

## CalFresh Outreach Budgets FFY 2022-2024 Quick Reference Guide

Do's	Don'ts
<b>Personnel</b>	<b>Personnel</b>
<p>Use descriptive position titles and descriptions.</p> <p><u>Example:</u> "Contract Compliance Manager: Manages CalFresh contract for compliance; manages invoicing; monitors subcontractors."</p>	<p>Don't use vague position titles and descriptions.</p> <p><u>Example:</u> "CalFresh Outreach: manages staff"</p>
<p>Factor in cost of living adjustments across all three years.</p>	<p>Don't use "advocacy" in any of the position names due to anti-lobbying regulations.</p>
<p>Enter the Organization's Total FTEs for Proration (this includes non-CalFresh staff).</p>	
<p>Make sure that the order of staff and position titles in Personnel Salaries section matches the same order in the Position Descriptions section. For repeated position titles, please repeat the matching position description.</p>	
<b>Operating</b>	<b>Operating</b>
<p>Use descriptive line items.</p> <p><u>Example:</u> "Office supplies (pens, paper products, calculators, folders, tape, etc.)"</p> <p>Some items like "Telephone/internet" and "Utilities" are self-explanatory.</p>	<p>Don't use general or vague descriptions of line items.</p> <p><u>Example:</u> "Outreach" or "General expense"</p>
<p><b>New:</b> Use descriptive printing costs line item. CDSS Outreach must request a printing waiver from DGS using the information provided.</p> <p><u>Example:</u> "Printing of 1,000 CalFresh applications, 5,000 color brochures and 1,000 color handouts."</p>	<p>Don't include one-time type of expenses.</p>

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<p>Put rent under the "Building Costs" section; the description must include a square footage calculation that shows the sq. feet of the building multiplied by the Percent FTE for Proration (as calculated in the Personnel section.)</p> <p><u>Example:</u> "Rent (9,000 sq. feet building x 24.5% FTE) = 2,205 sq. ft allocated to CFO"</p>	<p>Don't put rent anywhere else, since this cost is taken out of the indirect cost.</p>
<p>Include the number of items being purchased when purchasing multiples of the same item totaling more than \$5,000, such as laptops, furniture, tablets, software licenses, etc.</p> <p><u>Example:</u> "Laptops (n=10)"</p>	<p>Don't include transportation of clients to or from the local county social services office or provisions of tokens, vouchers or similar items for transportation of clients to or from the local county social services office.</p>
	<p>Don't include magnets, key chains, squeeze toys, pens, hats, trinkets, shirts, cups and other gift items known colloquially as <a href="#">S.W.A.G.</a></p>
	<p>Don't include radio, television and billboard advertisements.</p>
Equipment	Equipment
<p>Include non-capital equipment (items having a value under \$5,000 at the time of acquisition) in either "Operating Costs" or "Other Costs", as applicable.</p>	<p>CDSS Outreach does not recommend including capital equipment (items having a value of \$5,000 or more at the time of acquisition) in the budget, because all equipment purchased solely or partially with contract funds belong to the State of California and may be retrieved upon termination of the contract.</p>
Travel and Per Diem	Travel and Per Diem
<p>Use descriptive line items.</p> <p><u>Example:</u> "Mileage to local collaboratives and meetings (100% CFO, 5 staff)"</p>	<p>Don't use general or vague descriptions of line items.</p> <p><u>Example:</u> "Mileage"</p>

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<p>Use descriptive FRAC/Feeding America Conference line item.</p> <p><u>Example:</u> FRAC/Feeding America Conference to Washington D.C. (100% CFO, 1 staff): Registration Fee - \$350; Hotel - \$350 x 4 nights; Flight - \$400; Local transit - \$90; Parking - \$48</p>	
Subcontractors	Subcontractors
<p>Ensure that all subcontractor line items match the corresponding Federal Fiscal Year of the Subcontractor Budget Summary page.</p>	<p>Don't enter subcontractor line budgets with decimals, which usually happens due to manual entry. If you copy and paste the subcontractors' budget from Subcontractor Budget Summary, there are no decimals.</p>
<p>Ensure that the list of subcontractors is in the same order for each Federal Fiscal Year. New subcontractors should be added at the end of the list.</p>	
<p>Prime Contractors: Submit completed MOU agreements to your Program Analyst.</p>	
Other Costs	Other Costs
<p>Use descriptive line items.</p> <p><u>Example:</u> "Training Facility Rental = \$700 x 2 trainings annually"</p> <p>Some items like "Annual audit" are self-explanatory.</p>	<p>Don't use general or vague descriptions of line items.</p> <p><u>Example:</u> "Training costs"</p>
	<p>Don't include routine costs in this section.</p>

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Do's	Don'ts
<b>Indirect Costs</b>	<b>Indirect Costs</b>
<p>Provide documentation of indirect cost rate. The documentation must match the indirect cost rate that appears in the budgets.</p> <p>Prime Contractors: Submit Prime Contractor and Subcontractor indirect cost rate documentation as PDFs to your Program Analyst.</p>	<p>Don't exceed indirect cost rate of <b>25%</b>.</p>