

## Instructions for Completing the NFJP Budget Information Summary (BIS)

**General Instructions.** The BIS is required for each Section 167 grantee's program and is a required part of the annual grant plan. Planned expenditures are arrayed cumulatively by program year quarter.

**a. Grantee Name and Address** - Enter the name and complete mailing address.

**b. Grant Number** - Enter the grant number for the reporting year of appropriation.

**c. Period of Grant** - Enter the month, day, and year of the program year's starting and ending dates.

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

### Section I - Cumulative Quarterly Projections of Expenditures by Cost

**Categories** - Annual projections for current year allocation of costs by quarter. Planning periods correspond to WIA Program Year quarters; for NFJP, the Program Year is from July 1 through June 30. Please round entries on the BIS to the nearest whole dollar. Entries must be listed for all the items below.

#### Column (A) Grant Program Function and Activity

**Line A.1. Program Costs** - Enter, for each quarter, the cumulative projected costs for program activities listed. The entry for Line A.1. for each period is the sum of the entries for Lines A.1.a. and A.1.b. Program costs are described in 20 CFR 669, subpart C.

**Line A.1.a. Related Assistance** - These are projected costs of related assistance services as described in Section 669.430.

**Line A.1.b. All Other Program Services** - All program costs that are not Related Assistance services costs.

**Line 2. Administration** - Enter, for the quarterly periods, the projected expenditures for administrative costs as described in the regulations at '667.220.

**Line 3. Total Grant Costs** - Enter the projected sum of Lines A.1 and A.2.

### Section II. AVAILABLE FUNDS

**Line II. A. Balance in Previous Year Grant** - For incumbent grantee only, enter the amount of projected unexpended WIA Section 167 funds remaining from the preceding program year's allocation. The amount listed in this line item is the uncommitted grant funds available for expenditure in the fifth quarter of the previous grant year allocation.

**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 projected sum of Line II.A and II.B. This amount must equal Section I Line 3, for the 4<sup>th</sup> quarter.