

**Arizona Department of Agriculture  
Livestock Operator Fire and Flood Assistance Grant Program (LOFFAP)**

**INFRASTRUCTURE PROJECT BUDGET FORM - INSTRUCTIONS**

**The following provides instructions on how to fill out the Infrastructure Project Budget Form. Be sure to provide information for each category.**

**Infrastructure Project Title:** Enter the title of the infrastructure project that matches the other application forms.

**Infrastructure Project Budget:** Estimate the total cost of implementing the infrastructure project. Include numeric values for requested LOFFAP funds and funds from other sources for the following categories:

- **Administrative Labor** - costs associated with the administration of the grant paperwork and reporting requirements.
- **Infrastructure Project Labor** – costs associated with completing the actual infrastructure project.
- **Employee Related Expenses (ERE)** – if applicable, costs for employees, i.e. payroll taxes, medical insurance, workman’s comp, etc.,
- **Infrastructure Project Related Travel** – if applicable, costs for mileage, meals and lodging associated with the completion of the infrastructure project.
- **Equipment** - cost of any equipment which may be leased or purchased.\*
- **Supplies** - cost of supplies, materials, rock, cement, etc.\*
- **Contractual** – costs for sub-contract labor and/or services performed by another entity.
- **Other** - any other costs associated with the infrastructure project that do not fit into the above categories.

\* Equipment and supplies that can be used for general ranch operations outside of the scope of the infrastructure project(s) being applied for are not eligible for LOFFAP funding. For example, office supplies, tools, generators, heavy equipment, GPS equipment, rain gauge equipment, etc. are ineligible for LOFFAP funding. Equipment included in the budget must include documentation that shows the make, model and the reasonable cost for the equipment being replaced due to flood damage or flood loss. LOFFAP funds will not pay for more than 50% of the approved reasonable replacement cost of the equipment.

If you intend to seek reimbursement for any grantee costs, including labor, supplies and personal equipment use or per mile travel costs, your infrastructure project application and budget must identify those costs for which you intend to seek reimbursement. In addition, the reimbursement rate for those grantee costs must be pre-approved by the Department and will be included in the grant award agreement. You can provide justification for these costs (if applicable) in the Infrastructure Project Budget Narrative section on page 21.

If receiving funds through an agreement with another funding agency, before receiving any LOFFAP grant funds, you will be required to sign an acknowledgement affirming your knowledge and consent that your grant information will be shared between the AZDA and other funding agencies. See Attestation Form on page 13.

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**INFRASTRUCTURE PROJECT BUDGET FORM**

Infrastructure Project Title: \_\_\_\_\_

<b>Total Infrastructure Project Budget (by expense category)</b>			
<b>Budget Detail</b>	<b><u>Total Infrastructure Project Costs</u></b>	<b><u>LOFFAP Funds*</u></b> (Amount requested must not exceed 50% of the Total Infrastructure Project Costs)	<b><u>Other Funds</u></b> (Must be 50% of the Total Infrastructure Project Costs)
<b>Administrative Labor:</b>	\$	\$	
<b>Infrastructure Project Labor:</b>	\$	\$	
<b>Employee Related Expenses (ERE):</b>	\$	\$	
<b>Infrastructure Project Related Travel:</b>	\$	\$	
<b>Equipment:</b>	\$	\$	
<b>Supplies:</b>	\$	\$	
<b>Contractual:</b>	\$	\$	
<b>Other:</b>	\$	\$	
<b>TOTAL:</b>	\$	\$	\$

\* A grant cannot exceed 50% of the grantee's total infrastructure project cost that is required as a result of a single wildfire or that wildfire's associated flooding.

## Budget Narrative

Use the Budget Narrative boxes to provide an explanation of how the dollar figures were calculated. Provide as much detail as possible. Refer to supporting documentation, such as quotes for supplies, equipment rental, installation, etc. whenever applicable. Explain differences in costs for similar infrastructure projects. Also, explain the need for specific items in the budget (for example, explain why a 20,000 gallon storage tank is necessary for the infrastructure project instead of a 5,000 gallon tank).

Reviewers will be evaluating whether the costs are reasonable and necessary for the completion of the proposed work.

### **Administrative Labor**

### **Infrastructure Project Labor**

### **Employee Related Expenses (ERE)**

### **Infrastructure Project Related Travel**

## Budget Narrative

### Equipment

(Detailed quotes or documentation must be included for equipment rental. Detailed quotes or documentation must be included for any infrastructure equipment being replaced that shows make, model and cost.)

### Supplies

### Contractual

(Detailed quotes must be included in the application for all contractual costs)

### Other