



Applying for a Technical Assistance Grant (TAG): Fictional Woodtown Landfill Coalition Sample Application

TAG Sample Application Package – Letter of Intent

September 16, 2022

Superfund Regional TAG Coordinator

EPA Region 1

5 Post Office Square

Suite 100

Boston, MA 02109-3912

Dear Regional TAG Coordinator:

The Woodtown Landfill Coalition intends to apply for a Technical Assistance Grant. The Woodtown Landfill Coalition is composed of the Woodtown Citizens Task Force and the Rolling River Recreation Program. We plan to use any awarded grant funds to obtain the assistance of a technical advisor to interpret technical information and documents for the Woodtown Landfill Superfund site cleanup in Woodtown, Connecticut. Woodtown Landfill Coalition's contact information is:

Woodtown Landfill Coalition
100 Main Street
Woodtown, CT 06898
Pat Jones, Executive Director
Phone: 203-555-1234
Email: jones.pat@coalition.org

We look forward to hearing from EPA about the application process.

Sincerely,
Pat Jones, Executive Director
Woodtown Landfill Coalition

**Project Narrative Attachment Statement
Woodtown Landfill Coalition**

SECTION 1. GROUP QUALIFICATIONS

Section 1A: Group Eligibility

1. Using the checkboxes below, indicate if your group has ties to any potentially responsible parties (PRPs) at the site. Please provide a detailed explanation for any “yes” answers in the comments section below question 2. (See TAG Regulations [40 CFR 35.4020](#) and [40 CFR 35.4045](#).)

NOTE: If you do not have a complete list of PRPs for your site, contact the Remedial Project Manager (RPM) or Community Involvement Coordinator (CIC) for the site.

Yes No

- Are any members of your group potentially responsible parties (PRPs) for the Superfund site?
- Was your group established by or does it represent a PRP?
- Does anyone in your group have financial involvement with a PRP (other than as an employee or contractor?)
- Does your group presently receive money or services from a PRP?
2. Was your group established or is it sustained, by an “ineligible entity”, or are any ineligible entities represented by your group? (check all that apply):
- A PRP?
 - A national organization?
 - An academic institution?
 - A political subdivision?
3. How many members are in your group? [105](#)

Yes No

4. Is your group incorporated (or planning to incorporate) as a non-profit organization for the specific purpose of representing affected individuals at the site?
- OR
- Was your group previously incorporated for another purpose?
- If your group was previously incorporated for another purpose, does it include all the individuals and groups who joined in applying for the TAG?

Please provide additional information about how your group was formed and the history of your group’s involvement at the site. If your group developed out of a coalition of other groups, also include the names of these groups and why they joined together.

The Woodtown Landfill Coalition is composed of members from two groups: the Woodtown Citizen Task Force and the Rolling River Recreation Program of Woodtown, CT. The main concern of the Woodtown Citizen Task Force, formed in 2000, is the health effects resulting from contamination at the site. The Rolling River Recreation Program, founded in 2005, organizes a variety of outdoor events and activities on the Rolling River for children from underserved communities in Woodtown. The Program is concerned about the effects of contamination from the Woodtown Landfill site on the river and surrounding environment. Since both groups require technical assistance, they recently chose to form an incorporated coalition for the purpose of managing the Technical Assistance Grant for the site.

Section 1B: Responsibility Requirements

1. Administrative and Management Capabilities

Please describe the organizational structure of your group, the procedures your group will follow in managing a TAG, and the roles and responsibilities of members. In your application you must clearly define the individuals responsible for the following activities:

- Managing TAG funds and keeping financial records.
- Directing or overseeing the grant administrator.
- Developing technical advisor and other contracts.
- Selecting the technical advisor and (if contracted) grant administrator.
- Directing the activities of the technical advisor.
- Making decisions about group activities and actions.
- Completing other administrative requirements (such as reporting and invoicing).
- Leadership and management succession plan (recommended).

(For more details see: [Uniform Administrative Requirements, Cost Principles, and Audit Requirements For Federal Awards 2 CFR 200.302.](#))

NOTE: If available, please attach your group’s bylaws to your TAG application package.

Both the Woodtown Citizen Task Force and the Rolling River Recreation Program have operated as nonprofit organizations for more than 17 years and have existing administrative structures that oversee and guide their activities. The Woodtown Landfill Coalition (Coalition) is recognized by the State of Connecticut as a nonprofit corporation. There is a four-person executive committee composed of two presidents, and two treasurers that rotate from each of the respective groups on a biennial basis and will be responsible for ensuring effective grant management. One member of the executive committee has been designated as Executive Director of the Coalition. The Executive Director is the group’s designated representative for the purpose of signing documents related to the TAG. The Executive Director will direct the technical advisor (TA) and oversee the entire project. The rotating treasurers will be responsible for all financial oversight, including payment of incurred costs. The Coalition plans to contract the services of a grant administrator to assist with the programmatic and financial requirements of the TAG.

2. Resources for Project Completion

Explain how your group will provide the required 20 percent matching share, which can include cash or in-kind contributions. In-kind contributions include property or services that benefit this grant program and are contributed by non-Federal third parties without charge to the grantee or by a cost-type contractor under the grant agreement. Include any plans that your group has for in-kind contributions (such as volunteered services or donations) or for fundraising and obtaining cash. (See Regulations [2 CFR 200.302](#) and [2 CFR 200.306](#), and TAG Regulations [40 CFR 35.4050](#).)

NOTE: Talk to your Regional TAG Coordinator if you think that your group cannot meet the matching share requirement. (In rare cases, this requirement can be waived.)

To complete our technical assistance, we will require the services of a TA for three years. At this time, the total estimated budget for the entire project will be \$57,562.5. Of this amount, the federal share will be \$46,050. We will match the cost of the project with \$11,512.5 – 20 percent of the entire project cost – with a combination of in-kind volunteer services and contributions of supplies, equipment, and meeting space (such as a copier, paper, web hosting fees, and meeting room). In-kind contributions will come from donated meeting space, planning activities, time spent managing the TA, accounting services, and developing web content and social media postings. A local businessman (a member and an officer of the Woodtown Citizen Task Force) will donate meeting space for use by the Coalition on an as-needed basis throughout the life of the project. A certified public accountant will donate services to provide additional accounting

assistance to the Coalition. A local freelance writer and a local newspaper editor will design, write, and edit a website devoted solely to the Woodtown Landfill and technical assistance project. Our Budget Narrative Attachment Form provides a detailed budget, including a breakdown of federal and matching shares.

3. **Performance Record**

Describe your group's past performance satisfactorily completing projects and contracts.

NOTE: *If your group has no past experience, you will receive a neutral rating on this criteria, EPA will evaluate your application based on the description, budget, and schedule you provide in the project narrative and the budget narrative.*

The Woodtown Coalition founding groups (Woodtown Citizen Task Force and Rolling River Recreation Program) have been actively involved with community health and environmental concerns for a number of years. Although neither of the founding groups nor the new Coalition previously have received federal funds, we believe the group can satisfactorily complete the proposed TAG project. Both founding groups have successfully organized and carried out community events that entailed organizing and budgeting activities.

The "Technical Advisor Work Plan" included in Section 2 of this Project Narrative Attachment Statement describes in detail our proposed plan for use of a TA's services. The "Proposed Schedule and Costs for a Technical Advisor," also included in Section 2, ties our Statement of Work to our three-year project budget, which is attached below.

4. **Accounting and Auditing Procedures**

Describe how your group plans to keep records and the accounting procedures it will use to manage TAG funds. Identify the member of your group who will maintain your financial records.

(See [EPA Grants Management Training for Applicants and Recipients Module 3](#) and [2 CFR Part 1500](#), and TAG Regulations [40 CFR 35.4175](#))

Our financial management system complies with generally accepted accounting procedures. We will establish and maintain a separate bank account and a general ledger for the sole management of the TAG. The rotating treasurers on the Executive Committee, Mary Jones and Fred Smith, will maintain all financial records related to the grant. These records will be stored in a central file in the same office where the Coalition meetings will be held.

A member of the Woodtown Landfill Coalition, originally from the Rolling River Recreation Program, is a certified public accountant and has volunteered to assist in the financial oversight of grant funds. He will advise the group on completing the financial reports required by EPA and the state.

5. **Incorporation**

Is your group incorporated specifically for the purpose of addressing problems at this site?

Yes No

NOTE: *(Your group does not have to be incorporated at the time you submit your TAG application, but you will have to provide documentation of incorporation before you can receive any TAG funds.)*

The Woodtown Landfill Coalition filed for and received approval from the State of Connecticut for incorporation as a non-profit organization. A copy of the letter from the state approving the group for incorporation is attached. In addition, a copy of the group's bylaws has been included. This document describes the administrative structure of the Woodtown Landfill Coalition and general group goals.

Section 1C: Group Issues and Objectives

(See TAG Regulations [40 CFR 35.4155\(a\)](#).)

1. **How many members of your group are affected by the site?** [105](#)

2. **Health, Economic, and Environmental Effects**

Describe the ways in which group members and those they represent are affected by contamination at the site, including actual or potential health threats posed to them and economic and environmental effects felt by them.

Concern about contaminated private wells and possible health effects resulting from contamination at the site led to the formation of the Task Force. As explained in a private sampling report, residents' well water continues to be undrinkable due to its strong odor, brownish color, and unpleasant taste, which the Task Force believes to be solely caused by contamination from the Woodtown Landfill site. Several residents have reported to the Task Force that they have gotten mysterious skin rashes after bathing in well water and are concerned about their health. As a result, community members have been forced to use bottled water for nearly four years. EPA is considering members' requests for an alternate water supply after the Agency has completed its sampling at the site. The Woodtown Citizen Task Force, as one of the groups that formed the Woodtown Coalition, wants to ensure that all potential health risks related to the site are investigated thoroughly and that the remedial action selected will restore the quality of community well water supplies.

The Rolling River Recreation Program organizes outings such as swimming, canoeing, fishing, and hiking trips for elementary to high school-aged children from underserved communities in Woodtown. The goal of this program is to help children enhance their interest in science through hands-on, outdoor activities at no charge to their families. The program operates from a site along the Rolling River, where all of the activities take place. During the last decade contamination from the Woodtown Landfill site has polluted the river making it unsafe for the Program's water activities. For this reason, these activities have been canceled to minimize exposure to the children, a sensitive population, and have severely impacted the Program's operations. The Rolling River Recreation Program wants the site remediated so that the landfill no longer pollutes the Rolling River and allows for the Program's water activities to resume.

Members of the Woodtown Landfill Coalition face a number of economic concerns related to contamination of the Woodtown Landfill site. Coalition members have experienced significant financial burdens from not being able to use well water. For example, members must purchase bottled water for drinking and cooking and cannot wash laundry in residential washing machines, because the contaminated water stains their clothes. Since a majority of Woodtown residents live at or below the poverty line, these additional water expenses pose a large and unnecessary burden.

3. **Applicant Group Composition and Representativeness**

Provide a brief picture of the community represented by your group. Describe the diversity of community organizations and individuals represented by your group, while also highlighting the ways your group represents individuals affected by the site. Consider whether your community faces environmental justice challenges and take those affected into consideration when forming your group.

NOTE: *Since there can be only one TAG awarded for any site, EPA encourages all community organizations that are interested in applying for the TAG to form a coalition group and submit a single application, whenever possible. If your organization was formed by creating a coalition with one or more other groups in the community, note that in this narrative.*

The Woodtown Landfill Coalition membership represents most people affected by and concerned about the Woodtown Landfill site. For example, the members of the Woodtown Citizen Task Force include representatives of individual residents, community groups, and neighborhood businesses near the Woodtown Landfill site. Woodtown, has a large underserved population, 50% of its residents are low income in comparison to the state-wide average low-income rate of 23%. This puts Woodtown in the 87th percentile. Additionally, the city has a 10% unemployment rate while the state average is 6%, which puts the city in the 91st percentile. We collected community statistics through [EJScreen](#) and [Census.gov](#). The Rolling River Recreation Program allows children from these communities to have free, outdoor experiences to grow their science knowledge, and learn the importance of team building and respect for the environment. All of the program's activities take place on the Rolling River and surrounding woods, and environmental damage from the Landfill has caused the Program to cancel many of its activities and impacted operations. Coalition members believe that this organized effort will positively affect both members of the group and individuals in the community by providing a single contact from which community concerns can be addressed. The Coalition itself does not have a long history with the Woodtown Landfill site, but its composite organizations have been active in dealing with site issues since the site was listed on the NPL in 2005.

SECTION 2. INFORMATION SHARING

(See TAG Regulations [40 CFR 35.4155](#).)

Section 2A: Plan for Informing the Community

In this section, describe how your group will conduct outreach to the overall community, including:

- How information from the TA, as well as other information collected through the TAG project, will be shared with the community members outside of your group.
- How feedback will be received from community members outside of your group.
- How information will be communicated from the community back to the technical advisor and site team.
- Specific products or activities you plan to use to complete these activities (public meetings, newsletters, websites, etc.).
- Plan for ensuring community questions and concerns outside of your group are addressed by the TA.
- How you plan to address any language barriers within the community.

To keep community members informed of activities at the Woodtown Landfill site, the Woodtown Landfill Coalition will distribute four issues per year of an email newsletter containing information generated by the TA. An estimated 150 people will receive each newsletter. The Woodtown Landfill Coalition will also produce a technical blog on the Coalition webpage with updates from the TA on site activities. There will also be at least one community event with translation services also streamed on "Facebook Live" each quarter where the TA answers questions from the community. For those community members who do not have technological access, flyers and hard copies of all materials posted online will be available in both Spanish and English where community members typically gather such as local churches, the community center, and the Woodtown Market. In addition, all final documents produced by the TA will be sent to EPA to be placed in the Information Repository established for the site at the Woodtown Public Library, which is accessible to everyone in the community. To encourage community involvement in activities related to the site, the Coalition will make all of its general monthly meetings open to the public. Additionally, before EPA's public meeting on the Remedial Investigation (RI) and Feasibility Study (FS), the Coalition will hold a community forum to brief the public on the TA's findings. The Coalition will advertise the meeting on its website, social media pages, and by putting an ad in the local newspaper. The Coalition will also reach out to other groups and community organizations to discuss shared community issues or concerns to then be discussed with the TA.

Section 2B: Plan for Working with the Technical Advisor

Use this section to describe your plan for using TAG funds to work with your technical advisor to participate in each stage in the Superfund cleanup process at your site.

1. **Technical Advisor Work Plan (Part 1)** – Explain in a narrative how your group plans to use a technical advisor, following the information provided in the box below.

This section provides a detailed description of individual TA tasks and their purposes. Technical assistance tasks described in this statement of work are based on conversations with the EPA Regional staff – the Remedial Project Manager (RPM) and the Community Involvement Coordinator (CIC) – for the Woodtown Landfill site. The site is split into two operable units (OU). OU 1 is the landfill cap, while OU 2 is the groundwater.

For all reports and reviews completed by the TA, a memo will be prepared for the Coalition’s leadership so that information can be relayed to the membership via the newsletter. Copies of the memo and newsletter also will be sent to EPA so they can be placed in the Information Repository for the site.

Remedial Investigation – OU 2 (Groundwater) (Estimate: 100 hours, including one trip)

The advisor’s first task will be to review the RI work plan, sampling plan, Quality Assurance Project Plan (QAPP), and Quality Management Plan (QMP). Special attention will be given to how EPA plans to investigate the migration of contamination from the Woodtown Landfill site into the Rolling River. The advisor will be expected to participate in a proposed meeting between EPA staff and residents scheduled for the start of the RI. Upon completion of the RI report, the advisor will be expected to help the Coalition evaluate the results. Another key document to be reviewed by the advisor will be the risk assessment (if available).

Feasibility Study – OU 2 (Groundwater) (Estimate: 115 hours, including one trip)

The advisor will complete a detailed analysis of the proposed remedies in the draft FS and then brief the Coalition on its contents. Additionally, the advisor will prepare a written report to aid the Coalition’s preparation of public comments, specifically addressing the proposed cleanup measures. The advisor will make a presentation on their findings at a special community forum held by the Coalition prior to EPA’s public meeting. The advisor will attend and participate in EPA’s public meeting to be held in Woodtown during the public comment period. The single, two-day trip during this period will combine both the Coalition briefing and the public meeting.

The advisor will be expected to analyze the health assessment thoroughly to ensure that public health is being adequately considered. The advisor will prepare a summary report on the potential health risks posed by the site and how EPA proposes to address these risks. The advisor also will examine the Record of Decision (ROD) and prepare a memorandum on the chosen method of cleanup. Additionally, this report will describe how major comments submitted by the Coalition and the general community were addressed by EPA in the responsiveness summary.

Remedial Design – OU 1 (Landfill Cap) (Estimate: 60 hours)

The advisor will review the final design to ensure that the design is consistent with the ROD. The advisor will be expected to report their findings in a memorandum submitted to the Coalition’s Executive Committee. Excerpts about the progress at the site will be published in the Coalition newsletter.

Remedial Action – OU 1 (Landfill Cap) (Estimate: 72 hours)

During the remedial action phase, the advisor will be expected to review the final inspection report. Within 30 days of the completion of the cleanup, the advisor will prepare a final report summarizing their findings. This report will be published in the Coalition newsletter.

2. **Schedule of Technical Advisor Tasks and Costs (Part 2)** – Prepare a list of tasks to be completed by your technical advisor and the estimated cost of each. An example is provided below. You may develop your budget using a different format, as long as all information provided in the example below is included.

**TECHNICAL ADVISOR WORK PLAN (SECTION 2B, PART 2)
PROPOSED SCHEDULE OF TECHNICAL ADVISOR TASKS AND COSTS**

	Review Schedule/Tasks	Review	Prepare Memo/Report	Attend Meeting	# of Hours	Cost	Total Cost of Advisor	Total # of Hours
YEAR 1	OU 2 Remedial Investigation (RI)							
	• Review work plan	X	X	X	25	\$2,750		
	• Issue evaluation memo				12	\$1,320		
	• Attend RI kickoff public meeting			X	4	\$440		
	• Review various RI reports (e.g., risk assessment, QA/QC plan, sampling)	X	X	X	36	\$3,960		
	• Review RI report and prepare RI evaluation report	X	X	X	23	\$2,530	\$11,000	100
	OU 2 Feasibility Study (FS)							
	• Review health assessment and prepare comments	X	X	X	43	\$4,730		
	• Review draft FS and prepare FS evaluation	X	X	X	30	\$3,300	\$8,030	73
	• Brief Coalition on FS and attend FS meetings			X	20	\$2,200		
• Review Coalition comments on FS	X	X		7	\$770			
• Review ROD and prepare summary memo	X	X	X	15	\$1,650	\$12,650	42	
YEAR 2	OU 1 Remedial Design (RD)							
	• Review pre-final and final design and prepare design evaluation memo	X	X	X	60	\$6,600	\$6,600	60
YEAR 3	OU 1 Remedial Action (RA)							
	• Review pre-final and final inspection reports and prepare cleanup evaluation report	X	X	X	72	\$7,920	\$8,250	72
Total Cost of Advisor							\$38,170	347
Travel (site visits and attendance at Woodtown Coalition Meetings and Public Hearings)								
Mileage (@\$0.50 per mile)						\$500		
Lodging and Meals (@\$100 per diem)						\$400		
Total Travel Costs							\$900	
Total (federal share)							\$39,070	

SECTION 3. ENVIRONMENTAL RESULTS OUTPUTS AND OUTCOMES

*This section of your application addresses EPA’s Environmental Results Policy ([EPA Order 5700.7](#)), which requires that all work funded by assistance agreements (including TAGs) further EPA’s mission to protect human health and the environment. Because TAGs are part of the Superfund Program, your project should align with Goal 6.1 of the [EPA 2022-2026 Strategic Plan](#) titled *Objective Clean Up and Restore Land for Productive Uses and Healthy Communities*. The activities and products produced under your TAG project (outputs) should lead to results or effects (outcomes) that further the overall goals set by EPA’s Superfund Program.*

1 Describe how your TAG will align with the following EPA strategic plan objective for the Superfund program:

EPA Strategic Plan

Goal 6: Core Mission – “Restore land to safe and productive uses to improve communities and protect public health.”

Objective 6.1: “Clean up and restore contaminated sites to protect human health and the environment and build vibrant communities, especially in underserved and overburdened areas.”

This grant will increase the number of citizens aware of EPA’s actions and the decisions that need to be made at the Woodtown Landfill site. The TA’s information will help community members better understand sampling data and the remedial investigation and feasibility study information. The Woodtown Coalition will be making the TA available to provide their review, explanations, and comments on site information during open community meetings. Community members will be able to ask the TA their questions. Additionally, the Woodtown Coalition will post the TA’s comments on its website and will develop an electronic newsletter for distribution to local community members via email.

This site is located in an area that has previous experience with environmental contamination due to its industrial history. The community is working to address environmental justice concerns that are affecting the neighborhoods near the Woodtown Landfill site. For example, the EJ Screen indices for cancer risk and respiratory hazards are both over the 85th percentile nationwide. Additionally, Litchfield County has one of the highest infant mortality rates in the state. There will be a concerted effort to communicate with members of the community who are most affected by the contamination near the Woodtown Landfill Site to ensure their questions are answered and ideas are heard.

With increased awareness and understanding of site issues, community members are more likely to provide comments on technical documents and at public meetings that affect the final remedy and future uses of the site. Thus, site decisions can be more reflective of local needs and concerns. In the long term, involving the local community in how the site is cleaned up and redeveloped will ensure that land is put back to the most productive use possible. This furthers EPA’s goal of revitalizing and returning land to communities (Objective 6.1). This also supports EPA’s overarching goal of delivering real results to provide Americans with clean air, land, and water, and to ensure chemical safety (Goal 6).

2. Create a table with specific information about the activities and products produced by your TAG.

You can use the template on the following page to create a table providing specific information about the activities and products that will be produced with your TAG.

In the first column, list your **outputs**, the activities/products you described in Section 2 (Information Sharing), and the tasks outlined in your group’s Technical Advisor Workplan.

In the second column, provide **measures**, or performance indicators for the outputs your TAG expects to produce (measures might include number of newsletters you will produce or the number of meetings held and the attendance at each). Also, include an expected **timeline** or delivery date for each output/activity. (For the application, you need

only to identify these measures. You will report the actual numbers of each in your progress reports once your TAG project is underway.)

In the third column, list the expected **outcomes** (the result or the effect of the output). Your TAG group may not be able to achieve all the outcomes stated in its work plan, but you must be able to report progress. Outcomes can be measured in numbers and statistics, called quantitative measurements, or through descriptions, called qualitative measurements.

NOTE: *You must be able to measure your progress toward achieving the outputs/outcomes in quarterly progress reports submitted throughout your TAG project.*

Environmental Results Table:

Outputs	Measures and Timeline	Outcomes
Produce a quarterly email newsletter	4 times a year and as needed. Estimated readership of 150 people for each issue.	Community will be more aware of and understand site activities. Community members will be more able to participate in site decisions.
Produce a technical blog on Coalition webpage. Informing the community on technical information and updates on site activities. Hard copies of all materials also will be provided in both Spanish and English.	At least 4 times a year, with the newsletter publication, and as new site activities occur. At least one "Facebook Live" community event each quarter where the TA answers questions and informs the community on site and Coalition activities. Translation services will be made available.	Community will be more aware of and have a better understanding of what is happening at the site. Community members will be better equipped to participate in site decisions. Community members will be actively involved via consistent social media interaction with TA and Coalition.
TA review of RI Report and preparation of Evaluation Report	30 days after RI is issued. Information released on website and in email newsletter. Estimated readership of 150 people.	Community will understand the RI report better, which will enable them to ask more questions and provide in-depth comments to EPA.
TA presents RI at community meeting.	After RI review is complete. Estimated attendance of 30 people.	This meeting will allow community members to talk to the TA and ask questions which helps them comment on site documents.
TA Community Meeting	Meetings will occur monthly on an ongoing basis.	Different interests or concerns in the community were effectively heard and addressed, leading to community members better understanding site issues and participating in community dialogue.
Reach out to other groups and community organizations to discuss relevant issues or concerns so these issues can be addressed by the TA.	Ongoing.	Forming new partnerships within the community and expanding membership.

TAG Sample Application Package – Project Narrative

Outputs <i>(Activity, effort or work product produced by your TAG group during the grant period)</i>	Measures and Timeline <i>(Specific numbers for each output produced + expected timeframe for each activity)</i>	Outcomes <i>(Effect or result of outputs)</i>
Group participation in community events.	As events occur.	Bringing awareness to work and to share TA information. Examples can include having a booth in a Spring Festival, or at a local sporting event.
TA review of FS and preparation of FS Evaluation Report	30 days after FS is issued. Information released on website. Estimated readership of 150 people.	Community will understand the FS better, which will enable them to ask more questions and provide in-depth comments to EPA.
TA presents FS at community meeting.	After FS review is complete. Estimated attendance of 30 people.	This meeting will allow community members to talk to the TA and ask questions which helps them comment on site documents.

SAMPLE

Budget Narrative: *The format shown is only a suggestion. You may develop a different format if you wish, as long as all elements are included.*

Budget Narrative for Three-Year Budget Period

Federal Share- Advance Funds:		Subtotals
Establish bank account	\$540	
Advertising technical advisor	\$300	
Supplies	\$300	
Federal Share Advance Funds Subtotal		\$1,140
Federal Share		
Labor - Technical Advisor (estimated at \$110/hr for 347 hours)	\$38,170	
Grant Administrator (estimated at \$50/hr for 100 hours)	\$5,000	
		\$43,170
Technical Advisor Travel	\$900	\$900
Other costs		
Telephone/Computer	\$200	
Postage	\$200	
Copying, Printing	\$300	
Incorporation	\$140	\$840
Total Federal Share		\$46,050
Matching Share		
Newsletter (writing, editing, 4 issues per year)	\$1,402	
Meeting space (\$45 per meeting, 6 meetings per year, or 45x6x3 years)	\$810	
Accounting, bookkeeping (2 hours per month for 3 years at \$25 per hour)	\$1,800	
Meetings of the Board of Directors (5 members, 20 meetings, 3 hours each, \$25 per hour per member)	\$7,500	
Matching Share Total		\$11,512
Total Project		\$57,562