



**U.S. DEPARTMENT OF EDUCATION  
BUDGET INFORMATION  
NON-CONSTRUCTION PROGRAMS**

OMB Control Number: 1894-0008  
Expiration Date: 06/30/2017

Name of Institution/Organization

Northern Kentucky Cooperative for Educational Services (NKCES)

Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

**SECTION A - BUDGET SUMMARY  
U.S. DEPARTMENT OF EDUCATION FUNDS**

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel	\$134,093.46	\$198,230.89	\$202,162.62	NA	NA	\$534,486.97
2. Fringe Benefits	\$38,499.71	\$62,017.10	\$66,695.77	NA	NA	\$167,212.58
3. Travel	\$16,343.41	\$32,441.61	\$38,516.69	NA	NA	\$87,301.71
4. Equipment	-	-	-	NA	NA	-
5. Supplies	\$141,826.73	\$76,133.96	\$84,211.68	NA	NA	\$302,172.37
6. Contractual	\$19,001.75	\$40,278.38	\$87,141.87	NA	NA	\$146,422.00
7. Construction	-	-	-	NA	NA	-
8. Other	\$11,363.41	\$21,096.37	\$29,116.26	NA	NA	\$61,576.04
9. Total Direct Costs (lines 1-8)	\$361,128.47	\$430,198.31	\$507,844.89	NA	NA	\$1,299,171.67
10. Indirect Costs*	\$29,289.38	\$33,897.16	\$40,627.59	NA	NA	\$103,814.13
11. Training Stipends	-	-	-	NA	NA	-
12. Total Costs (lines 9-11)	\$390,417.85	\$464,095.47	\$548,472.48	NA	NA	\$1,402,985.80

**\*Indirect Cost Information (To Be Completed by Your Business Office):**

If you are requesting reimbursement for indirect costs on line 10, please answer the following questions:

(1) Do you have an Indirect Cost Rate Agreement approved by the Federal government? ☒ Yes ☐ No

(2) If yes, please provide the following information:

Period Covered by the Indirect Cost Rate Agreement: From: 3/01/2012 To: 06/30/2015 (mm/dd/yyyy)

Approving Federal agency: ☒ ED ☐ Other (please specify): \_\_\_\_\_ The Indirect Cost Rate is 8%

(3) For Restricted Rate Programs (check one) -- Are you using a restricted indirect cost rate that:

☒ Is included in your approved Indirect Cost Rate Agreement? or ☐ Complies with 34 CFR 76.564(c)(2)? The Restricted Indirect Cost Rate is \_\_\_\_\_%

Name of Institution/Organization NKCES		Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.				
SECTION B - BUDGET SUMMARY NON-FEDERAL FUNDS						
Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel	\$1,360.00	\$149,844.26	\$37,764.44	NA	NA	\$188,968.70
2. Fringe Benefits				NA	NA	
3. Travel				NA	NA	
4. Equipment				NA	NA	
5. Supplies	\$6,000.00	\$82,782.00	\$69,815.00	NA	NA	\$158,597.00
6. Contractual				NA	NA	
7. Construction				NA	NA	
8. Other				NA	NA	
9. Total Direct Costs (Lines 1-8)	\$7,360.00	\$232,626.26	\$107,579.44	NA	NA	\$347,565.70
10. Indirect Costs				NA	NA	
11. Training Stipends				NA	NA	
12. Total Costs (Lines 9-11)				NA	NA	
SECTION C – BUDGET NARRATIVE (see instructions)						
<p>The PEP grant allowed NKCES Wellness Alliance to implement programming to Southgate, Bellevue, and Dayton Independent school districts that increased daily physical activity, increased the number of students who met age-appropriate cardiovascular levels, and increased fruit and vegetable consumption. The 1<sup>st</sup> category of the approved budget for all years was “personnel”. Personnel provided salaries for all 3 projects years for a grant coordinator, 2 full time site coordinators, a registered dietitian, and data specialist. Personnel also provided a portion of the project director salary. The next approved category, “fringe”, provided insurance, retirement, etc. for the personnel staff for all 3 years of the program. The approved “Travel” budget category was used all 3 years for allowing the Wellness Alliance to send staff or school personnel to the AAHPERD (American Alliance of Health Physical Education Recreation and Dance), National PE Institute, PEP summit, or SNA (School Nutrition Association) conferences. These conferences provided needed professional development for PE teachers, Wellness Alliance staff, and school cafeteria workers that will serve each district well after the PEP grant</p>						

has finished. The approved budget category of “Supplies” allowed both the Wellness Alliance and the involved districts with resources that enabled the increase in all 3 PEP grant categories. The 1<sup>st</sup> year of the grant the followed the approved budget and purchased the standards-aligned and research based SPARK PE curriculum for all 5 sites within the 3 districts. Year 1 also saw the purchase of family kits that were awarded to participants in family fun nights, 2 sites’ Wellness centers, pedometers for use during GPRA measurements, office supplies for Wellness staff, and resources for nutrition education. The 2<sup>nd</sup> year of the grant was in line with the approved budget, giving the sites and Wellness Alliance; research based SPARK after school curriculum, 2 more Wellness Center equipment, replacement pedometers, family kits, and day to day supplies. The 3<sup>rd</sup> and final year of the project “supplies” provided the final Wellness Center equipment, replacement pedometers, storage items for equipment, research based SPARK nutrition curriculum, family kits, maintenance contracts, and materials for Wellness Alliance community. The approved budget category of “Contractual” provided compensation for 5 after school activity workers at each site for length of the project and all training costs. The category provided stipends for food service training and food service field trips to learn from other industrial kitchen, in addition to the cost of training. The PEP grant evaluator was compensated out of this category all 3 years as was the cost of producing the quarterly Fit 4 Life newsletter that shared information and the PEP grant successes, for all 3 years. The “Other” category was used in accordance to the approved budget proposal as a fund for all of the sites’ enrichment activities. During the entirety of the program, the “other” category was used to pay for activities, including transportation, for outings such as rock climbing, canoeing, nature hikes, swimming, gymnastics, cooking sessions etc. that promoted physical activity or cardiovascular health, or grant nutritional goals. The in-kind contribution numbers in the second chart were compiled by getting the hourly rate of district employees, health department staff, and other staff members who worked on the PEP grant’s behalf. These hourly rates were determined by the financial officer at each site or organization and passed along to the Wellness staff. The dates and length of time were put into spreadsheet form along with hourly rates to determine the in-kind contribution for personnel. The in-kind “supply” category was determined by the following the formulas used in the approved budget narrative, including amounts for city provided regular access to parks and fields, walking trails, access to health department resources, resources provided by the schools themselves, and outside resources from business and community.

# INSTRUCTIONS FOR ED 324

## General Instructions

This form is used to apply to individual U.S. Department of Education (ED) discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached. You may access the Education Department General Administrative Regulations, 34 CFR 74 – 86 and 97-99, on ED’s website at:

<http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>

**You must consult with your Business Office prior to submitting this form.**

## Section A - Budget Summary

### U.S. Department of Education Funds

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-11.

Lines 1-11, columns (a)-(e): For each project year for which funding is requested, show the total amount requested for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If funding is requested for only one project year, leave this column blank.

Line 12, columns (a)-(e): Show the total budget request for each project year for which funding is requested.

Line 12, column (f): Show the total amount requested for all project years. If funding is requested for only one year, leave this space blank.

**Indirect Cost Information:** If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. (1): Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government.

If you checked “no,” ED generally will authorize grantees to use a temporary rate of 10 percent of budgeted salaries and wages subject to the following limitations:

(a) The grantee must submit an indirect cost proposal to its cognizant agency within 90 days after ED issues a grant award notification; and

(b) If after the 90-day period, the grantee has not submitted an indirect cost proposal to its cognizant agency, the grantee may not charge its grant for indirect costs until it has negotiated an indirect cost rate agreement with its cognizant agency.

(2): If you checked “yes” in (1), indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED, another Federal agency (Other) or State agency issued the approved agreement. If you check “Other,” specify the name of the Federal or other agency that issued the approved agreement.

(3): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a

Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or Local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

## Section B - Budget Summary

### Non-Federal Funds

If you are required to provide or volunteer to provide cost-sharing or matching funds or other non-Federal resources to the project, these should be shown for each applicable budget category on lines 1-11 of Section B.

Lines 1-11, columns (a)-(e): For each project year, for which matching funds or other contributions are provided, show the total contribution for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If non-Federal contributions are provided for only one year, leave this column blank.

Line 12, columns (a)-(e): Show the total matching or other contribution for each project year.

Line 12, column (f): Show the total amount to be contributed for all years of the multi-year project. If non-Federal contributions are provided for only one year, leave this space blank.

## Section C - Budget Narrative [Attach separate sheet(s)] Pay attention to applicable program specific instructions, if attached.

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B. For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show for each budget category of a project year the breakdown of the specific expenses attributable to each sub-project or activity.
2. For non-Federal funds or resources listed in Section B that are used to meet a cost-sharing or matching requirement or provided as a voluntary cost-sharing or matching commitment, you must include:
  - a. The specific costs or contributions by budget category;
  - b. The source of the costs or contributions; and
  - c. In the case of third-party in-kind contributions, a description of how the value was determined for the donated or contributed goods or services.

[Please review ED’s general cost sharing and matching regulations, which include specific limitations, in 34 CFR 74.23, applicable to non-governmental entities, and 80.24, applicable to governments, and the applicable Office of Management and Budget (OMB) cost principles for your entity type regarding

cost principle circulars are available on OMB’s website at: <http://www.whitehouse.gov/omb/circulars/index.html>]

3. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
4. If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which you are applying and/or your approved Indirect Cost Rate Agreement, some direct cost budget categories in your grant application budget may not be included in the base and multiplied by your indirect cost rate. For example, you must multiply the indirect cost rates of “Training grants” (34 CFR 75.562) and grants under programs with “Supplement not Supplant” requirements (“Restricted Rate” programs) by a “modified total direct cost” (MTDC) base (34 CFR 75.563 or 76.563). Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.

When calculating indirect costs (line 10) for “Training grants” or grants under “Restricted Rate” programs, you must refer to the information and examples on ED’s website at: <http://www.ed.gov/fund/grant/apply/appforms/appforms.html>.

You may also contact (202) 377-3838 for additional information regarding calculating indirect cost rates or general indirect cost rate information.

5. Provide other explanations or comments you deem necessary.

## Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1894-0008**. The time required to complete this information collection is estimated to vary from 13 to 22 hours per response, with an average of 17.5 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4537. If you have comments or concerns regarding the status of your individual submission of this form, write directly to (insert program office), U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.