

Nonpoint Source Program FY17 Budget Form Instructions

The NPS Program requires all applications to include cost information on a Grant Application Budget form. Forms are available electronically on our web site. Use of the electronic form will ensure that calculations are correct and that match and indirect amounts are appropriate. The yellow shaded areas of the budget sheet are cells that are available for data entry.

- Totals and subtotals on the form will round off to the nearest dollar.
- The Project Total from the budget page must be the same as the Project Total on the cover sheet of your application.
- Under each Budget Category (column 1), enter the activities or entities that will be charging against the grant or counted as local match (see Local Match, below). Include enough detail that we can tell who or what is being paid for. For example, under Staffing Cost, each proposed employee of the applicant charging time to the grant or counting time as match should be listed by name and title, followed by the projected number of hours they will be working on the project and an hourly rate. The hourly rate should account for scheduled raises which should be averaged over the proposed project period.
- The form will calculate the total and attribute all the funds to the match column. Enter the amount you propose to be grant funded in column 4. The form automatically adjusts the match amount.
- Provide the same level of detail for all other budget categories, whether it is to be charged against the grant or counted as match. Each line used requires a description, a quantity, and a rate or unit cost.

Indirect Costs

Recent changes in federal requirements have impacted the treatment of indirect costs and these changes apply to all new NPS pass through grants. If your organization has a federally "Negotiated Indirect Cost Rate Agreement" (NICRA) you must use this rate to determine indirect cost and submit your NICRA along with your NOI form. If your organization does not have a NICRA you must use the de minimis rate of 10 percent of the modified direct costs. The DEQ has developed Budget forms for each case. The only difference in these forms is the calculation of indirect costs.

Before you work on your budget:

- NPS Program funding cannot be used to purchase vehicles; nor can they count as match.
- Digital cameras and Global Positioning System (GPS) units may be purchased or used as match under the following conditions:
 - The project includes several sites or otherwise requires extended use of the equipment.
 - The DEQ will suggest specific brands and models.
 - The equipment can be purchased only after written approval by the DEQ Project Administrator.
 - Ownership of this equipment may revert to the DEQ at the end of the grant.
- NPS Program funds cannot be used for audits, unless the grantee has to undergo a single audit, in which case the DEQ will allow a prorated portion of that audit as grant or match charges. Single audits are only required if the grantee receives \$750,000 or more in federal funds in any year.

- Grant funds can be used for conferences, workshops, other types of training as well as related food and lodging if justified by the applicant and **approved by the DEQ prior to attendance**. Such costs will be evaluated on a case-by-case basis.
- Only actual costs can be claimed as match or for grant funding. Cost allocation is not allowed.
- The NPS program can only reimburse contractors up to the EPA federal [consultant cap rate](#). This applies to both grant and matching funds.

Select the appropriate Budget Form

If your organization has a federally negotiated indirect cost rate, submit a copy of your NICRA with your NOI form. If the DEQ requests a full proposal based on your NOI, a budget form that calculates indirect costs per your organization’s NICRA will be supplied.

If your organization does not have a federally negotiated indirect cost rate, download and use the “Budget 10 percent de minimis” file.

Local Match Amount

Local match is a financial commitment made by the grant recipient and other local agencies to help implement the project. Local match is required on all applications. Labor, in-kind services, cash, and materials can count as match. Match rates for contractors must conform with [EPAs Consultant Cap](#). Applicants should confirm all hourly partner match rates or use [DEQ’s volunteer rates](#). Partner match should also be confirmed with a letter of support.

- No federal funds can be used to match grants offered by the NPS Program.
- For a description of eligible match activities, contact [NPS staff](#).
- The rate of match you include in your application will become part of your contractual obligation if your project is selected for full funding. Be sure your match commitment is realistic.
- Match activities will be held to the same standards as grant-funded activities.
- Match cannot be earned until the starting date in a contract is signed by both parties.
- Local match beyond the minimum required in the Grant Description is encouraged. Note that auditing requirements require grantees to document match earned by providing letters from matching agencies, verifying the work completed, and the value of that work. Again, make sure your match commitment is realistic.

Note: The minimum required local match is 25 percent. Minimum match required is estimated by multiplying the grant request by 0.333

$$\text{Grant Request} \times 0.333 \approx \text{Local Match Amount}$$

For example, if you are requesting \$75,000 in grant funds. The minimum local match is estimated by multiplying the grant request by 0.333.

Example: $\$75,000 \times .333 \approx \$25,000$ Local Match Amount

The budget form will calculate and display the actual match percentage

Completing the budget sheet.

1. Staffing Costs. These costs may be grant funds or local match.
 - In the first column, list each staff person by name and title (project manager, senior analyst, clerical, etc.), the estimated number of hours each person will work on the project and their average hourly rate (accounting for scheduled raises). The total

and match amount are calculated automatically and cannot be changed directly. Adjust the total by changing the hours or rate, adjust the match amount by changing the grant amount.

- Each staff person listed under staffing cost should also be included in the work plan.
 - Staffing costs for volunteers, unpaid Board members, and staff in agencies other than the grant applicant should be budgeted under Contractual Services.
2. Fringe Benefits. This can include insurance, Federal Insurance Contributions Act (FICA), federal, state and local taxes, and workers compensation. If time off (vacation, holidays, and sick leave) is included in the fringe benefit rate only actual time worked can be charged to the grant or used as match.
- The form automatically enters the staff information from the previous section.
 - Most agencies have set fringe benefit rates. Use your agency's fringe benefit rate, up to 40 percent maximum. Enter the rate for each person in the third column of this section. Rates above 40 percent cannot be used as match.
 - The form will automatically apportion fringe benefits in the same grant/match ratio used for staffing costs.
 - The NPS Program reserves the right to require applicants to supply information indicating how their fringe benefits were calculated.
3. Contractual Services. Contractual services are services provided by staff or agencies other than the grant recipient as well as volunteers. Any services not provided by the grant recipient should be listed here, including engineering, training, and printing services. Purchased or donated conservation easements should also be listed in this section. Your work plan must include a description of all work to be subcontracted. The state reserves the right to approve all subcontractors for this project if funded and reserves the right to require the Grant recipient to replace subcontractors found to be unacceptable.
- In the first column, list all contractual services. Include a quantity (this can be by hours or contract unit) and rate for each. The total and match amount are calculated automatically and cannot be changed directly. Adjust the total by changing the hours/units or rate, adjust the match amount by changing the grant amount.
 - All contractual services included here must also be included in the work plan.
 - Conferences and other training costs for the applicant's staff may be funded with federal funds on a case by case basis, for situations where attendance or participation will directly benefit the project or the NPS Program. **Approval must be in writing and prior to incurring costs.** Registration or tuition costs should be listed here.
4. Project Supplies, Materials, and Equipment
- 4a. Supplies and Materials.
- Supplies and materials are general office items, food costs for training events or equipment less than \$1,000 per unit, not included in the indirect.
 - For supplies and materials, specify the type of supplies and materials. Itemize copying, postage, and other supplies and materials. Explain any cost that may appear out of the ordinary.
 - The total and match amount are calculated automatically and cannot be changed directly. Adjust the total by changing the quantity or rate; adjust the match amount by changing the grant amount.

4b. Equipment. NPS Program funding cannot be used to purchase computers or vehicles; nor can these items count as match.

- Equipment is defined as an article of non-expendable, tangible personal property having a useful life of more than one year and a unit cost greater than \$1,000. Equipment with a unit cost of less than \$1,000 should be listed under supplies and materials.
- Equipment cannot be purchased using grant funds, but can be purchased using match funds.
- Itemize equipment on the budget form and explain any cost that may appear out of the ordinary.

5. Travel Costs. This category applies only to organization staff – **not** contractors.

- Enter the number of miles and the grant and match amounts, the row will automatically total. The NPS program uses the current IRS mileage rate as the maximum rate allowable for reimbursement or as match. The rate is currently 54 cents per mile. Your proposal budget can include anticipated changes to the IRS rate.
- Meals and lodging in this section are for organization staff attending approved training only.
- “Other” is for other travel costs such as: parking, tolls, fares, or vehicle rental.
- Except for “Mileage”, the total and match amount are calculated automatically and cannot be changed directly. Adjust the total by changing the units or rate; adjust the match amount by changing the grant amount.

6. Indirect Costs

Electronic budget forms will calculate and automatically split the indirect costs in proportion to the applicable grant and match charges. New federal guidance allows you to voluntarily increase your local match by attributing some of your indirect cost from grant to match. To do this, simply decrease the amount in the “Grant Indirect Cost” cell, the match amount will be automatically adjusted.

7. Total Grant and Match Budget. *Note that the Totals at the bottom of the budget sheet should be the same as those on Page 1 of your proposal.*

Sources of Operation and Maintenance (O&M)

For grants installing best management practices (BMPs): At the bottom of the second page of the budget sheet, indicate the method for insuring operation and maintenance of the BMPs.

Sources of Match and Dollar Value Committed

At the bottom of the second page of the budget sheet, indicate the source(s) of local match and the corresponding dollar value, provided by the applicant or other local sources. For a description of eligible match items, contact NPS staff.