



**Department of Conservation
Resource Conservation District
Financial Assistance Program**

Budget Preparation Instructions

1. A completed budget form must be submitted. An example is provided in this Exhibit.
2. Blank copies are available at <http://www.conservation.ca.gov/dlrp/RCD/index.htm>
3. Use the following guidelines to complete the form.

ITEM INSTRUCTIONS

- (A) List the RCD that is administratively and legally responsible for the funding. Fiscal Sponsor RCDs should list the name of the sponsored RCD as well (Example: "Good Neighbor RCD Fiscal Sponsor for XYZ RCD").
 - (B) List total dollars required for the project. Item (B) includes amount requested from DOC and local matching funds, both in-kind and cash.
 - (C) List the funding amount being requested from the Department to support the project.
4. In accordance with Division 9 Section 9084 (CA Public Resources Code), RCDs must provide a minimum local match of 25% of the funding. The match can consist of in-kind and cash. However, at least 40% of the local match (or 10% of the funding) must be cash. Match must come from a non-state source. Examples include private, city, county, or federal contributions of time, equipment or money.
 5. Only *eligible costs* can be used as local cash match. For example, any benefits provided by the RCD to its employees that exceed the eligible 32% cannot be used as local match; benefits up to 32% may be used as match. If a cost is ineligible for reimbursement, it is ineligible for cash match.

ITEM INSTRUCTIONS

- (D) Identify all sources of in-kind local matching funds. Partners may provide cash match, in-kind or both. In-kind (non-cash) contributions may include the use of non-state or third party contributed real or personal property or equipment. The formula used to compute in-kind expenditures must be reasonable. Describe in the footnotes (item N) the method used to calculate the in-kind amounts.

RCD Financial Assistance Request: Exhibit C

- (E) Cash includes money available in a checking or savings account or guaranteed cash contributions from a federal grant or other non-state source. It may include city, county, water district, private foundation or other contributions. It must be a liquid asset and available to support the proposed activities.
- (F) For each budget item indicate if support documents are attached. Identify the expenditure or line item with a footnote. The footnote must be listed in the "Budget Footnotes" (item N). Support documents include letters of support, grant agreements, letters of commitment, contractor proposals, RCD Board letters, Memorandums of Understanding (MOU), etc.
- (G) Capacity building salaries and wages includes costs associated with consultants, contractors or personnel working on the proposed activities. List the total hours and the hourly rate used to calculate the total amount.
- In-kind contributions of time by volunteers must be broken down to reflect the total hours and an hourly wage rate. Wage rates should be based on the geographic area, the type of work being performed and the expertise required. The rate must be reasonable.
- (H) The Department will allow benefits up to 32% of the salary costs identified for RCD employees involved in the work. The Department will reimburse actual benefits provided by the RCD. Benefits exceeding 32% are not allowable for reimbursement or for match. Provide an itemized breakdown in the footnotes (item N).
- (I) 1. Identify any equipment costs that will be reimbursed using Department funds or used as an in-kind match. Equipment listed must support tasks identified in the work plan.
2. Items provided as in-kind match must be documented in the footnotes (item N).
- (J) Other costs that support the work plan. The Department will allow mileage up to the applicable published rate from the CA Department of General Services (currently 53.5 cents per mile).
- (K) Subtotal all of the columns.
- (L) Administrative costs are authorized for reimbursement or as a local match up to 15% of the Department's contribution (15% of Subtotal in the DOC column). Contractor or consultant administrative costs will be deducted to reflect the allowable 15% administrative cost authorized. Administrative costs must be described in a footnote. **Administrative costs exceeding the authorized 15% are not allowable for reimbursement or for local match.**

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(M) Total all the columns.

(N) **FOOTNOTES:**

(1) Each source of local match must be identified by name. Use footnotes to identify which specific expenditure(s) was provided by that partner's contribution. Partner contributions must be broken down into in-kind and/or cash.

(2) Attach support documents to the budget that clearly demonstrate the partner's financial commitment. This validates the contribution. Support documents include letters of intent, grant agreements, letters of commitment, Memorandums of Understanding, etc. An individual authorized to financially bind the organization must sign the documents.

(3) In-kind or cash contributions from the RCD applicant must be documented in a commitment letter authorized by the RCD Board of Directors and signed by the Board President. The letter must specifically describe the amount of cash match and certify that the money is from a non-state source. The letter must also describe the in-kind contributions and assign a monetary value to each.

(4) All line item expenditures must be justified in this section. Describe why the item is necessary and how it supports the project. Identify and describe the method used to compute the cost (including benefits). This requirement applies to all costs, those being reimbursed by the Department, as well as line items being used for local match, both in-kind and cash.

6. Any expense that is not specified in the budget is not eligible for funding. The Department reserves the right to eliminate any expenditure that does not support the work plan.

The Department cannot anticipate funding constraints and criteria associated with grant programs. It is the responsibility of the RCD to consult with other grantors/funding sources to ensure that the use of funds as match are acceptable and consistent with other funding requirements.