

Challenge Cost Share Program 2009

Budgeting Guidance & Budget Summary Form

Attachment B

National Park Service
National Trails-Intermountain Region

The required Budget Summary Form is provided at the end of this attachment. No form is provided for the budget narrative, where the proposed expenditures are itemized and explained. Please call or email the Challenge Cost Share Program Coordinator to discuss your budgeting ideas as you begin to prepare these materials.

Budgeting Basics

Funding Levels: \$30,000 is the maximum CCSP award per project.

Matching Requirement: CCSP will provide up to half of the total allowable project costs. Each project must be able to show at least one dollar of *non-federal* cash and/or in-kind matching for each CCSP support dollar awarded. Many CCSP projects provide matching far above the required 50% non-federal match.

Cash matching refers to direct project expenses that you or a non-federal partner will pay as your matching contribution to the project. These cash expenditures might include project-related staff salaries, consultants' fees, equipment rentals, and travel costs.

In-kind matching means materials and services, space and utilities, equipment, and technical assistance that will be provided by your organization or donated by a *non-federal* party for your CCSP project.

Other Federal Contributions: Other federally funded agencies and organizations participating in your project might contribute money, personnel, equipment, and other government resources toward CCSP projects. These contributions may *not* be included among your cash-matching or in-kind matching totals.

What CCSP Can and Cannot Fund

CCSP support can be used to cover project-related personnel costs, travel expenses, equipment rental, project-related training, and (with some restrictions) for project-related telephone service, supplies, photocopying, consultants' and contractors' fees, speakers' honoraria, and small construction and stabilization projects.

CCSP support cannot be used for political activities, international travel or first-class airline tickets, scholarships or tuition, organizational deficits, living expenses, conferences and meetings, fund-raising events, or receptions, liquor, or entertainment.

Spending CCSP Dollars

If your project is approved, CCSP funds may be used only for expenses incurred *within the official grant period*. Likewise, money and time spent on the project before the grant period begins may not be counted toward your match. The grant period begins when a cooperative agreement is signed by both you and the National Park Service and receives approval from the federal contracting office – *not* when you are first notified that your project has been approved.

Do not spend or contractually obligate any CCSP money until your final agreement is approved and signed!

Keep in mind that you will not receive CCSP money *before* you make your approved purchases, but you will be reimbursed afterward. Plan to pay all expenses up front, track expenditures accurately, and send in a monthly request for reimbursement along with receipts for your project-related expenses. The reimbursement process can take a month or longer.

Meeting Your Match

Once your project begins, you will need to submit accurate logs of all personnel and volunteer time spent on the project, as well as receipts for cash and other in-kind matching contributions. (A Volunteer Time and Expense log is provided in Attachment D. These logs must be filled out and signed by the volunteer, not by the project manager.) Time logs and receipts are submitted to the CCSP coordinator along with a monthly invoice for reimbursement. These records show that you are matching your CCSP award as required by program rules.

Closing Out

At the end of your project, you will fill out a Project Completion Form (Attachment C) that summarizes your accomplishments and expenditures. For auditing purposes, keep all of your records on file for three years following submission of your completion report.

Preparing the Budget Summary Form and Narrative

A budget narrative explains the numbers entered on your Budget Summary Form. It should name or describe each budgeted item and explain how you determined or estimated the cost of that item. Work with the CCSP coordinator to ensure that your projected costs are reasonable, necessary, and allowable, and to identify any unallowable costs. Make sure the numbers on the budget narrative match those entered on the Budget Summary Form. Your budget will become part of the approved funding agreement. Use the guidance below to develop your budget narrative and Budget Summary Form.

Personnel

Certain personnel costs related to your project may be listed as part of your match, or you can request CCSP funding to cover the expense. Do not list paid consultants or contractors as personnel. Those costs will be listed as *contractual*.

Paid personnel. List project personnel by job title on your budget narrative sheet. For each, show their rate of pay and the estimated amount of time they will spend on the project. Calculate the

projected cost of each position. If you are requesting CCSP money to pay for these positions, enter that total in *Column 1, Row A* of the Budget Summary Form. If the cost is to be part of your match, add that sum to the value of any volunteer work (discussed below) and enter the total in *Column 2, Row A*.

If a different federal agency is providing **agency staff** for your project, use the cost figure provided by the agency and enter the total in *Column 4, Row A*.

Volunteer personnel. List each of your planned volunteer positions and calculate the value of that labor as part of your match. You can value all volunteer labor at \$18.04/hr, or you can use the rate at which the volunteer normally is paid for the type of work he or she is performing. For instance, if a professional carpenter is doing volunteer carpentry work for your project, that labor can be valued at the carpenter's professional rate of pay. Indicate that the value of the volunteer labor is part of your partner match, add that sum to any paid personnel costs that will be part of your match, and enter the total in *Column 2, Row A*.

Example personnel costs:

Project Director, \$30,000/year x 6 mo x 50% of time = \$7,500

Volunteers laborers, 6 @ 120 hours x \$16.50/hr = \$11,880

Travel

Separately list projected local travel and out-of-town travel (travel requiring meals and lodging) for staff and volunteers, *not consultants*. Consultants are persons, not on your staff, who work for a fee.

Out-of-Town and Air Travel. List the projected cost of coach-class tickets. First class and business class fares are not reimbursable under CCSP and cannot be used for matching purposes. Also estimate the costs of airport parking, shuttle and taxi fares, and car rental. Contact your CCSP Coordinator for federal allowable lodging and meal rates. CCSP cannot cover travel costs in excess of the federal allowable rates unless your project is sponsored by a university or local government with a written travel reimbursement policy that requires reimbursement at higher rates.

Total your projected out-of-town travel costs. If you are requesting CCSP money to cover these costs, enter the total in *Column 1, Row B* of the Budget Summary Form. If you will treat these costs as part of your match, enter the total in *Column 2, Row B*.

In your budget narrative list:

- 1) the job title of each traveler, the purpose of each trip, and how many people are traveling;
- 2) number of days each person will be traveling;
- 3) total allowable costs of meals and lodging; and
- 4) transportation costs such as airfare or mileage.

Local Travel. For local trips, calculate mileage costs at 48 cents/mile. Local trips may not include reimbursement for meals. For camping trips, calculate meal allowances at \$10/day.

Example Travel Costs:

Project Director to 2-day NPS training program in Atlanta, subsistence (meals and lodging) @ \$125/day x 2 days = \$250; round trip air fare = \$375; taxi = \$15; total = \$640

Equipment

Equipment is property having a useful life of more than 2 years and an acquisition cost of more than \$500 per unit. *By law, any equipment costing \$1,000 or more becomes the property of the National Park Service at the conclusion of the project.* List equipment to be purchased and equipment to be rented or leased, and the projected costs. Because computers are considered by the federal government to be controlled property, special acquisition rules apply. Contact the CCSP coordinator for more information.

Total your projected equipment costs. If you are requesting CCSP money to cover the cost of equipment purchase or rental, enter the sum in *Column 1, Row C* of the Budget Summary Form. If these costs will be donated or used as part of your match, enter the sum in *Column 2, Row C*. In your budget narrative, explain the purpose or need for each equipment purchase or rental you have identified and how you determined their costs. If equipment is to be purchased, show **in your budget narrative** that the purchase would be less expensive than rental.

Example Equipment Costs:

Tractor rented 8 hrs for landscaping @ \$50/hr = \$400.

Fireproof filing cabinet for museum archives = \$1,000

Supplies

Supplies include consumable items with a useful life of less than 2 years and expendable equipment costing less than \$500. List the item, quantity needed, and the unit or bulk price. If you require CCSP money to cover the cost of supplies, enter the total cost in *Column 1, Row D* of the Budget Summary Form. If the supplies will be donated or used as part of your match, enter them in *Column 1, Row D*. In your budget narrative explain what these supplies are for and how you estimated their costs.

Example Supplies Costs:

General office supplies, including paper, ink cartridges, memo pads @ \$75/year x 6 project staff = \$450

Contractual Fees

Contractual fees are the fees charged by consultants, contract laborers, and other experts hired to work on a project. *Consultants* are outside experts, not on your staff, who charge a fee for their services.

Travel costs for consultants and contractors should be included in their fees, not itemized here. Printing projects supported by CCSP money may have to be contracted through the Government Printing Office.

Important: Review your contracting proposal with the CCSP coordinator before signing any written agreement. CCSP rules often require that consultants' services be contracted through a competitive bidding process. We can help you determine how to proceed.

Total your contracting and consulting costs. If you are requesting CCSP money to cover contractual and consulting costs, enter the total cost in *Column 1, Row E* of the Budget Summary Form. If these costs will be donated or counted as part of your match, show them in *Column 2, Row E*.

In your budget narrative, provide:

- 1) the name or type of consultant/contractor;
- 2) purpose of the work;
- 3) the hourly or daily rate or project fee, as appropriate;
- 4) projected time on the project (if hourly or daily rate); and
- 5) total consultation fee or honorarium (not including travel costs).

Example Contracting and Consulting Costs:

Payroll Service © \$300/month x 12 months = \$3,600 (existing contract; selected by competitive proposal)

Publication design, contracted @ \$1,500; contractor selected by competitive procedures

Construction

Construction means building, altering, or repairing (including painting) a building or structure. Common CCSP construction projects include erecting kiosks, storage sheds, and picnic facilities, developing trails, and repairing, restoring, or rehabilitating historic buildings and structures (for example, repainting and re-roofing, foundation stabilization, and replacing broken windows).

Federal law (The Davis-Bacon Act) regulates construction work and construction-related contracting for government-supported projects costing more than \$2,000. If you are proposing a construction project, consult the CCSP coordinator to help ensure that your project is in legal compliance. You may be required to solicit bids for your project.

In your budget narrative, briefly describe your building project. If appropriate, show the costs of building materials, labor, and equipment in calculating construction costs. Total your projected construction costs. If these costs are to be covered by CCSP money, enter the sum in *Column 1, Row F* of the Budget Summary Form. If they will be donated or used as part of your match, enter the sum in *Column 2, Row F*.

Other Expenses

List other necessary direct cost items that do not fit logically elsewhere. This category includes postage, printing, computer use charges, equipment rentals, telephone, postage, printing or photocopying, space rental costs, etc. “Miscellaneous,” “overhead” and “contingency” are **not** acceptable budget items. Enter these expenses in the appropriate boxes in Row G.

Indirect Costs

Indirect costs are routine costs that you would have as a normal part of doing business, even in the absence of a CCSP project. Examples include the salaries of executive officers, the cost of operating and maintaining facilities, local telephone service, Internet access, and accounting services. Indirect costs may be reimbursed with or used as a match for CCSP funds *only if your organization has a pre-existing indirect cost rate agreement in place with a federal agency*. A copy of that agreement must be included with your proposal packet if you intend to itemize indirect costs in your budget. If you do not have such an agreement, skip this section. Otherwise, enter indirect costs in the appropriate boxes in Row I.

Finalizing the Budget Summary Form and Narrative

Complete the Budget Summary Form by entering all required totals in Column 3 and Row J. After your draft Budget Summary Form and budget narrative have been reviewed by the NPS, finalize them.

Compare your budgeted items to the major activities and tasks you have outlined in your proposal/project description. Check to see that:

- ✓ Personnel and other costs clearly and directly relate to the described activities and tasks.
- ✓ All budget items are properly identified as federal CCSP funds, cost-matching by your organization and other non-federal partners, or other federal contributions.
- ✓ All costs are clearly explained and accurately calculated in your budget narrative, so that the reviewers of your proposal can evaluate your projected costs and determine whether your proposed expenditures are allowable under Challenge Cost Share Program rules.