

## Workbook Instructions

**Input Data:** Enter information as required in all cells highlighted in Blue.

**Restricted Editing:** All cells not highlighted in Blue are locked from editing. Locked cells include: cells with formulas highlighted in Gray or Light Yellow, cells with no color fill (white), etc.

**For the Agreement Budget Template ONLY:** Colored Tabs:

The "Equipment" and "Subrecipients & Vendors" budget category tabs are colored **ORANGE** to indicate that line item details can be entered for these budget categories. The other budget category tabs (Direct Labor, Fringe Benefits, Travel, Materials & Misc., and Indirect Costs & Profit) only contain category totals.

**Regarding Confidential Information:** Avoid disclosing trade secrets and confidential information on any agreement document, since these documents are publicly accessible.

**Rules for decimal places on values:**

- **Budget and Invoice values:**
  - Rounding of any values, as described below, should be performed using standard rounding practices.
  - For all currency rates (e.g., Direct Labor, and Unit Cost): Round to the cent (\$0.01).
  - For all percentage rates (e.g., Fringe Benefits, Indirect Cost, and Profit): Round to a maximum of two decimal places of a percent (e.g., 25.12%). You can round to less if desired, such as one decimal place (e.g., 25.1%), or zero decimal places (e.g., 25%).
  - For all quantity values (e.g., # of hours, # of months, and # of units): Round to a maximum of two decimal places (e.g., 50.12). You can round to less if desired, such as one decimal place (e.g., 50.1), or zero decimal places (e.g., 50).
- **Budget values:**
  - For entered and totaled (via calculation) CEC and Match share budget values: Round to the dollar (\$1).
  - For all calculated currency values (e.g., rate x hours, rate x months, base amount, and rate x base amount): Round to the dollar (\$1).
- **Invoice values:**
  - For entered and totaled (via calculation) CEC and Match share expense invoice values: Round to the cent (\$0.01).
  - For all calculated currency values (e.g., rate x hours, rate x months, base amount, and rate x base amount): Round to the cent (\$0.01).
  - **SPECIAL CIRCUMSTANCE for calculated currency values:** **ONLY** if a calculated value (e.g., rate x hours = actual labor expense) does **NOT** equal the actual expense, because of the decimal place rules provided for rates and quantity values listed above, it is acceptable to use as many decimal places as necessary for rates and quantity values listed above to ensure that the calculated value **DOES** equal the actual expense.

### Invoice Supporting Documentation Requirements, per Budget Category:

The list below contains the supporting documentation that is required to be submitted with an invoice. **IMPORTANT:** The recipient and subrecipients must still retain supporting documentation for all project expenses in case of an audit ("supporting documents" are also known as "backup documents").

- **Direct Labor** – No supporting documentation required with invoice.
- **Fringe Benefits** – No supporting documentation required with invoice.
- **Travel** - Receipts are required only for: Lodging, Airfare, Rental car (including gasoline expenses), Bus/train. Travel Form required for all travel included on an invoice
- **Equipment** – 1) For equipment that is equal to or greater than \$100,000 per line item total (including both CEC and Match Funds), documentation showing the payment terms must be provided to the CAM. 2) CAM must be able to verify equipment purchases for: 1) equipment with a per line item incurred cost of \$500,000 or greater; or 2) a single equipment vendor with \$500,000 or more in equipment incurred costs. See Invoice Review Checklist for methods to verify.
- **Materials & Miscellaneous** – Receipt required for any line item total that is \$5,000 or more.
- **Subrecipients & Vendors** – Major subrecipients (Budget of \$100k or more) follow the same budget requirements as the Recipient when submitting an invoice. For Minor subrecipients and Vendors, subrecipient or vendor invoice required.
- **Indirect Costs & Profit** – No supporting documentation required with invoice.

**Adding Rows:** If additional rows are needed within a section, unhide the hidden rows (i.e., select the row directly above and below the hidden rows, then right-click the selection and select "Unhide"). Hide any unused rows. DO NOT USE THE LAST TWO ROWS THAT ARE MARKED "CEC USE ONLY". If all but the last 2 rows are used, and more rows are required, please contact the ECAMS Support team (ECAMS.Support@energy.ca.gov).

**FOR ECAMS SUPPORT TEAM ONLY: ADDING ROWS:**

To add additional rows and maintain the formulas within the totals, (1) unprotect the sheet, (2) copy the second to the last row in the section, (3) insert the copied row just above the last row, (4) repeat steps 2 - 3 as required, (5) correct formatting and REFERENCE IDs as required, (6) delete "CEC USE ONLY" from all but the last two rows in the section, and (7) re-protect the sheet.

**Updating Modification Date on Budgets:**

After making modifications to a budget file, update the modification date as described below.

- **Budget Worksheet file** – Update the "*Date of Last Budget Worksheet Modification*" to the date the modifications were completed. Update the "Date of Last Budget Worksheet Modification" in cell D1 of the "Category Budget" tab–this updates the rest of the tabs in the template.
- **Agreement Budget file** – Update the "*Date of Last Approved Agreement Budget Modification*" to the date the modifications were approved. Update the "Date of Last Approved Agreement Budget Modification" in cell D1 of the "Category Budget" tab–this updates the rest of the tabs in the template.

**FOR ECAMS SUPPORT TEAM ONLY: UPDATING "TEMPLATE VERSION" DATE:**

After making modifications to a budget or invoice template, update the "*Template Version*" date to the date the modifications were completed. For the budget templates, update the "*Template Version*" date in cell A1 of the "Category Budget" tab–this updates the rest of the tabs in the template. For the invoice templates, update the "*Template Version*" date in cell A1 of the "Invoice Payment Cover Sheet" tab–this updates the rest of the tabs in the template.

**ECAMS Support:** For support on how to complete this template, please visit the ECAMS Resources web page. The link to this web page is provided in the cell below:

<https://www.energy.ca.gov/funding-opportunities/funding-resources/ecams-resources>

## PROPOSAL BUDGET

### Category Budget

<b>Grant Funding Number</b>	GFO-25-606		
<b>Name of Organization</b>	ABC company		
Select Recipient or Subrecipient			
Select your organization's California Business Certifications			
Cost Category	CEC Share	Match Share	Total
Direct Labor	\$ -	\$ -	\$ -
Fringe Benefits	\$ -	\$ -	\$ -
<b>Total Labor</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Travel	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
Materials/Miscellaneous	\$ -	\$ -	\$ -
Subrecipients/Vendors	\$ -	\$ -	\$ -
<b>Total Other Direct Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Indirect Costs	\$ -	\$ -	\$ -
Profit (not allowed for grant recipients)	\$ -	\$ -	\$ -
<b>Total Indirect and Profit</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Grand Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total CEC Reimbursable Funds Spent in California or Paid to California-Based Entities (if applicable)</b>	<b>\$ -</b>		
<b>Percentage of CEC Reimbursable Funds Spent in California or Paid to California-Based Entities</b>			

## PROPOSAL BUDGET

## Direct Labor (Unloaded)

## **GFO-25-606: ABC company**

## Hourly Rates

Job Classification	Highest Estimated Labor Rate (\$ per hour)	# of Hours	Rate x Hours	CEC Share	Match Share	Total
	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
<b>Hourly Direct Labor Totals</b>				\$ -	\$ -	\$ -

## Monthly Salary Rates

Monthly Salary Rates						
Job Classification	Highest Estimated Labor Rate (\$ per month)	# of Months	Rate x Months	CEC Share	Match Share	Total
	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
	\$ -	0.00	\$ -	\$ -	\$ -	\$ -

	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
	\$ -	0.00	\$ -	\$ -	\$ -	\$ -
<b>Monthly Direct Labor Totals</b>				\$ -	\$ -	\$ -

### Direct Labor Grand Totals

	CEC Share	Match Share	Total
<b>Grand Totals</b>	\$ -	\$ -	\$ -

# PROPOSAL BUDGET

## Fringe Benefits

**GFO-25-606: ABC company**

Job Classification	Highest Estimated Fringe Benefit Rate (%)	Direct Labor Costs (\$)	Rate x Costs	CEC Share	Match Share	Total
	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -
	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -
	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -
	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -
	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -
	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -
	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -
	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -
	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -

Job Classification	Highest Estimated Fringe Benefit Rate (%)	Direct Labor Costs (\$)	Rate x Costs	CEC Share	Match Share	Total
<b>Grand Totals</b>		\$ -	\$ -	\$ -	\$ -	\$ -

**PROPOSAL BUDGET****Travel****GFO-25-606: ABC company**

Reference ID	Task #	Traveler Name and Job Classification	Dates of Travel (From/To)	Departure and Destination	Trip Purpose	CEC Share	Match Share	Total
T-1						\$ -	\$ -	\$ -
T-2						\$ -	\$ -	\$ -
T-3						\$ -	\$ -	\$ -
T-4						\$ -	\$ -	\$ -
T-5						\$ -	\$ -	\$ -
T-6						\$ -	\$ -	\$ -
T-7						\$ -	\$ -	\$ -
T-8						\$ -	\$ -	\$ -
T-9						\$ -	\$ -	\$ -
T-10						\$ -	\$ -	\$ -
<b>Grand Totals</b>						\$ -	\$ -	\$ -

**PROPOSAL BUDGET****Equipment****GFO-25-606: ABC company**

Reference ID	Task #	Seller of item(s)	Description	Purpose	# of Units	Unit Cost	Total: # of Units x Unit Cost	CEC Share	Match Share	Total
E-1					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
E-2					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
E-3					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
E-4					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
E-5					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
E-6					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
E-7					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
E-8					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
E-9					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
E-10					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Grand Totals</b>							\$ -	\$ -	\$ -	\$ -

**PROPOSAL BUDGET****Materials & Miscellaneous****GFO-25-606: ABC company**

Reference ID	Task #	Seller of item(s)	Description	Purpose	# of Units	Unit Cost	Total: # of Units x Unit Cost	CEC Share	Match Share	Total
M-1					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
M-2					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
M-3					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
M-4					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
M-5					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
M-6					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
M-7					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
M-8					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
M-9					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
M-10					0.00	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Grand Totals</b>							\$ -	\$ -	\$ -	\$ -

**PROPOSAL BUDGET****Subrecipients & Vendors****GFO-25-606: ABC company**

<b>Subrecipients</b>								
Reference ID	Task #	Subrecipient <i>(Please Use Legal Name)</i>	Entity Number (CA Secretary of State)	Purpose	CA Business Certifications DVBE/ SB/MB/None	CEC Share	Match Share	Total
S-1				None	\$ -	\$ -	\$ -	\$ -
S-2				None	\$ -	\$ -	\$ -	\$ -
S-3				None	\$ -	\$ -	\$ -	\$ -
S-4				None	\$ -	\$ -	\$ -	\$ -
S-5				None	\$ -	\$ -	\$ -	\$ -
S-6				None	\$ -	\$ -	\$ -	\$ -
S-7				None	\$ -	\$ -	\$ -	\$ -
S-8				None	\$ -	\$ -	\$ -	\$ -
S-9				None	\$ -	\$ -	\$ -	\$ -
S-10				None	\$ -	\$ -	\$ -	\$ -
<b>Subrecipient Totals</b>						\$ -	\$ -	\$ -

<b>Vendors</b>								
Reference ID	Task #	Vendor <i>(Please Use Legal Name)</i>	Entity Number (CA Secretary of State)	Purpose	CA Business Certifications DVBE/ SB/MB/None	CEC Share	Match Share	Total

V-1					None	\$ -	\$ -	\$ -
V-2					None	\$ -	\$ -	\$ -
V-3					None	\$ -	\$ -	\$ -
V-4					None	\$ -	\$ -	\$ -
V-5					None	\$ -	\$ -	\$ -
V-6					None	\$ -	\$ -	\$ -
V-7					None	\$ -	\$ -	\$ -
V-8					None	\$ -	\$ -	\$ -
V-9					None	\$ -	\$ -	\$ -
V-10					None	\$ -	\$ -	\$ -
<b>Vendor Totals</b>						\$ -	\$ -	\$ -

<b>Subrecipients &amp; Vendors Grand Totals</b>			
	<b>CEC Share</b>	<b>Match Share</b>	<b>Total</b>
<b>Grand Totals</b>	\$ -	\$ -	\$ -

**PROPOSAL BUDGET****Indirect Costs and Profit****GFO-25-606: ABC company****Recipient's Rate (From Cost Allocation Plan)**

Indirect Cost(s)											
Name of Indirect Cost	Indirect Cost (IDC) Base Category	IDC Base CEC Share (\$)	IDC Base Match Share (\$)	Total IDC Base CEC Share (\$)	Total IDC Base Match Share (\$)	Total IDC Base (\$)	IDC Rate (%)	Rate x Base (\$)	CEC Share	Match Share	Total
	Direct Labor	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	
	Fringe Benefits	\$ -	\$ -								
	Travel	\$ -	\$ -								
	Equipment	\$ -	\$ -								
	Materials/Misc.	\$ -	\$ -								
	Subrecipients/Vendors	\$ -	\$ -								
	Indirect Cost	\$ -	\$ -								
	Direct Labor	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	
	Fringe Benefits	\$ -	\$ -								
	Travel	\$ -	\$ -								
	Equipment	\$ -	\$ -								
	Materials/Misc.	\$ -	\$ -								
	Subrecipients/Vendors	\$ -	\$ -								
	Indirect Cost	\$ -	\$ -								
	Direct Labor	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	
	Fringe Benefits	\$ -	\$ -								
	Travel	\$ -	\$ -								
	Equipment	\$ -	\$ -								
	Materials/Misc.	\$ -	\$ -								
	Subrecipients/Vendors	\$ -	\$ -								
	Indirect Cost	\$ -	\$ -								
	Direct Labor	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	
	Fringe Benefits	\$ -	\$ -								
	Travel	\$ -	\$ -								
	Equipment	\$ -	\$ -								
	Materials/Misc.	\$ -	\$ -								
	Subrecipients/Vendors	\$ -	\$ -								
	Indirect Cost	\$ -	\$ -								

									Indirect Costs Grand Totals	\$ -	\$ -	\$ -
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Profit										
Profit Base Categories	Profit Base CEC Share (\$)	Profit Base Match Share (\$)	Total Profit Base CEC Share (\$)	Total Profit Base Match Share (\$)	Total Profit Base (\$)	Profit Rate (%)	Rate x Base (\$)	CEC Share	Match Share	Total
Direct Labor	\$ -	\$ -								
Fringe Benefits	\$ -	\$ -								
Travel	\$ -	\$ -								
Equipment	\$ -	\$ -								
Materials/Misc.	\$ -	\$ -								
Subrecipients/Vendors	\$ -	\$ -								
Indirect Cost	\$ -	\$ -								
								Profit Grand Totals	\$ -	\$ -

## Worksheet Specific Instructions

**CONDITIONAL FORMATTING APPLIED:** If the CEC Share value is greater than the Total IDC Base CEC Share (\$) multiplied by the IDC Rate (%), as indicated by red conditional formatting (dark red text, light red fill), then the budget will have to be corrected and the Recipient notified that the CEC does not pay for Indirect Costs (IDCs) on IDC Base Amounts charged as Match Share expenses.

**CONDITIONAL FORMATTING APPLIED:** If the CEC Share value is greater than the Total Profit Base CEC Share (\$) multiplied by the Profit Rate (%), as indicated by red conditional formatting (dark red text, light red fill), then the budget will have to be corrected and the Recipient notified that the CEC does not pay for Profit on Profit Base Amounts charged as Match Share expenses.