

ATTACHMENT 7

**LEVERAGED FUNDS WORKSHEET
WITH EXAMPLE WORKSHEET And GUIDANCE For
DIFFERENTIATION Between LEVERAGED And
MATCH FUNDS**

LEVERAGED FUNDS WORKSHEET for FY 2004 APPLICATION

STATE: _____

LEAD AGENCY: _____

AMOUNT OF CLAIM	DATE(S) FUNDS WERE RECEIVED AND BUDGETED BY LEAD AGENCY ----- RECEIVED/BUDGETED	SOURCE OF FUNDS BEING CLAIMED	PURPOSE FOR WHICH FUNDS WERE BUDGETED OR SPENT
\$			
\$			
\$			
\$			
\$			
\$			

OMB Control # 0970-0155 (Expires 04/30/2005)

STATE: _____

LEAD AGENCY: _____

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AMOUNT OF CLAIM	DATE(S) FUNDS WERE RECEIVED AND BUDGETED BY LEAD AGENCY ----- RECEIVED/BUDGETED	SOURCE OF FUNDS BEING CLAIMED	PURPOSE FOR WHICH FUNDS WERE BUDGETED OR SPENT
\$			
\$			
\$			
\$			
\$			

AMOUNT OF CLAIM	DATE(S) FUNDS WERE RECEIVED AND BUDGETED BY LEAD AGENCY ----- RECEIVED/BUDGETED	SOURCE OF FUNDS BEING CLAIMED	PURPOSE FOR WHICH FUNDS WERE BUDGETED OR SPENT
\$			
\$			
\$			

INCENTIVE CLAIM ASSURANCE: All amounts figured into this claim are non-Federal monies that have been leveraged by the State, directed through the CBCAP lead agency submitting the application, and budgeted or spent in FFY 2003 (i.e. 10/1/02 – 9/30/03) to support community-based and prevention-focused programs and activities designed to strengthen and support families to prevent child abuse and neglect, as defined in the legislation, that coordinate resources among a range of existing public and private organizations for the purposes defined under this Title. No funds claimed here have been claimed to leverage any other source of Federal funds.

TOTAL CLAIM

\$

PREPARED BY:
(Fiscal Agent) (Date)

SUBMITTED BY:
(Lead Agency Authority) (Date)

LEVERAGED FUNDS - EXAMPLE WORKSHEET

STATE: _____

LEAD AGENCY: _____

AMOUNT OF CLAIM	DATE(S) FUNDS WERE RECEIVED AND BUDGETED BY LEAD AGENCY ----- RECEIVED/BUDGETED		SOURCE OF FUNDS BEING CLAIMED	PURPOSE FOR WHICH FUNDS WERE BUDGETED OR SPENT
\$ 37,948.00	Monthly Instal. May'03-Sept'03	10/1/02	Tax Checkoffs/Pvt. Contributions	3 respite care programs for rural communities in XXX county, XXX county, and XXX county, to expand services available through our Inter-agency Agreement with "Child Care Services".
\$ 1,500,000.00	7/1/03	9/1/03	State Appropriation	129 (one per county) School-based Parent Education programs for young & single parents
\$ 50,000.00	11/9/03	5/19/03	Foundation Gift (United Way)	5 training programs (one in each geographic region) to recruit & train parents as community interagency leaders/partners.

INCENTIVE CLAIM ASSURANCE: All amounts figured into this claim are non-Federal monies that have been leveraged by the State, directed through the CBFERS lead agency submitting the application, and budgeted or spent in FFY 2003 (i.e. 10/1/02 – 9/30/03) to support community-based and prevention-focused programs and activities designed to strengthen and support families to prevent child abuse and neglect, as defined in the legislation, that coordinate resources among a range of existing public and private organizations for the purposes defined under this Title. No funds claimed here have been claimed to leverage any other source of Federal funds.

<p><u>TOTAL CLAIM</u></p> <p>\$ 1,587,948.00</p>	<p>PREPARED BY: (Fiscal Agent) (Date)</p> <p>SUBMITTED BY: (Lead Agency Authority) (Date)</p>
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DIFFERENTIATING BETWEEN LEVERAGED AND MATCH FUNDS FOR PURPOSES OF THE CBCAP PROGRAM

Leveraged Funds are those funds that were received by the CBCAP lead agency from private, State, or other non-Federal sources during the prior Federal Fiscal Year (FFY), and obligated or spent by the CBCAP lead agency during that same time frame to provide the types of services and activities for which the actual CBCAP Federal funds may be used.

All funds leveraged by your State and claimed when submitting the CBCAP application must have been:

- **Leveraged** by your State from private, State, or other **non-Federal** sources during the prior Federal Fiscal Year.
- **Directed** through the CBCAP lead agency submitting the application. (**Note:** Leveraged funds must be controlled by the CBCAP lead agency submitting the application. If the State lead agency has changed and the current lead agency submitting the application is not the same lead agency through which the leveraged funds were directed and obligated or spent in the prior Federal Fiscal Year, the current lead agency cannot submit a leveraged funds claim. In that case, your total grant award would be the amount determined by population of children under 18 years of age).
- **Budgeted** (spent, obligated, restricted) during the prior Federal Fiscal Year in supporting services and activities consistent with a network of community-based and prevention-focused programs and activities designed to strengthen and support families to prevent child abuse and neglect.
- **Used** (spent, drawn down) during the prior Federal Fiscal Year to support services and activities for which the actual CBCAP Federal grant funds may be used.

Only funds that have not been used to leverage additional Federal funds under any other program may be claimed as leveraged funds for this program.

Match funds are those funds from non-Federal sources that are included in the current application budget to supplement the Federal portion of the grant and must amount to at least 20% (in cash, not in-kind) of the current application grant award for activities under this title.

All Funds included as match funds in the current application budget **must** be:

- **Received** by the CBCAP lead agency from private, State, or other **non-Federal** sources for use during the current Federal Fiscal Year in which the application is being submitted.
- **Budgeted** for the current Federal Fiscal Year in supporting a network of community-based and prevention-focused programs and activities designed to strengthen and support families to prevent child abuse and neglect.
- **Used** during the Federal Fiscal Year in which it was applied to supplement the Federal portion of the grant to support services and activities for which the CBCAP Federal grant funds may be used.
- **In cash, not in-kind**, and amount to at least 20% of the grant award. (**Note:** There is no requirement to include more than a 20% match of non-Federal funds in the budget. However, if the State has a sizeable leveraged funds claim that ensures their grant award will be greater than the population allocation, the State may wish to figure in a higher percentage for match so that they do not have to submit a budget amendment in October.

The State may claim the money that it used for match in Federal Fiscal Year 2003 as part of their leveraged funds claim for their Federal Fiscal Year 2004 application, as long as this money is not leveraged to claim for any other source of Federal funds and the lead agency has remained the same for FY 2003 and FY 2004.

Sample Budget for Federal Fiscal Year 2003

The Budget must show a breakdown of Federal and non-Federal expenditures. The Federal expenditures should add up to the amount you expect to receive based only on population. Keep in mind that the budget **must** show line items that are consistent with the use of funds and program expectations for the CBFRS program.

<u>ACTIVITY</u>	<u>FED.\$</u>	<u>NON-FED.\$</u>
Administration	\$ 20,000	\$ 15,000
Network Coordination	\$ 10,000	
Family Support Center Grants	\$ 25,000	
Parent Education	\$ 20,000	\$ 10,000
Crisis Nurseries	\$ 25,000	
Home Visiting	\$ 10,000	\$ 5,000
Respite Services	\$ 10,000	
Parents as Teachers Programs	\$ 10,000	\$ 5,000
Parents Anonymous	\$ 10,000	
Training and Technical Assistance	\$ 15,000	
Evaluation	\$ 20,000	
	\$175,000	\$ 35,000

This is an exact 20% match, and the State would need to submit a budget amendment not later than October 30, 2003 if they have any leveraged claims increasing their final grant award to more than the \$175,000 predicted by the population allocation

Claiming Leveraged Funds in FFY 2004 Application

<u>Amount of Claim</u>	<u>Date Received</u>	<u>Date Spent</u>	<u>Source</u>	<u>Purpose</u>
\$15,000	04/03	09/03	Donation	CBFRS Admin.
\$10,000	07/03	09/03	State Revenue	Parent Ed.
\$ 5,000	07/03	09/03	State Approp.	Home Visiting
\$ 5,000	07/03	09/03	State Approp.	PAT Program

Total Claim

\$35,000

Note: The above claim represents only the prior year's match. In addition to this match, States may have money from other non-Federal sources that they spent on CBCAP activities during the prior year. This money from other non-Federal sources, directed through the lead agency and spent on CBCAP activities, may also count as leveraged funds.