



COLORADO
Colorado Water
Conservation Board
 Department of Natural Resources

Colorado Water Conservation Board

Water Supply Reserve Fund

EXHIBIT B - BUDGET AND SCHEDULE - Direct & Indirect (Administrative) Costs

Date:

Water Activity Name:

Grantee Name:

<u>Task No.</u> ⁽¹⁾	<u>Description</u>	<u>Start Date</u> ⁽²⁾	<u>End Date</u>	<u>Matching Funds</u> (cash & in-kind) ⁽³⁾	<u>WSRF</u> <u>Funds</u> ⁽³⁾	<u>Total</u>
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
						\$0
Total				\$0	\$0	\$0

(1) The single task that include costs for Grant Administration must provide a labor breakdown (see Indirect Costs tab below) where the total WSRF Grant contribution towards that task does not exceed 15% of the total WSRF Grant amount.

(2) Start Date for funding under \$100K - 45 Days from Board Approval; Start Date for funding over \$100K - 90 Days from Board Approval.

(3) Round values up to the nearest hundred dollars.

- Reimbursement eligibility commences upon the grantee's receipt of a Notice to Proceed (NTP)

- NTP will not be accepted as a start date. Project activities may commence as soon as the grantee enters contract and receives formal signed State Agreement.

The CWCB will pay the last 10% of the entire water activity budget when the Final Report is completed to the satisfaction of the CWCB staff project manager. Once the Final Report has been accepted, the final payment has been issued, the water activity and purchase order (PO) or contract will be closed without any further payment. Any entity that fails to complete a satisfactory Final Report and submit to the CWCB with 90 days of the expiration of the PO or contract may be denied consideration for future funding of any type from the CWCB.

- Additionally, the applicant shall provide a progress report every 6 months, beginning from the date of contract execution

- Standard contracting procedures dictate that the Expiration Date of the contract shall be 5 years from the Effective Date.

NOTE TO APPLICANTS: Below are two "detailed budget" examples. Detailed budgets will vary between all projects, so these examples can be used as a helpful guide



Colorado Water Conservation Board
Detailed Budget Estimate

Date:
Water Activity Name:
Grantee Name:

EXAMPLE A: Coordination

Task 1 - [TASK NAME]											
Sub-task	Item	Hourly Rate	# Hours	Subtotal		Item Cost	Item Quantity	Subtotal	Total	CWCB Funds	Other Matching Funds
Focus Groups	Participant Stipend			\$	-	\$	50.00	20.00 \$	1,000.00		
	Catering			\$	-	\$	15.00	20.00 \$	300.00		
	Feedback Survey			\$	-	\$	0.50	20.00 \$	10.00		
	Staff Time	\$	40.00	10	\$				400.00		
					400.00						
Exhibit	Exhibit Designer	\$	50.00	100	\$			\$	5,000.00		
	Staff Time	\$	40.00	30	\$			\$	1,200.00		
	Film Production				-	\$	5,000.00	1.00 \$	5,000.00		
TOTAL									\$	12,910.00	

EXAMPLE B: Construction/Engineering

Task 1 - Engineering								Subcontracts								CWCB Funds	Other Matching Funds				
Sub-task	Senior Principal Engineer		Senior Water Resources Engineer/ Consultant		Water Resources Engineer		Geologist/ Water Resources Analyst		Geotechnical Lump sum	Environmental and Cultural Resources Lump Sum		Water Rights and other Legal		Technical editing and proofing Lump Sum				Report Word Processing and Graphic Design Lump Sum		Total	
	\$	190	\$	160	\$	130	\$	100		\$		\$		\$				\$			Subtotal
Estimated Hours								Estimated Cost													
Project Initiation / Stakeholder Ident		12		32			16	\$								\$	-	\$9,000			
Water Rights Evaluation		24		24		80	30	\$					\$	12,000		\$	12,000	\$33,800			
Engineering Evaluation		24					36	\$					\$	27,000		\$	27,000	\$35,160			
Environmental Analysis		8		8			12	\$					\$	12,000		\$	12,000	\$16,000			
Flood Mitigation				32			40	\$					\$			\$	-	\$9,120			
Funding Opportunities		4		24			8	\$					\$			\$	-	\$5,400			
Cooperative Partnership		16		60				\$					\$			\$	-	\$12,640			
Project Management		20		30			24	\$					\$			\$	-	\$11,000			
Report, Conclusions and Recommendation		40		54		16	40	\$				\$	3,000	\$	1,500	\$	4,000	\$	8,500	\$30,820	
Task 2 - ?																					
Subtotal Hours								148		264		96		206		714					
Subtotal Labor/ Subcontractor cost		\$28,120		\$42,240		\$12,480	\$20,600	\$103,440	\$	27,000	\$	12,000	\$	15,000	\$	1,500	\$	4,000	\$	59,500	\$162,940
Subcontractor Administration Fee @ 5%									\$	1,350	\$	600	\$	750	\$	75	\$	200	\$	2,975	\$2,975
Other Direct Costs (see below)																				\$4,336	
TOTAL																				\$170,251	

Other Direct Costs							Total
Item:	Copies & Printing (Black & White)	Copies & Printing (Color)	Materials and Final Report Production	Lodging and Meals	Travel Expenses (Airfare and Car Rental)	Mileage	
Units: Unit Cost:	No. \$0.10	No. \$0.50	Lump Sum	Per Diem \$	Lump Sum 100.00	Miles \$0.535	
Project Initiation	400	100			4	400	
Water Rights Evaluation	40	30			2	550	
Engineering Evaluation	60	40			2	550	
Environmental Analysis							
Flood Mitigation					4	400	
Funding Opportunities						300	
Cooperative Partnership		60			4	800	
Project Management	60					550	
Report, Conclusions and Recommendations	150		\$	1,900	4	600	
Total Units:	710	290		1,900	20	4,150	
Total Cost:	\$71	\$145	\$1,900	\$0	\$0	\$2,220	\$4,336