**INSTRUCTIONS**

**NCIDC 425 1.3 – CSBG BUDGET SUPPORT – OTHER AGENCY OPERATING FUNDS**

(REV. 1/16)

Enter the identifying information requested at the top of the report form: contractor’s name, contract number, contract amount, contract term and amendment number (*if applicable*). Enter the preparer’s name, telephone number, fax number, date and e-mail address.

**Purpose** The purpose of the Other Agency Operating Funds is to provide a detailed list identifying all the Other Agency Funding sources and the amounts funded that make up the total annual operating budget. Below are the specific instructions to complete each section of the form.

**Funding**

**Source** Provide the name of the funding source(s).

**Funding**

**Amount** Enter the amount of funds received from the Funding Source(s).

**Total** The total should match the total provided on the NCIDC Budget Summary Form (NCIDC 425.S). Verify the dollar amount prior to submitting to NCIDC.

**Example** Below is an example of the information NCIDC should see listed on the Other Agency Operating Funds form (**no acronyms**):

|  |  |
| --- | --- |
| **Funding Source:** | **Amount:** |
| Community Development Block Grant | $100,000.00 |
| California Lifeline Telephone Service | $ 15,000.00 |
| **Total** | $115,000.00 |

**Additional**

**Pages as**

**Needed** Two (2) tabs have been created in the Budget excel workbook to allow space to list the Other Agency Operating Funds.