

Outdoor Recreation Legacy Partnership (ORLP) Program Recommended Budget Narrative Format

Budget must agree with budget information in the SF424, *Application for Federal Assistance*, and 424C, *Budget Information for Construction Programs*. **Each category must be broken down detailed items to determine eligibility and reasonableness of individual cost** (insert lines under each category as needed).

Cost Categories –	Estimated Cost	Federal Share	Project Sponsor Match	Third-Party Contributions	Total Cost	If Pre-Agreement Cost - Dates Incurred	\$ subject to 25% budget cost restrictions
1. Administration and Legal expenses							
2. Land, Structures, Rights-of-Way, Appraisals							
3. Relocation Expenses and Payments							
4. Architectural and Engineering Fees							
5. Other Architectural and Engineering Fees							
6. Project Inspection Fees							
7. Site Work							
8. Demolition and Removal							
9. Construction							
10. Equipment							
11. Miscellaneous *							
12. Contingencies **							
GRAND TOTAL							

*If tribal monitoring costs are expected, they must be included under “miscellaneous costs,” additional federal funds to help cover these costs may not be requested after the application is submitted.

2 CFR 200 states the contingency amounts "must be estimated using broadly accepted cost estimating methodologies, specified in the budget documentation of the Federal award." **The applicant must, using their 424C cost categories, state what the contingencies are under each category and note how each was determined; typically, contingencies are not the same rate for all cost categories. Please also identify who determined these rates, such as a city estimator. If it is an engineer/architect, documentation that they are licensed and attest to the contingency rates must be included with the application.

List Each Matching Share Contributor. Each entry must have a corresponding signed and dated letter of support stating their commitment of the contribution (this includes a letter from the project sponsor if it is contributing match).

Matching Share Contributors (Name and funding source):	Match Amount/Value	Type (cash, donated land, etc.)	Is Match Secure or firmly committed. If committed, list date expected to be secured.
GRAND TOTAL	\$-Sum of column		

On remaining pages provide the information required within the Budget Narrative under **Prepare Your Application Section B (page 13-14)**