

**Project Budget**

Ohio Skills Bank Initiative – Research and Analysis/Solutions Development Phase

Line Item Budget Request

**Economic Development Region # \_\_\_\_ : \_\_\_\_\_**

<b>ITEM</b>	<b>AMOUNT REQUESTED (January - June 30, 2008)</b>	<b>AMOUNT REQUESTED (July - September 30, 2008)</b>	<b>TOTAL AMOUNT REQUESTED</b>
<b>1. Staff Costs</b>			
<b>2. Subject Matter Expert (SME) Services</b>			
<b>3. Travel Expenses</b>			
<b>4. Other Expenses</b>			
<b>5. WIA Administrative expense (not to exceed 10% of the grant)</b>			
<b>TOTAL REQUEST</b>			

- 1. Staff Costs:** Prorated wages and benefit costs for that portion of time staff actively work on the project. Staff time charged to the project must be documented (i.e. time sheets).
- 2. SME Services:** Costs for SMEs assisting with the project. Include both fees and expenses here. Please note that all contemplated SMEs services must be integrated within the proposal to satisfy applicable local, state and federal procurement requirements.
- 3. Travel Expenses:** Transportation (i.e. mileage), lodging, and meals (or Per Diem) costs for staff and other personnel (excluding consultants) participating in the project.
- 4. Other Expenses:** Include costs such as: meeting room costs; purchase of data, reports, and materials; data processing fees; and printing expenses.
- 5. WIA Administrative Expenses:** The administrative overhead is not to exceed 10% of the total proposal.

**\*NOTICE: Attach a Budget Narrative justifying requested costs by line item.**

The Budget Narrative must explain what is being requested in relation to the work statement, as well as the “reasonableness” of the amount being requested – this is a critical piece that must be well developed in order for the state to select awardees.