Presentation Overview

• Budget
  – Line items
  – In-kind

• Staffing
  – Staffing plan
Budget

• Line Items
  – Personnel
  – Fringe
  – Travel
  – Equipment
  – Supplies
  - Contractual
  - Other
  - Indirect
Personnel

- Cost of staff associated with the grant
  - Hourly
  - Salary
Fringe

- Fringe benefits commonly include such items as health insurance, group term life coverage and education reimbursement
- Cost basis
Travel

• Travel costs associated with accomplishing the scope of work activities
  – Who
  – Where
  – Why
Equipment

- Non expendable items
- How is the equipment necessary for the success of the project
Supplies

- Office supplies
- Postage
- Copy paper
Contractual

- Specialized services
Other

- Rent
- Telephone
- Security
Indirect Costs

• Indirect cost rate agreement approved by a federal agency
• Cost allocation plan identifying the indirect cost rate
In-kind

• Breakdown how the dollar value was determined
  – Examples
    • Office space
    • Personnel
Watch Out

• Make sure the budget adds up
• Check your math
• Don’t double dip
• Travel
Staffing Plan

• Identify key applicant staff who will undertake and complete project activities
• Identify authorized positions for the award
• Substantiate dollar amounts listed in budget (personnel and fringe on SF-424A)
## Staffing Plan Example

<table>
<thead>
<tr>
<th>Position</th>
<th>Date of Hire</th>
<th>Annual Salary / Hourly Pay</th>
<th>Amount of Time spent on EDA grant</th>
<th>Amount of Annual Salary charged to EDA grant</th>
<th>Fringe rate</th>
<th>Amount of Annual Fringe charged to EDA grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director</td>
<td>1/1/2000</td>
<td>$60,000</td>
<td>10%</td>
<td>$6,000</td>
<td>30%</td>
<td>$1,800</td>
</tr>
<tr>
<td>Economic Development Planner</td>
<td>1/1/2005</td>
<td>$45,000</td>
<td>75%</td>
<td>$33,750</td>
<td>30%</td>
<td>$10,125</td>
</tr>
<tr>
<td>Intern</td>
<td>1/1/2013</td>
<td>$10/hour</td>
<td>200 hours/year</td>
<td>$2,000</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Total annually (For 1-year Awards, this needs to match the personnel line item on the SF-424A Budget)</strong></td>
<td></td>
<td></td>
<td>$41,750</td>
<td>$11,925</td>
<td>(For 1-year Awards, this needs to match the fringe line item on the SF-424A Budget)</td>
<td></td>
</tr>
<tr>
<td><strong>Total for 3-year grant period (For 3-year Awards, this needs to match the personnel line item on the SF-424A Budget)</strong></td>
<td></td>
<td></td>
<td>125,250</td>
<td>$35,775</td>
<td>(For 3-year Awards, this needs to match the fringe line item on the SF-424A Budget)</td>
<td></td>
</tr>
</tbody>
</table>
Staffing

- We don’t pay for positions not authorized in the award package
Conclusion

- The budget and staffing plan have to support the scope of work activities in the award documents
Questions/Comments

Patrick M. Lydic
Area Director
111 North Canal Street, Suite 855
Chicago, Il 60606
312-353-8143 ext. 159
plydic@eda.gov