

## **DOCUMENTS TO BE PREPARED BY THE PROPOSED RECIPIENT**

### **NON-CONSTRUCTION PROJECTS**

- 1. SF-424 Application for Federal Assistance**
- 2. SF-424A Budget Information – Non-Construction Projects**
- 3. SF-424B Assurances – Non-Construction Projects**
- 4. SF-LLL Disclosure of Lobbying Activities (if the total award exceeds \$100,000)**
- 5. No set format Narrative – Project Narrative, Budget Proposal, and Budget Narrative (see explanation below)**

### **CONSTRUCTION PROJECTS**

- 1. SF-424 Application for Federal Assistance**
- 2. SF-424C Budget Information – Construction Projects**
- 3. SF-424D Assurances – Construction Projects**
- 4. SF-LLL Disclosure of Lobbying Activities (if the total award exceeds \$100,000)**
- 5. No set format Narrative – Project Narrative, Budget Proposal, and Budget Narrative (see explanation below)**

## **APPLICATION NARRATIVES**

The request for financial assistance should include a narrative that describes the project objectives and the budget details.

### **PROJECT NARRATIVE**

A project narrative should include:

- (1) the project objectives and need for assistance;**
- (2) the results or benefits expected (habitat improvements, saved water, etc);**
- (3) a plan of action pertaining to the scope of the project and detail on how the proposed work will be accomplished;**
- (4) when applicable, quantitative projections of the accomplishments to be achieved;**
- (5) a schedule of accomplishments and target completion dates;**
- (6) types of data to be collected and maintained and criteria to be used to evaluate the project results;**
- (7) key personnel (if applicable) and their project contributions;**
- (8) organizational background (history, current situation);**
- (9) information on proposed subcontractors or subrecipients (How will they be selected?);**
- (10) location of and area to be served by the project;**
- (11) the applicant's facilities, resources, and equipment that will be made available to the project;**  
**and**
- (12) other information that may be applicable to the project.**

## **BUDGET PROPOSAL**

Consists of a very detailed listing (spreadsheet style) that lists every detail of the projects expenses. It can be broken down by the major listings of the SF budget form used above. It should list ALL sources of funding that will be used to complete the entire project and not just the Federal funding. (See Sample)

## **BUDGET NARRATIVE**

A budget narrative should include:

- (1) details of personnel data including title, salary or wage, amount of time, and benefits;
- (2) travel costs including purpose, location, and dates;
- (3) equipment description, and whether it will be leased or purchased;
- (4) material and supplies requirements;
- (5) consultants and subcontracts;
- (6) any proposed inflation factors and salary increases;
- (7) information on cost sharing amounts, sources, and what items will be funded by the cost share;
- (8) indirect cost rate agreement or a proposed computational basis for determination of a rate; and
- (9) general information on the reasonableness, allowability, allocability, and necessity of the proposed budget items.

## BUDGET PROPOSAL (Sample)

BUDGET ITEM DESCRIPTION	COMPUTATION		RECIPIENT FUNDING	RECLAMATION FUNDING	TOTAL COST
	\$/UNIT and UNIT	QUANTITY			
<b>SALARIES and WAGES</b>					
Manager	\$50/hr.	100	\$5,000		\$5,000
Staff	\$25/hr.	200	\$5,000		\$5,000
<b>FRINGE BENEFITS</b>	20%		\$2,000		\$2,000
<b>TRAVEL</b>		None			
<b>EQUIPMENT</b>		None			
<b>SUPPLIES/MATERIALS</b>		None			
<b>CONTRACTUAL</b>					
Engineering Consultant	\$48,000/L.S.	1	\$48,000		\$48,000
Construction Contract					
<b>Furnish and Install:</b>					
48B50 RCP (line pipe)	\$90/L.F.	2,000	\$0	\$180,000	\$180,000
36B50 RCP (line pipe)	\$60/L.F.	2,000	\$8,000	\$112,000	\$120,000
27B50 RCP (line pipe)	\$40/L.F.	1,250	\$50,000		\$50,000
12" Flanged outlets from RCP	\$3,000/ea	10	\$30,000		\$30,000
24" Flanged outlets from RCP	\$4,000/ea	3	\$12,000		\$12,000
36" Flanged outlets from RCP	\$6,000/ea	1	\$6,000		\$6,000
12" Butterfly valves	\$1,500/ea	10	\$15,000		\$15,000
24" Butterfly valves	\$7,500/ea	3	\$22,500		\$22,500
36" Butterfly valves	\$12,000/ea	1	\$12,000		\$12,000
12 DR41 PVC (turnout piping)	\$25/L.F.	600	\$15,000		\$15,000
24 DR41 PVC (turnout piping)	\$70/L.F.	250	\$17,500		\$17,500
Jacking under Alamo Rd (50 ft)	\$35,000 L.S.	1	\$35,000		\$35,000
Tower Rd Crossing (25 ft)	\$2,000 L.S.	1	\$2,000		\$2,000
Removal and salvage (check structures)	\$1 00/C.Y.	6	\$600		\$600
Removal and salvage turnouts	\$90/C.Y.	10	\$900		\$900
Removal and salvage concrete lining	\$60/C.Y.	1,100	\$66,000		\$66,000
Reshape canal embankment	\$1/C.Y.	89,000	\$89,000		\$89,000
12" Open propeller flowmeter	\$1,400/ea	10	\$14,000		\$14,000
Rehabilitate field delivery wells	\$500/ea	10	\$5,000		\$5,000
Environmental Mitigation	\$5000/L.S.	1	\$5,000		\$5,000
Mobilization	\$2000/L.S.	1	\$2,000		\$2,000
Construction Contract Subtotal:			\$407,500	\$292,000	\$699,500
<b>OTHER</b>					
Contingencies (Construction contract Only)	10%		\$40,750		\$40,750
Environment/Regulatory Compliance	L.S.	\$20,000	\$12,000	8000	\$20,000
<b>TOTAL DIRECT COSTS</b>			\$520,250	\$300,000	\$820,250
<b>INDIRECT COSTS (see Budget Narrative)</b>	15%		\$9,000		\$9,000
<b>TOTAL PROJECT COSTS</b>			\$529,250	\$300,000	\$829,250

## **BUDGET NARRATIVE** (example)

Applicants shall include a Budget Narrative with the application. The Budget Narrative provides a discussion of or explanation for items included in the Budget Proposal. Listed below are some examples of the types of information that would be included in a Narrative:

**Salaries and Wages** — Discuss type of personnel needed for the project and the rationale for the number of hours proposed for various personnel.

*The District Manager will manage the project for the District. A District staff member will assist the Manager in the day-to-day operations of the project. It is anticipated that this project will not take the full time of the Manager or the staff person. A lump sum amount for the salaries of the Manager and the assistance is included in the proposal.*

**Fringe Benefits** — Discuss type of fringe benefits and how applied to various categories of personnel.

*Fringe benefits average 20% of salary costs and include basic health insurance and vacation and sick time allowance costs. All employees receive the same level of benefits.*

**Travel** — Discuss the types of trips needed and the purpose, the number of personnel traveling, number of days and travel arrangements (air, vehicle, etc).

*There is no travel by the District anticipated for this project.*

**Equipment** — Discuss why certain types of equipment are needed for the project. If equipment purchase is recommended, discuss why the equipment cannot be leased or rented for the term of the project. Itemize costs of all equipment purchased having a value of over \$500.

*The work will be performed by a contractor selected through a competitive bid process. The contractor will provide all required equipment under the contract. Therefore, no additional equipment will be needed by the District.*

**Supplies** — Discuss the major types of supplies that are to be purchased and why they are needed for the project.

*The contractor will provide all required supplies under the contract. Therefore, no additional supplies will be needed by the District.*

**Contractual** — Discuss any contracts or sub agreements that will be awarded and why they are needed for the project. Discuss contractor qualifications and how the contractor will be selected.

*An engineering and consulting firm will be hired to design the project, prepare the designs and specifications, prepare the bid package, award the contract and serve as the construction management entity. A breakdown of the consultant's project costs is attached to this proposal.*

*[Note: Contractual costs must be broken down and submitted]*

*A contract will be awarded to a construction company to perform the work of converting the open lateral to buried pipe. The contractual costs shown are estimates of the bid prices for each of the components to furnish and install the equipment.*

*Generally, the low bidder will be selected based on a determination of acceptable qualifications.*

**Environmental and Regulatory Compliance Costs** — Discuss what costs have been included, why they are needed, and how the costs were determined.

***The \$20,000 for the environmental and regulatory compliance costs represents the minimum amount required to be budgeted for this project. Based on discussions with Reclamation, this amount appears to be more than adequate for Reclamation to complete the NEPA and NHPA compliance process. At this time it does not appear that there are issues or concerns that would warrant increases environmental compliance activities.***

**Other Costs** — Discuss other miscellaneous items needed for the project.

[Note: Contingency expenses are only valid for construction. However, they must be justified and any in excess of 10 percent will not be considered. Use of contingency funds may require prior approval.]

**Indirect Costs** — Discuss whether you have a Federally-approved Indirect Cost Rate Agreement or the basis for determination of any proposed indirect rate that has not been previously approved by the Federal Government. Include a copy of the approved Indirect Rate Agreement.

***The District has a Federally-approved indirect cost agreement rate of 15%. This amount is to be applied to wages, salaries, and fringe benefits. This is a separate line item in the budget.***