Kentucky Opioid Response Effort - KORE
Budget Detail Worksheet & Summary

Organization/Project:

This Budget Detail Worksheet is provided for your use in the preparation of the budget and budget narrative. All required information, including budget narrative, must be provided. Any budget categories not applicable to your budget should be indicated as such in the narrative.

Please Note: Totals for each budget category should be rounded to the nearest dollar. Grant funds may be utilized for light snacks, not to exceed $3/person per day.

Assurance of Non-Supplantation of Funds

By checking this box ☐, the applicant assures that grant funds shall not replace or supplant funding of an existing program.

A. Personnel – List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the grant project. Compensation paid for employees engaged in the grant activities must be consistent with that paid for similar work within the applicant organization. (*NOTE: Use decimal numbers as the percentage of time, an example is 50% should be shown as .50*). ****Due to the salary cap imposed by the U.S. Department of Health and Human Services, the amount of direct salary chargeable to the KORE grant funds cannot exceed $192,300 for an individual position.****

A. Fringe – Fringe benefits should be based on actual known costs or an approved negotiated rate and are only for the percentage of time devoted to the grant project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation and Unemployment Compensation. (*NOTE: Use decimal numbers for the fringe benefit rates, an example is 7.65% should be shown as .0765*.

Name	Position	Computation						Total Cost
		Salary	# Months	Time %	Personnel Cost	Fringe %	Fringe Cost	
							Personnel Total	
							Fringe Total	
							Personnel + Fringe Total	

PERSONNEL & FRINGE NARRATIVE – Provide a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. Include the composition of the fringe benefit package(s) (e.g., FICA, unemployment) in the narrative.

B. Travel – Itemize travel expenses for personnel by purpose (e.g., training, meetings, etc.). Describe the purpose of each travel expenditure in reference to the grant project goals and objectives. Show the basis of computation (e.g., 6 people to 3-day training at $X airfare, $X lodging). In training projects, travel and food for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; or if unknown, indicate "location to be determined." (*NOTE: Travel expenses for consultants should be included in the "Contractual/Consultant" category*).

Purpose	Location	Miles	Rate	Cost
			Total	

TRAVEL NARRATIVE

C. Furniture/Equipment – List non-expendable items that are purchased (NOTE: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the "Contractual" category.

Item	Quantity	Cost	Total Cost
		Total	

EQUIPMENT NARRATIVE – Explain how the equipment is necessary for the success of grant project.

D. Supplies – List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than $5000) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the grant project.

Supply Items	Quantity/Duration	Cost	Total Cost
		Total	

SUPPLIES NARRATIVE

E. Consultants

Consultant Fees – For each consultant, enter the name, if known, rate and quantity (e.g, $120/day x 8 days), and estimated time. For consultant fees in excess of $450 per day or $56.25 per hour provide, provide additional justification in the narrative section.

Name of Consultant	Rate	Per Day or Per Hour?	Quantity	Cost
			Total	

CONSULTANT FEES NARRATIVE – Describe expenses to be paid with grant dollars to the individual consultants. This includes travel expenses for anyone who is not an employee of the applicant agency, such as participants, volunteers, partners, etc.

F. Contracts – Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. Please provide additional justification in the narrative for sole source contracts in excess of $100,000. A sole source contract may not be awarded to a commercial organization that is ineligible to receive a direct award.

Item	Cost
Total	

CONTRACTS NARRATIVE

G. Other Costs – List items (e.g., rent, reproduction, telephone, janitorial, or security services) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent or provide a monthly rental cost and how many months to rent. The basis field is a text field to describe the quantity such as square footage, months, etc.

Description	Quantity	Basis	Cost	Total Cost
			Total	

OTHER COSTS NARRATIVE

Budget Summary

Budget Category	Request
Personnel	
Fringe Benefits	
Travel	
Equipment	
Supplies	
Consultants	
Contracts	
Other Costs	
Subtotal	
Indirect (not to exceed 10%)	
TOTAL REQUEST	