

ATTACHMENT 4

Page 1

BUDGET FORMAT FOR IMPLEMENTATION PLAN

Titles (i.e., Activity Type A) under Main Categories (i.e., Labor, etc.) may be changed and expanded or contracted in number, but itemization should be maintained to an equivalent degree, and Main Categories (i.e., Labor, as set out in Policy Manual) are to be included as are. If the Category cost is \$5000 or less, further itemization is not required.

Program Budget

Item	\$	Methodology for Allocation (Footnote if necessary)	Percentage of Total Program Budget
Administrative Costs			
Labor			
(Activity Type A) e.g., Program Planning			
(Activity Type B) e.g., Program Design			
(Activity Type C) e.g., Program Implementation			
(Activity Type D) e.g., Incentive Processing			
Subtotal Labor			
Benefits (note if this amount is to be recovered elsewhere)			
# of staff @ \$xx			
# of staff @ \$yy			
Subtotal Benefits			
Overhead			
Type A (e.g., Business Resources)			
Type B (e.g., Corporate Services)			
Type C (e.g., Security)			
Type D (e.g., Transportation Services)			
Type E (e.g., Information Technology)			
Type F (e.g., Procurement and Material Management)			
Type G (Shops Services and Instrumentation Division)			
Subtotal Overhead			
Travel costs			
Type A (e.g., Mileage and Parking)			
Type B (e.g., Meals)			
Type C (e.g., Lodging)			

ATTACHMENT 4

Page 2

Type D (e.g., Conference Activities)			
Type E (e.g., Training Activities)			
Subtotal Travel costs			
Reporting costs			
Report 1			
Report 2			
Subtotal Reporting costs			
Materials & Handling			
(e.g., Equipment Purchase)			
(e.g., Equipment lease/maintenance)			
(e.g., Postage)			
(e.g., Organization Support)			
Subtotal Materials & Handling			
General and Administrative costs			
Type 1 (e.g., Regulatory Support)			
Type 2 (Mgmt/Admin support)			
Type 3 (Communications)			
Subtotal General and Administrative costs			
Subcontractor Administrative costs (administrative only, report other subcontractor costs in the appropriate category)			
Labor			
Benefits			
Overhead			
Travel costs			
Reporting costs			
Materials & Handling			
General and Administrative costs			
Subtotal Subcontractor Administrative costs			
Total Administrative Costs			
Marketing/Advertising/Outreach Costs			
Activity A (e.g., 6 brochures, 1000 copies, @ \$10 each)			
Activity B (e.g., # television spots @ \$)			
Activity C (e.g., vendor training)			
Total Marketing/Advertising/Outreach Costs			
Direct Implementation Costs			
Itemized financial incentives			
• E.g., 100 water heaters @ \$75 each			
Subtotal Financial Incentives			

ATTACHMENT 4

Page 3

Itemized installation costs			
• E.g., 100 14 SEER Central AC units @ \$2000 each (installed)			
Subtotal Installation costs			
Itemized activity costs			
• E.g., 100 walk-through audits @ \$500 each			
Subtotal Activity costs			
Total Direct Implementation costs			
Evaluation, Measurement and Verification Costs			
Labor			
(Activity Type A)			
(Activity Type B)			
Subtotal EM&V Labor			
Overhead			
Type A			
Type B			
Type C			
Type D			
Subtotal EM&V Overhead			
Travel costs			
Type A (e.g., Mileage and Parking)			
Type B (e.g., Meals)			
Type C (e.g., Lodging)			
Reporting costs			
Report 1			
Report 2			
Subtotal EM&V Reporting Costs			
Materials & Handling			
(e.g., Equipment Purchase)			
(e.g., Equipment lease/maintenance)			
(e.g., Postage)			
Subtotal Materials & Handling			
General and Administrative costs			
Type 1			
Type 2			
Type 3			
Subtotal General and Administrative costs			
Total Evaluation, Measurement and Verification Costs			

ATTACHMENT 4

Page 4

Other Costs			
Itemized, may include: • Profit • Financing costs			
Subtract Costs Not Charged to this Program (e.g., benefits recovered by alternate means, as noted above)			
Budget Grand Total			

(END OF ATTACHMENT 4)