		n what is entered on the Staffing Plan tab.	offing Plan. This will autofill from	rsonnel - Cost as shown on the Sta
\$72,346		nnel Costs	Total Persor	
		ng plan. This will autofill from what is entered on the Staffing Plan tab	e personnel listed in the staffin	inge - Associated fringe costs for th
\$44,724		ge Costs	Total Fring	
		5.	s can be found in 2 CFR 200.475	ravel - Requirements for travel cost
Cost		Purpose	Travelers	Event
\$ 5,000	ć	Accellerate collaboration and coordinate lines of communication		Regional partner meetings
\$ -		Accelerate conaboration and coordinate lines of communication		legional partner meetings
\$ -				
\$ -				
\$ 5,000		vel Costs	Total Trav	
	1.*			
		life greater than 1 year. See the definition of equipment at 2 CFR 200	per unit cost and has a useful l	quipment - Typically exceeds \$5000
<u>Cost</u>			Cost per Unit & Quantity	Equipment
\$ -		<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
\$ -				
\$-	\$	nent Costs	Total Equipm	
	1 2 552 200 4			
	es at 2 CFR 200.1.	pose of the award. Miscellaneous is not sufficient. See the definition	and must correlate to the purp	upplies - Supplies must be itemized
Cost		Purpose	Cost per Unit & Quantity	Supplies
\$ 2,480	Ś	Needed for the Regional Competitiveness Officer	\$2,480 per unit	omputer
	Ś	Recard for the Regional competitiveness officer	92,400 per unit	Shipatei
	Ś			
\$ -	\$			
	\$			
\$ - \$ - \$ 2,480 note in the	\$ \$ under this line item as well. Please denote in	2 CFR 200.317 - 200.327. All Subawards to eligible recipients should b		
\$ - \$ - \$ 2,480 note in the pom the	\$ \$ under this line item as well. Please denote in	C CFR 200.317 - 200.327. All Subawards to eligible recipients should b or". For guidance on these two distinct roles, see 2 CFR 200.331. (Ple ubawards - not for contractual).	t to procurement standards in 2 es to a "subaward" or "contracto out the subawardees time for si	econd column if this line item applie ubawardees tab, but please also fill
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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																		
Workforce Development Study																		
Master Planning of Property																		
Flight Corridor Governance Modeling																		
[Activity 5]																		
[Activity 6, etc]																		
Financial Closeout Preparation																		

Ramp Up	
Execution	
Wind Down	

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										
					T					
		<u>% of Annual</u>	<u>Annual \$ from</u>		Total Cost by					
<u>Name</u>	Annual Salary/Rate	Hours for project	<u>Award</u>	Number of Years	<u>Employee</u>					
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										
Total Fringe Costs (Please Provide the Basis for Fringe Calculations) 61.820%										

	Staffing Plan - Narrative								
Name	<u>Title</u>	Project Responsibilities							
	Regional Competitiveness Officer	Serve as the central coordinator of new and existing resources to the benefit of regional competitivenesss. Will convene public, private, academic and civic leaders around bottom-up comptetitivenss. Will establish a coordinated line of communication between regional growth clusters and EDA that accelerates collaboration and support. Ensures technical assitance 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%							

Personnel Fringe Benefits Travel Equipment Supplies Contractual Construction Other

Total Direct Charges Indirect Charges Total Project Budget Additional Details

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

100%										
		Year 1			Y	ear 2	Year 3			
Line Item Budget		eral Share	Non-Federal Share	Feder	al Share	Non-Federal Share	Federa	l Share	Non-Federal Share	
\$72,346	\$	36,173		\$	36,173		\$	-		
\$44,724	\$	22,362		\$	22,362		\$	-		
\$5,000	\$	1,500		\$	2,000		\$	1,500		
\$0	\$	-		\$	-		\$	-		
\$2,480	\$	2,480		\$	-		\$	-		
\$345,000	\$	345,000		\$	-		\$	-		
\$0	\$	-		\$	-		\$	-		
\$0	\$	-		\$	-		\$	-		
\$469,550	\$	407,515		\$	60,535		\$	1,500		
\$30,450	\$	10,150		\$	10,150		\$	10,150		
\$500,000		\$417,665	\$0.00	\$	70,685	\$0.00	\$	11,650	\$0.00	
	get \$72,346 \$44,724 \$5,000 \$0 \$2,480 \$345,000 \$0 \$0 \$0 \$469,550 \$30,450	get Fed \$72,346 \$ \$44,724 \$ \$5,000 \$ \$5,000 \$ \$0 \$ \$345,000 \$ \$0 \$ \$345,000 \$ \$0 \$ \$345,000 \$ \$0 \$ \$345,000 \$	Y get Federal Share \$72,346 \$36,173 \$44,724 \$22,362 \$5,000 \$1,500 \$0 \$- \$22,480 \$2,480 \$345,000 \$345,000 \$0 \$- \$0 \$- \$0 \$- \$0 \$ \$345,000 \$345,000 \$0 \$ \$0 \$ \$0 \$ \$0 \$ \$0 \$ \$0 \$	Year 1 Federal Share Non-Federal Share \$72,346 \$ 36,173 \$44,724 \$ 22,362 \$5,000 \$ 1,500 \$0 \$ - \$2,480 \$ 2,480 \$345,000 \$ 345,000 \$0 \$ - \$2,480 \$ 407,515 \$30,450 \$ 10,150	Year 1 Federal Share Non-Federal Share Federal Share \$72,346 \$ 36,173 \$ \$44,724 \$ 22,362 \$ \$5,000 \$ 1,500 \$ \$0 \$ - \$ \$2,480 \$ 2,480 \$ \$345,000 \$ 345,000 \$ \$0 \$ - \$ \$345,000 \$ 345,000 \$ \$0 \$ - \$ \$0 \$ - \$ \$345,000 \$ 345,000 \$ \$0 \$ - \$ \$0 \$ - \$ \$0 \$ - \$ \$0 \$ - \$ \$0 \$ - \$ \$0 \$ - \$ \$0 \$ - \$ \$0 \$ - \$ \$30,450 \$ 10,150 \$	Year 1 Yuar 1 Federal Share Non-Federal Share Federal Share \$72,346 \$36,173 \$36,173 \$44,724 \$22,362 \$22,362 \$5,000 \$1,500 \$2,000 \$0 \$- \$2,000 \$22,480 \$2,480 \$- \$345,000 \$345,000 \$- \$0 \$- \$- \$2,480 \$345,000 \$- \$345,000 \$\$- \$- \$0 \$- \$- \$0 \$- \$- \$0 \$- \$- \$0 \$- \$- \$0 \$- \$- \$0 \$- \$- \$0 \$- \$- \$0 \$- \$- \$0 \$- \$- \$0 \$- \$- \$10,150 \$10,150 \$10,150	Year 1 Year 2 get Federal Share Non-Federal Share Non-Federal Share Non-Federal Share \$72,346 \$36,173 \$36,173 \$2,362 \$2,362 \$44,724 \$22,362 \$2,000 \$2,000 \$5,000 \$1,500 \$2,000 \$ \$\$0 \$ \$ \$ \$ \$\$2,480 \$ \$ \$ \$ \$\$345,000 \$ \$ \$ \$ \$\$0 \$ \$ \$ \$ \$\$0 \$ \$ \$ \$ \$\$0 \$ \$ \$ \$ \$\$0 \$ \$ \$ \$ \$\$0 \$ \$ \$ \$ \$\$0 \$ \$ \$ \$ \$\$0 \$ \$ \$ \$ \$\$0 \$ \$ \$ \$ \$\$0 \$ \$ \$ \$ \$\$0	Year 1 Year 2 get Federal Share Non-Federal Share Non-Federal Share Non-Federal Share Federal Share S	Year 1 Year 2 Year 3 Federal Share Non-Federal Share Federal Share Non-Federal Share Federal Share S -	

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 <u>optional</u> workbook can help your organization meet those requirements.

<u>Instructions</u>: 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.