**Notes on Schedule A Budget Template (Scroll down to see the full list)**

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 HQ 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. The **Item Type** column should be brief and clearly identify what type of product is being purchased (e.g., Desktop computers). For passenger vehicle awards, include the number of passengers the vehicle seats and if it’s wheelchair accessible (e.g., 15-passenger, wheelchair accessible van).
4. The **Make, Model, & Description** column identifies the item’s manufacturer, model name, and specifications (e.g., Dell OptiPlex 5090: Win 11,1TB HD,16GB DDR5 RAM). Vehicles must include the year (e.g., 2022 Ford T350 XLT).
5. If items within the Project are ineligible for reimbursement or the total dollar amount of the item(s) exceeds the **Award 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. All other dollar amounts will be placed in the **City Funded** column.
6. For the **Actual/Estimated Order Date** column, enter the date the order is expected to be or was placed for the equipment/vehicle(s). Entering TBD is not acceptable. For initial outfitting awards, orders placed over 6 months prior to the move-in date, require a justification letter for the gap between the purchase dates and move-in date. Orders made more than 6 months after the initial move-in are ineligible.
7. **Vehicle Parking/Equipment Use Address** refers to the address where the equipment will be used or the vehicle/s will be stored, when not in use. For initial outfitting awards, include the room or floor number. This address must match what was stated in the Cap Grants application. If this address differs from the application, the FR must provide a signed statement justifying the change in address.
8. For the **Minimally Attached? Y/N** column, enter Y if an item is minimally attached to the premises by means of being nailed, bolted, or screwed to a wall, floor, or ceiling. If an item is attached by such methods, then a **Personalty Agreement for Attached Property** is required. Items that are connected to utility lines such as water and gas or pass through a wall, floor, or celling (e.g., wiring), are deemed to be fixtures and are not eligible for reimbursement.
9. For the **Software Licensing? Y/N** column, enter Y if an item is for a software product or a piece of equipment with embedded software that has a transferable or non-transferable license, as stated in the licensor’s End User License Agreement. If any such license(s) are **not** transferrable by its terms, then a Preliminary Approval Letter of the NYC Software License Agreement is required.
10. Any additional pertinent information about a line item such as ineligible features, connectivity to other items, should be entered in the **Notes** column. For budgets with multiple invoices/quotes, include an extra column titled **Vendor & Invoice/Quote #** and list the appropriate vendors and invoice numbers for each item.
11. **DDC Contract Not to Exceed Amount** is the sum of the **City Funded** items, which cannot exceed the **Award Amount**.
12. In the **Funding Sources** section, the **City Budget** amount is the **DDC Contract Not to Exceed****Amount**. The FR amount is the sum of the **Non-City Funded** items.
13. The **CapGrants ID, Project ID, & FMS Budget Line** codes will be provided by the DDC PM.