**2024 VIRGINIA COASTAL ZONE MANAGEMENT PROGRAM GRANT**

Project Title:

**I. LEGAL APPLICANT**

Name:

Organization:

Street Address:

City, State, Zip +4:

Project Manager: Title:

Phone:

E-mail:

 Mail/Email Contract To:

 Mailing Address:
 Email Address:

 Unique Entity Identifier (UEI-SAM):

How to register and get a UEI (SAM) number and how to find your UEI (SAM) number -

<https://sam.gov/content/duns-uei>. If you are registered in SAM.gov now, you’ve already been

assigned a UEI (SAM). It’s [viewable on your entity registration record](https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0041254) in SAM.gov.

**II. PROJECT DETAILS**

Geographic Area of Impact:

Congressional District(s):

Start Date: End Date:

Project continuing from previous year?

**III. PROJECT SUMMARY** *(4000 Character and Spaces Limit)*

**IV. DELIVERABLES/PRODUCTS**

Product #1

 *Title (80 character and spaces limit):*

 *Percent total project budget:*

 *Description (4000 character and spaces limit):*

 *Product Format:*

*Timeframe: Start:*

 *End:*

Product #2

 *Title (80 character and spaces limit):*

 *Percent total project budget:*

 *Description (4000 character and spaces limit):*

 *Product Format:*

*Timeframe: Start:*

 *End:*

Product #3

 *Title (80 character and spaces limit):*

 *Percent total project budget:*

 *Description (4000 character and spaces limit):*

 *Product Format:*

*Timeframe: Start:*

 *End:*

Product #4

 *Title (80 character and spaces limit):*

 *Percent total project budget:*

 *Description (4000 character and spaces limit):*

 *Product Format:*

*Timeframe: Start:*

 *End:*

**V. PROJECT TIMELINE.**

**VI. EXTENDED PROJECT DESCRIPTION –** *Optional*

*(2000 character limit)*

**VII. BUDGET**

*(All embedded Excel worksheets automatically calculate totals. Double click inside table to open the Excel worksheet and enter data, or right click on table, click Object, click Edit, then enter data. When done with table, click on the X in the right, top corner of the Excel window and the data will appear in the table in the proposal template. Be sure to check figures before submitting. Save entire file as a Word document, .docx, not an .xls, or .xlsx. Please delete unused worksheets and unused rows in worksheets.)*

If your table does not show all the information/data you want it to show or if you want to add data from a separate Excel spreadsheet, there is a multi-step way to insert another Excel table with functionality that will contain all of your data:

**1.**Create some spaces in your Word document – enough to fit the size table you want.

**2.**Insert a new blank Excel table into your Word doc by clicking - Insert, Table (down arrow), Excel Spreadsheet. This will open a blank, Excel worksheet at this time. Don’t do anything with this worksheet yet, but keep it open.

**3.**Open, in your Word document, the worksheet you want to use the information/data from by double-clicking on it.

**4.**Save the Excel worksheet that opened with the data you want to copy into the blank Excel worksheet/table as a different name in the same folder/spot as your Word document is saved. Click File, Save As, Browse, and save the Excel worksheet as a new name in the same spot as your Word document is saved.

**5.**Copy – **(**Click, Shift and Copy) all of the data you want saved from your original Excel worksheet/table that opened when you double-clicked on the table from your original Word document.

**6.**Go to the blank Excel worksheet, and paste all of the information/data into the blank worksheet. Make any changes to the data or functionality at this time.

**7.**Go back to your Word document, one-click into the blank table, and all of your data should show up in the new table.



**A.Personnel**



**(*Use a % sign after the Level of Effort to ensure Total Personnel Cost calculates correctly.*)**
To comply with the NOAA Budget Guidance, this justification must include:

* Description of position role and responsibilities
* How the position relates to program objectives
* Number of months position is paid
* If the position is vacant, anticipated hire date
* If the position is administrative or clerical in nature or title, confirmation that it meets the criteria for categorizing it as a direct cost.

**JUSTIFICATION:**



**(*Use a % sign after the Level of Effort to ensure Total Personnel Cost calculates correctly.*)**
To comply with the NOAA Budget Guidance, this justification must include:

* Description of position role and responsibilities
* How the position relates to program objectives
* Number of months position is paid
* If the position is vacant, anticipated hire date
* If the position is administrative or clerical in nature or title, confirmation that it meets the criteria for categorizing it as a direct cost.

**JUSTIFICATION:**

**B. Fringe**



### *(Use a % sign after the Rate to ensure Total Fringe Cost calculates correctly).*

Additional details regarding the Fringe rate calculation should be included in the Justification, including:

* Whether an average agency-wide rate or individual rate was applied
* A list of Fringe components and corresponding percentages. These **should only** be put in the Justification. The components and percentages do not need to go in the Justification and Fringe table. And the Fringe amount for each component does not need to be calculated. In the second column from the left in the above table, you can put the language either “Total Agency Average Fringe Rate” or “Total Individual Fringe Rate” since you will be reporting your components and percentages in the Justification section and not in the table.
* Other unique factors that should be considered

**JUSTIFICATION:**



### *(Use a % sign after the Rate to ensure Total Fringe Cost calculates correctly).*

Additional details regarding the Fringe rate calculation should be included in the Justification, including:

* Whether an average agency-wide rate or individual rate was applied
* A list of Fringe components and corresponding percentages. These **should only** be put in the Justification. The components and percentages do not need to go in the Justification and Fringe table. And the Fringe amount for each component does not need to be calculated. In the second column from the left in the above table, you can put the language either “Total Agency Average Fringe Rate” or “Total Individual Fringe Rate” since you will be reporting your components and percentages in the Justification section and not in the table.
* Other unique factors that should be considered

**JUSTIFICATION:**

**C. Travel**



### To comply with the NOAA Budget Guidance, a Travel Narrative Justification must also be provided for Federal and Non-Federal Match Travel expense that includes the following detail:

* Why the proposed travel is necessary for successful completion of the project
* Basis for proposed costs (e.g., GSA per diem rates, current travel site estimates with site name and date researched, historical information)

If using a mileage reimbursement rate that differs from the IRS Standard Mileage Rate in place at the time of the application, detail in the Justification why that rate is being used.

**JUSTIFICATION:**



### To comply with the NOAA Budget Guidance, a Travel Narrative Justification must also be provided for Federal and Non-Federal Match Travel expense that includes the following detail:

* Why the proposed travel is necessary for successful completion of the project
* Basis for proposed costs (e.g., GSA per diem rates, current travel site estimates with site name and date researched, historical information)

If using a mileage reimbursement rate that differs from the IRS Standard Mileage Rate in place at the time of the application, detail in the Justification why that rate is being used.

**JUSTIFICATION:**

**D. Equipment**



(*“Equipment” is an article of tangible, nonexpendable property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit.)*

A narrative justification must be provided for each Federal and/or Non-Federal Match Equipment expense. To comply with the NOAA Budget Guidance, this justification should include:

* Purpose of each item / why each item is necessary to complete the project
* Basis for each proposed Equipment expense (e.g., vendor quote, retail price with source and date researched, etc.)
* Applicant’s threshold for classifying an item as equipment (e.g., $5,000 or the applicant’s capitalization level)
* For general use equipment, statement that such equipment will be used 100% for the project.

**JUSTIFICATION:**



(*“Equipment” is an article of tangible, nonexpendable property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit.)*

A narrative justification must be provided for each Federal and/or Non-Federal Match Equipment expense. To comply with the NOAA Budget Guidance, this justification should include:

* Purpose of each item / why each item is necessary to complete the project
* Basis for each proposed Equipment expense (e.g., vendor quote, retail price with source and date researched, etc.)
* Applicant’s threshold for classifying an item as equipment (e.g., $5,000 or the applicant’s capitalization level)
* For general use equipment, statement that such equipment will be used 100% for the project.

**JUSTIFICATION:**

**E. Supplies**



(*Supplies are materials costing less than $5,000 per unit and often having one-time use. To calculate the cost of general office supplies that will be allocated to the project, NOAA allows an estimate per month x the number of months needed during the budget period.)*

If Supplies expense is included in the project budget, a narrative justification for each expense item must be provided. To comply with the NOAA Budget Guidance, this justification must include:

* Purpose of each item / why each item is necessary to complete the project
* Basis for each estimate (e.g. retail price at the time of application, historical costs, etc.)
* If the Supplies expense allocated to Federal funding exceeds $5,000 or 5% of the total Federal request (whichever is greater), an explanation must be provided.

**JUSTIFICATION:**



(*Supplies are materials costing less than $5,000 per unit and often having one-time use. To calculate the cost of general office supplies that will be allocated to the project, NOAA allows an estimate per month x the number of months needed during the budget period.)*

If Supplies expense is included in the project budget, a narrative justification for each expense item must be provided. To comply with the NOAA Budget Guidance, this justification must include:

* Purpose of each item / why each item is necessary to complete the project
* Basis for each estimate (e.g. retail price at the time of application, historical costs, etc.)
* If the Supplies expense allocated to Federal funding exceeds $5,000 or 5% of the total Federal request (whichever is greater), an explanation must be provided.

**JUSTIFICATION:**

**F.Contractual**: The contractual category includes consultant services and subcontracts. A consultant is a non-employee who provides advice and expertise in a specific program area. A subcontract is for a product or a service. If you have an individual subcontract that is $100,000 or more, please contact the Grants Coordinator, April Bahen, for a proposal template that has subcontractual tables to fill out below the Contractual Worksheet. Otherwise, you do not need to detail out any costs from the Contractual Worksheet in subcontractual tables.



If Contractual expense is included in the project budget, a justification must be provided for each contract.

To comply with the NOAA Budget Guidance, the following information must be provided.

For each contract:

* Name of Contractor (if unknown, state “To be selected.”)
* Method of selection
* Scope of Work and necessity / relevance to the project
* Period of Performance for each task
* Criteria for measuring accountability
* Detail for each expense in the Contractual Worksheet (Contractor / Vendor budget)

**JUSTIFICATION:**

**G.Construction** This category may be used to detail materials required for low-cost construction (e.g. piers, trails, boardwalks, observation decks, etc.), habitat restoration, or signage if the work is being conducted by the applicant rather than a contractor. Break down costs into cost per unit: e.g. cost/square foot, cost per bushel, cost per plant, etc.



Describe what construction or restoration will be performed by the grantee (not by a subcontractor).

If Construction expense is included in the project budget, a justification must be provided. This justification should include:

* Description of the construction project / relevance to the overall proposed project
* Description of each Construction item and relevance to the Construction project
* Basis for cost estimates

**JUSTIFICATION:**



Describe what construction or restoration will be performed by the grantee (not by a subcontractor).

If Construction expense is included in the project budget, a justification must be provided. This justification should include:

* Description of the construction project / relevance to the overall proposed project
* Description of each Construction item and relevance to the Construction project
* Basis for cost estimates

**JUSTIFICATION:**

**H.Other** Other costs are Direct costs that do not fit any of the aforementioned categories, such as land acquisition or easements, rent for buildings used to conduct grant activities, utilities, leased equipment, training or conference expenses (e.g. facility rental, materials, speaker fees, local transportation, etc.), printing, telephone, postage, etc.

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If Otherexpense is included in the project budget, a justification must be provided. This justification should include the following information for each Other expense item:

* Expense description
* Expense necessity / relevance to the proposed project
* Basis for cost estimates

**JUSTIFICATION:**

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If Otherexpense is included in the project budget, a justification must be provided. This justification should include the following information for each Other expense item:

* Expense description
* Expense necessity / relevance to the proposed project
* Basis for cost estimates

**JUSTIFICATION:**

**I.Indirect Cost Rate**

“Total Base Amount” is the total of the budget categories (e.g. personnel only, personnel plus fringe, total direct costs, or modified total direct costs, etc.) included in the indirect cost calculation.



***(Use a % sign after the Indirect Cost Rate to ensure Indirect Costs calculate correctly).***



If Indirect Costsare included in the project budget, a justification must be provided. This justification should include the following information.

* Type of Indirect Cost rate applying (federally approved, negotiated, de minimis)
* Components of the Cost Base to which the rate is applied (e.g., Personnel only, Personnel and Fringe, Modified Total Direct Costs and what comprises it, etc.)
* Whether Indirect Costs are capped and, if so, a statement as to whether capping was a voluntary election.

**JUSTIFICATION:**