

IAMP Budget Justification Example

BUDGET JUSTIFICATION - Example

This example justification corresponds to the provided Budget Example (LINK), which is a simple budget for a Level of Engagement 3 subaward. These awards provide up to \$46,800 annually support with an additional \$3000/producer. For 5 producers and 3.5 years that maximum is \$213,500. This example total request is \$202,147.

This is the justification for the requested budget from XYZ soil conservation district for a Level of Engagement 3 subaward to support recruitment and enrollment of 5 producers as described in the Scope of Work for this application. Requested funds will support the work of one district employee, travel and other costs for working with each of the expected enrollment over 3.5 years.

a. Personnel Salary (\$ - Total salary or wage requested - \$117,202)

[Personnel pay rates can include an annual escalator based on each organization's historical estimate starting in year 2 of a contract period. If that is the case, indicate the escalator used 2%]

Joe Vandal, Agronomist: Contacts producers and industry to promote the opportunity, answers questions of producers, and directs them to the IAMP online Phase 1 application if needed. Works with others in the district to identify up to 5 producers to work with, assisting them with completion of the Phase 2 application. Works with U of I personnel to produce the final contract with U of I based on the Phase 2 application. Conducts soil sampling and modeling as required for practices enrolled. Continues to work closely with all enrolled producers to monitor and verify their implementation of practices.

Base Salary or Wage	% Effort	Project Duration	Funds Requested
\$25/hour	63	3.5 years	\$117,202

b. Personnel Fringe (Total requested - \$48,611)

Utilizing a consolidated fringe rate when available, by position type. If a consolidated fringe rate is not available, it is recommended to develop a rate that reflects actual costs to the employer (not employee) for the project duration/effort indicated in a. above.

Name or Position	Fringe Rate	Total Salary Requested	Total Fringe Requested (Fringe Rate x Requested Salary)
Agronomist	41.3%	\$117,702	\$48,611

c. Travel (Total requested - \$8,570)

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Funds are requested for the project travel detailed below using U.S. General Services Administration (GSA) rates for [mileage](#) and [per diem](#) (lodging, meals and incidentals)

Travel to meet and work with producers

Funds are requested to travel to farms and ranches of five producers to recruit them to IAMP and to visit them as required during enrollment and throughout the contract period. Travel will be reimbursed up to the allowable GSA rates for the dates and destinations traveled: Costs will vary but are requested based on average expenses as follows, based on an average distance of 50 miles from the [district home address] to each producer and current GSA per diem and mileage rates [these might vary based on your policies; this budget has no costs for lodging, but that can be included.]. Per diem (meals and incidentals) is calculated using an average of \$30, which includes some full days and some partial days of the GSA first and last day of travel rate (assumes no overnight travel) [overnight travel costs are permitted]. For this award, we expect to visit each field 5 times annually.

Yearly Travel Costs per Producer per Year				
Item	Rate	Number	# Travelers	Annual Total
Mileage	\$0.70	2500	1	\$1,750.00
Per diem	\$30	25	1	\$750.00
Total				\$2,500.00

The estimated total number of producers to be engaged is 5. Total outreach travel request is \$500/producer/year x 5 producers x 3.5 Years = \$ 8,570

Other Travel (can be included for other travel needs related to capacity building and IAMP involvement).

None in this example, but this could include travel to meetings related to IAMP. One trip per year for this is strongly encouraged. For that travel, if lodging is required, you should use GSA lodging rate (currently \$199) or other rate used by your organization.

d. Equipment (Total requested - \$0)

none (not permitted for these subawards)

e. Materials/Supplies (Total requested - \$717)

- Costs associated with supplies needed for working with producers (Total requested - \$).
none

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- **Computer and peripherals (Total requested - \$)**
none

- **Sampling materials and supplies (Total requested - \$717).**

Year 1: Soil Push Probe, \$77; Rice Knife/Grass Sickle, \$12; Handheld digital luggage scale, \$14; Soil and crop sampling bags, \$100; Soil Auger, \$214; Remaining years, Soil and crop sampling bags, @ \$100... Year 1 total = \$417, all years = \$717.

- f. Contractual (Total requested - \$0)**
none

- g. Construction (Total requested - \$0)**
none

- h. Other (Total requested - \$0)**
none

Total Direct Costs (\$175,780)

Indirect Costs (\$26,367)

Calculated using the *de minimis* rate: $15\% \times \$175,780 = \$26,367$

TOTAL DIRECT AND INDIRECT COSTS (\$202,147)