

This Excel sheet is to assist you in completing the official PDF form only.

**BUDGET INFORMATION - Non-Construction Programs**

OMB Number: 4040-0006  
Expiration Date: 01/31/2019

SECTION A - BUDGET SUMMARY								
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)			
1 Project title	19,040	\$	\$	\$ Amount you are requesting	\$ Amount you are contributing	\$	0	
2		\$	\$	\$	\$	\$	0	
3		\$	\$	\$	\$	\$	0	
4		\$	\$	\$	\$	\$	0	
5 Totals		\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	0	

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SECTION B BUDGET CATEGORIES						
GRANT PROGRAM, FUNCTION OR ACTIVITY						
6	Object Class Categories	(1)	(2)	(3)	(4)	Total (5)
	<b>See Budget categories sheet for details.</b>	Project title				
a.	Personnel	\$	\$	\$	\$	\$ 0
b.	Fringe Benefits	\$	\$	\$	\$	\$ 0
c.	Travel	\$	\$	\$	\$	\$ 0
d.	Equipment	\$	\$	\$	\$	\$ 0
e.	Supplies	\$	\$	\$	\$	\$ 0
f.	Contractual	\$	\$	\$	\$	\$ 0
g.	Construction	\$	\$	\$	\$	\$ 0
h.	Other	\$	\$	\$	\$	\$ 0
i.	Total Direct Charges (sum of 6a-6h)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
j.	Indirect Charges	\$	\$	\$	\$	\$ 0
k.	TOTALS (sum of 6i and 6j)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
7	Program Income	\$	\$	\$	\$	\$ 0

## Budget categories in Section B

<b>Personnel</b>	includes the <b>salaries and wages</b> for all non-Federal entity personnel who will be working on the project. The budget narrative should indicate the base salary and time each person will spend on the project. The narrative should also include any method used to arrive at the requested amount.
<b>Fringe Benefits</b>	includes the <b>costs of leave, employee insurance, pensions, and unemployment benefit plans</b> . These costs may be derived from historical costs or calculated as a percentage of salaries and wages. If the costs are calculated as a percentage of salaries and wages, this percentage will need to be justified by the entity's written internal policy or documented on their Negotiated Indirect Cost Rate Agreement (NICRA).
<b>Travel</b>	includes both domestic and international <b>travel costs</b> . The budget narrative should indicate who will travel, where, and why, and should include <b>estimated air fare</b> (or other mode of transportation), <b>accommodations, meals and incidental expenses</b> , and other costs such as <b>conference fees, visa expenses, and inoculations</b> .
<b>Equipment</b>	includes tangible personal <b>property with a purchase price of \$5,000 or more</b> and having a useful life of more than one year. If equipment is on the proposed budget, it is important to determine if it is necessary to the project, if it is reasonable to purchase instead of rent the equipment, and if the entity has adequate internal property standards.
<b>Supplies</b>	includes all tangible personal property <b>other than those described as equipment</b> . Supplies includes a <b>computing device less than \$5,000</b> .
<b>Contractual</b>	includes both <b>contracts and subawards</b> . The recipient should include the budget breakdown for any proposed subawards or contracts for the GO's review. <b>Contract</b> is for the purpose of obtaining goods and services for the non-Federal entity's own use and creates a procurement relationship with the subrecipient. <b>Subaward</b> is provided to a subrecipient for the purpose of carrying out a portion of the Federal award.
<b>Construction</b>	Department policy restricts the use of Federal awards for construction purposes.
<b>Other Direct Costs</b>	are any costs not included in the other categories. This category may include the entity's operating expenses that are directly linked to the award but not included as an indirect cost.