

**Attachment C.2: Budget**—Please complete the **mandatory** budget form and narrative below if submitting a proposal for **Component #2 – Title I Service Provider**.

<b>Proposed Budget Partial Year 1: October 2018-30 June 2019</b>	
<b>Budget Line Item</b>	<b>Amount</b>
Salaries	\$
Benefits	\$
Travel	\$
Supplies	\$
Operational (supplies, communication, etc.)	\$
Program Indirect	\$
<b>SUBTOTAL PROGRAM REQUEST</b>	<b>\$</b>
Direct Participant (Pass-through award payments to vendors, training providers, and participants)	\$XXXXXXXXXX
<b>TOTAL BUDGET REQUEST</b>	<b>\$</b>

**Budget Narrative:** Please provide a detailed explanation for each budget line item to justify the cost. Examples of explanations include job titles, wage rate, hours worked/charged, types of benefits and rates, estimated mileage/visits to locations, office and other supplies, and agency program operation or program costs. No travel expenses may be claimed for commute to/from “official station.” Travel expenses may be claimed from the official station. Tennessee State Mileage Rate is \$.47.

**Direct Participant Budget:** The ETLWB will award all direct participant funds to the successful bidder for payment to vendors, training providers and participants effective 1) 1 October 2018 through 30 June 2019 for Partial Year 1 and 2) 1 July 2019 through 30 June 2020 for Year 2 as a pass-through budget line item. An estimated \$XXXXXXXXXX direct participant funds are available. The Direct Participant line item will be increased/decreased via contract modification based on available funds. As pass-through funds, Direct Participant funds are not a required bid item.

**All funding of this RFP is contingent upon the ETLWB and/or partner agreements having fund availability and may change based on increase/decrease in allocations, de-obligation of funds, new initiatives, and decisions of the ETLWB.**

*Note: 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. Indirect cost will be a part of the competitive bid and subject to negotiation.*