SOUTHERN EXTENSION RISK MANAGEMENT EDUCATION

WESTERN EXTENSION RISK MANAGEMENT EDUCATION

Budget and Budget Narrative Overview 2024-2027 Farm Loan Program: Technical Assistance Provider Network (TAPN)

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U.S. DEPARTMENT OF AGRICULTURE

Overview

- Estimated Period of Performance
- Submission and Award Timeline
- Budget Categories
- Allowable Expenses
- Unallowable Expenses

Farm Loan Program: Technical Assistance Provider Network (TAPN)

Estimated Period of Performance: November 1, 2024-October 31, 2027

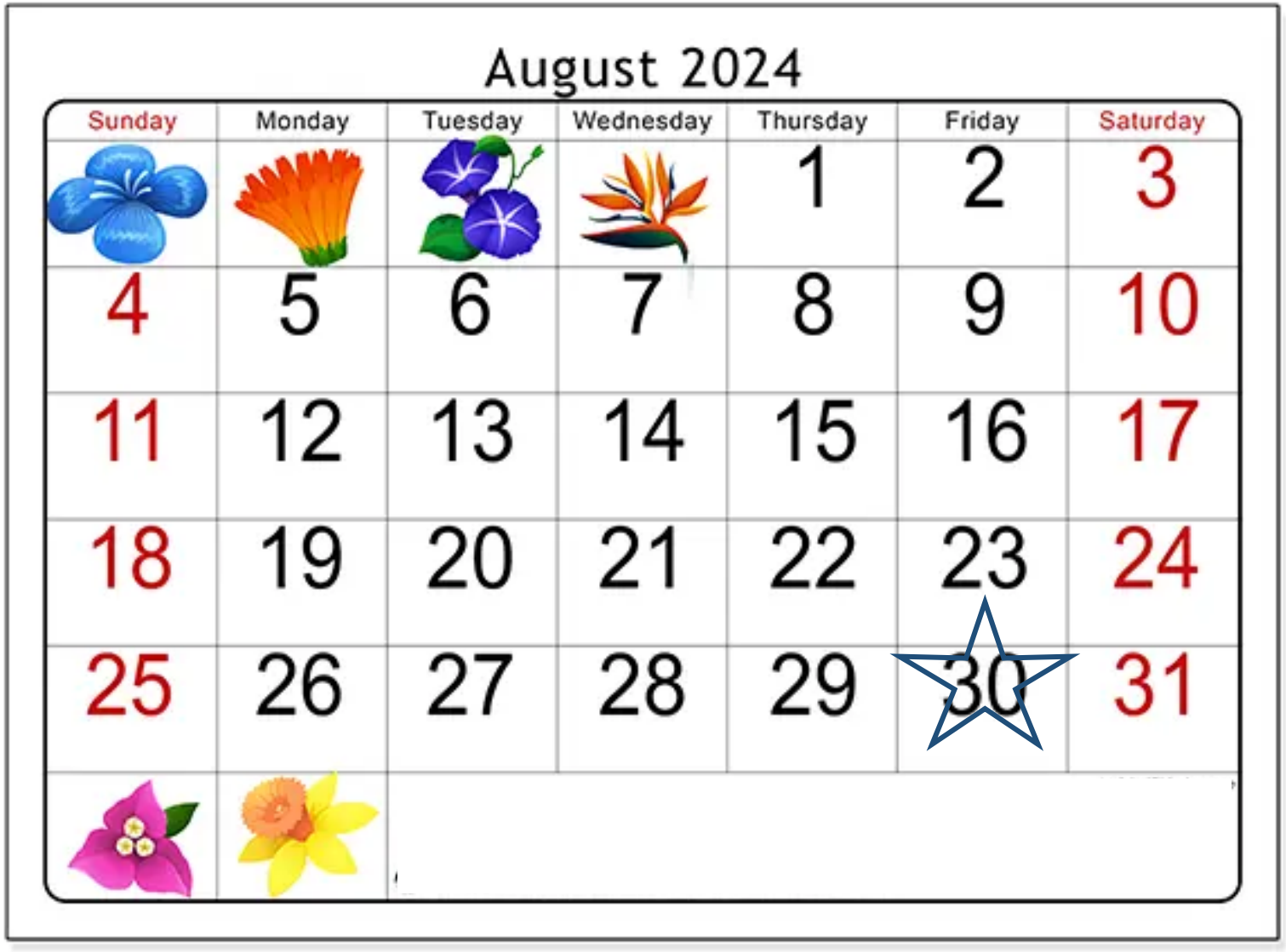
Maximum Award: $400,000

Farm Loan Program: TAPN Submission & Award Timeline

Proposal Submissions Due
Friday, August 30, 2024
5pm CST or 5pm PDT

Award Decisions Announced
October 11, 2024

Project Period
November 1, 2024 to October 31, 2027



Budget
Sections A&B

Salaries

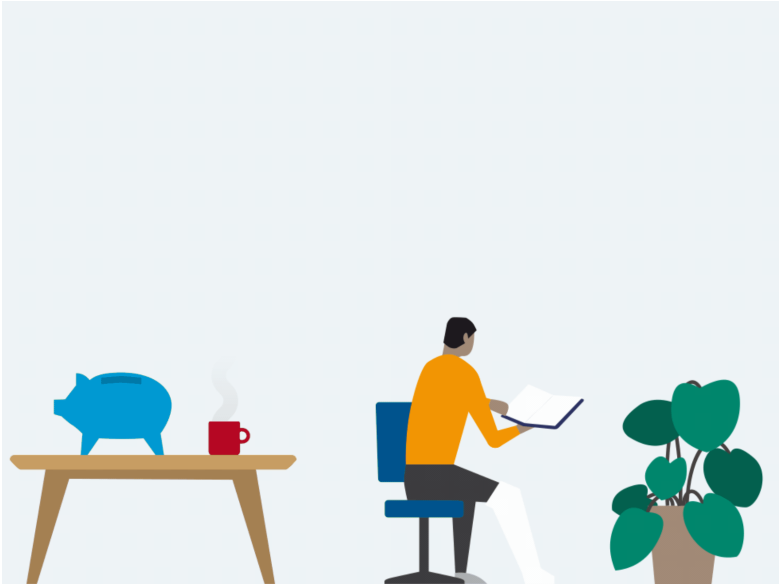
- **Base Salary** (all senior/key/other)
  - Number of Work Months Paid from Grant
  - Calendar or academic/summer year
- **Rate of Pay** (Executive Level IV)- maximum pay is $88.00/hour or $183,500/year
  - This rate does not include any fringe benefits or overhead expenses.
  - Only persons employed by the recipient organization should be listed in this category.

Salaries: Administrative Staff

•The salaries of administrative and clerical staff should normally be treated as indirect (F&A) costs.

•Direct charging of administrative and clerical staff may be appropriate only if all of the following conditions are met:

1) Administrative or clerical services are integral to a project or activity;
2) Individuals involved can be specifically identified with the project or activity;
3) These costs are explicitly included in the budget or have the prior written approval of SRMEC; and
4) The costs are not also recovered as indirect costs.



Salaries: Student Workers

- Students **can** be paid an hourly wage
- Students **can not** be paid for an assistantship
- This grant **can not** be used to pay a student's tuition.

Salaries: Fringe Benefits

Show the total of allowable fringe benefits in the budget narrative.

Budget Section C: Equipment

Equipment

- The purchase of equipment is not allowed under the program.
- Equipment is defined as an item:
  - equal to or in excess of $5,000
  - and having a useful life of more than one year.

Budget Section D: Travel

Travel

- Use the GSA Domestic Per Diem Rate Schedule
  - Travel and subsistence should be in accordance with organizational policy.
  - Allowances for airfare should not exceed round trip **economy** air accommodations.

Travel, cont.

- Provide the following information when you estimate travel cost:
  - Destination
  - Purpose
  - Number of Travelers
  - Estimated Cost Per Trip

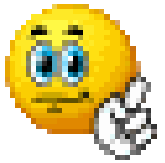
Budget Section E: Other Direct Costs (ODC)

ODC: Materials and Supplies

- List project specific estimated costs of materials and supplies, along with an explanation of the costs.
- Materials and Supplies includes:
  - Printing of program materials
  - Software
  - Educational Supplies
  - Field Supplies
  - Office Supplies

ODC: Publication Costs

- Not Allowed under this program
- Publication Costs includes:
  - Costs related to the publishing of articles in scientific or technical journals



ODC: Consultants

ODC: Consultants

- A consultant is someone who renders expert advice in his/her field.
- The consultant should not be affiliated with the performing organization.

The budget narrative should include:

- Consultant's name
- His/her organization
- A breakdown of the amount being charged to the project
  - Including number of days of service, rate of pay per hour, travel, per diem, etc.

ODC: Consultants

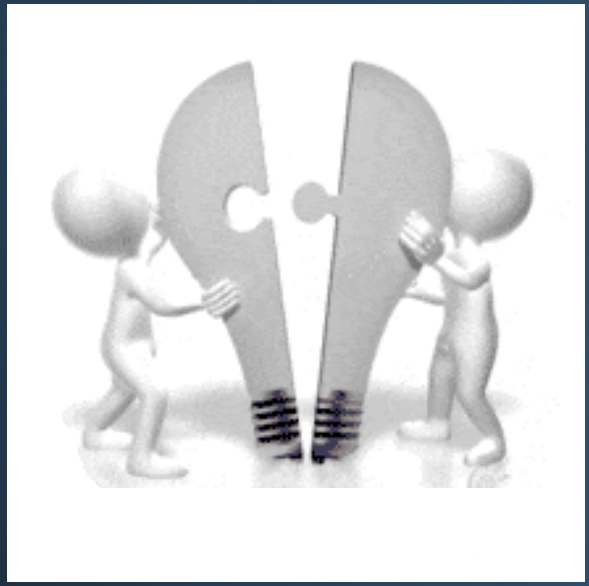
Each consultant must provide 2 documents that should be combined into a complete document and uploaded as a PDF in the Project Team or Project Collaborators section of the application:

1. A Signed Letter of Commitment

Scope of Work

- Rate of Pay
- # of hours to be paid
- Travel, etc.

2. Abbreviated Resume or Vita no more than 2 pages in length



ODC: Computer Services

- Computer Services **are not** allowed under the program
- Charges for Internet access may be included in this category.

ODC:
Sub-Awards/Consortium/Contractual Costs

Sub-awards are allowed

Sub-awards must not exceed 49% of the total funds awarded.

ODC: Sub-Awards/Consortium/Contractual Costs, Cont.

- When a portion of the work proposed will be performed by outside sources, include the following in your online submission:
    1. Letter of Commitment signed by the authorizing representative that also includes a clear Scope of Work outlining their portion of the work to be completed,
    2. Separate Budget for their portion of the funding, and
    3. A detailed Budget Narrative supporting their portion of the budget.

- These documents should be combined into a complete document and uploaded as a PDF in the Project Team or Project Collaborators section of the application.

ODC: Facility Rentals

For Facility Rental, the rental must be located off-site from the organization's main campus.

Provide the following details in the budget narrative:

- Normal monthly rental charge and
- How the rent is pro-rated for the project.

ODC: Conferences/Meetings

Conferences/Meetings costs should be detailed in the budget narrative with the following information:

- Rental charge for facilities
- Rental charge of equipment for the meeting
- Guest Speaker/Trainer Fees
- Honorarium Fees
- Travel at per diem for participants and speakers
- Group snacks dependent upon approval from SRMEC

ODC: Equipment Rental

For Equipment Rental provide the following in the budget narrative:

- The type of equipment to be rented;
- The purpose on the project;
- The length of time needed; and,
- The rental rate

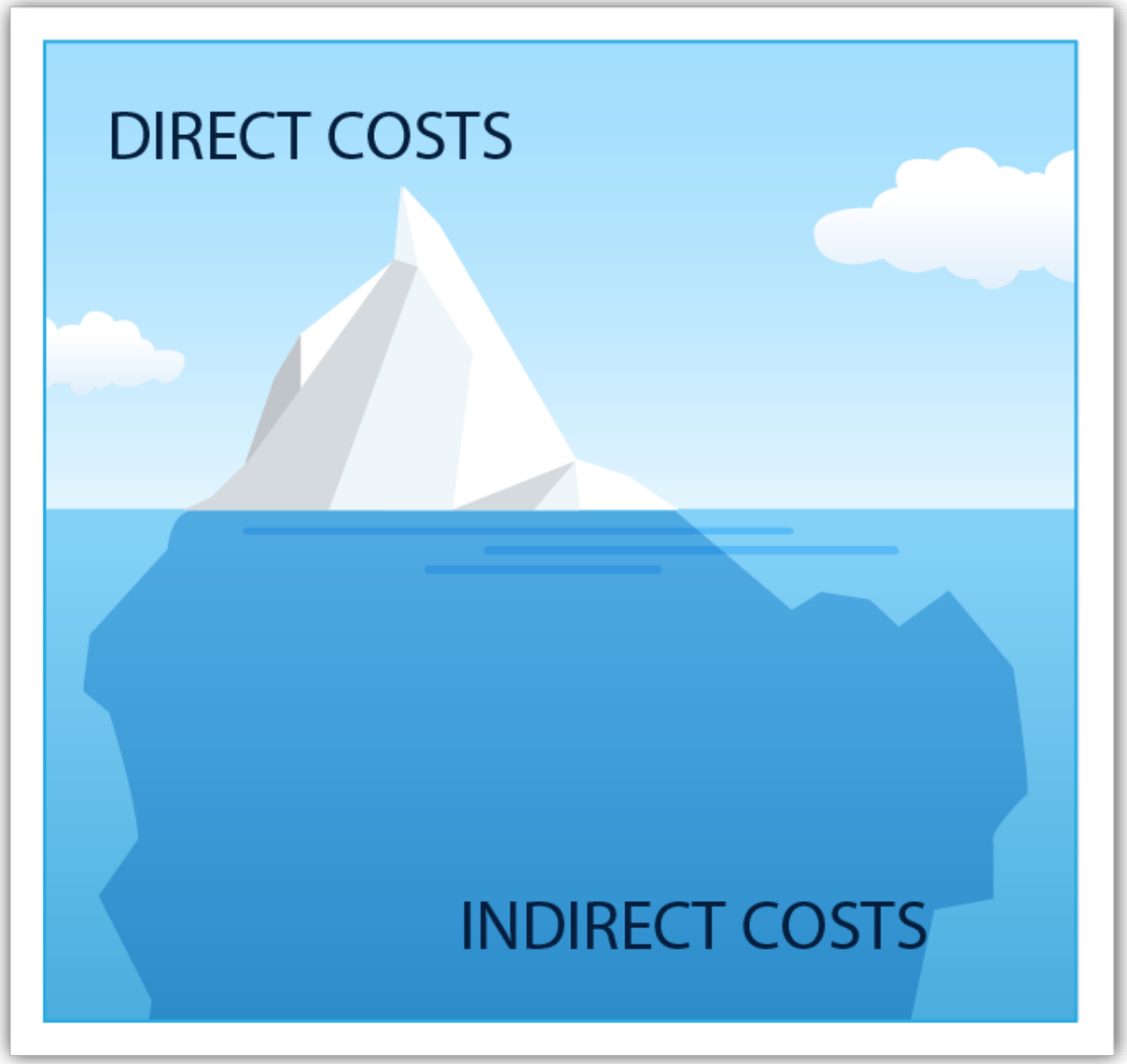
Other Direct Costs, cont.

- **Speaker/Trainer Fees**
  - Speakers should include the fee and a description of the services they are providing
- **Honorariums Fees**
  - Provide information regarding the honorarium amount (rate of pay)
  - A brief statement regarding what the person is doing to earn the honorarium.

Other Direct Costs

- Communications (mailings, postage, express mail, faxes, and telephone long distance charges)
- Photocopying of materials associated with the program
- Service/Maintenance Contracts
  - Provide details of the type of equipment and the amount of the service contract to be paid from Federal funds.

Budget Section H: Indirect Costs

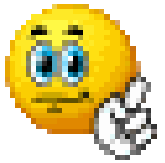


Indirect costs

- Indirect costs may not exceed the lesser of the institution's official federally negotiated indirect cost rate or 30% of the total Federal funds awarded.
  - 42.857% of Total Direct Costs
- If the organization does not have a federally negotiated rate an F&A rate of 10% Modified Total Direct Cost (MTDC) will be allowed.
- The budget narrative should identify the percentage rate used when calculating the total indirect costs.

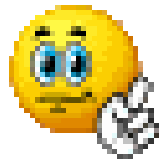
Cost Sharing/Matching

- This program does not allow cost share or matching funds.



Unallowable Costs

- Alcoholic beverages
- Entertainment Costs
- Promotional Items/Giveaways
- Incentives given to entice participation in program
- Rent for grantee owned facilities
- Award Ceremonies
- Receptions
- Application writing costs
- A complete listing of Unallowable costs can be found in the 2 CFR 200.420-475



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