

**COST REVIEW TEMPLATE AND GUIDANCE FOR PROJECT OFFICERS
GRANTS UNDER 40 CFR Part 35 Subpart A**

*(Electronically attach the completed form to the Funding Recommendation in IGMS, then print and retain a copy in the program grant file)
You may include comments at the end of each section as necessary.*

Application/Grant Number: _____
 Applicant: _____
 Project Officer: _____

Application is for: new funding supplemental funding

For purposes of this cost review:

- “Current Application Request” refers to the requested amount of the current application.
- “Previous Application Request” refers to the requested amount of the previous year’s application.

If the application is for a PPG, does the request include the same programs as the current award?	YES	NO	N/A
If NO, identify the difference in programs included (additions or deletions).			
Is the applicant designated as “high-risk?”	YES	NO	
IF YES, the applicant must submit and EPA will evaluate requested personnel and travel costs in the same manner it reviews personnel and travel requests under project grants (see GPI-00-05 for current cost review guidance).			

Budget Category Guidance: Personnel	Cost Review Detail: Personnel								
<p>If the applicant has a personnel management system with adequate internal controls, EPA will base its review of requested personnel costs on the previous application request. Costs within 10% of the previous application request will be deemed necessary and reasonable.</p> <p>Applicants must explain variations greater than 10% in their narrative, or in a separate, written format. POs should provide notations as to where the applicant’s explanation may be found.</p> <p>The applicant should provide “the estimated work years and funding amounts for each workplan component.” (40 CFR 35.107(b)(2)(ii)). These categories should conform to the applicant’s personnel management and budgeting requirements and include only those costs paid through the applicant’s payroll systems. Project Officers should also determine whether changes in the number of FTEs requested are appropriate and necessary to complete the application’s scope of work.</p>	<p>A. Is the applicant proposing personnel costs as direct costs under the award? Yes _____ No _____ <i>If NO, go to TRAVEL.</i></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">Amount</th> </tr> </thead> <tbody> <tr> <td>Current Application Request</td> <td></td> </tr> <tr> <td>Previous Application Request</td> <td></td> </tr> <tr> <td>Percentage Change in Requests</td> <td></td> </tr> </tbody> </table> <p>B. Is the amount within the 10% limit? Yes _____ No _____</p> <p>C. If NO, did the applicant provide an acceptable explanation for the change? Yes _____ No _____ N/A _____</p> <p>C.1 If YES, where is the explanation located?</p>		Amount	Current Application Request		Previous Application Request		Percentage Change in Requests	
	Amount								
Current Application Request									
Previous Application Request									
Percentage Change in Requests									

Budget Category Guidance: Travel	Cost Review Detail: Travel								
<p>If the applicant has a travel management system with adequate internal controls, EPA will base its review of requested travel costs on the previous application request. Costs within 10% of the previous application request will be deemed necessary and reasonable.</p> <p>The applicant's narrative should include a brief description of the purpose and types of travel. For example, travel is for inspections, conference and meeting attendance. This description should conform to the applicant's travel management and budgeting requirements. Foreign travel approvals are part of the Funding Recommendation and Grant Specialist Checklists and must be listed separately and be clearly identified.</p> <p>Applicants must explain variations greater than 10% in their narrative, or in a separate, written format. POs should provide notations as to where the applicant's explanation may be found.</p>	<p>A. Is the applicant proposing travel as a direct cost under the award? Yes _____ No _____ If NO, go to EQUIPMENT.</p> <table border="1" data-bbox="1108 251 1722 397"> <thead> <tr> <th></th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Current Application Request</td> <td></td> </tr> <tr> <td>Previous Application Request</td> <td></td> </tr> <tr> <td>Percentage Change in Requests</td> <td></td> </tr> </tbody> </table> <p>B. Is the amount within the 10% limit? Yes _____ No _____</p> <p>C. If NO, did the applicant provide an acceptable explanation for the change? Yes _____ No _____ N/A _____</p> <p>C.1 If YES, where is explanation located?</p>		Amount	Current Application Request		Previous Application Request		Percentage Change in Requests	
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Current Application Request									
Previous Application Request									
Percentage Change in Requests									

Budget Category Guidance: Equipment	Cost Review Detail: Equipment
<p>This category includes only equipment proposed to be purchased as a direct cost of the award. Equipment is defined as tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit although a lower dollar amount threshold that applies to both its federal and non-federal activities can be established by the applicant. Equipment also includes accessories necessary to make the equipment operational.</p> <p>This category does not include (1) equipment planned to be leased/rented, including lease/purchase agreements, or (2) equipment service or maintenance contracts. These types of proposed expenditures should be included in the "OTHER" category.</p> <p>For non-State applicants (e.g., local air districts), if a planned procurement will be sole source, a justification and a cost-price analysis must be included in the applicant's files.</p> <p>POs also should make a recommendation as to the final disposition of equipment, which will be included as a term and condition in the award document.</p>	<p>A. Is the applicant proposing the purchase of equipment as a direct cost under the award? Yes _____ No _____ If NO, go to SUPPLIES.</p> <p>B. Are the proposed costs necessary and reasonable to carry out the applicant's proposed scope of work? Yes _____ No _____</p> <p>C. Are the costs allowable under applicable program guidance, statute, and regulation? Yes _____ No _____</p> <p>D. If a non-State applicant, are sole-source procurements indicated? Yes _____ No _____ N/A _____</p> <p>D.1 If YES, have you informed the applicant of sole-source and cost-price analysis requirements? Yes _____ No _____ N/A _____</p>
Budget Category Guidance: Supplies	Cost Review Detail: Supplies
<p>Supplies are tangible personal property other than equipment. This distinction is based on the anticipated acquisition cost.</p> <p>Applicants must identify general materials and supplies to be purchased for use under the award and provide information on the estimated aggregate costs of each category or type, e.g., office supplies, laboratory supplies, etc. Any single item valued at \$5,000 or more in this category should be moved to the "EQUIPMENT" category. Services associated with supplies, such as printing services or photocopy services, and rental costs should be budgeted under the "OTHER" category.</p>	<p>A. Is the applicant proposing supplies as a direct cost under the award? Yes _____ No _____ If NO, go to CONTRACTUAL.</p> <p>B. Are the proposed costs necessary and reasonable to carry out the applicant's proposed scope of work? Yes _____ No _____</p> <p>C. Are the costs allowable under applicable program guidance, statute, and regulation? Yes _____ No _____</p>

Budget Category Guidance: Contractual	Cost Review Detail: Contractual
<p>Contractual or consultant services are those services to be carried out by a non-Federal party, whether an individual or organization, other than the recipient or its employees, in the form of a procurement relationship. A direct procurement relationship is characterized by provision of goods and services routinely offered in the marketplace and that are necessary to complete the proposed scope of work. Leased or rented goods (equipment or supplies) and sub-awards should be addressed in the "OTHER" category.</p> <p>The applicant should describe the contracts, including the scope of work or services to be provided, including proposed duration, and proposed procurement method (competitive or non-competitive (sole-source)), if known.</p> <p>As provided in 40 CFR 31.36(a), for procurements under EPA grants, States will follow the same policies and procedures they use for procurements using non-Federal funds.</p> <p>For non-State applicants (e.g., local air districts), if a planned procurement will be sole source, a justification and a cost-price analysis must be included in the applicant's files.</p>	<p>A. Is the applicant proposing to acquire contractual/consultant services as a direct cost under the award? Yes _____ No _____ <i>If NO, go to CONSTRUCTION.</i></p> <p>B. Are the proposed costs necessary and reasonable to carry out the applicant's proposed scope of work? Yes _____ No _____</p> <p>C. Are the costs allowable under applicable program guidance, statute, and regulation? Yes _____ No _____</p> <p>D. If a non-state applicant, are sole-source procurements indicated? Yes _____ No _____ N/A _____</p> <p>D.1 If YES, have you informed the applicant of sole-source and cost-price analysis requirements? Yes _____ No _____ N/A _____</p>

Budget Category Guidance: Construction	Cost Review Detail: Construction
<p>Typically not included in program awards.</p> <p>However, for awards where construction is directly contracted for by the applicant as part of a demonstration project or using Clean Water Act Section 319 funds, the costs should be included under the "CONTRACTUAL" category.</p>	<p>Is the applicant proposing construction costs as a direct cost under the award? Yes _____ No _____ If YES, costs must be categorized in the CONTRACTUAL category.</p>

<p>Budget Category Guidance: Other</p> <p>This category should include only those types of direct costs that do not fit in any of the other budget categories. Examples of typical costs that may be in this category are:</p> <ul style="list-style-type: none"> • insurance and indemnification • rental of space, equipment, or supplies • printing • publication • postage • utilities • telephone <p>This category should include only the costs which are not categorized elsewhere, including any potential subaward work.</p> <p>Subawards are a distinct type of cost under this category. The term “subaward” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient. This term does not include procurement relationships, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations.</p> <p>Applicants should provide the aggregate amount they propose to issue as subaward work and a description of the types of activities to be supported.</p>	<p>Cost Review Detail: Other</p> <p>A. Is the applicant proposing any other types of costs as direct costs under the award? Yes _____ No _____ If NO, go to QUESTIONED COSTS.</p> <p>B. Are the proposed costs necessary and reasonable to carry out the applicant’s proposed scope of work? Yes _____ No _____</p> <p>C. Are the costs allowable under applicable program guidance, statute, and regulations? Yes _____ No _____</p> <p>D. Does this award include any subaward work? Yes _____ No _____ If NO, go to QUESTIONED COSTS.</p> <p>D.1 Are there any programmatic eligibility restrictions on who may perform proposed subaward work? Yes _____ No _____</p> <p>D.2 Is the proposed subaward work for authorized assistance purposes (i.e., not to acquire goods or services for use by the applicant)? Yes _____ No _____</p> <p>D.3 Is the proposed subaward work necessary to meet the objectives of the application? Yes _____ No _____</p> <p>D.4 Has the recipient been notified of the national term and condition for subawards (including the requirement to obtain EPA’s consent before making a subaward to a foreign or international organization, or any entity performing subaward work in a foreign country)? Yes _____ No _____</p>
<p>Questioned Costs</p>	<p>Questioned Costs</p> <p>Did the cost review analysis result in questioned costs that required the applicant to submit a revised budget sheet? Yes _____ No _____ If “Yes,” please provide a brief narrative on the questioned costs and the resolution of the questioned costs.</p>
<p>Cost Review Analysis Summary:</p> <p><i>The cost review analysis of the proposed applicant budget was conducted in accordance with cost review principles set forth in applicable EPA cost review guidance. Answers to all cost review questions are based on the best professional judgment of the undersigned reviewer after analysis of the grant application, programmatic guidance, and other applicable documents.</i></p> <p>Project Officer Name _____ Project Officer Signature _____ Date _____</p>	