



# North Los Angeles County Regional Center

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## ATTACHMENT D

### Cost Statement Guidelines: EBSH & CCH Provider Training

- A. Please provide a sample budget, display all costs associated with the project. The proposed budget must not exceed the maximum amount specified of the grant award.
- B. Start-up costs are costs which are necessary for the implementation of the program but not its transitional or ongoing operation. Some startup costs are usually incurred before the training is ready to begin.
- C. A budget narrative describing how each budget line item is calculated and is required to sufficiently define all terms and areas of the budget.
- D. General Expenses (usually 10 to 15% of budget is considered reasonable) should address specific minor expenses that cannot be classified in any other line item.
- E. Administrative costs cannot exceed 15% of the costs in the development of the program.
- F. The budget should be realistic in terms of the types of services to be offered in relation to expenditures versus income.
- G. No funds may be spent on out-of-state travel.