FORM 4 – APPLICANT'S BUDGET

INSTRUCTIONS: A budget using the required **Applicant's Budget (Attachment 2)** shall be submitted with each application.

The budget should contain only costs that are allowable under the applicable federal statutes, regulations, terms, and conditions of this RFA. Applicants will not be allowed to change their budgets once submitted to DHHS, unless the POC specifically requests, in writing, budget changes. Budgets may be modified as required by DHHS or in agreement between DHHS and the Applicant after the Intent to Subaward is announced. Applicants should not rely on budget changes or modifications in submitting their proposed budget but should be able to perform the program activities consistent with their budget.

If an Applicant has or has prepared a cost allocation plan for this subaward, it may submit it along with the Application.

If Applicants plan to charge indirect costs other than through a cost allocation plan, Applicants thus must provide one of the following along with their budget:

1. A current federally approved indirect cost rate agreement.
2. A currently approved indirect cost rate agreement with DHHS.
3. A calculation of *de minimis* indirect costs consistent with federal rules. DHHS may provide a calculator to aid programs in calculating *de minimis* indirect costs, upon request.

Indirect costs and cost allocation plans may also be negotiated after the Intent to Subaward. As consistent with law, Applicants may voluntarily opt to take a lower indirect rate than their approved agreement, or indirect cost calculation, allows.

There is no established cap on a single Application because the request depends on the comprehensiveness of the proposed project. However, reasonable funding requests for the initial period are most likely in the range of $25,000 to $80,000 (with proportional amounts for 12-month renewal periods). This does not include the match, which is a minimum 20% of total project costs, further described in **Section 5.6 Matching Requirements**.