**Attachment 4**

**Grant Proposal Summary Budget – Templates**

Attachment 4 (the combination of Tables 6 and 7, with a written description) is mandatory and includes the estimated costs of each component in the application. Use the appropriate Table 5: Proposal Summary Budget Table (Table 6A, No Components) with Table 7A: Proposal Detailed Budget (No Components) or Component Detailed Budget (Table 6B, Multiple Components) with Table 7B: Proposal Detailed Budget (Multiple Components). For the Budget Tables, costs must be broken down consistent with how tasks are presented in the Work Plan (Attachment 3). For example, if the Work Plan describes projects at the task and subtask level, the budget must also present costs at the task and subtask level. In addition to the tables, the applicant must provide a description explaining how the values were derived. The description must not exceed 2 pages per component using a minimum Arial, 10-point type font. Any backup documentation for the costs provided (e.g., engineer’s estimates, estimates from consultants/contractors, budgets from a past similar project, etc.) are not included within the 2 page limit.

To obtain points for the Budget, the applicants must use the prepared templates. Table 6A/B will be used to present the summarized budget and also the cost share for the proposal, including documenting that the proposal will meet the minimum requirement of at least 25% of the total costs. Although the applicant should complete Table 6A/B column (d) for each individual component (in the Multiple Component version), the minimum cost share requirement applies to the costs of the overall proposal. If the component serves an Underrepresented Community and is requesting a waiver or reduction of the 25% local cost share requirement, please complete the budget table accordingly and include a footnote identifying the cost share waiver request.

***NOTE:*** *the maximum grant administration budget cannot exceed 10% and the maximum construction administration budget cannot exceed 15% of the requested grant funds.*

***If there are no components to the proposal, Tables 6A and 7A should be used:***

**Table 6A – Grant Proposal Summary Budget (No Components)**

**GRANT PROPOSAL TITLE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant proposal serves a need of an Underrepresented Community: Yes  No

Local Cost Share requested:  25%  15%  5%  0%

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Categories 1** | **(a)**  **Requested Grant Amount** | **(b)**  **Local Cost Share: Non-State Fund Source2** | **(c)**  **Total Cost** | **(d)**  **% Local Cost Share**  **(Col (b)/ Col (c))** |
| (a) Grant Administration | $0 | $0 | $0 | **%** |
| (b) Planning / Design / Environmental | $0 | $0 | $0 | **%** |
| (c) Construction / Implementation | $0 | $0 | $0 | **%** |
| (d) Monitoring / Assessment | $0 | $0 | $0 | **%** |
| (e) Stakeholder Outreach / Public Education |  |  |  |  |
| Grand Total  *Sum rows (a) through (d) for each column* | **$0** | **$0** | **$0** | **%** |

1 Only these Budget Categories shall be used. Tasks can be added for more detail.

2 List sources of funding: *Use as much space as required here. Local Cost Share is calculated based on the total project cost (grant amount plus match),* ***not*** *the grant amount. Total project cost x %Local Cost Share = required match.*

**Attachment 4**

**Grant Proposal Summary Budget – Templates**

*To obtain points for the Budget, the applicants must use the prepared templates. Table 7A must be completed for each component in the proposal. Table 7A includes the required budget categories listed in Table 6A. If applicable, additional rows must be added under the applicable budget categories to present the cost of each task described in Attachment 3 (Work Plan). For example, if the Work Plan describes components at the task and subtask level, the budget must also present costs at the task and subtask level.*

**Table 7A – Proposal Detailed Budget (No Components)**

**Grant Proposal Title:**

**Applicant:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Categories 1** | **(a)**  **Requested Grant Amount** | **(b)**  **Local Cost Share: Non-State Fund Source2** | **(c)**  **Total Cost** |
| **(a) Grant Administration** | **$0** | **$0** | -- |
| Task 1. xx | $0 | $0 | -- |
| Task 2. xx | $0 | $0 | -- |
| Task n. xx | $0 | $0 | -- |
| **(b) Planning / Design / Environmental** | **$0** | **$0** | -- |
| Task 1. xx | $0 | $0 | -- |
| Task n. xx | $0 | $0 | -- |
| **(c) Construction / Implementation** | **$0** | **$0** | -- |
| Task 1. xx | $0 | $0 | -- |
| Task n. xx | $0 | $0 | -- |
| **(d) Monitoring / Assessment** | **$0** | **$0** | -- |
| Task 1. xx | $0 | $0 | -- |
| Task n. xx | $0 | $0 | -- |
| **(d) Stakeholder Outreach / Public Education** | **$0** | **$0** | -- |
| Task 1. xx | $0 | $0 | -- |
| Task n. xx | $0 | $0 | -- |
| Grand Total  *Sum rows (a) through (d) for each column* | ***Grand Total from Table 6A, column (a) Proposal Total*** | ***Grand Total from Table 6A, column (b) Proposal Total*** | ***Grand Total from Table 6A, column (c) Proposal Total*** |

1 Only these Budget Categories shall be used. Tasks should be added for more detail.

2 List sources of funding: *Use as much space as required here. Local Cost Share is calculated based on the total project cost (grant amount plus match),* ***not*** *the grant amount. Total project cost x %Local Cost Share = required match.*

**Attachment 4**

**Grant Proposal Summary Budget – Templates**

***If there are components to the proposal, Tables 6B and 7B should be used:***

**Table 6B – Grant Proposal Summary Budget (Multiple Components)**

**Grant Proposal Title:**

**Applicant:**

Grant proposal serves a need of an Underrepresented Community: Yes  No

Local Cost Share requested:  25%  15%  5%  0%

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Categories 1** | **(a)**  **Requested Grant Amount** | **(b)**  **Local Cost Share: Non-State Fund Source2** | **(c)**  **Total Cost** | **(d)**  **% Local Cost Share**  **(Col (b)/ Col (c))** |
| Component 1 Grant Administration | $0 | $0 | $0 | **%** |
| Component 2: Title | $0 | $0 | $0 | **%** |
| Component 3: Title | $0 | $0 | $0 | **%** |
| Component n: Title | $0 | $0 | $0 | **%** |
| Grand Total *Sum rows (1) through (n) for each column* | **$0** | **$0** | **$0** | **%** |

1 These components are shown here for example purpose only. Actual number of components may vary.

2 List sources of funding: *Use as much space as required. Local Cost Share is calculated based on the total project cost (grant amount plus match),* ***not*** *the grant amount. Total project cost x %Local Cost Share = required match.*

**Attachment 4**

**Proposal/Component Detailed Budget – Template**

*To obtain points for the Budget, the applicants must use the prepared templates. Table 7B must be completed for each component in the proposal. Table 7 includes the required budget categories listed in Table 6B. If applicable, additional rows must be added under the applicable budget categories to present the cost of each task described in Attachment 3 (Work Plan).*

**Table 7B – Proposal/Component Detailed Budget (Multiple Components)**

**Grant Proposal Title:**

**Applicant:**

**Component Title: Component 1: Grant Administration**

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Categories 1** | **(a)**  **Requested Grant Amount** | **(b)**  **Local Cost Share: Non-State Fund Source2** | **(c)**  **Total Cost** |
| **(a) Grant Administration** | **$0** | **$0** | ***Total from Table 6B, column (c), row (a)*** |
| Task 1. xx | $0 | $0 | -- |
| Task 2. xx | $0 | $0 | -- |
| Task n. xx | $0 | $0 | -- |
| Grand Total  *Sum rows in Category (a) for each column* | ***Grand Total from Table 6B, column (a) Proposal Total*** | ***Grand Total from Table 6B, column (b) Proposal Total*** | ***Grand Total from Table 6B, column (c) Proposal Total*** |

1 Only these Budget Categories shall be used. Tasks should be added for more detail.

2 List sources of funding: *Use as much space as required here. Local Cost Share is calculated based on the total project cost (grant amount plus match),* ***not*** *the grant amount. Total project cost x %Local Cost Share = required match.*

**Attachment 4**

**Proposal/Component Detailed Budget – Template**

**Table 7B – Proposal/Component Detailed Budget (Multiple Components)**

**Grant Proposal Title:**

**Applicant:**

**COMPONENT TITLE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Categories 1** | **(a)**  **Requested Grant Amount** | **(b)**  **Local Cost Share: Non-State Fund Source2** | **(c)**  **Total Cost** |
| **(a) Component Administration** | **$0** | **$0** | ***Total from Table 6B, column (c), row (a)*** |
| Task 1. xx | $0 | $0 | -- |
| Task 2. xx | $0 | $0 | -- |
| Task n. xx | $0 | $0 | -- |
| **(b) Planning / Design / Environmental** | **$0** | **$0** | ***Total from Table 6B, column (c), row (c)*** |
| Task 1. xx | $0 | $0 | -- |
| Task n. xx | $0 | $0 | -- |
| **(c) Implementation / Construction** | **$0** | **$0** | ***Total from Table 6B, column (c), row (d)*** |
| Task 1. xx | $0 | $0 | -- |
| Task n. xx | $0 | $0 | -- |
| **(d) Monitoring / Assessment** | **$0** | **$0** | ***Total from Table 6B, column (c), row (e)*** |
| Task 1. xx | $0 | $0 | -- |
| Task n. xx | $0 | $0 | -- |
| **(e) Stakeholder Outreach / Public Education** | **$0** | **$0** | ***Total from Table 6B, column (c), row (a)*** |
| Task 1. xx | $0 | $0 | -- |
| Task 2. xx | $0 | $0 | -- |
| Task n. xx | $0 | $0 | -- |
| Grand Total  *Sum rows (a) through (e) for each column* | ***Grand Total from Table 6B, column (a) Proposal Total*** | ***Grand Total from Table 6B, column (b) Proposal Total*** | ***Grand Total from Table 6B, column (c) Proposal Total*** |

1 Only these Budget Categories shall be used. Tasks can be added for more detail.

2 List sources of funding: *Use as much space as required here. Local Cost Share is calculated based on the total project cost (grant amount plus match),* ***not*** *the grant amount. Total project cost x %Local Cost Share = required match.*

**Attachment 4**

**Proposal/Component Detailed Budget – Template**

***Copy and paste the following Table 6B for all remaining components:***

**Table 6B – Proposal/Component Detailed Budget (Multiple Components)**

**Grant Proposal Title:**

**Applicant:**

**Component Title: Component n: Title**

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Categories 1** | **(a)**  **Requested Grant Amount** | **(b)**  **Local Cost Share: Non-State Fund Source2** | **(c)**  **Total Cost** |
| **(a) Component Administration** | **$0** | **$0** | ***Total from Table 6B, column (c), row (a)*** |
| Task 1. xx | $0 | $0 | -- |
| Task 2. xx | $0 | $0 | -- |
| Task n. xx | $0 | $0 | -- |
| **(b) Planning / Design / Environmental** | **$0** | **$0** | ***Total from Table 6B, column (c), row (c)*** |
| Task 1. xx | $0 | $0 | -- |
| Task n. xx | $0 | $0 | -- |
| **(c) Implementation / Construction** | **$0** | **$0** | ***Total from Table 6B, column (c), row (d)*** |
| Task 1. xx | $0 | $0 | -- |
| Task n. xx | $0 | $0 | -- |
| **(d) Monitoring / Assessment** | **$0** | **$0** | ***Total from Table 6B, column (c), row (e)*** |
| Task 1. xx | $0 | $0 | -- |
| Task n. xx | $0 | $0 | -- |
| **(e) Stakeholder Outreach / Public Education** | **$0** | **$0** | ***Total from Table 6B, column (c), row (a)*** |
| Task 1. xx | $0 | $0 | -- |
| Task 2. xx | $0 | $0 | -- |
| Task n. xx | $0 | $0 | -- |
| Grand Total  *Sum rows (a) through (e) for each column* | ***Grand Total from Table 6B, column (a) Proposal Total*** | ***Grand Total from Table 6B, column (b) Proposal Total*** | ***Grand Total from Table 6B, column (c) Proposal Total*** |

1 Only these Budget Categories shall be used. Tasks should be added for more detail.

2 List sources of funding: *Use as much space as required here. Local Cost Share is calculated based on the total project cost (grant amount plus match),* ***not*** *the grant amount. Total project cost x %Local Cost Share = required match.*