

Recycling Resources Economic Opportunity Fund Grant Program
RFA CDPHE-2542
Attachment #4: PROJECT BUDGET FORMAT GUIDANCE
Updated: January 28, 2016

All project budgets are required to use the following individual budget categories. If a proposal is classified as Hub-and-Spoke, note that several budget categories are not applicable. These restrictions are indicated below.

| Budget Category | Description | Eligible for Hub-and-Spoke Proposals |
|------------------------|--|--------------------------------------|
| Personal Services | All personnel directly working on the grant project. Include fringe benefits such as health insurance, retirement funds, FICA, etc. | No |
| Supplies/ Equipment | Includes balers, sorting equipment, bins, roll-offs, trailers, construction materials, etc. and their associated shipping/freight charges. Includes costs for fabrication and retrofits. | Yes |
| Operating Costs | Includes fuel, vehicle maintenance or repair, equipment repair, hauling and transportation of recyclables. | No |
| Travel Costs | In-state only. Includes mileage, lodging, and meals. | No |
| Contractual | i. Outside labor for construction, marketing, education, etc. Budget breakdown for each is required. | Yes |
| | ii. Professional services directly related to the project (i.e. – consultants). Budget breakdown for each is required. | No |
| Other Direct Costs | i. Expenses related to the grantee educating school groups, businesses, organizations, etc. | No |
| | ii. Tuition, memberships fees, etc. In-state resident rates only. | No |
| | iii. Expenses related to TV, radio, internet, brochures, mailings, printing, etc. | Yes |
| | iv. Other costs not covered by any other budget category. | Yes |
| Indirect Costs | Cannot be more than 10% of Total Direct Costs (all categories listed above). | Yes |

For Hub-and-Spoke applications, grant funds may be used for:

- i. The purchase of equipment for the smaller Spoke communities to collect, transport, and possibly bale multiple materials;
- ii. The larger Hub communities to build, enlarge, or remodel a processing facility with equipment to handle recyclable items;
- iii. Community education materials related to the Hub-and-Spoke operation;
- iv. Collecting data on recyclables generated as a basis for establishing service areas, designing collection or processing systems, and tracking program success.

For Hub-and-Spoke applications, grant funds may **not** be used for:

- i. On-going operating costs such as fuel, vehicle maintenance or repair, equipment repair, hauling and transportation of recyclables;
- ii. Personnel and fringe benefits;
- iii. Purchase of land; or
- iv. General overhead costs.

List only those budget categories that are applicable to the proposal. Itemize each individual budget category, including sub-totals, and calculate an overall budget total. See the examples below:

| TIER 1 EXAMPLE | Requested Amount | Matching/In Kind Amount | Total Amount |
|---------------------------------|-------------------------|--------------------------------|---------------------|
| Materials/Supplies | | | |
| 30-Yd Roll-Off Containers (4) | \$15,000 | \$1,000 | \$16,000 |
| Equipment Purchase | | | |
| Horizontal Baler | \$30,000 | \$10,000 | \$40,000 |
| Contractor/Subcontractor | | | |
| Concrete Pad | \$35,000 | \$10,000 | \$45,000 |
| Three-Walled Metal Building | \$20,000 | \$0 | \$20,000 |
| Sub-Total | \$55,000 | \$10,000 | \$65,000 |
| Total Project Cost: | \$100,000 | \$21,000 | \$121,000 |

| TIER 2 OR 3 EXAMPLE | Requested Amount | Matching/ In Kind Amount | Total Amount |
|---------------------------------|-------------------------|---------------------------------|---------------------|
| Personal Services | | | |
| Property Manager | \$10,000 | \$5,000 | \$15,000 |
| Materials & Supplies | | | |
| Recycling Stations | \$35,000 | \$0 | \$35,000 |
| Collection Carts | \$2,000 | \$0 | \$2,000 |
| Sub-Total | \$37,000 | \$0 | \$37,000 |
| Travel Costs | | | |
| Mileage | \$500 | \$0 | \$500 |
| Contractual | | | |
| Project Management Consultant | \$30,000 | \$5,000 | \$35,000 |
| Electrician | \$5,000 | \$0 | \$5,000 |
| Sub-Total | \$35,000 | \$5,000 | \$40,000 |
| Other Direct Costs | | | |
| Educational Materials | \$1,000 | \$1,000 | \$2,000 |
| Total Project Cost | \$83,500 | \$11,000 | \$94,500 |