

# Expanding Reach and Access

## Program-Specific Budget Considerations

This guidance provides budget development considerations specific to Expanding Reach and Access to CACs awards. Unlike NCA's Allowable and Unallowable Costs document which lists specific cost items, this program-specific guidance focuses on strategic budget planning principles and best practices for this award type.

Use this guidance alongside NCA's [Allowable and Unallowable Costs](#) list when developing your budget. While the Allowable and Unallowable Costs list tells you **what** costs are permissible, this document helps you determine **how** to structure your budget effectively for program success and compliance with award requirements.

Consider these guidelines as you make budget decisions to ensure your proposed costs align with program objectives and funding priorities.

### Personnel and Fringe

#### Expanding Reach and Access to CACs Personnel

Personnel costs should directly support the focus area identified in your application.

#### Position Alignment

Budgeted personnel should correspond to your selected focus area. For example, if focusing on establishing an NCA Satellite member center, an ideal budget would include no more than two partially funded positions with specific connections to the Satellite center.

#### Supervisory and Administrative Positions

Supervisory and Administrative roles are generally not allowable unless the position also provides direct services to clients and/or provides direct project-related activities. When including supervisory positions, budget allocation must reflect only the portion of time spent providing direct services/activities, not administrative or supervisory functions.

#### Budget Efficiency

Applicants should avoid including numerous personnel positions budgeted at minimal funding levels (typically less than 10% of a position). Such fragmented funding creates an administrative burden for both the CAC and NCA while failing to provide meaningful support for program implementation. Instead, focus on fewer positions with more substantial funding allocations that enable effective service delivery.

#### Fringe Expenses

Applicants should thoroughly review documentation requirements and carefully consider which fringe benefits to assign to this grant. This is especially important for larger CACs or those who work under the umbrella of large organizations such as hospitals, universities, or municipalities, where obtaining detailed invoices and proof of payment for fringe expenses may be challenging. All requested benefits must be identified in the applicant's written policies.

## **Cost Calculation**

Personnel costs should be calculated based on the actual percentage of time each position will dedicate to grant-funded activities, ensuring accurate reflection of effort and appropriate use of federal funds. Approved reimbursement is calculated using actual hours worked on the project, as documented on timesheets, and applied to the corresponding pay period and employer-paid benefits for each pay period.

## **Travel**

### **Grant-Funded Personnel**

Travel costs should be limited to personnel funded through this grant award.

### **Allowable Travel Types**

Common travel expenses include local mileage for providing direct services to CAC clients and travel expenses for training activities. Training travel must be for grant-funded positions only and relate directly to the focus area identified in your application.

### **Service-Specific Focus**

All travel costs must align with and support the focus area identified in your grant application. Carefully review your proposed training courses to ensure they adhere to this requirement and please be prepared to provide additional information about the trainings to your NCA Program Associate if awarded.

## **Equipment - Limited Budget**

### **General Restriction**

Equipment costs under ERA awards should be limited and are typically only allowable under 'Focus Area 1: Establish a Satellite Center' and 'Focus Area 3: Expanding geographic reach through the development of mobile and teleservices', and only with prior approval from your NCA Program Associate if awarded.

### **Alternative Funding**

If the Focus Area of your application is not one of those listed above and your CAC is in need of equipment, please review the Equipment and Technology Support RFP for appropriate funding opportunities that specifically address equipment needs.

## **Supplies**

### **Budget Allocation**

Limit supply requests in Expanding Reach and Access to CACs budgets to only those supplies necessary for the success of the grant project.

### **Office Supplies**

General office supplies should not be included unless they are necessary for the project-related activities identified in your application.

## **Computing Equipment**

Computing equipment is allowable when necessary for grant-funded positions. Allocate costs based on the relative benefit to this program. For example, if a Family Advocate position is budgeted at 30% effort on this project and requires a computer, only 30% of the computer cost should be allocated to this grant.

### **Consultant**

#### **Service Alignment**

Consultant costs must directly support the project-related activities identified in your application.

#### **Direct Service Focus**

All consultant activities should relate to and enhance the delivery of the focus area identified in your application. Activities should align with the applicant's goals and objectives and be provided under a signed, written agreement detailing the work to be performed and outline all expenses the CAC may reimburse the contracted entity.

### **Other Costs**

**Training Registration:** Typically, the only allowable costs in this category are registration fees for training that directly relate to the focus area/project-related activities identified in your application.

#### **Accreditation Requirements**

Training costs should support only those educational activities necessary to meet the accreditation standards associated with the selected training type(s).