

Building a Budget Q&A

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11:00am Eastern

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RESTORE
AMERICA'S
ESTUARIES

Things to know

Federal Money=Federal Procurement Requirements

If awarded, federal regulations will flow down to subrecipient

We are here to help!

- EPA Trainings
- RAE Staff

Questions and Answers



Top Ten Budget Fixes

- Travel
- Supplies vs Equipment
- MTDC
- Details
- Contract Amounts
- Subaward vs Contract
- Is it reasonable?
- Printing
- Rentals
- Food



Travel

- Only travel for staff of the organization should be listed in the Travel category
- Travel can include mileage (federal mileage rate is 65.5 cents per mile), per diem, lodging, airfare, and conference registrations.
- Travel for contractors should be included in the contracted amount
- Travel for partners should be included in their subaward amount

Supplies vs. Equipment

- Equipment is very specific-only an item with a purchase cost of \$5000 or more (per item) is considered equipment
- Equipment is also excluded from the Modified Total Direct Cost (MTDC)
- Equipment will also need to go through an exit process with EPA at the end of the grant (usually you can keep it)
- Supplies include pretty much anything else you might need for the project with per item costs of under \$5000

Modified Total Direct Costs (MTDC)

- This can be confusing!
- Only applies if you are charging Indirect as part of the award amount
- MTDC is the final amount you can charge Indirect on
- It includes everything BUT Equipment, the amount of any subawards over \$25,000, participant supports costs like stipends or tuition
 - If you are unsure, ask!
- If you are selected, we will work with you to make sure this amount is correct

Details

- We need to know how you came up with the totals you are asking for
- In the budget template:
 - Include details on staff, number of hours and rate
 - Include number and type of items to be purchased
 - Include a note on how you reached contractual amounts (based on previous work, based on estimates)
- If you are invited for a Full Proposal, you will be writing a budget narrative where we want you to elaborate even more!


Contract Amounts

- Include all of the anticipated work planned for each contract in one line
- Don't break out each line item of work to try to stay under procurement thresholds... 😊
- Don't just guess! Get at least one estimate or base amounts on similar projects
 - You want your budget to be as accurate as possible if you go into the Full Proposal. Things change, but they shouldn't change drastically.
- If you think you will need a Quality Assurance Project Plan, write in a contract for it (or include it in a larger contract if appropriate)

Contract Vs. a Subaward

- A Contract is with a for-profit entity that offers the same services to the public
 - Contracts fall under federal procurement regulations
- A Subaward goes to a partner, usually an organization that doesn't offer services to the public for profit
- When in doubt, ask!
- Don't try to call something a Subaward if it's really a Contract just to skip procurement requirements or increase your Indirect... 😊

Is it
reasonable?

- We will be looking at each item in the budget and determining if it's reasonable based on our knowledge of similar work being done
 - Again, don't guess if you don't know. Ask for advice or get an estimate
 - If you can justify it, great! Include those details as best you can in the LOI budget template
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Printing

- Who knows why, but printing should go in Other, not in Supplies



Rentals

- If you are renting equipment or meeting space, it should be listed in Other.



Food

- If you are planning on purchasing food that isn't for travel, it needs to be listed in the budget now
 - Food served at conferences, meetings (not staff meetings), training workshops, outreach activities
 - NO alcohol can be purchased with federal funds, or served at an event where federal funds are being used to rent the facility

Resources

- <https://www.epa.gov/grants/best-practice-guide-procuring-services-supplies-and-equipment-under-epa-assistance>
- <https://www.epa.gov/grants/how-develop-budget>
- Sara Smith, ssmith@estuaries.org