

# **Region 9 Sample**

COMPLETED BUDGET SF424A AND BUDGET DETAIL  
(BREAKDOWN BY OBJECT CLASS CATEGORIES)

# BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

## SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. PWSS	66.432	\$	\$	\$465,000	\$155,000	\$620,000
2.						
3.						
4.						
5. TOTALS				\$465,000	\$155,000	\$620,000

## SECTION B - BUDGET CATEGORIES

6. OBJECT CLASS CATEGORIES					Total (5)
	(1) Federal	(2) Match	(3)	(4)	
a. Personnel	\$233,243	\$77,750	\$	\$	\$ 310,993
b. Fringe Benefits	48,981	\$16,327			65,308
c. Travel	15,179	0			15,179
d. Equipment	20,000	32,000			52,000
e. Supplies	8,650	0			8,650
f. Contractual	60,000	0			60,000
g. Construction	0	0			0
h. Other	8,391	5,404			13,795
i. Total Direct Charges (sum of 6a - 6h)	394,444	131,481			525,925
j. Indirect Charges	70,556	23,519			94,075
k. TOTALS (sum of 6i and 6j)	465,000	155,000			620,000
7. Program Income	\$	\$	\$	\$	\$ 0

<div> <div>SAMPLE SECTION C - NON-FEDERAL RESOURCES</div> <div>Standard Form 424A (4-88)</div> </div>					
(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. PWSS		\$155,000	\$	\$	155,000.00
9.					
10.					
11.					
12. TOTAL (sum of lines 8 and 11)		155,000.00	\$	\$	155,000.00
SECTION D - FORECASTED CASH NEEDS					
13. Federal	(Total for 1st Year)	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	\$ 465,000	116,250	116,250	116,250	116,250
14. NonFederal	\$ 155,000	38,750	38,750	38,750	38,750
15. TOTAL (sum of lines 13 and 14)	620,000	155,000	155,000	155,000	155,000
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program		FUTURE FUNDING PERIODS (Years)			
		(b) First	(c) Second	(d) Third	(e) Fourth
16.		\$	\$	\$	\$
17.					
18.					
19.					
20. TOTALS (sum of lines 16 - 19)		\$0.00	\$	\$	\$
SECTION F - OTHER BUDGET INFORMATION					
(Attach additional sheets if Necessary)					
21. Direct Charges: \$525,925			22. Indirect Charges: \$94,075		
23. Remarks: <i>Please include anything not fully explained in the budget detail (i.e. Indirect Cost Rate, Base, etc.)</i> <b>INDIRECT COST RATE = 25%</b>					

# OPTIONAL FORMAT

## SAMPLE BUDGET DETAIL FORMAT

The detail for each object class category must be provided. Formats may vary, but all information below should be included in your application.

### a. PERSONNEL

POSITION	NUMBER	SALARY	WORK YEARS	AMOUNT
Lab Assistant 1	2	\$22,500	1	\$45,000
Lab Assistant 2	1	20,000	1	20,000
Env. Engineer II	2	38875	1	77,750
Microbiologist IV	1	44,000	2	88,000
Env. Health Specialist	1	23,976	0.33	7,912
Chemist III	1	50,000	1	50,000
Health Assistant	1	22,331	1	22,331
<b>a. Personnel Total</b>				\$310,993

### b. FRINGE BENEFITS

BASE (personnel)	\$310,993
RATE	21%
<b>b. FRINGE BENEFITS TOTAL</b>	\$65,308

**c. TRAVEL – List trips planned, destination, dates, and the amounts per trip. Please separate local travel and out-of-state travel.**

TRAVEL EXPENSES	AMOUNT
OUT-OF-STATE TRAVEL Philadelphia, PA (2 People)	\$4,437
Las Vegas, NV (1 Person)	\$1,000

Washington, DC (2 People)	\$2,400
San Francisco, CA (3 People)	\$3,000
LOCAL TRAVEL	\$4,342
<b>Explain:</b>  <hr/> -Trips are scheduled to attend the American Water Works Conference, Regional Workshop on New Regulations, Grant Negotiations, and Grant Workshop.  Out of State Travel - \$10,837 Local Travel - \$4,342 Based on an estimate for mileage (\$.20/mile), \$45/day maximum lodging, and \$20/day maximum for meals.  Travel total = \$15,179  <b>c. TRAVEL TOTAL: \$15,179</b>	

**d. EQUIPMENT:** Tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Applicant's definition of equipment may be used provided the definition at least includes all items previously defined above.

ITEM	NUMBER	COST PER UNIT	TOTAL
Recycling Composter	2	\$16,000	\$32,000
Computers	4	1,750	7,000
Monitors	4	584	2,336
Laser Printers	2	1,389	2,778
File Cabinets	2	443	886
Water Quality Monitor	1	7,000	7,000
<b>d. EQUIPMENT TOTAL</b>			<b>\$52,000</b>

**e. SUPPLIES**

ITEM	NUMBER	COST PER UNIT	TOTAL
Office Supplies (post-its, pen, paper)	Multiple	Various	\$1,100
Field Survey Supplies	Multiple	Various	2,600

Lab Supplies (beakers, pipettes)	Multiple	Various	1,200
Software for Computers (MS Office)	4	\$387.50	1,550
Printing Supplies for Brochures	Multiple	Various	\$2,200
<b>e. SUPPLIES TOTAL</b>			<b>\$8,650</b>

**f. CONTRACTUAL** [List each planned contract separately, type of service to be procured, **proposed procurement method (i.e. small purchase, sealed bids, competitive proposals)** and the estimated cost]

ITEM	PROCUREMENT METHOD	TOTAL
Env. Engineer - Consultant	Competitive Proposals	\$24,100
Hydrologist	Competitive Proposals	25,900
GIS Survey	Small Purchase	3,500
Lab Sample Analysis	Small Purchase	6,500
<b>f. CONTRACTUAL TOTAL</b>		<b>\$60,000</b>

**g. CONSTRUCTION (N/A)**

**h. OTHER**

ITEM	NUMBER	COST PER UNIT	TOTAL
Repairs – Computers			\$2,500
Repairs – Vehicle Maintenance			3,500
Phone – Long Distance (not in Indirect Cost Pool)			1,200
Rental of Conference Rooms (4 days@\$1,050/day) for training			4,200
Postage			595
Printing for Reports (Distributed at Conference)			1,800
<b>h. OTHER TOTAL</b>			<b>\$13,795</b>

<b>i. TOTAL DIRECT COSTS</b>	<b>\$525,925</b>
<b>j. INDIRECT COSTS</b>	<b>Base= Personnel and Fringe Benefits BASE \$376,301 x RATE 25% = \$94,075</b>
<b>k. TOTAL PROPOSED COSTS</b>	<b>\$620,000</b>
<b>FEDERAL FUNDS REQUESTED</b>	<b>\$465,000</b>
<b>RECIPIENT SHARE (MATCH)</b>	<b>\$155,000</b>
<b>RECIPIENT SHARE OF TOTAL PROPOSED COSTS</b>	<b>25%</b>
<b>FEDERAL SHARE OF TOTAL PROPOSED COSTS</b>	<b>75%</b>