

## Notes on Schedule A Budget Template

---

1. Funding Recipient's (FR) *Name* must match its legal name as registered with New York State's Department of State, as well as the name listed on the Organization Form in Cap Grants.
2. FR's *Address* is the location of the organization's headquarters. This must match the address registered with New York State's Department of State, as well as the Organization Form in Cap Grants.
3. If items within the Project are ineligible for reimbursement or the total dollar amount of the item(s) exceeds the Funding Allocation Amount, the relevant or excess amounts will be placed in the *Non-City Funded* column. FR will be responsible for amounts in the *Non-City Funded* column.
4. For the Date Purchased column, enter the actual or estimated purchase date of the equipment/vehicle(s). Entering TBD is no longer acceptable.
5. *Location* refers to the address where the equipment will be used or the vehicle/s will be stored, when not in use. This address must match what was stated in the original application in Cap Grants. If this address changes from the original application, the FR must provide a signed letter on letterhead confirming the change in address.
6. For the Attached Y/N column, this question asks whether the equipment is minimally attached to the property. If the equipment is minimally attached, then a *Personalty Agreement for Attached Property* is required.
7. For the Software License Agreement Y/N column, this question asks whether such an agreement from the Licensor is required for software purchases. If the license(s) are not transferrable by its terms, then a Software License Agreement is required.
8. *DDC Contract Not to Exceed Amount* will be the lesser between the City-Funded amount and the Funding Allocation amount.
9. In the *Funding Sources* section, the *City Budget* amount is the *DDC Contract Not to Exceed Amount*. The FR amount is the difference between the sum amount in the *Total* column and the *City Budget* amount.
10. The *CapGrants ID*, *Project ID*, & *FMS Budget Line* codes will be provided by the DDC PM.