

Instructions for Completing RLF Administrator RFP Budget Form

There are three worksheets included in the RLF RFP Budget Form.xls workbook. Complete all three worksheets and submit with proposal narrative. The worksheets contain formulas to calculate totals and the proposed percentage of funds requested for administrative costs.

RLF Budget Overview (Worksheet 1)	
<ul style="list-style-type: none"> Enter applicant name, address, contact person name, and phone. 	
<ul style="list-style-type: none"> Do not complete budget overview. The budget overview will be filled in by formulas linked to worksheets 2 and 3 totals. The budget overview must match the information included in the proposal narrative. 	
<ul style="list-style-type: none"> Applicant Executive Director and Board of Directors Chair must both sign the RLF Budget Overview prior to application submission. 	
RLF Administration Detail (Worksheet 2)	
<p>Administration costs for the RLF will be reimbursed by OEWD/MOCI in an amount not to exceed 15% of the total OEWD/MOCI microloan capital committed during the 2-year grant term.</p> <p>After the 2-year grant term, based on the availability of funds, OEWD/MOCI may provide additional funds for continued loan servicing and RLF administration. OEWD/MOCI microloan repayments may not be used to fund RLF administration costs.</p> <p>Sources and Uses budget detail must show the total cost and expense of operating the RLF over the 2-year grant term, including costs covered by other sources. Successful applicants will be required to provide additional detail on the portion of OEWD/MOCI funds that will be used for administration prior to execution of a grant agreement.</p>	
SOURCES	
Sources Lines A through G	<ul style="list-style-type: none"> Enter the annual (Year 1 and Year 2) amount of funds budgeted for RFL administration by fund type. 2-Year Total by fund type will be automatically calculated by a formula. Line G – Admin Total Sources will be automatically calculated by a formula.
USES	
Salaries & Wages Lines 1 through 9	<p>Consultants are not considered employees and should be listed in Contractual Services.</p> <ul style="list-style-type: none"> Enter the name and title for each staff person receiving salary and wages as part of the RLF administration. Enter the salary rate per hour and total hours for the 2-year period of the OEWD/MOCI RLF grant term. The total salary for each staff person will be automatically calculated by a formula. Line 9 – Total Salaries & Wages will be automatically calculated by a formula.



Fringe Benefits Lines 10 through 16	<ul style="list-style-type: none"> Based on total salaries and wages entered on Line 9, itemize projected payments for taxes, insurance, retirement and other fringe expenses. Line 16 – Total Fringe Benefits will be automatically calculated by a formula.
Contractual Services Lines 17 through 22	<ul style="list-style-type: none"> Contractual Services refer to payments to outside consultants/contractors. For each consultant/contractor, enter 1) Item - type of contractual service and the name of firm or individual, if known; 2) rate per hour and 3) total number of hours. The total cost for each consultant/contractor will be automatically calculated by a formula. Line 22 – Total Contractual Services will be automatically calculated by a formula. <p><i>Completing this budget item does not constitute OEWD/MOCI's required prior approval. Successful applicants cannot enter into a contract or hire a consultant that will be paid for with OEWD/MOCI funds without having prior approval from OEWD/MOCI.</i></p>
Equipment Lines 23 through 26	<ul style="list-style-type: none"> Itemize planned equipment purchases, rentals, and rentals with option to buy. Prior approval for equipment purchases using \$500 or more of OEWD/MOCI funds is required. Line 26 – Total Equipment will be automatically calculated by a formula. <p><i>Completing this budget item does not constitute OEWD/MOCI's required prior approval. Successful applicants cannot purchase equipment of \$500 or more that will be paid for with OEWD/MOCI funds without having prior approval from OEWD/MOCI.</i></p>
Insurance Lines 27 through 32	<ul style="list-style-type: none"> Itemize expense for each insurance item listed in this section. Line 32 – Total Insurance will be automatically calculated by a formula. <p><i>Successful applicants will need to provide evidence of insurance coverage before being reimbursed for any expense.</i></p>
Travel & Conferences Lines 33 through 36	<ul style="list-style-type: none"> Itemize planned travel and conference expenses. Line 36 – Total Travel & Conferences will be automatically calculated by a formula. <p><i>Completing this budget item does not constitute OEWD/MOCI's required prior approval. For out-of-town travel or conference, you must have prior approval from MOCI.</i></p>
Space Rental Lines 37 through 38	<ul style="list-style-type: none"> Enter portion of lease/mortgage cost associated with the RLF administration and program space. Line 38 – Total Space Rental will be automatically calculated by a formula.



Office Supplies Lines 39 through 40	<ul style="list-style-type: none"> This item includes office supplies costs associated with the RLF administration. Line 40 – Total Office Supplies will be automatically calculated by a formula.
Telecommunications Lines 41 through 42	<ul style="list-style-type: none"> This item is for telecommunication costs, including phone, fax, modem, and Internet access, associated with the RLF administration. Line 42 – Total Telecommunications will be automatically calculated by a formula.
Utilities Lines 43 through 44	<ul style="list-style-type: none"> This item includes expenses for electrical, gas and water utilities associated with the RLF administration. Line 44 – Total Utilities will be automatically calculated by a formula.
Other Expenses Lines 45 through 49	<ul style="list-style-type: none"> Other Expenses refers to any expenses that do not fit the above categories and are associated with the RLF administration. Itemize these expenses here. Line 49 – Total Other Expenses will be automatically calculated by a formula.
Total Line 50	<ul style="list-style-type: none"> Line 50 – Total will be automatically calculated by a formula.
RLF Microloan Capital Detail (Worksheet 3)	
<p>The OEWD/MOCI RLF Microloan Capital funds will be available for a 2-year grant term and must only be used for microloan capital. Loan loss reserves are not an eligible use of funds.</p> <p>OEWD/MOCI funded microloan repayments will be the primary OEWD/MOCI source for continued lending after the initial 2-year grant term. The OEWD/MOCI microloan repayments may not be used to fund RLF administration costs.</p>	
SOURCES/INFLOW	
Sources/Inflow Lines A through G	<ul style="list-style-type: none"> Enter the annual amount of funds (Year 1 – Year 7) budgeted for RFL Microloan Capital by fund type. 7-Year Total by fund type will be automatically calculated by a formula. Line H – Total RLF Microloan Capital – Sources/Inflow will be automatically calculated by a formula.
USES/OUTFLOW	
Uses/Outflow Lines 1 through 3	<ul style="list-style-type: none"> Enter the annual amount of funded microloans. Line 2 – Other is intended for capital-related costs, such as a loan loss reserve, that may be required by other fund sources. OEWD/MOCI funds cannot be used for this line item. 7-Year Total by fund type will be automatically calculated by a formula. Line 3 – Total RLF Microloan Capital – Uses/Outflow will be automatically calculated by a formula.

