

**Total Cost Template**

<b>Personnel Costs (All executive, managerial, legal, and professional staff listed individually)</b>	<b>Amount</b>	<b>Title</b>	<b>Hourly Rate</b>	<b>Total Hours</b>	<b>Subcontractor (Y/N)</b>
Example: John Doe	38,400	Project Manager	\$20.00/hr	1920	N
All Other Staff					
<i>Total Personnel Costs</i>					
<b>Other Project Related Costs</b>					
Travel and Subsistence					
Other Expenses					
<i>Total Other Costs</i>					
<b>Total Costs</b>					
Total Personnel Costs (from 1 above)					
Total Other Project Related Costs (from 2 above)					
<b>Total Cost</b>					

**Phase 1 Template**

Deliverables	Amount	Due Date	Title	Hourly Rate	Total Hours	Subcontractor (Y/N)
<b>Diagnostic Analysis of the State's Budget (Objective 1)</b> Personnel Costs (All executive, managerial, legal, and professional staff listed individually) Example: John Doe Other Staff Travel and Subsistence Other Expenses <i>Subtotal</i>			Project Manager	\$20.00/hr	320	N
<b>Opportunity List of Savings and Efficiency Recommendations (Objective 2)</b> Personnel Costs Travel and Subsistence Other Expenses <i>Subtotal</i>						
<b>Analysis of State's Budget Process (Objective 3)</b> Personnel Costs Travel and Subsistence Other Expenses <i>Subtotal</i>						
<b>TOTAL</b>						

**Phase 2 Template**

<b>Deliverables</b>	<b>Amount</b>	<b>Due Date</b>	<b>Title</b>	<b>Hourly Rate</b>	<b>Total Hours</b>	<b>Subcontractor (Y/N)</b>
<b>Budget Analysis (Objective 1)</b>						
Personnel Costs (All executive, managerial, legal, and professional staff listed individually)						
Example: John Doe			Project Manager	\$20.00/hr	320	N
Other Staff						
Travel and Subsistence						
Other Expenses						
Subtotal						
<b>Efficiency Recommendations (Objective 2)</b>						
Personnel Costs						
Travel and Subsistence						
Other Expenses						
Subtotal						
<b>Budget Process (Objective 3)</b>						
Personnel Costs						
Travel and Subsistence						
Other Expenses						
Subtotal						
<b>TOTAL</b>						