

**APPENDIX C-2(a)**  
**FOR SERVICE PROJECTS - CDBG ONLY**  
**FY 2025-26 LINE ITEM PROJECT BUDGET**

**SUBRECIPIENT ORGANIZATION/AGENCY:** \_\_\_\_\_

**PROJECT TITLE:** \_\_\_\_\_

Please use the following format to present your proposed line item budget. In column A, list the items for which you anticipate the need for CDBG funds. In Column B, provide the calculation explaining how you arrived at the estimated cost of the line item. In Column C, provide the projected request for CDBG funds. On Attachment C-3, provide description of other funds and volunteer and donated services/resources to be used in the project. "Other" costs must be listed and/or preapproved to be reimbursed. In order to list it here, please refer to 2 CFR Part 200 Subpart E for additional help in predetermining if a cost may be eligible and/or if it must be preapproved.

A Budget Item	B Calculation	C CDBG Request
<b>ADMINISTRATIVE COSTS - please list proposed costs and describe in Column B</b>		<b>Projected Cost</b>
<b>Total Administrative Costs:</b>		
<b>PERSONNEL COSTS:</b>		
<u>Hourly/Salary Position Job Titles</u>	Provide rate of pay (hourly/salary) and percentage of time spent on project (full-time equivalent) or hours per week	Projected personnel cost
Overtime, <i>only if necessary to carry out project</i>		
Fringe Benefits		
<b>Total Personnel &amp; Fringe Benefits Costs:</b>		
<b>OPERATING/DIRECT PROJECT/OTHER COSTS:</b>	Provide brief description and how you arrive at total for each line item	Projected Operating Cost
Project Materials and Supplies		
Equipment		
Rent/Lease		
Maintenance and Repair		
Insurance		
Publications and Printing		
Postage		
Utilities		
Telephone		
Travel (mileage) required for project		
Participant Support Costs		
Other - please list below (must be preapproved to be reimbursed) Refer to 2 CFR Part 200 Subpart E for additional help in determining if a cost may be eligible)		
<b>Total Operating, Direct Project, &amp; Other Costs:</b>		
<b>CONSULTANT/CONTRACT SERVICES</b>	Describe nature and purpose of the service	Contract cost
<b>Total Consultant/Contract Services Costs:</b>		
<b>BUDGET TOTAL:</b>		