

## INSTRUCTIONS

Use the tabs below to provide details about different types of your project's costs. Include all project costs. Leave tabs blank if they do not apply to your project. All costs listed in your budget must be allowable, allocable, and reasonable in accordance with [UASI grant requirements](#) and applicable cost principles prescribed in [2 CFR 200](#). Contact the RDPO if you need help completing this form: [PBEM-UASlgrants@portlandoregon.gov](mailto:PBEM-UASlgrants@portlandoregon.gov).

**Be Clear:** Make sure that someone who is not familiar with the project can understand the rationale, purpose, and calculation of the anticipated costs identified in each budget line item. Use plain language. Avoid jargon, and spell out acronyms. Don't assume that the evaluator will automatically understand your spending plan - spell it out.

**Scalability:** You are not required to provide scalability information for each item. However, it can be helpful when the RDPO Steering Committee is reviewing their funding options. Often there are more worthy projects than available funds, and they need to make difficult decisions. If a project can be scaled, it may make it easier for the Steering Committee to accommodate it in the final funding package. Examples of scaling include downsizing, segmenting and completing over several funding cycles, using existing staff instead of a contracted project manager, forgoing indirect or admin costs, etc. If your project is scalable, it will help if you can show *how* (the amount that can be scaled). You can also describe this in the scalability question (#20) on the Application Form.

**Narrative:** For each item in your budget, provide a "narrative" or justification of *why* it's needed and *how* it helps meet the project's intended outcomes and deliverables. It should clarify the connection between the anticipated expenses and the project's implementation outlined in the project application. Provide enough information in the narrative for evaluators to see how you arrived at the total. Your budget narrative gives context to the numbers. Without it, the evaluator may fail to see the necessity of the proposed expenses.

BUDGET SUMMARY		<i>These cells will auto-populate as you enter budget data on other tabs.</i>	
Total <b>Personnel</b> Costs	\$0.00		
Total <b>Contractor</b> Costs	\$0.00		
Total <b>Travel</b> Costs	\$0.00		
Total <b>Equipment</b> Costs	\$0.00		
Total <b>Supplies</b> Costs	\$0.00		
Total <b>Other Direct</b> Costs	\$0.00		
<b>Total Budget</b>	\$0.00		











