

Tribal Broadband Connectivity Program: Budget Forms and Documents

November 2023





Housekeeping

Questions

- Type questions in the Q&A box on the right-hand side of the screen. Questions and answers will be available on the FAQ section of our website
- Notice of Funding Opportunity

Presentation

- The presentation along with a transcript and recording will be available on the BroadbandUSA website under Events/Past Event
- Round Two Notice of Funding Opportunity | BroadbandUSA (doc.gov)

This presentation is for informational purposes only and is intended solely to assist applicants in better understanding the NTIA Tribal Broadband Connectivity Program, and the requirements set forth in the program's second Notice of Funding Opportunity (Second TBCP NOFO). This presentation does not and is not intended to supersede, modify, or otherwise alter applicable statutory or regulatory requirements, or the specific application requirements set forth in the Second TBCP NOFO. In all cases, statutory and regulatory mandates and the requirements set forth in the Second TBCP NOFO shall prevail over any inconsistencies contained in this presentation.





Presenters

Presenters:

• Vanesscia Cresci, Federal Program Officer

Moderator:

• Crystal Hottowe, Federal Program Officer

Panelists

- Joshua Standing Horse, Federal Program Officer
- Vanesscia Cresci, Federal Program Officer





Agenda

- 1 Required Forms and Documents
- **2** SF-424 Forms
- **3** Budget Narrative General Guidance
- 4 Budget Narrative Infrastructure Deployment
- **5** Detailed Budget Justification
- **6** Q&A

Required Forms and Documents

Required Forms and Documents

All applications will be required to submit the following budget forms:

- SF-424
- Budget Narrative
- Detailed Budget Justification

Infrastructure Deployment Projects must also submit the following forms:

- SF-424 C and SF-424 D
- Pro Forma Financials

*If you are submitting an application for both Use and Adoption and Infrastructure Deployment, you must submit all required forms listed above





Financial Forms Resources

The following resources are available on <u>BroadbandUSA.gov</u> to assist you in completing your financial forms:

- Budget Narrative Guidance and Template Infrastructure Deployment
- Detailed Budget Justification Template
- Pro Forma Financials Template (Infrastructure Deployment Projects only)

Further assistance will be available during future webinars and office hours. If you have further questions, please contact TBCPNOFO2@ntia.gov





SF Form Guidance

SF- 424

Application for Federal Assistance SF-424									
* 1. Type of Submission: Preapplication Application Changed/Corrected Application	* 2. Type of Application: New Continuation Revision	* If Revision, select appropriate letter(s): * Other (Specify):							
* 3. Date Received: Completed by Grants.gov upon submission.	4. Applicant Identifier:								





8. APPLICANT INFORMATION:							
* a. Legal Name:							
* b. Employer/Taxpayer Identification Number (EIN/TI	in):						
d. Address:							
* Street1:							
Street2:							
* City:							
County/Parish:							
* State:							
Province:							
* Country: USA: UNITED STATES	USA: UNITED STATES						
* Zip / Postal Code:							
e. Organizational Unit:							
Department Name:	Division Name:						





f. Name and contact information of person to be contacted on matters involving this application:							
Prefix:		* First Name:					
Middle Name:							
* Last Name:							
Suffix:							
Title:							
Organizational /	Affiliation:						
* Telephone Nu	mber:		Fax Number:				
* Email:]			





Application for Federal Assistance SF-424	
* 9. Type of Applicant 1: Select Applicant Type:	
Type of Applicant 2: Select Applicant Type:	
Type of Applicant 3: Select Applicant Type:	
* Other (specify):	





* 10. Name of Federal Agency:	
Department of Commerce	
11. Catalog of Federal Domestic Assistance Number:	
11.029 CFDA Title:	
Tribal Broadband Connectivity Program	
* 12. Funding Opportunity Number:	
NTIA-ICG-TBCPO-2023-2008098	
* Title:	
Tribal Broadband Connectivity Program	





* 15. Descriptive Title of Applicant's Project:	
16. Congressional Districts Of:	
* a. Applicant	* b. Program/Project
Attach an additional list of Program/Project Congressional Districts i	Add Attachment Delete Attachment View Attachment
17. Proposed Project: * a. Start Date:	* b. End Date:





8. Estimated Funding (\$):						
a. Federal						
b. Applicant						
c. State						
d. Local						
e. Other						
f. Program Income						
g. TOTAL 0.00						
19. Is Application Subject to Review By State Under Executive Order 12372 Process?						
a. This application was made available to the State under the Executive Order 12372 Process for review on						
b. Program is subject to E.O. 12372 but has not been selected by the State for review.						
c. Program is not covered by E.O. 12372.						
20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)						
Yes No						
f "Yes", provide explanation and attach						
Add Attachment Delete Attachment View Attachment						
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)						
** I AGREE						





Authorized Re	presentative:					
Prefix:		* First Name:				
Middle Name:						
* Last Name:						
Suffix:]				
* Title:						
* Telephone Nu	mber:		Fax Number:			
* Email:						
* Signature of A	uthorized Representative:				* Date Signed:	





SF- 424C

SF-424C

	BUDGET INF	FORMATION - Construc	tion Programs	
NOTE: Certain Federal assistance programs require add				
COST CLASSIFICATION	a. Total (Allowable Costs lumns a-b)
Administrative and legal expenses	s	\$	5	
Land, structures, rights-of-way, appraisals, et	c. s	s		
Relocation expenses and payments	s	\$	5	
Architectural and engineering fees	5	\$	5	
5. Other architectural and engineering fees	5	\$	5	
6. Project inspection fees	5	\$	5	
7. Site work	5	\$	5	
Demoitton and removal	\$	\$	5	
9. Construction	\$	5	5	
10. Equipment	\$	\$	5	
11. Miscellaneous	\$	\$	5	
12. SUBTOTAL (sum of lines 1-11)	s	\$	5	
13. Contingencies	\$	\$	• <u> </u>	
14. SUBTOTAL	s	\$	5	
15. Project (program) income	S	s .	5	
 TOTAL PROJECT COSTS (subtract #15 from 	m#14) s	\$	5	
	FE	DERAL FUNDING		
 Federal assistance requested, calculate as fo (Consult Federal agency for Federal percenta Enter the resulting Federal share. 		e costs from line 16c Multiply >	< <u>\$</u>	





Detailed Budget Justification

Detailed Budget Justification

- Applicants must submit a Detailed Budget Justification as an Excel document
- All information must match the information submitted in the Budget Narrative and SF Forms
- Each line item must be listed separately under the relevant cost category and should include:
 - A description of the line item
 - Unit of measure
 - Per unit cost
 - Quantity of the item
 - Total Cost
- **Applicants must submit a single Detailed Budget Justification.** Different projects or project sites should not be listed on separate documents or tabs; the exception being,
- Applicants applying for both Use and Adoption and Infrastructure Deployment must submit separate
 Detailed Budget Justifications for each project

Example Detailed Budget Justification Entries

Category	Detailed Description of Budget (for full grant period)						
Administrative and Legal Expenses		Quantity	Unit of Measure	Unit Cost		Total Cost	
Grant Management Activities		100	Hours	\$40		\$4,000	
Legal Fees		100	Hours	\$200		\$20,000	
Training Fees		80	Hours	\$25		\$2,000	
Project Management		300	Hours	\$80		\$24,000	
Total admin and legal expenses						\$50,000	
Land, Structures, rights-of-way, appraisals, etc.		Quantity		Unit Cost		Total Cost	
12' by 20' Utitiliy Hut		12	Each	\$40,000		\$480,000	
Railroad crossing permit		10	Each	\$2,800		\$28,000	
Total land, structures, etc.					\$	508,000	





Example Detailed Budget Justification Entries

a. Personnel		Quantity	Unit of Measure	Ur	Unit Cost		Total Cost
Project Manager will spend 96% of their time on project activities for one year. The annual			Measure				Total Cost
salary is \$30,000 for a total of 2080 h	I	1996.8	Hours		\$14		\$28,800
Project Manager direct administrative	charges	83.2	Hours		\$14		\$1,200
Digital Inclusion Staff will spend 50% time on grant activities for one year. annual salary is \$30,000 for a total of	The	1040	Hours		\$14		\$15,000
hours. Total Personnel		1040	Hours	_	φ14		\$45,000
b. Fringe		Quantity	Unit of Measure	Ur	nit Cost		Total Cost
Project Manager will spend 95% of the on project activities for one year. The salary devoted to project activities is and the fringe rate is billed at 30%	annual	0.3	Percent of base salary	\$	28,800	\$	8,640
Project Manager direct administrative (\$1,500), and the fringe rate is billed a	_	0.3	Percent of base salary	\$	1,200	\$	360
Digital Inclusion Staff will spend 50% time on grant activities for one year. I annual salary is \$30,000 and the fring billed at 20%	The	0.0	Percent of		,		4.500
billed at 30%		0.3	base salary	\$	15,000	\$	4,500



Example Detailed Budget Justification Entries

c. Travel		Quantity	Unit of Measure	Unit Cost	Total Cost
Local: One employee will take 2 trips of quarter for 4 quarters (8 trips total). East will last a total of two days and one nig Total cost per trip is \$432 including: \$2 lodging, \$112 for mileage reimbursements at \$0.56 per mile), and \$120 per (\$60 for 2 days),.	nch trip ht. 200 for ent (200				
		8	Per Trip	\$ 432	\$ 3,456
Non local, domestic travel for regional national meetings with approved partie employees will travel to a total of 2 me Total number of trips is 4. Total cost post, 330 including: \$600 round trip airfar total lodging for two nights, \$150 for call and estimated per diem of \$180 at \$600 for three days.	es. Two etings. er trip is re, \$400 ar rental,				
for three days.		4	Per Trip	\$ 1,330	\$ 5,320





Budget Narrative – General Guidance

Budget Narrative – All Project Types

- All applications must have a detailed budget narrative explaining and justifying the federal expenditures by object class as listed in the SF-424A (UA) or cost classification listed in the SF-424C (ID)
 - If applying for both broadband infrastructure and use and adoption projects, a separate narrative must be submitted for each project type
- For each object class in the SF-424A and/or SF-424C, applicants should include detailed descriptions and cost justifications for the listed costs
- The budget narrative must match the detailed budget justification worksheet
- All costs must be **reasonable**, **allowable**, **allocable**, **and necessary** to the supported activity

For guidance on applicable administrative requirements and costs principles, refer to 2 CFR Part 200. For guidance on allowable and unallowable costs, see section D.7 of the NOFO

Budget Narrative – Total Federal Funding

- All Budget Narratives must state the total funding request for the project
 - If applying as a dual type project, include only the funding request for one type in each budget narrative, and should match the amount listed in the SF-424A and SF-424C
- If applying ONLY for a broadband use and adoption or infrastructure deployment project, the **budget narrative must also match the SF-424 and SF-424A or SF424C**
- If applying for BOTH broadband infrastructure deployment and adoption and use, the
 total of the dollar amounts in both budget narratives must match the total
 dollar amount on the SF-424





Budget Narrative – Administrative and Indirect Costs

- TBCP has a **2% cap on administrative expenses**, which is inclusive of indirect costs and direct administrative costs.
- Examples of **direct administrative expenses** include direct project costs attributable to preparing grant reports, accounting, auditing, contracting, budgeting, and legal services.
- Examples of **indirect costs** include facility occupancy costs (e.g., rent, utilities, insurance, taxes, and maintenance), general liability insurance that protects the organization (not directly related to a program), and depreciation on buildings and equipment.
- If applying for both broadband infrastructure deployment and use and adoption, the administrative costs cap is calculated against the total request for BOTH infrastructure deployment and use and adoption.





Budget Narrative – Administrative and Indirect Costs

- To calculate your project's administrative costs cap, use the formula below:
 - Total Grant Funds Requested x 0.02 = Administrative expense cap
 - Example: The total award amount is \$413,000.
 - $$413,000 \times 0.02 = $8,260$
 - Administrative expense cap: \$8,260
 - Total Direct Programmatic Charges: \$404,740
 - Total Award: \$413,000





Budget Narrative – Infrastructure Deployment

Infrastructure Deployment: General Guidance

- If a contractor or sub-recipient will be completing any grant activities, applicants must include the following with every entry:
 - Contractor name, or TBD if not selected
 - Scope of work
 - Rate or fee
 - Period of performance
 - Procurement process





Infrastructure Deployment: Administrative and Legal

- Examples of direct administrative expenses include direct project costs attributable to preparing grant reports, accounting, auditing, contracting, budgeting, and legal services
- Applicants should also include any planned indirect costs under this section
- Charges should be listed by category (e.g., rent, training, grant management, etc.), or broken down by line item as much as possible. Each line must include the unit of measure, total unit count (e.g., total hours), cost per unit, and the total cost for that line item. If applicable, time commitment(s) such as hours or level of effort should be provided.
- Applicants must provide a description of each charge to include what it is, who will be doing it (if applicable and if known), and how it relates to the project objectives. If the applicant will be providing a cash or in-kind match in this cost category (not required), this must be noted and explained in the justification.

Example: Administrative and Legal Justification

Description	Unit Basis	Unit Cost	Number of Units	Total Cost
Grant Management Activities	Hours	\$50.00	300	\$15,000

Grant Management Activities (\$15,000) – Staff time (exact staff TBD) to complete mandatory grant management activities such as completing reports, responding to audit requirements, conducting budgetary activities, and other activities as required by the grantor. These activities are necessary to meet the reporting and compliance requirements of the grant program. This position will be Federally funded/not match funded





Infrastructure Deployment: Land, structures, right-of-way, appraisals

- Examples of costs under this category include permits, permit surveys, radio towers, land leases, utility huts, license fees, and ROW fees
- Entries must include a description of the estimated costs, proposed activities, the unit basis, per unit cost, total number of units, and total cost of the line item
- If including leases, applicants must include the terms and length of the lease





Example: Land, structures, right-of-way, appraisals Justification

Description	Unit Basis	Unit Cost	Number of Units	Total Cost
12' by 20' Utility building/hut	Each	\$40,000.00	12	\$480,000

Utility Huts (\$480,000) – One hut for each of the 12 new node sites. This price is based on a quote from Huts-are-us, a prefabricated telecom building manufacturer. The sites are fully functional and have a full HVAC system.





Infrastructure Deployment: Relocation Expenses

- Costs related to moving or transferring of any technology, equipment, furniture, or other existing, essential materials from one location to another should be included in this section
- Examples include vehicle or equipment rentals, moving materials, insurance, transit or moving fees
- Costs related to delivery of materials from a supplier or movement of good purchased with TBCP Round 2 funds from one site to another should not be included in this section





Example: Relocation Expenses Justification

Description	Unit Basis	Unit Cost	Number of Units	Total Cost
Moving/relocating NOC to a new building	Each	\$50,000.00	1	\$50,000

Relocation of NOC (\$50,000) – Relocation of network operations center (NOC) from an old building at A location to a new building at B location. The old building will be demolished, and it is necessary to keep this NOC for project activities. Cost estimate provided by a local vendor. Cost is inclusive of the trucks to move the equipment from one location to the other, fuel for the trucks, and staff time to do the moving.





Infrastructure Deployment: Architectural and Engineering Fees

- Costs related to construction engineering, RF engineering, or network design and engineering should be included in this section
- Provide a description of estimated fees, explanation of proposed services and additional information as needed
- Costs related to permitting, environmental review, or planning and feasibility studies should not be included in this section
- If hiring a contractor to perform any tasks, provide a description of their proposed work and a breakdown of any fees being charged to the grant





Example: Architectural and Engineering Fees Justification

Description	Unit Basis	Unit Cost	Number of Units	Total Cost
CAD Design	Cost Per Hour	\$75	2000	\$150,000

CAD Design (\$150,000) – The CAD design will be completed by a consultant using a design program in AutoCAD for the construction, permits and cable location records. The time is estimated at 2,000 hours at \$75 an hour over the one-year period of performance. \$75 an hour is the average per hour cost for a mid-level consultant per the department of labor.





Infrastructure Deployment: Other Architectural and Engineering Fees

- Costs related to other fees, to include architectural fees, engineering fees, town or county fees required for the project should be included in this section. Additional fees may include testing fees for network or equipment, or entity fees, such as field studies/field fees
- Costs related to permitting, environmental review, or planning and feasibility studies should not be included in this section
- If hiring a contractor to perform any tasks, provide a description of their proposed work and a breakdown of any fees being charged to the grant





Example: Other Architectural and Engineering Fees Justification

Description	Unit Basis	Unit Cost	Number of Units	Total Cost
Cable Testing	Cost Per Hour	\$125	1500	\$187,500

Cable Testing (\$187,500) – End-to-end cable testing and troubleshooting between 12 nodes. This will be completed by two people over the period of performance totaling \$187,500. The rate of \$125 an hour is the standard rate for this type of work in our area.





Infrastructure Deployment: Project Inspection Fees

- Costs related to any project inspection fees, to include local, Tribal, or Federal fees directly related to project inspection should be in this section
- Costs related to administrative or filing fees or environmental and cultural review should not be included in this section





Example: Project Inspection Fees Justification

Description	Unit Basis	Unit Cost	Number of Units	Total Cost
Quality Control inspection fees	Each	\$100	24	\$2,400

Quality Control inspection fees (\$2,400) – Quality control inspection fees are required to assure compliance with local regulations. 24 inspections over the period of performance. The billing rate is set by local governments and is completed per review.





Infrastructure Deployment: Site Work

- Costs related to site work, site preparation, or site utility work necessary for the project should be in this section
- Examples can include vegetation clearing, fencing, temporary driveways or parking
- Any permanent structures, utilities, or ground disturbing activities <u>must</u> be listed under construction





Example: Site Work Justification

Description	Unit Basis	Unit Cost	Number of Units	Total Cost
Fencing – 30' x 30'	Per Node	\$7,000	12	\$84,000

Fencing (\$84,000) – 6-foot chain link fencing with security wiring and two gates. Local contractor estimated \$7,000 per site based on previous, similar work. Each node (12) will require fencing.





Infrastructure Deployment: Demolition and Removal

- Costs related to demolition and removal of materials for the project should be in this section
- Examples can include demolition fees, hauling costs, recycling and waste removal, or environmental fees/assessments
- All cost listed in this section must be directly related to activities related to demolition,
 otherwise should be listed elsewhere





Example: Demolition and Removal Justification

Description	Unit Basis	Unit Cost	Number of Units	Total Cost
Demolition of building	Each	\$100,000	1	\$100,000

Fencing (\$84,000) – 6-foot chain link fencing with security wiring and two gates. Local contractor estimated \$7,000 per site based on previous, similar work. Each node (12) will require fencing.





Infrastructure Deployment: Construction

- Costs related to project construction, including personnel engaging in construction or programmatic activities, materials, labor, etc.
- All costs associated with tangible materials purchases should be included under Construction if the per unit cost is equal or greater than \$5,000, or the applicant's capitalization threshold, OR represents a material component of the proposed network (e.g., tower radio equipment, fiber cabinet)
- All must be inclusive of all taxes and delivery fees
- Material and equipment purchases should identify the model and/or manufacturer if available





Infrastructure Deployment: Construction, cont.

- All personnel line items must include the name (if known), title, percent of time to be charged to the grant, the amount of time they will be charging that percent, and the annual salary or hourly wage if there are multiple positions with the same title, but different salaries, list them out separately
 - If there are multiple positions with the same title and the same salary, you can note that the position will have two individuals charging to that title and salary
- If the position will be performing any administrative duties, specify what percentage of their time they will be performing such duties
 - Examples of administrative personnel expenses include costs attributable to accounting, auditing, contracting, budgeting, and general legal services.





Example: Construction Justification

Description	Unit Basis	Unit Cost	Number of Units	Total Cost
Wireless Tower	Each	\$20,000	8	\$160,000

Wireless towers (\$160,000) – Total 8 wireless towers at \$20,000 each totaling \$160,000. Each monopole tower will facilitate interconnection by last mile service providers and meet open network standards. Price is quoted by two local vendors and is average for the local area.





Infrastructure Deployment: Equipment

- All costs associated with tangible materials purchases should be included under Equipment if the per unit cost is less than \$5,000, or the applicant's capitalization threshold, and does represent a material component of the proposed network (e.g. tower radio equipment, fiber cabinet)
 - Office equipment and machinery should be listed in this section
 - Applicants may include costs associated with equipment related software or support, excluding maintenance
- All must be inclusive of all taxes and delivery fees
- Equipment purchases should identify the model and/or manufacturer if available





Example: Equipment Justification

Description	Unit Basis	Unit Cost	Number of Units	Total Cost
Laptops/GPS	Each	\$2,000	5	\$10,000

Laptops/GPS (\$10,000) – Dell laptops equipped with basic office service package for the inspectors and field engineers. Purchase price is based on entity general schedule purchase agreements.





Infrastructure Deployment: Miscellaneous

- Applicants can include any costs not listed in the above categories under Miscellaneous
- Examples include performance bonds, feasibility or planning studies, trainings, environmental studies or documentation, cultural monitors, pre-grant writing costs, IRUs, DIAs, or operation and maintenance costs
- Costs for feasibility and planning studies should not exceed 2.5% of the total award
- Pre-grant writing costs should not exceed 5% of the total award





Infrastructure Deployment: Miscellaneous, cont.

- If including DIAs or IRUs, applicants must include the terms and length of the lease
 - DIAs should not exceed 5 years, and must be paid during the period of performance
 - IRUs may be for a maximum of 20 years, however, TBCP funds may only be used for a maximum of 5 years. All costs for IRUs must be included for the full term in applicants' financial pro formas.
- Applicants may request up to 1 year of operations and maintenance costs to be used during the period of performance. Applicants should note this in their pro forma financials
 - Applicants can utilize OPM funds for subscriber support costs





Example: Miscellaneous Justification

Description	Unit Basis	Unit Cost	Number of Units	Total Cost
Feasibility Study for location A	Each	\$2,500	1	\$2,500

Feasibility Study for location A (\$2,500) – costs to complete a feasibility study for location A prior to starting any construction or demolition activities. Feasibility study is necessary to complete as the location has unusual geography and will help determine what site remediation is necessary in order to complete project work at the location.





Infrastructure Deployment: Contingencies

- Applicants may include reasonable contingency costs as a part of their project, so long as they are compliant with 2 CFR 200.433
- Contingency costs may not include amounts for major project scope changes, unforeseen risks, or extraordinary events
- Contingency costs should not exceed 10% of the total cost listed under the Construction + equipment cost category. If the applicant's contingency exceeds this, a justification should be provided





Infrastructure Deployment: Program Income

Program income is not expected or required for TBCP projects. If you expect the project to generate income prior to completion of activities, please contact tbcpnofo2@ntia.gov to discuss.





Q & A