# BUDGET JUSTIFICATION

*Preface with a brief description of this budget including the Level of Engagement, number of project years (project years start on May 1 and end on April 30), number of producers enrolled in each year, and any other explanations to aid reviewers in assessing the request.*

# a. Personnel Salary ($ - Total salary or wage requested for all positions)

**[***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 here*]

**Add: Individual Name (if known), Position Title and summary of project related responsibilities here**

|  |  |  |  |
| --- | --- | --- | --- |
| **Base Salary or Wage** | **% Effort or Hours/year** | **Project Duration** | **Funds Requested** |
|  |  |  |  |

**Add: Individual Name (if known), Position Title and summary of project related responsibilities here**

|  |  |  |  |
| --- | --- | --- | --- |
| **Base Salary or Wage** | **% Effort or Hours/year** | **Project Duration** | **Funds Requested** |
|  |  |  |  |

**Add: Individual Name (if known), Position Title and summary of project related responsibilities here**

|  |  |  |  |
| --- | --- | --- | --- |
| **Base Salary or Wage** | **% Effort or Hours/year** | **Project Duration** | **Funds Requested** |
|  |  |  |  |

**b. Personnel Fringe ($ - Total requested)**

*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 or Wage Requested | Total Fringe Requested (Fringe Rate x Requested Salary) |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name or Position | Fringe Rate | Total Salary or Wage Requested | Total Fringe Requested (Fringe Rate x Requested Salary) |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name or Position | Fringe Rate | Total Salary or Wage Requested | Total Fringe Requested (Fringe Rate x Requested Salary) |
|  |  |  |  |

# c. Travel ($ Total Funds Requested)

Funds are requested for the project travel detailed below using U.S. General Services Administration (GSA) rates for [mileage](https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement?gsaredirect=mileage&_gl=1%2A1pvhwxf%2A_ga%2ANDczMDkwMzM5LjE3MTQ1OTYyMjE.%2A_ga_HBYXWFP794%2AMTczNTkyNTc4Ny4xMi4xLjE3MzU5MjU4NjEuMC4wLjA.) and [per diem](https://www.gsa.gov/travel/plan-book/per-diem-rates) (lodging, meals and incidentals)

**Travel to meet and work with producers**

Funds are requested to travel to farms and ranches of 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:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yearly Travel Costs per Producer per Year | | | | |
|  | | | | |
| Item | **Rate** | **Number** | **# Travelers** | **Annual Total** |
| Mileage | $0.70 |  |  |  |
| Per diem | $ |  |  |  |
| Total |  |  |  |  |

The estimated total number of farmers or ranchers to engage is X. Total outreach travel request is $/producer/year x [# of Producers “X”] x Years = $ Total

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

Using the same travel cost rates, provide an itemized description of the travel and purpose of the travel, then calculate the itemized and total travel costs using the travel cost rates above.

# d. Equipment ($ Total Funds Requested)

Purchases of equipment (>$10,000) are not supported through this opportunity.

# Supplies ($ Total Funds Requested)

* + **Costs associated with supplies needed for working with producers ($).**

*These costs must be directly allocable to project efforts and cannot include general office/business operational supplies. This can include printed promotional materials, etc. (but not gifts). Itemize all supplies and approximate costs for each.*

* **Computer and peripherals ($)**

*These purchases must be directly allocable to project efforts and cannot be used for general office/business operational needs (i.e. a shared printer for the entire office with only a portion being used for the project is not directly allocable to the project in full). This can include computers, printers, GPS devices and similar items with costs of $10,000 or less per item. List items and approximate costs for each.*

* **Sampling materials and supplies ($).** *Partners at engagement Level 3 are encouraged to include costs for taking requisite samples or tools to enable RUSLE or WEPs runs.*

# Contractual ($ Total Funds Requested)

*Not anticipated for these subawards. If some of the work supporting producers is to be performed by a third party on contract, provide a completely detailed breakdown of those costs, the provider and their typical rates for providing services, and a rationale for this route and this specific provider vs. completing the work using direct funding to the applicant for staffing, etc. In such instances, it must be shown that there is no conflict of interest and that providers have been selected or will be selected through an impartial competitive process. Consult with IAMP about these before including such costs in this request. Each proposed contractual relationship requires prior approval from the Sponsor and should be included at the time this budget justification is drafted for efficiency.*

# Construction ($ Total Funds Requested)

*Not anticipated for these subawards. With adequate justification, modest infrastructure improvements to enable performance as an Administrative Partner are allowable. Given the relatively small amount of funding available, funding for these types of expenses will be limited. Consult with IAMP before including such costs.*

# h. Other ($ Total Funds Requested)

*Other Expenses may include items essential to the project that don’t fit into other budget categories, such as space rental for meetings, printing and mailing outreach materials, required permits, software licenses, small equipment (if appropriate), or equipment service/maintenance agreements. These costs must support the successful implementation of the project, be directly allocable to project efforts, only be incurred during the period of performance, align with USDA guidelines and be justified appropriately.*

# Total Direct Costs ($)

**Indirect Costs ($)**

*Indirect charges are calculated using either the* de minimis *rate of 15% or a rate specified in a federal negotiated indirect cost rate agreement (NICRA). In the case of the latter, documentation of that rate agreement and its effective date must be provided with the proposal. This rate should be applied to all eligible costs which for these subawards should include all expenses. Provide an explanation here for how the indirect costs were calculated.*

$

# TOTAL DIRECT AND INDIRECT COSTS ($)