

Personnel - Cost as shown on the Staffing Plan. This will autofill from what is entered on the Staffing Plan tab.		
Total Personnel Costs		\$72,346

Fringe - Associated fringe costs for the personnel listed in the staffing plan. This will autofill from what is entered on the Staffing Plan tab.		
Total Fringe Costs		\$44,724

Travel - Requirements for travel costs can be found in 2 CFR 200.475.			
Event	Travelers	Purpose	Cost
Regional partner meetings	1	Accelerate collaboration and coordinate lines of communication	\$ 5,000
			\$ -
			\$ -
			\$ -
Total Travel Costs			\$ 5,000

Equipment - Typically exceeds \$5000 per unit cost and has a useful life greater than 1 year. See the definition of equipment at 2 CFR 200.1.			
Equipment	Cost per Unit & Quantity	Purpose	Cost
N/A	N/A	N/A	\$ -
			\$ -
Total Equipment Costs			\$ -

Supplies - Supplies must be itemized and must correlate to the purpose of the award. Miscellaneous is not sufficient. See the definition of supplies at 2 CFR 200.1.			
Supplies	Cost per Unit & Quantity	Purpose	Cost
Computer	\$2,480 per unit	Needed for the Regional Competitiveness Officer	\$ 2,480
			\$ -
			\$ -
			\$ -
Total Supply Costs			\$ 2,480

Contractual - Contractors are subject to procurement standards in 2 CFR 200.317 - 200.327. All Subawards to eligible recipients should be noted under this line item as well. Please denote in the second column if this line item applies to a "subaward" or "contractor". For guidance on these two distinct roles, see 2 CFR 200.331. (Please note, this section will not autopopulate from the subawardees tab, but please also fill out the subawardees time for subawards - not for contractual).			
Organization Name (if applicable)	Subaward or Contractor?	Details of services being provided	Cost
Tulsa Authority for Economic Development	Contractor	Master planning for Robson mega-industrial site	\$ 145,000
Tulsa Innovation Labs	Contractor	Strategic and legal consulting costs for LaunchPad IP planning	\$ 50,000
Tulsa Innovation Labs	Contractor	Administrative and legal expertise for flight corridor governance structure	\$ 150,000
			\$ -
Total Contractual Costs			\$ 345,000

Construction - Not an allowable expense under the Build Back Better Regional Challenge NOFO. Please see other EDA funding opportunities for construction-related expenses.			
Construction	Quantity	Purpose	Cost
N/A	N/A	N/A	\$ -
Total Construction Costs			\$ -

Other - any other costs that do not fit in previous categories.			
Other	Quantity	Purpose	Cost
N/A	N/A	N/A	\$ -
			\$ -
			\$ -
			\$ -
Total Other Costs			\$ -

A Gantt Chart such as the following may be helpful to present key milestones and deliverables for the project.

	Proposed Project Period of Performance = 18 Months																		
Task/Deliverable	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
Staffing	Yellow	Yellow	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Red
Workforce Development Study	Yellow	Yellow	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Red
Master Planning of Property	Yellow	Yellow	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Red
Flight Corridor Governance Modeling	Yellow	Yellow	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Red
[Activity 5]																			
[Activity 6, etc]																			
Financial Closeout Preparation																Yellow	Green	Red	

Ramp Up	Yellow
Execution	Green
Wind Down	Red

Instructions:
 1. Leave the months as numeric values - the Project Scope of Work should remain in general terms for the period of performance.
 2. The Tasks and Deliverables included here are examples, they should be updated to include the project specific

AUTHORIZED STAFFING PLAN

Staffing Plan - Budget					
Name	Annual Salary/Rate	% of Annual Hours for project	Annual \$ from Award	Number of Years	Total Cost by Employee
Employee 1	\$72,346	100%	\$72,346	2.00	\$72,346
Employee 2	\$0	0%	\$0	0.00	\$0
Employee 3	\$0	0%	\$0	0.00	\$0
Employee 4	\$0	0%	\$0	0.00	\$0
Employee 5	\$0	0%	\$0	0.00	\$0
Employee 6	\$0	0%	\$0	0.00	\$0
Total Personnel Costs					\$72,346
Total Fringe Costs (Please Provide the Basis for Fringe Calculations)				61.820%	\$44,724

Staffing Plan - Narrative		
Name	Title	Project Responsibilities
Employee 1	Regional Competitiveness Officer	Serve as the central coordinator of new and existing resources to the benefit of regional competitiveness. Will convene public, private, academic and civic leaders around bottom-up competitiveness. Will establish a coordinated line of communication between regional growth clusters and EDA that accelerates collaboration and support. Ensures technical assistance awards provided by EDA and any partners are absorbed effectively within communities
Employee 2		
Employee 3		

Cells on this page are linked to the individual categories which are required for the SF-424, SF-424A and Budget Narrative.

Authorized Budget

Column E should match the SF-424A form (total budget). Line Item Budget will autopopulate from Budget Narrative tab.

Total Project Budget	
Federal Share (EDA grant funded)	\$500,000
Non-Federal (Matching) Share	
Total Project Budget	\$500,000
Federal Grant Rate (s/b 100%)	100%

Line Item Budget	
Personnel	\$72,346
Fringe Benefits	\$44,724
Travel	\$5,000
Equipment	\$0
Supplies	\$2,480
Contractual	\$345,000
Construction	\$0
Other	\$0
Total Direct Charges	\$469,550
Indirect Charges	\$30,450
Total Project Budget	\$500,000

Additional Details

This table will autopopulate from the Budget Narrative Tab. Please fill out all other tabs.

Year 1		Year 2		Year 3	
Federal Share	Non-Federal Share	Federal Share	Non-Federal Share	Federal Share	Non-Federal Share
\$ 36,173		\$ 36,173		\$ -	
\$ 22,362		\$ 22,362		\$ -	
\$ 1,500		\$ 2,000		\$ 1,500	
\$ -		\$ -		\$ -	
\$ 2,480		\$ -		\$ -	
\$ 345,000		\$ -		\$ -	
\$ -		\$ -		\$ -	
\$ -		\$ -		\$ -	
\$ 407,515		\$ 60,535		\$ 1,500	
\$ 10,150		\$ 10,150		\$ 10,150	
\$417,665	\$0.00	\$ 70,685	\$0.00	\$ 11,650	\$0.00

EDA DISCLAIMER: This template is provided at the request of Applicants as an optional tool to clarify the required information for your application in accordance with the required, standard OMB approved forms (SF-424, SF-424A and Budget Narrative). It in no way prevents you from supplying this information in an alternate format.

Project Costs must be substantiated to the point that the award official can determine whether proposed costs appear reasonable, allocable, and necessary to meet the project's Scope of Work, as well as whether those costs meet any other specific requirements that may apply. This optional workbook can help your organization meet those requirements.

Instructions: This is an optional template for the purpose of applying for an EDA grant in Phase 1 of the Build Back Better Regional Challenge. Please fill out the Timeline, Budget Narrative, Staffing Plan, and Subawardees budgets (if applicable). The Budget Overview tab will autopopulate based on the inputs from the other tabs.