

LINE ITEM BUDGETING & INVOICES/EXPENDITURE REPORTS

Line Item Budget Categories

Contract budgets will be based on four (4) designated categories:

- 1. Personnel**
- 2. Operating Expenses**
- 3. Other Costs** (In the case of subcontract(s), there will be one line item for each subcontract.)
- 4. Indirect**

Invoices/Expenditure Reports

- Contractor will submit supporting documentation for services rendered through Invoices/Expenditure Reports that will detail actual expenses for each budget category for the Program under the terms of the contract.
- Expenditure reports will be due within 30 days after the close of the reporting period.

Budget and Line Item Justification for Request for Applications (RfAs)

- Applicant will develop a budget based on the designated budget categories.
- Applicant will provide an annual Line Item Budget Justification that supports each line item in the budget and explains how cost estimates for each line item were developed.

Annual Line Item Justification for Ongoing Programs

- At the time of contract renewal, Contractor will submit an annual Line Item Budget Justification that supports each line item in the budget and explains how cost estimates for each line item were developed. (Contractor also submits annual service provisions and budget)
- While not part of the contract agreement, the Justification is part of the contract agreement file. Contractors are expected to communicate deviations to the line item justification and demonstrate that these deviations will not change the scope of work. Any anticipated changes to the scope of work would necessitate an amendment.