

## SUBCONTRACTOR BUDGET NARRATIVE: INSERT AGENCY NAME HERE

|  |   |
|--|---|
| <b>Personnel Services</b>  | <b>\$0</b>  |
|  | <p><i>Example: Executive Director will earn \$90,000 for the contract period and will provide leadership and oversight for the organization.</i></p> <p><i>Fringe rate for all staff is 22% and includes dental, health, FICA, etc.</i></p>     |
| <b>Contractual Services</b>  | <b>\$0</b>  |
|  | <p><i>If you are further subcontracting with another agency, you will need to submit a budget narrative for your subcontractor.</i></p>   |
| <b>Travel</b>  | <b>\$0</b>  |
|  | <p><i>Example: Mileage is .545/mile for 4,000 miles for staff to visit clients to perform their duties.</i></p>   |
| <b>Equipment</b>   | <b>\$0</b>  |
|  |   |
| <b>Space/Property &amp; Utilities</b>  | <b>\$0</b>  |
|  | <p><i>Please include the square footage of any space being charged and the time period being charged for.</i></p>   |
| <b>Operating Expenses</b>  | <b>\$0</b>  |
|  |   |
| <b>Other / Admin Expenses</b>  | <b>\$0</b>  |
|  |   |
| <b>MWBE</b>  | <p><a href="https://ny.newnycontracts.com/">https://ny.newnycontracts.com/</a> to search for available MWBEs in the NYS Directory of Certified Firms.</p> <p>Planned MBE to use (if applicable):</p> <p>Planned WBE to use (if applicable):</p> |
| <b>This section to be completed by OTDA Staff for MWBE evaluation purposes</b> |   |

|   |    |
|---|----|
| <b>Discretionary Costs*</b><br>=                                |    |
| <b>X .30% =</b>   | \$ |
| <b>Plan for MBE<br/>Utilization</b>                             |    |
| List name of company that will be used and indicate MBE or WBE. |    |