

## AMENDED BUDGET FORM – Line Item Cost Reimbursement Option

Funds Available	Description of Services		\$1,100,000.00 - \$1,300,000.00
Item of Expenditure	One Stop Operator	Career Services	Total Request
Salaries & Wages			
Fringe Benefits & Taxes			
Travel			
Supplies			
Other Direct Costs			
Indirect Costs			
<b>TOTAL</b>			

**Narrative:** Please attach a narrative and/or chart in explanation of each line item in detail to justify cost. Examples of explanations include job titles, wage rate, hours worked/charged to grant, types of benefits and rates, estimated mileage/visits to locations, office and other supplies, and agency program operation or indirect cost. The maximum allowable for administrative costs is 10%.

Office space, furniture and equipment will be provided by the administrative entity/fiscal agent for an acceptable level of staffing. Staff will have dedicated office space at the comprehensive center and affiliate locations. Both locations will be considered the “official station” for travel for the One Stop Operator functions. The Respondent should clearly identify how much time will be spent at the comprehensive centers and affiliates. No travel expenses may be claimed for commute to/from “official station”. Travel expenses may be claimed from the official station to affiliate and other work-related locations. Tennessee State Mileage Rate is .47 cents per mile.

A computer, access to internet, printing and “hard line” phones will be provided at each location. If an agency is requesting reimbursement for program indirect cost, an approved indirect rate proposal from the cognizant agency must be included with the proposal. Program indirect cost will be a part of the competitive bid and subject to negotiation.