

BUDGET APPLICATION DIRECTIONS AND INSTRUCTIONS

Applicant Directions: Complete all GREEN CELLS on the SUMMARY BUDGET and the DETAILED BUDGET for each of Application Budget Excel file. Complete the GREEN BOXES in the Application Budget Narrative Word File. Save the two documents and submit both required documents with your application.



Required Documents:

ARPA CLFR PSB Application Budget (Excel File)

Instructions:

The Budget must be submitted with visible formulas and references and must be broken out by project period, including itemization of the requested ARPA CLFR PSB grant award and other funding sources for the program amounts. Files must not contain any hidden or otherwise inaccessible cells.

The budget must contain sufficient detail to allow King County to understand the proposed costs. The Applicant must ensure the budgeted costs address King County reporting and other compliance requirements set forth in this grant solicitation.

3. The Budget must include the following, at a minimum:

Summary Budget, inclusive of all program costs (federal and non-federal), broken out by pre-filled specified major budget category and by pre-filled specified grant periods for activities implemented by the Applicant and any potential sub-applicants for the entire period of the program.

Detailed Budget, including a breakdown by provided grant period, sufficient to allow King County to determine that the costs represent a realistic and efficient use of funding to implement the applicant's program and are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.

4. The Detailed Budget must adhere to the following budget categories and provide the listed information, at a minimum:

Salaries and Benefits - Must be proposed consistent with 2 CFR 200.430 Compensation - Personnel Services and 2 CFR 200.431 Compensation - Fringe Benefits.

The Applicant's budget must include position title, salary rate, level, effort, and salary exclusion factor for each position over the specified grant periods.

Benefits, when proposed, must be broken down by specific type and by position.

Applicants must explain all assumptions in the Budget Narrative.

The Budget Narrative must demonstrate that the proposed compensation is reasonable for the services rendered and consistent with what is paid for similar work in other activities of the applicant.

Applicants must provide their established written policies on personnel compensation. If the Applicant's written policies do not address a specific element of compensation that is being proposed, the Budget Narrative must describe the rationale used and supporting market research.

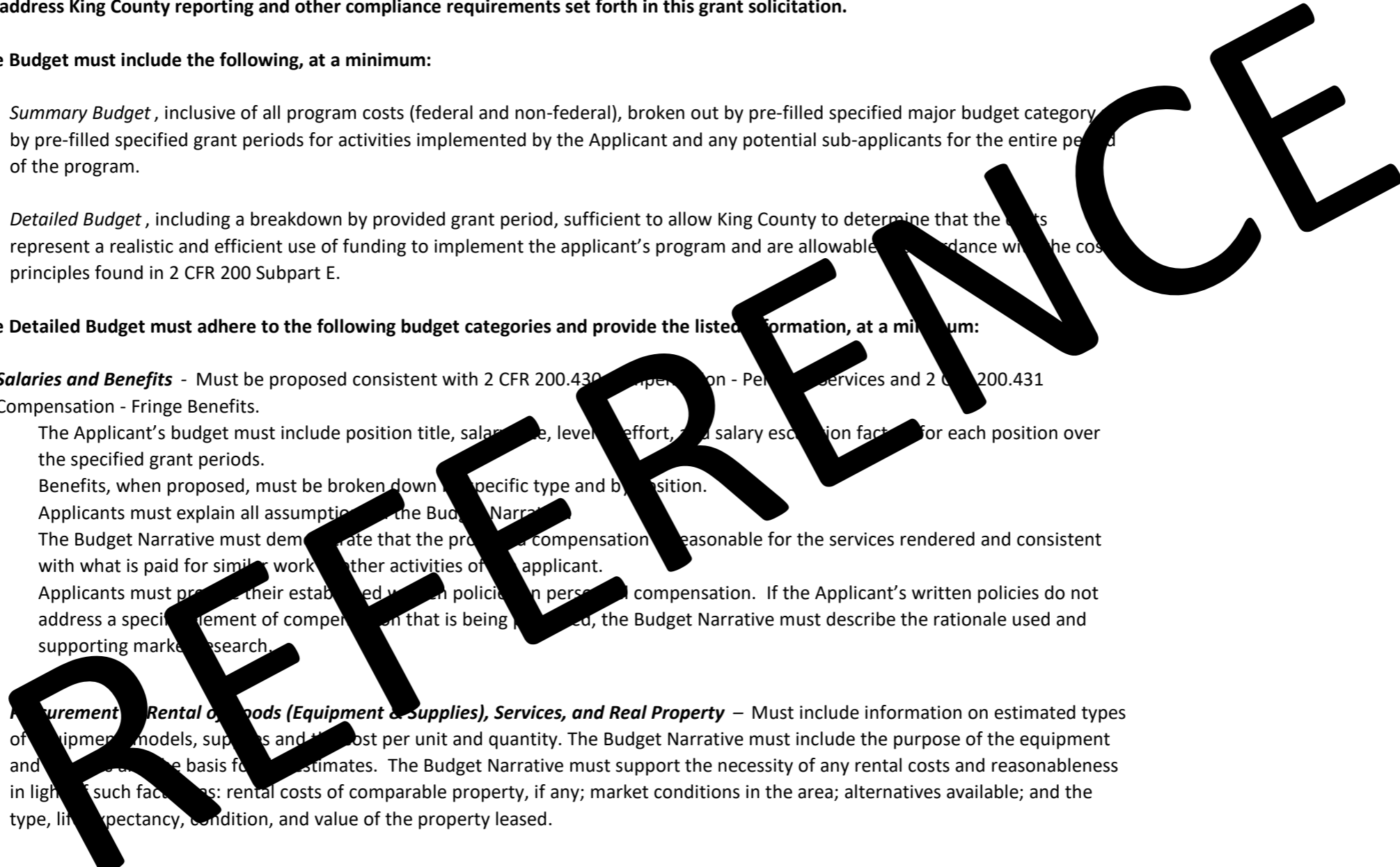
Requirement - Rental of Goods (Equipment & Supplies), Services, and Real Property - Must include information on estimated types of equipment, models, supplies and the cost per unit and quantity. The Budget Narrative must include the purpose of the equipment and the basis for the estimates. The Budget Narrative must support the necessity of any rental costs and reasonableness in light of such factors as: rental costs of comparable property, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the property leased.

Subawards (if applicable) - Specify the budget for the portion of the program to be passed through to any subrecipients. See 2 CFR 200.330 for assistance in determining whether the sub-tier entity is a subrecipient or contractor. The subrecipient budgets must align with the same requirements as the Applicant's budget.

Other Direct Costs - This may include other costs not elsewhere specified, such as report preparation costs, passports and visas fees, medical exams and inoculations, as well as any other miscellaneous costs which directly benefit the program proposed by the applicant. The applicant should indicate the subject, venue and duration of any proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs. Otherwise, the narrative should be minimal.

Indirect Costs - Applicants must indicate whether they are proposing indirect costs or will charge all costs directly. In order to better understand indirect costs please see Subpart E of 2 CFR 200.414. The application must identify which approach they are requesting and provide the applicable supporting information. Below are the most commonly used Indirect Cost Rate methods:

Method	Eligibility	Initial Application Requirements
Direct Charge Only	Any applicant	- See above on direct costs
Negotiated Indirect Cost Rate Agreement (NICRA)	Any applicant with a NICRA issued by a USG agency	- If the applicant has a current NICRA, submit your approved NICRA and the associated disclosed practices. - Provide the contact information for the approving USG agency.
De minimis rate of 10% of modified total direct costs (MTDC)	Any applicant that has never received a NICRA	- Costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. - If chosen, this methodology must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate an indirect rate, which the non-Federal entity may apply to do at any time. - The applicant must describe which cost elements it charges indirectly vs. directly. - See 2 CFR 200.414(f) for further information.



KING COUNTY PROGRAM INFORMATION

King County Program ID: CSGER-OESJ-GrantsDE
 Funding Source: CLFR
 King County Grant Manager: Magan Do
 Division: PSB
 CFDA #: 21.027



SUBRECIPIENT/CONTRACTOR INFORMATION

Organization Name:
 Contact Person Name:
 Contact Person Email:
 Organization Address:
 Address Line 2:
 DUNS No.:

CLFR Expenditure Category:
 CLFR Expenditure Sub-category:

CPA #: to be assigned

PSB Contract #:
 Grant/Contract Period:

Program Name: Digital Equity for Vulnerable Populations

KING COUNTY EBS BUDGET INFORMATION

P 1142233
 O 141001
 E
 T 001
 A 121865 - OESJ CLFRF 2021 - 2024

TOTAL GRANT SUMMARY BUDGET

Eligible Expense Category	Requested Funds	Other Funding Sources	Total Project Costs
Salaries	\$ -		\$ -
Fringe Benefits	\$ -		\$ -
Equipment (> \$5,000 per unit)	\$ -		\$ -
Supplies	\$ -		\$ -
Subawards - Contracted	\$ -		\$ -
Subawards - Subrecipients	\$ -		\$ -
Other Direct Costs	\$ -		\$ -
Indirect Costs	\$ -		\$ -
	\$0.00	\$0.00	\$0.00

DETAILED BUDGET BY REPORTING PERIOD

Eligible Expense Category	Unit Definition	# of Units	Unit Price	# of Months	Total	Notes
Sample Budget (gray area)						
Position title	Hrs/month	160	\$ 225.00	9	36,000.00	
Laptops	units, one time	50	\$ 500.00	1	25,000.00	
Health insurance premium	plans	5	\$ 3,140.00	9	15,700.00	
Wi-fi hotspots with data plans	units, one time	1	\$ 22,500.00	1	22,500.00	prepaid for the year, includes cost of the hotspots with a d
Office supplies	one time	1	\$ 1,000.00	1	1,000.00	
Salaries					\$ -	
					\$ -	
					\$ -	
					\$ -	
Subtotal		0	\$ -	0	\$ -	
Fringe Benefits					\$ -	
					\$ -	
					\$ -	
					\$ -	
Subtotal		0	\$ -	0	\$ -	
Equipment (> \$5,000 per unit)					\$ -	
					\$ -	
					\$ -	
					\$ -	
Subtotal		0	\$ -	0	\$ -	
Supplies					\$ -	
					\$ -	
					\$ -	
					\$ -	
Subtotal		0	\$ -	0	\$ -	
Subawards - Contracted Services					\$ -	
					\$ -	
					\$ -	
					\$ -	
Subtotal		0	\$ -	0	\$ -	
Subawards - Subrecipients					\$ -	
					\$ -	
					\$ -	
					\$ -	
Subtotal		0	\$ -	0	\$ -	
Other Direct Costs					\$ -	
					\$ -	
					\$ -	
					\$ -	
Subtotal		0	\$ -	0	\$ -	
Indirect Costs					\$ -	
					\$ -	
					\$ -	
					\$ -	
Subtotal		0	\$ -	0	\$ -	
TOTAL		0	\$ -	0	\$ -	

REFERENCE