

Annex xx

REQUIRED BUDGET FORMAT FOR SOLE SOURCE GRANT PROPOSALS FROM U.S. COMPANIES

DIRECT LABOR COSTS

		LABOR RECAP BY TASK						TRIP RECAP BY TASK		
		Position A	Position B	Position C	Position D	TOTAL DAYS	LABOR COST	INT'L FLIGHTS	TRIP DAYS	TRIP COST
	Employee or Non-Employee ^{1,2}	Employee	Employee	Employee	Non-Employee					
TASK	TASK NAME									
1		25.0	3.0	2.0	0.0	30.0	\$41,000	3	30	\$16,560
2		12.0	35.0	20.0	5.0	72.0	\$85,800	6	42	\$28,584
3		10.0	10.0	30.0	5.0	55.0	\$65,000	2	10	\$8,520
4		6.0	14.0	0.0	5.0	25.0	\$28,200	3	20	\$14,040
5		10.0	22.0	0.0	12.0	44.0	\$47,600	2	14	\$9,528
6		8.0	0.0	0.0	25.0	33.0	\$26,200			\$0
7		12.0	15.0	0.0	2.0	29.0	\$36,000	2	12	\$9,024
8		25.0	10.0	5.0	10.0	50.0	\$59,000	6	24	\$24,048
LABOR IN PERSON DAYS		108.0	109.0	57.0	64.0	338.0				
Daily Rate^{1,2}		\$1,400	\$1,200	\$1,200	\$600					
Total Labor Cost		\$151,200	\$130,800	\$68,400	\$38,400		\$388,800			
						Total Travel		24	152	
						Total Trip Costs				\$110,304

¹ Primary Contractor (Employee) Labor Costs = Salary + Overhead + Benefits (no fee or profit).

² Non-Employee Labor Cost = Salary + Overhead + Benefits + Reasonable Fee or Profit.

OTHER DIRECT COSTS (ODCs)

	Purchased Services/Contracts ³	Tasks	Cost
1		2,3,4	\$3,000
2		1,6	\$5,000
3		3	\$11,000
4		6,8	\$5,000
Total Purchased Services/Contracts			\$24,000

³ Purchased Services / Contracts may include engineering drawings, lab work, surveys, translation, etc. that would not be included in Non-Employee Labor Cost above.

TRAVEL	Number	Unit	Cost /Unit	Totals
Airfare (coach)	24	Roundtrip	\$3,000	\$72,000
Transportation in Host Country	6	Trips	\$500	\$3,000
Per Diem ⁴	152	Days	\$252	\$38,304
Taxi To & From Airport	24	Roundtrip	\$200	\$4,805
TRAVEL SUBTOTAL				\$118,109
OTHER	Number	Unit	Cost /Unit	
Interpreter Services	104	Days	\$300	\$31,200
Reproduction and Binding				\$5,000
Courier Services				\$1,000
Visa Services				\$500
Communications				\$2,000
OTHER SUBTOTAL				\$39,700

TOTAL OTHER DIRECT COSTS (Purchased Services/Contracts + Travel + Other) \$181,809

⁴ Per Diem rates not to exceed U.S. Government maximum (http://aoprals.state.gov/web920/per_diem.asp)

TOTAL COSTS (DIRECT LABOR COSTS + OTHER DIRECT COSTS)	\$570,609
TOTAL U.S. COMPANY COST SHARE	\$291,609
PROPOSED USTDA GRANT (TOTAL COSTS - COST SHARE)	\$279,000

[PLEASE NOTE: BUDGET MUST COMPLY WITH USTDA NATIONAL SOURCE AND ORIGIN REQUIREMENTS, INCLUDING 20% HOST COUNTRY MAXIMUM]

Budget Narrative Requirements

Direct Costs

Direct Labor – Only salaries and wages for employees of the U.S. company submitting the proposal should be identified here. Provide the job title; the names of the individuals slated for the project team, an explanation of their experience and training which illustrates that they are qualified to perform the work and justifies the proposed daily rate; and an explanation of how each team member will support the Terms of Reference. For each team member, explain how the loaded rate was calculated.

Other Direct Labor – Consultants and other Non-Employee Labor should be identified here. Provide the job title; names of the individuals slated for the project team; primary organization affiliation, if applicable; experience and training that describes the individuals' capabilities for the Project and supports the proposed daily rate; and an explanation of how the individual will support the Terms of Reference. For each team member, explain how the loaded rate was calculated.

Other Direct Costs

Purchased Services/Contracts – For each purchased service or contract, include a clear description of the work to be performed as it relates to the Terms of Reference and a separate detailed budget for each. Explain the basis for selecting each U.S. company or subcontractor.

Domestic and Foreign Travel

Include the destination and its relationship to the Project and the Terms of Reference. Itemized costs must be included for each trip. Per diem must be based on U.S. Government rates, which are available on the State Department web site (<http://www.state.gov/m/a/als/prdm/>).

Other Expenses

Other expenses may include such items as copying, publishing costs, and telephone calls. Provide a detailed explanation for each as to how it relates to the Terms of Reference and include calculations on how the numbers have been derived.