Introduction and Budget Development Overview

Coming Up Today

- Upcoming deadlines and trainings

- Important budget related updates for the NPAL Mentoring program year

- MOA Updates

- Logging in to the system

- Entering a Budget

Upcoming Deadlines & Trainings

- Complete Contact Form: Immediately

- Complete FFATA Form: Immediately

- Program Implementation Webinar (MOA walk-through): View recording and confirm

- Budgets Due: 3/1/24

- 1st Monthly Report Due: 3/5

- 1st Reimbursement Request Due: ASAP after budget approval then by the 15th of every month

Required Expenses

- Curriculum
  - Budget $1,000; *must* be purchased by April 1st
  - Each Chapter must purchase one of the approved curricula from provided list
  - Curriculum receipt *must* be submitted in first 2 reimbursement requests (no later than April 2024)
  - Requests will be held if curriculum is not purchased and submitted for reimbursement

Required Expenses (cont.)

- National PAL Conference & Training
  - Will be held in San Diego, CA from May 7-10, 2024
  - Up to three attendees per Chapter will be reimbursed – all must attend grant training on May 7
  - In-person attendance required for all awards greater than $18,000
  - Awards less than $18,000 can attend virtually (although in-person attendance is permitted)
  - Further details on allowable expenses will be provided
- Youth Mentoring Summit
  - Location and exact dates TBA – will likely be late July 2024
  - Requirement to send at least two youth (aged 14-17) and one adult
  - Minimum of one adult for every four youth in attendance
  - Returning sites use expenses from most recent summit as a baseline
  - Further details on allowable expenses will be provided

Required Expenses (cont.)

- Community Service Project
  - Budget $2,000 (approximately) – can be less or even no cost if appropriate
  - Should relate to your chosen curriculum and should involve all youth in the program
  - Prior approval required for ALL expenses – complete worksheet on Resources tab and submit to FirstPic for review
  - No Giveaways of any kind will be reimbursed

Personnel Reminders

- Personnel should account for no more than 75% of your budget (approximately)

- Administrative Personnel (Executive Director, Finance Coordinator, etc.) should budget no more than 10% of their time:

  – Does not apply if these staff members *also* help with program implementation – if this is the case it should be clearly noted

Personnel - Timesheets

- NPAL Mentoring hours reported on timesheets should correspond to *actual effort by each employee, not budgeted amount*

- For example: You may have budgeted 25% of time for an employee. This does not mean they should have 2 out of 8 hours on the grant every day – some days may be more, some less

- You may *choose* to claim a lower amount of hours on any request but all hours should still be recorded

Personnel - Timesheets

- NEW FOR THIS YEAR: All timesheets now require signature AND date for employee and supervisor

- Signed date should be *on or after* final day hours were reported for the period

- Supervisor should sign *on same day or after* employee

- Updated timesheet template has been uploaded to Resources tab

Supplies

- <u>No</u> Equipment
  - 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 $75 in value should have their own line item

Travel

- The NPAL Youth Mentoring Summit and the National PAL Conference are the <u>only</u> official travel events that should be included in your budget
  - There may be some exceptions to in-person attendance at the National Conference – further information will be provided
- Field trips should involve Mentees and Mentors and be related to the mentoring curriculum in some way
  - NO overnight trips will be reimbursed
  - Maximum admission fee $50 per attendee
  - NEW FOR THIS YEAR: No amusement parks

MOA (Memorandum of Agreement)

- This outlines ALL requirements of the NPAL Mentoring program in detail
  - Please read carefully and reach out to National PAL with any questions
- Will be sent and signed electronically via the online reporting system
- Will be sent <u>before</u> budget approval
- Will require two signatories – CEO and Board Member or other authorized signer

Implementation Plan

- The implementation plan must be attached to the budget when submitting

- The template can be found on the Resources tab of the online reporting site

- Please reach out with any questions

NPAL Mentoring
Entering the Budget into the Online Reporting Site

How to Log into the Online Reporting Site

https://firstpic.my.site.com/npal

Username

example@example.xyz

Password

••••••••••••

Log In

☑ Remember me

Forgot Your Password?

- The login credentials for returning organizations remain the same as last year.
- CEOs for all new organizations who submitted an application for the 2024 NPAL Mentoring program should have already received this email. If you did not, please email support@firstpic.org for assistance.

HELLO NPAL LOCAL ADMIN.

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

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

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

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. Please make sure you are selecting the grant for the correct grant year (2024) as multiple may appear if you have run the grant in the past.

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

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.

2019 NPAL MENTORING EXAMPLE LAND

TOTAL: $ 34,200.00

the Grant performance period: 38   19 - 03/31/2020

Enter the employee name

1

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

Delete Items

Add Personnel 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
								$	+

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

4

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

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

Add

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.

2019 NPAL MENT ...AL: $ 34,200.00

Projected # of children served ... 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 to the actual start and end dates of the grant, 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.

201 0.00

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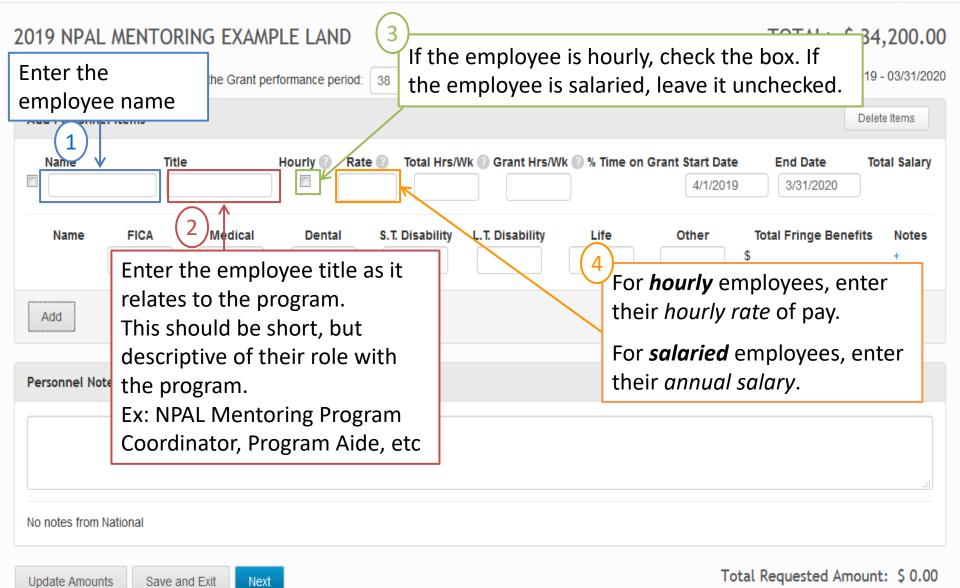
Projected # of children served during the Grant performance period: 38

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.

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

You mu

Amount: $ 17,581.07

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.

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

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	+

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.

Add

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.

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.

Personnel

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.

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

- Include name and position title for each employee

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

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 (no spouse or family plan rates)

- 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

Required Items are Pre-Populated – (just enter $ amount and notes*):

- Curriculum – Supplies
- Community Service Project – Other Costs
- Snacks - Supplies
- National Conference Training - Travel
- NPAL Youth Mentoring Summit – Travel

* If choosing not to budget expenses for any of these items, leave as $0.00 and add note

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	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

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, 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

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

No notes from National

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

Attachments

Upload Attachments

Previous   Update Amounts   Save and Exit   Submit

Total Requested Amount: $ 22,567.03

2019 NPAL MENTORING EXAMPLE LAND   TOTAL: $ 34,300.00

Sub-G

Upd

Oth

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.

Name   nt   **Notes**
☐ Community Service Project   💬
☐ Curriculum   💬
☐ End of Year Trip - Admission   💬

Supplies

Notes for Snacks/Field Trip Meals

Name   nt   **Notes**
☐ Office/Program Supplies

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.

☐ Snacks/   💬
☐ T-Shirts   💬

No Notes from National

Travel

Save and Close

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

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

No notes from National

Attachments

Upload Attachments

Previous   Update Amounts   Save and Exit   Submit

Total Requested Amount: $ 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
☐					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 ~$75), need to be listed in their own individual line items (e.g., t-shirts, printers, digital cameras, etc.)

- Office/Program Supplies, Snacks, Curriculum, etc. each need to be listed as their own line item
- Allocated amounts should be reasonable based on mentees being served

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 – (Only one black and one of each color can be purchased at a time.)

- Paper products for serving snacks (paper plates, napkins, cups, etc.)

Snacks (limited to specific occasions and cannot be food vouchers or pizza)

Supply Examples

- T-Shirts (not to exceed $15/shirt) / Hoodies (not to exceed $25)
    - For safety purposes — easily identifying participants during special events
    - Quantity should be up to the amount of youth reported on attendance sheets (plus mentors) – maximum of 2x youth required and this should be verifiable on your monthly attendance sheet
- Printer (less than $150)
- Practice Pinnies/Jerseys (not to exceed $6/pinnie)

Supplies

- **Reminder:** Items of significant value (~$75+) will need their own line item for specific approval of that item

- Provide information regarding how the supplies will be used to support/enhance the NPAL Mentoring program in the notes

- Please purchase all items as early as possible to justify their use for a full year

Snacks

- 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.)
- Snack costs cannot exceed $2 per mentee per session or roughly $100 per mentee for the entire grant year.
- Lunch/dinner cannot be provided under any circumstances
- Pizza is not an acceptable snack option
- Sandwiches and sandwich ingredients (bread, cheese, meat, etc.) are not allowable

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:** 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.

- **Office/Program Supplies:** Items such as pencils, printer ink, copy paper, notepads, paper plates, etc. as needed to complete the NPAL Mentoring programs and activities.

Supplies – Item Notes

Example Notes

- **Printer:** Printer will be used to print supplemental program materials for mentees, flyers for mentor recruitment, program communication to parents, etc.

- **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 ($50 max), 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

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, National PAL Annual Conference, 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/map screen shots** not to exceed the current GSA mileage rate ($0.67/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 **mileage logs/map screen shots and gas receipts**

- 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 $0.67/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 $0.67/mile, and the estimated cost for gas to transport PAL participants to the end of the year field trip at 50 miles

Travel

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

- Airfare/Train-fare/Mileage
- Baggage fees
- Hotel (not to exceed the GSA rate for the area)
- Airport Parking
- Per Diem
- Local Ground Transportation (R/T airport – home & to summit location)
  - Mileage
  - Taxi/Uber/Lyft/shuttle
  - Rental Vehicle

Travel - Notes

Example Notes

- Estimated costs for 4 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

Travel

- 2024 National PAL Training and Conference
  - May 7 – May 10 in San Diego, California
  - Lodging <u>must</u> be at the GSA rate of $194 per night. Please use the grantee link below:
    - **Grantee only Registration link**
    - Rooms exceeding this rate <u>cannot</u> be reimbursed through grant funds
  - It is recommended to fly into San Diego International Airport (SAN) and utilize the complimentary shuttle service to the Wyndham San Diego Bayside

Travel

- Allowable Conference expenses include:
  - Hotel, Airfare, Airport Parking, Baggage fees
  - Ground transportation (Mileage or Uber, Lyft, Taxi To/From local airport)
  - Mileage to San Diego if costs are equal to or less than airfare and associated costs
  - Per Diem (Additional information regarding rates to follow)
    - **Please note:** If you are within 50 miles of San Diego, CA and your travel/training day will not exceed 12 hours – you are not eligible to be reimbursed per diem costs
- Registration fees are **<u>not</u>** reimbursable

Travel – Field Trips

- Should be educational and relate to the chosen curriculum

- Costs should not exceed $50 per attendee
  - Only mentees, mentors, and PAL staff as chaperones can be covered with grant funds

- Field trip meals are *not* reimbursable for the 2024 program year

Contract Specialists

- Include consultants, 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

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.)

Add

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.

☐ 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

Upload New Attachment

File Name: [   ]

Browse... No file selected.
File size is limited to 5mb. 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."

Attachments

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.

☐ Youth Summit   0.00   4650.00 $ 4,650.00   💬

Add Expense Items   Delete

| Item Name | Category | Monthly Rate ❓ | | Notes |

Add

Expense Notes

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.

No notes from National

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

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

No notes from National

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

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.

Attachments

⊗ SUTA 2019.pdf

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.
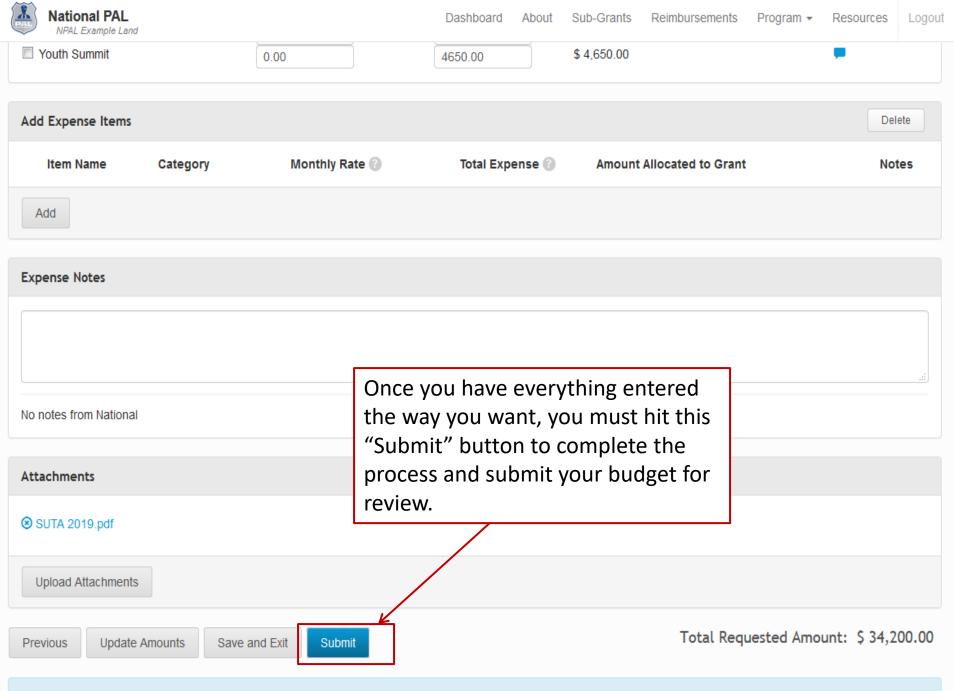
Budget Updates

Budget updates are only necessary when:

- A specific budget category is going to be overspent by more than 10% of the budget amount.

- A new line item is being added to the budget.

If you're unsure of whether a budget update is necessary, please reach out to your FirstPic, Inc. finance point of contact.

Finance & Reimbursement Contact Information

Phone: Eastern Time

(202) 455-5547

Kim Materazzo- kmaterazzo@nationalpal.org

Phone: Eastern Time

(443) 302-2080 (office)

- David Cook – (667) 307-4452 (direct line) dcook@firstpic.org
- Paul Leisawitz – (667) 307-4448 (direct line) pleisawitz@firstpic.org
- Colleen Keating – (667) 307-4450 (direct line) ckeating@firstpic.org
- General ORS Issues/Questions – support@firstpic.org