



COMMONWEALTH OF PENNSYLVANIA  
BUREAU OF ENVIRONMENTAL PROTECTION  
GRANTS CENTER

## TASK AND DELIVERABLE BUDGET WORKSHEET

Duplicate this worksheet for additional Deliverables

For each deliverable-identify title, associated tasks, and dollar amounts. Tasks listed should include quantifiable units (e.g. feet of stream restoration, miles of riparian buffer, number and type of BMP, etc.) and must be itemized. Budgets without sufficient information may not be considered for funding.

| Deliverable # _____                           |                                  | Title: _____ |               |               |   | Est. Date of Completion: _____ |   |       |  |
|-----------------------------------------------|----------------------------------|--------------|---------------|---------------|---|--------------------------------|---|-------|--|
| Category                                      | Individual, Staff, or Contractor | Task or Item | Costs         | Grant Request | + | Match Amount & Type *(C or I)  | = | Total |  |
| <b>Salaries/Benefits – Grantee Staff Only</b> |                                  |              |               |               |   |                                |   |       |  |
|                                               |                                  |              |               | \$            | + | \$                             | = | \$    |  |
|                                               |                                  |              |               | \$            | + | \$                             | = | \$    |  |
|                                               |                                  |              |               | \$            | + | \$                             | = | \$    |  |
|                                               |                                  |              |               | \$            | + | \$                             | = | \$    |  |
|                                               |                                  |              |               | \$            | + | \$                             | = | \$    |  |
| <b>Subtotal Salaries</b>                      |                                  |              |               | \$            | + | \$                             | = | \$    |  |
| <b>Travel</b>                                 |                                  |              |               |               |   |                                |   |       |  |
| <b>Miles</b>                                  |                                  |              | Miles @ /mile | \$            | + | \$                             | = | \$    |  |
| <b>Meals</b>                                  |                                  |              |               | \$            | + | \$                             | = | \$    |  |
| <b>Lodging</b>                                |                                  |              |               | \$            | + | \$                             | = | \$    |  |
| <b>Subtotal Travel</b>                        |                                  |              |               | \$            | + | \$                             | = | \$    |  |
| <b>Equip. &amp; Supplies</b>                  |                                  |              |               |               |   |                                |   |       |  |
|                                               |                                  |              |               | \$            | + | \$                             | = | \$    |  |
|                                               |                                  |              |               | \$            | + | \$                             | = | \$    |  |
|                                               |                                  |              |               | \$            | + | \$                             | = | \$    |  |
|                                               |                                  |              |               | \$            | + | \$                             | = | \$    |  |
|                                               |                                  |              |               | \$            | + | \$                             | = | \$    |  |
|                                               |                                  |              |               | \$            | + | \$                             | = | \$    |  |
| <b>Subtotal Equip. &amp; Supplies</b>         |                                  |              |               | \$            | + | \$                             | = | \$    |  |
| <b>Administration</b>                         |                                  |              |               |               |   |                                |   |       |  |
|                                               |                                  |              |               | \$            | + | \$                             | = | \$    |  |
|                                               |                                  |              |               | \$            | + | \$                             | = | \$    |  |
|                                               |                                  |              |               | \$            | + | \$                             | = | \$    |  |
|                                               |                                  |              |               | \$            | + | \$                             | = | \$    |  |
|                                               |                                  |              |               | \$            | + | \$                             | = | \$    |  |
| <b>Subtotal Admin.</b>                        |                                  |              |               | \$            | + | \$                             | = | \$    |  |

| Deliverable # _____          |                                  | Title: _____ |       |                  | Est. Date of Completion: _____ |                               |   |       |  |
|------------------------------|----------------------------------|--------------|-------|------------------|--------------------------------|-------------------------------|---|-------|--|
| Category                     | Individual, Staff, or Contractor | Task or Item | Costs | Grant Request    | +                              | Match Amount & Type *(C or I) | = | Total |  |
| <b>Contractual</b>           |                                  |              |       |                  |                                |                               |   |       |  |
| A. Contractor Salaries       |                                  |              |       | \$               | +                              | \$                            | = | \$    |  |
|                              |                                  |              |       | \$               | +                              | \$                            | = | \$    |  |
|                              |                                  |              |       | \$               | +                              | \$                            | = | \$    |  |
|                              |                                  |              |       | \$               | +                              | \$                            | = | \$    |  |
|                              |                                  |              |       | \$               | +                              | \$                            | = | \$    |  |
|                              |                                  |              |       | \$               | +                              | \$                            | = | \$    |  |
| B. Other Contractual         |                                  |              |       | \$               | +                              | \$                            | = | \$    |  |
|                              |                                  |              |       | \$               | +                              | \$                            | = | \$    |  |
|                              |                                  |              |       | \$               | +                              | \$                            | = | \$    |  |
|                              |                                  |              |       | \$               | +                              | \$                            | = | \$    |  |
|                              |                                  |              |       | \$               | +                              | \$                            | = | \$    |  |
|                              |                                  |              |       | \$               | +                              | \$                            | = | \$    |  |
| <b>Subtotal Contractual</b>  |                                  |              |       | \$               | +                              | \$                            | = | \$    |  |
| <b>Construction</b>          |                                  |              |       | <b>Cost/Unit</b> | +                              |                               | = |       |  |
| A. Materials                 |                                  |              |       | \$               | +                              | \$                            | = | \$    |  |
|                              |                                  |              |       | \$               | +                              | \$                            | = | \$    |  |
|                              |                                  |              |       | \$               | +                              | \$                            | = | \$    |  |
|                              |                                  |              |       | \$               | +                              | \$                            | = | \$    |  |
|                              |                                  |              |       | \$               | +                              | \$                            | = | \$    |  |
| B. Labor                     |                                  |              |       | \$               | +                              | \$                            | = | \$    |  |
|                              |                                  |              |       | \$               | +                              | \$                            | = | \$    |  |
|                              |                                  |              |       | \$               | +                              | \$                            | = | \$    |  |
|                              |                                  |              |       | \$               | +                              | \$                            | = | \$    |  |
|                              |                                  |              |       | \$               | +                              | \$                            | = | \$    |  |
| <b>Subtotal Construction</b> |                                  |              |       | \$               | +                              | \$                            | = | \$    |  |

| Deliverable # _____   |                                  | Title: _____ |                 |               | Est. Date of Completion: _____ |                               |   |       |
|-----------------------|----------------------------------|--------------|-----------------|---------------|--------------------------------|-------------------------------|---|-------|
| Category              | Individual, Staff, or Contractor | Task or Item | Rates and Costs | Grant Request | +                              | Match Amount & Type *(C or I) | = | Total |
| <b>Other</b>          |                                  |              |                 |               |                                |                               |   |       |
|                       |                                  |              |                 | \$            | +                              | \$                            | = | \$    |
|                       |                                  |              |                 | \$            | +                              | \$                            | = | \$    |
|                       |                                  |              |                 | \$            | +                              | \$                            | = | \$    |
|                       |                                  |              |                 | \$            | +                              | \$                            | = | \$    |
|                       |                                  |              |                 | \$            | +                              | \$                            | = | \$    |
| <b>Subtotal Other</b> |                                  |              |                 | \$            | +                              | \$                            | = | \$    |
| <b>Total</b>          |                                  |              |                 | \$            | +                              | \$                            | = | \$    |

\* C = CASH I = IN-KIND

### BUDGET SUMMARY (COMPLETE ONCE SUMMARIZING ALL DELIVERABLES)

|                                   |          |
|-----------------------------------|----------|
| 1. Salaries/Benefits              | \$ _____ |
| 2. Travel                         | \$ _____ |
| 3. Equipment and Supplies         | \$ _____ |
| 4. Administration                 | \$ _____ |
| 5. Contractual                    | \$ _____ |
| 6. Construction                   | \$ _____ |
| 7. Other                          | \$ _____ |
| <b>Subtotal (DEP Grant Award)</b> | \$ _____ |
| Match (15% cash and/or in-kind)   | \$ _____ |
| <b>TOTAL Grant Project Costs</b>  | \$ _____ |