

## Instructions for Completing the MSFW Youth Program Budget Information Summary (BIS)

**General Instructions.** All MSFW Youth grants must include an MSFW Youth BIS. The BIS displays planned expenditures, arrayed cumulatively by program year quarter. Please round all dollar entries on the BIS to the nearest whole dollar.

**a. Grantee Name and Address** – No entry required.

**b. Grant Number** – No entry required.

**c. Program Year** – No entry required.

**d. Modification** – FOR GRANT OFFICER USE ONLY.

**Section I. Cumulative Quarterly Projections of Expenditures by Cost Categories** – Enter the projected costs, cumulatively by quarter, for each of the cost categories

### Column A: Grant Program Function and Activity

**Line A.1. Program Services Costs** – This line shows the projected program services costs, cumulatively by quarter. The entries are the sum of the amounts in lines A.1.a and A.1.b. Youth program activities are described in 20 CFR §669, subpart E.

**Line A.1.a. Related Assistance Services** – Enter the projected costs of Related Assistance Services as described in Section 669.430.

**Line A.1.b. All Other Program Services** – Enter the projected costs for all the program services that are not Related Assistance Services.

**Line A.2. Administration** – Enter the projected administrative costs as described in the regulations at 20 CFR §667.220.

**Line A. 3. Total Grant Costs** – Enter the projected grant costs. The amount in each column equals the sum of the amounts of lines A.1 and A.2.

**Section II. Available Funds in this Grant Year** – This section summarizes the funding that is available for use in the Program Year.

**Line II A. Balance in Previous Year Grant** – Enter the amount of MSFW Youth funds projected to remain unexpended at the close of the prior Program year. The amount entered in this block is the uncommitted grant funds available for expenditure in the “fifth quarter”.

**Line II. B. New Obligational Authority** – Enter the amount of the grant award for the program year covered by this financial planning document.

**Line II. C. Total Available Funds** – Enter the sum of lines II.A. and II.B. This amount must equal the 4<sup>th</sup> quarter amount shown in line I.A.3.