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**Sample Revised Budget Narrative**

This Budget Narrative document and accompanying Detailed Budget Spreadsheet offer tips for providing a revised budget for the State and Local Implementation Grant Program (SLIGP). Recipients are not required to use the sample formats for either the budget narrative or detailed budget; however, these documents serve as excellent examples of what we expect to see. The sample budget narrative and detailed budget include one or two example items per cost category. The sample budget narrative and the detailed budget should cover the entire project period of performance including the 18-month extension period.[[1]](#footnote-1)

**General Tips**

* Provide adequate detail for how totals were calculated. The calculation details can be provided in the detailed budget spreadsheet (as in this sample), or in the budget narrative.
* Round all totals to the nearest whole dollar (i.e., do not include cents).
* List all pre-award costs separately from post award costs.
* List staff in the appropriate cost category.
  + “Personnel” should include only state employees, or staff paid for by the state through an Interagency Agreement or detail.
  + “Contractual” should include any contractors, consultants, vendors or individuals not directly employed by the state and there should be a corresponding contract to cover the expenses.
  + “Other” should include time for meeting attendance or support that is provided by local jurisdictions or the costs of personnel through sub-award agreements.
* List fringe benefits for personnel in the “fringe” cost category. Do not include fringe benefits in the “personnel” cost category. Fringe benefits associated with contractors or local staff should be listed in the “contractor” or “other” categories.
* Include in the “Equipment” cost category only items that meet the definition of equipment as stated in Title 2 of the Code of Federal Regulations (2 CFR) Part 225, Cost Principles for State, Local, and Indian Tribal Governments, Appendix B.15.a.2: ‘‘Equipment’’ means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or $5,000.
* List items with unit costs below $5,000 (e.g., computers, printers, software) in the “supplies” cost category.
* Include any subgrants in the “Other” cost category. Please include a list of each budget item that makes up the subgrant, providing the same level of detail as requested for state budget expenses.
* Indicate how you determined the indirect cost rate applied, if claiming indirect costs (e.g., existing Negotiated Indirect Cost Rate Agreement (NICRA), indirect cost rate proposal, cost allocation plan). If using a NICRA, please indicate the cognizant agency and provide a copy of the current approved NICRA (if it was not submitted with the original application).
* For all match items, please indicate the match type (i.e., cash, in-kind).
* For all match items, please indicate the match source (e.g., applicant’s general fund, third party donation).
  + Please confirm that the match is not from a Federal source (e.g., another Federal grant).
  + If any third parties are providing match contributions, please describe your agreement with the third party to provide the match.

**Sample Budget Narrative**

**Personnel**

***Federal: $315,000***

***Non-Federal: $90,000***

***Total: $405,000***

See the Detailed Budget Spreadsheet for calculations.

* SWIC (Federal): The SWIC will provide oversight for the SLIGP grant, ensuring that all activities are completed on time and within budget. The SWIC will be the primary point of contact for consultation with FirstNet, and will work to expand the state’s governance structure. The budgeted costs (10% time) for 4.5 years are only for the duties associated with public safety broadband and the SLIGP grant, not the additional land mobile radio and general interoperable communications duties of the SWIC.
* Grant Manager (Federal): This person will provide grant management support, including completing progress reports, managing the project’s budget, and ensuring grant activities are completed on time. She will spend 100% of her time on SLIGP grant activities for 4.5 years.
* Outreach Coordinator (Non-Federal): This person will organize meetings with local and tribal jurisdictions, and communicate information about grant activities to key stakeholders. This position will spend 3,000 hours over 4.5 years on SLIGP grant activities. All of this expense will be provided as an in-kind match. The source of this match is the state’s general fund and is not from another Federal source.

**Fringe**

***Federal: $71,430***

***Non-Federal: $41,970***

***Total: $113,400***

See the Detailed Budget Spreadsheet for calculations.

* SWIC (Match): Benefits include FICA, unemployment, and retirement. This position spends 30% of the time on SLIGP, so 10% of the fringe benefits have been allocated to this grant. Fringe is calculated at 28% of salary.
* Grant Manager (Federal and Match): Benefits include FICA, unemployment, and retirement. This position spends 100% of her time on SLIGP, so all fringe benefits have been allocated to this grant. Fringe is calculated at 28% of salary.
* Outreach Coordinator (Non-Federal): Benefits include FICA, unemployment, and retirement. This position will spend 3,000 hours on SLIGP, so fringe benefits have been allocated at the percent of time spent on this grant. All of this expense will be provided as an in-kind match from the state’s general fund, and is not from another Federal source. Fringe is calculated at 28% of salary.

**Travel**

***Federal: $32,505***

***Non-Federal: $0***

***Total: $32,505***

See the Detailed Budget Spreadsheet for calculations.

* Mileage for Working Group Meetings (Federal): Staff members will drive to various locations across the state to participate in meetings with local and tribal jurisdictions to raise awareness of FirstNet, discuss local and tribal needs, and identify potential network users.
* Travel for Regional and National Meetings with FirstNet (Federal): Staff will attend national and regional conferences to meet with FirstNet and share information and collaborate with other grant recipients. Travel costs include airfare, hotel, and per diem.

**Equipment**

***Federal: $0***

***Non-Federal: $0***

***Total: $0***

We do not plan to have any equipment costs for this grant program.

*NOTE: Very few applicants will have equipment costs, based on the definition of equipment.*

**Supplies**

***Federal: $0***

***Non-Federal: $3,080***

***Total: $3,080***

See the Detailed Budget Spreadsheet for calculations.

* Office Supplies (Non-Federal): This includes paper, folders, pens, and other general office supplies which will be used by the Grant Manager and Outreach Coordinator for grant-related activities. This item will be provided as a cash match contribution from the state’s general fund and is not from another Federal source.
* Laptops (Non-Federal): The state will purchase new laptops for the Grant Manager and Outreach Coordinator for use while on travel and for conducting other grant-related work. This item will be provided as an in-kind match contribution from the state’s general fund and is not from another Federal source.

**Contractual**

***Federal: $46,080***

***Non-Federal: $26,520***

***Total: $72,600***

* Website Development and Maintenance (Federal and Non-Federal): The state will contract with a website development firm to create and maintain a website for the purpose of public awareness and education on FirstNet. The site would also be used by team, work group, and committee members for reviews and status updates.
  + (Non-Federal) The state recently received legislative approval for a cash match that will cover 100% of this item.
* Data Collection (Federal and Non-Federal): During Phase 2, the state will contract with a data collection firm to gather information about existing infrastructure, potential users, and other information as requested by FirstNet/NTIA.
  + (Federal) The state requests Federal funds for 80% of this item.
  + (Non-Federal) The state recently received legislative approval for a cash match that will cover the remaining 20% of this item. The state will establish appropriate accounting procedures to pay for this item using both Federal and non-Federal funds.

**Construction**

***Federal: $0***

***Non-Federal: $0***

***Total: $0***

We do not plan to have any construction costs for this grant program.

**Other**

***Federal: $1,220***

***Non-Federal: $10,800***

***Total: $12,020***

See the Detailed Budget Spreadsheet for calculations.

* Printing (Federal): As part of the state’s education and outreach activities, we plan to produce five fliers that provide information on FirstNet and how it can be used by various public safety entities. We plan to print copies and distribute them at meetings with local and tribal jurisdictions.
* Meeting Attendance Time (Non-Federal): We will hold SLIGP governance body meetings every other month (six times per year) for the award period. These meetings are attended by representatives of local jurisdictions. The local jurisdictions will donate the time their staff spends to participate in these meetings as an in-kind match.

The value of the representatives’ time is based on an average hourly rate including benefits. The state has discussed this time donation with each jurisdiction and will obtain letters of support from each jurisdiction indicating their pledge to provide this time donation and their understanding of documentation the state will maintain to support the time donations (e.g., salary information for the representatives). The state will establish appropriate procedures to track these time donations in the state’s accounting system.

**Indirect**

***Federal: $197,968***

***Non-Federal: $0***

***Total: $197,968***

* Indirect Costs (Federal): The state has a Negotiated Indirect Cost Rate Agreement with the U.S. Department of Labor. Our approved rate is 31% of all direct costs. Per the Federal Funding Opportunity, the state requests Federal funding for the indirect costs.

**TOTALS**

***Federal: $664,203***

***Non-Federal: $172,370***

***Total: $836,573***

The state deobligated $149,753 Federal funds from the original award.

1. Grants will not be eligible for an extension beyond February 2018. [↑](#footnote-ref-1)