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**