**Pipeline Emergency Response Grant (PERG)
Budget Estimate and Narrative Template**

**Instructions**

1. Use this template to fill out the required elements of your application as outlined in Section D and E of the Notice of Funding Opportunity.
2. You may copy/paste from another document or type directly into the space provided. Be sure to answer each question.
3. The budget narrative explains in a clear and concise manner the costs in each budget category, and which budget items will be covered by the grant. The budget narrative also provides supporting justification of each proposed line item in the budget and describes programmatic relevance. It clearly identifies the basis of estimate (i.e., how the budget number was determined fair and reasonable) for each cost element. The descriptions in the narrative must match the items in the budget chart. The document should be clear, concise, and free of mathematical errors in the line-item budget and budget narrative.
* *If your proposal includes indirect costs, please attach a copy of your approved indirect cost rate agreement along with your proposal. If your entity does not have an approved indirect cost rate agreement, please include a statement to that effect in your budget request.*
* *If your proposal includes personnel costs, please include a complete breakdown, including personnel title/position, hourly rate, and the number of hours expected to be spent by each person on the proposed project.*
* *If your proposal includes travel costs, please include adequate details on how the cost has been calculated. Travel costs are those costs for transportation, lodging, subsistence, and related items requested for fieldwork or for travel to professional meetings associated with grant activities. Provide the purpose, method of travel, number of persons traveling, number of days, and estimated cost for each trip. If details of each trip are not known at the time of application submission, provide the basis for determining the amount requested.*
* *If your proposal includes equipment costs, please include adequate details on how the cost has been calculated, including information on each specific equipment piece(s) required and their individual costs. Equipment costs must comply with 2 CFR § 200.439.*

BUDGET NARRATIVE

|  |
| --- |
| ***(Type or insert your Budget narrative here)*** |

**BUDGET ESTIMATES**

**DIRECT COSTS**

|  |  |
| --- | --- |
| Personnel .............................................................................................................................. $ |  0.00 |
| Fringe Benefits ..................................................................................................................... $ |  0.00 |
| Travel ................................................................................................................................... $ |  0.00 |
| Equipment ............................................................................................................................ $ |  0.00 |
| Supplies ................................................................................................................................ $ |  0.00 |
| Contractual ........................................................................................................................... $ |  0.00 |
| Construction ......................................................................................................................... $ |  0.00 |
| Other .....................................................................................................................................$ |  0.00 |

|  |  |
| --- | --- |
| **Total Direct ......................................................................................................................... $** |  0.00 |

**INDIRECT COSTS**

|  |  |
| --- | --- |
| Indirect Charges..................................................................................................................... $ |  0.00 |

|  |  |
| --- | --- |
| **Total Indirect .........................................................................................................................$** |  0.00 |

**\* \* \***

|  |  |
| --- | --- |
| **TOTAL ESTIMATED COSTS.............................................................................................$** |  0.00 |