New York State
Brownfield Opportunity Areas Program

SITE ASSESSMENT BUDGET REQUEST WORKSHEET

Instructions for Completing Schedules

1. A separate worksheet must be completed by the applicant for each site assessment (SA) budget requested. The worksheet consists of all relevant schedules.
2. Worksheets must be submitted with the Step 3 Application Site Assessment Supplement. The total contractual budget for all SAs from the worksheets must be entered in Part H, column 2 of the Step 3 application.
3. If an ASTM E1527 Phase I ESA was not already performed on the property, the scope of a Phase I must be added to the proposed scope of work of the Phase II. It may be necessary to complete the Phase I prior to finalizing the scope of work of the Phase II; therefore, the Phase II final workplan may not be approved prior to the completion of the Phase I. The final report for the Phase I and II ESAs should be combined into one document.
4. It is assumed that the applicant does not have a Department of State approved contractor for the SA at the time of application; therefore, the budget must be based on a reasonable estimate for the SA scope of work.
5. Acceptable rates and ranges for Direct Salary and Overhead and Fixed Fee, if applicable, are available upon request from DOS.

SCHEDULE 1(a)
SITE ASSESSMENT CONTRACTUAL BUDGET

BOA Name:
Site Name:

Budget Categories Within Contractual Budget	Amounts	
1. Direct Salary, See Schedule 1(b)		$
2. Direct Non-Salary, See Schedule 1(c)		$
3. Subcontracts		
a. Total Price of Cost-Plus-Fixed-Fee Subcontracts, See Subcontract Schedules 1(a)(b)(c)	$	
b. Total Price of Other Subcontracts, See Schedule 1(d)	$	
c. Total Price of all Subcontracts (a. + b.)	$	
d. Total Contractor's Subcontract Management Fee	$	
e. Total Price and Fee of Subcontracts (c. + d.)		$
4. Overhead Rate ____% of Direct Salary		$
5. Fixed Fee Rate ____% of Direct Salary and Overhead		$
6. Total Contractual Budget For Above Site		$

Prepared By: _____
Date Prepared: _____

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SCHEDULE 1(b)
DIRECT SALARY/LABOR HOURS BUDGET

BOA Name:
Site Name:

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NSPE Level*	***IX****		***VIII****		***VII****		***VI****		***V****		***IV****		***III****		***II****		***I****		***Total***	
Av. Hourly Salary Rate * Calendar Year_____																				
Description	Hrs.	Cost	Hrs.	Cost	Hrs.	Cost	Hrs.	Cost	Hrs.	Cost	Hrs.	Cost	Hrs.	Cost	Hrs.	Cost	Hrs.	Cost	Hrs.	Cost
Task 1: Development of Workplan																				
Task 2: Site Assessment Activities (Note: includes records review, site reconnaissance, and interviews if the SA includes a Phase I ESA)																				
Task 3: Evaluation of Data																				
Task 4: Interpretation of Results																				
Task 5: Report Preparation																				
Total Hours/Cost																				

Footnotes:

* Refers to National Society of Professional Engineers (NSPE) levels and job descriptions. See Schedule 1(a) for additional instructions.

** Tasks are in accordance with ASTM Phase II. Refer to ASTM Phase II guidance for details.

*** Applicant should enter estimated number of hours for each NSPE level to complete each task and then calculate cost for each NSPE level, task, and the totals. The total Direct Salary/Labor Hours Budget must match the Direct Salary on Schedule 1(a).

Prepared By:

Date Prepared:

SCHEDULE 1(c)
DIRECT NON-SALARY BUDGET

BOA Name:
Site Name:

Budget Category	Description	Rates Specify Units	No. of Units	Amount
1. Supplies				
a. Office b. Field				
Total Supplies				$
2. Travel				
a. Meals b. Lodging c. Transportation d. Misc. (Specify)		Per day Per day Per mile		
Total Travel				$
3. Equipment				
Rental 1. 2.				
Total Equipment				$
4. Other (Specify)				
a. b.				
Total Other				$
5. Total Direct Non-Salary Budget				$

Footnotes

- The Total Direct Non-Salary Budget must match the Non-Salary Budget on Schedule 1(a) and must be directly related to the site assessment scope of work.
- Office and Field Supplies must be broken down by type and will be reimbursed, if reasonable, based on receipts submitted.
- Equipment will be reimbursed at reasonable rental rates.

Prepared By: _____
Date Prepared: _____

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SCHEDULE 1(d)
UNIT PRICE/LUMP SUM SUBCONTRACTS

BOA Name:
Site Name:
Type of Contract:
Scope of Work:

Subcontract Items	Rates Specify Units	No. of Units	Amount
1.			
2.			
3.			
Total Price of Subcontract			$
Contractor's Subcontract Management Fee			$
Total Price and Fee of Subcontract			$

Footnotes

- A Schedule 1(d) should be completed for each unit price and lump sum subcontract anticipated under the prime contract. If a subcontract is a time and materials, not to exceed, or cost plus fixed fee, schedules 1(a), (b) and (c) must be completed for those types of contracts.
- The total of all Schedule 1(d)s must match the totals entered on Schedule 1(a) under 3.

Prepared By: _____
Date Prepared: _____

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