

## BUDGET INFORMATION INSTRUCTIONS

### Section A

Activity = energy efficiency project in which you are looking to recover costs

For applications pertaining to a single activity, enter that activity on line 1. If you are looking to request reimbursement for multiple projects under the \$100,000 cap, please include them in rows 2-4 (if additional rows are needed, it is okay to use multiple pages. However, make sure the totals in Section A, row 5 on the first page include the total from all additional sheets).

In column (b), enter the amount of funds you are requesting from OEMR for each project.

In column (c), enter leveraged funding, if any, including internal funds, funds from utilities, and funds from nonprofit organizations.

In column (d), enter the sum of (b)+(c).

In row 5, total columns (b), (c), and (d).

### Section B

In column headings (1) through (4), enter the titles of the activities from Section A.

Enter the cost associated with each budget category, including federal (amount requested from OEMR) and non-federal (any other funds towards project).

The totals in row (k) should match those in Section A column (d).

Not every budget category may apply to your activity. Leave blank if so.

*a. Personnel:*

Enter the amount estimated labor costs for the project. \*\*Reminder to factor the Davis-Bacon prevailing wage rates into budget\*\*

*b. Fringe Benefits:*

Enter the amount of estimated fringe benefits related to wages for the project. \*\*Reminder to factor the Davis-Bacon prevailing wage rates into budget\*\*

*c. Travel:*

All travel must be necessary for performance of the project.

*d. Equipment:*

Equipment is defined as an item with the acquisition cost greater than \$5,000 and the useful life expectancy of more than one year (see 2 CFR 200 Part 200.1 for the definition of equipment). \*\*Reminder to refer to Build America Buy America requirements when budgeting for equipment\*\*

*e. Supplies:*

Supplies are defined as items with an acquisition cost of \$5,000 or less or a useful life expectancy of less than one year. Supplies are generally consumed during the project performance. Supply items must be direct costs to the project and not duplicative of supply costs included in the indirect pool (see 2 CFR 200 Part 200.1 for the definition of supplies).

*f. Contractual:*

As defined in 2 CFR 200, contracts are a legal instrument by which a non-federal entity purchase property or services needed to carry out the project or program under a federal award. This includes all costs related to vendors and contractors supplying commercial supplies or services used to support the project.

*g. Construction:*

For the purpose of budgeting, construction is defined as all type fo work done on a particular building, including erecting, altering or remodeling. Construction conducted by the award recipient is entered here. Any construction work that is performed by a vendor should be entered under f. Contractual.

*h. Other Direct Costs:*

Other direct costs are direct cost items required for the project that do not fit clearly into other categories. These direct costs must not be included in the indirect costs (if indirect costs are proposed for this project).

*i. Indirect Costs:*

Indirect costs are allowed through a Negotiated Indirect Cost Rate Agreement or De Minimis.

Negotiated Indirect Cost Rate Agreement (NICRA): If you have a NICRA, provide an explanation of how the indirect costs are calculated. This explanation should include which portion of each line item, along with the associated costs, are included in your cost allocation base. Also, provide a current version of the NICRA.

De Minimis: If you intend to claim indirect costs using the 10 percent de minimis rate, please confirm that your organization meets the requirements as described in 2 CFR Part 200.414(f). Clearly state that your organization does not have a current negotiated rate, and is not one described in 2 CFR 200, Appendix VI(D)(1)(b).

Applicant Name:

**BUDGET INFORMATION  
SECTION A - BUDGET SUMMARY**

Budget Totals				
Activity (a)	Federal (b)	Non-Federal (c)	Total (d)	
1.	\$	\$	\$	\$
2.	\$	\$	\$	\$
3.	\$	\$	\$	\$
4.	\$	\$	\$	\$
<b>5. Totals</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**SECTION B - BUDGET CATEGORIES**

6. Budget Categories	Activity				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits	\$	\$	\$	\$	\$
c. Travel	\$	\$	\$	\$	\$
d. Equipment	\$	\$	\$	\$	\$
e. Supplies	\$	\$	\$	\$	\$
f. Contractual	\$	\$	\$	\$	\$
g. Construction	\$	\$	\$	\$	\$
h. Other	\$	\$	\$	\$	\$
i. Total Direct Charges (sum of a-h)	\$	\$	\$	\$	\$
j. Indirect Charges	\$	\$	\$	\$	\$
<b>k. TOTALS (sum of i and j)</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**Indirect Explanation** (if entered amount in row j, describe if it is a negotiated rate or 10% de minimis. Refer to instruction sheet for more details):