

BUDGET

The Contractor will be reimbursed for program costs and activities conducted within the scope of this Agreement. The budget under this Agreement shall not exceed a total of \$123,725 as detailed below for Regional Plan Implementation (RPI) and Prison to Employment (P2E):

Line Item	Expense Item	RPI Amount	P2E Amount
A.	Staff Salaries	\$60,798	\$6,462
B.	Staff Benefit Cost (60.23%)	\$36,619	\$3,892
C.	Staff Travel	\$1,500	\$676
D.	Operating Expenses (communications, facilities, utilities, maintenance, consumable supplies, audit, etc.)	\$8,183	\$595
E.	Other (describe): Consultant	\$0	\$5,000
F.	TOTAL FUNDING	\$107,100	\$16,625

Any changes requested for the budget shall be submitted by written request to the City and are subject to City's written approval.

Accrued expenditures (not yet paid) must be reported monthly on the Request for Payment.

Matching funds¹ of \$5,000 are required for the Regional Plan Implementation portion of this Agreement. They must be reported on the Request for Payment. Documentation must be submitted and maintained for matching fund expenditures reported.

METHOD OF PAYMENT

This Agreement is a cost reimbursement Agreement. Reimbursement for 100% of program costs and activities can be invoiced as completed on a monthly basis using the Request for Payment form enclosed with this Agreement. Requests shall be submitted by the 20th of the month following the month for which reimbursement is being requested.

Documentation of all expenditures consisting of general ledger printouts and supporting documentation of cost allocation must be submitted with each payment request. Failure to submit required documentation and forms may cause a delay in payment.

¹ The definition of cash match is a contribution of funds made available to the contractor, to be used specifically for these project activities and consistent with the allowable activities of the fund source. The contractor has control over and disburses these funds. Examples include: money received from employers, foundation, private entities, or local governments. The definition of in-kind match is a contribution of non-cash resources used specifically for project activities. Examples include donated personnel, services, or use of equipment or space.