

## **Section 32p(4) Home Visitation Grants**

### **2020-2021 Budgeting Help for the Section 32p(4) Home Visitation Grants**

This document is intended to provide guidance to Great Start Collaborative (GSC), and intermediate school district (or other fiduciary) staff when preparing the budget for the selected program model through the Section 32p(4) Home Visitation Grants. While this document is intended to be as comprehensive as possible, the Michigan Department of Education/Office of Great Start (MDE/OGS) and its contractor(s) may need to provide additional guidance on a case-by-case basis in areas beyond the scope of this document.

2020-2021 Section 32p(4) Home Visitation Grants are funded with state aid fiscal year (FY) 2021 funds. Funds were awarded through a competitive process to local GSCs in FY 2016 through intermediate school districts (ISDs), as fiduciaries of their GSCs, to implement home visitation services based upon a locally coordinated, family-centered, evidence-based, data-driven home visiting strategic plan. The goals of this funding are to improve school readiness including a focus on developmentally appropriate outcomes for early literacy, to improve positive parenting practices, and to improve family economic self-sufficiency while reducing the impact of high-risk factors through community resources and referrals. A home visiting program model that exhibits evidence in achieving improved school readiness must be selected.

### **Grant Purpose**

The purpose of the Section 32p(4) Home Visitation Grants is to contribute to Michigan's implementation of home visiting programs to families and their children birth through age 8 who are experiencing factors that place the children at risk of not achieving success in school. Funded home visiting programs are expected to improve school readiness including a focus on developmentally appropriate outcomes for early literacy, to improve positive parenting practices, and to improve family economic self-sufficiency while reducing the impact of high-risk factors through community resources and referrals.

At its August 13, 2019 meeting, the State Board of Education approved the following criteria:

Each ISD or consortium of ISDs, as fiscal agents, that apply for funding for the purpose of providing home visits to at-risk children and their families must:

- develop and submit for approval a locally coordinated, family-centered, evidence-based, data-driven home visit strategic plan;\*
- select home visit program models that exhibit evidence in achieving improved school readiness;\*\*
- ensure the program implementation is coordinated with the continuum of local home visit initiatives, serving families prenatally through kindergarten entry;\*\*

- adhere to the terms and reporting requirements as outlined in Public Act 291 of 2012;\*\* and
- annually report to the department an evaluation of home visits.\*

\*\* Criteria Defined in Statute

\*\* Criteria Proposed by Staff

**Please Note: Applicants should be able to justify that the budgeted items are directly related to meeting the outcomes of implementing the selected program model to fidelity, in the Home Visitation Strategic Plan and/or the application and are encouraged to budget as efficiently as possible. MDE/OGS reserves the right to not approve budget requests deemed unreasonable.**

### **Budget Help**

Initiating the 2020-2021 Section 32p(4) Grants Application pulls forward the most-recently approved 2019-2020 budget as a starting point for the new fiscal year's budget period of October 1, 2020 through September 30, 2021

The budget must include evidence of financial support for year-round (12 months) implementation of the selected program model. The following items must be included:

- Funding for on-going professional development and support, including but not limited to Michigan Home Visitation Initiative Conference, statewide training as well as national training in the selected model.
- Funding to maintain affiliate status/accreditation or other term used by the selected model.
- Use of Training and TA center (in Michigan, if possible).
- Participation in a Learning Community and Continuous Quality Improvement (CQI).
- Costs that are in line with the application scope.
- Funding for data collection, which may include the purchase and use of the selected model's database programming as well as data collection from PA 291.

The categories of *Carryover* will **not** initially be budgeted, and thus the amounts that pulled forward when the budget was initiated should be **deleted** out. Once the 2019-2020 Final Expenditure Report is filed (due November 30, 2020) and accepted, any carryover budgeted in that report will be pulled into the 2020-2021 budget.

### **Uses of the Funds**

**Section 32p(4) Home Visitation Grants funds may be used for activities that support the local collaborative's Home Visitation Strategic Plan, and must be designed to effectively and collaboratively implement the selected program model and its implementation to fidelity, and are not limited to:**

- Staff needed to implement and administer the program, including all components;
- Instructional materials and supplies;
- Meeting costs, including costs for space rental, meeting materials, and refreshments, for both program meetings as required by the program model and community collaboration meetings related to the grant;
- Transportation costs for participants;
- Supplementary child care costs for parents attending meetings;
- Support services;
- Administrative costs including office occupancy costs, office supplies and materials, outreach and communication. For grantees and any contracted services, administrative costs are limited to 10 percent of the requested state funds (data collection costs and home visitation direct supervision expenses do not count as part of this 10 percent limit);
- Staff development costs;
- Travel necessary to enable project staff to implement the program;
- Equipment (laptops, monitors, printers, etc.);
- Data collection systems required by the selected model or being integrated into the program in order to meet data collection expectations for PA 291; and
- Outreach and recruitment of hard-to-reach populations and supports to reduce barriers in authentically engaging parents at home visitation decision-making tables.

Sufficient information should be provided for the staff of MDE/OGS to determine that all anticipated expenditures are reasonable and cost effective for the program being implemented.

Section 32p(4) Home Visitation Grants funds may **not** be used to pay for:

- Indirect costs;
- Stipends to encourage parent participation in *programs or services*;
- GSRP and Head Start classrooms or any classroom support activities for children; and
- Construction.

## Personnel Rules

Salaries entered for personnel must be accompanied by an entry in benefits. If the individual does not receive benefits, enter "0." Full Time Equivalent (FTE) or hours must be designated for each individual or group of individuals entered. A 1.0 FTE is viewed as the equivalent of 40 hours/week, noting that home visitation programs are offered year-round (52 weeks/year). Hours entered should equal the total hours per year.

## Caps on Expenditures

The maximum amount of Section 32p(4) Home Visitation Grants funds allowable for administrative costs is 10 percent of the total grant as requested on the Budget Summary. The following function code groupings are considered "administrative"

when being reviewed for the maximum allowable expenditure: 220, 250, and 260. The following amounts will not be considered in the administrative cap:

- Amounts designated for the rent of a facility needed to *implement* the selected program model and required activities in accordance to fidelity within the Section 32p(4) Home Visitation Grants. The maintenance, janitorial, utilities and insurances will be considered in the administrative expenditures unless they are included with the rental agreement.
- Amounts for outreach/recruitment of children and/or families to participate in the selected program model. For example, costs for producing, printing and distributing a calendar of activities are not considered administrative, though may be coded into 257.
- Amounts for the *direct supervisor's* salary and benefits (FC226) if the funded home visitation model requires direct supervision of the home visiting staff.
- Amounts for Personal Protective Equipment (PPE) including but not limited to masks, hand sanitizer, gloves, cleaning supplies, etc. purchased to implement evidence based home visiting program funded with Section 32p(4) funds. These items are to be coded under function code 261, utilizing the supplies object code.

## **Amendments**

An amendment is a report of programmatic or financial change. Amendments or revisions to the application may affect the budget, the planned activities for the GSC/GSPC, the planned activities for EC Programming, or other parts of the application. Amendments must receive prior approval from program office staff before initiation.

Submit an amendment for:

- a. The Section 32p(4) plan for new, deleted, or substantially revised activities on an existing Objective or Goal.
- b. The budget when: 1) the expenditures for any function code will create a variance of 10 percent or more from the previously approved amount; 2) funds are being assigned to a line item not previously approved; 3) adding staff/changing FTEs; 4) adding expenditures within a function code not previously included; 5) moving an amount greater than 10 percent between approved function codes; or 6) line item amounts are changed that substantially affect the implementation of the planned activities for the year.

An amendment approval may be retroactive up to October 1 of each current fiscal year provided the application was submitted in MEGS+ prior to the requested beginning date. It is necessary to put into writing in the amendment description any request for retroactive approval. Otherwise, an amendment approval is effective the date the amendment was submitted in MEGS+.

## **Budget Summary**

The Budget Summary page provides a summary of the budget items for the Section 32p(4) Home Visitation Grants. The summary automatically fills in based on budget items and detail entered on other pages. The page does not display any previous year's carryover funds that have been budgeted. This page also provides access to pages where budget items can be added and the budget detail can be viewed. The names of the business office representative and project contact person, along with contact information, are also entered near the bottom of this page.

## **Total Budget**

The budget provides demonstrates that the project has an appropriate budget and is cost effective. The budget must be reasonable in relation to the scope of the project and the funding available. **Indirect costs are not allowed with State Aid funds.** The budget must cover the period from October 1, 2020 through September 30, 2021. Carryover of FY2020-2021 funds will be allowed through June 30, 2022, but the budget must be built with the expectation that the entire award will be utilized during the 12-month budget period of October 1, 2020 through September 30, 2021.

Total anticipated expenditures for the Section 32p(4) Home Visitation Grants should be entered on the Budget Summary and must equal the 2020-2021 State School Aid allocation for the program.

## **Definitions of Function Codes and Object Codes**

Applicants are advised to consult the Michigan Public School Accounting Manual Chart of Accounts to determine appropriate function and object codes for projected grant expenditures. The [Michigan Public School Accounting Manual](http://www.michigan.gov/accountingmanual) is available online at <http://www.michigan.gov/accountingmanual>.

### **Object Codes**

The following object codes have been designated for the Section 32p(4) Home Visitation Grants:

**1000: Salaries**-This is for amounts paid to employees of the school system.

**2000: Benefits**-Amounts paid by the school system on behalf of employees; these amounts are not included in the gross salary. For example: insurance, FICA, retirement, etc.

**3000, 4000: Purchased Services**-Amounts paid for services rendered by persons who are not on the payroll of the school system.

**5000: Supplies and Materials**-Expenditures of items that are consumed. For example: books, paper, software, PPE, etc.

**7000, 8000: Other Expenses**-Amounts paid for goods and services not otherwise classified above; or funds being handled without receiving goods and services in return such as transmitting flow-through funds to the recipient (person or agency).

## **Function Codes**

The Classroom Instruction function codes (1xx) may not be used for this grant. The focus of the Section 32p(4) Home Visitation Grants is support of the implementation of an evidence-based home visitation model, supporting parents in the role of their children's first teachers, rather than classroom instruction. This grant program does not focus on K-12 classroom instruction, services and supports, but instead serves families with children up until kindergarten entry.

The following functions, along with definitions and commonly used examples, have been designated for the 32p(4) Home Visitation Grant: 212, 216, 226, 252, 257, 261, 283, 284, 311, 331, 351, 391, 411, 441, and 445.

### **210 – Support Services – Pupil**

**212: Guidance Services**-Activities that provide consultation or services by a social worker, psychologist or other qualified staff to assist families in understanding and enhancing their child(ren)'s development.

i.e., home visits, referrals, referral hotlines, groups gathered as part of home visiting model, parent educators

**216: Social Work Services**-Activities that focus on school social work in dealing with the problems of children which involve home, school and community.

i.e., home visits with a social-emotional component, referrals, referral hotlines, groups gathered as part of home visiting model

### **220 – Support Services – Instructional Staff**

**226: Supervision and Direction of Instructional Staff**-Personnel providing supervision and program coordination of the direct services to children and families and compliance monitoring.

i.e., EC Director, Superintendent, ISD staff providing grant oversight

Funds allocated to cover allowances, costs and services provided to or on behalf of employees and not included as compensation in salaries and wages. Benefits include (but are not limited to): Mandatory Coverage (employer share of Social Security, Worker's Compensation, etc.), Retirement, Health Insurance, Life Insurance and Long-Term Disability. Note that MEGS+ requires an entry into

“Benefits” for the same Budget Item whenever there is a “Salaries” entry. If no benefits are offered, enter ‘0.’

Budget Detail should indicate each employee by name, position/title, and show how the cost was determined, as well as the type of benefits and how cost was determined. Example:

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other Expenses 7000, 8000	Total
226	Grant supervision: J. Money- (\$30.00 per hour/180 hours) = \$5,400. Total Benefits 30% of salary(WC, MSPERS, FICA, SUTA, Cash in Lieu) = \$1620.	180	\$5,400.00	\$1,620.00				\$7,020.00

## **250 – Support Services Business**

**252: Fiscal Services**—Activities concerned with fiscal operations. State school aid does not allow indirect costs, and thus, all items that might typically be included in an indirect cost rate must be directly budgeted.

i.e., fiscal services, accounting, payroll, purchasing, inventory control, receiving and disbursing, budgeting services, internal auditing

Budget Detail should indicate each employee by name, position/title, and show how the cost was determined, as well as the type of benefits and how cost was determined. Example:

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other Expenses 7000, 8000	Total
252	Finance Services Salary: Joe Jones, accountant - .04 FTE (\$30.04 per hour/80 hours) = \$2,403. Finance Services Benefits: Total Benefits 25% of salary (FICA, SUTE, MSPERS, Health Ins) = \$601.	80	\$ 2,403.00	\$ 601.00				\$ 3,004.00

**257: Internal Services**—Activities concerned with storing and distributing supplies, furniture, and equipment. Also include district-wide duplicating/printing services and central mail services.

## **260 – Operations and Maintenance**

**261: Operating Building Services**—Activities concerned with keeping the physical building open, clean, and ready for daily use. **Costs may only be charged for the portion of occupancy utilized.**

Amounts for Personal Protective Equipment (PPE) including but not limited to masks, hand sanitizer, gloves, cleaning supplies, etc. purchased to implement GSC/GSPC meetings and activities and/or to implement early childhood programming funded with Section 32p(4) funds. These items are to be coded under function code 261, utilizing the supplies object code. For more information please refer to the [Financial Accounting Guidance During the COVID-19 Pandemic](#).

i.e., use of space for activities and/or meetings, building lease, janitorial costs

Budget Detail should indicate how cost was determined. Example:

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other Expenses 7000, 8000	Total
261	Building Rent: \$500/month x 12 months=\$6,000						\$ 6,000.00	\$ 6,000.00
261	Utilities (gas/electric): Estimated cost of \$100/month x 12 months=\$1,200						\$ 1,200.00	\$ 1,200.00

## **280 – Support Services - Central**

**281: Planning, Research, Development, and Evaluation**—Activities on a system wide basis associated with planning, research, development and evaluation of program management. Note: Contractual on-going expenses with a contractor should be listed under Contracted Services.

i.e., evaluation, home visitation CQI, Parents as Teachers CoP, evaluation of needs assessments for Strategic Planning.

**283: Staff/Personnel Services**—Activities concerned with maintaining efficient non-direct instruction service.

i.e., professional development of home visitors, staff training for EC Programming staff, professional development, background checks

**284: Non-Instructional Technology Services**—Activities concerned with supporting information technology systems, including networks, information systems, and processing data for administrative and managerial purposes. Note: On-going expenses as part of a contracted agreement should be listed under Contracted Services.

i.e., data entry, databases



Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other Expenses 7000, 8000	Total
284	Database fees for home visitation program: County ISD \$10,000 contract				\$10,000.00			\$10,000.00

### **310 – Community Services Direction**

**311: Community Services Direction**–Activities concerned with direction and managing community services including contracted staff.

i.e., GSC Director, Parent Liaison, Community Outreach Coordinator, Healthcare Liaison

#### **GSC Salaries & Benefits – Function Code 311**

Gross compensation paid to employees in the form of cash, products, or services including mileage, cell phone reimbursement, vacations, holidays, and sick leave. **Cell phone use is for business only.**

Funds allocated to cover allowances, costs and services provided to or on behalf of employees and not included as compensation in salaries and wages. Benefits include (but are not limited to): Mandatory Coverage (employer share of Social Security, Worker’s Compensation, etc.), Retirement, Health Insurance, Life Insurance and Long-Term Disability. Note that MEGS+ requires an entry into “Benefits” for the same Budget Item whenever there is a “Salaries” entry. If no benefits are offered, enter ‘0.’

Budget Detail should indicate each employee by name, position/title, and show how the cost was determined, as well as the type of benefits and how cost was determined. Example:

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other Expenses 7000, 8000	Total
311	Director Mileage: Jane Doe-2,000/year X \$.575 (current IRS rate)= \$1,130				\$ 1,150.00			\$ 1,150.00
311	Director Cell Phone: Jane Doe- \$30/month x 12 months=\$360				\$ 360.00			\$ 360.00
311	Clerical Support Salary: Beth Smith - .2 FTE (\$12.69 per hour/408 hours) = \$5,178. Clerical Support Benefits: Total Benefits 35% of salary (FICA, SUTA, Retirement, Health Ins, WC)= \$1,812.	0.2	\$ 5,178.00	\$ 1,812.00				\$ 6,990.00

### **330 – Community Activities**

**331: Community Activities**–Activities concerned with providing services to civic organizations, parent involvement, public forums, and community events.

i.e., expenses to reduce barriers to participation, advisory parent member honorariums, website costs, outside printing, marketing, advertising, and translation services

### **350 – Custody and Care of Children**

**351: Custody and Care of Children**–Pertains to providing child care in a group setting particularly in a setting in which they are not enrolled for care or education.

i.e., on-site child care for meetings/activities/events

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other Expenses 7000, 8000	Total
351	On-Site Child Care: 4 providers X 10 GSPC Meetings (2 hours x 10=20 hours) X \$20/hour=\$1,600				\$1,600.00			\$1,600.00

### **390 – Other Community Services**

**391: Other Community Services**–Services provided to the community that cannot be classified under the preceding areas of responsibility.

### **410 – Payments to Other Public Schools (ISDs, LEAs, or PSAs) within the State of Michigan**

**411: Payments to Other Public Schools within the State of Michigan**–Sub-grantee/flow through distribution only. **All other payments for services, supplies, and materials should be reported in the appropriate function and object code.**

i.e., local school district contracted to provide programs or services

### **440 – Payment to other governmental and Not-For-Profit Entities (Do not include other public schools)**

**441: Payments to other Governmental Entities-Sub-Grantee (Non-Public, etc.)**-Sub-grantee relationships only.

i.e., non-public school, community organizations, universities

**445: Payments to Not-for-Profit Entities**—Sub-grantee relationships only.

i.e., United Way, Chamber of Commerce, local non-profit focused on system work or early childhood programming

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other Expenses 7000, 8000	Total
411	284-XISD database fees \$10/child x approx 28 children (based on last year's numbers) = \$280					\$280.00		\$280.00
411	331-GSPC Meeting Costs: Refreshments-\$1,000 (\$100/meeting x 10 meetings), Supplies-\$1000					\$2,000.00		\$2,000.00
441	212-NFP implementation County Community Services: 3 home visitors (R. Train, S. Tree, M. Dog) 25 hours per week x 48 weeks x 23.00 per hour = \$27,600 x 3 = \$82,800. Benefits-Payroll Taxes (FICA, SS, city taxes) and Cash in lieu health insurance at 48% x 3 = \$39,744	108	\$ 82,800.00	\$ 39,744.00				\$ 122,544.00
445	311-GSC Director at United Way: M. Kitty Salary \$55,612. Benefits-Payroll Taxes (FICA, SS, city taxes) and Cash in lieu health insurance at 53% = \$29,474	1	\$ 55,612.00	\$ 29,474.00				\$ 85,086.00

**Outgoing Transfers**

Projects that provide outgoing transfers of funds to community partner agencies or local districts must provide clear detail when entering budget items regarding the anticipated grant expenditures by partner agencies. Function codes 441, or 445 should only be used when a sub-grantee relationship exists. All other payments for services, supplies, and materials should be reported in the appropriate function and object code.

**Other Examples:**

**Purchased Services – Multiple Function Codes**

**Contracted Services**

Negotiated contracts for the performance of any activities that are necessary for the implementation and evaluation of activities required by the selected program model in accordance with implementation to fidelity in the Home Visitation Strategic Plan, or this application.

**Contracted Services do not include salaries and/or fringe benefits of the Director/Coordinator UNLESS that staff is issued a 1099 rather than a W-2 at calendar year end.**

i.e., *Ongoing* contracted services for consultation, facilitation, or project management (e.g., services and assistance with workgroups, action agenda implementation, communications, etc.).

Example:

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other Expenses 7000, 8000	Total
331	Contracted Services: Sarah's Consulting LLC- System Scans and Parent surveys for Strategic Planning				\$5,000.00			\$5,000.00

**Professional Fees**

Contract or agreement with a third party for the **one-time** performance of activities toward the execution of activities required by the selected program model in accordance with implementation to fidelity, the Home Visitation Strategic Plan or the *Application*. Example:

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other Expenses 7000, 8000	Total
331	One-Time Speaker: Sam Jones-Business Engagement-Outcome 3, Goal 2 (\$500 per day x 2 days=\$1000)				\$1,000			\$1,000

**Supplies & Meeting Costs**

Consumable or non-consumable items with a unit cost of less than \$1,000. Consumable supplies are those items that are consumed as they are used (e.g., pencils, paper, etc.). Non-consumable supplies are those items that are not consumed as they are used (e.g., file cabinets, chairs, and other durable goods, etc.).

Budget Detail should provide estimated costs and how cost was determined. These suggested function codes are for those home visitation programs whose budgets are accounted for by the ISD. Use 400s for other configurations, but continue to provide detail, including a function code that would be ascribed if the ISD were directly budgeting for the item. Example:

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other Expenses 7000, 8000	Total
331	Office Supplies: GSC Director-\$30/ month x 12 months=\$360					\$360.00		\$360.00
311	Office Supplies: Parent Liaison-\$20/month x 12 months=\$240					\$240.00		\$240.00
331	GSC Meeting Costs: Refreshments-\$1,200 (\$100/meeting x 12 meetings), Supplies-\$500					\$1,700.00		\$1,700.00
331	GSPC Meeting Costs: Refreshments-\$1,000 (\$100/meeting x 10 meetings), Supplies-\$1000					\$2,000.00		\$2,000.00
445	331-Office Supplies: GSC Director-\$30/ month x 12 months=\$360					\$360.00		\$360.00
445	331-GSPC Meeting Costs: Refreshments-\$1,000 (\$100/meeting x 10 meetings), Supplies-\$1000					\$2,000.00		\$2,000.00

## Printing

Costs for duplication, production and printing of written materials directly related to the selected home visitation model, this application or the Home Visitation Strategic Plan.

Budget Detail should indicate estimated cost and how cost was determined. These suggested function codes are for those GSC/GSPCs whose budgets are accounted for by the ISD. Use 400s for other configurations, but continue to provide detail, including a function code that would be ascribed if the ISD were directly budgeting for the item. Example:

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other Expenses 7000, 8000	Total
257	Printing/Reproduction: Internal-Approx \$58/month (charged only for consumption) x 12 months=\$696						\$696	\$696
331	Printing/Reproduction: Countywide Graphics and Printing-\$1,000 (Strategic Planning Materials including paper surveys and worksheets for data collection)				\$1,000			\$1,000
445	257-Printing/Reproduction: Internal-Approx \$58/month (charged only for consumption) x 12 months=\$696						\$696	\$696

## Equipment

Any non-consumable item that is not attached to or included as a part of the cost of a facility. All computer-related equipment purchased must be recorded.

Equipment:

- Needs to be tagged as belonging to ISD – monitor/computer, laptop, netbook, printer, cell phone, digital camera, desks, chairs, file cabinets (office furniture).
- An inventory must be maintained of these items that clearly designates the use of Section 32p(4) as the funding source.
- The inventory must be available for review.

Budget Detail should indicate estimated cost of item and how cost was determined. Functions are selected to align with the individual or activity utilizing the equipment.

**Travel**

Travel costs include mileage, registration fees, lodging, meals and incidental expenses incurred by employees in travel status while on official business. The maximum *mileage rate (effective January 1, 2020) is the federal mileage rate of .575/mile.*

Travel guidelines promulgated by the hiring entity may be followed. It is recommended that employees and supported partners follow the State of Michigan or ISD travel procedures, including per diem and reimbursement rates. Current State of Michigan travel rates are posted at: [State of Michigan Rates](http://www.michigan.gov/dtmb/0,5552,7-150-9141_13132---,00.html) ([http://www.michigan.gov/dtmb/0,5552,7-150-9141\\_13132---,00.html](http://www.michigan.gov/dtmb/0,5552,7-150-9141_13132---,00.html)).

Note: If provisions for travel expenses were made in contracted staff members' agreements, these expenses should be included as a separate line within that function code under Contracted Services.

Budget Detail should indicate the estimated mileage and any additional transportation related costs, such as meals, lodging, etc. Functions are selected to align with the individual who will incur travel expenses.

These suggested function codes are for those GSC/GSPCs whose budgets are accounted for by the ISD. Use 400s for other configurations, but continue to provide detail, including a function code that would be ascribed if the ISD were directly budgeting for the item. Example:

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other Expenses 7000, 8000	Total
331	Mileage: GSC Director-Local Travel-500 miles/month x 12 x .575=\$3,450						\$3,450.00	\$3,450.00
331	Professional Development: GSC Director-Meals (3 days x \$50/day=\$150) and Lodging (2 nights x \$120/night=\$240), Mileage (260 miles roundtrip x .575=\$150) Total=\$540						\$540.00	\$540.00
331	Professional Development: GSC Director and Parent Liaisons-Conference Registration fees and materials 3 x \$175=\$525						\$525.00	\$525.00
311	Mileage: Lead Parent Liaison-Local Travel-700 miles/month x 12 x .575=\$4,830. Additional Parent Liaison mileage-200 miles/month x 12 x .575=\$1,380						\$6,210.00	\$6,210.00
311	Professional Development: Parent Liaisons-Meals (3 days x \$50/day=\$150 each x 2=\$300) and Lodging (2 nights x \$120/night=\$240 each x 2=\$480), Mileage (260 miles roundtrip x .575=\$150) Total=\$930						\$930.00	\$930.00

## Miscellaneous

Includes expenses which are not chargeable to other line items and are directly related to the implementation of the selected home visitation model or this application.

Budget Detail should list and briefly explain each miscellaneous cost. Costs that are designated "other" or "miscellaneous" are unacceptable. Example:

Func. Code	Description	FTE / Hours (h)	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Other Expenses 7000, 8000	Total
331	Other: Annual Membership-MIAEYC and NAEYC \$110 x 2=\$220						\$220.00	\$220.00
391	Other: Outcome 2, Goal 1 and Outcome 4, Goal 2-Strengthening Families Training-Supplies and Materials (\$200) and Refreshments (\$100) 20 participants					\$300.00		\$300.00