SOR 4.0 TAP Year 3: Cost-Reimbursement Contract Detailed Budget

Applicant Organization	**ABC Community Organization**		
Expected Contract Start	**10/1/2026**	**Expected Contract End**	**9/29/2027**
Tier	**4.C**	**Award Period** (months)	**12**
Budget Submission Date	6/1/2026	**Last Revision Date**	6/1/2026
Note: Instructions for completing the budget are provided in the 'Guide' tab at the bottom of this Excel workbook.			

The contract start date is dependent upon when the application is submitted and approved. Delays during the review process may affect contract start dates.

Descriptions and justifications must be provided for ALL BUDGET ITEMS. Incomplete budgets may not be reviewed.

C-1 SALARIES

The executive salary cap is: $228,000.
Level of effort may not exceed 100% across all federal grants for a single person.

Complete columns D, E, and F only.
They will auto-populate columns G, H, I.

Position Title	Name	FTE	Annual Salary	Level of Effort	Initial Payment (Estimate of three months)	Remaining Balance (Invoiced monthly starting at month 4)	Requested Contract Funds	Explain How Staff Salaries Were Determined and Justified
Program Manager	Fred Flinstone	1.00	$85,000.00	40%	$5,666.67	$28,333.33	$34,000.00	Needed to supervise the project and implement EBP
Peer Support Specialist	To Be Hired	1.00	$60,000.00	60%	$6,000.00	$30,000.00	$36,000.00	Peer will provide emotional support and share lived experiences with clients to encourage engagement. This position will be hired to work mostly on the TAP project.
Data Analyst/Administrative Assistant	Donald Duck	1.00	$80,000.00	25%	$3,333.33	$16,666.67	$20,000.00	Needed to support data reporting requirements for this project, administrative tasks, etc.
					$0.00	$0.00	$0.00	
					$0.00	$0.00	$0.00	
					$0.00	$0.00	$0.00	
					$0.00	$0.00	$0.00	
					$0.00	$0.00	$0.00	
					$0.00	$0.00	$0.00	
					$0.00	$0.00	$0.00	
					$0.00	$0.00	$0.00	
					$0.00	$0.00	$0.00	
					$0.00	$0.00	$0.00	
			TOTAL C-1 Salaries		**$15,000.00**	**$75,000.00**	**$90,000.00**	

C-2 BENEFITS

Provide a percentage breakdown for the benefits computation.
Leave blank if a staff member does not receive benefits.
Columns B, C, and F will automatically populate based on section C-1.

Complete columns G and H only.
They will auto-populate column I.

Position Title	Name	Benefits Computation	Level of Effort	Initial Payment (Estimate of first three months)	Remaining Balance (Invoiced monthly starting at month 4)	Requested Contract Funds	Narrative Description of Cost
Program Manager	Fred Flinstone	30% fringe x salary x LOE	40%	$3,187.50	$9,562.50	$12,750.00	Current organization fringe rate of 30% covers retirement, FICA, health insurance, and unemployment insurance
Peer Support Specialist	To Be Hired	30% fringe x salary x LOE	60%	$4,500.00	$13,500.00	$18,000.00	Current organization fringe rate of 30% covers retirement, FICA, health insurance, and unemployment insurance
Data Analyst/Administrative Assistant	Donald Duck	30% fringe x salary x LOE	25%	$1,500.00	$4,500.00	$6,000.00	Current organization fringe rate of 30% covers retirement, FICA, health insurance, and unemployment insurance
						$0.00	
						$0.00	
						$0.00	

						$0.00	
						$0.00	
						$0.00	
						$0.00	
						$0.00	
						$0.00	
						$0.00	
						$0.00	
		TOTAL C-2 Benefits		**$9,187.50**	**$27,562.50**	**$36,750.00**	

C-3 TRAVEL & TRAINING

Mileage is paid at the state reimbursement rate of **$0.50 per mile.**
Training hours for staff must be in C-1 Salaries.

Complete columns G and H.
They will auto-populate column I.

Item	Description	Initial Payment (Estimate of first three months)	Remaining Balance (Invoiced monthly starting at month 4)	Requested Contract Funds	Justification for Costs
Mileage	$0.50 x 100/miles per month x 1 staff person (peer)	$150.00	$450.00	$600.00	Transportation costs for peer service support throughout Delaware. All mileage will be recorded in a mileage log.
				$0.00	
				$0.00	
				$0.00	
				$0.00	
				$0.00	
	TOTAL C-3 Travel and Training	**$150.00**	**$450.00**	**$600.00**	

C-4 OPERATIONAL

Utilities should be broken down as separate line items.

Complete columns G and H.
They will auto-populate column I.

Item	Description	Initial Payment (Estimate of first three months)	Remaining Balance (Invoiced monthly starting at month 4)	Requested Contract Funds	Justification for Costs
Rent	25% proportional share of existing rental space (total cost is $1000/mo)	$750.00	$2,250.00	$3,000.00	Use of shared space for project
Phone	25% proportional share of business lines (total cost is $100/mo)	$75.00	$225.00	$300.00	Shared use of business line needed to provide services to support this project
Zoom	Annual dedicated Zoom subscription for dedicated project use (one-time cost)	$300.00	$0.00	$300.00	Subscription required for effective program operations, including systems that support
Laptop	Laptop for new peer support specialist (one-time cost)	$1,000.00	$0.00	$1,000.00	Needed for treatment documentation, client follow-ups, and team planning.
Licensing fees	Malware and security licensing for laptop	$150.00	$0.00	$150.00	For use by peer support specialist to support project activities and client communication
				$0.00	
				$0.00	
				$0.00	
	TOTAL C-4 Operational	**$2,275.00**	**$2,475.00**	**$4,750.00**	

C-5 CONTRACTUAL

e.g., Hired staff not on payroll, leased equipment, EHR vendor, etc.

Complete columns G and H.
They will auto-populate column I.

Name of Organization/Consultant	Description	Initial Payment (Estimate of first three months)	Remaining Balance (Invoiced monthly starting at month 4)	Requested Contract Funds	Justification for Costs
XYZ Accounting	Tax/Accounting to assist with financials for grant expenditures	$2,250.00	$6,750.00	$9,000.00	$150/hr 5 hours per month

				$0.00	
				$0.00	
				$0.00	
				$0.00	
				$0.00	
				$0.00	
				$0.00	
	TOTAL C-5 Contractual	**$2,250.00**	**$6,750.00**	**$9,000.00**	

C-6 SUPPLIES

Complete columns G and H.
They will auto-populate column I.

Item	Description	Initial Payment (Estimate of first three months)	Remaining Balance (Invoiced monthly starting at month 4)	Requested Contract Funds	Justification for Costs
Office supplies	Printer paper, folders, pens (estimated at $40/month)	$120.00	$360.00	$480.00	Supplies needed for project operations
Printer	20% proportional share of new printer ($699)	$139.80	$0.00	$139.80	Up front purchase of printer to be used for printing referral information and relevant educational materials
				$0.00	
				$0.00	
				$0.00	
				$0.00	
				$0.00	
				$0.00	
	TOTAL C-6 Supplies	**$259.80**	**$360.00**	**$619.80**	

C-7 EQUIPMENT ONLY singular, machine-type items $10,000 or more should be listed in this section.

Complete columns G and H.
They will auto-populate column I.

Item	Description	Initial Payment (Estimate of first three months)	Remaining Balance (Invoiced monthly starting at month 4)	Requested Contract Funds	Justification for Costs
				$0.00	
				$0.00	
				$0.00	
				$0.00	
				$0.00	
	TOTAL C-7 Equipment	**$0.00**	**$0.00**	**$0.00**	

C-8 INDIRECT COST Cannot be more than 15% of total direct costs; maximum $26,086.96

Complete columns G and H.
They will auto-populate column I.

See Guide Tab at bottom for instructions

Item	Description	Initial Payment (Estimate of first three months)	Remaining Balance (Invoiced monthly starting at month 4)	Requested Contract Funds	Justification for Costs
Indirect Cost	Indirect costs calculated at <15% of total direct costs	$5,314.00	$15,943.00	$21,257.00	These costs are associated with overhead administration such as HR, IT, audit, payroll, etc.
	TOTAL C-8 Indirect	**$5,314.00**	**$15,943.00**	**$21,257.00**	

Total Budget	Initial Payment (Estimate of first three months)	Remaining Balance (Invoiced monthly starting at month 4)	Requested Contract Funds
	$34,436.30	**$128,540.50**	$162,976.80

COST-REIMBURSEMENT CONTRACT BUDGET OVERVIEW

Budget Category	Requested Contract Funds
C-1 SALARIES	$90,000.00
C-2 BENEFITS	$36,750.00
C-3 TRAVEL AND TRAINING	$600.00
C-4 OPERATIONAL	$4,750.00
C-5 CONTRACTUAL	$9,000.00
C-6 SUPPLIES	$619.80
C-7 EQUIPMENT	$0.00
TOTAL DIRECT COST	**$141,719.80**
C-8 INDIRECT COST	$21,257.00
TOTAL CONTRACT COST	**$162,976.80**