8

### Direct Services to Case Management Clients to Transition into Self-Sufficiency or TOP

Enter the amount of funds budgeted for Direct Services for Case Management Clients working to transition into Self-Sufficiency or TOP.

The funds for TOP client assistance are for services to assist case managed clients obtain education and/or employment to transition into Self-Sufficiency or transition out of poverty. These funds are specifically for employment, education and removing barriers for employment. Examples: testing fees, certification costs, uniforms, equipment/tools for employment, transportation to/from school/work, etc. and can include assistance with rent and other expenses for persons receiving case management to TOP.

### Emergency Assistance/Direct Services to Clients not working towards Self-Sufficiency or TOP

- Enter the specific types of assistance to be provided or just enter miscellaneous emergency

assistance/direct services that may be provided. This is client assistance to stabilize families or persons who are not working to TOP and to assist them with emergency assistance such as rent, food, transportation, medical related costs, etc.

- Enter the Total Costs
- Enter the percent budgeted to CSBG

### **Indirect Costs – Budget Support Sheet B.9**

- Enter percent for Federal indirect cost rate
- Enter base calculation and Indirect Costs as applicable. Indirect Costs can only be charged to CSBG if the Subrecipient has an Indirect Cost Rate approved by the Subrecipient's cognizant agency.
- In the second and subsequent sections, Identify the program by grant name and list the specific costs identified and percentages which CSBG will support. Please include a copy of the Indirect Cost Rate showing the rate and the staff that are covered under the rate.