

**BUREAU OF LAND MANAGEMENT**  
Financial Assistance (Cooperative Agreements)

**PROJECT PROPOSAL**  
(Suggested Format)

**Instructions:** A Project Proposal must be submitted with the Standard Form (SF) 424 Application for Federal Assistance, for all BLM Assistance Agreements. Complete each section below. Use additional sheets as needed.

Person Submitting Proposal:	Madeline Logowitz	Date:	5/23/2022
Organization Name:	Grand County		
FOA No.:	L19AC00175		
FOA Title:	BLM Utah State-Wide Recreation and Visitor Services Program		
Recipient Project Title:	Grand County Non-Motorized Trail Improvements		
Estimated Period of Performance:	September 1, 2021 - August 31, 2022		
Proposed Project Location:	Grand County, UT		

**STATEMENT OF NEED:**

**Purpose & Need:**

Describe your project objectives, goals, and how your mission relates to this announcement.  
Describe why this support is being requested.  
Describe how your objectives of the project support your mission  
Describe how your project assist BLM in meeting one or more Secretarial Orders.

This agreement is made and entered into by the Department of the Interior, Bureau of Land Management, Moab Field Office (BLM), and Grand County, for the purpose of supporting a joint effort to implement essential recreational trail and other facility management actions in Grand County, Utah.

**Mission:**

The mission of the Grand County Active Transportation and Trails Division (GCATT) is to collaborate with local land management agencies to enhance sustainable non-motorized recreation within Grand County. Grand County benefits economically from a system of well-maintained non-motorized trails, and recreational opportunities also enhance quality of life and health of residents. GCATT activities are directed by the Grand County Commission, which is advised by the Grand County Trail Mix Advisory Committee (Trail Mix Committee). This committee is composed of individuals from the Bureau of Land Management, USDA Forest Service, the National Park Service, Utah State Parks and Recreation, the Grand County Council, Moab City Council, Moab Trails Alliance, and representatives from the hiking, mountain biking, climbing/canyoneering, running, and equestrian recreation communities. Proposed projects are discussed and coordinated at monthly Trail Mix Committee meetings and implemented by GCATT staff.

**Goals and Objectives:**

The following objectives assist the BLM Moab Field Office in meeting current DOI Priorities.

- 1. DOI Priority: Making investments to support the Administration's goal of creating millions of family-supporting and union jobs. This includes establishing a new Climate Conservation Corps Initiative to put a new generation of Americans to work conserving and restoring public lands and waters, increasing reforestation, increasing carbon sequestration in the agricultural sector, protecting biodiversity, improving access to recreation, and addressing the changing climate.*

This grant supports GCATT staff positions that improve access to outdoor recreation on public lands in Grand County. The project will improve access to recreation and conserving and restoring public lands in the following ways:

*Increase and enhance recreation opportunities & improve non-motorized trails:*

GCATT provides professional trail design and construction services that help the BLM to fulfill objectives described in the Moab BLM Office's 2008 Resource Management Plan. Experienced staff design enjoyable, creative trails appropriate for specific non-motorized user groups, various skill levels, and that enhance pre-existing trail networks. Design techniques ensure that trails are sustainable and require minimal routine maintenance.

*Increase and enhance access to public lands:*

GCATT provides information about recreation opportunities in Grand County as well as directions to trailheads, which increases the accessibility of these areas to the public. GCATT works with the Grand County Travel Council and the non-profit Moab Trails Alliance to update maps and trail descriptions on their websites and in printed brochures. GCATT also creates and maintains on-the-ground wayfinding signage that directs users to trailheads and within trail networks.

*Improve inventory, assessment, and planning on public lands:*

GCATT, in collaboration with the Trail Mix Committee, assess public input and comments and assist the BLM with planning to implement Moab BLM Office's 2008 Resource Management Plan. GCATT staff monitor trail conditions, inventory trail damage, and implement repair projects.

*Improve management, administration, and monitoring on public lands:*

GCATT has one full-time, year-round Director position dedicated to administration related to non-motorized trail projects in Grand County.

*Provide enriched visitor services, information, interpretation, and education:*

GCATT works in partnership with the BLM to create products for distribution on social media platforms and other avenues to increase awareness of resource issues such as staying on the trail, graffiti, low impact practices, other "Leave No Trace" practices, and policy concerning e-bike use in Grand County. GCATT creates and maintains, subject to approval by the BLM, educational signage at trailhead kiosks that describes "Leave No Trace" principles and information about the fragile desert ecosystem. GCATT and the BLM have also developed a Trail Ambassador Program, and Trail Ambassadors within the GCATT Division populate trailheads and trails during high visitation periods to educate users about responsible recreation principles.

*Protect visitor health and safety:*

GCATT develops and maintains wayfinding signage at every trail intersection within trail networks, with up to such 50 stations per network that include map signs with "You Are Here" markings. Such signs help to prevent users from becoming lost on trail networks. It also allows users to identify and describe their location in an emergency, which is beneficial to Search and Rescue operations.

2. *DOI Priority: Working to conserve at least 30% each of our lands and waters by the year 2030. We will work to protect biodiversity, slow extinction rates and help leverage natural climate solutions by conserving 30% of America's lands and waters by 2030. This relies on support for local, state, private, and Tribally-led nature conservation and restoration efforts that are underway across America.*

This grant supports local efforts for conservation and restoration. Reporting, inventory, and maintenance of non-motorized trail facilities, as well as educational programming and signage about responsible recreation practices, are essential for keeping outdoor recreation sustainable in Grand County.

*Executive Orders:* This project also assists the BLM Moab Field Office in meeting the Biden/Harris Executive Order 14008: *Tackling the Climate Crisis at Home and Abroad:*

EO 14008. Empowering Workers By Advancing Conservation, Agriculture, and Reforestation. Sec. 214. Policy. *“It is the policy of my Administration to put a new generation of Americans to work conserving our public lands and waters. The Federal Government must protect America’s natural treasures, increase reforestation, improve access to recreation, and increase resilience to wildfires and storms...”*

This project supports non-motorized trail network improvements and maintenance projects that are essential for resource protection and maintaining sustainable recreation on public lands managed by the BLM Moab Field Office.

**TECHNICAL APPROACH:**

Describe the details of the project, the procedures to be used, how data will be collected, analyzed, and interpreted, etc.

Describe expected goals and outcomes and how project effectiveness will be measured and evaluated. (Include a detailed project work plan narrative)

Details of supporting documentation on the project location)

**Expected Outcomes and Evaluation:**

Non-motorized trailhead and trail network improvements have the expected outcome of enhancing recreation opportunities, enriching user experience and education, and improving user safety. Trail network improvements are implemented during the spring and fall field seasons and monitoring, assessment, and planning take place year-round. GCATT receives input, comments, and feedback from the BLM and from the public during Trail Mix Committee meetings, which are held monthly. Input and comments are used for planning and to help assess the effectiveness of projects.

**Project Details:**

Projects are implemented on non-motorized trails and trailheads on BLM land within Grand County. GCATT field staff are trained in specialized desert trail construction and maintenance techniques. Work for both construction and maintenance is done predominantly with non-motorized equipment. Dry stone masonry is used to construct features including water bars, armored turns and grade reversals, French drains, ramps, and retaining walls. GCATT also installs and maintains trailhead amenities such as kiosks and fencing and maintains both trailhead and on-trail signage.

**PROJECT MONITORING AND EVALUTION PLAN:**

(Describe how you will measure project performance and assessment tools to be used)

**Project Management Plan.**

**A. The recipient agrees to:**

1. Manage the funds provided to implement the agreements from Grand County and BLM for non-motorized trail maintenance, improvement, and enriched user services and education.
2. Provide BLM with an accounting of its financial actions under the agreement.
3. Coordinate with the Bureau of Land Management, Moab Field Office (BLM), on the following:

- The Grand County Trail Mix Advisory Committee (Trail Mix Committee) will conduct regular meetings to discuss trail projects and incorporate BLM requests for projects into the

Committee’s recommendations to GCATT.

- GCATT will plan and implement BLM requested projects and report upon their completion at the regular Trail Mix Committee meetings
- GCATT will maintain a trail crew with trained staff specializing in maintenance and construction skills.
- GCATT will supply all tools and transportation required for routine trail projects. GCATT may request project support from BLM to supply special tools and/or operators for technically difficult projects that require use of rock drills, welding, or similar specialty needs.
- GCATT will advertise "trail days" and recruit volunteers to conduct trail maintenance and construction projects and oversee their activity at each work site.
- GCATT may assist with preparation and posting of informational signing at project sites where such materials have been reviewed and approved by BLM.
- GCATT will compile an annual report to the Grand County Council detailing annual accomplishments and provide BLM with a copy.

GCATT field projects will normally be completed during the February through November field season. Planning for trail projects may take place throughout the year. Expenditures are expected to be completed by August 31, 2022.

**B. The BLM agrees to:**

1. Send a BLM representative to the monthly Trail Mix Committee meeting. This representative will provide the group with trail maintenance and construction projects for public land areas. GCATT will plan projects and recruit and oversee volunteers for each project. GCATT will normally supply the tools used by volunteers for each project and arrange for their transportation to the work site. GCATT will compile an annual report documenting its project activities for the Grand County Council and provide a copy to BLM.
2. Be responsible for assuring that projects are consistent with the current land use plan and all required NEPA and associated analyses and clearances are completed prior to actual project implementation. Special skills and equipment (and operators), such as using rock drills and welding, necessary for project completion may be supplied on a case-by-case basis at BLM's discretion.
3. Provide both GCATT with support for public land projects requiring maintenance or construction work. BLM will participate in volunteer trail day projects on a time available basis and review completed work to determine if project objectives have been met.

**TIMETABLE OR MILESTONES:**

**[Suggested table below]:**

Milestone / Task / Activity	Start Date	Completion Date
Monitoring, assessment, improvement, and maintenance of Grand County non-motorized trail networks.	October 2021	August 2022

**DIRECT BENEFIT TO THE PUBLIC:**

(Describe how this project will affect the public.)

Please see “Goals and Objectives” in the Statement of Need section above.

### **QUALIFICATIONS/PAST PERFORMANCE:**

List key project personnel and responsibilities, along with their contact information.

Describe the time to be dedicated to the project, how their experience and qualifications are appropriate to the success of the project

The project will be managed by GCATT Director Madeline Logowitz and Grand County Commission Administrator Chris Baird. Madeline Logowitz has managed similar projects for a number of years in the past, as well as other agreements and grants from State and Federal agencies. Her position is structured so that she is able to spend the time necessary to provide oversight and to coordinate with Chris Baird, who will manage accounting for the project, to insure project success. They will ensure that all reporting is completed as required.

Madeline Logowitz  
Grand County Active Transportation and Trails Director  
[mlogowitz@grandcountyutah.net](mailto:mlogowitz@grandcountyutah.net)  
617-777-0559

Chris Baird  
Grand County Commission Administrator  
[cbaird@grandcountyutah.net](mailto:cbaird@grandcountyutah.net)  
435-259-1322

*List of previous federally funded Assistance Agreements (2016 – 2021):*

This application is a Supplement to the following application, which was awarded August 26, 2019:  
BLM-UT, Grand County Non-Motorized Trail Improvements Financial Assistance Funding  
Opportunity No. L19AS00009  
Federal Award Identifier: L19AC00175

*Note:* The non-profit organization Canyonlands Natural History Association (CNHA) managed payroll for Grand County Trail Mix staff prior to January 1, 2019. As of January 1, 2019, Grand County Trail Mix employees were transferred to Grand County payroll as employees of the new Active Transportation and Trails Division (GCATT). GCATT staff are the same individuals involved with the following Challenge Cost Share Agreements, applied to by CNHA in collaboration with Grand County Trail Mix.

BLM Utah Challenge Cost Share Program FY 2016: Challenge Cost Share Agreement between the Canyonlands Natural History Association, Grand County Trail Mix, and Bureau of Land Management

BLM Utah Challenge Cost Share Program FY 2017: Challenge Cost Share Agreement between the Canyonlands Natural History Association, Grand County Trail Mix

BLM Utah Challenge Cost Share Program FY 2018: Challenge Cost Share Agreement between the Canyonlands Natural History Association, Grand County Trail Mix

*Stakeholder involvement:*

As described in the “Statement of Need” section above, stakeholders attend monthly Grand County Trail Mix Advisory Committee meetings. These meetings are advertised and open to the public.

GCATT receives an average of 1,700 volunteer hours annually, donated by user groups, towards non-motorized trail project on BLM land in Grand County.

**LEVERAGING OF RESOURCES** (Cost is not normally evaluated. However, is reviewed during the merit review and will be used as a tiebreaker).

Demonstrate how you leverage funds or resources with other federal and/or non-federal sources of funds or resources to carry out the proposed project.

GCATT receives an average of 1,700 volunteer hours donated annually towards non-motorized trail project on BLM land in Grand County, which are valued at over \$42,000 using values provided by the organization Independent Sector.



## BUDGET DETAIL and NARRATIVE

(Suggested Format)

**Instructions:** Using the estimated amounts listed on your SF-424A Budget Information form, use this worksheet format to provide details of those estimated costs. In the Justification Boxes, explain the purpose of each cost and provide sufficient detail so costs can be analyzed for reasonableness.

Agreement or Funding Opportunity No.:	L19AC00175	Date:	11/23/2021
Organization Name:	Grand County		
Recipient	Grand County Non-Motorized		
Project Title:	Trail Improvements		

### A) PERSONNEL COSTS (SF-424A Object Class Category 6a.)

Provide the name of the person in each position (if known), and provide both the annual (for Multiyear awards) and total: salary/amount each position is paid; the percent of time position contributes to this award; and the number of months the employee is paid. State if any positions are vacant at the time, and if so, anticipated hire date. Also, provide a justification and description of each position (including vacant positions). Relate each position specifically to program objectives. Personnel cannot exceed 100% of their time on all active projects. Recipient should ensure the cost of living increase is built into the budget and justified.

The salaries of administrative and clerical staff should normally be treated as indirect (F&A) costs (2 CFR §200.413c). Direct charging of these costs may be appropriate only if all of the following conditions are met: (1) Administrative or clerical services are integral to a project or activity; (2) Individuals involved can be specifically identified with the project or activity; (3) Such costs are explicitly included in the approved budget or have the prior written approval of the Grants Officer; and (4) The costs are not also recovered as indirect costs.

Name & Title or Position Title	Salary or Wage	Months or Hours	Matching Funds (if applicable)	BLM Funds
Madeline Logowitz, Director	\$24.47/Hr.	2080 Hrs.	\$45,898	\$5,000.00
Tyson Swasey, Operations Coordinator	\$22.19/Hr.	2080 Hrs.	\$41,155	\$5,000.00
Fred Wilkinson, Trail Specialist	\$18.10/Hr.	720 Hrs.	\$12,032	\$1,000.00
Jane Pfaff, Trail Specialist	\$18.10/Hr.	720 Hrs.	\$12,032	\$1,000.00
John Sevier, Trail Specialist	\$18.10/Hr.	720 Hrs.	\$12,032	\$1,000.00
<b>A) TOTAL PERSONNEL COSTS:</b> (SF-424A Object Class Category 6a. Personnel)			<b>\$123,149</b> (2021 - 2022)	<b>\$13,000</b> (2021 - 2022)

**Justification:**

Director – Madeline Logowitz: This position directs the overall operation of the project; responsible for overseeing the implementation of project activities, coordination with other agencies, development of materials, provision of in-service and training, conducting meetings and coordinating with agencies, designs and directs the gathering, tabulating and interpreting of required data, responsible for overall program evaluation and for staff performance evaluation; and is the responsible authority for ensuring necessary reports/documentation are completed.

Operations Coordinator - Tyson Swasey: This position manages day-to-day operations of the project; responsible for project site plan and field staff supervision, coordinating labor and material needs, and overall logistics.

Trail Specialist - Fred Wilkinson, Jane Pfaff, John Sevier: Trained staff who perform trail construction and maintenance projects under the supervision of the Trail Manager and Operations Coordinator.

**B) FRINGE BENEFIT COSTS (SF-424A Object Class Category 6b.)**

Fringe benefits are usually applicable to direct salaries and wages. Provide the fringe benefit rate used and a clear description of how the computation of fringe benefits were applied. Provide both the annual (for multiyear awards) and total. If a fringe benefit rate is not used, show how the fringe benefits were computed for each position. The budget justification should be reflected in the budget description. Elements that comprise fringe benefits should be indicated. The fringe rate should be proportional among the federal and non-federal share categories. If a fringe rate is greater than 35%, a description and breakdown of the benefits must be provided unless a negotiated indirect cost rate agreement (NICRA) has been provided. If fringe benefits are not computed by using a percent of salaries, provide a breakdown of how the computation is done. The applicant should not combine the fringe benefit costs with direct salaries and wages in the personnel category.

Name & Title/Position	Salary/Wage Base (BLM Amounts budgeted in Section A above)	Fringe Benefit Rate (%)	Matching Funds (if applicable)	BLM Funds
Madeline Logowitz, Trail Manager	\$50,898.00	N/A. See below.	\$24,080	\$850.00
Tyson Swasey, Operations Coordinator	\$46,155.00	N/A. See below.	\$22,821	\$850.00
Fred Wilkinson, Trail Technician	\$13,032.00	N/A. See below.	\$1,121	\$100.00
Jane Pfaff, Trail Technician	\$13,032.00	N/A. See below.	\$1,121	\$100.00
John Sevier, Trail Technician	\$13,032.00	N/A. See below.	\$1,121	\$100.00

<b>B) TOTAL FRINGE BENEFIT COSTS:</b> (SF-424A Object Class Category 6b. Fringe Benefits)			<b>\$50,264</b> (2021 - 2022)	<b>\$2,000</b> (2021 - 2022)
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**Justification:** The fringe benefit cost for full-time employees (Trail Manager and Operations Coordinator) and part-time employees (Trail Specialists) are calculated below. Costs are not expected to increase significantly between years.

Position Title	Base Annual Wage	URS %	URS Amount	Health Insurance Amount	Dental	Vision	Life	EAP	LTD	Workers Comp Rate	Workers Comp Amount	Payroll Taxes (FICA/Med)	Total Benefits Annually
Director	50,898	16.72 %	8,510	8,594	1,500	34	194	211	233	1.72%	875	3,894	24,930
Operations Coordinator	46,155	16.72 %	7,717	8,594	1,500	34	194	211	211	1.72%	794	3,531	23,671
Trail Specialist	13,032	0.00 %	0	0	0	0	0	0	0	1.72%	224	997	1,221
Trail Specialist	13,032	0.00 %	0	0	0	0	0	0	0	1.72%	224	997	1,221
Trail Specialist	13,032	0.00 %	0	0	0	0	0	0	0	1.72%	224	997	1,221
												<b>TOTAL</b>	<b>52,264</b>



### C) TRAVEL COSTS (SF-424A Object Class Category 6c.)

Domestic travel includes travel within and between the U.S., the commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the U.S. Virgin Island, and the territories and possessions of the United States. Provide a narrative justification describing the travel staff will perform. List origin and destination, number of trips planned, who will be making the trip, purpose of travel and how it relates to the scope of work, and approximate dates. If mileage is to be paid, provide number of miles and the cost per mile. If travel is by air, show cost of airfare and proposed airline (if known). If per diem/lodging is to be paid, indicate number of days and the amount for each day's per diem and the number of nights and the amount for each night's lodging. Include any ground transportation when applicable. Total each trip planned.

Dollars requested in the travel category should be for staff travel only. Travel for consultants should be shown in the consultant category along with the consultant's fee. Travel for training participants, advisory committees, review panels etc., should be itemized the same way as indicated above and placed in the "other" category. Travel should include: origin and destination, estimated costs and type of transportation, number of travelers, related lodging and per diem costs, brief description of the travel involved, its purpose, and explanation of how the proposed travel is necessary for successful completion of the project.

If travel details are unknown, then the basis for proposed costs should be explained (i.e., historical information). Travel costs can be charged on an actual basis, on a per diem or mileage basis in lieu of actual costs incurred, or a combination of the two if applied consistently and results in reasonable charges. Travel support for dependents of key project personnel may be requested only when the travel is for a duration of six months or more either by inclusion in the approved budget or with the prior written approval of the Grants Officer (2 CFR §200.474(c)(2)). <http://www.gsa.gov/portal/content/104877>.

Proposed Travel (Lodging & Per Diem)		No. of People	No. of Days	Cost Per Person Per Day	Matching Funds (if applicable)	BLM Funds
To:						
From:						
To:						
From:						
To:						
From:						
To:	<i>Example: Portland, OR</i>	<i>1</i>	<i>2</i>	<i>\$150.00/ Day</i>	<i>\$100.00</i>	<i>\$200.00</i>
From:	<i>Eugene, OR</i>					

**SUB-TOTAL, MILEAGE REIMBURSEMENT** - The cost of reimbursement for estimated mileage traveled in recipient vehicles for agreement activities. Give details and the purpose of the travel in the Narrative Box. Current Federal mileage reimbursement rates may be found online at: [www.GSA.gov](http://www.GSA.gov). **NOTE:** Mileage reimbursement rates include all vehicle costs, i.e. fuel, insurance, maintenance, etc.

Proposed Travel (Mileage Reimbursement)		No. of Miles	No. of Trips	Cost Per Mile	Matching Funds (if applicable)	BLM Funds
To:						
From:						
To:						
From:						
To:						
From:						
To:	<i>Example: Portland, OR</i>	<i>110 Miles</i>	<i>2</i>	<i>\$0.10/ Mile</i>	<i>\$0.00</i>	<i>\$22.00</i>
From:	<i>Eugene, OR</i>					

**SUB-TOTAL, OTHER TRAVEL COSTS** - The costs of airfare, bus fare, car rental, etc., required for agreement activities. Explain the details and the purpose of the costs in the Narrative Box.

Proposed Other (Travel Reimbursement)		Type	Cost	No.	Matching Funds (if applicable)	BLM Funds

<b>To:</b>						
<b>From:</b>						
<b>To:</b>						
<b>From:</b>						
<b>C) TOTAL TRAVEL COSTS:</b> (SF-424A Object Class Category 6c. Travel)					<b>\$0</b>	<b>\$0</b>
<b>Justification:</b> EXAMPLE - The Project Coordinator and the Education Specialist will travel to [event location] to provide training at the “Sage Grouse Workshop” being held [date]. They will both travel from [origin] to [destination], and take ground transportation from the airport to the even/hotel.						

**D) EQUIPMENT COSTS** (SF-424A Object Class Category 6d. Equipment)

Provide justification for the use of each item and relate them to specific program objectives. Provide both the annual (for multiyear awards) and total for equipment. Equipment is defined as an article of tangible personal property that has a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. A recipient organization may classify equipment at a lower dollar value but cannot classify it higher than \$5,000. For example, a state may classify their equipment at \$1,000 with a useful life of a year. It is recommended that internal policies for equipment be provided in this section in order to avoid requests by BLM for closeout documents and delays during the closeout period.

General use of equipment (i.e., computers, faxes, etc.) must be used 100% for the proposed project if charged directly to the agreement. Maintenance fees for equipment should be shown in the “other” category.

Provide a lease versus purchase analysis. This must accompany every equipment request over \$5,000 even if a lease vs purchase analysis cannot be completed, a statement is required to that effect. General-purpose equipment such as office equipment and furnishings, and information technology equipment and systems are typically not eligible for direct cost support (2 CFR §200.439).

Provide objective-related justification for all equipment items after the detailed budget. The source for determining the budget price for each unit of equipment should be included in the justification. Explain the need and purpose of the equipment in the Justification Box below.

Equipment	Quantity	Cost per Unit	Matching Funds (if applicable)	BLM Funds
<i>Example: John Deere Compact Tractor</i>	<i>1</i>	<i>\$17,500.00</i>	<i>\$7,500.00</i>	<i>\$10,000.00</i>

<b>D) TOTAL EQUIPMENT COSTS:</b> (SF-424A Object Class Category 6d. Equipment)			<b>\$0</b>	<b>\$0</b>
<b>Justification:</b> EXAMPLE - Equipment costs of [\$ amount] is requested for modified gill nets (1x\$20,000), anchors (2x\$6,000), floating and acoustic transmitters and receivers (4x\$10,000). The gill nets will be used for [description]. The anchors are needed for [description]. The transmitters and receivers will be used for [description].				

**E) SUPPLY COSTS (SF-424A Object Class Category 6e. Supplies)**

List by supply item. An explanation is necessary for supplies costing more than \$5,000, or five percent of the award, whichever is greater. Show unit cost of each item, number needed, and total amount. Provide both the annual (for multiyear awards) and total for supplies. Provide justification of the supply items and relate them to specific program objectives. It is recommended that when training materials are kept on hand as a supply item, that it be included in the “supplies” category. When training materials (pamphlets, notebooks, videos, and other various handouts) are ordered for specific training activities, these items should be itemized and shown in the “other” category. If appropriate, general office supplies may be shown by an estimated amount per month multiplied by the number of months in the budget period.

Requirements for supplies, which exceed the thresholds: explain the type of supplies to be purchased, or nature of the expense in the budget narrative; provide a breakdown of supplies by quantity and cost per unit if known; and indicate basis for estimate of supplies, i.e., historical use on similar projects.

If your organization has a written policy for purchasing supplies, please submit a copy with your application. Explain the purpose of the costs in the Justification Box below.

Item	Quantity	Cost per Unit	Matching Funds (if applicable)	BLM Funds
<i>Example: Work Gloves, Leather</i>	6	\$10.00/Pair	\$50.00	\$10.00
<b>E) SUPPLY COST TOTAL:</b> (SF-424A Object Class Category 6e. Supplies)			<b>\$0</b>	<b>\$0</b>

**Justification: EXAMPLE** - General office supplies will be used by staff to carry out daily activities of the program. Pamphlets will be kept in stock and distributed to schools as needed upon request. Supplies relate to (describe how pamphlets relate to objectives).

**Sample Budget**

**SUPPLIES**      Total \$ \_\_\_\_\_ General office supplies (pens, pencils,  
2,000 pamphlets entitled [name] x \$.58 ea. = [amount])

**F) CONTRACTUAL COSTS** (SF-424A Object Class Category 6f. Contractual)

Provide separate budgets for each sub award or contract, regardless of the dollar value and indicate the basis for the cost estimates in the narrative. Describe products or services to be obtained and indicate the applicability or necessity of each to the project. Please note the differences between sub award, contract, and vendor:

- **Sub award** means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award, including a portion of the scope of work or objectives. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program.
- **Contract** means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award.
- **Vendor** is generally a dealer, distributor or other seller that provides, for example, supplies, expendable materials, or data processing services in support of the project activities.

Provide both the annual (for multiyear awards) and total for contractual. Do not incorporate contractual indirect costs under the indirect costs line item for the applicant/grantee on the SF-424A or budget narrative.

- **Name of Subrecipient, Contractor, or Vendor:** Include the name of the qualified subrecipient, contractor, affiliation, and contact.
- **Method of Selection:** Include how selection was made. If sole source, include an explanation. Include qualifications.
- **Period of Performance:** Include the dates/length for the performance period. If it involves a number of tasks, include the performance period for each task.
- **Scope of Work:** List and describe the specific tasks to be performed.
- **Criteria for Measuring Accountability:** Include an itemized line item breakdown as well as total contract/award amount. If applicable, include any indirect costs paid under the contract/award and the indirect cost rate used.

Explain the details and purposes of the costs in the Justification Box below.

Contractor Name, Type, etc.	Cost	Matching Funds (if applicable)	BLM Funds
<i>Example: Ace Delivery Service (Yearly Contract)</i>	\$2,500.00	\$0.00	\$2,500.00
<b>F) CONTRACTUAL COST TOTAL:</b> (SF-424A Object Class Category 6f. Contractual)		<b>\$0</b>	<b>\$0</b>

**Justification:** **EXAMPLE** - Contractual costs of [\$ amount] is requested for the university to execute a contract with TBD, competed competitively, for [\$ amount] to develop and deploy satellite tags on North Atlantic right whales for 2016 (one year). Expenses will include: (1) personnel and fringe for a technician to implement tag development and testing during Year 1, (2) expenses TBD to travel to Seattle, WA to meet with XX computers engineers to develop a GPS-linked satellite tag, (3) travel for TBD to the Southeast U.S. to lead tag deployments in 2015 and 2016, and (4) tagging supplies (satellite tags, tag darts, measurement electronics for tag testing, other tag testing supplies). TBD will report to the university quarterly to ensure progress. [Attach itemized budget.]

**CONTRACTUAL SAMPLE**

Name of Organization  
 Method of Selection (competitive or sole source; if sole source, provide justification)  
 Period of Performance  
 Description of Activities  
 Method for Maintaining Performance Accountability  
 Itemized Budget (include categories used in program budget)

**G) CONSTRUCTION COSTS (SF-424A Object Class Category 6g. Construction)**

Construction activity is allowable only when program legislation includes specific authority for construction and/or when the BLM operating unit specifically authorizes such activity. Activities under an award are considered construction when the major purpose of the award is construction as defined in this chapter. In contrast, alteration of facilities incidental to a non-construction purpose is not considered construction under this chapter. - FAR Part 2 Definitions.

Most federal programs do not allow construction costs, and those that do typically have detailed instructions describing how to figure construction costs. Estimated construction costs must be supported by documentation including drawings and estimates, formal bids, etc. As with all other costs, follow the specific requirements of the program, the terms and conditions of the award, and applicable regulations.

Whereas non-construction awards use the SF-424A form, construction awards must use the SF-424C form. Detail provided should include administrative and legal expenses; land, structures, rights-of-way, appraisals, etc.; relocation expenses and payments; architectural and engineering fees, project inspection fees; site work; demolition and removal; equipment; contingencies; and program income.

Explain the details and purpose of the costs in the Justification Box below.

Contractor: Name/Type/Organization/Etc.	Cost	Matching Funds (if applicable)	BLM Funds
<b>G) CONSTRUCTION COST TOTAL:</b> (SF-424A Object Class Category 6g. Construction)		<b>\$0</b>	<b>\$0</b>

**Justification:**

**H) OTHER COSTS** (SF-424A Object Class Category 6h. Other)

This category contains items not included in the previous categories. List items by type of material or nature of expense, break down costs by quantity and cost per unit if applicable, state the necessity of other costs for successful completion of the project and exclude unallowable costs (i.e., alcohol, fundraising, meals and coffee breaks). Provide both the annual (for multiyear awards) and total for other. Give justification for all the items in the “other” category (e.g., separate justification for printing, telephone, postage, rent, etc.). All costs associated with training activities should be placed in the “other” category except costs for consultant and/or contractual. List all expenses anticipated for the training activity in the format above. Include rental space for training (if required), training materials, speaker fees, substitute teacher fees, and any other applicable expenses related to the training. It is recommended that sub awards fall under the contractual section rather than the other section.

Explain the details and purpose of the costs in the Justification Box below.

Item	Cost	Matching Funds (if applicable)	BLM Funds
<i>Example: Ace Equipment Rental (Post-Hole Digger, 4 Days)</i>	\$25/Day	\$0.00	\$100.00
<b>H) OTHER COSTS TOTAL:</b> (SF-424A Object Class Category 6h. Other)		<b>\$0</b>	<b>\$0</b>

**Justification:** **EXAMPLE** - [\$ amount] is requested for printing informational pamphlets as it relates to our proposed marketing and outreach efforts, stipend costs for reviewing and contributing to the vetting process of the training curriculum, and other miscellaneous costs including phone, and postage and mailing costs.

**Sample Budget**

- OTHER Total \$ \_\_\_\_\_
- Printing (\$\_\_\_\_\_per x \_\_\_\_\_documents) = [subtotal]
- Telephone (Charges \$\_\_\_\_\_per month x \_\_\_\_\_months) = [subtotal]
- Postage (Charges \$\_\_\_\_\_per month x \_\_\_\_\_months) = [subtotal]
- Rent {\$\_\_\_\_\_per month x \_\_\_\_\_months) = [subtotal]
- Etc. (Charges \$\_\_\_\_\_per \_\_\_\_\_x item) = [subtotal]
- Training costs for [name of training] = [subtotal]

**I) TOTAL DIRECT COSTS** (SF-424A Object Class Category 6i. Sum of 6a.-6h.)

The total of all direct costs applicable to this project.

Total Direct Costs	Matching Funds (if applicable)	BLM Funds
<b>I) TOTAL DIRECT COSTS:</b> (SF-424A Object Class Category 6i. Total, Sum of 6a.-6h.)	<b>\$173,413</b>	<b>\$15,000</b>

**J) INDIRECT COSTS** (SF-424A Object Class Category 6j. Indirect Charges)

Indirect costs are those costs incurred for common or joint objectives, which cannot be readily identified with an individual project or program but are necessary to the operations of the organization. Please refer to the BLM Financial Assistance Standard Terms and Conditions and the 2 CFR 200 for more information about indirect costs and facilities and administrative costs, including more information regarding predetermined, provisional, and fixed rates.

Provide the most recent indirect cost rate agreement with the itemized budget. The applicable indirect cost rate(s) negotiated by the organization with the cognizant negotiating agency must be used in computing indirect costs (F&A) for a proposal (2 CFR §200.414). The amount for indirect costs should be calculated by applying the current negotiated indirect cost rate(s) to the approved base(s).

Any non-Federal entity that has never received a negotiated indirect cost rate, except for those nonfederal entities described in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph (d)(1)(B) may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. Foreign grantees that do not have a negotiated indirect cost rate may also elect to charge the de minimis rate limited to an indirect cost rate recovery of 10% of modified total direct costs, and foreign grantees that have a negotiated rate agreement with a U.S. federal agency may recover indirect costs at the current negotiated rate.

(Only mandatory cost sharing or cost sharing specifically committed in the project budget must be included in the organized research base for computing the indirect (F&A) cost rate or reflected in any allocation of indirect costs.)

Use the Narrative Box below to explain how you calculated your indirect cost base and resulting indirect costs.

Indirect Cost Rate to be used on this Grant (%):	N/A	
Indirect Cost Base for this Grant:	\$18,600 in 2021-2022 period	
Total Indirect Costs	Matching Funds (if applicable)	BLM Funds
<b>J) TOTAL INDIRECT COSTS:</b> (SF-424A Object Class Category 6j. Indirect Charges)	<b>\$18,600</b>	<b>\$0</b>

Narrative:

As of 2021, GCATT contributes \$18,600 to the Grand County General Fund annually to fund Human Resources and Administrative costs associated with personnel, as dictated by Grand County policy.

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**K) TOTALS (SF-424A Object Class Category 6k. TOTALS)**

The sum total of all Direct and Indirect Costs (Sum of 6i. & 6j.) Applicable to this agreement.

<b>Total Project Costs</b>	<b>Matching Funds</b> (if applicable)	<b>BLM</b> <b>Funds</b>
<b>K) TOTAL COSTS:</b> (SF-424A Object Class Category 6k. TOTALS)	<b>\$192,013</b>	<b>\$15,000</b>

I certify that to the best of my knowledge the costs detailed above are correct and complete and for the purposes set forth in the associated application for Federal Assistance.

Jacques Hadler, Grand County Commission Chair

*Name & Title of Person Completing Budget*