

ATTACHMENT 14: Cost Proposal Template

Submit a completed Cost Proposal as described in RFP Section 3.4 Proposal Requirement Three (3): Cost Proposal, with additional guidance in RFP Section 4.4 Evaluation Categories, Proposal Requirement Three (3): Cost Proposal Evaluation. Proposal shall comply with the format and content requirements as detailed. You may add additional rows and/or columns as needed.

This VOCNA Project is being funded with funding from the Victims of Crime Act of 1984 (VOCA). All activities proposed must be allowable costs under this funding source. Costs associated with strategic planning, such as the development of service or financial strategic plans, conducting surveys, and needs assessments, are allowable as administrative costs for the State Administering Agency where those costs are directly associated with administering the victim assistance program. For specific guidance on allowability, please review [28 C.F.R. 94.109](#).

A. Cost Proposal

Use the format here to propose all budgeted items. If your organization utilizes alternative budgeting methods, you may attach those here as supporting documentation. Your cost proposal should account for salaries, technology, deliverables (survey, analysis, final report, etc), travel, and any other associated costs that would be incurred should you be awarded this contract. If you, the primary Bidder, are proposing utilizing subcontractors, it is required that the primary Bidder serves as a formal project manager. Any costs associated with project management and subcontracted amounts should be included in this cost proposal in the format below. You may add additional rows and/or columns as needed.

Item	Unit Cost	Total Cost	Notes
TOTAL			

B. Budget Narrative

Provide a detailed description and justification of each of the proposed line-item budgeted costs included in the above cost proposal. Explain how the cost proposal meets the objectives and fulfills deliverables outlined throughout this RFP. Supporting documentation should be included as needed.

*****Additional Pages May be Attached as Necessary to Complete Attachment 14: Cost Proposal*****