

**INTERNET
FOR ALL**

Tribal Broadband Connectivity Program: Budget Forms and Documents

November 29, 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

Presenter:

- Vanessa Cresci

Moderator:

- Isabel Lopez, Federal Program Officer, Team Lead

Panelists:

- Theron Rutyna, Federal Program Officer
- Vanessa Cresci, Federal Program Officer
- Crystal Hottowe, Federal Program Officer



Agenda

- 1** Required Forms and Documents
- 2** SF-424 Forms
- 3** Detailed Budget Justification
- 4** Budget Narrative – General Guidance
- 5** Budget Narrative – Use and Adoption
- 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

Use and Adoption Projects must also submit the following forms:

- SF-424 A and SF-424 B

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



Financial Forms Resources

The following resources are available on [BroadbandUSA.gov](https://www.broadbandusa.gov) to assist you in completing your financial forms:

- Budget Narrative Guidance and Template – Use and Adoption
- Detailed Budget Justification Template

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

SF-424 Required Sections

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:



SF-424 Required Sections

8. APPLICANT INFORMATION:	
* a. Legal Name: <input type="text"/>	
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>	* c. UEI: <input type="text"/>
d. Address:	
* Street1:	<input type="text"/>
Street2:	<input type="text"/>
* City:	<input type="text"/>
County/Parish:	<input type="text"/>
* State:	<input type="text"/>
Province:	<input type="text"/>
* Country:	<input type="text" value="USA: UNITED STATES"/>
* Zip / Postal Code:	<input type="text"/>
e. Organizational Unit:	
Department Name: <input type="text"/>	Division Name: <input type="text"/>



SF-424 Required Sections

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 Number: Fax Number:

* Email:



SF-424 Required Sections

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):



SF-424 Required Sections

*** 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



SF-424 Required Sections

* 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 if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:



SF-424 Required Sections

18. Estimated Funding (\$):

* a. Federal	<input type="text"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* 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

If "Yes", provide explanation and attach

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



SF-424 Required Sections

Authorized Representative:	
Prefix: <input type="text"/>	* First Name: <input type="text"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text"/>	
Suffix: <input type="text"/>	
* Title: <input type="text"/>	
* Telephone Number: <input type="text"/>	Fax Number: <input type="text"/>
* Email: <input type="text"/>	
* Signature of Authorized Representative: <input type="text"/>	* Date Signed: <input type="text"/>



SF- 424A

SF-424A – Section A

In section A, the Use and Adoption applicant must complete the following fields in row 1:

- **Grant Program Function or Activity (column a)** – The applicant should type in Tribal Broadband Connectivity, TBC, or Tribal Program depending on how much will fit into the cell.
- **Catalog of Federal Domestic Assistance Number (column b)** – The applicant should type in 11.029.
- **Estimated Unobligated Funds (column c) and (column d)** – The applicant should leave these columns blank
- **New or Revised Budget** – The applicant should enter the total project costs for the broadband use and adoption project in the federal column (e). This amount should only be for the broadband use and adoption project and should not include budgeted amounts for the broadband infrastructure and deployment projects. If an applicant is applying only for a broadband use and adoption project, the number listed in column (e) will match field 18, Estimated Funding, on the SF-424. The applicant should also complete column (g) with the same amount listed in column (e).



Example: SF424A Section A

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Tribal Broadband Connectivity Program	11.029	\$	\$	\$ 500,000.00	\$	\$ 500,000.00
2.						
3.						
4.						
5. Totals		\$	\$	\$ 500,000.00	\$	\$ 500,000.00



SF-424A – Section B

Section B must match the information provided in both the budget narrative and the detailed budget justification spreadsheet.

- The applicant should list all object class categories in column (1). Columns (2) and (3) should remain blank.
- Unless the applicant will include non-federal/matching funds (also referred to as cost share) in the grant award, column (4) should stay blank, and column (3) should match column (5). This may auto-populate if the applicant is using a form downloaded from Grants.gov.
- Indirect administrative charges should be listed in the indirect charges line j. item. Direct administrative charges should be listed in the cost category appropriate to the action (e.g., staff time associated with preparing grant reports would be listed under salaries.). **The combined total of direct and indirect administrative charges cannot exceed two percent (2%) of the total charges to the award.**



Example: SF-424A Section B

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	Tribal Broadband Connectivity Program				
a. Personnel	\$ 20,000.00	\$	\$	\$	\$ 20,000.00
b. Fringe Benefits	2,000.00				2,000.00
c. Travel	3,000.00				3,000.00
d. Equipment	250,000.00				250,000.00
e. Supplies					
f. Contractual	225,000.00				225,000.00
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)	500,000.00				\$ 500,000.00
j. Indirect Charges					\$
k. TOTALS (sum of 6i and 6j)	\$ 500,000.00	\$	\$	\$	\$ 500,000.00



SF-424A – Section C

Section C – Non-Federal Resources:

- Section C should only be completed if the applicant will be contributing matching funds for the award. Matching funds are not required for this grant program. Applicants that will not contribute matching funds should leave this section blank.

SECTION C - NON-FEDERAL RESOURCES					
	(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.	Tribal Broadband Connectivity Program	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>



SF-424A – Section D and E

Section D – Forecasted Cash Needs:

- Applicants should leave this section blank unless otherwise directed by the NOAA grants office.

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
14. Non-Federal	\$ <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15. TOTAL (sum of lines 13 and 14)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Section E – Budget Estimates of Federal Funds Needed for Balance of the Project

- Applicants should leave this section blank unless otherwise directed by the NOAA grants office.

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. Tribal Broadband Connectivity Program	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>



SF-424A – Section F

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges: \$490,000	22. Indirect Charges: \$10,000
23. Remarks:	

- In section 21, applicants should list the total direct charges for the award. This number should match section B, row i, column 5.
- In section 22, the applicant should list the total indirect charges. This number should match section B, row j, column 5.
- The applicant is not required to complete section 23. The applicant may leave this section blank



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



Example Detailed Budget Justification Entries

c. Travel		Quantity	Unit of Measure	Unit Cost	Total Cost
<p>Local: One employee will take 2 trips each quarter for 4 quarters (8 trips total). Each trip will last a total of two days and one night. Total cost per trip is \$432 including: \$200 for lodging, \$112 for mileage reimbursement (200 miles at \$0.56 per mile), and \$120 per diem (\$60 for 2 days),.</p>		8	Per Trip	\$ 432	\$ 3,456
<p>Non local, domestic travel for regional and national meetings with approved parties. Two employees will travel to a total of 2 meetings. Total number of trips is 4. Total cost per trip is \$1,330 including: \$600 round trip airfare, \$400 total lodging for two nights, \$150 for car rental, and estimated per diem of \$180 at \$60 a day for three days.</p>		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 – Use and Adoption

Use and Adoption: Personnel

- Each position that will be **charging any portion of their time directly to the grant** must be listed
- For each listing, **include the name (if known), title, percent of time to be charged to the grant, the time period in which 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 a position is to be filled, applicants should enter TBD in place of a name
- 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.



Use and Adoption: Sample Personnel Justification

Project Manager – Sam Smith (\$30,000 total; \$28,800 direct costs; \$1,200 administrative costs). The project manager will direct day to day project activities to manage the digital inclusion project. The project manager will coordinate with stakeholders, host meetings with telecom partners, conduct data analysis on digital inclusion metrics, interpret the data, and is responsible for overall program and project evaluation and success. Position will spend 96% of their time on direct programmatic activities for one year. Salary for position is \$30,000 annually (12 months). Total amount spent on grant activities is \$28,800 for 12 months/one year. The project manager will spend the remaining 4% of his time completing direct administrative activities to include managing the budget and completing grant reports. The total personnel cost for administrative activities is \$1,200.



Use and Adoption: Fringe

- Each position that will be **charging fringe to the grant award** must be listed individually
- For each listing, include the **fringe percentage (fringe benefit rate) and how long the fringe percentage will be applied, a breakdown of what the fringe includes, and the specific percentage of each fringe benefit**
 - If fringe amounts differ between positions, explain why the percentages are different
 - If fringe benefits are not computed by a percentage, provide a breakdown for how the computation is done
- Applicants should **not combine the fringe benefit costs with salaries and wages** in the personnel category
- Applicants should **specifically identify the amount of fringe benefit costs** allocable to wages charged to staff performing direct programmatic activities and to staff performing administrative activities, respectively



Use and Adoption: Sample Fringe Justification

Project Manager – Sam Smith (\$9,000 total; \$8,640 direct programmatic costs; \$360 administrative costs). Mr. Smith's total salary is allocated 96% to direct programmatic activities and 4% to administrative activities. The fringe benefit rate for the project manager position is calculated at 30% of the salary charges for one year/12 months, totaling \$9,000 (30% of \$30,000). Fringe for this position includes FICA (18%), Health and Dental (5%), Basic Life Insurance, Retirement/Long Term Disability (4%), Workers' compensation (2%) and entity personnel charges (1%). Accordingly, of the total \$9,000 in fringe costs charged to the award, \$8,640 ($\$9,000 \times 96\%$) would be allocated to direct programmatic activities and \$360 ($\$9,000 \times 4\%$) would be allocated to administrative activities.



Use and Adoption: Travel

- Travel requested should be for **applicant staff travel only**
 - Travel for consultants or contractors should be shown in the contractual category
- Each individual trip should be listed separately, with as much detail as possible included to **justify the total cost, with each component listed separately** (e.g., airfare, lodging, per diem, etc.)
 - Hotel costs should be inclusive of fees and taxes, and budgeted using GSA per diem rates
 - If renting a car, note if the costs will be shared between travelers
 - Per diem should note what is included and any prorating or meal exclusions
- All entries should include **trip origin and destination, estimated cost and type of transportation, number of travelers, lodging or per diem costs (if applicable), and the purposes and relation to project success**
- If some details are to be determined, include your **best estimates and an explanation** of how those estimates were made



Use and Adoption: Sample Travel Justification

Two employees will travel to a total of two (2) meetings. Total number of trips is 4. Total cost per trip is \$1,180 including \$600 round trip basic airfare, \$400 total lodging for two nights (\$200 a night for two nights), and per diem at \$180 (\$60 per day for three days). Entity travel policy has work travel per diem at \$60 per day. Per diem covers meals and incidentals for the trip such as tolls, parking fees, and other miscellaneous charges. Travel location is to be determined. The average airfare for traveling to Washington, DC, San Diego, California, and Dallas, Texas is \$600 for round trip airfare. If flights vary significantly, the applicant will discuss the price variance with the grantor before making any purchases. Average cost for lodging in Washington, DC, San Diego and Dallas is \$200 per night. If lodging varies significantly, the applicant will discuss the price variance with the grantor before making any purchases.

2 people x 4 trips:

Airfare: \$600 round trip = \$2,400 Lodging: \$200 a night x 2 nights x 4 trips = \$1,600

Per Diem: \$60 a day x 3 days x 4 trips = \$720

Total = \$4,720



Use and Adoption: Equipment

- Equipment is defined as **any tangible personal property that has a useful life of more than one year and a per unit cost equal to or greater than \$5,000, or the capitalization level set by the applicant**
- Each item must be **listed individually** and include the name (if available), type (make/model), cost, unit cost, and purpose of the equipment as it relates to allowable activities
 - Applicants should include any quotes or pricing research used to substantiate the listed cost
- Any **supplies being distributed to community members** other than applicant and/or tribal staff should be listed under Other
- **All equipment over \$5,000 per unit** must include a lease vs. purchase analysis
 - If the analysis cannot be completed, applicants should detail how the chosen procurement method is the most economical approach



Use and Adoption: Sample Equipment Justification

Applicant will purchase two (2) servers at \$5,000 each, totaling \$10,000. The servers are Dell precision towers. An online search found that several local stores (Target, Best Buy, Computer Store) sell these servers for an average of \$5,000 per server. The Tribe will purchase the servers using the Tribal procurement policy requirements and guidelines, which require three quotes and a purchase justification before being approved by the Tribe administrative officer. The servers will be used to support digital inclusion activities and will be housed in the two main buildings on the entity property. The servers will come pre-loaded with XYZ software, BBB Malware, and the necessary cables to be compatible with existing technology for the Tribe. The servers will be locked in computer closets in each of the buildings and will be tagged with a barcode for inventory management.



Use and Adoption: Supplies

- Supplies are defined as **any tangible personal property that has a useful life of less than one year OR a per unit cost less than \$5,000, or the capitalization level set by the applicant**
 - Any supplies being distributed to community members other than applicant and/or tribal staff should be listed under Other
- All supplies should be **listed by item, with unit costs, number of units, total cost, and the item's relation to program objectives**
 - Applicants should include an explanation of an item's purpose if the total cost of the line item is more than \$5,000 or 5% of total Supplies Cost, whichever is greater
- **General office supplies** may be shown by an estimated amount per month multiplied by the number of months in the budget period



Use and Adoption: Sample Supplies Justification

Printing of materials for digital inclusion meetings and outreach activities. Estimated \$5 a month for 12 months totaling \$60 for one year. Materials will include fact sheets about the program, guidance on how to access and use digital inclusion training sites, and information sheets on broadband.



Use and Adoption: Contractual

- Each line item must include **the purpose of the contract**, total cost, cost information, the start and end date of their period of performance, and the tasks to be performed
 - If a contract is hours based, list total number of hours, period of performance and cost per hour. If a contract is a flat fee, explain the rate and the included charges
- Applicants should include **the name of any contractors or vendors** in their line item
 - If a contractor has not been selected, list as TBD and include the procurement process for selecting a contractor
- Applicants must include **an explanation of the selection and procurement process** used for all line items, ensuring they follow relevant Tribal, state, and federal regulations
 - If an applicant is using a non-competitive process for procurement, include how the process is in compliance with 2 CFR 200.320



Use and Adoption: Sample Contractual Justification

Training consultant (\$10,500) - Training consultant to provide digital inclusion training as a part of the project activities for the members of the Tribe. The work is a direct programmatic activity as the objective of the training is to educate the public (Tribe at large) on digital inclusion. Estimated no more than 175 hours over 1 year period (12 months) at \$60 per hour. Contractor will be responsible for developing digital inclusion training slides and presenting these slides at training sessions. Contract is not yet awarded and will be awarded if this application is funded. The contractor will be selected following our Tribal procurement policy which requires at least three bids to be reviewed and scored to ensure the contractor meets the needs of the project and is appropriately priced. Contracting officer will review the scores and select the contractor following Tribal policy. The full Tribal procurement policy can be found here: tribalpolicy.com



Use and Adoption: Construction

Construction is not allowable as part of a broadband adoption and use project. Applicants that intended to undertake a construction project must have submitted a Broadband Infrastructure Deployment application.



Use and Adoption: Other

- Applicants should use **‘Other’ for any sub-awards and items not included in the previous categories**, including devices or materials delivered to community members
 - A sub-award is an award provided by a pass-through entity to a sub-recipient for the sub-recipient to carry out part of a Federal award, including a portion of the scope of work or objectives. Provide separate budgets for each sub-award, regardless of the dollar value and indicate the basis for the cost estimates in the narrative
- List items by type and break down the costs by quantity and cost per unit if applicable.



Use and Adoption: Sample Other Justification

Sample Sub-award justification

ABC entity will sub-award \$75,000 to XYZ entity to complete telehealth surveys and analysis of Tribal telehealth data, in accordance with the allowable costs and activities listed in the NOFO. XYZ entity will develop and distribute surveys to all XYZ entity members on their access to, use of, and needs regarding broadband for telehealth services. XYZ will collect and analyze the data and submit to ABC entity for broader analysis on telehealth in the entity areas. The budget for this subaward is attached to this application submission.

Sample other justification

Internship Stipend (\$1,000). Four (4), \$250 internship stipends to be awarded during the period of performance. Stipend will ensure interns are able to support the project.



Use and Adoption: Indirect Costs

- 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
 - All indirect costs must align to requirements in 2 CFR 200.414 and cannot also be counted as direct costs
- Applicants should include any **Negotiated Indirect Cost Rate Agreements** they may have with a cognizant federal agency
- In all cases, applicants are **limited to 2% of total cost for combined indirect costs and direct administrative costs**



Use and Adoption: Sample Indirect Costs Justification

Indirect Costs – Tribe has a NICRA, issued by the Department of the Interior, at a rate of 10%. The indirect cost rate agreement covers office utilities (water, sewer, landline service, electrical, heat). The Tribal entity will charge only 0.1% of the total award cost to indirect costs, in addition to the 1.9% of award requests, in order to stay under the administrative expense cap. Any remaining indirect costs will be covered by non-grant funds as necessary. The indirect cost rate agreement is attached to the application



Q & A