Introduction and Budget Development Overview

Coming Up Today

- Upcoming deadlines and trainings
- Important budget related updates for the 2019 program year
- LOA Updates
- Logging in to the system
- Live walk-through of budget entry

Upcoming Deadlines & Trainings

- Office Hours: 4/17 & 4/18
- Program Implementation Webinar (LOA walk-through): 4/24
- Budgets Due: 4/26
- Reimbursement Request Webinar: 4/26
- 1st Monthly Report Due: 6/5
- 1st Reimbursement Request Due: 6/15

Required Expenses

- Curriculum
  - Budget $1,000
  - Further details will be provided
- Community Service Project
  - Budget $2,000 (approximately)
  - Further details will be provided
- Youth Mentoring Summit
  - Returning sites should use last year's expenses as a baseline
  - Further details will be provided for all grantees

Personnel Reminders

- Personnel should account for no more than 75% of your budget (approximately)
- Administrative Personnel (Executive Director, Finance Coordinator, etc.) should account for no more than 10% of your budget:
  - Does not apply if these staff members *also* help with program implementation – if this is the case it should be clearly noted

Supplies

- No Equipment over $500 in value
  - Includes laptops, large sports equipment (boxing rings, basketball hoops, heavy bags, etc.
- Supplies CAN include:
  - General office supplies (paper, printer cartridges, etc.); sports supplies (basketballs, baseballs, boxing gloves, mouth guards, etc).
  - Any individual items over $50 in value should have their own line item

Travel

- The NPAL Youth Mentoring Summit in July is the only official travel event that can be covered by the grant
  - Further details TBA
- Field trips should involve Mentees and Mentors and be related to the mentoring curriculum in some way
  - NO overnight trips will be reimbursed

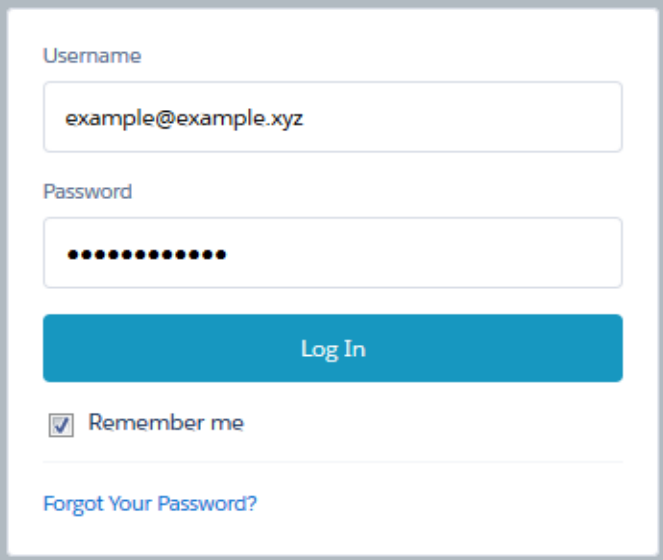
LOA (Letter of Agreement)

- This will outline ALL requirements of the 2019 Mentoring program in detail
- Will be sent and signed electronically via the online reporting system
- Will not be sent until after budget approval
- Will require 2 signatories – CEO and Board Member or other authorized signer

NPAL Mentoring
Entering the Budget into the Online Reporting Site

How to Log into the Online Reporting Site

https://firstpic.force.com/npal



- The login credentials for returning organizations remain the same as last year.
- CEOs for all new organizations who submitted an application for the 2019 NPAL Mentoring program should have already received this email. If you did not, please email support@firstpic.org for assistance.

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National PAL
NPAL Example Land

Dashboard | About | Sub-Grants | Reimbursements | Program | Resources | Logout

HELLO NPAL LOCAL ADMIN.

Once logged into the online reporting site, select "Sub-grants" to enter a budget.

Please note: We do not have youth demographic information on file for you

You do not have a SAM.gov expiration in the system. Please ensure that you have a DUNS number and that it is properly registered through SAM.gov. Updating SAM.gov does not automatically update this system. Please submit your updated registration date via the About tab. Please contact Angie Caffee with any questions at acaffee@nationalpal.org
Please update your SAM.gov registration here.
Further instructions available here.

What's New/System Updates

- The default sort order for all Reimbursement List pages will now be Request Date (was previously request ID).
- CEOs are now able to request access to the site by assigning a user profile to a contact under the About tab.

Incomplete Reimbursement Requests

No Incomplete Reimbursement Requests Found

Reimbursement Requests Sent Back

No Reimbursement Requests Sent Back Found

Overdue Progress Reports

No Overdue Progress Reports Found

National PAL
NPAL Example Land

Dashboard | About | Sub-Grants | Reimbursements | Program | Resources | Log

SUB-GRANTS

Grant: View All | Sub-Grant Name:

Status: View All | Sort By: Name | Update

View All | Export Results

Sub-Grant Name	Awarded	Total Budgeted	Requested Amount	Approved Amount	Balance	
2019 NPAL Mentoring Example Land	$34,200.00	$0.00	$0.00	$0.00	$0.00	Pending Approval

1 - 1 of 1

View Closed Grants

Click on the sub-grant related to the budget you are creating. The Sub-Grant Name for the proposed budget for the 2019 Program Year will include 2019 Mentoring.

2019 NPAL MENTORING EXAMPLE LAND

TOTAL AWARDED: $34,200.00

Date Range: 04/01/2019 - 03/31/2020	**Children Served:** 38	**Total Budgeted:** $0.00	**Status:** Incomplete
Requested Amount: $0.00	**Approved Amount:** $0.00	**Balance:** $0.00	

Personnel & Fringe Notes

No notes from Affiliate

No notes from National

Expense Notes

No notes from Affiliate

No notes from National

Attachments

No Attachments Found

View Reimbursements | Update Budget

Click “Update Budget” to begin the budget submission process.

Adding Personnel and Fringe Expenses

National PAL
NPAL Example Land

Dashboard | About | Sub-Grants | Reimbursements | Program | Resources | Logout

2019 NPAL MENTORING EXAMPLE LAND

TOTAL: $ 34,200.00

Projected # of children served during the Grant performance period: 38

Sub-Grant Date Range: 04/01/2019 - 03/31/2020

Add Personnel Items

Delete Items

Name	Title	Hourly	Rate	Total Hrs/Wk	Grant Hrs/Wk	% Time on Grant	Start Date	End Date	Total Salary

Name	FICA	Medical	Dental	S.T. Disability	L.T. Disability	Life	Other	Total Fringe Benefits	Notes

Add

To add a staff member to the budget, click the "Add" button.

Personnel Notes

No notes from National

Update Amounts | Save and Exit | Next

Total Requested Amount: $ 0.00

You must resubmit this budget if changes are made and receive approval on the new budget in order to see these changes reflected in your reimbursement.

National PAL
NPAL Example Land

Dashboard | About | Sub-Grants | Reimbursements | Program | Resources | Logout

2019 NPAL MENTORING EXAMPLE LAND

TOTAL: $ 34,200.00

ected # of children served during the Grant performance period: 38

19 - 03/31/2020

Delete Items

Name	Title	Hourly	Rate	Total Hrs/Wk	Grant Hrs/Wk	% Time on Grant	Start Date	End Date	Total Salary
		☐					4/1/2019	3/31/2020	

Name	FICA	Medical	Dental	S.T. Disability	L.T. Disability	Life	Other	Total Fringe Benefits	Notes
								$	+

Add

Personnel N

No notes from National

Update Amounts | Save and Exit | Next

Total Requested Amount: $ 0.00

You must resubmit this budget if changes are made and receive approval on the new budget in order to see these changes reflected in your reimbursement.

1 Enter the employee's name

2 Enter the employee title as it relates to the program.
This should be short, but descriptive of their role with the program.
Ex: NPAL Mentoring Program Coordinator, Program Aide, etc.

3 If the employee is hourly, check the box. If the employee is salaried, leave it unchecked.

4 For ***hourly*** employees, enter their *hourly rate* of pay.

For ***salaried*** employees, enter their *annual salary*.

National PAL
NPAL Example Land

Dashboard | About | Sub-Grants | Reimbursements | Program | Resources | Logout

2019 NPAL MENT

AL: $ 34,200.00

Projected # of children served c

8

04/01/2019 - 03/31/2020

1 Enter the total number of hours that the employee works per week.

2 Enter the average number of hours the employee will work on the program each week.

Add Personnel Items

Delete Items

Name	Title	Hourly	Rate	Total Hrs/Wk	Grant Hrs/Wk	% Time on Grant	Start Date	End Date	Total Salary
							4/1/2019	3/31/2020	

Name	FICA	Medical	Dental	S.T. Disability	L.T. Disability	Life	Other	Total Fringe Benefits	Notes
								$	+

Add

3 Select the start and end date that the employee will work on the program. It will default from 4/1/2019 – 3/31/2020 but should be changed to estimated start and end date for this employee on the program.

Personnel Notes

No notes from

Please Note: Not all employees will be working on the program for the entire grant year. Therefore, the Start and End date should accurately reflect what is appropriate for each staff member.

Update Amounts | Save and Exit | Next

Total Requested Amount: $ 0.00

You must resubmit this budget if changes are made and receive approval on the new budget in order to see these changes reflected in your reimbursement.

Please Note: You are not required to include fringe benefits in your budget, you may leave all or any of these options blank. If you would like to include fringe benefits, proceed with the following steps as applicable.

Logout

201 ... 0.00

Projected # of children served during the Grant performance period: 38

Sub-Grant Date Range: 04/01/2019 - 03/31/2020

1 FICA should be entered as the employee's "Total Salary" as determined by the online reporting site x 7.65% (which is equivalent to 0.0765).

Example: Jane Doe's total salary is $17,581.07. $17,581.07 x 0.0765 = 1344.95. Therefore, 1344.95 should be entered in for FICA.

Name	FICA	Medical	Dental	S.T. Disability	L.T. Disability	Life	Other	Total Fringe Benefits	Notes
Jane Doe	0	0	0	0	0	0	0	$ 0.00	+

2 In this section of the fringe benefits, enter the ***annual premium*** for any benefits paid as a set rate, that you would like to include.

Example: Employer pays $500 per month towards the Medical Insurance for this employee: $500 x 12 mos. = $6,000 annual premium (enter 6,000 in the Medical box)

The system will automatically calculate the amount allocated to the grant based on information entered here and in the payroll section.

Update Amounts | Save and Exit | Next

Total Requested Amount: $ 17,581.07

You must resubmit this budget if changes are made and receive approval on the new budget in order to see these changes reflected in your reimbursement.

National PAL
NPAL Example Land

Dashboard | About | Sub-Grants | Reimbursements | Program | Resources | Logout

2019 NPAL MENTORING EXAMPLE LAND

TOTAL: $ 34,200.00

Projected # of children served during the Grant performance period: 38

Sub-Grant Date Range: 04/01/2019 - 03/31/2020

Add Personnel Items

Delete Items

Name	Title	Hourly	Rate	Total Hrs/Wk	Grant Hrs/Wk	% Time on Grant	Start Date	End Date	Total Salary
Jane Doe	Program Coordina	☑	13.45	40	25	62.50%	4/1/2019	3/31/2020	$17,581.07

Name	FICA	Medical	Dental	S.T. Disability	L.T. Disability	Life	Other	Total Fringe Benefits	Notes
Jane Doe	1344.95	0	0	0	0	0	0	$ 0.00	+

Add

Personn

No notes

Update A

Amount: $ 17,581.07

You mu

your reimbursement.

Click on the '+' under Notes to add the narrative information for each staff member. These notes are for both the personnel and fringe benefits entries. Notes included for each line item should describe the work the employee will be doing related to the NPAL Mentoring program as well as any other relevant/clarifying information that may be needed.

Notes are required for all line items in this section of the budget.

Please note: If entering an amount for "Other" in the fringe benefits section, you do need to provide information specifically identifying this fringe benefit here.

National PAL
NPAL Example Land

Dashboard | About | Sub-Grants | Reimbursements | Program | Resources | Logout

When adding notes, this is the pop up that will appear. Please enter the necessary narrative information and press “Save and Close” to close the screen and return to the budget entry page. Once you have entered and saved the notes, the “+” will change to a speech bubble.

Notes for Jane Doe

No Notes from National

Save and Close

Add Per

Name					
Jane Doe	Program Coo	2019	3/31/2020	$17,581.07	

Name	FICA	Me	Total Fringe Benefits	Notes
Jane Doe	1344.95	0	$ 1,283.63	+

Add

Personnel Notes

No notes from National

Update Amounts | Save and Exit | Next

Total Requested Amount: $ 18,864.70

You must resubmit this budget if changes are made and receive approval on the new budget in order to see these changes reflected in your reimbursement.

National PAL
NPAL Example Land

Dashboard | About | Sub-Grants | Reimbursements | Program | Resources | Logout

2019 NPAL MENTORING EXAMPLE LAND

TOTAL: $ 34,200.00

Projected # of children served during the Grant performance period: 38

Sub-Grant Date Range: 04/01/2019 - 03/31/2020

Add Personnel Items

Delete Items

Name	Title	Hourly	Rate	Total Hrs/Wk	Grant Hrs/Wk	% Time on Grant	Start Date	End Date	Total Salary
Jane Doe	Program Coordina	☑	13.45	40	25	62.50%	4/1/2019	3/31/2020	$17,581.07
		☐					4/1/2019	3/31/2020	

Name	FICA	Medical	Dental	S.T. Disability	L.T. Disability	Life	Other	Total Fringe Benefits	Notes
Jane Doe	1344.95	0	0	0	0	0	703.24	$ 1,283.63	+
								$	+

Add

Do not leave any empty items in the "Add" box. The system will try to save it for you and it will show up as an line item with a random string of numbers and letters as its title in your budget. Select these empty line items in the 'Add" box and hit delete **before** saving or moving forward.

Personnel Notes

No notes from National

Update Amounts | Save and Exit | Next

Total Requested Amount: $ 18,864.70

National PAL
NPAL Example Land

Dashboard | About | Sub-Grants | Reimbursements | Program | Resources | Logout

2019 NPAL MENTORING EXAMPLE LAND

TOTAL: $ 34,200.00

Projected # of children served during the Grant performance period: 38

Sub-Grant Date Range: 04/01/2019 - 03/31/2020

Add Personnel Items

Delete Items

Name	Title	Hourly	Rate	Total Hrs/Wk	Grant Hrs/Wk	% Time on Grant	Start Date	End Date	Total Salary
Jane Doe	Program Coordina	☑	13.45	40	25	62.50%	4/1/2019	3/31/2020	$17,581.07

Name		Total Fringe Benefits	Notes
Jane Doe	13	$ 0.00	+

Add

This notes section is utilized when submitting a request for a budget revision after your budget has been approved. No information should be included here at this time.

Personnel Notes

No notes from National

Update Amounts | Save and Exit | Next

Total Requested Amount: $ 17,581.07

You must resubmit this budget if changes are made and receive approval on the new budget in order to see these changes reflected in your reimbursement.

National PAL
NPAL Example Land

Dashboard | About | Sub-Grants | Reimbursements | Program | Resources | Logout

2019 NPAL MENTORING EXAMPLE LAND

TOTAL: $ 34,200.00

Projected # of children served during the Grant performance period: 38

Sub-Grant Date Range: 04/01/2019 - 03/31/2020

Add Personnel Items

Delete Items

Name	Title	Hourly	Rate	Total Hrs/Wk	Grant Hrs/Wk	% Time on Grant	Start Date	End Date	Total Salary
Jane Doe	Program Coordina	☑	13.45	40	25	62.50%	4/1/2019	3/31/2020	$17,581.07

Name	FICA	Medical	Dental	S.T. Disability	L.T. Disability	Life	Other	Total Fringe Benefits	Notes
Jane Doe	1344.95	0	0	0	0	0	0	$ 0.00	+

Add

Notes from reviewers will appear here. These might include revisions needed if the budget is sent back for adjustments or corrections. During your original budget entry, this will be blank.

Personne

No notes from National

Update Amounts | Save and Exit | Next

Total Requested Amount: $ 17,581.07

You must resubmit this budget if changes are made and receive approval on the new budget in order to see these changes reflected in your reimbursement.

National PAL
NPAL Example Land

Dashboard | About | Sub-Grants | Reimbursements | Program | Resources | Logout

2019 NPAL MENTORING EXAMPLE LAND

TOTAL: $ 34,200.00

Projected # of children served during the Grant performance period: 38

Sub-Grant Date Range: 04/01/2019 - 03/31/2020

Add Personnel Items

Delete Items

Name	Title	Hourly	Rate	Total Hrs/Wk	Grant Hrs/Wk	% Time on Grant	Start Date	End Date	Total Salary
Jane Doe	Program Coordin	☑	13.45	40	25	62.50%	4/1/2019	3/31/2020	$17,581.07

Name		Life	Other	Total Fringe Benefits	Notes
Jane Doe	1	0	703.24	$ 1,283.63	+

Click here if you need to add another staff person to your budget.
You will then repeat the previous steps.

Add

If you need to step away from entering your budget, you may press “Save and Exit” and come back to continue later.

No notes from National

Once you have entered all of the necessary Personnel and Fringe Benefits expenses, press “Next” to move on to the Expenses section of the budget.

Update Amounts | Save and Exit | Next

Total Requested Amount: $ 18,864.70

You must resubmit this budget if changes are made and receive approval on the new budget in order to see these changes reflected in your reimbursement.

Personnel

- Include a minimum of 1 Part-time (PT) position for the NPAL Mentoring Program Coordinator

- Position titles should be short, descriptive, and position specific
  - NPAL Mentoring Program Coordinator
  - NPAL Mentoring Program Aid #1
  - NPAL Mentoring Program Aid #2

If you are a returning organization, you may refer to how entries are titled on your current budget for further examples.

Fringe Benefits

- These benefits are for the personnel listed in the budget category and only for the percentage of time devoted to the project
- Determine which benefits will be claimed (FICA, workers' comp, unemployment, medical, dental, etc.)
- Only fringe specifically listed in the budget may be claimed for reimbursement

  (e.g., if you list health and dental insurance, you may not then also claim vision and life insurance as well on a reimbursement request; if you only list FICA, you may not also claim unemployment and worker's comp)

Fringe Benefits

- Fringe benefits should not be included if the position is filled by a contracted employee and not a regular employee
- Insurance rates need to be based on employee only premium rates paid by the employer
- Health benefits need to be broken out into their own listings (i.e., Medical, Dental, Vision, etc.)
- An option for ‘Other’ is available if budgeting for a benefit that is not listed; this will need identified in the notes (i.e., Workers’ Comp, SUTA, etc.)

Line Item Notes

- Line Item Notes are where you will enter the ‘budget narrative’ information
- Narrative information needs to be included in the “Notes” section specific to each line item
- Detailed and/or clarifying information in regard to items listed in your budget is provided here

Personnel & Fringe Line Item Notes

Include a brief description of the responsibilities and duties, in relationship to fulfilling the program goals and objectives, specific to each person included in the budget.

Other information that should also be included in the notes:

- Clarifications, such as if the CEO is also the actual NPAL Mentoring Program Coordinator
- A comment verifying that all insurance rates are based on employee only premium costs

Personnel & Fringe Line Item Notes

Example Notes:

- NPAL Mentoring Program Coordinator will be responsible for recruiting participants, implementing the program, tracking participation, and completing required reporting.

- CPO will fulfill administrative components of the program from the beginning of the LOA and will oversee that all program requirements are being fulfilled. Health and Dental insurance, based on employee only premium rates.

Adding Other Expenses

- Supplies
- Travel
- Contract Specialists
- Other Costs

2019 NPAL MENTORING EXAMPLE LAND

TOTAL: $ 34,200.00

Sub-Grant Date Range: 04/01/2019 - 03/31/2020

Add Expense Items

Delete

Item Name	Cate	Total Expense	Amount Allocated to Grant	Notes

Add

This is the Expenses page. As with Personnel, you add items and include line item notes. To begin, click "Add"

Expense Notes

No notes from National

Attachments

Upload Attachments

Previous Update Amounts Save and Exit Submit

Total Requested Amount: $ 18,864.70

You must resubmit this budget if changes are made and receive approval on the new budget in order to see these changes reflected in your reimbursement

National PAL
NPAL Example Land

Dashboard | About | Sub-Grants | Reimbursements | Program | Resources | Logout

2019 NPAL MENTORING EXAMPLE LAND

TOTAL: $ 34,200.00

Sub-Grant Date Range: 04/01/2019 - 03/31/2020

Add Expense Items

Delete

Item Name	Category	Monthly Rate	Total Expense	Amount Allocated to Grant	Notes
	Other Costs	0	0	$	+

Add

1 Enter the Item name.
Please use a **short** general descriptive name here.
Ex: Snacks/Field Trip Meals, Office/Program Supplies, End of Year Trip - Admissions, Curriculum, etc.
Additional detailed information will be provided in the Notes.

2 Select the budget category:
- Supplies
- Travel
- Contract Specialist
- Other Costs

Expense

No notes

Attachm

Upload Attachments

Previous | Update Amounts | Save and Exit | Submit

Total Requested Amount: $ 22,567.03

National PAL
NPAL Example Land

Dashboard | About | Sub-Grants | Reimbursements | Program | Resources | Logout

2019 NPAL MENTORING EXAMPLE LAND

TOTAL: $ 34,200.00

Sub-Grant Date Range: 04/01/2019

1 Enter the total dollar cost of the expense as a lump sum.

Add Expense Items

Delete

	Item Name	Category	Monthly Rate	Total Expense	Amount Allocated to Grant	Notes
☐		Other Costs	0	0	$	+

Add

Expense Notes

2 Add notes (narrative information) to explain the item(s) and how it will be used for/related to the NPAL Mentoring program.

No notes from National

Attachments

Upload Attachments

Previous | Update Amounts | Save and Exit | Submit

Total Requested Amount: $ 22,567.03

National PAL
NPAL Example Land

Dashboard | About | Sub-Grants | Reimbursements | Program | Resources | Logout

When adding notes, this is the pop up that will appear. Please enter any necessary notes and press “Save and Close” to close the screen and return to the budget entry page.

Notes for Snacks/Field Trip Meals

Snacks such as chips, juice, crackers, fruit, etc will be purchased for occasional use during the program time to keep NPAL Mentoring participants engaged, and if the program runs during the normal snack time or dinnertime. Lunch will be provided to NPAL Mentoring participants during trips that will span the mentee's regular lunch time. Lunch costs will not $10 per person.

No Notes from National

Save and Close

Name	Notes
Community Service Project	
Curriculum	
End of Year Trip - Admission	

Supplies

Name	Notes
Office/Program Supplies	
Snacks/Field Trip Meals	
T-Shirts	

Travel

Name	Monthly Rate	Total Expense	Amount Allocated to Grant	Notes
End of Year Trip - bus rental	0.00	600.00	$ 600.00	
PAL Supplies Transportation	0.00	150.00	$ 150.00	
Youth Summit	0.00	4650.00	$ 4,650.00	

Add Expense Items

Delete

Item Name	Category	Monthly Rate	Total Expense	Amount Allocated to Grant	Notes

Name	Monthly Rate	Total Expense	Amount Allocated to Grant	Notes
Office/Program Supplies	0.00	350.00	$ 350.00	

Add Expense Items

Delete

Item Name	Category	Monthly Rate	Total Expense	Amount Allocated to Grant	Notes
	Other Costs	0	0	$	+

Add

Do not leave any empty items in the Add box. The system will try to save it for you and it will show up as a line item with a random string of numbers and letters as its title in your budget.
Select these empty line items in the Add box and hit delete **before** saving or moving forward.

Expense Notes

No notes from National

Attachments

Upload Attachments

Previous Update Amounts Save and Exit Submit

Total Requested Amount: $ 34,200.00

Name	Monthly Rate	Total Expense	Amount Allocated to Grant	Notes
Office/Program Supplies	0.00	350.00	$ 350.00	

Add Expense Items

Delete

Item Name	Category	Monthly Rate	Total Expense	Amount Allocated to Grant	Notes

Add

Expense Notes

No notes from National

Attachments

Upload Attachments

Previous Update Amounts Save and Exit Submit

Total Requested Amount: $ 34,200.00

Click "Update Amounts" to calculate the amount allocated to the grant.

National PAL
NPAL Example Land

Dashboard | About | Sub-Grants | Reimbursements | Program | Resources | Logout

Sub-Grant Date Range: 04/01/2019 - 03/31/2020

Add Expense Items

Delete

Item Name	Category	Monthly Rate	Total Expense	Amount Allocated to Grant	Notes
				3	

Add

This notes section is utilized when submitting a request for a budget revision after your budget has been approved. No information should be included here at this time.

Expense Notes

No notes from National

Attachments

Upload Attachments

Notes from reviewers will appear here. These might include revisions needed if the budget is sent back for adjustment or corrections.
During your original budget entry, this will be blank.

Previous | Update Amounts | Save and Exit | Submit

nt: $ 22,810.56

You must resubmit this budget if changes are made and receive approval on the new budget in order to see these changes reflected in your reimbursement.

Supplies

- Enter a **brief title** for the line item (**Example:** Office/Program Supplies)
- Supplies include any materials that are expendable or consumed during the course of the program *and* **nonexpendable items under $500**
- Nonexpendable items, especially items of significant value (over ~$50), need to be listed in their own individual line items (e.g., t-shirts, printers, digital cameras, etc.)
- Office/Program Supplies, Snacks/Field Trip Meals, Curriculum, etc. each need to be listed as their own line item

Supply Examples

Office/Program Supplies:

- Possible supplemental materials needed to implement the curriculum (paper, markers, tri-fold display board, pencils, binders, card stock, etc.)
- Record keeping materials (folders, notebooks, paper, binders, pens, etc.)
- Toner cartridges
- Paper products for serving snacks (paper plates, napkins, cups, etc.)

Snacks/Field Trip Meals for mentees (limited to specific occasions)

Supply Examples

- T-Shirts (not to exceed $15/shirt) / Hoodies (not to exceed $25)
  (for safety purposes — easily identifying participants during special events)
- Digital Camera (less than $150)
- Printer (less than $150)
- Practice Pinnies/Jerseys (not to exceed $6/pinnie)

Supplies

Reminder: Items of significant value (~$50+) will need their own line item for specific approval of that item

Only food and beverages may be purchased in a line item designated for Snacks/Field Trip Meals; items such as paper plates, cups, etc. would need to be purchased through a Program/Office Supplies line item.

Supplies – Item Notes

- Provide information regarding how the supplies will be used to support/enhance the NPAL Mentoring program in the notes
- **Snacks/Field Trip Meals:** Indicate when the snacks will be provided and why they are necessary (i.e., during curriculum lessons, field trips, end of program graduation event, etc.)
- **Please note**: Meals are only allowed with grant funding if the off site event (i.e., enrichment activity trip) is significant in length and will span the mentees' regular meal time
  - specify this in the notes if you are including meal costs
  - meal cost amounts: lunch ≤ $10/person; supper ≤ $15/person

Supplies – Item Notes

- **Office/Program Supplies:** List examples of items you plan to purchase with funds in this line item

- **All Non-expendable items:** List how each item will be used related to the NPAL Mentoring program (remember to include a comment regarding the safety component for t-shirts or hoodies)

Supplies – Item Notes

Example Notes

- **Snacks/Field Trip Meals:** Snacks such as chips, juice, crackers, fruit, etc. will be purchased for occasional use during the program time to keep NPAL Mentoring participants engaged, and if the program runs during the normal snack time or dinnertime. Lunch will be provided to NPAL Mentoring participants during trips that will span the mentee's regular lunch time. Lunch costs will not exceed $10 per person.

Supplies – Item Notes

Example Notes

- **Office/Program Supplies:** Items such as pencils, printer ink, copy paper, notepads, etc. as needed to complete the NPAL Mentoring programs and activities.
- **Printer:** Printer will be used to print supplemental program materials for mentees, flyers for mentor recruitment, program communication to parents, etc.
- **Camera:** Camera will be used to take photos of NPAL Mentoring participants for program promotion and reporting.
- **T-Shirts:** T-shirts will be purchased for safety purposes and easily identifying NPAL Mentoring participants during field trips. T-shirts are estimated to be $9 per shirt for 38 mentees, 5 mentors, 2 extra for mentor/mentee turnover, and 2 staff members totaling in 47 t-shirts.

Other Costs

- Include expenses such as admission costs for field trips, curriculum, community service project, background checks, etc. in this category
- NPAL Mentoring program funds may be used to cover costs only for current program participants. Admission costs towards field trips to cover both mentees and mentors should be included
- Transportation costs related to the field trips need to be listed in the *Travel* category
- Snack expenses related to field trips need to be included in the *Supplies* category (specifically within the Snacks line item)

Other Costs - Notes

Example Notes

- **End of Year Trip - Admissions:** NPAL Mentoring participants will have an opportunity to attend an end of the year event such as Sky Zone, skating, bowling, etc to enhance the bond between mentors and mentees over the program year. Estimated trip for 38 mentees, 5 mentors, and 2 staff to supervise.

Travel

- Travel should be entered into the budget under the "Travel" category
- Travel can include expenses such as Youth Summit, transportation to purchase supplies/snacks (by organization owned vehicle and/or by personal vehicle), rental vehicles for field trips, etc.
  - Each of these expenses should be included in the budget as their own line item
- Travel by Organization Owned Vehicle and Travel by Personal Vehicle can be included in the budget in one line item

Travel – Notes

Personal Vehicle

- Reimbursement will be made via **mileage logs** not to exceed the current GSA mileage rate ($0.58/mile).
- The purpose(s), destination(s), number of trips, and approximate round trip mileage of each trip needs to be included in the line item notes.
- *If travel will be by both personal and organization owned vehicle, please specify this information in the line item notes including the estimated miles for each vehicle accordingly.*

Travel – Notes

Organization Owned Vehicle

- Reimbursement will be made via **<u>mileage logs and gas receipts</u>**
- The purpose(s), destination(s), number of trips, and approximate round trip mileage of each trip needs to be included in the line item notes
- *If travel will be by both personal and organization owned vehicle, please specify this information in the line item notes including the estimated miles for each vehicle accordingly.*

Travel – Notes

Example Notes

- **Personal Vehicle:** The estimated cost of mileage for CEO's car that will be utilized for transportation to purchase snacks and supplies within the community throughout the NPAL Mentoring program year. Estimated at 500 miles at $0.58/mile
- **Organization Owned Vehicle:** The cost of gas for a PAL van that will be utilized for transportation to purchase snacks and supplies within the community throughout the NPAL Mentoring program year. Estimated at 500 miles overall
- **Personal & Organization Owned Vehicle:** The estimated cost of mileage for CEO's car that will be utilized for transportation to purchase snacks/supplies estimated at 450 miles at $0.58/mile, and the estimated cost for gas to transport PAL participants to the end of the year field trip at 50 miles

Travel

- The NPAL Mentoring Youth Summit is expected to be held at the Bolger Center in late July
- All expenses towards the Youth Summit should be included in the budget under one line item

Travel

The following travel costs for attending Youth Summit could be included in your budget if applicable

- Airfare/Train-fare/Mileage
- Baggage fees
- Hotel
- Airport Parking
- Per Diem
- Local Ground Transportation (R/T airport – home & in Potomac, MD)
  - Mileage
  - Taxi/Uber/Lyft/shuttle
  - Rental Vehicle

Travel - Notes

Example Notes

- Estimated costs for 5 youth and 1 chaperone for the NPAL Mentoring Youth Summit, including the cost of airfare, shuttle transportation from the airport to the hotel and back, summit fees, and per diem

Contract Specialists

- Include consultants, guest speakers, etc.
- Consultant fees may not exceed $650.00 for an 8-hour day ($81.25/hour)

Contract Specialists - Notes

Provide detailed information regarding what the contract specialist will be doing and how their services support/enhance the NPAL Mentoring program in the notes

Example Notes: Arrangements will be made for a contractor to assist with the processing and submission of reimbursement requests, and meeting the financial requirements of the NPAL Mentoring program

Uploading Supporting Documentation

Youth Summit	0.00	4650.00	$ 4,650.00	

Add Expense Items

Delete

Item Name	Notes

Add

Reminder: Supporting documentation verifying fringe rate(s) must be uploaded to the budget for percentage based fringe, with the exception of FICA.
(ex: Worker's Compensation, SUTA, etc.)

Expense Notes

No notes from National

Attachments

Click "Upload Attachment" to add a document to the budget.

Upload Attachments

Previous Update Amounts Save and Exit Submit

Total Requested Amount: $ 34,200.00

You must resubmit this budget if changes are made and receive approval on the new budget in order to see these changes reflected in your reimbursement.

National PAL
NPAL Example Land

Dashboard | About | Sub-Grants | Reimbursements | Program | Resources | Logout

Youth Summit | 0.00 | 4650.00 | $ 4,650.00

Add Expense Items

Item Name	Category	Monthly Rate	Total Expense

Add

Expense Notes

No notes from National

Attachments

Upload Attachments

Upload New Attachment

File Name:

Browse... No file selected.

File size is limited to 6mb. Please upload PDF's ONLY.

Upload

1 If you would like to rename the file for the upload, type in the new name here. Otherwise it will have the same as the file that is uploaded.

If you rename the file, please end the name with ".pdf" as some systems have challenges opening the file when renamed without this format label.

2 Click "Browse" to select the file to upload. The file must be a pdf.

3 Once you have selected the file, make sure you click "Upload."

Previous | Update Amounts | Save and Exit | Submit

Total Requested Amount: $ 34,200.00

You must resubmit this budget if changes are made and receive approval on the new budget in order to see these changes reflected in your reimbursement.

National PAL
NPAL Example Land

Dashboard | About | Sub-Grants | Reimbursements | Program | Resources | Logout

Youth Summit | 0.00 | 4650.00 | $ 4,650.00

Add Expense Items | Delete

Item Name | Category | Monthly Rate | Notes

Add

Expense Notes

No notes from National

You will receive a confirmation message if your upload was successful.

Upload New Attachment

Attachment uploaded successfully. Click "Choose File" to upload another attachment, or "Close" if you are finished.

File Name:

Browse... No file selected.

File size is limited to 5mb. Please upload PDF's ONLY.

Upload

When you are done, click "Close."

Close

If you upload another file at this point, it will come under the same document type (e.g., Worker's Comp, SUTA, etc.) as the file that was just uploaded.
To upload a document of a different type, you will need to click Close and then Upload Attachment again.

Total Requested Amount: $ 34,200.00

You must resubmit this budget if changes are made and receive approval on the new budget in order to see these changes reflected in your reimbursement.

Youth Summit	0.00	4650.00	$ 4,650.00	

Add Expense Items

Delete

Item Name	Category	Monthly Rate	Total Expense	Amount Allocated to Grant	Notes

Add

Expense Notes

No notes from National

To view an uploaded file, click on the link for the document under "Attachment(s)."

Attachments

SUTA 2019.pdf

Please note: If you need to delete an attachment (e.g., uploaded the incorrect document), please contact a NPAL Mentoring finance team member at FirstPic for assistance.

,200.00

You must resubmit this budget if changes are made and receive approval on the new budget in order to see these changes reflected in your reimbursement.

Youth Summit	0.00	4650.00	$ 4,650.00	

Add Expense Items

Delete

Item Name	Category	Monthly Rate	Total Expense	Amount Allocated to Grant	Notes

Add

Expense Notes

No notes from National

Attachments

SUTA 2019.pdf

Upload Attachments

Once you have everything entered the way you want, you must hit this "Submit" button to complete the process and submit your budget for review.

Previous Update Amounts Save and Exit Submit

Total Requested Amount: $ 34,200.00

You must resubmit this budget if changes are made and receive approval on the new budget in order to see these changes reflected in your reimbursement.

Finance & Reimbursement Contact Information

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- David Cook – (667) 307-4452 (direct line) dcook@firstpic.org
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