

Charging and Fueling Infrastructure (CFI) Discretionary Grants Program

CFI Budget Detail Form (3/7/2024)

APPLICABILITY: Completion and submittal of this CFI Budget Detail Form is required for CFI grants greater than \$5,000,000 in Federal share. CFI grants for less than or equal to \$5,000,000 in Federal share are not subject to this requirement unless otherwise directed by the FHWA Agreement Officer.

ACTION: Applicable CFI recipients must submit a completed and signed CFI Budget Detail Form to FHWA at the following Email addresses:

1. Sarah.Tarpgaard@dot.gov
2. Charles.Sager@dot.gov
3. CFIAwardees@dot.gov
4. Please include your FHWA Division Office Point of Contact

Lead Recipient Name	<i>Ian Linssen</i>
Project Title	<i>City of Mesa Electric Mobility Charging Hub Network</i>
Federal Share	<i>\$11,898,571.00</i>
FHWA Grant Program Name	<i>CFI Discretionary Grants Program (FY2022-2023)</i>

PURPOSE

This form is intended to solicit budgetary details from organizations receiving financial assistance (e.g., federal funding) from the Federal Highway Administration (FHWA). These details are necessary for the FHWA Office of Acquisition & Grants Management (HCFA) to document that elements contained in the proposed budget for the anticipated federal award are ***Allowable, Allocable, and Reasonable***, as defined in Title 2 of the Code of Federal Regulations, Part 200 (2 CFR Part 200 Subpart E Cost Principles).

This form is ***not*** intended to duplicate information contained in the recipient’s application, as submitted. Should the application, as submitted, contain any of the requested information requested below, and that information remains accurate, recipients may insert that data into this

form, or provide a citation for its location in the application, to include the application document title, section, and page number.

STANDARD FORMS

If not provided in your application or if the forms submitted contain outdated and/or incorrect information, please provide the Standard Forms (SFs) listed below. Forms are available at:

<https://www.grants.gov/forms/forms-repository/sf-424-family>

Those SF's include the following:

- **SF-424***: Application for Federal Assistance
- **SF-424C***: Budget Information – Construction Programs
- **SF-LLL****: Disclosure of Lobbying Activities

***Note:** The Federal share of the project as listed in the SF-424 and SF 424C must match the Federal award amounts approved by the Secretary of Transportation as listed online here: [CFI Program FY22 and FY23 Grant Award Recipients \(dot.gov\)](#)

****Note:** The Prime Recipient only (not subawardees or contractors) must complete this form, even if there's no lobbying to report. If there is no lobbying to report, state "None" or "N/A" in the form's relevant fields.

METHOD OF AWARD

There are two methods of awarding CFI grants for selected projects: (1) Pass-Through award through the State DOT; or (2) Direct Award to recipient that is not a State DOT. Please select your intended method at this time. This selection reflects intent only and is not binding on the recipient.

1. **Pass-Through Award through the State DOT:**

- a. Under this method, the CFI project is awarded to the State DOT through the FHWA's Federal-Aid Financial System called FMIS, and the State DOT serves as a Pass-Through entity to distribute the funds to the selected CFI recipient.
- b. Under this method, the CFI project will be carried out by the selected recipient who is a local public agency (LPA) or Federally Recognized Tribe Recipient (Tribe) electing to have the grant administered through their State DOT.
- c. For those selected CFI recipients that have established relationships with regards to receiving Federal funds through their State DOT, this approach will generally be more efficient and faster to award.
- d. NOTE: This method requires the State DOT to agree to using this method given the State DOT will administer the grant as a Pass-Through entity.

2. **Direct Award to a Non-State DOT:**

- a. Under this method, the CFI project is awarded by FHWA directly to the local public agency (LPA) or Tribal Nation through FHWA’s headquarters financial system called DELPHI.
- b. The CFI recipient elects to have the grant awarded and administered by FHWA. The recipient is solely responsible for compliance with all grant requirements.

Question: Which method does the recipient intend to pursue? Select one.

Pass-Through Award through the State DOT. The recipient has coordinated with the State DOT and the State DOT agrees to serve as a pass-through entity for the project award and administration.

Direct Award to a Non-State DOT. The recipient intends to receive the grant from FHWA as the direct awardee.

Undetermined: The recipient is in the process of, or intends to initiate, coordination with the State DOT to discuss whether the State DOT will agree to serve as a pass-through entity for the project award and administration.

Comments: (recipient to add as necessary)

PROJECT PERIOD OF PERFORMANCE

Anticipated Project Start Date	Anticipated Project End Date
7/1/2024	12/31/2031

Notes:

- The recipient may elect to use an estimated project start date of July 1, 2024 for estimating purposes.
- Any costs incurred outside of the period of performance stated in any subsequent grant agreement are unallowable unless otherwise approved by the FHWA Agreement Officer.
- All awards of FY 2022 funding are available for obligation through September 30, 2025 and must be expended by September 30, 2030. All awards of FY 2023 funding are available for obligation through September 30, 2026 and must be expended by September 30, 2031. Grant awards will specify which FY funding applies for the project.

2 CFR PART 200

The recipient should review and understand the following relevant 2 CFR § 200 Sections. Please note that this list is not exhaustive, and it is incumbent on any recipient of federal funding to familiarize themselves with all applicable federal requirements.

[2 CFR 200 Subpart A - Acronyms and Definitions](#)

[2 CFR 200.1](#) Definitions

- [“Contract”](#)
- [“Contractor”](#)
- [“Equipment”](#)
- [“Indirect \(Facilities & Administrative \(F&A\)\) costs”](#)
- [“Indirect cost rate proposal”](#)
- [“Equipment”](#)
- [“Recipient”](#)
- [“Subaward”](#)
- [“Subrecipient”](#)

[2 CFR Part 200 Subpart D](#) – Post Federal Award Requirements

[2 CFR § 200.306](#) – Cost sharing or matching

[2 CFR § 200.313](#) – Equipment

[2 CFR § 200.314](#) – Supplies

[2 CFR 200.317](#) - [2 CFR 200.327](#) – Procurement Standards

[2 CFR § 200.331](#) – Subrecipient and contractor determinations

[2 CFR § 200 Subpart E](#) – Cost Principles

[2 CFR § 200.413](#) – Direct costs

[2 CFR § 200.414](#) – Indirect (F&A) costs

[2 CFR § 200.431](#) – Compensation-fringe benefits

[2 CFR § 200.439](#) – Equipment and other capital expenditures

[2 CFR § 200.453](#) – Materials and supplies costs, including costs of computing devices

[2 CFR § 200.475](#) – Travel costs

SUMMARY PROJECT BUDGET

Table 1 -- Summary Project Budget Information – to be filled in by the recipient.

Cost Element	Federal Share*	Non-Federal Share	Total Budget Amount	SF-424C Cost Classification
Direct Labor	\$0.00	\$0.00	\$0.00	
Fringe Benefits	\$0.00	\$0.00	\$0.00	
Travel	\$0.00	\$0.00	\$0.00	
Equipment	\$0.00	\$0.00	\$0.00	
Supplies	\$0.00	\$0.00	\$0.00	
Contractual /Consultant/Subrecipient	\$11,898,571.00	\$2,974,644.00	\$14,873,215.00	
Construction	\$0.00	\$0.00	\$0.00	
Other	\$0.00	\$0.00	\$0.00	
Indirect Costs	\$0.00	\$0.00	\$0.00	
Total Budget	\$11,898,571.00	\$2,974,644.00	\$14,873,215.00	
	<p><i>Note:</i> Total columns above contain auto-sum formulas. After entering estimated costs, select the table and press F9 to update those totals. These totals <u>must</u> align with those contained in the SF-424 and SF424C. If they do not, those forms must be revised.</p>			

***Note:** The Federal share of the project as listed in the table above, and in the SF-424 and SF 424C, must match the Federal award amounts approved by the Secretary of Transportation as listed online here: [CFI Program FY22 and FY23 Grant Award Recipients \(dot.gov\)](https://www.transportation.gov/CFI/CFI-Program-FY22-and-FY23-Grant-Award-Recipients)

PROJECT TEAM

As applicable, name the organizations involved in delivering the project. List subrecipient(s), contractors and project stakeholders (i.e., Third-Party-In-Kind contributors). If unknown, mark as “TBD.”

Example- Project Organizational Framework

Entity	Designation
Organization A	Lead Applicant/Recipient
Organization B	Subrecipient
Organization C	Contractor
Organization D	Partner/Stakeholder
Note: “Stakeholder” would be a Third-Party-In-Kind contributor.	

Table 2 – Project Organizational Framework– to be filled in by the recipient.

Entity	Designation
City of Mesa	Lead Applicant/Recipient
Partner Entity(ies) TBD	Implementor
Note: “Stakeholder” would be a Third-Party-In-Kind contributor.	

COST ELEMENT CATEGORIES

– to be filled in by the recipient.

Note: Cost Element Categories listed below in Sections 1 to 5 and 8 and 9 are for costs budgeted for the lead recipient only. Contractors/Consultants/Subrecipients for non-construction costs should appear under Cost Element Category Section 6, below. Construction contractor costs should be provided under Cost Element Category Section 7, below.

1) Direct Labor

General: Does the recipient’s project budget contain costs for the lead recipient’s direct labor?

- Yes (*Complete Section below*)
- No (*Move on to Category 3 - Travel*)

a) Identify if the lead recipient’s anticipated direct labor costs budget is based on labor rates that are: *actuals* or *estimates*;

i) **Actuals:** If labor rates are based on actuals, provide evidence (e.g., paystub) or certification from CFO (or other relevant authority) that the proposed labor rates reflect actual current rates of proposed individuals. Alternatively, if rates are based on a salary structure (i.e., pay scale), provide documentation to support the actual rates based on labor category.

ii) **Estimates:** If the labor rates are estimates, provide a description of how the labor rates were estimated.

b) If applicable, a list of the number of any additional direct labor (new hires) that will be required during project performance.

c) Identify the annual direct labor escalation rate and its basis. Indicate when and how escalation will be calculated/implemented.

d) Provide a table identifying the proposed individuals (if known), labor categories, and proposed hourly labor rates by individual.

Example:

Name	Labor Category	Hourly Labor Rate	Hours	Total
John Doe	Senior Engineer	\$50.00	80	\$4,000.00
Jane Doe	Senior Accountant	\$65.00	30	\$1,950.00
Total			110	\$5,950.00

Note: Include the name of the proposed individual if known; however, if the labor proposed is based on a salary structure, name is not needed.

2) Fringe Benefits

General: Does the recipient’s project budget contain costs for the lead recipient’s fringe benefits?

- Yes (*Complete Section below*)
- No (*Move on to Category 3 - Travel*)

(a) Provide the lead recipient’s fringe benefit rate(s) and anticipated total costs.

Example:

<i>Type*</i>	<i>Indirect Rate Description</i>	<i>Period</i>	<i>Ceiling Rate (%)</i>	<i>Base</i>	<i>Estimated Total (\$)</i>
<i>Total Estimated Fringe Costs</i>					

*Types of Rates: Pred - Predetermined; Fixed; Final; or Prov: (Provisional/billing).

(b) Provide evidence verifying that the fringe rate has been approved within the organization. Examples could include a letter or other document from the cognizant authority (e.g., CFO or Controller) within the recipient’s organization.

(c) Confirm if the proposed fringe rate(s) have/has been audited by an independent auditor or a government agency.

- Yes, these fringe rates were audited on *Click or tap to enter a date.* by *Click or tap here to enter text.* If yes, please also provide a copy of that audit report.
- No - Explain: *Click or tap here to enter text.*
- Other - Explain: *Click or tap here to enter text.*

(d) Confirm if the proposed fringe rate(s) have/has been approved by a government agency.

- Yes, these fringe rates were approved on *Click or tap to enter a date.* by *Click or tap here to enter text.* If yes, please also provide a copy of that approval letter or certification.
- No

3) Travel

General: Does the recipient's project budget contain costs for travel?

- Yes (*Complete Section below*)
- No (*Move on to Category 4 - Equipment*)

(a) Confirm if the lead applicant has a travel policy.

- Yes

If yes, provide any applicable information/record that documents the applicable travel policy. The lead applicant's travel policy may include a State or County travel policy that it follows. In the absence of an acceptable, written non-Federal entity policy regarding travel costs, the Federal Travel Regulations will apply.

- No - Explain: *Click or tap here to enter text.*
- Other - Explain: *Click or tap here to enter text.*

4) Equipment

Please check yes or no and provide information as needed.

General: Does the recipient's project budget contain acquisition costs for the lead recipient's equipment?

- Yes (*Complete Section below*)
- No (*Move on to Category 5 - Supplies*)

Provide a budget table that includes the anticipated acquisition equipment costs.

Example:

Item	Total
Equipment A	\$15,000.00
Equipment B	\$17,000.00
TOTAL	\$32,000.00

(a) What is the basis of the estimate? (Check all that apply):

- Vendor quotes
- Engineering estimates
- Prices previously paid (e.g., Acquisition History)
- Other/Explain: *Click or tap here to enter text.*

(b) Has a price/cost reasonableness determination been completed in accordance with 2 CFR Part 200 Cost Principles (Allowable, Allocable, Reasonable)?

- Yes (Move to Item d)
- No (Move to Item c)

(c) If a price/cost reasonableness determination has not been completed in accordance with 2 CFR 200 Cost Principles, will a price/cost reasonableness determination be completed?

- Yes
- No, Explain: *Click or tap here to enter text.*
- Other, Explain: *Click or tap here to enter text.*

(d) Will the equipment be used for the authorized purposes of the project during the period of performance, or until the property is no longer needed for the purposes of the project?

- Yes
- No, Explain: *Click or tap here to enter text.*
- Other, Explain: *Click or tap here to enter text.*

(e) Does the recipient have written procedures for managing equipment that meet the requirements in 2 CFR § 200.313(d)?

- Yes
- No, Explain: *Click or tap here to enter text.*
- Other, Explain: *Click or tap here to enter text.*

5) Supplies

General: Does the recipient's project budget contain costs for the lead recipient's supplies?

- Yes (*Complete Section below*)
- No (*Move on to Category 6 - Contractors/Consultants/Subrecipients*)

(a) Provide a budget that describes the estimates for all planned supply purchases.

Example:

Item	Estimated Cost
<i>Copy Paper</i>	<i>\$300.00</i>
<i>Folders</i>	<i>\$400.00</i>
TOTAL	\$700.00

6) Contractors/Consultants/Subrecipients (Non-Construction)

Note: As applicable, this section should include other contractors/consultants/subrecipients involved that are not part of the construction contract. These can include A/E, project inspection, design, archeologist firms, land and structures, ROW, and supporting appraisal contractors/consultants, etc.

General: Does the recipient’s project budget contain costs to be sub-awarded, or contracted out?

Yes (*Complete section below*)

The City’s private sector partner or partners have not yet been selected and information to complete subsections b and c is not yet available. The City of Mesa intends to select one or more third party private sector partners through a public solicitation process that will likely include both a Request for Information and Request for Proposal (RFP). Based on the responses to the RFP, one or more project partners will be selected, one or more contracts will be entered into and a detailed budget will be made available that will contain information completing subsections b and c.

No (*Move on to Category 7 - “Other” Costs*)

(a) **Summary Table:** Provide a summary table showing the cumulative amount for all contractual/consultant costs must be provided. A format similar to the table below may be used.

Cost Element	Federal Share*	Non-Federal Share	Total Budget Amount
Contractual /Consultant/Subrecipient	\$11,898,571.00	\$2,974,644.00	\$14,873,215.00

(2)

(b) Provide a separate budget summary table for each contractor/consultant. As applicable, the Contractual/Consultant/Subrecipient budget summary table should include anticipated costs to be incurred by the contractor/consultant/subrecipient, as organized into the following cost categories:

Budget information will be available after a contract has been entered into with the City and one or more private sector partners.

- a) Direct Labor
- b) Fringe
- c) Travel
- d) Equipment
- e) Supplies
- f) Other (Subcontractors, etc. if required)
- g) Indirect Costs

Recipients may use a format similar to the spreadsheet below to provide this information:



Sub-budget
Summary Model.xlsx

- (c) If available, any supporting documentation that aligns with the estimated budget for the work to be contracted or sub-awarded out.

This could include:

- Cost/price proposal or vendor quote
 - Copy of contract with proposed vendor that contains a description of rates/amounts paid
- (d) Confirm if the recipient has established and documented procurement procedures that are consistent with State, local, and tribal laws and regulations and 2 CFR 200 Subpart D - Procurement Standards, for the acquisition of property or services required under a federal award or subaward.

- Yes
 No
 Other/Explain: *Click or tap here to enter text.*

If yes/other, provide a copy of the lead recipient's procurement procedures/policies.

City of Mesa procurement procedures and policies can be found here:

<https://www.mesaaz.gov/business/purchasing>

- (e) The recipient acknowledges that it is responsible for performing a cost/price analysis in accordance with 2 CFR Part 200.324 on all proposed or selected Contractors/Consultants/Subrecipients, showing the recipient's determination that proposed costs are fair, reasonable, and necessary.

- Yes
 No
 Other/Explain: *Click or tap here to enter text.*

7) Construction

Provide the requested information that describes the estimated costs for each anticipated construction contract for the project. Include anticipated contingencies for the project and clearly break them out as a separate cost.

At this time, it is unknown if separate construction contracts will be entered into. As stated previously, the City intends to utilize a public solicitation process to find one or more third party private sector partners. This eventual partnership may include one contract that encapsulates the entire project, including consulting and constructions services, etc or may involve multiple contracts incorporating each element.

(a) Identify the anticipated project delivery type.

- Design-Bid-Build
- Design-Build
- Contract Manager/General Contractor
- Other/Explain: *Click or tap here to enter text.*

(b) Summarize the proposed solicitation, any applicable preferences, and source selection process.

Click or tap here to enter text.

(c) Explain how the budget estimate was formulated.

Click or tap here to enter text.

(d) Provide a copy of the independent cost estimate (e.g., engineer’s estimate) used for the budget in the draft grant agreement.

(e) Provide the anticipated contingencies amount/percent for the construction project and a brief justification how the amount and percent was determined.

Click or tap here to enter text.

(f) The recipient acknowledges that it is responsible for performing a cost/price analysis in accordance with 2 CFR Part 200.324 on all proposed or selected Contractors/Consultants/Subrecipients (above the Simplified Acquisition Threshold), showing the recipient’s determination that proposed costs are fair, reasonable, and necessary.

- Yes
- No
- Other/Explain: Click or tap here to enter text.

8) Other

General: Does the recipient’s project budget contain “Other” costs?

- Yes (*Complete section below*)
- No (*Move on to Category 8 - Indirect Costs*)

Additional Details: The “Other” cost category may include, but is not limited to, any additional fees (e.g., TERO fees for Federally Recognized Tribe Recipients) that will be assessed against the total project cost. For “Other” items that are not supplies or equipment, describe the estimates for all items in the ‘other’ cost category, including:

- Description of item/cost.
- The rationale for including the cost and documentation to support the cost rate.

- If an item does not fall within a cost element in Table 1 and requires procurement, please provide the following:
- Summary of market research.
- Basis of estimate (e.g., vendor quotes, engineering estimates, prices previously paid).
- Type of procurement.

9) Indirect Costs

General: Does the lead recipient’s project budget contain indirect costs?

- Yes (*Complete section below*)
- No (*Move on to the next Section - Cost Share*)

If the lead recipient intends to charge indirect costs, provide a budget that describes the estimate for indirect costs, including:

(a) Status of Approval of Indirect Cost Rate Proposal (ICRP)

- The recipient’s ICRP is federally audited and approved.

Action: Provide letter from federal agency approving the indirect cost rate.

- The recipient’s ICRP is audited by state governmental agency.

Action: Provide letter from state agency approving the indirect cost rate.

- The recipient’s ICRP has **not** been audited and approved by a federal or state government agency.

Action(s):

Provide an indirect cost rate proposal; and

The recipient certifies that its indirect cost rate proposal is in accordance with 2 CFR § 200.414, 2 CFR § 200.416, and 2 CFR § 200, and Appendices IV and VII.

- Yes

- No

- The recipient does not have a current negotiated (including provisional) rate and elects to charge a de minimis rate of 10% of modified total direct costs (MTDC) in accordance with 2 CFR 200.414 (f). **Note:** No documentation is required to justify the 10% de minimis indirect cost rate.

(b) Additional Information for Indirect Rates

As defined in, 2 CFR Part 200, Appendices IV (C) and VII (B), the recipient’s indirect cost rates are:

- Provisional
- Fixed
- Predetermined
- Final

If applicable, indicate what fiscal year(s) the rate is authorized for billing: *Click or tap here to enter text.*

Indicate what the modified total direct cost (MTDC) basis is that the indirect rate is applied to: *Click or tap here to enter text.*

(c) Provide the lead recipient’s indirect rate(s) and anticipated total costs.

Example:

<i>Type*</i>	<i>Modified total direct cost (MTDC) basis that the indirect rate is applied to:</i>	<i>Period</i>	<i>Indirect Rate (%)</i>	<i>Base Amount</i>	<i>Estimated Total Indirect Costs (\$)</i>
		FYXX			
		FYXX			
		FYXX			
Total Estimated Indirect Costs					\$0,000.00

*Types of Rates: Pred - Predetermined; Fixed; Final; Prov: (Provisional/billing); or de minimis.

COST SHARE

Provide a table with the sources of cost share, the type of cost share and the amounts.

Table 3 -- Sources of Cost Share (Enter more rows, as needed)

Entity	Type of Cost Share	Amount
Private Sector Partner(s)	Unknown as of form submission	\$ 2,974,644.00
Enter Name of Cost Share Partner or Org.	Enter eligible form of cost share to be provided by this entity.	\$ Enter estimated value of cost share
Enter Name of Cost Share Partner or Org.	Enter eligible form of cost share to be provided by this entity.	\$ Enter estimated value of cost share
Enter Name of Cost Share Partner or Org.	Enter eligible form of cost share to be provided by this entity.	\$ Enter estimated value of cost share
Enter Name of Cost Share Partner or Org.	Enter eligible form of cost share to be provided by this entity.	\$ Enter estimated value of cost share
Enter Name of Cost Share Partner or Org.	Enter eligible form of cost share to be provided by this entity.	\$ Enter estimated value of cost share

(a) Provide letters of commitment from identified entities providing cost share, to include the pledged amount from each entity.

As of the form submission, the Project’s third party private sector partners have not been identified. The City intends to enact a public solicitation process to enter into partnership with one or more third party private sector partners.

(b) The recipient confirms that the proposed cost sharing amount complies with 2 CFR § 200.306 (Cost sharing or matching).

Yes

No

Other/Explain: *Click or tap here to enter text.*

NOTES for CFI Grant Awards:

For a contract awarded under a **Corridor** award, the Recipient must require the Private Entity to pay the non-Federal cost share for the portion of the contract value that includes acquisition, installation, operations, and maintenance of charging and fueling infrastructure as required by 23 U.S.C. 151(f)(6)(A), 23 U.S.C. 151(f)(6)(C), and 23 U.S.C. 151(f)(10)(B).

For a contract awarded under a **Community** award, the Recipient must require the Private Entity to pay the non-Federal cost share for the portion of the contract value that includes acquisition, construction, installation, operations, and maintenance of charging and fueling infrastructure as required by 23 U.S.C. 151(f)(8)(H) and 23 U.S.C. 151(f)(10)(B).

CERTIFICATIONS

To the best of its knowledge, the recipient certifies the following:

- 1.** The costs and information detailed above are correct and complete for the purposes set forth in the associated application for Federal Assistance.
- 2.** The lead recipient confirms that it has reviewed applicable 2 CFR Part 200 sections and acknowledges that it is responsible for adhering to those and all other applicable federal requirements.
- 3.** All proposed costs in the budget application are allowable direct and allocable indirect costs. That proposed costs are allowable in accordance with 2 CFR § 200.403, reasonable in accordance with 2 CFR § 200.404, and allocable per 2 CFR § 200.405 for the purpose of the federal award.
- 4.** The budget does not include any previously incurred expenses, or costs to be incurred before the time of award and obligation.
- 5.** The recipient certifies that it **does not have any** potential or actual conflicts of interest, as defined in 2 CFR 200.318, to disclose.
- 6.** The recipient understands that it is required to disclose any potential conflicts of interest as it relates to its federal assistance award, as required by 2 CFR § 200.112.

Signature of Authorized Entity Representative

I hereby certify on behalf of City of Mesa that the information entered in this document is current, and accurate.

X

Name: Ian Linssen

Title: Assistant to the City Manager

Date: 4/29/2024