Check for the latest USAID FFP suggested budget template, grouped by program elements and itemized by suggested individual line items. For example, look at a current FY RFA Budget Template (Excel format).

In detailed budgets, all costs must be associated with an applicable funding source. Review and follow the most recent version of the FFP Information Bulletin on eligible uses of Section 202(e) and ITSH located on the FFP website: <https://www.usaid.gov/what-we-do/agriculture-and-food-security/food-assistance/guidance/food-peace-information-bulletins>

To facilitate USAID approval, include equipment valued at greater than US$1,000 (with a useful life of greater than one year) in one procurement plan.

**Narrative Notes**: Provide total units needed, justify the proposed costs, and explain how costs were estimated (e.g., the methodology and assumptions used to determine cost per unit).

|  |  | **Type of Unit** | **Cost per Unit** | **Narrative Notes** |
| --- | --- | --- | --- | --- |
| **SALARIES and BENEFITS** |  |  |  |
| **Transport and Warehouse Staff** |  |  |  |
|  | Individuals specifically related to transport and warehouse activities, irrespective of the projected quantity of commodities (port officer, commodity manager, warehouse manager, individuals specifically related to reporting, and commodity accounting) |  |  |  |
|  | Individuals involved in direct transport, storage, and handling of commodities, but whose numbers are **directly related** to the quantity of commodities (warehouse assistants and tally clerks) |  |  |  |
|  | Individuals involved in cleaning storage facilities |  |  |  |
|  | Individuals involved in guarding storage facilities |  |  |  |
| **Distribution and Monitoring Staff** |  |  |  |
|  | Individuals specifically related to distribution activities, irrespective of the projected quantity of commodities distributed (distribution supervisor) |  |  |  |
|  | Individuals specifically related to distribution activities, but whose numbers are **directly related** to the quantity of commodities distributed (distribution assistants and drivers) |  |  |  |
|  | Individuals specifically related to monitoring activities, irrespective of the projected quantity of commodities distributed (monitoring supervisor) |  |  |  |
|  | Individuals specifically related to monitoring activities, but whose numbers are **directly related** to the quantity of commodities distributed (distribution monitors) |  |  |  |
| **NON-EMPLOYEE LABOR** |  |  |  |
|  | Warehouse security (if contracted) |  |  |  |
|  | Fees for temporary or casual laborers hired to load/off-load and stack commodities |  |  |  |
|  | Fees for temporary or casual laborers hired to fill, stitch and stack reconstituted bags, tins, or cartons for **pre-packaged distributions** (may pay per unit or per day) |  |  |  |
|  | Fees for temporary or casual laborers hired to fill, stitch, and stack reconstituted bags, cartons, or containers due to damage, leakage, or in otherwise poor or unfit condition (may pay per unit or per day.) |  |  |  |
|  | Fees for temporary or casual laborers hired to clean distribution sites or load/off-load commodities, e.g., tally clerks and porters |  |  |  |
|  | Fees for consultant knowledgeable in fumigation technology to write Fumigation Management Plan |  |  |  |
| **Travel** (accommodation and per diem for in-country, program-related travel, broken down by the categories of staff listed above) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Transport of commodities** |  |  |  |
| **From points of origin to primary storage facility** (for **each** route): |  |  |  |
|  | Truck/rail wagon/barge hire charges |  |  |  |
|  | Convoy and escort fees |  |  |  |
| **Between storage facility locations** (for **each** route): |  |  |  |
|  | Truck hire charges |  |  |  |
|  | Convoy and escort fees |  |  |  |
| **From storage facility to distribution site(s)** (for **each** distribution site): |  |  |  |
|  | Truck hire charges OR fuel, maintenance, and repairs for Awardee owned trucks |  |  |  |
|  | Convoy and escort fees |  |  |  |
| **TRAINING** |  |  |  |
|  | Warehouse staff training |  |  |  |
|  | Distribution staff training |  |  |  |
|  | Casual labor training |  |  |  |
|  | Monitoring staff training |  |  |  |
|  | Distribution agency staff training |  |  |  |
|  | Other project staff training |  |  |  |
|  | Training materials and supplies |  |  |  |
| **BRANDING and MARKING** |  |  |  |
|  | Banners and visibility materials |  |  |  |
| **Light Vehicles** (for distribution teams, monitors, and management) |  |  |  |
|  | Light vehicle rental charge or procurement price (if allowed) |  |  |  |
|  | Motorbikes |  |  |  |
|  | Vehicle and motorbike fuel |  |  |  |
|  | Vehicle and motorbike maintenance and repairs |  |  |  |
|  | Vehicle and motorbike insurance |  |  |  |
| **port operation** (for **each** port or other point of origin) |  |  |  |
|  | Freight forwarder |  |  |  |
|  | Overland transport to the border in landlocked countries |  |  |  |
|  | Port fees/taxes, landing charges/fees, and border/fees (if any) |  |  |  |
|  | Local clearing and forwarding agent fees |  |  |  |
|  | Customs fees |  |  |  |
|  | Survey charges for cargo inspection prior to discharge (to fix responsibility for any damages en route) |  |  |  |
|  | Demurrage |  |  |  |
|  | For bulk grain:* Bagging fees
* Bagging materials
* Handling and tally at quayside (ex-quay or from end of bagging line at quay)
 |  |  |  |
|  | For containers: local shunting and terminal handling charges |  |  |  |
|  | Stevedoring fees |  |  |  |
|  | Transport to port warehouse |  |  |  |
|  | Port storage fees |  |  |  |
|  | Porter/handling in and out of storage |  |  |  |
|  | Fumigation/reconditioning in storage |  |  |  |
|  | Coastal shipping/rail/trucking contracts |  |  |  |
|  | Porter/handling fees from storage area and loading on forwarding transport |  |  |  |
|  | Ex-tackle, ex-shed, and discharge surveys |  |  |  |
| **WAREHOUSING** (for **each** storage facility) |  |  |  |
| **Operational** |  |  |  |
|  | Rent |  |  |  |
|  | Structural repairs |  |  |  |
|  | Cost of temporary facilities (if any) |  |  |  |
|  | Fumigation, rodent, and pest control services fees |  |  |  |
|  | Insurance, such as bonding of warehouses or employees, fire or theft insurance for commodity |  |  |  |
|  | Utility costs (telephone, water, electricity bills, generator fuel) |  |  |  |
| **General Equipment/Supplies** |  |  |  |
|  | Calibrated weighing scales, platform, minimum 100-kg capacity |  |  |  |
|  | Weighing scale, hanging |  |  |  |
|  | Fan(s), heavy duty, pedestal (to help control humidity) |  |  |  |
|  | Ladder(s), steel, four-meter telescoping |  |  |  |
|  | Torches (flashlights) with batteries |  |  |  |
|  | Light bulbs (for replacement) |  |  |  |
|  | Generator, sufficient to power the lighting and equipment  |  |  |  |
|  | Locks with keys, heavy duty (for doors) |  |  |  |
|  | Pre-printed Forms* Pre-numbered waybills
* Warehouse inventory ledgers
* Stack and fumigation cards
* Chemical treatment ledgers
 |  |  |  |
| **Stack Construction and Inspection** |  |  |  |
|  | Tarpaulins, lightweight, 1.5m x 2.5m (for off-loading commodity) |  |  |  |
|  | Tape measures, metal (5m and 50m) |  |  |  |
|  | Chalk or paint (to demarcate stack boundaries) |  |  |  |
|  | Wheel barrows or hand trucks |  |  |  |
|  | Wooden pallets, 1.2m x 1.2m (Note: standard size = 1m x 1m) |  |  |  |
|  | Tally sticks or bag counters |  |  |  |
|  | Temperature and relative humidity reading device |  |  |  |
|  | 15x loupe (for identifying insects) |  |  |  |
|  | Ultra violet flashlight (for locating rodent urine trails) |  |  |  |
|  | Sampling spear (for inspecting suspected damaged commodities) |  |  |  |
| **Safety** |  |  |  |
|  | Drinking water supply |  |  |  |
|  | First-aid kit  |  |  |  |
|  | Safety posters and signs |  |  |  |
|  | Smoke detectors/alarms |  |  |  |
|  | Fire extinguishers (seek advice from service providers) |  |  |  |
|  | Fire blanket |  |  |  |
|  | Shovels |  |  |  |
|  | Buckets filled with sand |  |  |  |
| **Personal Protective Equipment** |  |  |  |
|  | Disposable nitrile gloves |  |  |  |
|  | Long, unlined, rubber gloves |  |  |  |
|  | Dust masks, dust coats/aprons |  |  |  |
|  | Liquid-tight and long-sleeved protective coveralls |  |  |  |
|  | Hard hats/helmets |  |  |  |
|  | Rubber boots |  |  |  |
| **Cleaning and Maintenance** |  |  |  |
|  | Slashers (for cutting grass) |  |  |  |
|  | Rakes/hoes |  |  |  |
|  | Hard broom with handle |  |  |  |
|  | Soft brooms |  |  |  |
|  | Cobweb remover with wooden handle |  |  |  |
|  | Dust collectors/dusters |  |  |  |
|  | Mops and buckets |  |  |  |
|  | Vacuum cleaner (to clean under stacks) |  |  |  |
|  | Dust bins, 20-liter |  |  |  |
|  | Rat traps/glue |  |  |  |
|  | Toolbox with tools for basic warehouse repairs and simple maintenance (crowbar, hacksaw, hammer, screwdrivers) |  |  |  |
| **Fumigation** (per project Fumigation Management Plan) |  |  |  |
|  | PVC fumigation sheets (gas-impervious tarpaulins), 8m x 12m |  |  |  |
|  | Clips or duct tape (to seal sheets together) |  |  |  |
|  | Sand snakes (sufficient to place double row around all stacks) |  |  |  |
|  | Cotton gloves |  |  |  |
|  | Full-face gas canister respirators |  |  |  |
|  | Replacement canisters designated for PH3 (phosphine)  |  |  |  |
|  | Personal phosphine gas detection equipment (electrochemical, photo-ionization, or tube type) |  |  |  |
|  | Dry deactivation drum with vent |  |  |  |
| **Reconstitution** |  |  |  |
|  | Empty bags, 25-kg capacity, with liners |  |  |  |
|  | Empty metal/plastic cans, 20-liter |  |  |  |
|  | Bag stitching machine and accessories |  |  |  |
|  | Wooden sieve, 1m x 0.5m (for grain) |  |  |  |
|  | Wooden sieve, 1m x 0.5m, finer mesh (for milled products) |  |  |  |
|  | Large tarpaulins and/or plastic sheeting |  |  |  |
|  | Empty bags, 50-kg capacity, without liners |  |  |  |
|  | Sewing thread/twine/rope (for stitching) |  |  |  |
|  | Stitching needles, large |  |  |  |
|  | Knives for cutting bags (strong, locally made)  |  |  |  |
|  | Metal scoops |  |  |  |
|  | Sealing tape, preferably with USAID logo |  |  |  |
| **Office Equipment** |  |  |  |
|  | Chairs |  |  |  |
|  | Tables |  |  |  |
|  | Whiteboard |  |  |  |
|  | Metal filing cabinet, four-drawer with lock |  |  |  |
|  | Bookshelves |  |  |  |
|  | Wastebaskets |  |  |  |
|  | Communication equipment (smartphones) |  |  |  |
|  | UPS (1200W if the computer is a desktop model) |  |  |  |
|  | Computers |  |  |  |
|  | Software (commodity tracking) |  |  |  |
|  | Electronic tablets |  |  |  |
|  | Printer |  |  |  |
|  | Photocopier/scanner |  |  |  |
|  | Surge protectors |  |  |  |
|  | Cameras |  |  |  |
| **Office Supplies** |  |  |  |
|  | Calculators, 12-digit (one for each warehouse staff member) |  |  |  |
|  | Printer ink cartridges  |  |  |  |
|  | Arch lever or “box” files |  |  |  |
|  | Weights and measures conversion tables |  |  |  |
|  | Hardbound registers (for ledgers) |  |  |  |
|  | Stationery (writing paper, printer paper, notebooks) |  |  |  |
|  | Pencils/ballpoint pens/markers |  |  |  |
|  | Ink pads and stamps |  |  |  |
|  | Paper hole punch |  |  |  |
|  | File folders and filing clips |  |  |  |
| **Distribution** |  |  |  |
|  | Distribution site/center costs (if any) |  |  |  |
|  | Rent and maintenance of storage, if any, at distribution site |  |  |  |
|  | Radios/cell phones |  |  |  |
|  | Laptop computers/tablets |  |  |  |
|  | Software (database for recipient list) |  |  |  |
|  | Artline marker or chalk (for marking areas to set out commodity) |  |  |  |
|  | Tarpaulins |  |  |  |
|  | Rope (nylon and& jute) to control queues  |  |  |  |
|  | Pegs |  |  |  |
|  | 1-kg hammer |  |  |  |
|  | Cloth and poles (to establish breast feeding area) |  |  |  |
|  | Signs to mark distribution point areas (Entrance, Exit, Please Queue Here, Female Waiting & Breastfeeding Corner, Drinking Water, Toilet) |  |  |  |
|  | Ration boards |  |  |  |
|  | Donor and, if applicable, partner banners |  |  |  |
|  | Suggestion box |  |  |  |
|  | Megaphones/whistles (for crowd control) |  |  |  |
|  | First-aid box, fully stocked |  |  |  |
|  | Plastic tables and chairs |  |  |  |
|  | T-shirts, hats, or arm bands (to identify distribution personnel) |  |  |  |
|  | Clipboards |  |  |  |
|  | Stapler |  |  |  |
|  | Calculator |  |  |  |
|  | White paper |  |  |  |
|  | Pencils/pens/permanent markers (to mark ration cards) |  |  |  |
|  | Hole punch (to mark ration cards) |  |  |  |
|  | Stamp pad |  |  |  |
|  | Anthropometric measurement equipment (if applicable) |  |  |  |
|  | Knife/cutter (for opening sacks, cartons, and tins) |  |  |  |
|  | Reconstitution equipment (needles, twine, empty bags, and adhesive tape) |  |  |  |
|  | Calibrated weighing scale/hanging weighing scales |  |  |  |
|  | Scoops, calibrated for each type of commodity |  |  |  |
|  | Disposable gloves |  |  |  |