

Susan Harwood Training Grant Program Slide Presentation

Grant Budget



Topics covered

- Budget Information
- Required Forms
- Cost per Trainee/Cost per Training Hour
- Administrative and Program Costs
- Budget Justification
- Submittal Deadline
- Additional Resources

Budget Information

Consists of:

- Budget information (SF-424A)
- Detailed Project Budget and Narrative
- Indirect Cost Allocation Agreement (if applicable)
- Non-federal Resource Contribution

Allowable Costs

Grant funds may be used for:

- Developing and purchasing training and educational materials
- Conducting training
- Conducting outreach and recruiting activities
- Needs Assessment (Capacity Building)



Funding Restrictions

The Funding Opportunity Announcements list restrictions on the use of grant funds. A few are:

- Duplicating training and other services offered by OSHA
- Training on topics that are not covered by OSHA and do not address the recognition, avoidance, and prevention of unsafe or unhealthy working conditions
- Providing food and beverages at trainings
- Compensating a trainee for attending the training



Cost Per Trainee and Training Contact Hours

- **Cost per trainee <\$500**

Total grant cost (include federal and non-federal)
divided by
Total projected number to be trained

- **Cost per training contact hours <\$125**

Total grant cost (include federal and non-federal)
divided by
Total projected number of trainee contact hours for all training



Administrative & Program Costs

Grant costs must be allocated to the budget as either a program or an administrative cost

■ **Program Costs**

- Costs incurred for training development and training activities
- Costs of goods and services for direct program functions

■ **Administrative Costs**

- Attending the Required OSHA meetings
- General administrative functions
- Costs of goods and services for administrative functions
- Approved Indirect Costs



SF-424A - Budget Information for Non-Construction Programs

Costs must be allocated into these cost categories:

- Personnel
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Contractual
- Other
- Indirect Charges (if supported with an approved Indirect Cost Agreement)



SF424A – Budget Information

View Burden Statement

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006

Expiration Date: 01/31/2019

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Administrative	17.502	\$	\$	25,700.00	\$	25,700.00
2. Program	17.502			125,500.00		125,500.00
3. Recipient Hatch - Admin.	17.502				13,000.00	13,000.00
4.						
5. Totals		\$	\$	151,200.00	13,000.00	164,200.00

Line totals must equal column totals on the next section



SF424A

Section B – Budget Categories

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Administrative	(2) Program	(3) Recipient Match - Admin.	(4)	
a. Personnel	\$ 5,000.00	\$ 70,000.00	\$ 10,000.00	\$	\$ 85,000.00
b. Fringe Benefits	1,500.00	15,000.00	3,000.00		19,500.00
c. Travel	2,200.00	6,500.00			8,700.00
d. Equipment					
e. Supplies	500.00	7,000.00			7,500.00
f. Contractual		20,000.00			20,000.00
g. Construction					
h. Other	500.00	7,000.00			7,500.00
i. Total Direct Charges (sum of 6a-6h)	9,700.00	125,500.00	13,000.00		\$ 148,200.00
j. Indirect Charges	16,000.00				\$ 16,000.00
k. TOTALS (sum of 6i and 6j)	\$ 25,700.00	\$ 125,500.00	\$ 13,000.00	\$	\$ 164,200.00
7. Program Income	\$	\$	\$	\$	\$

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Standard Form 424A (Rev. 7-97)
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Line h. TOTALS must match the column totals on the previous page.



Budget Justification

- **May consist of a detailed description of the costs and how the cost was determined**
- **Should be separated by cost category and administrative and program cost**
- **All costs must match the costs allocated on the SF424A**

Budget Justification Cost Categories

■ Personnel costs

- Staff title and salary should be identified for all staff being charged to the grant
- The percentage of time to be spent working on the grant should be noted
- Personnel costs should be separate from Fringe Benefits

■ Fringe Benefits

- Identify percentage of benefits based on salary
- Justification should detail benefits included

Budget Justification Cost Categories (cont.)

■ Travel

- Include travel for two staff (one program and one financial) to attend the orientation meeting and other travel required for grant activities
- Detail should include estimated costs for airline, hotel, per diem, etc.

■ Equipment

- Limited
- Justification should include description and purpose of the equipment

Budget Justification Cost Categories (cont.)

■ Supplies

- Any general training or administrative supplies that would not be depreciated
- Justification should include a general description of the supplies and the approximate cost of each

■ Contractual

- Any program or administrative function to be provided by another organization under contract
- Each contract should be identified including cost of contract and services to be provided under the contract



Budget Justification Cost Categories (cont.)

■ Other

- Any other costs not included in other categories such as:
 - Rental Costs
 - Utilities
 - Accounting or Legal Services
 - Advertising
- Justification should identify cost of each and explain how the amount was derived

Budget Justification Cost Categories (cont.)

■ Indirect Costs

- Justification should identify the rate approved by the cognizant agency
- A copy of the current, approved Indirect Cost Rate Agreement must be included with the application, if applicable

Non-federal Resource Contribution

Non-federal funds or in-kind allocations

- Subject to the grant requirements and restrictions
- Must be allowable and allocable to the grant
- Must provide a detailed narrative describing:
 - Source of funds
 - Estimated amount
 - How the funds will be used for the grant program



Submittal Deadlines

Only Electronic Applications are accepted

- Submit through Grants.gov
 - New users register Early
 - Prior users check registration

- Submit no later than
 - **11:59 pm Eastern Time**
 - **June 28, 2016**



Important Reminders!

- Carefully review the entire FOA and follow all instructions
- Use Appendix A of the Announcement to identify program and administrative costs
- Include all required budget forms including the SF-424A and detailed budget justification
- Be sure to break out program and administrative costs
- Verify the detailed budget justification costs match the costs stated on the SF-424A
- Submit your application early to allow time for resubmission, if needed



Additional Information

Send questions about the Funding Opportunity
Announcement to:

HarwoodGrants@dol.gov

Send questions about using Grants.gov to:

Support@Grants.gov

or by phone: 1-800-518-4726

