

Allowability Companion Guidance


Topic/Grant

Budgeting multiple identical positions in DVS grants

FAQ/Requirements

Grantees may have positions that require multiple staff to provide sufficient coverage. In this case, it is not necessary to list each staff person separately. These staff can be assigned to a single line in the budget. To qualify, the position requires all the following:

- Services provided under the funded agreement need to have the same client eligibility. For example, if there are multiple advocates being combined, all the advocates must work exclusively with clients eligible for services under the grant.
- Position descriptions must be identical.

Description	Qty.	Unit Rt.	Units	UOM	Total	Amount	Cash	Inkind	+Info
DIRECT EXPENSES									
Program Expenses	Enter all hours here	Average rate of			Combined salary for employees here	Combined salaries charged to this grant			
Salary and Wages									
Other-PT Shelter Advocates	3444.0000	13.500	0.000	HRS	46,494.00	46,494.00	0.00	0.00	

Question/Scenario	Response
Our organization has multiple shelter advocates who also answer our helpline. Using this method, how do we budget the advocates?	<p>Before combining grant funded hours, your organization needs to ensure all advocates have identical job descriptions. Salary and Wages for advocates with different position descriptions cannot be combined. Once identical position descriptions are confirmed, add all funded hours together and enter under the Quantity (Qty) column.</p> <p>For example, 5 full time advocates provide shelter and helpline coverage.</p> <p>2 advocates make \$15/hour, the other 3 make \$16/hour. Full time=2080 hours/year. $\\$15/\text{hr} \times 2080/\text{hrs} = \\$31,200/\text{year} \times 2 \text{ advocates} = \\$62,400$ $\\$16/\text{hr} \times 2080/\text{hrs} = \\$33,280/\text{year} \times 3 \text{ advocates} = \\$99,840$ $\\$62,400 + \\$99,840 = \\$162,240$ or 5 identical advocates X 2080 hours = 10,400 hours. $\\$162,240/10,400\text{hrs} = \\15.50 average unit rate</p>
Our organization has staff supported by more than one grant. How do we budget staff?	Staff supported by more than one grant need to be prorated based on funding source.

	<p>Using the example in the first question as a starting point, if shelter advocate staffing is prorated equally among three grants, the quantity and unit rate would be as follows:</p> <p>10,400 hours/3 grants = 3,467 hours (quantity) in each grant</p> <p>\$15.50 average unit rate x 3,467 hours = \$53,738.50 in each grant</p> <p>If not prorated equally, the actual prorated percentage would be used.</p>
Our organization works with survivors of sexual assault and domestic violence. How do we budget staff?	Prorate staff using the same approach outlined in question two. Staff need to accurately document eligible victimization on their Personnel Activity Reports.
We have therapists, shelter advocates, and helpline advocates who work with both DV and SA survivors. Can we combine all our direct service staff in one line item?	No. Therapists, shelter advocates, and helpline advocates would have different position descriptions. Position descriptions must be identical to combine.
How do we bill combined hours on our FSR for reimbursement?	Reimbursement for combined staff is the same as when staff is listed individually. Staff need to accurately record eligible victimization on their Personnel Activity Reports. The total amount of reimbursement is entered into the FSR.

References

[MASTER AGREEMENT MI E-Grants TRAINING \(egrams-mi.com\)](https://www.egrams-mi.com), slide #58