Budget Narrative Attachment Form Overview & Optional Template

OVERVIEW
- This form is used to attach your budget narrative document.
- There is an optional template for the budget narrative (see page 2 of this document).
- Please note that the document submitted under this form is separate from the Project Narrative.
- This budget narrative is required to help the grants office process the award, should the project be selected.
- Please note that applicants must not include management fees or similar charges in excess of the direct costs and indirect costs in their project budgets.

Please see the optional budget narrative attachment form template below (page 2)

A Note to Applicants Regarding Our Provided Templates

Optional templates have been provided as applicant tools for the Cover Letter, Project Narrative and Budget Narrative Attachment Form.

Though applicants are not required to follow these templates, **their use is recommended** to help ensure that all required information is appropriately captured within each of these documents. This will improve a reviewer's ability to locate critical information and award points appropriately. Improved ease-of-use will likewise help EPA program staff and the grants office to process grant awards more quickly.

Please note that the **blue text enclosed in brackets** within the templates signifies an area the applicant should edit and/or expand upon, while the ***black italicized text*** provides helpful notes/context for the applicant to reference while drafting their application. All blue text should be changed to black once edited (or removed if not relevant) and the italicized notes deleted in the final submitted documents.

When utilizing the optional templates, applicants should feel free to expand upon and alter the suggested text as deemed necessary for their application.

<u>OPTIONAL BUDGET NARRATIVE ATTACHMENT FORM TEMPLATE</u>
*Note: Blue text signifies sections of text that should be addressed/ edited/ expanded upon
*Do NOT include any of the italicized text marked with 'note' in your budget narrative attachment form
**Remember: Submit the budget narrative using the Budget Narrative Attachment Form

Budget Narrative Attachment Form

[State, Tribe or Territory Name] [Name of Department or Agency] [Project Title]

FY 20 Environmental Exchange Network Grant Program
[Month][Day], 2020

Personnel:
- Include (if applicable) a bulleted list of staff positions by title with the following sub-bullets:
  - Annual salary. Give the annual salary of each person,
  - The percentage of their time devoted to the project
  - The amount of each person's salary funded by the grant

Fringe:
- Identify (if applicable) the fringe benefit rate
- Identify (if applicable) the total amount charged under this category

Travel:
- Include (if applicable) a bulleted list with planned in-state and out-of-state trip, with the following sub bullets:
  - Number of Travelers per event
  - Calculated cost per traveler
  - Mileage
  - Per diem
  - Purpose of Travel

Supplies:
- Include (if applicable) a bulleted list of supplies to be purchased, the quantity, and unit cost
- Identify the category of supplies (e.g. laboratory supplies, office supplies, etc.)

Equipment:
- Include (if applicable) a bulled list of equipment to be purchased, having an estimated acquisition cost of $5,000 or more per unit and a useful lifetime of more than one year
- List the quantity and unit cost per item.

Contractual
- Identify (if applicable) each proposed contract and specify its purpose and estimated cost.
  - Applicants who request in-kind services should list them here'

Other *(Note- this includes any items not covered elsewhere, such as subawards and training)*
- List each item (if applicable) in sufficient detail for U.S. EPA to determine whether the costs are reasonable or allowable.

Indirect Costs
- List the total of requested indirect costs
- Identify (if applicable) the approved indirect cost rate and its expiration date
- Describe the base used to calculate indirect costs and list the total base amount (from which indirect costs are calculated)

Light Food/Refreshments:
- Include an itemized breakout of any light food and/or refreshments (if applicable) that will be purchased with federal funds and/or matching funds
  - EPA will use this to determine whether the cost is considered reasonable and necessary

Total Project Budget	
Category	**Budget Amount**
Personnel	**$ [Total Personnel Amount]**
Goal 1: [Goal Name]	$ [Goal 1 Personnel Amount]
Goal 2: [Goal Name]	$ [Goal 2 Personnel Amount]
Fringe Benefits	**$ [Total Fringe Benefits Amount]**
Goal 1: [Goal Name]	$ [Goal 1 Fringe Benefits Amount]
Goal 2: [Goal Name]	$ [Goal 2 Fringe Benefits Amount]
Travel	**$ [Total Travel Amount]**
Goal 1: [Goal Name]	$ [Goal 1 Travel Amount]
Goal 2: [Goal Name]	$ [Goal 2 Travel Amount]
Equipment	**$ [Total Equipment Amount]**
Goal 1: [Goal Name]	$ [Goal 1 Equipment Amount]
Goal 2: [Goal Name]	$ [Goal 2 Equipment Amount]
Supplies	**$ [Total Supplies Amount]**
Goal 1: [Goal Name]	$ [Goal 1 Supplies Amount]
Goal 2: [Goal Name]	$ [Goal 2 Supplies Amount]
Contractual	**$ [Total Contractual Amount]**
Goal 1: [Goal Name]	$ [Goal 1 Contractual Amount]
Goal 2: [Goal Name]	$ [Goal 2 Contractual Amount]
Other	**$ [Total Other Amount]**
Goal 1: [Goal Name]	$ [Goal 1 Other Amount]
Goal 2: [Goal Name]	$ [Goal 2 Other Amount]
Total Direct	**$ [Total Direct Amount]**
Indirect – (Rate: [%])	**$ [Total Indirect Amount]**
TOTAL	**$ [Total Project Amount]**

-Note: For any category that does not have costs, remove the additional rows which breakdown the cost per goal below it. Expand this table as needed to include all project goals-

Goal 1: [Goal Name]	
Category	**Budget Amount**
Personnel	**$ [Total Goal 1 Personnel Costs]**
Output 1.1: [Output Name]	$ [Output 1.1 Personnel Costs]
Output 1.2: [Output Name]	$ [Output 1.2 Personnel Costs]
Output 1.3: [Output Name]	$ [Output 1.3 Personnel Costs]
Fringe Benefits	**$ [Total Goal 1 Fringe Benefits Costs]**
Output 1.1: [Output Name]	$ [Output 1.1 Fringe Benefits Costs]
Output 1.2: [Output Name]	$ [Output 1.2 Fringe Benefits Costs]
Output 1.3: [Output Name]	$ [Output 1.3 Fringe Benefits Costs]
Travel	**$ [Total Goal 1 Travel Costs]**
Output 1.1: [Output Name]	$ [Output 1.1 Travel Costs]
Output 1.2: [Output Name]	$ [Output 1.2 Travel Costs]
Output 1.3: [Output Name]	$ [Output 1.3 Travel Costs]
Equipment	**$ [Total Goal 1 Equipment Costs]**
Output 1.1: [Output Name]	$ [Output 1.1 Equipment Costs]
Output 1.2: [Output Name]	$ [Output 1.2 Equipment Costs]
Output 1.3: [Output Name]	$ [Output 1.3 Equipment Costs]
Supplies	**$ [Total Goal 1 Supplies Costs]**
Output 1.1: [Output Name]	$ [Output 1.1 Supplies Costs]
Output 1.2: [Output Name]	$ [Output 1.2 Supplies Costs]
Output 1.3: [Output Name]	$ [Output 1.3 Supplies Costs]
Contractual	**$ [Total Goal 1 Contractual Costs]**
Output 1.1: [Output Name]	$ [Output 1.1 Contractual Costs]
Output 1.2: [Output Name]	$ [Output 1.2 Contractual Costs]
Output 1.3: [Output Name]	$ [Output 1.3 Contractual Costs]
Other	**$ [Total Goal 1 Other Costs]**
Output 1.1: [Output Name]	$ [Output 1.1 Other Costs]
Output 1.2: [Output Name]	$ [Output 1.2 Other Costs]
Output 1.3: [Output Name]	$ [Output 1.3 Other Costs]
Total Direct	**$ [Total Goal 1 Direct Amount]**
Indirect – (Rate: [%])	**$ [Total Goal 1 Indirect Amount]**
TOTAL	**$ [Total Goal 1 Amount]**

-Note: For any category that does not have costs, remove the additional rows which breakdown the cost per output below it. Expand this table as needed to include all project