To assist in the development of the Financial Plan, we have prepared the following template as a guide to be used with 2020 Infrastructure and Survey Work Plans. Financial Plans must match the SF-424A, Section B, Budget Categories (rounded to the nearest dollar). All costs in the Financial Plan, excluding fringe benefits and indirect costs, must be included in the Work Plan.

The Financial Plan for a cooperative agreement details the cost to complete the work as specified in the Work Plan, as well as the resource contributions of APHIS and the cooperating party. In addition, any contractual work must be detailed by attaching a separate Financial Plan outlining the extent of the contract work.

Financial Plans are due with the Work Plans. Work and Financial Plans should include input by the ADODR (Authorized Departmental Officer’s Designated Representative) and be reviewed and approved by the ADODR before they are submitted to the Field Operations (FO) SharePoint site. Work and Financial Plans must have signatures of the ADODR and ROAR (Recipient Organization’s Authorized Representative) and be uploaded to FO SharePoint site **NO LATER THAN** **September 6, 2019**, for budgeting purposes. The local deadline may be earlier to give the ADODR time to review and approve.

Contractual items listed in the Financial Form must detailed and described in an additional Financial Form. It is necessary for the program to know and evaluate costs associated with the Contractual item. A separate Contractual Financial Form is provided to list Contractual costs.

*Note: Red italicized text are included as a guide for items to list in the Financial Plan, and can be deleted when finalizing the Financial Plan. Cooperators should enter Items and Funding amounts aligned with the Work Plan, and in enough detail to allow adequate review by the ADODR and FO National Operations Manager.*

Note: Non-italicized text and categories remain in the Financial Plan.

Note: The Financial and Contractual Forms were updated 1/7/2020

**COOPERATOR NAME:**

**TIME PERIOD** (Cooperative Agreement Year)**:** January 1, 2020 – December 31, 2021

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **APHIS FUNDS** |  | **COOPERATOR FUNDS****(Show even if zero)** |
| **PERSONNEL**: |  |  |  |
| *Field Staff: 960 hrs. @ $14.00/hr* | *$13,400* |  |  |
| *Lab Staff: 500 hrs. @ $14.00/hr* |  |  | *$7,000* |
|  |  |  |  |
| **Subtotal** | ***$13,400*** |  | ***$7,000*** |
| **FRINGE BENEFITS:** |  |  |  |
| *20% of salary of Field Staff Part Time employee* | *$ 2,680* |  |  |
|  |  |  |  |
| **Subtotal** | ***$ 2,680*** |  | ***$0*** |
| **TRAVEL:** |  |  |  |
| *Total of 4,000 miles @ 16 miles/gal.=250 gal**X $2.75/gal. =* | *$ 688* |  |  |
| *Per diem 5 days @ $100.00/day =* | *$ 500* |  |  |
|  |  |  |  |
| **Subtotal** | ***$ 1,188*** |  | ***$0*** |
| **EQUIPMENT** |  |  |  |
| *GPS units* |  |  | *$ 300* |
| *Diagnostic Kits* |  |  | *$ 700* |
| *Microscopes* |  |  | *$3,600* |
| **Subtotal** | ***$0*** |  | ***$4,600*** |
| **SUPPLIES** |  |  |  |
| *Gloves, batteries, tools, etc. – field use* | *$ 250* |  |  |
| *Misc. chemicals – lab use* |  |  | *$ 300* |
|  |  |  |  |
| **Subtotal** | ***$ 250*** |  | ***$ 300*** |
| **CONTRACTUAL**  |  |  |  |
| *1) Name of Institution/Company receiving the contract.**2) Describe work that will be done (survey, data entry, etc.)**Example:* *1) University of ABC**2) Survey activities**Provide details in the Contractual Financial Plan.* | *$ 24,012* |  |  |
| **Subtotal** *(This amount should equal the Total in the Contractual Financial Plan.)* | ***$ 24,012*** |  | ***$0*** |
| **OTHER** |  |  |  |
| **Subtotal** | ***$0*** |  | ***$0*** |
|  |  |  |  |
| **TOTAL DIRECT COSTS** | ***$17,518*** |  | ***$11,900*** |
| **INDIRECT COSTS** (X % of Direct Costs) | *$ 2,412* |  |  |
| **TOTAL** *(This should equal the total amount of the entire Agreement)* | ***$61,460*** |  | ***$11,900*** |
|  |  |  |  |
| **Cost Share Information**  | *83.8%* |  | *16.2%* |

**CONTRACTUAL COOPERATOR NAME:** *University of ABC*

**TIME PERIOD** (Cooperative Agreement Year)**:** January 1, 2020 – December 31, 2021

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **APHIS FUNDS** |  | **COOPERATOR FUNDS****(Show even if zero)** |
| **PERSONNEL**: |  |  |  |
| *Survey Staff: 500 hrs. @ $14.00/hr* | *$13,400* |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Subtotal** | ***$13,400*** |  |  |
| **FRINGE BENEFITS:** |  |  |  |
| *20% of salary of Survey Staff employee* | *$ 2,680* |  |  |
|  |  |  |  |
| **Subtotal** | ***$ 2,680*** |  |  |
| **TRAVEL:** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Subtotal** | ***$0*** |  |  |
| **EQUIPMENT** |  |  |  |
| *Diagnostic Kits* |  *$ 700* |  |  |
| *Microscopes* |  *$3,600* |  |  |
|  |  |  |  |
| **Subtotal** | ***$4,300*** |  |  |
| **SUPPLIES** |  |  |  |
| *Gloves, batteries, tools, etc. – lab use* | *$ 250* |  |  |
| *Misc. chemicals – lab use* | *$ 250* |  |  |
|  |  |  |  |
| **Subtotal** | ***$ 500*** |  |  |
| **CONTRACTUAL**  |  |  |  |
|  |  |  |  |
| **Subtotal** | ***$0*** |  |  |
| **OTHER** |  |  |  |
|  |  |  |  |
| **Subtotal** | ***$0*** |  |  |
|  |  |  |  |
| **TOTAL DIRECT COSTS** | ***$20,880*** |  |  |
| **INDIRECT COSTS** (X % of Direct Costs) | *$ 3,132* |  |  |
| **TOTAL** *(Total should equal the amount in CONTRACTUAL subtotal on the first page of the Financial Plan)* | ***$ 24,012*** |  |  |
|  |  |  |  |
| **Cost Share Information** | *100%* |  |  |