**Attachment 13**

**Budget Spreadsheet and Narrative Preparation Guidelines**

1. **Introduction**

Following are instructions for completing the required budget worksheet and budget narrative **for each proposed ECAP site**. These guidelines are provided to assist in the development of each site’s overall ECAP budget [**use one TEMPLATE 2 - DOE RFP 2017-5 Budget Spreadsheet for each site**] and a detailed budget narrative. The budget narrative should be attached as a separate document to link the proposed funding of $7,100.00 per seat with explanation of each specific element of the proposed budget.

1. **Budget Worksheets**

The budget worksheet template is an Excel workbook consisting of four tabs:

* Personnel & Fringe Detail
* Budget Details
* Budget Summary
* SAMPLE Personnel & Fringe Detail

1. **Personnel & Fringe Detail Tab**

The “Personnel & Fringe Detail” tab collects specific details for each position covered by the proposal. To complete this worksheet the following fields are required for each position:

* **Position** – Enter the Title of the position, and if known, the name of the staff member occupying the position.
* **Base Annual Salary** – Enter the position’s base annual salary.
* **% of Time on Project** – Enter the percentage of time budgeted for this project.
* **Monthly Salary Cost** – Do not enter data in this field; the total will automatically calculate based on data entered in columns B & C.
* **# of Months** – Enter the total months of salary budgeted for this project.
* **Total Salaries** – Do not enter data in this field; the total will automatically calculate based on data entered in columns B-E.
* **Fringe Rate** – Enter the percentage used to calculate the fringe benefit costs.
* **Monthly Fringe Cost** - Do not enter data in this field; the total will automatically calculate based on data entered in columns B-G.
* **Total Fringe** – Do not enter data in this field; the total will automatically calculate based on data entered in columns B-G.
* **Total Salaries & Fringe** – Do not enter data in this field; the total will automatically calculate based on data entered in columns B-G.

1. **Budget Details Tab**

The “Budget Details” tab collects the projected monthly expenses included in the proposal. Best judgment should be used when projecting anticipated expenses.

* **Header Details**
  + **Program Name –** Enter the legal name of your organization.
  + **Address of Proposed ECAP Site –** Enter the address of the proposed ECAP site here.
  + ***Budget Period*** *– This has been filled out to reflect the start and end dates of the contract period of DOE RFP 2017-5 (July 1, 2017 – June 30, 2020).*
* **Personnel**
  + **Salaries –** Do not enter data in these fields; the monthly costs and total costs will automatically calculate based on data entered on the “Personnel & Fringe Detail” tab.
  + **Fringe Benefits –** Do not enter data in these fields; the monthly costs and total costs will automatically calculate based on data entered on the “Personnel & Fringe Detail” tab.
* **Travel**
  + For each of the subcategories, enter the following:
    - **Monthly Costs –** Enter the projected monthly costs in column B
    - **# of Months –** Enter the total months of travel budgeted for this project in column C.
    - **Total Contract Cost –** Do not enter data in these fields; the total costs will automatically calculate based on data entered in columns B & C.
  + If no amount is being requested for a particular line, you may leave it blank.
  + If amounts are requested for “Other Travel” you must provide additional details in the budget narrative justifying the requested amount.
* **Program/Operating**
  + For each of the subcategories, enter the following:
    - **Monthly Costs –** Enter the projected monthly costs in column B
    - **# of Months –** Enter the total months of travel budgeted for this project in column C.
    - **Total Contract Cost –** Do not enter data in these fields; the total costs will automatically calculate based on data entered in columns B & C.
  + If no amount is being requested for a particular line, you may leave it blank.
  + If amounts are requested for “Other Program/Operating” you must provide additional details in the budget narrative justifying the requested amount.
* **Equipment**
  + For each of the subcategories, enter the following:
    - **Monthly Costs –** Enter the projected monthly costs in column B
    - **# of Months –** Enter the total months of travel budgeted for this project in column C.
    - **Total Contract Cost –** Do not enter data in these fields; the total costs will automatically calculate based on data entered in columns B & C.
  + If no amount is being requested for a particular line, you may leave it blank.
  + If amounts are requested for “Other Equipment” you must provide additional details in the budget narrative justifying the requested amount.

1. **Budget Summary Tab**

The “Budget Summary” tab summarizes the data entered on the “Personnel & Fringe Detail” tab and the “Budget Details” tab to provide a high-level view of the funding categories and requested amounts. No data entry is required on this tab.

1. **SAMPLE Personnel & Fringe Detail Tab**

The “SAMPLE Personnel & Fringe Detail” tab provides a completed sample worksheet for your reference.

1. **Budget Narrative**

Attach a budget narrative as a separate document in which detailed information is provided in a narrative format for each proposed line item. The narrative should clearly link ECAP funding with the specific elements of the project proposal.

Listed within each category below is a description of the information required for the budget narrative.

1. **Personnel**

In addition to the information required on the “Personnel & Fringe Detail” tab, include a detailed description of the activities and the percentage of time each position will be allocated to the project. Indicate whether the position is part-time or full-time and its total number of hours.

***Examples:***

* **Project Director (100%) – full-time, 40 hours per week**

The Project Director is responsible for planning, organizing and directing the implementation and operations of this project. Specific responsibilities include directing staff, orientation, training, counseling, evaluation and discipline in accordance with organization standards. Directs the implementation and operations, distributes work, directs and personally handles public relations, estimates costs of programs, develops the budget, oversees and negotiates contracts with subcontractors, monitors and assesses project performance and performs other related duties. The Project Director directly supervises the Program Manager, two Researchers, and one Administrative Assistant.

* **Administrative Assistant (50%) – part-time, 20 hours per week**

The Administrative Assistant (AA) will support the Project Director and other project staff. The AA is responsible for scheduling project meetings, preparing meeting materials, and scheduling training sessions.

Please note that the description of responsibilities should be directly related to specific program objectives.

If Fringe Benefits are included in the budget request, please indicate what benefits are provided and how the fringe rate is calculated. If different rates are used for different individuals, please provide an explanation. If the fringe benefit rate exceeds 35%, please provide a complete list of the benefits and percentages for each that are included in the budget.

1. **Travel**

Provide a narrative justification describing the travel staff members will perform. When possible, list destination locations, number of trips planned, who will be making the trip and approximate dates (if known). If mileage it to be paid, provide the number of miles and cost per mile.

***Examples:***

* The Project Director will be required to travel to a national conference in Washington, D.C. in December 20XX. Cost estimates for this trip were determined based on the factors known at the time of this submission:
  + Transportation – Amtrak – $156 round trip (estimate based on currently published fares)
  + Lodging - $750 for 3 night stay (estimate based on currently published hotel rates and GSA allowances)
  + Meals & Incidentals - $245 for 4 days of travel (estimate based on current GSA allowances)

For any amounts budgeted under the “Other Travel” subcategory, please provide detailed information describing how these funds will be used and how the amounts were calculated.

1. **Program/Operating**

Provide a narrative justification describing the amounts requested in each subcategory. The projected expenditures should be listed separately along with a description of how the estimates for each were determined.

***Examples:***

* Cell Phones – We will provide cell phones to the Project Director and Program Manager. We estimate this will cost a total of $60/month for both lines resulting in a total cost of $720 over the course of the contract.
* Meeting Expenses – We will host 4 planning meetings per year. This will require renting a meeting room ($150/meeting), renting audiovisual equipment ($50/meeting), and producing handout materials ($50/meeting). Total cost of one meeting is estimated to be $250 for a total cost of $1,000 over the course of the contract.
* Office Supplies – General office supplies (pens, pencils, paper, tape, etc.) will be required to support ongoing program activities. We estimate the costs to be $50/month for a total cost of $600 over the course of the contract.
* Professional Development – Staff will attend at least one professional development event each year. Based on past costs, we estimate registration fees will average $250/event. There will be four staff attending each year resulting in a total cost of $1,000 over the course of the contract.

For any amounts budgeted under the “Other Program/Operating” subcategory, please provide detailed information describing how these funds will be used and how the amounts were calculated.

1. **Equipment**

Provide a narrative justification describing the amounts requested in each subcategory. The projected expenditures should be listed separately along with a description of how the estimates for each were determined.

***Examples:***

* Computers – We will need to purchase a laptop for the Field Agent which has been estimated to cost $1,200. The laptop will enable the Field Agent to enter relevant data directly into the tracking software while completing fieldwork. Without a laptop, Field Agent would have to manually record data on paper and then transfer the data to the computer once in the office, which creates extra work, more room for errors, and increases the potential of lost/missing records.
* Printers/Copiers/Faxes – We will need to purchase a mobile printer for the Field Agent which has been estimated to cost $350. The mobile printer will allow the Field Agent to print summary reports which can be provided to the clients on the spot. This will eliminate the need to mail a hard copy of the reports at a later time.

For any amounts budgeted under the “Other Equipment” subcategory, please provide detailed information describing how these funds will be used and how the amounts were calculated.

1. **Glossary**

Budget narrative

Budget worksheets

Contract period

Equipment\*\*

Personnel\*\*

Program/Operating\*\*

Travel\*\*

\*\*includes subcategories

**Budget narrative**

The budget narrative is where detailed information is provided in a narrative format for each line item identified on the budget worksheets. It includes an explanation of how budgeted figures were derived.

**Budget worksheets**

The budget worksheets consist of an Excel workbook with four tabs: “Personnel & Fringe Detail,” “Budget Details,” “Budget Summary,” and “SAMPLE Personnel & Fringe Detail.” These worksheets are where the requested budget amounts are provided.

**Equipment**

Tangible, non-expendable property having a useful life of more than one year. Equipment may be purchased or leased and must be directly related to the project.

\*\*The Equipment sub-categories are as follows:

* **Computers**

Includes desktop or laptop computers, tablets, and other handheld computing devices.

* **Printers/Copiers/Faxes**

Includes desktop and network printers, copiers, multi-function copiers, and fax machines.

* **Other Equipment**

Any other office equipment that is non-expendable and has a useful life of more than one year and does not fall under one of the other subcategories listed above.

**Personnel**

This category includes the salaries and fringe benefits associated with the personnel required to perform the project. Costs identified under Personnel are only for project staff employed by the contractor.

\*\*The Personnel sub-categories are as follows:

* **Salaries**

Annual salary costs attributable to staff working directly on, or in support of, the project.

* **Fringe Benefits**

Include all federal, state and local taxes as well as health insurance, and other benefits provided to employees.

**Program/Operating**

This category includes non-personnel project-related costs.

\*\*The Program/Operating sub-categories are as follows:

* **Advertising/Marketing**

Costs associated with increasing awareness and impact. Includes costs such as developing and printing brochures, newsletters, press kits, broadcast content and policy briefs. Also includes developing web content and social media strategies.

* **Cell Phone(s)**

Cell phones provided to project staff. Includes initial cost of equipment (if any) and any ongoing monthly service plans.

* **Food**

Costs associated with providing meals/refreshments at meetings, training events, conferences, community forums. (\*\*This is separate from meal expenses associated with Travel.)

* **Internet Service**

Fees associated with obtaining internet service (i.e., dial up, cable, DSL, etc.). Includes rental costs of any equipment (i.e., modem) and ongoing monthly service plans.

* **Office Space**

Space costs required as a result of the project. Includes the prorated costs of the occupied space or the actual costs of the additional space requirements.

* **Office Supplies**

Includes general office supplies (pens, pencils, paper, tape, file folders, binders, etc.) used by staff members to carry out daily activities of the program.

* **Postage/Freight**

Postage or express delivery (UPS, FedEx) costs for mailing materials/correspondence associated with the project.

* **Printing/Copy Services**

Printing/copying of miscellaneous documents (i.e., annual reports, general correspondence, manuals, etc.). (Do not include printing costs associated with “Advertising/Marketing” activities.)

* **Professional Development**

Fees associated with attending professional development activities such as training and conferences. This would include registration fees, but would not include any travel expenses. Travel expenses associated with Professional Development should be included in the Travel budget.

* **Professional Services**

Fees or honoraria paid to individuals for a specific service provided based on an agreed per diem rate or on a fixed price. Some examples are consultants, technical assistance, speaking engagements, or service on an advisory committee or board.

* **Software**

Cost of commercially available software or customized software packages required in the administration of the project.

* **Telephone Services**

Cost of local and long-distance telephone services.

* **Training Supplies**

Cost of supplies or materials purchased to conduct training.

* **Other Program/Operating**

Any other program or operating cost that does not fall under one of the other subcategories listed above.

**Travel**

This category includes travel by project staff directly related to the project. Includes costs such as travel to meetings, travel to perform interviews or surveys, travel to professional development activities and/or conferences.

\*\*The Travel sub-categories are as follows:

* **Lodging**

Cost of hotel/motel/inn including base rate and applicable taxes and fees.

* **Meals**

Cost of meals including taxes and tips.

* **Mileage**

Cost of mileage for using personal vehicle for business purposes.

* **Transportation**

Cost of other means of transportation including air, rail, subway, taxis, shuttles, and rental cars.

* **Other Travel**

Any other travel cost that does not fall under one of the other subcategories list above.