



## Paperwork Burden Disclosure Notice

Public reporting burden for this form is estimated to average 9.7 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing, and submitting the form. This collection of information is required to obtain or retain benefits. You are not required to submit to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street SW, Washington, DC 20472-3100, and Paperwork Reduction Project (1660-0025). **NOTE: Do not send your completed form to this address.**

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### INSTRUCTIONS

1. Enter FEMA.
2. Enter grant or cooperative agreement identifier.
3. Enter the name of the recipient to receive assistance.
4. Enter the number assigned to the recipient by the Internal Revenue Service. This number should be the same as the the number reported in item 6 of the applicant's Application for Federal Assistance, SF 424.
5. Enter recipient account number or identification number.
6. Enter the beginning and ending dates for the budget period submitted for approval.
7. Mark the appropriate box for budget submission and date of budget revision.
8. Enter Federal rate of sharing percentage.
9. Enter each program acronym and CFDA number in the horizontal columns. Columns are to be used to report by Program.
10. Enter the estimated amounts for:
  - 10a. Personnel costs.
  - 10b. Fringe benefits.
  - 10c. Travel.
  - 10d. Equipment to be purchased. Note: Rented or leased equipment amounts are listed in Other, Item (h).
  - 10e. Expendable supplies.
  - 10f. Contractual costs.
  - 10g. Minor construction or renovation costs.
  - 10h. Rent, reproduction, telephone, rented/leased equipment, janitorial and security services, etc.
- 10i. Enter the sum of items 10a through 10h.
- 10j. Enter amount for the indirect charges (applicant must include a copy of the approved indirect cost agreement with the application).
- 10k. Enter the sum of items 10i and 10j.
- 10l. Federal Share. Enter the Federal share amount.  
Non-Federal Resources. Enter the non-Federal amounts in items 10m through 10p that are being contributed by:
  - 10m. The applicant.
  - 10n. The State.
  - 10o. The local government.
  - 10p. Sources other than State or local governments.
- 10q. Enter the sum of 10l through 10p.
- 10r. Enter the amount of program income. Report income expected to be generated during the grant period.
- 10s. Provide the details on type of rate, the rate or rates that are in effect during the funding period, the amount of base the rate is to be applied and the total amount of indirect costs. If additional space is required to provide an explanation, attach a schedule. Note: Each time a FEMA Form 20-20 is submitted, the applicant is to attach the most recent negotiated Indirect Cost Agreement.
11. The individual's signature who has the responsibility for the submission of the budget data.
12. Type or print the authorizing official's name and title.
13. Telephone Number. Type or print the authorizing official's telephone number. Date Report Submitted. Enter the date of submission.