**Budget Justification Template and Budget Summary**

This budget justification template is intended to guide applicants as they provide CT DEEP a breakdown of the costs associated with your Track 1 or Track 2 application. Include total category costs next to each category header. These values will be used when submitting the project budget summary. Applicants are permitted to use alternative budget tools to the spreadsheet template provided, however, the budget summary with all categories costs and a completed copy of this budget justification form must be included with your application.

Italicized text is informational only. Please delete it before you submit your application. The plain text is a mock-budget justification for the mock-budget summary below to further aid applicants in building a budget and justification. Applicants should use values and descriptions that fit their application. This justification narrative is illustrative only.

**DEEP Climate Resilience Fund Budget**

**Budget Summary**

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| --- | --- |
| Salaries \* | $47,657.00 |
| Fringe | $23,829.00 |
| **Total Salary & Fringe** | **$71,486.00** |
| **Travel** | **$4,000.00** |
| **Participant Support Costs** | **$7,500.00** |
| Subawards | $100,000.00 |
| Contractual Services | $25,000.00 |
| Materials and Supplies | $4,000.00 |
| **Total Other Direct** | **$129,000.00** |
| **Indirect** | **$7,949.00** |
| **Total Budgets:** | **$219,935.00** |

**Budget Justification**

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| **Direct Costs: $211,986** | **Indirect Costs: $7,949** | **Total Request: $219,935** |

**Personnel . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . $47,657**

*This section will include the name (if applicable), position, and responsibilities of each individual budgeted to the plan or project and how the work of each position will support the project purpose and goals. This narrative must also detail the time contribution each of position to the project over Years 1 and 2, total project salary, and any applicable annal salary escalation. Indicate whether each position is currently or expected to be hired.*

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| **Name:** J. Smith |
| **Position Title:** Project Manager |
| **Hired:** Yes |
| **Personnel Total Project Salary:** $28,594 |
| **Months of Contribution:** 3 months in Year 1; 1.5 months in Year 2 |
| **Effort:** 25% |
| **Position Responsibilities:** Project oversight, facilitate DEEP Climate Resilience Fund subaward partnerships and contracts, manage invoicing, and timeline management |
| **Annual Salary escalation:** 5% |

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| --- |
| **Name:** TBD |
| **Position Title:** Project Assistant |
| **Hired:** No |
| **Personnel Total Project Salary:** $19,063 |
| **Months of Contribution:** 3 months in Year 1; 1.5 months in Year 2 |
| **Effort:** 25% |
| **Position Responsibilities:** Administrative support to the Project Manager, edit outreach materials, manage communication with DEEP Climate Resilience Fund subaward partnerships and contracts, and assist in grant writing |
| **Annual Salary Escalation:** 5% |

**Fringe Benefits. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . $23,829**

*Provide here all personnel names (if applicable), positions, and total fringe benefit amount for Year 1 and Year 2. Fringe benefit rates may differ across positions.*

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| --- |
| **Name:** J. Smith |
| **Position Title:** Project Manager |
| **Total Fringe Benefit Amount:** $14,297 |

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| --- |
| **Name:** TBD |
| **Position Title:** Project Assistant |
| **Total Fringe Benefit Amount:** $9,532 |

**Travel . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . $4,000**

*Include here a topline estimate of travel-related expenses for the project team. Include, planned travel destinations and purpose (i.e., community meetings, conferences, site visits, etc. in [Town X]). If attending a conference, please include the conference name. For all planned travel you must describe how it is intended to benefit the purpose and goals of the project. As a reminder, all actual travel costs are by reimbursement only.*

We request $2000 for Year 1 and 2 each ($4000 total). It is anticipated that the Project Manager and Project Assistant will travel for an initial visit to the expected site of the climate resilience project. The project team also expects to host up to three in-person community engagement workshops yearly (6 total in Years 1 and 2), where the team will travel to the [Town X] community library. The Project Manager intends to attend [Organization Y’s] statewide climate resilience conference at the end of Year 1, where they will gain education on equitable community resilience and capacity building strategies that will be help the project team understand how their current activities may be improved to better meet the needs of and achieve the most equitable outcomes for the project community.

**Participant Support Costs . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . $7,500**

*This section details all costs associated with supporting individuals and facilitating inclusive project participation (i.e., gift cards, food at meetings, childcare, facility rental, stipends, travel assistance, meeting translational services, etc.). For all expected participant support costs, include how the service or item will improve community engagement and ultimately benefit the purpose and goals of the project.*

We request participant support costs of $5000 in Year 1 and $2500 in Year 2 ($7,500 total). We will work in partnership with our subaward community organization to conduct a series of approximately 3 workshops. In order to facilitate a high level of community participation, funds will be used to provide the following to workshop participants: food during the meeting and on-site childcare. We expect to have approximately 50 members of the public participate in each workshop at a cost of approximately $50 per person, per workshop ($2500 per workshop x 3). Workshops are anticipated to be ½ day in duration and include a light breakfast, lunch, or dinner depending on time of day. There are no facility rental fees for the workshops.

See subaward to the community organization for their costs associated with the workshops, including community liaisons and stipends.

**Other Direct Costs . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . $129,000**

*Include here all other direct costs related to project activities (i.e., subawards to partner organizations, contractual services agreements, publication costs, materials and supplies, printed translational services, etc.). Quantity and costs are not required but must include the name of each item or service and describe how it supports project purpose and goals. Any subawardee partner organizations on the project must complete a separate topline budget proposal and budget justification accounting for the subawarded amount.*

**Subaward . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . $100,000**

*Subawardees are partner organizations and community groups identified by the project team to assist in various project activities. Applicants are assumed and highly encouraged to have identified subawardees prior to* *submitting an application to DEEP. Provide a brief explanation of scope of services and total budget for subaward and how the subawardee’s services will benefit the goals and purpose of the project.* ***Applicant must include a complete budget and budget justification for each subaward.***

We request $100,000 to partner with [X community organization] across Years 1 and 2. A budget justification for these funds is attached separately. This organization will use its understanding of the community to help facilitate an inclusive and engaging public feedback process that will ensure community voices and concerns are adequately represented and addressed in every step of the project. This organization will play a vital role in facilitating community workshops and supporting the community vulnerability assessment, using their knowledge of the community and trusted status within it to identify local leaders and historically underrepresented groups.

**Contractual Services** **. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . $25,000**

*Applicants may choose to pursue contractual services to consult on various aspects of their project planning and development. Applicants are assumed to have identified project activities and services they plan to seek contractual services to assist in prior to submitting an application to DEEP. Provide an explanation of the general expected scope of services and budget estimate and how the contractual services will benefit the goals and purpose of the project. It is assumed that applicants will proceed with procurement of contractual services once they have been awarded the grant, and no additional budget justifications are required.*

We request $25,000 to contract an undetermined consulting group to assist in grant writing, proposing evidence-based community engagement strategies and workshop design, and conducting the community vulnerability assessment in collaboration with [X community organization]. We expect to contract these services early in the project, so $25,000 is only estimated in the budget for Year 1.

**Materials and Supplies . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . $4,000**

*Include in this section the direct costs of materials, services, and equipment required to conduct project activities and building the project team’s capacity necessary for the project’s success (i.e., outreach material printing and shipping costs, written translation services, laptops for hired personnel, etc.). The quantity and individual costs of items or services is not required, but please provide the name of the requests item or service and how it will benefit project goals and purpose.*

We request $1,000 in Year 1 and Year 2 ($2,000 total) to design, publish, and distribute outreach materials related to the resilience project. These will include factsheets about the climate impacts effecting the project area, solicitations for feedback and participation in the resilience project, and summary fliers detailing the final product of the community’s resilience project and how it benefits the community. These materials will be distributed via USPS to all households within the scope of the project area.

We request an additional $1,000 for translation services in both Years 1 and 2 each ($2,000 total) to translate English language program outreach materials to Spanish. We anticipate initial materials will be developed in Year 1 and updates of a similar scope will be needed in Year 2.

**Indirect Costs . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . $20,449**

*Indirect Costs are incurred for a common purpose, benefiting more than one objective project, or program, and cannot be easily assignable to the outcome, project or program specifically attaining the related benefits. Applicants/subawardees should first use any previously negotiated Indirect Cost Rate with the State of Connecticut. The budget justification should include a reference for the Indirect Cost Rate used.*

*Applicant/subawardees that do not have a rate negotiated with the state, but do have an approved federally recognized and valid Negotiated Indirect Cost Rate (or Recovery) Agreement (NICRA) from their cognizant agency can charge indirect costs to projects based on their negotiated indirect cost rate and modified total direct cost (MTDC) base, both as listed in their NICRA.*

*An approved and valid NICRA is one in which the rate has been authorized by a cognizant agency and the effective period has not expired. Valid provisional, final or fixed NICRAs will be accepted. Applicants/subrecipients must provide a copy of their approved and valid NICRA with their application in order for indirect cost reimbursements to be considered.*

*The federal government has determined that a de minimis 10% indirect rate is an acceptable minimum for organizations without a NICRA, as such CT DEEP reserves the right to scrutinize ALL proposals with indirect rates above 10% for cost-effectiveness. If you are using the 10% indirect rate, your Indirect Cost Base (MTDC) [the value against which the 10% is calculated] should be the total of your salary, fringe, travel, and materials and supplies. Multiply this total by 10% to get your indirect costs. DO NOT include participant support costs, subwards, or contractual services in your Indirect Cost Base (MTDC). Note the example in this budget justification uses this methodology.*

*If you are including indirect costs in your budget request that are above 10% and you do NOT have NICRA or previously negotiated indirect cost rate with the State of Connecticut, please provide a narrative description identifying what the indirect request will be supporting (e.g., CEO salary, rent for organization space, etc.). Indirect cost narratives should include a statement of whether the applicant has ever had a NICRA. If the applicant has a NICRA, it shall include supporting documentation. Budgets without narrative descriptions for indirect costs may be rejected and/or returned to the applicant for further details and clarification.*

The project team does not have a previously negotiated indirect rate with the state of Connecticut or a NICRA and is therefore using the federally de minimus 10% indirect rate ($5,088 in Year 1 and $2,861 in Year 2).