

**Guidance for Completing the SF- 424C,
Budget Information - Construction Programs,
Under the NIST Construction Grant Program
(February 2011)**

An SF- 424C must be submitted for the total project costs (cumulative) as well as for each year of the project.

Electronic Proposal Submissions via Grants.gov (www.grants.gov)

1. To prepare the budget for total project costs (cumulative), use the standard SF-424C available as part of the Grants.gov standard application package, which can be completed through the download application process.

Note that the version of the SF-424C available at www.grants.gov does not permit entry of a decimal in item 17 for the exact percentage of the Federal share; therefore, enter the whole percentage closest to the Federal share being requested. This is necessary because the version of the SF-424C that is part of the Grants.gov standard application package must be used in order to submit a proposal electronically via Grants.gov. Then do the following:

- a. Using the version of the SF-424C available at www.nist.gov/director/ncgp prepare a separate SF-424C with the total project costs (cumulative) that reflects the exact percentage and Federal share amount.
 - b. Include this separate SF-424C with the exact percentage and Federal share as part of the single PDF supporting document that contains all of the other required proposal forms and documents as specified in section IV.2.b of the Announcement of Federal Funding Opportunity (FFO).
 - c. Attach the single PDF supporting document by clicking on "Add Attachments" found in item 15 of the SF-424, Application for Federal Assistance. Recognizing that there will be two SF-424Cs for the total project costs (cumulative) in the proposal, NIST will use the SF-424C that has the exact percentage and Federal share.
2. To prepare the budget for each year of the project, use the version of the SF-424C available at www.nist.gov/director/ncgp. Then:
 - a. Include the SF-424C for each year of the project as part of the single PDF supporting document that contains all of the other required proposal forms and documents as specified in section IV.2.b. of the Announcement of Federal Funding Opportunity (FFO).
 - b. Attach the single PDF supporting document by clicking on "Add Attachments" found in item 15 of the SF-424, Application for Federal Assistance.
 3. For detailed information on submitting a proposal through Grants.gov, see section IV.6.d. of the FFO.

Paper Proposal Submissions

1. To prepare the budget for the total project costs (cumulative) as well as for each year of the project, use the version of the SF-424C available at www.nist.gov/director/ncgp.
2. For detailed information on how to organize a paper proposal, see section IV.2.b., Required Corresponding Full Proposal Forms and Documents, of the Announcement of Federal Funding Opportunity (FFO).

Reminders for both Electronic and Paper Proposal Submissions:

1. Any costs identified in column b. of the total project costs (cumulative) SF-424C must be listed on the NIST-1101A, NIST Construction Grant Program Details on Unallowable Project Costs.
2. Verify that the arithmetic on the SF-424Cs is correct by checking that the figures in:
 - a. Each column going down add correctly.
 - b. Each row going across subtract correctly, i.e., column a. minus column b. equals column.
3. The figures in column c., Total Allowable Costs, of the total project costs (cumulative) SF-424C must correspond with the figures in each of the categories on the NIST-1101, NIST Construction Grant Program Budget Narrative.
4. The figures in item 16, Total Project Costs, column c., Total Allowable Costs, and item 17, Federal assistance requested, of the total project costs (cumulative) SF-424C must correspond with the figures in item 18, Estimated Funding (\$), of the SF-424, Application for Federal Assistance.
5. The Federal cost share percentage and dollar amount in item 17 of the total project costs (cumulative) SF-424C are calculated correctly and that the Federal cost share amount corresponds with item 17 of the NIST-1101
6. The Federal cost share percentages and dollar amounts in item 17 of the SF-424C for the total project costs (cumulative) and the SF-424C for each year of the project must be at least 20 percent of the total allowable project costs.