



DETAILED BUDGET FORM RISE PA

Review guidance for completing the Detailed Budget Form on Page 3 prior to entering information into the form.

Application Information

Project Title:

Project Point of Contact

Legal Name:

Email:

Phone:

Senior Leadership Contact

Legal Name:

Email:

Phone:

Other Project Management Contact

Legal Name

Email:

Phone:

Position:

Other Project Management Contact

Legal Name:

Email:

Phone:

Position:

Detailed Budget Information

Budget Summary (Category totals must be consistent with total costs listed in Items 1-4 below).

Category	50% Grant Request Funds (from RISE PA)	+	50% Match Funds (from Applicant)	=	Total Project Cost
Personnel		+		=	
Contractual		+		=	
Equipment		+		=	
Supplies		+		=	
Total for each column:		+		=	

Please complete the budget form using only eligible costs from the itemized project quote(s). Category totals from Items 1-4 below should be entered in the budget summary table above. The grant request funds (from RISE PA) and match funds (from Applicant) columns should each equal 50% of the total cost per category.

1. Personnel - Labor costs associated with project construction/installation (prevailing wage required)

Individual/Position *	Details	Hourly Rate	Hours	Benefits	Total Cost
Total Eligible Labor Expenses					

* If your quote(s) provides the total cost of labor for construction/installation, please list this in a single row in Item 1 using a descriptive title of the type of labor to be provided (e.g., electricians at prevailing wage rates) and enter the total cost for this labor in the Total Cost column. It is not required to list the position, hourly rate, hours, or benefits amounts. Expenses associated with project management, engineering expertise, or other professional personnel services should be included in the Contractual category (Item 2).



2. Contractual - Eligible costs from <u>itemized quote(s)</u> that do not fit into other budget categories			
Item - Provide Description		Cost	
Total Eligible Contractual Expenses			

3. Equipment (Over \$5,000/item)** - Costs for equipment over \$5,000/item being installed			
Item	Quantity	Cost per Item	Total Cost
Total Eligible Equipment Expenses			

4. Supplies (Under \$5,000/item)** - Costs for supplies under \$5,000/item needed for project installation			
Item	Quantity	Cost per Item	Total Cost
Total Eligible Supply Costs			

**It is not required to separate expenses into Equipment versus Supplies if not applicable or possible. Additionally, in cases where there is insufficient space on the budget form for all entries in the Equipment category (Item 3), items from the project quote can be combined into a single entry in Item 3 with a note added to refer to the quote for detailed information.



5. Applicant Funds - Funds provided by the applicant to cover the Total Project Cost, including the 50% match.

Please list the applicant's contributions of cash (cash-on-hand, loans) and goods/services to cover the eligible Total Project Cost listed in the Budget Summary above. All items listed must be accompanied by a letter of commitment. This is a reimbursement grant and the applicant is responsible for the Total Project Cost and will be reimbursed following successful project completion.

Source of Funds	Budget Category	Description (cash, loan, or in-kind)	Status (Pending or Secured)	Value in Dollars
Total Applicant Funds				

Budget Guidance

Getting Started: Complete the Detailed Budget Form using the itemized project quote(s). All eligible RISE PA expenses listed on the itemized quote(s) should be included on the budget form. No ineligible expenses should be entered. The Total Project Cost listed in the budget summary table on Page 1 represents the maximum award amount and final budget for the project regardless of the actual total project costs incurred during implementation. Review Sections 4.4-4.6 of the RISE PA SAT Grant Guidance for information about eligible and ineligible expenses. Generally, labor and capital costs associated with project implementation that have not yet been incurred, including materials, equipment, delivery, software, construction, installation, retrofitting, tools, and contractual work related to the project are considered eligible costs. All work, including the delivery of equipment, must occur during the stated period of performance in the grant agreement. No reimbursement will be given for costs expended prior to the grant performance period outlined in an executed subaward agreement.

Budget Summary: Collect the totals from Items 1-4 and input these into their corresponding category on Budget Summary table. The amount for Grant Requested and Match funds should each represent 50% of the total cost per category. The column totals for Grant Requested and Match funds should be equal and add up to the project's eligible Total Project Cost.

Item 1: Labor costs for construction/installation of the proposed project should be pulled from the project quote(s) and included in this category. Costs associated with project management or other professional support services provided by a contractor should be included in Item 2. Please remember that the project must meet the prevailing wage requirement as most recently determined by the Secretary of the U.S. Department of Labor under the Prevailing Wage Rate Requirements (see Section 4.2 of the RISE PA SAT Grant Guidance). Specifically, *"Grantees shall ensure where necessary that construction projects with a cost more than \$25,000, which are subject to Pennsylvania's Prevailing Wage Act requirements, are paid appropriate wages commensurate with the Act."* Additionally, consideration should be paid in Item 1 to the costs associated with any apprenticeship requirements (see Section 4.2 of the RISE PA SAT Grant Guidance). If you are working with a sub-contractor, please reach out to them regarding whether they can meet the prevailing wage and apprenticeship requirements of the RISE PA SAT program.

Item 2: Contractual costs should be pulled from the itemized project quote(s). This category can include eligible expenditures that do not fit into Items 1, 3, and 4 but are otherwise considered eligible. This could include required equipment rentals and other eligible project costs outside of physical labor and purchased equipment.

Item 3: Equipment costs should be pulled from the itemized project quote(s). This category can include eligible purchased equipment and associated costs over \$5,000/item.

Item 4: Supply costs should be pulled from the itemized project quote(s). This category can include eligible supplies for the proposed project (expenses under \$5,000/item). Note that it is not required to separate expenses into Equipment versus Supplies, if not applicable or possible. For example, if the itemized project quote states a single cost for all equipment/supplies, enter this information into the Equipment Category.

Item 5: This category should include a listing of all sources of funds to cover the total project cost prior to reimbursement. This is a reimbursement grant program and the 50% reimbursement of eligible costs will occur following the completion of the project and the receipt by Penn State of all zero balance invoices.