

Appendix 4: Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be edited or deleted. Budget line items can be altered as needed by potential vendors.

A. Hardware - Itemize each piece of hardware equipment necessary for body-worn camera program implementation and show basis for computation. Generally, include any materials that are expendable or consumed during the course of the project.

Hardware Items	Computation		Cost
	Quantity	Unit Price	
Wearable Cameras			\$0.00
Accessories (collar, epaulette, etc.)			\$0.00
Evidence Transfer Manager (docking station)			\$0.00
Hardware Maintenance & Support (Yr2 & Yr3)			\$0.00
Hardware Maintenance & Support (Yr4 & Yr5)			\$0.00
Subtotal Hardware			\$0.00

B. Software - Itemize each piece of software equipment necessary for body-worn camera program implementation and show basis for computation. Generally, include any materials that are expendable or consumed during the course of the project.

	Quantity	Unit Price	
Software Maintenance & Support (Yr2 & Yr3)			\$0.00
Software Maintenance & Support (Yr2 & Yr3)			\$0.00
Subtotal Software			\$0.00

C. Services - Please provide information on costs associated with the body-worn camera program implementation including (but not limited to): training activities, additional services, etc. Please show basis for computation. Generally, include any additional services or fees that are incurred during the course of the project.

	Quantity	Unit Price	
Training Program			\$0.00
End Users - Train the Trainer			\$0.00
System Administrator			\$0.00
Fixed Labor Rate for additional training			\$0.00
Evidence Transfer via Wireless Solution			\$0.00
Subtotal Services			\$0.00

Budget Category	
a. Hardware	\$0.00
b. Software	\$0.00
c. Services	\$0.00
TOTAL PROJECT COSTS	\$0.00