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:** | $ | $ | $ |

**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:** | $ | $ | $ |

**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/?action=perdiems_report&state=NV&fiscal_year=2020&zip=&city=) for Federal Fiscal Year 2020

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Clark** | **Washoe** | **Carson City, Douglas, Stateline and Other** |
| Breakfast: | $14.00 | $16.00 | $13.00 |
| Lunch: | $16.00 | $17.00 | $14.00 |
| Dinner: | $26.00 | $28.00 | $23.00 |
| Incidentals | $5.00 | $5.00 | $5.00 |
| **Lodging** |  |  |  |
| See individual Month at GSA [Website](https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup/?action=perdiems_report&state=NV&fiscal_year=2020&zip=&city=) | $102.00-$129.00 | $103.00- $126.00 | $96.00 |
| **Personal Mileage\*\*** |  |  |  |

\*\*The State of Nevada, Department of Administration updates mileage rates at the beginning of every calendar year. Rates are subject to change. Please contact the SHPO for the current rates or if you have any questions or concerns.