**NOTES ON THE FY22 OPTIONAL BUDGET NARRATIVE ATTACHMENT FORM**

* *Note:* This is an optional template and is not required
* *Note:* The Budget Narrative Attachment Form has no page limit
* *Note:* This form is not reviewed or scored by reviewers; this attachment is required by the EPA Grants Office
* *Note:* 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
* *Note:* Bulleted lists and table rows/sections in this template can be expanded as needed
* *Note:* Detailed examples of how to calculate your budget across categories and populate the tables in this optional template can be found in Appendix D of the FY22 Exchange Network Solicitation Notice (see page D3)
* *Note:* Delete all italicized notes and example tables before submitting the budget narrative

**THE OPTIONAL BUDGET NARRATIVE ATTACHMENT FORM TEMPLATE BEGINS ON THE NEXT PAGE**

**DELETE THIS PAGE BEFORE SUBMISSION**

**Budget Narrative Attachment Form**

[State, Tribe or Territory Name]

[Name of Department or Agency]

[Project Title]

FY22 Environmental Exchange Network Grant Program

[Month][Day], 2022

**Personnel:** $[Insert Total Personnel Cost]

* [Detail the following, using the table format below]
  + staff position
  + staff name or number of personnel proposed for each position (if staff name is unknown)
  + annual salary or hourly rate
  + percentage of time each employee will devote to the EPA funded project

| Staff Position  (Project Role) | Staff Name/  # of Staff | Annual Salary | % of Time Devoted to Project | Personnel Cost |
| --- | --- | --- | --- | --- |
| [Insert staff position] | [Insert staff name] | $[dollar amount] | [number]% | $[dollar amount] |
| **Total Personnel Costs** |  |  |  | $[dollar amount] |

*To calculate: multiply the annual salary and the percentage of time for each staff member. Add the personnel costs for all staff to get the total personnel cost.*

**Fringe:** $[Insert Total Fringe Cost]

* *Note: these are allowances and services that you provide to your employees as compensation in addition to regular salaries and wages. They include, but are not limited to, cost of leave, employee insurance, pensions and unemployment, and holiday benefits.*
* *Note: Only include fringe benefits for the percentage of time devoted to the project.*
* [Detail these costs using the table format below]
  + Staff position
  + Staff name
  + Personnel cost (from table above)
  + Fringe rate

| Staff Position | Staff Name | Personnel Cost | Fringe Benefit Rate | Total Fringe Benefits |
| --- | --- | --- | --- | --- |
| [Insert name] | [Insert staff position] | $[dollar amount] | [number]% | $[dollar amount] |
| **Total Fringe Costs** |  |  |  | $[dollar amount] |

*To calculate (expressed as a percentage): multiply the personnel cost by the organization’s fringe benefit rate to calculate the fringe benefit cost for each employee. Add up all fringe benefit costs for all employees to calculate the total fringe benefit cost.*

**Travel:** $[Insert Total Travel Cost]

* [Provide a brief narrative description of all project trips and why they are necessary for the success of the proposed project]
* [Detail the following for each project trip, using the table format below; expand the table as needed so that all trips are included]
  + trip item (e.g., ‘airfare’, ‘mileage’, etc.)
  + estimated cost per trip item
  + duration
  + number of travelers
  + destination
  + purpose of travel

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Trip | Trip Item | Estimated Cost | Duration | # of Travelers | Total Cost |
| 1 | [Insert item name/description] | $[dollar amount] | [#][‘days’ or ‘nights’] | [#] | $[dollar amount] |
|  | Trip Destination | [Enter destination] | | | |
|  | Purpose of Travel | [Enter brief description] | | | |
|  | Trip One Cost | $[dollar amount] | | | |
| 2 | [Insert item name/description] | $[dollar amount] | [#][‘days’ or ‘nights’] | [#] | $[dollar amount] |
|  | Trip Destination | [Enter destination] | | | |
|  | Purpose of Travel | [Enter brief description] | | | |
|  | Trip Two Cost | $[dollar amount] | | | |
|  | **Total Travel Costs** | $[dollar amount] |  |  |  |

*To calculate: for each project trip, multiply the estimated cost of each applicable trip item by the duration and number of travelers. Add up the total costs from each trip to calculate the total travel cost.*

[**Equipment**](#GLOSSARYequipment)**:** $[Insert Total Equipment Cost]

* *Note: these costs are defined as tangible, non-expendable, personal property with a useful life of more than one year and a cost of more than $5,000 per unit unless the applicant has a lower threshold amount for equipment classification purposes.*
* [Detail the following, using the table format below]
  + Equipment item name/description
  + Quantity per item
  + Unit cost

| Item | Quantity | Price Per Unit | Estimated Cost |
| --- | --- | --- | --- |
| [Item name/description] | [#] | $[dollar amount] | $[dollar amount] |
| **Total Equipment Costs** |  |  | $[dollar amount] |

*To calculate: identify equipment items, the estimated costs for each item (price per unit) and the number of units you expect to purchase (quantity). Multiply each equipment item’s price per unit cost by the quantity; then add up the costs to calculate the total.*

[**Supplies**](#GLOSSARYsupplies)**:** $[Insert Total Supply Cost]

* *Note: these costs are defined as tangible personal property with a per item acquisition cost of less than $5,000.*
* [Detail the following, using the table format below]
  + Category of supplies (e.g. laboratory supplies, office supplies, etc.)
  + Supply item name/description
  + Quantity
  + Unit cost

| Supply Category | Item | Quantity | Price Per Unit | Estimated Cost |
| --- | --- | --- | --- | --- |
| [Item category] | [Item name/description] | [#] | $[dollar amount] | $[dollar amount] |
| **Total Supply Costs** |  |  |  | $[dollar amount] |

*To calculate: identify supply items, quantity, and price per unit for your project. Multiply each supply item’s quantity by its price per unit to find the supply cost. Then add up all supply costs to calculate the total.*

**Contractual:** $[Insert Total Contractual Cost]

* *Note: these costs are derived from those services to be carried out by an individual or for-profit firm; see Solicitation Notice Section II-A for further guidance and resources on contracts.*
* [Detail the following, using the table format below]
  + contract name/description
  + duration (hours)
  + rate
  + description of the scope of work (contract purpose)
  + procurement method (sealed bid, proposal, or non-competitive procurement)

| Item | Hours | Rate | Contract Purpose | Procurement Method | Estimated Cost |
| --- | --- | --- | --- | --- | --- |
| [Name/description] | [#] | $[dollar amount] | [Enter description] | [Enter type/ description] | $[dollar amount] |
| **Total Contractual Costs** |  |  |  |  | $[dollar amount] |

*To calculate contractual cost: identify all contracts that your project will require. Then, add up the contract costs you calculated to find the total.*

**Other:**

* *Note: these costs include only those types of direct costs that do not fit in any of the other specific budget categories within direct costs (as listed above, e.g., personnel, fringe, travel, etc.). These costs may include subawards (see SN Section II-A), participant support costs, and the rental/lease of equipment, office space, and meeting or conference facilities.*
* [Detail the following, using the table format below]
  + Category of ‘other’ cost
  + Item name/description
  + Quantity
  + Price Per Item/Unit
  + Unit cost

| Category | Item | Quantity | Price Per Unit | Estimated Cost |
| --- | --- | --- | --- | --- |
| [Enter item type] | [Enter item name/description] | [#] | $[dollar amount] | $[dollar amount] |
| **Total Other Costs** |  |  |  | $[dollar amount] |

*To calculate other cost: identify items, quantity, and price per unit for your project. Multiply each item’s quantity by its price per unit to find the ‘other’ item cost. Then add up all supply costs to calculate total other direct costs.*

[**Indirect Costs**](#GLOSSARYdirectcostscharges)**:**

* *Note: these are costs incurred to facilitate the general operations of your organization. They include, but are not limited to space costs, utilities, accounting services, and services associated with human resources that are included in an applicant’s indirect cost rate.*
* [Detail the following, using the table format below]
  + Active dates (effective period) for approved rate
  + Approved indirect cost rate
  + Description of base
  + Base amount

| Effective Period | IDC Rate | Description of Base | Base Amount | Total |
| --- | --- | --- | --- | --- |
| [Enter date] –  [Enter date] | [number]% | [Enter description] | $[dollar amount] | $[dollar amount] |
| **Total Indirect Costs** |  |  |  | $[dollar amount] |

*To calculate indirect cost: identify your organization’s approved indirect cost rate and calculate the base amount. Multiple the base amount by the approved indirect cost rate.*

*To find your base amount: guidance for calculating your base amount can be found on your indirect cost rate agreement and will include a summary of what costs can and cannot be included your calculation.*