# Outdoor Recreation Legacy Partnership (ORLP) Program Recommended Budget Narrative Format (5-Page limit)

Budget must agree with budget information in the SF424, *Application for Federal Assistance*, and 424C, *Budget Information for Construction Programs.*

**Each category must be broken down detailed items to determine eligibility and reasonableness of individual cost** (insert lines under each category as needed).

| Cost Categories – | Unit of Measure & # of Units | Cost Per Unit | Federal Share | Match Share | Total Cost | If Pre-Agreement Cost - Dates Incurred | $ subject to 25% budget cost restrictions |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Administration and Legal expenses |  |  |  |  |  |  |  |
| 2. Land, Structures, Rights-of-Way, Appraisals |  |  |  |  |  |  |  |
| 3. Relocation Expenses and Payments |  |  |  |  |  |  |  |
| 4. Architectural and Engineering Fees |  |  |  |  |  |  |  |
| 5. Other Architectural and Engineering Fees |  |  |  |  |  |  |  |
| 6. Project Inspection Fees |  |  |  |  |  |  |  |
| 7. Site Work |  |  |  |  |  |  |  |
| 8. Demolition and Removal |  |  |  |  |  |  |  |
| 9. Construction |  |  |  |  |  |  |  |
| 10. Equipment |  |  |  |  |  |  |  |
| 11. Miscellaneous \* |  |  |  |  |  |  |  |
| 12. Contingencies \*\* |  |  |  |  |  |  |  |
| 13. Indirect Costs |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| GRAND TOTAL |  |  |  |  |  |  |  |

\*If tribal monitoring costs are expected, they must be included under “miscellaneous costs,” additional federal funds to help cover these costs may not be requested after the application is submitted.

\*\*2 CFR 200 statesthe contingency amounts "must be estimated using broadly accepted cost estimating methodologies, specified in the budget documentation of the Federal award."  **The applicant must, using their 424C cost categories, state what the contingencies are under each category and note how each was determined**; typically, contingencies are not the same rate for all cost categories.  Please also identify who determined these rates, such as a city estimator.   If it is an engineer/architect, documentation that they are licensed and attest to the contingency rates must be included with the application.

List Each Matching Share Contributor. Each entry must have a corresponding signed and dated letter of support stating their commitment of the contribution (this includes a letter from the project sponsor if it is contributing match).

|  |  |  |  |
| --- | --- | --- | --- |
| Matching Share Contributors (Name and funding source): | Match Amount/Value | Type (cash, donated land, etc.) | Is Match Secure or firmly committed.  If committed, list date expected to be secured. |
|  |  |  |  |
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|  |  |  |  |
| GRAND TOTAL | **$-Sum of column** |  |  |

On remaining pages provide the information required within the Budget Narrative under **Criterion 6 – Project Feasibility and Likelihood of Success** **(20 points)**