



## Community Development Partnership Program Project Cost Summary

The project cost worksheet contains four steps to develop and identify the total project cost and funding distribution of the project:

**Step 1:** Calculate total project cost.

**Step 2:** Allocate hard costs between cash match contribution or CDDP grant request.

**Step 3:** Explain in-kind contribution.

**Step 4:** Review funding overview for the project.

There are built-in eligibility verifications to help make sure your request adds up and meets grant requirements.

Red boxes mean there are warnings/revisions necessary.

For examples of completed project cost summaries go to [www.lcra.org/cddp](http://www.lcra.org/cddp).

**Complete green fields ONLY.**

<b>Step 1: Calculate total project cost.</b>			
Total Project Cost = Hard Costs of Project + In-kind Contributions			
Enter a description for each line item of your project, the dollar amount of the hard costs and value of in-kind contributions, if any, for that item. Summarizing phases or similar activities/costs into one line item is preferred. When calculating in-kind values, utilize current prevailing rates.			
For more information concerning eligible project costs and in-kind contributions go to <a href="http://www.lcra.org/cddp">www.lcra.org/cddp</a> .			
Line Item Description	Hard Costs	In-kind Contribution Value	Total Project Cost
Removal and disposal of existing carpet	\$ 75	\$ 400	\$ 475
Purchase and installation of approximately 250 square feet of tile flooring at \$20/sq. ft.	5,000	-	5,000
Purchase, installation and painting of baseboards	425	100	525
			-
			-
			-
			-
			-
			-
			-

Total \$ 5,500 \$ 500 \$ 6,000



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Step 2: Allocate hard costs between cash match contribution or CDDP grant request.				
Enter the amount of money being contributed by the organization and the amount of money being requested as CDDP grant funding for each item.				
Line Item Description	Matching Contribution		CDDP Grant Request Allocation	Total Project Cost
	\$Cash\$ Contributed by Organization	In-kind Contribution Value		
Removal and disposal of existing carpet	\$ 75	\$ 400	\$ -	\$ 475
Purchase and installation of approximately 250 square feet of tile flooring at \$20/sq. ft.	-	-	5,000	5,000
Purchase, installation and painting of baseboards	425	100	-	525
		-		-
		-		-
		-		-
		-		-
		-		-
				<b>Total project cost in step 1 and step 2 MUST match.</b>
				Based on the information entered in step 1, the remaining amount of project costs to allocate in step 2 between cash contributed and CDDP grant request is:
		-		-
<b>Total</b>	\$ 500	\$ 500	\$ 5,000	\$ 6,000

The minimum funding request is \$1,000.  
The maximum funding request is \$50,000.

Based on the information entered in step 2,  
the grant request amount is over/(under) the CDDP  
grant request limits by:

\$ -

Total project cost in step 1 and step 2 **MUST** match.

Based on the information entered in step 1,  
the remaining amount of project costs to allocate in  
step 2 between cash contributed and CDDP grant  
request is:

\$ -

**Total Matching Contribution** \$ 1,000 17%

Eligibility Verification - Matching Requirement	
Based on the information entered in step 1, the <b>minimum match requirement</b> for this project is: \$ 1,000 17%	
Total project costs of \$5,000 or less do not require a match.	
Total project costs exceeding \$5,000 require a match to avoid a point deduction during application review due to inability to complete the project.	



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Step 3: Explain in-kind contribution.		
Please enter a description for each line item of in kind included in the project. Please be specific about type, quantities and calculations of value. Use current prevailing rates when calculating values.		
Line Item Description	In-kind Contribution Value	Description
Removal and disposal of existing carpet	\$ 400	Twenty hours of volunteer labor, at \$20/hour, to remove and dispose of existing carpet. (\$400)
Purchase and installation of approximately 250 square feet of tile flooring at \$20/sq. ft.	-	
Purchase, installation and painting of baseboards	100	Five hours of volunteer labor, at \$20/hour, to prep, prime and paint baseboards. (\$100)
	-	
	-	
	-	
	-	
	-	
	-	
	-	
	-	

**Total In-Kind Contribution \$ 500**



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<b>Step 4: Funding Overview of Project</b>			
<b>MUST match the grant request information section of the application.</b>			
This section provides an overview of the total project cost and funding breakdown of the project.			
Hard Costs of Project	\$	5,500	
In-kind Contribution Value		<u>500</u>	
<b>Total Project Cost</b>	<b>\$</b>	<b><u>6,000</u></b>	
\$Cash\$ Contributed by Organization	\$	500	
In-kind Contribution Value		<u>500</u>	
<b>Total Matching Contribution</b>	<b>\$</b>	<b><u>1,000</u></b>	17%
Total Matching Contribution	\$	1,000	17%
<b>CDPP Grant Request</b>		<u>5,000</u>	83%
Total Project Cost	\$	<u>6,000</u>	