

FY2027 TITLE III BUDGET PACKAGE INSTRUCTIONS

A Title III Budget Package consists of TWO required budget documents:

- FY2027 Title III Program Budget Workbook
- FY2027 Title III Budget Justification.

Please fill out the required Budget materials in this order.

1. Complete the Program Budget Workbook (The workbook includes 6 tabs: Agency Info, Personnel, Expenses, Revenue, Service Targets, and Summary) which details all project income and expenses, automatically calculates your service unit cost, and confirms your 25% Non-Federal Match requirement has been met. (Please be very careful not to override formulas)

You MUST complete the Budget Workbook by starting on Tab #1 called Agency Info and then work your way through Tab 2 Personnel, Tab 3 Expenses, Tab 4 Revenue and Tab 5 Service Targets. The information in these 5 tabs will pre-populate the fields in Tab 6 called Summary. Be sure NOT to override any formula and information in the summary tab.

Directions for Tab 1 Agency Info:

To begin filling in the workbook you must start by filling in the information asked for in Tab 1. ONLY enter your information into the White fields. Additional instructions regarding fields are located at the bottom of Tab 1.

Directions for Tab 2 Personnel:

Begin entering data on line 6. The definition of Direct Staff refers to those people who directly implement, manage or deliver the services to the clients and are easily attributable to the specific program. Additional instructions regarding fields are located at the bottom of Tab 2.

Directions for Tab 3 Expenses:

Begin entering information on line 9 as lines 6 and 7 will be pre-populated based on the information you supplied in Tab 2. Only add information into white fields. Be sure to enter expense information for each line so that Column C “Title 3” and Column D “Other Sources” are filled in. **DO NOT** enter data into column E as this column will auto calculate based on the information entered within Columns C and D. Additional instructions regarding fields are located at the bottom of Tab 3.

Directions for Tab 4 Revenues:

Only fill in the white fields. You will notice Column C “Match Type.” There are 2 types of Match, one is called “Matching” and the other is “Non-Matching.” Matching means these funds are allowed to be used, if desired, to satisfy your required non-federal match. Funds that are non-matching may NOT be used according to Title III regulations to help satisfy your 25% match requirement. For example, all federal sources are not permissible to use towards your match requirement. Similarly, client contributions are also disallowed to be used towards your match requirement. Please note, if you receive any municipal funds you can select from the drop-down button the name of the town where funds are provided from. Additional instructions regarding fields are located at the bottom of Tab 4.

Directions for Tab 5 Service Targets:

Please type in the name of the service your project is proposing to provide, e.g. medical transportation, homemaking, etc.

Number of service units = the expected/target number of service units you think your project can fulfill during the grant year (this number must be the same number of units you put in your application, whole numbers only)

Unit of measurement = the method of how each unit is counted (e.g. medical transportation = 1 way ride, homemaking = 1 hour) Measurement units must match what is listed in your application)

2. The final step is to complete the FY2027 Title III Budget Justification Form.

If you have any questions, please contact Grant Manager, Maria Buontempo, at AOASCC mbuontempo@aoascc.org for assistance.