

Finance: Construction Budget Template

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About: This template gives project teams a clear process to estimate, organize, and track the full financial scope of a community resilience hub development, including acquisition, hard and soft costs, and contingency planning.

Usage Description: This template can be followed to create a Construction Budget to guide the finance stage of a CCRH (Clean Energy Community Resilience Hub) project.



Construction Budget Template

Objective:

This spreadsheet gives project teams a clear process to estimate, organize, and track the full financial scope of a community resilience hub development, including acquisition, hard and soft costs, and contingency planning.

Follow each step, answering each bullet point with your information

Step 1: Project Overview Inputs:

Gather the following information:

- Project Name
- Project Address
- Occupiable Square Footage
- Gross Square Footage (total area including non-usable space)

Step 2: Acquisition Section

- Land and Building Costs: Include purchase price
- Title, Recording, and Closing Costs: Include legal and transaction fees
- Acquisition Subtotal: Sum of all acquisition-related costs

Step 3: Hard Costs

This is the largest category and includes construction and equipment expenses. Organize by contractor or cost area.

- Key Categories:
 - Demolition & Site Prep (ex. dumpsters, internal demo)
 - Framing, Drywall, Painting, Doors & Trim
 - Windows (include replacement or installation costs)
 - Restroom & Accessibility Fixtures
 - Flooring (prep, install, tile, materials)
 - Plumbing, Gas, Electrical
 - HVAC (detailed system description provided)
 - Fire Safety (sprinklers, alarms)
 - Environmental Work (asbestos, mold, abatement)
 - Exterior (masonry, mural, roofing)
 - Energy Infrastructure (solar array, EV charging, geothermal)
 - ADA Compliance (e.g., ramps, elevators, hallway widths)
- For each, input:
 - Cost per item
 - Notes or allowances (ex. \$24k for painting, \$70k for flooring)



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Step 4: Soft Costs

Covers planning, permitting, insurance, and consulting

- Include:
 - Design & Architecture fees
 - Construction Administration
 - Insurance (general liability, builder's risk)
 - Bond costs, especially for publicly funded projects (typically 5–8%, may be up to 12% depending on contractor experience)
 - Consultant work (ex. MEP plan)
 - Utility hook-up fees
 - Environmental Work — includes all hazardous materials evaluations (soil, water, asbestos, etc.)
- Estimated Completion Timeline
- Key milestones & expected dates

Step 5: Holding Costs

Add expected monthly or quarterly holding costs during development:

- Property Taxes
- Property Insurance
- Water and Sewer
- Mortgage/Financing Payments

Step 6: Contingency Planning

- Minimum 10% recommended of total soft + hard costs
- Add an extra buffer for complex or community-led projects
- Include in total development cost

Step 6: Total Development Cost Calculations

- The spreadsheet should help you calculate:
 - Total Construction Cost (Hard + Soft)
 - Total Development Cost (Including acquisition and contingency)
 - Cost per Gross SF

These are key metrics for funders and internal planning

Step 7: Final Review & Sharing

- Check for missing values or formulas
- Make a copy for each version (draft, final, grant-specific)

Step 8: High Performance Building Goals



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To ensure sustainability and long-term resilience, project teams are encouraged to include benchmarks for:

- On-site energy generation, water conservation, and waste reduction
- Building energy independence through passive design, efficient systems, etc.
- Alignment with LEED standards or the Opt-in Specialized Building Code (as applicable)

This encourages intentional design and construction choices that future-proof the building and qualify it for green building incentives.