**APPENDIX b – SAMPLE COST ESTIMATE FOR DEVELOPMENTPROJECTS**

In preparing a cost estimate for the project, applicants should comply with the following:

1. All project elements should be detailed and customized to fit the project. Each element should be clearly described in the project narrative.

2. Each funding source must have its own column. Other Funding Source column headings should specify cash or in-kind.

3. The Recreational Trails and Greenways Grant and Other Funding Source columns should sum to the Total Cost column.

4. **The cost of project elements funded by the Grant should not be split between the grant and other funding sources.**

5. General overhead costs such as rent, utilities and office equipment/supplies are not eligible for reimbursement. In-service payroll may not include a “billable rate” or administrative cost allocation.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PROJECT ELEMENTS (Examples)** | **Unit Price** | **Unit of Measure** | **Qty** | **Total Cost** | **Recreational Trails and Greenways Grant** | **Other Funding Source****(Indicate Cash or In-Kind)** | **Other Funding Source (Indicate Cash or In-Kind)** |
| **NON-CONSTRUCTION (not to exceed 25% of grant)** |  |  |  |  |  |  |  |
| **A** | **Direct Project Management & Administration** |  |  |  |  |  |  |  |
| 1 | Staff Time |  |  |  |  |  |  |  |
| 2 | Technical Consultants |  |  |  |  |  |  |  |
| **B** | **Planning, Design & Permitting** |  |  |  |  |  |  |  |
| 1 | Design & Engineering |  |  |  |  |  |  |  |
| 2 | Environmental Documents |  |  |  |  |  |  |  |
| **TOTAL NON-CONSTRUCTION (not to exceed 25% of grant)** |  |  |  |  |  |  |  |
| **CONSTRUCTION** |  |  |  |  |  |  |  |
| **C** | **Site Preparation** |  |  |  |  |  |  |  |
| 1 | Demolition |  |  |  |  |  |  |  |
| **D** | **Trail**  |  |  |  |  |  |  |  |
| 1 | Grading |  |  |  |  |  |  |  |
| 2 | Materials (decomposed granite, rock) |  |  |  |  |  |  |  |
| 3 | Labor |  |  |  |  |  |  |  |
| **E** | **Trailside Features** |  |  |  |  |  |  |  |
| 1 | Trees (15 gallon) and Plants |  |  |  |  |  |  |  |
| 2 | Labor for plantings |  |  |  |  |  |  |  |
| 3 | Benches |  |  |  |  |  |  |  |
| **F** | **Other** |  |  |  |  |  |  |  |
| 1 | Hazard Insurance/Bond |  |  |  |  |  |  |  |
| 2 | Inspections |  |  |  |  |  |  |  |
| 3 | Funding Acknowledgment Sign **(Required)** |  |  |  |  |  |  |  |
| **TOTAL CONSTRUCTION** |  |  |  |  |  |  |  |
| **Community Access** (not to exceed 5% of grant) |  |  |  |  |  |  |  |
| **Contingency** (not to exceed 10% of grant) |  |  |  |  |  |  |  |
| **PROJECT GRANT TOTAL** |  |  |  |  |  |  |  |

The unit price multiplied by the quantity equals the Total Cost column.