BUDGET WORKBOOK INSTRUCTIONS
FY25 NOAA/NWS TSUNAMI ACTIVITIES GRANT REQUEST

These are instructions for completing the FY25 NOAA/NWS Grant Budget Workbooks for Prime Grantee and Subaward Grantee(s). *NOTE: The budget worksheets and instructions have been updated. Do not use previous instructions or worksheets. Use ONLY those documents and files developed for the FY25 grant round.*

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General Directions

Each budget worksheet has tabs at the bottom. Enter information in each tab **only in white cells**. Most of the cells in gray areas (or color separator bars) are locked to prevent erroneous data entry. Do not unprotect sheets to retain this feature. Numbers in gray cells are derived from other places in the relevant workbook.

To use these workbooks: Click on tabs at the bottom to select worksheets. Complete worksheets from left to right, starting with the Info tab. Navigate to the top left corner of a worksheet, if not already there, by pressing CTRL-HOME. If you do not have data for an object class, leave that worksheet blank, but do not delete it.

File Naming Convention

After downloading the Prime Grantee Budget Workbook (ST_FY25_BudgetSpreadsheet), save it using this file naming convention:

Replace the letters "ST" with your state or territory's two-letter postal abbreviation: AK, AS, CA, GU, HI, MP, OR, PR, VI, WA. Use "EC" for East Coast and "GC" for Gulf Coast.

Keep the "FY25_BudgetSpreadsheet"

For version control purposes in your own agency, you may add: _Ver# Where # is the version or draft number.

For the Subaward Budget Workbook, use this file naming convention:

- Replace the letters "ST" with your state or territory's two-letter postal abbreviation as described above.
- Replace the word "Local" with the name of the subaward partner (e.g., UDel, URI, HSU, WADNR, etc.)
   You will develop a separate subaward workbook for each subaward partner that you have.

Prime Grantee Budget Workbook Worksheet-by-Worksheet Instructions
Info Worksheet
Home the page (navigate to start from top of left side of the page).

Line 1	Enter the title of the application.
Line 2	Enter the official name of the primary applicant agency, state, university, or organization.
Line 3	Enter the mailing address of the applicant.
Line 4	Enter the contact name and phone number for questions about the workbook.
Line 5	Enter the email address(es) for those who completed the Primary Grantee Budget workbook.
Line 6	Enter any additional email addresses for those to be copied for information purposes.
Line 7	Enter the official names of all Principal Investigators for this grant application.
Line 8	(blank)
Line 9	Nothing to enter. The expected start date of the period of performance is 9/1/2025. This cell is locked and should not be changed.
Line 10	Nothing to enter. The expected end date of period of performance is 8/31/2026. This cell is locked and should not be changed. *Note: performance periods must be one year only for the 12 month cycle as indicated. No exceptions.*
Line 11	(blank)
Line 12	Select YES or NO from the dropdown menu to indicate whether or not your agency has a Negotiated Indirect Cost Rate Agreement (NICRA).
Line 13-25 apply only IF your agency has a NICRA.	
Line 13	Enter the allowable and applicable Indirect Cost Rate as a percentage to two decimal places.
Line 14	Enter the name of the name of the Federal agency issuing the NICRA to your agency.
Line 15	Enter the type of Indirect Cost Rate (final, fixed carryforward, or provisional).
Line 16	Enter the dates that the Indirect Cost Rate is effective.
Line 17	(blank)

Lines 18-25:

> Select YES or NO from the dropdown menu to indicate whether or not your NICRA allows Indirect Costs to be charged to the listed Object Class*.

> Contract/pass through maximum: if there is a maximum limit on contract or pass-through amounts for Indirect Costs, enter the maximum dollar value in cell D23. If there is not a dollar value limit on these amounts, enter 999,999. For example, if the basis of application says that indirect costs apply to "contracts up to the first $25,000," that means that $25,000 is the maximum limit on the amount of a contract subject to indirect costs.

> Subaward/pass through maximum: if there is a maximum limit on contract or pass-through amounts for Indirect Costs, enter the maximum dollar value in cell D24. If there is not a dollar value limit on these amounts, enter 999,999. If the basis of application says that indirect costs apply to "subawards or pass-throughs up to the first $25,000," that means that $25,000 is the maximum limit on the amount of a subaward subject to indirect costs.

*On your NICRA, look for the "Basis of Application" for information on which object classes to apply indirect costs to: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contractual, Subawards, and Other Direct Costs.

Interpretation: If the basis of application says, for example, "Base: total direct costs less capital expenditures and pass-through funds," it means that indirect costs can be applied to Personnel, Fringe Benefits, Travel, Supplies, and Other Direct Costs. It also means that indirect costs cannot be applied to Equipment (defined as a capital expenditure) and Contracts or Subawards (these are pass-through funds.)

Click Save and move on to the next worksheet.

Personnel and Fringe Worksheet

Home the page (navigate to start from top of left side of the page).

Column A	Enter the name of the person (or "vacant") for each position and a short position title. If a person will be assigned hours again on multiple tasks, repeat their name for each task (e.g., if Mary Smith is working on task 1, 2, and 3, you will need three lines for her).
Column B	Enter the number of hours (to reflect level of effort) for each person for the associated task.
Column C	Enter the annual salary for each person. If the person is paid an hourly wage, enter 0 (zero) and then deliberately overwrite the hourly salary rate in the light gray cell(s) in Column E. Personnel cannot exceed 100% of their time on all active projects. Please ensure the cost of living increase is built into the budget and justified. You may prorate a cost-of-living increase by hours. For example: 3 months at $XX,XXX annual salary would be 480 hours, and 9 months at $YY,YYY annual salary (new adjusted salary) would be 1440 hours. List them on separate lines. Let the worksheet compute the math for you.
Column D	Enter the hours in a standard work year. The default is 2,080, which is equivalent to 40 hours/week (40 x 52 = 2,080). When you do this, the worksheet will automatically calculate an hourly rate in Column E.
Column E	IF the person is paid an hourly wage, overwrite the calculated rate (see Column C). If the person is salaried, there is nothing to enter, this column is automatically calculated.
Column F	Enter the task number (single numeral such as 1) for this person's time against a single task. You may NOT enter "1 and 2" or something like that if someone is working on more than one task.
Column G	Nothing to enter. This column is automatically calculated.
Column H	Enter the fringe benefit rate (percentage to two decimal places) that applies to benefits for the person. Fringe benefits are usually applicable to direct salaries and wages. Obtain documentation that supports the rate. Do not combine fringe benefit costs with direct salaries and wages on this worksheet. Notes: ● If fringe benefit rate is greater than 35%, attach a cost breakdown from your agency's finance or human resources officials that explains how the rate is determined unless a NICRA that describes fringe benefit rates. ● If fringe benefits are not computed by using a percent of salaries, provide a breakdown of how the computation is done and manually adjust Column H from a percentage to whole numbers and adjust the cells in Column I as noted below. Add any explanation/notes as necessary on the Budget Explanation Word file.

Column I	If fringe benefits are not computed using a percent of salaries (see Column H), adjust the formula to add rather than multiply against a rate (i.e., in the formula, change the * to a +). If percent of salaries is used, there is nothing to enter, this column is automatically calculated.
Column J	IF the person's hours will be assigned to anything related to sirens (acquisition, supervision, maintenance, installation, delivery, etc.) then select Y from the dropdown menu for that person's hours. If someone will split time between siren related and non-siren-related work, list their hours separately so siren-related hours and costs can be calculated in the budget summary.

Note: you must list the names of grant-paid staff (if known) and/or position titles on the Budget Explanation document under Personnel.

CELLS ON LINE 20 AND BELOW are protected. These cells do computations for summaries That appear on other worksheets.

Travel Worksheet

Note: foreign travel is typically not authorized. Travel between American Samoa and Samoa is allowed. Travel to the U.S. mainland via airports in non-U.S. countries is also allowed if such travel provides the lowest cost, such as from Saipan to the U.S. mainland via Japan. Travel to non-U.S. destinations to investigate a tsunami is not allowed.

Home the page (navigate to start from top of left side of the page). N*ote: this is a wide page— scroll to the right to see all columns.*

Column A	Enter the name of each individual traveler. If more than one person is going on the same trip, list each person separately.
Column B	Enter the task number (single numeral such as 1) with which this trip is aligned. Note: if paying for travel for multiple people to attend a training, workshop, or meeting, enter each name separately and it would be best to keep that "event travel" confined to its own Task number.
Column C	Briefly describe the trip purpose in Column C cells. If more explanation is required, add that explanation on the Budget Explanation document—a separate file.
Column D	Enter the estimated dates of travel (as text range, such as 1/27 – 1/31/2026) If you don't know exact travel dates yet, try to state a month/year, or if you really don't know, enter TBD.
Column E	Enter the origin (location) of this travel.
Column F	Enter the destination (location) of this travel.
Column G	Enter the estimated airfare, including booking fees. If a trip is by driving a POV, compute the total mileage cost estimate and enter that amount in place of "airfare." Provide the number of miles and cost per mile as allowed by your agency in the detail section below.
Column H	Enter the estimated total lodging expenses, including taxes and fees. Indicate the number of days and the amount for each day's per diem and the number of nights and the amount for each night's lodging in the detail section below.
Column I	Enter the estimated total per diem (meals & incidentals).
Column J	Enter estimated total ground transportation (bus, taxi, shuttle, car rental) costs.
Column K	Enter the total of any other allowable miscellaneous costs. You may include airline baggage fees, mileage to and from your local airport, local airport parking, ATM fees, hotel internet fees, and other allowable out-of-pocket expenses.
Column L	Nothing to enter. This column is automatically calculated.
Column M	IF this travel is related in any way to sirens (acquisition, installation, supervision, delivery,

	setup/testing, maintenance, etc.), select Y from the dropdown menu.
Column N	IF travel is being done by a NTHMP Coordinating Committee member, grant Principal Investigator, or grant-funded employee to carry out routine tasks, then select Y from the dropdown menu on that traveler's line. Explanation: Department of Commerce Grants Policy counts travel in two object classes. The Travel object class is used when someone who is a NTHMP Coordinating Committee member, Principal Investigator, or grant-funded staff carries out duties to fulfill a task. All other travel is counted in the Other Direct Costs object class. By selecting Y or N in the dropdown menu, costs will be totaled on the Summary worksheet in the correct object class. Below are examples that illustrate what type of travel fits in which object class.

Y in Column N (Travel)	Y in Column N (Other Direct Cost)
• Coordinating Committee member traveling to NTHMP Annual or Summer Meeting • Grant-funded staff traveling to an NTHMP meeting • Grant-funded technician traveling to do a siren repair • P.I. traveling to gather data for mapping/modeling • P.I. traveling to a community to give a presentation • Grant-funded staff traveling to conduct outreach, education, or TsunamiReady visit • Grant-funded staff to execute an exercise • P.I. on authorized visit for partners (e.g., Guam/CNMI or American Samoa/Samoa.)	• Generally, any travel for anyone whose salary is not paid by this grant, or is not an NTHMP Coordinating Committee member. • Tsunami Steering Committee member traveling to attend a stakeholder meeting • Trainee or workshop participant traveling to participate in training/workshop • Exercise participants traveling to an exercise

Write any additional detail (only if necessary) on the Budget Explanation Word file.

CELLS FROM LINE 41 AND BELOW are protected. These cells do computations for summaries that appear on other worksheets.

Equipment Worksheet

Note: equipment is defined as an article of **tangible property** that has a useful life of **more than one year** and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or **$5,000.**

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Column A	Nothing to enter. This column is pre-populated.
Column B	Briefly describe the equipment item.
Column C	Enter the task number (single numeral such as 1) assigned to this equipment purchase.
Column D	IF this equipment is a siren, siren server, or related in any way to a fixed or mobile siren system, select Y from the dropdown menu.
Column E	Enter the per item estimated cost.
Column F	Enter the number of items to be purchased.
Column G	Nothing to enter. This column is automatically calculated.

Provide justification for the use of each item and relate them to specific program objectives on the Budget Explanation Word file.

Also on the Budget Explanation Word file, **provide a lease versus purchase analysis. This must accompany every equipment request over $5,000,** even if a lease versus purchase analysis cannot be completed. For example, "Siren cannot be leased. It is available for purchase only."

CELLS FROM LINE 13 AND BELOW are protected. These cells do computations for summaries that appear on other worksheets.

Supplies Worksheet

Home the page (navigate to start from top of left side of the page).

Column A	Briefly describe supplies (e.g., "office supplies"). Note: printing is Other Direct Costs, not Supplies. Signs and poles for sirens are supplies.
Column B	Enter the task number (single numeral such as 1) assigned to this supplies purchase.
Column C	IF the supplies are related in any way to a fixed or mobile siren system, select Y from the dropdown menu. NOAA Weather Radios are not siren-related. A mobile PA system is considered siren-related.
Column D	Enter the estimated per item cost of the supplies. You can include up to $500 for general office supplies. If your need for office supplies exceeds $500, you must break down these costs on this worksheet.
Column E	Enter the estimated number of items. Again, if requesting funds for general office supplies, you may enter (for example) $500 in Column D and 1 in Column E. But, if you intend to buy individual items such as booklets, for example, let the worksheet do the math—enter the estimated per-item cost in Column D and the number of items in Column E.
Column F	Nothing to enter. This column is automatically calculated.

Provide justification for the supplies, relate them to specific program objectives, and explain the type of supplies to be purchased or nature of the expense on the Budget Explanation Word file.

An explanation on the Budget Explanation Word file is necessary for supplies costing more than $5,000, or five percent of the award, whichever is greater.

CELLS FROM LINE 26 AND BELOW are protected. These cells do computations for summaries that appear on other worksheets.

Contractual Worksheet

Important: A Contract is usually with a vendor that provides products or services. A subaward is with a partner that helps you complete tsunami-related tasks and works in a cooperative nature as a partner. See this document for more information: https://www.weather.gov/media/nthmp/Grants/SubrecipientContractorDeterminations.pdf

Note: only the Prime Grantee is eligible to issue Contracts.

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Column A	Enter contract vendor name or vendor type (e.g., Siren System Maintenance Company).
Column B	Enter the task number (single numeral such as 1) assigned to this contract.
Column C	IF the contracted service is related in any way to a fixed or mobile siren system e.g., acquisition, delivery, placement, and maintenance contracts), select Y from the dropdown menu.
Column D	Enter the estimated contract cost.
Column E	Nothing to enter. This column is automatically calculated.

Provide additional explanation for each contract on the Budget Explanation Word file or attach a vendor price quote with grantee-selected items circled. In addition, describe products or services to be obtained and indicate the applicability or necessity of each to the task.

CELLS FROM LINE 13 AND BELOW are protected. These cells do computations for summaries that appear on other worksheets.

Other Direct Costs Worksheet

This category contains items not included in the previous categories. The following items are not allowable: alcohol, fundraising, meals, and promotional items (some call "swag"). While Subawards are also Other Direct Costs, please detail Subawards on their own worksheets as described in the Subaward Worksheet section.

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Column A	Provide a short description of other direct cost items.
Column B	Enter the task number (single numeral such as 1) assigned to this other direct cost purchase.
Column C	If the item is related in any way to fixed or mobile siren systems, select Y from the dropdown menu.
Column D	Only for rare cases where a NICRA exempts certain other direct costs from having indirect costs applied, e.g., Student Tuition not subject to indirect costs. IF you have one of those rare exceptions that a line item is exempt from indirect costs, use the "Y" or "N" drop-down to select "Y". Otherwise, leave the "N" default indicator in this column.
Column E	List the per-item cost.
Column F	List the number of items.
Column G	Nothing to enter. This column is automatically calculated.

Provide explanation and justification for each of the Other Direct Costs (e.g., separate justification for printing, telephone, postage, rent, etc.) on the Budget Explanation Word File.

Note: data on lines 13 – 26 (Other Direct Travel Task #) is for travel that should fall into the Other Direct Costs object class and is derived from data computed on the Travel worksheet.

CELLS FROM LINE 13 AND BELOW are protected**. These cells do computations for summaries that appear on other worksheets.**

Indirect Costs Worksheet

Everything on this worksheet is calculated automatically from other worksheets. All cells on this page are protected.

Provide the most recent indirect cost rate agreement (NICRA) with grant application materials. Enter the appropriate information about it on the Info worksheet.
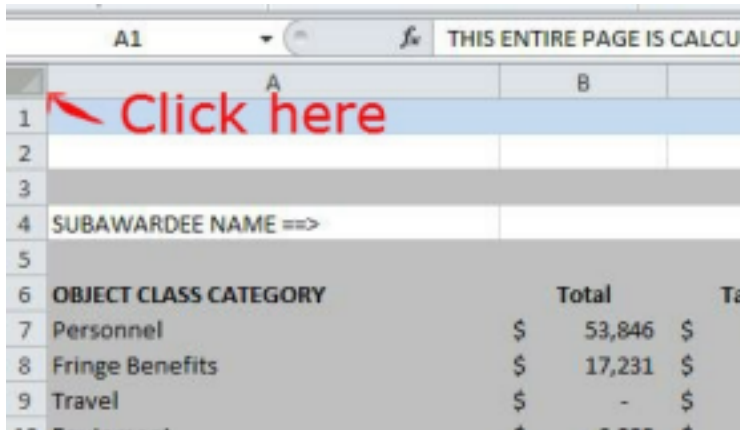
Subaward Worksheet

Note: only the Prime Grantee is eligible to issue Subawards.

Create a separate Subaward worksheet for each Subawardee. Each Prime Grantee may have up to three Subawardees per grant.

Subaward Worksheets are populated after completion of the separate Subaward Budget Worksheets (see the Subaward Budget Worksheet section).

After the Subaward Budget Workbooks are completed, import summaries into the Prime Grantee Budget Workbook as follows:
1. Go to the Subaward Budget Workbook
2. Open the Summary Worksheet
3. Select the entire worksheet (click on the upper-left box of the Summary Worksheet)

4. Copy the Worksheet (CTRL-C)
5. Go to the Prime Grantee Budget Workbook.
6. Select the Subaward worksheet for that Subawardee (e.g., Subaward 1, Subaward 2, or Subaward 3.)
7. 7. Paste in the summary from the Subawardee Budget Summary Worksheet (click the upper left cell of the worksheet—A1— and press CTRL-V).
8. 8. Repeat steps 1-6 for Subawardee 2 and Subawardee 3, if appropriate.

All of your Subaward data is now copied into the Prime Grantee Workbook. Click Save to save the worksheets and the entire workbook. Now, through the power of Excel, all costs related to Subawards are calculated throughout the Prime Grantee Budget Workbook, where applicable.

Subaward Budget Workbook Instructions

Create a separate workbook for each Subawardee (up to three).

Info Worksheet

Line 1	Enter the official name of the Subawardee agency or organization.
Line 2	Enter the mailing address of the Subawardee.
Line 3	Enter the Subawardee contact name and telephone number.
Line 4	Enter email address(es) for the Subawardee contact on Line 3.
Line 5	The start date of the Subawardee's work is assumed to be the same as the start date of the Prime Grantee. If it's not, overwrite with the appropriate date.
Line 6	The end date of the Subawardee's work is assumed to be the same as the end date of the Prime Grantee. If it's not, overwrite with the appropriate date.
Line 7	(blank)
Line 8	Select YES or NO from the dropdown to indicate whether or not the Subawardee has its own NICRA.
Lines 9–19 apply only if the Subwardee has a NICRA.	
Line 9	Enter the allowable and applicable Indirect Cost Rate as a percentage to two decimal places.
Line 10	Enter the name of the Federal agency issuing the NICRA to the Subawardee.
Line 11	Enter the type of Indirect Cost Rate (final, fixed carryforward, provisional, or other).
Line 12	Enter the dates that the Indirect Cost Rate is effective.
Line 13	(blank)
Lines 14-19	Select YES or NO from the dropdown menu to indicate whether or not the Subawardee's NICRA allows Indirect Costs to be charged to the listed Object Class. Because a Subawardee may not issue a contract, indicate any contractual relationships, e.g., printing, as Other Direct Costs, not as Contractual. Allowable Indirect Costs: for information on "object classes applied" for lines 14 to 19, review the Subawardee's NICRA, not the applicant's.

Other Worksheets

Personnel & Fringe, Travel, Equipment, Supplies, Other Direct Costs Worksheets: the content of these worksheets is completed as instructed for the worksheets in the Prime Grantee Budget   Workbook, but only for personnel and activities employed or conducted by the Subawardee.

Indirect Costs Worksheet: this worksheet is automatically completed when entries are made on   other worksheets. Do not overwrite anything in cells on this worksheet.

Note: for NOAA/NWS grants, we do not allow a Subawardee to make further Subawards.

On the Budget Explanation Word file, list the Subaward partner(s) you are working with, briefly describe their relationship with the main applicant and overall contributions the subawardee will make to the entire grant's anticipated outcomes, and indicate the basis for the cost estimates.

Final Checklist

This is what composes a complete NOAA/NWS grant pre-application:

1. Budget Workbook for Prime Grantee
2. Budget Workbook(s) for Subaward(s) from Prime Grantee. You must have a separate workbook for each Subaward partner.
3. Budget Explanation (Word file—additional notes as needed to explain grant requests by object class)
4. Negotiated Indirect Cost Rate Agreement (NICRA):
   a. From Primary Grantee
   b. From Subaward partner(s)
5. Salary cost basis documentation: salary rate charts or other documentation to justify salary rates for Prime Grantee and also for Subawards from Prime Grantee.
6. Fringe benefit documentation: documentation to justify fringe benefit rates for Prime Grantee and also for Subawards from Prime Grantee IF these rates are not defined in the NICRA.
7. Contracts: documentation to justify contract amounts from Primary Grantee and also for each Subaward from Prime Grantee.

Do NOT convert native Word or Excel files to PDFs in the Pre-Application. PDFs will be accepted for vendor quotes, fringe and salary rate sheets, and supporting documentation.

For the final application, Word and Excel files MUST be converted to PDFs. While grantees can upload Word documents and Excel sheets to grants.gov, it is not recommended. While the online system will accept a submission of a Word or Excel file, these files are not easily visible to everyone reviewing or needing to access the information and can delay review and processing of the application.

Please DO NOT zip the files into one zip folder. Send them as separate attachments.