

Appendix D

Deliverables Based Budget Template Instructions

General –

- Fill in the agency name, project name, contract # (if known), fiscal year, effective date, contract term and contract amount.
- On the bottom left corner of the form, fill in the fiscal contact person, email address, and phone number.

Column: Tasks/Deliverables -

- Use a brief description of the task.
 - For example: Manage registry data; First draft of Executive Summary Report;
- Continue adding tasks and insert rows as necessary.
- To help calculate tasks use the “Supplemental Budget form for Negotiations”
 - Begin with the cell labeled “Staff A”. Overwrite “Staff A” with job title. (For example, Program Director.)
 - Under the “Rate” column, fill in the hourly rate.
 - Under the “Hours” column, fill in the number of hours estimated for that task for each position.
 - The subtotal should automatically calculate the rate times the hours. Verify that this number is correct.

Row: Other Direct Costs –

- Add other costs associated with the project including travel, IT support, printing cost or other costs.
- Total Direct Cost has a formula to add all amounts.

Box: Total Tasks/Deliverables –

- Total hours should be the subtotal of all tasks.
- This cell has a formula to add all hours for all tasks. Verify that this number is correct.

Box: Total Costs –

- Total costs should include the amounts from Labor Costs and Other Direct Costs.
- Verify that the total include both of these amounts.