



Budget and Staffing

September 29, 2014



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



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



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

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