

APPENDIX B – SAMPLE COST ESTIMATE/BUDGET FORM FOR DEVELOPMENT PROJECTS

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 Urban Greening Grant and Other Funding Source columns should sum to the Total Cost column.
4. **The cost of project elements funded by the Urban Greening 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	Urban Greening 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							
2	Engineering							
3	Environmental Documents							
TOTAL NON-CONSTRUCTION (not to exceed 25% of grant)								
CONSTRUCTION								
C	Site Preparation							
1	Demolition							
2	Grading							
D	Greening Elements							
1	Trees (15-gallon)							
2	Plants							
3	Mulch							
E	Other							
1	Hazard Insurance/Bond							
2	Inspections							
3	Funding Acknowledgment Sign							
TOTAL CONSTRUCTION								
Contingency (not to exceed 10% of grant)								
PROJECT TOTAL								

*All invoices and receipts for project expenditures from all funding sources will be retained and made available for state audit.

**Only direct project management costs are eligible; no overhead/indirect costs are reimbursable. In-service payroll may not include a “billable rate” or administrative cost allocation.