

BUDGET NARRATIVE

The budget narrative should include a cost-justification for each expense over \$5,000 included in the SF424cbw budget form. The narrative in each section should align with the SF424cbw.

The funding sources section must be completed to provide an overview of the sources of funds for this project, including their source (federal, non-federal), type (loan, grant, other), amount from each source, and date of commitment (and if not yet committed or pending, include anticipated date of commitment).

The funding sources section will also assist a grantee in identifying how much of their project is made up from federal funds. NBRC investment funds cannot be used to "supplant" existing federal programs. NBRC funds may be used to match other federally funded projects (when both federal agencies allow) only when the total funds from NBRC and other federal funders does not exceed 80% of the total project budget. 40 USC §15506(e).

CITY OF ACHIEVE, NH

1. Personnel:

The City of Achieve will utilize their City Engineer, 50% FTE in 2023, 2024 and 2025, totaling 3,120 hours @\$65/hour to oversee day-to-day construction activities, such as reviewing pay requisitions, oversee work by contractors and subcontractors, coordination with contractors and subcontractors, to ensure work is being completed satisfactorily and on schedule.

City Economic Development Staff and Treasurer, preparation of documentation to prepare reimbursement requests, compile match documentation, prepare information for required quarterly and annual reports, estimated at 500 hours in total @\$35/hour.

Personnel costs are provided in-kind, with no funding for this cost requested from NBRC.

2. Fringe Benefits

Fringe costs are provided in kind, with no funding for this cost requested from NBRC.

3. Travel and Transportation:

No travel and transportation are required for this project.

4. Equipment:

No equipment will be purchased for this project.

5. Supplies and Materials:

No supplies or materials will be purchased for this project.

6. Consultants:

No consultants are expected to be hired for this project.

7. Contracts and Sub-Grantees:

No contracts and/or sub-grantees are required for this project.

8. Construction:

8a. Administrative & Legal expenses

Permits & Fees – estimated to cost \$20,000

Contract with LDD for grant administration (2% of \$1MM) - \$20,000

8d Architectural and engineering fees

Architect fees, based on 10% of construction cost of \$4MM

- \$400,000

Consultants, \$35,000 for civil engineer (\$15,000 estimate for work to complete NEPA)

8i. Construction

Stormwater expansion, construction to support water expanded water storage capacity

Earthwork, erosion control, drainage, dust control

8k. Contingencies

Construction contingency, 10% based on design development phase work completed by architect

Market & inflation 5% based on current construction climate and anticipated groundbreaking date of Spring 2024

8i. Miscellaneous

Construction management services – estimated at \$100,000

9. Other Direct Costs:

No Other Direct Costs for this project.

10. Indirect Costs

No Indirect Costs for this project.

Funding Sources:

Funding Source (NBRC, other federal, state, local, other)	Type of Funding (grant, loan, in-kind)	Amount	Date of Commitment, Secured/Pending
NBRC-federal	Grant	\$1,000,000.00	Pending, August 2023
ARPA-federal	Grant	\$1,000,000.00	Secured January 2023
City of Achieve- local	Bond	\$ 500,000.00	Secured March 2023
City of Achieve- local	In-kind	\$ 220,300.00	Secured
ME DEP-Drinking Water Program- State	Grant	\$ 500,000.00	Pending July 2023
USDA Rural Development- federal	Grant/Loan	\$ 779,700.00 (\$300,000 grant, \$479,700 loan)	Secured February 2023
Total federal:		\$2,300,000.00	
Total non- federal:		\$1,700,000.00	
Grand total		\$4,000,000.00	

GUIDANCE FOR COMPLETION OF BUDGET NARRATIVE

Item	Narrative
1 - Personnel (Direct Labor)	<p>Explain the labor costs for individuals supporting the grant program effort (regardless of the source of their salaries). The hours and costs are for the full life of the grant. If an individual is employed by a contractor or sub- grantee, their labor costs should not be shown here.</p> <p>Please use the hourly labor cost for salaried employees (use 2080 hours per year or the value your organization uses to perform this calculation). An employee working less than full time on the grant should show the numbers of hours they will work on the grant.</p>
2 - Fringe Benefits	<p>Use the standard fringe rates used by your organization. You may use a single fringe rate (a percentage of the total direct labor) or list each of the individual fringe charges. If your organization calculates fringe benefits differently, please use a different base and discuss how you calculate fringe as a comment.</p>
3 - Travel	
3a - Transportation - Local Private Vehicle	<p>If you plan on reimbursing staff for the use of privately owned vehicles or if you are required to reimburse your organization for mileage charges, show your mileage and cost estimates in this section and include narrative describing same.</p>
3b - Transportation - Airfare	<p>Show the estimated cost of airfare required to support the grant program effort. Show the destination and the purpose of the travel as well as the estimated cost of the tickets.</p>
3c - Transportation - Other	<p>If you or are charged monthly by your organization for a vehicle for use by the grant program, indicate those costs in this section. Provide estimates for other transportation costs that may be incurred (taxi, etc.).</p>

3d - Per Diem or Subsistence	For travel which will require the payment of subsistence or per diem in accordance with your organization's policies. Indicate the location of the travel, costs per mile, etc.
4 – Equipment	Equipment is tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. See more detail in the Compliance Manual.
5 - Supplies and Materials	Supplies and materials are consumable and non-consumable items that have a depreciated unit value of less than \$5,000. Please list the proposed supplies and materials as either Consumable Supplies or as Non-Consumable Materials.
5a - Consumable Supplies	List the consumable supplies you propose to purchase. General office or other common supplies may be estimated using an anticipated consumption rate.
5b - Non-consumable materials	List furniture, computers, printers, and other items that will not be consumed in use. Please list the quantity and unit cost.
6 – Consultants	Please indicate the consultants you intend to use. Indicate the type of consultant (skills), the number of days you expect to use them, and their daily rate.
7 - Contracts and Sub-Grantees	<p>List the contractors and sub-grantees that will help accomplish the grant effort. Examples of contracts that should be referenced here include but are not limited to Community Based Organizations; liability insurance; and training and certification for contractors and workers.</p> <p>Please provide a short description of the activity the contractor or subgrantee will perform, if not evident.</p>
8 – Construction Costs	
8a – Administrative and legal expenses	List the administrative and legal expenses that will be incurred on this project, and a brief narrative of what they are for, such as a grant administration contract with a Local Development District (LDD). Do not include costs that are related to the normal functions of government.
8b – Land, structures, rights-of	Provide a narrative on any land,

way, appraisal, etc.	structures, that will be acquired, construction of buildings, etc. rehab of existing properties, etc. The budget should reflect estimated site and right(s)-of-way acquisition costs (this includes purchase, lease, and/or easements) if they are not known at time of submission.
8c – Relocation expenses and payments	Enter estimated costs related to relocation advisory assistance, replacement housing, relocation payments to displaced persons and businesses, etc.
8d – Architectural and engineering fees	Provide a description of these costs as they relate to construction (this includes start-up services and preparation of project performance work plan), design work, costs to complete NEPA
8e – Other architectural and engineering fees	Provide a description of these costs as they relate to costs for things such as surveys, tests, soil borings, etc.
8f – Project inspection fees	Provide a narrative of these costs relative to the project.
8g – Site work	Provide a narrative relative to site preparation and restoration costs that are <u>not included</u> in the basic construction contract.
8h – Demolition and removal	Provide a narrative relative to demolition and/or clean-up activities.
8i – Construction	Provide a narrative relative to the construction contract.
8j - Equipment	Provide a narrative relative to the purchase of office, shop, laboratory, safety equipment, etc. to be used at the facility, if such costs are not included in the construction contract.
8k – Contingencies	Provide a narrative for any estimated contingency costs, including references to line items the contingency costs are related to.
8l – Miscellaneous	Provide a narrative for any costs listed in this category and how they directly relate to the project and why they do not align with another category provided.
9 - Other Direct Costs	Provide a narrative regarding items listed in this section that are not appropriate for other sections. Other Direct Costs may include: <ul style="list-style-type: none"> • Staff training • Telecommunications • Printing and postage Relocation, if costs are paid directly by

	your organization (if relocation costs are paid by a subgrantee, it should be reflected in Section 7)
10 - Indirect Costs	<p>Provide a narrative regarding Indirect costs (including Facilities and Administration costs that will be incurred for common or joint purposes. These costs benefit more than one cost objective and cannot be readily identified with a particular final cost objective without effort disproportionate to the results achieved.</p> <p>Indicate your approved Indirect Cost Rate (if any) and calculate the indirect costs in accordance with the terms of your approved indirect cost rate and enter the resulting amount. Also show the applicable cost base amount and identify the proposed cost base type.</p>
Funding Sources	List each funding source for this project by name, provide the type of funding (i.e., other federal, state, local, in-kind, etc.) the amount from each source, and status of the funds (secured, applied for funding) together with a secured commitment date or, if not known, an estimated date when funds will be secured.
Determine Federal/Non-Federal	Projects cannot be funded, in total, by more than 80% federal grant funds. Review the funding sources and types carefully to make sure your project is below the 80% federal grant cap.