

ESTIMATED COST WORKSHEET

Staff and Administrative Costs	
Staff Salaries and Wages: Specify details- attach details if needed	\$
Staff Benefits including Workman’s Compensation: specify details- attach details if needed	\$
Administrative Overhead	\$
Program Consultant Fees	\$
Staff Training Costs	\$
Travel Expenses	\$
Business/ Office Related Costs	
Communication Costs	\$
Office Supplies	\$
Office Equipment/ Rental & Maintenance Costs & Supplies	\$
Building and Facility Program Related Costs*	
Space Costs-Rental or lease	\$
Utilities Costs	\$
Insurance Costs	\$
Fire Safety Costs/Maintenance	\$
Facility Maintenance	\$
Specific Training Costs: Specify	\$
Other Costs: Specify	\$
TOTAL MONTHLY COSTS	\$

Please identify potential ongoing monthly costs. This document will support the development of your rate.