

DEP BUDGET-COST ANALYSIS FORM

Project Title: Hollywood Marina Boat ramp Resiliency Improvments Contract #:

BUDGET DETAIL										COST ANALYSIS			
Budget items below to be provided by the <b>Contractor</b> . See attached instructions.										Cost Analysis to be completed by the Department Contract Manager. See attached instructions.			
<div>1. <u>PERSONNEL EXPENSES</u></div> <div>A. Salaries - (Name/Title/Position)</div> <div><div>Hourly Cost (\$)</div><div>Hours</div><div>Totals (\$)</div><div><div><div></div><div>*</div><div></div><div>=</div><div>\$0.00</div></div><div><div></div><div>*</div><div></div><div>=</div><div>\$0.00</div></div><div><div></div><div></div><div><b>Total Salaries</b></div><div></div><div>\$0.00</div></div><div><div>B. Fringe Benefits (Rate% * Total salaries applicable)</div><div>Rate %</div><div>Total Sal. App.</div><div>Total \$</div><div><div><div>0.00%</div><div>*</div><div>0</div></div><div></div><div>\$0.00</div></div><div><div><b>Total Personnel Expenses (A+B)</b></div><div></div><div>\$0.00</div></div></div></div></div>										<u>Allowable</u>	<u>Reasonable</u>	<u>Necessary</u>	COMMENTS (Basis for Decision)
<div>2. <u>Supplies</u></div> <div>Description</div> <div><div>Unit Cost \$</div><div>Quantity</div><div>Totals \$</div><div><div><div></div><div>*</div><div></div><div>=</div><div>\$0.00</div></div><div><div></div><div>*</div><div></div><div>=</div><div>\$0.00</div></div><div><div></div><div>*</div><div></div><div>=</div><div>\$0.00</div></div><div><div></div><div></div><div></div><div></div><div>\$0.00</div></div><div><div></div><div></div><div><b>Total Supplies</b></div><div></div><div>\$0.00</div></div></div></div>													
<div>3. <u>Equipment</u></div> <div>Description</div> <div><div>Unit Cost \$</div><div>Quantity</div><div>Totals \$</div><div><div><div></div><div>*</div><div></div><div>=</div><div>\$0.00</div></div><div><div></div><div>*</div><div></div><div>=</div><div>\$0.00</div></div><div><div></div><div></div><div></div><div></div><div>\$0.00</div></div><div><div></div><div></div><div><b>Total Equipment</b></div><div></div><div>\$0.00</div></div></div></div>													
<div>4. <u>Travel</u></div> <div>Purpose/Destination</div> <div><div>Days</div><div>Per Diem \$</div><div>Fare/ Rate \$</div><div>Mileage</div><div>Totals \$</div><div><div><div><div></div><div>*</div><div></div></div><div>[</div><div></div><div>]</div><div>+</div><div>[</div><div></div><div>*</div><div></div><div>]</div><div>=</div><div>\$0.00</div></div><div><div><div></div><div>*</div><div></div></div><div>[</div><div></div><div>]</div><div>+</div><div>[</div><div></div><div>*</div><div></div><div>]</div><div>=</div><div>\$0.00</div></div><div><div><div></div><div>*</div><div></div></div><div>[</div><div></div><div>]</div><div>+</div><div>[</div><div></div><div>*</div><div></div><div>]</div><div>=</div><div>\$0.00</div></div><div><div><b>Total Travel</b></div><div></div><div>\$0.00</div></div></div></div>													

					Allowable	Reasonable	Necessary	COMMENTS (Basis for Decision)
5. <u>Contractual</u>								
Name or Services	Fee/Rate \$	Hours		Totals \$				
Survey, Engineering Services	\$138,500.00	*	1	=				
Construction Services	\$481,450.00	*	1	=				
		*		=				
		*		=				
		*		=				
		*		=				
		*		=				
		*		=				
Total Contractual				\$619,950.00				
6. <u>Miscellaneous</u>								
Description	Unit Cost \$	Quantity		Totals \$				
		*		=				
		*		=				
		*		=				
		*		=				
		*		=				
Total Miscellaneous				\$0.00				
SUBTOTAL (1 thru 6)				\$619,950.00				
7. <u>Overhead/Indirect</u> - Base: _____								
	Rate %	Base \$		Total \$				
	0.00%	*	0.00	=				
8. <u>Total Budget</u>				\$ 619,950.00				

**CERTIFICATION**

I cetify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, Florida Statutes.  
Documentation is attached evidencing the methodology used and the conclusions reached.

Name:\_\_\_\_\_

Signature:\_\_\_\_\_

Date:\_\_\_\_\_

A detailed budget is required for DEP fixed price contracts; however, this form shall also be used for determining the maximum contracts, this budget form is intended to provide the minimum information needed for budget approval. The DEP reserves the sheet to provide an explanation of travel, equipment (especially computers), subcontracts, and other supporting information, percentage of the project total. Breakdowns by task or phase, or other division of work, should be shown on the separate attachment form is required for completion of the cost analysis.

- 1 PERSONNEL - A. Salaries - Identify the persons to be compensated for work on this project by name (if known), position, and total hours for each title or position. Divide annual salaries by 2080 hours, and nine month academic salaries by 150 hours.
- 2 SUPPLIES - List expendable supplies by category description, unit costs and quantity.
- 3 EQUIPMENT - List non-expendable personal property/equipment valued at \$1,000 or more by description, unit cost and quantity.
- 4 TRAVEL - List trips by their purpose and/or destination. Unless travel details are included in the Scope of Services, use **FS-1000 (Florida Statutes 112.061, Florida Statutes)**. Use "Fare/Rate" for mileage rate and multiply by "Mileage", or for travel fare and length of trip.
- 5 CONTRACTUAL - Subcontractors should provide the same information required by this budget form, with the following: an estimated maximum amount and provide an attached explanation as to how it was determined. Contractual services should be listed by category.
- 6 MISCELLANEOUS - List expenses not included in any of the above categories. Examples would be printing, copying, postage, etc.
- 7 OVERHEAD/INDIRECT - Indicate the approved overhead/indirect cost rate, the dollar amount of the base to which the rate is applied, and the total overhead/indirect cost amount.
- 8 TOTAL BUDGET - Show the total of categories 1 through 7.

## BUDGET INSTRUCTIONS

amount needed under cost-reimbursement and fee-schedule contracts and to complete the required cost analysis for non-com  
right to require additional information when necessary for approval of the fixed price, and also to require that any part of the  
and when needed for extra space (use same format and show totals on this form). This form should list the total fixed price t  
chment. The use of this particular form is not a requirement for the budget, however any other budget form or format used sh

osition, and title. Show the hourly cost and total hours to be charged for each person or position. If more space is needed, use  
60 hours, to find the hourly rate. B. Fringe Benefits - Multiply the rate by the total salaries to which fringe benefits apply. If the

t, and quantity. Computers and data-processing equipment should be described in detail in an attached explanation.

es, a separate narrative should be attached. Indicate the number of days for each trip and the per diem. **Keep in mind th**  
ave "Mileage" blank.

wing exceptions: (a) when professional services are provided at a pre-existing approved rate or fee shown on the budget; or (b)  
vices other than fixed price will be compensated by the DEP on a cost-reimbursement basis.

, postage, communications, etc. Non-expendable equipment valued at less than \$1,000 may be listed also. Include only expense

it is applied, and the resulting total. Identify the base (cost categories) to which the rate is applied on the line indicated.

competitively awarded contracts over the Category II threshold. For fixed price projects, the project must be compensated on a cost-reimbursement basis. Attach a separate sheet to show the total project budget when the DEP is to pay a fixed price contract. If the project is to be funded by DEP, or the total project budget when the DEP is to pay a cost-reimbursement contract, you should provide, at a minimum, the same information and level of detail. This

Attach a separate sheet to list individual positions and salaries, and show here the total project budget when the DEP is to pay a fixed price contract. If the project is to be funded by DEP, or the total project budget when the DEP is to pay a cost-reimbursement contract, you should provide, at a minimum, the same information and level of detail. This

**the DEP can only pay for travel at the approved State rate (Section 17-110, N.J.A.C. 17:27)**

(b) the subcontract is to be obtained competitively. For either (a) or (b), show

as directly related to the project, not expenses of a general nature.

A cost analysis must be completed for any non-competitively procured agreement in excess of Category II, as well  
Each separate line item must be evaluated to determine whether the cost is allowable, reasonable and necessary.

To be allocated to a program, a cost must be related to the services provided. If the cost benefits more than one p

To be allowable, a cost must be allowable pursuant to state and federal expenditure laws, rules and regulations an

To be reasonable, a cost must be evaluated to determine that the amount does not exceed what a prudent person

To be necessary, a cost must be essential to the successful completion of the project.

Indirect costs/overhead should be evaluated to determine that the rate is reasonable.

Once the analysis of each budget item has been completed, indicate (by Yes or No) in the boxes to the right if the

Documentation must be maintained in the Contract/Grant Manager's files to support the conclusions reached as s

For contracts/grants prepared by the Procurement Section, this completed, signed form must be submitted with th

## **COST ANALYSIS INSTRUCTIONS**

as any amendments that affect the amount of compensation and/or the level of services provided.

Each miscellaneous cost must be specifically identified.

program, a determination must be made that the cost is distributed in a reasonable and consistent manner across all benefiting

d authorized by the agreement between the state and the contractor/grantee.

would incur given the specific circumstances.

cost is allowable, reasonable and necessary. Use the comment box to provide comments on the basis for your decision.

shown on this form.

e Contract Initiation Form. For those grant agreements prepared from approved templates, this completed, signed form must b

programs.

ie maintained in the grant file in the Program Area.