

HVRP Budget Narrative Template Example version 2.0

Applicants/grant recipients must demonstrate that costs are allowable (2 C.F.R. § 200.403). In other words, costs must be necessary and reasonable for the performance of the federal award and must be allocable under the cost principles in 2 C.F.R. Part 200, Subpart E. A cost is “necessary” if it meets a program objective and is necessary and reasonable for the performance of the Homeless Veterans' Reintegration Program (HVRP). A cost is “reasonable” if it does not exceed an amount that a prudent person would incur under the circumstances prevailing when the decision was made to incur the cost. (2 C.F.R. § 200.404). Shared costs among multiple programs or projects must be proportionate (e.g., If a Program Manager works HVRP 20 percent of the time, the amount charged to HVRP for items such as the Program Manager’s cell phone or laptop would be cost-shared among the other programs).

If charging indirect costs in Section J of the SF-424A. Indirect Charges, ensure costs are not duplicated under any of the direct costs categories. Costs must not be duplicated or inconsistently charged; costs must be charged as either indirect or direct costs, but not both.

The Budget Narrative must include a justification for all proposed costs and align with the SF-424A and the estimated funding amount in the SF-424 (Section 18). The Budget Narrative must be consistent with and support the activities, resources, staff, and other items described in the project narrative.

To add more rows or space to any budget line-item, select the “Add” button to the right of the field.

If your Justification text exceeds the character limit, please utilize the ‘Additional space for narrative justification’ section located at the bottom of this form.

Personnel:
List all staff positions by title (both current and proposed) and provide the annual salary, the percentage of time devoted to the project, and the amount of each position’s salary funded by the grant. Do not list positions that will be covered under Indirect Costs.

In the Justification of Costs section, include the corresponding roles and responsibilities for each position.

Job or Position Title	Annual Salary	% of FTE	Actual Salary
Director of Personnel Services	\$ 95,000.00	2.0%	\$ 1,900.00
Manager of Professional Services	\$ 75,000.00	10.0%	\$ 7,500.00
Case Manager	\$ 40,000.00	100.0%	\$ 40,000.00
Case Manager	\$ 40,000.00	100.0%	\$ 40,000.00
Senior Accountant	\$ 70,000.00	2.0%	\$ 1,400.00
Staff Accountant	\$ 45,000.00	2.0%	\$ 900.00
			\$ -
			\$ -
Total Personnel			\$ 91,700.00
Total Personnel - Rounded to the Nearest Whole Dollar		(must match SF-424A)	\$ 91,700

Justification of Costs (max 3,225 characters including spaces)

The Director of Professional Services will oversee grant operations from a strategic view- point and will continually identify new strategic partnerships for strong service connections and leverage opportunities. The Manager of Professional Services will manage the success of the grant through day-to-day operations and will be the direct supervisor of the HVRP case managers. In addition, the Manager of Professional Services will ensure grant compliance and identify professional development opportunities for HVRP case managers. The HVRP case manager is charged with providing intensive outreach, recruitment, and engagement activities including: intake and assessment activities, employment activities; and job training activities. The Senior Accountant and Staff Accountant will process HVRP Support Service and Training expenditures, ensuring compliance with all grant requirements.

Fringe Benefits:
 Provide information on the rate of fringe benefits used and the basis for the calculation. If not using a fringe benefits rate, itemize how the fringe benefits amount is computed in the Justification of Costs section.

Fringe benefits may be in the form of employer contributions or expenses for FICA (Social Security and Medicare tax), employee life, health, unemployment, and/or worker's compensation insurance, paid absences, and other similar reasonable and allowable benefits as required by law, organization – employee agreement, or established written policies of the applicant/recipient organization per 2 C.F.R. § 200.431. Fringe benefits are for the personnel listed in budget category (a) and are only for the percentage of time devoted to the project.

Description	Base	Rate	Cost
Federal Insurance Contributions Act (FICA)	\$ 91,700.00	7.6500%	\$ 7,015.05
State Unemployment Tax Act (SUTA)	\$ 91,700.00	2.4500%	\$ 2,246.65
Workers' Compensation	\$ 91,700.00	1.0000%	\$ 917.00
Employee Health Benefits-Med/Dental/Vision	\$ 91,700.00	11.7500%	\$ 10,774.75
403B Retirement Plan	\$ 91,700.00	5.0000%	\$ 4,585.00
Short Term Disability	\$ 91,700.00	1.0000%	\$ 917.00
Long Term Disability	\$ 91,700.00	1.0000%	\$ 917.00
State Law Required Family Medical Leave	\$ 91,700.00	0.7500%	\$ 687.75
			\$ -
			\$ -
			\$ -
			\$ -
Total Fringe Benefits			\$ 28,060.20
Total Fringe Benefits - Rounded to the Nearest Whole Dollar		(must match SF-424A)	\$ 28,060
Justification of Costs (max 3,225 characters including spaces)			

The amount of fringe benefits listed above support a base of the total salary at a total percentage of 30.6%. The state of example provided requires state-specific employer to pay into family medical leave.

Travel (for grant recipient staff only):

Travel costs include the transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the recipient or subrecipient. These costs may be charged on an actual cost basis, on a per diem or mileage basis, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip. The method used must be consistent with those normally allowed in like circumstances in the recipient's or subrecipient's other activities and in accordance with the recipient's or subrecipient's established written policies. Notwithstanding the provisions of § 200.444, travel costs of officials covered by that section are allowable with the prior written approval of the Federal agency or passthrough entity when they are specifically related to the Federal award. Travel for participants (e.g., travel stipends for program participants) should be specifically itemized and placed in the Other category.

Include the basis of computation (e.g., six people to three-day training at \$X airfare, \$X lodging, \$X subsistence) for each travel expense. Specify the purpose, location (e.g., location or whether in-state or out-of-state), type of expense (select from dropdown), basis (e.g., round-trip, day/night, mileage, etc.), cost or cost and quantity (e.g., number of nights or miles), number of staff traveling, and number of trips for each type of travel.

In the Justification of Costs section, describe the purpose of each travel expenditure in reference to the project objectives. Applicants/grant recipients must provide a justification for travel expenditures that exceed 10 percent of the one-year budget.

NOTE: Per 2 C.F.R. § 200.475(a), applicants grant recipients must have policies in place related to travel costs.

In the absence of an established written policy regarding travel costs, the rates and amounts established under 5 U.S.C. 5701-11 ("Travel and Subsistence Expenses; Mileage Allowances"), by the Administrator of General Services, or by the President (or their designee) pursuant to any provisions of such subchapter must apply to travel under Federal awards (48 C.F.R. 31.205-46(a)). For reimbursement on a mileage basis, the HVRP grant program cannot be charged more than the maximum allowable mileage reimbursement rates authorized for federal employees. Mileage rates must be checked annually at GSA's Privately Owned Vehicle (POV) Mileage Reimbursement Rates webpage to ensure compliance.

Click here to look up the most current FY GSA per diem rates: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Purpose	Location	Type of Expense	Basis	Cost	Quantity	# of Staff	# of Trips	% Charged to HVRP	Total Cost
NCHV Conference - Drive from Tacoma to SEATAC	Seattle	Mileage	Mile	\$ 0.670	38.0	2	1	100.00%	\$ 50.92
NCHV Conference - Airport Parking	Seattle	Other	N/A	\$ 20.000	4.0	2	1	100.00%	\$ 160.00
NCHV Conference - Flight SEATAC to DCA	Washington, DC	Transportation	Round-Trip	\$ 335.000	1.0	2	1	100.00%	\$ 670.00
NCHV Conference - 3 Nights at Hotel	Washington, DC	Lodging	Night	\$ 276.000	3.0	2	1	100.00%	\$ 1,656.00
NCHV Conference - First & Last Day Per Diem	Washington, DC	Meals	Day	\$ 69.000	2.0	2	1	100.00%	\$ 276.00
NCHV Conference - Full Day Per Diem	Washington, DC	Meals	Day	\$ 92.000	2.0	2	1	100.00%	\$ 368.00
NCHV Conference - Uber between hotel and airport	Washington, DC	Transportation	Round-Trip	\$ 100.000	1.0	1	1	100.00%	\$ 100.00
NCHV Conference - Conference Fees	Washington, DC	Other	N/A	\$ 550.000	1.0	2	1	100.00%	\$ 1,100.00
NCHV Conference - Drive from SEATAC to Tacoma	Seattle	Mileage	Mile	\$ 0.670	38.0	2	1	100.00%	\$ 50.92
Region PAC - Drive from Tacoma to SEATAC	Seattle	Mileage	Mile	\$ 0.670	38.0	4	1	100.00%	\$ 101.84
Region PAC - Airport Parking	Seattle	Other	N/A	\$ 20.000	4.0	4	1	100.00%	\$ 320.00
Region PAC - Flight SEATAC to SFO	San Francisco	Transportation	Round-Trip	\$ 400.000	1.0	4	1	100.00%	\$ 1,600.00
Region PAC - 3 Nights at Hotel	San Francisco	Lodging	Night	\$ 259.000	3.0	4	1	100.00%	\$ 3,108.00
Region PAC - First & Last Day Per Diem	San Francisco	Meals	Day	\$ 69.000	2.0	4	1	100.00%	\$ 552.00
Region PAC - Full Day Per Diem	San Francisco	Meals	Day	\$ 92.000	2.0	4	1	100.00%	\$ 736.00
Region PAC - Uber between hotel and airport	San Francisco	Other	N/A	\$ 100.000	1.0	1	1	100.00%	\$ 100.00
Region PAC - Drive from SEATAC to Tacoma	Seattle	Mileage	Mile	\$ 0.670	38.0	4	1	100.00%	\$ 101.84
Local Mileage	SDA	Local Travel	N/A	\$ 0.670	608.0	2	1	100.00%	\$ 814.72
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
									\$ -
Total Travel									\$ 11,866.24
Total Travel - Rounded to the Nearest Whole Dollar									\$ 11,866
							(must match SF-424A)		
Justification of Costs (max 3,225 characters including spaces)									

The two case managers will attend the 2025 National Coalition for Homeless Veterans (NHCV) Annual Conference in May in Washington, D.C. The Director, Manager, and two case managers will attend the DOL VETS regional Post Award Conference (PAC) in July in San Francisco. Throughout the year, two case managers will be expected to travel locally throughout the county for outreach, partner meetings, and mobile services (meeting clients in more accessible service areas). Each case manager will travel 608 miles during the Program Year throughout their SDA.

Equipment:
 Per 2 C.F.R. § 200.1, means tangible means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the recipient or subrecipient for financial statement purposes, or \$10,000.

Applicants/grant recipients must list the item, quantity, and the unit cost per item. In the Justification of Costs section, describe the need for the equipment, i.e., explain how the use of each item of equipment is related to the implementation of the required/approved activities to achieve the specific project objectives. List expendable items or materials in Supplies. DOL/VETS does not permit the purchase of equipment during the last funded year of the award.

Item	Quantity	Cost Per Unit	% Charged to HVRP	Total
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Total Equipment				\$ -
Total Equipment - Rounded to the Nearest Whole Dollar			(must match SF-424A)	\$ -

Justification of Costs (max 3,225 characters including spaces)

Supplies:
 Per 2 C.F.R. § 200.1, means all tangible personal property other than those described in the equipment definition. A computing device is a supply if the acquisition cost is below the lesser of the capitalization level established by the recipient or subrecipient for financial statement purposes or \$10,000, regardless of the length of its useful life.

Applicants/grant recipients must list the items by type of supply (e.g., training materials, desktop computer, laptop, projector, etc.), cost per unit, quantity, or cost per month if rented or leased.

Note: subscription services such as cellular phone service or internet service are not tangible and must be listed in Other.

For each item or cost, include an adequate justification in the Justification of Costs section.

Item	Cost Per Unit	Quantity	Cost Per Month	% Charged to HVRP	Total
Office Supplies	\$ 250.00	12.0			\$ 3,000.00
Stamps for Outreach Mailers (Cost Per Stamp)	\$ 0.73	500.0			\$ 365.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Supplies					\$ 3,365.00
Total Supplies - Rounded to the Nearest Whole Dollar				(must match SF-424A)	\$ 3,365

Justification of Costs (max 3,225 characters including spaces)

Office supplies consist of essential items used for day-to-day operations such as printing paper, pens, instructional material, masks, hand sanitizer, file folders, binders, and printer ink. The supplies include a range of necessary office items over 12 months, ensuring that the project has the materials required to function efficiently and effectively.

Contractual:
 Describe contracts and subawards separately. The term contracts is defined in 2 C.F.R. § 200.1 and means, for the purpose of Federal financial assistance, a legal instrument by which a recipient or subrecipient conducts procurement transactions under a Federal award. Contractor means an entity that receives a contract. Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

For each contract or subaward, list the purpose, goods and/or services to be provided, and the amount. In the Justification of Costs section, describe the goods and/or services to be provided by each contractor or sub-awardee and how the goods and/or services relate to the accomplishment of specific project objectives.

All procurement transactions for the acquisition of goods and/or services required under an award must be conducted in a manner providing full and open competition consistent with the federal procurement standards in 2 C.F.R. § 200.319 (Competition) and 2 C.F.R. § 200.320 (Methods of procurement to be followed). Applicants must follow their documented procurement procedures which reflect applicable state, local, and tribal laws, and regulations. These procedures must also conform to applicable federal laws, regulations, and the standards identified in 2 C.F.R. § 200.318. Applicants must maintain oversight to ensure that contractors and sub-awardees perform in accordance with the terms, conditions, and specifications of their legal agreement. For additional guidance, refer to 2 C.F.R. § 200.318 through 2 C.F.R. § 200.327 on Procurement Standards.

Contract/Subaward	Purpose	Activities to be provided	Amount	% Charged to HVRP	Total
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Contractual					\$ -
Total Contractual - Rounded to the Nearest Whole Dollar			(must match SF-424A)		\$ -
Justification of Costs (max 3,225 characters including spaces)					

Construction:
 Construction costs are unallowable under the HVRP grant program; therefore, this budget line item must be zero. Minor alterations to modernize, improve, and/or reconfigure an existing space for grant activities (such as a classroom alteration) may be allowable, as this is not considered construction. Applicants must include the costs for minor alterations in the budget line item Contractual.

\$ -

Other:
Participant Support Costs:
 Per 2 C.F.R. § 200.1. participant support costs mean direct costs that support participants and their involvement in a Federal award, such as stipends, subsistence allowances, travel allowances, registration fees, temporary dependent care, and per diem paid directly to or on behalf of participants.
 List participant support costs (e.g., training, clothing, etc.) and provide clear and specific detail, including costs and quantity, for each item so that we can review factors affecting allowability of costs as discussed in 2 C.F.R. § 200.403.

Item	Cost Per Unit	Quantity	Cost Per Month	% Charged to HVRP	Total
Participant Training	\$ 4,000.00	8.0		100.00%	\$ 32,000.00
Toiletries	\$ 20.00	140.0		100.00%	\$ 2,800.00
Bus Passes	\$ 45.00	100.0		100.00%	\$ 4,500.00
Gas Vouchers	\$ 25.00	100.0		100.00%	\$ 2,500.00
Interview Clothing	\$ 75.00	120.0		100.00%	\$ 9,000.00
Employment Related Support Services	\$ 100.00	120.0		100.00%	\$ 12,000.00
World of Work Inventory (WOWI) Career Assessment Tool	\$ 10.00	140.0		100.00%	\$ 1,400.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total Participant Support Services					\$ 64,200.00

Justification of Costs (max 3,225 characters including spaces)

The grant will use HVRP funds to support participants in obtaining their Commercial Driver's License (CDL) in order to break into an in-demand and growing job market. In addition to CDL training, the grant anticipates supporting participants directly through HVRP funds in pre-apprenticeship pathways in Manufacturing and Construction through a registered apprenticeship program. Support Services will focus on allowable needs including, but not limited to: transportation, clothing, toiletries, employment-related support services, and other emergency needs, as detailed in the table above. Toiletries to support presentable hygiene for interviews and/or training participation. Bus passes and gas vouchers for transportation to and from services, interviews, and/or training. Clothes to set a participant up for success in an interview. Employment related support services include necessary tools and/or personal protective equipment for employment. Exact needs depend on the type of industry. The grant will administer the World of Work Inventory (WOW!) to be utilized for all HVRP participants. WOW! is a scientifically developed, objective assessment that looks at career interests, aptitudes, and work styles, and uses the results to make career recommendations.

Other Costs:
 List items or expenses not covered in other budget line items and provide specific details including the costs and quantity for each item. Show the basis for the calculations—break down costs into the cost per unit or rate (e.g., cost per square foot, cost per participant, etc.).

Item	Cost Per Unit	Quantity	Cost Per Month	% Charged to HVRP	Total
Office Rent	\$ 3,000.00	12.0		100.00%	\$ 36,000.00
Common Area Maintenance	\$ 50.00	12.0		100.00%	\$ 600.00
Utilities	\$ 100.00	12.0		100.00%	\$ 1,200.00
Telephone	\$ 80.00	12.0		100.00%	\$ 960.00
Internet	\$ 80.00	12.0		100.00%	\$ 960.00
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -

Total Other Costs **\$ 39,720.00**

Justification of Costs (max 3,225 characters including spaces)
 All costs are an allocation of program office space for HVRP staff and services. The allocated amount represents 20% of the organizations total monthly cost. The monthly rent for the office where staff works. The monthly maintenance includes building cleaning service and trash service. Utilities are the organizations share of electricity, gas, and water service. Telephone is for two land lines for the two case managers. Internet is for the two case managers.

Other Total (Participant Support Services + Other) **\$ 103,920.00**

Other Total - Rounded to the Nearest Whole Dollar (must match SF-424A) **\$ 103,920**

Justification of Costs Not Explained Above
 (max 3,225 characters including spaces)

Indirect Costs:
 Per 2 C.F.R. § 200.1, Indirect cost means those costs incurred for a common or joint purpose benefitting more than one cost objective and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. It may be necessary to establish multiple pools of indirect costs to facilitate equitable distribution of indirect expenses to the cost objectives served. Indirect cost pools must be distributed to benefitted cost objectives on basis that will produce an equitable result in consideration of relative benefits derived.

Include the type of rate or agreement (e.g., Negotiated Indirect Costs Rate Agreement [NICRA], Cost Allocation Plan [CAP], or the de minimis rate of 15 percent of modified total direct costs [MTDC]), the total approved base (if applicable), and the approved rate (if applicable).

If using a NICRA, in the Justification of Costs section, provide an explanation of how the indirect costs are calculated. This explanation should include which portion of each line item, along with the associated costs, are included in your allocation base.

Regarding the de minimis rate, applicants/ grant recipients and subrecipients that do not have a current Federal negotiated indirect cost rate (including provisional rate) may elect to charge a de minimis rate of up to 15 percent of modified total direct costs (MTDC). The recipient or subrecipient is authorized to determine the appropriate rate up to this limit, in accordance with 2 C.F.R. §200.414(f). Additionally, applicants/ grant recipients and subrecipients are not required to use the de minimis rate. If using the de minimis rate of 15 percent of MTDC, in the Justification of Costs section, provide an explanation of which portion of each line item, along with the associated costs, are included in your allocation base. Note that there are various items not included in the calculation of MTDC.

Per 2 C.F.R. § 100, MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward more than \$50,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs and with the approval of the cognizant agency for indirect costs. If using a CAP, in the Justification of Costs section, provide estimated indirect costs based on your approved allocation methodology.

Type of Rate Agreement	Base	Rate	Total Indirect Costs
NICRA	\$ 105,473.00	10.59%	\$ 11,169.59
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Indirect Costs			\$ 11,169.59
Total Indirect Costs - Rounded to the Nearest Whole Dollar		(must match SF-424A)	\$ 11,170

Justification of Costs (max 3,225 characters including spaces)

Grant has a current Negotiated Indirect Cost Rate Agreement (NICRA) of 10.59% allocated across a base of direct personnel and fringe benefit costs.

Total Costs	Totals
Total Direct Costs	\$ 224,624
Total Indirect Costs	\$ 11,170
Total Costs funded by Grant (must match the total on the SF-424 and SF-424A, as well as the specific year this budget is for on the VETS-704 Abstract)	\$ 235,794

Leveraged Resources:

The HVRP grant program does not require cost sharing or matching funds. However, the Budget Narrative should include a section describing any leveraged resources provided (as applicable) to support grant activities. DOL/VETS considers any resources contributed to the project, beyond the funds provided by the agency, as leveraged resources. Applicants/grant recipients are encouraged to leverage resources to increase stakeholder investment in the project and broaden and sustain the impact of the project itself. The Budget Narrative should provide a description of the leveraged resources provided to support grant activities, the specific activities they will cover, the way they will support HVRP goals, and the funding source. Valuation of leveraged resources follows the same requirements as matching funds.

Description of Leveraged Resources (max 3,225 characters including spaces)

Grant has identified \$20,000 in leveraged funds through a State Workforce Innovations and Opportunities Act (WIOA) Governor's Discretionary program. Including these leveraged support services, the grant will utilize a total of \$52,000 in Support Services funds for HVRP participants. Community-based Facilities (Infrastructure Funding Agreement) - The two case managers will maintain additional office space including shared common areas in the American Job Centers. Adjusting the current community-based facility costs for inflation, the total cost for the workstation will be \$9,856.

Additional space for narrative justification not described above

[2 C.F.R. § 200.403](#)

[2 C.F.R. § 200 Subpart E](#)

[2 C.F.R. § 200.404](#)

[2 C.F.R. § 200.431](#)

[2 C.F.R. § 200.475\(a\)](#)

[41 C.F.R. Subtitle F](#)

[2 C.F.R. § 200.475](#)

[2 C.F.R. § 200.1](#)

[2 C.F.R. § 200.319](#)

[2 C.F.R. § 200.320](#)

[2 C.F.R. § 200.318](#)

[2 C.F.R. § 200.327](#)

[2 C.F.R. § 200.403](#)