

# Supplemental Guidance for NOAA Restoration Center Applications

The information provided below is intended to **supplement**, not replace, the instructions provided in federal grant application forms and the Federal Funding Opportunity (FFO), also called a Notice of Funding Opportunity in other agencies. This information should decrease common errors and confusion when filling out federal grant applications submitted to the NOAA Restoration Center.

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# Part 1- Application Submittal Guidance

## Grants.gov Registration

Please register with Grants.gov as soon as possible. This is a one-time, multi-step process that may take several weeks. Instructions are available at <http://www.grants.gov> under “Applicants” and “[Organization Applicant Registration](#).”

## Submission Process

### Grants.gov Workspace<sup>1</sup>

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each FFO, you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: <https://www.grants.gov/web/grants/applicants/apply-for-grants.html>

- 1) Create a Workspace: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
- 2) Complete a Workspace: Add participants to the workspace, complete all the required forms, and check for errors before submission.

- a. Adobe Reader: If you decide not to apply by filling out webforms, you can download individual PDF forms in Workspace so they will appear similar to other Standard or Commerce Department forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

- b. Mandatory Fields in Forms: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

- c. Complete [SF-424 Fields First](#): The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

For additional training resources, including video tutorials, refer to: <https://www.grants.gov/web/grants/applicants/applicant-training.html>

### Submitting Your Application

An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package **at least**

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<sup>1</sup> The legacy application package is still an option for applicants, as long as the application is submitted by March 30, 2018. It will be available for download prior to December 31, 2017.

**24-48 hours prior to the close date** to provide you with time to correct any potential technical issues that may disrupt the successful submission of an application. Do not wait until after your local post office or delivery service has closed on the due date to submit your online application in case you need time to [submit a paper application](#). Submitting an application by mail that meets the post-mark deadline listed in the FFO is an option if Grants.gov has not confirmed your submission.

When you attach documents to the Grants.gov application, we recommend that you:

- Convert all your attachments to PDF.
- Adhere to the order of attachment and page limits noted in the FFO.
- Avoid creating PDF “portfolios” or “bundles,” as any attachment that contains a file within a file cannot be read by the reviewers.

To ensure that your application package will be successfully submitted to NOAA, we recommend that you

- Limit application attachments to 200MB.
- Limit attached file names to 50 characters or less.
- Limit the use of special characters in file names. Grants.gov is able to accept many common [special characters](#) in file names, but using them is a potential reason to have your application rejected by the system.
- Do not attach multiple documents with the same name.
- Remove any security protections from your files.

After successfully submitting a Workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. The number will be listed on the confirmation page that is generated after submission. **The submission confirmation on your computer screen is NOT the final confirmation that your application has been accepted!** You need to confirm the receipt of three emails, and/or confirm receipt through the application tracking system.

### Tracking Your Application

It can take up to two business days to receive a receipt or reply [message from Grants.gov](#) validating or rejecting your application. There is also a [Track your Application](#) feature in Grants.gov.

### Grants.gov Resources and Help Desk

The Grants.gov Support Center is open 24 hours a day, 7 days a week, to help you with issues regarding Grants.gov. They can be reached by email at [support@grants.gov](mailto:support@grants.gov) or by phone at 1-800-518-4726. The Grants.gov website contains substantial information in [online resources](#) and an [FAQ](#) for applicants. **You will NOT receive permission to submit a late application from NOAA or Grants.gov staff due to technical difficulties.**

### Mailing Applications

#### Submitting an Application by Mail

If, due to technical difficulties, you are not able to submit through Grants.gov, please print your Grants.gov application and attachments, **sign all forms with an ink signature** at the locations that state ‘will be completed upon submission’, and submit by the post-mark deadline in the FFO. There are no individual deadline extensions. Save your receipt to document that you submitted by the deadline. The deadline is 11:59 PM in the Eastern time zone. You may use any form of mail or delivery service stated in the FFO.

## Request Notification of Receipt

If you send a paper application, you may add a separate document to the envelope requesting confirmation of receipt by email, and to whom the email should be sent.

## Forms Guidance

Official forms guidance is available on Grants.gov under the [Forms](#) menu, and by holding your mouse over the form fields. The following information is optional guidance specific to the NOAA Restoration Center.

Following this guidance will help us review your proposal more effectively.

### SF-424 – Application for Federal Assistance

- Field 15-Do not make the “Descriptive Project Title” too descriptive! Please choose a concise name including a location and restoration type, if possible. Do not use a generic name such as “Coastal Habitat Restoration Project” Or “[Title of the FFO] Restoration Project.” An example of a helpful title is “[Site Name] Wetland Restoration, Phases 1 and 2”; additional information only clutters the documents we use to organize the review.
- Field 17- Choose a start date that is the first of the month, and an end date that is the last day of the month for the requested award period.
- Field 18- Enter the full requested federal dollar value from *this* competition (NOT all your federal funds), and any matching funds you are offering. The amounts entered should be the same as the total of Section B on the SF-424A, and should be whole dollar amounts.
- Field 19- Review the [Single Point of Contact](#) list, determine if you need to send your application to a state contact, and select a or b. If your state is not on the list, select b.
- This form requires two contacts within your organization.
  1. Field 8f- The “person to be contacted on matters involving this application” is a project manager or primary investigator.
  2. Field 21- The Authorized Representative should be the person designated as Authorized Organization Representative in Grants.gov by your organization’s E-business Point of Contact<sup>2</sup> during the registration process. ***The document is signed and submitted by the Authorized Representative.*** Only the Authorized Representative will receive official communications concerning your application.

### SF-424A – Budget Information for Non-Construction Programs

- Please enter only whole dollar amounts on this form. The dollar amounts on the 424A should match the totals for each budget category in the budget narrative and the totals on your SF-424.
- The SF-424A is the correct form to use for applications to our program, even for projects that use construction equipment, because ***our program is considered a non-construction program.***
- Section A (Budget Summary) is important because your entries in column (a) become your column headers in Section B. Enter one function/activity for federal request (column e) and one for non-federal matching funds (column f), to set up the column headers in Section B. Our Catalog of Federal Domestic Assistance Number is 11.463.
- Section B (Budget Categories) of the SF-424A is the portion of this form most helpful to proposal reviewers. Please enter one column for your federal request, and a second for your non-federal matching funds. A description of the object classes is available in the [Budget Narrative Guidance below](#).
- Section C (Non-federal Resources) – Please enter only the proposed non-federal match.
- Section D (Forecasted Cash Needs) – If you are uncertain about the division between quarters for your 1<sup>st</sup> year of funding, please divide your funds into four equal quarters.

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<sup>2</sup> This role was established when you registered in the [System for Award Management](#).

- Section E (Budget Estimates of Federal Funds Needed for Balance of the Project) – If all your funds will be expended in the first year, please enter \$0 in this section. The funding shown here is part of your full request in Sections A and B. While this section is titled “Federal Funds,” you may enter any matching funds you plan to spend in future funding periods in a row separate from your federal request.
- Section F (Other Budget Information) – In the remarks section, briefly describe how you calculated your indirect rate.
- A [sample SF-424A](#) has been included at the end of this document.

#### SF-424F – Assurance- Non-construction Programs

- No special instructions

#### CD-511 – Commerce Department Certification Regarding Lobbying

- This form requires an award number. Please enter “000” as you do not have an award number at the time of application to the FFO.

## Part 2- Developing a Proposal Budget

### What Should a NOAA Restoration Center Budget Include?

Requirements for your application and budget are described in the FFO. The following are general recommendations, which may or may not include the requirements in the FFO. Providing the following four elements is a good way to describe specific project costs<sup>3</sup> requested under the award and describe the overarching project budget.

1. Budget Narrative (typically required).
2. SF-424A - this is the Standard Form (SF) that is required for each award (example below, typically required).
3. A summary table describing your budget (recommended).
4. Supplemental budget details, which may be important to describing your costs, but do not fit within the budget narrative page limits (recommended, if needed).

### Budget Narrative Guidance

All applications must have a detailed budget narrative explaining and justifying the federal request and the non-federal match expenditures for their project by object class. The body of the budget narrative should include only your federal request and non-federal matching funds. Other funds contributing to the project (a.k.a. “leverage”) may be explained as part of the supplemental budget details.

The budget narrative must fully describe the budget, with a level of detail that enables reviewers to understand how you determined your costs. It is best to discuss each expense by object class in the order they appear on the SF-424A form (Section B). Include both the federal request and non-federal

**FEDERAL REQUEST:** Allowable costs are described at [2 CFR 200.403](#).

**NON-FEDERAL MATCH:** Cost-sharing or Matching costs are described at [2 CFR 200.306](#). They must be used during the award period.

**LEVERAGE:** Funds contributing to completion of the project which are not being proposed as non-federal match.

**OBJECT CLASS:** Cost category listed on the SF-424A form.

<sup>3</sup> “Costs” and “charges” are used interchangeably throughout this document.

match, even if the amount requested for the object class is \$0. The budget narrative requires the same level of detail for the federal request and non-federal matching fund dollar amounts.

### Guidance by Object Class

The following are *highlights* from the Budget Guidelines ([link to full guidance](#)), provided by NOAA's Grants Management Division, to help you determine the appropriate level of detail for the budget narrative.

- a. **Personnel**: include salary, wage, and hours or % of time committed to project for each person by job title. Also, provide a justification/description of each position that relates each position specifically to project objectives.
- b. **Fringe Benefits**: identified by individual, and must be described in detail if the rate is  $\geq 35$  % of the associated salary.
- c. **Travel**<sup>4</sup>: provide a breakdown of travel costs including destination, duration, type of transportation, estimated cost, number of travelers, lodging, mileage rate, estimated number of miles, and per diem.
- d. **Equipment**: any single piece of non-expendable, tangible personal property  $\geq$ \$5,000, that has a useful life of greater than one year (i.e. ATV, hydro-seeder).
- e. **Supplies**: are any purchase  $<$  \$5,000 per item needed for restoration or administrative work. For supplies totaling  $\geq$ \$5,000 (or 5% of the award, whichever is greater), explain the type of supplies to be purchased, provide a [breakdown of supplies by quantity](#) and cost per unit if known, and indicate the basis for the cost estimate.
- f. **Contractual**: list each contract as a separate item, give cost breakdown and describe products/services to be obtained by the contractor.
- g. **Construction**: only charge construction costs for construction of buildings (i.e. green house, educational center). List all other project-related construction costs as contractual labor.
- h. **Other**: list items, cost, and justification for each expense. This includes subawards.
- i. **Total direct charges/costs**: list the total for object classes a-h.
  - j. **Indirect charges/costs**: the costs required for organizational operation that cannot be easily associated with an individual project or program. See 2 CFR Chapter II, [Part 200.414](#). There are **three** ways to claim these charges. Obtain a *Federally Negotiated Indirect Cost Rate Agreement*. A negotiated rate must be established prior to submitting your final proposal. A copy of the indirect cost agreement should be included in the application.
  - Use the *10% de minimus rate of modified total direct costs* (MTDC) identified in 2 CFR 200.414(f)<sup>5</sup>. MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, contracts, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). *MTDC excludes* equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.
  - Indirect costs can be *incorporated into other line items as direct costs* (i.e. Other, Personnel) as long as they are justified in the budget narrative and meet all Office of Management and Budget (OMB) prescribed cost principles including being reasonable, necessary, allocable, and allowable.
- k. **Totals of direct and indirect charges/costs**: list total combined direct and indirect charges described above.

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<sup>4</sup> Refer to the full guidance for a more detailed explanation of how to calculate travel costs, and restrictions related to foreign travel.

<sup>5</sup> This method is included in the budget narrative example below.

## Summary Table

Applicants to the NOAA Restoration Center often find a summary table helps describe their budget. Reviewers may find it helpful to have a “snapshot” of the budget narrative, or a description of the budget that provides an alternative break down of costs. We have developed several examples of summary budget tables ([see Budget Tools section](#)), which are available for download on our website. This includes an “overview,” a budget for a multi-year project, a budget for a proposal that includes multiple locations or phases of work, and budgets that show how external funds contribute to overall project costs. Sometimes the summary will fit within the page limit described for the budget narrative; other times it will be included in supplemental materials that are allowed by the FFO.

## Tips for Checking Budget Accuracy and Completeness

- NOAA Agency Contacts listed in Section VII of the FFO can answer questions as you develop the budget narrative.
- Total dollar amounts for the federal request and non-federal matching funds should be identical in the SF-424A and budget narrative. All numbers should be whole dollars with no cents.
- Information provided in the descriptions for each object class should support the calculation of the total amount of the federal request and non-federal matching funds for each object class.
- Create a “*Working Budget*” spreadsheet, to help you check for accuracy in calculations and level of detail in the budget narrative.
- Inserting short tables into sections of the budget narrative, rather than using words to explain the calculations of the federal request and non-federal matching fund amounts, is always an option, and may be more concise or easy for reviewers to understand in some scenarios. Whether you use sentences or tables, you must provide the detail listed in the [NOAA Budget Guidelines](#).
- If using the *10% de minimus rate* for calculating indirect charges/costs, review [2 CFR 200.68](#) to double check you are calculating the modified total direct costs appropriately.
- Check and double-check your calculations before submitting your proposal!

## Budget Tools

The following worksheets are available for download on the NOAA Restoration Center’s [applicant resources website](#).

- Working budgets- Assistance with calculating direct and indirect costs
- Simple project summary table
- Multi-year project summary table
- Multi-site or phase project summary table

## Budget Narrative Example

### Personnel (Federal Request), \$68,600

- John Doe, project manager, will provide 750 hours of work at \$36/hr for overall project management, supervision, and reporting. Mr. Doe's work will occur over 36 months. Total: \$27,000
- Alice Doe, technician, will provide 2080 hours of work at \$20/hr for technical support, field work, and pre- and post- project monitoring. Ms. Doe's work will occur over 32 months. Total: \$41,600

### Personnel (Non-Federal Match), \$31,600

- The County will provide contract and construction management services, carried out by Maya Jones, the on-site supervisor. Ms. Jones will provide 500 hours of work at \$50/hr. Ms. Jones's work will occur over 30 months. Total non-federal in-kind match: \$25,000
- Administrative support that includes accounting, filing, developing outreach materials and coordinating volunteers will be carried out by Mary Smith, administrative assistant. Ms. Smith will dedicate 300 hours at \$15.00/hr to this effort. Ms. Smith's work will occur over 36 months. Total non-federal in-kind match: \$4,500
- One hundred volunteers will be recruited to plant riparian vegetation along NOAA Brook. It is estimated that the volunteer work will take 2 hours per person for a total of 200 volunteer hours at \$10.50 / hr<sup>6</sup>. Volunteer work will occur over the 30 months of project implementation. Total non-federal in-kind match: \$2,100

### Fringe Benefits (Federal Request), \$10,290

- The fringe benefit rate is 15% of salary. \$4,050 covers benefits for John Doe and \$6,240 for Alice Doe. Fringe benefits go toward FICA, medical and dental insurance, retirement and disability. Total: \$10,290

### Fringe Benefits (Non-Federal Match), \$4,425

- The fringe benefit rate is 15% of salary. \$3,750 covers benefits for Ms. Jones. \$675 covers benefits for Ms. Smith. Fringe benefits go toward FICA, medical and dental insurance, retirement and disability. Total: \$4,425
- Volunteers do not receive fringe benefits.

### Travel (Federal Request), \$1,000

- Travel funding will be required for the project manager and biologist to travel to and from the NOAA Brook site to conduct fieldwork and supervise construction activities. Mileage expenses will be charged at \$0.50/mile and total mileage (10 round trips) for the project is estimated to be 2000 miles. Total: \$1,000

### Travel (Non- Federal Match), \$1,230

- Alice Doe, technician, will be presenting papers on the project techniques and final results at a major fisheries restoration conference. Estimated airfare (\$800), lodging (2 nights, \$100/night, total lodging \$200), food (\$40/day, total \$80), and car rental and gas (\$150). Total conference travel: \$1,230

### Equipment (Federal Request), \$7,000

- A portion of the cost of a hydroseeder is requested. The total purchase price of this equipment, used, is \$20,000, but this cost is split between several sources of funds. The cost to rent this equipment at \$800/week for this project will be approximately \$8,000. We are requesting \$7,000 towards the purchase of this

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<sup>6</sup> Reference 2 CFR 200.306 (e) to determine the value of cost sharing or matching services provided by volunteers

equipment, which will continue to be used for habitat restoration after the completion of this project. This purchase represents a savings over estimated rental costs and will allow for long-term use for future restoration activities.

#### **Equipment (Non-Federal Match), \$13,000**

- The remaining cost of the hydroseeder (see above) will be covered by other non-Federal sources of funds.

#### **Supplies (Federal Request), \$28,000**

- Purchase and use of expendable field supplies including: stream flow gauges, maps, sampling materials, and health and safety gear. Total: \$3,500
- Interpretive/Education exhibit design, construction, and installation. Total: \$1,500
- Native plants/trees will be purchased to revegetate the riparian area around the project site. A breakdown of the number, sizes, and costs is [attached](#). Total: \$21,500
- A laptop computer will be purchased to record monitoring data in the field prior to and after completion of the project. Data will be recorded and analyzed using the laptop computer. Total: \$1,500

#### **Supplies (Non-Federal Match), \$4,003**

- The applicant will purchase \$3,000 in software for the lap-top computer to collect and analyze data. Total: \$3,000
- The applicant will purchase \$1,003 in supplies related to volunteer management including those for health and safety of volunteers<sup>7</sup>. Costs are calculated as \$8.50 in supplies per volunteer, based on prior experience with volunteer planting days. Total: \$1,003

#### **Contractual (Federal Request), \$540,000**

- Contractors will be hired to carry out construction activities associated with the NOAA Brook project. This includes funding for the project engineer, heavy equipment rental, heavy equipment operators, and project materials. Costs are estimated from 95% design plan and a full project budget is available in the supplemental budget details. The total construction costs are estimated at \$950,000, and our request is for half of those costs. The contractor will be selected competitively. Total \$475,000
- A contract will be awarded to State University. Dr. John Smith will implement pre- and post-restoration monitoring of fish populations in the marsh. Total: \$65,000

#### **Contractual (Non-Federal Match), \$660,000**

- The County will provide half the construction costs described in the federal request (above) and in the full project budget in the supplemental budget details. Total: \$475,000
- The County will procure a bottom-less arch culvert to be installed at the project site. Total \$185,000

#### **Other (Federal Request), \$900**

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<sup>7</sup> Small amounts of food and water may be included in these supplies. Recipients **should not** use federal funds to purchase food or beverage as an incentive to volunteers, which could be perceived as “entertainment costs” under [2 CFR 200.438](#).

- Boat usage and fuel- 5 days of boat usage are necessary for project management and monitoring. Costs are calculated at \$100/day for boat usage, and \$80/day for fuel. Total: \$900

**Other (Non-Federal Match) - \$0**

**Total Direct Charges/Costs:** Federal: \$655,790  
Non-Federal: \$714,258

**Total Indirect Charges/Costs:** Federal: \$64,879  
Non-Federal: \$69,916

Indirect cost rate calculation <sup>8</sup>				
Rate= 10%	Base Calculation		Total Indirect Costs	
	Federal Request	Non-federal match	Federal Request	Non-federal match
Sum of Personnel, Fringe, Travel, Supplies, Contracts and Other	\$648,790	\$699,158		
Sum of \$25K per subaward over \$25K	\$0	\$0		
Total	\$648,790	\$699,158	\$64,879	\$69,916

**Total Charges/Costs:** Federal: \$720,669  
Non-Federal: \$784,174

## Supplemental Budget Details Examples

### Example Supplies Detail

		Federal request	Non-federal match	Federal request Total	Non-federal match Total
Supplies	Rate	# units	# units		
Expendable Field Supplies				\$3,500	\$1,003
Laser sampling device	80.00	1		80	0
Stream flow gauges	75.00	9		675	0
Maps	50.00	20		1,000	0
Sampling materials				0	0
Flags	1.00	360		360	0
PVC for quadrats	10.00	40		400	0
Nets	5.00	27		135	0
Health and safety gear	8.50	100	100	850	1,003
Sign Design and Installation	2	750		\$1,500	\$0

<sup>8</sup> See [2 CFR 200.68](#) for the complete description of allowable Modified Total Direct Costs.

		<i>Federal request</i>	<i>Non-federal match</i>	<i>Federal request Total</i>	<i>Non-federal match Total</i>
Native trees/plants				\$21,500	\$0
Trees	100	50		5,000	0
Shrubs	25	200		5,000	0
Fern	10	200		2,000	0
Red fescue	8	120		960	0
Switchgrass	8	150		1,200	0
Tussock sedge	8	140		1,120	0
Sweet flag	8	150		1,200	0
Gamma grass	8	150		1,200	0
Soft rush	8	100		800	0
Broad leaved cattail	8	100		800	0
Marsh marigold	5	148		740	0
Cardinal flower	5	146		730	0
Blue flag iris	5	150		750	0
Electronic Supplies				\$1,500	\$3,000
Laptop	1	1,500		1,500	0
Computer software for analysis	1		3,000	0	3,000
<b>Total</b>				<b>\$28,000</b>	<b>\$4,003</b>

### Example Contractual Costs Detail

Many restoration projects have a contractor's cost estimate that is developed with the restoration design. If you have this information, it may help reviewers understand how you calculated your costs, although it may be too long to fit within the page limits of the budget narrative. Documents like this can also be included in supplemental materials, if allowed by the FFO.

<b>Task</b>	<b>Task Description</b>	<b>Year 1 Costs</b>	<b>Year 2 Costs</b>
<b>Task 1</b>	<b>Data Collection &amp; Analysis</b>	<b>\$40,000</b>	<b>\$0</b>
A	Survey / Basemapping	\$7,000	-
B	Ground Penetrating Radar Investigation	\$15,000	-
C	Hydraulic Modeling	\$10,000	-
D	Scour Analysis	\$8,000	-
<b>Task 2</b>	<b>Sediment Sampling &amp; Management Planning*</b>	<b>\$25,000</b>	<b>\$0</b>
A	Sediment Management Plan	\$8,000	-
B	Due Diligence Review	\$6,000	-
C	Sediment Sampling	\$11,000	-
<b>Task 3</b>	<b>Preliminary Design &amp; MEPA Review*</b>	<b>\$40,000</b>	<b>\$0</b>
A	40% Design	\$18,000	-
B	Alternatives Analysis	\$5,000	-

<b>Task</b>	<b>Task Description</b>	<b>Year 1 Costs</b>	<b>Year 2 Costs</b>
C	Additional Hydraulic Modeling	\$5,000	-
D	MEPA Filing	\$9,000	-
E	Public Meeting	\$3,000	-
<b>Task 4</b>	<b>Permitting</b>	<b>\$30,000</b>	<b>\$10,000</b>
A	75% Design Permitting Plans	\$15,000	-
B	Combined DEP 401/91 Permit	\$7,000	-
C	Restoration Order of Conditions	\$8,000	-
D	Army Corps of Engineers 404 Permit	-	\$5,000
E	MA Office of Dam Safety Permitting	-	\$5,000
<b>Task 5</b>	<b>Final Design</b>	<b>\$0</b>	<b>\$30,000</b>
A	100% Design Plans	-	\$20,000
B	Technical Specifications	-	\$10,000
<b>Task 6</b>	<b>Historical Documentation (Section 106)</b>	<b>\$15,000</b>	<b>\$10,000</b>
A	Phase 1 Survey & Reporting	\$15,000	-
B	Consulting Party Coordination	-	\$3,000
C	MOA Development & Execution	-	\$7,000
<b>Annual Project Costs</b>		<b>\$150,000</b>	<b>\$50,000</b>
<b>Total Project Cost</b>		<b>\$200,000</b>	
<i>Example provided courtesy of Massachusetts Department of Ecological Restoration.</i>			

#### Example Project Funders or Match Source Table

<b>Funder</b>	<b>Amount</b>	<b>Relationship to Award (Match or Leverage)</b>	<b>Organization Type (Federal, State, Private)</b>	<b>Project Phase (Feasibility, Design, Permitting, Construction)</b>	<b>Status (Confirmed/Pending/Not Yet Applied)</b>
US Fish and Wildlife Service	\$30,000	Leverage	Federal Agency	Design	Confirmed
Division of Marine Fisheries	\$430,000	Match	State Agency	Design and Construction	Pending
Friends of Loch Ness	\$160,000	Match	Private	Construction	Pending
Fish Unlimited	\$130,000	Match	Private	Construction and Monitoring	Pending
Volunteer Time	\$2,100	Match	Private	Construction	Pending
Non-federal Indirect	\$69,916	Match	Private	All	Confirmed
<b>Total</b>	<b>\$822,016</b>				

#### SF-424A Example

Below is an example SF-424A. See Grants.gov for SF-424A [instructions](#).

**BUDGET INFORMATION - Non-Construction Programs**

**SECTION A - BUDGET SUMMARY**

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Federal Request	11.463	\$	\$	\$ 720,669.00	\$	\$ 720,669.00
2. Matching Funds					784,174.00	784,174.00
3.						
4.						
5. Totals		\$	\$	\$ 720,669.00	\$ 784,174.00	\$ 1,504,843.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Federal Request	(2) Matching Funds	(3)	(4)	
a. Personnel	\$ 68,600.00	\$ 31,600.00	\$	\$	\$ 100,200.00
b. Fringe Benefits	10,290.00	4,425.00			14,715.00
c. Travel	1,000.00	1,230.00			2,230.00
d. Equipment	7,000.00	13,000.00			20,000.00
e. Supplies	28,000.00	4,003.00			32,003.00
f. Contractual	540,000.00	660,000.00			1,200,000.00
g. Construction	0.00	0.00			
h. Other	900.00	0.00			900.00
i. Total Direct Charges (sum of 6a-6h)	655,790.00	714,258.00			\$ 1,370,048.00
j. Indirect Charges	64,879.00	69,916.00			\$ 134,795.00
k. TOTALS (sum of 6i and 6j)	\$ 720,669.00	\$ 784,174.00	\$	\$	\$ 1,504,843.00
7. Program Income	\$ 0.00	\$ 0.00	\$	\$	\$

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. Federal Request	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
9. Matching Funds	784,174.00			784,174.00	
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$ 784,174.00	\$	\$	\$ 784,174.00	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 720,669.00	\$ 180,167.00	\$ 180,167.00	\$ 180,167.00	\$ 180,168.00
14. Non-Federal	\$ 784,174.00	196,043.00	196,043.00	196,044.00	196,044.00
15. TOTAL (sum of lines 13 and 14)	\$ 1,504,843.00	\$ 376,210.00	\$ 376,210.00	\$ 376,211.00	\$ 376,212.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. Federal Request	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
17. Matching Funds	0.00	0.00	0.00	0.00	
18.					
19.					
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges: All costs are explained in the budget narrative		22. Indirect Charges: Indirect rate used is the de minimus rate of 10%			
23. Remarks: All costs are explained in the budget narrative					