

US EPA ARCHIVE DOCUMENT

# OPTIONAL FORMAT

## SAMPLE BUDGET DETAIL FORMAT

*The detail for each object class category must be provided. Formats may vary, but all information below should be included in your application.*

### a. PERSONNEL

POSITION	NUMBER	SALARY	WORK YEARS	AMOUNT
<b>a. Personnel Total</b>				

### b. FRINGE BENEFITS

BASE	
RATE	%
<b>b. FRINGE BENEFITS TOTAL</b>	

**c. TRAVEL** – List trips planned, destination, dates, and the amounts per trip. Please separate local travel and out-of-state travel.

TRAVEL EXPENSES	AMOUNT
<b>Explain:</b> <hr/> <hr/> <hr/> <hr/>	
<b>c. TRAVEL TOTAL:</b>	

**d. EQUIPMENT** – 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. Applicant’s definition of equipment may be used provided the definition at least includes all items previously defined above.

ITEM	NUMBER	COST PER UNIT	TOTAL
<b>d. EQUIPMENT TOTAL</b>			

**e. SUPPLIES**

ITEM	NUMBER	COST PER UNIT	TOTAL
<b>e. SUPPLIES TOTAL</b>			

**f. CONTRACTUAL** [List each planned contract separately, type of service to be procured, **proposed procurement method (i.e. small purchase, sealed bids, competitive proposals)** and the estimated cost]

ITEM	PROCUREMENT METHOD	TOTAL
<b>f. CONTRACTUAL TOTAL</b>		

**g. CONSTRUCTION (N/A)**

**h. OTHER**

ITEM	NUMBER	COST PER UNIT	TOTAL
<b>h. OTHER TOTAL</b>			

<b>i. TOTAL DIRECT COSTS</b>		<b>\$</b>
<b>j. INDIRECT COSTS</b>	<b>(BASE \$ _____ x RATE _____ % = INDIRECT COSTS)</b>	
<b>k. TOTAL PROPOSED COSTS</b>		<b>\$</b>
<b>FEDERAL FUNDS REQUESTED</b>		<b>\$</b>
<b>RECIPIENT SHARE (MATCH)</b>		<b>\$</b>
<b>RECIPIENT SHARE OF TOTAL PROPOSED COSTS</b>		<b>%</b>
<b>FEDERAL SHARE OF TOTAL PROPOSED COSTS</b>		<b>%</b>

--END--