

Attachment A: Project Budget Spreadsheet
Environment and Natural Resources Trust Fund
M.L. 2020 Budget Spreadsheet



Legal Citation:
Project Manager:
Project Title:
Organization:
Project Budget:
Project Length and Completion Date:
Today's Date:

ENVIRONMENT AND NATURAL RESOURCES TRUST FUND BUDGET	Budget	Amount Spent	Balance
BUDGET ITEM			
Personnel (Wages and Benefits)	\$ -	\$ -	\$ -
<p>List who is getting paid to do what and what is the % of full-time employment for each position. List out by position or position type—one row per position/position type. For each, provide details in this column on the inputs: i.e., number of people in the position/position type, estimated \$ allocation toward the position/position type, % dollars toward salary, % dollars toward benefits, time period for position/position type, and breakdown of FTE effort during the time period. Add rows as needed.</p> <p>The Personnel budget is intended to be tracked at an overall level with initial estimates of allocations for each position/position type listed in the details of this column.</p>	Provide \$ Total Personnel Budget Above	Leave Blank	Leave Blank
Example: Position/Position Type 1, \$ Amount (%salary %benefits), %FTE each year for # of years	Leave Blank	Leave Blank	Leave Blank
Example: Position/Position Type 2, \$ Amount (%salary %benefits), %FTE each year for # of years	Leave Blank	Leave Blank	Leave Blank
Professional/Technical/Service Contracts			
<p>List out proposed contracts. Be clear about with whom the contract is to be made and what services will be provided. If a specific contractor is not yet determined, specify the type of contractor sought. List out by contract types/categories - one row per type/category.</p> <p>State how contracts will be selected for example through RFP, competitive or quality based bids, or single-source. Provide additional justification as might be needed per the Guidelines On Allowable Expenses. Add rows as needed.</p>	Total Amount per Contract Type/Category		
Example 1: Contract with TBD to do XYZ will be selected through a competitive bid process.	\$ -	\$ -	\$ -
Example 2: Contract with Company ABC to do XYZ was selected through a competitive bid process or provide justification for single source contract.	\$ -	\$ -	\$ -
Equipment/Tools/Supplies			
<p>List out general descriptions of item(s) or category of item/s and their purpose—one row per item(s)/category of item/s. Include estimated quantity of items or list of items in categories and costs for those items. Add rows as needed. If a single piece of equipment will exceed \$5,000, list it under "Capital Expenditures over \$5,000" instead.</p>	Total Amount per Item/s or Category		
Example: Item/s, # of items, \$ amount each if more than one.	\$ -	\$ -	\$ -
Examples Category: Field supplies such as list of items, # of items, \$ amount	\$ -	\$ -	\$ -
Capital Expenditures Over \$5,000			
List specific item/s (one row per item). Include quantity and cost per item. Add rows as needed.	Total Amount for Item/s		
Example: Item/s, # of items, \$ amount each if more than one.	\$ -	\$ -	\$ -
Fee Title Acquisition			
Indicate proposed number of acres, parcels, and name of organization or entity that will hold title.	Total Fee Title Cost		
Example: # of acres, 3 parcels, and name	\$ -	\$ -	\$ -
Easement Acquisition			
Indicate proposed number of acres, parcels, and name of organization or entity that will hold title.	Total Easement Cost		

<i>Example: # of acres, 3 parcels, and name</i>	\$ -	\$ -	\$ -
Professional Services for Acquisition			
<i>List costs associated with fee title and easement acquisition transactions. Indicate expected number of transactions and average costs per transaction.</i>	<i>Total Acquisition Professional Services Costs</i>		
<i>Example: 3 appraisals at \$5,000 each for 3 transactions</i>	\$ -	\$ -	\$ -
Printing			
<i>List types of printing costs anticipated.</i>	<i>Total Printing Costs</i>		
	\$ -	\$ -	\$ -
Travel expenses in Minnesota			
<i>Provide a breakdown of the amount and type of travel expenses being requested. Generally, only in-state travel essential to completing project activities can be included. State as Commissioner's Plan or UMN Policy as required in Guidelines On Allowable Expenses.</i>	<i>Total Cost of Instate Travel</i>		
<i>Example: Travel to, for what, estimated # of trips, and estimated # miles in accordance with Commissioner's Plan or UMN Policy</i>			
Other			
<i>List any additional budget items that do not fit above categories. List by item(s) or category of item type(s). One row per item/s/category. Provide additional justification as might be needed per the Guidelines On Allowable Expenses. Add rows as needed.</i>	<i>Total Amount per Item/s or Category</i>		
	\$ -	\$ -	\$ -
COLUMN TOTAL	\$ -	\$ -	\$ -

SOURCE AND USE OF OTHER FUNDS CONTRIBUTED TO THE PROJECT	Status	Amount	Spent	Balance
Non-State:				
<i>Indicate any additional non-state cash dollars secured or applied for to be spent on the project during the funding period and how those dollars will be used. Add rows for each source/request.</i>	Indicate Secured or Pending	\$ -	\$ -	\$ -
State:				
<i>Indicate any additional state cash dollars (e.g., bonding, other grants) secured or applied for to be spent on the project during the funding period and how those dollars will be used. Include legal citation, title, and dollar amount for state funds such as OHF and CWF. Add rows for each source/request.</i>	Indicate Secured or Pending	\$ -	\$ -	\$ -
In kind:				
<i>Indicate any in-kind service(s) or goods(s) secured or applied for to be spent on the project during the funding period. Add rows for each source/request.</i>	Indicate Secured or Pending	\$ -	\$ -	\$ -
Other ENRTF APPROPRIATIONS AWARDED IN THE LAST SIX YEARS	Amount legally obligated but not yet spent	Budget	Spent	Balance
<i>Include legal citation, title and dollar amount from any current ENRTF appropriation for any directly related project of the project manager or organization. Add rows for each appropriation.</i>	\$ -	\$ -	\$ -	\$ -
<i>Example: M.L. xxxx Chap. xx Sec. xx Subd. xxx</i>	\$ -	\$ -	\$ -	\$ -