

CSBG Budget Form Webinar Questions and Answers

1. Is there a limit on the number of budget amendments we can submit?
Answer: No limit. Submit a revised budget along with the Budget Amendment Form located on our website under CSBG-Program Guidance.
2. What is the budget limits for Admin and Fringe?
Answer: Admin, per IM 37 is 16%. Fringe rates are approximately 20% to 35%, depending upon the benefits. There is no rule, but we will question excessive percentages.
3. Can an administrative/management position be both admin and program if they do program duties?
Answer: Yes, refer to CSBG IM 37 which explains what costs can be considered Program costs and that can include staff time spent doing planning, coordination, partnership building.
4. What if the CEAP support specialists also operate as CSBG Case Managers, can we charge their CSBG time to CSBG?
Answer: Enter this staff person under CSBG section 2 for CSBG, and enter the percentage of their time that is dedicated for CSBG services. NOTE: CEAP provides program service funds for direct client service staff. The Department will question use of CSBG funds to support CEAP direct client service staff. CEAP Planning and Administrative Costs cannot be paid for with CSBG funds or any federal funds per LIHEAP regulations.
5. What if approval of your indirect cost rate is after the deadline for the budget submission; what can we do?
Answer: Contact the Department with copy of the letter, a list of the positions it covers, and submit a budget revision request for review.
6. If some of these costs are included in the indirect cost plan, do I still have to break down each of these costs?
Answer: No, if they are part of the indirect cost, those costs should not be included in any of the other budget categories. Indirect Costs are only on B.9 Indirect Costs. If an agency budgets Indirect Costs, you must have a federally or State approved Indirect Cost Rate and provide a copy of that document to the Department. It should include the information on staff positions included in the indirect cost rate and other costs that are part of it.
7. If the spreadsheet does not have enough rows, can we insert additional lines or is it password protected?
Answer: Yes, you can add rows. If you have problems with that, contact your trainer for assistance.