# Notes to Applicant

* The Budget Narrative Attachment Form has no page limit
* This form is not reviewed or scored by reviewers; this attachment is required by the EPA Grants Office
* Blue text enclosed in brackets signifies sections of text that should be edited/expanded upon by the applicant; change this text to black and remove brackets before submitting the Budget Narrative Attachment Form
* Delete all headers and footnotes before submitting the Budget Narrative Attachment Form

**Please delete this page (page 1) before submitting your final document.**

Budget Narrative Attachment Form

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

FY21 Environmental Exchange Network Grant Program

[Month] [Day], 2021

# Personnel:

* [Include[[1]](#footnote-1) a bulleted list ofstaff positions by title, with the following sub-bullets:]
  + [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:

* [Identify1 the total amount charged under this category and the fringe benefit rate]

# Travel:

* [Include1 an itemized 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](#GLOSSARYmileage)]
  + [[Per diem](#GLOSSARYperdiem)]
  + [Purpose of travel]

# [Supplies](#GLOSSARYsupplies):

* [Include1 an itemized list of supplies to be purchased, with the following sub-bullets:]
  + [Quantity]
  + [Unit cost]
  + [Category of supplies (e.g. laboratory supplies, office supplies, etc.)]

# [Equipment](#GLOSSARYequipment)[[2]](#footnote-2):

* [Include1 an itemized list of equipment to be purchased, with the following sub-bullets:]
  + [Quantity per item]
  + [Unit cost per item]

# Contractual:

* [Identify1 each proposed [contract](#GLOSSARYcontract), specifying:]
* [Contract purpose]
* [Estimated cost]

# Other[[3]](#footnote-3):

* [Identify1 any costs not covered by other categories in sufficient detail for the EPA to determine whether the costs are reasonable or allowable]

# [Indirect Costs](#GLOSSARYdirectcostscharges):

* [List1 the total of requested indirect costs, with the following sub-bullets:]
  + [The approved [indirect cost rate](#GLOSSARYnegotiatedindirectcostrateagreem) and its expiration date]
  + [The base (description) used to calculate indirect costs]
  + [The total base amount]

# Light Food/Refreshments[[4]](#footnote-4):

* [Include1 an itemized breakout of any light food and/or refreshments that will be purchased with federal funds and/or matching funds]

1. If applicable to your application [↑](#footnote-ref-1)
2. The category of ‘Equipment’ should include items with an estimated acquisition cost of $5,000 or more per unit and a useful lifetime of more than one year [↑](#footnote-ref-2)
3. The category of ‘Other’ should include all costs associated with subawards, mentorship, and training [↑](#footnote-ref-3)
4. EPA will review any food/refreshment costs to determine whether the listed costs are reasonable and necessary [↑](#footnote-ref-4)