

**XCEL ENERGY RENEWABLE DEVELOPMENT FUND – BLOCK GRANT  
BUDGET TEMPLATE**

Budget Items	Year 1			Year 2			Year 3			Total Project		
	RDF Share	Cost Sharing	Total	RDF Share	Cost Sharing	Total	RDF Share	Cost Sharing	Total	RDF Share	Cost Sharing	Total
<b>DIRECT COSTS</b>												
<i>Salaries and Wages</i>												
<i>Fringe Benefits</i>												
<i>Consultants/Subcontracts</i>												
<i>Supplies</i>												
<i>Equipment</i>												
<i>Travel</i>												
<i>Publicity/Printing/Duplication</i>												
<i>Other Direct Costs (explain in narrative)</i>												
<b>TOTAL DIRECT COSTS</b>												
<b>INDIRECT COSTS</b>												
<i>Non-research Program costs</i>												
<i>Administration</i>												
<i>Facilities</i>												
<b>TOTAL INDIRECT COSTS</b>												
<b>TOTAL COSTS</b>												

Budget Year – indicate annual project costs itemized by source of funds. Indicate in budget narrative source of cost share.

Salaries and Wages – Includes compensation for the time and effort dedicated to the grant. Indicate in budget narrative billing rate and FTE's proportionate to the effort.

Fringe Benefits – Includes additional labor costs (i.e. insurance, withholding, retirement plans, etc.). Summarize benefits in budget narrative.

Consultant Services – Indicate costs for professional services and subcontracts with vendors.

Publicity/Communications – Include promotional costs associated with dissemination of project findings (i.e. conferences).

Administration – Include administrative costs that are not included in Salary and Wages.

Indirect Rate – Explain basis for calculation of the indirect rate in budget narrative (institutions are limited to 15%)

Total Indirect Costs – NOT TO EXCEED 30% (15% directed to MnEC for grant management)

Changes to approved budget categories in excess of 10% of the total award amount – movement of dollars between approved budget categories is allowed up to 10% of the total budget cost as last approved by MnEC, provide there is no change in project scope. When the cumulative changes exceed 10% of the total award amount (includes the initial award plus the supplements) or change the scope of the project, prior to approval from MnEC is required. This 10% rule applied to awards over \$100,000; however, if the total award is equal to or less than \$100,000, and the scope of the project doesn't change, prior approval is not required.

Each proposal must contain a budget for each year of support requested. The amounts requested under each budget line item should be documented and justified in the budget narrative. The proposal may request funds under any of the categories listed so long as the item and amount are considered necessary, reasonable, allocable, and allowable under the applicable cost principles, and MnSCU policy. Amounts and expenses budgeted also must be consistent with the proposing entity's policies and procedures and cost accounting practices used in accumulating and reporting costs.

Key points of the MnSCU purchasing policy 5.14.5 [<http://www.mnscu.edu/board/procedure/5-14p5.pdf>] are highlighted below. Complete instructions can be found on the MnSCU web site [[www.mnscu.edu](http://www.mnscu.edu)]. The Minnesota State Colleges and Universities are required to follow the purchasing requirements as defined in Minnesota Statutes §471.345, Uniform Municipal Contracting Law, or other authority granted in Minnesota Statutes §§16A, 16B, and 16C and referred to in the following subparts. Subpart B. Purchases over \$25,000 to \$50,000. If the amount of the purchase is estimated to exceed \$25,000 but not to exceed \$50,000, the purchase may be made either upon sealed bids or by direct negotiation by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. Subpart C. Purchases over \$50,000. If the amount of the purchase is estimated to exceed \$50,000, sealed bids shall be solicited by public notice. Subpart. D. Purchases over \$100,000. Purchases over \$100,000 require written approval from the vice chancellor - chief financial officer.