

Ag Innovation Triangle Budget Narrative

The following budget narrative provides a concise description of each budget line item from SF-424a, for the proposal. Each line item description will begin with a financial summary table, when appropriate, followed by the narrative.

A. Personnel

Item	Year 1	Year 2	Year 3	Total
1.0 FTE Project Manager	80,000	81,600	83,232	244,832
0.5 FTE Fiscal Coordinator	30,000	30,600	31,212	91,812
TOTALS	110,000	112,200	114,444	336,644

The personnel budget represents the anticipated costs for personnel employed by the fiscal agent, with an estimated 2% increase each year. The following is a brief description of each position's role within the project.

Project Manager. The project manager (\$80,000) is responsible for the oversight of the Ag Innovation Triangle Initiative for the 36 counties. This individual will work directly with the co-lead entities, executive board, fiscal staff, and support the action teams.

Fiscal Coordinator. The fiscal coordinator (\$30,000) will be responsible for managing the fiscal process and procedures supported by The Triangle. This individual will ensure that all financial documentation and reporting conform to the standards established by the state of Minnesota, as the fiscal agent, and Department of Labor requirements.

B. Fringe Benefits

The fringe benefits and indirect costs over the three-year period of the grant and are subject to change pending employment contract negotiations.

Item	Year 1	Year 2	Year 3	Total
Fringe	35200	35904	36621	107,255
Indirect	15681	15923	16170	37,774
TOTAL	50,881	51,827	52,791	\$155,499

C. Travel

Item	Year 1	Year 2	Year 3	Total
• D.C. Travel (2 people x \$1,500 per trip)	3,000	3,060	3,121	9,181
• Quarterly Meeting Travel (2 people x \$1,000 per trip)	8,000	8,160	8,323	24,483
TOTALS	11,000	11,220	11,454	33,664

The travel expenditures represent costs for annual D.C. trips, quarterly site meetings and local travel of staff and advisory board members. These costs were arrived at based on historical data and using approved reimbursement rates of the state of Minnesota and is annually adjusted at 2%.

D. Equipment

No equipment will be purchased using these funds.

E. Supplies

Item	Year 1	Year 2	Year 3	Total
Consumable office & meeting supplies (\$550/yr per FTE /yr)	550	550	550	1600

The estimated costs for supplies are based on historical data on FTE consumption of office supplies, needs for meetings with project staff and estimated needs for advisory group meetings.

F. Contractual

The action teams will issue Requests for Proposal for each activity under their direction. Southwest MN Workforce Council will act as the fiscal agent. The total amount of requested funding will not exceed \$4,450,000.

G. Construction

This is a non-construction grant request. No funds will be used for construction.

H. Other

Other costs will be approximately \$33,063.

I. Total Direct Charges

The total direct charges for the grant are \$5,000,000.

J. Indirect Charges

The fiscal agent is using an indirect cost method for charging expenses to the grant.

K. Totals

The total charges for the grant are \$5,000,000.

Matching Funds

The total of matching funds for the project is \$259 million in pending state and federal funding, \$63 million in existing funds invested in the Ag Innovation Triangle, and over \$300 million in investments by the three Initiative Foundations. A second portion will be in-kind contributions of staffing, resources and data that supplement grant activities.