

# **Special Budget Instructions**

## **YOUTH WORKFORCE DEVELOPMENT SERVICES**

### **Ashland County**

The attached budget packet is a multi-purpose packet. For the purposes of this proposal the following allowances and restrictions apply:

- Vehicle repairs and maintenance are unallowable unless the vehicle is owned by the provider and is used exclusively in the performance of this project.
- Refreshments or food are allowable costs only if it is necessary for a planned activity to take place at a time that would normally include a meal break.
- Rent on a provider owned building is unallowable.
- Proposal preparation costs are unallowable.
- Administration or indirect costs are limited to 10% (ten) of total project expenses.
- Purchases of equipment items in excess of \$500 will be decided on an item-by-item basis between the selected provider and the CDJFS. Purchased items will be tagged as assets of the county and transfer with the program should another provider be awarded the program in the future.
- Medicaid eligible services are unallowable.
- All costs charged to the contract must be incurred during the contract period.
- Separate budgets must be submitted for each State Fiscal Year of the program. These budgets should be separated by both components of the project; In-school Youth, and Out-of-school Youth and by Funding Source; TANF and WIOA.