

# Budget Justification Template

## NOAA Office for Coastal Management

September 2023

The following is an example of a budget narrative to address NOAA Grant Management Division requirements. Specifically, the example is organized to reflect the budget object class categories found on standard form [SF-424A](#) (click on this hyperlink to download the form to your local drive and then open using Adobe):

- a. Personnel
- b. Fringe Benefits
- c. Travel
- d. Equipment
- e. Supplies
- f. Contractual
- g. Construction
- h. Other
- j. Indirect Charges
  - Refer to "[Budget Narrative Guidance for NOAA Grants](#)" for more information on how to prepare the detailed budget justification.
  - The total amount reflected in each category on the [SF-424A](#) must match the amount for that category in the budget narrative.

### **a. Personnel:**

Funding in the amount of \$XXXX is requested to hire personnel, such as a program manager, who will manage the award and any subawards, lead efforts to work with regional partners, and complete grant reporting requirements. *Note: Provide the name of the person in each position (if known), and provide both the annual and total salary paid. State if any positions are vacant at the time, and if so, the anticipated hire date.*

### **b. Fringe Benefits:**

Fringe benefits for the salaries of the personnel listed above equal \$XXXX and were calculated at a rate of XX%.

### **c. Travel:**

Two one-way tickets (program coordinator and team member) to city X ( $\$XXX \times 2 = \$XXX$ ) and return tickets from city Y ( $\$XXX \times 2 = \$XXX$ ), plus X days lodging and per diem for each traveler. Travel costs for program coordinator to meet and collaborate with regional partners. Travel for program coordinator to present results at a national conference is estimated at \$XXX (round-trip airfare and X days per diem). *Note: Dollars requested in the travel category should be for staff travel only. Travel for consultants should be shown in the consultant category.*

### **d. Equipment (provide description and estimated cost per unit (if appropriate) for items $\geq$ \$5000):**

Funding in the amount of \$XXXX is requested for two laptop computers (\$XXXX each), one printer (\$XXX), and a digital audio recorder (\$XXX). *Note: Provide justification for each item and relate them to specific program objectives.*

### **e. Supplies:**

Funding in the amount of \$XXXX is requested to cover general office supplies (\$XXX), lab supplies (\$XXX) and printing costs (\$XXX) to support the project (\$XXX). *Note: If appropriate, general office supplies may be shown by an estimated amount per month multiplied by the number of months in the budget period.*

**f. Contractual:**

Funding in the amount of \$XXXX is requested for a subcontract with ABC Company for a risk and vulnerability assessment for communities in the project area. Funding in the amount of \$XXXX will support existing personnel with partners X, Y, and Z. Partners from community nongovernmental organizations will be provided with \$XXXX to support community engagement activities. *Note: Provide separate budgets for each contract, regardless of the dollar value, and indicate the basis for the cost estimates in the narrative. The narrative should identify the method of selection (i.e., competitive, sole source with justification, sealed bids, small purchases, or micro purchases [\(see 2 CFR 200.320\)](#). If sole source, the justification must certify that the award of a contract through full and open competition is infeasible.*

**g. Construction:** Any award with construction activities must include a justification of those activities as well as a [SF-424C budget form](#). *This narrative should address construction activities, such as construction of gray and green infrastructure, renovation or rehabilitation of existing buildings, and construction or development of real property infrastructure improvements (e.g., site preparation, utilities, streets, curbs, sidewalks, parking lots, other streetscaping improvements, etc.).*

**h. Other – Services:**

A total of \$XXXX is requested for other items to support the project. *Note: This category contains subawards and other items not included in the previous categories.*

**j. Indirect Charges:**

Indirect charges totaling \$XXXX for university X at the fixed rate of XX%. *Note: Provide the most recent negotiated indirect cost rate agreement (NICRA) with the itemized budget.*