

NIST-1101
(REV. 1-2010)
DAO 203-26U.S. DEPARTMENT OF COMMERCE
NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY

NIST CONSTRUCTION GRANT PROGRAM BUDGET NARRATIVE

NOTE: This application/questionnaire contains collection of information requirements subject to the Paperwork Reduction Act (PRA). Notwithstanding any other provisions of the law, no person is required to respond to, nor shall any person be subject to penalty for failure to comply with, a collection of information subject to the requirements of the PRA, unless that collection of information displays a currently valid OMB Control Number. The estimated response time for this collection is 500 hours. The response time includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this estimate or any other aspects of this collection of information, including suggestions for reducing the length of this questionnaire, to the National Institute of Standards and Technology, Attn., Anneke Tingle, via email at anneke.tingle@nist.gov or telephone (301) 975-5060.

Organization Name:

Project Duration:

Project Title:

1. ADMINISTRATIVE AND LEGAL EXPENSES

Item	Computation	Cost
TOTAL		\$

2. LAND, STRUCTURES, RIGHTS-OF-WAY, APPRAISALS, ETC.

Item	Computation	Cost
TOTAL		\$

3. RELOCATION EXPENSES AND PAYMENTS

Item	Computation	Cost
TOTAL		\$

4. ARCHITECTURAL AND ENGINEERING FEES

Item	Computation	Cost
		TOTAL \$

5. OTHER ARCHITECTURAL AND ENGINEERING FEES

Item	Computation	Cost
		TOTAL \$

6. PROJECT INSPECTION FEES

Item	Computation	Cost
		TOTAL \$

7. SITE WORK

Item	COMPUTATION	COST
		TOTAL \$

8. DEMOLITION AND REMOVAL

Item	Computation	Cost
		TOTAL \$

9. CONSTRUCTION

Item	Computation	Cost
		TOTAL \$

10. EQUIPMENT

Item	Computation	Cost
		TOTAL \$

11. MISCELLANEOUS

Item	Computation	Cost
		TOTAL \$

12. SUBTOTAL (sum of lines 1-11)

	TOTAL \$
--	----------

13. CONTINGENCIES

Item	Computation	Cost
		TOTAL \$

14. SUBTOTAL

	TOTAL: \$
--	-----------

15. PROJECT (PROGRAM) INCOME

Item	Computation	Cost
		TOTAL \$

16. TOTAL PROJECT COSTS (subtract line 15 from 14)

TOTAL \$

17. COST SHARING

FEDERAL SHARE: \$

***NON-FEDERAL SHARE: \$**

***Identify the source, type (i.e., cash or third party in-kind contribution), and amount for each source of the non-federal cost sharing below:**

SOURCE

**TYPE (i.e., cash or
third party in-kind)**

AMOUNT

GRAND TOTAL \$

Instructions for Form NIST-1101 Construction Grant Program Budget Narrative

The Budget Narrative is used to determine reasonableness and allowability of costs in a NIST Construction Grant Program proposal. Proposed costs must be reasonable, allocable, and allowable in accordance with applicable Federal cost principles and NIST Construction Program guidelines. The budget narrative must only reflect allowable project costs as reflected on the SF-424C column C.

NIST recognizes that unexpected events may occur in construction projects and that budgets may need to be changed as a project proceeds. Providing a detailed budget narrative may not lock the proposal into all of the details. NIST allows a certain amount of flexibility in moving funds from one line item to another as circumstances change in accordance with the terms and conditions of an award. In stating an amount for a given line item, you will not be required to spend precisely that amount on that item. For example, if, in the course of your project, you find that you need to spend more on one item and less on another than anticipated, that can be accommodated as provided for in the award terms and conditions.

Recognizing that change is inevitable, recipients may be requested to submit a revised budget prior to the beginning of each year of a multi-year project. However, the total amount provided by NIST for the project cannot be increased and cost sharing commitments must be honored. You will not be reimbursed for project overruns. Overestimating or underestimating project costs should be avoided. The dollar amount requested must be commensurate with the defined tasks, as NIST will evaluate for cost reasonableness.

The budget narrative must provide detailed information for the total project costs. All figures must be rounded to the nearest dollar. The underlying structure of this form should not be altered. The form expands as needed to fit all required information and you are not limited to the four pages of the blank form.

Provide the computation (i.e., cost per item multiplied by number of items) for each category where costs are identified and be sure the computation is calculated correctly.

The budget narrative must provide a detailed breakdown of each of the following categories as reflected on the SF-424C:

- 1.** Administrative and legal expenses. Identify any administrative expenses. If legal costs are proposed, provide the purpose for the legal expenses and a justification.
- 2.** Land, structures, right-of-ways, appraisals, etc. Enter \$0 as these are unallowable under this program.
- 3.** Relocation expenses and payments. Relocation expenses and payments. Enter \$0 as these are unallowable under this program.
- 4.** Architectural and engineering fees. List design and engineering fees related to construction (this includes start-up services and preparation of project performance work plan).
- 5.** Other architectural and engineering fees. List other engineering costs, such as tests, soil borings, etc.
- 6.** Project Inspection fees. List construction and materials inspection costs.
- 7.** Site work. List costs of site preparation and restoration, which are not included in the basic construction contract but attributable to the facility being build or renovated.
- 8.** Demolition. List any demolition and removal costs.
- 9.** Construction. List the cost(s) of each construction contract.
- 10.** Equipment. List only equipment that is an integral part of the building's structure. Any equipment used for research or otherwise that is not an integral part of the building's structure, e.g., MRI, portable air conditioners etc., is not allowable. Equipment that is an integral part of the building such as fume hoods, HVAC equipment, built-in autoclave, etc., is allowable. Telephone and/or network (server) boxes/storage compartments, other than cabling and wiring are unallowable. Safety equipment, e.g., fire extinguishers, first-aid kits, etc., is unallowable. Built-in safety items, e.g., eye wash stations or chemical showers, however, are fixed items and are allowable.
- 11.** Miscellaneous. Identify any miscellaneous costs that do not fall within the other categories. Costs or charges associated with routine maintenance,

operation, interior decorating, or landscaping of any building are not allowable.

12. Subtotal. Enter the total of lines 1 through 11.

13. Contingencies. Identify any contingency categories and associated costs.

14. Subtotal. Enter the total of lines 12 and 13.

15. Project (program) income. Enter estimated program income to be earned during the grant period, e.g., salvaged materials, etc.

16. Total Project Costs. Subtract line 15 from line 14.

17. Cost Sharing. Enter the Federal share being requested from NIST and non-Federal share for this project only.

Provide a breakdown of the source, type (cash or third party in-kind contributions), and amount of cost sharing for each non-Federal source.

For any third party in-kind contributions, attach a detailed breakdown identifying each source, type of third party in-kind contribution (e.g., equipment that is an integral part of the building's structure and materials and supplies), method of valuation, and amount.

The Grand Total amount should be the total of the Federal and non-Federal shares and be the same as the amount in section 16. Total Project Costs.

Non-Federal cost sharing of at least 20 percent of the yearly total allowable project costs is required. Cost sharing does not include unallowable/ineligible costs.

Cost sharing is that portion of the project costs not borne by the Federal government. Sources of revenue to satisfy cost sharing include cash and third party in-kind (non-cash items, e.g., equipment that is an integral part of the building's structure and materials and supplies) contributions. Cash may be contributed by recipients, state, county, city, or other non-Federal sources. Third party in-kind contributions may be made by any non-Federal third party (not the grant recipient). The purchase of land cannot be used as cost sharing. See also section IV.6. Funding Restrictions.

All non-Federal cost share contributions require a letter of commitment signed by an authorized official(s) from each source.

Any cost sharing must be in accordance with the "cost sharing or matching" provisions of 15 CFR Part 14, *Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, Other Non-Profit, and Commercial Organizations*.

As with the Federal share, any proposed costs included as cost sharing must be an allowable/eligible cost under this program and the following applicable Federal cost principles: 1) Institutions of Higher Education: 2 CFR Subtitle A, Chapter II, Part 220 (OMB Circular A-21); and 2) Nonprofit organizations: 2 CFR Subtitle A, Chapter II, Part 230 (OMB Circular A-122).

As with the Federal share, any proposed cost sharing will be made a part of the grant award and will be subject to audit if the project is selected for funding.