

## INSTRUCTIONS

### ATTACHMENT I – CSBG FISCAL DATA- CSBG BUDGET SUPPORT -- Personnel Costs CAP 425 1.1 (Rev. 06/09)

Enter the identifying information requested at the top of the report form: contractor's name, contract number, program year amount, contract term, program year (e.g., 2008), and amendment number (*if applicable*). Enter the preparer's name, telephone number, e-mail address, and fax number.

#### **ADMINISTRATIVE COSTS – SALARIES AND WAGES:**

Complete this form for those costs which are directly related to the administration of the CSBG contract. Provide the specific positions for the salaries and wages (Line Item# 1 Budget Summary 425 S) and Fringe Benefits (Line Item# 2 Budget Summary 425 S).

Column A: **Number of Positions**

Specify the number of positions for each Position Title in Column B that are directly related to the administrative costs of the CSBG contract.

Column B **Position Title**

Specify the position title. Do not abbreviate.

Column C: **Salaries and Wages**

Specify the total dollar amount of salaries and wages for staff performing CSBG administrative activities. Include all payments made to administrative staff, permanent or temporary, as well as all regular and overtime pay, as approved by the contract authority.

Column D: **Fringe Benefits**

Specify the total dollar amount of fringe benefits for staff performing administrative duties. Include all payments made in accordance with approved payroll benefit programs. This includes retirement/pension plans and various other forms of insurances related to employee compensation such as disability, life, health and unemployment. Additionally, workers' compensation, disability insurance, sick leave and accrued vacation should be included.

Column E: **Percent (%) of time to CSBG Administration**

Specify the amount of time (in percent) for the position dedicated to the CSBG administrative activities.

Column F: **Percent (%) of time to CSBG Program**

Specify the amount of time (in percent) for the position dedicated to CSBG programmatic activities—if applicable.

Column G **Total CSBG Administrative Costs**

The sum of Col. C plus Col. D multiplied by Col. A multiplied by Col. E= dollar amount charged to the administrative costs of the CSBG contract.