

## TASK AND DELIVERABLE BUDGET WORKSHEET

Duplicate this worksheet for additional Deliverables

*For each deliverable-identify title, associated tasks, and dollar amounts. Tasks listed should include quantifiable units (e.g. feet of stream restoration, miles of riparian buffer, number and type of BMP, etc.)*

Deliverable #1	Title: Design, Permitting and Contract Bid				Est. Date of Completion: 3/31/2015			
Category	Individual, Staff, or Contractor	Task or Item	Rates and Costs	Grant Request	+	Match Amount & Type *(C or I)	=	Total
<b>Salaries/Benefits – Grantee Staff Only</b>								
	Fred Jones – Z CCD Conservation Technician	Survey	\$28/hr for 10 hrs	\$280	+	\$	=	\$280
	Jane Smith – Z CCD Engineer	Design	\$49/hr for 30 hrs	\$1,470	+	\$	=	\$1,470
	Jane Smith – Z CCD Engineer	Permit prep and submittal	\$49/hr for 10 hrs	\$490	+	\$	=	\$490
	Jane Smith – Z CCD Engineer	Bid package prep, on-site pre-bid meeting, review bids, select contractor	\$49/hr for 14 hrs	\$686	+	\$	=	\$686
				\$	+	\$	=	\$
<b>Travel</b>								
<b>Miles</b>	Fred Jones/Jane Smith	Travel to worksite	Miles300@.565/mile	\$	+	\$169.50	I	\$169.50
<b>Miles</b>			Miles @ /mile	\$	+	\$	=	\$
<b>Meals</b>				\$	+	\$	=	\$
<b>Meals</b>				\$	+	\$	=	\$
<b>Lodging</b>				\$	+	\$	=	\$
<b>Lodging</b>				\$	+	\$	=	\$
<b>Equip. &amp; Supplies</b>								
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
<b>Administration</b>								
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$



<b>Deliverable #1</b>	<b>Title: Design, Permitting and Contract Bid</b>	<b>Est. Date of Completion: 3/31/2015</b>
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<b>Contractual</b>										
A. Contractor Salaries					\$	+	\$		=	\$
					\$	+	\$		=	\$
					\$	+	\$		=	\$
					\$	+	\$		=	\$
					\$	+	\$		=	\$
					\$	+	\$		=	\$
					\$	+	\$		=	\$
B. Other Contractual					\$	+	\$		=	\$
					\$	+	\$		=	\$
					\$	+	\$		=	\$
					\$	+	\$		=	\$
					\$	+	\$		=	\$
					\$	+	\$		=	\$
<b>Construction</b>				<b>Cost/Unit</b>		+			=	
A. Materials					\$	+	\$		=	\$
					\$	+	\$		=	\$
					\$	+	\$		=	\$
					\$	+	\$		=	\$
					\$	+	\$		=	\$
B. Labor					\$	+	\$		=	\$
					\$	+	\$		=	\$
					\$	+	\$		=	\$
					\$	+	\$		=	\$
					\$	+	\$		=	\$
<b>Other</b>										
	Z CCD	Permit Fees		\$1,500	\$1,500	+	\$		=	\$1,500
					\$	+	\$		=	\$
					\$	+	\$		=	\$
					\$	+	\$		=	\$
					\$	+	\$		=	\$
<b>Total</b>					\$4,426	+	\$169.50		=	\$4,595.50

\* C = CASH I = IN-KIND

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*For each deliverable-identify title, associated tasks, and dollar amounts. Tasks listed should include quantifiable units (e.g. feet of stream restoration, miles of riparian buffer, number and type of BMP, etc.)*

Deliverable #2	Title: Construction	Est. Date of Completion: 11/30/2015						
Category	Individual, Staff, or Contractor	Task or Item	Rates and Costs	Grant Request	+	Match Amount & Type *(C or I)	=	Total
<b>Salaries/Benefits – Grantee Staff Only</b>								
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
<b>Travel</b>								
<b>Miles</b>			Miles @ /mile	\$	+	\$	=	\$
<b>Miles</b>			Miles @ /mile	\$	+	\$	=	\$
<b>Meals</b>				\$	+	\$	=	\$
<b>Meals</b>				\$	+	\$	=	\$
<b>Lodging</b>				\$	+	\$	=	\$
<b>Lodging</b>				\$	+	\$	=	\$
<b>Equip. &amp; Supplies</b>								
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
<b>Administration</b>								
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$

<b>Deliverable #2</b>	<b>Title: Construction</b>	<b>Est. Date of Completion: 11/30/2015</b>
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<b>Contractual</b>									
A. Contractor Salaries				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
B. Other Contractual				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
<b>Construction</b>				<b>Cost/Unit</b>					
A. Materials	Contractor – TBD	In-stream structures – to be determined after design	\$8000	\$8,000	+	\$		=	\$8,000
	Contractor – TBD	Riparian seed mix	\$50/acre @ 1 acre	\$50	+	\$		=	\$50
	Contractor – TBD	Fencing	\$2/ft @ 800ft	\$1,600	+	\$		=	\$1,600
	Contractor – TBD	Potted trees including tubes	\$20/tree @ 400	\$8,000	+	\$		=	\$8,000
				\$	+	\$		=	\$
B. Labor	Contractor – TBD	Site prep, install fencing, install in-stream structures – to be determined by bid	\$6000	\$6,000	+	\$		=	\$6,000
	X Creek Watershed Assoc. Volunteers	Planting	\$22.14/hr @ 140 hrs	\$	+	\$3,100	I	=	\$3,100
				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
<b>Other</b>									
				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
<b>Total</b>				\$23,650	+	\$3100		=	\$26,750

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*For each deliverable-identify title, associated tasks, and dollar amounts. Tasks listed should include quantifiable units (e.g. feet of stream restoration, miles of riparian buffer, number and type of BMP, etc.)*

Deliverable #3	Title: <b>Monitoring</b>			Est. Date of Completion: 12/31/2017				
Category	Individual, Staff, or Contractor	Task or Item	Rates and Costs	Grant Request	+	Match Amount & Type *(C or I)	=	Total
<b>Salaries/Benefits – Grantee Staff Only</b>								
	Fred Jones – Z CCD Conservation Technician	Collect samples for water monitoring	\$28/hr for 20 hrs	\$560	+	\$	=	\$560
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
<b>Travel</b>								
<b>Miles</b>	Fred Jones – Z CCD Conservation Technician	Travel for samples	Miles600@.565/mile	\$	+	\$339	=	\$339
<b>Miles</b>			Miles @ /mile	\$	+	\$	=	\$
<b>Meals</b>				\$	+	\$	=	\$
<b>Meals</b>				\$	+	\$	=	\$
<b>Lodging</b>				\$	+	\$	=	\$
<b>Lodging</b>				\$	+	\$	=	\$
<b>Equip. &amp; Supplies</b>								
	Z CCD	Multimeter Monitoring Kit	\$1,338 ea	\$	+	\$1,338	=	\$1,338
	Z CCD	Nitrate Monitoring Kit	\$82 ea	\$	+	\$82	=	\$82
	Z CCD	Phosphate Monitoring Kit	\$80 ea	\$	+	\$80	=	\$80
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
<b>Administration</b>								
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$

<b>Deliverable #3</b>	<b>Title: Monitoring</b>	<b>Est. Date of Completion: 12/31/2017</b>
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<b>Contractual</b>									
A. Contractor Salaries	Consultant A	Macroinvertebrate assessment	\$200/sample @ 10 samples	\$2,000	+	\$		=	\$2,000
	ABC Laboratory Inc.	Water sample analysis	\$100/sample @ 12 samples	\$1,200	+	\$		=	\$1,200
				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
B. Other Contractual				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
<b>Construction</b>				<b>Cost/Unit</b>	<b>+</b>			<b>=</b>	
A. Materials				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
B. Labor				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
<b>Other</b>									
				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
<b>Total</b>				\$3,760	+	\$1,839		=	\$5,599

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*For each deliverable-identify title, associated tasks, and dollar amounts. Tasks listed should include quantifiable units (e.g. feet of stream restoration, miles of riparian buffer, number and type of BMP, etc.)*

Deliverable #4	Title: Project Management and Administration				Est. Date of Completion: 12/31/2017			
Category	Individual, Staff, or Contractor	Task or Item	Rates and Costs	Grant Request	+	Match Amount & Type *(C or I)	=	Total
<b>Salaries/Benefits – Grantee Staff Only</b>								
	Joe Miller – Z CCD Project Manager	Overall project management, prep of work progress reports and final report	\$35/hr for 40 hrs	\$1,400	+	\$	=	\$1,400
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
<b>Travel</b>								
Miles	Joe Miller – Z CCD Project Manager	Travel to project site	Miles150@.565/mile	\$	+	\$84.75	I	\$84.75
Miles			Miles @ /mile	\$	+	\$	=	\$
Meals	Joe Miller – Z CCD Project Manager	Meals associated with overnight travel	\$41/24 hrs	\$	+	\$41	I	\$41
Meals				\$	+	\$	=	\$
Lodging	Joe Miller – Z CCD Project	Overnight	\$77/night	\$	+	\$77	I	\$77
Lodging				\$	+	\$	=	\$
<b>Equip. &amp; Supplies</b>								
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
				\$	+	\$	=	\$
<b>Administration</b>								
	Sally Adams – Z CCD Administrative Assistant	Prepare and submit invoices and submittal of other grant related documents	\$20/hr for 60 hrs	\$1,200	+	\$	=	\$1,200
	Z CCD	Office Rent	\$100/month @ 36 mos.	\$	+	\$3,600	I	\$3,600
	Z CCD	Utilities	\$30/month @ 36 mos.	\$	+	\$1,080	I	\$1,080
				\$	+	\$	=	\$

Deliverable #4		Title: Project Management and Administration			Est. Date of Completion: 12/31/2017				
<b>Contractual</b>									
A. Contractor Salaries				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
B. Other Contractual				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
<b>Construction</b>				<b>Cost/Unit</b>	+			=	
A. Materials				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
B. Labor				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
<b>Other</b>									
				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
				\$	+	\$		=	\$
<b>Total</b>				\$2,600	+	\$4,882.75		=	\$7,482.75

\* C = CASH I = IN-KIND



**BUDGET SUMMARY**  
**(COMPLETE ONCE SUMMARIZING ALL DELIVERABLES)**

1. Salaries/Benefits	\$4,886.00
2. Travel	\$0
3. Equipment and Supplies	\$0
4. Administration	\$1,200.00
5. Contractual	\$3,200.00
6. Construction	\$23,650.00
7. Other	\$1,500.00
<b>Subtotal (DEP Grant Award)</b>	<b>\$34,436.00</b>
Match (15% cash and/or in-kind)	\$9,991.25
<b>TOTAL Grant Project Costs</b>	<b>\$44,427.25</b>

SAMPLE