Enter the identifying information requested at the top of the report form: contractor’s name, contract number, contract amount, contract term and amendment number (if applicable). Enter the preparer’s name, telephone number, fax number, date and e-mail address.

List those costs which are directly related to the Administrative (Column A) and/or Program (Column B) of the CSBG contract. All totals must equal the budget summary NCIDC 425 S.

**List all operating expenses.**

**List all equipment Purchases Services:**

Provide a detailed list of all equipment purchases; include type of equipment and the amount (e.g. copy machine, $6,500).

**List all contract & Consultant Services:**

Provide a detailed list of the contract and consultant services. Include the name and amount of each contract (e.g., strategic planning consultant, $2,500).

**List all Out-of-State Travel Only:**

Provide detailed information for each out of state travel trip, including location, purpose of each trip and related costs per trip (e.g., Chicago, IL, CAP Law Conference, $1,500).

**List all Subcontractor Services:**

List the subcontractor name and total dollar amount administered to any subcontracting agencies that provide services (e.g., Youth Employment Training Agency, $3,000).

**Other Costs:**

Please provide a list of all other administrative (Section 10) and program (Section 20) costs that do not fit in the above categories. Attach additional sheets if necessary.

**i. Any additional Other Costs:** List the additional other costs that do not fit in any other category.

**ii. Direct Client Purchases:** List all direct client purchases, including the item name, the number purchased and the cost (e.g., thermal blankets, qty. 300, cost $1,200).

**iii. Indirect Costs:** The indirect cost rate is defined as the dollar value of the approved federal rate and the entire amount can be claimed, as long as it is not reimbursed by another funding source. Please note: if Indirect Costs are reported, the approved Indirect Cost Rate Plan must accompany budget forms.

**iv. Information Technology (IT) Development:** IT Development includes only project in the development phases. Cost of IT projects in progress should be included in Operating Expenses above.

**Total Other Costs** (sum of i, ii, iii, iv)