

Guidance for Completing FFY 2019 Uniform Budget Template

Allowable Budget Requests by Grant Program				
	Sustained Traffic Enforcement Program (STEP)/Enforcement Local Alcohol Project (eLAP)	Local Alcohol Program (LAP)	Injury Prevention (IP)	Traffic Records (TR)
Personnel	X	X	X	X
Fringe		X	X	X
Travel		X	X	X
Equipment	X	X	X	X
Supplies		X	X	X
Contractual		X	X	X
Consultant		X	X	X
Occupancy		X	X	X
Research & Development				X
Telecommunications		X	X	X
Training & Education		X	X	X
Miscellaneous Costs				X
Indirect Costs	X	X	X	X

Allowable Budget Line Requests	
Personnel	Salary and Wages. List employee name or tittle, rate of pay, cost basis, etc.
Fringe	Full-time personnel staff benefits listed by type and rate.
Travel	Hotel rooms. Mileage reimbursement at current negotiated federal rate. Per diem. List transportation costs by type, calculate mileage and per diem, detail lodging by number of nights and rate charged. Note: travel costs for consultants and training participants should not be listed here.
Equipment	Must be pre-approved by grant administrator.
Supplies	Ink, paper, postage, car seat inspection station supplies, car seats, training materials, laptops/computers/tablets, software, and other materials relevant to conducting and delivering approved project activities.
Contractual	Fees paid to individuals conducting project work outside of or in addition to the scope of work conducted by the grantee Personnel.
Consultant	Fees paid to individuals certified to teach approved safety education programs such as Safe Kids Word wide’s Child Passenger Safety courses, ThinkFirst Injury Prevention programs, Standardized Field Sobriety Testing, bicycle/pedestrian education, etc. Subject to IDOT-BSPE policy and payment guidelines.
Occupancy	Rent and utilities. Provide the monthly rental rate, size/location of space and itemized utility costs.
Research & Development	Traffic Records only
Telecommunications	Phone, internet, etc. Detail monthly cost, use and need.
Training & Education	Describe the training and costs associated with attendance and travel (for grant agency personnel).
Miscellaneous Costs	Traffic Records only
Indirect Costs	Calculated by applying the current negotiated indirect cost rate (ICR) percentage to the approved or projected base.

The above is intended to outline costs that may be applicable and approved as part of a FFY 19 grant program. All costs should be itemized in the Uniform Budget Template with justification for these costs detailed in the narrative. Approved FFY 19 Uniform Grant Agreements/Budgets will reflect the final, approved costs of the project.