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 quotes)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Contractual Service** | **Total Amount** | **Federal Share** | **Non-Federal** **Share** |
| a.  |   |   |   |   |
| b.  |   |   |   |   |
| 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:**  | $  | $  | $  |

Applicant:

**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:**  | **$**  |
| **10.**  | **Proposed Project Costs**  | **Grand Total:**  | **$**  |

Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**11. List each component of the actual budget item in the grant.**

(Please provide the exact nature of each source.)

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | **Match Share** |
| **#** | **Budget Item** | **\*Program Area—Choose from Dropdown** | **Cash** | **In-Kind** | **Other** | **Federal Share** | **Total****Amount** |
| 1 |  | Choose an item. |  |  |  |  |  |
| 2 |  | Choose an item. |  |  |  |  |  |
| 3 |  | Choose an item. |  |  |  |  |  |
| 4 |  | Choose an item. |  |  |  |  |  |
| 5 |  | Choose an item. |  |  |  |  |  |
| 6 |  | Choose an item. |  |  |  |  |  |
| 7 |  | Choose an item. |  |  |  |  |  |
| 8 |  | Choose an item. |  |  |  |  |  |
| 9 |  | Choose an item. |  |  |  |  |  |
| 10 |  | Choose an item. |  |  |  |  |  |
| 11 |  | Choose an item. |  |  |  |  |  |
| 12 |  | Choose an item. |  |  |  |  |  |
| 13 |  | Choose an item. |  |  |  |  |  |
| 14 |  | Choose an item. |  |  |  |  |  |
| 15 |  | Choose an item. |  |  |  |  |  |
| 16 |  | Choose an item. |  |  |  |  |  |
| 17 |  | Choose an item. |  |  |  |  |  |
| 18 |  | Choose an item. |  |  |  |  |  |
| 19 |  | Choose an item. |  |  |  |  |  |
| 20 |  | Choose an item. |  |  |  |  |  |
|  |  |  |  |  |  | **\*\*Total** | **$** |

\*Program Areas include: Planning, Survey and Inventory, National Register, Documentation, Pre-Development & Development, and Public Education.icP4\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_rting documentation, if applicableile. Please remember, the National Park Service (NPS) requires l Register Nominations,

**\*\*Note:** The **TOTAL** listed for item #11 must equal item #10 on page #3.

\*Budget – [GSA Travel Rates](http://www.gsa.gov/portal/content/101518) (As of 10/01/2017; Good through 09/30/2018)

|  |  |  |  |
| --- | --- | --- | --- |
| **GSA Meals and Lodging** | **Clark** | **Washoe** | **Carson City, Douglas, Stateline & Other** |
| Breakfast | $15.00  | $15.00  | $11.00  |
| Lunch | $16.00  | $16.00  | $12.00  |
| Dinner | $28.00  | $28.00  | $23.00  |
| Lodging: Oct. 1 – Sep. 30 |  |  | $93.00  |
| Oct. 1 - Dec. 31 (Clark only) | $106.00 |  |   |
| Jan. 1 - March 31 (Clark only) | $134.00 |  |   |
| April 1 - Sept. 30 (Clark only) | $106.00 |  |  |
| Oct. 1 - June 30 (Washoe) |  | $105.00 |  |
| July 1 – Aug. 31 (Washoe)  |  | $135.00 |  |
| September 1-30 (Washoe) |  | $105.00 |  |
| State convenience: | $0.5750  | $0.5750 | $0.5750 |
| Personal convenience: | $0.2875  | $0.2875 | $0.2875 |
| Incidentals: | $5.00/day | $5.00/day | $5.00/day |

**Requests for Reimbursement must use GSA Travel Rates for 2019 (not currently posted)**