

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

PROJECT BUDGET FORM - INSTRUCTIONS

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

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

Project Budget: Estimate the total cost of implementing the 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.
- **Project Labor** – costs associated with completing the actual project.
- **Employee Related Expenses (ERE)** – if applicable, costs for employees, i.e. payroll taxes, medical insurance, workman’s comp, etc.,
- **Project Related Travel** – if applicable, costs for mileage, meals and lodging associated with the completion of the 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 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 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.

If you intend to seek reimbursement for any grantee costs, including labor, supplies and personal equipment use or per mile travel costs, your 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 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.

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

PROJECT BUDGET FORM

Project Title: _____

Total Project Budget (by expense category)				
Budget Detail	<u>LOFFAP Funds</u> (\$ Amounted Requested)	<u>Other Funds</u>		TOTAL
		Other Agency Dollars	Applicant Dollars	
Administrative Labor:	\$	\$	\$	\$
Project Labor:	\$	\$	\$	\$
Employee Related Expenses (ERE):	\$	\$	\$	\$
Project Related Travel:	\$	\$	\$	\$
Equipment:	\$	\$	\$	\$
Supplies:	\$	\$	\$	\$
Contractual:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
TOTAL:	\$	\$	\$	\$

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 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 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

LOFFAP share:

Other Agency share:

Applicant share:

Project Labor

LOFFAP share:

Other Agency share:

Applicant share:

Employee Related Expenses (ERE)

LOFFAP share:

Other Agency share:

Applicant share:

Project Related Travel

LOFFAP share:

Other Agency share:

Applicant share:

Budget Narrative

Equipment

LOFFAP share:

Other Agency share:

Applicant share:

Supplies

LOFFAP share:

Other Agency share:

Applicant share:

Contractual

LOFFAP share:

Other Agency share:

Applicant share:

Other

LOFFAP share:

Other Agency share:

Applicant share: