BASIC FOOD, EMPLOYMENT, AND TRAINING (BFET)

2023-24 FISCAL GUIDELINES

Student Services Department

Washington State Board for Community and Technical Colleges

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Olympia, WA 98504

SBCTC.edu

The Washington State Board for Community and Technical Colleges (SBCTC) reserves the right to make changes to this document due to, but not limited to, federal, state, or local legislation or policy changes.

Deadlines and Milestones

Milestone	Dates (subject to change)
Projected start date of grant	October 1, 2023
Final budget revision deadline	September 16, 2024
End date of grant	September 30, 2024
Final billing deadline	October 31, 2024

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Budget & Invoicing Guidance

Budget Guidance

The Basic Food, Employment and Training (BFET) program requires 100% up-front expenditures to receive 50% reimbursement. In your budget narrative, include a description of your 100% up-front expenditures and the sources you will leverage. However, your budget should only include dollar amounts for the 50% reimbursement your college will receive.

Please note that your budget amounts and narrative should match your approved DSHS BFET Budget Workbook.

Budget Activities

The following list identifies all eligible BFET program components by activity (also known as a budget line or line item).

Reimbursed and Reutilized Funds

The BFET program can claim a 50% reimbursement for 100% of the non-federal funds already being expended on BFET enrolled students and staff providing unique support related to BFET. See below for allowable costs.

Expenditures claimed for reimbursement must be kept in a BFET only account and tracked back to the original funding source. Reimbursements must stay with the BFET program and can be used to build capacity in the program, expended on BFET related activities, or returned to the original funding source at no more than 50% of the total amount reimbursed to BFET.

Colleges may expend reimbursed funds on BFET activities and administration and bill for 50% reimbursement of those expenses. This is called reutilized funds. In order for colleges to reutilize their reimbursed funds, the SBCTC BFET Reutilized Funds Tracking Worksheet must be submitted at the beginning of the program year and submitted with every monthly invoice in OBIS.

All funds expended from the colleges' BFET account must be tracked in the Billing and Invoicing Workbook and submitted with monthly invoice in OBIS.

SBCTC Quick Reference Guides (QRGs) are available for BFET billing and invoicing on the SBCTC's ctclink reference center.

Please refer to the FY24 BFET Program Guidelines for more information on how to set up BFET in ctcLink.

General

Necessary and reasonable costs for:

1. Direct Services - services provided directly to or directly on behalf of students.

2. Administration - proper administration of the BFET program.

3. Strategies for Success Training/Life Skills - costs associated with providing these services to BFET students.

Be sure to break out costs for direct services, administration and strategies for success training/life skills in budget narratives in the Online Grant Management System (OGMS).

Tuition

Tuition and associated fees paid for BFET-eligible students.

Participant Reimbursement

Necessary and reasonable costs for support that students may need to participate in the BFET program. All participant reimbursement expenditures must be fully documented by a Washington State Department of Social and Health Services (DSHS) Participant Reimbursement form (or an SBCTC-approved alternate form) and verified by receipts. Funds provided directly to students are not eligible for reimbursement.

100% Funding

If DSHS offers 100% funding to providers, the following information applies:

This funding does not require a non-federal source, may be reimbursed at 100%, and may only be used for purposes specified by DSHS. If 100% funding becomes available, DSHS will send out application announcements in May or June. There is no guarantee of funding availability and applications must be approved by DSHS.

Budget Categories

Based on the budget activities above, you must determine how much of each activity will be budgeted in each budget category (also known as a budget column). Listed below is a general overview of the budget categories.

Salaries, Wages, and Benefits

In your budget narrative, please be sure to include all position titles, percentages of effort/FTE/salary/hourly wage information, and a brief description of duties by position as they relate to BFET. Please put each position on a new line of text. This information should match the information in your BFET Budget Workbook on the Detail Worksheet Tab.

Budget narrative format:

- You must use the format provided in the example below when completing your grant application in OGMS.

Please put each position on a new line of text.

- As noted above, include narrative for 100% of your expenditures but include dollar amounts for only the 50% reimbursement your college will receive.

Examples:

- BFET Coordinator, 70%
  Meets with students to develop Individual Employment plans, assists with applications for basic food, conducts quarterly meetings with BFET students

  - Salary: 0.7*$60,000=$42,000

  - Benefits: 0.28*$42,000= $11,760

- Program Assistant, 200 hours at $16/hour
  Work directly with students to report progress, assists with BFET program orientations

  - Salary: 200*$16=$3,200

  - Benefits: $200

- Faculty, .2 FTEF
  Provides vocational instruction to BFET students

  - Salary: .2 * $50,000=$10,000

  - Benefits: .28*$10,000= $2,800

- Workforce Director, .2 FTE
  Manages BFET grant, quarterly reporting, oversees BFET staff, manages budget, coordination with internal and external partners on program activities, assess program effectiveness/outcomes.

  - Salary: 0.2*$90,000=$18,000

  - Benefits: 0.30*$18,000=$5,400

- Program Specialist, 15%
  BFET student coding, enter student notes into eJAS, prepares quarterly billing.

  - Salary: .15* $45,000=$6,750

  - Benefits: 0.25*$6,750=$1,675.50

Goods and Services

DSHS Category Name: Administrative Services

Goods and services for administration of the BFET program. Note: any goods and services purchased that will not be used exclusively for BFET must be split among other funding sources.

Goods: Items with an individual acquisition cost of less than $5,000 or a useful life less than one year.

Services: Services of a routine nature necessary for carrying out grant activities.

Budget narrative format:

- You must use the format provided in the example below when completing your grant application in OGMS.

- As noted above, include narrative for 100% of your expenditures but include dollar amounts for only the 50% reimbursement your college will receive.

Examples: office supplies used for administration of the program, registration fees for staff professional development, telephone, utilities, building space/lease, and service such as janitorial services, computer maintenance, copier maintenance, and shredding services.

Non-consumable items purchased shall remain in the property of the grant recipient and are subject to the "Purchased Items" terms in this document.

Funds may not be used to acquire equipment (including computer software) that results in a direct financial benefit to any organization representing the interest of the acquiring entity or its employees or any affiliate of such an organization.

Travel

Expenditures for transportation, meals, hotel, and other expenses associated with traveling related to allowable grant activities. Reimbursement for travel costs must be within OFM travel rates and regulations which can be found in the State Administrative and Accounting Manual (SAAM), Chapter 10.90. Please note, when the grant recipient (the college) reimburses travel under this grant, the same OFM travel rates and regulations must be applied. Be sure to budget the funds necessary to participate in the annual BFET

training forum.

Budget narrative format:

- You must use the format provided in the example below when completing your grant application in OGMS.

- As noted above, include narrative for 100% of your expenditures but include dollar amounts for only the 50% reimbursement your college will receive.

Example:

- Staff travel to extension campus locations to meet with BFET students

- Staff travel to quarterly BFET provider meetings

Client Services

Goods and services that are student-related. Examples are: printing (forms, etc.), outreach materials, supplies related to the student such as file folders, laptops and WiFi hotspots for loaning out to students, and postage for BFET.

Tuition

Tuition and associated fees paid for BFET-eligible students.

Participant Reimbursement Categories

Participant reimbursements (PRs) fall under the various categories as defined below and unique requirements may apply to each. Please see DSHS's BFET Handbook and/or Participant Reimbursement Directory for more information.

Books

DSHS Category Name: Books, Tools, and Supplies:

Textbooks, tools, training materials and other reasonable and necessary school supplies for training or employment. Must have training program or employer verification for the required items.

- Participants with disabilities may receive assistance with reasonable and necessary purchases of goods or services (including testing) that accommodate the individual's disability.

Clothing

Clothing necessary for program participation (e.g. uniforms, protective clothing), job interviews, or to participate in an approved BFET activity.

Childcare

Childcare needed for program participation only if participant is ineligible for childcare through Childcare Subsidy Program (CCSP). The participant file must include denial of CCSP eligibility.

Housing

Costs may include emergency housing assistance after all other resources have been exhausted.

Personal Hygiene

Personal hygiene products and services necessary to meet potential employer's standards.

Testing

DSHS Category Name: Educational/Credential Testing

Testing includes literacy level, aptitude, college entry exams, skills proficiency, and high school equivalency (HSE) testing.

This category also includes finger-prints, drug testing, licensing, and reasonable accommodation expenses.

- Driver's License Testing and Standard Fees: must be related to the participants' BFET activities. Unallowable costs: debts, outstanding fees, fines, or suspended licensing.

Medical

Medical support may include medical, vision (eye exams and eyeglasses) and minor dental costs. Medical assistance can be provided after all other resources have been exhausted, including coverage through the Affordable Care Act.

Transportation

Transportation support may include transit tickets, bus passes, parking passes and fuel cards for participant-owned vehicles, and automobile or bike repairs.

Digital Supports

Digital Support may include digital devices and accessories such as a laptop, monitor or screen, mouse, mousepad, headphones, and Web Cam. Laptops purchases are limited to a maximum amount of $700 per student, per program year.

Phone and Internet

Phone and internet Support includes cell phones and cellphone minutes if required to participate in an activity. Internet Services can be covered but must be separated if bundled with other services.

Work Based Learning (WBL)

If you are providing Work Based Learning for the FFY24 Budget year; please follow the guidance given above for all categories.

WBL options vary and are to be funded with BFET funds ONLY. You must specify what WBL options you are providing (subsidized WBL, unsubsidized WBL, On the Job Training (OJT), apprenticeship etc.) Some of the options are reimbursable while others are not. For each WBL option you provide, you will need to itemize the information (amount per student, number of students, types of WBL being provided etc.). All information should match the information found on the Work Based Learning Tab of your BFET Budget Workbook. Please refer to the Subsidized Work Based Learning (SWBL) Policy and the Grant Guidelines for allowable WBL options and costs.

Participant Reimbursements for WBL are to be budgeted in the WBL activity within the grant.

Budget narrative format:

- You must use the format provided in the example below when completing your grant application in OGMS.

- As noted above, include narrative for 100% of your expenditures but include dollar amounts for only the 50% reimbursement your college will receive.

- Example: Salaries and Wages:

  - Internships Subsidized with BFET Funds: 5 positions $10,000 stipend each and total of

$50,000

- Apprenticeships, Subsidized with BFET Funds: 2 positions $20,000 stipend each and total of $40,000

- Example: Participant Reimbursement

  - Transportation

    - Internships subsidized: 5 students $100 each and total of $500

    - Apprenticeships subsidized: 2 students $250 each and total of $500

Indirect - General Funding Line

To cover such costs as operation, maintenance, library, and student administration expenses that cannot be clearly allocated to an individual program.

Colleges may budget and invoice up to their federally approved indirect rate for those categories allowed per their approved rate, i.e., salaries only, salaries/benefits, or modified total direct costs (MTDC), budgeted to and invoiced on the General funding line of the grant.

- *Colleges who choose to use their federally approved indirect rate* must upload a copy of their federal approval letters to their grant application in OGMS prior to the start of the grant.

- *Colleges without a federally approved indirect rate, or those who choose not to use their federally approved indirect rate* may budget and invoice the de-minimus rate -up to 10% of Modified Total Direct Costs (MTDC) budgeted and invoiced to the General funding line of the grant.

  MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward.

  Modified total direct costs (MTDC) excludes:

  1. Equipment

  2. Capital expenditures

  3. Patient care charges

  4. Rental costs

  5. Tuition remission

  6. Scholarships and fellowships

  7. Participant support costs

  8. The portion of each subaward in excess of $25,000

  2 CFR Title I, Chapter II, Parts 200.1

Indirect may not be budgeted or invoiced against this grant for the remaining 50% of the up-front costs not included in your budget.

On Local (Leveraged Funds/Match) Certification Forms, colleges must include expenses for the other half of their indirect costs billed to the General line.

Per DSHS, colleges are required to invoice indirect monthly.

Indirect – 100% Funding Line

To cover such costs as operation, maintenance, library, and student administration expenses that cannot be

clearly allocated to an individual program.

Colleges may budget and invoice up to their federally approved indirect rate for those categories allowed per your approved rate, i.e., salaries only, salaries/benefits, or modified total direct costs (MTDC), budgeted to and invoiced on both the General and 100% Funding lines of the grant.

- **Colleges who choose to use their federally approved indirect rate** must upload a copy of their federal approval letters to their grant application in the Online Grant Management System (OGMS) prior to the start of the grant.

- *Colleges without a federally approved indirect rate, or those who choose not to use their federally approved indirect rate* may budget and invoice up to 5% for salaries budgeted to the General and 100% Funding lines of the grant.

Indirect costs billed to the 100% Funding line should not be included on Local (Leveraged Funds/Match) Certification Forms.

Per DSHS, colleges are required to invoice indirect monthly.

Budget Revisions

SBCTC approval of a revised budget is required if there is more than a 10% variation in expenditure levels by individual budget cell. You may invoice for up to 10% more in budget cells as long as the budget line does not exceed the total budgeted.

Per the statewide agreement from DSHS, movement of funds between General and Tuition budget lines (activities) is not generally allowed but may be possible with prior permission from SBCTC. Contact Denise Costello to obtain permission to move funds between those two budget lines prior to submitting a budget revision in OBIS.

Budget revisions are also required to be submitted after a funding survey in which a college has been approved for either an increase or decrease to a budget category. Budget revisions submitted after a funding survey must only contain changes that were approved in the funding survey and accounted for in the BFET Budget Workbook. Colleges are required to update and submit their BFET Budget Workbook with their funding survey requests.

After DSHS accepts the last contract amendment of the program year, generally in June, any budget revision made to current budget amounts must follow the DSHS requirements of only 10% of a single budget category may be moved within the same line item. Participant Reimbursement funds may not be moved out of the Participant Reimbursement line item and no funds from other line items may be moved into Participant Reimbursement categories.

Budget revisions must be submitted to SBCTC via the Online Budget & Invoicing System (OBIS).

Final budget revision deadline: September 16, 2024

See the OBIS user manual (available in the **Resources** section of OBIS) for information on how to create and submit a budget revision.

Invoicing

Funds for this grant must be claimed on a reimbursement basis. No payments in advance of or in anticipation of services or goods provided under this grant shall be requested or paid. All costs must be reported for the period incurred. Indirect charges must be invoiced monthly based on actual expenditures.

Reimbursement requests must be submitted via OBIS and include the SBCTC Billing and Invoicing Workbook. Colleges may not bill for costs not identified in their DSHS BFET Budget Workbook. All costs must be submitted for reimbursement in accordance with the schedule shown below.

For expenses incurred	Invoice no later than
October 2023	December 10, 2023
November 2023	January 10, 2023
December 2023	February 10, 2024
January 2024	March 10, 2024
February 2024	April 10, 2024
March 2024	May 10, 2024
April 2024	June 10, 2024
May 2024	July 10, 2024
June 2024	July 15, 2024
July 2024	September 10, 2024
August 2024	October 10, 2024
September 2024	October 31, 2024

Grant Terms & Information

General

Funds for these grants are provided to the (SBCTC through the DSHS from the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) under **CFDA 10.561.**

Non-compliance with grant terms may impact current or future funding.

Allowable Costs

Allowable costs are determined by 2 CFR Subpart E (parts 200.400-475). All expenditures submitted for reimbursement under this grant must be necessary and reasonable for proper and efficient administration of the BFET program.

The following state and federal regulations must be followed:

Applicable Washington State Regulations

The State Administrative and Accounting Manual (SAAM) must be followed.

Applicable OMB Circulars (Federal)

2 CFR Title I, Chapter II, Parts 200, 215, 220, 225 and 230l (Uniform Administrative Requirements, Cost principles, and Audit Requirements for Federal Awards).

Purchased Items – Tracking

All non-consumable items purchased with grant funds shall remain the property of the grant recipient. "Small and Attractive" items must be under inventory control.

Purchased Items – Disposal of Items

Per 2 CFR 200.314, when a grant recipient's BFET program no longer has a need for supplies with an aggregate value of more than $5,000, they may be offered to another federal program at the recipient's college at no cost. If the supplies are not needed for another federal program, they can be sold or transferred to a non-federal program. If the supplies are sold or transferred, the value must be returned to the federal agency where the funds originated. The SBCTC will assist in the return of funds. Please contact Denise Costello for assistance.

Unallowable Costs

The following costs are explicitly disallowed:

- Bad debt expenses

- Cost of construction or purchase of facilities or buildings

- Payment to any person for influencing, or attempting to influence, an officer or employee of any agency, member of Congress, an officer or employee of Congress, or an employee of a member of Congress, in connection with the awarding of a federal contract, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement

- Sectarian worship, instruction, or proselytization

- Light refreshments

- Promotional items and memorabilia including, but not limited to tote bags, key chains, t-shirts, pens, magnets, etc.

- Cost of Instruction

- Tuition waiver or other in-kind contribution that cannot be tracked as an expenditure to an individual BFET student

Data Security

Grant recipients must adhere to the "Data Security Requirements" contained in the 2023-24 BFET Grant Assurances document in OGMS.

Grant recipients, their employees, volunteers, etc., must also adhere to the eJAS nondisclosure provisions as described on the eJAS nondisclosure form. Violations of nondisclosure provisions may result in criminal or civil penalties. Violation is a gross misdemeanor under RCW 74.04.060, punishable by imprisonment of not more than one year and/or a fine not to exceed five thousand dollars. Grant recipients must notify all authorized persons, who require access to data, of the use and disclosure requirements and penalties for unauthorized use/disclosure.

Debarment and Suspension

The grant recipient agrees that it is not debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549, "Debarment and Suspension" and that the recipient will not contract with a subcontractor that is debarred or suspended.

Expenditure Accounting

All expenditures claimed for reimbursement must be documented in your fiscal records. BFET reimbursements must either offset BFET expenditures or be reinvested in allowable BFET activities.

Funds for the 100% Funding activity must be kept in an account separate from all other funding sources and be accounted for as grant and contract (fund 145). Since funds originate from another state agency, SBCTC grant reimbursement must be coded to object S.

Monitoring

SBCTC may schedule monitoring visits during and after the grant period to evaluate the fiscal progress and performance of the program and provide technical assistance. The purpose of monitoring is to ensure regulatory and contractual compliance on the part of grant recipients. To ensure compliance with program and fiscal requirements and to ensure that financial records support program expenditures, SBCTC staff will schedule on-site visits.

Please refer to the FY24 BFET Program Guidelines for more information on monitoring.

Non-Discrimination

No individual shall be excluded from participation, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any such program because of race, color, religion, sex, national origin, age, handicap, or political affiliation or belief.

Program Income

Generating program income with BFET funds is not allowed.

Public Announcements, Disclosure of Federal Funding

When issuing statements, press releases, or other documents describing this project, the grant recipient shall clearly state:

1. The dollar amount of federal funds for the project;

2. The percentage of the total cost of the project financed with federal funds; and

3. The percentage and dollar amount of the total costs of the project financed by non-governmental sources.

Records Retention

Financial management systems shall reflect accurate, current, and complete disclosure of all cost expenses for grant activities. Grant recipients must maintain books and records, supported by source documentation, that sufficiently and properly reflect the source of funds and all costs expended for program purposes. These records and financial statements are subject to inspection, review, reproduction, and/or audit by SBCTC or its designee for at least six years after the dispersal of funds, the termination or expiration of the contract, or the resolution of litigation or audits related to the program, whichever is latest. Additional information on records retention may be found in Chapter 7 of the SBCTC Policy Manual.

Rights in Materials

Materials, which originate from WIOA funds, shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by the U.S. Department of Education. Materials shall include, but are not limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent,

register, and the ability to transfer these rights.

Supplanting

Federal grant funds must supplement and not supplant state or local public funds of the agency. Federal funds may not result in a decrease in state or local funding that would have been available to conduct the activity had federal funds not been received. In other words, federal funds may not free up state or local dollars for other purposes but should create or augment programs to an extent not possible without federal funds.

Termination

This grant may be terminated by the SBCTC upon giving notice in writing to the grant recipient at least thirty (30) days in advance of the date of termination. If the grant is terminated for any reason, all reports and data gathered by grant recipient prior to termination shall at the option of the SBCTC, become the property of the SBCTC. If termination shall occur pursuant to this section, reimbursement to grant recipient shall be made on the basis of work performed prior to the effective date of termination as mutually agreed upon by both parties. Determination of final adjustments, either payments or refunds, shall also be mutually agreed upon by both parties.

Termination for Cause

If for any reason, the grant recipient violates any terms and conditions of the grant or program, SBCTC will give the grant recipient notice of such failure or violation. Grant recipient will be given the opportunity to correct the violation or failure within thirty (30) days. If failure or violation is not corrected, this grant may be terminated immediately by written notice from SBCTC.

Savings

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this contract and prior to normal completion, the SBCTC may terminate the grant under the "Termination" clause, without the thirty-day notice requirement, subject to renegotiation at the SBCTC's discretion under those new funding limitations and conditions.

Time & Effort Reporting

Federal regulations under 2 CFR 200.430 require employees whose salaries are charged to a federal grant to keep time and effort reports to substantiate the charges. Time and effort reporting guidelines may be found online.

Time and effort reports for employees whose time is used as leveraged up-front expenditures for BFET must contain a reference to both the original funding source and BFET. For example, an employee who spends time supporting co-enrolled BFET and Worker Retraining (WRT) students and is paid in whole or in part from WRT funds should have the following line on his or her time and effort report:

- WRT (BFET)

Note: Using the example above, if the employee is not paid 100% from WRT and/or does not spend 100% of his or her time supporting BFET students, the employee would also need other lines on his or her time and effort report. Be sure to review time and effort guidelines for complete instructions on time and effort reporting.

A time and effort report for employees paid in whole or in part from Reutilized BFET funding should contain the following line:

- BFET Reutilized Funding

A time and effort report for employees paid in whole or in part from BFET 100% Funding should contain the following line:

- BFET 100% Funding

Please refer to the FY24 BFET Program Guidelines for more information on time and efforts and how to report for BFET.

Appendix A: How to Calculate FTE & FTEF

Why Are Accurate FTE and FTEF Calculations Necessary?

Grant expenses must be "necessary and reasonable." You must provide some type of salary breakdown for us to determine that a budgeted cost is reasonable.

What are FTE and FTEF?

FTE is *f*ull-*t*ime *e*quivalent staff. The plural is "FTEs" (with a lower case "s").

FTEF is *f*ull-*t*ime *e*quivalent *f*aculty.

Note: FTES = *f*ull-*t*ime *e*quivalent *s*tudent. Grant budget narratives should not normally include "FTES" (with a capital "S") as grant funds cannot be paid directly for student FTES.

How Do I Calculate Percentages of FTE and FTEF?

(total amount of funds budgeted for the staff time per position type) ÷ (annual full-time salary per position) = total FTE per position to be funded from the grant

Example of Calculating FTE (staff):

$10,000 budgeted for a total of 3 part-time office assistants ÷ $25,000 annual full-time salary for an office assistant at your organization = a total of .4 FTE office assistant paid from this grant

$10,000 ÷ $25,000 = .4

Salary allocation for BFET grant staff is $50,000. Annual salary for this position is $150,000. Annual FTE for this position equals $50,000 divided by $150,000 = approx. .33 FTE. Double check by multiplying the calculated FTE by the annual salary for this staff position.

Example of Calculating FTEF (faculty):

$200,000 budgeted for multiple part-time and full time faculty ÷ $60,000 annual full-time salary for faculty at your organization = 3.33 FTEF paid from this grant

$$60,000 x approx. 3.33 = $200,000

More Examples & Explanations

Acceptable Budget Narrative:

Budget amount: $10,000

Narrative description: .35 FTE part-time program assistant to provide direct assistance to students

SBCTC can determine that this is a reasonable cost for the positions and work done.

$$28,000 annual salary x approx. .35 FTE = $10,000. This is very reasonable for a program assistant providing assistance to students.

Unacceptable Budget Narrative:

Budget amount: $10,000

Narrative description: Part-time staff to provide student support

Without knowing how many staff, what kind of staff, and the total percent of full-time equivalent staff (FTE) that will make up the $10,000 worth of work, SBCTC cannot determine if the cost is reasonable or not.

Budget Narrative Using Hourly Wage Information:

While we prefer FTE/FTEF amounts, it's also acceptable to provide an approximate number of hours and an approximate hourly pay rate in budget narratives.

Budget amount: $10,000

Narrative description: Program assistant to provide student support, approx. 625 hrs at $16/hr

SBCTC can determine that dollar amount is reasonable.

Washington State Board for Community and Technical Colleges