

SAMPLE



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
ENERGY PROGRAMS OFFICE



DEP

Electronic Single Application (ESA)

www.esa.dced.state.pa.us/

Enterprise Help Desk

833-448-0647

*Indicates required information

Detailed Budget Table RISE PA

Application Information	
Web Application ID:	1234567
Facility Address:	123 Street Name, Harrisburg, PA 17101
Technical Point of Contact	
Legal Name (First, Last name):	Patricia Johnson
Work Email:	pjohnson@email.com
Work Phone:	717-555-5555
Position:	Engineering Lead
Business Point of Contact	
Legal Name (First, Last name):	John Smith
Work Email:	jsmith@email.com
Work Phone:	717-555-5555
Position:	Project Manager
Other Senior Level Project Management	
Legal Name (First, Last name):	Michael Davis
Work Email:	mdavis@email.com
Work Phone:	717-555-5555
Position:	EHS Manager
Other Senior Level Project Management	
Legal Name (First, Last name):	N/A
Work Email:	
Work Phone:	
Position:	
Applicant Instructions	

Applicants must complete the Budget Summary and Detailed Budget Worksheet sections below. The Budget Summary should be consistent with the costs included in the Detailed Budget Worksheet. Itemize the costs related to personnel, fringe benefits, travel, supplies, contractual, construction, equipment, and other direct costs. Applicants should use the following budget category descriptions to complete the Detailed Budget Worksheet and Budget Summary tables.

Budget Categories

- Personnel** – List all staff positions by title, hourly rate, hours worked on the project, and the cost. Salaries for staff members contributing to the direct work of the project are eligible. Salaries are to be itemized by name and duties of staff members. This category cannot include any mark-up above the salary paid to employees for direct labor hours worked on the project, documented by timesheets. Benefits are covered separately under “Fringe Benefits.” Participant support costs for Commonwealth Workforce Transformation Program (CWTP) trainees are covered under the “Other” category.

2. **Fringe Benefits** – In general, benefits that are proportional to hours worked for the grantee's staff, itemized by name and duties of staff members, for those contributing to the direct work of the project are eligible. Benefits commonly include, among other items, health insurance, retirement, FICA withholding, workers compensation, vacation, and sick leave. Vacation and sick leave cannot be logged on time sheets as contributing to the work of the project. They can be included pro rata under benefits.
3. **Travel** – Travel costs must be directly associated with the implementation of the project and in accordance with current Commonwealth travel policies. Allowable items include hotel rooms, food (only for overnight trips and limited to the state rate), car expenses, transit, parking, and tolls. Indicate the specific individuals traveling, the destination, the mileage, per diem, estimated number of trips, and other costs for each type of travel. Travel costs must only cover employees of the applicant, and travel must be integral to the project. Travel costs do not include costs for travel of consultants, contractors, consortia members, or other partner organizations, which are included in the "Contractual" category.
4. **Supplies** – This budget category should identify tangible property with costs of a single item under \$10,000. Materials that are incorporated into the construction site and remain an integral part of the construction should be listed under the "Construction" category. Nontangible items, such as a rental cost or printing service, should be included in the "Other" category. Multiple supply items valued at \$10,000 or less, used to assemble an equipment item with a value greater than \$10,000 should be included in the "Equipment" category. Examples of allowable supply items include office supplies dedicated to the project, personal protective equipment, educational materials, and project signs.
5. **Contractual** – Identify each proposed contract, specify its purpose, and include the estimated cost. Contractual services are carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. The applicant should list the proposed contract activities along with a brief description of the scope of work, services to be provided, the proposed duration, and the proposed procurement method (competitive or non-competitive), if known. A contract with a cost over \$350,000 must pursue a competitive procurement method.
6. **Construction** – Identify construction that is integral to the proposed project and is not already included in the "Contractual" category. Supplies that are integral to the construction of the project should be listed in this category.
7. **Equipment** – Identify each item to be purchased which has an acquisition cost of \$10,000 or more per unit. Items with a cost of less than \$10,000 per unit should be included in the "Supplies" category. Equipment also includes accessories necessary to make it operational, such as software. Equipment does not include: (1) equipment planned to be leased/rented or (2) equipment service or maintenance contracts. These types of costs should be included in the "Other" category.
8. **Other** – This category should be used to a minimum extent. List each item in this category in sufficient detail for DEP to determine the eligibility of its cost. This category should include only direct costs that do not fit within any of the other budget categories. Examples of costs that may be in this category include conference registration fees necessary for the project, short-term project-specific insurance, leased/rented equipment or supplies, and maintenance and repair services.

Expenditure Restrictions

The following types of expenditure are eligible for applicant cost share and can be included in the Total Project Cost, but are ineligible for reimbursement:

- 1) Reasonable costs associated with planning, development, and design of the project and bonus awards, including feasibility and engineering studies, that are incurred on or after October 1, 2024.

The following types of expenditure are ineligible for applicant cost share and reimbursement, and should not be included in the Detailed Budget Table or the Total Project Cost:

- 1) Land acquisition, permits, or landscaping.
- 2) Advertising or business start-up costs.
- 3) Indirect costs (i.e. general administrative and overhead, contingency funds).
- 4) Construction costs which are unrelated to the project.
- 5) Plant or facility closure costs.
- 6) Travel that is not integral to the purpose of the proposed project, lodging, subsistence, or conference and meeting expenses including catering, conference equipment, and room rental.
- 7) Legal fees or fees associated with securing financing.
- 8) Supplies or Equipment under \$1,000.
- 9) Costs incurred prior to October 1, 2024.

Budget Summary

The Budget Summary must be consistent with the Detailed Budget Worksheet below.

	Category	Grant Request (from DEP)	+	Cost Share (from Applicant)	=	Project Cost (Total)
1	Personnel	\$30,000	+	\$20,000	=	\$50,000
2	Fringe Benefits	\$9,600	+	\$6,400	=	\$16,000
3	Travel	\$3,600	+	\$2,400	=	\$6,000
4	Supplies (Items between \$1,000 - \$10,000/item)	\$1,200	+	\$800	=	\$2,000
5	Contractual	\$288,690	+	\$192,460	=	\$481,150
6	Construction	\$36,000	+	\$24,000	=	\$60,000
7	Equipment (Over \$10,000/item)	\$2,374,860	+	\$1,583,240	=	\$3,958,100
8	Other	\$900	+	\$600	=	\$1,500
Total for each column:		\$2,744,850	+	\$1,829,900	=	\$4,574,750

Detailed Budget Worksheet

Please complete the detailed budget worksheet below. Totals for each category should be entered into the budget summary above. **For items 1-8, indicate grant requested funds and match funds in their respective columns. The total cost should be the sum of the requested funds and the match funds (i.e. 100% of TPC). All matching funds should be listed on the Match table (item 9).**

1) Personnel

				Cost		
Individual	Position	Hourly Rate	Hours	Grant Request (from DEP)	Cost Share (from Applicant)	Total Cost
Robert Grant	Project Lead	\$50.00	1,000	\$30,000	\$20,000	\$50,000
Total Personnel:				\$30,000	\$20,000	\$50,000

2) Fringe Benefits

				Cost		
Individual	Position	Personnel Cost	Fringe Rate (%)	Grant Request (from DEP)	Cost Share (from Applicant)	Total Cost
Robert Grant	Project Lead	\$50,000	32%	\$9,600	\$6,400	\$16,000
Total Fringe Benefits:				\$9,600	\$6,400	\$16,000

3) Travel				Cost		
Individual	Purpose of Travel	Cost of Trip	Basic for Estimating Cost (i.e. Current GSA rates)	Grant Request (from DEP)	Cost Share (from Applicant)	Total Cost
Robert Grant	Factory Visit	\$6,000	Current GSA rates	\$3,600	\$2,400	\$6,000
Total Travel:				\$3,600	\$2,400	\$6,000

4) Supplies (Items between \$1,000 - \$10,000/item)			Cost		
Item	Quantity	Cost per Item	Grant Request (from DEP)	Cost Share (from Applicant)	Total Cost
Feedstock economizer	1	\$2,000	\$1,200	\$800	\$2,000
Total Supplies:			\$1,200	\$800	\$2,000

5) Contractual (List Specific Items)			Cost		
Item	Basis of Cost	Cost	Grant Request (from DEP)	Cost Share (from Applicant)	Total Cost
Solar Installation	Vendor Quote A	\$407,500	\$244,500	\$163,000	\$407,500
Electric Boiler Installation	Vendor Quote B	\$72,650	\$43,590	\$29,060	\$72,650
Feedstock econ installation	Vendor Quote C	\$1,000	\$600	\$400	\$1,000
Total Contractual Expenses:			\$288,690	\$192,460	\$481,150

6) Construction			Cost		
Item Description	Basis of Cost	Cost	Grant Request (from DEP)	Cost Share (from Applicant)	Total Cost
Foundation work	Vendor quote A	\$60,000	\$36,000	\$24,000	\$60,000
Total Contractual Expenses:			\$36,000	\$24,000	\$60,000

7) Equipment (Items over \$10,000/item)			Cost		
Item	Quantity	Cost per Item	Grant Request (from DEP)	Cost Share (from Applicant)	Total Cost
Solar Panels	5,000	\$734	\$2,200,500	\$1,467,000	\$3,667,500
Electric Boiler	1	\$290,600	\$174,360	\$116,240	\$290,600
Total Equipment:			\$2,374,860	\$1,583,240	\$3,958,100

8) Other			Cost		
Item Description	Basis of Cost	Cost per Item	Grant Request (from DEP)	Cost Share (from Applicant)	Total Cost
Forklift Rental	Vendor Quote D	\$1,500	\$900	\$600	\$1,500
Total Other:			\$900	\$600	\$1,500

9) Cost Share

Please use the following table to calculate matching contributions of cash, loans, or in-kind funding to be entered on the application form. All items listed must be accompanied by a letter of commitment. **The total amount of Cost Share Funds must be equivalent to the Cost Share totals in items 1-5.**

Contributor	Budget Category	Description (Cash, loan, or in-kind)	Status (Pending or secured ¹)	Value in Dollars (\$)
ABC Dairy Corporation	Equipment	Cash	Secured	\$1,583,240
ABC Dairy Corporation	Personnel, Fringe, Travel	Cash	Secured	\$28,800
PA Bank	Contractual, Construction, Supplies, Other	Loan	Secured	\$217,860
Total Cost Share:				\$1,829,900

¹ A "secured" source of funding means a direct loan or other financing obligation for which the entity has pledged collateral to a lender to guarantee repayment. See Federal Acquisition Regulation Part 31 – Contract Cost Principles and Procedures for more information.