

**BUREAU OF LAND MANAGEMENT**  
Financial Assistance (Cooperative Agreements)

**PROJECT PROPOSAL**  
(Suggested Format)

**Instructions:** A Project Proposal must be submitted with the Standard Form (SF) 424 Application for Federal Assistance, for all BLM Assistance Agreements. Complete each section below. Use additional sheets as needed.

Person Submitting Proposal: Andrea Brand Date: 06/14/2022  
Organization Name: Grand County  
FOA No.: L19AS00009  
FOA Title: BLM Utah State-Wide Recreation and Visitor Services Program  
Recipient Project Title: Apprentice/Interns/ Grand County Sand Flats  
Estimated Period of Performance: September 1, 2021 – August 31, 2022  
Proposed Project Location: Sand Flats Recreation Area

**STATEMENT OF NEED:**

**Purpose & Need:**

This agreement is made and entered into by the Department of the Interior, Bureau of Land Management, Moab Field Office (BLM), and Grand County, for the purpose of supporting a joint effort to implement essential recreational facility management actions in Grand County, Utah.

**Mission:**

The Sand Flats Recreation Area partnership between the BLM Moab Field Office and Grand County, Utah has, through a cooperative management agreement, been in place since 1994. This partnership aspires to protect outstanding natural features of the Sand Flats area from the adverse impacts of recreational use, provide sustainable recreation opportunities in the area, maintain public access, and involve the public and others interested in the management of the Sand Flats area. The BLM and Grand County co- manage the area with Grand County providing day-to-day operational management, while the BLM provides resource management, and engineering and planning support. A steering committee, with representatives from BLM, Grand County, user groups, and outfitter businesses provides direction to Grand County regarding their responsibilities at Sand Flats.

**Goals and Objectives:**

The following objectives assist the BLM Moab Field Office in meeting current DOI Priorities.

- 1. DOI Priority: Making investments to support the Administration’s goal of creating millions of family-supporting and union jobs. This includes establishing a new Climate Conservation Corps Initiative to put a new generation of Americans to work conserving and restoring public lands and waters, increasing reforestation, increasing carbon sequestration in the agricultural sector, protecting biodiversity, improving access to recreation, and addressing the changing climate.*

This grant supports Sand Flats’ staff positions that improve access to outdoor recreation on public lands in Grand County. The project will improve access to recreation and conserving and restoring public lands in the following ways:

*Increase and enhance access to public lands:*

Sand Flats provides information about recreation opportunities in the recreation area through a staffed entrance station and daily front and backcountry patrols by Sand Flats personnel, which increases the accessibility and safety of these areas to the public. Sand Flats also creates and maintains on-the-ground trailhead kiosks and wayfinding signage that directs users to trailheads and within trail networks. Sand Flats works to create and update maps and trail descriptions on websites and in printed brochures.

*Increase and enhance recreation opportunities & improve both motorized and non-motorized trails:*

Implementation of projects by Sand Flats is designed to provide recreational opportunities for both residents of Grand County and visitors and reduce the adverse environmental impacts of large-scale recreational use. Sand Flats staff maintain trails appropriate for specific user groups. This helps the BLM to fulfill objectives described in the Moab BLM Office's 2008 Resource Management Plan.

*Improve inventory, assessment, and planning on public lands:*

Sand Flats, in collaboration with the Sand Flats Stewardship Committee, assess public input and comments and assists the BLM with planning to implement Moab BLM Office's 2008 Resource Management Plan. Sand Flats personnel monitors trail conditions, inventories trail damage, and implements repair projects. Sand Flats staff also monitors campground conditions, inventories damage, and implements repair projects.

*Improve management, administration, and monitoring on public lands:*

Sand Flats has 2 full-time, year-round staff dedicated to management, administration and monitoring related to recreation in the Sand Flats Recreation Area. Another 2 full time positions are dedicated to maintenance and 4-6 seasonal staff assist with day to day fee collection, patrol and assist with maintenance of trails and campgrounds. Additional seasonal staff would increase these efforts.

*Provide enriched visitor services, information, interpretation, and education:*

Sand Flats employs 4 to 10 staff, depending on time of year, to educate users in campgrounds and at popular trails and trailheads about orientation, safety and minimum impact practices. Sand Flats works with the Grand County Travel Council to provide content for the website *discovermoab.com*, which provides information about recreation opportunities and "Leave No Trace" practices in the desert. Sand Flats also maintains its own webpage on the Grand County website. Sand Flats recently created a video, "5 Tips for an Awesome Moab Adventure," in partnership with the BLM and Grand County Travel Council shown on corresponding websites, the local TV channel and in 4x4 rental shops to help spread minimum impact, safety and trail courtesy messaging. Sand Flats also creates and maintains, subject to approval by the BLM, educational signage at trailhead kiosks and brochures that describes "Leave No Trace" principles and information about the fragile desert ecosystem.

*Enhance community-supported partnerships in tourism and marketing:*

Tourism is the primary economic driver of Grand County and the City of Moab, with close to 3 million visitors annually. Sand Flats assists with enhancing the recreational opportunities found on BLM land that many of these visitors come to experience. Implementation of projects by Sand Flats provides economic benefits to the community. Sand Flats also assists with mitigating environmental impact created by users on motorized and non-motorized trails and promotes "Leave No Trace" education in order to preserve both the natural resource and user experience. Please see mention of video above.

*Protect visitor health and safety:*

Sand Flats personnel staff an entrance station and provide orientation and safety information, maps and brochures daily during visitor season. Sand Flats personnel make daily patrols of Sand Flats front and backcountry trails and campgrounds. Sand Flats daily staff presence assists in the protection of visitor health and safety. Sand Flats develops and maintains wayfinding signage at every trail intersection within trail networks that include map signs with "You Are Here" markings. Such signs help to prevent users from becoming lost on trail networks. It also allows users to identify and describe their location in an emergency, which is beneficial to Search and Rescue operations.

2. *DOI Priority: Working to conserve at least 30% each of our lands and waters by the year 2030. We will work to protect biodiversity, slow extinction rates and help leverage natural climate solutions by conserving 30% of America's lands and waters by 2030. This relies on support for local, state, private, and Tribally-led nature conservation and restoration efforts that are underway across America.*

This grant supports local efforts for conservation and restoration. Reporting, inventory, and maintenance of campgrounds and both motorized and non-motorized trail facilities, as well as educational programming and signage about responsible recreation practices, are essential for keeping outdoor recreation sustainable at the Sand Flats Recreation Area.

*Executive Orders:* This project also assists the BLM Moab Field Office in meeting the Biden/Harris Executive Order 14008: *Tackling the Climate Crisis at Home and Abroad:*

EO 14008. Empowering Workers By Advancing Conservation, Agriculture, and Reforestation. Sec. 214. *Policy. "It is the policy of my Administration to put a new generation of Americans to work conserving our public lands and waters. The Federal Government must protect America's natural treasures, increase reforestation, improve access to recreation, and increase resilience to wildfires and storms..."*

This project supports campgrounds and both motorized and non-motorized trail network improvements and maintenance projects that are essential for resource protection and maintaining sustainable recreation on public lands managed by the BLM Moab Field Office.

## **TECHNICAL APPROACH:**

Expected Outcomes and Evaluation:

Grand County will benefit economically from recreational trails and other facilities in the Sand Flats area that will attract destination visitors to the area as well as providing exercise and skill building venues for residents.

The public as a whole will benefit through the availability of sustainable, trails and other facilities for recreational purposes. Maintenance of existing amenities will enhance BLM's ability to meet its recreation management objectives as outlined in the BLM's priorities for Recreation and Visitor Services. As stated above this will improve access to appropriate recreation opportunities on Department of the Interior Managed Lands and ensure a quality experience and enjoyment of natural and cultural resources on DOI managed lands.

Sand Flats receives visitor input, comments, and feedback daily and in person at the entrance station and while patrolling campgrounds and trails and also through office phone. Written comments are received through comment forms on back of fee collection envelopes and through county surveys. Sand Flats receives input, comments, and feedback from the BLM and from the public during Stewardship Committee meetings, which are held quarterly. Input and comments are used for planning and to help assess the effectiveness of projects.

Project Details:

Recruit and hire Recreation Technician Apprentices and/or Interns with desire to learn about recreation and natural resource management, and that have the attributes necessary to work outdoors to complete trail and other facility maintenance and restoration projects; and have the ability to learn about, and then inform the public about, proper recreational use of the area, and of the need to protect resources.

## **PROJECT MONITORING AND EVALUTION PLAN:**

(Describe how you will measure project performance and assessment tools to be used)

Project Management Plan.

A. The recipient agrees to:

1. Manage the funds provided to implement the agreements from Grand County and BLM for maintenance, improvements, and enriched user services and education.
2. Provide BLM with an accounting of its financial actions under the agreement.
3. Coordinate with the Bureau of Land Management, Moab Field Office (BLM), on the following:
  - Recruit and hire Recreation Technician Apprentices and/or Interns with desire to learn about recreation and natural resource management, and that have the attributes necessary to work outdoors to complete trail and other facility maintenance and restoration projects; and have the ability to learn about, and then inform the public about, proper recreational use of the area, and of the need to protect resources.
  - Meetings to discuss apprentice/intern projects and timekeeping.

B. The BLM agrees to:

1. The BLM Sand Flats Recreation Area Oversight Committee representative will review and approve annual work plan and budgets for the area, and will coordinate matters relating to planning and natural resource management in the area.
2. The Sand Flats Recreation Area Committee, including BLM, will meet quarterly to review budget, work projects, apprentice program goals and progress, and resource issues and solutions.
3. Be responsible for assuring that projects are consistent with the current land use plan and all required NEPA and associated analyses and clearances are completed prior to actual project implementation.
4. Attend quarterly Sand Flats Recreation Area Oversight Committee meetings.
5. Provide Sand Flats with support for public land projects requiring maintenance or construction work. The BLM will participate in volunteer trail day projects on a time available basis and review completed work to determine if project objectives have been met.

**TIMETABLE OR MILESTONES:**

**[Suggested table below]:**

<b>Milestone / Task / Activity</b>	<b>Start Date</b>	<b>Completion Date</b>
Recruit/ Hire/ Manage Recreation Technician Apprentices/ Interns in performing facility maintenance and restoration projects and in providing visitor services including education on minimum impact practices.	September 1, 2019	August 31, 2022

**DIRECT BENEFIT TO THE PUBLIC:**

(Describe how this project will affect the public.)

Please see “Goals and Objectives” in the Statement of Need section above.

**QUALIFICATIONS/PAST PERFORMANCE:**

List key project personnel and responsibilities, along with their contact information.

Describe the time to be dedicated to the project, how their experience and qualifications are appropriate to the success of the project.

The project will be managed by Grand County/Sand Flats Director Andrea Brand and Grand County Clerk Auditor Gabriel Woytek. Andrea Brand has managed similar projects for a number of years in the past, as well as other agreements and grants from State and Federal agencies. Her position is structured so that she is able to spend the time necessary to provide oversight and to coordinate with Gabriel Woytek, who will manage accounting for the project, to insure project success. They will ensure that all reporting is completed as required.

Andrea Brand  
Grand County/ Sand Flats Director  
[abrand@grandcountyutah.net](mailto:abrand@grandcountyutah.net)  
435-259-1386

Gabriel Woytek  
Grand County Clerk Auditor  
[gwoytek@grandcountyutah.net](mailto:gwoytek@grandcountyutah.net)  
435-259-1321

*List of previous federally funded Assistance Agreements (2014 – 2018):*

Note: The non-profit organization Canyonlands Natural History Association (CNHA) previously managed the BLM Utah Challenge Cost Share Program grants for Grand County/ Sand Flats and Trail Mix. As of January 1, 2019 this changed. Sand Flats staff are the same individuals involved with the following Challenge Cost Share Agreements, applied to by CNHA in collaboration with Grand County/ Sand Flats.

BLM Utah Challenge Cost Share Program FY 2014: Challenge Cost Share Agreement between the Canyonlands Natural History Association, Grand County/Sand Flats and Trail Mix, and Bureau of Land Management

BLM Utah Challenge Cost Share Program FY 2015: Challenge Cost Share Agreement between the Canyonlands Natural History Association, Grand County/Sand Flats and Trail Mix, and Bureau of Land Management

BLM Utah Challenge Cost Share Program FY 2016: Challenge Cost Share Agreement between the Canyonlands Natural History Association, Grand County/Sand Flats and Trail Mix, and Bureau of Land Management

BLM Utah Challenge Cost Share Program FY 2017: Challenge Cost Share Agreement between the Canyonlands Natural History Association, Grand County/Sand Flats and Trail Mix, and Bureau of Land Management

BLM Utah Challenge Cost Share Program FY 2018: Challenge Cost Share Agreement between the Canyonlands Natural History Association, Grand County/Sand Flats and Trail Mix, and Bureau of Land Management

*Stakeholder involvement:*

As described in the “Statement of Need” section above, stakeholders attend quarterly Sand Flats Recreation Area Stewardship Committee meetings. These meetings are advertised and open to the public.

**LEVERAGING OF RESOURCES** (Cost is not normally evaluated. However, is reviewed during the merit review and will be used as a tiebreaker).

Demonstrate how you leverage funds or resources with other federal and/or non-federal sources of funds or resources to carry out the proposed project.

Sand Flats operates as an enterprise fund and is self-sustaining with most operating costs funded by user fees.



## BUDGET DETAIL and NARRATIVE

(Suggested Format)

**Instructions:** Using the estimated amounts listed on your SF-424A Budget Information form, use this worksheet format to provide details of those estimated costs. In the Justification Boxes, explain the purpose of each cost and provide sufficient detail so costs can be analyzed for reasonableness.

Agreement or Funding Opportunity No.: L19AS00009 Date: 6/14/2022  
 Organization Name: Grand County  
 Recipient: Apprentice Grand County  
 Project: Sand Flats  
 Title: \_\_\_\_\_

### A) PERSONNEL COSTS (SF-424A Object Class Category 6a.)

Provide the name of the person in each position (if known), and provide both the annual (for Multiyear awards) and total: salary/amount each position is paid; the percent of time position contributes to this award; and the number of months the employee is paid. State if any positions are vacant at the time, and if so, anticipated hire date. Also, provide a justification and description of each position (including vacant positions). Relate each position specifically to program objectives. Personnel cannot exceed 100% of their time on all active projects. Recipient should ensure the cost of living increase is built into the budget and justified.

The salaries of administrative and clerical staff should normally be treated as indirect (F&A) costs (2 CFR §200.413c). Direct charging of these costs may be appropriate only if all of the following conditions are met: (1) Administrative or clerical services are integral to a project or activity; (2) Individuals involved can be specifically identified with the project or activity; (3) Such costs are explicitly included in the approved budget or have the prior written approval of the Grants Officer; and (4) The costs are not also recovered as indirect costs.

Name & Title or Position Title	Salary or Wage	Months or Hours	Matching Funds (if applicable)	BLM Funds
Andrea Brand, Director	\$42.76/Hr.	1080 Hrs.	\$46,182.00	\$2,000.00
Jason Turner, Operations Coordinator	\$31.26/Hr.	400 Hrs.	\$12,504.00	\$2,000.00
Recreation Technician	\$20.30/Hr.	1080 Hrs.	\$21,924.00	\$1,000.00
Apprentice	\$17.54/Hr.	200 Hrs.	\$3,508.00	\$1,000.00
Apprentice	\$17.54/Hr.	200 Hrs.	\$3,508.00	\$1,000.00
<b>A) TOTAL PERSONNEL COSTS:</b> (SF-424A Object Class Category 6a. Personnel)			<b>\$87,624.00</b> (2021 – 2022)	<b>\$7,000</b> (2021 - 2022)

**Justification:**

Director – Andrea Brand: This position directs the overall operation of the project; responsible for overseeing the implementation of project activities, coordination with other agencies, development of materials, provision of in-service and training, conducting meetings and coordinating with agencies, designs and directs the gathering, tabulating and interpreting of required data, responsible for overall program evaluation and for staff performance evaluation; and is the responsible authority for ensuring necessary reports/documentation are completed.

Operations Coordinator – Jason Turner: This position manages day-to-day operations of the project; responsible for project site plan and field staff supervision, coordinating labor and material needs, and

overall logistics.

Recreation Technician and Apprentices perform visitor services including working in the entrance station, front and backcountry patrols and trail and campground improvement and maintenance projects under the supervision of the Director and Operations Coordinator.



**B) FRINGE BENEFIT COSTS (SF-424A Object Class Category 6b.)**

Fringe benefits are usually applicable to direct salaries and wages. Provide the fringe benefit rate used and a clear description of how the computation of fringe benefits were applied. Provide both the annual (for multiyear awards) and total. If a fringe benefit rate is not used, show how the fringe benefits were computed for each position. The budget justification should be reflected in the budget description. Elements that comprise fringe benefits should be indicated. The fringe rate should be proportional among the federal and non-federal share categories. If a fringe rate is greater than 35%, a description and breakdown of the benefits must be provided unless a negotiated indirect cost rate agreement (NICRA) has been provided. If fringe benefits are not computed by using a percent of salaries, provide a breakdown of how the computation is done. The applicant should not combine the fringe benefit costs with direct salaries and wages in the personnel category.

Name & Title/Position	Salary/Wage Base (BLM Amounts budgeted in Section A above)	Fringe Benefit Rate (%)	Matching Funds (if applicable)	BLM Funds
Andrea Brand, Director	\$48,182.00	N/A. See below.	\$26,765.00	\$1,000.00
Thomas Jason Turner, Operations Coordinator	\$14,504.00	N/A. See below.	\$6,796.00	\$1,000.00
Recreation Technician	\$22,924.00	N/A. See below.	\$1,321.00	\$600.00
Apprentice	\$4,508.00	N/A. See below.	\$178.00	\$200.00
Apprentice	\$4,508.00	N/A. See below.	\$178.00	\$200.00
<b>B) TOTAL FRINGE BENEFIT COSTS:</b> (SF-424A Object Class Category 6b. Fringe Benefits)			<b>\$35,238.00</b> (2021 - 2022)	<b>\$3,000</b> (2021 - 2022)

**Justification:** The fringe benefit cost for full-time employees (Program Director and Operations Coordinator) and part-time employees (Rec Tech and Apprentice) are calculated below. Costs are not expected to increase significantly between years.

Position Title	Base Wage	URS %	URS Amount	Health Insurance Amount	Dental	Vision	Life	EAP	LTD	Workers Comp Rate	Workers Comp Amount	Payroll Taxes (FICA/Med)	Total Benefits
Director	48,182	18.47 %	8,899	13,613	741	96	95	67	216	1.71%	824	3,214	27,765
Operations Coordinator	14,504	18.47 %	2,679	3,514	139	22	95	67	65	1.71%	248	967	7,796
Recreation Technician	22,924	0.00 %	0	0	0	0	0	0	0	1.71%	392	1529	1921
Apprentice	4,508	0.00 %	0	0	0	0	0	0	0	1.71%	77	301	378
Apprentice	4,508	0.00 %	0	0	0	0	0	0	0	1.71%	77	301	378
												<b>TOTAL</b>	<b>38,238</b>

### C) TRAVEL COSTS (SF-424A Object Class Category 6c.)

Domestic travel includes travel within and between the U.S., the commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. Virgin Island, and the territories and possessions of the United States. Provide a narrative justification describing the travel staff will perform. List origin and destination, number of trips planned, who will be making the trip, purpose of travel and how it relates to the scope of work, and approximate dates. If mileage is to be paid, provide number of miles and the cost per mile. If travel is by air, show cost of airfare and proposed airline (if known). If per diem/lodging is to be paid, indicate number of days and the amount for each day's per diem and the number of nights and the amount for each night's lodging. Include any ground transportation when applicable. Total each trip planned.

Dollars requested in the travel category should be for staff travel only. Travel for consultants should be shown in the consultant category along with the consultant's fee. Travel for training participants, advisory committees, review panels etc., should be itemized the same way as indicated above and placed in the "other" category. Travel should include: origin and destination, estimated costs and type of transportation, number of travelers, related lodging and per diem costs, brief description of the travel involved, its purpose, and explanation of how the proposed travel is necessary for successful completion of the project.

If travel details are unknown, then the basis for proposed costs should be explained (i.e., historical information). Travel costs can be charged on an actual basis, on a per diem or mileage basis in lieu of actual costs incurred, or a combination of the two if applied consistently and results in reasonable charges. Travel support for dependents of key project personnel may be requested only when the travel is for a duration of six months or more either by inclusion in the approved budget or with the prior written approval of the Grants Officer (2 CFR §200.474(c)(2)), <http://www.gsa.gov/portal/content/104877>.

Proposed Travel (Lodging & Per Diem)		No. of People	No. of Days	Cost Per Person Per Day	Matching Funds (if applicable)	BLM Funds
<b>To:</b>						
<b>From:</b>						
<b>To:</b>						
<b>From:</b>						
<b>To:</b>						
<b>From:</b>						
<b>To:</b>	<i>Example: Portland, OR</i>	<i>1</i>	<i>2</i>	<i>\$150.00/ Day</i>	<i>\$100.00</i>	<i>\$200.00</i>
<b>From:</b>	<i>Eugene, OR</i>					

**SUB-TOTAL, MILEAGE REIMBURSEMENT** - The cost of reimbursement for estimated mileage traveled in recipient vehicles for agreement activities. Give details and the purpose of the travel in the Narrative Box. Current Federal mileage reimbursement rates may be found online at: [www.GSA.gov](http://www.GSA.gov). **NOTE:** Mileage reimbursement rates include all vehicle costs, i.e. fuel, insurance, maintenance, etc.

Proposed Travel (Mileage Reimbursement)		No. of Miles	No. of Trips	Cost Per Mile	Matching Funds (if applicable)	BLM Funds
<b>To:</b>						
<b>From:</b>						
<b>To:</b>						
<b>From:</b>						
<b>To:</b>						
<b>From:</b>						
<b>To:</b>	<i>Example: Portland, OR</i>	<i>110 Miles</i>	<i>2</i>	<i>\$0.10/ Mile</i>	<i>\$0.00</i>	<i>\$22.00</i>
<b>From:</b>	<i>Eugene, OR</i>					

**SUB-TOTAL, OTHER TRAVEL COSTS** - The costs of airfare, bus fare, car rental, etc., required for agreement activities. Explain the details and the purpose of the costs in the Narrative Box.

Proposed Other (Travel Reimbursement)		Type	Cost	No.	Matching Funds (if applicable)	BLM Funds

<b>To:</b>						
<b>From:</b>						
<b>To:</b>						
<b>From:</b>						
<b>C) TOTAL TRAVEL COSTS:</b> (SF-424A Object Class Category 6c. Travel)					<b>\$0</b>	<b>\$0</b>
<b>Justification:</b> EXAMPLE - The Project Coordinator and the Education Specialist will travel to [event location] to provide training at the “Sage Grouse Workshop” being held [date]. They will both travel from [origin] to [destination], and take ground transportation from the airport to the even/hotel.						

**D) EQUIPMENT COSTS** (SF-424A Object Class Category 6d. Equipment)

Provide justification for the use of each item and relate them to specific program objectives. Provide both the annual (for multiyear awards) and total for equipment. Equipment is defined as an article of tangible personal property that has a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. A recipient organization may classify equipment at a lower dollar value but cannot classify it higher than \$5,000. For example, a state may classify their equipment at \$1,000 with a useful life of a year. It is recommended that internal policies for equipment be provided in this section in order to avoid requests by BLM for closeout documents and delays during the closeout period.

General use of equipment (i.e., computers, faxes, etc.) must be used 100% for the proposed project if charged directly to the agreement. Maintenance fees for equipment should be shown in the “other” category.

Provide a lease versus purchase analysis. This must accompany every equipment request over \$5,000 even if a lease vs purchase analysis cannot be completed, a statement is required to that effect. General-purpose equipment such as office equipment and furnishings, and information technology equipment and systems are typically not eligible for direct cost support (2 CFR §200.439).

Provide objective-related justification for all equipment items after the detailed budget. The source for determining the budget price for each unit of equipment should be included in the justification. Explain the need and purpose of the equipment in the Justification Box below.

Equipment	Quantity	Cost per Unit	Matching Funds (if applicable)	BLM Funds
<i>Example: John Deere Compact Tractor</i>	<i>1</i>	<i>\$17,500.00</i>	<i>\$7,500.00</i>	<i>\$10,000.00</i>

<b>D) TOTAL EQUIPMENT COSTS:</b> (SF-424A Object Class Category 6d. Equipment)			<b>\$0</b>	<b>\$0</b>
<b>Justification:</b> EXAMPLE - Equipment costs of [\$ amount] is requested for modified gill nets (1x\$20,000), anchors (2x\$6,000), floating and acoustic transmitters and receivers (4x\$10,000). The gill nets will be used for [description]. The anchors are needed for [description]. The transmitters and receivers will be used for [description].				

**E) SUPPLY COSTS (SF-424A Object Class Category 6e. Supplies)**

List by supply item. An explanation is necessary for supplies costing more than \$5,000, or five percent of the award, whichever is greater. Show unit cost of each item, number needed, and total amount. Provide both the annual (for multiyear awards) and total for supplies. Provide justification of the supply items and relate them to specific program objectives. It is recommended that when training materials are kept on hand as a supply item, that it be included in the “supplies” category. When training materials (pamphlets, notebooks, videos, and other various handouts) are ordered for specific training activities, these items should be itemized and shown in the “other” category. If appropriate, general office supplies may be shown by an estimated amount per month multiplied by the number of months in the budget period.

Requirements for supplies, which exceed the thresholds: explain the type of supplies to be purchased, or nature of the expense in the budget narrative; provide a breakdown of supplies by quantity and cost per unit if known; and indicate basis for estimate of supplies, i.e., historical use on similar projects.

If your organization has a written policy for purchasing supplies, please submit a copy with your application. Explain the purpose of the costs in the Justification Box below.

Item	Quantity	Cost per Unit	Matching Funds (if applicable)	BLM Funds
<i>Example: Work Gloves, Leather</i>	6	\$10.00/Pair	\$50.00	\$10.00
<b>E) SUPPLY COST TOTAL:</b> (SF-424A Object Class Category 6e. Supplies)			<b>\$0</b>	<b>\$0</b>

**Justification: EXAMPLE** - General office supplies will be used by staff to carry out daily activities of the program. Pamphlets will be kept in stock and distributed to schools as needed upon request. Supplies relate to (describe how pamphlets relate to objectives).

**Sample Budget**

**SUPPLIES**            **Total \$** \_\_\_\_\_  
 General office supplies (pens, pencils, paper, etc.)  
 Lab supplies (developing chemicals, petri dishes, etc.)  
 12 months x \$100/month = [amount]  
 2,000 pamphlets entitled [name] x \$.58 ea. = [amount]

**F) CONTRACTUAL COSTS (SF-424A Object Class Category 6f. Contractual)**

Provide separate budgets for each sub award or contract, regardless of the dollar value and indicate the basis for the cost estimates in the narrative. Describe products or services to be obtained and indicate the applicability or necessity of each to the project. Please note the differences between sub award, contract, and vendor:

- **Sub award** means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award, including a portion of the scope of work or objectives. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program.
- **Contract** means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award.
- **Vendor** is generally a dealer, distributor or other seller that provides, for example, supplies, expendable materials, or data processing services in support of the project activities.

Provide both the annual (for multiyear awards) and total for contractual. Do not incorporate contractual indirect costs under the indirect costs line item for the applicant/grantee on the SF-424A or budget narrative.

- **Name of Subrecipient, Contractor, or Vendor:** Include the name of the qualified subrecipient, contractor, affiliation, and contact.
- **Method of Selection:** Include how selection was made. If sole source, include an explanation. Include qualifications.
- **Period of Performance:** Include the dates/length for the performance period. If it involves a number of tasks, include the performance period for each task.
- **Scope of Work:** List and describe the specific tasks to be performed.
- **Criteria for Measuring Accountability:** Include an itemized line item breakdown as well as total contract/award amount. If applicable, include any indirect costs paid under the contract/award and the indirect cost rate used.

Explain the details and purposes of the costs in the Justification Box below.

Contractor Name, Type, etc.	Cost	Matching Funds (if applicable)	BLM Funds
<i>Example: Ace Delivery Service (Yearly Contract)</i>	\$2,500.00	\$0.00	\$2,500.00
<b>F) CONTRACTUAL COST TOTAL:</b> (SF-424A Object Class Category 6f. Contractual)		<b>\$0</b>	<b>\$0</b>

**Justification:** **EXAMPLE** - Contractual costs of [\$ amount] is requested for the university to execute a contract with TBD, competed competitively, for [\$ amount] to develop and deploy satellite tags on North Atlantic right whales for 2016 (one year). Expenses will include: (1) personnel and fringe for a technician to implement tag development and testing during Year 1, (2) expenses TBD to travel to Seattle, WA to meet with XX computers engineers to develop a GPS-linked satellite tag, (3) travel for TBD to the Southeast U.S. to lead tag deployments in 2015 and 2016, and (4) tagging supplies (satellite tags, tag darts, measurement electronics for tag testing, other tag testing supplies). TBD will report to the university quarterly to ensure progress. [Attach itemized budget.]

**CONTRACTUAL SAMPLE**

- Name of Organization
- Method of Selection (competitive or sole source; if sole source, provide justification)
- Period of Performance
- Description of Activities
- Method for Maintaining Performance Accountability
- Itemized Budget (include categories used in program budget)

**G) CONSTRUCTION COSTS (SF-424A Object Class Category 6g. Construction)**

Construction activity is allowable only when program legislation includes specific authority for construction and/or when the BLM operating unit specifically authorizes such activity. Activities under an award are considered construction when the major purpose of the award is construction as defined in this chapter. In contrast, alteration of facilities incidental to a non-construction purpose is not considered construction under this chapter. - FAR Part 2 Definitions.

Most federal programs do not allow construction costs, and those that do typically have detailed instructions describing how to figure construction costs. Estimated construction costs must be supported by documentation including drawings and estimates, formal bids, etc. As with all other costs, follow the specific requirements of the program, the terms and conditions of the award, and applicable regulations.

Whereas non-construction awards use the SF-424A form, construction awards must use the SF-424C form. Detail provided should include administrative and legal expenses; land, structures, rights-of-way, appraisals, etc.; relocation expenses and payments; architectural and engineering fees, project inspection fees; site work; demolition and removal; equipment; contingencies; and program income.

Explain the details and purpose of the costs in the Justification Box below.

<b>Contractor: Name/Type/Organization/Etc.</b>	<b>Cost</b>	<b>Matching Funds (if applicable)</b>	<b>BLM Funds</b>
<b>G) CONSTRUCTION COST TOTAL:</b> (SF-424A Object Class Category 6g. Construction)		<b>\$0</b>	<b>\$0</b>

**Justification:**

**H) OTHER COSTS** (SF-424A Object Class Category 6h. Other)

This category contains items not included in the previous categories. List items by type of material or nature of expense, break down costs by quantity and cost per unit if applicable, state the necessity of other costs for successful completion of the project and exclude unallowable costs (i.e., alcohol, fundraising, meals and coffee breaks). Provide both the annual (for multiyear awards) and total for other. Give justification for all the items in the “other” category (e.g., separate justification for printing, telephone, postage, rent, etc.). All costs associated with training activities should be placed in the “other” category except costs for consultant and/or contractual. List all expenses anticipated for the training activity in the format above. Include rental space for training (if required), training materials, speaker fees, substitute teacher fees, and any other applicable expenses related to the training. It is recommended that sub awards fall under the contractual section rather than the other section.

Explain the details and purpose of the costs in the Justification Box below.

Item	Cost	Matching Funds (if applicable)	BLM Funds
<i>Example: Ace Equipment Rental (Post-Hole Digger, 4 Days)</i>	\$25/Day	\$0.00	\$100.00
<b>H) OTHER COSTS TOTAL:</b> (SF-424A Object Class Category 6h. Other)		<b>\$0</b>	<b>\$0</b>

**Justification:** **EXAMPLE** - [\$ amount] is requested for printing informational pamphlets as it relates to our proposed marketing and outreach efforts, stipend costs for reviewing and contributing to the vetting process of the training curriculum, and other miscellaneous costs including phone, and postage and mailing costs.

**Sample Budget**

- OTHER Total \$ \_\_\_\_\_
- Printing (\$ \_\_\_\_\_ per x \_\_\_\_\_ documents) = [subtotal]
- Telephone (Charges \$ \_\_\_\_\_ per month x \_\_\_\_\_ months) = [subtotal]
- Postage (Charges \$ \_\_\_\_\_ per month x \_\_\_\_\_ months) = [subtotal]
- Rent {\$ \_\_\_\_\_ per month x \_\_\_\_\_ months) = [subtotal]
- Etc. (Charges \$ \_\_\_\_\_ per \_\_\_\_\_ x item) = [subtotal]
- Training costs for [name of training] = [subtotal]

**I) TOTAL DIRECT COSTS** (SF-424A Object Class Category 6i. Sum of 6a.-6h.)

The total of all direct costs applicable to this project.

Total Direct Costs	Matching Funds (if applicable)	BLM Funds
<b>I) TOTAL DIRECT COSTS:</b> (SF-424A Object Class Category 6i. Total, Sum of 6a.-6h.)	<b>\$122,862.00</b>	<b>\$10,000.00</b>

**J) INDIRECT COSTS** (SF-424A Object Class Category 6j. Indirect Charges)

Indirect costs are those costs incurred for common or joint objectives, which cannot be readily identified with an individual project or program but are necessary to the operations of the organization. Please refer to the BLM Financial Assistance Standard Terms and Conditions and the 2 CFR 200 for more information about indirect costs and facilities and administrative costs, including more information regarding predetermined, provisional, and fixed rates.

Provide the most recent indirect cost rate agreement with the itemized budget. The applicable indirect cost rate(s) negotiated by the organization with the cognizant negotiating agency must be used in computing indirect costs (F&A) for a proposal (2 CFR §200.414). The amount for indirect costs should be calculated by applying the current negotiated indirect cost rate(s) to the approved base(s).

Any non-Federal entity that has never received a negotiated indirect cost rate, except for those nonfederal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B) may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. Foreign grantees that do not have a negotiated indirect cost rate may also elect to charge the de minimis rate limited to an indirect cost rate recovery of 10% of modified total direct costs, and foreign grantees that have a negotiated rate agreement with a U.S. federal agency may recover indirect costs at the current negotiated rate.

(Only mandatory cost sharing or cost sharing specifically committed in the project budget must be included in the organized research base for computing the indirect (F&A) cost rate or reflected in any allocation of indirect costs.)

Use the Narrative Box below to explain how you calculated your indirect cost base and resulting indirect costs.

Indirect Cost Rate to be used on this Grant (%):		
Indirect Cost Base for this Grant:	\$	
Total Indirect Costs	Matching Funds (if applicable)	BLM Funds
<b>J) TOTAL INDIRECT COSTS:</b> (SF-424A Object Class Category 6j. Indirect Charges)	<b>\$0</b>	<b>\$0</b>



**Narrative:**

h. A local government that will charge all costs directly.

**K) TOTALS (SF-424A Object Class Category 6k. TOTALS)**

The sum total of all Direct and Indirect Costs (Sum of 6i. & 6j.) Applicable to this agreement.

<b>Total Project Costs</b>	<b>Matching Funds (if applicable)</b>	<b>BLM Funds</b>
<b>K) TOTAL COSTS:</b> (SF-424A Object Class Category 6k. TOTALS)	<b>\$122,862.00</b>	<b>\$10,000.00</b>

I certify that to the best of my knowledge the costs detailed above are correct and complete and for the purposes set forth in the associated application for Federal Assistance.

Jacques Hadler, Grand County Commission Chair

*Name & Title of Person Completing Budget*