

**BUDGET EXPLANATION PAGE FOR  
NON-RESEARCH FINANCIAL ASSISTANCE (CONSTRUCTION)**

Please provide detailed information in narrative form to support those categories that pertain to your project's budget items.

1. Administrative Expenses/Legal Expenses (Item 1 on Budget Information Page)
  - a. Identify any domestic or foreign travel costs (estimate number of trips, destinations, and purposes of travel). Include an itemization of costs including airline, hotels, rental cars, etc. Specify the basis for the expenses (e.g., airline ticket quotations, past trips of a similar nature, etc.). Identify any legal expenses associated with the project and provide the basis for the cost.
  - b. Identify any work pertaining to the locating and designing, surveying and mapping, and other related work required prior to actual construction. Provide the basis for the expenses (e.g., previous work of a similar nature, contractor quote, etc.)
  - c. Identify any personnel positions that will be supported under this grant. Provide a justification for the need for the personnel that will be covered under this grant. State the amounts of time (i.e., hours or percentages of time) to be expended by each position under this grant. Identify the basis for the proposed compensation.

2. Land/Structure/Rights-of-Way (Item 2 on Budget Information Page)
  - a. Describe any costs associated with site and right-of-way acquisition (including purchasing, leasing and/or easements).
  
3. Relocation Expenses (Item 3 on Budget Information Page)
  - a. Describe any costs related to relocation expenses.
  
4. Architectural/Engineering Fees (Items 4 & 5 on Budget Information Page)
  - a. Describe the professional services to be provided. Itemize the costs and provide the basis for the costs (e.g., contractor quote or estimate, negotiated fee, etc.).
  
  - b. Provide a brief justification of how the contractor was selected (e.g., selection by bid process, newspaper advertisement, etc.).

- c. Are any sole source contracts contemplated? Provide sufficient detail for justification of the use of a single source contract.

5. Project Inspection Fees (Item 6 on Budget Information Page)

- a. Describe the costs associated with any fees for inspection and audit of the construction activities associated with the project.

6. Site Work/Demolition and Removal (Items 7 & 8 on Budget Information Page)

- a. Describe the costs associated with the site preparation, demolition and removal of structures/objects from the area under development. If this activity is to be contracted out, please describe the process used for selecting the contractor (e.g., RFP, contractor/vendor quotations, etc.).

7. Construction (Item 9 on Budget Information Page)

- a. Describe the work and itemize the costs associated with the actual construction of, addition to, or renovation of a facility.



- c. Briefly justify the need for the items to be purchased.

9. Other/Miscellaneous (Item 11 on Budget Information Page)

- a. Provide a description of any other cost items that are not included in one of the previous sections.
  
  
  
  
  
  
  
  
  
  
- b. Itemize the costs and provide the basis for the cost of the items in part 9a.
  
  
  
  
  
  
  
  
  
  
- c. Briefly justify the need for the items under this section.

10. Contingencies (Item 13 on Budget Information Page)

- a. Please provide your estimated contingency costs and provide a basis for your estimate.