Budget Support

The Budget Support provided in this document is to supplement and compliment your Budget Justification form (IE 335). Include narrative responses to Questions 1-11 below and attach any necessary supplemental information and upload it as part of your application. Note that the Budget Support and supplemental information can be submitted as one file or multiple files; with no more than 3 files including this document. Each file is limited in size to a maximum of 20MB.

The following information must be included with the Application to support the Applicant’s proposed project costs:

1. If no direct Personnel and/or Fringe costs have been proposed as part of the Budget Justification form (IE 335), please explain how the Applicant plans to administer the grant agreement without direct Personnel costs and/or associated Fringe benefit costs.

Additionally, if the Applicant chooses to contribute Personnel and Fringe costs outside the grant agreement, please provide a statement below specifying that the Applicant is aware that they will not be able to later claim these costs as project costs.

Type response here.

1. If Fringe costs are proposed as part of the Budget Justification form (IE 335), please provide details on how the Fringe costs were calculated for each position, including a breakdown of the elements that comprise the Fringe benefit rate (e.g., FICA, SUTA, Unemployment, Worker’s Comp, and Insurance) for each position being proposed. For example, 18% Fringe rate for the Program Manager consists of FICA 5%, SUTA 5%, Unemployment 5%, Worker’s Comp 2% and Insurance 1%).

Type response here.

1. If Indirect costs are proposed as part of the Budget Justification form (IE 335), provide a copy of your approved Indirect Rate Agreement or a Rate Proposal.

Type response here. If attached, please indicate here.

1. If no Indirect costs have been proposed as part of the Budget Justification form (IE 335), please explain why these costs are not proposed for this project. Be aware that if no Indirect costs are included as part of the approved budget, and if an award is made, the Applicant will not be able to later charge Indirect costs to the project.

Additionally, if no Indirect costs are proposed, please also include a statement below affirming that the Applicant does not intend to charge Indirect costs to the project.

Type response here.

1. As the Code of Federal Regulations (2 CFR 200) requires competition to the maximum extent practical, please explain how each of the entities included under the Contractual cost category of the Budget Justification form (IE 335) were selected. If any of these entities were selected non-competitively, per 2 CFR 200.317(f)(3), please submit a separate formal request signed by an authorized representative and addressed to the Contracting Officer to approve the non-competitive selection(s). Include those requests as part of this Budget Support.

The approval request should be on the Applicant’s letterhead and include the justification for each of the sole source selection(s), including: (1) any unique or exclusive qualifications; (2) time urgency, if any; (3) past working relationships; and (4) any other rationale.

Type response here. Explain how each of the entities in your application were selected. If ANY WERE selected non-competitively, attach an approval request on letterhead signed by an authorized representative.

1. For each Vendor (i.e., subawardee who provides goods and services to the proposed project as part of their normal business operations) proposed under the Contractual cost category of the Budget Justification form (IE 335), please provide a quote or cost proposal, and a description of work to be performed by the Vendor.

Type response here. Specify the attachments included.

1. If a Subrecipient (i.e., subawardee with a vested interest in the proposed project, beyond providing goods and services to the proposed project), is included under the Contractual costs of the Budget Justification form (IE 335) and is expected to perform work estimated to be more than $250,000 or 25 percent of the total project costs (whichever is less), a separate Budget Justification form (IE 335) for the Subrecipient’s project costs only is required. Save each Subrecipient Budget Justification in a separate Microsoft Excel file and submit as part of your application. This form is available under the FOA (Required Application Documents) on EERE Exchange at <https://eere-Exchange.energy.gov/>.

If a Subrecipient’s work is less than $250,000 or 25 percent of the total project costs, provide the basis of estimate of the Subrecipient’s costs as part of the Budget Support file, as described in item 6 above.

Type response here. Identify the Subrecipients for which this applies and specify the attachments included.

1. If applicable, attach quotes or other documentation to support Equipment costs proposed under the Budget Justification form (IE 335) and submit as part of this Budget Support file(s).

Type response here. Identify the Equipment costs for which this applies and specify the attachments included.

1. If applicable, attach quotes or documentation to support Supply costs proposed under the Budget Justification form (IE 335) and submit as part of this Budget Support file(s).

Type response here. Identify the Supply costs for which this applies and specify the attachments included.

1. If applicable, attach quotes or documentation to support Other Direct costs proposed under the Budget Justification form (IE 335) and submit as part of this Budget Support file.

Type response here. Identify the Other Direct costs for which this applies and specify the attachments included.

1. Attached any other documentation to supplement the costs included under the Budget Justification form (IE 335) and submit as part of this Budget Support file.

Type response here. Identify any other documentation provided as attachments.