Applicant:

**1. Personnel:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Position Title** | **Hours** | **Hourly****Rate****(HR)** |  **if HR includes Fringe Benefits** | **% of HR that is a fringe benefit** | **Amount of fringe benefit** | **Total Amt** | **Federal Share** | **Non-****Federal Share** |
| a.  |   |   |   |   |   |   |   |   |   |
| b.  |   |   |   |   |   |   |   |   |   |
| c.  |   |   |   |   |   |   |   |   |   |
| d.  |   |   |   |   |   |   |   |   |   |
| e.  |   |   |   |   |   |   |   |   |   |
| f.  |   |   |   |   |   |   |   |   |   |
| g.  |   |   |   |   |   |   |   |   |   |
| h.  |   |   |   |   |   |   |   |   |   |
| i.  |   |   |   |   |   |   |   |   |   |
| j.  |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   | **Sub-total:**  | **$**  | $  | **$**  |

**2. Travel:** *(see GSA rates at the end of this document)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | **Rate** | **Miles/# of days** | **Total Amount** | **Federal Share** | **Non-Federal Share** |
| a. | Mileage |   |   |   |   |  |
|  | 1. Person #1- |   |   |   |   |  |
|  | 2. Person #2- |   |   |   |   |  |
| b. | Per Diem Reimbursements (Breakfast) |   |   |   |   |  |
|  | Per Diem Reimbursements (Lunch) |   |   |   |   |  |
|  | Per Diem Reimbursements (Dinner) |   |   |   |   |  |
| c. | Transportation costs (parking fees, taxi, etc.) |   |   |   |   |  |
| d. | Lodging |   |   |  |   |  |
|  | 1. Weeknight (Sun-Th) |   |  |   |   |  |
|  | 2. Weekend (Fri-Sat only) |   |  |   |   |  |
| e. | Other: |   |   |   |   |  |
| f. | Other: |   |   |   |   |  |
|  |  |  | **Sub-total:**  | $  | $  | $ |

Applicant:

**3. Contractual Services: *(Attach itemized lists or contractor quotes showing the breakdown of materials and labor costs for all proposed work items)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Contractual Services** | **Total Amount** | **State Share** | **Non-State** **Share** |
| a.  | Labor  |   |   |   |
| b.  | Materials |   |   |   |
| c.  |   |   |   |   |
| d.  |   |   |   |   |
| e.  |   |   |   |   |
| f.  |   |   |   |   |
|   | **Sub-total:**  | $  | $  | $  |

**4. Operating: List estimated operating expenses relating to the proposed project.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |   | **# of items** | **Rate per item** | **Flat Rate** | **Amount** | **Federal Share** | **Non-Federal Share** |
| a.  | Photocopying  |   |   |   |   |   |   |
| b.  | Film and Processing  |   |   |   |   |   |   |
| c.  | Maps  |   |   |   |   |   |   |
| d.  | Postage  |   |   |   |   |   |   |
| e.  | Telephone  |   |   |   |   |   |   |
| f.  | Utilities  |   |   |   |   |   |   |
| g.  | Supplies (specify):  |   |   |   |   |   |   |
| h.  | Other (specify):  |   |   |   |   |   |   |
| i.  | Other (specify):  |   |   |   |   |   |   |
|   |   |   |   | **Sub-total:**  | $  | $  | $  |

**5. Other (please specify or attach detailed budget):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |   | **Rate**  | **Amount**  | **Federal Share**  | **Non-Federal Share**  |
| a.  |   |   |   |   |   |
| b.  |   |   |   |   |   |
| c.  |   |   |   |   |   |
| d.  |   |   |   |   |   |
| e.  |   |   |   |   |   |
| f.  |   |   |   |   |   |
| g.  |   |   |   |   |   |
| h.  |   |   |   |   |   |
|   |   | **Sub-total:**  | $  | $  | $  |

**6. Section #1- 5 Subtotals:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   |   | **Amounts** | **Federal Share** | **Non-Federal Share** |
| 1. | Personnel  | $  | $  | $  |
| 2. | Travel | $  | $  | $  |
| 3. | Contractual Services | $  | $  | $  |
| 4. | Operating  | $  | $  | $  |
| 5. | Other  | $  | $  | $  |
|   | **Sub-total:**  | $  | $  | $  |

|  |  |  |  |
| --- | --- | --- | --- |
| **7.**  | **Requested Federal Share Total**  | **Subtotal:**  | **$**  |
| **8.**  | **Required Non-Federal Share**  | **Subtotal:**  | **$**  |
| **9.**  | **Actual Non-Federal Share**  | **Subtotal:**  | **$**  |
| **10.**  | **Proposed Project Costs**  | **Grand Total:**  | **$**  |

\*Budget – [GSA Travel Rates](https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup) (As of 10/01/19; Good through 09/30/2020)

|  |  |  |  |
| --- | --- | --- | --- |
| **GSA Meals and Lodging** | **Clark** | **Washoe** | **Carson City, Douglas, Stateline & Other** |
| Breakfast | $14.00  | $16.00  | $13.00  |
| Lunch | $16.00  | $17.00  | $14.00  |
| Dinner | $26.00  | $28.00  | $23.00  |
| Lodging: Oct. 1 – Sep. 30 |  |  | $96.00  |
| Oct. 1 - Dec. 31 (Clark only) | $102.00 |  |   |
| Jan. 1 - March 31 (Clark only) | $129.00 |  |   |
| April 1 –September 30 (Clark only) | $102.00 |  |  |
| Oct. 1 - June 30 (Washoe) |  | $103.00 |  |
| July 1 – August 31 (Washoe)  |  | $126.00 |  |
| September 1-30 (Washoe) |  | $103.00 |  |
| State convenience: | Contact SHPO |  |  |
| Personal convenience: | Contact SHPO |  |  |
| Incidentals: | $5.00/day | $5.00/day | $5.00/day |

**Requests for Reimbursement must use GSA Travel Rates for 2020**