APPENDIX F – SAMPLE COST ESTIMATE 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 EEM Grant and Other Funding Source columns should sum to the Total Cost column.
4. **The cost of project elements funded by the EEM Grant should not be split between the grant and other funding sources.**
5. In-service payroll may not include a "billable rate" or administrative cost allocation.

PROJECT ELEMENTS (Examples)	Total Cost*	EEM 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)				
1.0 Direct Project Management & Administration**				
1.1 Staff Time				
1.2 Technical Consultants				
2.0 Planning, Design & Permitting				
2.1 Design & Engineering				
2.2 Permits				
TOTAL NON-CONSTRUCTION (not to exceed 25% of				
CONSTRUCTION				
3.0 Site Preparation				
3.1 Mobilization				
3.2 Demolition				
3.3 Grading				
4.0 Construction and Materials				
4.1 Trees (15-gallon)				
4.2 Plants				
4.3 Bioswales				
4.4 Irrigation				
5.0 Other				
5.1 Hazard Insurance/Bond				
5.2 Funding Acknowledgment Sign (Required)				
TOTAL CONSTRUCTION				
Indirect Costs (not to exceed 15% of direct costs)**				
Contingency (not to exceed 10% of grant)				
PROJECT GRAND 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. In-service payroll may not include a "billable rate" or administrative cost allocation.

*** Acquisition projects excluded.