

Sample Budget Detail/Narrative

Please note – Both federal and non-federal funds must be listed in the budget detail/narrative

Personnel:	Total	\$19,981
	Requested from EPA	Cost Share provided by applicant (if applicable)
Personnel		
Salaries and Wages		
(1) Chief Planner/Brownfields Project Manager @ \$47/hr x 323 hours	\$15,181	
(1) Project Assistant @ \$24/hr x 200 hours		\$4,800
Total	\$ 15,181	\$ 4,800

Fringe Benefits:	Total	\$5,195
Rate/Base/Composition	Requested from EPA	Cost Share provided by applicant (if applicable)
26% of Personnel costs (FICA, retirement, health, vacation, sick leave)	\$3,947	\$1,248

Travel:	Total	\$6,992
	Requested from EPA	Cost Share provided by applicant (if applicable)
Routine		
2 National Conferences including lodging, air, per Diem and Conference fees, local travel for site visits and meetings	\$ 4,492	
Special		
Two week training course on development initiatives Including: mileage, lodging and course fees.	\$2,500	
Total	\$ 6,992	

Equipment: (Equipment Capitalization Threshold = \$5,000)**Total = 17,500**

Description	Purpose	Unit Cost	Quantity	Requested from EPA	Cost Share provided by applicant (if applicable)
Microwave Digester	Lab Analysis	\$17,500	1	\$17,500	
			Total	\$17,500	

Supplies**Total****\$3,325**

Type	Requested from EPA	Cost Share provided by applicant (if applicable)
Computer Software	\$2,500	
Office Supplies (pens, pencils, paper, chairs, etc.)	\$825	
Total	\$ 3,325	

Contractual**Total****\$174,496**

Contractual Personnel * (competitive process will be used to determine contractor)	Requested from EPA	Cost Share provided by applicant (if applicable)
Physical Engineering firm to perform :		
Site Assessment - \$20,000/site x 2 sites	\$20,000	\$20,000
Site Inventory - \$10,000/site x 8 sites	\$40,000	\$40,000
Consulting **		
Urban development professional - \$524/ day x 104 days	\$54,496	
Total	\$114,496	\$60,000

If a non-competitive process (single source) is going to be used to select a contractor, it must be indicated in the budget detail or work plan narrative with a justification. In addition, you must indicate that your agency's written procurement procedures allow for a non-competitive process to be used. For contracts exceeding the small purchase threshold (currently \$100,000) you may be required to provide additional documentation to EPA. Please note that, for Superfund awards under CERCLA §104(d)(1), additional requirements for contracting methods, approvals, and contract documents are contained in 40 CFR Part 35 Subpart O, and for Superfund Technical Assistance Grant awards under CERCLA §117(e), additional requirements for contracting methods, approvals, and contract documents are contained in 40 CFR Part 35 Subpart M. Both of these grant programs require written approval from the EPA Award Official prior to using noncompetitive contracting methods, and the TAG program has its own separate Application Kit, which can be obtained by contacting the EPA Region 2 Grants Office at (212) 637-3402. For further guidance on procuring goods and services under EPA assistance agreements, please visit:

<http://www.epa.gov/ogd/grants/nonprofit/supply.htm>

**EPA participation in the salary rate (excluding overhead) paid to individual consultants retained by recipients or by a recipient's contractors or subcontractors shall be limited to the maximum daily rate for a Level IV of the Executive Schedule (formerly GS-18), to be adjusted annually. This limit applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. As of January 1, 2011, the limit is \$596.00 per day and \$74.50 per hour. This rate does not include transportation and subsistence costs for travel performed (the recipient will pay these in accordance with their normal travel reimbursement practices).

Subagreements with firms for services which are awarded using the procurement requirements in 40 CFR 30 or 31, as applicable, are not affected by this limitation unless the terms of the contract provide the recipient with responsibility for the selection, direction, and control of the individuals who will be providing services under the contract at an hourly or daily rate of compensation. See 40 CFR [31.36\(j\)](#) or [30.27\(b\)](#).

Other	Total	\$2,811
Type	Requested from EPA	Cost Share provided by applicant (if applicable)
Advertising for public meetings	\$1,000	
Certified mailings/postage		\$ 611
Printing Costs		\$1,200
Total	\$1,000	\$1,811

Indirect Costs:	Total	\$6,543
Base	Requested from EPA	Cost Share provided by applicant (if applicable)
26% of Personnel and Fringe Benefits	\$4,973	\$1,570