

**BUDGET SPREADSHEET – NARRATIVE ADDENDUM
FY24 NOAA/NWS TSUNAMI ACTIVITIES GRANT APPLICATION**

[GUIDANCE DOCUMENT](#)

Submitting agency/organization:

Project Name:

Overall Project Dates: September 1, 2024 – August 31, 2025

Principle Investigator(s):

Personnel

Below, provide a justification and description of each position (including vacant positions) to be paid with grant funds. Relate each position specifically to program objectives/tasks. Personnel cannot exceed 100% of their time on all active projects.

Note: If more than 2,080 hours (one full-time equivalent) for a position are being requested, you must justify why more than one FTE is required.

Justification and description of each position:

Fringe Benefits

Fringe benefits are usually applicable to direct salaries and wages.

If a fringe rate is greater than 35%, a description and breakdown of the benefits must be provided (detail on this page below) unless a negotiated indirect cost rate agreement (NICRA) has been provided *and where the NICRA describes fringe benefits 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 to add rather than multiply against a rate.

The applicant should not combine the fringe benefit costs with direct salaries and wages in the personnel category.

Explanation/notes as necessary:

Travel

Provide any additional detail about travel that may be perceived as unusual. ***Do not duplicate cost breakdown already in the spreadsheet.*** Only add detail here for anything that may be considered unusual or requires justification.

Note: Foreign travel is 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.

Additional detail (if applicable):

Equipment

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**.

Provide a lease versus purchase analysis. This must accompany every equipment request over \$5,000 even if a lease vs purchase analysis cannot be completed, a statement is required to that effect.

Below, provide justification for the use of each item and relate them to specific program objectives.

Supplies

Provide justification of the supply items and relate them to specific program objectives. It is recommended that when training materials are kept on hand as a supply item, that it be included in the “supplies” category.

An explanation is necessary for supplies costing more than \$5,000, or five percent of the award, whichever is greater.

Below, explain the type of supplies to be purchased or nature of the expense. Indicate the basis for estimate of supplies, i.e., historical use on similar projects.

Contractual

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:

<http://nws.weather.gov/nthmp/grants/SubrecipientContractorDeterminations.pdf>

For Contracts

Provide separate budgets for each contract, regardless of the dollar value and indicate the basis for the cost estimates in the narrative. Describe products or services to be obtained and indicate the applicability or necessity of each to the project.

Provide additional explanation for each contract below:

Other Direct Costs

This category contains items not included in the previous categories. While subawards are also “other direct costs,” please detail subawards in the next section.

State the necessity of other costs for successful completion of the project and exclude unallowable costs (i.e., alcohol, fundraising, and meals).

Give justification for all the items in the “other” category (e.g., separate justification for printing, telephone, postage, rent, etc.).

All costs associated with training activities should be placed in the “other” category except costs for consultant and/or contractual. List all expenses anticipated for the training activity in the format above. Include rental space for training (if required), training materials, speaker fees, substitute teacher fees, and any other applicable expenses related to the training.

Provide additional explanation for other direct costs below:

Indirect Costs

Provide the most recent indirect cost rate agreement (NICRA). The applicable indirect cost rate(s) negotiated by the organization with the cognizant negotiating agency must be used in computing indirect costs (F&A) for a proposal (2 CFR §200.414). The amount for indirect costs should be calculated by applying the current negotiated indirect cost rate(s) to the approved base(s). Subaward indirect charges should not be included here; show subaward indirect charges on the subaward spreadsheet(s).

Subawards

Provide separate budget spreadsheets for each subaward, regardless of the dollar value and indicate the basis for the cost estimates in the narrative. *Duplicate the separate Subaward budget spreadsheet for as many subawardees as necessary.*

Note: for NOAA/NWS grants, a subawardee may NOT make further subawards or issue contracts. Only the Prime applicant may issue a subaward or contract.

Below, list the subaward partner(s) you are working with and briefly describe their relationship with the main applicant and overall contributions the subawardee will make to the entire grant's anticipated outcomes.