

Oregon IDA 2022-23 Budget Instructions

NP is requesting two elements in FO budget submissions for the 2021-22 funding and contracting cycle.

1. The Budget Detail excel form (available through the RFP portal). The Budget Detail Form must be submitted as an attachment through the submission form, as the actual excel file, not a PDF. A screenshot of the form is included here for reference. Instructions begin on the next page.
2. Budget Narrative Question/s: These are included in the RFP Narrative section.

2022-23 Projected Program and Admin Budget Detail

FO Name:

Please see the Budget Detail Form Instructions included in the Budget Draft request email

IMPORTANT: For rows 10 and 13 Carryover of IDA Program and Admin revenue, please include entire balance your program will carry forward at the close of the 2021-22 program year.

Revenue		
Carryover of Program Funds from Previous grants		-
2022 IDA Baseline Program Funds		-
2022 IDA Expansion Grant Program Funds		-
Carryover of Admin Funds from Previous grants		-
2022 IDA Baseline Admin Funds		-
2022 IDA Expansion Grant Admin Funds		-
Interest earnings received from NP in February 2022		
Interest earnings on IDA cash your organization holds		
Other Funding Sources supporting IDA Program-specify		-
Other Funding Sources supporting IDA Program-specify		-
Other Funding Sources supporting IDA Program-specify		-
Other Funding Sources supporting IDA Program-specify		-
Other Funding Sources supporting IDA Program-specify		-
Other Funding Sources supporting IDA Program-specify		-
Total Revenue		-

Expenses		
Salaries, Benefits, Fringe		
Title/Position	% FTE	-
Title/Position	% FTE	-
Title/Position	% FTE	-
Title/Position	% FTE	-
Title/Position	% FTE	-
Network FOs: 2022-23 Estimated payments to partners		
Accounting and Audit (if not in shared or indirect)		
Legal		
Professional Development (Training, conferences, etc.)		
Travel & Meals		
Supplies		
Participant training and education expenses		
Outreach and Marketing		
Shared Costs		
Indirect Costs		
Network FOs: Deferred payments to to be recognized in a future program year		
Deferred program and admin revenue to be recognized in a future program year		
Other-specify		-
Other-specify		-
Total expenses		-
Gain (Loss)		-

Budget Detail Form Instructions

Purpose:

1. To support funding allocation decisions by providing detail about the expense of running your organization's IDA Program, how the Program and Admin portions of the IDA grants support your program, and how your organization funds any shortfall.
2. To fulfill contract requirement for a current budget.

Instructions:

General

- We are requesting that all program and administrative funds from previous funding cycles be accounted for. Please include under revenue all estimated carryover for both program and administrative funds received prior to 2021. There is a designated expense line for any of those funds that are to be deferred to future program years. **Please note that if the amount of deferred program and admin revenue exceeds the equivalent of one full year of funding, as reflected in this budget, that may impact how much additional program and admin will be granted for expansion-specific funding. Your baseline program and admin will not be impacted this year.**
- Program Funds are to apply to expenses relating to staff and program delivery. Admin funds are understood to apply to expenses relating to accounting, professional services, and indirect expenses, including expenses related to integrating equity. Shared costs can be designated according to each organization's financial procedures.
- This form should be filled out by the fiscal or program staff most familiar with your program's budget.
- Please save the form to include your organization's name in the document name. For example, NAYA_2022IDABudgetDetail.
- The completed budget must be submitted through the RFP submission form in excel format. The submission deadline is 2/28/2022.
- All information submitted will be kept confidential.

By Field

FO Name: Please add your organization's name to the form

Revenue

Carryover of Program Funds from Previous grants

Include all IDA Program grant amounts from previous awards estimated to be unspent by 3/31/22.

2022 IDA Baseline Program Funds

Your proposed baseline program award was included in your RFP package. Include entire IDA Program grant amount. Note that the proposed baseline award amounts may shift before finalization, and the budget might need to be revised for contracting.

2022 IDA Expansion Grant Program Funds

Include requested program support for additional match funds (above the Baseline Match award) requested in the RFP. You may request up to 33% of the match amount. If your proposal does not require that level of additional program support, please indicate an appropriate figure. For example, if your proposal requests match to increase existing savers' match allocation from \$9,000 to \$12,000, your program would incur little additional client services expense. Also, as noted above, if your program is carrying more than one year's equivalent of deferred program funds, we may suggest they be allocated to this purpose. Note that final award amounts will need to be integrated into the budget during contracting.

Carryover of Admin Funds from Previous grants

Include all IDA Admin grant amounts from previous awards estimated to be unspent by 3/31/22.

2022 IDA Baseline Admin Funds

Your proposed baseline admin award was included in your RFP package. Include entire IDA Admin grant amount. Note that the proposed baseline award amounts may shift before finalization, and the budget might need to be revised for contracting.

2022 IDA Expansion Grant Admin Funds

Include requested admin support for additional match funds (above the Baseline Match award) requested in the RFP. You may request up to 10% of the match amount. If your proposal does not require that level of additional admin support, please indicate an appropriate figure. Also, as noted above, if your program is carrying more than one year's equivalent of deferred admin funds, we may suggest they be allocated to this purpose. Note that final award amounts will need to be integrated into the budget during contracting.

Interest earnings received from NP in February 2022

You will receive an email mid-February with the amount of interest that NP is transferring to your organization from interest earned on cash held by NP for your program in 2021.

Interest earnings on IDA cash your organization holds

Please provide an estimate, or final figure if available, for interest your organization earned in 2021 on IDA match cash it holds for future disbursal.

Other Funding Sources supporting IDA Program-specify

Please include a brief description of each additional revenue source. Add additional lines as necessary.

Total Revenue

This field will autofill from your entries.

Expenses

Salaries, Benefits, Fringe

- Please include all staff positions who receive a measurable portion of their salary and benefits from the IDA Program. Please do not include names of individuals filling the positions.
- **Position:** Type in the position and/or title.
- **% IDA FTE:** Type in the percentage of the position designated to the IDA Program.
- The dollar amount should reflect that designated percentage of their total salaries, benefits, and fringe.

Non-Staff Expenses

- Accounting and Audit (if not in shared or indirect)
- Legal
- Professional Development (Training, conferences, etc.)
- Travel & Meals
- Supplies
- Participant training and education expenses
- Outreach and Marketing
- Shared Costs
- Indirect Costs
- Deferred program and admin revenue to be recognized in a future program year

Note: Network FOs have an expense line added for payments to network partners.

Note: Network FOs have an expense line added for deferred payments to network partners.

Other

As much as possible, please use the high-level categories provided. We do not need finer detail. If an expense does not fit into any categories you can add it in. Add additional lines as necessary.

Total expenses

This field will autofill from your entries.

Gain (Loss)

This field will autofill from your entries.