

Instructions for the Budget Table

The Budget Table Workbook in Excel is composed of several spreadsheets. Each spreadsheet has a Tab at the bottom of the page: Funding Sources Summary, Project Master Sheet, and Tasks 1 through 10. You can click on each tab to move around the Workbook.

The intent of the Workbook is to organize the NPS project into executable tasks and to clearly identify the money associated with each task, the products generated by each task, the partners for the project (including those who will generate match) and the projected time each task will take. The budget table should be developed in tandem with Section 3.0 in the proposal narrative.

If the proposal is selected for funding, the Budget Table Workbook will serve as a project management tool for the implementation of the project. It can also be used as a guide for the generation of invoices, progress reports, and eventually, the final report.

Although the Workbook may seem complex at first, it provides an easy tool to track costs and deliverables for a NPS project. As always, the NPS staff is available to answer questions and to work with project sponsors at any time.

As you get examine the spreadsheets, you will notice many rows and columns are color coordinated to represent a specific meaning. Most importantly:

- data are entered only in the white cells;
- a key color to notice throughout the spreadsheets is pink; these cells:
 - contain equations,
 - are blocked so that **data cannot be entered**, and
 - the cells link all spreadsheets so that the required budget tables for the proposal will be **automatically populated** based on your estimated task budgets.

Do NOT delete rows and columns or try to change the pink cells. It is easier and safer to change the title in a row for a certain specific funding line item you might need, rather than add a row. The NPS staff can, at a later time, help you “clean up” the spreadsheet. At this stage, it is more important to think about the tasks and the costs to get your project implemented.

Funding Sources Summary (first tab): You will notice that all cells in this spreadsheet are pink – no need to enter any data! The minimum match requirement is also automatically calculated. The total project cost and minimum match information should be used in the narrative proposal Section 1.0; also use this automatic calculation to check if you are meeting the minimum match required. Do not modify any cell in this tab as that might cause errors.

Project Master Sheet (second tab): This tab consolidates and summarizes all the information. The NPS projects, as any type of project, are organized into tasks, so the main piece of information in this spreadsheet is the definition of all the tasks. You will need to enter the following information in this tab:

- 1) FILL IN the columns with the purple headings capture:
 - a summary description of each task
 - what product(s) each task will generate
 - who are the partners who will help accomplish each task, including the partners who will help accrue match

2) DO NOT FILL IN the pink columns – “Total Cost of Project per Task and per Funding Source” and “Total Task Cost for Year 1, 2, 3, etc.” These columns add task totals for the entire project and also by year, which is an EPA requirement. The Project Master Sheet will help you generate invoices, progress reports and the final report, as it contains all the basic information associated with those reports.

3) Timeline (blue arrows): This is another EPA requirement and defines the milestones for the project, per quarter and per year. Please note that due to the timing of when federal funds are awarded to the state, projects generally do not start before October of the following year, after the Funding Announcement Year. Timelines are set up by calendar year; you can adjust the quarterly/yearly schedule by modifying the quarterly/yearly column heading.

Use the arrows to indicate the length of time for each task, when the task will occur and if they are reoccurring. The arrows are adjustable: right click on them and “handles” appear. You can easily manipulate the handles to stretch or shorten the arrows to depict your timeline. You can also “left click and hold” the arrow and move it any place where it is appropriate in the timeline. This should allow you to make the arrow cover the whole year, or a short space in each quarter, or anything in between, depending on the duration of the task for each year.

For convenience, ten task tabs are provided, but most proposals do not need to have ten tasks. **Similar activities should be combined into a single task with multiple products.** Doing so may help keep the tasks to a manageable number. Also, note the links in the first column to all the subsequent Task Spreadsheets – all you have to do is click on a link (Task 1, Task 2, etc) to go to the associated task spreadsheet.

Tasks spreadsheets (all the subsequent spreadsheets): Almost all the data entry is on the Tasks spreadsheets. For each task, decisions need to be made about costs, products and who pays for what in each task. The first column (the budget line items) captures most of the usual expenditures associated with NPS projects. Please include unit costs as there may be federal funding limitations and regulations that apply to what is fundable or to maximum reimbursable amounts. You may edit the language in a certain line items to address your project needs. For example, if your project does not include purchasing equipment, you may edit that line to reflect some other expenditure your project might entail that is not capture anywhere in the first column.

As you investigate the Task Spreadsheets, you will notice 2 shades of pink in the first columns. If you scroll to the right, you will notice columns that define expenditures per year, per line item, for each task. This is done so that costs can be consolidate per year overall for the project, to meet an EPA requirement. The consolidation will be done automatically, but you will need to break the costs per year. You have 2 options here:

- 1) You can enter your whole cost per line item in the very light pink cells and then decide how that amount will be used per year. If you do that, the equation in the light pink cell will be erased and you will have to make sure and add, separately, the per year amounts to double-check your calculations.
- 2) You can keep track of the totals per line item in a scrap piece of paper and enter the amounts you calculated per year. In this case, the total amount will not be entered in the light pink cells and they will automatically add the yearly amounts - you will be able to double-check your calculations.

There is no wrong way to do this and neither way will cause errors. This was done just for your convenience.

For the proposal stage, several details are NOT required in entering: Cash Match, In-Kind Match and Federal Contribution:

- you are not required to break the cash match into the different sources (the columns) (you may lump cash match and use only one column)
- you are not required to break match information into all the expenditures (the rows) (you may use the “**Other Match Estimate**” row at the bottom and lump the match information there (blue cells); or you may use the rows above to capture match detail information that you already have and lump the remaining in the “Other Match Estimate”). Be careful not to double-count match, though.
- in other words, at the proposal stage, you are only required to detail anticipated NPS funded expenditures for each task. Match and federal contribution do not need to be itemized.

NOTE: Yes, there is room for flexibility and adjustment later. The purpose for using the spreadsheet for the proposal is to provide accurate estimates of the total budget. You will be required to add additional details regarding match and federal contributions if the proposal is selected for funding. The sources of cash match will need to be specified in the column headings later. At the proposal stage, the budget Workbook is provided to help consider the scope of the proposal and to provide an accurate estimate of NPS funds.