

Guidelines for Completing Budget Categories Used With Project Financial Report Form (Attachment B)

The Project Financial Report Form summarizes the project budget into the budget categories below. For approved projects, in addition to being part of the project application, this form is an element of the grant agreement and is submitted with the quarterly and final reports serving as the projects invoice. This form is used to record a summary of all expenditures and matching funds. Guidelines for determining budget categories for project expenses are below.

Personnel: Grant funds for personnel charges for staff within the project sponsors organization, and who are directly involved in the project. Use the actual annual salary or hourly wage of project staff to determine expenditures and/or match amounts based on estimated time to be spent working on the project. This category does not include contractual staff. In-kind personnel contributions from project partners may be listed as personnel contributions under the Match funds section of the Attachment B.

Fringe Benefits: In the financial narrative please provide the percentage used for fringe benefits, the basis for its computation, and the types of benefits included.

Travel: Mileage traveled and other costs for travel including lodging and meals. Travel reimbursements are for actual costs based on organization policies, and is not to exceed those included in the *Commonwealth of Virginia Policies & Procedures, Topic No. 20335, State Travel Regulations*. A vehicle mileage rate of \$.485/mile is used.

Equipment: Only equipment items valued equal to or greater than \$5000 per unit should be reported. Items less than \$5000 should be listed as supplies.

Supplies: This category includes tangible property items with a per unit cost value of less than \$5,000. Supplies must be itemized in the financial narrative.

Contractual: Contractual costs include subcontracted work to be completed by those other than the project sponsor. This may include design and engineering services, legal contracts, easement surveys, analysis of water samples, etc.

Construction: This category includes direct costs related to installation of best management practices and other pollution control measures.

Other Direct: Miscellaneous items. These items must be listed in the financial narrative, in sufficient detail to determine if they are reasonable and allowable.

Indirect: No indirect costs will be funded. Indirect charges may be used as project match. The indirect cost rate must be documented in the match narrative.